

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

Date: Tuesday, 19 April 2022
Time: 6.00 p.m.
Location: Council Chamber
Civic Centre
10 Watson Terrace
Mount Gambier

AGENDA

Ordinary Council Meeting 19 April 2022



Sarah Philpott
Chief Executive Officer
14 April 2022

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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

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

3 LEAVE OF ABSENCE

Nil

4 CONFIRMATION OF COUNCIL MINUTES

[Ordinary Council Meeting - 15 March 2022](#)

RECOMMENDATION

That the minutes of the Ordinary Council meeting held on 15 March 2022 be confirmed as an accurate record of the proceedings of the meeting.



5 MAYORAL REPORT

5.1 MAYORAL REPORT - APRIL 2022 – REPORT NO. AR21/70995

- Virtual Pre-Election Forum with Hon Josh Teague, Minister for Planning and Local Government
- 2022 Interschool Athletics Carnival – Mount Gambier High School
- Opening Night Fringeland Event
- Wave the Starter Flag – Mount Gambier 8 Hour Pedal Prix
- Audit and Risk Committee Meeting
- 2022 SA PGA Seniors Championship
- Meeting with Acting CEO and Nigel Smart, CEO - Crime Stoppers SA
- SAPOL 40th Anniversary Commemoration – Loss of two local Police Officers
- Official Opening new Naracoorte Library
- Teleconference with Member for Barker – Local Roads and Community Infrastructure Phase 3 Extension
- Citizenship Ceremony
- LCLGA Board Meeting – Tatiara District Council
- Opening of South East Society Open Art Awards Exhibition
- Interfaith Service -Pray for Ukraine
- LGA/YMCA Zoom Meeting with Deputy Mayor, Mr Andriy Pizhevskyy, from Ukrainian City of Vinnytsia
- Elected Member Briefing – Budget Workshop 2
- LGA 2022 Best Practice Showcase and OGM
- Opening of Needham 2022 Faithful Gifts Exhibition
- Meeting with GM City and Community Growth and Member for Mount Gambier
- Yerkalalpata Community Reference Group – Crater Lakes Lunch
- Elected Member Briefing – Budget Workshop 3
- Meeting with GM City and Community Growth with representatives from OneFortyOne



6 REPORTS FROM COUNCILLORS



7 QUESTIONS WITH NOTICE

7.1 QUESTION WITH NOTICE - LIBRARY CAFE

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

The following question on notice was received from Councillor Paul Jenner.

Question

What is Council doing with the cafe space in the library. Could it be leased out for a teaching space for students to use their skills at?

Response

To be provided at the meeting

REPORT RECOMMENDATION

That the response to the question regarding use of the Library Cafe raised by Councillor Paul Jenner be received and noted.

ATTACHMENTS

Nil



7.2 QUESTION WITH NOTICE - BLUE LAKE WELCOME CENTRE

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

The following question on notice was received from Councillor Paul Jenner.

Question

What is Council doing with the coffee shop at the Blue Lake?

Response

To be provided at the meeting

REPORT RECOMMENDATION

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

ATTACHMENTS

Nil



7.3 QUESTION WITH NOTICE - CO-CUSTODIANSHIP OF THE BLUE LAKE

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

The following question on notice was received from Councillor Paul Jenner.

Question

Has the lease issue with the Blue Lake through SA Water and City Council been fixed?

Response

To be provided at the meeting

REPORT RECOMMENDATION

That the response to the question regarding co-custodianship of the Blue Lake raised by Councillor Paul Jenner be received and noted.

ATTACHMENTS

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 INFORMATION/BRIEFING SESSIONS FROM 07/03/2022 TO 11/04/2022 – REPORT NO. AR21/71016

Meeting: Council
CM9 Reference: AF21/496
Author: Melissa Telford, Councillor Support Officer
Authoriser:

REPORT RECOMMENDATION

1. That Council Report No. AR21/71016 titled 'Elected Member Information/Briefing Sessions from 07/03/2022 to 11/04/2022' as presented on 19 April 2022 be noted.



ATTACHMENTS

1. Information Briefing Session - Elected Members - Record of Proceedings - 22/03/2022 - James Morrison - JMA Future Direction/Activities [↓](#)
2. Information Briefing Session - Elected Members - Record of Proceedings - 22/03/2022 - Wulanda Opening [↓](#)
3. Information Briefing Session - Elected Members - Record of Proceedings - 05/04/2022 - Budget Workshop 2 [↓](#)
4. Information Briefing Session - Elected Members - Record of Proceedings - 12/04/2022 - Budget Workshop 3 [↓](#)



**DESIGNATED INFORMAL GATHERING
JAMES MORRISON – JMA FUTURE DIRECTION/ACTIVITIES
5:30 PM TUESDAY 22 MARCH 2022**

RECORD OF PROCEEDINGS
5:30 pm, Tuesday 22 March 2022
Council Chamber, Civic Centre
10 Watson Terrace, Mount Gambier

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

GUESTS:-

James Morrison

MEMBERS PRESENT:-

Cr Amoroso
Cr Morello
Cr Bruins
Cr Mezinac

STAFF PRESENT:-

Chief Executive Officer
General Manager City and Community Growth
Manager Governance and Property

MEMBERS APOLOGIES:-

Mayor Martin
Cr Greco
Cr Jenner
Cr Perryman

LEAVE OF ABSENCE:-

Cr Hood

DISCUSSION:

Plans for the James Morrison Academy

Discussion closed at 6:21 p.m.



**DESIGNATED INFORMAL GATHERING
WULANDA OPENING
6:30 PM TUESDAY 22 MARCH 2022**

RECORD OF PROCEEDINGS
6:30 pm, Tuesday 22 March 2022
Council Chamber, Civic Centre
10 Watson Terrace, Mount Gambier

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

GUESTS:-

Nil

MEMBERS PRESENT:-

Cr Amoroso
Cr Morello
Cr Bruins
Cr Mezinac

STAFF PRESENT:-

Chief Executive Officer
General Manager City and Community Growth
Manager Governance and Property

MEMBERS APOLOGIES:-

Mayor Martin
Cr Greco
Cr Jenner
Cr Perryman

LEAVE OF ABSENCE:-

Cr Hood

DISCUSSION:

Potential event and timing for Wulanda

Discussion closed at 7:10 p.m.



**DESIGNATED INFORMAL GATHERING
BUDGET WORKSHOP 2
5:30 PM TUESDAY 5 APRIL 2022**

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

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

GUESTS:-

Nil

MEMBERS PRESENT:-

Mayor Martin
Cr Hood
Cr Greco
Cr Bruins
Cr Mezinec
Cr Morello

STAFF PRESENT:-

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

MEMBERS APOLOGIES:-

Cr Amoroso
Cr Jenner

LEAVE OF ABSENCE:-

DISCUSSION:

Budget review 2023 Workshop 2.

Discussion closed at 6.35 p.m.



**DESIGNATED INFORMAL GATHERING
BUDGET WORKSHOP 3
5:30 PM TUESDAY 12 APRIL 2022**

RECORD OF PROCEEDINGS
5:30 pm, Tuesday 12 April 2022
Council Chamber, Civic Centre
10 Watson Terrace, Mount Gambier

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

GUESTS:-

Nil

MEMBERS PRESENT:-

Mayor Martin
Cr Hood
Cr Mezinac
Cr Morello
Cr Bruins

STAFF PRESENT:-

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

MEMBERS APOLOGIES:-

Cr Greco
Cr Jenner
Cr Amoroso

LEAVE OF ABSENCE:-

DISCUSSION:

Discussion regarding budget review 3 (BR3) and the 2023 budget preparation.

Discussion closed at 7:40 p.m.



13 ELECTED MEMBERS TRAINING AND DEVELOPMENT

Nil



14 COUNCIL ACTION ITEMS

14.1 COUNCIL ACTION ITEMS - 15/03/2022 – REPORT NO. AR21/71031

Meeting: Council
CM9 Reference: AF21/496
Author: Melissa Telford, Councillor Support Officer
Authoriser:

REPORT RECOMMENDATION

1. That Council Report No. AR21/71031 titled 'Council Action Items - 15/03/2022' as presented on 19 April 2022 be noted.

ATTACHMENTS

1. Council Action Items - 15 March 2022 [↓](#)



Division:	15/03/2022
Meeting: Council	Date To: 11/04/2022
Officer:	
Action Sheets Report	Printed: 11 April 2022 10:30 AM

Meeting	Officer/Authoriser	Section	Subject
Council 15/03/2022	Chant, Tahlee Coote, Tim	Elected Members Workshops	Elected Member Information/Briefing Sessions from 11/02/2022 to 09/03/2022
RESOLUTION 2022/46			
Moved: Cr Frank Morello			
Seconded: Cr Steven Perryman			
1. That Council Report No. AR21/71014 titled 'Elected Member Information/Briefing Sessions from 11/02/2022 to 09/03/2022' as presented on 15 March 2022 be noted.			
CARRIED			
22 Mar 2022 9:37am Chant, Tahlee - Completion			
Action completed by Chant, Tahlee			

Meeting	Officer/Authoriser	Section	Subject
Council 15/03/2022	Chant, Tahlee Coote, Tim	Council Action Items	Council Action Items - 15/02/2022
RESOLUTION 2022/47			
Moved: Cr Christian Greco			
Seconded: Cr Steven Perryman			
1. That Council Report No. AR21/71030 titled 'Council Action Items - 15/02/2022' as presented on 15 March 2022 be noted.			
CARRIED			
22 Mar 2022 9:36am Chant, Tahlee - Completion			
Action completed by Chant, Tahlee			

Meeting	Officer/Authoriser	Section	Subject
Council 15/03/2022	Telford, Melissa Philpott, Sarah	Junior Sports Assistance (Section 41) Committee Mi	Minutes of the Junior Sports Assistance Fund held on 2 March 2022
RESOLUTION 2022/48			
Moved: Cr Christian Greco			
Seconded: Cr Kate Amoroso			



Division:	Date From: 15/03/2022
Meeting: Council	Date To: 11/04/2022
Officer:	Printed: 11 April 2022 10:30 AM
Action Sheets Report	

That the Minutes of the Junior Sports Assistance Fund meeting held on 2 March 2022 as attached be noted. **CARRIED**

31 Mar 2022 11:43am Telford, Melissa - Completion
 Action completed by Telford, Melissa

Meeting	Officer/Authoriser	Section	Subject
Council 15/03/2022	Telford, Melissa Philpott, Sarah	Reports	Correspondence Received
RESOLUTION 2022/49			
Moved: Cr Christian Greco			
Seconded: Cr Steven Perryman			
1. That Junior Sports Assistance Fund Report No. AR22/13971 titled 'Correspondence Received ' as presented on 02 March 2022 be noted. CARRIED			
31 Mar 2022 11:42am Telford, Melissa - Completion Action completed by Telford, Melissa			

Meeting	Officer/Authoriser	Section	Subject
Council 15/03/2022	Telford, Melissa Philpott, Sarah	Reports	Statement of Revenue and Expenses - as at 31 January 2022
RESOLUTION 2022/50			
Moved: Cr Christian Greco			
Seconded: Cr Paul Jenner			
1. That Junior Sports Assistance Fund Report No. AR22/13972 titled 'Statement of Revenue and Expenses - as at 31 January 2022 ' as presented on 02 March 2022 be noted.			
2. The financial statement of the Fund as 30 September 2021 be received, noting a cash balance of \$126,036.64. CARRIED			
RESOLUTION 2022/51			
Moved: Cr Christian Greco			



Division: Meeting: Council Officer:	Date From: 15/03/2022 Date To: 11/04/2022
Action Sheets Report	Printed: 11 April 2022 10:30 AM

Seconded: Cr Frank Morello

1. That Junior Sports Assistance Fund Report No. AR22/13973 titled 'Applications for Financial Assistance for Juniors and Payments from the Fund - 01/10/2021 - 31/01/2022' as presented on 02 March 2022 be noted.

CARRIED

31 Mar 2022 11:42am Telford, Melissa - Completion
 Action completed by Telford, Melissa

Meeting	Officer/Authoriser	Section	Subject
Council 15/03/2022	Telford, Melissa Philpott, Sarah	Reports	Applications for Financial Assistance for Juniors and Payments from the Fund - 01/10/2021 - 31/01/2022
RESOLUTION 2022/50			
Moved: Cr Christian Greco Seconded: Cr Paul Jenner			
<ol style="list-style-type: none"> 1. That Junior Sports Assistance Fund Report No. AR22/13972 titled 'Statement of Revenue and Expenses - as at 31 January 2022 ' as presented on 02 March 2022 be noted. 2. The financial statement of the Fund as 30 September 2021 be received, noting a cash balance of \$126,036.64. 			
CARRIED			
RESOLUTION 2022/51			
Moved: Cr Christian Greco Seconded: Cr Frank Morello			
<ol style="list-style-type: none"> 1. That Junior Sports Assistance Fund Report No. AR22/13973 titled 'Applications for Financial Assistance for Juniors and Payments from the Fund - 01/10/2021 - 31/01/2022' as presented on 02 March 2022 be noted. 			
CARRIED			
31 Mar 2022 11:42am Telford, Melissa - Completion Action completed by Telford, Melissa			

Meeting	Officer/Authoriser	Section	Subject
Council 15/03/2022	Telford, Melissa Philpott, Sarah	Reports	Rotary Club of Mount Gambier Lakes - Donation to Financially Disadvantaged Junior Sportspeople



Division:	Date From: 15/03/2022
Meeting: Council	Date To: 11/04/2022
Officer:	Printed: 11 April 2022 10:30 AM
Action Sheets Report	

RESOLUTION 2022/52

Moved: Cr Christian Greco
 Seconded: Cr Kate Amoroso

1. That Junior Sports Assistance Fund Report No. AR22/13974 titled 'Rotary Club of Mount Gambier Lakes - Donation to Financially Disadvantaged Junior Sportspersons' as presented on 02 March 2022 be noted.
2. The following funding be made available to the Member Organisations named below to assist the identified junior(s) to achieve their fullest participation with the donation from the Rotary Club of Mount Gambier Lakes - Donations to Financially Disadvantaged Junior Sportspersons initiative, to be used strictly in accordance with their respective confidential application:
 - (a) Blue Lake Y Swim - \$300
 - (b) Basketball Mount Gambier - \$600

CARRIED

31 Mar 2022 11:43am Telford, Melissa - Completion
 Action completed by Telford, Melissa

Meeting	Officer/Authoriser	Section	Subject
Council 15/03/2022	Pasquazzi, Ashlee Barber, Darren	Audit and Risk Committee Minutes and Recommendation	Minutes of the Audit and Risk Committee held on 28 February 2022

RESOLUTION 2022/53

Moved: Cr Sonya Meziniec
 Seconded: Cr Max Bruins

That the Minutes of the Audit and Risk Committee meeting held on 28 February 2022 as attached be noted.

CARRIED

18 Mar 2022 11:44am Pasquazzi, Ashlee - Completion
 Action completed by Lavia, Ashlee

Meeting	Officer/Authoriser	Section	Subject
Council 15/03/2022	Pasquazzi, Ashlee Barber, Darren	Reports	Correspondence Received



Division: Council	Date From: 15/03/2022
Meeting: Council	Date To: 11/04/2022
Officer:	
Action Sheets Report	Printed: 11 April 2022 10:30 AM

<p>RESOLUTION 2022/54</p> <p>Moved: Cr Sonya Meziniec Seconded: Cr Frank Morello</p> <p>1. That Audit and Risk Committee Report No. AR21/74812 titled 'Correspondence Received' as presented on 28 February 2022 be noted.</p> <p style="text-align: right;">CARRIED</p> <p>18 Mar 2022 11:45am Pasquazzi, Ashlee - Completion Action completed by Lavia, Ashlee</p>

Meeting	Officer/Authoriser	Section	Subject
Council 15/03/2022	Scoggins, Julie Barber, Darren	Reports	External Audit Management Report

<p>RESOLUTION 2022/55</p> <p>Moved: Cr Sonya Meziniec Seconded: Cr Paul Jenner</p> <p>1. That Audit and Risk Committee Report No. AR21/69921 titled 'External Audit Management Report' as presented on 28 February 2022 be noted.</p> <p>2. That:</p> <p style="padding-left: 20px;">(a) A report be provided to the Audit and Risk Committee at least on a quarterly basis throughout the financial year to provide an update on the progress against the recommendations raised by the External Auditors.</p> <p style="text-align: right;">CARRIED</p>

Meeting	Officer/Authoriser	Section	Subject
Council 15/03/2022	Pasquazzi, Ashlee Barber, Darren	Building Fire Safety Committee Minutes	Minutes of the Building Fire Safety Committee held on 7 March 2022

<p>RESOLUTION 2022/58</p> <p>Moved: Cr Paul Jenner Seconded: Cr Christian Greco</p> <p>That the Minutes of the Building Fire Safety Committee meeting held on 7 March 2022 as previously circulated be noted.</p>
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Division:	Date From: 15/03/2022
Meeting: Council	Date To: 11/04/2022
Officer:	Printed: 11 April 2022 10:30 AM
Action Sheets Report	

CARRIED

18 Mar 2022 3:33pm Pasquazzi, Ashlee - Completion
Action completed by Lavia, Ashlee

Meeting	Officer/Authoriser	Section	Subject
Council 15/03/2022	Scheidl, Jo Barber, Darren	Council Reports	Review of Valuation and Rating System 2022/2023
RESOLUTION 2022/59			
Moved: Cr Frank Morello			
Seconded: Cr Max Bruins			
<ol style="list-style-type: none"> 1. That Council Report No. AR21/72784 titled 'Review of Valuation and Rating System 2022/2023' as presented on 15 March 2022 be noted. 2. That the rating assumptions and directions referred to in Report No. AR21/72784 be used to prepare Council's draft Annual Business Plan and Budget for 2022/2023 for Council's future consideration. 			
CARRIED			
21 Mar 2022 9:53am Scheidl, Jo - Completion			
Action completed by Scheidl, Jo			

Meeting	Officer/Authoriser	Section	Subject
Council 15/03/2022	Porter, Jessica Coote, Tim	Council Reports	ALGA June 2022 National General Assembly - Call for Motions
RESOLUTION 2022/60			
Moved: Cr Paul Jenner			
Seconded: Cr Sonya Meziniec			
<ol style="list-style-type: none"> 1. That Council Report No. AR22/11605 titled 'ALGA June 2022 National General Assembly - Call for Motions' as presented on 15 March 2022 be noted. 2. That: <ol style="list-style-type: none"> (a) the Regionalisation Motion; (b) the Housing Affordability Motion; (c) the Waste and Circular Economy Motion; and 			



Division: Council	Date From: 15/03/2022
Meeting: Council	Date To: 11/04/2022
Officer:	
Action Sheets Report	Printed: 11 April 2022 10:30 AM

(d) the submission of the Motions as listed above (recommendations 2 (a),(b) & (c)) to the ALGA's 2022 National General Assembly. as attached to Report No. AR22/11605 be endorsed.

3. That the Regionalisation Motion include the below amendment:

(a) This national general assembly draws this governments attention to the recently released NNF Regionalisation Agenda.

CARRIED

28 Mar 2022 3:03pm Porter, Jessica - Completion
 Action completed by Porter, Jessica

Meeting	Officer/Authoriser	Section	Subject
Council 15/03/2022	Porter, Jessica Coote, Tim	Council Reports	Mount Gambier Sport, Recreation and Open Space Strategy
RESOLUTION 2022/61			
Moved: Cr Steven Perryman			
Seconded: Cr Paul Jenner			
1. That Council Report No. AR22/16103 titled 'Mount Gambier Sport, Recreation and Open Space Strategy' as presented on 15 March 2022 be noted.			
2. That the CEO seek feedback from Elected Members on further refinements to the Mount Gambier Sport, Recreation and Open Space Strategy and a final draft be presented to the April Council meeting.			
CARRIED			
28 Mar 2022 3:03pm Porter, Jessica - Completion			
Action completed by Porter, Jessica			

Meeting	Officer/Authoriser	Section	Subject
Council 15/03/2022	McDonald, Mark Cernovskis, Barbara	Motions with Notice	Notice of Motion - Hard Waste Trial
RESOLUTION 2022/62			
Moved: Cr Paul Jenner			
Seconded: Cr Christian Greco			
1. That Council Report No. AR22/16524 titled 'Notice of Motion - Hard Waste Trial' as presented on 15 March 2022 be noted.			



Division: Meeting: Council Officer:	Date From: 15/03/2022 Date To: 11/04/2022 Printed: 11 April 2022 10:30 AM
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<p>Action Sheets Report</p> <ol style="list-style-type: none"> 2. That a report be provided to Council to make recommendations about the Hard Waste trial which was conducted during COVID, with the report to include considerations of cost, budget, long term financial plan implications, staff levels needed, any additional capital required as well as the overall impact on waste reuse, recovery or disposal. 3. The Report should consider different alternatives to program. <ol style="list-style-type: none"> (a) Done yearly. (b) Done every 2 years. (c) Done yearly with options for reducing staff costs associated with the service. (d) Done every 3 years. (e) Not done at all. 4. That all of the alternatives should consider impacts on the community and on waste to landfill. 5. A copy of the Hard Waste Trial Report and the end Covid Report (that mentions Hard Waste) be attached. 6. That the information relevant to this report be presented to the Elected Member Briefing on Waste. <p style="text-align: right;">CARRIED</p> <p>24 Mar 2022 12:12pm McDonald, Mark Report being developed for discussion at Waste Workshop May Meeting</p> <p>24 Mar 2022 12:13pm McDonald, Mark - Target Date Revision Target date changed by McDonald, Mark from 29 March 2022 to 31 May 2022 - Report to be prepared for discussion at May Waste Workshop.</p>
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Meeting	Officer/Authoriser	Section	Subject
Council 15/03/2022	Pasquazzi, Ashlee Barber, Darren	Motions with Notice	Notice of Motion - Pioneers and other sporting groups display of Trophies and Flags

MOTION

Moved: Cr Paul Jenner
Seconded: Cr Steven Perryman

1. That Council Report No. AR22/16531 titled 'Notice of Motion - Pioneers and other sporting groups display of Trophies and Flags' as presented on 15 March 2022 be noted.
2. That Council engage with the Pioneers and other sporting clubs and groups as appropriate, to consider appropriate display of pennants, trophies, flags and memorabilia in the Wulanda Recreation and Convention Centre.
3. That this is to be planned and implemented prior to the official opening of the centre.



Division: Meeting: Council Officer:	Date From: 15/03/2022 Date To: 11/04/2022
Action Sheets Report	Printed: 11 April 2022 10:30 AM

LOST

18 Mar 2022 3:33pm Pasquazzi, Ashlee - Completion
 Action completed by Lavia, Ashlee

Meeting	Officer/Authoriser	Section	Subject
Council 15/03/2022	Pasquazzi, Ashlee Barber, Darren	Motions with Notice	Notice of Motion - Large Gum Trees on the corner of Jubilee Highway East and Ramsay Avenue
MOTION			
Moved: Cr Paul Jenner			
Seconded: Cr Christian Greco			
<ol style="list-style-type: none"> That Council Report No. AR22/16538 titled 'Notice of Motion - Large Gum Trees on the corner of Jubilee Highway East and Ramsay Avenue' as presented on 15 March 2022 be noted. That a report be provided to Council to consider the removal of the large gum trees on the corner of Jubilee Highway East and Ramsay Avenue. That the report consider the condition of the trees, the resourcing implications of removal, and options for plantings for the area if the trees are removed or retained, and include consultation with the impacted business. 			
The Motion was put and the voting was 3 For and 3 Against		TIED VOTE	
The Mayor exercised her right to a casting vote and voted against the Motion			
The Motion was declared		LOST	
Cr Paul Jenner called a division.			
The declaration was set aside.			
Voting by division being:			
<u>In Favour:</u> Crs Kate Amoroso, Christian Greco and Paul Jenner			
<u>Against:</u> Crs Sonya Mezinac, Max Bruins and Frank Morello			
		TIED VOTE	
The Mayor exercised her right to a casting vote and voted against the Motion			



Division:	15/03/2022	Date From:
Meeting: Council	11/04/2022	Date To:
Officer:		
Action Sheets Report		Printed: 11 April 2022 10:30 AM

The Mayor declared the motion **LOST 3/4**

18 Mar 2022 3:33pm Pasquazzi, Ashlee - Completion
 Action completed by Lavia, Ashlee

Meeting	Officer/Authoriser	Section	Subject
Council 15/03/2022	Scoggins, Julie Barber, Darren	Reports	Audit and Risk Committee Work Program & Meeting Schedule 2022
RESOLUTION 2022/56			
Moved: Cr Sonya Meziniec			
Seconded: Cr Max Bruins			
<ol style="list-style-type: none"> 1. That Audit and Risk Committee Report No. AR21/85164 titled 'Audit and Risk Committee Work Program & Meeting Schedule 2022' as presented on 28 February 2022 be noted. 2. That the Audit and Risk Committee meet on the following dates in 2022 noting that the meeting dates are subject to change, including if an additional meeting is required: <ol style="list-style-type: none"> (a) Monday 28 February 2022; (b) Monday 28 March 2022; (c) Monday 2 May 2022 (d) Monday 25 July 2022 (e) Monday 19 September 2022 (f) Monday 28 November 2022 3. That the draft work program for the Audit and Risk Committee for calendar year 2022 (attached) be adopted, noting the meeting dates and schedule are subject to change, including if an additional meeting is required. 			
			CARRIED

Meeting	Officer/Authoriser	Section	Subject
Council 15/03/2022	Pasquazzi, Ashlee Barber, Darren	Reports	Presiding Member Nomination



Action Sheets Report	Division: Meeting: Council Officer:	Date From: 15/03/2022 Date To: 11/04/2022 Printed: 11 April 2022 10:30 AM
RESOLUTION 2022/57 Moved: Cr Sonya Meziniec Seconded: Cr Kate Amoroso <ol style="list-style-type: none">1. That Audit and Risk Committee Report No. AR22/12567 titled 'Presiding Member Nomination' as presented on 28 February 2022 be noted.2. The term of office for the position of Audit and Risk Committee Presiding Member be 2 year(s).3. That Mr Paul Duka be the Presiding Member of the Audit and Risk Committee on and from 15 March 2022. <p style="text-align: right;">CARRIED</p> 18 Mar 2022 3:34pm Pasquazzi, Ashlee - Completion Action completed by Lavia, Ashlee		



15 ECONOMIC AND ENVIRONMENT COMMITTEE MINUTES AND RECOMMENDATIONS

Committee in Recess

16 PEOPLE AND PLACE COMMITTEE MINUTES AND RECOMMENDATIONS

Committee in Recess

17 COUNCIL ASSESSMENT PANEL MINUTES

Nil

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

Nil



19 AUDIT AND RISK COMMITTEE MINUTES AND RECOMMENDATIONS

19.1 [MINUTES OF THE AUDIT AND RISK COMMITTEE HELD ON 28 MARCH 2022 - Go to Attachment](#)

RECOMMENDATION

That the Minutes of the Audit and Risk Committee meeting held on 28 March 2022 as attached be noted.

19.2 [Risk Report](#) – Report No. AR21/74818

RECOMMENDATION

1. That Audit and Risk Committee Report No. AR21/74818 titled 'Risk Report' as presented on 28 March 2022 be noted.

19.3 [Work Health, Safety and Wellbeing](#) – Report No. AR21/74819

RECOMMENDATION

1. That Audit and Risk Committee Report No. AR21/74819 titled 'Work Health, Safety and Wellbeing' as presented on 28 March 2022 be noted.

19.4 [Asset Accounting and Asset Management Policies](#) – Report No. AR22/19830

RECOMMENDATION

1. That Audit and Risk Committee Report No. AR22/19830 titled 'Asset Accounting and Asset Management Policies' as presented on 28 March 2022 be noted.
2. That the Asset Accounting Policy as attached to Report No. AR22/19830 having been reviewed by the Audit and Risk Committee on 28 March 2022 be adopted with the following changes:
 - (a) the right of use of leases assets be included
 - (b) the purpose be altered to exclude Treasury Management
 - (c) the policy review date be changed to annually
3. That Policy A900 - Asset Management as attached to Report No. AR22/19830 having been reviewed by the Audit and Risk Committee on 28 March 2022 be adopted.
4. That Council Policy C375 Council Vehicles - Provision and Replacement as attached to Report No. AR22/19830 be revoked.



19.5 [Budget Review 1 & 2 - 2021/2022](#) – Report No. AR22/19869

RECOMMENDATION

1. That Audit and Risk Committee Report No. AR22/19869 titled 'Budget Review 1 & 2 - 2021/2022' as presented on 28 March 2022 be noted.

19.6 [Local Government Reform Update](#) – Report No. AR22/20118

RECOMMENDATION

1. That Audit and Risk Committee Report No. AR22/20118 titled 'Local Government Reform Update' as presented on 28 March 2022 be noted.

19.7 [Policy Review - P420 Procurement & Disposal of Land and Assets](#) – Report No. AR22/20210

RECOMMENDATION

1. That Audit and Risk Committee Report No. AR22/20210 titled 'Policy Review - P420 Procurement & Disposal of Land and Assets' as presented on 28 March 2022 be noted.
2. That the revised P420 Procurement & Disposal of Land and Assets Policy as attached to Report No. AR22/20210 having been reviewed by the Audit and Risk Committee on 28 March 2022 be adopted with the following changes:
 - (a) clause 7.6 include social and community enterprises and indigenous enterprises
 - (b) clause 15 include (h) with reference to inclusion of considerations of one off purchases in a limited market
 - (c) clause 12 include reference to immediate family



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

Nil

21 BUILDING FIRE SAFETY COMMITTEE MINUTES

Nil



22 COUNCIL REPORTS

22.1 MOUNT GAMBIER SPORT, RECREATION AND OPEN SPACE STRATEGY – REPORT NO. AR22/22957

Committee:	Council
Meeting Date:	19 April 2022
Report No.:	AR22/22957
CM9 Reference:	AF21/496
Author:	Jessica Porter, Strategy, Development and Research Co-ordinator
Authoriser:	Tim Coote, General Manager City and Community Growth
Summary:	The Mount Gambier Sport, Recreation and Open Space Strategy (SROSS) has been reviewed and is presented for endorsement.
Strategic Plan Reference:	Goal 2: Our Location Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR22/22957 titled 'Mount Gambier Sport, Recreation and Open Space Strategy' as presented on 19 April 2022 be noted.
2. That the Mount Gambier Sport, Recreation and Open Space Strategy as attached to Report No. AR22/22957 be endorsed.



TYPE OF REPORT

Corporate

BACKGROUND

Council at its meeting held 15 March 2022, resolved the following:

1. That Council Report No. AR22/16103 titled ‘Mount Gambier Sport, Recreation and Open Space Strategy’ as presented on 15 March 2022 be noted.
2. That the CEO seek feedback from Elected Members on further refinements to the Mount Gambier Sport, Recreation and Open Space Strategy and a final draft be presented to the April Council meeting.

In accordance with Council’s resolution, a final round of feedback on the draft SROSS was sought. In summary, the feedback from Members addressed the following:

- Include wording to identify the need for a Rail Lands and Rail Trail master plan. This master plan should:
 - Include a review/audit of the current layout and components of the Rail Lands precinct.
 - Include a landscaping plan and detailed planting schedule for the entire Rail Lands and Rail Trail.
 - Detail wind mitigation measures for the Rail Lands Precinct (e.g. through landscaping, screening, installations) to increase the useability of the Precinct.
 - Consider the value of incorporating a youth recreation space in the Rail Lands Precinct. This is not to be a prescriptive statement on the types of facilities that should be included. However, a youth recreation space may include for example, a skate park, a 3x3 basketball court, ping pong tables and other “youth” related facilities at the site.
- Increase the emphasis on Council’s footpath network. Specifically, to identify where footpaths are best placed, outline maintenance schedules, provide for future planning of footpath networks, audit of existing footpath network and ensure footpaths are suitable for recreational activities such as walking and running.

PROPOSAL

In addition to the changes articulated in the report presented to Council last month (AR22/22957) the draft SROSS has been further amended, to include the feedback received from Members.

Member feedback	Action
Include wording to identify the need for a Rail Lands and Rail Trail master plan.	Pg 26 – added “Rail Lands and Rail Trail” to Strategic Priority 1, Strategic Priority Implementation 8. This now reads: <i>Develop Master Plans for key recreation and sporting sites across the City such as Hastings Cunningham Reserve, Olympic Park, Malseed Park, Vansittart Park, Don McDonnell Reserve, Frew Park, McDonald Park and the Rail Lands and Rail Trail.</i> Pg 32 – additional dot point to “Railway Lands” open space site recommendations. Amended wording to youth recreational space recommendation. This now reads: • <i>Develop a master plan for the entire Railway Lands site and Rail Trail in partnership with site users, that will provide a coordinated and strategic planning approach to landscaping and</i>



	<p><i>the provision and development of infrastructure ensuring it is fit for purpose and meets the needs of the community. Investigate a Regional level play space to increase open space catchment in the area.</i></p> <ul style="list-style-type: none"> • <i>Plan and develop a youth recreation space in the Railway Lands. This space may include, for example, a Skate Park, 3 x 3 basketball court, ping pong tables and other youth components at the site. Locate the youth space at the Bay Road end to provide passive surveillance.</i> • <i>Invest in wind mitigation technologies/installations/innovations to increase viability of the site as a premier event space.</i>
Review/audit of the current layout and components of the Rail Lands precinct.	Noted. This will form part of the Rail Lands and Rail Trail master plan process.
A landscaping plan and detailed planting schedule for the entire Rail Lands and Rail Trail.	Noted. This will form part of the Rail Lands and Rail Trail master plan process.
Wind mitigation measures for the Rail Lands Precinct (e.g. through landscaping, screening, installations) to increase the useability of the Precinct	This currently exists in the draft SROSS.
Consider the value of incorporating a youth recreation space in the Rail Lands Precinct. This is not to be a prescriptive statement on the types of facilities that should be included. However, a youth recreation space may include for example, a skate park, a 3x3 basketball court, ping pong tables and other “youth” related facilities at the site.	This currently exists in the draft SROSS.
Consider the location of the youth recreation space, investigating the appropriateness of locating the youth recreation space towards the eastern (i.e. Bay Road) end of the Rail Land Precinct.	This currently exists in the draft SROSS.
Increase the emphasis on Council’s footpath network.	<p>Pg 26 – a third action added to the Strategic Priority 2, Strategic Priority Implementation actions. The third action reads:</p> <p><i>3. Ensure future footpath networks provide logical and safe connections to recreational, sport and open spaces, and are suitable for recreational activities such as walking and running.</i></p>

LEGAL IMPLICATIONS

Not applicable.



STRATEGIC PLAN

The SROSS aligns with the following Goals and Actions as detailed in the *City of Mount Gambier Strategic Plan 2020-2024*.

GOAL 2 – OUR LOCATION

2.1 Infrastructure development and managing our current assets - We will commence work on meeting the community's aspirations for future infrastructure development, whilst managing our existing infrastructure and assets in a manner that demonstrates the pride we take in our environment.

2.4 Recognition of our indoor and outdoor sporting assets and our adventurous opportunities - We will work on capitalising on the delivery of the Community and Recreation Hub to highlight the opportunities for sporting and other community events in Mount Gambier and we will seek to leverage the adventure sports market through support to potential providers to develop activities, effective marketing and working with our partners to raise the profile of our City and region.

GOAL 4 - OUR CLIMATE, NATURAL RESOURCES, ARTS, CULTURE AND HERITAGE

4.2 Open Space - We will ensure that future growth is planned in a manner that provides access to, and does not detract from, the community's environmental values.

4.4 Recreational and cultural pursuits - We will ensure that community members are provided with opportunities for cultural growth and development through provision of innovative services and programs.

GOAL 5 - OUR COMMITMENT

COUNCIL POLICY

[A900 - Asset Management Policy](#)

[B150 - Building Sewer Connections, Waste Management Control and the Provision of Toilet Facilities](#)

[C355 Council Land - Irrigation](#)

[Memorials Policy](#)

[P195 – Community Consultation and Engagement Policy](#)

[P415 - Prudential Management](#)

[R200 - Community Land \(Reserves\) Lease / Licence / Rental Arrangements Policy](#)

[S115 - Fencing of Stormwater Retention Basins](#)

[T120 - Tree Policy](#)

ECONOMIC IMPLICATIONS

The SROSS provides Council with a strategic direction for the future provision, development and management of Council's open spaces. It will influence future Council's Long-Term Financial Plan, Business Plan and Budget, Asset Management Plans and Works and Maintenance Plans.

ENVIRONMENTAL IMPLICATIONS

Throughout the preparation of the SROSS, consideration of environmental implications was paramount. The SROSS identifies the protection and retention of natural spaces that are importance to, or hold significance for, our community.



SOCIAL IMPLICATIONS

The SROSS seeks to build on the facilities provided by Council to and find improved ways to engage residents in healthy physical activity. The SROSS shows a commitment by Council to the health and wellbeing of our community and through its strategic direction, it will positively impact the health and quality of life of residents across the City.

CULTURAL IMPLICATIONS

Mount Gambier has a robust sporting and recreation culture. It was evident throughout the community engagement process that there is strong club culture and sense of exclusivity associated with a number of key sporting facilities across the City. It is envisaged the endorsement, and subsequent implementation of the SROSS, will assist in lessening “exclusivity” of spaces, by creating spaces that allow our community to develop a sense of place and ownership across the sport, recreation and open spaces throughout the City. The SROSS acknowledges the importance of sites of cultural significance in contributing to our identity as a community.

RESOURCE IMPLICATIONS

As noted above, the SROSS will influence a range of Council strategic and financial plans. Further it will have impact on the current cross-council resources relating to the development, management and maintenance of Council’s open spaces and facilities.

Recommendations and indicative timelines in the SROSS for consideration will be in accordance with budget process dependant on Council’s prioritisation across the organisation.

VALUE FOR MONEY

Not applicable.

RISK IMPLICATIONS

The SROSS is a significant piece of strategic work for Council. To date, there has been no strategic plan undertaken by Council that will have a significant impact on the way in which council plans, develops and maintains its open spaces.

Should Council not proceed with the finalisation, endorsement and implementation of the SROSS, open spaces will continue to lack strategic direction and current processes and procedures will continue in their current form.

EQUALITIES AND DIVERSITY IMPLICATIONS

The SROSS identifies areas in which currently present inequalities and diversity implications for our community and users of our sports, recreation, and open spaces. Noting Strategic Principle 2 - *We will strive for our spaces to reflect the principles of universal design by promoting physical access for all abilities and genders.* Further Council’s Disability Access and Inclusion Plan (DAIP) will inform the implementation of the SROSS.

ENGAGEMENT AND COMMUNICATION STRATEGY

Not applicable.



IMPLEMENTATION STRATEGY

The SROSS highlights several key recommendations and priorities that should be undertaken in the short term. These relate to:

- Undertaking master plans at key recreation and sporting sites across the city, including the Crater Lakes precinct.
- Developing a Sport Facilities framework to address the gaps in off-field amenity provision.
- Developing neutral Premier sites for the City that can host a range of sporting finals, exhibition games and other activities.
- Developing a playground strategy to guide the provision, upgrade and management of all play spaces across the city.
- Developing a central youth space that could incorporate a skate park and other supporting amenities such as 3 x 3 basketball court and /or parkour.
- Exploring opportunities for strategically located dog related facilities across the City.
- Establishing maintenance service levels for all open spaces that are consistent with the open space hierarchy.
- Prepare a strategic response to the identified over- or under- supply of sport and recreation provisions in Mount Gambier. For example, tennis, soccer and athletics.
- Acknowledging its integral role and function for our community, undertake a master plan for the Crater Lakes Precinct, in consultation with all current and future key stakeholders.
- Aligning to the hierarchy, review open space assets to ensure equitable provision across the City. Seek opportunities within legislative frameworks and Council's own policy provisions, to improve the future quality of open space.

The SROSS provides a recommended implementation plan that identifies each area of open space within the City, provides a list of site-specific recommendations and allocates a priority level to each space.

CONCLUSION AND RECOMMENDATION

It is recommended Council endorses the 'Mount Gambier Sport, Recreation and Open Space Strategy'.

ATTACHMENTS

1. For Endorsement - Mount Gambier Sport Recreation and Open Space Strategy (SROSS) - March 2022 [↓](#)





Mount Gambier Sport, Recreation and Open Space Strategy

March 2022



**STATEMENT OF COMMITMENT TO
ABORIGINAL AND TORRES STRAIT
ISLANDER COMMUNITIES**

The City of Mount Gambier recognises the Boandik people as the traditional owners and custodians of this local government area.

We respect their spiritual relationship with the land and recognise the deep feelings of attachment Aboriginal and Torres Strait Islander peoples have with this land.

The City of Mount Gambier is committed to working together with Aboriginal and Torres Strait Islander communities in the process of reconciliation.

We will cooperate to ensure the preservation of cultural practices, traditional sites and significant places. The City of Mount Gambier supports expressions of cultural identity, strongly champions social justice and will advocate for enriching the lives of Aboriginal and Torres Strait Islander peoples.

Together, we seek to build a society where acceptance and understanding, respect and diversity are cornerstone values, where Aboriginal and Torres Strait Islander peoples feel a strong sense of belonging and are able to participate in the life of the community



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Acknowledgements

The Mount Gambier Sport, Recreation and Open Space Strategy was developed by insideEDGE Sport and Leisure Planning and supported by Outerspace on behalf of the City of Mount Gambier.



Executive Summary

The Mount Gambier Sport, Recreation and Open Space Strategy (the Strategy) provides a strategic direction for Councils 58 open spaces including 26 recreation spaces, 10 sporting spaces, 14 nature spaces and 8 public realm spaces.

The strategy is based on an audit of each open space area in the City of Mount Gambier (supply), taking the sport and recreation and community needs (demand) into consideration.

This Strategy will strategically guide the future provision, development and management of open space in the City over the next 10 years and beyond. The Strategy will provide directions that respond to potential community needs, issues, gaps and opportunities associated with open space and the public realm and support existing and future communities and visitors.

This Strategy document includes:

- Background Information
- A vision
- Guiding principles
- Strategic priorities
- Key recommendation and individual open space recommendations

The City of Mount Gambier is generally well serviced by its open space network, with 9.18 hectares of open space per 1,000 residents. The suburb catchments of North East, North West and West have the lowest percentage of open space within the City of Mount Gambier.

Almost all of the playgrounds provided are 'off the shelf' equipment with few being natural playspaces. These playspaces generally only cater for the younger age groups. Creating facilities that provide new and interesting opportunities will attract new participants. 'Unique attractor' facilities such as skate parks, climbing and parkour facilities, or obstacle courses create interest and engage residents in different ways.



The vision for Open Space across the City of Mount Gambier is to:

Create a network of accessible and connected high quality open spaces that encourage a range of physical activities and social opportunities for the Mount Gambier community.

Six guiding principles have been developed to provide a further framework for the Strategy. The principles relate to:

1. Our open spaces will be well distributed, safe and accessible by everyone in our community, regardless of where they reside or frequent within the city.
2. We will strive for our spaces to reflect the principles of universal design by promoting physical access for all abilities and genders.
3. Local stories, heritage and culture are considered and interpreted through design, strengthening our identity and fostering community ownership and pride of place.
4. Our sport and recreation facilities will be non-exclusive, fit for purpose and share resources to reduce the burden on our volunteers
5. Provide unique play experiences including youth spaces that are attractive to a range of ages.
6. Responsive and sustainable management practices of open space across the City.



The Sport, Recreation and Open Space Strategy comprises of 2 main reports as outlined below. The reports should be read in conjunction with each other to understand the full context of the project. The Background + Needs Analysis Report outlines all background information, findings, community consultation and needs analysis, while the Strategy document (this document) focuses on providing direction and site recommendations for open space across the City.



Mount Gambier Context

Mount Gambier lies halfway between Adelaide and Melbourne. It is the heart of the Limestone Coast and second largest city in South Australia. It's a thriving progressive community, where residents enjoy a quality lifestyle, with city facilities and services. Home to the Blue Lake, craters, caves, sinkholes, underground waterways, beautiful gardens, combined with wineries, markets, galleries, festivals and events, fresh local produce and food. Experience the best of the country, while enjoying all the facilities of a thriving cosmopolitan city, with great shopping, award winning restaurants, and world class natural attractions.

The City has a population of just over 27,000 and also services the surrounding towns and districts. Mount Gambier enjoys a temperate Mediterranean climate; it is between 40-75 metres above sea level. The volcano's crater rim is 190 metres and the surface of The Blue Lake 12 metres above sea level. The annual rainfall is between 450mm - 820mm per year.

The largest industry is the timber industry, supported by milling operations. Dairy, beef, lamb and wool are important exports. Limestone is quarried locally, and a large Rock Lobster fishing fleet operates out of nearby Port MacDonnell.

The Mount Gambier region has a strong sporting culture aided by a number of high-level facilities that draw competitors from far afield.



Strategy Development



What does the Strategy include?

What is Open Space?

Public open space encompasses a variety of spaces within the urban environment that are readily and freely accessible to the wider community for recreation and enjoyment (Healthy Active by Design, Heart Foundation).

Open space can support a range of activities, from less structured activity (walking, cycling, playing with friends) through to more structured activities (team sport competition, training and elite sport). Open Space is generally categorised based on its main function or activity occurring at the site and its size.

Open Space in Mount Gambier

Open space in Mount Gambier contains two central categories – function and catchment hierarchy. These include:

Function (primary use and expected activity)

- Recreation
- Nature
- Sport
- Public Realm

Catchment Hierarchy (typical size and how far a user might travel)

- Local
- District
- Neighbourhood
- Regional

These two central categories can dictate what should and should not be provided at the site, as well as the catchment. It should also align with the maintenance service levels for each open space area.

It should be noted that sports facilities can be located in Regional Open Spaces, but are not necessarily of a regional standard. They will generally have more of a district level value and be dependent on the level of competition played and facility hierarchy of the relevant sports body.

Public open space is the focus of this Strategy and private open space such as private lawn bowls, golf courses, fitness and aquatic centres have not been included in this Strategy. Education facilities have not been included.

Recreation	Accessed by all to play, socialise, exercise, celebrate or participate in other activities that provide personal satisfaction or intrinsic reward. Recreation spaces enhance physical and mental health through activity that provides relaxation, amusement or stimulation.
Sport	Formal structured sporting activities. Activities are organised and generally in a team or competitive environment for either playing or training. Facilities are designed with specific infrastructure requirements such as playing surfaces, buffer zones, on and off field amenities.
Nature	Low impact recreation in a setting where people can enjoy nature and protect local biodiversity and natural areas. Sites are managed to enable recreational access while protecting local ecological and biodiversity values.
Public Realm	Includes shared spaces in a city for its visitors and residents to socialise and interact with others. These spaces can include cultural and historical sites, event spaces, plazas, memorials and public art areas. These areas are generally free and open for all.

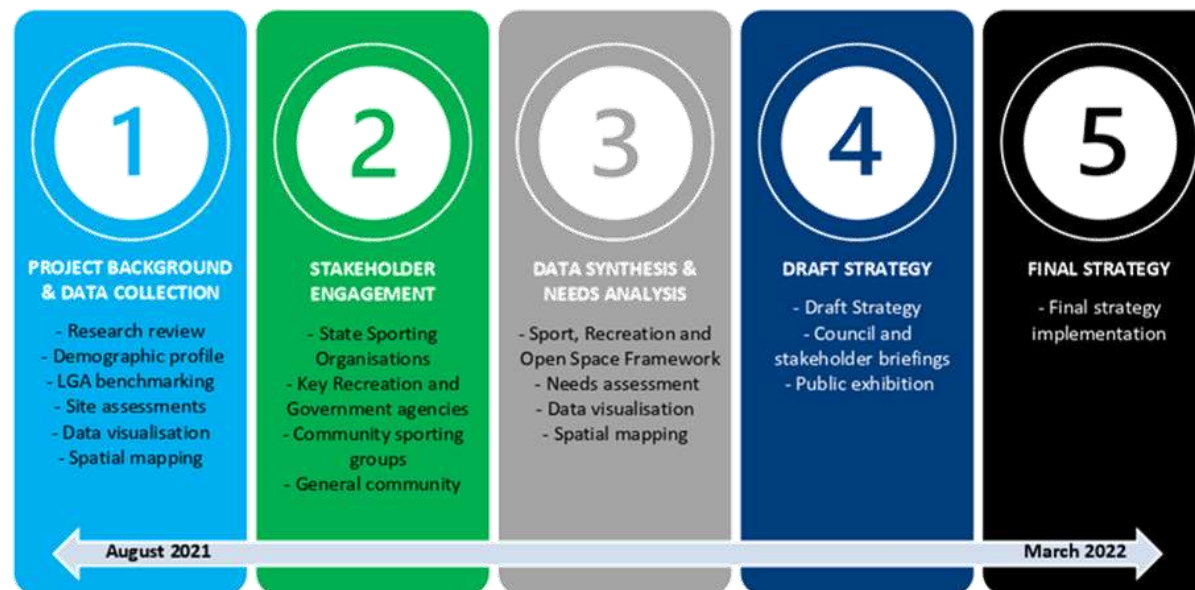
Source: Department of Sport and Recreation, WA



Development of the Strategy

The development of this Strategy included the following and was undertaken in 5 key stages :

- Review of relevant strategies, plans, policies and research relevant to sport, recreation and open space.
- Demographic and population data of the Mount Gambier Community including projected populations.
- Facility audits of existing open space areas and analysis of findings.
- Review of local government and industry benchmarking.
- Review of key trends and influences in sport, recreation and open space participation.
- Community and stakeholder engagement.
- Identification of a hierarchy model for open space within Mount Gambier.
- Development of the Strategic Framework including a vision, guiding principles, and strategies for the provision of open space and recreation facilities.
- City wide strategic priorities and individual site recommendations.



Open Space in the City of Mount Gambier

A baseline inventory of open space provision was established via the auditing of 58 open space areas across the City of Mount Gambier.

The City of Mount Gambier is made up of the following open spaces:

- 26 Recreation Open Space
- 10 Sporting Open Spaces
- 14 Nature Open Space
- 8 Public Realm Spaces

Facility audits were not carried out on private open spaces such as private golf courses / tennis facilities, schools or trails and pathways.

26	10	14	8
Recreation Open Spaces	Sporting Open Spaces	Nature Open Spaces	Public Realm Open Spaces
33	9	9	7
Local Level Open Spaces	Neighbourhood Level Open Spaces	District Level Open Spaces	Regional Level Open Spaces
29	2	3	1
Playgrounds	Skate Parks	BMX / Pump Tracks	Golf Course
4	7	33	8
AFL Oval	Cricket Oval	Tennis Courts	Diamond Sports
1	4	14	1
Synthetic Hockey Pitches	Soccer Fields	Netball Courts	Lawn Bowls



Strategic Context

The Mount Gambier Sport, Recreation and Open Space Strategy is influenced by a range of strategies, plans, policies and research developed by the City of Mount Gambier, government authorities and other agencies.

The following provides a high-level overview of strategic documents which guide and support the development of the Sport, Recreation and Open Space Strategy. It should be noted that a number of these strategies may not reflect the recent impacts of COVID-19. These documents however still provide critical context from a policy perspective and will continue to guide and support future Strategy recommendations.

- CITY OF MOUNT GAMBIER**
- Strategic Plan 2020-2024
 - A Futures Paper for City Development
 - Charter for Children
 - Youth Engagement Strategy
 - Reconciliation Action Plan 2020-2022
 - Public Art Strategy
 - Disability Access and Inclusion Plan 2020-2024
 - Regional Public Health Plan
 - Limestone Coast Regional Plan
 - Greater Mount Gambier Master Plan
 - Culture and Heritage Plan
 - Infrastructure Asset Management Plan
 - Building and Structures Asset Management Plan
 - Long Term Financial Plan
 - Digital Strategy and Action Plan
 - Crater Lakes Management Plan
 - Memorial Policy

- STATE & FEDERAL GOVERNMENT**
- National Sport Plan 2030
 - Ausplay 2019-2020
 - Recreation, Sport and Racing Strategic Plan 2021-2025
 - Game On: Getting South Australia moving
 - State Sport & Recreation Infrastructure Plan 2020-2040
 - SportAus emerging issues and opportunities for sport participation
 - South Australian Regional Level Recreation and Sport Facilities Planning Guidelines

- SPORT, RECREATION + OPEN SPACE**
- The Value of Community Sport Infrastructure
 - Heart Foundation Healthy by Design website
 - Parks and Leisure Australia (WA) Guidelines for Community Infrastructure
 - Various National Sporting Bodies Facility Guidelines
 - Various State Sporting Bodies Infrastructure Strategies



The Mount Gambier Community

POPULATION The City of Mount Gambier has seen a 11% growth in population since 2006. The current population of 27,433 is expected to grow to 29,684 by 2036 (+2,251).

48.5% are male and 51.5% are female

2.2% Identified as being Aboriginal or Torrens Strait Islander people.



AGE

The median age of people in Mount Gambier is 40 years. 23.6% of the population was aged between 0 and 17, and 24.5% were aged 60 years and over.

Mount Gambier has a higher proportion of people in the younger age groups (0 to 17 years) and a lower proportion of people in the older age groups (60+ years) compared to the Limestone Coast Region.

CULTURAL DIVERSITY The three largest ancestries in Mount Gambier are Australian, English and Scottish.

10.8% of people in the City of Mount Gambier were born overseas.

88.5% of the population spoke English only, and 6.0% spoke a non-English language. The dominant language spoken at home, other than English, was Karen (1.2% of the population)

EMPLOYMENT 11,614 people living in the City of Mount Gambier in 2016 were employed, of which 59% worked full-time and 39% part-time.



The median weekly personal income for people aged 15 years and over in Mount Gambier was \$583, which is lower than the State average of \$600.

Housing Tenure



28.3% were owned outright, 33.0% were owned with a mortgage and 34.5% were rented.

Of all households, 64.6% were family households, 32.8% were single person households and 2.5% were group households

ASSISTANCE



6.5% require assistance in their day-to-day lives due to disability

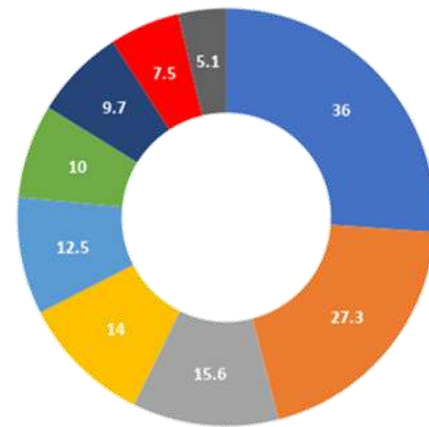


Participation Trends in Mount Gambier

The 2019-2020 Ausplay survey results outlined the following for people living in Mount Gambier:

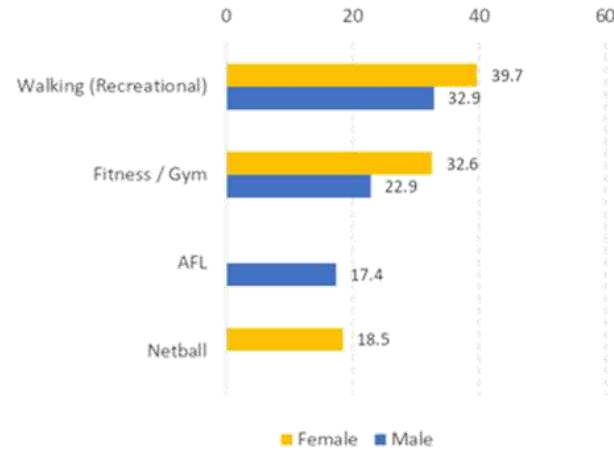
- the most popular physical activity was walking (recreational), followed by fitness/gym, AFL and running/athletics for all ages.
- Walking (recreational) was the most popular for both female and male participation.
- AFL was the top activity for sporting club related participation for males (all ages) and netball was the most popular for female (all ages) participation.

% Top Activities in Mount Gambier LGA (All Ages)



- Walking (recreational)
- Fitness/Gym
- AFL
- Running/ Athletics
- Swimming
- Cycling
- Netball
- Tennis
- Golf

% Top 4 Activities by Gender in Mount Gambier LGA (All Ages)



% Top Activities for sports club participation in Mount Gambier LGA (Male & Female – All ages)



*Please note that there was limited data on children's participation in Mount Gambier through the Ausplay survey.



What We Have Heard From Our Community

- 89% of survey respondents stated that the number and range of open spaces, parks, sport and recreation facilities were as good as or better than similar regional cities.
- 75% of survey respondents stated that the quality of open spaces, parks, sport and recreation facilities were as good as or better than similar regional cities.
- Mount Gambier has strong participation in a diverse range of sports.
- Our open spaces are generally well maintained and we have access to a wide range of spaces.
- We highly value the Railway Lands and the shared use Rail Trail.
- Our Crater Lakes precinct, being so close to the city, are a unique point of difference and provide a much-loved natural environment for many recreational uses for our community.
- Generally, our sporting grounds (such as the actual ovals and pitches) are known to be of reasonably high quality.
- New developments such as the Mount Gambier Pump Track are well supported as positive and productive use of open space.
- Many sporting codes report strong ongoing participation and growth in junior numbers
- Women’s sporting participation is diversifying and particularly increasing across football, soccer and cricket.
- The Limestone Coast Regional Sporting Academy is successfully providing new pathways for elite local sporting talent.

13 pop up sessions

300+ comments on consultation frames

123 resident / city user surveys

50 digital map comments

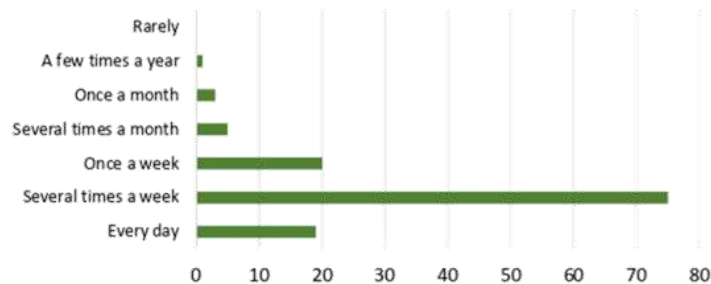
10 round table and facilitated sessions

30 local sporting club surveys

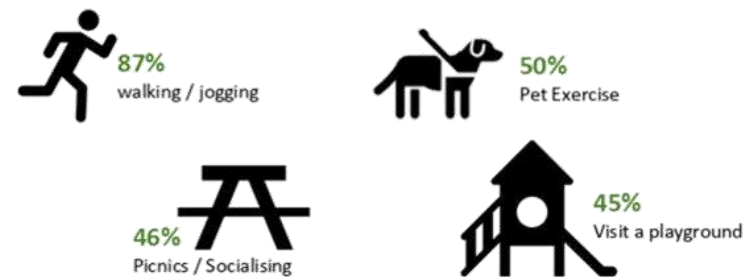
16 state sporting body surveys

20+ interviews

93% of survey respondents visit / use open space at least one a week or more in Mount Gambier



98% of survey respondents participate in outdoor recreation activities other than organised sport.



Open Space Inventory

58 open space areas were audited across the City of Mount Gambier as part of the project.

The audit of selected parks and reserves using *Sports Facility Auditor* collated data on active recreation facilities, supporting infrastructure and site characteristics. Part Two of the Background Report (Framework + Needs Analysis) examined open space provision across the City. Facility audits were not carried out on private open space such as private golf courses / tennis facilities, schools or trails and pathways.

Site names for each reserve can be found on the following page which relate to each number on the adjacent map.

Key Findings:

- The City of Mount Gambier is generally well serviced by its open space network, with 9.18 hectares of open space per 1,000 residents
- The suburb catchments of North East (3.0%), North West (3.4%) and West (6.5%) all have a lower percentage of open space to total land than the average provision within the City of Mount Gambier (7.44%).
- 110.3ha is classified as sporting, 98.7ha is recreation, 24.7ha is Public Realm and 17.9ha is Nature open space. The Lakes suburb catchment has the most total open space area of all the suburb catchments (60.68ha).
- Almost all of the playgrounds provided are 'off the shelf' equipment with few being more natural playspaces. There are no playgrounds in the west suburb catchment.
- 63% of change facilities provided at sporting open spaces are not female friendly. 37% are in poor condition.
- Majority of sporting sites that provide either tennis and/or netball courts are not compliant in terms of their runoff.
- Provision of active recreation facility components is generally limited, particularly for activity-specific facilities such as skate parks, BMX tracks, fitness equipment and multiple courts.
- The Crater Lakes Precinct is a significant area of natural open space within the City, providing an integral recreational, cultural and social destination for the community.



Open Space Type:

- Recreation
- Nature
- Sport
- Public Realm



No.	Site Name	No.	Site Name	No.	Site Name
1	24 Margaret Street – Walkway	25	Hastings Cunningham Reserve	49	Saint Martins Drive Reserve
2	29 Commercial Street East - Walkway	26	Hayes Crescent Reserve	50	Sealey Reserve
3	AF Sutton Memorial Park	27	Heaver Drive Reserve	51	Stiles Street Reserve
4	Akuna Reserve	28	James McArthur Reserve	52	Tumut Drive Reserve
5	Argyle Pl Reserve	29	Kennedy Avenue Reserve 316	53	Umpherston Sinkhole
6	Banksia/Acacia St Reserve	30	Kywong Court Reserve	54	Vansittart Park
7	Blue Lake Golf Links	31	Lady Nelson Park	55	William A Crouch Reserve
8	Blue Lake Sports Park	32	Lake Terrace Cemetery	56	Wireless Road West Reserve
9	Boandik Terrace Blowhole	33	Lakewood Reserve	57	Wirrina Park
10	Carinya Garden Cemetery	34	Malseed Park	58	Woodlands Drive Drainage Reserve
11	Carmel Drive Reserve	35	Marist Park		
12	Carnoustie Court Reserve	36	Matthew Flinders Way Reserve		
13	Cave Gardens	37	Max Young Memorial Park		
14	Conroe Drive Reserve	38	Maxwell Street Reserve		
15	Corriedale Park	39	McDonald Park		
16	Crater Lakes	40	McDonald Park School Reserve		
17	Dalkeith Drive Reserve	41	Melaleuca Reserve		
18	Dimjalla Skate Park	42	Michielan Reserve		
19	Don McDonnell Reserve	43	National Servicemans Memorial Park		
20	Elizabeth Knight Reserve	44	Olympic Park		
21	Elm Avenue Reserve	45	Pioneer Park		
22	Engelbrecht Cave	46	Quarry Reserve		
23	Frew Park	47	Railway Lands		
24	Gladigau Park	48	Ramsay Avenue		



Needs Analysis

The Open Space Needs Analysis identified gaps in provision, areas of need and opportunities for development.

The Key findings include:

- The inner suburb catchment have a good provision and distribution of open space sites with only a few gaps. The further you disperse out from the CBD, especially around the edges the provision lessens. It should be noted that population also is lower in these areas.
- Provide additional active recreation facilities in local open space where there are gaps in provision, particularly in the outer edges of the LGA
- Examine the playground and youth space provision and type, and ensure diversity and variety of options across the network
- Identify reserves that can support neighbourhood / district level active recreation nodes that support multipurpose use and provision of activity-specific facilities with larger catchments (e.g. skate parks).
- The suburb catchments of **North East**, **North West** and **West** all have a lower percentage of open space to total land than the average provision within the City of Mount Gambier.

Further detail is available in the Background + Needs Analysis Report.

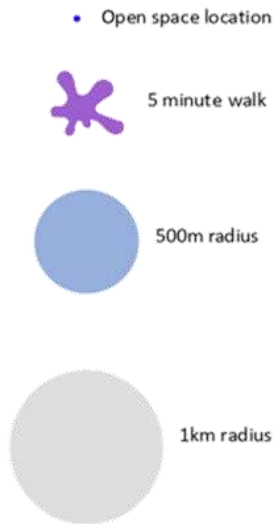
Additional open space provision maps can be found in Appendix 1.



Walkability to Open Space

Provision of publicly accessible open space within a walkable catchment (500 metres / 5-minute walk) influences uptake of physical and active recreation activities, including high participation rate activities such as walking, running, cycling and exercise/fitness activities.

The adjacent map outlines all the audited sites and a 5 minute walk access ring. Not all residents near sites can access them within a 5 minute walk. This could be due to roads, fencing and other access issues.



Sport + Recreation Provision

Sport and Recreation provision and benchmark analysis provides the City of Mount Gambier a guide as to the number of facilities it should provide based on their population. The below table outlines the current provision of sport/recreation facilities across the city and how these stack up to the benchmark. Overall, the City of Mount Gambier provides an acceptable level for its population. Athletics and soccer pitches are slightly under the benchmark, while playgrounds, diamond sports, cricket ovals, netball and tennis courts are over supplied. A catchment of 70,000 has also been included in this table as this is the City of Mount Gambier's reach and should be taken into consideration. This is due to some facilities being used by associations/clubs who have teams that travel to Mount Gambier from other parts of the Limestone Coast to compete and use the facility.

Sport/Recreation	Industry Benchmark	Provision based on Mt Gambier population 27,433	Mount Gambier Existing Provision	Variance	Provision needed based on catchment population of 70,000
BMX Facility (Formal - Regional)	1: 50,000	1	1	-	1
Indoor Sports/Recreation Centre (Minimum 3 courts + ancillary amenities)	1: 50,000-100,000	1	1	-	1
Regional Sports Facility (aquatic and indoor sports 6/7 court facility)	1: 250,000	1	Currently being built	-	1
AFL Oval	1: 8,000	3-4	4 (not including schools)	-	8
Athletics (grass infrastructure)	1: 40,000	1	1 school site currently used	-1	1
Diamond Sports	1: 10,000-14,000	3	8	+5	7
Soccer Pitches	1: 4,800	5-6	4	-2	14
Cricket Oval	1: 5,000 - 8,000	5	7 (not including schools)	+2	14
Hockey Pitch	1: 100,000 (1 x synthetic + 2-3 turf)	1	1 synthetic pitch 2 turf pitches	-	1 synthetic pitch 2 turf pitches
Netball	1: 3,500	8	14	+6	15
Lawn Bowls	1: 25,000 – 50,000	1	1 (+ 1 not on council land, separate croquet facility)	-	1
Tennis	1: 1,875	15	33 (not including private courts)	+18	37
Golf Course	1: 30,000	1	1 (+ private course)	-	2
Playgrounds	1:2,000	13	29	+16	35



What we have and what we need

Playspaces

Providing opportunities to play is a priority for the City of Mount Gambier. Best practice is to provide an assortment of play opportunities for a variety of ages including adventurous / nature play based to support children in their social and physical development, as well as connecting them to nature. It is also important to provide inclusive play for all abilities.

What we have – There are currently 29 playgrounds across Mount Gambier. This equates to approximately 6.9 playgrounds per 1,000 children (0-11 years). Parks and Leisure Australia indicate a benchmark of 1 playground for 2,000 residents.

There are a high number of sites that offer single pieces of equipment that don't connect to other equipment or parts of the reserve. Footpaths and access points are often lacking, as well as supporting amenities such as shelters, seating, BBQs and toilets.

What we need – While the city is well supplied with playgrounds (1: 945), there is a lack of unique / adventurous playgrounds. Crater Lakes Playground is an opportunity to provide a Regional playspace that offers a variety of different play (including all abilities) that will attract people from outside the catchment area. There is an opportunity to redevelop several playgrounds into District level playgrounds also in those areas lacking open space areas.

Outdoor Community Courts

Outdoor courts provide space for formal, informal and social sports and are becoming increasingly popular. Multi-purpose courts allowing for a range of users should be considered as best practice.

What we have – Mount Gambier has an over supply of outdoor courts. There are 33 tennis courts, 14 netball courts and a small number of community courts across the City (majority are basketball).

What we need – Parks and Leisure Australia indicate a benchmark of 1: 1,875 for tennis courts and 1: 3,500 (8) for netball courts. Based on these benchmarks Mount Gambier currently provides a ratio of court per population for tennis of 1: 831 and 1: 1,959 for netball.

Skate and Youth Spaces

Providing youth spaces for the community is vital to the social and physical health of the youth community. These spaces are not limited to skate parks or BMX tracks but also play areas of interest to teens that are inclusive regardless of age or gender.

Best practice youth recreation spaces are designed for safety including lighting; located close to public transport, shops, schools and other facilities; include amenities such as seating in groups, shelter, shade and bins; and involve young people (including girls, and culturally diverse young people) in the design and management of these places.

What we have – Mount Gambier currently has 2 skate parks (AF Sutton + Dimjalla) and 3 pump tracks (Dimjalla, Hastings Cunningham + Melaleuca) across the City.

What we need – Parks and Leisure Australia indicate a benchmark of 1 BMX (dirt track) for 5,000 to 10,000 people. They also recommend the following for skate parks; Neighbourhood 1: 5,000-10,000, District 1: 10,000 – 25,000, Regional 1: 25,000 -50,000. Mount Gambier is undersupplied in youth spaces especially a centrally located regional skate space.

Sports Grounds

Multi-purpose sports grounds are generally provided at a District level open space. Best practice is to provide sports fields in a double format to support summer and winter sports as well as senior and junior club based participation. Off-field amenities should also be present and include clubroom (canteen, storage, change rooms and toilets), spectator viewing areas, play spaces, car parking and other facilities such as cricket practice nets and outdoor courts.

What we have – There are 10 sporting open space areas, including 15 oval/pitches, 8 diamond sport areas, synthetic hockey field and a golf course.

What we need – Parks and Leisure Australia indicate a combined benchmark of 1 sports space for 4,000-5,000 residents. Mount Gambier well and truly meets this benchmark. It is not recommended to develop any additional sports spaces, rather make sure the spaces provided are fit for purpose and flexible in their use. Additional soccer pitches should be considered on a participation demand assessment given the current undersupply along with Athletics.

20



Framework + Strategic Priorities





VISION:

Create a network of accessible and connected high quality open spaces that encourage a range of physical activities and social opportunities for the Mount Gambier community.



Strategic Priorities and Principles

The Mount Gambier Sport, Recreation and Open Space Strategy establishes six strategic priorities that aim to create a network of accessible and connected high quality open spaces that encourages a range of physical activities and social opportunities for the Mount Gambier community

The following principles should be considered in the planning, design and management of any new or existing open spaces across the City of Mount Gambier. These principles are based on best practice approaches to the provision of open space and the needs of the Mount Gambier community.



Sport, Recreation + Open Space Framework

The Sport, Recreation and Open Space Framework outlines open spaces by a number of key characteristics. These characteristics relate to the purpose/function of the site, accessibility (catchment), activities and site infrastructure. It recognises that not all open space can or should be developed and maintained at the same level and will vary according to its hierarchy catchment. The Sport, Recreation and Open Space Framework will assist Council in developing agreed service levels that align with this hierarchy.

Characteristics	Local	Neighbourhood
Purpose / Function	Small park that services recreation needs of the immediate surrounding residential population. Unlikely to be used for sport.	Serves as the recreational and social focus of a community. Residents are attracted by a variety of features. Can be used for junior sport or training if appropriate in size.
Access	Within 500m or 5 min walk	Within 1km or 10 min walk
Size	0.4ha to 1ha	1ha to 5ha
Length of Stay (approx.)	30-45 minutes	45-60 minutes
Activities	<ul style="list-style-type: none"> • Children's play, dog walking, picnics, socialising. • Relaxation and rest stops. • Walking, running and cycling. 	<ul style="list-style-type: none"> • Children's play that accommodates a range of ages. • Other recreation opportunities i.e. basketball court, small pump track. • Open parkland and nature spaces.
Site Infrastructure	<ul style="list-style-type: none"> • Standard play equipment and combination system. • Seating. • Natural shade. • Irrigated grass areas. • Plantings. • Pathways. 	<ul style="list-style-type: none"> • Play equipment and nature play elements. • Seats and picnic facilities. • Drinking fountain. • Shelter structure. • Natural shade and vegetation plantings. • Youth spaces which could include multi-purpose court.
Sport Infrastructure	N/A - Formal sport is not recommended to be developed in local level open spaces.	<p>Facilities to be developed and maintained at the appropriate standard set out by the relevant SSO's facility guidelines based on site classification for the sport.</p> <p>These sites generally cater for regular training and competition needs of a club. Majority of these sites will be single club or seasonal sport (summer/winter) sport use with one user at a time. Facilities and playing surface are provided to a "home and away" competition standard (not large events or finals).</p>



Characteristics	District	Regional
Purpose / Function	Principally designed to provide for organised formal sport. Likely to include substantial recreation space and some nature space. Serves several neighbourhoods with players and visitors travelling from surrounding districts. Multiple activities can be played at one time.	Can accommodate important recreation and organised sport spaces as well as significant conservation and/or environmental features. May provide substantial facilities for organised sport, play, social interaction, relaxation and enjoyment of nature.
Access	Within 3 kilometres or 5 minute drive.	Serves one or more geographical or social regions and is likely to attract visitors from outside any one local government area. Users not living within close proximity will use either private vehicles or public transport.
Size	5ha+	Size is variable and dependent on function. When sporting space is identified as a necessary regional function, allocations for playing fields and sports facilities should be assessed on a case by case basis.
Length of Stay (approx.)	60-90 minutes	60-120min +
Activities	<ul style="list-style-type: none"> Sufficient space to accommodate a variety of concurrent uses, including organised sports, children's play, picnicking, exercising the dog, social gatherings and individual activities. Includes a combination of bushland, open parkland for casual play and space for organised sport. Accommodate multiple user groups, clubs and associations. 	Should be large enough to accommodate various concurrent uses, including organised sports, children's play, picnicking, bush walking, and protection of natural features.
Site Infrastructure	<ul style="list-style-type: none"> Play equipment , combination system, climbing structures, potential basketball/netball half court, natural play elements, iconic features. Seats, multiple picnic facilities, BBQ, drink fountain. Shade and Shelter. Amenity landscaping and large turf area for a kick about depending on site constraints. Car parking. Integrated Public Art. Public Toilet. 	<ul style="list-style-type: none"> Extensive play equipment with opportunity for site specific play elements. Seats, multiple picnic facilities, BBQs, drink fountains. Landscaping treatments including adequate plantings for shade. Internal and connected pathways. Shade and shelter. Potential for artificial shade over play equipment. Large turf area for a kick about depending on site constraints. Multipurpose courts / Rage Cage. Integrated Youth Spaces. Car parking / storm water works. Integrated Public art. Lighting. Public Toilet.
Sport Infrastructure	Facilities to be developed and maintained at the appropriate standard set out by the relevant SSO's facility guidelines based on site classification for the sport. Facility caters for regular training and competition needs of a club. Facilities and playing surface are provided to a "home and away" competition standard (not large events or finals). Depending on size of the site multiple sport could be accommodated at the same time.	Facilities to be developed and maintained at the appropriate standard set out by the relevant SSO's facility guidelines based on site classification/ competition played for the sport. These spaces are often used for Association level competitions. Facilities should cater for more than one code or activity. These facilities ideally have the capacity to host finals and representative games and have high quality playing surfaces which are maintained to a high standard along with the appropriate off-fields amenities such as clubrooms and spectator viewing areas.



City Wide Strategic Priorities

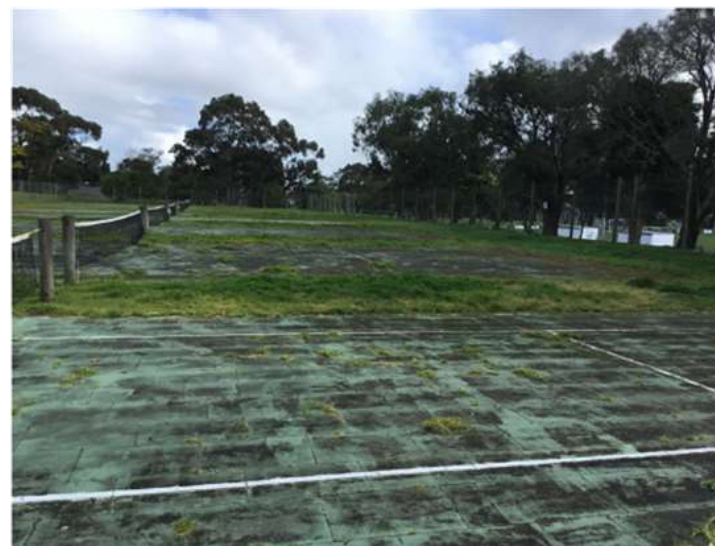
No	Strategic Priority	Strategic Priority Implementation
1	Our open spaces will be well distributed, safe and accessible by everyone in our community, regardless of where they reside or frequent within the city.	<ol style="list-style-type: none"> 1. Ensure any new open space is developed based on the appropriate hierarchy, function and is accessible by the immediate community. 2. Provide circuit paths within reserves to encourage walking and running within open spaces. 3. Investigate opportunities to increase access to open space through active trail networks in those areas that have gaps. 4. Develop multipurpose facilities at each open space site that cater for a range of activities. 5. Consider opportunities for older people in any open space renewal or improvement activities. 6. Incorporate CPTED principles in the design and upgrade of open space and recreation facilities. 7. Seek to deliver Neighbourhood open space to areas of undersupply. This will be achieved by raising an existing local open space to Neighbourhood standard – increasing size may be problematic but increasing the level of enhancement is valid. 8. Develop Master Plans for key recreation and sporting sites across the City such as Hastings Cunningham Reserve, Olympic Park, Malseed Park, Vansittart Park, Don McDonnell Reserve, Frew Park, McDonald Park and the Rail Lands and Rail Trail.
2	We will strive for our spaces to reflect the principles of universal design by promoting physical access for all abilities and genders.	<ol style="list-style-type: none"> 1. Address gaps in female friendly change facilities in our sporting open spaces in partnership with the local sporting clubs and State Sporting Organisations. 2. Ensure any new playspace design considers and includes play elements for all abilities and genders. 3. Ensure future footpath networks provide logical and safe connections to recreational, sport and open spaces, and are suitable for recreational activities such as walking and running.
3	Local stories, heritage and culture are considered and interpreted through design, strengthening our identity and fostering community ownership and pride of place	<ol style="list-style-type: none"> 1. Consult with the local Aboriginal community about opportunities to share and celebrate local Aboriginal heritage and significant sites throughout the City. 2. Implement public art and other cultural initiatives in parks and open spaces. 3. Reflect the diverse community of Mount Gambier in the naming or renaming of open space and recreation facilities (for example, new facilities named for local persons or reflecting local cultures and languages).
4	Our sport and recreation facilities will be non- exclusive, fit for purpose and share resources to reduce the burden on our volunteers.	<ol style="list-style-type: none"> 1. Increase the diversity of sport and recreation opportunities in parks and reserves especially for those sports that currently do not have a home ground. 2. Co-locate active recreation facilities with existing recreation opportunities such as playspaces and playing fields. 3. Identify opportunities to incorporate unique facility components into multipurpose design. 4. Partner with peak bodies, clubs, community organisations and private operators to deliver sport and recreation opportunities targeting new participants in parks and reserves.
5	Provide unique play experiences including youth spaces that are attractive to a range of ages.	<ol style="list-style-type: none"> 1. Develop a Playground Strategy for the City of Mount Gambier to guide the provision, upgrade and management of public playgrounds, ensuring that there is diversity and variety across the City. 2. Develop a centrally located youth space that incorporates a skate park and other suitable elements which could include a 3 x 3 basketball court, parkour and socializing areas. 3. Provide supporting infrastructure to support extended length of stay at neighbourhood-level open space sites including bins, BBQs and toilets. 4. As part of a Play Space Strategy, identify opportunities for nature and adventure based play especially at the Crater Lakes Precinct.
6	Responsive and sustainable management practices of open space across the City.	<ol style="list-style-type: none"> 1. Review and establish new service standards to better reflect use, profile and hierarchy of open space. 2. Deliver a best practice design manual for new and existing open space to advocate for the delivery of high quality spaces. 3. Seek funding opportunities for sport, recreation and open space developments from new and existing sources.



Key Recommendations:

The following key recommendations are city wide priorities and should be undertaken in the short term:

- Undertake master plans at key recreation and sporting sites across the city as Hastings Cunningham Reserve, Olympic Park (+ surrounding areas), Malseed Park, Vansittart Park, Don McDonnell Reserve, Frew Park, McDonald Park and Blue Lakes Sports Park.
- Acknowledging its integral role and function for the community, undertake a master plan for the Crater Lakes Precinct, in consultation with all current and future key stakeholders.
- Develop a Sport Facilities Framework to address the gaps in off-field amenity provision especially female friendly change facilities and make sure facilities are fit for purpose aligning with their relevant hierarchy/classification. This will include a strategic response to the identified over- or under- supply of sport and recreation provisions in Mount Gambier for sports such as tennis, soccer and athletics.
- Develop at least one (1) sporting reserve into a neutral Premier site for Mount Gambier that can host finals and exhibition games, making sure the site is linked to economic benefits such as commercial areas / central hub of the City.
- Develop a playground strategy to guide the provision, upgrade and management of all playspaces across the City.
- Develop a central youth space that could incorporate a skate park and other supporting amenities such as 3 x 3 basketball court and/or parkour.
- Explore opportunities for strategically located dog facilities across the City.
- Establish maintenance service levels for all open spaces, that are consistent with the open space hierarchy.
- Aligning to the open space hierarchy, review open space assets to ensure equitable provision across the City. Seek opportunities within legislative frameworks and Council's own policy provisions, to improve the future quality of open space.



Implementation



Implementation

The development of sport, recreation and open spaces usually requires funding from a range of sources. The following stakeholders are identified as potential sources of funding to help deliver and implement this Strategy:

- Local Government.
- State Government (i.e. Office for Recreation, Sport and Racing).
- Federal Government.
- State Sporting Organisations.
- Private sector.
- Trusts and Foundations (i.e. Australian Sports Foundation).

Not all strategies, projects and works are the same priority, and it may not be feasible for Council and other stakeholders to commit to achieving every item. A strategic approach to the implementation that considers the priorities, ensures equitable outcomes across the community and reflects available funding is therefore required.

An Implementation Plan has been developed to summarise the potential projects and works identified in the Sport, Recreation and Open Space Strategy. This includes a 10 Year Implementation Plan that identifies higher priorities and potential projects for implementation over the next 10 years.

The Implementation Plan aims to guide Council and other stakeholders in future decision making and resource allocation. Having a Strategy that clearly indicates what needs to be done and what the priorities are is extremely important.

Establishing programs and initiatives that activate facilities and build partnerships with stakeholders will ensure that the impact of investment in sport and recreation facilities is maximised.



The following site recommendations aim to guide the prioritised delivery of recommendations of the Sport, Recreation and Open Space Strategy. The recommendations outlined in the below table are based on the assessment of opportunities at the time of the development of the Strategy and may change over time depending on funding and other relevant factors. The implementation of these recommendations will be undertaken in accordance with Council's budget process and will be dependent on Council's prioritisation across the organisation.

Open Space Site	Recommendation	Priority Level High = 0-2 years Medium = 3-5 years Low = 5+ years
24 Margaret Street – Walkway	<ul style="list-style-type: none"> Maintain space as is. No improvement needed. 	-
29 Commercial Street East - Walkway	<ul style="list-style-type: none"> Maintain space as is. No improvement needed. 	-
AF Sutton Memorial Park	<ul style="list-style-type: none"> Enhance playspace and broaden age focus including nature play. Upgrade toilets and install a BBQ. 	Medium
Akuna Reserve	<ul style="list-style-type: none"> Enhance play space. Establish new path that connect the roadside footpath to the play space. Provide seating near play space. 	Low
Argyle Pl Reserve	<ul style="list-style-type: none"> Enhance play space. 	Low
Banksia/Acacia St Reserve	<ul style="list-style-type: none"> Remove playspace. 	High
Blue Lake Golf Links	<ul style="list-style-type: none"> Maintain space as is. No improvement needed. 	-
Blue Lake Sports Park	<ul style="list-style-type: none"> Develop a master plan for the site in partnership with site users, that will provide a coordinated and strategic planning approach to the provision and development of sport and recreation infrastructure ensuring it is fit for purpose and meets the needs of the community. 	High
Boandik Terrace Blowhole	<ul style="list-style-type: none"> Provide seating connected to the play space. Install a bin. 	Low
Carinya Garden Cemetery	<ul style="list-style-type: none"> Maintain space as is. No improvement needed. 	-
Carmel Drive Reserve	<ul style="list-style-type: none"> Enhance the play space and broaden age focus including nature play. Provide drinking fountain. Broaden the multi-use value of the court. Provide additional seating linked to shady areas. Install a bin. 	Medium
Carnoustie Court Reserve	<ul style="list-style-type: none"> Increase landscaping treatments. Provide shade and seating. 	Medium
Cave Gardens	<ul style="list-style-type: none"> Maintain space as is. No improvement needed. 	-
Conroe Drive Reserve	<ul style="list-style-type: none"> Establish natural surface pathways that guide use of the area and provide safe and accessible walking opportunities. 	Low
Corriedale Park	<ul style="list-style-type: none"> Develop a master plan for the site in partnership with site users, that will provide a coordinated and strategic planning approach to the provision and development of sport and recreation infrastructure ensuring it is fit for purpose and meets the needs of the community. Investigate a District level play space to increase open space catchment in the area. 	High

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Open Space Site	Recommendation	Priority Level High = 0-2 years Medium = 3-5 years Low = 5+ years
Crater Lakes	<ul style="list-style-type: none"> Develop a master plan for the site focusing on a regional playspace that is connected to the surrounding nature areas. This master plan should seek to enhance the precinct as a recreational, cultural and social destination, integral to the identity of our community. Consideration must be given to the co-existence of a variety of recreational pursuits, such as walking, disc golf, mount biking, aquatic activity and adventure play. 	High
Dalkeith Drive Reserve	<ul style="list-style-type: none"> Maintain space as is. No improvement needed. 	-
Dimjalla Skate Park	<ul style="list-style-type: none"> Determine if this space stays long term. If yes: <ul style="list-style-type: none"> Creating gathering and rest area opportunities including picnic facilities and seating. Improve grass areas and landscape. Install lighting for twilight use. Consider other youth components such as a multipurpose half court facility. 	Medium
Don McDonnell Reserve	<ul style="list-style-type: none"> Develop a master plan for the site that will provide a coordinated and strategic planning approach to the provision and development of community recreation infrastructure ensuring it will meet the needs of the community now and into the future. 	High
Elizabeth Knight Reserve	<ul style="list-style-type: none"> Maintain space as is. No improvement needed. 	-
Elm Avenue Reserve	<ul style="list-style-type: none"> Enhance play space. 	Low
Engelbrecht Cave	<ul style="list-style-type: none"> Maintain space as is. No improvement needed. 	-
Frew Park	<ul style="list-style-type: none"> Develop a master plan for the site in partnership with site users, that will provide a coordinated and strategic planning approach to the provision and development of sport and community infrastructure ensuring it is fit for purpose and meets the needs of the community. 	High
Gladigau Park	<ul style="list-style-type: none"> Enhance play space. 	Low
Hastings Cunningham Reserve	<ul style="list-style-type: none"> Develop a master plan for the site in partnership with site users, that will provide a coordinated and strategic planning approach to the provision and development of sport and recreation infrastructure ensuring it is fit for purpose and meets the needs of the community. 	High
Hayes Crescent Reserve	<ul style="list-style-type: none"> Enhance play space. Broaden the multi-use value of the court. 	Medium
Heaver Drive Reserve	<ul style="list-style-type: none"> Enhance play space. Broaden the multi-use value of the court. Consider a shade structure with seating. 	Low
James McArthur Reserve	<ul style="list-style-type: none"> Remove playspace. 	High
Kennedy Avenue Reserve 316	<ul style="list-style-type: none"> Maintain space as is. No improvement needed. 	-
Kywong Court Reserve	<ul style="list-style-type: none"> Maintain space as is. No improvement needed. 	-
Lady Nelson Park	<ul style="list-style-type: none"> Maintain space as is. No improvement needed. 	-
Lake Terrace Cemetery	<ul style="list-style-type: none"> Maintain space as is. No improvement needed. 	-
Lakewood Reserve	<ul style="list-style-type: none"> In time consider relocating play space away from trees. Enhance play space. Provide additional seating. 	Low



Open Space Site	Recommendation	Priority Level High = 0-2 years Medium = 3-5 years Low = 5+ years
Malseed Park	<ul style="list-style-type: none"> Develop a master plan for the site in partnership with site users, that will provide a coordinated and strategic planning approach to the provision and development of sport and recreation infrastructure ensuring it is fit for purpose and meets the needs of the community. 	High
Marist Park	<ul style="list-style-type: none"> Upgrade club building ensuring facilities are fit for purpose and provides unisex change facilities. 	Medium
Matthew Flinders Way Reserve	<ul style="list-style-type: none"> Establish natural surface pathways that guide use of the area and provide safe and accessible walking opportunities 	Low
Max Young Memorial Park	<ul style="list-style-type: none"> Enhance play space. Provide additional seating connected to play space. 	Low
Maxwell Street Reserve	<ul style="list-style-type: none"> Connect space to rail trail via a shared use path. 	High
McDonald Park	<ul style="list-style-type: none"> Develop a master plan for the site in partnership with site users, that will provide a coordinated and strategic planning approach to the provision and development of sport and recreation infrastructure ensuring it is fit for purpose and meets the needs of the community. 	High
McDonald Park School Reserve	<ul style="list-style-type: none"> Maintain space as is. No improvement needed. 	-
Melaleuca Reserve	<ul style="list-style-type: none"> Enhance play space. Broaden the multi-use value of the court. Install a drinking fountain. 	Medium
Michielan Reserve	<ul style="list-style-type: none"> Establish natural surface pathways that guide use of the area and provide safe and accessible walking opportunities. 	Low
National Servicemans Memorial Park	<ul style="list-style-type: none"> Remove playspace. 	High
Olympic Park	<ul style="list-style-type: none"> Develop a master plan for the site in partnership with site users that incorporates the whole precinct such as the school and old goal site, community garden and the connections to the new Wulanda Recreation and Convention Centre. 	High
Pioneer Park	<ul style="list-style-type: none"> Maintain space as is. No improvement needed. 	-
Quarry Reserve	<ul style="list-style-type: none"> Enhance play space. Broaden the multi-use value of the court. Provide additional seating linked to shady areas. Install a drinking fountain. 	Low
Railway Lands	<ul style="list-style-type: none"> Develop a master plan for the entire Railway Lands site and Rail Trail in partnership with site users, that will provide a coordinated and strategic planning approach to landscaping and the provision and development of infrastructure ensuring it is fit for purpose and meets the needs of the community. Investigate a Regional level play space to increase open space catchment in the area. Plan and develop a youth recreation space in the Railway Lands. This space may include, for example, a Skate Park, 3 x 3 basketball court, ping pong tables and other youth components at the site. Locate the youth space at the Bay Road end to provide passive surveillance. Invest in wind mitigation technologies/installations/innovations to increase viability of the site as a premier event space. 	High
Ramsay Avenue	<ul style="list-style-type: none"> Maintain space as is. No improvement needed. 	-
Saint Martins Drive Reserve	<ul style="list-style-type: none"> Maintain space as is. No improvement needed. 	-
Sealey Reserve	<ul style="list-style-type: none"> Maintain space as is. No improvement needed. 	-
Stiles Street Reserve	<ul style="list-style-type: none"> Enhance play space including nature play. Broaden the multi-use value of the court. 	Low



Open Space Site	Recommendation	Priority Level High = 0-2 years Medium = 3-5 years Low = 5+ years
Tumut Drive Reserve	<ul style="list-style-type: none"> Enhance play space including nature play. Considers a path around edge of reserve and include strategically places fitness equipment. Provide additional seating linked to shady areas. Explore the opportunity to provide a dog park in a section of this reserve. 	Medium
Umpherston Sinkhole	<ul style="list-style-type: none"> Maintain space as is. No improvement needed. 	-
Vansittart Park	<ul style="list-style-type: none"> Develop a master plan for the site in partnership with site users, that will provide a coordinated and strategic planning approach to the provision and development of sport and recreation infrastructure ensuring it is fit for purpose and meets the needs of the community. 	High
William A Crouch Reserve	<ul style="list-style-type: none"> Enhance play space. Provide shelter with seating. 	Low
Wireless Road West Reserve	<ul style="list-style-type: none"> Maintain space as is. No improvement needed. 	-
Wirrina Park	<ul style="list-style-type: none"> Provide shelter with seating. Broaden the multi-use value of the court. Considers a path around edge of reserve and include strategically places fitness equipment. Consider increasing this reserve to a district recreation space to assist in gap provision of open space in the area. 	Medium
Woodlands Drive Drainage Reserve	<ul style="list-style-type: none"> Establish natural surface pathways that guide use of the area and provide safe and accessible walking opportunities that connect with current seating. 	Medium



Appendices



Open Space Provision Breakdown

Suburb Catchment	No. of Open Space	Total Land Area (ha)	Open Space Land (ha)	% of Total land (ha)	Population 2020	Open Space per 1,000 residents
Mount Gambier LGA	58	3,387	251.7	7.44%	27,404	9.18
Central	15	545	42.6	7.8%	6,379	6.7
Central North	5	248	43.2	17.4%	4,822	9.0
East	7	471	41.4	8.8%	2,727	15.2
Lakes	6	544	60.7	11.2%	2,750	22.1
North East	13	680	20.7	3.0%	6,484	3.2
North West	8	489	16.5	3.4%	3,356	4.9
West	4	410	26.6	6.5%	886	30.1



Open Space Provision by Function

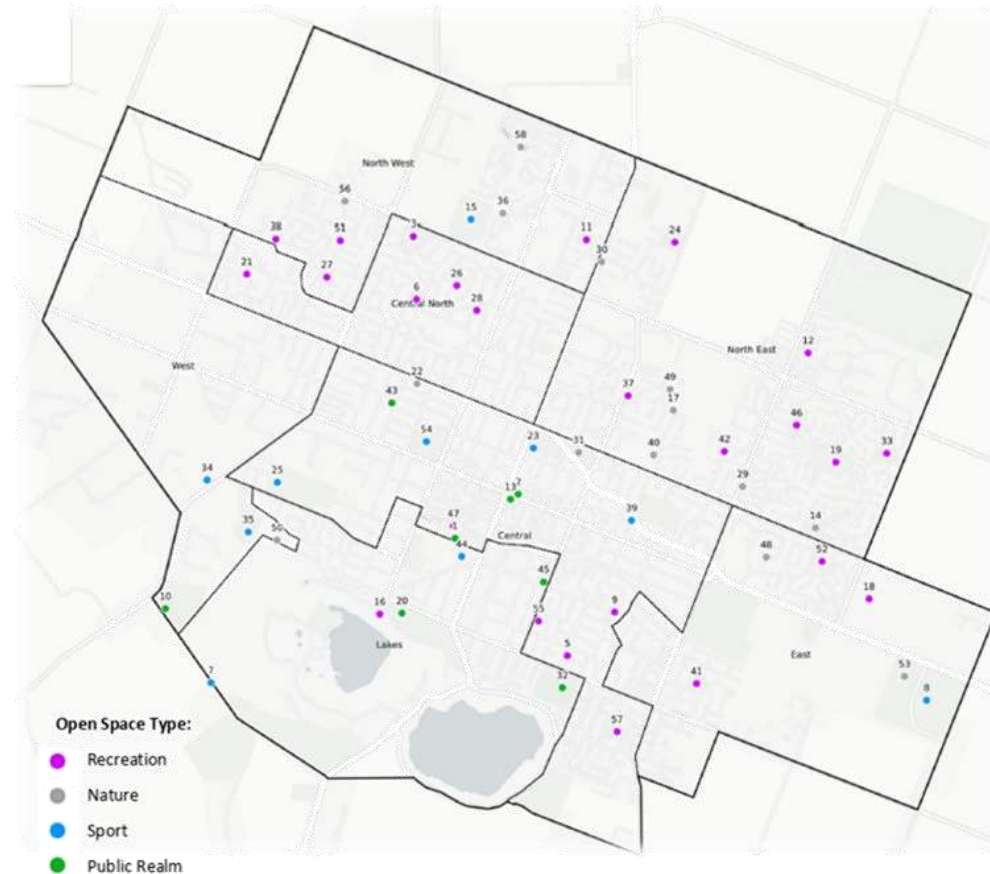
Of the 58 sites audited the total open space provision for the City of Mount Gambier is 251.7ha. 110.3ha is classified as sporting, 98.7ha is recreation, 24.7ha is Public Realm and 17.9ha is Nature open space. The Lakes suburb catchment has the most total open space area of all the suburb catchments (60.68ha).

The East suburb catchment has the largest sports open space provision (31.23ha) closely followed by Central (30.6ha), Lakes 25.63ha.

The Central North catchment has the largest recreation open space provision (43.17ha), followed by the Lakes (21.39ha).

The Lakes have the most Public realm open space (13.66ha) and the Central area has the most Nature open space (3.26ha).

Suburb Catchment	Total Open Space (ha)	Sporting Open Space (ha)	Recreation Open Space (ha)	Public Realm Open Space (ha)	Nature Open Space (ha)
Mount Gambier LGA	251.7	110.3	98.7	24.7	17.9
Central	42.57	30.6	7.88	0.83	3.26
Central North	43.17	-	43.17	-	-
East	41.38	31.23	6.42	-	3.73
Lakes	60.68	25.63	21.39	13.66	-
North East	20.70	-	15.43	-	5.27
North West	16.46	9.5	4.41	-	2.55
West	26.61	13.32	-	10.23	3.06



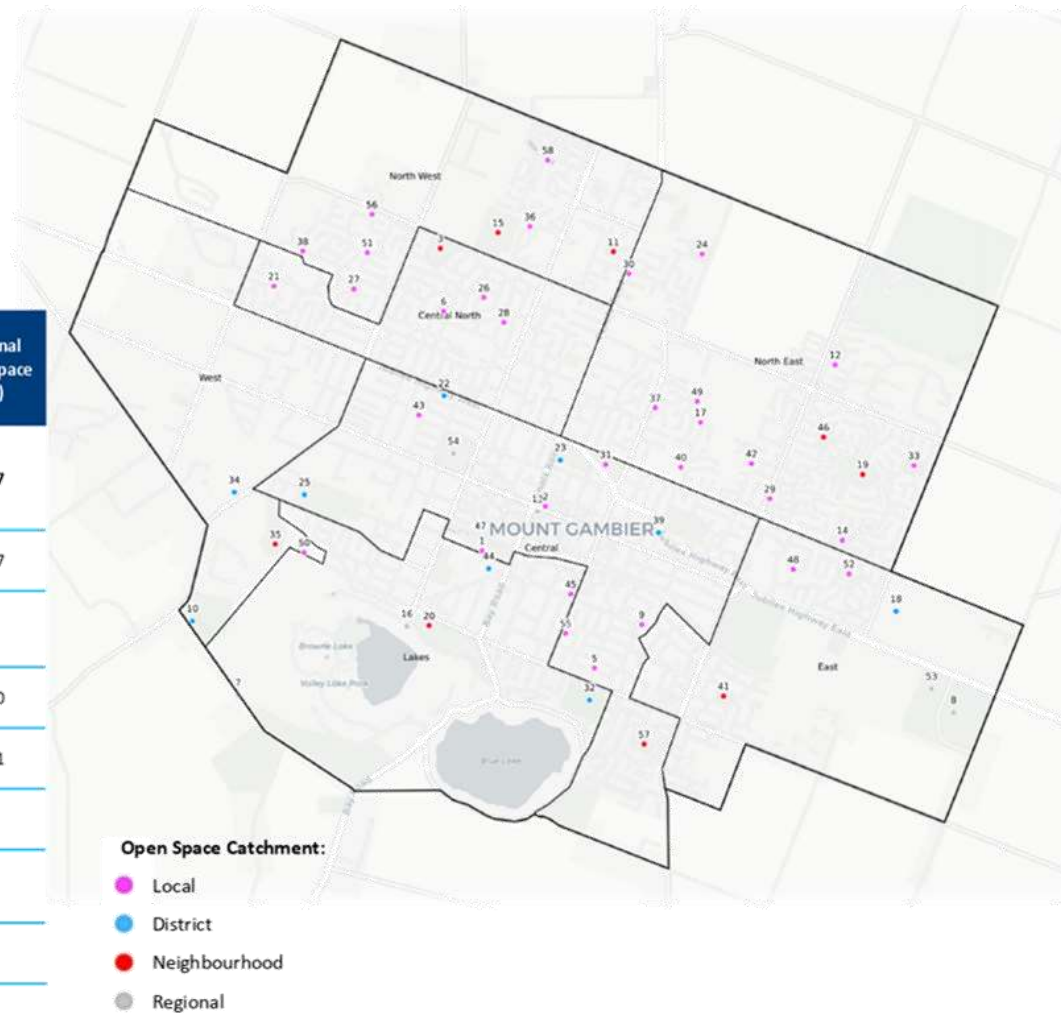
Open Space Provision by Catchment

There is the following distribution of open space per catchment across the City of Mount Gambier:

- Local Level – 32.6ha
- Neighbourhood Level -71.3ha
- District Level – 56.1ha
- Regional Level – 91.7ha

The North East catchment has the most hectares of Local level open space (11.8ha), Central North has the most Neighbourhood open space (41.1ha), Central has the most District level (23.4ha) and the Lakes has the most Regional Open Space (45.1ha).

Suburb Catchment	Total Open Space (ha)	Local Open Space (ha)	Neighbourhood Open Space (ha)	District Open Space (ha)	Regional Open Space (ha)
Mount Gambier LGA	251.7	32.6	71.3	56.1	91.7
Central	42.6	4.9	1.7	23.4	12.7
Central North	43.2	2.1	41.1	-	-
East	41.4	4.6	1.6	1.2	34.0
Lakes	60.7	0.3	3.6	11.6	45.1
North East	20.7	11.8	8.9	-	-
North West	16.5	5.9	10.6	-	-
West	26.6	3.1	3.8	19.8	-





22.2 CBD GUIDING PRINCIPLES – REPORT NO. AR22/23841

Committee:	Council
Meeting Date:	19 April 2022
Report No.:	AR22/23841
CM9 Reference:	AF21/496
Author:	Tim Coote, General Manager City and Community Growth
Authoriser:	Sarah Philpott, Chief Executive Officer
Summary:	The CBD Guiding Principles are to assist Council in decision making when considering settings which have a connection, opportunity, or impact in the context of the City of Mount Gambier CBD as outlined in the document. It is recommended that Council endorse CBD Guiding Principles document.
Strategic Plan Reference:	Goal 1: Our People Goal 2: Our Location Goal 3: Our Diverse Economy Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR22/23841 titled 'CBD Guiding Principles' as presented on 19 April 2022 be noted.
2. That Council endorse CBD Guiding Principles document.



TYPE OF REPORT

Other

BACKGROUND

As the City of Mount Gambier continues to invest in its natural and built assets, policy settings to inform the best next steps of the future of the city requires guiding principles to provide a considered framework to inform decision making.

The CBD Guiding Principles document is the culmination of input provided through informal briefings with Council on CBD Strategy on the 26 July 2021 leading to the CBD Guiding Principles workshop on 11 October 2021. As per Council Report No. AR22/23841 titled 'CBD Guiding Principles' as presented on 19 April 2022, a workshop with external stakeholders including the Chamber of Commerce, Limestone Coast Local Government Association, Women in Business and Regional Development and Regional Development Australia Limestone Coast presented the CBD Strategy and subsequent CBD Guiding Principles document on the 11 January 2022.

The CBD Guiding Principles are to assist Council in decision making when considering settings which have a connection, opportunity, or impact in the context of the City of Mount Gambier CBD as outlined in the document.

In light of these elements, considerations for the underpinning of the CBD Guiding Principles are:

- Definition and identity of the CBD
- Energy and vibrancy in the CBD
- The CBD as a place for people to gather
- Connection from the CBD to the wider city and its environment

Successful outcomes when applying guiding principles for the activation of Mount Gambier CBD's in the context of the Strategic Plan means that the CBD:

- connects the city for locals and visitors alike through a balance of strong attractors and natural spaces that encourage visiting the city centre for work, shopping, or play
- enables inner city living in a vibrant urban environment interacting with the wider community in shared spaces
- appeals to young and old and celebrates history with its interwoven cultural influences
- generates opportunities for private investment and encourages a concentration of commercial activity to bring people to the heart of the CBD
- delivers on the expectation of the city being the hub as the major centre in the region's commercial and social activity, from which economic prosperity and a sense of identity can thrive

These outcomes define the measures of success for a thriving, sustainable and inviting city. They also define the elements that will help bring people to the city as it is ultimately people who will bring vibrancy and activity.

PROPOSAL

The five CBD Guiding Principles as proposed in the CBD Guiding Principles document are:

Scale and identity - An approach to scale that echoes the natural and built character of Mount Gambier.

Destination - Create an attractive destination for visitors as well as a gateway to access the tourism attractions of Mount Gambier, the Limestone Coast and the south west of Victoria providing a strong narrative to stop, stay and spend.



Live and Work - Supporting local businesses to create an active retail centre for all times of day and all year round. Promote inner city living with a diversity of flexible and resilient options. Ensure the success of CBD tenancies by catalysing growth around a defined city heart, with quality streetscape and public realm environments.

Movement - A network of slow traffic speed streets facilitating a balance of multiple transport modes and promoting active use and pedestrian priority.

Environment - Maintain the environment with the health of the city as part of a 'living system' connected to its natural assets.

To achieve these principles a number of activating levers also form part of the CBD Guiding Principles combined with their rationale and implementation settings:

Slow the CBD

Connect to Services and Built Assets

Connect to Natural Assets

Built Form and Land-use

The proposal seeks Council to endorse the CBD Guiding Principles document.

LEGAL IMPLICATIONS

Nil

STRATEGIC PLAN

The City of Mount Gambier Strategic Plan outlines several points connected to informing the development of guiding principles to consider when making decisions which concern the CBD and by consequence the heart of the City of Mount Gambier.

Overarching the Strategic Plan is - Our Goals:

What makes Mount Gambier the thriving successful place that people are proud to call home is the richness and diversity of:

- Our People
- Our Location
- Our Economy; and
- Our Climate, Natural Resources, Art, Culture and Heritage.

It is these elements that will all contribute towards the future growth and development of the City and form the goals of the Council's Strategic Plan. We strive to create vibrancy, promote our identity and build our reputation as a place to live, work, visit and invest. To provide a future for our people, we need more economic growth and employment as well as recreational and educational opportunities.

From each of these points there are a number of direct connectors which are currently articulated in the Strategic Plan:

1. Our People – 1.2 Community growth We foster a sense of community by encouraging and supporting participation in community life

- 1.2.1 Creating opportunities for existing and new businesses by being genuinely 'open for business' and ready for education, health and retirement opportunities

2. Our Location - 2.5 Focusing on activation, revitalisation and placemaking in our CBD. We will look to create opportunity in our CBD for all year-round activation through effective placemaking and place shaping, making it a vibrant, cohesive and safe place.

- 2.5.1 Working with business owners and property owners to understand what mechanisms would assist them in raising the quality of buildings in the CBD [Initiator / Facilitator].



- 2.5.2 Understanding the traffic impacts and the management of delivery needs within a more pedestrian friendly environment
- 2.5.3 Working with the community and developers to capitalise on opportunities as the CBD evolves
- 2.5.4 Establish a collaborative activation strategy with CBD traders that delivers a mix of hospitality, cultural and boutique offerings

3. Our Diverse Economy - 3.1 Identity, gateways and support for our businesses. Establish a strong, positive, aspirational identity that includes the message that the City of Mount Gambier is 'Open for Business'

- 3.1.1 Beautifying town entrances, gateways and public spaces to create a sense of arrival, together with enhanced digital gateway to access the City from anywhere
- 3.4 Tourism is contributing to a diverse economy and creating opportunity Mount Gambier, its surrounding townships and the tourism region are positioned as a unique and desirable activity-based destination for travellers from Adelaide and Melbourne
- 3.4.1 Encouraging the development of interesting niche businesses in our shops and public places, particularly aimed at weekend place activation, day trip tourism and experiences that complement key tourism drivers

4. Our Climate, Natural Resources, Art, Culture and Heritage. - 4.2 Open Space - We will ensure that future growth is planned in a manner that provides access to, and does not detract from, the community's environmental values.

- 4.2.4 Seeking to improve connectivity between our reserves and the CBD by non-motorised forms of transport

COUNCIL POLICY

Nil

ECONOMIC IMPLICATIONS

The CBD Guiding Principles will inform decisions to enable efficiencies to connect and manage projects in alignment with other planning documents. Although not a masterplan for the CBD the CBD Guiding Principles are a strategic reference point to drive economies when considering projects and initiatives in the Mount Gambier CBD.

ENVIRONMENTAL IMPLICATIONS

Nil

SOCIAL IMPLICATIONS

Nil

CULTURAL IMPLICATIONS

Nil

RESOURCE IMPLICATIONS

Nil

VALUE FOR MONEY

Nil

RISK IMPLICATIONS

Nil



EQUALITIES AND DIVERSITY IMPLICATIONS

Nil

ENGAGEMENT AND COMMUNICATION STRATEGY

Nil

IMPLEMENTATION STRATEGY

Nil

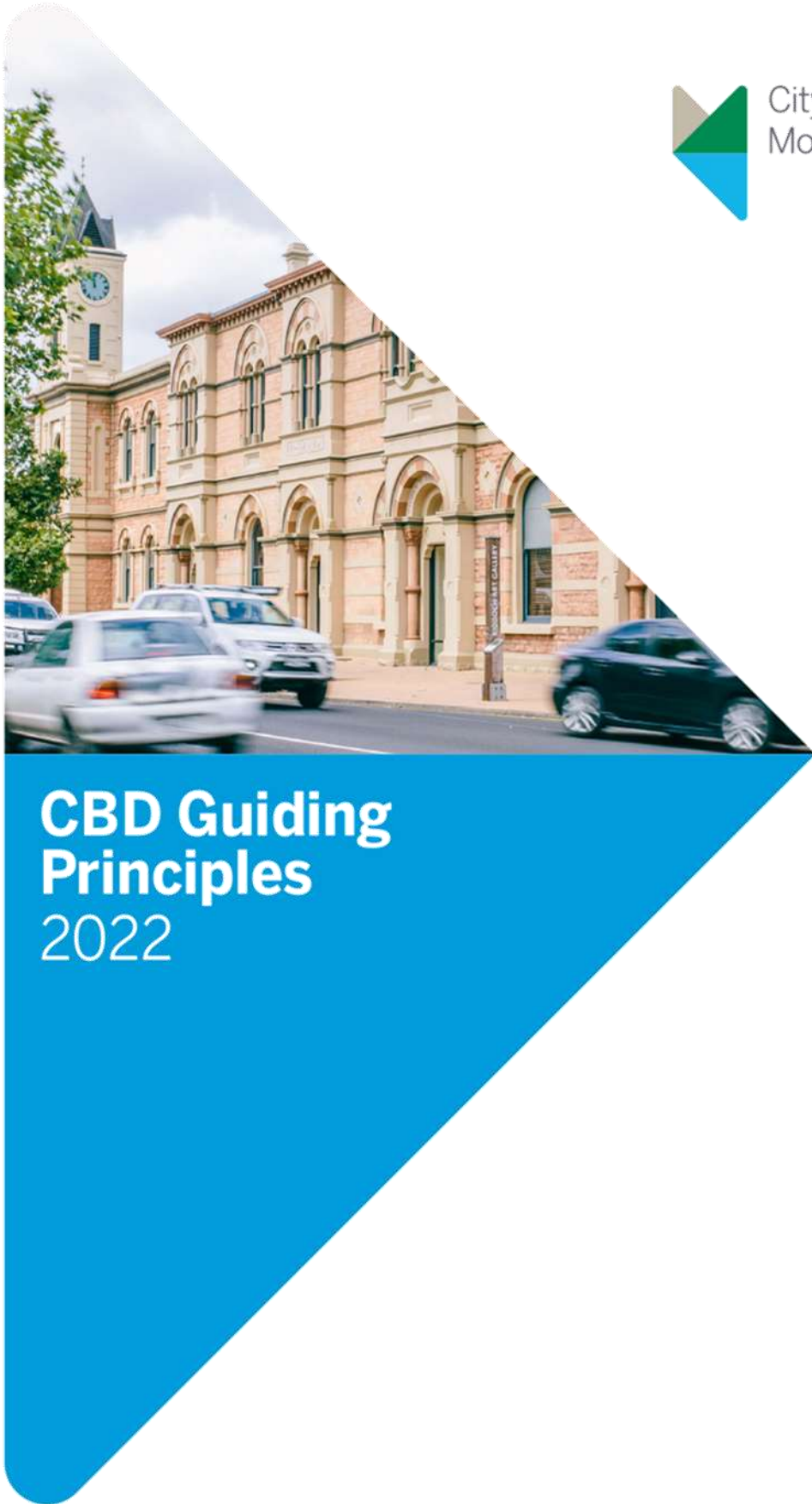
CONCLUSION AND RECOMMENDATION

The CBD Guiding Principles are to assist Council in decision making when considering settings which have a connection, opportunity, or impact in the context of the City of Mount Gambier CBD as outlined in the document. It is recommended that Council endorse CBD Guiding Principles document.

ATTACHMENTS

1. CBD Guiding Principles [↓](#)





City of
Mount Gambier

CBD Guiding Principles 2022



The City of Mount Gambier recognises the Boandik people as the traditional owners and custodians of this local government area.

We respect their spiritual relationship with the land and recognise the deep feelings of attachment Aboriginal and Torres Strait Islander peoples have with this land.

The City of Mount Gambier is committed to working together with Aboriginal and Torres Strait Islander communities in the process of reconciliation.

The City of Mount Gambier Strategic Plan outlines several points connected to informing the development of guiding principles to consider when making decisions which concern the CBD and by consequence the heart of the city of Mount Gambier.

Overarching the Strategic Plan is - Our Goals:

What makes Mount Gambier the thriving successful place that people are proud to call home is the richness and diversity of:

- *Our People,*
- *Our Location,*
- *Our Economy, and*
- *Our Climate, Natural Resources, Art, Culture and Heritage.*

It is these elements that will all contribute towards the future growth and development of the city and form the goals of Council's Strategic Plan. We strive to create vibrancy, promote our identity and build our reputation as a place to live, work, visit and invest. To provide a future for our people, we need more economic growth and employment as well as recreational and educational opportunities.

From each of these points there are a number of direct connectors which are currently articulated in the Strategic Plan:

1. Our People

- 1.2 - Community growth - we foster a sense of community by encouraging and supporting participation in community life.
- 1.2.1 - Creating opportunities for existing and new businesses by being genuinely 'open for business' and ready for education, health and retirement opportunities.

2. Our Location

- 2.5 - Focusing on activation, revitalisation and placemaking in our CBD. We will look to create opportunity in our CBD for all year-round activation through effective placemaking and place shaping, making it a vibrant, cohesive and safe place.
- 2.5.1 - Working with business owners and property owners to understand what mechanisms would assist them in raising the quality of buildings in the CBD [Initiator / Facilitator].
- 2.5.2 - Understanding the traffic impacts and the management of delivery needs within a more pedestrian friendly environment.
- 2.5.3 - Working with the community and developers to capitalise on opportunities as the CBD evolves.
- 2.5.4 - Establish a collaborative activation strategy with CBD traders that delivers a mix of hospitality, cultural and boutique offerings.



3. Our Diverse Economy

- 3.1 - Identity, gateways and support for our businesses. Establish a strong, positive, aspirational identity that includes the message that the City of Mount Gambier is 'open for business'.
- 3.1.1 - Beautifying town entrances, gateways and public spaces to create a sense of arrival, together with enhanced digital gateway to access the city from anywhere.
- 3.4 - Tourism is contributing to a diverse economy and creating opportunity. Mount Gambier, its surrounding townships and the tourism region are positioned as a unique and desirable activity-based destination for travellers from Adelaide and Melbourne.
- 3.4.1 - Encouraging the development of interesting niche businesses in our shops and public places, particularly aimed at weekend place activation, day trip tourism and experiences that complement key tourism drivers.

4. Our Climate, Natural Resources, Art, Culture and Heritage

- 4.2 - Open space - we will ensure that future growth is planned in a manner that provides access to, and does not detract from, the community's environmental values.
- 4.2.4 - Seeking to improve connectivity between our reserves and the CBD by non-motorised forms of transport.

In light of these elements, considerations for the underpinning of the CBD Guiding Principles could be:

- Definition and identity of the CBD,
- Energy and vibrancy in the CBD,
- The CBD as a place for people to gather, and
- Connection from the CBD to the wider city and its environment.

Successful outcomes when applying guiding principles for the activation of Mount Gambier CBD's in the context of the Strategic Plan means that the CBD:

- Connects the city for locals and visitors alike through a balance of strong attractors and natural spaces that encourage visiting the city centre for work, shopping, or play,
- Enables inner city living in a vibrant urban environment interacting with the wider community in shared spaces,
- Appeals to young and old and celebrates history with its interwoven cultural influences,
- Generates opportunities for private investment and encourages a concentration of commercial activity to bring people to the heart of the CBD, and
- Delivers on the expectation of the city being the hub as the major centre in the region's commercial and social activity, from which economic prosperity and a sense of identity can thrive.

These outcomes define the measures of success for a thriving, sustainable and inviting city. They also define the elements that will help bring people to the city as it is ultimately people who will bring vibrancy and activity.

Guiding principles will contribute to the realisation of these outcomes.



The City of Mount Gambier Urban Activity Centre (CBD)

The Central Business District (CBD) planned commercial zone in Mount Gambier is represented below in blue. Under the Planning and Design Code implemented in 2021, this zone is entitled the 'Urban Activity Centre' (UAC).

For the purposes of clarity in the context of this document this area is referred to as the CBD. There are areas of other mixed use as per the below zones key.



Planning and Design Code Zones

- Urban Activity Centre (UAC)
- Business Neighbourhood Zone (BN)
- Employment Zone (E)
- Suburban Activity Centre (SAC)
- Recreation (Rec)
- Employment Zone (E)
- Suburban Neighbourhood
- Established Neighbourhood (EN)
- Local Activity Centre (LAC)



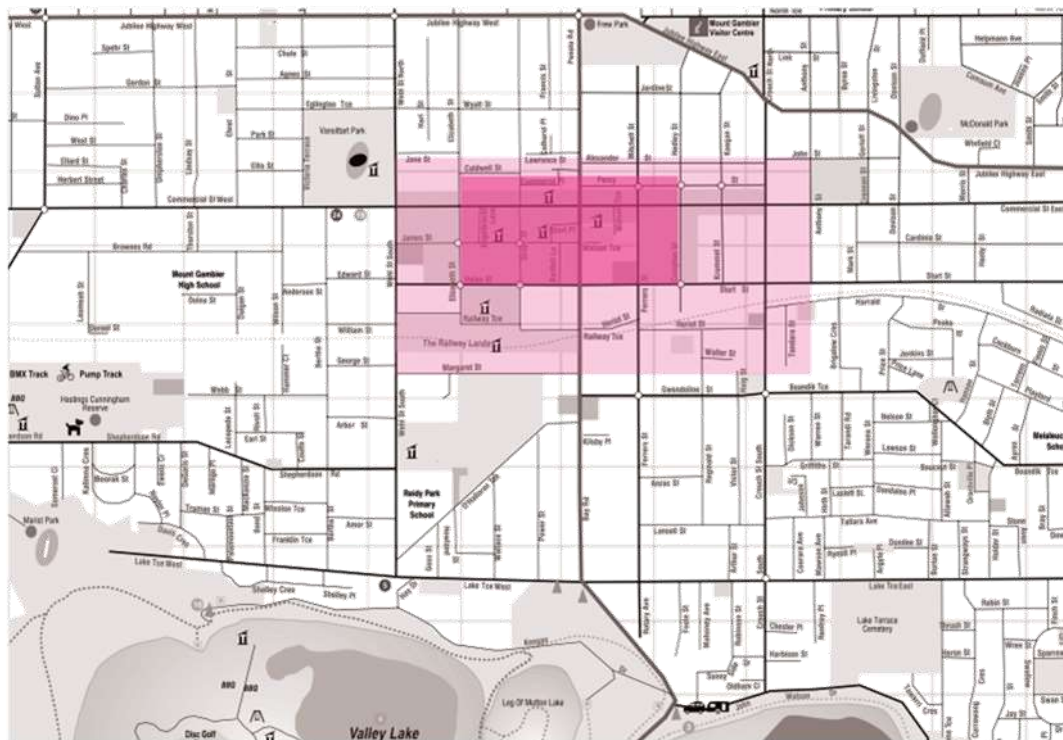
The map below represents the CBD in its darker overlay, taking in to account the planning zone and representing the 'centre' CBD as a conceptual space not strictly aligned to activities or zones but as a target reference to guide principles from a physical space which corresponds to a common perception of the 'CBD'.

It draws on the nature of the long traditional retail strip of Commercial Street and the historical intersection of Commercial Street East and West with Bay Road and Penola Road but also encompasses the City of Mount Gambier cultural and civic precinct including the Riddoch Arts and Cultural Centre and Mount Gambier Library, City Hall and Institute Buildings as well as the Cave Garden and Civic Centre, including the Sir Robert Helpmann Theatre.

This space as represented is from Compton Street to the east and Elizabeth Street in the west and from the line equivalent of Percy Street to the north and Helen/Sturt Streets to the south.

The lighter highlight is the widened block outward from Wehl Street in the west to Anthony Street in the east and from Alexander Street in the north to the line equivalent of Margaret Street in the south.

This space draws on the reference considerations of Vansittart Park in the west and the Wulanda Recreation and Convention Centre in the south, to Frew Park in the north. Again, this is a conceptual idea based on concentrating a perception of the CBD to guide activation strategy and guiding principles to assist in consideration for decision making for the City of Mount Gambier.



CBD Guiding Principles

Scale and identity

An approach to scale that echoes the natural and built character of Mount Gambier.

- Connect the CBD with surrounding attractions by improving wayfinding, orientation, arrival landmarks with information and storytelling embedded.
- Utilise the width of the streets and parking options for more layered functions - to slow and dissipate traffic and promote interactivity and social connectedness leading to a sense of an activated heart of the city.
- Highlight and complement the aesthetics of heritage buildings by promoting the maintenance of heritage features and the promotion of as a key feature in the identity of the CBD.

Destination

Create an attractive destination for visitors as well as a gateway to access the tourism attractions of Mount Gambier, the Limestone Coast and the south west of Victoria providing a strong narrative to stop, stay and spend.

- Celebrate Mount Gambier as a meeting place for wider rural communities to come and meet for events and activities, exchange resources and celebrate the local experiences.

Live and work

Supporting local businesses to create an active retail centre for all times of day and all year round.

- Promote inner city living with a diversity of flexible and resilient options.
- Ensure the success of CBD tenancies by catalysing growth around a defined city heart, with quality streetscape and public realm environments.

Movement

A network of slow traffic speed streets facilitating a balance of multiple transport modes and promoting active use and pedestrian priority.

- Safe, accessible and attractive routes that bring people into the city easily and connect active modes - cycle routes, walking trails and public transport.
- Create a healthy balance between vehicles, pedestrians and cyclists - prioritising streetscape improvements for people, and amplifying the economic potential of social interaction.
- Celebrate existing laneways as 'human scale' movement spaces that encourage activity and movement, shelter and warmth in all weather and are readily activated for events.

Environment

Maintain the environment with the health of the city as part of a 'living system' connected to its natural assets.

- Promote economic opportunity stemming from place-based recreation tourism experiences that engage with the natural assets and wider environment.



CBD Activation Levers

Slow the CBD

Why?

- To aid the identity and legibility of the CBD.
- Give people and social interaction more priority by slowing speeds.
- To enhance pedestrian use and connectivity increasing economic spend.
- To enable access for all ages and abilities into the city.

How?

- Establish an identified laneway network and activation strategy within the city.
- Encourage people to move around - generating street life between activators - e.g. indoor/ outdoor dining, entertainment, lively civic spaces.
- Pilot and analyse shifts in road area, social interaction spaces (parklets et al) and parking reallocation.



Connect to services and built assets

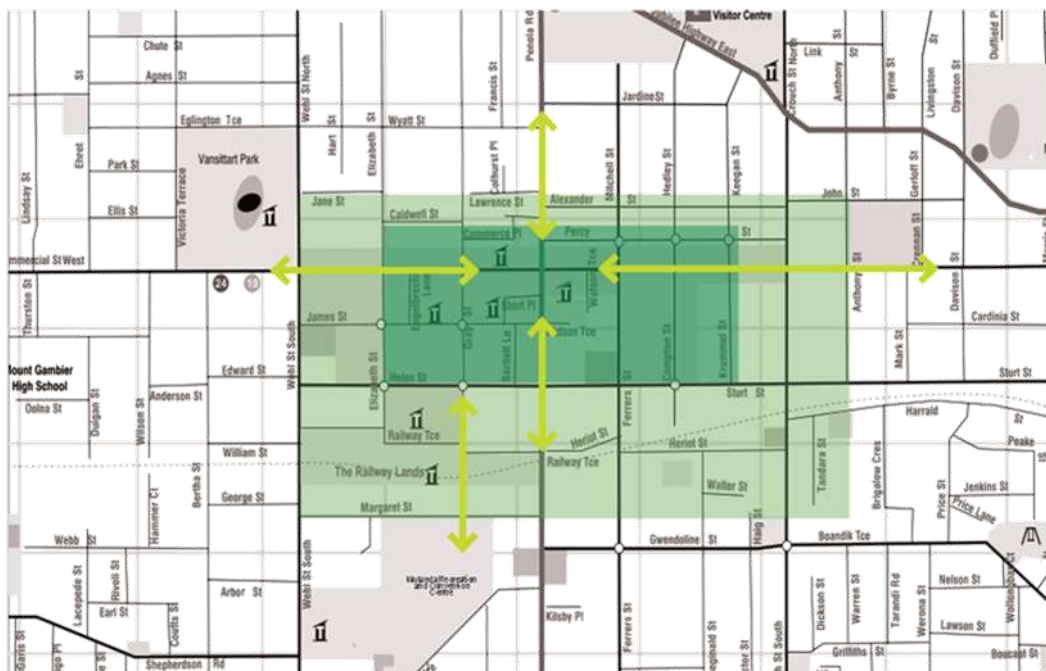
Why?

To increase the connectivity of the CBD between the identified centre and its services and built assets, including the cultural precinct and the main retail and hospitality strip and connect to places including the Wulanda Recreation and Convention Centre, the Rail Trail and Railway Station Building, Vansittart Park by guiding people through activation strategies in events along various routes.

How?

Connect trails that draw from the rail trail and other bike trails to the city's main arteries, flowing traffic to the CBD belt and its network and sequence of movement opportunities.

Make use of opportunities to create continuous off-road walking and cycling trails that engage with the natural environment, parks and trails connecting the assets with the city centre.





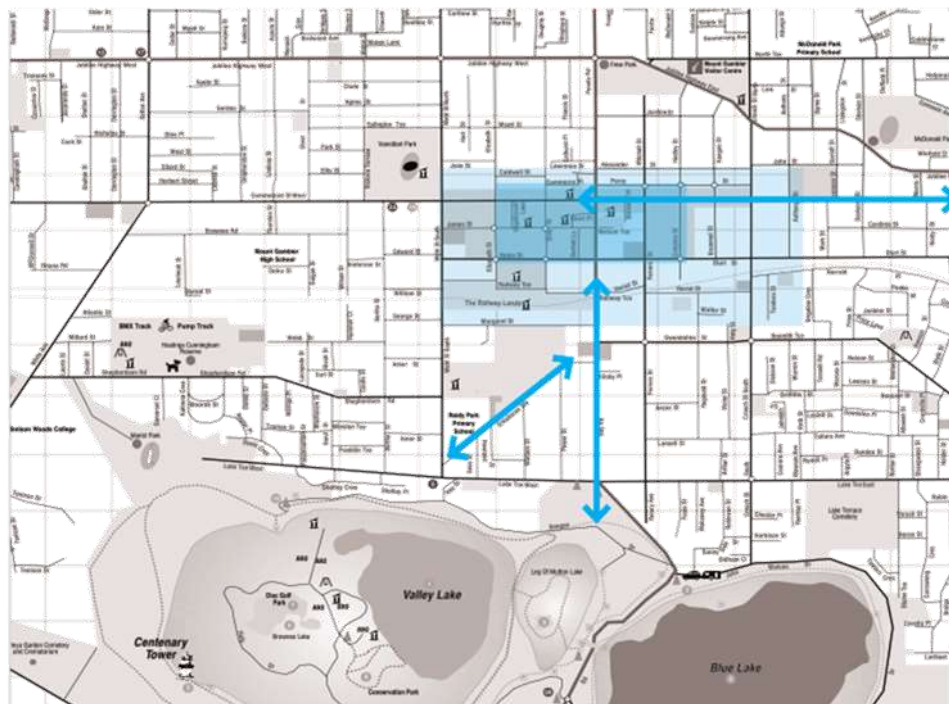
Connect to natural assets

Why?

- To create a connected relationship between the city and its natural assets including the Blue Lake and Crater Lakes recint, Umpherstone Sinkhole, Engelbrecht Cave and the Cave Garden.
- To maximise identity and uniqueness of natural assets for economic development and investment attraction through visitor experiences.
- To acknowledge and profile the Boandik People and the cultural significance of place.
- To contribute to environmental health and wellbeing.

How?

- Reference and strengthen the connection to Boandik culture through streetscape design and function, revealing its environmental, historical and cultural relevance.
- Incorporate wayfinding, design cues and interpretation to reinforce an experiential connection.
- Demonstrate sustainable design features, re-purposing materials, encouraging productive landscapes for biodiversity.





Built form and land use

Why?

- To enable people to live, work and interact in the city to foster wellbeing, economic activity enjoyment and social interaction.
- To encourage multi-generational and multi-purpose use of the city aligned with the Strategic Plan of Mount Gambier's activated CBD.

How?

- Foster laneway activation within the CBD to promote a diverse range of local and boutique offerings while retaining the character and composition of city block and framework.
- With managed consolidation of the CBD core, the peripheral areas can benefit from rejuvenated purpose. Consider the role of commercial tenancies as a generator for entrepreneurial local industry and innovation.
- Link laneways and activate them through light and art.
- Cluster a vibrant and diverse range of hospitality, event and commercial offerings. Encourage the use of sheltered 'street alcoves' for activity as warm and vibrant spaces.
- Support a broadening of visitor accommodation options that support street life.





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22.3 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM - GRANT FUNDING UPDATE - PHASE 1 AND 2 – REPORT NO. AR22/24272

Committee: Council
Meeting Date: 19 April 2022
Report No.: AR22/24272
CM9 Reference: AF21/496
Author: Abdullah Mahmud, Manager of Operations & Engineering
Authoriser: Barbara Cernovskis, General Manager City Infrastructure
Summary: This report provides an update on the status of the Local Roads and Community Infrastructure Program (Phase 1 and 2) and seeks Councils endorsement to variations for Phase 2.
Strategic Plan Reference: Goal 2: Our Location
 Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION

1. That Council Report No. AR22/24272 titled 'Local Roads and Community Infrastructure Program - Grant Funding Update - Phase 1 and 2' as presented on 19 April 2022 be noted.
2. That Council note the update provided for Phase 1 (Installation of LED Street Lighting) with works to be completed on schedule.
3. That Council endorse the below variation to project nominations for Phase 2 of the Local Roads and Community Infrastructure Program:

Project Name	Total Project Cost (100% Funding)	Funding Status
New Valley Lakes Public Amenities	\$490,000	Request for project to be withdrawn due to delays.
Refurbishment of existing Public Amenities adjoining State Heritage Railway Station building	\$460,000	Currently nominated Tenders closed on Tuesday, 8 February with a report prepared for the April Council meeting for decision
Landscaping improvements at Cave Garden and Umpherston Sinkhole Community Recreational Reserves	\$54,268.45	Currently nominated
Umpherston Sinkhole Path Lighting	\$19,504.55	Currently nominated
Reconstruction of Commercial Street - from Elizabeth Street to Gray Street	\$228,676	Alternate project proposal for withdrawal of Valley Lake Toilets from LRCI Phase 2 funding schedule
Shepherdson Road/Wehl Street Intersection upgrade	\$20,000	Alternate project proposal for withdrawal of Valley Lake Toilets from LRCI Phase 2 funding schedule
Calula Drive reconstruction - various sections including cul-de-sac and Bodey Circuit intersections	\$174,188	Alternate project proposal for withdrawal of Valley Lake Toilets from LRCI Phase 2 funding schedule



O'Leary Road - 50m long section - near BP service station exit point	\$35,000	Alternate project proposal for withdrawal of Valley Lake Toilets from LRCI Phase 2 funding schedule
Pinehall Avenue and Suttontown Road intersection upgrade	\$50,000	Alternate project proposal for withdrawal of Valley Lake Toilets from LRCI Phase 2 funding schedule
TOTAL	\$1,041,637	

4. That the Chief Executive Officer and/or General Manager City Infrastructure be authorised to request the above variations to the Phase 2 Approved Work Schedule from the Commonwealth (represented by the Department of Infrastructure, Transport, Regional Development and Communications).



TYPE OF REPORT

Corporate

BACKGROUND

The Commonwealth (represented by the Department of Infrastructure, Transport, Regional Development and Communications) has provided funding to the City of Mount Gambier as part of the Local Roads and Community Infrastructure Program (LRCI).

The objective of the LRCI Program is to support local councils to deliver priority local roads and community infrastructure construction projects, whilst supporting local communities with short-term job opportunities during the COVID-19 pandemic.

Total grant funding received for Phase 1 - \$486,995

Total grant funding received for Phase 2 - \$1,041,637

It was announced in September 2021 that an extension to the construction period for Phase 1 and Phase 2 projects has been provided to 30 June 2022.

Phase 1 Grant Funding Project:

Council, at its meeting held on 15 September 2020 resolved to use the Local Roads and Community Infrastructure Fund (Phase 1) to replace all appropriate street lights (that are the responsibility of the Council) with LED smart streetlights in the 2020/2021 municipal year at an approximate value of \$1 million.

The approved work schedule and status is shown below:

Description	Total project cost (partially funded)	Status
Review of existing lighting levels across the City of Mount Gambier compared to Australian Standards, including modelling the improvement in lighting that will be achieved through the installation of LED lights.	\$940,400.00 (LRCI funding - \$486,995)	LED lights are due to be delivered to SA Power Networks (SAPN) in early April and the installation will commence by SAPN after 19 April 2022. This project is on schedule to be completed by the end of this financial year.

Phase 2 Grant Funding Projects:

Council, at its meeting held on 17 August 2021 resolved to use the Local Roads and Community Infrastructure Fund (Phase 2) for a total of four separate projects.

The approved work schedule and status is shown below:

Description	Total project cost (100% funded)	Status
New Valley Lakes Public Amenities	\$490,000	Awaiting development approval.
Refurbishment of existing Public Amenities adjoining State Heritage Railway Station building	\$460,000	Tenders closed on Tuesday, 8 February with a report prepared for the April Council meeting for endorsement.
Landscaping improvements at Cave Garden and Umpherston	\$51,637	Works will commence the first week in May.



Sinkhole Community Recreational Reserves		
Umpherston Sinkhole Path Lighting	\$40,000	Project currently underway.

PROPOSAL

Phase 2 Grant Funding

Due to a delay in the design process for the Valley Lakes Public Amenities this project is unable to meet the deadline of 30 June 2022. The project is currently at development approval stage and the detailed designs are being finalised for the procurement process.

Council have investigated an additional extension for this project and been advised that the Program Delegate is not considering any additional extensions beyond 30 June 2022, the delegate will however, consider a new alternate project or reallocation of resources from within existing projects from Council's work program. The Program Delegate has also confirmed that the Valley Lakes Public Amenities project is eligible for Local Roads and Community Infrastructure Fund Phase 3.

Council Officers have been liaising with the funding body to propose a reallocation of resources for the following projects to be considered as a project variation:

Project Name	Total Project Cost (100% Funding)	Funding Status
New Valley Lakes Public Amenities	\$490,000	Request for project to be withdrawn due to delays.
Refurbishment of existing Public Amenities adjoining State Heritage Railway Station building	\$460,000	Currently nominated Tenders closed on Tuesday, 8 February with a report prepared for the April Council meeting for decision
Landscaping improvements at Cave Garden and Umpherston Sinkhole Community Recreational Reserves	\$54,268.45	Currently nominated
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TOTAL	\$1,041,637	



LEGAL IMPLICATIONS

N/A

STRATEGIC PLAN

Goal 2: Our Location

2.1 Infrastructure development and managing our current assets

Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

4.2 We will ensure that future growth is planned in a manner that provides access to, and does not detract from, the community's environmental values.

COUNCIL POLICY

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

ECONOMIC IMPLICATIONS

Due to the availability of several government funding aids nationwide, building and construction industries have witnessed a significant boom which has created a shortage of building materials supply and available builders' schedule. Council Officers have witnessed similar trends in Mount Gambier which is also evident by the number of recent development applications received by the Planning Team.

Schedules of potential builders are also forward booked up to 9-12 months. Therefore, an additional 15-20% costing allocation was considered for Phase 2 projects to attract potential builders and supplement increased material cost due to the Covid-19 economic impact.

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

N/A

CULTURAL IMPLICATIONS

N/A

RESOURCE IMPLICATIONS

N/A

VALUE FOR MONEY

N/A

RISK IMPLICATIONS

Project delivery schedule can change due to the current pandemic situation. Regular updates will be provided to all stakeholders.

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

N/A

IMPLEMENTATION STRATEGY

As per conditions of the funding agreement, access to the grant money will require Council's total capital expenditure to be maintained in addition to the funding amount.



CONCLUSION AND RECOMMENDATION

That Council endorse the updated work schedule as provided and authorise the Chief Executive Officer and/or General Manager City Infrastructure to request the above variations from the Commonwealth Government.

ATTACHMENTS

Nil



**22.4 POLICY REVIEW - W125 WASTE MANAGEMENT - KERBSIDE REFUSE COLLECTION
– REPORT NO. AR21/32591**

Committee:	Council
Meeting Date:	19 April 2022
Report No.:	AR21/32591
CM9 Reference:	AF21/496
Author:	Mark McDonald, Manager Waste and ReUse
Authoriser:	Barbara Cernovskis, General Manager City Infrastructure
Summary:	This report presents an updated Council Policy W125 - Waste Management - Refuse Collection for endorsement.
Strategic Plan Reference:	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage
	Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR21/32591 titled 'Policy Review - W125 Waste Management - Kerbside Refuse Collection' as presented on 19 April 2022 be noted.
2. That the updated Council Policy W125 - Waste Management - Kerbside Refuse Collection as attached to Report No. AR21/32591 be endorsed.



TYPE OF REPORT

Corporate

BACKGROUND

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

This document sets out the policy of the City of Mount Gambier ("Council") for the kerbside collection of household/putrescible waste, recyclables and food organics, green organics (FOGO) refuse within the Council area. Since this review a number of changes have occurred with the delivery of these services including the waiving of the annual green waste tag fee. Other local government legislative changes have occurred requiring this policy to be updated, for example rating changes around contiguous properties.

PROPOSAL

This report proposes that Policy W125 – Waste Management – Kerbside Refuse Collection be updated to reflect the below proposed amendments/additions:

- Policy updated to include roles and responsibilities and definitions of terms used.
- Policy updated to include Manager Waste & ReUse as an additional authoriser for administration of this Policy.
- Policy updated to reflect current practices for Food Organics Green Organics (FOGO) kerbside collection.
- Policy updated to include contiguous properties, where two or more adjoining properties have the same owner and occupier. As per Council Policy R105 - Rating Policy, these properties will be charged one waste service fee and only receive x1 general waste and x1 recycle bin.
- Policy updated to include rateable recreational or sporting activities (community groups), they will be provided x1 general waste and x1 recycle bin.
- Policy updated to include provision for schools to be able to apply in writing to the General Manager City Infrastructure for additional recycle and/or FOGO bins for education purposes.
- Policy updated to include provision for waiver of replacement bins fee at the discretion of the General Manager City Infrastructure and/or Manager Waste & ReUse for stolen bins on presentation by landowner of a Police report or Statutory Declaration proving the bin has been stolen.
- Policy updated to include the supply of an additional bin for medical reasons other than dialysis at the discretion of the General Manager City Infrastructure.
- Policy updated to include clarification stating Council will not return for bins not placed out in time for collection.
- Policy updated removing the eligibility of non-rateable properties for a bin service. Non-rateable properties must contact commercial waste carriers for a bin service.

LEGAL IMPLICATIONS

Council and Council Officers have obligations to supply a kerbside waste collection service and these amendments provide clarity around how these services are delivered reflecting best practice and current waste management principals.



STRATEGIC PLAN

Community Plan, Goal 2: Our Location.

Council is committed to providing a sustainable waste collection service for all residents of the City of Mount Gambier.

COUNCIL POLICY

[W125 - Waste Management - Refuse Collection](#)

[W115 - Waste Management - Receiving of Waste - Caroline Landfill](#)

ECONOMIC IMPLICATIONS

Nil

ENVIRONMENTAL IMPLICATIONS

Council are committed to providing a sustainable and environmentally sound waste management service for the City of Mount Gambier.

SOCIAL IMPLICATIONS

Nil

CULTURAL IMPLICATIONS

Nil

RESOURCE IMPLICATIONS

Nil

VALUE FOR MONEY

Nil

RISK IMPLICATIONS

No risks identified in amending the policy.

EQUALITIES AND DIVERSITY IMPLICATIONS

Nil

ENGAGEMENT AND COMMUNICATION STRATEGY

Council waste collection programs are advertised and made publicly available as per Policy W125 Waste Management – Kerbside Refuse Collection.

IMPLEMENTATION STRATEGY

Council waste services are to be administered in accordance with Councils Waste Management Strategy.


CONCLUSION AND RECOMMENDATION

This report recommends that Policy W125 Waste Management – Kerbside Refuse Collection as updated and attached for Elected Member's review be endorsed.

ATTACHMENTS

1. Draft Council Policy W125 Waste Management - Kerbside Refuse Collection [↓](#)



 City of Mount Gambier	W125 WASTE MANAGEMENT		Version No:	5
	KERBSIDE REFUSE COLLECTION		Issued:	
			Next Review:	March 2024

1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier ("Council") for the kerbside collection of household/putrescible waste, recyclables, food organics and garden organics (FOGO) refuse within the Council area.

2. PURPOSE

The purpose of this policy is to provide guidance in the provision of an environmentally and financially sustainable kerbside collection service, and assist in reducing waste to landfill at an equitable cost.

3. SCOPE

This policy applies to the collection of kerbside waste for the City of Mount Gambier.

4. DEFINITIONS

Key Term - Acronym	Definition
Food Organics and Garden Organics (FOGO)	*Acceptable materials to be placed in the FOGO waste bin.
Commercial Entities	Rateable properties that provide a commercial business activity.
Contiguous Properties	Where two or more adjoining properties have the same owner and occupier.
Landowner	Owner of land or property.
Mobile Garbage Bin (MGB)	Standalone bin mounted on wheels - 140 litres (household) and 240 litres (recyclable and FOGO).
Non-rateable Premises	Land that is not required to pay Council rates as defined in LGA s147(2).
Occupiable Premises	Land that has a building fit for occupancy.
Rateable Premises	Tax imposed on land within the Council area, in accordance with the Local Government Act 1999.
Recyclable Waste	*Acceptable materials to be placed in the recyclable waste bin.
General Waste	*Acceptable materials to be placed in the general waste bin.

*Refer to Council's website - <https://www.mountgambier.sa.gov.au/sustainability>

5. ROLES AND RESPONSIBILITIES

Council

Responsible for adopting the policy, allocating resources, and providing high level oversight of the delivery of the Council's asset management strategy and plans. The council is also responsible for ensuring that organisational resources are appropriately funded to ensure sustainable service delivery.


The Chief Executive Officer

Responsible for resourcing the development of a waste management strategy, plans and procedures and reporting on the status and effectiveness of waste management within Council.

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The General Manager – City Infrastructure

Responsible for developing and implementing a Waste Management Strategy and associated management plans for kerbside refuse collections, to achieve the strategic objectives within the agreed time frame. Monitor and review the effectiveness of Council's Waste Management Strategy and Plan.

Manager Waste and ReUse

Responsible to develop waste management plans for kerbside refuse collections, using best practice waste management principals, to achieve waste reduction at landfill. To implement improvement plans for general waste, recycling and FOGO collections. To implement action plans (such as education campaigns, maintenance programs, capital works programs) in accordance with waste management plans. To deliver levels of service to agreed risk and cost standards. To present information to the Council and Chief Executive in terms of Community needs, lifecycle, risk and costs. To ensure statutory requirements are met and ensure EPA regulatory requirements are incorporated into related waste management strategies and plans.

Employees

Employees are responsible for adhering to the policy. Any staff member that has a responsibility to program, instigate, govern or oversee work that is related to kerbside refuse collections must collect all required data related to that activity and ensure that all information collected is entered into the relevant Council system(s) in accordance with waste management procedures, strategy and plans.

6. HOUSEHOLD GENERAL WASTE (RED LID)

- (a) Council will provide a weekly general waste collection to all rateable premises within the Council area and on which an occupiable premises is erected. The collection day for each premises shall be determined by the General Manager City Infrastructure and/or the Manager Waste & ReUse.
- (b) Each rateable premises (on which an occupiable premises is erected) will be entitled to place out for collection, on the nominated day, one 140 litre mobile garbage bin (MGB) (green body - red lid), for household and putrescibles waste.
- (c) The MGB's will be supplied by Council and will be collected by Council at no extra charge. Only bins supplied by Council will be collected.
- (d) Any MGB that is lost, stolen, damaged or otherwise deemed non-useable (fair wear and tear excepted) is to be replaced by the landowner at the landowner's expense. If the landowner can provide a Police Report or Statutory Declaration proving the bin has been stolen the replacement fee can be waived at the discretion of the General Manager City Infrastructure and/or the Manager Waste & ReUse.
- (e) Non-rateable premises do not receive a bin service.
- (f) For contiguous properties, where two or more adjoining properties have the same owner and occupier (as per Council Policy R105 - Rating Policy), these properties will be charged one waste service fee and only receive x1 general waste and x1 recycle bin.
- (g) Rateable recreational or sporting activities (community groups) will be provided x1 general waste and x1 recycle bin at no cost.

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- (h) Council agrees to supply and collect, at no additional cost, a second MGB (to maximum size 140 litre) for residents who have a medical condition. This collection will only be available for the duration of the medical condition. An additional MGB for a medical condition will be determined by the General Manager City Infrastructure on provision of a medical certificate.
- (i) Commercial entities are not entitled to additional services and are encouraged to engage local contractors.

7. RECYLABLES (YELLOW LID)

- (a) Council will provide a fortnightly recyclable waste collection to all rateable premises within the Council area and on which an occupiable premises is erected. The collection day for each premises shall be determined by the General Manager City Infrastructure and/or the Manager Waste & ReUse.
- (b) Each rateable premises (on which an occupiable premises is erected) will be entitled to place out for collection, on the nominated day, one 240 litre mobile garbage bin (MGB) (blue body - yellow lid), for recyclable waste.
- (c) The MGB's will be supplied by Council and will be collected by Council at no extra charge. Only bins supplied by Council will be collected.
- (d) Any MGB that is lost, stolen, damaged or otherwise deemed non-useable (fair wear and tear excepted) is to be replaced by the landowner at the landowner's expense. If the landowner can provide a Police Report or Statutory Declaration proving the bin has been stolen the replacement fee can be waived at the discretion of the General Manager City Infrastructure and/or the Manager Waste & ReUse.
- (e) Under no circumstances is FOGO material to be deposited in the yellow lid MGB placed out for fortnightly collection. Council reserves the right not to collect a yellow lid MGB with FOGO material (or prescribed waste as defined later). MGB's detected to be containing anything other than approved recyclable waste will not be collected and a formal warning given to the owner/occupier. Repeat breaches may result in a suspension of the service for two collection periods (i.e. 4 weeks).
- (f) Under no circumstances are non-recyclable materials to be deposited in the yellow lid recycling MGB placed out for fortnightly collection. Council reserves the right not to collect a yellow lid recycling MGB which contains non-recyclable waste. MGB's detected to be containing anything other than approved recyclable waste will not be collected and a formal warning given to the owner/occupier. Repeat breaches may result in a suspension of the service for two collection periods (i.e. 4 weeks).

Acceptable recyclable materials include:

- Paper and cardboard.
- Cartons.
- Plastics 1-5 (not 6 & 7).
- Glass bottles and jars (not broken).
- Tins and cans.


- (g) Non-rateable premises do not receive a bin service.

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- (h) For contiguous properties, where two or more adjoining properties have the same owner and occupier (as per Council Policy R105 - Rating Policy), these properties will be charged one waste service fee and only receive x1 general waste and x1 recycle bin.
- (i) Rateable recreational or sporting activities (community groups) will be provided x1 general waste and x1 recycle bin at no cost.
- (j) Commercial entities are not entitled to additional services and are encouraged to engage local contractors.
- (k) Schools can apply for additional recyclable waste and/or FOGO services for education purposes. Applications must be made in writing to General Manager City Infrastructure. Council reserves the right to engage with entities to develop education programs as part of the additional bin requests.

8. FOGO WASTE COLLECTION

- (a) Council will provide, on a once-off payment for a MGB, a fortnightly FOGO waste collection service to residential premises within the Council area and on which an occupiable premises is erected. The collection day for each premises shall be determined by the General Manager City Infrastructure and/or the Manager Waste & ReUse. This is an optional service.
- (b) Council will collect one 240 litre MGB (green body - lime green lid) of FOGO waste per fortnight from residential premises that have purchased the appropriate Council approved MGB. Council will allow a premises to have in excess of one 240 litre MGB for the FOGO waste collection service and will collect each bin as a separate service, on payment for the additional MGB.
- (c) Customers with existing non-conforming FOGO bins can contact Council for a replacement lid (lime green) at no cost.
- (d) Any MGB that is lost, stolen, damaged or otherwise deemed non-useable (fair wear and tear included) is to be replaced by the landowner at the landowner's expense.
- (e) Only FOGO material is to be placed in the 240 litre MGB. FOGO waste includes all types of organic garden waste, lawn clippings, food scraps (can be wrapped in newspaper), meat, bones, etc. Clean and uncontaminated organic waste is of paramount importance to the long-term viability of the FOGO waste collection and disposal service.
- (f) Hard materials such as metals, stone etc are not to be deposited in the FOGO waste MGB.
- (g) MGB's detected to be containing anything other than approved FOGO waste will not be collected and a formal warning given to the owner/occupier. Repeat breaches may result in a suspension of the service for two collection periods (i.e. 4 weeks).
- (h) Non-rateable premises are able to utilise this service under the same terms and conditions as rateable premises.

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- (i) Users of the system are to ensure that the total weight of the MGB does not exceed 75kg (wet grass clippings can be extremely heavy), or the volume does not exceed 240 litres.
- (j) Schools can apply for additional recyclable waste and/or FOGO services for education purposes. Applications must be made in writing to General Manager City Infrastructure. Council reserves the right to engage with entities to develop education programs as part of the additional bin requests.

9. GENERAL

- (a) All MGB's placed out for collection must be positioned in accordance with the attached plan and must be at least 1m apart.
- (b) MGB's for collection shall be placed in the appointed place for collection by 6:00am on the nominated collection day for that premises (including Public Holidays).
- (c) The following materials are prohibited from being placed out for collection:
 - 1. Prescribed wastes as listed in Schedule 1, Part B, of the *Environment Protection Act*. This does not apply to empty contaminated herbicide, fungicide and pesticide containers, that are less than four (4) litres capacity; and the contents of which have been used for domestic purposes.
 - 2. Potentially explosive material.
 - 3. Liquid wastes.
 - 4. Hot ashes.
 - 5. Commercial and industrial wastes.
 - 6. E-waste and fluorescent lighting.
- (d) The following constitutes grounds for refusal to make collection of refuse placed out for collection:
 - 1. The MGB contains matter prohibited by this policy.
 - 2. The MGB was late being placed out for collection or was not positioned in accordance with this policy.
 - 3. The incorrect bin was placed out for collection on the scheduled day.
 - 4. The MGB was placed out for collection in front of a premises which did not have an occupiable premises on it.
 - 5. Rubbish was jammed or stuck in the MGB.
 - 6. The MGB was over filled or plastic liners were not enclosed inside the MGB.
 - 7. The MGB was too heavy.

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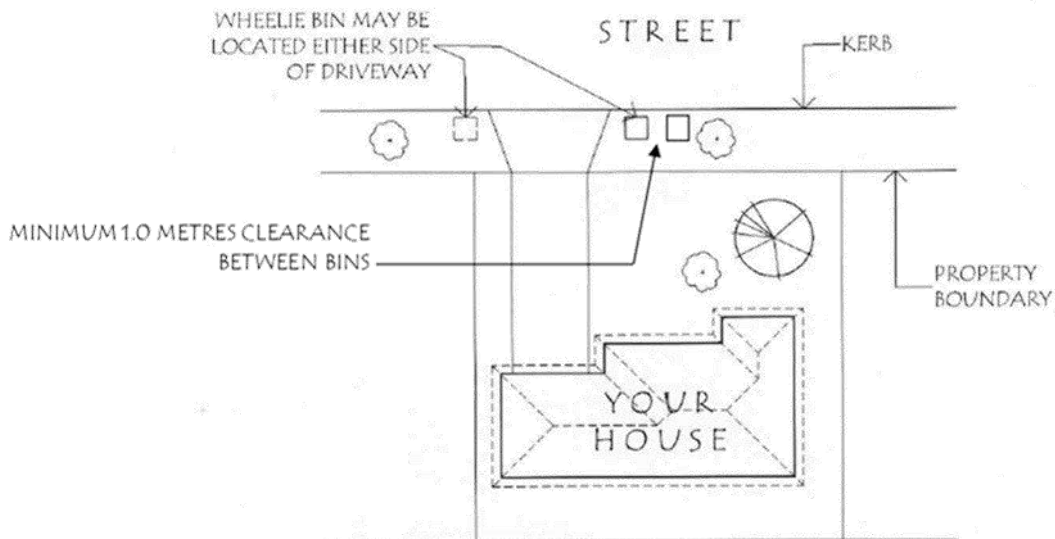
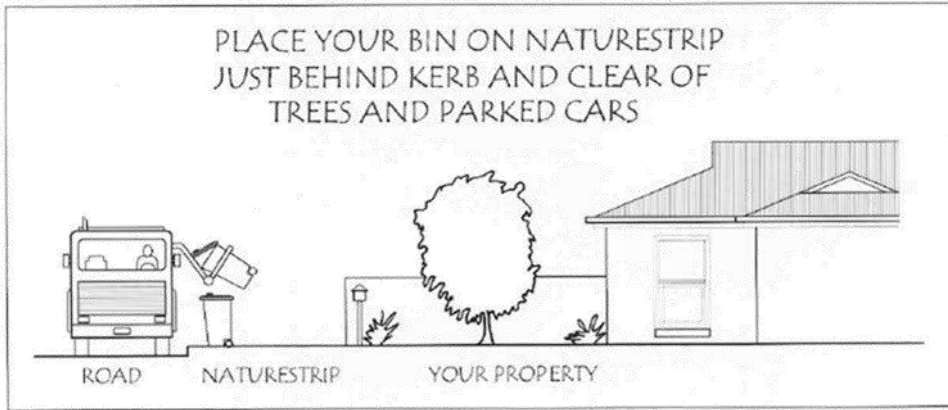
- (e) Council will repair bin lids and wheels (where possible), and also replace bins damaged during the collection process. Customers are required to ring Council for any repairs to bins or replacements.
- (f) Council will not return for bins that are not placed out in time for collection (being by 6:00am on the nominated collection day for that premises, including Public Holidays). Customers must wait until the next scheduled collection or can take their waste directly to the Waste Transfer Station and pay the relevant fee.
- (g) Where rubbish has not been collected in accordance with this policy, notice shall be left at the premises giving the reason the collection was not made.
- (h) At the refuse collector's discretion, a collection may be made which could have been refused pursuant to this policy. In such cases, a notice shall be left at the premises advising that future collections will not be made unless specified remedial action is taken by the owner/occupier.
- (i) For all missed bin requests, Council will return within 3 clear business days.

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10. REVIEW & EVALUATION

This Policy is scheduled for review by Council in March 2024, however, 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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			Next Review:	March 2024

File Reference:	AF11/1743
Applicable Legislation:	Environment Protection (Waste to Resources) Policy 2010
Strategic Plan Reference:	Goal 2: Our Location
Related Policies:	W115 Waste Management - Reveal of Waste - Caroline Landfill R105 - Rating Policy
Related Procedures:	Relevant SOP's
Related Documents:	Schedule of Fees and Charges

DOCUMENT DETAILS

Responsibility:	General Manager City Infrastructure
Version:	5.0
Last revised date:	
Effective date:	
Minute reference:	Council Meeting 19 December 2017, Strategic Standing Committee Item No. 13.5
Next review date:	March 2024
<u>Document History</u>	
First Adopted By Council:	20 th June 2000
Reviewed/Amended:	15 April 2003; 19 September 2006; 17 February 2009; 17 July 2014; 16 May 2017; 19 December 2017

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22.5 POLICY REVIEW - T120 TREE POLICY – REPORT NO. AR22/22226

Committee:	Council
Meeting Date:	19 April 2022
Report No.:	AR22/22226
CM9 Reference:	AF21/496
Author:	Sinaway Georgiou, Engineering Technical Officer
Authoriser:	Barbara Cernovskis, General Manager City Infrastructure
Summary:	This report presents an updated Council Policy T120 - Tree Policy for endorsement.
Strategic Plan Reference:	Goal 2: Our Location Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION

1. That Council Report No. AR22/22226 titled 'Policy Review - T120 Tree Policy' as presented on 19 April 2022 be noted.
2. That the updated Council Policy - T120 Tree Policy as attached to Report No. AR22/22226 be endorsed.



TYPE OF REPORT

Corporate

BACKGROUND

Council periodically reviews its policies over the term of the Council to ensure they remain up to date with legislative requirements, Council and community expectations and emerging practices in Local Government.

This document sets out the policy of the City of Mount Gambier (“Council”) for the management of trees situated on Council property.

PROPOSAL

Council Policy T120 - Tree Policy has been reviewed to reflect the practices that Council is currently conducting that were not included in the previous policy and, along with minor wording changes, this report proposes the below updates:

- Requests by residents for individual tree plantings (outside of the planting program) shall be assessed on a case by case basis with consideration to future programs, aesthetics of the street and the health and structural integrity of existing trees.
- The list of tree species planting schedule (that is reviewed annually) allow for the addition and/or removal of trees as set out by SA Power Networks and SA Water guidelines.
- The City Arborist be authorised to receive and assess residents’ requests for tree removals.
- Additional sections included as follows:
 - Section 4: Debris from Council Trees
 - Section 5: Pruning
 - Section 6: Heritage Tree Preservation
 - Section 7: Permit for Footway and Reserve Planting of Vegetation
 - Section 8: Tree Roots Growing from Trees on Council Land
 - Section 9: Tree Damage during Storm Events
 - Section 10: Trees and Powerlines
 - Section 11: Boundary Roads
 - Section 12: Department of Infrastructure and Transport (DIT) Roads

LEGAL IMPLICATIONS

N/A

STRATEGIC PLAN

Goal 2: Our Location

2.1.1 - Working with the community to ensure our CBD, health and education precincts, our street and our public spaces are safe, inviting and support a positive image of the City of Mount Gambier.

2.1.2 - Continuing to work on projects that improve residential amenity.



Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

4.1.2 - Protecting biodiversity for future generations.

4.2.2 - Ensuring opportunities exist to access and experience natural areas.

COUNCIL POLICY

N/A

ECONOMIC IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

The benefits that trees provide throughout the City include environmental, social, health and wellbeing, economic and visual amenity. They also assist in maintaining and enhancing biodiversity in an urban environment by providing habitat to bird life as well as improving our air quality.

SOCIAL IMPLICATIONS

Trees greatly benefit the people living around them by having a positive impact on mental health and wellbeing, reducing stress and encouraging outdoor exercise. This is in addition to the benefits they will receive from an improved environmental quality and improved amenity which comes with planted areas.

CULTURAL IMPLICATIONS

Trees can have a symbolic importance for identity and connection to a City.

RESOURCE IMPLICATIONS

N/A

VALUE FOR MONEY

Purchase of Trees as per Council's Policy P420 (Procurement, & Disposal of Land Assets).

RISK IMPLICATIONS

N/A

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

N/A

IMPLEMENTATION STRATEGY

N/A

CONCLUSION AND RECOMMENDATION

This report recommends the updated T120 - Tree Policy as attached be endorsed.

ATTACHMENTS

1. Draft - T120 Tree Policy [↓](#)



 City of Mount Gambier	T120 TREE POLICY	Version No:	5.0
		Issued:	
		Next Review:	April 2025

1. INTRODUCTION

- (a) This document sets out the policy of the City of Mount Gambier ("Council") for the management of trees situated on Council property as set out below:
- (i) streets; and
 - (ii) parks, gardens, reserves, and playgrounds.
- (b) It is the policy of Council that all streets be planted according to a defined street scaping plan and planting be aimed at beautifying the street, rather than individual properties.

Individual tree requests by residents shall be assessed on a case by case basis with consideration of a future Street Tree Program in streets that have no trees or trees that have passed their Safe Useful Life Expectancy (SULE).

2. PURPOSE

The benefits that trees provide throughout the City include environmental, social, health and wellbeing, economic and visual amenity. They also assist in maintaining and enhancing biodiversity in an urban environment by providing habitat to bird life as well as improving our air quality.

Trees greatly benefit the people living around them by having a positive impact on mental health and wellbeing, reducing stress and encouraging outdoor exercise. This is in addition to the benefits they will receive from an improved environmental quality and improved amenity which comes with planted areas.

Trees can have a symbolic importance for identity and connection to a City.

3. STREET TREE PLANTINGS

- (a) Council has resolved that, where applicable, to plant streets with the same species of tree, but the species may vary from one side of the street to the other.
- (b) In some streets, it may be necessary to remove a small number of existing trees to try and maintain uniformity within a street.
- (c) Should a resident wish to maintain an existing street tree adjacent to their property the tree will be required to be assessed on a case by case basis taking into consideration the aesthetics of the street as well as an assessment of the tree to measure its health and structural integrity prior to its retainment being considered.
- (d) A list of tree species suitable for planting in the City has been adopted and is outlined in Section 17 of this Policy.
- (e) The list provided will be reviewed annually so that preferred species may be added or removed as trial trees are assessed and as set out by the SA Power Networks and SA Water guidelines.

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- (f) In selecting the type of tree suitable for a particular street, the following criteria should be taken into consideration:
- (i) The character and amenity of the individual street.
 - (ii) The actual width of the footpath, or if a footpath width is less than 1.5 metres between the back of the kerb and the boundary, a tree is not planted.
 - (iii) The location of species as set out by individual utilities outlined in the species list in Section 7.
- (g) On footways, Council permits the development of footpaths adjoining residential allotments through the planting of approved trees and or lawn by residents subject to:
- (i) A clear trafficable pedestrian way of 1.5 metres width by 2.5 metres height being retained at all times along the footpath.
 - (ii) No vegetation (except lawn) to be planted within 6.0 metres of the intersection of the junction of two or more streets.
 - (iii) Planting being in accordance with an approved Streetscape Plan in accordance with 2(d).
- (h) Notification to Residents:
- (i) Where Council undertakes street tree plantings, whether the street has been selected by Council, or letters received from residents of a particular street, all residents will be informed in writing prior to the commencement of the plantings.
 - (ii) Council invite comment on the proposed plantings of trees within each individual street with comments to be received up to four (4) weeks from the date of issue, in accordance with Council's Public Consultation policy.
 - (iii) Council to notify residents of Council's conditions and feedback of the consultation.
 - (iv) Should Council resolve not to adopt a particular street to be included in an annual street tree program due to popular demand from a majority of residents, those willing to have a tree planted will still be supplied with a tree.
- (i) Notification to Authorities:
- (i) Council invites comments on the proposed plantings of trees as outlined on the annual street tree program, with comments to be received up to four (4) weeks from the date of issue to the following authorities:
 - APA Group
 - SA Power Networks
 - SA Water
 - Telstra
 - NBN



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- (j) Council is to review previously planted streets and individual trees that have been vandalised and replaced with the species originally planted. If the specific cultivar is not available then replace with one that is of similar characteristics i.e. flower colour, size, shape etc.

4. TREE REMOVAL

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

5. DEBRIS FROM COUNCIL TREES

- (a) Council recognises that trees may create some nuisance or inconvenience which will impact property owners in different ways and degrees as resident's views differ.
- (b) Common issues include but are not limited to.
 - (i) Autumn leaf fall from deciduous trees
 - (ii) Regular leaf fall or bark fall from Australian native trees
 - (iii) Fruit, Berries, and nuts falling from trees onto pedestrian footpaths, roads, and private gardens

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(iv) Pollen

- (c) As stated in 3 (iv), Council does generally not support the removal of trees for such reasons. However, Council is mindful that certain residents do have a varying tolerance for such issues and endeavours to help implement solutions on a case by case basis. This will be conducted by considering the amenity value provided by the tree, the health and structure of the tree with any remedial action to be taken to be carried out consistently.
- (d) Action taken may include but is not limited to the following.
- (i) Street sweeping programs may be developed in such a manner to have an increased presence in streets which are prone to seasonal leaf drop over streets whose vegetation is not determined by seasonal variations.
 - (ii) In areas of where properties adjoin a reserve, Council may provide a service whereby residents collect leaves or debris leaving them in a manageable pile for Council employees to collect in periods of seasonal variation.
 - (iii) Council may sweep footpath areas whereby the fall of seasonal fruit/berries are swept until the season has finished.

6. PRUNING

- (a) All trees are to be pruned in accordance with Australian Standard AS 4373/2007 and the Arboriculture Australia Handbook MIS308 Tree Pruning.
- (b) Trees are to be pruned along trafficable areas to provide safe and clear access and visibility to both pedestrians and vehicles.
- (c) Council's objective is to provide a minimum vegetation clearance of 1.8m along pedestrian paths.
- (d) If an adjoining resident or property owner has requested Council to carry out vegetation clearance from Council trees the minimum vegetation clearance above any boundary fence adjoining Council maintained land shall be 500mm and 1.0m in height clearance from any roof over private property. Should the property owner request a greater clearance the extent of the work will be assessed on a case by case basis considering any significant risk of damages to the property and the structural integrity, health or aesthetic value to the tree.
- (e) Pruning will not be undertaken to accommodate scenic views or to clear for commercial advertising signage if it will cause significant damage to the tree or its aesthetic value.
- (f) In the case of vandalism tree pruning techniques for formative pruning to repair physical damage where possible shall be used to ensure healthy tree growth and recovery. Tree removal shall be the last resort if pruning techniques can not be used to remediate the integrity of the vandalised tree.

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7. HERITAGE TREE PRESERVATION

The objective of trees in heritage precincts is to conserve, protect and enhance these trees. All tree enquiries in heritage precincts shall be referred to the City arborist and or Council's planning department for consideration upon resident or developer requests.

8. PERMIT FOR FOOTWAY AND RESERVE PLANTING OF VEGETATION

Should residents wish to plant the footway with vegetation other than what is permitted in accordance with 2(g) a written request must be submitted and approved by Council prior to any planting being undertaken. Permit applications will be assessed on a case by case basis and if the application is approved Council may issue a permit under Section 221 of the Local Government Act to the applicant. The permit holder must always maintain the conditions of the approval or Council may revoke the permit should a breach occur.

9. TREE ROOTS GROWING FROM TREES ON COUNCIL LAND

- (a) Tree roots are frequently considered to be the cause of damage to nearby infrastructure such as driveways, crossovers, paved areas, boundary fences and underground pipes including water, sewerage, and drainage.
- (b) Council will not accept responsibility of affected infrastructure purely because a Council tree is nearby and could be the possible cause of any damage or loss. In these instances, the claimant will be required to provide Council with some form of evidence of the cause before it will take some form of action. Evidence may include a written letter from SA Water indicating they have camera evidence of tree roots obstructing underground pipes, or the claimant exposing roots under damaged infrastructure for Council to inspect.
- (c) The extent of Council's decision will be dependent on the findings upon request from an affected resident/party and each request will be assessed on a case to case basis which may lead to the pruning of roots in minor cases or tree removal in extreme cases.

10. TREE DAMAGE DURING STORM EVENTS

Council will respond to any private tree that is creating an immediate safety hazard to pedestrians or traffic and requires removal from a public area due to storm events. The extent of the work will be focussed on making the public area safe of debris for this purpose only.

11. TREES AND POWERLINES

- (a) Council will maintain an agreement with SA Power Networks which sets out their obligations regarding line clearance responsibilities.
- (b) Any unauthorised planting/s on Council land that are in breach of SA Power Networks planting schedule becomes the responsibility of Council. Council may elect to maintain the unauthorised planting/s or alternatively remove any unauthorised plantings should the tree be in breach of SA Power Networks clearance standards as outlined within their schedule of approved trees for planting under powerlines.

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- (c) Council will notify residents of unauthorised planting/s and make them aware of Council's decision and the reasons behind the decision.

12. BOUNDARY ROADS

- (a) Routine Maintenance on boundary roads is carried out by way of agreement between the City of Mount Gambier and District Council of Grant. Typically, such work includes tree maintenance, grass cutting and weed control along boundary roads at full cost to the City of Mount Gambier.

13. DEPARTMENT OF INFRASTRUCTURE AND TRANSPORT (DIT) ROADS

- (a) Council shall be responsible for the trimming of trees along DIT roads. Generally, on roads where the speed limit is less than or equal to 60 km/h vegetation will be maintained to a height of 5.0m starting from the edge of any dedicated parking lane and the travelling lanes.
- (b) Trees outside of trafficable road areas are also to be maintained by Council.

14. DISPOSAL OF SURPLUS WOOD

- (a) Council, in the course of its normal maintenance function, quite often is involved in tree pruning and/or removal that results in a supply of surplus timber that is suitable for firewood.
- (b) Council will make surplus wood available to local service clubs/organisations on the provision that the club/organisation be a "not for profit" club/organisation and that the club/organisation be responsible for all activities associated with the surplus wood (e.g. cutting, splitting, loading and cartage).
- (c) The surplus wood will be stored at a location specified by Council.
- (d) Any wood accessed by a club/organisation in accordance with this policy must not be sold or used for private purposes. The intention of this policy is that such wood will be provided to needy families free of charge by the club/organisation, or the wood can be sold as a fund raising activity by the Club.
- (e) Access to the wood to be on a "first in, first served" basis and applications to be made to Council, in writing, for access to surplus wood.
- (f) The Chief Executive Officer and/or General Manager City Infrastructure to have the authority to allocate wood supplies in accordance with this policy.
- (g) Any organisation participating in this activity must indemnify the Council against any actions that may result as a consequence of this policy.
- (h) The Chief Executive Officer and/or General Manager City Infrastructure to have the authority to allocate any surplus wood supplies not utilised by local service clubs/organisations under this policy, to be made available for sale to the public at the Mount Gambier Reuse Market.

15. RESERVES

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- (a) Botanic Park - Commemorative and Memorial Trees
 - (i) Approval is granted for service clubs to place plaques at the foot of each of the existing lemon scented gums at Botanic Park to commemorate deceased members of the Clubs from within Mount Gambier.
 - (ii) Clubs to provide (or bear the cost) of the plaques, plinths, installation thereof, future maintenance and replacement of plaques etc.
 - (iii) Council will provide, as and when required, further advanced growth lemon scented gums as a boulevard to Botanic Park and as a perimeter planting to this entire area to which further commemorative plaques may be placed in the future.
 - (iv) An area be set aside at Botanic Park for the placement of suitable tree species which may be planted by persons, including a special plaque, in remembrance of other persons or groups.
- (b) Hastings Cunningham Reserve - Memorials
 - (i) An area be set aside at Hastings Cunningham Reserve for the placement of suitable tree species, which may be planted by persons, including a special plaque, in remembrance of other persons or groups.
- (c) Marist Park
 - (i) An area of Marist Park, to the east side of the roadway from Shepherdson Road, be set aside to allow the planting of a tree and placement of a plaque by Rotary Exchange students to celebrate their time on Mount Gambier.

16. TRANSPORTATION, HANDLING AND DISPOSAL OF INFECTED OR DISEASED WOOD MATERIAL

- (a) When pruning/removing trees with fungi/disease:
 - (i) all infected or diseased prunings and felled trees should be destroyed by burning;
 - (ii) the material should not be mulched or carted to the greenwaste pile, but cut into manageable pieces and carted away to the designated burn site;
 - (iii) stumps should be ground out as soon as practicable after the tree is felled and the material carted away to the designated burning site;
 - (iv) establish the safest route to transport the material to the designated burning site to help minimize the spread of disease during transport.
- (b) Sterilise pruning equipment if the disease is present, or suspected to be present, on the tree being pruned/felled.
- (c) All remaining plant material such as chips and sawdust should be swept and removed from site and transported to the designated burning site.
- (d) Common symptoms of diseased trees include:

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- (i) leaf yellowing and death
 - (ii) fruit distortion
 - (iii) stem, root and flower rot
 - (iv) stem cankers
 - (v) dieback within a tree
 - (vi) leaf curl etc.
- (e) If in doubt about the health of a tree or the request to implement this policy, contact the Engineering Technical Officer.

17. PROPERTY OWNER VEGETATION

- (a) Pursuant to Section 299(1) of the *Local Government Act 1999*, Council may issue notice to the owner or occupier of adjoining land to remove or cut back vegetation which has encroached onto any street, road or footpath.
- (b) Should there be no response to this request within seven (7) days from the issue date of the notice, Council may undertake the work and seek to recover the expenses incurred for the relevant works.


18. ADOPTED TREE SPECIES PLANTING SCHEDULE

	BOTANICAL NAME	COMMON NAME	SA POWER	SA WATER SCHEDULE	PLANT ORIGIN	PLANT TYPE	COMMENTS
1	<i>Acacia melanoxylon</i>	Blackwood		2	N	E	Grows Well, Good Structure
2	<i>Acer buergeranum</i>	Trident Maple			E	D	Grows Well, Moderate
3	<i>Acer Campestre</i>	Hedge Maple			E	D	Grows Slow
4	<i>Acer Campestre 'Evelyn' Queen Elizabeth</i>	Hedge Maple			E	D	
5	<i>Acer negundo</i>	Box Maple		2	E	D	Grows Well, Moderate
6	<i>Acer palmatum sp.</i>	Japanese Maple	2		E	D	Grows slow
7	<i>Acer rubrum sp.</i>	Canadian Maple			E	D	Grows Well, Slow
8	<i>Acmena smithii</i>	Lillypilly			N	E	Grows Well, Moderate
9	<i>Betula pendula</i>	Silver Birch		2	E	D	Grows Well
10	<i>Betula pendula 'Dalecarlica'</i>	Cut Leaf Birch		2	E	D	Grows Well
11	<i>Betula platyphylla var. Japonica 'Whitespire'</i>	Asian White Birch			E	D	Grows Well
12	<i>Callistemon viminalis 'Harkness'</i>	Gawler Hybrid Bottlebrush	2	1	N	E	Grows Well

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1 3	<i>Callistemon viminalis</i>	Weeping Bottlebrush	2	1	N	E	Grows Well
1 4	<i>Carpinus betulus</i> 'Frans Fontaine'	Common Hornbeam			E	D	
1 5	<i>Cercis canadensis</i> 'Forest Pansy'	Purple-leaved Eastern Redbud	2		E	D	Grows Well, But Slow
1 6	<i>Corymbia eximia</i> 'Nana'	Dwarf Yellow Bloodwood			E	N	
	<i>Corymbia maculata</i>	Lemon Scented Gum			N	E	Grows well and fast
1 7	<i>Eucalyptus platypus</i> var <i>heterophylla</i>	Round Leaved Moort	P	2	N	E	Grows Well
1 8	<i>Eucalyptus leucoxylon</i> subsp. 'Euky Dwarf'	Euky Dwarf	2	2	N	E	Moderate Growth tends to grow on a lean if not formative pruned
1 9	<i>Eucalyptus leucoxylon</i> var. <i>Megalocarpa</i> 'Rosea'	Yellow Gum	2	2	N	E	Grows Well
2 0	<i>Fraxinus ornus</i> 'Meczek'	Flowering ash	P	2	E	D	Grows Slow, But Outstanding Form & Structure
2 1	<i>Geijera parviflora</i>	Australian Willow	2	1	N	E	Grows Vey Slow
2 2	<i>Geijera salicifolia</i>	Scrub Willow	P		N	E	Grows Very Slow
2 3	<i>Gleditsia triacanthos</i> var <i>inermis</i> 'Sunburst'	Honey Locust		2	E	D	Grows Slow
2 4	<i>Hakea Laurina</i>	Pincusion Hakea	2	1	N	D	Grows Well, Fast, Blows Over in Heavy Winds
2 5	<i>Hymenosporum flavum</i>	Native Frangipani		2	N	E	Grows Well In Some Areas, Slow
2 6	<i>Koelreuteria paniculata</i>	Golden Rain Tree	2	2	E	D	Very Slow
2 7	<i>Lagerstroemia indica</i> sp	Crepe Myrtle	2	1	E	D	Vey Slow, Grows Well
2 8	<i>Lagerstroemia indica</i> x . <i>Fauriei</i> "Biloxi"	Crepe Myrtle	2		E	D	Vey Slow, Grows Well
2 9	<i>Lagerstroemia indica</i> x . <i>Fauriei</i> "Sioux"	Crepe Myrtle	2		E	D	Vey Slow, Grows Well
3 0	<i>Liriodendron tulipifera</i>	Tulip Tree		2	E	D	Grows Well
3 1	<i>Liriodendron tulipifera</i> 'Fastigiatum'	Upright Tulip Tree		2	E	D	Grows Well
3 2	<i>Lophostemon confertus</i>	Brush Box			N	D	Grows Well
3 3	<i>Liquidamber styraciflua</i>	Liquidamber		2	E	D	Grows Slow
3 4	<i>Malus ioensis</i> 'Purpurea'	Crab Apple	2	1	E	D	Grows Well, Moderate
3 5	<i>Pistacia chinensis</i>	Chinese Pistachio		2	E	D	
3 6	<i>Platanus x acerifolia</i>	London Plane			E	D	Grows Slow
3 7	<i>Prunus cerasifera</i> 'Nigra'	Purple Leaf Cherryplum	2	1	E	D	Grows Well, Moderate
3 8	<i>Prunus cerasifera</i> 'Oakville Crimson Spire'	Purple Leaf Cherryplum					
3 9	<i>Prunus fruticosa</i> 'Globasa'	Designer Cherry	P	1	E	D	Grows Well, Moderate
4 0	<i>Prunus persica</i> sp.	Flowering Peach	2	1	E	D	Attracts Leaf Curl, Very Slow

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4 1	<i>Prunus 'sekiyama'</i> syn. 'Kanzan'	Flowering Cherry	2	1	E	D	
4 2	<i>Prunus serrulata</i>	Japanese Flowering Cherry		1	E	D	
4 3	<i>Pyrus betufoia</i> 'Southworth Dancer'	Southworth Dancer Pear		2	E	D	Grows Well, Fast
4 4	<i>Pyrus calleryana</i> 'Aristocrat'	Aristocrat Pear		2	E	D	Grows Well, Fast
4 5	<i>Pyrus calleryana</i> 'Capital'	Capital Pear		2	E	D	Grows Well, Fast
4 6	<i>Pyrus calleryana x</i> <i>betulaefolia</i> 'Edgedell'	Edgedell Pear		2	E	D	Grows Well, Fast
4 7	<i>Pyrus calleryana</i> 'Glen's Form' Chanticleer	Callery Pear		2	E	D	Grows Well, Fast
4 8	<i>Pyrus fauriei</i> 'Westwood'	Korean Sun	P		E	D	Grows Well, Slow
4 9	<i>Pyrus salicifolia</i> 'Pendula'	Willow Leaf Pear	2	2	E	D	Grows Well, Fast
5 0	<i>Pyrus ussuriensis</i>	Manchurian Pear		2	E	D	Grows Well, Fast, Prone To Limb Failure
5 1	<i>Quercus palustris</i>	Pinoak			E	D	Grows Slow
5 2	<i>Sophora japonica</i>	Pagoda Tree		2	E	E/D	
5 3	<i>Tilia Cordata</i> 'Greenspire'	Linden		2	E	D	
5 4	<i>Tilia Cordata</i> 'Shamrock'	Linden		2	E	D	
5 5	<i>Ulmus glabra</i> 'Lutescens'	Golden Elm			E	D	Grows Moderate
5 6	<i>Ulmus parvifolia</i>	Chines Elm			E	D	
5 7	<i>Ulmus parvifolia</i> 'Todd'	Chines Elm			E	D	
5 8	<i>Zelkova serrata</i> 'Green Vase'	Green Vase Japanese Zelkova			E	D	Grows Well, Slow



Trial Trees

These trees only to be planted in large road reserves or nature strips

(P) - Not listed but ok to plant under powerlines

ETSA List 1 - Species with expected height between 2 and 3 metres

ETSA List 2 - Species with expected height between 3 and 6 metres

In South Australia a great deal of research has been done to determine the suitability of various trees for planting near sewers. Some of the results of this research have been incorporated into Regulation 24 of the Sewerage Act.

This contains two schedules which list over 200 trees and shrubs, the planting of which in streets is controlled, but which may be planted on private property without the need to obtain prior approval from SA Water.


Schedule 1 lists those which may be planted in streets but not closer than 2 metres to any sewer or connection without written approval from SA Water.

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 City of Mount Gambier	T120 TREE POLICY	Version No:	5.0
		Issued:	
		Next Review:	April 2025

Schedule 2 lists those which may be planted in streets but not closer than 3.5 metres to any sewer or connection without written approval from SA Water.

Provisionally Classified Schedule 2

Any tree which is not listed in these schedules may not be planted in any street in any declared drainage area without the prior approval in writing of the South Australian Water Corporation.

In addition to Schedule 1 and 2, approximately 400 trees and shrubs have been *provisionally* classified into the same two groups. The distinction between the trees listed in Schedule 1 and 2 and those which are only provisionally classified is that the latter may not be planted in streets or roads without the prior written approval of the South Australian Water Corporation for home gardens.

The Schedules quoted are for guidance only as Regulations 24 does not apply to private property.

In addition under Regulation 37 of the Waterworks Act, trees and shrubs must not be planted in a public street or road closer than one metre to any water main or service connection. Approval may be obtained by submitting in writing details of proposed planting to the contact detailed above.

19. REVIEW & EVALUATION

This Policy is scheduled for review by Council in April 2025, however, will be reviewed as required by any legislative changes which may occur.

20. AVAILABILITY OF POLICY

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



 City of Mount Gambier	T120 TREE POLICY	Version No:	5.0
		Issued:	
		Next Review:	April 2025

File Reference:	AF11/1747
Applicable Legislation:	Local Government Act 1999
Reference: Community Plan	Goal 2: Our Location
Related Policies:	
Related Procedures:	
Related Documents:	AF11/1259 http://plantselector.botanicgardens.sa.gov.au/ AS4373-2007 (Pruning of amenity trees) AS 4970-2009 (Protection of trees on development sites) Local Government Act 1999 Electricity Act 1996 (SA)

DOCUMENT DETAILS

Responsibility:	General Manager City Infrastructure
Version:	5.0
Last revised date:	
Effective date:	
Minute reference:	
Next review date:	April 2025
<u>Document History</u>	
First Adopted By Council:	18 th May 2004
Reviewed/Amended:	19 th September 2006; 17 th February 2009, 17 th July, 2014; 16 th May, 2017; 19 th September, 2017

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**22.6 CR BEN HOOD - LEAVE OF ABSENCE - RESULT OF MARCH STATE ELECTION –
REPORT NO. AR21/61979**

Committee:	Council
Meeting Date:	19 April 2022
Report No.:	AR21/61979
CM9 Reference:	AF21/496
Author:	Michael McCarthy, Manager Governance and Property
Authoriser:	Darren Barber, General Manager Corporate and Regulatory Services
Summary:	This report presents the result of the state election candidacy of Cr Ben Hood for the Mount Gambier district.
Strategic Plan Reference:	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage
	Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR21/61979 titled 'Cr Ben Hood - Leave of Absence - Result of March State Election' as presented on 19 April 2022 be noted.



TYPE OF REPORT

Legislative

BACKGROUND

Cr Ben Hood has been on a leave of absence from Council to contest the seat of Mount Gambier in the March 2022 State Election.

The Leave of absence continued until the public declaration of the result by the SA Electoral Commission.

PROPOSAL

On 29 March 2022 the returning officer for the district declared the election result for the seat of Mount Gambier, with Cr Ben Hood not being elected bringing his leave of absence from Council to an end.

Cr Ben Hood was subsequently re-instated as an Elected Member of the City of Mount Gambier.

This report presents this information for noting by Council.

LEGAL IMPLICATIONS

With the official result of the state election having been declared and Cr Ben Hood reinstated as a Council Member, there are no further legal implications associated with Cr Hood's Leave of Absence.

STRATEGIC PLAN

N/A

COUNCIL POLICY

N/A

ECONOMIC IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

N/A

CULTURAL IMPLICATIONS

N/A

RESOURCE IMPLICATIONS

N/A

VALUE FOR MONEY

N/A

RISK IMPLICATIONS

N/A

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

N/A



IMPLEMENTATION STRATEGY

Necessary administrative actions to reinstate Cr Ben Hood as an Elected Member have been undertaken.

CONCLUSION AND RECOMMENDATION

It is recommended that this report be noted.

ATTACHMENTS

Nil



22.7 RESIGNATION OF COUNCILLOR STEVEN PERRYMAN – REPORT NO. AR22/21871

Committee:	Council
Meeting Date:	19 April 2022
Report No.:	AR22/21871
CM9 Reference:	AF21/496
Author:	Sarah Philpott, Chief Executive Officer
Authoriser:	Sarah Philpott, Chief Executive Officer
Summary:	Resignation of Councillor Steven Perryman
Strategic Plan Reference:	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage
	Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR22/21871 titled 'Resignation of Councillor Steven Perryman' as presented on 19 April 2022 be noted.
2. Council acknowledges the resignation of Cr Steven Perryman from 29 March 2022.
3. Council recognises and thanks Cr Steven Perryman for his service to this Council and to the Mount Gambier community for over 20 years including as Mayor between 2002 and 2014.



TYPE OF REPORT

Legislative

BACKGROUND

On 29 March 2022 Cr Steven Perryman gave notice to the Chief Executive Officer of his resignation as a Councillor effective from 5pm on Tuesday 29 March 2022.

Cr Perryman has served the City of Mount Gambier community as an Elected Member of Council since 2000, including as Mayor from 2002 until 2014, and as a Councillor until his resignation.

As Mayor and Councillor, Cr Perryman formally represented Council at a very large number of community events and at official Council, Local Government and State Government functions.

Cr Perryman's contribution to the City of Mount Gambier Council and to the community is acknowledged and highly appreciated.

PROPOSAL

Council acknowledge the resignation of Cr Steven Perryman and recognise his extensive service to the City of Mount Gambier Council and community.

LEGAL IMPLICATIONS

It is a requirement of section 54(6) of the Local Government Act 1999 that a vacancy in the office of a member of Council be notified by the Chief Executive Officer to the members of the Council at the next meeting of the Council, and that a notice of the occurrence of the vacancy be published in the Gazette.

This report meets the notification requirement of section 54(6) and at the time of writing a gazette notice was being arranged.

Under section 6 of the Local Government (Elections) Act 1999 a supplementary election will not be held where a vacancy arises in the 12 months preceding a periodical or general election, as is scheduled for November 2022. Accordingly, the vacancy in office created by the resignation of Cr Perryman will be carried until the November 2022 local government elections.

STRATEGIC PLAN

The subject matter of this report does not have any implications regarding the Strategic Plan.

COUNCIL POLICY

The subject matter of this report does not have any implications regarding Council Policy. Council's Supplementary Elections policy has no application in the circumstances of a vacancy arising in the 12 months preceding a periodic or general election.

ECONOMIC IMPLICATIONS

The subject matter of this report does not have any economic implications.

ENVIRONMENTAL IMPLICATIONS

The subject matter of this report does not have any environmental implications.

SOCIAL IMPLICATIONS

The subject matter of this report does not have any social implications.

CULTURAL IMPLICATIONS

The subject matter of this report does not have any cultural implications.

RESOURCE IMPLICATIONS

The subject matter of this report does not have any resource implications.



VALUE FOR MONEY

The subject matter of this report does not have any implications regarding Council Policy.

RISK IMPLICATIONS

There are no risks associated with the subject matter in this report.

EQUALITIES AND DIVERSITY IMPLICATIONS

The subject matter of this report does not have any equality or diversity implications.

ENGAGEMENT AND COMMUNICATION STRATEGY

The resignation of Cr Perryman has been the subject of a media release.

IMPLEMENTATION STRATEGY

Necessary administrative actions have been enacted as a consequence of the resignation of Cr Perryman from the office of a Council Member.

CONCLUSION AND RECOMMENDATION

Council recognise, acknowledge and thank Cr Perryman for the many years of service he has provided to the City of Mount Gambier Council and community as Mayor and Elected Member of Council.

ATTACHMENTS

Nil



22.8 MEMBER POSITION APPOINTMENT VACANCIES – REPORT NO. AR22/23677

Committee:	Council
Meeting Date:	19 April 2022
Report No.:	AR22/23677
CM9 Reference:	AF21/496
Author:	Michael McCarthy, Manager Governance and Property
Authoriser:	Darren Barber, General Manager Corporate and Regulatory Services
Summary:	This report presents Member position appointment vacancies arising from the resignation of Steven Perryman as a Councillor.
Strategic Plan Reference:	Goal 1: Our People Goal 2: Our Location Goal 3: Our Diverse Economy Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR22/23677 titled 'Member Position Appointment Vacancies' as presented on 19 April 2022 be noted.
2. That Tourism Mount Gambier be notified of the resignation of Cr Steven Perryman as an Elected Member of the City of Mount Gambier, and that he is no longer Council's nominee for the position of Tourism Mount Gambier Board Observer.
3. That nominations for the positions of Tourism Mount Gambier nominee and Australia Day Celebrations Advisory Group representative be deferred until after the November 2022 local government elections, to be sought together with nominations for other Elected Member representative positions at that time.



TYPE OF REPORT

Corporate

BACKGROUND

Cr Steven Perryman resigned as a City of Mount Gambier Councillor on 29 March 2022.

Cr Perryman was previously Council's representative nominee on the Tourism Mount Gambier sub-committee of the Mount Gambier Chamber of Commerce, as well as Councillor representative on Council's Australia Day Celebrations Advisory Group, with his resignation creating potential vacancies in these positions.

[Council Policy C410 – Code of Practice for Access to Meetings](#) provides procedural guidance where Council has been requested or is required to nominate or appoint a Member or any other person to fill a vacant position.

However, noting the infrequent nature of meetings of these groups, being only several months before the commencement of the election caretaker period, and these positions being discretionary appointments, this report is presented for Council to consider whether to defer consideration until after the November 2022 Local Government Elections when all positions will be re-presented for consideration of representative appointments.

PROPOSAL

Depending on whether Council considers it essential to appoint replacement representatives to the two Member representative vacancies that have arisen from the resignation of Cr Steven Perryman, Council may determine to:

- seek member nominations from Members for immediate consideration
or
- seek member nominations from Members for presentation to the May 2022 Council meeting
or
- defer seeking nominations until after the first statutory meeting of the new Council term in November 2022, when all position appointments will be re-presented for consideration.

In considering which of the above (or any alternate) options for dealing with these vacancies, consideration might be given to the frequency and content of reports for these and other representative positions.

Further, that appointment of a replacement representative to Tourism Mount Gambier may be premature whilst Council is awaiting formal confirmation of their current status as an active group.

Should Council determine to address the vacancies immediately, the process set out in clause 12.5 of [Council Policy C410 – Code of Practice for Access to Meetings](#) is provided for reference (**Attachment 1**).

LEGAL IMPLICATIONS

N/A

STRATEGIC PLAN

N/A

COUNCIL POLICY

N/A

ECONOMIC IMPLICATIONS

N/A



ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

N/A

CULTURAL IMPLICATIONS

N/A

RESOURCE IMPLICATIONS

N/A

VALUE FOR MONEY

N/A

RISK IMPLICATIONS

N/A

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

Tourism Mount Gambier will be advised of the resignation of Cr Steven Perryman and the implications of this on his position as Council nominee, as well any replacement Council nominee, if/when endorsed by Council.

As an informal advisory group there is no necessity for any direct communication to the Australia Day Celebrations advisory group.

IMPLEMENTATION STRATEGY

N/A

CONCLUSION AND RECOMMENDATION

Having presented the vacancies arising from the resignation of Cr Steven Perryman for Council to consider the necessity, purpose and urgency of appointing replacement Member representation, this report recommends that nominations for any vacancies be deferred until after the November 2022 local government elections.

ATTACHMENTS

1. Extract from Clause 12.5 of Policy C410 - Code of Practice for Access to Meetings [↓](#)



Extract from Clause 12.5 of Council Policy C410 – Conduct of Meetings

The Chief Executive Officer shall present details of all nominees for vacant positions to the next available Council meeting together with a recommendation and draft resolutions that Council may endorse a secret ballot voting process and appoint the Chief Executive Officer (or any other Senior Officer present at the meeting) as Returning Officer to declare the result and draw lots (if/as necessary).

The following shall apply to the appointment of Committee Members and delegates/representatives on other bodies and organisations:

- A nominee need not be present at the meeting, but must provide a written acceptance to the Chief Executive Officer prior to consideration.
- Candidate nominees should display the qualities sought to fill the vacant position including relevant skills, experience and interests.
- Prior to commencing the secret ballot process, by passing a resolution, Council:
 - i. may determine not to nominate or appoint any person to fill a vacancy.
 - ii. should determine the term to apply to the nomination/appointment, that may survive the next general/periodic election.
- The Mayor may vote on the question of position appointments to Committee's and other bodies and organisation's.
- A Member not in his or her seat at the meeting does not vote.
- The candidate with the highest number of votes (or where two or more candidates receive the equal highest number of votes the first name drawn in the lot) shall be declared as being nominated/appointed to the vacant position.
- A division cannot be called for when a vote on the question of appointing a person to fill a vacant position is taken.
- The Mayor may (but is not required to) accept a motion to endorse the filling of the vacant position however any failure or variation of the motion shall be of no effect on the result of the secret ballot.
- Council may determine to appoint proxies/deputies to certain positions to ensure representation in the absence of selected members/delegates/representatives.



23 MOTIONS WITH NOTICE

23.1 NOTICE OF MOTION - HASTINGS CUNNINGHAM RESERVE DOG PARK

Meeting: Council
CM9 Reference: AF21/496
Member: Frank Morello, Councillor

I, Councillor Frank Morello, give notice that at the next Ordinary Meeting of Council to be held on 19 April 2022, I intend to move the following motion:

MOTION

1. That Council Report No. AR22/22282 titled 'Notice of Motion - Hastings Cunningham Reserve Dog Park' as presented on 19 April 2022 be noted.
2. That Council engages dog park users to seek their views on how the dog park facilities should be managed and maintained, and feedback be incorporated into the annual maintenance program.
3. That Council schedules a review of the community land management plan of Hastings Cunningham Reserve to incorporate the views of dog park users and other users of the reserve.

RATIONALE

The dog park at Hastings Cunningham Reserve has been a success story for the City of Mount Gambier since it opened in 2015, with dozens of regular users enjoying both the large and small enclosures.

While the recent installation of solar lights and extra shading are welcome improvements, some dog owners have expressed concern regarding the deteriorating state of the park. The lack of defined paths, proliferation of weeds (resulting in burrs on the underbelly of small dogs), thin bark coverage on the ground, loose dirt and a bee-infested tree in the small enclosure are among the issues raised.

Reportedly, some frequent users have stopped visiting the park in favour of other more suitable grassed areas, including Blue Lake Sports Park. Over the years, the park has grown to become an important destination for social interaction for dogs and their owners.

As a popular community asset, the much-loved site should be maintained to the highest possible standard. It may also be an opportune time for Council to engage park users and gain their perspectives on how to improve the facility.

I commend this Notice of Motion to Council.

ATTACHMENTS

Nil



23.2 NOTICE OF MOTION - HOMELESSNESS AND HOUSING ISSUES IN MOUNT GAMBIER

Meeting: Council
CM9 Reference: AF21/496
Member: Sonya Meziniec, Councillor

I, Councillor Sonya Meziniec, give notice that at the next Ordinary Meeting of Council to be held on 19 April 2022, I intend to move the following motion:

MOTION

1. That Council Report No. AR22/25354 titled 'Notice of Motion - Homelessness and Housing Issues in Mount Gambier' as presented on 19 April 2022 be noted.
2. That Council writes to the Premier, the Hon Peter Malinauskas MP and the Hon Nat Cook MP, Minister for Human Services to:
 - (a) Acknowledge Labor's public housing policy and its pre-election promise to undertake the following over the next 4 years:
 - (i) build 400 new homes 150 of which would be built 5 regional areas including Mount Gambier
 - (ii) upgrade 350 currently vacant houses and improve a further 3000 public homes through a maintenance blitz
 - (b) Request that promised vacant housing upgrades be commenced immediately to help address the current chronic rental housing shortage in Mount Gambier.
 - (c) Request the following recommendations as identified by homelessness and associated services in Mount Gambier and the Limestone Coast region be implemented as a matter of urgency:
 - (i) Approvals for crisis accommodation funding be administered and allocated locally by the relevant homelessness services rather than through SAHA Adelaide to provide a more effective and timely response to requests emergency accommodation, thereby minimising additional stress and uncertainty already experienced by homeless clients in crisis.
 - (ii) Increase funding for crisis and emergency housing accommodation to enable services to meet increasing demand. Funding for this sector has only increased in line with CPI for the last 10 years, yet the breadth of services required to be provided by homelessness services has unincreased during that time.
 - (iii) When building new public and social housing ensure that one-bedroom and two bedroom properties with low maintenance requirements are included in the property mix.
 - (d) A copy of this letter be sent to the Hon Troy Bell, Member for Mount Gambier and Mr Shane Maddox, CEO ac.care
3. That Council continue to liaise with local Homelessness sector services in advocating for improvements in social and community housing for our community.



RATIONALE

Immediately prior to the state election, homelessness and associated service providers along with Council representatives met with the Member for Mount Gambier, Troy Bell to discuss issues in the sector and determine immediate priorities that could be presented to the newly elected state government for immediate attention.

This follows work undertaken by the Council over the last 12 months with the homelessness and housing sector in advocating for improvements in this sector in response to the critical shortage of affordable rental accommodation that was exacerbated by the COVID-19 pandemic.

This collaboration with the homelessness sector resulted in the following actions by Council.

At its meeting 16 February 2021 Council passed the following motion:

1. *That Council Report No. AR21/8315 titled 'Notice of Motion - Homelessness in Mount Gambier and the Surrounding Region' as presented on 16 February 2021 be noted.*
2. *That Council writes to the Prime Minister The Hon Scott Morrison MP, The Hon Michael Sukkar MP, Minister for Homelessness, Social and Community Housing, the Premier of South Australia, The Hon Steven Marshall MP, the Hon Michelle Lensink MLC, Minister for Human Services advocating for increased in funding to expand the stock of social and community housing in Mount Gambier and the Limestone Coast Region with copies sent to our local Federal and State members of Parliament.*
3. *That Council liaise with local Homelessness sector services in advocating for increasing the stock of social and community housing.*
4. *That the above motion be provided to the LC LGA and member Councils for information and also be presented with a South Australian context to the LGA SA for their October General Meeting.*

As a result of the above motion the City of Mount Gambier proposed the following motion to the Annual General Meeting of the Local Government Association of SA on 29 October 2021:

7.2 Regional Homelessness (and Housing Affordability) (Mount Gambier)

Moved Mount Gambier Seconded Wattle Range that the Annual General Meeting requests the LGA to write to: the Prime Minister, The Hon Scott Morrison MP; The Hon Michael Sukkar MP, Minister for Homelessness, Social and Community Housing; the Premier of South Australia, The Hon Steven Marshall MP; and The Hon Michelle Lensink MLC, Minister for Human Services advocating for increased funding to expand the stock of social and community housing in regional South Australia, with copies sent to regional Federal and State Members of Parliament. Carried

Further its meeting 15 March 2022 Council resolved to forward the following motion titled Housing Affordability for inclusion in the June 2022 Australian Local Government Association National General Assembly

1. *That Council Report No. AR22/11605 titled 'ALGA June 2022 National General Assembly - Call for Motions' as presented on 15 March 2022 be noted.*
2. *That:*
 - (a) *the Regionalisation Motion;*
 - (b) *the Housing Affordability Motion;*
 - (c) *the Waste and Circular Economy Motion; and*



- (d) the submission of the Motions as listed above (recommendations 2 (a),(b) & (c)) to the ALGA's 2022 National General Assembly.
as attached to Report No. AR22/11605 be endorsed.*
3. *That the Regionalisation Motion include the below amendment:*
- (a) This national general assembly draws this governments attention to the recently released NNF Regionalisation Agenda.*

The state election provided another opportunity to advocate on behalf of our community with regard to the critical shortage of affordable rental housing exacerbated by the low stock of public housing.

In the week prior to the recent South Australian state election, the Labor Party promised that if elected they would build 400 new homes, 150 of which would be in regional areas including Mount Gambier, Murray Bridge, Whyalla, Strathalbyn and Port Augusta. A further 350 currently vacant houses would be upgraded and 3000 more public homes improved through a maintenance blitz. (reported in The Sunday Mail 12 March 2022).

Subsequent to the election of a Labor government, on Friday 8 April The Advertiser reported that "Human Services Minister Nat Cook said she had already started work on implementing Labor's election promise to spend \$180m on building new homes and repairing or upgrading existing Housing SA properties".

Conclusion

The purpose of this motion is ensure that the pledges to address the public housing shortage made by the newly elected Labor government are implemented. These measures will not only address the pressures faced by the homelessness sector in assisting their clients but have the flow on effect of alleviating demand pressures in the private rental market.

I commend this Notice of Motion to Council.

ATTACHMENTS

Nil



24 URGENT MOTIONS WITHOUT NOTICE

25 CONFIDENTIAL ITEMS OF COMMITTEES

Nil



26 NEW CONFIDENTIAL ITEMS

26.1 REQUEST FOR INTERNAL REVIEW OF COUNCIL DECISION – REPORT NO. AR22/21802

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and (Council Officers) be excluded from attendance at the meeting for the receipt, discussion and consideration in confidence of Agenda Item 26.1 AR22/21802 Request for Internal Review of Council Decision.

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

- legal advice

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 includes legal advice obtained in relation to the subject matter of the report.

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 26.1 AR22/21802 Request for Internal Review of Council Decision 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) (h) be kept confidential and not available for public inspection until further order of the Council, with the resolutions to be released upon Council's decision on the internal review request and appointment of a reviewer having been communicated to the applicant, and the report to be released following the matter to which the internal review request relates having been settled.
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

**26.2 PROJECT CONTROL GROUP (PCG) PROGRESS REPORT #16 - AS AT 05/04/2022 –
REPORT NO. AR22/24271**

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and (Council Officers) be excluded from attendance at the meeting for the receipt, discussion and consideration in confidence of Agenda Item 26.2 AR22/24271 Project Control Group (PCG) Progress Report #16 - As at 05/04/2022.

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

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

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

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 26.2 AR22/24271 Project Control Group (PCG) Progress Report #16 - As at 05/04/2022 and its attachments, the discussion and the resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (b), (d) and (g) be kept confidential and not available for public inspection until 12 months after completion of the project.

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

26.3 PROPERTY MANAGEMENT - LEASING – REPORT NO. AR22/24354

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and (Council Officers) be excluded from attendance at the meeting for the receipt, discussion and consideration in confidence of Agenda Item 26.3 AR22/24354 Property Management - Leasing.

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

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

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

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 26.3 AR22/24354 Property Management - Leasing and its attachments, the discussion and the resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (a), (b) and (d) be kept confidential and not available for public inspection until 2 years have elapsed from the execution of arrangements or abandonment of negotiations associated with the proposal.
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

26.4 AF20/530 TENDER - PROCUREMENT - TENDER FOR RAILWAY STATION BUILDING TOILETS REFURBISHMENT – REPORT NO. AR22/24421

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and (Council Officers) be excluded from attendance at the meeting for the receipt, discussion and consideration in confidence of Agenda Item 26.4 AR22/24421 AF20/530 Tender - Procurement - Tender for Railway Station Building Toilets Refurbishment.

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

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

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the matter to be considered relates to the consideration of a tender for works at Caroline Landfill - Capping of Cells 3A & B.

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 26.4 AR22/24421 AF20/530 Tender - Procurement - Tender for Railway Station Building Toilets Refurbishment 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) (k) be kept confidential and not available for public inspection until 12 months after the completion of the tender works, with the name of the successful tenderer and the tender contract value to be disclosed following execution of a contract.
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

27 MEETING CLOSE



COMMITTEE MINUTES

AND

REPORTS / ATTACHMENTS

**MINUTES OF CITY OF MOUNT GAMBIER
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, CIVIC CENTRE, 10 WATSON TERRACE, MOUNT
GAMBIER
ON TUESDAY, 15 MARCH 2022 AT 6.00 P.M.**

PRESENT: Mayor Lynette Martin (OAM), Cr Sonya Meziniec, Cr Kate Amoroso, Cr Max Bruins, Cr Christian Greco, Cr Paul Jenner, Cr Frank Morello, Cr Steven Perryman (entered the meeting at 6:01 pm)

OFFICERS IN ATTENDANCE:	Chief Executive Officer General Manager City Infrastructure General Manager Corporate and Regulatory Services General Manager City and Community Growth Manager Governance and Property Executive Administrator	- Mrs S Philpott - Ms B Cernovskis - Mr D Barber - Mr T Coote - Mr M McCarthy - Mrs A Pasquazzi
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OFFICERS AS OBSERVERS:	Media and Communications Coordinator (virtual)	- Ms S McLean
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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

RESOLUTION 2022/42

Moved: Cr Paul Jenner

Seconded: Cr Sonya Meziniec

That leave of absence from Cr Ben Hood be noted.

CARRIED

4 CONFIRMATION OF COUNCIL MINUTES

Cr Steven Perryman entered to the meeting at 6:01 pm

RESOLUTION 2022/43

Moved: Cr Max Bruins

Seconded: Cr Sonya Meziniec

That the minutes of the Ordinary Council meeting held on 15 February 2022 be confirmed as an accurate record of the proceedings of the meeting.

CARRIED**5 MAYORAL REPORT****5.1 MAYORAL REPORT - MARCH 2022**

- Meeting with Jason Wallace – ac.care
- Wulanda Recreation and Convention Centre Site Tour
- EM Briefing with SA Ombudsman Mr Wayne Lines
- Chamber of Commerce Breakfast Meeting
- Briefing / National Farmers Federation Regionalisation Precincts Launch
- RSL Tank Painting
- With CEO, meeting with Mr Tony Pasin, Member for Barker, re Regional Development Plan
- Virtual Meeting with LCLGA – National Farmers Federation Regionalisation
- Weekly Virtual LCLGA Mayor's Meeting
- Audit and Risk Committee Workshop
- Audit and Risk Committee Meeting
- EM Briefing – Public Art Strategy
- EM Briefing – Remuneration Tribunal
- Junior Sports Assistance Fund Committee Meeting
- Planet Youth Limestone Coast Workshop 2 – 2022 – Information Session - Virtual
- Plant Youth Limestone Coast Workshop – Virtual
- Weekly Virtual LCLGA Mayor's Meeting
- Association of Eisteddfod Societies Bi-Annual Conference
- Vision for Regional South Australia Webinar with Hon Peter Malinauskas MP
- Webinar ALGA Pre-Federal Election with Hon Shadow Minister for Local Government Hon Jason Clare MP
- Live Music Roundtable
- Local Government Reconciliation Industry Network Group Virtual Meeting
- Chamber of Commerce Meet the Candidates – Mix and Mingle

- WiBRD International Women's Day Breakfast
- Weekly Virtual LCLGA Mayor's Meeting

RESOLUTION 2022/44

Moved: Mayor Lynette Martin

Seconded: Cr Christian Greco

That the Mayoral report made on 15 March 2022 be received.

CARRIED**6 REPORTS FROM COUNCILLORS**

- Cr Sonya Meziniec Meeting of Limestone Coast Local Health Network, Combined Advisory Council meeting, Wulanda Recreation and Convention Centre Site Tour, Chamber of Commerce Breakfast, Homelessness and Affordable Housing Discussion hosted by Troy Bell, Mount Gambier Health Advisory, The Great Debate hosted by Women in Business and Regional Development.
- Cr Paul Jenner Elected Members Briefing with SA Ombudsman, GTE Board meeting, Chamber of Commerce Breakfast, Boundary Roads Advisory Group, Wulanda Recreation and Convention Centre CRG meeting, Wulanda site visit, Public Lighting Working Group, Planet Youth, Building Fire Safety Committee, Live Music Roundtable.
- Cr Frank Morello Live Music Roundtable, Chamber of Commerce Meet the Candidates.
- Cr Max Bruins Chamber of Commerce Breakfast, Women in Business and Regional Development Great Debate, SE Voice Candidate Debate, Live Music Roundtable.

RESOLUTION 2022/45

Moved: Cr Max Bruins

Seconded: Cr Sonya Meziniec

That the reports made by Councillors on 15 March 2022 be received.

CARRIED**7 QUESTIONS WITH NOTICE****7.1 QUESTION WITH NOTICE - LED STREET LIGHTING PROGRAM**

Cr Paul Jenner asked the following question:

Where is the LED Street Lighting Program at as far as planning with Ironbark and expectation of a start and finish date on the project?

RESPONSE

Council signed the Grant Agreement on 22 July 2020 and received approval from the Local Roads and Community Infrastructure Program to undertake this project on 25 November 2020. An agreement with SA Power Networks (SAPN) has been signed by the CEO and returned on 2 February 2022 and we are awaiting SAPN to confirm a start date once they have procured the luminaires.

SAPN will be undertaking the procurement and installation process, for efficiency of supply (by procuring lights through SAPN, they will internally monitor inventory and adjust based on use), meaning Council will only be invoiced for the exact number of lights that are installed).

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 MEMBER INFORMATION/BRIEFING SESSIONS FROM 11/02/2022 TO 09/03/2022

RESOLUTION 2022/46

Moved: Cr Frank Morello

Seconded: Cr Steven Perryman

1. That Council Report No. AR21/71014 titled 'Elected Member Information/Briefing Sessions from 11/02/2022 to 09/03/2022' as presented on 15 March 2022 be noted.

CARRIED

13 ELECTED MEMBERS TRAINING AND DEVELOPMENT

Nil

14 COUNCIL ACTION ITEMS

14.1 COUNCIL ACTION ITEMS - 15/02/2022

RESOLUTION 2022/47

Moved: Cr Christian Greco
Seconded: Cr Steven Perryman

1. That Council Report No. AR21/71030 titled 'Council Action Items - 15/02/2022' as presented on 15 March 2022 be noted.

CARRIED

15 ECONOMIC AND ENVIRONMENT COMMITTEE MINUTES AND RECOMMENDATIONS

Committee In Recess

16 PEOPLE AND PLACE COMMITTEE MINUTES AND RECOMMENDATIONS

Committee in Recess

17 COUNCIL ASSESSMENT PANEL MINUTES

Nil

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

18.1 MINUTES OF THE JUNIOR SPORTS ASSISTANCE FUND HELD ON 2 MARCH 2022

RESOLUTION 2022/48

Moved: Cr Christian Greco
Seconded: Cr Kate Amoroso

That the Minutes of the Junior Sports Assistance Fund meeting held on 2 March 2022 as attached be noted.

CARRIED

18.2 CORRESPONDENCE RECEIVED – REPORT NO. AR22/13971

RESOLUTION 2022/49

Moved: Cr Christian Greco
Seconded: Cr Steven Perryman

1. That Junior Sports Assistance Fund Report No. AR22/13971 titled 'Correspondence Received' as presented on 02 March 2022 be noted.

CARRIED**18.3 STATEMENT OF REVENUE AND EXPENSES - AS AT 31 JANUARY 2022 –
REPORT NO. AR22/13972****RESOLUTION 2022/50**

Moved: Cr Christian Greco
Seconded: Cr Paul Jenner

1. That Junior Sports Assistance Fund Report No. AR22/13972 titled 'Statement of Revenue and Expenses - as at 31 January 2022' as presented on 02 March 2022 be noted.
2. The financial statement of the Fund as 30 September 2021 be received, noting a cash balance of \$126,036.64.

CARRIED**18.4 APPLICATIONS FOR FINANCIAL ASSISTANCE FOR JUNIORS AND PAYMENTS
FROM THE FUND - 01/10/2021 - 31/01/2022 – REPORT NO. AR22/13973****RESOLUTION 2022/51**

Moved: Cr Christian Greco
Seconded: Cr Frank Morello

1. That Junior Sports Assistance Fund Report No. AR22/13973 titled 'Applications for Financial Assistance for Juniors and Payments from the Fund - 01/10/2021 - 31/01/2022' as presented on 02 March 2022 be noted.

CARRIED**18.5 ROTARY CLUB OF MOUNT GAMBIER LAKES - DONATION TO FINANCIALLY
DISADVANTAGED JUNIOR SPORTSPERSONS – REPORT NO. AR22/13974**

RESOLUTION 2022/52

Moved: Cr Christian Greco

Seconded: Cr Kate Amoroso

1. That Junior Sports Assistance Fund Report No. AR22/13974 titled 'Rotary Club of Mount Gambier Lakes - Donation to Financially Disadvantaged Junior Sportspersons' as presented on 02 March 2022 be noted.
2. The following funding be made available to the Member Organisations named below to assist the identified junior(s) to achieve their fullest participation with the donation from the Rotary Club of Mount Gambier Lakes - Donations to Financially Disadvantaged Junior Sportspersons initiative, to be used strictly in accordance with their respective confidential application:
 - (a) Blue Lake Y Swim - \$300
 - (b) Basketball Mount Gambier - \$600

CARRIED**19 AUDIT AND RISK COMMITTEE MINUTES AND RECOMMENDATIONS****19.1 MINUTES OF THE AUDIT AND RISK COMMITTEE HELD ON 28 FEBRUARY 2022****RESOLUTION 2022/53**

Moved: Cr Sonya Meziniec

Seconded: Cr Max Bruins

That the Minutes of the Audit and Risk Committee meeting held on 28 February 2022 as attached be noted.

CARRIED**19.2 CORRESPONDENCE RECEIVED – REPORT NO. AR21/74812****RESOLUTION 2022/54**

Moved: Cr Sonya Meziniec

Seconded: Cr Frank Morello

1. That Audit and Risk Committee Report No. AR21/74812 titled 'Correspondence Received' as presented on 28 February 2022 be noted.

CARRIED**19.3 EXTERNAL AUDIT MANAGEMENT REPORT – REPORT NO. AR21/69921**

RESOLUTION 2022/55

Moved: Cr Sonya Meziniec

Seconded: Cr Paul Jenner

1. That Audit and Risk Committee Report No. AR21/69921 titled 'External Audit Management Report' as presented on 28 February 2022 be noted.
2. That:
 - (a) A report be provided to the Audit and Risk Committee at least on a quarterly basis throughout the financial year to provide an update on the progress against the recommendations raised by the External Auditors.

CARRIED**19.4 AUDIT AND RISK COMMITTEE WORK PROGRAM & MEETING SCHEDULE 2022 – REPORT NO. AR21/85164****RESOLUTION 2022/56**

Moved: Cr Sonya Meziniec

Seconded: Cr Max Bruins

1. That Audit and Risk Committee Report No. AR21/85164 titled 'Audit and Risk Committee Work Program & Meeting Schedule 2022' as presented on 28 February 2022 be noted.
2. That the Audit and Risk Committee meet on the following dates in 2022 noting that the meeting dates are subject to change, including if an additional meeting is required:
 - (a) Monday 28 February 2022;
 - (b) Monday 28 March 2022;
 - (c) Monday 2 May 2022
 - (d) Monday 25 July 2022
 - (e) Monday 19 September 2022
 - (f) Monday 28 November 2022
3. That the draft work program for the Audit and Risk Committee for calendar year 2022 (attached) be adopted, noting the meeting dates and schedule are subject to change, including if an additional meeting is required.

CARRIED**19.5 PRESIDING MEMBER NOMINATION – REPORT NO. AR22/12567**

RESOLUTION 2022/57

Moved: Cr Sonya Mezinac

Seconded: Cr Kate Amoroso

1. That Audit and Risk Committee Report No. AR22/12567 titled 'Presiding Member Nomination' as presented on 28 February 2022 be noted.
2. The term of office for the position of Audit and Risk Committee Presiding Member be 2 year(s).
3. That Mr Paul Duka be the Presiding Member of the Audit and Risk Committee on and from 15 March 2022.

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

Nil

21 BUILDING FIRE SAFETY COMMITTEE MINUTES**21.1 MINUTES OF THE BUILDING FIRE SAFETY COMMITTEE HELD ON 7 MARCH 2022****RESOLUTION 2022/58**

Moved: Cr Paul Jenner

Seconded: Cr Christian Greco

That the Minutes of the Building Fire Safety Committee meeting held on 7 March 2022 as previously circulated be noted.

CARRIED**22 COUNCIL REPORTS****22.1 REVIEW OF VALUATION AND RATING SYSTEM 2022/2023****RESOLUTION 2022/59**

Moved: Cr Frank Morello

Seconded: Cr Max Bruins

1. That Council Report No. AR21/72784 titled 'Review of Valuation and Rating System 2022/2023' as presented on 15 March 2022 be noted.
2. That the rating assumptions and directions referred to in Report No. AR21/72784 be used to prepare Council's draft Annual Business Plan and Budget for 2022/2023 for Council's future consideration.

CARRIED

22.2 ALGA JUNE 2022 NATIONAL GENERAL ASSEMBLY - CALL FOR MOTIONS**RESOLUTION 2022/60**

Moved: Cr Paul Jenner

Seconded: Cr Sonya Meziniec

1. That Council Report No. AR22/11605 titled 'ALGA June 2022 National General Assembly - Call for Motions' as presented on 15 March 2022 be noted.
2. That:
 - (a) the Regionalisation Motion;
 - (b) the Housing Affordability Motion;
 - (c) the Waste and Circular Economy Motion; and
 - (d) the submission of the Motions as listed above (recommendations 2 (a),(b) & (c)) to the ALGA's 2022 National General Assembly.as attached to Report No. AR22/11605 be endorsed.
3. That the Regionalisation Motion include the below amendment:
 - (a) This national general assembly draws this governments attention to the recently released NNF Regionalisation Agenda.

CARRIED**22.3 MOUNT GAMBIER SPORT, RECREATION AND OPEN SPACE STRATEGY****MOTION**

Moved: Cr Sonya Meziniec

Seconded: Cr Kate Amoroso

1. That Council Report No. AR22/16103 titled 'Mount Gambier Sport, Recreation and Open Space Strategy' as presented on 15 March 2022 be noted.
2. That the Mount Gambier Sport, Recreation and Open Space Strategy as attached to Report No. AR22/16103 be endorsed.

AMENDMENT

Moved: Cr Steven Perryman

Seconded: Cr Paul Jenner

1. That Council Report No. AR22/16103 titled 'Mount Gambier Sport, Recreation and Open Space Strategy' as presented on 15 March 2022 be noted.
2. That the CEO seek feedback from Elected Members on further refinements to the Mount Gambier Sport, Recreation and Open Space Strategy and a final draft be presented to the April Council meeting.

The Amendment was put and
The Amendment became the Motion

CARRIED

RESOLUTION 2022/61

Moved: Cr Steven Perryman

Seconded: Cr Paul Jenner

1. That Council Report No. AR22/16103 titled 'Mount Gambier Sport, Recreation and Open Space Strategy' as presented on 15 March 2022 be noted.
2. That the CEO seek feedback from Elected Members on further refinements to the Mount Gambier Sport, Recreation and Open Space Strategy and a final draft be presented to the April Council meeting.

CARRIED

23 MOTIONS WITH NOTICE

23.1 NOTICE OF MOTION - HARD WASTE TRIAL

RESOLUTION 2022/62

Moved: Cr Paul Jenner

Seconded: Cr Christian Greco

1. That Council Report No. AR22/16524 titled 'Notice of Motion - Hard Waste Trial' as presented on 15 March 2022 be noted.
2. That a report be provided to Council to make recommendations about the Hard Waste trial which was conducted during COVID, with the report to include considerations of cost, budget, long term financial plan implications, staff levels needed, any additional capital required as well as the overall impact on waste reuse, recovery or disposal.
3. The Report should consider different alternatives to program.
 - (a) Done yearly.
 - (b) Done every 2 years.
 - (c) Done yearly with options for reducing staff costs associated with the service.
 - (d) Done every 3 years.
 - (e) Not done at all.
4. That all of the alternatives should consider impacts on the community and on waste to landfill.
5. A copy of the Hard Waste Trial Report and the end Covid Report (that mentions Hard Waste) be attached.
6. That the information relevant to this report be presented to the Elected Member Briefing on Waste.

CARRIED

23.2 NOTICE OF MOTION - PIONEERS AND OTHER SPORTING GROUPS DISPLAY OF TROPHIES AND FLAGS

MOTION

Moved: Cr Paul Jenner

Seconded: Cr Steven Perryman

1. That Council Report No. AR22/16531 titled 'Notice of Motion - Pioneers and other sporting groups display of Trophies and Flags' as presented on 15 March 2022 be noted.
2. That Council engage with the Pioneers and other sporting clubs and groups as appropriate, to consider appropriate display of pennants, trophies, flags and memorabilia in the Wulanda Recreation and Convention Centre.
3. That this is to be planned and implemented prior to the official opening of the centre.

LOST

23.3 NOTICE OF MOTION - LARGE GUM TREES ON THE CORNER OF JUBILEE HIGHWAY EAST AND RAMSAY AVENUE

Cr Steven Perryman left the meeting at 7:19 pm and did not return.

MOTION

Moved: Cr Paul Jenner

Seconded: Cr Christian Greco

1. That Council Report No. AR22/16538 titled 'Notice of Motion - Large Gum Trees on the corner of Jubilee Highway East and Ramsay Avenue' as presented on 15 March 2022 be noted.
2. That a report be provided to Council to consider the removal of the large gum trees on the corner of Jubilee Highway East and Ramsay Avenue.
3. That the report consider the condition of the trees, the resourcing implications of removal, and options for plantings for the area if the trees are removed or retained, and include consultation with the impacted business.

The Motion was put and the voting was 3 For and 3 Against

TIED VOTE

The Mayor exercised her right to a casting vote and voted against the Motion

The Motion was declared

LOST

Cr Paul Jenner called a division.

The declaration was set aside.

Voting by division being:

In Favour: Crs Kate Amoroso, Christian Greco and Paul Jenner

Against: Crs Sonya Meziniec, Max Bruins and Frank Morello

TIED VOTE

The Mayor exercised her right to a casting vote and voted against the Motion

The Mayor declared the motion

LOST 3/4

24 MOTIONS WITHOUT NOTICE

Nil

25 CONFIDENTIAL ITEMS OF COMMITTEES

Nil

26 NEW CONFIDENTIAL ITEMS

Cr Christian Greco left the meeting at 7:27 pm and did not return.

26.1 PROJECT CONTROL GROUP (PCG) PROGRESS REPORT #15 - AS AT 07/03/2022 – REPORT NO. AR22/16061

RESOLUTION 2022/63

Moved: Cr Max Bruins

Seconded: Cr Paul Jenner

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and Council Officers, S Philpott, B Cernovskis, D Barber, T Coote, M McCarthy and A Pasquazzi be excluded from attendance at the meeting for the receipt, discussion and consideration in confidence of Agenda Item 26.1 AR22/16061 Project Control Group (PCG) Progress Report #15 - As at 07/03/2022.

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

- information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the Council is
 - conducting business; or
 - proposing to conduct business; or
 - to prejudice the commercial position of the Council

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

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

CARRIED

RESOLUTION 2022/64

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 26.1 AR22/16061 Project Control Group (PCG) Progress Report #15 - As at 07/03/2022 and its attachments, the discussion and the resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (b), (d) and (g) be kept confidential and not available for public inspection until 12 months after completion of the project.
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

CARRIED

27 MEETING CLOSE

The Meeting closed at 8.05 p.m.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 19 April 2022.

.....

PRESIDING MEMBER

**MINUTES OF CITY OF MOUNT GAMBIER
AUDIT AND RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, CIVIC CENTRE, 10 WATSON TERRACE, MOUNT
GAMBIER
ON MONDAY, 28 MARCH 2022 AT 5.30 P.M.**

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

OFFICERS IN ATTENDANCE:	Acting Chief Executive Officer	- Mr T Coote
	General Manager Corporate and Regulatory Services	- Mr D Barber
	General Manager City Infrastructure	- Ms B Cernovskis
	Manager Finance	- Mrs J Scoggins
	Manager Organisational Development	- Ms R Datta
	Executive Administrator	- Mrs A Pasquazzi

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 APOLOGY(IES)

Nil

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Alexander Brown

Seconded: Belinda Johnson

That the minutes of the Audit and Risk Committee meeting held on 28 February 2022 be confirmed as an accurate record of the proceedings of the meeting.

CARRIED

4 QUESTIONS WITHOUT NOTICE

Nil

5 REPORTS

5.1 RISK REPORT

COMMITTEE RESOLUTION

Moved: Cr Sonya Meziniec
Seconded: Mayor Lynette Martin

1. That Audit and Risk Committee Report No. AR21/74818 titled 'Risk Report' as presented on 28 March 2022 be noted.

CARRIED

5.2 WORK HEALTH, SAFETY AND WELLBEING

COMMITTEE RESOLUTION

Moved: Alexander Brown
Seconded: Belinda Johnson

1. That Audit and Risk Committee Report No. AR21/74819 titled 'Work Health, Safety and Wellbeing' as presented on 28 March 2022 be noted.

CARRIED

5.3 ASSET ACCOUNTING AND ASSET MANAGEMENT POLICIES

The Presiding Member sought the approval of at least two-thirds of the members present at the meeting to suspend meeting procedures for a period of 15 minutes:

Purpose of the Suspension: To discuss the Asset Accounting and Asset Management Policies presented in Report No. AR22/19830.

Carried by more than two-thirds of the members present at the meeting.

Meeting Procedures were suspended at 6:16 pm

The Presiding Member 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 6:22 pm

COMMITTEE RESOLUTION

Moved: Alexander Brown
Seconded: Cr Sonya Meziniec

1. That Audit and Risk Committee Report No. AR22/19830 titled 'Asset Accounting and Asset Management Policies' as presented on 28 March 2022 be noted.
2. That the Asset Accounting Policy as attached to Report No. AR22/19830 having been reviewed by the Audit and Risk Committee on 28 March 2022 be adopted with the following changes:

- (d) the right of use of leases assets be included
 - (e) the purpose be altered to exclude Treasury Management
 - (f) the policy review date be changed to annually
3. That Policy A900 - Asset Management as attached to Report No. AR22/19830 having been reviewed by the Audit and Risk Committee on 28 March 2022 be adopted.
 4. That Council Policy C375 Council Vehicles - Provision and Replacement as attached to Report No. AR22/19830 be revoked.

CARRIED

5.4 BUDGET REVIEW 1 & 2 - 2021/2022

COMMITTEE RESOLUTION

Moved: Mayor Lynette Martin

Seconded: Belinda Johnson

1. That Audit and Risk Committee Report No. AR22/19869 titled 'Budget Review 1 & 2 - 2021/2022' as presented on 28 March 2022 be noted.

CARRIED

5.5 LOCAL GOVERNMENT REFORM UPDATE

COMMITTEE RESOLUTION

Moved: Paul Duka

Seconded: Alexander Brown

1. That Audit and Risk Committee Report No. AR22/20118 titled 'Local Government Reform Update' as presented on 28 March 2022 be noted.

CARRIED

5.6 POLICY REVIEW - P420 PROCUREMENT & DISPOSAL OF LAND AND ASSETS

COMMITTEE RESOLUTION

Moved: Belinda Johnson

Seconded: Cr Sonya Mezinac

1. That Audit and Risk Committee Report No. AR22/20210 titled 'Policy Review - P420 Procurement & Disposal of Land and Assets' as presented on 28 March 2022 be noted.
2. That the revised P420 Procurement & Disposal of Land and Assets Policy as attached to Report No. AR22/20210 having been reviewed by the Audit and Risk Committee on 28 March 2022 be adopted with the following changes:
 - (d) clause 7.6 include social and community enterprises and indigenous enterprises
 - (e) clause 15 include (h) with reference to inclusion of considerations of one off purchases in a limited market
 - (f) clause 12 include reference to immediate family

CARRIED

6 MOTIONS WITHOUT NOTICE

Nil

7 MEETING CLOSE

The Meeting closed at 7:05 pm.

The minutes of this meeting were confirmed at the Audit and Risk Committee held on 2 May 2022.

.....
PRESIDING MEMBER

19.2 RISK REPORT – REPORT NO. AR21/74818

Committee:	Audit and Risk Committee
Meeting Date:	28 March 2022
Report No.:	AR21/74818
CM9 Reference:	AF11/863
Author:	Ritu Datta, Manager Organisational Development
Authoriser:	Darren Barber, General Manager Corporate and Regulatory Services
Summary:	This report describes the findings, recommendations and associated action plan following the Risk Evaluation Audit conducted by Local Government Risk Services (LGRS) in November 2021. This report also describes the funding applications that have been made to source funds from the scheme to enhance the risk profile of the organisation.
Strategic Plan Reference:	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage
	Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Audit and Risk Committee Report No. AR21/74818 titled 'Risk Report' as presented on 28 March 2022 be noted.



TYPE OF REPORT

Other

BACKGROUND

Local Government Risk Services (LGRS) are a business partner of the Local Government Association and administer the Mutual Liability Scheme and Workers Compensation for South Australian Councils.

LGRS provide specialist risk services to City of Mount Gambier including the development and implementation of proactive systems and processes for Risk Management, claims management and insurance risk transfer.

Every two years the LGRS provide a Risk Evaluation service to review the Councils Risk Management system against Local Government Sector baselines and other external requirements such as legislation, Return to Work South Australia Performance Standards and Self-Insurer requirements.

Risk Management at the City of Mount Gambier

The Risk Management Evaluation was conducted by the LGRS in November 2021 (9th to 11th November), with the previous evaluation prior to that being completed in 2018.

The key success area identified from the Risk Management Evaluation included:

1. Tree Management within the City of Mount Gambier was identified by the auditors as a standout area not only for the organisation but within the sector. *“The system is innovative and proactive and supported by resourceful officers that have a passion for the area”.*

Subsequently, the City of Mount Gambier has made a submission for the LGA Mutual Liability Scheme Risk Management Award 2021– Proactive, Planned and Preventative Planting and is awaiting the outcome of the same. Winners will be announced at the 2022 LGRS Risk Management Conference in March 2022.

The key focus areas for improvement identified from the Risk Management Evaluation included:

1. The improvement of documentation in relation to Structure Safety Assessment of Section 221 Permits.
2. The Development of a Playground Compliance strategy that will meet both best practice guidelines and incorporate prioritised playground audit schedules, training package for staff which incorporates legislative requirements and organisational business management systems, and the development of structured reporting processes for corrective and preventative actions.
3. Increasing the Risk profile of the organisation through increased use of Business Management Systems and structured monitoring schedules combined with the identification of training and development opportunities that will enhance overall Organisational Risk Management practices.

A detailed Risk Management Action Plan has been developed and endorsed by the organisation Executive Leadership Team (ELT). This action plan will support and assist key stakeholders across the organisation in completing actions that will address the key focus areas for improvement.

To assist with accountability, line of sight and effective measurement of progress against action plans the organisation has implemented a monitoring tool known as ‘RelianSys’.



RelianSys is a Business Management System that allows the input and replication of Action plans. It provides responsible stakeholders with reminders for actions and timeframes, description of actions required and evidence following completion.

RelianSys can produce progress reports of long-term action plans for Executive Leadership Team which is a critical tool for line of sight and measuring the Organisational progress in achieving agreed outcomes.

Risk Incentive Funding Program

The Local Government Association Mutual Liability Scheme (LGAMLS) and Local Government Association Workers Compensation Scheme (LGAWCS) Council Risk Incentive Program has been running for four years and provides targeted funding to members to invest in WHS and risk based initiatives, resources, services and training or infrastructure.

The City of Mount Gambier has made the following applications.

1. Satellite Telephones – The organisation was successful in obtaining funding for three (3) satellite telephones that will provide continuous operations during incident management and loss of communications. Valued at \$5,097
2. I-Responda Training – The organisation was successful in obtaining funding to deliver I-Responda Essentials Training to thirty (30) employees and I-Responda Bushfire training to a further thirty (30) employees. This has increased the capacity for the organisation to provide functional support to emergency management services during large incidents and disaster recovery. Valued at \$1,800
3. CNB Safety Speaker – The organisation has engaged a Safety Speaker to deliver two (2) presentations to all staff on Safety Choices in the month of June 2022 within the organisation. Valued at \$5,881

This initiative will support and reinforce the Incident and Hazard Management Training Blitz that occurred between November 2021 until March 2022 where one hundred and twenty-four (124) employees received in-house training in identification and reporting processes of Incident and Hazard Management in Skytrust.

Summary

The City of Mount Gambier is committed to improving Risk Management Practices across the organisation.

By utilising Business Management Systems to gain insight, measurement of progress and accountability of the Risk Management Action Plan combined with leveraging funding available through the LGRS Risk Incentive Scheme the organisation will continue to develop risk awareness amongst staff and increase the Risk Profile and Maturity of the organisation.

Next Steps/Outcome

The 2022 Risk Management Action Planning process has commenced and is underway. This process is completed in conjunction with the LGRS to ensure that the City of Mount Gambier adequately addresses the opportunities for improvement.



PROPOSAL

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

LEGAL IMPLICATIONS

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

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

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

STRATEGIC PLAN

Nil

COUNCIL POLICY

The Risk Management Framework will support [Council Policy - Risk Management](#).

ECONOMIC IMPLICATIONS

Nil

ENVIRONMENTAL IMPLICATIONS

Nil

SOCIAL IMPLICATIONS

Nil

CULTURAL IMPLICATIONS

Nil

RESOURCE IMPLICATIONS

Nil

VALUE FOR MONEY

Nil

RISK IMPLICATIONS

City of Mount Gambier has participated in the November 2021 Risk Evaluation conducted by LGRS and thereby met its obligation of being a member of the scheme. Following the evaluation and to meet its legislative requirement the organisation will continue to work on adopting and regularly monitoring its risks through effective policies, procedures and frameworks.

EQUALITIES AND DIVERSITY IMPLICATIONS

Nil

ENGAGEMENT AND COMMUNICATION STRATEGY

Nil

IMPLEMENTATION STRATEGY

Following the November 2021 Risk Evaluation, City of Mount Gambier received a draft report from LGRS which allowed for the organisation to provide comment and feedback prior to official findings. The official report was received by the organisation in mid-February 2022 and was signed off by the CEO on 24 February 2022 and sent back to the scheme.



The 2022 Risk Management Action Planning process has commenced following the receipt of the Final report and required actions have been identified. This process has been completed in conjunction with the LGRS to ensure the City of Mount Gambier adequately addresses the opportunities for improvement.

CONCLUSION AND RECOMMENDATION

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

ATTACHMENTS

Nil



19.3 WORK HEALTH, SAFETY AND WELLBEING – REPORT NO. AR21/74819

Committee:	Audit and Risk Committee
Meeting Date:	28 March 2022
Report No.:	AR21/74819
CM9 Reference:	AF11/863
Author:	Ritu Datta, Manager Organisational Development
Authoriser:	Darren Barber, General Manager Corporate and Regulatory Services
Summary:	This report is a summary of Council's performance in the area of Workplace Health, Safety and Wellbeing. The report also provides an overview of key initiatives underway in this area.
Strategic Plan Reference:	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage
	Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Audit and Risk Committee Report No. AR21/74819 titled 'Work Health, Safety and Wellbeing' as presented on 28 March 2022 be noted.



TYPE OF REPORT

Other

BACKGROUND

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

PROPOSAL

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

LEGAL IMPLICATIONS

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

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

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

STRATEGIC PLAN

Nil

COUNCIL POLICY

The Workplace Health and Safety Management System supports [Council Policy - Risk Management](#).

ECONOMIC IMPLICATIONS

Nil

ENVIRONMENTAL IMPLICATIONS

Nil

SOCIAL IMPLICATIONS

Nil

CULTURAL IMPLICATIONS

Nil



RESOURCE IMPLICATIONS

Nil

VALUE FOR MONEY

Nil

RISK IMPLICATIONS

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

EQUALITIES AND DIVERSITY IMPLICATIONS

Nil

ENGAGEMENT AND COMMUNICATION STRATEGY

Nil

IMPLEMENTATION STRATEGY

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

CONCLUSION AND RECOMMENDATION

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

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

ATTACHMENTS

1. Work, Health, Safety and Wellbeing Management Report - January 2022





WORK, HEALTH, SAFETY AND WELLBEING MANAGEMENT REPORT

Monthly Report – January 2022

SAFETY ALWAYS





1. Summary

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

The organisation has commenced specific Hazard and Incident Reporting training within the Organisation's Business Management System Skytrust. A total of four (4) employees have been trained in Skytrust Incident and Hazard Reporting in January 2022.

The decrease in Hazard and Incident reporting for the month of January 2022, may have been an impact from employees being on leave during the Christmas, New Year and January holiday season. We are expecting further employees and people leaders to be trained in coming weeks, which will increase knowledge and awareness of the importance of Hazard and Incident reporting, which we anticipate will increase the Hazard and Incident reports for February 2022.

There were no notifiable incidents for January 2022 to SafeWork.

Current focus areas for the COMG:

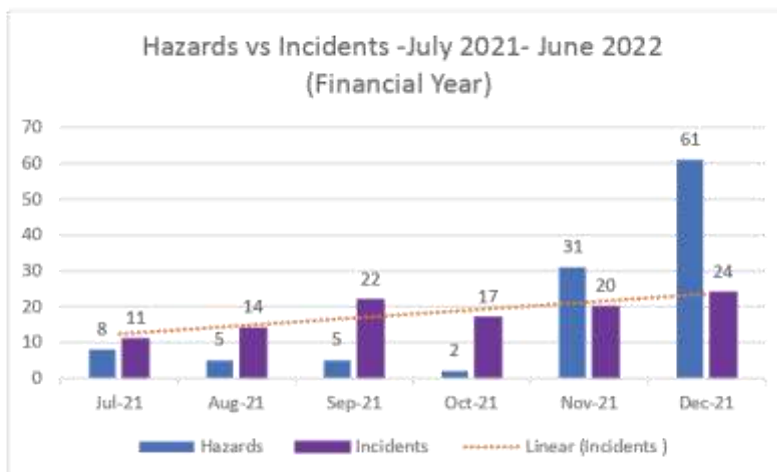
- WHS IM Action Plan Monitoring tool for 2022 following the Risk Evaluation Audit finalised and tasks completed as detailed in the plan in a timely manner.
- Ongoing management of injury management claims with LGWCS.
- Embedding of the new WHS Committee
- Training in Skytrust for hazard identification and incident reporting in early 2022.
- Partnering with People Leaders to develop targeted investigation, incident, and corrective action training, using real organisation scenarios for maximum effectiveness (Expected to be delivered within the first two quarters of 2022).





2. Correlation between Hazards vs. Incidents

Industry statistics suggest a decrease in the reporting of hazards will ultimately lead to an increase in incidents. A decrease in hazards reported for the month of January 2022 is possibly contributed to employees being on leave during the Christmas, New Year and January holiday season.





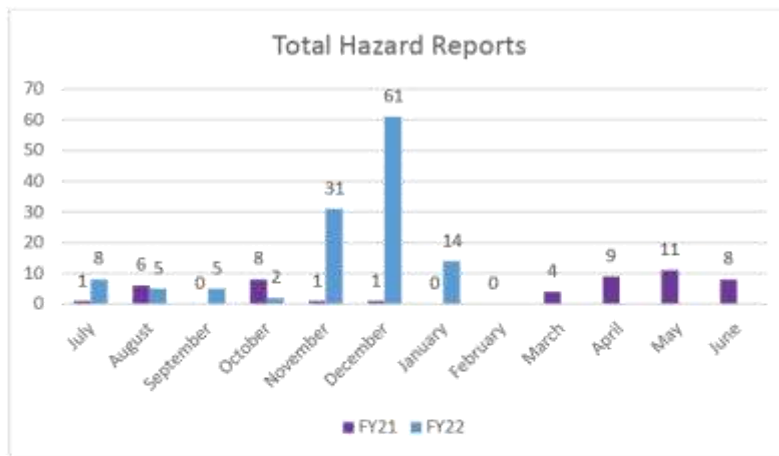
3. Hazard Management

3.1 Total Hazard Reports - Yearly Comparison

The yearly comparison aims to provide trend analysis by comparing hazard reports for the month and comparing the data to the same month in the previous year. This allows the organisation to identify and forecast seasonal hazards.

There was a total of fourteen (14) hazards reported for January 2022 compared to zero (0) in January 2020.

This data indicates a significant increase in hazards reported for January 2022 compared to the same period last year.



3.2. Effective Hazard Management for the month of January 2022

The total amount of hazards outstanding is seventy-six (76). The percentage of hazards closed for the month of January is 21.43%

The number of open hazards has slightly increased, and this is directly attributed to the increased reporting of hazards.

The average days taken to assess and close a hazard in January was 0.33 days.





3.3 Hazard Management Closure Rate for January 2022

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

The total amount of open hazards within four months has increased from 21% to 70% in January 2022. This is due to the increase of hazards reporting.

The total amount of open hazards that are outstanding greater than four months has increased slightly from 15% to 16%.

Due to the significant increase in hazards reported, the organisation should expect an increase in the length of time taken to close out hazards.

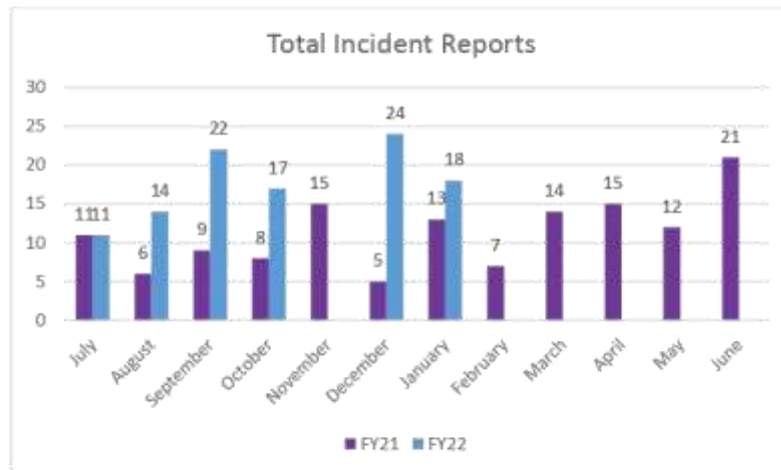




4. Incident and Investigation Management

4.1. Incident Reporting

This report demonstrates the total number of incidents reported across the organisation for the month of January was eighteen (18) which is a decrease of six (6) from December 2021.



4.2 Effective Investigation Management

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

The total amount of open investigations that are outstanding within four months has increased from 11 % to 34%.

The total amount of open investigations that are outstanding greater the four months has decreased from 79% to 53% in January.





4.3. Open and Overdue Investigations by Department

There is a total of one seventy-two (72) open investigations for the organisation, this is an increase from sixty-three (63) in December 2021.

5. Inspections and Audits

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

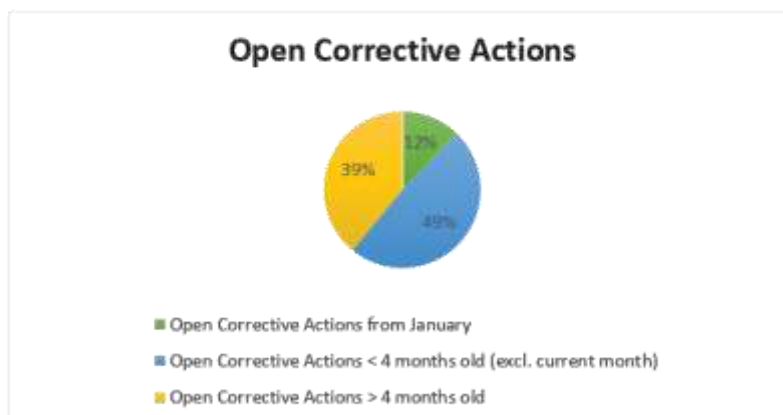
6. Corrective Actions Register

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

There was a total of five (5) corrective actions issued for January and an overall total of 41 outstanding actions.

The total amount of open corrective actions that are closed within four months has increased from 41% in December to 49% in January 2022.

The total amount of open corrective actions that are outstanding greater the four months has increased from 26% in December to 39% in January 2022.



7. Injury Management

7.1 Lost Time Injury Frequency Rate (LTIFR) – Work in Progress

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

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

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

7.2 Injuries by body location details – January 2022

Injury Location	Amount
Head	1
Face	1

8. IM WHS Action Plan

8.1 WHS IM Action Plan Progress Report– (Yearly action plan – AR21/ 9584)

The IM/WHS Draft plan was endorsed by the Executive Leadership team and provided to LGRS for their “Peer Review”. The Organisational Development team will continue to coordinate the identified actions and will review the plan upon receipt of the “Peer Review”.

Four (4) actions have been completed in January 2022 leaving a total of eighteen (18) actions outstanding, to be completed by September 2022.

9. Wellbeing Initiatives

9.1 Ageing and Work Health Program – AR20/45900

Summary and progress update will be provided as part of future reports.

9.2 Wellbeing Program

The organisation received approximately \$20k through the Scheme awards in FY21. There has been agreement to invest these funds in a Wellbeing Program commencing in calendar year 2022 with a view to have an ongoing wellbeing program that is tailored for the workforce on an ongoing basis.

The Wellbeing calendar will be drafted and at the next WHS Committee meeting for their feedback and endorsement. Subsequently the wellbeing calendar will be presented to the Executive Management Team for approval prior to implementation.

10. Continuous Improvement/ Projects

10.1 Principle and Procedure development and review schedule

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

Principle/ Procedure Name	Document number	Responsibility	Review Date	Status
UV and Inclement Weather Procedure	AR17/33093	WHSC	Apr-21	Reviewed by HSC – November 2021, Recommended workgroups review prior to endorsement
Work Zone Traffic Management Procedure	AR17/33133	WHSC	Apr-21	Reviewed by HSC – November 2021, Recommended workgroups review prior to endorsement
Communication and Consultation Principle	AR17/33096	WHSC	May-21	Reviewed by HSC – November 2021, requires endorsement at upcoming HSC meeting
Plant Procedure	AR17/33088	WHSC	Feb-21	Reviewed by HSC – November 2021, Recommended workgroups review prior to endorsement

10.2 Skytrust Investigation Training

An organisation specific Skytrust training program for People Leaders is scheduled for development and will be rolled out in the first quarter of 2022.

19.4 ASSET ACCOUNTING AND ASSET MANAGEMENT POLICIES – REPORT NO. AR22/19830

Committee:	Audit and Risk Committee
Meeting Date:	28 March 2022
Report No.:	AR22/19830
CM9 Reference:	AF11/863
Author:	Julie Scoggins, Manager Financial Services
Authoriser:	Darren Barber, General Manager Corporate and Regulatory Services
Summary:	This report presents a new Asset Accounting Policy and a replacement Council Policy A900 - Asset Management for adoption as well as a recommendation to revoke Council Policy C375 - Council Vehicles - Provision and Replacement Of.
Strategic Plan Reference:	Goal 1: Our People Goal 2: Our Location Goal 3: Our Diverse Economy Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Audit and Risk Committee Report No. AR22/19830 titled 'Asset Accounting and Asset Management Policies' as presented on 28 March 2022 be noted.
2. That the Asset Accounting Policy as attached to Report No. AR22/19830 having been reviewed by the Audit and Risk Committee on 28 March 2022 be adopted with the following changes:
 - (a)
3. That Policy A900 - Asset Management as attached to Report No. AR22/19830 having been reviewed by the Audit and Risk Committee on 28 March 2022 be adopted with the following changes:
 - (a)
4. That Council Policy C375 Council Vehicles - Provision and Replacement as attached to Report No. AR22/19830 be revoked.



TYPE OF REPORT

Other

BACKGROUND

1. **Audit Committee Terms of Reference** - The following section of the Audit Committee Terms of Reference is relevant to this report:

The Committee shall:

12.1.2 *Review and challenge - where necessary:*

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

Asset Accounting Policy:

2. In preparation for the interim audit with Dean Newbery the Finance Team have decided to create this policy as it is required for compliance purposes and to ensure alignment with other South Australian councils.
3. This policy is applicable to all Council owned assets and ensures that there is a framework in place to ensure a consistent approach to the following: asset life; depreciation; and revaluations.
4. The Asset Accounting Policy ensures that all Council owned assets are valued and depreciated in accordance with relevant Australian Accounting Standards ("the Standards") pursuant to the Local Government Act 1999 under section 303(4).
5. The main legislative provisions in the Local Government Act 1999 covering asset accounting are:
 - **Section 124** - (1) A council must -
 - (a) keep such accounting records as correctly and adequately record and explain the revenues, expenses, assets and liabilities of the council;
 - **Section 127** - This Policy also underpins how Council's administration treats various categories of transactions recorded on its fixed asset register and fixed asset transactions, culminating in their publication in the annual financial statements required under Section 127 (Financial Statements) of the Act.
 - **Regulation 12** - of the Local Government (Financial Management) Regulations 2011 Local Government Act outlines the requirement for asset revaluations: A council, council subsidiary or regional subsidiary must undertake a revaluation of all material non-current assets in accordance with the requirements of Australian Accounting Standard AASB 116.

Asset Management Policy:

1. **Legislation** - The preparation of asset management plans is a statutory requirement of the Local Government Act under Section 122.
2. **Function** - The management of Council assets is a key function for Council.
3. **Principles** - The Asset Management Policy sets out the asset management principles by which the Council intends to apply to achieve its organisational objectives.
4. **Review** - The Asset Management Policy was last reviewed in March 2019 and was due for review in March 2021 and is now been updated following a review of the current policy and benchmarking compared to other South Australian councils.

C375 Council Vehicles - Provision and Replacement of Policy:

1. The current policy was last updated on 20 November 2012. It no longer reflects the current organisation or policy structure. A benchmarking exercise undertaken to look at whether other South Australian Councils had council vehicle policies established that other councils sampled have this as an internal council policy or procedure rather than a council policy.



PROPOSAL

Asset Accounting Policy:

1. The Asset Accounting Policy provides the principles for the following:
 - **Depreciation** - Including recognition of depreciation expense, impairment and depreciation methodology (including asset lives);
 - **Revaluations** - Including methodology, frequency of revaluations, and accumulated depreciation; and
 - **Capitalisation** - Including recognition of assets and thresholds.
2. The Asset Accounting Policy structure is aligned with the following:
 - **Scope** - The scope ensures that Council has a clear view of asset lives, depreciation and revaluations.
 - **Definitions** - This section aims to provide clear definitions of terms used in this policy.
 - **Roles & Responsibilities** - Details the role of Council, Chief Executive Officer, Asset Managers and employees.
 - **Useful Lives and Capital Thresholds** - Tables are included that will be complementary with Asset Management Plans.

Asset Management Policy:

1. **Asset Management Planning** - Ensures that the services delivered through infrastructure assets meet community expectations in a cost-effective manner and furthermore that financial sustainability can be achieved equitably across future generations.
2. **Function** - Council recognises that its current infrastructure assets incur ongoing operating costs, require regular maintenance and need periodical component replacement to ensure that they remain serviceable throughout their life.
3. **IPWEA Alignment** - This updated policy has been developed in line with the Institute of Public Works & Engineering Australia (IPWEA).
4. **Strategic Alignment** - Commitment to Asset Management Planning is supported by its Strategic plan. This policy will assist Council to deliver upon the outcomes identified in the plan.
5. **Core Activity** - Council recognises that asset management is a core activity of its business. That is the provision of sustainable assets, and their timely maintenance and renewal, to meet community expectations whilst considering impacts on intergenerational equity.

C375 Council Vehicles - Provision and Replacement of Policy:

1. Aligned with other South Australian councils and the structure of current Council policies, Council Administration recommend that this policy be revoked and an Administrative Procedure (more detailed internal procedure that supports Council policies) be developed and implemented following the adoption of the following new/revised policies at the Council meeting on 19 April 2022:
 - **Asset Accounting Policy**
 - **A900 Asset Management Policy**
 - **P420 Procurement and Disposal of Land & Assets Policy**

LEGAL IMPLICATIONS

- **Local Government Act 1999** - Sections 122, 124, 127, 303(4).
- **Local Government (Financial Management) Regulations 2011** - Regulation 12.



STRATEGIC PLAN

Aids in the delivery of the Strategic Plan.

COUNCIL POLICY

[A900 Asset Management Policy](#)

[P420 Procurement, & Disposal of Land and Assets](#) - This policy is being reviewed in a subsequent report at the 28 March 2022 Audit and Risk Committee meeting.

[C375 Council Vehicles - Provision and Replacement Of](#)

ECONOMIC IMPLICATIONS

Aids in the delivery of economic outcomes.

ENVIRONMENTAL IMPLICATIONS

An objective of asset management (linked to asset accounting) is to ensure that any consequence on the environment is taken into consideration when constructing, renewing or purchasing of any assets, including climate change.

SOCIAL IMPLICATIONS

Aids in the delivery of social outcomes.

CULTURAL IMPLICATIONS

Aids in the delivery of cultural outcomes.

RESOURCE IMPLICATIONS

N/A

VALUE FOR MONEY

The asset accounting policy ensures that value for money is delivered as investment returns are maximised and cost of debt is minimised.

RISK IMPLICATIONS

Prudent management of Council's financial sustainability ensures that long and short term financial risk is mitigated.

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

N/A

IMPLEMENTATION STRATEGY

This will be rolled out via training to the Executive and Elected Members when communicating details of the Annual Business Plan, Asset Management Plan and the LTFP.

CONCLUSION AND RECOMMENDATION

The Asset Accounting Policy is a key financial policy that ensure that all Council owned assets are valued and depreciated in accordance with relevant Australian Accounting Standards ("the Standards") pursuant to Local Government Act 1999 under section 303(4).

Council Policy A900 - Asset Management Policy was due for review in March 2021, the policy has now been reviewed and replaced with a new version that sets out the principles by which the Council intends applying asset management to achieve its organisational objectives in accordance with Section 122 of the Local Government Act (SA) 1999.



This report recommends that the Asset Accounting Policy and the replacement Council Policy A900 - Asset Management be adopted as well as a recommendation to revoke Council Policy C375 - Council Vehicles - Provision and Replacement Policy.

ATTACHMENTS

1. Draft - Asset Accounting Policy
2. Draft - Council Policy A900 - Asset Management
3. Council Policy C375 - Council Vehicles - Provision and Replacement Of



 City of Mount Gambier	COUNCIL POLICY		Version No:	9.0
	ASSET ACCOUNTING POLICY		Issued:	April, 2022
			Next Review:	April, 2025

1. INTRODUCTION:

The purpose of this policy is to ensure that all Council owned assets are valued and depreciated in accordance with relevant Australian Accounting Standards ("the Standards") pursuant to Local Government Act 1999 under section 303(4).

2. PURPOSE:

The purpose of this policy is to:

- Provide clear direction to management, staff and Council in relation to the Treasury Management function.
- Establish a decision framework (as shown below).

3. SCOPE:

The scope of this policy is to ensure:

- **Asset Life** - That Council makes a distinction between costs incurred on long-lived assets and costs incurred on goods and services for immediate consumption;
- **Depreciation** - All depreciation estimates are prepared and maintained in accordance with the Standards and reviewed annually; and
- **Revaluations** - Are performed at a sufficient frequency to ensure that the carrying amount does not differ materially from the fair value at the reporting date.

This Policy is applicable to all Council owned assets.


The scope of this policy excludes 'right-of-use assets' as defined in AASB 16 Leases.

4. DEFINITIONS:

Key Term - Acronym	Definition
Amortisation	The systematic allocation of the depreciable amount of an asset over its useful life (e.g. for an asset valued at \$500,000 with a 5 year useful life the annual amount amortised would be \$100,000 per annum).
Asset	A resource with economic value that is owned or controlled by an entity with the expectation that it will provide a future benefit.
Asset Consumption Ratio	<i>Value of infrastructure assets/gross current replacement cost of infrastructure assets.</i>

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 City of Mount Gambier	COUNCIL POLICY ASSET ACCOUNTING POLICY	Version No:	9.0
		Issued:	February, 2022
		Next Review:	February, 2025

Key Term - Acronym	Definition
Asset Renewal Funding Ratio	Capital expenditure on renewal or replacement of existing assets as a percentage of asset management plans allocation. <i>Capital expenditure on renewal or replacement of existing assets / Asset Management Plan.</i>
Asset Register	A register for reliably recording inventory type details of an asset and may incorporate other information such as condition, valuation and location.
Carrying Amount	The amount at which an asset is recognised after deducting any accumulated depreciation and accumulated impairment losses.
Cost	The amount of cash or cash equivalents paid, or the fair value to acquire an asset at the time of its acquisition or construction.
Depreciation	The monetary value of an asset decreases over time (useful life) due to use, wear and tear or obsolescence. This decrease is measured as depreciation. Depreciation is the measure of 'using up' or consumption of the asset, in providing that asset to the community and is measured on an annual basis.
Depreciable Amount	The cost of an asset or any other amount substituted for cost, less its residual value.
Fair Value	Is the amount for which an asset could be exchanged between knowledgeable, willing parties in an arm's length transaction.
Gifted Assets	Is an asset constructed by a party other than a Council (typically a developer) and transferred to Council to maintain.
Intangible Assets	Are identified as non-monetary assets without physical substance. Some examples of intangible assets include; licences, intellectual property and computer software.
Maintenance	Regular ongoing day-to-day work necessary to keep assets operating, and does not extend the asset's useful life e.g. road patching. This is an operating expense as this does not increase the value of the asset.
New Asset	Is the creation of a new asset to meet additional service level requirements, e.g. a new building.

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 City of Mount Gambier	COUNCIL POLICY ASSET ACCOUNTING POLICY	Version No:	9.0
		Issued:	February, 2022
		Next Review:	February, 2025

Key Term - Acronym	Definition
Non-current assets	Are assets that have an estimated life of greater than one year. They also include some financial assets that are not expected to be recovered within a year of the reporting date.
Operations	Regular activities of the council e.g. street sweeping, grass mowing, street lighting.
Renewal or replacement	Of an asset is where a previously existing asset is replaced, or its service life extended, without enhancement of the service capability except where this is incidental and unavoidable. e.g. gravel re-sheeting, reseal, etc.
Residual value	Of an asset is the estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal at the end of its useful life.
Upgrade	Is the enhancement of an existing asset to provide a higher level of service, e.g. sealing an unsealed road.
Useful life	Is defined as the period over which an asset is expected to be available for use by the entity.

5. ROLES & RESPONSIBILITIES:

5.1 Council:

Council is responsible for adopting the policy, allocating resources, and providing high level oversight of the delivery of the Council's asset accounting policy. The Council is also responsible for ensuring that organisational resources are appropriately funded to guarantee adherence with this policy.

5.2 Chief Executive Officer:

The Chief Executive Officer is responsible for resourcing the implementation of the asset accounting policy and supporting procedures.

5.3 General Managers, Asset Managers, Financial Services:

General Managers, Asset Managers and the Manager, Financial Services are responsible for the application of the asset accounting policy and supporting procedures.

5.4 Employees:

Employees are responsible for adhering to the policy.

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 City of Mount Gambier	COUNCIL POLICY		Version No:	9.0
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			Next Review:	February, 2025

6. POLICY STATEMENTS:

- 6.1 This Policy applies the provisions of the Local Government Act 1999 (the Act) Section 124 (Accounting Records to be Kept) regarding Council's Fixed Assets and how financial information pertaining to Fixed Asset transactions and reconciliations are undertaken across all Council operations.
- 6.2 This Policy underpins how Council treats various categories of transactions recorded on its fixed asset register and fixed asset transactions, culminating in their publication in the annual financial statements required under Section 127 (Financial Statements) of the Act.

7. POLICY PRINCIPLES

7.1 Depreciation

7.1.1 Recognition of Depreciation Expense:

- **Commencement** - Depreciation expense commences from the time the asset is first put into use or held ready for use. Work-in-progress will not be depreciated until the asset is first put into use or held available for use.
- **Cessation** - Depreciation of an asset ceases when the asset is fully depreciated, or if the asset is determined to be held for sale. Depreciation does not cease when the asset becomes idle or is retired from active use unless the asset is fully depreciated.
- **Calculation** - In calculating depreciation on assets, each component of the asset which has a cost that is significant in relation to the total cost of the asset and has a materially different useful life, is to be depreciated separately.
- **Leasehold Improvements** - Where improvements are made to a leasehold property, these improvements will be allocated progressively over the unexpired portion of the lease or the useful lives of the improvements, whichever is the shorter. The unexpired period of the lease should include any options to extend the lease term when the exercise of the option is reasonably certain.
- **Non-Recognition Of Depreciation** - Council does not recognise depreciation on the following:
 - Inventories, as they are current assets;
 - Non-current assets whilst classified as held for sale;
 - Land, works of art, rare books, manuscripts, unique historical and cultural objects where their service potential is not expected to diminish with time or use.

7.2 Impairment:

- An asset is impaired if the amount at which it is recognised in the Council's financial records is greater than its fair value. Council will ensure that the amount at which an asset is capitalised does not exceed its fair value. This will be reviewed on an annual basis and all impairment losses are to be shown in the operating statement as expenditure.

7.3 Depreciation Methodology:

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- **Asset Lives** - All assets with a useful life of more than one year, including intangible assets are depreciated over the useful life of the asset in accordance with Accounting Standards.

Asset Useful Lives	
Asset Class	(Years)
Infrastructure	10 to 150
Buildings & Other Structures	10 to 100
Waste Management – Landfill Assets	Capacity in use
Recreation and Open Space	10 to 50
Plant & Equipment and IT	3 to 25
Artworks & Historical Collections	Indefinite
Other	7 to 15

- **Depreciation** - Are calculated on a "straight line basis" i.e. the depreciable amount divided by the useful life of the asset.
- **Asset Additions** - Any expenditure that increases the value of the asset, are depreciated over the remaining useful life of the asset to which it relates.
- **Useful Life** - The useful life of an asset will be reviewed at least at the end of each annual reporting period.

7.4 Revaluations

Revaluation Methodology:

- **Asset Valuation** - Council treat the valuation of assets in two ways:
 - Firstly, where an asset is carried at cost and has some useful life after it has been fully depreciated, revaluation of the asset will not occur.
 - Secondly, assets that are carried at fair value will be revalued to ensure assets are not fully depreciated before the end of their useful life.
- **Current Replacement Costs** - Are calculated using Council's own current contract unit rates, industry benchmarks and information supplied by other Councils where available. These costs are independently assessed by an appropriately qualified professional.
- **Condition Audits** - Are undertaken to determine the consumption of the asset and hence its fair value in respect to the replacement cost.

Frequency of Revaluation:

- **Fair Value Assets** - All assets carried at fair value are reviewed annually. To achieve this Council review replacement costs and apply incremental adjustments where material and appropriate for each asset class.
- **Condition Audits** - Are performed as per the asset management plans or where there is a material movement between the carrying value and fair value of the assets.

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Revaluations and Accumulated Depreciation:

- **Accumulated Depreciation** - Following a revaluation the accumulated depreciation is restated proportionately to the gross carrying amount of the asset, so that the carrying amount of the asset after revaluation equals its revalued amount. This is a requirement to achieve a comparative in the calculation of the asset consumption ratio.
- **Assets Not Subject To Revaluation** - Plant and equipment are recognised at actual cost less accumulated depreciation and any accumulated impairment.

7.5 Capitalisation:

Recognition and Thresholds:

- An item of property, plant and equipment that qualifies for recognition as an asset shall be measured at its cost.
- AASB 116 states:

'The cost of an item of property, plant and equipment shall be recognised as an asset if, and only if:

(a) it is probable that future economic benefits associated with the item will flow to the entity;

and

(b) the cost of the item can be measured reliably.'
- Council transfer assets to the asset register only when complete.
- Council recognises the capital cost of an asset comprises of:
 - **Purchase Price** - Its purchase price, including import duties and non-refundable purchase taxes, after deducting trade discounts and rebates;
 - **Directly Attributable Costs** - Any costs directly attributable to bringing the asset to the location and condition necessary (for example costs of site preparation, installation and assembly) for it to be capable of operating in the manner intended by Council;
 - **Employee Benefits** - Costs of employee benefits arising directly from the construction or acquisition of the item of property, plant equipment e.g. project management costs;
 - **Testing** - Costs of testing whether the asset is functioning properly, after deducting net proceeds from selling any items needed to bring the asset to that location and/or condition;
 - **Demolition/Removal** - Costs associated with the dismantling and/or removal of the asset and restoration or rehabilitation of the site on which it was located; and
 - **Gifted Assets** - AASB 116 provides for a specific example relating to Local Government entities where an asset may be gifted to Council at no or nominal measurable cost. When this occurs, Council's administration is obliged to recognise the asset at fair value.
- Council will classify all capital expenditure into the following categories:
 - New / Upgrade; and

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 City of Mount Gambier	COUNCIL POLICY		Version No:	9.0
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➤ Renewal.

- **Threshold** - A capitalisation recognition threshold is applied to each asset type using the concept of materiality. Costs below these thresholds are accordingly treated as an operating expense. No capitalisation threshold will be applied to the acquisition of land, interest in land or the Riddoch art collection.

Asset Class:	Capital Threshold
Infrastructure	\$5,000
Buildings & Structures	\$5,000
Waste Management - Landfill Assets	\$5,000
Park & Playground Furniture & Equipment	\$1,000
Other Recreation and Open Space	\$5,000
Office Furniture & Equipment (including IT)	\$1,000
Other Plant & Equipment	\$5,000

7.6 Disposal Of Assets:

- **Gain Or Loss** - The difference between any net proceeds from disposal (after deducting selling costs) and the remaining carrying value of an asset will be treated as either a gain or loss in the year the asset is retired or disposed of.
- **Renewal** - Where existing assets are renewed the value of the component of the asset that has been renewed is to be disposed and a new asset created. If the part of the asset disposed of has been retained, its value needs to be recognised in the new asset or separated into a new asset component if its useful life differs materially to the new asset.
- **Further Guidance** - Further guidance and controls over the disposal of assets is provided under Council Policy 'P420 Procurement and Disposal of Land and Assets Policy'.

8. TRAINING / EDUCATION

Relevant staff will be adequately trained and qualified to implement and comply with this policy.

9. REVIEW

This Policy will be reviewed every three years; or

- The frequency dictated in legislation; or
- Earlier in the event of changes to legislation or related policies and procedures; or
- If deemed necessary by the Manager, Financial Services.

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		Issued:	February, 2022
		Next Review:	February, 2025

10. ACCESS TO THE 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.

File Reference:	AF18/48
Applicable Legislation:	Local Government Act 1999 Local Government (Financial Management) Regulations 2011
Reference: Strategic Plan – Beyond 2015	Goal 3, Strategic Objective Our Diverse Economy
Related Policies:	A900 Asset Management Policy P420 Procurement and Disposal of Land and Assets Policy B300 Budget Framework Policy
Related Procedures:	

DOCUMENT DETAILS

Responsibility:	GENERAL MANAGER CORPORATE AND REGULATORY SERVICES
Version:	1.0
Last revised date:	
Effective date:	
Minute reference:	
Next review date:	
<u>Document History</u> First Adopted By Council: Reviewed/Amended:	

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 City of Mount Gambier	COUNCIL POLICY - A900 ASSET MANAGEMENT		Version No:	2.0
			Issued:	
			Next Review:	

1. INTRODUCTION:

This document sets out the policy of the City of Mount Gambier (Council) to:

- 1.1 Ensure adequate provision is made for the long-term management of major Council infrastructure and assets by:
 - 1.1.1 Ensuring that Council's services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment.
 - 1.1.2 Safeguarding Council assets including physical assets by implementing appropriate asset management strategies and financial resources for those assets.
 - 1.1.3 Creating awareness amongst employees and elected members of their responsibilities for the creation and management of sustainable assets.
 - 1.1.4 Meeting legislative requirements for asset management.
 - 1.1.5 Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
 - 1.1.6 Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.
 - 1.1.7 Ensuring an integrated approach across all business units in asset management service delivery.
- 1.2 Set the guidelines for implementing consistent asset management practice and procedure throughout the City of Mount Gambier.

2. PURPOSE:

The Asset Management Policy sets out the principles by which the Council intends applying asset management to achieve its organisational objectives.

3. SCOPE:

The Policy applies to Council assets within the City of Mount Gambier that are owned, managed and/or under the care of Council.

4. DEFINITIONS:

Infrastructure Assets include, but are not limited to, the following asset types:

Asset Category	Asset Types Included
Infrastructure	Roads, Public Access (i.e. Footpaths, Ramps, Stairs, hard surface trails, Tracks), Storm Water Drainage, Car Parks, Public Lighting etc.
Buildings and Structures	Community Buildings/Halls, Public Administration/Corporate, Public Convenience/Facilities, Commercial buildings etc.
Landfill	Caroline Landfill

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 City of Mount Gambier	COUNCIL POLICY - A900 ASSET MANAGEMENT	Version No:	2.0
		Issued:	
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Open Space and Recreation	Playgrounds, Sporting Ovals, Recreational/Drainage reserves/Passive Areas, Crater Lakes, Significant Gardens (Umpherston Sink hole Cave Gardens, Railway Land, Vansittart Park garden, Englebrecht Cave), Cemeteries, Trees and Vegetation etc.
---------------------------	---

There are additional asset classes governed under their own policy and as such the following asset classes, and the management thereof, are excluded from the scope of this policy:

- Plant and Equipment/Fleet (including Light and Heavy Fleet)
- IT & Systems (including Information Technology hardware and software)

5. ROLES & RESPONSIBILITIES:

5.1 Council:

Responsible for adopting the policy, allocating resources, and providing high level oversight of the delivery of the Council's asset management strategy and plans. The council is also responsible for ensuring that organisational resources are appropriately funded to ensure sustainable service delivery.

5.2 Chief Executive Officer:

Responsible for resourcing the development of an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within Council.

5.3 General Manager City Infrastructure:

Responsible for developing and implementing an Asset Management Strategy and associated management plans for infrastructure assets, to achieve the strategic objectives within the agreed time frame. Monitor and review the effectiveness of Council's Asset Management Strategy and Plan.

5.4 Employees:

Employees are responsible for adhering to the policy.

6. OBJECTIVES

1. Manage assets consistently with Council's Strategic Plan, Long Term Financial Plan and other relevant Council policies.
2. Provide Council's services and infrastructure in a sustainable manner, with the appropriate levels of service to the community, cultural needs, visitors and the environment.
3. Develop a Strategic Asset Management Plan that will demonstrate how service delivery needs can be met in the future.
4. Create an environment where all Council employees take an integral part in overall management of Council assets by creating and sustaining asset management awareness throughout the organisation through training and development.

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 City of Mount Gambier	COUNCIL POLICY - A900 ASSET MANAGEMENT	Version No:	2.0
		Issued:	
		Next Review:	

7. POLICY PRINCIPLES

In accordance with Section 122 of the Local Government Act (SA) 1999 Council is required to have in place a consistent Asset Management Strategy enacted through the existence of regularly reviewed Infrastructure and Asset Management plan(s). The following points describe the key policy principles:

1. Asset Management plans will be completed for all major Asset Classes.
2. Council will prepare a risk management plan (in accordance with Council's risk management framework) for each major infrastructure asset class and use this information in their decision making processes in regard to the management of assets.
3. Expenditure projections from Asset Management Plans will be incorporated into the Council's Long Term Financial Plan.
4. Asset renewals required to meet agreed service levels as identified in the Asset Management Plans and Long Term Financial Plan will be funded as a matter of priority in the annual budget estimates.
5. Regular and systematic reviews will be applied to all Asset Management Plans to ensure that assets are managed, valued, and depreciated in accordance with Australian Accounting Standards.
6. Asset renewals will only be brought forward if they are included in the forecast ten year program approved in the relevant Asset Management Plan. The only exception is where there is a clearly documented and approved strategic and economic justification via a business case, annual project budget Summary On A Page (SOAP) and/or by Council recommendation.
7. Targeted inspections on assets that are believed to be critical or identified as having a key focus (i.e. through customer queries or risk assessment) will be undertaken to ensure levels of service are maintained and/or corrective actions identified.
8. Whole of life costs will be considered in all decisions relating to new services and upgrading of existing services and assets.
9. Changes in and/or new service levels with associated delivery costs will be determined in consultation with the community.
10. Ensure the corporate culture is such that all employees play a part in the overall care for the Council's assets by providing necessary awareness, training and professional development.
11. Provide Council's customers and stakeholders with assets which meet their expectation of a reasonable level of service and affordability.

8. TRAINING / EDUCATION

Relevant staff will be adequately trained and qualified to implement and comply with this policy.

 City of Mount Gambier	COUNCIL POLICY - A900 ASSET MANAGEMENT		Version No:	2.0
			Issued:	
			Next Review:	

9. REVIEW

This Policy will be reviewed every three years; or

- The frequency dictated in legislation; or
- Earlier in the event of changes to legislation or related policies and procedures; or
- If deemed necessary by the General Manager City Infrastructure.

10. ACCESS TO THE 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.

File Reference:	AF11/1786
Applicable Legislation:	Local Government Act 1999 Section 122
Reference: Strategic Plan - Beyond 2015	Goal 2: Our Location
Related Policies:	Asset Accounting Policy E500 - Provision of Council Resources to Support the Emergency Services in Emergencies
Related Procedures:	Nil
Related Documents:	

DOCUMENT DETAILS

Responsibility:	General Manager Corporate and Regulatory Services
Version:	2.0
Last revised date:	19 March 2019
Effective date:	
Minute reference:	
Next review date:	
<u>Document History</u>	
First Adopted By Council:	March 2019
Reviewed/Amended:	

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City of Mount Gambier

C375 COUNCIL VEHICLES - Provision and Replacement of

1. Provision of Council Vehicles

1.1 Vehicles will be provided to the following positions:

- Mayor
- Chief Executive Officer
- Directors

The condition of use will be full and unrestricted private use and at the entire cost of Council. Staff employment contracts identify conditions of service and employment packages that relate to the use of a Council vehicle.

The Chief Executive Officer and Directors vehicles will be available as part of the Council vehicle fleet for use by staff requiring a vehicle for work duties during normal work hours. The Mayoral vehicle may be used as a pool vehicle for Elected Members for extended travel purposes.

- ##### 1.2 Vehicles may be provided to senior staff within the Council as a component of their total remuneration package. Generally vehicles will be restricted to manager level and particular specialised/technical staff and may be used to offset other employment conditions identified in relevant industrial awards, the City of Mount Gambier Workplace Agreement and/or identified employment contracts.

Vehicles will be provided for private use limited to 500 kilometres from the Council area. Council will bear responsibility for all costs associated with such use excepting for travel outside of the above range whereby the Council staff member will be financially responsible for all fuel use.

The Council vehicle is not available when the employee is on leave excepting with the written permission of the Chief Executive Officer. In respect of all Council vehicles used for private use, the use is restricted to that employees immediate family.

(The private use conditions do not apply to the Engineering Manager whose employment contract stipulates that he has full and unrestricted use of a Council vehicle at all times with all fuel costs for personal use being paid by the Engineering Manager).

- ##### 1.3 Commuting - general pool vehicles will be allocated to various Council divisional areas for work use and some employees may be assigned a vehicle for commuting use to and from Council. Employees allocated a vehicle for commuting use may be provided limited City wide only private use where there is offset against employment conditions and negotiated and agreed by the employee and Chief Executive Officer. The allocation of commuting use vehicles will be based upon work demands with allocation of vehicles solely at the discretion of the Chief Executive Officer and may be reassigned by providing one (1) months notice. Employees with the above use must maintain the vehicle to ensure its suitability as a pool vehicle including fuel and general vehicle appearance. The employee must ensure adequate garaging overnight and weekends.



City of Mount Gambier

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C375 COUNCIL VEHICLES - Provision and Replacement of cont'd...

When on any form of leave such vehicle will be returned to Council for pool use and garaging overnight. All pool vehicles must be available for fleet use at all times during the standard working day.

- 1.4 To maintain appropriate records Council may from time to time require any employee that has use of a Council vehicle to keep records of such and provide this information to the relevant Director.

2. Replacement of Council Vehicles

2.1 Council to replace:

2.1.1 Mayoral and administration pool vehicles generally after two (2) years of age, or 40,000 kilometres of travel, whichever occurs first (refer Appendix A), but Council may consider proposals that have been subjected to a competitive quotation process prior to two (2) years or 40,000 kilometres.

2.1.2 All other equipment be considered by way of a rolling review on an annual basis for condition, workload, etc. and as a general principle, be considered for replacement as follows or unless otherwise authorised for replacement by Council:

	<u>Operational Plant</u>	<u>Anticipated Change-Over</u>
1.	Trucks and commercial type vehicles up to three (3) tonne capacity	120,000 kms of travel or eight (8) years of age, whichever occurs first
2.	Trucks in the range of three (3) to five (5) tonne capacity	100,000 kms of travel or ten (10) years of age, whichever occurs first
3.	Trucks over five (5) tonne capacity	Ten (10) years of age
4.	Tractors	Ten (10) years of age
5.	Rollers	Twelve (12) years of age
6.	Loaders	Ten (10) years of age or 10,000 hours, whichever occurs first
7.	Street sweeper Garbage Compactor (MGB Collection Vehicles)	Five (5) years of age
8.	Graders Landfill Compactor	Fifteen (15) years of age or 10,000 hours, whichever occurs first
9.	Large Lawn mowers	Five (5) years of age



City of Mount Gambier

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C375 COUNCIL VEHICLES - Provision and Replacement of cont'd...

- 2.2 The type and standard of vehicles to be provided by Council for various administrative functions be similar to and as per Appendix "A".
- 2.3 Notwithstanding (a) above, there is NO FIXED or set policy in determining the minimum and maximum operational life of plant and machinery used by Council. However, in determining future plant replacements, regard will be given to the variables of age - years - hours used/ kilometres.
- 2.4 Approval be granted for the Director - Operational Services, in consultation with the Presiding Member of the Operational Services Committee and the Chief Executive Officer, from time to time, to transfer existing older cab/chassis from other plant as the prime movers for water carts. At the time of replacing the existing steel water tanks, consideration be given to obtaining stainless steel units.
- 2.5 The Chief Executive Officer and/or Director - Operational Services shall have authority to determine and set hire rates for Council machinery. Such hire rates should reflect the commercial usage/hire of plant.
- 2.6 The Chief Executive Officer and/or Director - Operational Services be authorised to fix the 'depreciation' rate on each item of plant, with such rate to amortise the capital cost at purchase, over the anticipated life of the plant.
- 2.7 Wherever possible loan borrowing for the purchase of plant and equipment be limited to major items of plant, i.e. graders, street sweepers, refuse compactor, etc.
- 2.8 When seeking to replace or purchase any plant or equipment referred to as "Capital Plant or Machinery" in the Annual Budget of Council, quotations/tenders be obtained in accordance with Policy Q110.
- 2.9 When seeking to replace passenger vehicles Council shall call for alternative fuel options in vehicles i.e. diesel, hybrid (or any other such technology that may emerge) in addition to petrol fuelled vehicles, for consideration in the tender process.

Adopted by Council: 18 th February 1999	Reviewed: 15 th April 2003	Amended: 17 th June 2003
Amended: 16 th November 2004	Reviewed: 19 th September 2006	Amended: 19 th June 2007
Reviewed: 21 st April 2009	Amended: 15 th December 2009	Amended: 16 th August, 2011
Amended: 20 th November 2012	Amended:	Amended:

APPENDIX A

CITY OF MOUNT GAMBIER

VEHICLES (ADMINISTRATIVE) - TYPE AND STANDARD

	<u>Officer</u>	<u>Vehicle Type and Standard</u>
1.	Mayor Chief Executive Officer	Up to the value of the vehicle allocated to the Chief Executive Officer, but with the discretion of the Mayor to select the type/style of vehicle Up to the value of a large luxury passenger vehicle but with the discretion of the Chief Executive Officer to select type/style of vehicle
2.	Directors	Up to the value of a large deluxe standard passenger vehicle but with the discretion of the Director to select type/style of vehicle
3.	Managers and/or Senior Specialists/Technical Staff Works Manager/Assistant Works Manager	Large or medium passenger vehicle 4WD Utility
4.	General Inspectors	Utility or Van
5.	Pool Vehicles	Medium passenger vehicle suitable for the work function

Vehicles for that function specified in 3 to 5 above, are to be traded at 40,000 kms of travel or two (2) years of age, whichever occurs first and that where a vehicle is part of a specific work function of Council the vehicle needs to be suitable for that specific work function.



19.5 BUDGET REVIEW 1 & 2 - 2021/2022 – REPORT NO. AR22/19869

Committee:	Audit and Risk Committee
Meeting Date:	28 March 2022
Report No.:	AR22/19869
CM9 Reference:	AF11/863
Author:	Julie Scoggins, Manager Financial Services
Authoriser:	Darren Barber, General Manager Corporate and Regulatory Services
Summary:	The purpose of this report is to provide an overview to the Audit and Risk Committee of Budget Review 1 and Budget Review 2 as adopted by Council in this financial year.
Strategic Plan Reference:	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage
	Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Audit and Risk Committee Report No. AR22/19869 titled 'Budget Review 1 & 2 - 2021/2022' as presented on 28 March 2022 be noted.



TYPE OF REPORT

Other

BACKGROUND

Budget Reviews - The *Local Government Financial Regulations 2011* Part 2 Section 9 requires Council to reconsider its budget at least three times between 30 September and the 31 May. Aligned with this legislation the following budget reviews were adopted by Council:

- **Budget Review 1** - The revised forecast as at 30 September 2021 for the year ending June 2022 was taken to the Council meeting in November 2021 compared to the Adopted Budget and the Restated Budget; and
- **Budget Review 2** - The revised forecast as at 31 December 2021 for the year ending June 2022 was taken to the Council meeting in February 2022 compared to the Budget Review 1.

PROPOSAL

Budget Review 1 - The proposed Budget Review 1 forecast operating surplus/(deficit), capital expenditure and capital revenue for new/upgrade numbers were presented to Elected Members at a session on 2 November 2021 and to the Audit Committee members on 8 November 2021. Budget Review 1 was adopted by Council at the meeting in November 2021, with the highlights as shown below:

- **Operating Result** - The Budget Review 1 operating surplus of \$183k is \$754k favourable to the (\$571k) operating deficit included in the Adopted Budget, driven by additional grant revenue (including grants relating to the delivery of capital projects (Local Roads and Community Infrastructure (LRCI)) and the reinstatement of the Special Local Roads Fund in 2021/22), offset by additional pressures identified during the first quarter of FY 2022.
- **Capital Revenue** - The Budget Review 1 capital revenue of \$28,249k is \$2,894k favourable mainly due to grant timing (\$3.0m for Wulanda).
- **Capital Expenditure** - The increase from \$55.8m in the Restated Adopted Budget to \$61.8m at BR1 was mainly due to Wulanda timing, carry forwards from 2020/21, LRCI Projects, and carry forwards to 2022/23.

\$'k	Adopted Budget	Restated Budget	Budget Review 1	Variance to Restated Budget
Budget Adopted/Presented at the Council Meeting	Jun-21	Nov-21	Nov-21	N/A
Operating Deficit	(571)	(571)	183	754
Capital Revenue for New/Upgrade	18,355	18,355	21,249	2,894
Capital Expenditure	55,787	55,787	61,774	(5,987)
Net (Borrowing)	(11,398)	(29,866)	(32,313)	(2,447)

Budget Review 2 - The draft Budget Review 2 forecast operating surplus/(deficit), and capital expenditure were presented to Elected Members at a session on 8 February 2022. Budget Review 2 was adopted by Council in February 2022 with the highlights showing below:

- **Operating Result** - The Budget Review 2 operating surplus of \$218k is \$35k favourable to the \$183k operating surplus included in Budget Review 1, driven by the following significant variances: insurance claims revenue and training/trainee revenue/expenditure, offset by additional pressures identified during the second quarter of FY 2022.
- **Capital Revenue** - The Budget Review 2 capital revenue of \$21,249k was unchanged.
- **Capital Expenditure** - The Budget Review 2 capital expenditure of \$61.8m is (\$54k) unfavourable to Budget Review 1, where carry forwards, savings and a project cancellation have been more than offset by additional projects (including insurance claims)



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

LEGAL IMPLICATIONS

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

STRATEGIC PLAN

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

COUNCIL POLICY

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

[B300 Budget Framework Policy](#)

ECONOMIC IMPLICATIONS

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

ENVIRONMENTAL IMPLICATIONS

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

SOCIAL IMPLICATIONS

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

CULTURAL IMPLICATIONS

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

RESOURCE IMPLICATIONS

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

VALUE FOR MONEY

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

RISK IMPLICATIONS

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

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

N/A



IMPLEMENTATION STRATEGY

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

CONCLUSION AND RECOMMENDATION

Budget Review 1 and 2 2021/22 - It is a legislative requirement that Council reconsiders its budget at regular intervals during the year. The budget assesses the financial requirements of Council for the financial year, it provides stability and certainty of financial outcomes and ensures continuation of delivery of essential community services and the efficient operation of infrastructure while maintaining a sound financial position

ATTACHMENTS

Nil



19.6 LOCAL GOVERNMENT REFORM UPDATE – REPORT NO. AR22/20118

Committee:	Audit and Risk Committee
Meeting Date:	28 March 2022
Report No.:	AR22/20118
CM9 Reference:	AF11/863
Author:	Michael McCarthy, Manager Governance and Property
Authoriser:	Darren Barber, General Manager Corporate and Regulatory Services
Summary:	This report re-presents a February 2022 Council Report providing a brief summary of the Local Government Reform commencement dates and actions.
Strategic Plan Reference:	Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Audit and Risk Committee Report No. AR22/20118 titled 'Local Government Reform Update' as presented on 28 March 2022 be noted.



TYPE OF REPORT

Legislative

BACKGROUND

In February 2022 Council received report No. AR22/5937 providing an update on the commencement dates of Local Government Reform changes associated with the Statutes Amendment (Local Government Review) Act 2021.

This report re-presents the content of that report for noting by the Audit and Risk Committee.

EXTRACT FROM FEBRUARY 2022 COUNCIL REPORT NO. AR22/5937

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

The following link provided secure access to Local Government Association reform resources:
<https://www.lga.sa.gov.au/member-services/lg-sector/local-government-reform>

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

PROPOSAL

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

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

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

LEGAL IMPLICATIONS

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

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

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

STRATEGIC PLAN

N/A

COUNCIL POLICY

N/A

ECONOMIC IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

N/A



CULTURAL IMPLICATIONS

N/A

RESOURCE IMPLICATIONS

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

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

VALUE FOR MONEY

N/A

RISK IMPLICATIONS

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

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

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

IMPLEMENTATION STRATEGY

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

CONCLUSION AND RECOMMENDATION

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

ATTACHMENTS

1. List of LG Reform Commencement Dates



Legislative amendment commenced 20 September 2021

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



Legislative amendment commenced 20 September 2021

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



Legislative amendment commenced 10 November 2021

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



Legislative amendment commenced 10 November 2021

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



Legislative amendments commenced 6 January 2022

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



Legislative amendment – future commencement dates

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



19.7 POLICY REVIEW - P420 PROCUREMENT & DISPOSAL OF LAND AND ASSETS – REPORT NO. AR22/20210

Committee:	Audit and Risk Committee
Meeting Date:	28 March 2022
Report No.:	AR22/20210
CM9 Reference:	AF11/863
Author:	Julie Scoggins, Manager Financial Services
Authoriser:	Darren Barber, General Manager Corporate and Regulatory Services
Summary:	This policy review has been undertaken in response to interim audit recommendations and benchmarking of other South Australian Councils.
Strategic Plan Reference:	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage
	Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Audit and Risk Committee Report No. AR22/20210 titled 'Policy Review - P420 Procurement & Disposal of Land and Assets' as presented on 28 March 2022 be noted.
2. That the revised P420 Procurement & Disposal of Land and Assets Policy as attached to Report No. AR22/20210 having been reviewed by the Audit and Risk Committee on 28 March 2022 be adopted with the following changes:
 - (a)



TYPE OF REPORT

Other

BACKGROUND

1. **Legislation** - Under Section 49 of the Local Government Act 1999 requires Council to prepare and adopt policies on contracts and tenders on:
 - The contracting out of services;
 - Competitive tendering and the use of other measures to ensure that services are delivered cost effectively; and
 - The use of local goods and services.
2. **Audit Committee Terms of Reference** - The following sections of the Audit Committee Terms of Reference are relevant to this report:
 1. *The Committee shall:*
 2. 12.1.2 *Review and challenge - where necessary:*
 3. • *The consistency of, and/or any changes to accounting policies.*
3. **Current Policy** - The current procurement policy was endorsed by Council on 19 May 2020 with an expected review date of November 2023.
4. **Internal Controls Letter 2020/21** - In the report provided to the Audit Committee at the September 2021 meeting a number of recommendations were put forward by Galpins Accountants, Auditors and Business Consultants. This report included recommendations with regard to purchasing and procurement as shown below:

Management investigates non-compliance with purchase order usage. This could include reviewing system reports comparing purchase order dates to invoice dates, analysing the nature of non-compliances and speaking to any repeat offenders to understand the reasons for non-compliance.

Depending on the outcome of this review, Council may determine that:

 - *additional education and training is warranted to improve compliance; and/or*
 - *there is an opportunity to amend the policy on purchase order use to better reflect the desired use of purchase orders by staff. This could, for example, include:*
 - *introducing a low-value item threshold, below which a purchase order is not required*
 - *guidance on expected use (or otherwise) of purchase orders for contracted works including a list of exemptions for purchase order use within the policy.*
5. **External Audit Report February 2022** - In the report provided to the Audit and Risk Committee on 28 February 2022, an update on the progress of actions arising from the Internal Controls Letter was provided. This detailed the following:
 - **Procurement Policy** - The procurement policy was being reviewed with a draft policy presented to the Executive Leadership Team.
 - **Key Staff Members** - Contact has been made with key staff members to provide education and support.
 - **Procurement Compliance Reporting** - Has been developed and provided to the Executive Leadership Team.
 - **Purchase Order Use** - A review has been undertaken of transaction types and the application of purchase orders which has been presented to the Executive Leadership Team with recommendations for future treatment. It should also be noted that the treatment



of these items will be included in a new use of purchase orders administrative procedure that will support this policy once adopted.

PROPOSAL

1. **Policy Review** - A review of the P420 Procurement & Disposal of Land and Assets policy was undertaken to strengthen and clarify key elements of the policy. Benchmarking was also completed comparing the policy to other South Australian Councils to ensure that Council has a policy is easy to understand and apply.
2. **Policy and Procedures Structure** - In reviewing the policy the review has focused on the following:
 - **Clarity** - The structure of and information included in the policy has been reviewed to ensure clarity for a wider audience including for example: roles and responsibilities and clearer definitions.
 - **Exemption from Tender** - The policy now includes specific reasons for exemptions, with a new supporting process, template and reporting to be implemented across the organisation.
 - **Thresholds** - Following benchmarking with other South Australian councils, changes are proposed for thresholds including the following:
 - **Request for Quote** – Increasing the upper limit from \$50,000 to \$100,000;
 - **Request for Tender** – Increasing the lower limit from in excess of \$50,000 to in excess of \$100,000; and
 - **Award of Contract following Completion of the Tender Process** - Increasing the threshold for the award of contract that the CEO may authorise from \$100,000 to \$500,000 with Council approval required for above that amount.
 - **High Level Policy** - Council's policy has been amended to become high level policy that will be underpinned by administration procedures rather than including low level procedural information in the policy (references to petty cash and corporate card limits have been removed).
 - **Current Administrative Procedures** - Current administrative procedures including the Procurement Framework and Administrative Procedure, and Administrative Procedure Corporate Card Procedure will be reviewed following the adoption of this policy.
 - **New Administrative Procedures** - New administrative procedures will be developed following the adoption of this policy including petty cash, use of purchase orders and corporate expenditure administrative procedures.

LEGAL IMPLICATIONS

STRATEGIC PLAN

The procurement of goods and services directly support the delivery of the Strategic Plan.

COUNCIL POLICY

[T150 Treasury Management Policy](#)

[B300 Budget Framework Policy](#)

[U900 Unsolicited Proposals](#)

ECONOMIC IMPLICATIONS

The procurement of goods and services is an activity that has a direct impact upon the local, regional and South Australian economy.

ENVIRONMENTAL IMPLICATIONS

The policy includes “Environmental Protection” as a procurement principle.



SOCIAL IMPLICATIONS

The policy includes an objective for: providing reasonable opportunity for competitive local businesses to supply to Council.

CULTURAL IMPLICATIONS

N/A

RESOURCE IMPLICATIONS

N/A

VALUE FOR MONEY

This policy ensures that Council procures and disposes of land and assets in a manner that ensures that value for money is achieved.

RISK IMPLICATIONS

Risk is a key consideration in all procurement and disposal activities.

EQUALITIES AND DIVERSITY IMPLICATIONS

The policy includes an objective for providing reasonable opportunity for Australian organisations providing services performed by people with a disability.

ENGAGEMENT AND COMMUNICATION STRATEGY

N/A

IMPLEMENTATION STRATEGY

The revised policy will be rolled out across the organisation with sessions to be set up with the Management Team and other key stakeholders. All new staff with financial delegations and or the requirement to procure goods and services as part of their role will be trained as part of the induction process.

CONCLUSION AND RECOMMENDATION

The P420 Procurement, and Disposal of Land and Assets Policy is a key Council policy that has been reviewed to consider previous external audit findings, benchmarking compared to other South Australian councils, and organisational requirements.

ATTACHMENTS

1. Council Policy P420 - Procurement and Disposal of Land and Assets



 City of Mount Gambier	P420 PROCUREMENT, & DISPOSAL OF LAND AND ASSETS	Version No:	6
		Issued:	
		Next Review:	April 2025

1. INTRODUCTION:

This document sets out the policy of the City of Mount Gambier ("Council") in relation to the procurement of goods and services and disposal of land and assets.

This Policy provides comprehensive guidance and authority to the Chief Executive Officer with respect to procurement and disposal processes.

2. PURPOSE:

This purpose of this policy is to ensure that the procurement of all Goods and Services is conducted in an honest, competitive, fair, and transparent manner that demonstrates a fit for purpose solution and the delivery of value for money outcomes, whilst protecting the reputation of the Council.

3. SCOPE:

This policy applies to the acquisition of all Goods, and Services, and disposals by Council staff, either purchased or leased from Contractors, for and on behalf of the Council within Council's endorsed budget and/or a specific resolution of Council. The procurement of Goods and Services must:

- (a) Only relate to business of the Council and must not be of a personal nature; and
- (b) Be approved in accordance with the Council's Delegations and any relevant Council policies.

4. DEFINITIONS

In this Policy, unless the contrary intention appears, these words have the following meanings:

Key Term – Acronym	Definition
Act	Means the Local Government Act 1999
Asset	Means any physical item that the Council owns and that has at any time been treated pursuant to the Australian Accounting Standards as an 'asset', and includes all Plant and Equipment. It does not include financial investments or finance related activities.
Authorised Officer	Means a Council Officer with formal (sub)delegation and/or financial authorisation granted by written instrument from the Chief Executive Officer to enter into contracts and transactions to a specified value and unless contrary provisions apply includes the Chief Executive Officer and General Managers.
Contractor	Shall mean a company, organisation or personnel engaged by Council to provide assets, goods, works or services.

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 City of Mount Gambier	P420 PROCUREMENT, & DISPOSAL OF LAND AND ASSETS	Version No:	6
		Issued:	
		Next Review:	April 2025

Key Term – Acronym	Definition
Disposal	Means the sale or other transfer of an asset by Council to another party.
Direct Sourcing	Going directly to the supplier of the good/service.
Evaluation Criteria	The individual points against which all received quotes, tenders or expressions of interest will be measured. The criteria are based on the specifications and weightings provided to potential suppliers and which, in turn, suppliers have used to prepare their response.
Goods or Services	Shall mean assets, goods, works or services.
Land	Includes community land, vacant land, operational land, road reserves, any legal interest in land, and any other land-related assets, including all buildings (community and operational) on Land.
Local Businesses	The term "local or "regional" means contractors with their head office located within the boundaries of the Limestone Coast Region.
Minor Plant, Materials and Equipment	Includes all minor plant and equipment owned by Council with an original value of less than \$5,000. It includes all loose tools, store items, furniture, second hand items removed from other Plant and Equipment (such as air conditioners, bricks and pavers) and surplus bulk items.
Request for Expressions of Interest (REOI)	A document that is typically used in the pre-project development phase to assess interest in a project.
Request for Proposal (RFP)	A business document that announces and provides details about a project, as well as solicits bids from contractors who will help complete the project.
Request for Quote (RFQ)	A process for inviting quotes to achieve a stated outcome.
Request for Tender (RFT)	A process in which an invitation to submit offers for clearly described goods or services is publicly advertised. Open tenders will be advertised via SA Tenders and Contracts website, or the Vendor Panel platform and on Council's website. Expressions of interest may be publicly advertised or directly provided to a range of suppliers, similar to selected tenders. In all instances, Council will utilise a process seeking to achieve the best procurement outcome.

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 City of Mount Gambier	P420 PROCUREMENT, & DISPOSAL OF LAND AND ASSETS	Version No:	6
		Issued:	
		Next Review:	April 2025

Key Term – Acronym	Definition
Whole of Life Cost	The total net cost incurred when acquiring goods or services and is made up of all initial procurement costs, operating and maintenance costs, disposal costs and termination costs, less the residual value and sale proceeds (if relevant).

5. ROLES AND RESPONSIBILITIES:

Council:

Council is responsible for approving an appropriate Procurement and Disposal of Land and Assets policy.

Chief Executive Officer:

The Chief Executive Officer ensures that:

- There are appropriate resources to fulfil the effective outcomes of this policy; and
- That they comply with this policy; and
- They review the processes and value of this policy.

General Managers:

The General Managers ensure that:

- There are appropriate resources to fulfil the effective outcomes of this policy; and
- They Comply with this policy.

Council Staff:

- Council staff will comply with this policy.

6. POLICY STATEMENTS:

- 6.1 In compliance with Section 49 of the Local Government Act 1999 (Act), Council should refer to this policy (Policy) when acquiring goods or services.
- 6.2 Section 49 of the Act requires Council to prepare and adopt policies on contracts and tenders on:
- 6.2.1 the contracting out of services; and
 - 6.2.2 competitive tendering and the use of other measures to ensure that services are delivered cost-effectively; and
 - 6.2.3 the use of local goods and services.
- 6.3 Furthermore, Section 49 (a1) of the Act requires Council to develop and maintain policies, practices and procedures directed towards:
- 6.3.1 obtaining value in the expenditure of public money; and
 - 6.3.2 providing for ethical and fair treatment of participants; an
 - 6.3.3 ensuring probity, accountability and transparency in all operations.

~~Section 49 of the Local Government Act 1999 requires Council to prepare and adopt policies on the contracting out of services, competitive tendering and the use of other measures to ensure that services are delivered cost-effectively, the use of local goods and services, and the sale or disposal of land or other assets.~~

~~Further, Section 49 (a1) of the Act requires Council to develop and maintain policies, practices and procedures directed towards obtaining value in the expenditure of public money, providing~~

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~~for ethical and fair treatment of participants, and ensuring probity, accountability and transparency in all disposal processes.~~

- 6.4 This Policy seeks to:
- 6.4.1 defines the methods by which Council can acquire goods and services;
 - 6.4.2 defines the methods by which land and assets are disposed of;
 - 6.4.3 demonstrates accountability and responsibility of Council to ratepayers;
 - 6.4.4 provides fairness and equity to all parties involved;
 - 6.4.5 enables all processes to be monitored and recorded; and
 - 6.4.6 ensures that the best possible outcome is achieved for the Council.
- 6.5 However, this Policy does not cover:
- 6.5.1 non-procurement expenditure such as sponsorships, grants, funding arrangements, donations and employment contracts; or
 - 6.5.2 the purchase of land by the Council.
- 6.6 This Policy also does not cover:
- 6.6.1 land sold by Council for the non-payment of rates; or
 - 6.6.2 disposal of goods which are not owned by the Council, such as abandoned vehicles; as these are dealt with in the Act.

7. POLICY OBJECTIVES:

The primary objective of this policy is to achieve the principles outlined within section 49 (a1) of the Local Government Act 1999 (SA).

This policy also aims to achieve the objectives of Council's strategic plan through the expenditure of Council funds on goods and services whilst achieving advantageous procurement outcomes by:

- 7.1 enhancing value for money through fair, competitive, non-discriminatory procurement;
- 7.2 promoting the use of resources in an efficient, effective and ethical manner;
- 7.3 making decisions with probity, accountability and transparency;
- 7.4 advancing and/or working within Council's economic, social and environmental policies;
- 7.5 providing reasonable opportunity for competitive local businesses to supply to Council;
- 7.6 providing reasonable opportunity for Australian organisations providing services performed by people with a disability;
- 7.7 appropriately managing risk; and
- 7.8 ensuring compliance with all relevant legislation.

8. POLICY PRINCIPLES:

Council must have regard to the following principles in its Procurement and Disposal of Land and Assets:

- 8.1 Encouragement of open and effective competition
- 8.2 Obtaining Value for Money

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- 8.2.1 Consideration of both financial (i.e. whole of life costs) and non-financial (including risks) associated with the purchase of Goods or Services in a timely and efficient manner, commensurate with the nature of the purchase.
- 8.2.2 Value for money is not restricted to price alone, assessment must include consideration of (where applicable):
- **Alignment with strategic management plans** - the contribution to Council's long term financial plan and strategic management plans;
 - **Benefits** - any relevant direct and indirect benefits to Council, both tangible and intangible;
 - **Efficiency and effectiveness** - of the proposed activity;
 - **Supplier assessment** - the performance history, and quality, **financial capacity**, scope of services and support of each prospective **supplier to deliver the goods or services**;
 - Fitness for purpose of the proposed goods or service;
 - Whole of life costs;
 - The costs of various disposal methods;
 - **Council's** internal administration costs;
 - Technical compliance **& and** knowledge issues;
 - Risk exposure; and
 - The value of any associated environmental benefits.
- 8.2.3 **Probity, ethical behaviour and fair dealing** - Council is to behave with impartiality, fairness, independence, openness and integrity in all discussions and negotiations.
- 8.2.4 **Accountability, transparency and reporting** - Ensuring that appropriate processes are followed and favourably auditable.
- 8.2.5 **Delegated Authority** - Prior to the commencement of a procurement or disposal activity, with the exception of requests for quotation, expressions of interest or proposals, the department must ensure that there is sufficient budget for the goods/services, or have secured appropriate and committed funding through another source (e.g. grant funding and/or specific resolution of Council).
- 8.2.6 Ensuring compliance with all relevant legislation.
- 8.2.7 **Encouragement of the development of competitive local business and industry** - Where appropriate, local economic development including the engagement of local and/or regional Contractors may be advised in market procurement documents to reflect Council's desire to promote economic development within the district or region.

Where other evaluation criteria are comparable, Council will also give consideration/weighting to the following:

- the creation of local employment opportunities;
- increased availability of local servicing support;
- increased convenience with communications with the supplier for contract management;
- economic growth within the local area;
- benefit to Council of associated local commercial transaction; and/or
- the short and long term impact of the procurement on local business.

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8.2.8 Environmental protection - Council will seek to:

- adopt purchasing practices which conserve natural resources;
- align the Council's procurement activities with principles of ecological / environmental sustainability and the natural step framework;
- purchase recycled and environmentally preferred products where fit for purposes and it is possible and reasonable to do so;
- integrate relevant principles of waste minimisation and energy;
- foster the development of fit for purpose products and services which have a low environmental impact;
- provide leadership to business, industry and the community in promoting the use of environmentally sensitive goods and services.

8.2.9 Work health and safety:

Compliance with adopted Work, health & safety policies, procedures and practices, in particular:

- Council will only consider contractors who have appropriate systems to manage work health and safety or who can demonstrate a capability to establish adequate systems relevant to a contract prior to the commencement of a contract.
- A condition of each works contract will be a requirement of a contractor, before the commencement of the works, to prepare and submit proposed specific work health and Safety management guidelines based on hazard identification and risk assessment.

~~8.2.10 Procurement and Disposals are undertaken within the parameters of and authority granted by Council's endorsed Budget and/or a specific resolution of Council.~~

9. PROCUREMENT METHODS

Generally, open and fair competition is best achieved by undertaking a tender process so that all interested parties have an opportunity to bid. However, there may be procurements in which a tender process will not necessarily deliver the most advantageous outcome for the Council – in such instances, other market approaches may be more appropriate.

The Council may, having regard to its **financial delegations**, procurement principles and any other factors considered relevant by the Council, in its absolute discretion determine to utilise one or more of the following procurement methods:

9.1 Direct Purchasing:

- 9.1.1 This is where Council purchases from a single source, without first obtaining competing bids.
- 9.1.2 This method may be suitable for low value, low risk goods and services, and where the supplier already has a successful service history with the Council.
- 9.1.3 Where Direct Purchasing is utilised as a procurement method for items obtained with relative frequency and volume, a supplier is to be requested to submit to Council and keep current a list of unit prices / rates for such items purchased under this purchasing method.

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~~Direct Purchasing may be utilised by an Authorised Officer using petty cash (up to \$150) or credit card (in addition to Council's formal online requisitioning system) up to the value of \$2,000.~~

- 9.1.4 Direct Purchasing may also be utilised for routine purchases of any value from any single or group of suppliers under a supply contract with a fixed pricing regime established under a tender, panel contract or strategic alliance arrangement.

9.2 Quotations:

- 9.2.1 This is where Council obtains quotations from prospective suppliers.
- 9.2.2 Generally, a minimum of two written quotations should be sought. If a written quote cannot be obtained, the Council must keep detailed written records of the oral quote obtained, including details of the commercial terms of the quote.
- 9.2.3 This method may be suitable for an authorised officer to purchase low value, low risk goods and services with an estimated value not exceeding \$10,000.

9.3 Request for Quotations (RFQ):

- 9.3.1 This is where Council obtains written quotations from prospective suppliers.
- 9.3.2 Generally, a minimum of three written quotations are sought.
- 9.3.3 This method may be suitable for simple, largely price-based purchases with an estimated value not exceeding ~~\$50,000~~ \$100,000.

9.4 Requests for Expressions of Interest (REOI):

- 9.4.1 This is where Council issues an open invitation for a proposed good(s) and/or service(s) of any value.
- 9.4.2 This method may be used by an authorised officer where there is potentially a large market for the proposed goods and/or service, and the Council would like to be able to prepare a short list of suppliers to invite to participate in a tender or request for quotation process.

9.5 Request for Tenders (RFT):

- 9.5.1 This is where the Council issues a formal tender for the supply of goods and/or service where the estimated value is in excess of ~~\$50,000~~ \$100,000.
- 9.5.2 Council may issue a "select" request for tender where it has already issued a REOI, or where it has documented reasonable grounds for only dealing with a select group of potential suppliers.
- 9.5.2 Otherwise, Council may issue an "open" request for tender.
- 9.5.3 Prior to any procurement decision arising from a request for tender process each tender is to be assessed against a pre-determined and documented set of criteria. Assessment is to be undertaken individually by a panel comprising at least 3 Council officers of which at least one is not to have been involved in the development of the tender specification or to be involved in the management of the tender contract.

9.6 Panel Contracts:

- 9.6.1 This is where the Council establishes panel arrangements with a select group of suppliers - generally, this occurs once the Council has completed its appointment of such suppliers in accordance with this policy, and can include either:

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- a standing offer from a pool of suppliers for the provision of goods and services on agreed terms; or
- the prequalification of certain suppliers who may or may not be engaged on terms to be agreed.

9.6.2 Once a panel has been established, the Council may purchase the particular goods and/or service through such panel arrangements.

9.6.3 A panel contract must be first endorsed by Council including the extent of goods and services and any value limit or conditions applicable to any particular contract, purchase or group/category of purchase.

9.6.4 An authorised officer may utilise a panel contract for direct purchasing of goods and services of any value within approved budget and authorisation limits.

9.7 Strategic Alliances:

9.7.1 This is where the Council undertakes procurement through contract arrangements already established and administered by other organisations, including:

- LGA Procurement;
- a purchasing group of which the Council is (or becomes) a member;
- Procurement Australia;
- State Government contracts.

9.7.2 A Strategic alliance must first be endorsed by Council including the extent of goods and services and any value limit or conditions applicable to any particular alliance, purchase or group/category of purchase.

9.7.3 An authorised officer may utilise a strategic alliance for direct purchasing goods and services of any value within approved budget and authorisation limits.

9.7.4 A panel contract or strategic alliance will not require endorsement by Council where the panel or alliance is administered by the Local Government Association or under an arrangement between the constituent councils of a s43 subsidiary with which Council is associated (i.e. Limestone Coast Local Government Association).

10 PROCUREMENT STRUCTURE:

The appropriate method of procurement will be determined by reference to a number of factors, including:

10.1 Value of the purchase (all values exclusive of gst):

Value of Purchase (\$)	Possible Method of Procurement	Assessment/Purchasing Decision Making Delegations
Not exceeding \$2,000	Direct Purchasing	Authorised Officer – up to \$ limit
Not exceeding \$10,000	Obtain at least 2 Quotations (3 written quotes over \$5,000)	Authorised Officer – up to \$ limit
Not exceeding \$50,000	Request for Quotation (RFQ)	Authorised Officer – up to \$ limit
In excess of \$20,000	Request for Expression of Interest (REOI)	N/A – refer RFQ/RFT limits
In excess of \$50,000	Request for Tender (RFT)	CEO up to \$100,000

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Budget	Direct Purchasing (Formal Supply Contract)	Council – above \$100,000 Authorised Officer – up to \$ limit CEO – up to Budget
	Panel Contracts	Authorised Officer – up to \$ limit CEO – up to Budget
	Strategic Alliances	Authorised Officer – up to \$ limit CEO – up to Budget

In accordance with Clause 4 Definitions:

~~Authorised Officer means a Council Officer with formal (sub)delegation and/or financial authorisation granted by written instrument from the Chief Executive Officer to enter into contracts and transactions to a specified value and unless contrary provisions apply includes the Chief Executive Officer and General Managers.~~

Proposed Value of Purchase (\$)	Method of Procurement
Not exceeding \$2,000	Direct Sourcing - of low value purchases supported by a purchase order (unless exempt).
Not exceeding \$10,000	Direct Purchase - with appropriate documentation for a purchase order (unless exempt) to be raised for example at least two (2) cost estimates or written quotations.
\$10,001 - \$100,000	Request for Quotation (RFQ) - with at least three (3) written quotations sought.
Over \$100,000	Request For Tender (Open/Select) - with at least three (3) written quotations sought. Alternatively, prior to undertaking a formal tender process Council may invite expressions of interest or request for proposals. Approval - CEO may authorise up \$500,000 for the award of contract following completion of the tender process with Council approval required for above that amount.

Procurement Method	Decision Making Delegations
Direct Purchasing (Formal Supply Contract)	<ul style="list-style-type: none"> • Authorised Officer up to \$ limit • CEO up to budget
Panel Contracts	<ul style="list-style-type: none"> • Authorised Officer up to \$ limit • CEO up to budget
Strategic Alliances	<ul style="list-style-type: none"> • Authorised Officer up to \$ limit • CEO up to budget

The value of the purchase will be calculated as follows:

- **single one-off purchase** – the total amount, or estimated amount, of the purchase (excluding GST);
- **multiple purchases** – the gross value, or the estimated gross value, of the purchases (excluding GST); or
- **ongoing purchases over a period of time** – the annual gross value, or the estimated annual gross value, of the purchases (excluding GST).

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- **purchase including a trade-in/changeover** - the net changeover value being the gross value of the item being purchased minus the value of the traded-in/changed-over asset.

The principle to be considered when determining which threshold is applicable is to be based on a reasonable belief for example deliberately splitting amounts to deliberately bring expenditure to within lower limits is not permitted for the financial year or a single activity/service. If there is any uncertainty the Chief Executive Officer will determine which threshold to apply.

Noting always that all procurements and disposals are undertaken to give effect to and implement Council's plans and objectives within the parameters of Council's endorsed budget and/or a specific resolution of Council.

- 10.2 cost of an open market approach versus the value of the acquisition and the potential benefits;
- 10.3 the particular circumstances of the procurement activity;
- 10.4 the objectives of the procurement;
- 10.5 the size of the market and the number of competent suppliers;
- 10.6 the Council's leverage in the marketplace;
- 10.7 time constraints;
- 10.8 a holistic assessment of the risks associated with the relevant activity and /or project, including the risk profile of the procurement and any risks associated with the preferred procurement method.

For the purpose of this clause 10, any variation in determining the procurement method in accordance with the values prescribed in the above table must be endorsed by the Chief Executive Officer and be accompanied by detailed written reasons of the relevant factors (as per clause 15).

11 CONSIDERATIONS PRIOR TO DISPOSAL OF LAND AND ASSETS

Disposal decision - Any decision to dispose of land and assets will be made after considering (where applicable):

- 11.1.1 *the usefulness of the land or asset;*
- 11.1.2 *the current market value of the land or asset;*
- 11.1.3 *the annual cost of maintenance;*
- 11.1.4 *any alternative future use of the land or asset;*
- 11.1.5 *any duplication of the land or asset or the service provided by the land or asset;*
- 11.1.6 *any impact the disposal of the land or asset may have on the community;*
- 11.1.7 *any cultural or historical significance of the land or asset;*
- 11.1.8 *the positive and negative impacts the disposal of the land or asset may have on the operations of the Council;*
- 11.1.9 *the long term plans and strategic direction of the Council;*
- 11.1.10 *the remaining useful life, particularly of an asset;*

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- 11.1.11 a benefit and risk analysis of the proposed disposal;
- 11.1.12 the results of any community consultation process;
- 11.1.13 any restrictions on the proposed disposal;
- 11.1.14 the content of any community land management plan; and
- 11.1.15 any other relevant policies of the Council.

Consideration given to these matters will be recorded in Council's corporate records management system and in the case of a decision to dispose of land, will be presented in a report at a meeting of Council prior to the disposal decision being made.

12 DISPOSAL METHODS:

Land Disposal

The Council may resolve to dispose of land.

Where the land forms or formed a road or part of a road, the Council must ensure that the land is closed under the Roads Opening and Closing Act 1991 (SA) prior to its disposal.

Where land is classified as community land, the Council must:

- undertake public consultation in accordance with the Act and the Council's public consultation policy; and
- ensure that the process for the revocation of the classification of land as community land has been concluded prior to its disposal; and
- comply with all other requirements under the Act in respect of the disposal of community land.

Where the Council proposes to dispose of land through the grant of a leasehold interest, the Council must have complied with its obligations under the Act, including its public consultation obligations under Section 202 of the Act.

The Council will, where appropriate, dispose of land through one of the following methods:

- **open market sale** - advertisement for disposal of the land through the local paper and where appropriate, a paper circulating in the State, or by procuring the services of a licensed real estate agent and/or auctioneer (following compliance with this policy);
- **expressions of interest** - seeking expressions of interest for the land;
- **select tender** - seeking tenders from a selected group of persons or companies;
- **open tender** - openly seeking bids through tenders, including public auction;
- **by negotiation** - with owners of land adjoining the land or others with a pre-existing interest in the land, or where the land is to be used by a purchaser whose purpose for the land is consistent with the Council's strategic objectives for the land.

Disposal method selection - Selection of a suitable disposal method will include consideration of (where appropriate):

- the number of known potential purchasers of the land;
- the original intention for the use of the land;
- the current and possible preferred future use of the land;

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- the opportunity to promote local economic growth and development;
- delegation limits, taking into consideration accountability, responsibility, operation efficiency and urgency of the disposal;
- the total estimated value of the disposal; and
- compliance with statutory and other obligations.

Process Involvement - The Council will not dispose of land to any Council Member or employee of the Council who has been involved in any process related to a decision to dispose of the land and/or the establishment of a reserve price.

Independent Valuation - If land is to be auctioned or placed on the open market or disposed of by an expression of interest or select tender, then (unless the Council resolves otherwise) an independent valuation must be obtained to establish the reserve price for the land. The independent valuation must be made no more than 6 months prior to the proposed disposal.

Direct Sale Independent Valuation - If land is to be disposed of via direct sale, then (unless the Council resolves otherwise) an independent valuation must be obtained to ensure that an appropriate market value is obtained. The independent valuation must be made no more than 6 months prior to the proposed disposal.

Exception - An independent valuation will not be required for a disposal where a value estimation being for less than \$25,000 has been prepared and documented for the land.

Return - The Council will seek to dispose of land by whichever method is likely to provide the Council with a maximum return at or near current market valuation, unless there are reasons for the Council to accept a lesser return which is consistent with the Council's overall strategic direction. These reasons must be documented in writing.

Valuation - If the disposal is not to be on the open market, the disposal amount should have due regard to the value of the land (independent or estimation) and the recovery of associated costs necessary to achieve the transaction.

Assets Disposal

Responsibility - The sale of assets will be the responsibility of the relevant General Manager who is responsible for those assets.

Disposal Methods - The Council will, where appropriate, dispose of assets through one of the following methods:

- **trade-in** – trading in equipment to suppliers
- **expressions of interest** – seeking expressions of interest from buyers;
- **select tender** – seeking tenders from a selected group of persons or companies;
- **open tender** – openly seeking bids through tenders;
- **public auction** – advertisement for auction in a paper circulating in the area, or procuring the services of an auctioneer (following compliance with this policy).
- sale through the ReUse Market.

Considerations - Selection of a suitable method will include consideration of (where appropriate):

- the public demand and interest in the asset;

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- the method most likely to return the highest revenue;
- the value of the asset;
- the costs of the disposal method compared to the expected returns; and
- compliance with statutory and other obligations.

Minor Plant and Equipment - Consideration will be given to direct disposal of minor plant and equipment to a community/sporting group(s) where it is considered that such disposal provides a cost/service benefit to Council. Other groups may be provided with opportunity to participate in the disposal where the administrative resources necessary for such participation are not considered to outweigh or exceed the benefit/savings to be achieved or the asset value.

Elected Members and Employees - Elected Members and employees of the Council will not be permitted to purchase assets unless the purchase is at the ReUse Market for the advertised price or via an open tender process or a public auction, and the tender submitted or bid made is the highest. The Council will not dispose of any asset to any Council Member or employee of the Council who has been involved in the establishment of the sale price at the ReUse Market.

Warranty - Purchasers of assets must be required to agree in writing that before purchasing any asset that no warranty is given by the Council in respect of the suitability and condition of the asset for the purchaser and that the Council will not be responsible for the asset in any respect following the sale.

13 CONSULTATION:

The Council must undertake public consultation in respect of its proposed disposals in accordance with the requirements of the Act and its public consultation policies at all times.

14 RECORDS:

The Council must record reasons for utilising a specific procurement or disposal method in each activity and where it uses a procurement or disposal method other than a tendering process.

The Council must maintain records of procurement activities in accordance with the State Records Act 1997 and Council's records management policies and procedures. At a minimum, documentation which details the procurement method, risk, evaluation plan and evaluation result, must be prepared and maintained for each relevant procurement. The preferred method of capturing procurement activity records is through use of established templates available to Council officers.

15 EXEMPTIONS FROM EXCEPTIONS TO THIS POLICY:

This Policy contains general guidelines to be followed by the Council in its procurement and disposal activities. There may be emergencies, or procurements or disposals in which a tender process will not necessarily deliver the best outcome for the Council, and other market approaches may be more appropriate.

Exemptions from tender - In certain circumstances, the Council administration may, after approval from Council, the Chief Executive Officer or a General Manager with the appropriate delegation pursuant to Council's financial delegations, waive application of this policy and pursue a method which will bring the best outcome for the Council. Council may choose exemption from the requirement to seek tenders or quotations, if:

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- (a) There may be significant public risk if the procurement is delayed by process requirements, such as emergency situations threatening life and property, or
 - (b) There may be a significant risk to Council's operations; or
 - (c) The pressures of time are such that an open call is not feasible, for example, where there has been an unanticipated Council or Government policy decision; or
 - (d) Council purchases assets or Goods at an auction up to \$100,000*; or
 - (e) Council purchases second-hand assets or Goods up to \$100,000* ; or
 - (f) The contract is made with, or under an arrangement with, or made through a strategic alliance pursuant to 9.7 of this policy; or
 - (g) A situation presents itself where in a contractor or consultant has considerable background knowledge and experience or specialist expertise on that particular Council project or asset e.g. an extension of a previous project. In such situations the procurement of assets, goods, works or services on negotiated fees and terms through a consultant or contractor alone may be deemed sound and advantageous to the project. This could include engaging the contractor or consultant on a retainer basis for a specified period of time.
- ~~In certain extenuating circumstances, the Chief Executive Officer may waive application of this Policy and pursue a method which will bring the best outcome for the Council.~~

~~Such circumstances might include, but not be limited to:~~

- ~~• emergency situations threatening life and property; or~~
- ~~• where the supply market is known; or~~
- ~~• timing constraints~~

~~* This would be expected to occur on very rare occasions e.g. gallery items or items of historical significance.~~

The Chief Executive Officer must record in writing reasons for waiving application of this policy.

This clause is not intended to override or avoid any other restrictive/prohibitive policy, delegation or other statutory or documented provisions or requirements.

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16 DELEGATIONS

~~This policy is to be administered with regard to and consistent with duly made delegations, sub-delegations and financial authorisations of the Council and Chief Executive Officer. Purchases shall only be approved by Officers with appropriate financial delegation and/or in accordance with any other Council policy or procedure.~~

17 PRUDENTIAL REQUIREMENTS

This policy is to be administered with regard to and consistent with Council's Prudential Management Policy, practices and procedures and s48 of the Local Government Act 1999.

18 RISK MANAGEMENT

This policy is to be administered with regard to and consistent with Council's Risk Management Framework Policy and risk management practices and procedures.

19 REVIEW OF POLICY

~~This Policy shall be reviewed at least once during each term of Council, and shall be reviewed and presented to Council following its first 12 months of operation. Council may revise or review this Policy at any time (but not so as to affect any process that has already commenced).~~

This Policy will be reviewed:

- every three years; or
- the frequency dictated in legislation; or
- earlier in the event of changes to legislation or related Policies and Procedures; or
- if deemed necessary by the Manager Financial Services.

20 FURTHER INFORMATION

This Policy will be published on the Council's website and will be available for inspection at the principal office of the Council.

A copy of this Policy will be provided to any person upon request following payment of a fee as prescribed in Council's Schedule of Fees and Charges.



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File Reference:	AF18/56
Applicable Legislation:	Local Government Act 1999 (s49)
Reference: Community Plan	
Related Policies:	B300 Budget Framework Policy C375 Provision and Replacement of Council Vehicles F225 Fraud and Corruption Prevention R305 Risk Management Policy R180 Records Management Policy Code of Conduct – Employee Code of Conduct – Council Members
Related Administrative Procedures:	Procurement Framework and Administrative Procedure. Petty Cash Administrative Procedure Corporate Card Administrative Procedure Corporate Expenditure Administrative Procedure
Related Documents:	LGA Procurement Handbook Procurement Contracting Document Templates (AF11/1901) WHS Policies/Document Templates (AF13/175)

21 DOCUMENT DETAILS

Responsibility:	Manager Financial Services
Version:	6.0
Last revised date:	
Effective date:	
Minute reference:	
Next review date:	
<u>Document History</u> First Adopted By Council: Reviewed/Amended:	25 November 2014, 15 March 2016 18/2/1999 Superseded Policy Q110, C250 20/7/2000 Superseded Policy Q115, 15 March 2016, 21 February 2017, 21 August 2018, 19 May 2020

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