

11 January 2019

**MAYOR  
COUNCILLORS  
CITY OF MOUNT GAMBIER**

1. **NOTICE** is given that a meeting of the Council of the City of Mount Gambier will be held at the Council Chamber, Civic Centre, 10 Watson Terrace, Mount Gambier **on Tuesday, 15 January 2019 at 6.00 p.m.**
2. **NOTICE** is given that the Standing Committees (Committee Room and Level 1 Conference Room) and Council Assessment Panel (Level 1 Conference Room) will meet at the Civic Centre, 10 Watson Terrace, Mount Gambier on the days and dates as follows:

|                                |                                   |
|--------------------------------|-----------------------------------|
| Strategic Standing Committee   | <b>Monday, 11 February 2019</b>   |
| Operational Standing Committee | <b>Tuesday, 12 February 2019</b>  |
| Council Assessment Panel       | <b>Thursday, 21 February 2019</b> |

An agenda for the meeting is enclosed.



**Mark McSHANE**  
CHIEF EXECUTIVE OFFICER

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## **AGENDA OF ORDINARY COUNCIL MEETING**

Meeting to be held at the Council Chamber, Civic Centre, 10 Watson Terrace, Mount Gambier  
on Tuesday, 15 January 2019 at 6.00 p.m.

**PRESENT** Mayor Lynette Martin OAM

Cr Ben Hood  
Cr Steven Perryman  
Cr Sonya Meziniec  
Cr Kate Amoroso  
Cr Max Bruins  
Cr Christian Greco  
Cr Frank Morello  
Cr Paul Jenner

|                         |   |   |                        |
|-------------------------|---|---|------------------------|
| <b>COUNCIL OFFICERS</b> | Chief Executive Officer                   | - | Mr M McShane           |
|                         | General Manager Council Business Services | - | Mrs P Lee              |
|                         | General Manager City Growth               | - | Dr J Nagy              |
|                         | General Manager City Infrastructure       | - | Mr N Serle             |
|                         | Manager Executive Administration          | - | Mr M McCarthy          |
|                         | Manager Development Services              | - | Mrs T Tzioutziouklaris |
|                         | Media and Communications Coordinator      | - | Ms S McLean            |
|                         | Executive Administrative Officer          | - | Mrs F McGregor         |

**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.**

### **1. APOLOGY(IES)**

Apology(ies) received from Cr

That the apology from Cr be received.

Moved: Seconded:

### **2. LEAVE OF ABSENCE**

Nil

### **3. CONFIRMATION OF COUNCIL MINUTES**

Ordinary Meeting held on 18 December 2018.

That the minutes of the Ordinary Council meeting held on 18 December 2018 as attached be confirmed as an accurate record of the proceedings of that meeting.

Moved: Seconded:



**4. MAYORAL REPORT - Ref. AF11/881**

That the Mayoral report made on 15 January 2019 be received.

Moved:

Seconded:

**5. REPORTS FROM COUNCILLORS - Ref. AF11/882**

Member

.....

.....

That the reports made by Councillors on 15 January 2019 be received.

Moved:

Seconded:

**6. QUESTIONS**

**6.1. With Notice**

Nil submitted.

**6.2. Without Notice**

**7. PETITIONS**

Nil

**8. DEPUTATIONS**

Nil

**9. NOTICE OF MOTION TO RESCIND**

Nil

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

|            |  |
|------------|--|
| 08/01/2019 | Limestone Coast Local Government Association (LCLGA) & Queen Elizabeth Park Trust (QEPT) |
|------------|--|

Records of proceedings are attached.

That the Record of Proceedings for the Limestone Coast Local Government Association (LCLGA) & Queen Elizabeth Park Trust (QEPT) Workshop held 8 January 2019 be received and the contents noted.

Moved:

Seconded:



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

Nil submitted.

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

Items referred to the Council Meeting held 18 December 2018.

That the Action Items referred to the Council Meeting held 18 December 2018 be received.

Moved:

Seconded:



### 13. COMMITTEE MINUTES AND RECOMMENDATIONS

#### 13.1. Minutes of Audit Committee - 17 December 2018

That the minutes of the Audit Committee meeting held 17 December 2018 as attached be noted.

Moved:

Seconded:

#### 13.2. Audit Committee Presiding Member - Report No. AR18/52050

- (a) That Audit Committee Report No. AR18/52050 titled '*Audit Committee Presiding Member*' as presented to the Audit Committee on 17 December 2018 be noted.
- (b) The term of office for the position of Audit Committee Presiding Member be 1 year.
- (c) That Cr Mezinec be Presiding Member of the Audit Committee on and from 17 December 2018 subject to endorsement by Council.

Moved:

Seconded:

#### 13.3. Audit Committee Review of Terms of Reference – Report No. AR18/52054

- (a) That Audit Committee Report No. AR18/52054 titled '*Audit Committee - Review of Terms of Reference*' as presented to the Audit Committee on 17 December 2018 be noted.
- (b) That the Audit Committee Terms of Reference (AR18/51413[v6]) be adopted as attached to Audit Committee Report No. AR18/52054.

Moved:

Seconded:

#### 13.4. Quarter One Budget Review for Financial Year ending 30 June 2019 - Report No. AR18/50482

- (a) That Audit Committee Report No. AR18/50482 titled '*Quarter One Budget Review for Financial Year Ending 30 June 2019*' as presented to the Audit Committee on 17 December 2018 be noted.

Moved:

Seconded:

#### 13.5. Control Track Residual Risk Ratings October 2018 - Report No. AR18/43023

- (a) That Audit Committee Report No. AR18/43023 titled '*Control Track Residual Risk Ratings October 2018*' as presented to the Audit Committee on 17 December 2018 be noted.

Moved:

Seconded:



**13.6. Integrated Planning and Budget Framework and Timeline - Report No. AR18/51484**

- (a) That Audit Committee Report No. AR18/51484 titled '*Integrated Planning and Budget Framework and Timeline*' as presented to the Audit Committee on 17 December 2018 be noted.

Moved:

Seconded:

**13.7. Process Improvement - Internal Automation of Property Searches using Workflow - Report No. AR18/51564**

- (a) That Audit Committee Report No. AR18/51564 titled '*Process Improvement - Internal Automation of Property Searches using Workflow*' as presented to the Audit Committee on 17 December 2018 be noted.

Moved:

Seconded:

**13.8. Draft Procurement Framework and Administrative Procedure - Report No. AR18/50683**

- (a) That Audit Committee Report No. AR8/50683 titled '*Draft Procurement Framework and Administrative Procedure*' be noted.
- (b) That the Procurement Framework and Administrative Procedure be marked as final subject to minor changes pending consultation with the Audit Committee and Management Executive Team.

Moved:

Seconded:

**13.9. Internal Financial Controls Procedure Manual - October 2018 Update - Report No. AR18/51334**

- (a) That Audit Committee Report No. AR18/51334 titled '*Internal Financial Controls Procedure Manual - October 2018 Update*' as presented to the Audit Committee on 17 December 2018 be noted.

Moved:

Seconded:





**13.10. Minutes of Council Assessment Panel - 20 December 2018**

That the minutes of the Council Assessment Panel meeting held 20 December 2018 as attached be noted.

Moved:

Seconded:



**14. COUNCIL REPORTS**

Council Reports commence on the following page.



**14.1. Policy Review - S140 Street Numbering - Report No. AR18/47301**

|                                 |   |
|---------------------------------|---|
| <b>COMMITTEE</b>                | Council   |
| <b>MEETING DATE:</b>            | 15 January 2019   |
| <b>REPORT NO.</b>               | AR18/47301  |
| <b>RM8 REFERENCE</b>            | AF18/54   |
| <b>AUTHOR</b>                   | Jo Scheidl  |
| <b>SUMMARY</b>                  | Council’s Street Numbering Policy has been reviewed in accordance with the Policy Review requirements. The resulting Policy is presented for consideration and adoption as attached to this report. |
| <b>COMMUNITY PLAN REFERENCE</b> | Goal 2: Our Location  |
|                                 | Goal 3: Our Diverse Economy   |

**REPORT RECOMMENDATION**

- (a) That Council Report No. AR18/47301 titled ‘*Policy Review - S140 Street Numbering*’ as presented to the Council on 15 January 2019 be noted.
- (b) That Council hereby adopt Council Policy S140 - Street Numbering, as attached to this report.

Moved:

Seconded:



## Background

In January 2014 Council considered Corporate and Community Services Report No. 13/2014 in relation to the review of Corporate and Community Services Policies and resolved:

- (e) *Amalgamation and/or review of remaining Corporate and Community Services Policies continue to be undertaken on a prioritised and periodical basis under the direction of the Corporate and Community Services Committee.*

In accordance with Section 220 of the Local Government Act 1999, Council must assign a number (as part of its primary street address) to all tenancies, buildings or allotments adjoining a public road).

## Discussion

The purpose of this Policy is to state Council's position in regard to the system of numbering of properties along roads within the Council area.

The existence of this Policy will assist in establishing guidelines for numbering of properties along roads.

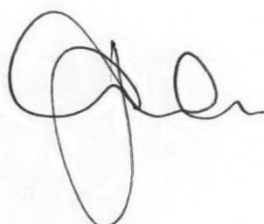
In accordance with this report's resolution, Council's Street Numbering Policy, *S140 Street Numbering*, has been reviewed and is presented for consideration. The reviewed Policy is attached to this report.

## Conclusion

Strategic Standing Committee Report No. AR18/47301 be received and Council's Street Number Policy is recommended for adoption.

## Attachments

[Attachment 1 \(AR18/47270\): Council Policy S140 - Administration - Street Numbering](#)



**Jo SCHEIDL**  
SENIOR RATES OFFICER



**Pamela LEE**  
GENERAL MANAGER COUNCIL BUSINESS SERVICES

15 November 2018  
JMS



**14.2. Review of Valuation and Rating System 2019/2020 Report No. AR18/47647**

|                                 |   |
|---------------------------------|---|
| <b>COMMITTEE</b>                | Council   |
| <b>MEETING DATE:</b>            | 15 January 2019   |
| <b>REPORT NO.</b>               | AR18/47467  |
| <b>RM8 REFERENCE</b>            | AF11/2290   |
| <b>AUTHOR</b>                   | Jo Scheidl  |
| <b>SUMMARY</b>                  | The purpose of this report is to review Council's Valuation and Rating System for the 2019/2020 financial year. |
| <b>COMMUNITY PLAN REFERENCE</b> | Goal 1: Our People  |
|                                 | Goal 3: Our Diverse Economy   |

**REPORT RECOMMENDATION**

- (a) That Council Report No. AR18/47467 titled '*Review of Valuation and Rating System 2019/2020*' as presented to the Council on 15 January 2019 be noted.
- (b) That the rating assumptions and directions referred to in this Report be used to prepare Council's draft Annual Business Plan and draft Budget for 2019/2020 for Council's future consideration.

Moved:

Seconded:



## Background

Following a major review of Council’s Valuation and Rating methodology Council adopted a new rating structure with the following principle elements:

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

## Discussion

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

### 1. Fixed Charge

Council’s fixed charge is currently \$655.20 which continues to raise approximately half (45%) of Council’s overall general rate revenue.

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

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

### 2. Differential General Rates

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

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

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

|                  | <u>Mount Gambier</u><br>2017/2018 | <u>Mount Gambier</u><br>2018/2019 | <u>Metro</u><br>2018/2019 | <u>Rural</u><br>2018/2019 | <u>State</u><br>2018/2019 |
|------------------|-----------------------------------|-----------------------------------|---------------------------|---------------------------|---------------------------|
| Residential      | \$1,145                           | \$1,188                           | \$1,598                   | \$1,399                   | \$1,462                   |
| Fixed Charge     | \$ 630                            | \$ 655                            | \$ 582                    | \$ 398                    | \$ 425                    |
| Average Increase | \$ 44                             | \$ 43                             | \$ 43                     | \$ 40                     | \$ 41                     |

Source: Local Government Association 2018/2019 Rating Survey

### 3. Rate Capping – Residential (Principal Place of Residence)

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



#### 4. Vacant Land Rate Rebate

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

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

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

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

#### 5. Other Rate Relief Options

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

#### 6. Rate Rebates

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

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

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

In the 2018/2019 rating year, Council provided approximately \$169,500 in rate rebates (0.80% of rate revenue) that related to 154 Community Housing properties.

The growth in mandatory rate rebates provided by Council is expected to continue as the State Government divests its social housing to the community housing sector at the expense of Local Government. Council currently has 1,099 South Australian Housing Trust (SAHT) and 19 Aboriginal Housing Authority (AHA) homes collecting a total of \$1,110,768 in rates for the 2018/2019 financial year. Over 4,000 SAHA and AHA properties in South Australia have been transferred to Community Housing with very few properties left in the name of SAHT in the surrounding Council's.

Recent years have seen significant growth in mandatory and discretionary rebates and a corresponding impact to Council's budget as shown in the following table.

| <b>Financial Year</b> | <b>No. of Properties</b> | <b>Value of Rebate</b><br>\$ |
|-----------------------|--------------------------|------------------------------|
| 2014/2015             | 182                      | \$166,000                    |
| 2015/2016             | 185                      | \$177,801                    |
| 2016/2017             | 214                      | \$197,486                    |
| 2017/2018             | 223                      | \$221,159                    |
| 2018/2019             | 235                      | \$237,737 (to 21/11/2018)    |



## Other considerations

### 7. Rate capping

The SA Liberal Party have been steadfast in their belief of a 'Rate Capping' system. This position was one the Liberal Party took to the 2014 State election. October 2018 saw the *Local Government (Rate Oversight) Amendment Bill 2018* before Parliament. The Bill passed through the House of Assembly and is awaiting debate in the Legislative Council. The Essential Service Commission is also progressing its views and position, having published a consultation paper in respect of the finer details of the proposal.

However, the Opposition and certain Legislative Council crossbenchers have indicated that they will not support the Bill. It therefore appears that the Government may not be able to secure a majority of support for the Bill in the Legislative Council, which would put aside rate capping in its current draft form. The Opposition and aforementioned crossbenchers have indicated that instead of rate capping, they will seek to impose other 'oversight' measures upon Local Government. The SA Labor Party's alternative proposal, *Local Government (Ratepayer protection and Related Measures) Amendment Bill 2018*, was received by the House of Assembly and had its first reading on 14 November 2018.

### 8. Lands Titles Office

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

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

Each year the Valuer-General revisits the values of property sold, land divisions, developments and other areas within the City, however, the Valuer-General undertook to complete a full valuation of all properties within South Australia in the current 12 months. To date this full valuation has not eventuated and the impact of this full valuation will be unknown until data is received by Council.

Staffing within Land Services SA remains an issue with only 2 staff members for South East and Riverland regions. Council currently has a large number of 'objections' being processed which may pose a risk to income in the event the processing of the objections remain outstanding.

### 9. Differential Rates on Vacant Land – Proposed Legislative Change

The Hon John Darley has introduced the *Local Government (Differential Rates on Vacant Land) Amendment Bill 2018* into Parliament. In the introduction and first reading speech, he stated that, contrary to the view that higher differential rates for vacant residential land operates as an incentive to build, the *Amendment Bill* is intended to address the belief or concern that, higher differential rates for vacant land is a disincentive or penalty for people, especially young people, who wish to purchase land.

The proposed amendment may reasonably be described as a form of rate capping. The effect of the proposed amendments, if they become law, is that the rate in the dollar to be imposed on vacant land is capped at the residential rate in the dollar. The only circumstances where a council will be able to collect a higher rate in the dollar is where the vacant land has been in the same ownership for 3 years or more.





Council's vacant land rate is currently + 170% on residential land rate.

#### 10. Retirement Villages – Proposed Legislative Change

The Hon John Darley introduced the *Local Government (Fixed Charges) Amendment Bill (Bill)*. This Bill is identical to the one he introduced last year, which did not proceed due to a change in government. Currently, the Act provides that a fixed charge cannot be charged against individual sites in caravan parks, residential parks and marinas. This bill will see retirement villages added to this list.

Council currently has a number of retirement villages with the two largest being:

- Woodland Retirement Village; and
- Hallmont Retirement Village.

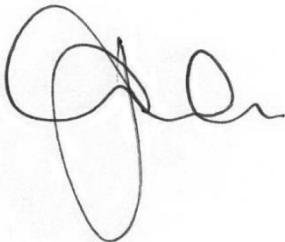
The retirement villages are each on one title with residents being given a licence to occupy by way of a contract. The Bill assumes councils provide no services within retirement villages. Council currently provides Waste Bin collection, maintains recreational reserves, street sweeping and beautification to the 401 properties within these villages.

It is important to note council rates are a charge on the land not a 'service' tax.

The total fixed charge revenue from these two properties is \$262,735pa for the 2018/2019 financial year (i.e. \$655.20 x 401 properties).

#### Conclusion

The rating assumptions and directions referred to in this Report are recommended to Council for consideration for use in preparing Council's draft Annual Business Plan and draft Budget for the 2019/2020 financial year.



**Jo SCHEIDL**  
SENIOR RATES OFFICER



**Pamela LEE**  
GENERAL MANAGER COUNCIL BUSINESS SERVICES

11 December 2018  
JMS



**14.3. Mount Gambier Community RSL Discretionary Rate Rebate Expiry 30/06/2019 - Report No. AR18/48423**

|                                 |   |
|---------------------------------|---|
| <b>COMMITTEE</b>                | Council   |
| <b>MEETING DATE:</b>            | 15 January 2019   |
| <b>REPORT NO.</b>               | AR18/48423  |
| <b>RM8 REFERENCE</b>            | AF11/823  |
| <b>AUTHOR</b>                   | Jo Scheidl  |
| <b>SUMMARY</b>                  | Mount Gambier Community RSL Discretionary Rebate to Cease 30/6/2019 |
| <b>COMMUNITY PLAN REFERENCE</b> | Goal 1: Our People  |

|  |
|--|
| <b>REPORT RECOMMENDATION</b>   |
| <p>(a) That Council Report No. AR18/48423 titled '<i>Mount Gambier Community RSL Discretionary Rebate to Cease 30/6/2019</i>' as presented to the Council on 15 January 2019 be noted.</p> <p>(b) That Council communicate with the Mount Gambier Community RSL and should the RSL wish to secure a further rebate of rates, the request be made to Council in writing before 1<sup>st</sup> February, 2019 and include evidence to support the request.</p> |

Moved:

Seconded:



## Background

Representatives of the Mount Gambier Community RSL Committee met with the Mayor, Andrew Lee on Friday 6 October, 2017 advising the Mount Gambier Community RSL was experiencing a period of financial hardship and requested Council give consideration to providing financial assistance to support the committee on a path to financial recovery.

The Mount Gambier Community RSL is a registered not for profit organisation that provides support to returned veterans and their families by offering care, financial assistance and advocacy, along with commemorative services which provide occasion for all generations of the community to come together and show their respect for the fallen members of the armed services.

Additionally, the Mount Gambier Community RSL supports the Lower South East Legacy Group who provide assistance to widows/widowers and children of deceased ex-servicemen and women, including education and housing and financial assistance.

As a result of the Mount Gambier Community RSL Committee's request, Council moved the following resolution for report AR17/41827 as follows:

### 14.3 Mount Gambier Community RSL Discretionary Rate Rebate Report No. AR17/41827

- (a) That Council Report No. AR17/41827 titled '*RSL Discretionary Rate Rebate*' as presented to the Council on 17 October 2017 be noted.
- (b) That Council agree to a discretionary rate rebate for the RSL Assessment Numbers 1191/2884/13760 commencing from 1 July 2017 of 50% on each of the rateable areas over a 2 year period to be reviewed at the conclusion of the 2 year period.

## Discussion

In accordance with the Local Government Act Section 166(1)(j) a Council may grant a rebate of rates or service charges 'where the land is being used by an organisation which, in the opinion of the Council, provides a benefit or service to the local community'.

Within this respect, Council might consider the business/commercial activities conducted by the Mount Gambier Community RSL and the extent of community need/benefit arising from the RSL.

To help inform Council's consideration, the following assistance has been provided over the last two financial years:

| Assessment   | Property address  | Occupier | Total rates 2017/2018          | Cost to Council 2017/2018 | Total rates 2018/2019 | Cost to Council 18/19 |
|--------------|-------------------|----------|--------------------------------|---------------------------|-----------------------|-----------------------|
| 1191         | 23 Ferrers Street | Carpark  | \$2,863.37                     | \$1,431.69                | \$3,069.26            | \$1,534.63            |
| 2884         | 18 Sturt Street   | Museum   | Sold<br>25/1/2018<br>\$275,000 | Part<br>\$326.95          | N/A                   | N/A                   |
| 13760        | 16 Sturt Street   | RSL      | \$20,389.75                    | \$10,194.88               | \$20,325.07           | \$10,162.54           |
| <b>Total</b> |                   |          | <b>\$23,253.12</b>             | <b>\$11,953.52</b>        | <b>\$23,394.33</b>    | <b>\$11,697.17</b>    |



## Conclusion

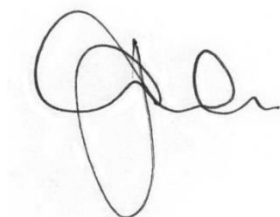
It is not Council's role to provide financial assistance to a commercial activity, given the purpose of the original Mount Gambier Community RSL and the support that it provides to the community, Council resolved to assist the committee establish a path to financial recovery for a period of 2 years.

However, communicating with the RSL to determine whether they wish to request a further discretionary rebate on rates will provide evidence for Council to determine if they wish to:

- Not endorse a further discretionary rate
- Allow a partial rebate
- Endorse a further discretionary rate.

## Attachments

Nil



**Jo SCHEIDL**  
SENIOR RATES OFFICER



**Pamela LEE**  
GENERAL MANAGER COUNCIL BUSINESS SERVICES

22 November 2018  
JMS



**14.4. WIN TV John Watson Drive – Grant of Easement - Report No. AR18/49656**

|                                 |   |
|---------------------------------|---|
| <b>COMMITTEE</b>                | Council   |
| <b>MEETING DATE:</b>            | 15 January 2019   |
| <b>REPORT NO.</b>               | AR18/49656  |
| <b>RM8 REFERENCE</b>            | AF14/196  |
| <b>AUTHOR</b>                   | Michael McCarthy  |
| <b>SUMMARY</b>                  | This report recommends a grant of easement in favour of the WIN TV site located on John Watson Drive for vehicle access and car parking purposes. |
| <b>COMMUNITY PLAN REFERENCE</b> | Goal 3: Our Diverse Economy   |

**REPORT RECOMMENDATION**

- (a) That Council Report No. AR18/49656 titled '*WIN TV John Watson Drive - Grant of Easement*' be noted.
- (b) That an easement for a 'Right of Way' and car parking purposes be granted in favour of the WIN TV site at John Watson Drive (Lot 100 in DP 22115 CT5297/483 and Lot 5 in DP 6459 CT 5618/338) over portion of the adjacent Council owned (community) land (Section 78 in Hundred 420200 CT 5836/64) as shown in the plan attached to Report No. AR18/49656 for consideration as determined in accordance with resolution (c).
- (c) That the consideration offer of \$5,000 (+GST) for the grant of easement in resolution (b) be accepted noting the value estimate in Report No. AR18/49656 being less than \$25,000.  
**or**  
 That the grant of easement in resolution (b) be offered for consideration of \$\_\_\_\_\_ (+GST) noting the value estimate in Report No. AR18/49656 being less than \$25,000.  
**or**  
 That an independent valuation be obtained to determine an appropriate market value for the consideration value of the grant of easement in resolution (b)
- (d) That the Chief Executive Officer and Mayor be authorised to prepare, execute and affix the Council Seal to any documentation necessary to give effect to the grant of easement and any associated administrative activities in accordance with resolution (b).
- (e) That the applicant be responsible for all costs and arrangements associated with the grant of easement and activities required by resolutions (b) - (d) including any expenses incurred by Council in association with the matter, with the exception of the engagement of a Valuer (if necessary) which shall be arranged by Council at the applicant's cost.

Moved:

Seconded



## Background

The WIN TV site located at 51-59 John Watson Drive is comprised of 2 allotments with severely restricted road access due to the topography and placement of existing infrastructure within the land parcels.

Since local news production ceased in February 2013 WIN TV have attempted to progress with some alternate uses and development of the John Watson Drive site which in each case have been complicated by (amongst other things) the restricted site access and car parking.

Discussions with WIN TV over this period have resulted in a number of proposals to solve their access and parking problems. A grant of easement is considered the most appropriate to provide ongoing tenure that would be satisfactory from a planning, development and a community perspective.

## Discussion

Access to the WIN TV site is currently over a car park and driveway located on Council owned (community) land which forms part of the Lake Terrace East Cemetery. In the past this access had been formalised by a lease to WIN TV which expired in 2008.

As community land, any lease must be permitted by the relevant Community Land Management Plan but for the Lake Terrace Cemetery this is not the case. Considering the likely development activity that would occur, it would be appropriate for more permanent tenure to be granted.

A sale and transfer of the relevant land would provide a permanent solution; however to ensure orderly development the creation of an allotment would reduce the road frontage and access to the cemetery from John Watson Drive and would also restrict public parking at this location. Further, a sale first requires the revocation of the community land classification of the relevant portion of the cemetery involving public consultation and Ministerial approval and is unlikely to gain the necessary support.

Section 201(2)(d) of the Local Government Act 1999 provides that a Council may grant an easement (including a right of way) over community land. An easement is a real property instrument of an enduring nature that may be registered on the title of both the land affected and the land which has the benefit of the easement. A registered easement is accepted from a planning perspective (in the case of an easement for access or car parking – as proposed) and being attached to the land is also an acceptable form of tenure for developers/purchasers and financial institutions.

Notwithstanding all of the above, the administrative requirements for a grant of easement are similar to a grant of lease, without the ongoing management and renewal (and uncertainty) over the term(s) of the lease and any dealings arising from change in property ownership (of the WIN TV site).

In the circumstances a grant of easement over the car park and driveway access seem the most appropriate and simple method of granting ongoing access and car parking to the WIN TV site.

Importantly, the grant of an easement would not unreasonably restrict the continued public use of the land for the same purpose, noting that the grantee would obtain exclusivity of certain car parks.

Should Council consider it appropriate to accommodate the request from WIN TV, it would need to also consider the consideration (value) associated with the transaction and the payment of any associated costs. Preliminary estimate of administration costs for a grant of easement is in the range of \$5,000 - \$10,000 taking into account the necessary surveying, plan drafting and lodgment fees.



WIN TV have made an offer of \$5,000 (+GST) for the grant of easement. Council should note that this would be a one-off payment, with WIN TV also retaining responsibility for the ongoing care and maintenance of their interest (including any future capital replacement/upgrade)

The value of the easement may warrant the engagement of an independent valuation in accordance with Council's Procurement and Disposal of Land and Assets Policy P420 noting that the policy includes an exemption from this requirement where a value estimation of less than \$25,000 has been prepared and documented.

A cursory assessment of the proposed grant of easement indicates an approximate area up to 700 square metres. Taking into account the per square metre site values for the WIN TV (\$128/sqm) and Lake Terrace Cemetery (\$8.50/sqm) sites, a value estimation of less than \$25,000 for the grant of easement would be reasonable.

Note that an easement is a partial interest in land and the determination of an appropriate discount factor is a subjective assessment generally proportionate to the full land value and restriction it imposes on the subject land, being part of the cemetery site already developed for the same car parking and driveway purposes.

### **Conclusion**

In this instance the offer of \$5,000 (+GST) is presented as being a fair and reasonable value for the proposed grant of easement with the applicant paying all costs associated with establishing the easement.

Should Council determine the grant of the easement request from WIN TV is endorsed, this report presents recommendations to authorise the grant and execution of necessary documentation, as well as several options for determination of the value of consideration for the grant.

Council may determine to impose a value consideration, to engage an independent valuer at the applicants cost, or to accept the offer received from the applicant noting the value estimate contained in the report does not exceed \$25,000 in accordance with the policy exemption in Policy P420.

Should Council require further information prior to authorising administration to proceed with the grant of easement, it may determine to conditionally resolve recommendation (b), (c) and (e) pending a further report on the consideration value and grant of easement plan.

### **Attachments**

[Attachment 1 \(AR19/1341\): Proposed Grant of Easement Diagram](#)



**Michael McCARTHY**  
MANAGER EXECUTIVE ADMINISTRATION





**Mark McSHANE**  
CHIEF EXECUTIVE OFFICER

7 January 2019  
MMcC





**14.5. Endorsement of Council Representatives to Outside Bodies and Organisations  
Report No. AR19/769**

|                                 |   |
|---------------------------------|---|
| <b>COMMITTEE</b>                | Council   |
| <b>MEETING DATE:</b>            | 15 January 2019   |
| <b>REPORT NO.</b>               | AR19/769  |
| <b>RM8 REFERENCE</b>            | AF11/854  |
| <b>AUTHOR</b>                   | Michael McCarthy  |
| <b>SUMMARY</b>                  | This report presents nominations and recommendations for Council representatives to outside bodies and organisations. |
| <b>COMMUNITY PLAN REFERENCE</b> | Goal 1: Our People  |
|                                 | Goal 2: Our Location  |
|                                 | Goal 3: Our Diverse Economy   |
|                                 | Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage  |

**REPORT RECOMMENDATION**

- (a) That Council Report No. AR19/769 titled '*Endorsement of Council Representatives to Outside Bodies and Organisations*' as attached be noted.
- (b) The number of nominations received not exceeding the available positions and there being no other nominations received, that the following are endorsed as Council's uncontested nominee/appointee to the following positions:

Advisory Groups:

**Australia Day Awards Selection Panel**

Cr Amoroso is endorsed as Council nominee for the Australia Day Awards Selection Panel Advisory Group.

**Australia Day Breakfast**

Cr Amoroso is endorsed as Council nominee for the Australia Day Breakfast Advisory Group.

**Mount Gambier Community Mayor's Christmas Appeal**

Cr Amoroso is endorsed as Council nominee for the Mount Gambier Community Mayor's Christmas Appeal Advisory Group.

**Mount Gambier Christmas Parade**

Cr Amoroso is endorsed as Council nominee for the Mount Gambier Christmas Parade Advisory Group.

**Mount Gambier Youth (YAG)**

Cr Amoroso is endorsed as Council nominee for the Mount Gambier Youth (YAG).



**Seniors Month**

Cr Amoroso is endorsed as Council nominee for the Seniors Month Advisory Group.

**Joint Boundary Roads - with DC Grant**

Cr Amoroso is endorsed as Council nominee for the Joint Boundary Roads Advisory Group.

Council External Positions**Queen Elizabeth Park Trust (QEPT)**

There being 2 available position Cr Bruins and Cr Amoroso be endorsed as Council nominees for the Queen Elizabeth Park Trust.

**National Disability Insurance Scheme Reference Group**

Cr Amoroso is endorsed as Council nominee for the National Disability Insurance Scheme Reference Group.

**Limestone Coast Violence Against Women Collaboration**

Cr Amoroso is endorsed as Council nominee for the Limestone Coast Violence Against Women Collaboration.

LCLGA Committees / Working Groups**Roads & Transport Working Group**

Cr Amoroso is endorsed as Council nominee for the LCLGA Roads and Transport Working Group.

**Tourism Management Group**

Cr Amoroso is endorsed as Council nominee for the LCLGA Tourism Management Group.

LCLGA Outside Organisation Appointments**South East Natural Resources Management Board**

Cr Amoroso is endorsed as Council nominee for the South East Natural Resources Management Board.

**Green Triangle Freight Action Plan – Implementation Management Group**

Cr Amoroso is endorsed as Council nominee for the Green Triangle Freight Action Plan – Implementation Management Group.

**Limestone Coast Community Services Roundtable**

Cr Amoroso is endorsed as Council nominee for the Limestone Coast Community Services Roundtable.

- (c) The number of nominations received exceeding the available positions a secret ballot be conducted in accordance with resolution (e) i – v to determine the Council endorsed nominee/appointee for the following positions:

Advisory Groups:**Mount Gambier Aquatic Centre Advisory Group**

Nominee: Cr Morello  
Nominee: Cr Amoroso.

Council External Positions:**Mount Gambier & District Airport (DC Grant s41) Committee**

Nominee: Cr Hood  
Nominee: Cr Amoroso.

**Health Advisory Council**

Nominee: Cr Morello  
Nominee: Cr Amoroso.

**Tourism Mount Gambier**

Nominee: Cr Perryman  
Nominee: Cr Amoroso.



LCLGA Committees / Working Groups**Limestone Coast Economic Diversification Group**

Nominee: Cr Perryman

Nominee: Cr Morello

Nominee: Cr Amoroso.

**Limestone Coast Climate Adaptation Committee**

Nominee: Cr Amoroso

Nominee: Cr Jenner

**Regional Waste Management Steering Committee**

Nominee: Cr Jenner

Nominee: Cr Amoroso.

**Regional Sport and Recreation Advisory Group**

Nominee: Cr Morello

Nominee: Cr Amoroso.

LCLGA Outside Organisation Appointments**Regional Development Australia Limestone Coast**

Nominee: Cr Morello

Nominee: Cr Amoroso.

- (d) To be determined at the meeting (if/as determined by Council) for the following positions:

LCLGA Outside Organisation Appointments

- South East Zone Emergency Management Committee
- Limestone Coast Zone Emergency Centre Committee
- Limestone Coast Bushfire Management Committee
- Southern Border Fire Coordination Association
- Local Government Association of SA Board
- SAROC.

- (e) For positions in resolution (c) or (d) where the number of nominations exceeds the available positions, the secret ballot election process to determine the candidate endorsed as Council's nominee be conducted in accordance with i – v as follows:
- i. The successful candidate(s) will be the candidate(s) with the highest number of votes.
  - ii. Where two or more candidates have an equal number of votes one of those candidates will be determined as successful from a drawing of lots by the Returning Officer. The first name drawn shall be the successful candidate.
  - iii. The Chief Executive Officer be appointed Returning Officer for the election.
  - iv. Upon the completion of the election, the Returning Officer be authorised to declare the successful candidate(s) elected to the relevant position.
  - v. Upon the declaration of the Returning Officer each of the candidates named be appointed to/nominated for the relevant position.
- (f) The expiry or term of any appointment made in accordance with resolutions (b), (c), (d) and (e) shall be determined by the external appointing body and shall not extend beyond the next general or periodic City of Mount Gambier election except to give effect to legislative provisions or where a fixed term appointment has been made by the external appointing body in accordance with its own governing rules.

Moved:

Seconded



## Background

Historically, Council has received requests to appoint or nominate a representative to an external organisation or body. Representatives may be drawn from the Elected Membership, Council Officers, or from the wider community depending upon the nature and purpose of the position.

Item 27 of Council's 22 November 2018 Statutory Committee and discussion at subsequent Elected Member Workshops anticipated a call for nominations and presentation of the same to the January 2019 Council meeting.

Information on available positions and a Nomination Form were distributed to Elected Members in December 2018 for completion and return in the first week of January 2019.

## Discussion

At the time of writing this report, Member nominations had been received for the following positions:

### Advisory Groups:

**Australia Day Awards Selection Panel**

Nominee: Cr Amoroso

**Australia Day Breakfast**

Nominee: Cr Amoroso

**Mount Gambier Community Mayor's Christmas Appeal**

Nominee: Cr Amoroso

**Mount Gambier Christmas Parade**

Nominee: Cr Amoroso

**Mount Gambier Youth (YAG)**

Nominee: Cr Amoroso

**Seniors Month**

Nominee: Cr Amoroso

**Mount Gambier Aquatic Centre Advisory Group**

Nominee: Cr Morello

Nominee: Cr Amoroso

**Joint Boundary Roads - with DC Grant**

Nominee: Cr Amoroso.

### Council External Positions:

**Queen Elizabeth Park Trust (QEPT)**

Nominee: Cr Bruins

Nominee: Cr Amoroso

**Mount Gambier & District Airport (DC Grant s41) Committee**

Nominee: Cr Hood

Nominee: Cr Amoroso

**Health Advisory Council**

Nominee: Cr Morello

Nominee: Cr Amoroso

**Tourism Mount Gambier**

Nominee: Cr Perryman

Nominee: Cr Amoroso

**National Disability Insurance Scheme Reference Group**

Nominee: Cr Amoroso



**Limestone Coast Violence Against Women Collaboration**

Nominee: Cr Amoroso.

**LCLGA Committees / Working Groups** (Current Council Officer Representatives listed)**Roads & Transport Working Group** (Mr Daryl Morgan)

Nominee: Cr Amoroso

**Limestone Coast Economic Diversification Group** (CEO Mark McShane)

Nominee: Cr Perryman

Nominee: Cr Morello

Nominee: Cr Amoroso

**Regional Waste Management Steering Committee** (Mr Nick Serle)

Nominee: Cr Jenner

Nominee: Cr Amoroso

**Limestone Coast Climate Adaptation Committee** (Ms Barbara Cernovskis)

Nominee: Cr Amoroso

Nominee: Cr Jenner

**Tourism Management Group** (Ms Donna Foster)

Nominee: Cr Amoroso

**Regional Sport and Recreation Advisory Group** (Mrs Ashlea Watson)

Nominee: Cr Morello

Nominee: Cr Amoroso.

**LCLGA Outside Organisation Appointments****South East Natural Resources Management Board**

Nominee: Cr Amoroso

**Green Triangle Freight Action Plan – Implementation Management Group**

Nominee: Cr Amoroso

**Limestone Coast Community Services Roundtable**

Nominee: Cr Amoroso

**Regional Development Australia Limestone Coast**

Nominee: Cr Morello

Nominee: Cr Amoroso.

No other information was provided in support of the nominations received.

Nominations were received for Council Officers to represent Council for two positions. These nominations are not included above or in report recommendations. Should Council not endorse a Member representative (or to support a Council endorsed Member representative) the Chief Executive Officer will ensure adequate representation by Council Officers at relevant forums.

No nominations were received for the following LCLGA outside organisation positions:

- South East Zone Emergency Management Committee
- Limestone Coast Zone Emergency Centre Committee
- Limestone Coast Bushfire Management Committee
- Southern Border Fire Coordination Association
- Local Government Association of SA Board
- SAROC.

It is not essential for Council to endorse a nominee/appointee to any position, however it may now review the nominations received, the positions for which no nominations were received and consider the endorsement of nominees for various positions; noting that:



- Whilst Council may nominate a representative for an external position, it will be at the discretion of the relevant group, body or organisation to accept or appoint any nominees.
- Upon appointment to an external body / organisation, the appointee will be responsible under the relevant terms, rules, constitution and/or legislation of that body / organisation.
- External bodies / organisations are not part of Council and appointees are not considered to be conducting Council business whilst acting in their appointed capacity. Accordingly:
  - Appointees will not have the same protections (e.g. insurances, cost re-imburement) that the conduct of ordinary Council business attract.
  - Appointees may have material (or actual or perceived) conflicts of interest with matters associated with that body / organisation at a meeting of Council or Council Committee.

Accordingly, Council may not have the capacity to direct their endorsed representative in carrying out their duties of their appointed position; and may not be able to withdraw or replace the Council endorsed nominee following appointment by the external body or organisation, which appointment may be for a fixed term or until a replacement representative is sought from Council.

### **Conclusion**

This report presents Member nominations received for various external positions and those for which no nominations were received for consideration by Council.

The report recommendations include the endorsement of nominees where the number of nominees does not exceed the number of positions available and to conduct a secret ballot to determine the endorsed nominee where the nominations exceed the available position.

### **Attachments**

Nil



**Michael McCARTHY**  
MANAGER EXECUTIVE ADMINISTRATION



**Pamela LEE**  
GENERAL MANAGER COUNCIL BUSINESS SERVICES

8 January 2019  
MMcC



**14.6. Mount Gambier Bowls Club - Vansittart Park - Proposed Canopy over 'B Green' Report No. AR19/390**

|                                 |  |
|---------------------------------|--|
| <b>COMMITTEE</b>                | Council  |
| <b>MEETING DATE:</b>            | 15 January 2019  |
| <b>REPORT NO.</b>               | AR19/390   |
| <b>RM8 REFERENCE</b>            | AF11/1452  |
| <b>AUTHOR</b>                   | Michael McCarthy   |
| <b>SUMMARY</b>                  | A report for Council to consider, as landowner, a proposal for the construction of a canopy over 'B Green' at Vansittart Park by the Mount Gambier Bowls Club Inc. |
| <b>COMMUNITY PLAN REFERENCE</b> | Goal 1: Our People   |
|                                 | Goal 2: Our Location   |
|                                 | Goal 3: Our Diverse Economy  |
|                                 | Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage   |

|   |
|---|
| <b>REPORT RECOMMENDATION</b>  |
| <p>(a) That Council Report No. AR19/390 titled '<i>Mount Gambier Bowls Club Inc. - Vansittart Park - Proposed Canopy over "B Green"</i>' as attached be noted.</p> <p>(b) That the Mount Gambier Bowls Club Inc. be advised:</p> <ul style="list-style-type: none"> <li>- Council as Landowner does not support the proposed construction of a canopy over 'B Green' and will not support the development in its current form.</li> <li>- Council's favourable consideration of an alternative proposal will be subject to: <ul style="list-style-type: none"> <li>o Mount Gambier Bowls Club Inc. engaging and obtaining design advice and a suitable alternative proposal from an appropriately qualified professional with experience in public realm development for sporting use; and,</li> <li>o An alternate proposal complimenting the character of the subject locality and providing a place suitable for the proposed use; and,</li> <li>o Conditional upon development approval being granted to the alternate proposal.</li> </ul> </li> </ul> |

Moved:

Seconded



## Background

Vansittart Park is owned by the City of Mount Gambier subject to a historical Trust and is community land contained within a Community Land Management Plan in accordance with the provisions of the Local Government Act 1999.

Portion of Vansittart Park is leased to the Mount Gambier Bowls Club Incorporated.

This leased portion is comprised of land located on the south western corner of Vansittart Park with road frontage to Victoria Terrace and Commercial Street West. A clubroom building with associated car parking and three bowling greens are located within the leased area.

The current lease is for a five year period that commenced on 1 July 2016 and expires at midnight on 30 June 2021. The permitted use of the land is for the sport of lawn bowling and activities associated with and supportive of the Lessee's use for the sport of lawn bowling.

## Discussion

The Mount Gambier Bowls Club Inc. have lodged a Development Application (DA381/0315/2018) with Council to construct a canopy/shelter over 'B Green' on the site of the bowling club. The canopy is to provide an all-weather cover to enable bowls to be played on the green all year round.

As the canopy is to be constructed on Council land which is leased to the Mount Gambier Bowls Club Inc. the matter is referred to Council for consideration and input.

The canopy as proposed is to be:

- 39 metres wide by 40 metres in length, with a total area of 1560 m<sup>2</sup>
- 6.0 metres in total height
- 4.0 metre wall height
- Constructed using Colorbond® material, with a 'mist grey' coloured façade
- The southern wall is to be constructed using rendered stone
- 16 fabric roll up curtains are to be installed along the western and eastern walls of the canopy (8 on each side)
- The setback of the canopy to Commercial Street West is to be approximately 6.4 metres.

The lease agreement (Clause 10.3) enables the lessee to carry out alterations and additions to the premises but the lessee must provide full details of the proposed alterations and additions to Council. Council may make suggestions as to the intended alteration and additions.

As the leased land is Community Land a Community Land Management Plan applies to the land. The Community Land Management Plan identifies that Vansittart Park is: *a large recreational reserve within the City Centre area providing for a wide range of passive and active recreation and including the Mount Gambier and District War Memorial, other memorials and substantial garden area. The purpose of this land is to:*

- *Provide for a wide range of active and passive recreation pursuits which cater for a wide cross section of the community*
- *Provide regionally significant sporting facilities and playground facilities*
- *Provide a regionally significant War Memorial and other appropriate memorials.*

Vansittart Park is located within the Residential Zone and the Mount Gambier (City) Historic (Conservation) Policy Area. Vansittart Park is also identified as a place of Local Heritage Value, with the local heritage listing specifically identifying:





*“Rotunda, Memorial Gates, Garden and Grandstand, Vansittart Park external form, details, materials and all identified historic elements in the Park, including entrance gates, war memorial, rotundas, grandstand, Score box, canteen and other elements. All mature trees and planting are including in the listing.”*

The purpose, objectives and proposal for management of Vansittart Park in the Community Land Management Plan specifically provides:

- To recognise the significant historical value of the site and the precinct
- Provide for new infrastructure from time to time, with site infrastructure having regard to the heritage value of the location.

And also:

- To provide regionally significant sporting facilities and playground facilities
- To provide sporting and recreational opportunities to the wider community
- To provide high quality facilities
- Provide the reserve for a variety of sporting events and encourage multi use of the area.

Should Council as Landowner support the development as proposed, the Development Application will be referred to the Council Assessment Panel (CAP) for consideration, assessment against the provisions of the Development Plan and a decision being made.

There are significant concerns that the development, as proposed will detrimentally detract from the character, amenity and appearance of Vansittart Park as well as the locality within which the canopy will be sited.

The canopy size, proposed setback and enclosed nature of the development will block important views and vistas and become the dominant built form within the subject locality. It does not compliment nor reflect the pattern of existing development and will detract from the existing character of the subject locality. The canopy is not recommended for support in the form as submitted to Council.

There are also concerns that the proposed canopy has not been designed to create a suitable indoor space enabling human enjoyment and use of the space. The interior space is likely to have an oppressive character due to the very low trusses and roof relative to the roof span. In summer low steel roofs create an uncomfortable environment with roof surfaces radiating heat at close range directly onto the users. Heat gain from skylights and radiation will also be trapped by the curved roof form. A higher roof and alternative roof treatments can overcome these issues.

The Lease Agreement, Community Land Management Plan, plans of the proposed development, supporting letter from the Mount Gambier Bowls Club Inc. and advice from the Heritage Adviser are provided as attachments to this report for Members information.

## **Conclusion**

The canopy as proposed for 'B Green' at Vansittart Park is not considered:

- An appropriate form of development to be constructed within Vansittart Park
- To create a useable and comfortable space for people.

This report recommends that Council object strongly to the proposed development on the basis of the current design and Vansittart Park not being a suitable location within the City for such a facility.

However, should Council support the proposed covering of the 'B Green' at Vansittart Park to create an all-weather facility. It is recommended that the Mount Gambier Bowls Club Inc. be advised to



engage and obtain design advice from a suitably qualified and experienced professional (i.e. an architect with experience with this type of development) to design an appropriate structure which compliments the character of the subject locality and provides a place suitable for the proposed use.

Attachments

- Attachment 1 (AR17/1256): Lease Agreement for Portion of Vansittart Park*
- Attachment 2 (AR11/2184): Community Land Management Plan - Vansittart Park*
- Attachment 3 (PR18/9294): Plans of the Proposed Development*
- Attachment 4 (PR18/9292): Supporting letter from Mount Gambier Bowls Club Inc.*
- Attachment 5 (AR18/48347): Advice received from the Heritage Advisor*



**Michael McCARTHY**  
MANAGER EXECUTIVE ADMINISTRATION



**Mark McSHANE**  
CHIEF EXECUTIVE OFFICER



**14.7. South East Animal Welfare League Request for Additional Funding Report No. AR18/1952**

|                                 |  |
|---------------------------------|--|
| <b>COMMITTEE</b>                | Council  |
| <b>MEETING DATE:</b>            | 15 January 2019  |
| <b>REPORT NO.</b>               | AR19/52  |
| <b>RM8 REFERENCE</b>            | AF18/441   |
| <b>AUTHOR</b>                   | Dr Judy Nagy   |
| <b>SUMMARY</b>                  | This report provides an update for a previous report responding to a request by the South East Animal Welfare League for an increase in funding outside the terms of the current agreement with Council. |
| <b>COMMUNITY PLAN REFERENCE</b> | Goal 1: Our People   |

**REPORT RECOMMENDATION**

- (a) That Council Report No. AR19/52 titled '*South East Animal Welfare League Request for Additional Funding*' as presented to the Council on 15 January 2019 be noted.
- (b) That Council continue with the existing funding arrangements with the South East Animal Welfare League in conjunction with the District Council of Grant until the expiry of the agreement in June 2019.
- (c) That the South East Animal Welfare League be notified of the outcome in writing.
- (d) That Council conduct a workshop to consider how the issues of animal control and impound requirements may be handled after the expiry of the current agreement with the South East Animal Welfare League in June 2019.

Moved:

Seconded



## Background

The South East Animal Welfare League (SEAWL) receives funding contributions for operations via an agreement between the SEAWL, the District Council of Grant and the City of Mount Gambier (COMG). The agreement is for 5 years and concludes in June 2019. The agreement provides that COMG will contribute \$28,600 that is adjusted by CPI each year and also allows for impound fees per dog to be retained by SEAWL.

Since this agreement was put in place, SEAWL has made two further requests for funding.

The first funding requested was in June 2016 when a request for \$350,000 as a capital contribution towards a \$1.7 million facility upgrade was proposed. Council agreed to consider this request during budget deliberations with the request unable to be met.

The second funding request was in May 2018 where the SEAWL requested an increase in operational funding as part of Council's Annual Business Plan and Budget consultation process. The request sought an increase in funding to \$100,000 per annum.

On 18 September 2018, Council resolved the following:

### 13.19 Update to South East Animal Welfare League Request for Additional Funding - Report No. AR18/33958

- (a) That Operational Standing Committee Report No. AR18/33958 titled '*Update to South East Animal Welfare League Request for Additional Funding*' as presented to the Operational Standing Committee on 11 September 2018 be noted.
- (b) That the South East Animal Welfare League be advised that the matter of a request for an increase in funding outside the parameters of the existing agreement will be referred to the incoming Council for deliberation following the November 2018 elections.

## Discussion

Since 2014 when the agreement for SEAWL operational funding was put in place, there have been significant changes to the way in which local government deals with animal control. This has resulted in reductions in dog impounds that are predicted to further decrease over the coming year.

South East Animal Welfare League presented at a Special Meeting of Council on 22 May 2018 for 2018/19 Budget discussions requesting an additional funding amount of \$100,000. No changes were made to the budget as a result of the presentation and funding allocation to the SEAWL was not increased.

The information noted below was then presented at a Council workshop on 31 July 2018 for consideration:

- A significant factor in the reduction of dog impounds has been the impact of social media in reuniting dogs that have strayed through public publicity before animals are impounded.
- New State Government controls which have centralised animal registrations through *Dog and Cats Online* commenced 1 July 2018. This has placed requirements on owners to have their dogs and cats desexed and microchipped and allows for easier identification of animals



so they can be reunited with their owners. A very successful Council campaign promoting this responsible pet behavior resulted in a further 1300 animals being microchipped.

- In 2017/18 the number of dog impounds has declined and our staff predict a further decline in impounds for the coming year of 25% taking the number of impounds down from a figure of 169 (pre 2014) to between 60-75 in 2018/19.
- SEAWL audit report notes confirm the following:

*A drop in Pound income from \$18,723 (2016) to \$9829 (2017) is the result of the number of dogs being returned to owners by Councils as more are registered and microchipped.*

The following table provides details that suggest the cost to ratepayers of dog impounds under the current funding model is increasing and will continue to increase in 2018/19.

It should be noted that the current agreement does not include the impounding of cats for Council.

|                                | 3 Year Average Prior to 2013/14 | 2014/15  | 2015/16  | 2016/17  | 2017/18  | Predicted 2018/19 | SEAWL Request 2018/19 |
|--------------------------------|---------------------------------|----------|----------|----------|----------|-------------------|-----------------------|
| <b>Impounds</b>                | 146                             | 151      | 141      | 146      | 95       | 60-75             | 60-75 estimated       |
| <b>Costs to Council *</b>      | \$14,000                        | \$28,600 | \$28,915 | \$29,117 | \$32,669 | \$33,322          | \$100,000 requested   |
| <b>Cost to Council per dog</b> | \$95                            | \$189    | \$205    | \$199    | \$344    | \$476 (70)        | \$1,428 (70)          |

\*Excluding impound fees income to SEAWL

A number of options were presented at the workshop and discussion favored the following option in conjunction with seeking additional information from SEAWL:

Make no change and see out the terms of the existing agreement to the end of June 2019.

- This will allow Council to determine what impact the new DACO system has on the need for impounds which is predicted to decline further.
- Provides opportunities for SEAWL to consider a new operating model that will also factor in a reduction in impounds in their business plans.
- Council will need further data to consider other options it may wish to pursue.

Additional information was requested from SEAWL, including the following issues with key responses and figures noted from the organisation.

**1. Audited financial reports for the last three years up to and including 2017/2018.**

- a. Assets include 5 investment accounts, a redevelopment account and one main bank account.

**2. Details about the numbers of animal received and the outcomes for the same for last three years.**

- a. The figures from SEAWL below are for total dogs that include District Council of Grant impounds, Wattle Range Council impounds and general surrendered animals.



- b. Council has no agreement with SEAWL for cats and the numbers of cats that SEAWL deal with per year is consistently around 135 per year.

**3. On a weekly basis how many volunteers are rostered and for what tasks.**

While tasks were identified and the question of numbers of volunteers was given as variable with hours contributed calculated.

**4. Details about Board membership and changes over the last three years.**

| 2016                                  | 2017                                  | 2018                                  |
|---------------------------------------|---------------------------------------|---------------------------------------|
| <u>President:</u> Lesley Brumby       | <u>President:</u> Lesley Brumby       | <u>President:</u> Natalie Zwar        |
| <u>Vice President:</u> Katrina Miller | <u>Vice President:</u> Katrina Miller | <u>Vice President:</u> Trevor Twilley |
| <u>Vice President:</u> Natalie Zwar   | <u>Vice President:</u> Natalie Zwar   | <u>Vice President :</u> Lesley Brumby |
| <u>Secretary:</u> Lesley Brumby       | <u>Secretary:</u> Annie O'Connor      | <u>Secretary:</u> Annie O'Connor      |
| <u>Treasurer:</u> Natalie Zwar        | <u>Treasurer:</u> Natalie Zwar        | <u>Treasurer:</u> Natalie Zwar        |
| <u>Committee:</u>                     | <u>Committee:</u>                     | <u>Committee:</u>                     |
| Chris Lawrence                        | Chris Lawrence                        | Roslyn Taylor                         |
| Nick Kidman                           | Nick Kidman                           | Kylie Crowhurst                       |
| Kate Rolston                          | Sonya Davies                          | Chris Lawrence                        |
| Peter Worrell                         | Trevor Twilley                        |                                       |
| Sonya Davies                          |                                       |                                       |

**5. The impact of microchipping on the number of animals received last year.**

The treasurer responded that, “studies are showing that micro chipped dogs are 2.5 times more likely to be returned to their homes than their un-chipped counterparts. Stray cats with microchips are 20 times more likely to make it back to their families”.

The treasurer also commented that, “one can then only surmise that local councils must find the increase of micro chipping dogs and cats to be greatly beneficial. Reuniting lost animals is now easier than ever, seeing owners notified and their pets returned home faster and far more cost effectively than in previous years”.

**6. The role of fundraising within your business model to sustain operations.**

The treasurer noted that “despite an exorbitant amount of time and effort from SEAWL Board, staff and members, together with the fundraising subcommittee, these efforts do not guarantee a level of financial income to ensure the long term sustainability of SEAWL.”

Summary of key information

| Calendar Years | Dogs Received | Net Profit or (Loss) | Investment plus main account | Salaries and wages |
|----------------|---------------|----------------------|------------------------------|--------------------|
| 2015           | 258           | (1,589)              | 376,565                      | 48,564             |
| 2016           | 293           | 17,352               | 385,079                      | 71,719             |
| 2017           | 219           | (21,146)             | 359,957                      | 78,978             |
| 2018           |               |                      |                              |                    |

Note: SEAWL Financial Reports run over a Calendar year rather than a financial year.



As at 2 January 2019, there were a total of 34 dogs impounded by the City of Mount Gambier General Inspectors. This figure is in line with estimates made for the 2018/19 Financial Year predicting a decrease in dogs impounded to between 60-75 dogs due to changes in State Government controls and the use of social media to reunite owners with their dogs.

## Conclusion

The agreement with SEAWL is between SEAWL, the District Council of Grant and the City of Mount Gambier (COMG). The agreement is for 5 years and concludes in June 2019. The District Council of Grant have resolved to let the current contract run its course and it is reasonable for the City of Mount Gambier to confirm the same position.

Before the agreement with SEAWL expires in June 2019 it would be appropriate for Council to consider how future animal control issues may be addressed. With costs per impound rising rather than reducing in response to new practices, it would be reasonable to consider alternative options. This may include reversion to the pre tri-party agreement of having a set rate per animal impounded, determining if the existing Council holding facilities could be adapted for better utilization or, the development of a new agreement that better reflects the changing context of animal control needs.

## Attachments

[Attachment 1 \(AR18/35680\): The Border Watch 22 08 2018 - Grant Council declines SEAWL funding request](#)

[Attachment 2 \(AR18/36148\): MGCC Request for Additional Information re a Funding Request](#)

[Attachment 3 \(AR18/36158\): 2017 Audited Financial Statements](#)

[Attachment 4 \(AR18/36151\): Audit 2016 - SEAWL](#)

[Attachment 5 \(AR18/36149\): Audit 2015 - SEAWL](#)

[Attachment 6 \(AR18/36156\): 2017 Dog and Cat Report - SEAWL](#)

[Attachment 7 \(AR18/36154\): 2016 Dog and Cat Report - SEAWL](#)

[Attachment 8 \(AR18/36153\): 2015 Dog and Cat Report - SEAWL](#)

[Attachment 9 \(AR18/36157\): SEAWL Fundraising Activities 2015 - 2017](#)

**Dr Judy NAGY**  
GENERAL MANGAER CITY GROWTH

**Mark McSHANE**  
CHIEF EXECUTIVE OFFICER

2 January 2019  
DL



**14.8. Building Vacancy – 9 Penola Road Report No. AR18/53845**

|                                 |  |
|---------------------------------|--|
| <b>COMMITTEE</b>                | Council  |
| <b>MEETING DATE:</b>            | 15 January 2019  |
| <b>REPORT NO.</b>               | AR18/53845   |
| <b>RM8 REFERENCE</b>            | AF11/1472  |
| <b>AUTHOR</b>                   | Michael McCarthy   |
| <b>SUMMARY</b>                  | This report presents a building vacancy at 9 Penola Road and seeks direction for future occupation/use of this site. |
| <b>COMMUNITY PLAN REFERENCE</b> | Goal 3: Our Diverse Economy  |

|                              |   |
|------------------------------|---|
| <b>REPORT RECOMMENDATION</b> |   |
| (a)                          | That Council Report No. AR18/53845 titled ' <i>Building Vacancy – 9 Penola Road</i> ' as attached be noted. |
| (b)                          | That the vacant property at 9 Penola Road _____<br>(to be determined at the meeting)                        |

Moved:

Seconded





## Background

The South East Community Legal Service has been a longstanding tenant of a Council owned building located at 9 Penola Road since 1 July 2000 for office administration purposes.

Following a 2017 announcement a withdrawal of state government funding the legal service has been in the process of winding-up operations with the 9 Penola Road site being handed back to Council on Monday 3 December 2018.

The handover of the site included the transfer of various office equipment with a remaining useful life which might be utilised by a future occupier or for other purposes determined by Council. These are in the process of being itemised for inclusion in Council asset records.

## Discussion

With 9 Penola Road now vacant and in the control of Council it is timely to consider the future use and purpose of this building as part of Councils property holdings.

The site has been utilised for office administration for many years and is located in the City Centre Zone. The accommodation provides a centrally located and modern office comprising a large reception area, 6 separate offices, a large central multi-use area, unisex bathroom, renovated kitchenette, strong room, storage area and integrated phone and network facilities.

The improvements remain well equipped for continued use as office accommodation, whether for operational use by Council, for occupation by a commercial, semi-commercial or a community tenant that could use the space to its full potential, or for potential sale.

Council has been approached by the Stand Like Stone Foundation expressing interest in occupying the site, noting that the overall facilities exceed their own administrative needs, but could be used to co-house other community not-for-profit groups or projects under a head tenancy. Stand Like Stone have indicated that a more detailed submission is to be presented for consideration by Council but had not been received at the time of writing.

Council may wish to consider whether it wishes to explore commercial (i.e. market rental/sale) options for this site by engaging a commercial property agent for this purpose (noting that the land is excluded from classification as community land giving Council unfettered discretion to lease or sell), or to further explore community occupation.

## Conclusion

This report has been provided to notify the Council of the current building vacancy and to seek direction for its further use or disposal.

The Administration has no recommended course of action with this matter other than noting that the building appears to be well suited to an office type use and that Council has no immediate operational need for this building for this purpose.

Members may wish to further explore the options for this building at a Member's Workshop before providing further direction on a particular course of action.



**Attachments**

Nil



**Michael McCARTHY**  
MANAGER EXECUTIVE ADMINISTRATION



**Mark McSHANE**  
CHIEF EXECUTIVE OFFICER

21 December 2018  
MMcC



**14.9. Outcome of Community and Recreation Hub Elector Survey Report No. AR19/530**

|                                 |  |
|---------------------------------|--|
| <b>COMMITTEE</b>                | Council  |
| <b>MEETING DATE:</b>            | 15 January 2019  |
| <b>REPORT NO.</b>               | AR19/530   |
| <b>RM8 REFERENCE</b>            | AF18/441   |
| <b>AUTHOR</b>                   | Dr Judy Nagy   |
| <b>SUMMARY</b>                  | To provide the outcome of the Elector Survey for the Community and Recreation Hub. |
| <b>COMMUNITY PLAN REFERENCE</b> | Goal 1: Our People   |

**REPORT RECOMMENDATION**

- (a) Council AR19/530 '*Outcome of Community and Recreation Hub Elector Survey*' Council 15 January 2019.

Moved:

Seconded



## Background

At the Council meeting held 21<sup>st</sup> August 2018, Council passed a number of resolutions that included the following:

### 14.2. Mount Gambier Regional Sport and Recreation Centre - Report No. AR18/32703

- (d) The CEO be authorised to prepare a community survey including the engagement of external specialist support as necessary to enable the survey for the Mount Gambier Regional Sport and Recreation Centre to be conducted as soon as practicable following the November 2018 Council elections.
- (e) To meet the requirements of a comprehensive elector survey seeking feedback from the Mount Gambier community an estimated budget of \$65,000 is required and the CEO is authorised to expend up to this amount with adjustments in the 2018/19 budget being made from the operating surplus at Budget Review Number 3.
- (f) The wording and content of the community survey question/s not be finalised until such time as the Council is satisfied that sufficient information has been obtained to construct an appropriate survey and the community has been informed, as much as practicable, of the Centre proposal.
- (g) Proceeding with the full grant funding submission to both Federal and State Government agencies will be dependent on Council's confirmation of the project's readiness, business case, and the majority of community support as determined by the community survey. Alternatively Council may consider applying for any subsequent rounds of Federal (and State) funding.

As part of an Open Tender process, Market Solutions were appointed to undertake the task of preparing the elector survey in line with the following timelines:

|                      |                                       |
|----------------------|---------------------------------------|
| Community Engagement | commencing 10 November 2018           |
| Survey Distribution  | 28 November 2018                      |
| Survey Closes        | 21 December 2018 (last post received) |
| Survey Results       | early – mid January 2019              |

A focused community engagement campaign commenced on Saturday 10 November to inform the City of Mount Gambier community and electors about the Community and Recreation Hub, the intermediate design elements including possible functions and uses, the costs and to provide the opportunity for questions to enable the community to make an informed decision when surveyed.

The engagement strategy was supported with high profile placement of marketing material, including a media campaign consisting of traditional and social mediums and an extensive face to face component.

Surveys were distributed by Market Solutions to the 19,332 electors in the City of Mount Gambier from 28 November 2018, with responses required to be returned by last post 21 December 2018.



## Discussion

Market Solutions provided results of the survey to Council on Tuesday 8 January 2019. Of a total 8,722 elector survey returns, 71.6 per cent voted 'yes' in support of the project, and 28.4 per cent voted 'no'.

The total number of 'yes' votes was 6,230 while 2,466 electors voted 'no' with a 0.13 per cent invalid response rate. This response rate represents 45.1% of the 19,332 electors and is a significant response rate for a voluntary survey of this kind.

## Conclusion

The 'yes' vote means that Council will continue to develop a full business case for submission to the Federal Government Regional Growth Fund by 25 January 2019. However, for the project to proceed, Council is seeking matched funding from the State Government before Council endorses the Federal Government submission.

## Attachments

*Attachment 1 (AR19/1082): Community and Recreation Hub Survey Outcome Final Report*



**Dr Judy NAGY**  
GENERAL MANAGER CITY GROWTH



**Mark McSHANE**  
CHIEF EXECUTIVE OFFICER

4 January 2019  
DL



**14.10. South Australian Heritage Grants Program - Request To Waive Development Application Fees For Heritage Conservation Work Report No. AR19/191**

|                                 |  |
|---------------------------------|--|
| <b>COMMITTEE</b>                | Council  |
| <b>MEETING DATE:</b>            | 15 January 2019  |
| <b>REPORT NO.</b>               | AR19/191   |
| <b>RM8 REFERENCE</b>            | AF11/825   |
| <b>AUTHOR</b>                   | Tracy Tzioutziouklaris   |
| <b>SUMMARY</b>                  | The State Government has established a new Heritage Grants program intended to help owners of State Heritage listed properties to undertake conservation work. The State Government has requested Council to waive the State Heritage referral fee and/or Development Application fees to help facilitate any Development Application required as part of the proposed work. |
| <b>COMMUNITY PLAN REFERENCE</b> | Goal 1: Our People   |
|                                 | Goal 2: Our Location   |
|                                 | Goal 3: Our Diverse Economy  |
|                                 | Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage   |

**REPORT RECOMMENDATION**

- (a) That Council Report No. AR19/191 titled ‘*South Australian Heritage Grants Program - Request To Waive Development Application Fees For Heritage Conservation Work*’ as presented to the Council on 15 January 2019 be noted.
- (b) Council waive all fees associated with any Development Application submitted as part of a successful grant under the 2018-2019 and 2019-2020 Heritage Grants program of the State Government.
- (c) Council investigate opportunities to access this Grant funding as part of any proposed conservation work for its State Heritage listed buildings and/or areas.

Moved:

Seconded



## Background

As part of the 2018-2019 State Budget, the State Government is establishing a new Heritage Grants Program which will be operational over a two year period. The program is intended to help owners of State Heritage listed properties undertake vital conservation and restoration work to their properties.

It is intended for the program to provide grants for 20 - 30 projects per year with individual grants of between \$1,000 and \$20,000.

As part of the establishment of the program, the Minister for Environment and Water has authorised the waiving of State Government portion of the heritage referral fees for Development Applications (DA) relating to grant related heritage conservation work.

## Discussion

In order to further reduce the costs and red tape for owners undertaking conservation work of a State Heritage listed place, the Minister for Environment and Water is now asking Council's to consider waiving Council's portion of the Development Application referral fee for State Heritage listed places.

If a Development Application is for heritage conservation work that also triggers planning or building code considerations, Council is also requested to consider waiving the relevant fees in those circumstances.

It is anticipated that the State Governments heritage conservation architects will be working with each grant recipient to ensure the conservation work is compliant and the process of the DA referral will be purely procedural.

The fees charged on a Development Application vary depending on the type, nature and cost of the development. It is anticipated that the fees associated with a Development Application associated with the State Heritage grant program will include:

|                                 |  |
|---------------------------------|--|
| Lodgment fee                    | \$64.00  |
| Development Plan Assessment Fee | \$39.75  |
| State Heritage Referral         | \$227.00   |
| <u>Building fee (minimum)</u>   | \$69.50 (fee is calculated per m <sup>2</sup> and per class of <u>building</u> ) |
| Total                           | \$400.25   |

Within the City of Mount Gambier there are 36 State Heritage Places. Of these places there are:

|    |                          |
|----|--------------------------|
| 28 | State Heritage Buildings |
| 6  | Geological features      |
| 1  | Dolomite Kerbing         |
| 1  | Memorial Obelisk         |

Of these places Council owns or has the responsibility for the care and maintenance of:

|   |                          |
|---|--------------------------|
| 5 | State Heritage Buildings |
| 6 | Geological Features      |
| 1 | Dolomite Kerbing         |
| 1 | Memorial Obelisk         |



The State Government owns and is responsible for:

1 State Heritage Building

The remaining 22 State Heritage listed buildings are privately owned.

Council and the State Government do not pay Development Applications fees associated with any proposed development. This leaves 22 buildings/properties within the City of Mount Gambier who would obtain some benefit from the proposed waiving of Development Application fees associated with the Grant Program as initiated by the State Government.

When considering the cost of conservation work in association with State Heritage Places the waiving of Development Application fees associated with this work is considered reasonable and will come at a minimal cost to Council.

It is important to identify that Local Government is also eligible to apply for a grant as part of this Grants Program. Council may wish to apply for Grant funding if Council is intending to undertake any conservation work to the State Heritage listed places it owns and/or is responsible for.

### Conclusion

South Australia has a rich heritage that contributes to our quality of life and connects us to our history and stories. The Heritage Grants Program has been set up to help conserve and activate heritage places and areas, and to support heritage trades.

Mount Gambier in particular has a wealth of Heritage listed buildings and is the only Council within South Australia to have two State Heritage Areas, the Crater Lakes Volcanic Complex and the Cave Gardens.

The waiving of Development Application fees associated with state heritage works as suggested by the Minister for Environment and Water to support the new Heritage Grants Program by the State Government is encouraged.

### Attachments

*Attachment 1 (AR19/296): Letter from Heritage South Australia*

*Attachment 2 (AR19/295): SA Heritage Grants Program 2018/2019 Fact Sheet*

*Attachment 3 (AR19/297): Extract from the Development Plan, Table MtG(C)/4: Schedule of State Heritage Places*



**Tracy TZIOUTZIOUKLARIS**  
MANAGER - DEVELOPMENT SERVICES



**Judy NAGY**  
GENERAL MANAGER - CITY GROWTH

3 January 2019  
MTT





**14.11. Works in Progress - City Infrastructure Report No. AR19/10**

|                                 |   |
|---------------------------------|---|
| <b>COMMITTEE</b>                | Council   |
| <b>MEETING DATE:</b>            | 15 January 2019   |
| <b>REPORT NO.</b>               | AR19/10   |
| <b>RM8 REFERENCE</b>            | AR19/10   |
| <b>AUTHOR</b>                   | Daryl Morgan  |
| <b>SUMMARY</b>                  | Update of works that are currently being undertaken and/or completed by the City Infrastructure Department. |
| <b>COMMUNITY PLAN REFERENCE</b> | Goal 2: Our Location  |

**REPORT RECOMMENDATION**

- (a) That Council Report No. AR19/10 titled '*Works in Progress - City Infrastructure*' as presented to the Council on 15 January 2019 be noted.

Moved:

Seconded



## Background

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

## Discussion

The following projects have field work currently in progress:

| Commenced Tasks  | % Completed |
|--|-------------|
| • Landfill Cell 3C construction                                    | 10%         |
| • Argyle Place Road reconstruction                                 | 10%         |
| • Rail Trail shared path construction (Jub Hwy West to Wandilo Rd) | 10%         |
| • Frew Park RV car park and dump point construction                | 10%         |
| • O'Halloran Tce Footpath Construction (Wehl St to Power St)       | 5%          |

## Completed Tasks

- Crouch St South (Griffths St to Gwendoline St) Road Reconstruction
- Hart Street Concrete footpath
- Vansittart park entrance road asphalt overlay

## Conclusion

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

## Attachments

Nil



**Daryl MORGAN**  
MANAGER ENGINEERING DESIGN & CONTRACTS



**Nick SERLE**  
GENERAL MANAGER CITY INFRASTRUCTURE

2 January 2019  
DM



**14.12. Pinehall Ave Footpath Construction – Project Details. Ref. AR19/21**

|                                 |  |
|---------------------------------|--|
| <b>COMMITTEE</b>                | Council  |
| <b>MEETING DATE:</b>            | 15 January 2019  |
| <b>REPORT NO.</b>               | AR19/21  |
| <b>RM8 REFERENCE</b>            | AR19/21  |
| <b>AUTHOR</b>                   | Daryl Morgan   |
| <b>SUMMARY</b>                  | This report is intended to update Members on the project details for construction of a footpath along sections of Pinehall Ave (which forms part of the 18/19 works program) |
| <b>COMMUNITY PLAN REFERENCE</b> | Goal 2: Our Location   |

**REPORT RECOMMENDATION**

- (a) That Council Report No. AR19/21 titled *'Pinehall Ave footpath construction – Project details'* as presented to the Council on 15 January 2019 be noted.
- (b) That Council construct a shared 3.0m wide bitumen path along the section of Pinehall Ave (south side) from Suttontown Rd to Suttontown Primary School.

Moved:

Seconded



## Background

Council has funding in its current budget to build a footpath along Pinehall Ave from Suttontown Rd to the Suttontown Primary School. The footpath is planned to go along the southern side with the works forming part of the 18/19 footpath construction program.

Typically, new footpaths in urban areas are built to a width of 1.5m and built out of concrete and follow the levels of the road kerb or property boundary. However, due to the lack of kerbing and unevenness of the terrain on the road verge at this location, Council is planning on building a bitumen path (shared bike / pedestrian path) of 3.0m width (similar to the rail trail path).

The benefits of this construction will allow for more flexibility in following the contours of the road verge and matching in with both the informal parking arrangements around the Suttontown Tennis courts and the existing service pits (Telstra etc.).

The path would be built out from the edge of the existing bike lane and there would be a painted median separating vehicular traffic and pedestrians / cyclists. There may also be other traffic management devices along the path edge to provide further delineation but this detail will be determined upon final design.

This shared path would be two way and would alleviate the need for school children (who ride to and from school) to have to cross the road and travel on the northern side of Pinehall ave when heading in an eastward direction.

A similar path arrangement currently exists in the District Council near the Yahl Primary School.

The bike lane on the northern side of Pinehall Ave will remain in place and will not be affected by the proposed shared path.

## Discussion

Council Officers have been in consultation with representatives from the Suttontown Primary School regarding the proposed shared path, and the School has confirmed that they support the proposal and the safer environment that it will create for school children and their families for those that choose to walk or ride to and from School.

At this stage, Council has not yet determined an exact commencement date for this project except that the works form part of this financial years works program and need to be completed by the end of June 2019. Once this path configuration is endorsed by Council, the works will be planned so as to minimise any inconvenience to the School.

The alternative path configuration is anticipated to be constructed within the budget limits for the footpath construction program.

## Conclusion

It will be recommended to Council that,

- a) That Council construct a shared 3.0m wide bitumen path along the section of Pinehall Ave (south side) from Suttontown Rd to Suttontown Primary School.



**Attachments**

Nil

A handwritten signature in black ink that reads "D Morgan." with a period at the end.

**Daryl Morgan**  
MANAGER ENGINEERING DESIGN AND CONTRACTS

A handwritten signature in black ink that reads "Nick Serle" in a cursive style.

**Nick Serle**  
GENERAL MANAGER CITY INFRASTRUCTURE

2 January 2019  
DM



**14.13. By-Law Review Update - Report No. AR18/53849**

|                                 |   |
|---------------------------------|---|
| <b>COMMITTEE</b>                | Council   |
| <b>MEETING DATE:</b>            | 15 January 2019   |
| <b>REPORT NO.</b>               | AR18/53849  |
| <b>RM8 REFERENCE</b>            | AF18/163  |
| <b>AUTHOR</b>                   | Michael McCarthy  |
| <b>SUMMARY</b>                  | A report to notify the Council of the commencement of replacement By-Laws in 2018, and to revoke Policy T110 – Taxi Regulation. |
| <b>COMMUNITY PLAN REFERENCE</b> | Goal 1: Our People  |
|                                 | Goal 2: Our Location  |
|                                 | Goal 3: Our Diverse Economy   |
|                                 | Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage  |

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| <b>REPORT RECOMMENDATION</b>   |
| <p>(a) That Council AR18/53849 ‘<i>By-Law Review Update</i>’ as attached</p> <p>(b) That the commencement of Council By-Laws numbered 1-5 in November 2018 be noted.</p> <p>(c) That a further report be presented to consider area declarations and any other By-Law policy/general permission matters.</p> <p>(d) That Council Policy T110 Taxi Regulation be revoked.</p> |

Moved:

Seconded:



## Background

During the first half of the 2018 calendar year Council conducted a review of By-Laws that were due to expire on 1 January 2019.

## Discussion

The 2018 By-Law Review resulted in the following replacement By-Laws being made at the Council meeting on 19 June 2018:

1. Permits and Penalties By-Law 2018;
2. Local Government Land By-Law 2018;
3. Roads By-Law 2018;
4. Moveable Signs By-Law of 2018; and
5. Dogs By-Law 2018.

These 5 replacement By-Laws have since been referred to the Parliamentary Legislative Review Committee and were published in the SA Government Gazette on Thursday 5 July 2018.

In accordance with the provisions of the Local Government Act 1999 the replacement By-Laws took effect four months after the date of gazettal on 5 November 2018.

With the commencement of the replacement By-Laws and cessation of the 2018 local government election process, it will be timely in 2019 to give further consideration to the determination of areas of land to which certain By-Law provisions will apply and to provide general permission for certain activities by adoption of a Council Policy. For example, under By-Law 5 Dogs 2018, a requirement would be to identify the locations where dogs are permitted to be off-leash. Members will be further informed on these matters in due course and may be included as discussion items for an Elected Member Workshop.

As identified during the By-Law Review and subsequent reports and resolutions of Council during 2018, Council's By-Law No. 6 was unable to be replaced and expired on 1 January 2019. As a result of this expiry Council Policy T110 – Taxi Regulation which supported the Taxi By-Law by providing for the taxi licencing scheme, no longer has any application and may be revoked.

## Conclusion

This report presents the commencement of replacement By-Laws for noting and recommends that Council Policy T110 – Taxi Regulation be revoked and removed from Council's Policy Index.

## Attachments

Nil



**Michael McCARTHY**  
MANAGER EXECUTIVE ADMINISTRATION



**Judy NAGY**  
GENERAL MANAGER CITY GROWTH

21 December 2018  
MMcC



**14.14. Council Assessment Panel – Appointment Of Members (2019-2021) - Report No. AR18/53283**

|                                 |   |
|---------------------------------|---|
| <b>COMMITTEE</b>                | Council   |
| <b>MEETING DATE:</b>            | 15 January 2019   |
| <b>REPORT NO.</b>               | AR18/53283  |
| <b>RM8 REFERENCE</b>            | AF18/598  |
| <b>AUTHOR</b>                   | Tracy Tzioutziouklaris  |
| <b>SUMMARY</b>                  | Under Section 83 of the <i>Planning, Development and Infrastructure Act 2016</i> Council must establish a Council Assessment Panel. The term of the current membership of the Council Assessment Panel (CAP) is due to expire in February 2019. Council has called for Expressions of Interest for the new CAP and have received three (3) nominations from members of the community. |
| <b>COMMUNITY PLAN REFERENCE</b> | Goal 1: Our People  |
|                                 | Goal 2: Our Location  |
|                                 | Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage  |

|   |
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| <b>REPORT RECOMMENDATION</b>  |
| <p>(a) That Council Report No. AR18/53283 titled '<i>Council Assessment Panel – Appointment Of Members (2019-2021)</i>' as presented to the Council on 15 January 2019 be noted.</p> <p>(b) That Council:</p> <ol style="list-style-type: none"> <li>i. Appoint three (3) Independent Members to the Council Assessment Panel – Mr Mark Teakle, Mr Ian Von Stanke and Mr Peter Seebohm to the Council Assessment Panel for its term commencing in February 2019.</li> <li>ii. Appoint Mr Ian Von Stanke as the Presiding Member of the Council Assessment Panel, for its term commencing in February 2019.</li> <li>iii. Council seek interest from people with relevant qualifications to fill the remaining vacancy on the Council Assessment Panel.</li> <li>iv. Adopt the Terms of Reference for the Council Assessment Panel as attached to Report No. AR18/53283 (Attachment 1).</li> </ol> |





- v. Note the Code of Conduct (Attachment 2) to be observed by Council Assessment Panel Members under Schedule 3 of the *Planning, Development and Infrastructure Act 2016*.
- vi. Council contact Ms Liz Travers, inaugural member of the City of Mount Gambier CDAP/CAP, to thank her for her invaluable contribution to the CDAP/CAP as both an Independent Member and as a long-serving Presiding Member.
- vii. In exercise of the powers contained in Section 20 and 34(23) of the Development Act 1993, the powers and functions under the Development Act 1993 and the Development Regulations 2008, as contained in the Instrument of Delegation (Attachment 3 Schedule I) Council Assessment Panel Delegations are hereby delegated to the Council Assessment Panel from 21<sup>st</sup> February 2019. This is subject to any conditions specified herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Development Act 1993.

Moved:

Seconded:



## Background

Under Section 83 of the *Planning, Development and Infrastructure Act 2016* Council must establish a Council Assessment Panel (CAP). In establishing the CAP, Council is responsible for determining:

- (i) the membership of the assessment panel (being no more than 5 members, only 1 of which may be a member of a council); and
- (ii) the procedures to be followed with respect to the appointment of members; and
- (iii) the terms of office of members; and
- (iv) the conditions of appointment of members, or the method by which those conditions will be determined, (including as to their remuneration) and the grounds on which, and the procedures by which, a member may be removed from office; and
- (v) the appointment of deputy members; and
- (vi) who will act as the presiding member of the panel and the process for appointing an acting presiding member.

The term of the existing membership CAP is due to expire in February 2019. Council called for Expressions of Interest for the CAP in November 2018, with the Expressions of Interest being forwarded to Council by Friday 14<sup>th</sup> December 2018. Council must now select new independent members for the CAP which will be required to commence at the expiration of the current term. The term of the CAP is for a two (2) year period or as amended by the introduction of the *Planning Development and Infrastructure Act 2016*. Members of the CAP will be remunerated for their time and expertise, in accordance with the Terms of Reference – Council Assessment Panel, adopted 19<sup>th</sup> September 2017.

The role of the CAP is to make decisions on planning applications delegated to it and to advise Council on development assessment trends and issues as they arise. Council cannot influence or overturn any decision made by the CAP. The CAP is to be comprised of no more than four (4) independent members (one of whom will be the Presiding Member) and one Elected Council Member. The independent members of the CAP should have appropriate qualifications and experience relevant to the CAP matters; a reasonable knowledge of the Development Act and the Mount Gambier (City) Development Plan; and an interest in urban and regional planning. Independent members may have a background in architecture, landscape architecture, civil engineering, planning, law, building, environmental planning or other similar fields that are relevant to the activities of the CAP. The Presiding Member will ideally have experience in chairing formal meetings similar to the CAP. It should be noted that all CAP Members are to fulfil their duties in accordance with the CAP Members Code of Conduct, as effected by the *Planning, Development and Infrastructure Act 2016*.

## Discussion

At the conclusion of the nomination period, Council received three (3) nominations from members of the community. Copies of the nomination letters and Expressions of Interest are attached to this report. Ms Liz Travers is an inaugural member of the City of Mount Gambier CDAP/CAP; during her involvement with the City of Mount Gambier CDAP/CAP, Ms Travers has been an independent member and Presiding Member of the CDAP/CAP. During the Expression of Interest period, Ms Travers advised Council that she would not be lodging an Expression of Interest for the new CAP. The following table summarises the Expressions of Interest received:



| Name                       | Area of Expertise  | Current Member of the City of Mount Gambier CAP                        |
|----------------------------|--|--|
| Mr Mark Ronald Bray Teakle | Licensed Surveyor.<br>Manager of Alexander Symonds - Mount Gambier Office.<br>Bachelor of Technology in Surveying.   | No   |
| Mr Ian Von Stanke*         | Eight years experience as a Member of previous City of Mount Gambier Council Development Assessment Panels.<br>Past Elected Member at the City of Mount Gambier.<br>Experience in building industry. | No<br>* Has indicated interest in the position of CAP Presiding Member |
| Mr Peter Seebohm           | Facilities Manager at Building Management Facilities Services (DPTI).<br>Bachelor of Design Studies. Bachelor of Architecture. Certificate IV in Government.   | Yes  |

Mr Mark Teakle holds a Bachelor of Technology in Surveying and is a Licensed Land Surveyor. Mr Teakle is currently employed as the Manger at Alexander and Symonds Mount Gambier office. Through his employment in the land surveying industry, Mr Teakle has a working knowledge of the development application and assessment process. Mr Teakle has experience with the running of meetings and formal procedures through his involvement with a number of community organisations, including Rotary, where he has held a number of committee positions and the position of President.

Mr Ian Von Stanke is a past Elected Member of the City of Mount Gambier and past Member of the CDAP/CAP. Mr Von Stanke is familiar with the roles and expectations of being a CAP member; and through his previous involvement with the CDAP and CAP, Mr Von Stanke has an understanding of of the development application and assessment process. Mr Von Stanke has expressed an interest in becoming the Presiding Member of the new CAP. In accordance with the Terms of Reference – Council Assessment Panel (adopted 19th September 2017), an Acting Presiding Member will be elected by the CAP.

Mr Peter Seebohm holds a Bachelor of Design Studies, Bachelor of Architecture and Certificate IV in Government. Mr Seebohm is currently employed as a Facilities Manager at Building Management Facilities Services of the Department of Transport, Energy and Infrastructure. Mr Seebohm is familiar with the roles and expectations of being a CAP member; and through his current involvement with the CAP, Mr Seebohm has an understanding of the development application and assessment process.

All independent members of the CAP will need to be accredited professionals, as defined by the *Planning, Development and Infrastructure Act 2016*. This has been identified by the Department of Planning, Transport an Infrastructure (DPTI) to occur during the first half of 2019. As Mr Von Stanke is a former Elected Member of Council he will not need to become an accredited professional,



providing that Council is satisfied that he is appropriately qualified to act as a member of the assessment panel on account of his experience in local government.

The Council Assessment Panel is able to operate with a Membership of 3 independent members and 1 Elected Member of Council. However, Council remains able to appoint 1 additional independent member to the Panel. It is recommended that Council Officer's contact people with relevant qualifications seeking to fill the remaining vacancy on the CAP.

## Conclusion

As result of the call for Expression of Interest, the following independent persons be appointed to the Council Assessment Panel which shall commence at the expiration of the current term in February 2019:

- Mr Mark Teakle;
- Mr Ian Von Stanke; and
- Mr Peter Seebohm.

Mr Von Stanke be appointed as the Presiding Member of the new CAP. In accordance with the *Terms of Reference – Council Assessment Panel* (adopted 19th September 2017), an Acting Presiding Member will be elected by the CAP as required.

Council seek interest from people with relevant qualifications to fill the remaining vacancy on the CAP.

## Attachments

*Attachment 1 (AR17/33514): Terms of Reference – Council Assessment Panel - Adopted*

*Attachment 2 (AR17/35078): Assessment Panel Members – Code of Conduct*

*Attachment 3 (AR18/52337): Expression of Interest – Mr Mark Ronald Bray Teakle*

*Attachment 4 (AR18/47953): Expression of Interest – Mr Ian Von Stanke*

*Attachment 5 (AR18/50120): Expression of Interest – Mr Peter Seebohm*

**Jessica PORTER**  
PLANNING OFFICER



**Judy NAGY**  
GENERAL MANAGER - CITY GROWTH

2 January 2019  
JLP



**14.15. Railway Station Building – Refurbishment Works - Report No. AR19/152**

|                                 |   |
|---------------------------------|---|
| <b>COMMITTEE</b>                | Council   |
| <b>MEETING DATE:</b>            | 15 January 2019   |
| <b>REPORT NO.</b>               | AR19/152  |
| <b>RM8 REFERENCE</b>            | AF17/505  |
| <b>AUTHOR</b>                   | Daryl Morgan  |
| <b>SUMMARY</b>                  | This report is intended to update Members on the project details for the current refurbishment works on the Railway Station and to identify the planned future works outside the scope of the current budget. |
| <b>COMMUNITY PLAN REFERENCE</b> | Goal 1: Our People  |
|                                 | Goal 2: Our Location  |
|                                 | Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage  |

|  |
|--|
| <b>REPORT RECOMMENDATION</b>   |
| <p>(a) That Council Report No. AR19/152 titled '<i>Railway Station Building – Refurbishment works</i>' as presented to the Council on 15 January 2019 be noted.</p> <p>(b) That Council adopt the Mount Gambier Railway Station restoration and adaptive re-use design report and associated plans - prepared by Habitable Places, as the design framework for any future restoration works to the Railway Station Building.</p> <p>(c) Further restoration works for external / internal works and the development of toilet facilities within the footprint of the Railway Station Building, as referred to in part a) above, be referred to future budgets for consideration.</p> |

Moved:

Seconded:



## Background

Council has an allocation of \$144,000 in its 18/19 budget for the commencement of refurbishment works on the Old Railway Station Building – located on the railway station platform adjacent to Railway Terrace.

The intent of the current funding allocation was to undertake necessary repair works in order to preserve the building for further future refurbishment works.

In order to provide some coordination with any repair works and works that may be required in the future to preserve and refurbish the heritage listed Railway Station Building, Council has engaged the services of Architect Richard Woods of Habitable Places Architects. Richard Woods is also the South East Local Heritage Advisor to the Limestone Coast Councils and as well as his extensive heritage knowledge, Richard also has an in depth knowledge on conservation principles and architectural design including the preservation of Railway Station buildings.

The design brief provided to Habitable Places Architects was as follows;

- Identify and detail critical repairs required to preserve the building
- To refurbish / repurpose the current toilets so they can be used external / internal to the building
- Prepare plans / design details to assist with obtaining council / heritage approvals and for the calling of tenders for works
- Establish a priority list of works for Council to consider which will assist with future budgeting.
- Provide detailed cost estimates for future works

### Brief history of the Railway Station Building

The Railway Station building was completed in July 1918 at a cost of £3,425 (pounds) and the first ticket was issued on 16 September 1918 to the son of John Livingston M.P who was returning to St Peters College, Adelaide.

Material used in the construction of the building was local limestone with dolomite footings. The uniquely designed gabled roof was covered with Eureka tiles from Ballarat. In 1955, the tiles were replaced with metal roof decking and a number of other add ons and ancillary changes were made to the Station building.

With the conversion of the Adelaide to Wolseley line to standard gauge in 1995, freight services to Mount Gambier ended and the Station building then became a home for a local radio station.

The Limestone Coast Railway operated a tourist train from Mount Gambier between 1998 and 2006 but the station building has sat idle for some years since the City of Mount Gambier took ownership and commenced the redevelopment of the railway lands in the period 2013 -2016.

Commencing in 2013, the City of Mount Gambier rehabilitated the platforms, railway lands, platform shelter and the signal box (which is now used as public toilets). As part of the redevelopment works there was a strong connection in the design plans to preserve various historical elements that link the importance of railway history to the development of the Mount Gambier Township as we know it today.



However, at that time, there were no funds allocated to the restoration of the Railway Station building as the Council of that time believed this project to be worthy of a separate consideration to the rest of the railway lands. Accordingly, this is one of the last remaining important features of the railway lands that is yet to be redeveloped / restored by Council.

## Discussion

Council has an allocation in its current 18/19 budget of \$144,000 to undertake some of the urgent maintenance works and to also prepare design and documentation for future restoration / renovation works that will return the Railway Station building to its former glory and to allow the building to be either utilised by the community as a community space, or to be leased to a potential business opportunity that will add value and compliment the use of the railway lands.

Members should note that the potential use of the building is beyond the scope of this report and as such, this report focusses on the restoration of the building and deals with providing the necessary services (toilets, power, lighting, air conditioning, fire protection etc) for the building to become habitable as well as preserving the historical importance of the Station building. However, the extent of the refurbishment works detailed in this report will allow the space to be ready for use either as a community space or to be leased under a contractual arrangement with a third party.

Attached to this report is the “*restoration and adaptive re-use report*” prepared by Habitable Places Architects together with a set of concept plans which identifies the following key components of this project;

- Urgent works
- Exterior works
- Interior works
- Toilet facilities (incorporated within the building footprint)

The report and plans provide considerable detail regarding the various stages of the project and provide the foundation for further details that will need to be provided in order to assist with obtaining Council approval and for the preparation of contract documents for the engagement of contractors for some of the major elements of this project.

The estimated costings of the various elements have been prepared by Heinrich Consulting (who specialise in quantity estimating) and are based on the concept plans and details prepared to date. These values are estimates only and may vary once further details are prepared and contract prices are known for various works. However, there is sufficient details to date to be reliably confident that these values will be sufficiently accurate for budgeting purposes.

The Mount Gambier Railway Station is listed as a place of Local Heritage significance, with the external form original materials and architectural detail of a 1918 railway station identified within the listing. Some of the work identified may require Development Approval to be issued by Council.

A summary of these various elements is included below for ease of reference for members

### 1. Urgent Works

- Termite inspection / baiting
- Gutter cleanout / repairs
- Installation of wire mesh to bird proof roof / building
- General clean and remove / sanitation of bird droppings in roof space

Works estimated at \$66,000 and will be undertaken as part of current budget in this financial year.



## 2. Exterior works

- New roof cladding tiles / metal cladding / flashings
- Strengthening and repairs to roof structure
- Replace fascia / gutters / downpipes
- Asbestos removal
- Structural repairs to walls (ie pointing of stonework, spalled concrete)
- Waterproofing of basement area and repairs to rusted elements
- Replace metal louvres to gables
- Remove window / doors to breezeway area

Works estimated at \$470,000 with Council approval and development approval required. Some works can be undertaken under current budget but will need to consider the coordination and timing of other works to be undertaken as part of a contract of works. The majority of these works to be funded under future budgets.

## 3. Internal works

- Remove redundant walls / ceilings / partitions / doors and refurbish existing
- Asbestos removal
- Install new automatic doors to main access point
- Remove steps and landing and make good with balustrade
- Repair / polish floors
- New electrical, fire protection, air conditioning, lighting, security system
- Painting of all interior
- Installation / refurbishment of fire places

Works estimated at \$380,000 with development approval required. Works will need to be undertaken under future budgets.

## 4. Public Toilets

- Demolish existing fittings
- Demolish floor and construct to new levels with door penetrations in existing walls
- Plumbing for new facilities
- Construction of internal / external access female (3 pans including 1 ambulant disabled)
- Construction of internal / external male (2 urinals and 1 ambulant disabled cubicle)
- Construction of external access disabled unisex with baby change facility

These Toilet facilities are designed to cater for 102 patrons of the railway Station building (based on the floor size) and also for a maximum number of external users during an event of 300 (male) and 150 females and with the design complying with the requirements of the building code.

These new Toilet facilities will compliment the existing toilet facilities within both the signal box and old refurbished building adjacent to the railway lands off Margaret St and can be accessed both internally and externally to the Railway Station building (with the exception of the fully disabled unisex toilet, which has some challenging design constraints around door widths and space requirements within the footprint of the station building).

Note; Ambulant toilets are specifically designed for those with disabilities that do not require the extra circulation spaces as required for wheel chairs – eg arthritic and elderly. Whereas accessible toilets (fully disabled) are specifically designed to provide enough space to accommodate wheel chair access.

Works estimated at \$270,000 with development approval required. Works will need to be undertaken under future budgets.





## Conclusion

The Mount Gambier Railway Station restoration and adaptive re-use design report and associated plans, prepared by Habitable Places provides the design framework for Council to restore the building to its former glory by retaining the historical rail significance, but also allowing the building space to be utilised in a number of different ways.

Current funds on the 18/19 budget for this project will be utilised to undertake the urgent works and to continue on with the preparation of design details (architectural plans, structural reports, mechanical services designs etc.)

A recommendation will be placed before Council to;

- b) adopt the Mount Gambier Railway Station restoration and adaptive re-use design report and associated plans - prepared by Habitable Places, as the design framework for any future restoration works to the Railway Station Building
- c) further restoration works for external / internal works and the development of toilet facilities within the footprint of the Railway Station Building, as referred to in part a) above, be referred to future budgets for consideration.

## Attachments

[AR19/157 – Concept Plans](#)

[AR19/170 – Mt Gambier Railway Station Restoration and Adaptive Re-use Design Report](#)



**Daryl Morgan**  
MANAGER ENGINEERING DESIGN AND CONTRACTS



**Nick Serle**  
GENERAL MANAGER CITY INFRASTRUCTURE

2 January 2019  
DM



**14.16. Council Report AR19/406 – Policy Review – P415 Prudential Management Report No. AR19/406**

|                                 |   |
|---------------------------------|---|
| <b>COMMITTEE</b>                | Council   |
| <b>MEETING DATE:</b>            | 15 January 2019   |
| <b>REPORT NO.</b>               | AR19/406  |
| <b>RM8 REFERENCE</b>            | AF18/53   |
| <b>AUTHOR</b>                   | Michael McCarthy  |
| <b>SUMMARY</b>                  | This report presents Council Policy P415 - Prudential Management for review and recommends its re-adoption. |
| <b>COMMUNITY PLAN REFERENCE</b> | Goal 3: Our Diverse Economy   |

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| <b>REPORT RECOMMENDATION</b>   |
| <p>(a) That Council Report No. AR19/406 titled '<i>Policy Review – P415 Prudential Management</i>' as attached be noted.</p> <p>(b) That Council hereby re-adopts Council Policy P415 – Prudential Management, as attached to Council Report No. AR19/406.</p> |

Moved:

Seconded:



## Background

The City of Mount Gambier (the Council) is committed to excellence in governance and using a best practice approach to transparent and accountable decision making. The Council recognises the importance of prudential management of all projects it undertakes and that it is sound business practice to have a Prudential Management Policy (position) documented and reviewed periodically.

Section 48 of the Local Government Act 1999 (the Act) requires Council to develop prudential management policy, practices and procedures for the assessment of projects to ensure that the Council:

- (a) acts with due care, diligence and foresight; and
- (b) identifies and manages risks associated with a projects; and
- (c) makes informed decisions; and
- (d) is accountable for the use of Council and other public resources.

In November 2014 Council adopted *Policy P415 Prudential Management* which is now due for a periodic review.

## Discussion

Only minor legislative changes have been made to Section 48 since Policy P415 was adopted in 2014 which have no impact on the policy provisions.

It is recommended that Council re-adopt its current Prudential Management Policy with no material changes except to administrative content and format (e.g. the policy template, version number, next review date, etc.).

A copy of the draft proposed replacement Policy P415 is attached.

## Conclusion

This report presents the periodic review of Council's *Prudential Management Policy P415* and recommends Council re-adopt its existing Prudential Management Policy with no material changes.

## Attachments

[Attachment 1 \(AR19/405\): Draft Prudential Management Policy P415](#)



**Michael McCARTHY**  
MANAGER EXECUTIVE ADMINISTRATION



**Pamela LEE**  
GENERAL MANAGER COUNCIL BUSINESS SERVICES  
8 January 2019  
MMcC



**14.17. Lions Brass Band Festival Funding - Report No. AR19/406**

|                                 |   |
|---------------------------------|---|
| <b>COMMITTEE</b>                | Council   |
| <b>MEETING DATE:</b>            | 15 January 2019   |
| <b>REPORT NO.</b>               | AR19/1066   |
| <b>RM8 REFERENCE</b>            | AF18/441  |
| <b>AUTHOR</b>                   | Dr Judy Nagy  |
| <b>SUMMARY</b>                  | To seek a change in the way Council provides sponsorship for the Lions Brass Band Festival as part of Christmas Parade festivities. |
| <b>COMMUNITY PLAN REFERENCE</b> | Goal 1: Our People  |
|                                 | Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage  |

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| <b>REPORT RECOMMENDATION</b>  |
| <p>(a) That Council Report No. AR19/1066 titled '<i>Lions Brass Band Festival Funding</i>' as presented to the Council on 15 January 2019 be noted.</p> <p>(b) That Council endorses funding for the Lions Brass Band Festival for a three year period as follows</p> <ul style="list-style-type: none"> <li>• \$10,000 for 2019</li> <li>• \$7,000 for 2020</li> <li>• \$7,000 for 2021</li> </ul> <p>(c) That Council write to Mr Woodham acknowledging his significant ongoing contributions to the annual Christmas Parade and confirm the three year funding approval.</p> |

Moved:

Seconded:



## Background

The Lions Brass Band Festival held in conjunction with the Mount Gambier Christmas Parade will celebrate its 21<sup>st</sup> Year and the Parade the 60<sup>th</sup> Year in 2019, with brass bands from all over Australia coming to Mount Gambier to compete. The City of Mount Gambier has provided support to the Festival in conjunction with the annual Christmas Parade to deliver a much loved community event.

In October of 2018, events staff and General Mangers Community Well Being and City Growth met with a very distressed Alan Woodham OAM who explained that the stress caused by the timing of Council's budget approval processes were damaging to the successful running of the Brass Band Festival and their capacity to continue to engage A class bands.

Mr Woodham explained that Council sponsorship allocations were not confirmed until after the budget was passed by Council (usually around July each year) and that Bands in most states typically prepare their annual programs at the commencement of the calendar year so they can plan and understand the costs that may be incurred and book travel. The mismatch of timing continues to be stressful and Mr Woodham has asked that Council consider two issues as follows;

- a) Council revert back to confirming funding for a three year period so that planning could take place in an efficient manner
- b) Council recognize the importance of the 21<sup>st</sup> Anniversary and 60<sup>th</sup> year of the Christmas Parade and consider increased funding for 2019

## Discussion

Council provides sponsorship for many small and large events in relation to sport, community groups, social groups, charities and tourism. There are only a few particular major Community events that are coordinated by Council events staff and this includes Australia Day and the Christmas Parade. The most significant event is the Christmas Parade which brings thousands of visitors and community members to the City.

The parade has been enriched over many years by the concurrent Brass Band Festival supported by the Lion's Club of Mount Gambier and providing surety for the planning process with timely funding confirmation is a process improvement that can be accommodated within the current systems.

Recent and proposed sponsorship for the Brass Band Festival is noted below.

| Year | Amount Received | Proposed | Notes                     |
|------|-----------------|----------|---------------------------|
| 2021 |                 | 7,000    |                           |
| 2020 |                 | 7,000    |                           |
| 2019 |                 | 10,000   | Anniversary               |
| 2018 | 7,000           |          |                           |
| 2017 | 7,000           |          |                           |
| 2016 | 5,000           |          |                           |
| 2015 | 5,000           |          |                           |
| 2014 | 5,000           |          |                           |
| 2013 | 5,000           |          |                           |
| 2012 | 5,000           |          | Per annum for three years |



Attached is an extract from the Council meeting dated 19 June 2012 that confirms the previous practice of providing funding over a three year period.

### **Conclusion**

To assist with securing bands for the Brass Band Festival and to support planning of the annual event, Council consider funding confirmation for three years in advance for the Brass Band Festival as part of the annual Christmas Parade.

### **Attachments**

*Attachment 1 (AR12/13238): Council Resolution 19/06/2012*



**Dr Judy NAGY**  
GENERAL MANAGER CITY GROWTH

8 January 2019  
DL



**14.18. Policy Review - S135 – STREETS – Naming of - Report No. AR18/53462**

|                                 |   |
|---------------------------------|---|
| <b>COMMITTEE</b>                | Council   |
| <b>MEETING DATE:</b>            | 15 January 2019   |
| <b>REPORT NO.</b>               | AR18/53462  |
| <b>RM8 REFERENCE</b>            | AF18/441  |
| <b>AUTHOR</b>                   | Simon Wiseman   |
| <b>SUMMARY</b>                  | This report presents a reviewed policy for S135 – STREETS – Naming of |
| <b>COMMUNITY PLAN REFERENCE</b> | Goal 3: Our Diverse Economy   |

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|---|
| <b>REPORT RECOMMENDATION</b>  |
| <p>(a) That Council Report No. AR18/53462 titled '<i>Policy Review – S135 – Streets – Naming of</i>' as presented to the Council on 15 January 2019 be noted.</p> <p>(b) That the updated Council Policy '<i>S135 – STREETS – Naming of</i>' as attached to the Council Report No. AR18/53462 be adopted.</p> <p>(c) The related documents to the Policy, AF14/25619 <i>Suggested Historical Street Names prominent people</i> and AF14/25616 <i>Suggested Historical Street Names Mayors and Alderman</i> be reviewed and a process for adding names to the lists be considered within 3 months.</p> |

Moved:

Seconded:



## 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.

## Discussion

Council Policy 'S135 – STREETS – Naming of' has been reviewed with no changes to the substance of the report and the related document referenced have been updated.

It is highlighted that the related documents to Policy S135 - Streets - Naming of, AF14/25619 *Suggested Historical Street Names prominent people* and AF14/25616 *Suggested Historical Street Names Mayors and Alderman* have not been added to for some time and it would be appropriate to consider a process to update the lists.

To implement the update of the supporting documentation of the Policy, the policy will be scheduled for review again in 2020 and thereafter every four years in line with policy review practices. This will allow time to consider how the lists may be updated and to be again presented before Council.

## Conclusion

The reviewed Council Policy 'S135 – STREETS – Naming of' is presented for consideration.

It is proposed that the policy be next scheduled for review within 12 months to enable the names on lists to be updated, and thereafter every 4 years.

## Attachments

[Attachment 1 \(AR18/53460\): Draft Council Policy 'S135 – STREETS – Naming of'](#)

**Simon WISEMAN**  
SENIOR PLANNING OFFICER



**Judy NAGY**  
GENERAL MANAGER CITY GROWTH

20 December 2018  
SW





**14.19. Policy Review - L230 - Planning - Licensed Premises - Report No. AR18/53454**

|                                 |   |
|---------------------------------|---|
| <b>COMMITTEE</b>                | Council   |
| <b>MEETING DATE:</b>            | 15 January 2019   |
| <b>REPORT NO.</b>               | AR18/53454  |
| <b>RM8 REFERENCE</b>            | AF11/1612   |
| <b>AUTHOR</b>                   | Simon Wiseman   |
| <b>SUMMARY</b>                  | The first stage of the South Australian State Government’s liquor licensing reforms commenced on 18 December 2017. The second stage commenced in September 2018. The Council Policy has been reviewed requiring only minor wording changes. |
| <b>COMMUNITY PLAN REFERENCE</b> | Goal 1: Our People  |
|                                 | Goal 2: Our Location  |
|                                 | Goal 3: Our Diverse Economy   |
|                                 | Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage  |

|   |
|---|
| <b>REPORT RECOMMENDATION</b>  |
| <p>(a) Strategic Standing Committee Report No. AR18/53454 titled ‘Policy Review - L230 Planning - Licensed Premises’ be received.</p> <p>(b) That the adopted Council Policy ‘L230 - Planning - Licensed Premises’ be updated on Council’s website.</p> |

Moved:

Seconded:



## **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.

## **Discussion**

Council Policy '*L230 – Planning – Licensed Premises*' has been reviewed and is presented with minor changes to wording only.

## **Conclusion**

The reviewed and updated Council Policy '*L230 – Planning – Licensed Premises*' is presented for consideration.

It is proposed that the policy be next scheduled for review from January 2020.

## **Attachments**

[\*Attachment 1 \(AR18/53458\): Draft - Policy L230 - Licensed Premises\*](#)

**SIMON WISEMAN**  
SENIOR PLANNER



**Tracy TZIOUTZIOUKLARIS**  
MANAGER DEVELOPMENT SERVICES

20 December 2018  
SW



**14.20. Rotary Club of Mount Gambier West – Community Art/Literacy Project - Report No. AR19/1024**

|                                 |  |
|---------------------------------|--|
| <b>COMMITTEE</b>                | Council  |
| <b>MEETING DATE:</b>            | 15 January 2019  |
| <b>REPORT NO.</b>               | AR19/1024  |
| <b>RM8 REFERENCE</b>            | AF18/441   |
| <b>AUTHOR</b>                   | Barbara Cernovskis   |
| <b>SUMMARY</b>                  | Council consider a proposal from the Rotary Club of Mount Gambier West for a Community Art/Literacy Project. |
| <b>COMMUNITY PLAN REFERENCE</b> | Goal 2: Our Location   |
|                                 | Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage   |

| <b>REPORT RECOMMENDATION</b>   |
|--|
| <p>(a) That Council Report No. AR19/1024 titled 'Rotary Club of Mount Gambier West – Community Art/Literacy Project' as presented to the Council on 15 January 2019 be noted.</p> <p>(b) That Council approve the installation of a seat on the south east side of the Blue Lake to commemorate the failed attempt to jump the Blue Lake of the fictional character, Sam McGregor and his horse Musket, in the 1982 story "The Ballad of the Blue Lake Bunyip" published by author and poet Graham Jenkin and illustrator, John Draper.</p> <p>(c) That the proposed location for the seat be between the pedestrian path and John Watson Drive at the eastern side of the Blue Lake between light poles 21 &amp; 22 and be supplied and installed at the cost of Rotary.</p> <p>(d) That Council give consideration to the proposed inclusion of a life-sized statue of the fictional character Sam McGregor astride his horse Musket.</p> <p>(e) That endorsement will be subject to achieving all necessary development approvals and State Heritage compliance.</p> <p>(f) That the proposal, as endorsed, be supplied and installed at the cost of Rotary.</p> <p>(g) Council reserves the right to remove any infrastructure involved in this project should it become historically or culturally sensitive.</p> |

Moved:

Seconded:



## Background

Council staff have been liaising with Rotary Club of Mount Gambier West representatives to assist them with their plans to locate a seat on the south east side of the Blue Lake to commemorate the fictional character, Sam McGregor in the 1982 storybook “The Ballad of the Blue Lake Bunyip” published by author and poet Graham Jenkin and illustrator, John Draper.

This assistance has been provided in accordance with part (b) of the following 16 May 2017 Council resolution:

***Cr Greco moved it be recommended:***

- (b) Council engage with Rotary to further develop plans to locate a seat on the south east side of the Lake to commemorate the failed attempt of Sam McGregor and his horse Musket to jump the Blue Lake on horseback. The seat to be located in a position that can benefit the community and supplied and installed at the cost of Rotary;***

***Cr Lovett seconded***

**Carried**

## Discussion

As a result of these discussions Rotary Club of Mount Gambier West have submitted a project rationale (Attachment 1) a summary of which follows:

### The Book

The colourful children’s picture book “The Ballad of the Blue Lake Bunyip” told the fictional story in verse of a gruesome mythical creature (the Bunyip) that supposedly lived in Mount Gambier’s famous Blue Lake. The Bunyip terrorised locals with his hideous grin and blood curdling laugh.

The “hero” of the book is a bold young stockman called Sam McGregor who attempts to leap his horse across the Blue Lake to win a bet and in the process, scared the Blue Lake Bunyip into submission.

### The Rationale

The first line of the book’s Epilogue (Attachment 2) bemoans the fact that at Sam McGregor’s famed leap, “there is no pub erected there, nor even a council seat”.

It is in response to this line that the Rotary Club of Mount Gambier West proposes to construct not only a “council seat” but also a life-sized statue of Sam McGregor astride his horse, making that fateful leap.

### The Structure

The seat will be incorporated into one 3 metre long panel of a wooden post and rail fence, while the horse and horseman will be depicted by a life-like, two dimensional silhouette, cut out of 8mm “core-ten” steel which weathers to a permanent rusty colour (similar to the “rusted” feature panels on the Library building).

The statue will be approximately 3 metres long and 1.8 metres high. The total weight of the steel horse and rider will be 600kg and suitably engineered supports will be designed to anchor the structure.



The horse will be leaping a 3 metre long wood fence panel adjoining the seat. An image has been provided (Attachment 3). Note that the seat panel has been omitted for the sake of simplicity.

#### The Location

The proposed location for the structure is between the pedestrian path and John Watson Drive at the eastern side of the Blue Lake between light poles 21 & 22 (Attachment 4)

It is proposed that the project be undertaken in two stages:

- Stage 1 - Installation of the seat, plaque and life-sized horse & horseman structure
- Stage 2 - Further interpretative signage (Attachment 5)

#### Conclusion

The Rotary Club of Mount Gambier West are seeking endorsement from Council to progress stage one of their proposal, and hope to finalise installation in time for their 50<sup>th</sup> birthday celebrations on 26 April 2019.

It is acknowledged that the inclusion of a life-sized horse & horseman structure is not compliant with the original 16 May 2017 resolution therefore further information has been provided for Council to give informed consideration to the full proposal.

Should Council endorse the project, formal development approvals would still need to be obtained prior to any construction commencing on the proposed State Heritage site.

#### Attachments

- Attachment 1 (AR19/1310): Rotary Club of Mount Gambier West Project Rationale*
- Attachment 2 (AR19/1311): Epilogue*
- Attachment 3 (AR19/1313): Structure Image*
- Attachment 4 (AR19/1315): Site Location*
- Attachment 5 (AR19/1316): Stage 2 – Interpretative Signage*



**Barbara Cernovskis**  
GENERAL MANAGER COMMUNITY WELLBEING

8 January 2019  
DL



**14.21. Sport and Recreation Major Capital Works Program 2018/19 – Additional Application for Consideration - Report No. AR19/994**

|                                 |  |
|---------------------------------|--|
| <b>COMMITTEE</b>                | Council  |
| <b>MEETING DATE:</b>            | 15 January 2019  |
| <b>REPORT NO.</b>               | AR19/994   |
| <b>RM8 REFERENCE</b>            | AF17/225   |
| <b>AUTHOR</b>                   | Barbara Cernovskis   |
| <b>SUMMARY</b>                  | Seek Council consideration of Mount Gambier Golf Club Inc 2018/19 application for capital works financial support. |
| <b>COMMUNITY PLAN REFERENCE</b> | Goal 1: Our People   |
|                                 | Goal 3: Our Diverse Economy  |

| <b>REPORT RECOMMENDATION</b>   |
|--|
| <p>(a) That Council Report No. AR19/994 titled '<i>Sport and Recreation Major Capital Works Program 2018-19 – additional application for consideration</i>' as presented to the Council on 15 January 2019 be noted.</p> <p>(b) That Mount Gambier Golf Club Inc receive funding of \$11,000 and budget lines 6530 and 6560 be adjusted in the next budget review.</p> <p>(c) The Mount Gambier Golf Club Inc be notified accordingly, advising that the provision and acquittal of funds will be subject to:</p> <ul style="list-style-type: none"> <li>• all necessary land holder and development approvals being obtained; and</li> <li>• all works being completed in accordance with all relevant legislative and compliance standards.</li> </ul> |

Moved:

Seconded:



**Background**

The Sport and Recreation Major Capital Works Program was publicly advertised in November 2018 seeking lodgment with Council by close of business 30 November 2018. Four receipted submissions were presented to the December 2018 Council meeting and the \$70,000 fund was distributed as per the following resolution:

**13.12. Sport and Recreation Major Capital Works Program 2018/2019 - Report No. AR18/50206**

- (a) That Operational Standing Committee Report No. AR18/50206 titled '*Sport and Recreation Major Capital Works Program 2018/19*' as presented to the Operational Standing Committee on 11 December 2018 be noted.
- (b) That \$70,000 be endorsed for distribution for the 2018/2019 Sport and Recreation Major Capital Works Program as follows:

| <u>Applicant</u>                            | <u>Priority (Score)</u> | <u>Requested</u> | <u>Approved</u> |
|---|-------------------------|------------------|-----------------|
| South Gambier Netball Club Association      | 1                       | \$30,000         | \$27,000        |
| Blue Lake Sports Club Incorporated          | 2                       | \$20,625         | \$17,000        |
| South Gambier Football Club                 | 3                       | \$50,000         | \$15,500        |
| Mount Gambier and Districts Baseball League | 4                       | \$10,980         | \$10,500        |
|   |                         | \$111,605        | \$70,000        |

- (c) All applicants be notified accordingly, advising that the provision and acquittal of these grant funds will always be subject to:
  - all necessary land holder and development approvals being obtained; and
  - all works being completed in accordance with all relevant legislative and compliance standards.

All successful applicants have now been advised in writing of the above outcome.

It has been brought to my attention that a fifth application from the Mount Gambier Golf Club for the 2018/19 fund had been found after the December Council meeting. Whilst the application is dated 27 Nov 18, the date it was actually received has not been able to be confirmed given this was during the customer service transition phase. Investigation with the proponent suggests that the application was hand delivered on or around 29 Nov 18.

**Discussion**

In light of undersubscription to the fund in 2017/18 and fairness to the proponent, the application has been reviewed against the funding eligibility and is presented to Council for consideration.



The criteria developed for the Program Guidelines includes the following (in brief);

- as a general rule, a minimum total project cost of \$10,000
- preference to high incidence of self help
- preference to matching funds or significant in-kind contribution by the applicant (minimum 25% of total project costs)
- priority for capital renewal or upgrade of existing assets rather than enhancement/additions or new assets
- for projects aimed at increasing community usage of sport and recreation facilities
- not for operating costs, the purchase of land or repayment of loans
- not for projects already commenced or completed
- not for projects submitted by individuals
- projects completed and claims for payment to be submitted by 14 June 2019 to enable the release of funds before the end of financial year.

A copy of the guidelines (Attachment 1) and application form (Attachment 2) developed for the 2017/2018 Program are provided for further information.

Section 1: Membership Details

|                                 | Junior |   | Senior |     | Total |     | Grand Total |
|---------------------------------|--------|---|--------|-----|-------|-----|-------------|
|                                 | M      | F | M      | F   | M     | F   |             |
| The Mount Gambier Golf Club Inc | 36     | 4 | 401    | 110 | 437   | 114 | <b>551</b>  |

Section 2: The Project

| Community Benefit               | High | Average | Low |
|---------------------------------|------|---------|-----|
| The Mount Gambier Golf Club Inc |      | √       |     |

Location

|                                 |                            |
|---------------------------------|----------------------------|
| The Mount Gambier Golf Club Inc | Attamura Rd, Mount Gambier |
|---------------------------------|----------------------------|

Section 3: Project Funding

| Funding Breakdown               | Cash \$ | In Kind \$ | Voluntary \$ | Grant Funding \$ | Grant Requested \$ | Total           |
|---------------------------------|---------|------------|--------------|------------------|--------------------|-----------------|
| The Mount Gambier Golf Club Inc | 10,000  | 556        | 18,600       | 0                | 57,274             | <b>\$86,431</b> |

| Funding Breakdown               | Cash | In Kind | Voluntary | Grant Funding | Total      |
|---------------------------------|------|---------|-----------|---------------|------------|
| The Mount Gambier Golf Club Inc | 12%  | 1%      | 22%       | -             | <b>35%</b> |

|                                 | Star Club Rating | Financial Statements | Current Bank Statements | Quotations Received | Financial Capacity (to proceed with reduced funding) |
|---------------------------------|------------------|----------------------|-------------------------|---------------------|--|
| The Mount Gambier Golf Club Inc | 3                | √                    | √                       | √                   | Yes  |

Section 4: Selection Rationale





The following application assessment rationale has been developed (based on the program guidelines) which in turn has influenced the recommended grant allocations.

| ASSESSMENT RATIONALE LEGEND |              |                              |             |          |                   |                   |                             |               |
|-----------------------------|--------------|------------------------------|-------------|----------|-------------------|-------------------|-----------------------------|---------------|
| Rating Legend               | High<br>3    | Renew of Existing<br>3       | 50% +<br>3  | Yes<br>1 | Provided<br>1     | Provided<br>1     | None Previously<br>3        | Rating 5<br>4 |
|                             | Average<br>2 | Enhance/Add to Existing<br>2 | 26-50%<br>2 | No<br>0  | Not Provided<br>0 | Not Provided<br>0 | Moderate previously<br>2    | Rating 4<br>3 |
|                             | Low<br>1     | New<br>1                     | 25%<br>1    |          |                   |                   | Significant previously<br>1 | Rating 3<br>2 |
|                             |              |                              |             |          |                   |                   |                             | Rating 2<br>1 |

| ASSESSMENT                       |                   |                           |   |                     |                           |                     |                            |                  |       |
|----------------------------------|-------------------|---------------------------|---|---------------------|---------------------------|---------------------|----------------------------|------------------|-------|
|                                  | Community Benefit | Infrastructure Assessment | Contribution of Club/ Other Contributions |                     | Guidelines Compliance     |                     |                            |                  | Score |
| Application                      |                   | Infrastructure Priority   | % Club Contribution                       | Other Contributions | Financial/Bank Statements | Quotations Provided | Previous / Level of Grants | Star Club Rating |       |
| The Mount Gambier Golf Club Inc. | 2                 | 1                         | 2   | 1                   | 1                         | 1                   | 3                          | 2                | 13    |

**Conclusion**

A review of Council’s internal process has been undertaken and improvements put in place to avoid any future incident of this type.

Should Council wish to consider the application and provide funding to The Mount Gambier Golf Club Inc, there is small capacity within the Sporting Facilities budget to accommodate the application.

A copy of the funding application is attached (Attachment 3) to this report for Elected Members information along with a list of previous recipients of the funding (Attachment 4).

**Attachments**

[Attachment 1 \(AR18/38982\): Sport and Recreation Major Capital Works Program 2018/2019 - Guidelines](#)

[Attachment 2 \(AR18/38985\): Sport and Recreation Major Capital Works Program 2018/2019 - Application Form](#)

[Attachment 3 \(AR18/53328\): Sports and Recreation Major Capital Works Program - 2018/19 - Application - The Mount Gambier Golf Club Inc](#)

[Attachment 4 \(AR18/38995\): Sport and Recreation Major Capital Works Program - Projects Previously Funded - 2010 - 2017](#)



A handwritten signature in black ink, appearing to read 'Barbara Cernovskis', written on a light grey background.

**Barbara Cernovskis**  
GENERAL MANAGER COMMUNITY WELLBEING

8 January 2019  
DL



**15. MOTION(S) - With Notice**

**15.1. INFRASTRUCTURE - Committees - Limestone Coast Local Government Association LCLGA - Green Triangle Freight Action Plan Ref. AF15/455**

Cr Perryman gave notice that he intended to move the following motion:

|  |
|--|
| <b>MOTION</b>  |
| (a) Council advise Limestone Coast LGA that it nominates Mr Daryl Morgan for appointment the Green Triangle Freight Action Plan Implementation Committee following the vacancy left by Mr Ian VonStanke. |

Moved:

Seconded:

**15.2. ECONOMIC DEVELOPMENT - Liaison - Tourism Mount Gambier – Liaison Ref AF16/187**

|   |
|---|
| <b>MOTION</b>   |
| (a) Cr Steven Perryman be appointed Council's observer representative to Tourism Mount Gambier. |

Moved:

Seconded:

**15.3. STRATEGIC MANAGEMENT - Policy - Council and Committee Policies – Review of Council Policy C305 Caretaker Policy Ref. AF18/470**

Cr Perryman gave notice that he intended to move the following motion:

|  |
|--|
| <b>MOTION</b>  |
| (a) The Operational Standing Committee undertake a review of Council Policy C305 Caretaker Policy and submit recommendations on any proposed amendment to Council. |

Moved:

Seconded:

**15.4. STRATEGIC MANAGEMENT - Policy - Council and Committee Policies - Review Of Council Policy M240 Members Access To Information Ref. AF18/470**

Cr Perryman gave notice that he intended to move the following motion:

|   |
|---|
| <b>MOTION</b>   |
| (a) The Operational Standing Committee undertake a review of Council Policy M240 Members Access to Information and submit recommendations on any proposed amendment to Council. |

Moved:

Seconded:



**15.5. STRATEGIC MANAGEMENT - Policy - Council and Committee Policies - Review of Council M405 Members Allowances And Benefits Ref. AF18/470**

Cr Perryman gave notice that he intended to move the following motion:

|   |
|---|
| <b>MOTION</b>   |
| (a) The Operational Standing Committee undertake a review of Council Policy M405 Members Allowances and Benefits and submit recommendations on any proposed amendment to Council. |

Moved:

Seconded:

**15.6. PROPERTY MANAGEMENT - Maintenance - Council Property Maintenance - Reserves, Parks and Ovals Ref. AF11/1545**

Cr Jenner gave notice that he intended to move the following motion:

|  |
|--|
| <b>MOTION</b>  |
| (a) That a Report be prepared on the area and extent of parks and gardens in the city, the presentation service level standards, and the seasonal resourcing requirements, to enable Council to consider whether any additional resources may be required into the future. |

Moved:

Seconded:

**16. MOTION(S) - Without Notice**

Meeting closed at                      p.m.

AR19/117



**17. REPORT ATTACHMENTS**

Report attachments commence on the next page.



## **MINUTES OF ORDINARY COUNCIL MEETING**

Meeting held at the Council Chamber, Civic Centre, 10 Watson Terrace, Mount Gambier  
on Tuesday, 18 December 2018 at 6.00 p.m.

**PRESENT** Mayor Lynette Martin OAM

Cr Ben Hood  
Cr Steven Perryman  
Cr Sonya Mezinec  
Cr Kate Amoroso  
Cr Max Bruins  
Cr Christian Greco  
Cr Frank Morello  
Cr Paul Jenner

|                         |   |   |                 |
|-------------------------|---|---|-----------------|
| <b>COUNCIL OFFICERS</b> | Chief Executive Officer                   | - | Mr M McShane    |
|                         | General Manager Community Wellbeing       | - | Ms B Cernovskis |
|                         | General Manager Council Business Services | - | Mrs P Lee       |
|                         | General Manager City Growth               | - | Dr J Nagy       |
|                         | General Manager City Infrastructure       | - | Mr N Serle      |
|                         | Manager Executive Administration          | - | Mr M McCarthy   |
|                         | Media and Communications Coordinator      | - | Ms S McLean     |
|                         | Media and Communications Officer          | - | Mrs A Watson    |
|                         | Executive Administration Officer          | - | Mrs F McGregor  |

**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.**

Mayor Martin acknowledged the violent death of a local woman last Friday in our community allegedly by her domestic partner.

This highlights the issue of domestic violence not only nationally, but also locally as a priority within our community as identified in our Regional Health Plan.

Whilst this is a national conversation, this tragedy draws attention to the need for our community to work together to ensure that ongoing support is provided to those in need.

### **1. APOLOGY(IES)**

Nil



## 2. LEAVE OF ABSENCE

Nil

## 3. CONFIRMATION OF COUNCIL MINUTES

Ordinary Meeting held on 16 October 2018

Statutory Meeting held on 22 November 2018

Special Meeting held on 4 December 2018

That the minutes of the Ordinary Meeting held on 16 October 2018, Statutory Meeting held on 22 November 2018, Special Meeting held on 4 December 2018 be confirmed as an accurate record of the proceedings of that meeting.

Moved: Cr Perryman

Seconded: Cr Meziniec

Carried

## 4. DEPUTATIONS

Mayor Martin has granted permission for the following presentation:

6.00 p.m. Perri-Anne Rasmussen regarding Taxi Regulation

Cr Perryman left the Chamber at 6.08 p.m.

Cr Perryman returned to the Chamber at 6.09 p.m.

## 5. MAYORAL REPORT - Ref. AF11/881

That the Mayoral report made on 18 December 2018 be received.

- Official Opening of “Cheshire” – second home for Ryder-Cheshire Mount Gambier Home Foundation
- Mount Gambier North School – White Ribbon Day Loudest Shout Out
- Limestone Coast Family Violence Action Group – Launch for Clothesline Project and Family Safety Cards
- Rook Family Gathering
- Rook Walk Centenary Celebrations
- Grant High School Presentation Evening
- Men’s Shed Mayor’s Christmas Appeal
- 2018 Christmas Parade Presentation Evening
- LGA Mayor’s and Chairperson’s Forum in Adelaide
- Welcome at Blue Lake Y Swim Club Annual Carnival



- Lakes Rotary Blue Lake Fun Run – Receipt of Donation to Disadvantaged Youth Scholarship
- Sport and Recreation Centre Committee Meeting
- CEO Selection and Recruitment Committee Meeting
- Mount Gambier Chamber of Commerce Christmas Dinner
- Independent Learning Centre Graduation Ceremony
- Mulga Street Primary School – NAIDOC Medal of Excellence Presentation
- eNVles Awards Night
- Visit to Mount Gambier Children’s Centre and John Powell Reserve
- Strategic Standing Committee Meeting
- Operational Standing Committee Meeting
- Mount Gambier Library Volunteers Luncheon
- CEO Selection and Recruitment Committee Meeting
- Meeting with GM City Infrastructure – Members of SE NRM Board
- LCLGA General Meeting
- 2018 Blue Lake Carols

Moved: Mayor Martin

Seconded: Cr Jenner

Carried

## 6. REPORTS FROM COUNCILLORS - Ref. AF11/882

|             |   |
|-------------|---|
| Cr Amoroso  | ReUse Market opening, Opening of the garden at the Migrant Centre, Seniors Group, LED Lighting Working Party Presentation via videolink, bio energy 2 day seminar, field trip to Holla Fresh and Bio Energy                                       |
| Cr Bruins   | ReUse Centre Opening, Youth Opportunities Graduation  |
| Cr Jenner   | Rook Walk at Gambier Hotel, LGA talk on L.E.D. Lighting   |
| Cr Hood     | Rook Walk 100 Year Anniversary, Tenison Woods College Year 12 Graduation, eNVles Awards, ReUse Market opening   |
| Cr Mezinec  | Rook family gathering at Gambier Hotel, Middle School Awards Ceremony, Tenison Woods College – in lieu of Mayor, eNVles Limestone Coast Presentation night, LCLGA meeting representing Mayor, official opening of ReUse Market representing Mayor |
| Cr Morello  | ReUse Market opening  |
| Cr Perryman | Mount Gambier Junior Basketball tournament, South Australian Tourism Commission Strategic Planning Consultation 2030 Tourism Plan   |





That the reports made by Councillors on 18 December 2018 be received.

Moved: Mayor Martin

Seconded: Cr Bruins

Carried

**7. QUESTIONS**

**7.1. With Notice**

Nil submitted

**7.2. Without Notice**

Nil recorded

**8. PETITIONS**

Nil

**9. NOTICE OF MOTION TO RESCIND**

Nil

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

|           |                                     |
|-----------|-------------------------------------|
| 4/12/2018 | Strategic Planning Session Workshop |
|-----------|-------------------------------------|

Records of proceedings are attached.

That the Record of Proceedings for the Strategic Planning Session Workshop held 4 December 2018 be received and the contents noted.

Moved: Cr Perryman

Seconded: Cr Hood

Carried

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

Nil submitted.

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

Items referred to the Council Meeting held 16 October and 22 November and 4 December

That the Action Items referred to the Council Meeting held 16 October 2018 and 22 November and 4 December be received.

Moved: Cr Morello

Seconded: Cr Meziniec

Carried



### 13. COMMITTEE MINUTES AND RECOMMENDATIONS

#### 13.1. Minutes of Strategic Standing Committee - 10 December 2018

That the minutes of the Strategic Standing Committee meeting held 10 December 2018 as attached be noted.

Moved: Mayor Martin

Seconded Cr Bruins

Carried

#### 13.2. Strategic Standing Committee Presiding Member - Report No. AR18/49385

- (a) That Strategic Standing Committee Report No. AR18/49385 titled '*Strategic Standing Committee Presiding Member*' as presented to the Strategic Standing Committee on 10 December 2018 be noted.
- (b) The term of office for the position of Strategic Standing Committee Presiding Member be one (1) year.
- (c) That Cr Morello be Presiding Member of the Strategic Standing Committee on and from 10 December 2018 subject to endorsement by Council.

Moved: Cr Morello

Seconded: Cr Greco

Carried

#### 13.3. Strategic Standing Committee - Ordinary Meeting Day and Time - Report No. AR18/49387

- (a) That Strategic Standing Committee Report No. AR18/49387 titled '*Strategic Standing Committee - Ordinary Meeting Day and Time*' as presented to the Strategic Standing Committee on 10 December 2018 be noted.
- (b) That the Strategic Standing Committee hold ordinary meetings on the Monday in the week preceding each monthly Council meeting commencing at 5:30pm in the Civic Centre, 10 Watson Terrace, Mount Gambier.
- (c) That ordinary meetings in accordance with resolution (b) commence in February 2019.

Moved: Cr Morello

Seconded: Cr Hood

Carried



**13.4. Strategic Standing Committee Terms of Reference - AR18/49386**

- (a) That Strategic Standing Committee Report No. AR18/49386 titled '*Strategic Standing Committee – Review of Terms of Reference*' as presented to the Strategic Standing Committee on 10 December 2018 be noted.
- (b) That the Strategic Standing Committee Terms of Reference be adopted as attached to Strategic Standing Committee Report No. AR18/49386.

Moved: Cr Morello

Seconded: Cr Hood

Carried

**13.5. Review of Confidentiality Order - Report No. AR18/49523**

- (a) That Strategic Standing Committee Report No. AR18/49523 titled '*Review of Confidentiality Orders*' as presented to the Strategic Standing Committee on 10 December 2018 be noted.
- (b) That the following Confidential Orders as specified in Attachment 1 to Report AR18/49523, having been reviewed by Council, remain in operation on the grounds provided:
  - i. Council 18/06/2013 - Corporate and Community Services Committee 11/06/2013 - Item 6 SOCIAL, CULTURAL AND COMMUNITY SERVICES - Committees - City of Mount Gambier Junior Sports Assistance Fund ( Section 41 ) Committee - Minutes of Meeting held 22nd May, 2013 - Ref. AF11/725.
  - ii. Council 17/12/2013 - Corporate and Community Service Committee - 10/12/2013 - Junior Sports Assistance Fund Committee - 20/11/2013 - Item 15 - ROTARY CLUB OF MOUNT GAMBIER LAKES - Donations to Financially Disadvantaged Junior Sportspersons.
  - iii. Council 17/12/2013 - Corporate and Community Service Committee - 10/12/2013 - Junior Sports Assistance Fund Committee - 20/11/2013 - Item 15 - COMMERCIAL CLUB INC. - Donation to exceptional junior sportsperson.
  - iv. Council 15/04/2014 - Corporate and Community Services Committee - 08/04/2014 - GOVERNANCE - Committees - City of Mount Gambier Junior Sports Assistance Fund (Section 41) - Minutes of Meeting held 2nd April, 2014 - Ref. AF11/725.



- v. Council 18/08/2015 - Railway Lands Development and Management Committee - 11/08/2015 - Item 8 - PROPERTY MANAGEMENT - Railway Lands - Expression of Interest - Occupation and Use Of Old Railway Station Building - Ref. AF15/262.
  - vi. Council 18/08/2015 - Railway Lands Development and Management Committee - 11/08/2015 - Item 7 - PROPERTY MANAGEMENT - Railway Lands - Expression of Interest - Management of Community Markets - Ref. AF15/261.
  - vii. Council 16/02/2016 - Corporate and Community Services Committee - 08/02/2016 - Item 11 - CORPORATE AND COMMUNITY SERVICES REPORT NO. 14/2016 - Frew Park (Ambulance Station) Development - Ref. AF16/11, AF13/65.
  - viii. Council 21/02/2017 - Operational Services Committee - 14/02/2017 - Item 13 - DEVELOPMENT CONTROL - Illegal Development - Operation of a Storage Yard - Ref. AF11/304.
  - ix. Council 18/04/2017 - Item 1 - CEO REPORT ON CONFIDENTIAL MATTERS - Ref. AF11/1894.
- (c) That the following Confidential Orders as specified in Attachment 1 to Report AR18/49523, having been reviewed by Council, be amended to alter the duration and release conditions:
- Nil
- (d) That the following Confidential Orders as specified in Attachment 1 to Report AR18/49523, having been reviewed by Council, be released immediately following the Council meeting on 18 December 2018:
- Nil
- (e) That a more detailed report be presented to Council in confidence at the next periodic review.
- (f) That future reviews be presented directly to Council.

Moved: Cr Morello

Seconded: Cr Meziniec

Carried



**13.6. Minutes of Operational Standing Committee - 11 December 2018**

That the minutes of the Operational Standing Committee meeting held 11 December 2018 as attached be noted.

Moved: Cr Greco

Seconded Cr Amoroso

Carried

**13.7. Operational Standing Committee Presiding Member - Report No. AR18/49396**

- (a) That Operational Standing Committee Report No. AR18/49396 titled '*Operational Standing Committee Presiding Member*' as presented to the Operational Standing Committee on 11 December 2018 be noted.
- (b) The term of office for the position of Operational Standing Committee Presiding Member be 2 year(s).
- (c) That Cr Greco be the Presiding Member of the Operational Standing Committee on and from 11 December 2018 subject to endorsement by Council.

Moved: Cr Greco

Seconded: Cr Jenner

Carried

**13.8. Operational Standing Committee Ordinary Meeting Day and Time - Report No. AR18/49394**

- (a) That Operational Standing Committee Report No. AR18/49394 titled '*Operational Standing Committee Ordinary Meeting Day/Time*' as presented to the Strategic Standing Committee on 11 December 2018 be noted.
- (b) That the Operational Standing Committee hold ordinary meetings on the Tuesday in the week preceding each monthly Council meeting commencing at 5:45 pm in the Civic Centre, 10 Watson Terrace, Mount Gambier.
- (c) That ordinary meetings in accordance with resolution (b) commence in February 2019.

Moved: Cr Greco

Seconded: Cr Jenner

Carried



**13.9. Operational Standing Committee Review of Terms of Reference - Report No. AR18/49395**

- (a) That Operational Standing Committee Report No. AR18/49395 titled '*Operational Standing Committee – Review of Terms of Reference*' as presented to the Operational Standing Committee on 11 December 2018 be noted.
- (b) That the Operational Standing Committee Terms of Reference be adopted as attached to Operational Standing Committee Report No. AR18/49395 with the following alterations:
- That presiding member appointment be for a 2 year term.

Moved: Cr Greco

Seconded: Cr Amoroso

Carried

**13.10. Works in Progress - City Infrastructure - Report No. AR18/44529**

- (a) That Operational Standing Committee Report No. AR18/44529 titled '*Works in Progress - City Infrastructure*' as presented to the Operational Standing Committee on 11 December 2018 be noted.

Moved: Cr Greco

Seconded: Cr Jenner

Carried

**13.11. Caroline Landfill leachate disposal - Vetiver grass trial - Report No. AR18/44529**

- (a) That Operational Standing Committee Report No. AR18/49403 titled '*Caroline Landfill leachate disposal – Vetiver grass trial*' as presented to the Operational Standing Committee on 11 December 2018 be noted.
- (b) Council Officers continue to regularly report to Council on the progress and outcomes of the trial.

Moved: Cr Greco

Seconded: Cr Jenner

Carried



**13.12. Sport and Recreation Major Capital Works Program 2018/2019 - Report No. AR18/50206**

- (a) That Operational Standing Committee Report No. AR18/50206 titled '*Sport and Recreation Major Capital Works Program 2018/19*' as presented to the Operational Standing Committee on 11 December 2018 be noted.
- (b) That \$70,000 be endorsed for distribution for the 2018/2019 Sport and Recreation Major Capital Works Program as follows:

| <u>Applicant</u>                            | <u>Priority (Score)</u> | <u>Requested</u> | <u>Approved</u> |
|---|-------------------------|------------------|-----------------|
| South Gambier Netball Club Association      | 1                       | \$30,000         | \$27,000        |
| Blue Lake Sports Club Incorporated          | 2                       | \$20,625         | \$17,000        |
| South Gambier Football Club                 | 3                       | \$50,000         | \$15,500        |
| Mount Gambier and Districts Baseball League | 4                       | \$10,980         | \$10,500        |
|   |                         | \$111,605        | \$70,000        |

- (c) All applicants be notified accordingly, advising that the provision and acquittal of these grant funds will always be subject to:
- all necessary land holder and development approvals being obtained; and
  - all works being completed in accordance with all relevant legislative and compliance standards.

Moved: Cr Greco

Seconded: Cr Meziniec

Carried

**13.13. Heritage Advisor role in Development Applications - Report No. AR18/41818**

- (a) That Operational Standing Committee Report No. AR18/41818 titled '*Heritage Advisor role in Development Applications*' as presented to the Operational Standing Committee on 11 December 2018 be noted.
- (b) That a copy of this report be provided to all members of the Council Assessment Panel.

Moved: Cr Greco

Seconded: Cr Jenner

Carried



Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Mezinec informed the meeting of a *perceived* conflict of interest in Item 13.14:

*"I am friends with 2 recipients of grants Kathryn Zvirgzdins and Margaret Kaethner"*

Cr Mezinec informed the meeting of the manner in which they intend to deal with the *perceived* conflict of interest as follows:

*"I intend to stay in the meeting and vote"*

In accordance with section 75A Cr Mezinec participated in the meeting in relation to the matter.

**13.14. 2018/2019 Local Heritage Restoration Fund - Report No. AR18/49881**

- (a) That Operational Standing Committee Report titled '2018/2019 Heritage Restoration Fund' as presented be noted.
- (b) That the Heritage Restoration Fund Grants for 2018/2019 be endorsed as follows:

| APPLICANT                                   | RECOMMENDED VALUE OF GRANT |
|---|----------------------------|
| Adrian & Tracy Koop                         | \$1,500                    |
| Darren & Tanya Coxon                        | \$1,500                    |
| Ryan & Kirsty Turner                        | \$2,000                    |
| Mount Gambier Club Inc.                     | \$2,000                    |
| Kiri Fleming                                | \$2,000                    |
| Georgina Jones                              | \$700                      |
| Jo & David Glover                           | \$500                      |
| Darren & Yvette Sims                        | \$2,500                    |
| Kathryn Zvirgzdins                          | \$800                      |
| John & Wendy Pocock                         | \$500                      |
| John William Ancell & Raspati Suciati Louis | \$2,000                    |
| George Haskas                               | \$800                      |
| Fiona Smith                                 | \$500                      |
| Margaret Kaethner                           | \$2,000                    |
| Joe & Sue Clements                          | \$700                      |
| TOTAL                                       | \$20,000                   |

Moved: Cr Greco

Seconded: Cr Bruins

Carried

Having participated in the meeting in relation to Item 13.14 Cr Mezinec voted in favour of the motion.





**13.15. Quarter One Budget Review for the financial year ending 30 June 2019 - Report No. AR18/48619**

- (a) That Operational Standing Committee Report No. AR18/48619 titled '*Quarter One Budget Review for Financial Year Ending 30 June 2019*' as presented to the Operational Standing Committee on 11 December 2018 be noted.
- (b) That the Quarter One Budget Review (BR1) be adopted for the financial year 1 July 2018 to 30 June 2019 as detailed in Attachment 1 of the report titled '*Quarter One Budget Review for the Financial Year Ending 30 June 2019*' which reflects a \$328,000 forecast operating surplus representing no net change from the Original Budget forecast operating surplus.

Moved: Cr Greco

Seconded: Cr Jenner

Carried

**13.16. Great Victorian Bike Ride 2019 - Report No. AR18/49986**

- (a) That Operational Standing Committee Report No. AR18/49986 titled '*Great Victorian Bike Ride 2019*' as presented to the Operational Standing Committee on 11 December 2018 be noted.
- (b) That Council approve the allocation of \$12,000 cash sponsorship and up to the value of \$5,000 in kind for the 2019 Great Victorian Bike Ride, conditional upon the proponents obtaining all necessary funds and approvals from the relevant authority.
- (c) Funding to be allocated to account number 6350.0038.70 in the 2019/20 budget.

Moved: Cr Greco

Seconded: Cr Perryman

Carried



Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of a *perceived* conflict of interest in Item 13.17:13.23:

*"I am a Board Member of Basketball Mount Gambier a stakeholder group in the Community Council process".*

Cr Perryman informed the meeting of the manner in which they intend to deal with the perceived conflict of interest as follows:

*"State the nature of position on BMG Board at the meeting, stay in meeting for debate and vote."*

In accordance with section 75A Cr Perryman participated in the meeting in relation to the matter.

#### **13.17. Regional Sport and Recreation Centre Committee - 3 December 2018**

That the minutes of the Regional Sport and Recreation Centre Committee meeting held 3 December 2018 as attached be noted.

Moved: Mayor Martin

Seconded Cr Hood

Carried

Having participated in the meeting in relation to Item 13.17 Cr Perryman voted in favour of the motion.

Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of a *perceived* conflict of interest in Item 13.17:13.23:

*"I am a Board Member of Basketball Mount Gambier a stakeholder group in the Community Council process".*

Cr Perryman informed the meeting of the manner in which they intend to deal with the perceived conflict of interest as follows:

*"State the nature of position on BMG Board at the meeting, stay in meeting for debate and vote."*

In accordance with section 75A Cr Perryman participated in the meeting in relation to the matter.



**13.18. Regional Sport and Recreation Centre Committee Selection of Presiding Member - Report No. AR18/49978**

- (a) That Regional Sport and Recreation Centre Committee Report No. AR18/49978 titled '*Regional Sport and Recreation Centre Committee Selection of Presiding Member*' as presented to the Regional Sport and Recreation Centre Committee on 3 December 2018 be noted.
- (b) The term of office for the position of Regional Sport and Recreation Centre Committee Presiding Member be 2 years.
- (c) That Cr Ben Hood be endorsed as Presiding Member of the Regional Sport and Recreation Centre Committee.

Moved: Cr Hood

Seconded: Cr Bruins

Carried

Having participated in the meeting in relation to Item 13.18 Cr Perryman voted in favour of the motion.

Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of a *perceived* conflict of interest in Item 13.17:13.23:

*"I am a Board Member of Basketball Mount Gambier a stakeholder group in the Community Council process".*

Cr Perryman informed the meeting of the manner in which they intend to deal with the perceived conflict of interest as follows:

*"State the nature of position on BMG Board at the meeting, stay in meeting for debate and vote."*

In accordance with section 75A Cr Perryman participated in the meeting in relation to the matter.

**13.19. Regional Sport and Recreation Centre Committee Ordinary Meeting Day/Time - Report No. AR18/49977**

- (a) That Regional Sport and Recreation Centre Committee Report No. AR18/49977 titled '*Regional Sport and Recreation Centre Committee - Ordinary Meeting Day/Time*' as presented to the Regional Sport and Recreation Centre Committee on 3 December 2018 be noted.



- (b) That the Regional Sport and Recreation Centre Committee hold ordinary meetings on the first Monday of each month commencing at 5:30 pm.
- (c) That ordinary meetings in accordance with resolution (b) commence from mid-January 2019.

Moved: Cr Hood

Seconded: Cr Morello

Carried

Having participated in the meeting in relation to Item 13.19 Cr Perryman voted in favour of the motion.

Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of a *perceived* conflict of interest in Item 13.17:13.23:

*"I am a Board Member of Basketball Mount Gambier a stakeholder group in the Community Council process".*

Cr Perryman informed the meeting of the manner in which they intend to deal with the perceived conflict of interest as follows:

*"State the nature of position on BMG Board at the meeting, stay in meeting for debate and vote."*

In accordance with section 75A Cr Perryman participated in the meeting in relation to the matter.

**13.20. Regional Sport and Recreation Centre Committee - Review of Terms of Reference - Report No. AR18/49975**

- (a) That Regional Sport and Recreation Centre Committee Report No. AR18/49975 titled '*Regional Sport and Recreation Centre Committee - Review of Terms of Reference*' as presented to the Regional Sport and Recreation Centre Committee on 3 December 2018 be noted.
- (b) That the Regional Sport and Recreation Centre Committee Terms of Reference be adopted as attached to Regional Sport and Recreation Centre Committee Report No. AR18/49975.

Moved: Cr Hood

Seconded: Cr Mezinec

Carried

Having participated in the meeting in relation to Item 13.20 Cr Perryman voted in favour of the motion.



Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of a *perceived* conflict of interest in Item 13.17:13.23:

*"I am a Board Member of Basketball Mount Gambier a stakeholder group in the Community Council process".*

Cr Perryman informed the meeting of the manner in which they intend to deal with the perceived conflict of interest as follows:

*"State the nature of position on BMG Board at the meeting, stay in meeting for debate and vote."*

In accordance with section 75A Cr Perryman participated in the meeting in relation to the matter.

**13.21. Financial Modelling and Sensitivity Analysis - Report No. AR18/48937**

(a) That Regional Sport and Recreation Centre Committee Report No. AR18/48937 titled '*Financial Modelling and Sensitivity Analysis*' as presented to the Regional Sport and Recreation Centre Committee on 3 December 2018 be noted.

Moved: Cr Hood

Seconded: Cr Bruins

Carried

Having participated in the meeting in relation to Item 13.21 Cr Perryman voted in favour of the motion.

Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of a *perceived* conflict of interest in Item 13.17:13.23

*"I am a Board Member of Basketball Mount Gambier a stakeholder group in the Community Council process".*

Cr Perryman informed the meeting of the manner in which they intend to deal with the perceived conflict of interest as follows:

*"State the nature of position on BMG Board at the meeting, stay in meeting for debate and vote."*

In accordance with section 75A Cr Perryman participated in the meeting in relation to the matter.



**13.22. Community Engagement Program - Report No. AR18/48934**

(a) That Regional Sport and Recreation Centre Committee Report No. AR18/48934 titled '*Community Engagement Program*' as presented to the Regional Sport and Recreation Centre Committee on 3 December 2018 be received and noted.

Moved: Cr Hood

Seconded: Cr Meziniec

Carried

Having participated in the meeting in relation to Item 13.22 Cr Perryman voted in favour of the motion.

Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of a *perceived* conflict of interest in Item 13.17:13.23:

*"I am a Board Member of Basketball Mount Gambier a stakeholder group in the Community Council process".*

Cr Perryman informed the meeting of the manner in which they intend to deal with the perceived conflict of interest as follows:

*"State the nature of position on BMG Board at the meeting, stay in meeting for debate and vote."*

In accordance with section 75A Cr Perryman participated in the meeting in relation to the matter.

**13.23. Elector Survey Update - Report No. AR18/48941**

(a) That Regional Sport and Recreation Centre Committee Report No. AR18/48941 titled '*Elector Survey Update*' as presented to the Regional Sport and Recreation Centre Committee on 3 December 2018 be received and noted.

Moved: Cr Hood

Seconded: Cr Morello

Carried

Having participated in the meeting in relation to Item 13.23 Cr Perryman voted in favour of the motion.



Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of a *perceived* conflict of interest in Item 13.24:13.27:

*"I am a Board Member of Basketball Mount Gambier which is a member of the Fund"*

Cr Perryman informed the meeting of the manner in which they intend to deal with the perceived conflict of interest as follows:

*"State the nature of my position on BMG Board at the meeting, stay in meeting for debate and vote."*

In accordance with section 75A Cr Perryman participated in the meeting in relation to the matter.

**13.24. Junior Sports Assistance Fund Committee Minutes – 5 December 2018**

That the minutes of the Junior Sports Assistance Fund Committee meeting held 5 December 2018 as attached be noted.

Moved: Mayor Martin

Seconded Cr Greco

Carried

Having participated in the meeting in relation to Item 13.24 Cr Perryman voted in favour of the motion.

Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of a *perceived* conflict of interest in Item 13.24:13.27:

*"I am a Board Member of Basketball Mount Gambier which is a member of the Fund"*

Cr Perryman informed the meeting of the manner in which they intend to deal with the perceived conflict of interest as follows:

*"State the nature of my position on BMG Board at the meeting, stay in meeting for debate and vote."*

In accordance with section 75A Cr Perryman participated in the meeting in relation to the matter.

**13.25. Junior Sports Assistance Fund - Selection of Presiding Member - AR18/49728**

- (a) That Junior Sports Assistance Fund Committee Report No. AR18/49728 titled '*Junior Sports Assistance Fund - Selection of Presiding Member*' as presented to the Junior Sports Assistance Fund Committee on 5 December 2018 be noted.

- (b) The term of office for the position of Junior Sports Assistance Fund Presiding Member be 2 years.
- (c) That Cr Greco be Presiding Member of the Junior Sports Assistance Fund Committee on and from 18 December, 2018.

Moved: Cr Greco

Seconded: Cr Amoroso

Carried

Having participated in the meeting in relation to Item 13.25 Cr Perryman voted in favour of the motion.

Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of a *perceived* conflict of interest in Item 13.24:13.27:

*"I am a Board Member of Basketball Mount Gambier which is a member of the Fund"*

Cr Perryman informed the meeting of the manner in which they intend to deal with the perceived conflict of interest as follows:

*"State the nature of my position on BMG Board at the meeting, stay in meeting for debate and vote."*

In accordance with section 75A Cr Perryman participated in the meeting in relation to the matter.

**13.26. Junior Sports Assistance Fund - Review of Terms of Reference - Report No. AR18/49763**

- (a) That Junior Sports Assistance Fund Committee Report No. AR18/49763 titled '*Junior Sports Assistance Fund Committee - Review of Terms of Reference*' as presented to the Junior Sports Assistance Fund Committee on 5 December 2018 be noted.
- (b) That the Junior Sports Assistance Fund Terms of Reference be presented to the next ordinary meeting of the Junior Sports Assistance Fund Committee for consideration and adoption.

Moved: Cr Greco

Seconded: Cr Jenner

Carried

Having participated in the meeting in relation to Item 13.26 Cr Perryman voted in favour of the motion.





Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of a *perceived* conflict of interest in Item 13.24:13.27:

*"I am a Board Member of Basketball Mount Gambier which is a member of the Fund"*

Cr Perryman informed the meeting of the manner in which they intend to deal with the perceived conflict of interest as follows:

*"State the nature of my position on BMG Board at the meeting, stay in meeting for debate and vote."*

In accordance with section 75A Cr Perryman participated in the meeting in relation to the matter.

**13.27. Meetings of the Junior Sports Assistance Fund Committee - Report No. AR18/49776**

- |   |
|---|
| <p>(a) That Junior Sports Assistance Fund Committee Report No. AR18/49776 titled '<i>Meetings of the Junior Sports Assistance Fund</i>' as presented to the Junior Sports Assistance Fund Committee on 5 December 2018 be noted.</p> <p>(b) That the Junior Sports Assistance Fund Committee hold three or more ordinary meetings in the financial year or as and when determined by the Presiding Member, as well as the Annual Meeting of Member Organisations.</p> |
|---|

Moved: Cr Greco

Seconded: Cr Mezinec

Carried

Having participated in the meeting in relation to Item 13.27 Cr Perryman voted in favour of the motion.

Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of an *actual* conflict of interest in Item 13.28:

*"I am a Board Member of Basketball Mount Gambier who nominated 2 recipients of the fund in this item"*

Cr Perryman informed the meeting of the manner in which they intend to deal with the perceived conflict of interest as follows:

*"I will leave the meeting for the debate and the vote."*



In accordance with section 75A Cr Perryman left the room at 7.05 p.m.

**13.28. Rotary Club of Mount Gambier Lakes - Donations to Financially Disadvantaged Sportspersons - Second Call 2018 - Report No. AR18/40839**

- |      |   |
|------|---|
| (a)  | That Junior Sports Assistance Fund Committee Report No. AR18/40839 titled ' <i>Rotary Club of Mount Gambier Lakes - Donations to Financially Disadvantaged Juniors - Second Call 2018</i> ' dated 30 November 2018 as presented to the Junior Sports Assistance Fund Committee on 5 December 2018 be noted.   |
| (b)  | the following application(s)/funding be made available to the Member Organisations named below to assist the identified junior(s) to achieve their fullest participation with the specific purpose donation from the Rotary Club of Mount Gambier Lakes - Donations to Financially Disadvantaged Junior Sportspersons initiative (funded from some of the proceeds from the 2017 Blue Lake Fun Run) and to be used strictly in accordance with their respective confidential application: |
| (i)  | Limestone Coast Football Association (1 nominee) \$300  |
| (ii) | Basketball Mount Gambier (2 nominees) \$600   |

Moved: Cr Greco

Seconded: Cr Jenner

Carried

Cr Perryman returned to the meeting at 7.06 p.m.

Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of a *perceived* conflict of interest in Item 13.29:13.30:

*"I am a Board Member of Basketball Mount Gambier which is a member of the Fund"*

Cr Perryman informed the meeting of the manner in which they intend to deal with the perceived conflict of interest as follows:

*"State the nature of my position on BMG Board at the meeting, stay in meeting for debate and vote."*

In accordance with section 75A Cr Perryman participated in the meeting in relation to the matter.



**13.29. Coaching Clinic Applications - Annual Call - Report No. AR18/45702**

- (a) That Junior Sports Assistance Fund Committee Report No. AR18/45702 titled '*Coaching Clinic Applications - Annual Call*' dated 1 December 2018 as presented to the Junior Sports Assistance Fund Committee on 5 December 2018 be noted.
- (b) The following funding be made available to the Member Organisation named below to assist in the conduct of specialised coaching clinics in accordance with the guidelines for such Clinics:
- |   |         |
|---|---------|
| (i) Blue Lake Y Swim Club and Mount Gambier Swimming Club | \$1,600 |
| (ii) South East Women's Football Association              | \$2,000 |
| (iii) Limestone Coast Football Association                | \$1,400 |
- (c) the successful Member Organisations to be reminded of their obligations as detailed in the report.

Moved: Cr Greco

Seconded: Cr Mezinec

Carried

Having participated in the meeting in relation to Item 13.29 Cr Perryman voted in favour of the motion.

Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of a *perceived* conflict of interest in Item 13.29:13.30:

*"I am a Board Member of Basketball Mount Gambier which is a member of the Fund"*

Cr Perryman informed the meeting of the manner in which they intend to deal with the perceived conflict of interest as follows:

*"State the nature of my position on BMG Board at the meeting, stay in meeting for debate and vote."*

In accordance with section 75A Cr Perryman participated in the meeting in relation to the matter.



**13.30. Letter of Thanks and Appreciation to Hanna Persello for her contributions to the Junior Sports Assistance Fund - Ref. AF18/888, AF11/725**

- (a) the report be received;
- (b) a letter of thanks be sent to Hanna Persello for her contributions to the City of Mount Gambier Junior Sports Assistance Fund.

Moved: Cr Greco

Seconded: Cr Amoroso

Carried

Having participated in the meeting in relation to Item 13.30 Cr Perryman voted in favour of the motion.

**13.31. CEO Selection and Recruitment Committee Special Meeting Minutes – 14 December 2018**

That the minutes of the CEO Selection and Recruitment Committee meeting held 14 December 2018 as attached be noted.

Moved: Mayor Martin

Seconded Cr Hood

Carried

**13.32. HUMAN RESOURCE MANAGEMENT - Appointment of Interim Chief Executive Officer AF18/584**

- (a) The information from Mr Graeme Maxwell outlining his terms and conditions to act as Interim CEO be noted.
- (b) Committee agreed on the appointment of Mr Graeme Maxwell to fill the role of Interim CEO to commence Monday 18 February 2019 and through to Friday 17 May 2019.

Moved: Mayor Martin

Seconded: Cr Meziniec

Carried

**13.33. Minutes of Council Assessment Panel – 15 November 2018**

That the minutes of the Council Assessment Panel meeting held 15 November 2018 as attached be noted.

Moved: Cr Jenner

Seconded: Cr Greco

Carried



#### **14. COUNCIL REPORTS**

Council Reports commence in the In Confidence Section.

#### **15. MOTION(S) - With Notice**

**15.1.** Nil Submitted

#### **16. MOTION(S) - Without Notice**

**16.1** Nil Submitted

Pursuant to Division 3 - Conflict of Interest, Section 74 of the Local Government Act 1999, Mayor Martin informed the meeting of a *material* conflict of interest in Item 17.1:

*"I am declaring a material conflict of interest as a member of my family is a board member of the body to which this matter relates".*

Mayor Martin informed the meeting of the manner in which they intend to deal with the *perceived* conflict of interest as follows:

*"In accordance with section 74 (1)(b) I will be leaving the meeting room while that matter is being discussed and voted on."*

In accordance with section 74 Mayor Martin left the room at 7.12 p.m.

Deputy Mayor Sonya Meziniec took the chair for Item 17.1



**17. CONFIDENTIAL ITEMS**

**17.1. Consideration for Exclusion of the Public**

Item No. 17.2

The following Agenda Item be received, discussed and considered in confidence by excluding the public pursuant to Section 90(2) of the Local Government Act 1999, and an order be made that the public (with the exception of Councillors – K Amoroso, M Bruins, C Greco, P Jenner, S Mezinac, F Morello, S Perryman and Council Officers - M McShane, B Cernovskis, P Lee, J Nagy, M McCarthy, S McLean and F McGregor) be excluded from the meeting in order for the Agenda Item 17.2 Property Management to be considered in confidence.

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

- (b) information the disclosure of which
  - could reasonably be expected to confer a commercial advantage on a person with whom the Council is conducting or proposing to conduct, business or to prejudice the commercial position of the Council.
  - would on balance, be contrary to the public interest
- (d) could reasonably be expected to prejudice the commercial position of the who supplied the information, or to confer a commercial advantage on a third party, and
  - would on balance, be contrary to the public interest
- (g) 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, any duty of confidence, or other legal obligation or duty.

The correspondence received by the City of Mount Gambier states that documents are provided in-confidence and contain financial information that is contained in the Discussion Paper that is confidential and cannot be released without prior consent.

| Item No. | Subject Matter  | S90(3) Grounds |
|----------|---|----------------|
| 17.2     | Property Management - Report No. AR18/51248 - File Ref: AF11/1372 | (b)(d)&(g)     |

Moved: Cr Greco

Seconded: Cr Morello

Carried



Mayor Martin returned to the meeting at 7.31 p.m.

### 17.3. Consideration for Keeping Items Confidential

That an order be made pursuant to Section 91(7) and recorded in the publicly released version of the minutes in accordance with Section 91(9) of the Local Government Act, 1999 that the document in relation to Item 17.2 which has been considered by the Council on a confidential basis pursuant to Section 90(3) be kept confidential.

| Item No. | Subject Matter      | S90(3) Grounds | Element To Be Kept Confidential | Duration   |
|----------|---------------------|----------------|---------------------------------|--|
| 17.2     | Property Management | (b)(d)(g)      | All details                     | Until Council has agreed on a course of action with regard to the matter, to be reviewed once every twelve months in accordance with the Local Government Act. |

Moved: Cr Morello

Seconded: Cr Greco

Carried



#### 17.4. Consideration for Exclusion of the Public

##### Item No. 17.5

The following Agenda Item be received, discussed and considered in confidence by excluding the public pursuant to Section 90(2) of the Local Government Act 1999, and an order be made that the public (with the exception of Mayor L Martin, Councillors – K Amoroso, M Bruins, C Greco, P Jenner, S Meziniec, F Morello, S Perryman and Council Officers - M McShane, B Cernovskis, P Lee, J Nagy, M McCarthy, S McLean and F McGregor) be excluded from the meeting in order for the Agenda Item 17.5 Request for Quote – CEO Selection and Recruitment to be considered in confidence.

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 information associated with:

(k) tender for the provision of services.

The tenders being considered contain pricing information and other competitive service information, the release of which would prejudice the position of the provider(s) and Council in negotiation and use of the services.

| Item No. | Subject Matter   | S90(3) Grounds |
|----------|--|----------------|
| 17.5     | Request for Quote – CEO Selection and Recruitment – AR18/51627<br>File Ref: AF18/584 | (k)            |

Moved: Cr Greco

Seconded: Cr Meziniec

Carried





### 17.6. Consideration for Keeping Items Confidential

That an order be made pursuant to Section 91(7) and recorded in the publicly released version of the minutes in accordance with Section 91(9) of the Local Government Act, 1999 that the document in relation to Item 1 which has been considered by the Council on a confidential basis pursuant to Section 90(3) be kept confidential.

| Item No. | Subject Matter                                    | S90(3) Grounds | Element To Be Kept Confidential                                      | Duration  |
|----------|---|----------------|--|---|
| 17.5     | Request for Quote – CEO Selection and Recruitment | (k)            | All details including tabled attachments.                            | Until a replacement CEO has commenced employment. |
|          |   |                | Resolution a & b to be released on execution of a service agreement. |   |

Moved: Cr Perryman

Seconded: Cr Morello

Carried

Meeting closed at 7.37 p.m.

AR18/53456



**DESIGNATED INFORMAL GATHERING  
QUEEN ELIZABETH PARK TRUST  
6:10 PM TUESDAY, 8<sup>TH</sup> JANUARY 2019**

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RECORD OF PROCEEDINGS  
6:10 pm Tuesday 8<sup>th</sup> January 2019  
Committee Room, Level 4, Civic Centre  
10 Watson Terrace, Mount Gambier

**GUESTS:-**

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Colin Martin, Queen Elizabeth Park Trust Board Member  
Mike Toogood, Queen Elizabeth Park Trust Board Member  
Matt Jennings, Queen Elizabeth Park Trust Board Member

**MEMBERS PRESENT:-**

Cr Perryman  
Cr Mezinec  
Cr Greco  
Cr Amoroso  
Cr Jenner  
Cr Bruins  
Cr Hood

**STAFF PRESENT:-**

Chief Executive Officer  
General Manager Community Wellbeing  
Manager Executive Administration

**MEMBERS APOLOGIES:-**

Cr Morello

**LEAVE OF ABSENCE:-**

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**DISCUSSION:**

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Discussions regarding the Queen Elizabeth Park Trust.

Discussion closed at 7:20 p.m.

**Council Action Items**

| <b>Report Title</b>                                       | <b>Report Number</b> | <b>Author</b>    | <b>Item</b> | <b>Action</b>  | <b>Status</b> |
|---|----------------------|------------------|-------------|--|---------------|
| <b>Council Meeting 22/12/2018</b>                         |                      |                  |             |  |               |
| Strategic Standing Committee Presiding Member             | AR18/49385           | Michael McCarthy | 13.02       | (a) That Strategic Standing Committee Report No. AR18/49385 titled 'Strategic Standing Committee Presiding Member' as presented to the Strategic Standing Committee on 10 December 2018 be noted.<br>(b) The term of office for the position of Strategic Standing Committee Presiding Member be one (1) year.<br>(c) That Cr Morello be Presiding Member of the Strategic Standing Committee on and from 10 December 2018 subject to endorsement by Council.  | Completed     |
| Strategic Standing Committee Ordinary Meeting Day/Time    | AR18/49387           | Michael McCarthy | 13.03       | (a) That Strategic Standing Committee Report No. AR18/49387 titled 'Strategic Standing Committee - Ordinary Meeting Day and Time' as presented to the Strategic Standing Committee on 10 December 2018 be noted.<br>(b) That the Strategic Standing Committee hold ordinary meetings on the Monday in the week preceding each monthly Council meeting commencing at 5:30pm in the Civic Centre, 10 Watson Terrace, Mount Gambier.<br>(c) That ordinary meetings in accordance with resolution (b) commence in February 2019. | Completed     |
| Strategic Standing Committee Review of Terms of Reference | AR18/49386           | Michael McCarthy | 13.04       | (a) That Strategic Standing Committee Report No. AR18/49386 titled 'Strategic Standing Committee – Review of Terms of Reference' as presented to the Strategic Standing Committee on 10 December 2018 be noted.<br>(b) That the Strategic Standing Committee Terms of Reference be adopted as attached to Strategic Standing Committee Report No. AR18/49386.  | Completed     |

**Council Action Items**

| Report Title                                    | Report Number | Author           | Item  | Action  | Status    |
|---|---------------|------------------|-------|---|-----------|
| Review of confidential Items                    | AR18/49523    | Michael McCarthy | 13.05 | <p>(a) That Strategic Standing Committee Report No. AR18/49523 titled 'Review of Confidentiality Orders' as presented to the Strategic Standing Committee on 10 December 2018 be noted.</p> <p>(b) That the following Confidential Orders as specified in Attachment 1 to Report AR18/49523, having been reviewed by Council, remain in operation on the grounds provided:</p> <p>i. Council 18/06/2013 - Corporate and Community Services Committee 11/06/2013 - Item 6 SOCIAL, CULTURAL AND COMMUNITY SERVICES - Committees - City of Mount Gambier Junior Sports Assistance Fund ( Section 41 ) Committee - Minutes of Meeting held 22nd May, 2013 - Ref. AF11/725.</p> <p>ii. Council 17/12/2013 - Corporate and Community Service Committee - 10/12/2013 - Junior Sports Assistance Fund Committee - 20/11/2013 - Item 15 - ROTARY CLUB OF MOUNT GAMBIER LAKES - Donations to Financially Disadvantaged Junior Sportspersons.</p> <p>iii. Council 17/12/2013 - Corporate and Community Service Committee - 10/12/2013 - Junior Sports Assistance Fund Committee - 20/11/2013 - Item 15 - COMMERCIAL CLUB INC. - Donation to exceptional junior sportsperson.</p> <p>iv. Council 15/04/2014 - Corporate and Community Services Committee - 08/04/2014 - GOVERNANCE - Committees - City of Mount Gambier Junior Sports Assistance Fund (Section 41) - Minutes of Meeting held 2nd April, 2014 - Ref. AF11/725.</p> <p>v. Council 18/08/2015 - Railway Lands Development and Management Committee - 11/08/2015 - Item 8 - PROPERTY MANAGEMENT - Railway Lands - Expression of Interest - Occupation and Use Of Old Railway Station Building - Ref. AF15/262.</p> <p>vi. Council 18/08/2015 - Railway Lands Development and Management Committee - 11/08/2015 - Item 7 - PROPERTY MANAGEMENT - Railway Lands - Expression of Interest - Management of Community Markets - Ref. AF15/261.</p> <p>vii. Council 16/02/2016 - Corporate and Community Services Committee - 08/02/2016 - Item 11 - CORPORATE AND COMMUNITY SERVICES REPORT NO. 14/2016 - Frew Park (Ambulance Station) Development - Ref. AF16/11</p> | Completed |
| Operational Standing Committee Presiding Member | AR18/49396    | Michael McCarthy | 13.07 | <p>(a) That Operational Standing Committee Report No. AR18/49396 titled 'Operational Standing Committee Presiding Member' as presented to the Operational Standing Committee on 11 December 2018 be noted.</p> <p>(b) The term of office for the position of Operational Standing Committee Presiding Member be 2 year(s).</p> <p>(c) That Cr Greco be the Presiding Member of the Operational Standing Committee on and from 11 December 2018 subject to endorsement by Council.</p>   | Completed |

**Council Action Items**

| Report Title  | Report Number | Author             | Item  | Action   | Status    |
|---|---------------|--------------------|-------|--|-----------|
| Operational Standing Committee Ordinary Meeting Day/Time    | AR18/49394    | Michael McCarthy   | 13.08 | (a) That Operational Standing Committee Report No. AR18/49394 titled 'Operational Standing Committee Ordinary Meeting Day/Time' as presented to the Strategic Standing Committee on 11 December 2018 be noted.<br>(b) That the Operational Standing Committee hold ordinary meetings on the Tuesday in the week preceding each monthly Council meeting commencing at 5:45 pm in the Civic Centre, 10 Watson Terrace, Mount Gambier.<br>(c) That ordinary meetings in accordance with resolution (b) commence in February 2019.   | Completed |
| Operational Standing Committee Review of Terms of Reference | AR18/49395    | Michael McCarthy   | 13.09 | (a) That Operational Standing Committee Report No. AR18/49395 titled 'Operational Standing Committee – Review of Terms of Reference' as presented to the Operational Standing Committee on 11 December 2018 be noted.<br>(b) That the Operational Standing Committee Terms of Reference be adopted as attached to Operational Standing Committee Report No. AR18/49395 with the following alterations:<br>• That presiding member appointment be for a 2 year term.  | Completed |
| Works in progress City Infrastructure                       | AR18/44529    | Daryl Morgan       | 13.10 | (a) That Operational Standing Committee Report No. AR18/44529 titled 'Works in Progress - City Infrastructure' as presented to the Operational Standing Committee on 11 December 2018 be noted.  | Completed |
| Caroline Landfill Leachate disposal - Vetiver grass Trial   | AR18/49403    | Daryl Morgan       | 13.11 | (a) That Operational Standing Committee Report No. AR18/49403 titled 'Caroline Landfill leachate disposal – Vetiver grass trial' as presented to the Operational Standing Committee on 11 December 2018 be noted.<br>(b) Council Officers continue to regularly report to Council on the progress and outcomes of the trial.   | Completed |
| Sport and Recreation Major Capital Works Program 2018/19    | AR18/50206    | Barbara Cernovskis | 13.12 | (a) That Operational Standing Committee Report No. AR18/50206 titled 'Sport and Recreation Major Capital Works Program 2018/19' as presented to the Operational Standing Committee on 11 December 2018 be noted.<br>(b) That \$70,000 be endorsed for distribution for the 2018/2019 Sport and Recreation Major Capital Works Program as follows:<br>Applicant Priority<br>(Score) Requested Approved<br>South Gambier Netball Club Association 1 \$30,000 \$27,000<br>Blue Lake Sports Club Incorporated 2 \$20,625 \$17,000<br>South Gambier Football Club 3 \$50,000 \$15,500<br>Mount Gambier and Districts Baseball League 4 \$10,980 \$10,500<br>\$111,605 \$70,000<br>(c) All applicants be notified accordingly, advising that the provision and acquittal of these grant funds will always be subject to:<br>• all necessary land holder and development approvals being obtained; and<br>• all works being completed in accordance with all relevant legislative and compliance standards. | Completed |
| Heritage Advisory Role at Council                           | AR18/41818    | Simon Wiseman      | 13.13 | (a) That Operational Standing Committee Report No. AR18/41818 titled 'Heritage Advisor role in Development Applications' as presented to the Operational Standing Committee on 11 December 2018 be noted.<br>(b) That a copy of this report be provided to all members of the Council Assessment Panel.  | Completed |

**Council Action Items**

| Report Title  | Report Number | Author           | Item  | Action  | Status      |
|---|---------------|------------------|-------|---|-------------|
| 2017/2018 Local Heritage Restoration Fund                             | AR18/49881    | Simon Wiseman    | 13.14 | (a) That Operational Standing Committee Report titled '2018/2019 Heritage Restoration Fund' as presented be noted.<br>(b) That the Heritage Restoration Fund Grants for 2018/2019 be endorsed as follows:<br>APPLICANT RECOMMENDED VALUE OF GRANT<br>Adrian & Tracy Koop \$1,500<br>Darren & Tanya Coxon \$1,500<br>Ryan & Kirsty Turner \$2,000<br>Mount Gambier Club Inc. \$2,000<br>Kiri Fleming \$2,000<br>Georgina Jones \$700<br>Jo & David Glover \$500<br>Darren & Yvette Sims \$2,500<br>Kathryn Zvirgzdins \$800<br>John & Wendy Pocock \$500<br>John William Ancell & Raspati Suciati Louis \$2,000<br>George Haskas \$800<br>Fiona Smith \$500<br>Margaret Kaethner \$2,000<br>Joe & Sue Clements \$700<br>TOTAL \$20,000 | Completed   |
| Quarter 1 Budget Review   | AR18/48619    | Kahli and Jeroen | 13.15 | (a) That Operational Standing Committee Report No. AR18/48619 titled 'Quarter One Budget Review for Financial Year Ending 30 June 2019' as presented to the Operational Standing Committee on 11 December 2018 be noted.<br>(b) That the Quarter One Budget Review (BR1) be adopted for the financial year 1 July 2018 to 30 June 2019 as detailed in Attachment 1 of the report titled 'Quarter One Budget Review for the Financial Year Ending 30 June 2019' which reflects a \$328,000 forecast operating surplus representing no net change from the Original Budget forecast operating surplus.  | Completed   |
| Great Victorian Bike Ride 2019  | AR18/49986    | Judy Nagy        | 13.16 | (a) That Operational Standing Committee Report No. AR18/49986 titled 'Great Victorian Bike Ride 2019' as presented to the Operational Standing Committee on 11 December 2018 be noted.<br>(b) That Council approve the allocation of \$12,000 cash sponsorship and up to the value of \$5,000 in kind for the 2019 Great Victorian Bike Ride, conditional upon the proponents obtaining all necessary funds and approvals from the relevant authority.<br>(c) Funding to be allocated to account number 6350.0038.70 in the 2019/20 budget.   | In Progress |
| Minutes - Community and Recreation Hub Committee Meeting - 03/12/2018 | N/A           | Judy Nagy        | 13.17 | That the minutes of the Regional Sport and Recreation Centre Committee meeting held 3 December 2018 as attached be noted.   | Completed   |

**Council Action Items**

| <b>Report Title</b>   | <b>Report Number</b> | <b>Author</b>      | <b>Item</b> | <b>Action</b>  | <b>Status</b> |
|---|----------------------|--------------------|-------------|--|---------------|
| Community and Recreation Hub Committee - Selection of Presiding Member      | AR18/49978           | Judy Nagy          | 13.18       | (a) That Regional Sport and Recreation Centre Committee Report No. AR18/49978 titled 'Regional Sport and Recreation Centre Committee Selection of Presiding Member' as presented to the Regional Sport and Recreation Centre Committee on 3 December 2018 be noted.<br>(b) The term of office for the position of Regional Sport and Recreation Centre Committee Presiding Member be 2 years.<br>(c) That Cr Ben Hood be endorsed as Presiding Member of the Regional Sport and Recreation Centre Committee. | Completed     |
| Community and Recreation Hub Committee - Ordinary Meeting Day/Time          | AR18/49977           | Judy Nagy          | 13.19       | (a) That Regional Sport and Recreation Centre Committee Report No. AR18/49977 titled 'Regional Sport and Recreation Centre Committee - Ordinary Meeting Day/Time' as presented to the Regional Sport and Recreation Centre Committee on 3 December 2018 be noted.  | Completed     |
| Community and Recreation Hub Committee - Review of Terms of Reference       | AR18/49975           | Judy Nagy          | 13.20       | (a) That Regional Sport and Recreation Centre Committee Report No. AR18/49975 titled 'Regional Sport and Recreation Centre Committee - Review of Terms of Reference' as presented to the Regional Sport and Recreation Centre Committee on 3 December 2018 be noted.   | Completed     |
| Community and Recreation Hub - Financial Modelling and Sensitivity Analysis | AR18/48937           | Judy Nagy          | 13.21       | (a) That Regional Sport and Recreation Centre Committee Report No. AR18/48937 titled 'Financial Modelling and Sensitivity Analysis' as presented to the Regional Sport and Recreation Centre Committee on 3 December 2018 be noted.  | Completed     |
| Community and Recreation Hub - Community Engagement Program                 | AR18/48934           | Barbara Cernovskis | 13.22       | (a) That Regional Sport and Recreation Centre Committee Report No. AR18/48934 titled 'Community Engagement Program' as presented to the Regional Sport and Recreation Centre Committee on 3 December 2018 be received and noted.   | Completed     |
| Community and Recreation Hub - Elector Survey                               | AR18/48941           | Barbara Cernovskis | 13.23       | (a) That Regional Sport and Recreation Centre Committee Report No. AR18/48941 titled 'Elector Survey Update' as presented to the Regional Sport and Recreation Centre Committee on 3 December 2018 be received and noted.  | Completed     |
| Junior Sports Assistance Fund - Minutes 05/12/2018                          | N/A                  | Melissa Telford    | 13.24       | That the minutes of the Junior Sports Assistance Fund Committee meeting held 5 December 2018 as attached be noted.   | No Action     |
| Junior Sports Assistance Fund - Selection of Presiding Member               | AR18/49728           | Melissa Telford    | 13.25       | (a) That Junior Sports Assistance Fund Committee Report No. AR18/49728 titled 'Junior Sports Assistance Fund - Selection of Presiding Member' as presented to the Junior Sports Assistance Fund Committee on 5 December 2018 be noted.<br>(b) The term of office for the position of Junior Sports Assistance Fund Presiding Member be 2 years.<br>(c) That Cr Greco be Presiding Member of the Junior Sports Assistance Fund Committee on and from 18 December, 2018.                                       | No Action     |
| Junior Sports Assistance Fund - Review of Terms of Reference                | AR18/49763           | Melissa Telford    | 13.26       | (a) That Junior Sports Assistance Fund Committee Report No. AR18/49763 titled 'Junior Sports Assistance Fund Committee - Review of Terms of Reference' as presented to the Junior Sports Assistance Fund Committee on 5 December 2018 be noted.<br>(b) That the Junior Sports Assistance Fund Terms of Reference be presented to the next ordinary meeting of the Junior Sports Assistance Fund Committee for consideration and adoption.  | In Progress   |

**Council Action Items**

| Report Title  | Report Number | Author          | Item  | Action  | Status    |
|---|---------------|-----------------|-------|---|-----------|
| Meetings of the Junior Sports Assistance Fund                                       | AR18/49776    | Melissa Telford | 13.27 | (a) That Junior Sports Assistance Fund Committee Report No. AR18/49776 titled 'Meetings of the Junior Sports Assistance Fund' as presented to the Junior Sports Assistance Fund Committee on 5 December 2018 be noted.<br>(b) That the Junior Sports Assistance Fund Committee hold three or more ordinary meetings in the financial year or as and when determined by the Presiding Member, as well as the Annual Meeting of Member Organisations.   | No Action |
| Rotary Club of Mount Gambier Lakes - Donations to Financially Disadvantaged Juniors | AR18/40839    | Melissa Telford | 13.28 | (a) That Junior Sports Assistance Fund Committee Report No. AR18/40839 titled 'Rotary Club of Mount Gambier Lakes - Donations to Financially Disadvantaged Juniors - Second Call 2018' dated 30 November 2018 as presented to the Junior Sports Assistance Fund Committee on 5 December 2018 be noted.<br>(b) the following application(s)/funding be made available to the Member Organisations named below to assist the identified junior(s) to achieve their fullest participation with the specific purpose donation from the Rotary Club of Mount Gambier Lakes - Donations to Financially Disadvantaged Junior Sportspersons initiative (funded from some of the proceeds from the 2017 Blue Lake Fun Run) and to be used strictly in accordance with their respective confidential application:<br>(i) Limestone Coast Football Association (1 nominee) \$300<br>(ii) Basketball Mount Gambier (2 nominees) \$600 | Completed |



**Council Action Items**

| Report Title  | Report Number | Author          | Item  | Action  | Status      |
|---|---------------|-----------------|-------|---|-------------|
| Coaching Clinic Applications - Annual Call  | AR18/45702    | Melissa Telford | 13.29 | <p>(a) That Junior Sports Assistance Fund Committee Report No. AR18/45702 titled 'Coaching Clinic Applications - Annual Call' dated 1 December 2018 as presented to the Junior Sports Assistance Fund Committee on 5 December 2018 be noted.</p> <p>(b) The following funding be made available to the Member Organisation named below to assist in the conduct of specialised coaching clinics in accordance with the guidelines for such Clinics:</p> <ul style="list-style-type: none"> <li>(i) Blue Lake Y Swim Club and Mount Gambier Swimming Club<br/>\$1,600</li> <li>(ii) South East Women's Football Association<br/>\$2,000</li> <li>(iii) Limestone Coast Football Association<br/>\$1,400</li> </ul> <p>(c) the successful Member Organisations to be reminded of their obligations as detailed in the report.</p> <p>(a) That Junior Sports Assistance Fund Committee Report No. AR18/45702 titled 'Coaching Clinic Applications - Annual Call' dated 1 December 2018 as presented to the Junior Sports Assistance Fund Committee on 5 December 2018 be noted.</p> <p>(b) The following funding be made available to the Member Organisation named below to assist in the conduct of specialised coaching clinics in accordance with the guidelines for such Clinics:</p> <ul style="list-style-type: none"> <li>(i) Blue Lake Y Swim Club and Mount Gambier Swimming Club<br/>\$1,600</li> <li>(ii) South East Women's Football Association<br/>\$2,000</li> <li>(iii) Limestone Coast Football Association<br/>\$1,400</li> </ul> <p>(c) the successful Member Organisations to be reminded of their obligations as detailed in the report.</p> | Completed   |
| Letter of Thanks and Appreciation to Hanna Persello for Contributions to the Fund               | N/A           | Melissa Telford | 13.30 | <p>(a) the report be received;</p> <p>(b) a letter of thanks be sent to Hanna Persello for her contributions to the City of Mount Gambier Junior Sports Assistance Fund.</p>  | Completed   |
| CEO Recruitment & Selection Committee - Minutes of Meeting                                      |               |                 | 13.31 | That the minutes of the CEO Selection and Recruitment Committee meeting held 14 December 2018 as attached be noted.   | No Action   |
| CEO Recruitment & Selection Committee - Appointment of Interim Chief Executive Officer AF18/584 | N/A           | Mayor Martin    | 13.32 | <p>(a) The information from Mr Graeme Maxwell outlining his terms and conditions to act as Interim CEO be noted.</p> <p>(b) Committee agreed on the appointment of Mr Graeme Maxwell to fill the role of Interim CEO to commence Monday 18 February 2019 and through to Friday 17 May 2019.</p>   | In Progress |
| Minutes of Council Assessment Panel - 15 November 2018  |               |                 | 13.33 | That the minutes of the Council Assessment Panel meeting held 15 November 2018 as attached be noted.  | No Action   |
| In Confidence - Property Management   | AR18/51248    | Mark McShane    | 17.02 | In Confidence   | In Progress |
| In Confidence - Request for Quote - CEO Selection and Recruitment                               | AR18/51627    | Mayor Martin    | 17.04 | In Confidence   | In Progress |
|   |               |                 |       |   |             |



## 5. AUDIT COMMITTEE REPORTS

### 5.1. Audit Committee Presiding Member - Report No. AR18/52050

| COMMITTEE RECOMMENDATION   |
|--|
| <p>(a) That Audit Committee Report No. AR18/52050 titled '<i>Audit Committee Presiding Member</i>' as presented to the Audit Committee on 17 December 2018 be noted.</p> <p>(b) The term of office for the position of Audit Committee Presiding Member be 1 year.</p> <p>(c) That Cr Mezinec be Presiding Member of the Audit Committee on and from 17 December 2018 subject to endorsement by Council.</p> |



Moved: Angela Kain

Seconded: Cr Mezinec

Carried

### 5.2. Audit Committee Review of Terms of Reference – Report No. AR18/52054

| COMMITTEE RECOMMENDATION  |
|---|
| <p>(a) That Audit Committee Report No. AR18/52054 titled '<i>Audit Committee - Review of Terms of Reference</i>' as presented to the Audit Committee on 17 December 2018 be noted.</p> <p>(b) That the Audit Committee Terms of Reference (AR18/51413[v6]) be adopted as attached to Audit Committee Report No. AR18/52054.</p> |



Moved: Angela Kain

Seconded: Cr Mezinec

Carried

### 5.3. Quarter One Budget Review for Financial Year ending 30 June 2019 - Report No. AR18/50482

| COMMITTEE RECOMMENDATION   |
|--|
| <p>(a) That Audit Committee Report No. AR18/50482 titled '<i>Quarter One Budget Review for Financial Year Ending 30 June 2019</i>' as presented to the Audit Committee on 17 December 2018 be noted.</p> |



Moved: Cr Mezinec

Seconded: Angela Kain

Carried



**5.4. Control Track Residual Risk Ratings October 2018 - Report No. AR18/43023**

**COMMITTEE RECOMMENDATION**

- (a) That Audit Committee Report No. AR18/43023 titled '*Control Track Residual Risk Ratings October 2018*' as presented to the Audit Committee on 17 December 2018 be noted.

Moved: Angela Kain

Seconded: Cr Mezinec

Carried

**5.5. Integrated Planning and Budget Framework and Timeline - Report No. AR18/51484**

**COMMITTEE RECOMMENDATION**

- (a) That Audit Committee Report No. AR18/51484 titled '*Integrated Planning and Budget Framework and Timeline*' as presented to the Audit Committee on 17 December 2018 be noted.

Moved: Angela Kain

Seconded: Cr Mezinec

Carried

**5.6. Process Improvement - Internal Automation of Property Searches using Workflow - Report No. AR18/51564**

**COMMITTEE RECOMMENDATION**

- (a) That Audit Committee Report No. AR18/51564 titled '*Process Improvement - Internal Automation of Property Searches using Workflow*' as presented to the Audit Committee on 17 December 2018 be noted.

Moved: Cr Mezinec

Seconded: Angela Kain

Carried

**5.7. Draft Procurement Framework and Administrative Procedure - Report No. AR18/50683**

**COMMITTEE RECOMMENDATION**

- (a) That Audit Committee Report No. AR8/50683 titled '*Draft Procurement Framework and Administrative Procedure*' be noted.
- (b) That the Procurement Framework and Administrative Procedure be marked as final subject to minor changes pending consultation with the Audit Committee and Management Executive Team.

Moved: Cr Mezinec

Seconded: Angela Kain

Carried



**5.8. Internal Financial Controls Procedure Manual - October 2018 Update - Report No. AR18/51334**

|   |
|---|
| <b>COMMITTEE RECOMMENDATION</b>   |
| (a) That Audit Committee Report No. AR18/51334 titled ' <i>Internal Financial Controls Procedure Manual - October 2018 Update</i> ' as presented to the Audit Committee on 17 December 2018 be noted. |

Moved: Angela Kain

Seconded: Cr Mezinec

Carried

**6. MOTION(S)**

**6.1. With Notice**

Nil Submitted

**6.2. Without Notice**

Nil Submitted

Meeting closed at 7:20 p.m.

AR18/52314

CONFIRMED THIS

DAY OF

2018

.....  
PRESIDING MEMBER



**6.1. Audit Committee Presiding Member - Report No. AR18/52050**

|                                 |  |
|---------------------------------|--|
| <b>COMMITTEE</b>                | Audit Committee  |
| <b>MEETING DATE:</b>            | 17 December 2018   |
| <b>REPORT NO.</b>               | AR18/52050   |
| <b>RM8 REFERENCE</b>            | AF11/863   |
| <b>AUTHORS</b>                  | Pamela Lee   |
| <b>SUMMARY</b>                  | This report is presented to enable the recommendation of a Presiding Member for the Audit Committee. |
| <b>COMMUNITY PLAN REFERENCE</b> | Goal 3: Our Diverse Economy  |

|   |
|---|
| <b>REPORT RECOMMENDATION</b>  |
| <p>(a) That Audit Committee Report No. AR18/52050 titled '<i>Audit Committee Presiding Member</i>' as presented to the Audit Committee on 17 December 2018 be noted.</p> <p>(b) The term of office for the position of Audit Committee Presiding Member be ____ year(s).</p> <p>(c) That _____ be Presiding Member of the Audit Committee on and from 17 December 2018 subject to endorsement by Council.</p> |

Moved:

Seconded:



## Background

Council adopted at its meeting held on 22 November 2018 a decision making structure that included the Audit Committee (a Committee established under s41 of the Local Government Act 1999).

Amongst the first items of business for Council's s41 Committees is the making of a recommendation to Council on a Presiding Member.

In accordance with the provisions of s41(4) of the Local Government Act 1999 Council appoints (or makes provision for the appointment of) a Presiding Member of a s41 Committee.

## Discussion

The selection of a Presiding Member is from amongst the Committee's own membership.

The following process is summarised from Council's C410 Conduct of Meetings Policy:

- *A nominee need not be present, but must accept nomination prior to consideration.*
- *Nominees should display the qualities sought to fill the position including relevant skills and experience.*
- *Where more than one nomination is received a secret ballot shall be conducted forthwith without debate. Resolutions will be passed to endorse the voting process and appoint the Chief Executive Officer (or any other Senior Officer present at the meeting) as Returning Officer to declare the result and draw lots (if/as necessary).*
- *The Mayor may vote but a Member not in their seat at the meeting does not vote.*
- *The candidate with the highest number of votes (or where two or more candidates receive the equal highest number of votes the first name drawn in the lot) shall be declared as being nominated/appointed to the vacant position.*
- *A division cannot be called on the question of appointing a person to fill a vacant position.*
- *A motion to endorse the filling of the vacant position may be accepted (but is not required) however any failure or variation of the motion shall be of no effect on the result of the secret ballot.*

Should the Committee have only one nomination then that Member may be the nominee that the Committee recommends to Council for appointment as Presiding Member.

## Conclusion

The Committee may now accept nominations and endorse and conduct a ballot process, if necessary, to determine a Presiding Member recommendation.

Recommended resolutions for endorsement of a voting process and sample process/minutes are provided as an attachment should the Committee require to follow this process.



**Attachments**

[Attachment 1 \(AR18/47731\): Recommended resolutions for endorsement of secret ballot](#)



**Michael McCARTHY**  
MANAGER EXECUTIVE ADMINISTRATION



**Pamela LEE**  
GENERAL MANAGER, COUNCIL BUSINESS SERVICES

12 December 2018  
P Lee





**6.2. Audit Committee Review of Terms of Reference – Report No. AR18/52054**

|                                 |  |
|---------------------------------|--|
| <b>COMMITTEE</b>                | Audit Committee  |
| <b>MEETING DATE:</b>            | 17 December 2018   |
| <b>REPORT NO.</b>               | AR18/52054   |
| <b>RM8 REFERENCE</b>            | AF11/863   |
| <b>AUTHORS</b>                  | Pamela Lee   |
| <b>SUMMARY</b>                  | This Report is presented to enable the Audit Committee to review its Terms of Reference. |
| <b>COMMUNITY PLAN REFERENCE</b> | Goal 3: Our Diverse Economy  |

**REPORT RECOMMENDATION**

(a) That Audit Committee Report No. AR18/52054 titled '*Audit Committee – Review of Terms of Reference*' as presented to the Strategic Standing Committee on 10 December 2018 be noted.

(b) That the Audit Committee Terms of Reference be adopted as attached to Audit Committee Report No. AR18/52054.

**OR**

(b) That the Audit Committee Terms of Reference be adopted as attached to Audit Committee Report No. AR18/52054 with the following alterations:

- Insert alteration
- Insert alteration

**OR**

(b) That the Audit Committee Terms of Reference be re-presented to the next meeting of the Audit Committee for consideration with the following alterations:

- Insert alteration
- Insert alteration

Moved:

Seconded:



## Background

Council adopted at its meeting held on 22 November 2018 a decision making structure that included the Audit Committee (a Committee established under s41 of the Local Government Act 1999).

Amongst the first items of business for Council's Committees is the review of Committee Terms of Reference.

The Audit Committee's Terms of Reference were last reviewed by the Committee at its meeting on 15 December 2017 and adopted at the Council meeting held on 19 January 2018. Refer Terms of Reference 9.6:

*The Committee shall at least once every two years review its terms of reference, to ensure it is operating at maximum effectiveness and recommend changes it considers necessary to the Council for approval.*

## Discussion

The decision making structure adopted by Council includes all s41 Committees of which the Audit Committee is and they report directly to Council.

In considering any changes to the Audit Committee Terms of Reference, the Committee should consider the:

- Scope and objectives
- Extent to which the Terms of Reference align and are consistent with Council's decision making structure for the benefit of Members and to maintain administrative consistency
- Terms of Reference state they shall be reviewed at least once every two years
- Terms of Reference were reviewed and adopted within the past 12 months
- Current recruitment process to fill a vacancy for an independent member on the Committee.

The Committee may consider recommending one or more of the following:

- The current Terms of Reference (Attachment 1) be recommended to Council for endorsement; and/or
- Defer a review of the Terms of Reference until the current vacancy on the Committee is filled; or
- The attached draft Terms of Reference (Attachment 2) based on the current version with minor formatting and grammar for changes consistency throughout the document.

## Conclusion

This report recommends that the Audit Committee consider its Terms of Reference with a view to recommending their adoption as presented with the report, or with any specified alterations, or after they have been re-presented to a subsequent meeting of the Committee with specified alterations.

The Presiding Member may consider it beneficial to invoke a short-term suspension of proceedings to discuss the options and enable Committee members to review; and if necessary note any proposed alterations to the Audit Committee Terms of Reference.



**Attachments**

[Attachment 1 \(AR13/18718 \[V5\]\): Terms of Reference - Audit Committee adopted in January 2018](#)

[Attachment 2 \(AR18/51413\): DRAFT Terms of Reference – Audit Committee \(AR18/51413\)](#)



**Michael McCARTHY**  
MANAGER EXECUTIVE ADMINISTRATION



**Pamela LEE**  
GENERAL MANAGER, COUNCIL BUSINESS SERVICES

12 December 2018  
P Lee



**6.3. Quarter One Budget Review for Financial Year ending 30 June 2019 - Report No. AR18/50482**

|                                 |  |
|---------------------------------|--|
| <b>COMMITTEE</b>                | Audit Committee  |
| <b>MEETING DATE:</b>            | 17 December 2018   |
| <b>REPORT NO.</b>               | AR18/50482   |
| <b>RM8 REFERENCE</b>            | AF11/863   |
| <b>AUTHORS</b>                  | Kahli Rolton and Jeroen Zwijnenburg  |
| <b>SUMMARY</b>                  | This report provides the Quarter One Budget Review for the period ending 30 September 2018 in the financial year ending 30 June 2019 for the Audit Committee's information and noting. |
| <b>COMMUNITY PLAN REFERENCE</b> | Goal 1: Our People   |
|                                 | Goal 2: Our Location   |
|                                 | Goal 3: Our Diverse Economy  |
|                                 | Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage   |

**REPORT RECOMMENDATION**

- (a) That Audit Committee Report No. AR18/50482 titled '*Quarter One Budget Review for Financial Year Ending 30 June 2019*' as presented to the Audit Committee on 17 December 2018 be noted.

Moved:

Seconded:



## Background

At the Operational Standing Committee meeting held on Tuesday 11 December 2018, report AR18/48619 titled 'Quarter One Budget Review for Financial Year Ending 30 June 2019' was presented for noting and recommended to Council for adoption at the Council meeting scheduled for Tuesday 18 December 2018.

The role of the Audit Committee as defined in the Committee's Terms of Reference includes monitoring the budgeting process and the process of review of actuals verses budget (refer Terms of Reference 7.1.3).

Council schedules to undertake and present the budget reviews as follows:

| Budget Review       | Inclusive Dates          | Council Meeting in                   |
|---------------------|--------------------------|--------------------------------------|
| Quarter One (BR1)   | 1 July to 30 September   | November (December due to elections) |
| Quarter Two (BR2)   | 1 October to 31 December | February                             |
| Quarter Three (BR3) | 1 January to 31 March    | May                                  |

## Discussion

The Quarter One Budget Review report and attachment included with this report are provided for the Audit Committee's information.

Noting timing of the following:

- 2018 Local Government Election in November 2018
- First statutory meeting of the new Council held on 22 November 2018
- Councils' appointment at its first statutory meeting of an Elected Member to the Audit Committee

Presentation of the Quarter One Budget Review to Council and to the Operational Standing and Audit Committees was deferred by approximately 5 weeks.

The Quarter One Budget Review reflects a \$328,000 forecast operating surplus. This represents no change from the 2018/2019 Original Budget forecast operating surplus. There were no material changes as at Quarter One Budget Review.

## Conclusion

The Quarter One Budget Review report and Proforma Comprehensive Financial Statements as at 30 September 2018 for the year ending 30 June 2019 are provided to the Audit Committee for information and noting.

## Attachments

[Attachment 1 \(AR18/48619\): Operational Standing Committee Report No. AR18/48619 - Quarter One Budget Review for financial year ending 30 June 2018](#)

[Attachment 2 \(AR18/50299\): City of Mount Gambier Proforma Comprehensive Financial Statements as at 30 September 2018](#)





**Kahli ROLTON**  
MANAGEMENT ACCOUNTANT



**Jeroen Zwijnenburg**  
MANAGER, FINANCE AND CUSTOMER SERVICE



**Pamela LEE**  
GENERAL MANAGER, COUNCIL BUSINESS SERVICES

4 December 2018  
KR/JZ/PL



**6.4. Control Track Residual Risk Ratings October 2018 - Report No. AR18/43023**

|                                 |  |
|---------------------------------|--|
| <b>COMMITTEE</b>                | Audit Committee  |
| <b>MEETING DATE:</b>            | 17 December 2018   |
| <b>REPORT NO.</b>               | AR18/43023   |
| <b>RM8 REFERENCE</b>            | AF17/261   |
| <b>AUTHOR</b>                   | Kahli Rolton   |
| <b>SUMMARY</b>                  | To provide a summary of the Residual Risk Ratings for all financial risks identified in Control Track in line with the Better Practice Model Internal Financial Controls for South Australian Councils 2017. |
| <b>COMMUNITY PLAN REFERENCE</b> | Goal 3: Our Diverse Economy  |

|   |
|---|
| <b>REPORT RECOMMENDATION</b>  |
| (a) That Audit Committee Report No. AR18/43023 titled ' <i>Control Track Residual Risk Ratings October 2018</i> ' as presented to the Audit Committee on 17 December 2018 be noted. |

Moved:

Seconded:



**Background**

Section 125 of the Local Government Act 1999 states that council must ensure appropriate policies, practices and procedures of internal control are implemented.

From February to June 2018, relevant Council employees assessed and reviewed majority of the core controls as listed in the Better Practice Model Internal Financial Controls for South Australian Councils 2017 using the software, Control Track.

Report AR18/38581 Control Track Continuous Improvement as at September 2018 was provided to the September 2018 Audit Committee Meeting. Please refer to Attachment 1 of this document for a copy of this report.

**Discussion**

Control Track has been implemented since early 2018 in relation to internal financial controls and attention is focused on input, maintenance and reliability of information.

Table 1 provides a timeline for further work in relation to the programming of Controls and Risks.

Table 1 Control Track Financial Control maintenance time line

| Activity   | Responsible Officer(s)                       | Status                    |
|--|--|---------------------------|
| Follow up of control improvements & report back to Audit Committee with update (this report)   | Kahli Rolton                                 | Completed September 2018  |
| Complete residual risk ratings for all risks defined in the Better Practice Model  | Kahli Rolton, Jeroen Zwijnenburg, Pamela Lee | Completed 12 October 2018 |
| Create risk based assessments for all controls and assign to staff in accordance with agreed review timeframes. <ul style="list-style-type: none"> <li>• High &amp; extreme risks = yearly</li> <li>• Medium risks = every 2 years</li> <li>• Low risks = every 2-3 years</li> </ul> | Kahli Rolton                                 | Due 31/10/2018            |
| Training update with staff regarding control improvements, risk based assessments, general Q & A   | Kahli Rolton                                 | TBA                       |
| Follow up of control improvements & report back to Audit Committee with update   | Kahli Rolton                                 | November 2018             |
| Update Control Track to reflect any changes to operational controls arising from the Internal Financial Controls procedure manual review.  | Kahli Rolton                                 | December 2018             |

A total of 92 risks have been rated for their residual risk. These risks can be further summarised to:

- 71, Low Residual Risk
- 11, Medium Residual Risk
- 10, High/Extreme Residual Risk.

Please refer to Attachment 2 for an extract of the risks and residual risk ratings.

A total of 21 risks have been rated as medium or higher and due to the work already completed by staff in reviewing and assessing controls, 7 control improvements have already been established.





Risk based assessments are in progress of being assigned to relevant staff to complete, with due dates input relative to the risk rating. High and extreme risks have been set with a due date of up to one year from the last assessment and medium risks with a due date of approximately two (2) years from the last assessment.

### **Conclusion**

Residual risk ratings have been completed for all financial risks in line with the Better Practice Model Internal Financial Controls for South Australian Councils 2017. Of the 92 financial risks assessed, 71 were rated as low risks and 21 were rated as medium or higher.

Risk based assessments are being created for high and medium risks with due dates set according to the severity of the risk.

Due to the work previously completed by staff at assessing controls, 7 control improvements have already been identified that relate directly to risks rated as medium or higher.

### **Attachments**

[Attachment 1 \(AR18/38581\): Control Track Continuous Improvement as at September 2018](#)

[Attachment 2 \(AR18/42367\): Control Track Residual Risk Ratings as at 12 October 2018](#)



**Kahli ROLTON**  
MANAGEMENT ACCOUNTANT



**Pamela LEE**  
GENERAL MANAGER COUNCIL BUSINESS SERVICES

18 October 2018  
KR



**6.5. Integrated Planning and Budget Framework and Timeline - Report No. AR18/51484**

|                                 |  |
|---------------------------------|--|
| <b>COMMITTEE</b>                | Audit Committee  |
| <b>MEETING DATE:</b>            | 17 December 2018   |
| <b>REPORT NO.</b>               | AR18/51484   |
| <b>RM8 REFERENCE</b>            | AF11/863   |
| <b>AUTHOR</b>                   | Pamela Lee   |
| <b>SUMMARY</b>                  | This report provides an update on the Integrated Planning and Budget Framework and timeline. |
| <b>COMMUNITY PLAN REFERENCE</b> | Goal 3: Our Diverse Economy  |

|  |
|--|
| <b>REPORT RECOMMENDATION</b>   |
| (a) That Audit Committee Report No. AR18/51484 titled ' <i>Integrated Planning and Budget Framework and Timeline</i> ' as presented to the Audit Committee on 17 December 2018 be noted. |

Moved:

Seconded:



## Background

The Local Government Act (1999) (the Act) Section 122 requires Council to develop and adopt plans (which may take various forms) for the management of its area. Section 123 requires Council to have an Annual Business Plan and Budget for each financial year. Collectively the plans are referred to as the strategic management plans. Council's strategic management plans (SMPs) consist of:

- Community Plan – The Futures Paper 2016-2020
- Long Term Financial Plan (LTFP)
- Infrastructure and Asset Management Plan (IAMP)
- Annual Business Plan and Budget (ABP&B).

The Futures Paper was endorsed by Council in October 2014 and is a long term visionary strategic document based on the aspirations and issues identified by the community at that time. It is the peak strategic plan for Council.

The SMPs are a legal requirement and support sound business practice. Collectively the SMP suite of documents identify Council's aspirations, objective, directions and priorities for the City of Mount Gambier.

The Act enables Council to review its SMPs at any time; in addition Council must comprehensively review its SMPs within two (2) years following each local government general election (Section 122(4)(b)).

There are a hierarchy of strategies and plans that cascade from the peak Futures Papers and with the SMPs, provide overarching direction and guidance to the Council. Other strategies and plans include:

- Externally focused themed and subject focused documents (e.g. Signage Strategy, Digital Strategy, Public Art Strategy, Culture and Heritage Plan, etc.).
- Internal focused Business Unit Plans (BUPs), Employee Performance and Development Review (PDRs) which also include business as usual and process improvement plans and service review plans.

An updated Integrated Planning and Budget Framework and Timeline was presented and noted by the Audit Committee at its meeting held on 30 May 2018. This Framework and Timeline has been developed as a context setting and overview on a page to guide, focus and align Council's planning (strategic and operational) and budgeting activities and efforts across the financial year, from strategic planning to Annual Business Plan and Budget to Business Unit Planning through to individual Performance Development Reviews and key performance indicator reporting. The Framework and Timeline are value adding one page documents that provide context, align and complement the SMPs and other themed and topic focused plans as well as business as usual.

## Discussion

As part of Council's commitment to continuous improvement and in preparation for the next financial cycle of planning and budgeting covering the 2019/2020 financial year, a review of the Integrated Planning and Budget Framework and Timeline was undertaken in October 2018. A copy of the revised Framework and Timeline is provided as Attachment 1 to this report.



The material changes to the Framework include:

- Inclusion of Services
- Fees and Charges Review – moved prior to the ABP&B
- Inclusion of plans and roadmaps for core internal administrative functions (e.g. iServices, Procurement, Customer Service, Assets Management, Finance and Executive Administration).

### Conclusion

The review and updating of guiding documents, frameworks and timelines is consistent with Council's approach to continuous improvement and good business practice.

The Integrated Planning and Budget Framework has been reviewed and is provided for noting and feedback.

### Attachments

[Attachment 1 \(AR17/32233\): Integrated Planning and Budget Framework](#)



**Kahli ROLTON**  
MANAGEMENT ACCOUNTANT



**Jeroen Zwijnenburg**  
MANAGER, FINANCE AND CUSTOMER SERVICE



**Pamela LEE**  
GENERAL MANAGER, COUNCIL BUSINESS SERVICES

17 December 2018  
KR



**6.6. Process Improvement - Internal Automation of Property Searches using Workflow - Report No. AR18/51564**

|                                 |  |
|---------------------------------|--|
| <b>COMMITTEE</b>                | Audit Committee  |
| <b>MEETING DATE:</b>            | 17 December 2018   |
| <b>REPORT NO.</b>               | AR18/51564   |
| <b>RM8 REFERENCE</b>            | AF11/863   |
| <b>AUTHOR</b>                   | Pamela Lee   |
| <b>SUMMARY</b>                  | This report provides an example of a recent process improvement involving Property Searches. The process improvement has delivered an improved turnaround time to the customer for Property Searches requests. |
| <b>COMMUNITY PLAN REFERENCE</b> | Goal 3: Our Diverse Economy  |

|  |
|--|
| <b>REPORT RECOMMENDATION</b>   |
| (a) That Audit Committee Report No. AR18/51564 titled ' <i>Process Improvement - Internal Automation of Property Searches using Workflow</i> ' as presented to the Audit Committee on 17 December 2018 be noted. |

Moved:

Seconded:



## Background

Business processes are rarely as efficient as they could be. Most organisations rarely stop to re-evaluate their processes – they stick to what they started out with. While this isn't necessarily unhealthy, it does leave room for errors, mistakes, inefficiencies, ineffective allocation of resources and falling short of meeting the customers' expectations. This is where business process improvement (BPI) comes in.

In general terms, process improvement is a systematic approach to assisting an organisation in optimising its processes to achieve more efficient and effective processes and results.

The methodology was first documented in H. James Harrington's 1991 book Business Process Improvement. It is the methodology that both Process Redesign and Business Process Reengineering are based upon. Process improvement is considered by academics and practitioners to be part of the organisational development discipline; where by a series of actions are taken by a process owner to identify, analyse and improve existing business processes within an organisation to meet new standards, goals and other objectives, such as changes in customer expectations, changes in quality standards, reducing costs and/or accelerating schedules. Process improvements often follow a specific or defined methodology to increase the likelihood of success. Process improvement may include the restructuring of training programs to increase their effectiveness. Process improvement is also a method to introduce process changes to improve the quality of a product or service, to better match changing customer and consumer expectations or needs.

BPI, while not having a universally-accepted definition, is viewed as the analysis, review, and improvement of existing business processes. This is achieved by mapping the current process, identifying inefficiencies and improvements, redesigning the process which becomes the future state, benchmarking to initial metrics/measures, implementing improvements and monitoring the outcome. Typically, the main goal of BPI is one or more of the following:

- Goal 1: Reducing Process Time - Finding ways of carrying out the process faster or more efficiently. For example: eliminating useless non value steps to adopting new technology.
- Goal 2: Improving Output Quality - Creating an improved product with the same input of resources. This usually means finding steps within the process that negatively influence the end-product, resulting in defects, errors and rework.
- Goal 3: Cutting Out Waste - Discovering wasteful processes and cutting them out of the process. This may help achieve the first 2 goals or improve overall productivity. Staff can spend more time on the work that creates higher value for the organisation, generates high levels of customer experience and satisfaction and/or that is usually more satisfying from an employee perspective.

Council has been using a process improvement template since mid-2017 to identify, analyse, implement and monitor process improvements. The Process Improvement Plan template is used by staff to provide guidance when reviewing processes. The Process Improvement Plan template:

- Provides a robust and consistent approach to reviewing processes
- Ensures new staff/staff unfamiliar with process improvements have a template to guide them
- Identifies and engages process stakeholders
- Documents each process improvement
- Serves as a story board of each process improvement.



A Register of Process Improvement Plans is maintained to capture all process improvements including benefits delivered. The Register is used to inform key performance indicator reporting including CEO Performance reporting.

## Discussion

A recent process improvement identified and developed by the Customer Service team with oversight and support from the Team Leader Customer Service was undertaken on the Property Search process. Key stakeholders were identified, they were involved in the review and trialing of the workflow. This process involves requests for property searches being received by Council from customers (e.g. real estate firms, legal firms, conveyances, financial institutions, etc.). Prior to the process improvement, physical files travelled from one team to the next requiring each team to complete their section of the property search manually. The manual process was automated using a system workflow.

The improved process was implemented in August 2018. The table below provides statistics that evidence a reduction in internal processing turnaround time delivering an improved customer experience and service for the customer. The table compares the number of property searches by month from July to October 2018 where a material reduction in processing time was achieved, delivering an improved service to the customer and improved staff engagement and satisfaction. Customer Service team members have developed a new skill in the design and implementation of workflow capability that can be applied to other process improvements involving workflow automation.

Property Searches processed for:

| Month     | Total received | Average days to process |
|-----------|----------------|-------------------------|
| July      | 60             | 6.2                     |
| August    | 80             | 3.9                     |
| September | 44             | 4.3                     |
| October   | 56             | 3.9                     |

The Process Improvement Plan template for the Internal Automation of Property Search using Workflow is included as Attachment 1 to this report.

## Conclusion

The Audit Committee identified in its December 2017 Audit Program Review an interest in process improvements and service reviews.

Process improvement is the activity of identifying, analysing and improving upon existing business processes within an organisation for optimisation and to meet new requirements and/or standards; for example quality, turnaround times.

The Internal Automation of the Property Searches using Workflow is provided as a recent example of a process improvement undertaken within Council.

## Attachments

[Attachment 1 \(AR18/51571\): Process Improvement Plan - Internal Automation of Property Searches using Workflow](#)





**Leanne LITTLE**  
TEAM LEADER CUSTOMER SERVICE



**Jeroen ZWIJNENBURG**  
MANAGER, FINANCE AND CUSTOMER SERVICE



**Pamela LEE**  
GENERAL MANAGER COUNCIL BUSINESS SERVICES

10 December 2018  
PL





**6.7. Draft Procurement Framework and Administrative Procedure - Report No. AR18/50683**

|                                 |  |
|---------------------------------|--|
| <b>COMMITTEE</b>                | Audit Committee  |
| <b>MEETING DATE:</b>            | 17 December 2018   |
| <b>REPORT NO.</b>               | AR18/50683   |
| <b>RM8 REFERENCE</b>            | AF11/863   |
| <b>AUTHOR</b>                   | Kahli Rolton   |
| <b>SUMMARY</b>                  | To provide the Draft Procurement Framework and Administrative Procedure to the Audit Committee for consultation, input and feedback. |
| <b>COMMUNITY PLAN REFERENCE</b> | Goal 3: Our Diverse Economy  |
|                                 | Goal 2: Our Location   |

|   |
|---|
| <b>REPORT RECOMMENDATION</b>  |
| <p>(a) That Audit Committee Report No. AR8/50683 titled '<i>Draft Procurement Framework and Administrative Procedure</i>' be noted.</p> <p>(b) That the Procurement Framework and Administrative Procedure be marked as final subject to minor changes pending consultation with the Audit Committee and Management Executive Team.</p> |

Moved:

Seconded:



## Background

Section 49 of the Local Government Act 1999 (the Act) requires a council to develop and maintain procurement policies, practices and procedures directed towards:

- a) Obtaining value in the expenditure of public money
- b) Providing for ethical and fair treatment of participants
- c) Ensuring probity, accountability and transparency in procurement operations.

Council's *Policy P420 – Procurement and Disposal of Land and Assets* (the Policy) was first adopted by Council on 25 November 2014. This Policy was last reviewed on 21 August 2018 to include changes to incorporate the effective use of the newly established Re-use Market. The Re-use Market located in Eucalypt Drive, Mount Gambier was officially opened on Saturday 8 December 2018.

Refer Attachment 1 for a copy of the Policy.

## Discussion

The Policy is a high level document that provides reference to principles, methods of procurement and procurement structure. The Draft Procurement Framework and Administrative Procedure (the Procedure) supports the Policy providing detailed information and direction to users on how to procure.

Step by step guidance on the procurement process incorporating the lifecycle stages from planning to sourcing and managing the procurement arrangement form the basis of the Procedure. The Procedure also provides administrative guidance regarding roles and responsibilities, forward planning, reporting, analysis and specific requirements for specialised purchases, such as plant and machinery.

## Conclusion

The Draft Procurement Framework and Administrative Procedure has been prepared to provide information and direction to users/staff on the structure, principals, key processes, considerations, roles and responsibilities for the procurement of goods and contracting of services.

The Procedure is provided at Attachment 2 of this report for consultation, input and feedback by the Audit Committee.

## Attachments

[Attachment 1 \(AR14/45052\[v4\]\):](#)

[Attachment 2 \(AR18/48502\):](#)

[P420 Procurement and Disposal of Land and Assets  
DRAFT - Procurement Framework and Procurement  
Administrative Procedure](#)





**Kahli ROLTON**  
MANAGEMENT ACCOUNTANT



**Pamela LEE**  
GENERAL MANAGER COUNCIL BUSINESS SERVICES

3 December 2018  
KR



**6.8. Internal Financial Controls Procedure Manual - October 2018 Update - Report No. AR18/51334**

|                                 |  |
|---------------------------------|--|
| <b>COMMITTEE</b>                | Audit Committee  |
| <b>MEETING DATE:</b>            | 17 December 2018   |
| <b>REPORT NO.</b>               | AR18/51334   |
| <b>RM8 REFERENCE</b>            | AF11/863   |
| <b>AUTHOR</b>                   | Kahli Rolton   |
| <b>SUMMARY</b>                  | The purpose of this report is to outline the amendments made to the Internal Financial Controls Procedure Manual as part of its continuous improvement review. |
| <b>COMMUNITY PLAN REFERENCE</b> | Goal 3: Our Diverse Economy  |

|   |
|---|
| <b>REPORT RECOMMENDATION</b>  |
| (a) That Audit Committee Report No. AR18/51334 titled ' <i>Internal Financial Controls Procedure Manual - October 2018 Update</i> ' as presented to the Audit Committee on 17 December 2018 be noted. |

Moved:

Seconded:



## Background

Section 125, Local Government Act 1999 states that Council must ensure appropriate policies, practices and procedure of internal control are implemented and maintained.

To maintain the relevance of the Financial Internal Controls Procedure Manual (the Procedure) and ensure its alignment with Council's continuous improvement approach, a review of the Procedure has been completed.

## Discussion

The following list provides a summary of amendments made to the Financial Internal Controls Procedure Manual (Attachment 1):

1. Alignment to *Better Practice Model - Internal Financial Controls* - published by the Local Government Association:
  - a. Key Issues/Risks as published in the Better Practice Model have now been included in the Procedure to assist staff understand the importance of the controls implemented.
  - b. Segregation of Duties as published in the Better Practice Model have also been included in the Procedure to further assist building staff knowledge and understanding of the controls implemented.
2. Removal of reference to specific position titles:
  - a. Where possible individual position titles have been replaced with the term responsible officer. This is to ensure the longevity of the Procedure and reduce the need to amend the entire procedure when a position title or task changes.
3. Introduction of Separate Registers:
  - a. To allow for the removal of reference to the majority of position titles in the Procedure, the following separate registers/listing have been introduced and must be read in conjunction with the procedure:
    - i. Master File Access Listing (Register)
    - ii. Financial Facilities Register
    - iii. Assets Responsibility Register.
  - b. The purpose is to have one source document for each type of separate register stating all required information and sign off by the relevant executive. The Registers state:
    - i. Responsible Officer
    - ii. Location
    - iii. \$ Amounts (where necessary)
    - iv. Link to General Ledger (where necessary)
    - v. Link to electronic document record number (where necessary)
    - vi. Serial numbers (where available).



## Conclusion

A review of the Internal Financial Controls Procedure Manual (Attachment 1) has been undertaken and alterations made to ensure alignment with the *Better Practice Model – Internal Financial Controls* published by the Local Government Association to specifically include address key issues/risks and segregation of duties. Further improvements include the creation of separate registers and removing references to individual position titles where possible.

Adjustments made are in keeping with Council's commitment to continuous improvement and to assist staff knowledge and understanding of internal financial controls.

## Attachments

[Attachment 1 \(AR18/41724\):](#)

[Internal Financial Controls Procedure Manual – October 2018 Update](#)



**Kahli ROLTON**  
MANAGEMENT ACCOUNTANT



**Pamela LEE**  
GENERAL MANAGER COUNCIL BUSINESS SERVICES

9 December 2018  
KR



## Recommended resolutions for endorsement of secret ballot

### RESOLUTIONS FOR SECRET BALLOT (These do not need to be reproduced in Council Agenda)

- (b) Council determines that the method of choosing a Presiding Member for the XYZ Committee be by a secret ballot.
- (c) the successful candidate will be the candidate with the highest number of votes.
- (d) where two or more candidates have an equal number of votes one of those candidates will be determined as successful from a drawing of lots by the Returning Officer.
- (e) the Chief Executive Officer (or other Senior Officer present at the meeting) be appointed Returning Officer for the ballot.
- (f) upon the completion of the ballot, the Returning Officer be authorised to declare the successful candidate for the position of XYZ Committee Presiding Member.
- (g) upon the declaration of the Returning Officer the candidate will be recommended to Council for the position of XYZ Presiding Member for the term of office determined by Council.

### PROCESS / SAMPLE MINUTES FOR SECRET BALLOT

Nominations called for the position of XYZ Committee Presiding Member:

The following nominations were received:

- (i) Cr \_\_\_\_\_ nominated to be XYZ Committee Presiding Member.
- (ii) Cr \_\_\_\_\_ nominated to be XYZ Committee Presiding Member.

**If** more than one nomination received:

The Returning Officer conducted the secret ballot.

Then –

There being only one candidate the Returning Officer declared Cr \_\_\_\_\_ to be the successful candidate to be recommended to Council for the position of XYZ Committee Presiding Member.

**OR**

The Returning Officer declared the successful candidate with the highest number of votes as Cr \_\_\_\_\_ to be the successful candidate to be recommended to Council for the position of XYZ Committee Presiding Member.

**OR**

Cr \_\_\_\_\_ and Cr \_\_\_\_\_ each having an equal highest number of votes, the Returning Officer drew a lot and declared the successful candidate being the first name drawn as Cr \_\_\_\_\_ to be the successful candidate to be recommended to Council for the position of XYZ Committee Presiding Member.

### OPTIONAL RESOLUTION TO ENDORSE RESULT

move a motion to endorse the result of the ballot that Cr \_\_\_\_\_ selected as the successful candidate to be recommended to Council for the position of XYZ Committee Presiding Member.

## 1 Membership

- 1.1 Members of the Committee are appointed by Council.
- 1.2 The Committee will consist of at least one independent member with at least one additional member from the Elected Members of Council, consistent with any Regulations<sup>1</sup>. The size of the committee shall be three (3) members.

The Mayor is an ex officio member of the committee.

- 1.3 Independent member(s)<sup>2</sup> of the Committee must meet at least one of the following minimum requirements for membership:
  - Have recent and relevant financial qualifications and/or experience in a relevant financial role
  - Working knowledge of risk management
  - Experience with internal or external auditing.
- 1.3 Only members of the Committee are entitled to vote (move and second) in committee meetings. Members of Council's staff may attend any meeting as observers and be responsible for preparing papers for the committee. In accordance with the principles of open, transparent and informed decision making, committee meetings must be conducted in a place open to the public. The agenda and minutes of the committee meetings, subject to any items that are discussed in confidence under Section 90 of the Local Government Act 1999 and subsequently retained as confidential under Section 91 of the Act, are also required to be made available to the public.
- 1.4 Council's external auditors shall be invited to attend a minimum of two (2) meetings of the Committee each financial year. Attendance is at the external auditor's discretion.
- 1.5 Appointments to the Committee shall be for a period of at least two years, reviewed at a common appointment date every two years. The common appointment date for existing appointees is 31 December. Appointees may be reappointed by Council.
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<sup>1</sup> Section 126(2) provides that an audit committee may include persons who are not members of Council.

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



### **3 Quorum**

The quorum necessary for the transaction of business shall be 50% of the number of members<sup>3</sup> of the Committee plus one. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.

### **4 Frequency of Meetings**

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

### **5 Notice of Meetings**

5.1 Ordinary meetings of the Committee will be held at times and places as determined by the Committee. A special meeting of the Committee may be called in accordance with the Act.

5.2 Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed and supporting papers shall be forwarded to each member of the committee and known observers, no later than three (3) clear days before the date of the meeting.

### **6 Minutes of Meetings**

6.1 The Chief Executive Officer shall ensure that the proceedings and resolutions of all meetings of the Committee, including recording the names of those present and in attendance are minuted and that the minutes otherwise comply with the requirements of the Local Government (Procedure at Meetings) Regulations 2013.

6.2 Minutes of the Committee meetings shall be circulated within seven (7) days after a meeting to all members of the Committee and made available to the public.

### **7 Role of the Committee**

#### **7.1 Financial reporting and management**

The Committee shall:

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

7.1.2 Review and challenge where necessary:

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

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

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

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<sup>3</sup> Where calculating 50% results in a fraction, the fraction is dropped. For example, 3 divided by 1 equals 1.5; drop the fraction of 0.5 and the result is 1.

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

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

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

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

## **7.2 Internal Controls and Risk Management Systems**

The Committee shall:

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

7.2.2 Review and recommend the approval, where appropriate, of statements to be included in the annual report concerning internal controls and risk management.<sup>4</sup>

## **7.3 Whistle blowing**

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

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

The Committee shall:

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

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

7.4.3 Review all reports on the Council's operations from the external auditors<sup>5</sup>.

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

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<sup>4</sup> It is important that the audit committee understand the business of the Council to appreciate the risks it manages on a daily basis, and to ensure that there are appropriate management plans to manage and mitigate this business risk. This will include insurance matters, financial reporting, legal and regulatory compliance, business continuity, and statutory compliance. This can be facilitated by discussions with the external auditors and by presentations by management on how business risks are identified and managed.

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

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The Committee shall:

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

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

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

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

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

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

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

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

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

7.5.3.6 Assessing the external auditor's qualifications, expertise and resources and the effectiveness of the audit process (which shall include a report from the external auditors on the Committee's own internal quality procedures).

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

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

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

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

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

## **9 Other matters**

The Committee shall:

- 9.1 Have access to reasonable resources in order to carry out its duties<sup>7</sup>.
- 9.2 Be provided with appropriate and timely training, both in the form of an induction program for new members and on an ongoing basis for all members.
- 9.3 Give due consideration to laws and regulations of the Local Government Act, 1999, including all amendments and revisions.
- 9.4 Oversee any investigation of activities within these Terms of Reference.
- 9.5 At least once per year, review its own performance; At least once every two years review its constitution and terms of reference, to ensure it is operating at maximum effectiveness and recommend changes it considers necessary to the Council for approval.

Sitting Fees for Audit Committee Members are set by Council.

Audit Committee Meeting 15 December 2017

Last Adopted Date: 16 August 2017

Adopted by Council: 16 January 2018

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<sup>6</sup> Note that these representation letters are a standard practice of any audit and provide the external auditors confirmation from management, (in particular the Chief Executive Officer) that, amongst other matters, accounting standards have been consistently applied, that all matters that need to be disclosed have been so disclosed and that the valuation of assets has been consistently applied.

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TERMS OF REFERENCE:  
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(the Committee)

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AR11/51413[v6]

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- 9.5 At least once per year, review its own performance.

9.6 At least once every two years review its constitution and terms of reference, to ensure it is operating at maximum effectiveness and recommend changes it considers necessary to the Council for approval.

Sitting Fees for Audit Committee Members are set by Council.

Audit Committee Meeting: 17~~5~~ December 201~~8~~  
Last reviewed/Adopted by the Audit Committee: Date: 19 December~~6 August~~ 2017  
Scheduled for a/Adopted by Council: 165 January 201~~9~~8

<sup>6</sup> Note that these representation letters are a standard practice of any audit and provide the external auditors confirmation from management, (in particular the Chief Executive Officer) that, amongst other matters, accounting standards have been consistently applied, that all matters that need to be disclosed have been so disclosed and that the valuation of assets has been consistently applied.  
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**REPORT TITLE****Quarter One Budget Review for the financial year ending 30 June 2019**

|                                 |  |
|---------------------------------|--|
| <b>COMMITTEE</b>                | Operational Standing Committee   |
| <b>MEETING DATE:</b>            | 11 December 2018   |
| <b>REPORT NO.</b>               | AR18/48619   |
| <b>RM8 REFERENCE</b>            | AF18/227   |
| <b>AUTHORS</b>                  | Kahli Rolton and Jeroen Zwijnenburg  |
| <b>SUMMARY</b>                  | This report provides the Quarter One Budget Review for the period ending 30 September 2018 within the financial year ending 30 June 2019 for consideration by the Committee. |
| <b>COMMUNITY PLAN REFERENCE</b> | Goal 1: Our People   |
|                                 | Goal 2: Our Location   |
|                                 | Goal 3: Our Diverse Economy  |
|                                 | Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage   |

**REPORT RECOMMENDATION**

- (a) That Operational Standing Committee Report No. AR18/48619 titled '*Quarter One Budget Review for Financial Year Ending 30 June 2019*' as presented to the Operational Standing Committee on 11 December 2018 be noted.
- (b) That the Quarter One Budget Review (BR1) be adopted for the financial year 1 July 2018 to 30 June 2019 as detailed in Attachment 1 of the report titled '*Quarter One Budget Review for the Financial Year Ending 30 June 2019*' which reflects a \$328,000 forecast operating surplus representing no net change from the Original Budget forecast operating surplus.

## Background

In accordance with the Local Government (Financial Management) Regulations 2011, Regulation 9 requires Council to prepare and consider the following reports relating to the review of budgets:

- 9.1(a) *At least twice, between 30 September and 31 May (both dates inclusive) in the relevant financial year (where at least 1 report must be considered before the consideration of the report under sub regulation (1)(b), and at least 1 report must be considered after consideration of the report under sub regulation (1)(b)) - a report showing a revised forecast of its operating and capital investment activities for the relevant financial year compared with the estimates for those activities set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled Uniform Presentation of Finances;*
- 9.1(b) *Between 30 November and 15 March (both dates inclusive) in the relevant financial year - a report showing a revised forecast of each item shown in its budgeted financial statements for the relevant financial year compared with estimates set out in the budget presented in a manner consistent with the Model Financial Statements.*
- 9.2 *A council must also include in a report under sub regulation (1)(b) revised forecasts for the relevant financial year of the council's operating surplus ratio, net financial liabilities ratio and asset sustainability ratio compared with estimates set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled Financial Indicators.*

Council has scheduled to undertake and present the budget reviews as follows:

| Budget Review       | Inclusive Dates          | Council Meeting in                   |
|---------------------|--------------------------|--------------------------------------|
| Quarter One (BR1)   | 1 July to 30 September   | November (December due to elections) |
| Quarter Two (BR2)   | 1 October to 31 December | February                             |
| Quarter Three (BR3) | 1 January to 31 March    | May                                  |

Section 123 7(a)(b) of the Local Government Act 1999 (the 'Act) states that each budget of council must:

- 7(a) *Be considered in conjunction with the council's annual business plan (and must be consistent with that plan, as adopted); and*
- 7(b) *Be adopted by the council after the council has adopted its annual business plan.*

Table 1: Financial matters resolved by Council since adoption of the original 2018/2019 Budget and indication of inclusion of the financial implications in a Budget Reviews for this financial year.

| Council Meeting Item | Description  | Resolution   | Note                                    |
|----------------------|--|--|---|
| 13.12                | New Year's Eve Event   | (b) That the Operational Standing Committee notes the application for Events funding from Mount Gambier Community Events for \$10,000 cash and \$5,000 in kind to assist running the New Year's Eve event in 2018.<br>(c) That Council provide \$5,000 in cash and \$3,000 in-kind on the condition that other funding support is forthcoming. | Reallocated from within Existing Budget |
| 17.02                | Architectural Design Stage One – Mount Gambier Sport and Recreation Centre | (b) That Council accept the tender of Design Inc Adelaide for the completion of Intermediate Design Stage One for \$40,00 and Detailed Design Stage 2 (subject to securing future funding) for the Mount Gambier Regional Sport and Recreation Centre (as identified in Tender AF18/244) for funding applications.                             | Included in Original Budget             |



|       |  |  |  |
|-------|--|--|--|
| 13.14 | Joint Boundary Roads Advisory Group – 5 year Work Plan     | (b) That Council adopt the five year works program and proceed, with the concurrence of the District Council of Grant, with the following projects in 2018/2019 to be funded out of carry over funds and budgeted 2018/2019 boundary roads contributions of \$30,000 from each of District Council of Grant and City of Mount Gambier;<br>- Tollner Road (reseal) \$18,000<br>- Hawkins Road (reseal) \$10,000<br>- McCormick Road (reseal) \$39,000<br>- Pinehall Avenue (reseal) \$11,000<br>- Kennedy Avenue/Bishop Road staggered T junction (surveying, land acquisition, fencing) \$50,000 | WIP<br>Original<br>Original<br>Original<br>WIP |
| 13.19 | CBD Footpath Sweeping Options                              | (b) Extend footpath sweeping to Commercial Street from Ferrers Street to Krummel St twice per week and the footpath sweeping program be monitored subject to review in 6 months.   | Reallocated from within Existing Budget        |
| 13.20 | 2018 Fringe Festival                                       | (b) That Council write to the relevant State Government Minister seeking a \$20,000 funding commitment as a matter of urgency to support the Mount Gambier Fringe Festival in 2019.<br>(c) The Council contribute an additional \$15,000 to the 2019 Mount Gambier Fringe Festival subject to the State Government confirming a financial commitment of \$20,000   | BR2  |
| 14.02 | Mount Gambier Regional Sport and Recreation Centre         | (e) To meet the requirements of a comprehensive elector survey seeking feedback from the Mount Gambier community an estimated budget of \$65,000 is required and the CEO is authorised to expend up to this amount with adjustments in the 2018/2019 budget being made from the operating surplus at Budget Review Number 3.   | BR3  |
| 13.15 | Capital Work in Progress Budget Carry Overs from 2017/2018 | (b) That the capital works in progress budget carry overs from 2017/2018 of \$1,108,500 be adopted and reflected in the 2018/2019 budget.  | WIP  |

## Discussion

### Comparison to the adopted Annual Business Plan and Budget 2018/2019

|                                      | BR1 2018/2019<br>\$ | Original 2018/2019<br>\$ |
|--------------------------------------|---------------------|--------------------------|
| Revenues - City Growth               | 1,434,000           | 1,434,000                |
| Revenues - City Infrastructure       | 4,115,000           | 4,115,000                |
| Revenues - Community Wellbeing       | 436,000             | 436,000                  |
| Revenues - Council Business Services | 24,590,000          | 24,590,000               |
| Revenues - Total                     | 30,575,000          | 30,575,000               |
| Expenses - City Growth               | 4,327,000           | 4,238,000                |
| Expenses - City Infrastructure       | 14,474,000          | 14,524,000               |
| Expenses - Community Wellbeing       | 4,852,000           | 4,852,000                |
| Expenses - Council Business Services | 4,788,000           | 4,847,000                |
| Expenses - Office of CEO             | 1,806,000           | 1,786,000                |
| Expenses - Total                     | 30,247,000          | 30,247,000               |



|                 |         |         |
|-----------------|---------|---------|
| Council - Total | 328,000 | 328,000 |
|-----------------|---------|---------|

The original adopted 2018/2019 Annual Business Plan and Budget included:

- An operating surplus of \$328,000
- Net capital expenditure (Capex) \$8,159,000

Subsequently, \$1,108,500 capex carried forward from 2017/2018 financial year.  
The 2018/2019 Quarter One Budget Review has resulted in no net changes to the budget position of the forecast operating surplus or net capex.

### Commentary on Quarter One Budget Review for 2018/2019

The Quarter One Budget Review reflects a \$328,000 forecast operating surplus. This represents no change from the Original Budget forecast operating surplus.

There were no material changes as at Quarter One Budget Review.

### Conclusion

The Quarter One Budget Review forecasts an operating surplus for the financial year of \$328,000 and this is consistent with the original budget adopted by Council on 3 July 2018.

This budget review allows for the delivery of the 2018/2019 Annual Business Plan adopted by Council on 3 July 2018.

### Attachments

[Attachment 1 \(AR18/50299\):](#)

[City of Mount Gambier Proforma Comprehensive Financial Statements as at 30 September 2018](#)



**Kahli ROLTON**  
MANAGEMENT ACCOUNTANT



**Jeroen Zwijnenburg**  
MANAGER FINANCE AND CUSTOMER SERVICE



**Pamela LEE**  
GENERAL MANAGER COUNCIL BUSINESS SERVICES

28 November 2018  
KR/JZ



## City of Mount Gambier

**PROFORMA STATEMENT OF COMPREHENSIVE INCOME**  
**Budget FY2019 and BR1 FY2019**

|  | FY<br>Budget<br>2019<br>\$'000 | FY BR1<br>2019<br>\$'000 | 2018<br>\$'000 |
|--|--------------------------------|--------------------------|----------------|
| <b>INCOME</b>  |                                |                          |                |
| Rates  | 21,486                         | 21,486                   | 20,597         |
| Statutory charges  | 462                            | 512                      | 447            |
| User charges   | 4,855                          | 4,855                    | 4,484          |
| Grants, subsidies and contributions  | 3,321                          | 3,321                    | 3,906          |
| Investment income  | 48                             | 48                       | 62             |
| Reimbursements   | 85                             | 85                       | 83             |
| Other income   | 269                            | 269                      | 522            |
| <b>Total Income</b>  | <b>30,525</b>                  | <b>30,575</b>            | <b>30,102</b>  |
| <b>EXPENSES</b>  |                                |                          |                |
| Employee costs   | 11,575                         | 11,596                   | 11,034         |
| Materials, contracts & other expenses  | 11,433                         | 11,462                   | 10,023         |
| Depreciation, amortisation & impairment  | 7,032                          | 7,032                    | 7,004          |
| Finance costs  | 157                            | 157                      | 236            |
| <b>Total Expenses</b>  | <b>30,197</b>                  | <b>30,247</b>            | <b>28,296</b>  |
| <b>OPERATING SURPLUS / (DEFICIT)</b>   | <b>328</b>                     | <b>328</b>               | <b>1,805</b>   |
| Asset disposal & fair value adjustments  | 399                            | 399                      | (243)          |
| Amounts received specifically for new or upgraded assets                       | -                              | -                        | 445            |
| Physical resources received free of charge                                     | -                              | -                        | 463            |
| <b>NET SURPLUS / (DEFICIT)</b>   | <b>727</b>                     | <b>727</b>               | <b>2,470</b>   |
| transferred to Equity Statement  |                                |                          |                |
| <b>Other Comprehensive Income</b>  |                                |                          |                |
| <i>Amounts which will not be reclassified subsequently to operating result</i> |                                |                          |                |
| Changes in revaluation surplus - infrastructure, property, plant & equipment   |                                |                          | 22,325         |
| Impairment (expense) / recoupments offset to asset revaluation reserve         |                                |                          | (1,217)        |
| <b>Total Other Comprehensive Income</b>  | <b>-</b>                       | <b>-</b>                 | <b>21,108</b>  |
| <b>TOTAL COMPREHENSIVE INCOME</b>  | <b>727</b>                     | <b>727</b>               | <b>23,578</b>  |

**City of Mount Gambier**

**PROFORMA STATEMENT OF FINANCIAL POSITION**  
**Budget FY2019 and BR1 FY2019**

|  | FY Budget<br>2019<br>\$'000 | FY BR1<br>2019<br>\$'000 | 2018<br>\$'000 |
|--|-----------------------------|--------------------------|----------------|
| <b>ASSETS</b>  |                             |                          |                |
| <b>Current assets</b>                                    |                             |                          |                |
| Cash and cash equivalents                                | 5,314                       | 5,314                    | 4,587          |
| Trade & other receivables                                | 1,524                       | 1,524                    | 1,524          |
| Other financial assets                                   | -                           | -                        | -              |
| Inventories  | 304                         | 304                      | 304            |
|  | <u>7,142</u>                | <u>7,142</u>             | <u>6,415</u>   |
| Non-current Assets held for Sale                         | -                           | -                        | -              |
| <b>Total current assets</b>                              | <u>7,142</u>                | <u>7,142</u>             | <u>6,415</u>   |
| <b>Non-current assets</b>                                |                             |                          |                |
| Financial assets   | -                           | -                        | -              |
| Equity accounted investments in Council businesses       | -                           | -                        | -              |
| Investment property                                      | -                           | -                        | -              |
| Infrastructure, property, plant & equipment              | 246,964                     | 246,964                  | 246,964        |
| Other non-current assets                                 | -                           | -                        | -              |
| <b>Total non-current assets</b>                          | <u>246,964</u>              | <u>246,964</u>           | <u>246,964</u> |
| <b>Total assets</b>                                      | <u>254,106</u>              | <u>254,106</u>           | <u>253,379</u> |
| <b>LIABILITIES</b>                                       |                             |                          |                |
| <b>Current liabilities</b>                               |                             |                          |                |
| Trade & other payables                                   | 2,429                       | 2,429                    | 2,429          |
| Borrowings   | 218                         | 218                      | 218            |
| Provisions   | 2,332                       | 2,332                    | 2,332          |
| Other current liabilities                                | -                           | -                        | -              |
|  | <u>4,979</u>                | <u>4,979</u>             | <u>4,979</u>   |
| Liabilities relating to Non-current Assets held for Sale | -                           | -                        | -              |
| <b>Total current liabilities</b>                         | <u>4,979</u>                | <u>4,979</u>             | <u>4,979</u>   |
| <b>Non-current liabilities</b>                           |                             |                          |                |
| Trade & Other Payables                                   | -                           | -                        | -              |
| Borrowings   | 2,572                       | 2,572                    | 2,572          |
| Provisions   | 3,593                       | 3,593                    | 3,593          |
| Liability - Equity accounted Council businesses          | -                           | -                        | -              |
| Other Non-current Liabilities                            | -                           | -                        | -              |
| <b>Total non-current Liabilities</b>                     | <u>6,165</u>                | <u>6,165</u>             | <u>6,165</u>   |
| <b>Total liabilities</b>                                 | <u>11,144</u>               | <u>11,144</u>            | <u>11,144</u>  |
| <b>NET ASSETS</b>  | <u>242,962</u>              | <u>242,962</u>           | <u>242,235</u> |
| <b>EQUITY</b>  |                             |                          |                |
| Accumulated surplus                                      | 65,495                      | 65,496                   | 64,768         |
| Asset revaluation reserves                               | 176,619                     | 176,619                  | 176,619        |
| Available for sale Financial Assets                      | -                           | -                        | -              |
| Other reserves   | 848                         | 848                      | 848            |
| <b>Total Council Equity</b>                              | <u>242,962</u>              | <u>242,962</u>           | <u>242,235</u> |
| Minority Interest  | -                           | -                        | -              |
| <b>TOTAL EQUITY</b>                                      | <u>242,962</u>              | <u>242,962</u>           | <u>242,235</u> |

# City of Mount Gambier

## PROFORMA STATEMENT OF CHANGES IN EQUITY Budget FY2019 and BR1 FY2019

|   | Accumulated<br>surplus | Asset<br>revaluation<br>reserve | Other<br>reserves | Total equity   |
|---|------------------------|---------------------------------|-------------------|----------------|
| 2019  | \$'000                 | \$'000                          | \$'000            | \$'000         |
| Balance at end of previous reporting period                           | 64,768                 | 176,619                         | 848               | 242,235        |
| Restated opening balance  | 64,768                 | 176,619                         | 848               | 242,235        |
| <b>Net surplus / (deficit) for the year</b>                           | <b>727</b>             |                                 |                   | <b>727</b>     |
| <b>Other Comprehensive Income</b>                                     |                        |                                 |                   |                |
| Transfers between reserves  | -                      |                                 | -                 | -              |
| <b>Balance at end of period</b>                                       | <b>65,496</b>          | <b>176,619</b>                  | <b>848</b>        | <b>242,962</b> |
| <b>2018</b>   | \$'000                 | \$'000                          | \$'000            | \$'000         |
| Balance at end of previous reporting period                           | 61,333                 | 155,509                         | 3,030             | 219,872        |
| <b>Net surplus / (deficit) for the year</b>                           | <b>1,253</b>           |                                 |                   | <b>1,253</b>   |
| <b>Other Comprehensive Income</b>                                     |                        |                                 |                   |                |
| Gain on revaluation of infrastructure, property,<br>plant & equipment |                        | 22,325                          |                   | 22,325         |
| Impairment (expense) / recoupments offset to asset revaluation res    |                        | (1,217)                         |                   | (1,217)        |
| Other equity adjustments  | (0)                    | 2                               | 0                 | 2              |
| Transfers between reserves  | 2,183                  |                                 | (2,183)           | -              |
| <b>Balance at end of period</b>                                       | <b>64,768</b>          | <b>176,619</b>                  | <b>848</b>        | <b>242,235</b> |
| <b>2017</b>   | \$'000                 | \$'000                          | \$'000            | \$'000         |
| Balance at end of previous reporting period                           | 54,680                 | 168,966                         | 4,382             | 228,028        |
| <b>Net surplus / (deficit) for the year</b>                           | <b>5,301</b>           |                                 |                   | <b>5,301</b>   |
| <b>Other Comprehensive Income</b>                                     |                        |                                 |                   |                |
| Gain on revaluation of infrastructure, property,<br>plant & equipment |                        | (13,457)                        |                   | (13,457)       |
| Transfers between reserves  | 1,352                  |                                 | (1,352)           | -              |
| <b>Balance at end of period</b>                                       | <b>61,333</b>          | <b>155,509</b>                  | <b>3,030</b>      | <b>219,872</b> |



# City of Mount Gambier

## PROFORMA STATEMENT OF CASH FLOWS Budget FY2019 and BR1 FY2019

|   | FY Budget<br>2019 | FY BR1<br>2019 | 2018            |
|---|-------------------|----------------|-----------------|
|   | \$'000            | \$'000         | \$'000          |
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>                   |                   |                |                 |
| <u>Receipts</u>   |                   |                |                 |
| Rates - general & other                                       | 20,370            | 20,370         | 19,522          |
| Fees & other charges  | 462               | 512            | 447             |
| User charges  | 4,855             | 4,855          | 4,322           |
| Investment receipts   | -                 | -              | 62              |
| Grants utilised for operating purposes                        | 3,321             | 3,321          | 3,906           |
| Reimbursements  | 85                | 85             | 83              |
| Other revenues  | 269               | 269            | 597             |
| <u>Payments</u>   |                   |                |                 |
| Employee costs  | (11,575)          | (11,596)       | (11,715)        |
| Materials, contracts & other expenses                         | (10,317)          | (11,479)       | 19,115          |
| Finance payments  | (157)             | (157)          | (172)           |
| <b>Net cash provided by (or used in) Operating Activities</b> | <b>7,312</b>      | <b>6,180</b>   | <b>36,167</b>   |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>                   |                   |                |                 |
| <u>Receipts</u>   |                   |                |                 |
| Amounts specifically for new or upgraded assets               | -                 | -              | 445             |
| Sale of replaced assets                                       | 399               | 352            | 146             |
| Sale of surplus assets  | -                 | -              | 71              |
| Repayments of loans by community groups                       | -                 | -              | 35              |
| <u>Payments</u>   |                   |                |                 |
| Expenditure on renewal/replacement of assets                  | (4,374)           | (4,678)        | (3,919)         |
| Expenditure on new/upgraded assets                            | (2,610)           | (1,126)        | (31,179)        |
| <b>Net cash provided by (or used in) Investing Activities</b> | <b>(6,585)</b>    | <b>(5,453)</b> | <b>(34,402)</b> |
| <b>CASH FLOWS FROM FINANCING ACTIVITIES</b>                   |                   |                |                 |
| <u>Payments</u>   |                   |                |                 |
| Repayments of borrowings                                      | -                 | -              | (206)           |
| <b>Net cash provided by (or used in) Financing Activities</b> | <b>-</b>          | <b>-</b>       | <b>(206)</b>    |
| <b>Net increase / (decrease) in cash held</b>                 | <b>727</b>        | <b>727</b>     | <b>1,559</b>    |
| <br>  |                   |                |                 |
| Cash & cash equivalents at beginning of period                | 4,587             | 4,587          | 3,028           |
| <b>Cash &amp; cash equivalents at end of period</b>           | <b>5,314</b>      | <b>5,314</b>   | <b>4,587</b>    |



**COUNCIL RESOLUTION – 16 OCTOBER 2018**

**13.7 Control Track Continuous Improvement as at September 2018 - Report No. AR18/38581**

- (a) That Audit Committee Report No. AR18/38581 titled '*Control Track Continuous Improvement September 2018*' as presented to the Audit Committee on 26 September 2018 be noted.

Moved: Cr Lovett

Seconded: Cr Meziniec

Carried

**REPORT TITLE**

**Control Track Continuous Improvement September 2018**

|                                 |   |
|---------------------------------|---|
| <b>COMMITTEE</b>                | Audit Committee   |
| <b>MEETING DATE:</b>            | 26 September 2018   |
| <b>REPORT NO.</b>               | AR18/38581  |
| <b>RM8 REFERENCE</b>            | AF17/261  |
| <b>AUTHOR</b>                   | Kahli Rolton  |
| <b>SUMMARY</b>                  | To provide an update on the progress of control improvement plans that have resulted from the review of mandatory controls for completed assessments. |
| <b>COMMUNITY PLAN REFERENCE</b> | Goal 3: Our Diverse Economy   |

**REPORT RECOMMENDATION**

- (a) That Audit Committee Report No. AR18/38581 titled '*Control Track Continuous Improvement September 2018*' as presented to the Audit Committee on 26 September 2018 be noted.

## Background

Section 125 of the Local Government Act 1999 states that council must ensure appropriate policies, practices and procedures of internal control are implemented.

Report AR18/17848 Internal Financial Controls 2017/2018 was provided to the May 2018 Audit Committee Meeting. Please refer to Attachment 1 of this document for a copy of this report.

## Discussion

Control Track has been implemented since early 2018 in relation to internal financial controls and attention is focused on input, maintenance and reliability of information.

Table 1 provides a timeline for further work in relation to the financial controls only.

Table 1 Control Track Financial Control maintenance time line

| Activity   | Responsible Officer(s)                       | Status         |
|--|--|----------------|
| Follow up of control improvements & report back to Audit Committee with update (this report)   | Kahli Rolton                                 | September 2018 |
| Complete residual risk ratings for all risks defined in the Better Practice Model  | Kahli Rolton, Jeroen Zwijnenburg, Pamela Lee | Due 21/09/2018 |
| Create risk based assessments for all controls and assign to staff in accordance with agreed review timeframes. <ul style="list-style-type: none"> <li>High &amp; extreme risks = yearly</li> <li>Medium risks = every 2 years</li> <li>Low risks = every 2-3 years</li> </ul> | Kahli Rolton                                 | Due 31/09/2018 |
| Training update with staff regarding control improvements, risk based assessments, general Q & A   | Kahli Rolton                                 | TBA            |
| Follow up of control improvements & report back to Audit Committee with update   | Kahli Rolton                                 | November 2018  |
| Update Control Track to reflect any changes to operational controls arising from the Internal Financial Controls procedure manual review.  | Kahli Rolton                                 | December 2018  |

A total of 49 improvement plans have been identified following assessment and review by staff of the better practice model controls. Of these 49 improvement plans, 5 have been completed, 14 are in progress and 30 are yet to commence. Please refer to Attachment 2 for a list of all improvement plans identified.

In addition to continuing work in operating Control Track, a major review of the Internal Financial Controls procedure manual has commenced. Due to changes to the organisational structure and the welcoming of new staff, it is timely to complete a review of expectations in relation to such procedures and ensure any alterations are recorded and implemented.

Significant work has been undertaken to progress a whole of Council risk register including identified risks and controls. The Corporate Risk Register is a much larger body of work and is still a work in progress. The Corporate Risk Register will also use the Control Track software tool to assist with implementation, automated notifications and reporting once fully established.



## Conclusion

Progress on identified improvement plans is continuing with 5 out of 49 completed and 14 in progress.

The Internal Financial Controls procedure manual is currently under review by management and it is anticipated this will be reported at the next Audit Committee Meeting.

## Attachments

[Attachment 1 \(AR18/17848\): Internal Financial Controls 2017/2018](#)

[Attachment 2 \(AR18/38519\): Control Track – Improvements as at September 2018](#)



**Kahli ROLTON**  
MANAGEMENT ACCOUNTANT



**Pamela LEE**  
GENERAL MANAGER COUNCIL BUSINESS SERVICES

17 September 2018  
KR



Control Track  
Residual Risk Ratings  
as at 12 October 2018

| Risk ID  | Status   | Type     | Category  | Sub Category                 | Risk Summary   | Organisational Unit | residual | Update Time | Frequency of Assessment | Control Improvement in place | Risk Based Assessment created | Comments  |
|----------|----------|----------|-----------|------------------------------|--|---------------------|----------|-------------|-------------------------|------------------------------|-------------------------------|---|
| RISK-184 | Accepted | BPM 2017 | Financial | Strategic Financial Planning | Unrealistic Budgets  | Finance             | High     | 21/03/2018  | Annually                |                              | yes                           |   |
| RISK-183 | Accepted | BPM 2017 | Financial | Expenses                     | Time and/or attendance data is either invalid, inaccurately recorded or not recorded at all.   | Finance             | Medium   | 12/10/2018  | 2 years                 |                              | yes                           | reliance is on timesheet accuracy. Training & expectations need to be set and managed for staff authorising timesheets and leave.   |
| RISK-181 | Accepted | BPM 2017 | Financial | Revenue                      | The fee charged does not reasonably reflect the value of the services provided.  | Finance             | Medium   | 12/10/2018  | 2 years                 |                              | yes                           | Work is being undertaken to begin analysis of fees and charges before they are set to ensure they cover all required costs. This will not happen at once, but be a rolling program over our significant fees & charges.   |
| RISK-177 | Accepted | BPM 2017 | Financial | Liabilities                  | Supplier master file data does not remain pertinent and/or unauthorised changes are made to the supplier master file. Liabilities - Accounts Payable | Finance             | Medium   | 28/08/2018  | 2 years                 | TR-15                        | yes                           |   |
| RISK-170 | Accepted | BPM 2017 | Financial | Expenses                     | Purchases of goods and services are made from non-preferred suppliers.   | Finance             | Medium   | 12/10/2018  | 2 years                 | TR-21                        | yes                           |   |
| RISK-167 | Accepted | BPM 2017 | Financial | Assets                       | Projects are either inaccurately recorded or not recorded at all.  | Finance             | High     | 21/09/2018  | Annually                |                              | yes                           |   |
| RISK-166 | Accepted | BPM 2017 | Financial | Assets                       | Prepayments are either inaccurately recorded or not recorded at all.   | Finance             | Medium   | 21/09/2018  | 2 years                 |                              | yes                           |   |
| RISK-165 | Accepted | BPM 2017 | Financial | Financial Governance         | Policies and Procedures do not reflect current requirements.   | Finance             | Medium   | 12/10/2018  | 2 years                 | TR-42<br>TR-36               |                               | Due to a register of procedures not in existence, there is no review program in place and increases the risk in this area. Policies have a register and review program.   |
| RISK-154 | Accepted | BPM 2017 | Financial | Strategic Financial Planning | KPIs are not consistent with Corporate Objectives and accounting policies adopted by Council are not adhered to by Council administration.           | Finance             | Medium   | 12/10/2018  | 2 years                 |                              |                               | Council needs to work on a more integrated approach to reviewing services, setting objectives, setting budgets, setting KPI's.  |
| RISK-150 | Accepted | BPM 2017 | Financial | Assets                       | Inventory received is either recorded inaccurately or not recorded at all.   | Finance             | High     | 21/09/2018  | Annually                | TR-43                        | yes                           | this rating is due to insufficient inventory /stores recording & tracking at the depot.   |
| RISK-149 | Accepted | BPM 2017 | Financial | Assets                       | Inventory is inadequately safeguarded.   | Finance             | High     | 21/09/2018  | Annually                |                              | yes                           | this rating is due to insufficient inventory /stores recording & tracking at the depot.   |
| RISK-141 | Accepted | BPM 2017 | Financial | Assets                       | Fixed Asset maintenance and/or renewals are inadequately planned.  | Finance             | High     | 21/09/2018  | Annually                |                              |                               | Council is developing maintenance and forward programs for ALL its asset categories.  |
| RISK-128 | Accepted | BPM 2017 | Financial | Strategic Financial Planning | Data contained within the General Ledger is permanently lost   | Finance             | High     | 12/10/2018  | Annually                |                              |                               | Whilst Council has mitigated this risk to the best of its ability with regular back ups, located offsite and at different locations. This risk remains inherently high. There is limitation at present to the Tools available.                                    |
| RISK-121 | Accepted | BPM 2017 | Financial | Strategic Financial Planning | Councils management reports provide inaccurate financial information.  | Finance             | High     | 12/10/2018  | Annually                |                              |                               | Council is investing in changing to Hierarchies structure and a standard version of BIS.  |
| RISK-120 | Accepted | BPM 2017 | Financial | Strategic Financial Planning | Council's financial information is not reviewed in a timely manner to enable effective decision making.  | Finance             | High     | 12/10/2018  | Annually                |                              |                               |   |
| RISK-118 | Accepted | BPM 2017 | Financial | Revenue                      | Council loses recurrent Grant funding to provide existing service.   | Finance             | Medium   | 12/10/2018  | 2 years                 |                              |                               | Council has recently implemented the Grants and Funding Register to assist with this. Once this integrates as a normalised process, this should reduce. Council is also investing in preparing service definition and sources of funding to provide that service. |
| RISK-117 | Accepted | BPM 2017 | Financial | Assets                       | Council issues Loans/Grants without appropriate approvals.   | Finance             | Medium   | 21/09/2018  | 2 years                 | TR-30                        |                               |   |

**Control Track  
Residual Risk Ratings  
as at 12 October 2018**

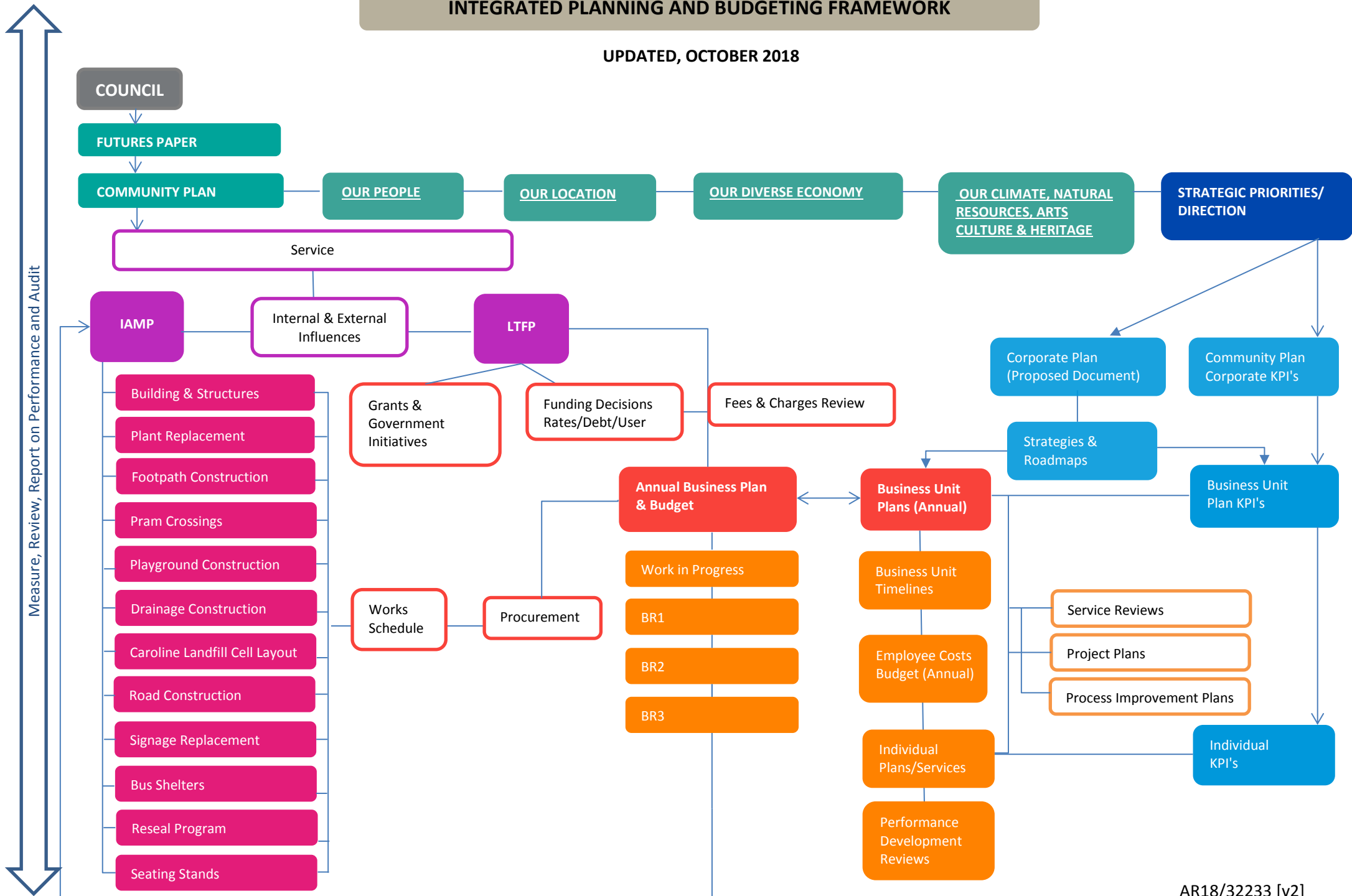
|                    |          |             |           |                              |   |         |           |            |          |                |  |
|--------------------|----------|-------------|-----------|------------------------------|---|---------|-----------|------------|----------|----------------|--|
| RISK-114           | Accepted | BPM<br>2017 | Financial | External Services            | Council does not obtain value for money in relation to its Contracting.                             | Finance | Medium    | 12/10/2018 | 2 years  |                |  |
| RISK-113           | Accepted | BPM<br>2017 | Financial | Expenses                     | Council does not obtain value for money in its purchasing and procurement.                          | Finance | Medium    | 24/09/2018 | 2 years  |                |  |
| RISK-104           | Accepted | BPM<br>2017 | Financial | Strategic Financial Planning | Budgets do not reflect strategic objectives   | Finance | High      | 12/10/2018 | Annually | TR-34<br>TR-35 |  |
| RISK-99            | Accepted | BPM<br>2017 | Financial | Assets                       | Appropriate approvals are not received for the establishment and changes in project scope or costs. | Finance | High      | 21/09/2018 | Annually | TR-39          |  |
| <b>Total Count</b> |          |             |           |                              |   |         | <b>92</b> |            |          |                |  |
| Total Low          |          |             |           |                              |   |         | 71        |            |          |                |  |
| Total Medium       |          |             |           |                              |   |         | 11        |            |          |                |  |
| Total High/Extreme |          |             |           |                              |   |         | 10        |            |          |                |  |

This is an inherently high risk area especially in decentralised purchasing environment. The controls in place have reduced this to medium and Council are working on further improvements as part of the 3 year Procurement Strategy & Roadmap. At present there is no direct link to strategic objectives when budget setting. Council is investing in preparing service definitions with links to strategic objectives and budgets.

There is currently no standardised approach to project costing.

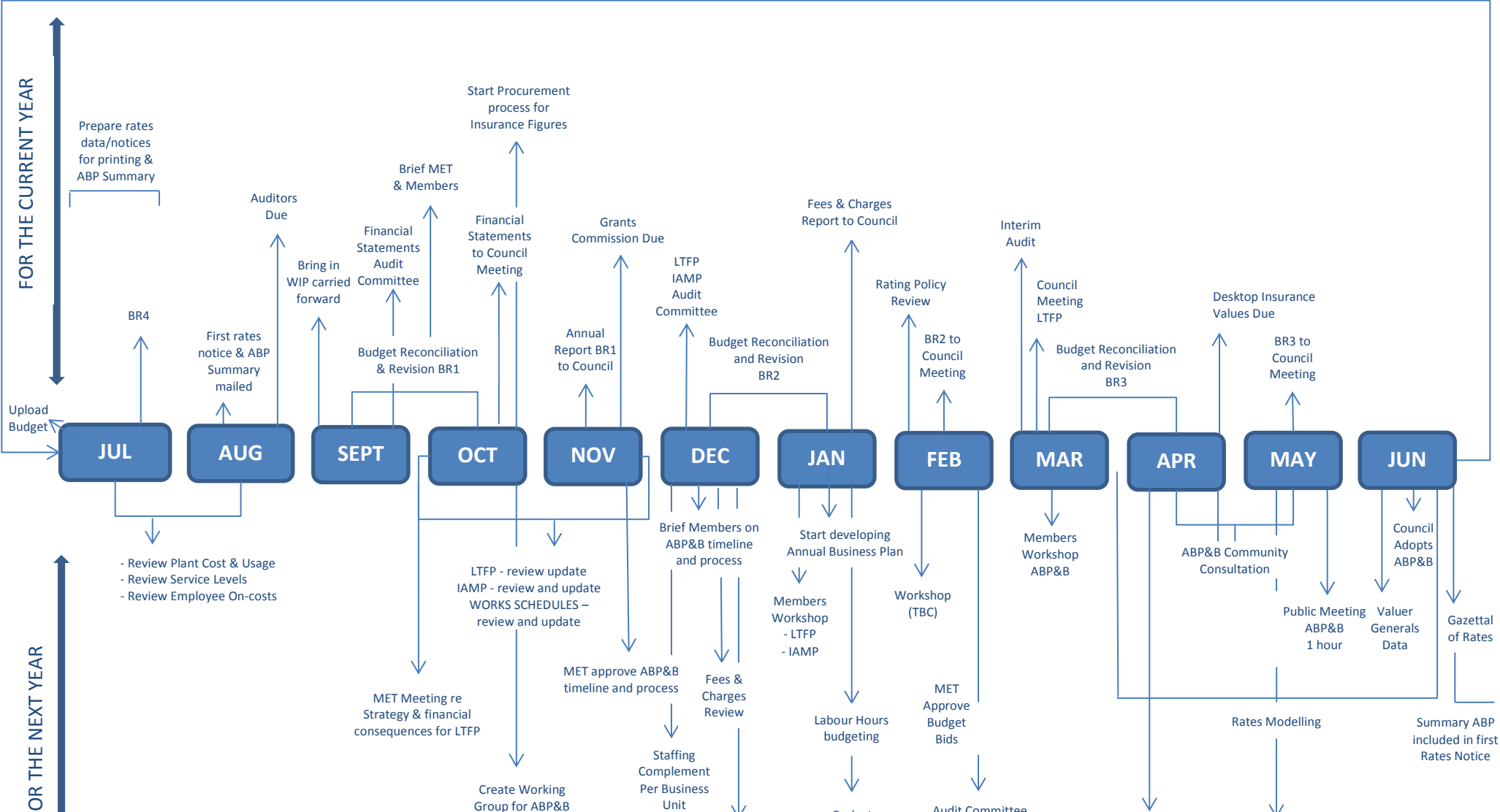
# INTEGRATED PLANNING AND BUDGETING FRAMEWORK

UPDATED, OCTOBER 2018





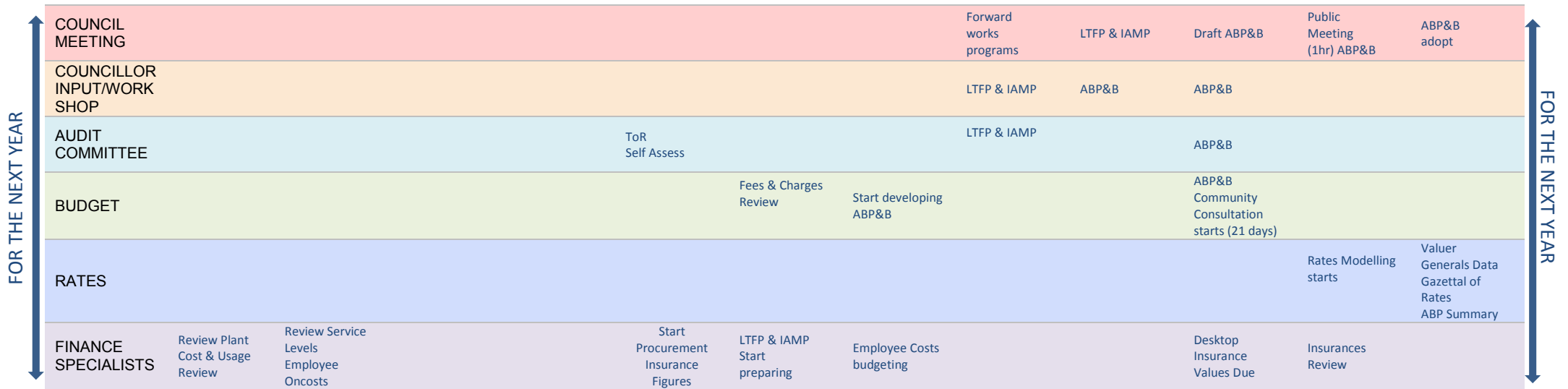
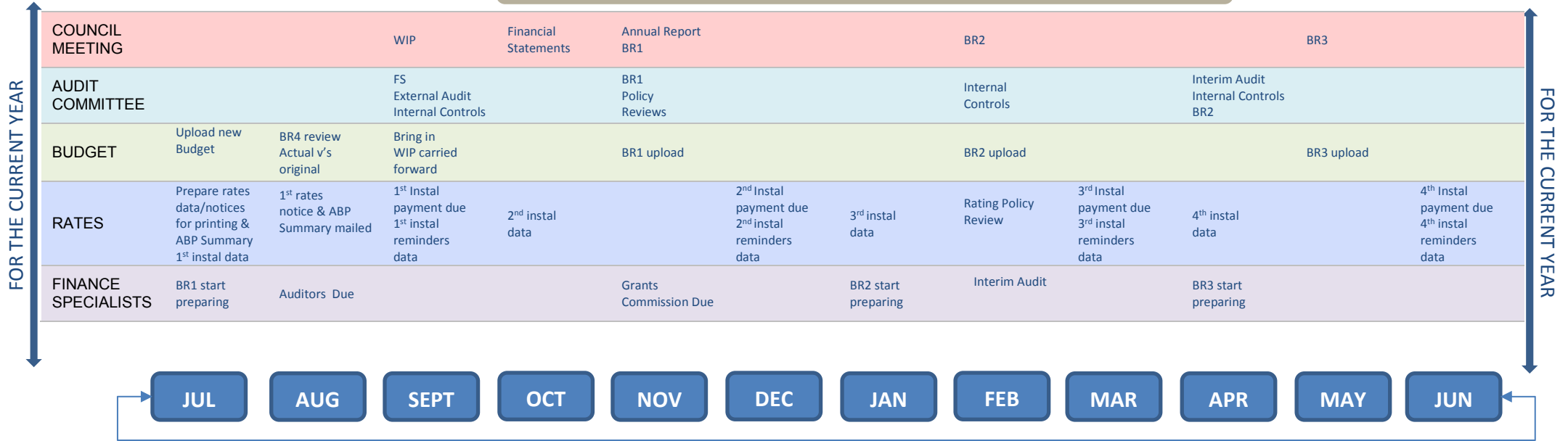
# INTEGRATED PLANNING AND BUDGET FRAMEWORK TIMELINE



**ABBREVIATIONS**

- LTFP - Long Term Financial Plan
- BR - Budget Revision
- ABP&B - Annual Business Plan and Budget
- IAMP - Infrastructure Asset Management Plan
- WIP - Work in Progress

## INTEGRATED PLANNING AND BUDGET FRAMEWORK TIMELINE



### ABBREVIATIONS

|       |   |                                      |        |   |                          |
|-------|---|--------------------------------------|--------|---|--------------------------|
| ABP   | - | Annual Business Plan                 | Instal | - | Instalment               |
| ABP&B | - | Annual Business Plan and Budget      | LTFP   | - | Long Term Financial Plan |
| BR    | - | Budget Revision                      | ToR    | - | Terms of Reference       |
| FS    | - | Financial Statements                 | WIP    | - | Work in Progress         |
| IAMP  | - | Infrastructure Asset Management Plan |        |   |                          |



**PROCESS IMPROVEMENT PLAN**

**START WITH A PROFILE OF THE PROCESS AND/OR SERVICE**

Name of process / service: Property Search requests

Owner: Leanne Little / Customer Service Team

Date of SWOT: 03/08/2018

Date this review commenced: 1/01/2016

Date this review completed: 31/07/2018

Date improvements implemented: 6/08/2018

Comments/ feedback on the review: Current process is inefficient administration costly and does not provide a positive customer experience. Current process involves an external request for a property search, action is assigned to CS. CS prepare administration paperwork manually for search. Officers required to sign off on manual printed searches documenting any declarations and / or findings. Current process excludes rates officers unless debt collection is in place.

**Background**

- Process improvement originally started some 18 months prior to now.
- A division in departments together with lack of understanding of staff roles has stalled the process on a number of occasions.
- Staff training in Content Manager and work flows combined with the merge of Customer Service and Operations Admin has allowed this process improvement to now progress.
- Skills and knowledge from both areas has been shared to achieve the outcome of this efficiency.
- Customer Service is committed to assisting all officers with training in workflow completion.
- The inclusion of Rates Officer sees the responsibility of the rates component now administered by Rates rather the Customer service.

**1. MEASURE CURRENT PROCESS OR SERVICE**

a) Process

Current process involves numerous officers within council but excludes rates. Printed Search often looks unprofessional, requires CS to physically locate and pass along to next officer. Progress enquiries from external stakeholders are unable to be answered immediately due to unknown location of search. Requires CS to physically locate then contact stakeholder to advise progress. Searches can often be found in staff In trays whilst staff on leave impacting turnaround times.

b) Stakeholders

- Customer Service Officer
- Rates Officer
- Planning Officer
- Environmental Health Officer
- Building Officer
- General Inspector
- Delegated General Manager

c) Measure Current Process

- Service Level Standards currently cannot be accurately measured
- Average turnaround is currently 5-7 business days
- Legislative requirement is maximum of 8 business days
- Customer Service process approximately 780 searches per year
- Average of 6-10 requests per month for follow up on estimated return time from external stakeholders.

**2. ANALYSE**

a) Reason for Improvement

- Drive administration efficiencies.
- Provide an improved CX for external stakeholders.
- Measurability of service – Turnaround times and identify where the delays are.
- Ability to reassign in staff absence.
- Professional appearance of external documents for council image and branding.
- Accurate recording for legislative compliance and ability to answer stakeholder enquiries immediately.
- Rates Officer involvement confirms accuracy of information.

b) Current Situation

Current process involves numerous officers within council but excludes rates. Printed Search often looks unprofessional, requires CS to physically locate and pass along to next officer. Progress enquiries from external stakeholders are unable to be answered immediately due to unknown location of search. Requires CS to physically locate then contact stakeholder to advise progress. Searches can often be found in staff In trays whilst staff on leave resulting in an impact on turnaround times

c) Analysis

Current process whilst delivers the desired outcome legislatively required is inefficient due to lack of understanding and or capability of CM9 system, particularly work flows.

**7. MONITOR AND CONTROL**

Select measurements required for ongoing control and continue to measure process / service outcomes for conformance to implemented improvements.



- Team Leader CS will measure turnaround times as part of monthly reporting process.
- Measurement applied against agreed service level standards.
- Monitor feedback from external stakeholders.

**PICTURE OF TEAM**

- Rates Team
- Customer Service Team
- Planning Team / Building Team
- Environment Health Team
- Delegated General Manager(s)
- General Inspectorate
- External Stakeholders – Real Estate Agents, Conveyancers, Lawyers.



**3. OPTIONS**

- Total automation – eliminate paper
- Partial elimination – automatic internal search workflow process
- Produce hardcopy internal searches requiring physical handover to each officer.
- Do nothing
- Follow up with Civica regarding automated process for SA Civica Councils. Civica commenced work in 2015



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**6. STANDARDISE**

Develop or modify the process and/or reflect the new process / service, update the SWOT.



procedures to flowchart(s) and

- New administrative procedure documented.
- Testing has substantiated a consistent property search process and document is produced to the standard required.

**5. IMPLEMENT**

Implement and track changes and measures to ensure



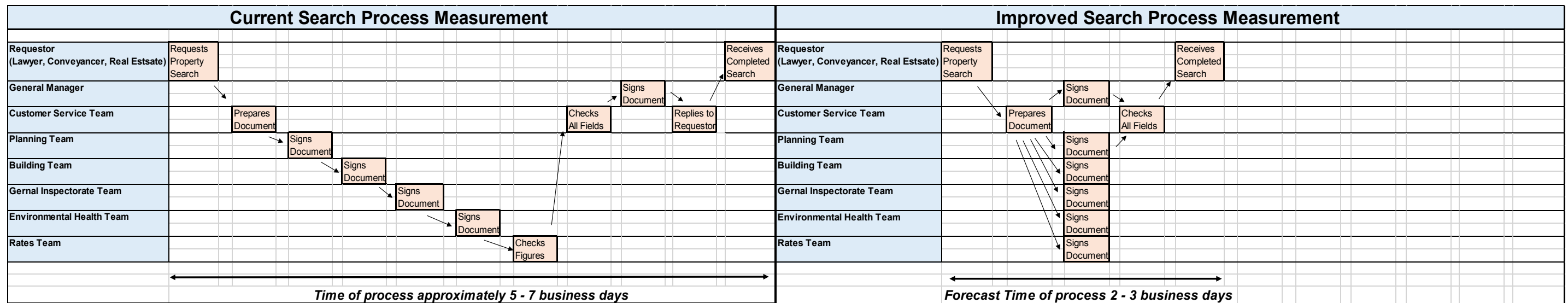
- Online trial commenced 30<sup>th</sup> July 2018.
- CS Officers requesting feedback from all authorising officers.
- Advise to external stakeholders of change in physical format.
- Instructions documented to assist officers with workflow.

**4. SOLUTION**

Identify best solution and confirm why.



- Will aim for total automation however this is not available until Civica delivers the "Authority" automated functionality.
- Compromise is to automate the internal workflow (ie automate the movement of the search document within the organization) by automating the flow between the 6 internal search officer check points.



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## 1. INTRODUCTION

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 for ethical and fair treatment of participants, and ensuring probity, accountability and transparency in all disposal processes.

This Policy provides comprehensive guidance and authority to the Chief Executive Officer with respect to procurement and disposal processes.

All procurements and disposals are undertaken to give effect to Council's endorsed Budget and/or a specific resolution of Council.

This Policy:

- defines the methods by which Council can acquire goods and services;
- defines the methods by which Land and Assets are disposed of;
- demonstrates accountability and responsibility of Council to ratepayers;
- provides fairness and equity to all parties involved;
- enables all processes to be monitored and recorded; and
- ensures that the best possible outcome is achieved for the Council.

This Policy does not cover:

- non-procurement expenditure such as sponsorships, grants, funding arrangements, donations and employment contracts; or
- the purchase of land by the Council.

This Policy also does not cover:

- Land sold by Council for the non-payment of rates; or
- disposal of goods which are not owned by the Council, such as abandoned vehicles; as these are dealt with in the Act.

## 2. DEFINITIONS

In this Policy, unless the contrary intention appears, these words have the following meanings:

**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.

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**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.

**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.

**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.

### 3. POLICY OBJECTIVES

Council aims to achieve advantageous outcomes by:

- enhancing value for money through fair, competitive, non-discriminatory procurement and disposal;
- promoting the use of Council's financial, physical and staffing resources in an efficient, effective and ethical manner;
- making decisions with probity, accountability and transparency;
- advancing and/or working within Council's economic, social and environmental policies;
- providing reasonable opportunity for competitive and appropriately qualified and experienced local businesses to supply to Council;
- appropriately managing risk; and
- ensuring compliance with all relevant legislation.

### 4. POLICY PRINCIPLES

Council must have regard to the following principles in its Procurement and Disposal of Land and Assets:

- *Encouragement of open and effective competition*
- *Obtaining Value for Money*

Value for Money is not restricted to price alone, assessment must include consideration of (where applicable):

- the contribution to Council's long term financial plan and strategic management plans;
- any relevant direct and indirect benefits to Council, both tangible and intangible;
- efficiency and effectiveness of the proposed activity;
- the performance history, and quality, scope of services and support of each prospective supplier;
- fitness for purpose of the proposed goods or service;
- whole of life costs;
- the costs of various disposal methods;
- internal administration costs;
- technical compliance & knowledge issues;

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- risk exposure; and
  - the value of any associated environmental benefits.
- *Probity, Ethical Behaviour and Fair Dealing*
  - *Accountability, Transparency and Reporting*
  - *Ensuring compliance with all relevant legislation*
  - *Encouragement of the development of competitive local business and industry*
    - 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.
  - *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.
  - *Compliance with adopted Work, Health & Safety policies, procedures and practices.*
  - *Procurement and Disposals are undertaken within the parameters of and authority granted by Council's endorsed Budget and/or a specific resolution of Council.*

## 5. 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 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:

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Direct Purchasing

This is where Council purchases from a single source, without first obtaining competing bids.

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.

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.

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.

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 in accordance with this Clause 5.

Quotations

This is where Council obtains quotations from prospective suppliers.

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.

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.

Request for Quotations (RFQ)

This is where Council obtains written quotations from prospective suppliers.

Generally, a minimum of three written quotations are sought.

This method may be suitable for simple, largely price-based purchases with an estimated value not exceeding \$50,000.

Requests for Expressions of Interest (REOI)

This is where Council issues an open invitation for a proposed good(s) and/or service(s) of any value.

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.

Request for Tenders (RFT)

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.

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.

Otherwise, Council may issue an "Open" Request for Tender.



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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.

#### Panel Contracts

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:

- 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.

Once a panel has been established, the Council may purchase the particular goods and/or service through such panel arrangements.

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.

An Authorised Officer may utilise a panel contract for direct purchasing of goods and services of any value within approved budget and authorisation limits.

#### Strategic Alliances

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.

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.

An Authorised Officer may utilise a strategic alliance for direct purchasing goods and services of any value within approved budget and authorisation limits.

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).

## **6. PROCUREMENT STRUCTURE**

The appropriate method of procurement will be determined by reference to a number of factors, including:

- *Value of the Purchase (all values exclusive of gst)*

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| Value of Purchase (\$)   | Possible Method of Procurement                                  | Assessment/Purchasing Decision Making Delegations         |
|--|---|---|
| <b>Not exceeding \$2,000</b>   | Direct Purchasing   | Authorised Officer - up to \$ limit                       |
| <b>Not exceeding \$10,000</b>  | Obtain at least 2 Quotations<br>(3 written quotes over \$5,000) | Authorised Officer - up to \$ limit                       |
| <b>Not exceeding \$50,000</b>  | Request for Quotation (RFQ)                                     | Authorised Officer - up to \$ limit                       |
| <b>In excess of \$20,000</b>   | Request for Expression of Interest (REOI)                       | N/A - refer RFQ/RFT limits                                |
| <b>In excess of \$50,000</b>   | Request for Tender (RFT)  | CEO up to \$100,000<br>Council - above \$100,000          |
| <b>Budget</b>  | Direct Purchasing<br>(Formal Supply Contract)                   | Authorised Officer - up to \$ limit<br>CEO – up to Budget |
|  | Panel Contracts   | Authorised Officer - up to \$ limit<br>CEO – up to Budget |
|  | Strategic Alliances   | Authorised Officer - up to \$ limit<br>CEO – up to Budget |
| <b>In accordance with Clause 2 Definitions:</b><br><br><b>Authorised Officer</b> 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. |   |   |

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).
- *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.

*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.*

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- *cost of an open market approach versus the value of the acquisition and the potential benefits;*
- *the particular circumstances of the procurement activity;*
- *the objectives of the procurement;*
- *the size of the market and the number of competent suppliers;*
- *the Council's leverage in the marketplace;*
- *time constraints;*
- *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 6, 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.

## **7. CONSIDERATIONS PRIOR TO DISPOSAL OF LAND AND ASSETS**

Any decision to dispose of Land and Assets will be made after considering (where applicable):

- *the usefulness of the Land or Asset;*
- *the current market value of the Land or Asset;*
- *the annual cost of maintenance;*
- *any alternative future use of the Land or Asset;*
- *any duplication of the Land or Asset or the service provided by the Land or Asset;*
- *any impact the disposal of the Land or Asset may have on the community;*
- *any cultural or historical significance of the Land or Asset;*
- *the positive and negative impacts the disposal of the Land or Asset may have on the operations of the Council;*
- *the long term plans and strategic direction of the Council;*
- *the remaining useful life, particularly of an Asset;*
- *a benefit and risk analysis of the proposed disposal;*
- *the results of any community consultation process;*
- *any restrictions on the proposed disposal;*
- *the content of any community land management plan; and*
- *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.

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## 8. 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.

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;
- 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.

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.

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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.

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.

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.

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.

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**

The sale of Assets will be the responsibility of the relevant General Manager who is responsible for those Assets.

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.*

Selection of a suitable method will include consideration of (where appropriate):

- the public demand and interest in the Asset;
- 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.

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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 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.

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.

## 9. 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.

## 10. 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.

## 11. 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.

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

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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## 12. 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.

## 13. 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.

## 14. 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.

## 15. 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).

## 16. 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:              | AF11/1740   |
| Applicable Legislation:      | Local Government Act 1999 (s49)   |
| Reference:<br>Community Plan |   |
| Related Policies:            | C375 Provision and Replacement of Council Vehicles<br>F225 Fraud and Corruption Prevention<br>R305 Risk Management Policy<br>R180 Records Management Policy |
| Related Procedures:          |   |
| Related Documents:           | <a href="#">LGA Procurement Handbook</a><br>Procurement Contracting Document Templates (AF11/1901)<br>WHS Policies/Document Templates (AF13/175)            |

## 17. DOCUMENT DETAILS

|   |  |
|---|--|
| Responsibility:   | Manager Executive Administration   |
| Version:  | 4.0  |
| Last revised date:  | 21 <sup>st</sup> August 2018   |
| Effective date:   | 21 <sup>st</sup> August 2018   |
| Minute reference:   | Council Meeting 21 <sup>st</sup> August 2018 - Item 13.2   |
| Next review date:   | November, 2019   |
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## 1. INTRODUCTION

- 1.1 This document sets out a Procurement Framework and administrative procedures for the City of Mount Gambier. The Framework provides information on the processes, considerations, roles and responsibilities for procurement of goods and contracting of services and directs and advises of the procedure that must be applied and followed when undertaking a procurement.

This procedure is issued in accordance with section 49 of the Local Government Act 1999 (the Act) which requires a council to develop and maintain procurement policies, practices and procedures.

### 1.2 Objective

To outline the process and requirements of procurement and acquisition planning on behalf of Council and reiterate the importance of the following principles:

- Obtaining value in the expenditure of public money
- Providing for ethical and fair treatment of participants
- Ensuring probity, accountability and transparency in procurement operations.

The procedure also seeks to:

- Demonstrate accountability and responsibility of Council to ratepayers
- Enable processes to be monitored and recorded
- Ensure the best possible outcome is achieved for Council
- Promote the use of resources in an efficient, effective and ethical manner
- Ensure Council's procurement principles are considered
- Ensure risks are identified and appropriately managed
- Ensure compliance with all relevant legislation.

### 1.3 Scope

This procedure applies to all persons and entities directly representing or acting on behalf of Council including, but not limited to; employees, labour hire and personal services contracts for:

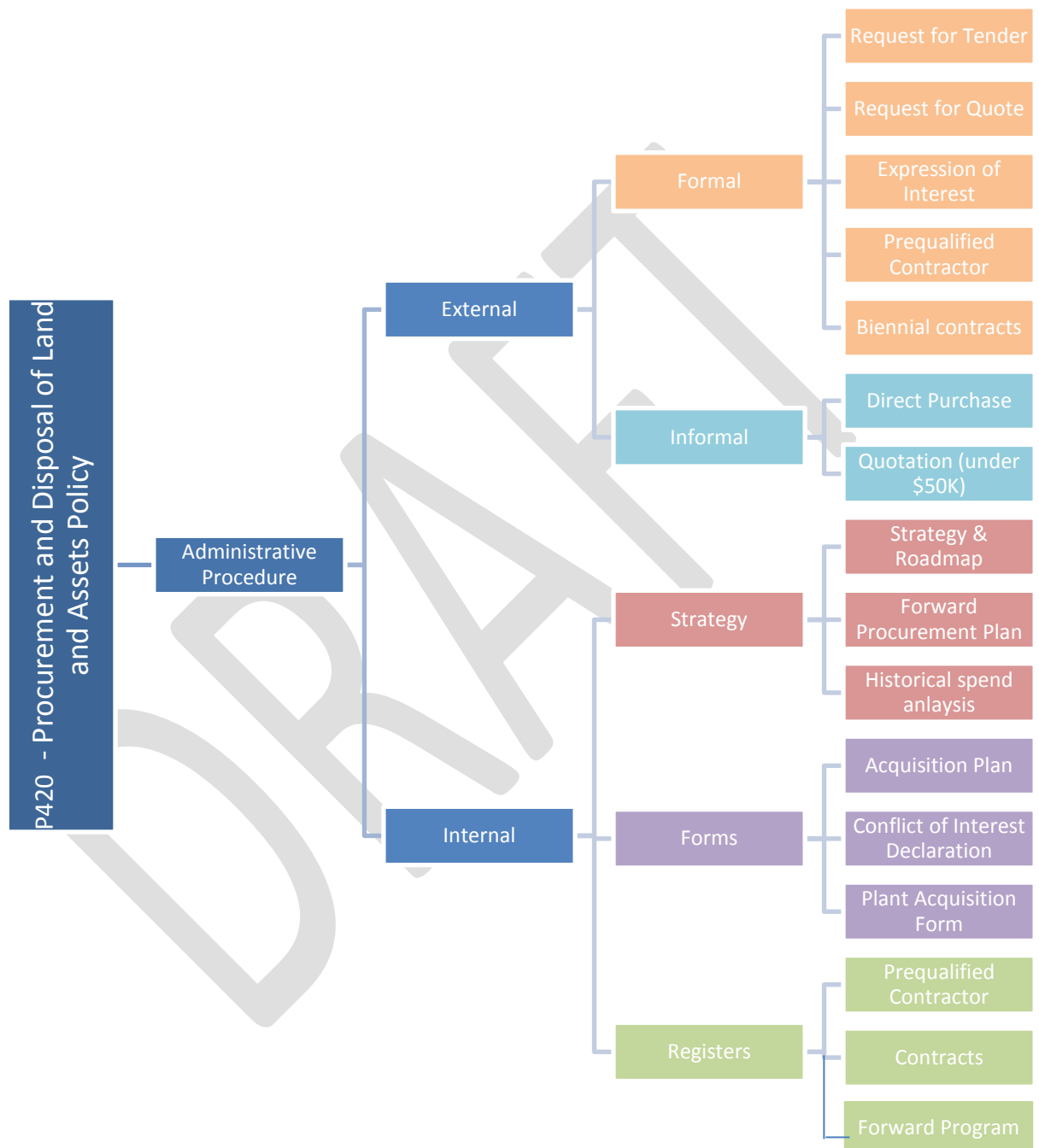
- Goods
- Services
- Works
- Competitive transactions.

This procedure does not cover:

- Non-procurement expenditure such as sponsorships, grants, funding arrangements, donations and employment contracts
- Purchase of land by the Council
- Procurement undertaken by third parties under a head contractor arrangement.

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## 2. PROCUREMENT FRAMEWORK



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### 3. PROCUREMENT PRINCIPLES

Council must have regards to the following principles in its acquisition of goods and services:

#### 3.1 Encouragement of Open and Effective Competition

Where all potential suppliers will have the same opportunities to compete for Council's business and will be treated equitably based upon their legal, commercial, technical and financial abilities. Specifications must not be prepared to favour a particular supplier or group of suppliers, unless the procurement outcome cannot be reasonably met without such specifications. Evaluators must provide comment(s) on their evaluation feedback form. This feedback will be provided within reason to unsuccessful participants at the conclusion of the procurement process.

#### 3.2 Obtaining Value for Money

Value for Money is the core principle applying to the procurement process so as to ensure the best possible procurement outcome is achieved. Value for money is not restricted to price alone. Assessment of value for money must include:

- Whole of life costing and the contribution to Council's Long Term Financial Plan and strategic direction
- Any relevant direct and indirect benefits to Council, both tangible and intangible
- Efficiency and effectiveness of the proposed procurement activity
- The performance, history, quality, scope of services, support and valued additions of each prospective supplier
- Fit for purpose
- Risk exposure
- Contribution to meeting other objectives of Council (local economy, culture, environmental benefits).

#### 3.3 Social and Economic Consideration

Council is committed to maximising the positive impact of its activities to benefit the local community and economy.

Where all other material considerations are comparable, Council will consider locally-based businesses, contractors and suppliers in the following order:

- Within the boundaries of the City of Mount Gambier and immediate surrounding areas, then
- Within South Australia, then
- Interstate, then
- International.

Consideration may also be given, where practicable in the procurement process to investigate the inclusion of not-for-profit organisations (profit for purpose social enterprises) that benefit the community.

#### 3.4 Probity and Ethical Behaviour

All City of Mount Gambier person(s) involved in procurement activities must comply with the highest standards of probity and ethical behaviour. Specifically, they will:

- Conduct all procurement activity fairly, impartially, consistently, objectively and professionally with all suppliers

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- Identify any conflict of interest or potential conflict of interest when involved in procurement negotiations or evaluation of offers, withdraw from the transaction and advise their manager immediately
- Maintain the confidentiality of all aspects of offers and information received in response to an Expression of Interest, Request for Quotation or a Request for Tender
- Maintain adequate and appropriate documentation throughout the procurement activity
- Ensure that their knowledge and understanding of the market is thorough and up-to-date prior to commencing a procurement activity.

Where all other material considerations are comparable, Council may give preference to ethically responsible suppliers. This includes taking a holistic approach to the supply chain to ensure all facets are ethically responsible.

Council will not seek to benefit from suppliers that may be dishonest, unethical or unsafe. If there is evidence to support such behaviour, Council will discontinue dealing with such suppliers.

### 3.5 Work, Health and Safety

Council is committed to providing and undertaking such measures as to minimise risks (through safe workplace environments, systems of work, plant and substances) of injury/ill health to employees and other while at work and demonstrates a systematic approach to planning and implementation of work, health and safety consistent with the Work, Health and Safety Act 2012 (SA) and associated Regulations.

Council is dedicated to a contractor management system which provides for the selection of contractors/suppliers with appropriate licenses, certificates and safety controls. The exchange of information between the Council and its contractors must facilitate the identification of hazards and risk management. Council will only engage contractors who demonstrate an appropriate Work, Health and Safety Management System compliant with the Work, Health and Safety Act 2012 (SA) and associated Regulations.

### 3.6 Sustainable Procurement

Consideration should be given to incorporating environmentally sustainable features into procurement. For example:

- Only purchase necessary products and services and select products and services that reduce Council's consumption footprint
- Purchase in accordance with the waste hierarchy
  - Avoid
  - Reduce
  - Reuse
  - Recycle
- Purchase energy wise and/or water saving products, including products with recycled content and those that reduce greenhouse emissions
- Avoid products that pollute the air, soil and water
- Avoid purchasing hazardous chemicals that may be harmful to health and/or the environment.

Once relevant sustainable features have been determined they are to be included in specifications and evaluation criteria.

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### 3.7 Risk Management

Person(s) undertaking a procurement will assess the risks of the procurement activity and manage and apply appropriate risk mitigation strategies. Goods and services acquired by Council will meet all relevant Australian Standards and be fit for the purposes acquired.

### 3.8 Sound Financial Management

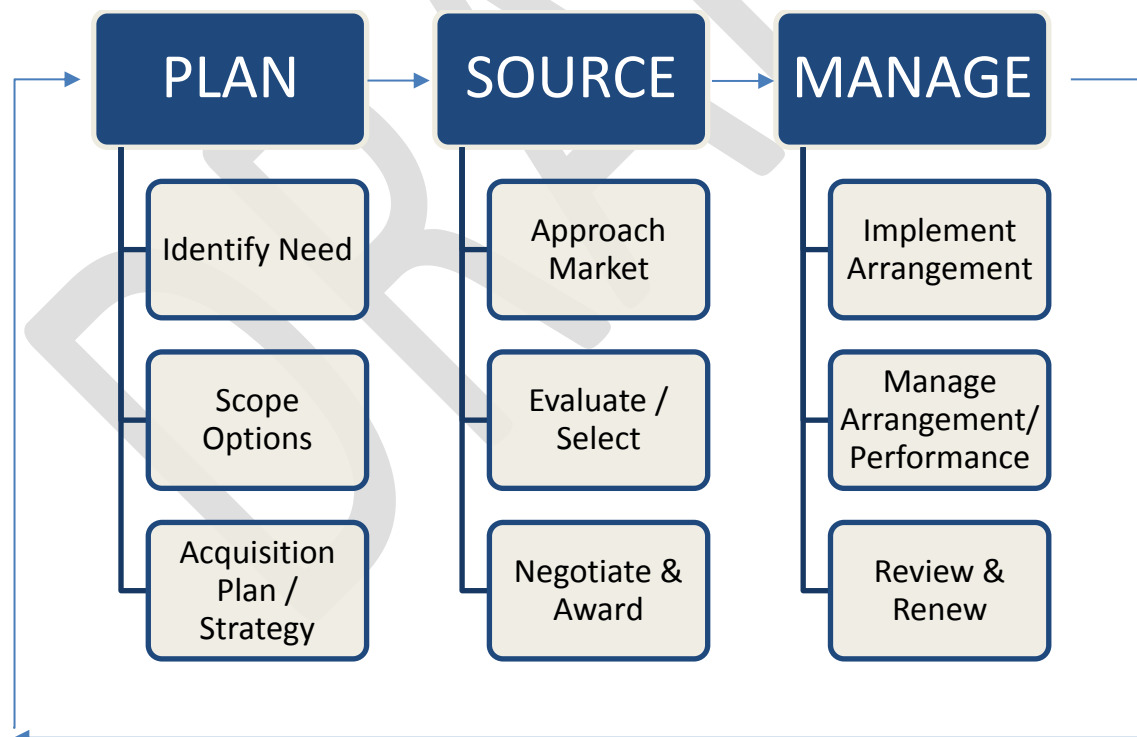
Principles of good financial management must be applied at all times during the procurement activity.

## 4. PROCUREMENT PROCESS

Approved budget funding must be confirmed for the procurement prior to the commencement of the procurement process. For new initiatives prior to commencing a procurement process a budget bid form must be completed and authorised. Where funding has been sourced from a grant application, the Grants and Funding Register (AR18/17335) must be completed.

The procurement process involves three broad stages; plan, source, manage. The importance of these stages will depend on the size, complexity and type of the procurement activity being undertaken. This structured approach aligns Council's needs, improves the efficiency and effectiveness of Council's procurement process and focuses on an outcomes driven solution.

**Image One: Procurement Process**



A detailed flowchart of the procurement process can be located at Appendix One.

### PLAN

#### 4.1 Identifying the need

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Person(s) undertaking procurement should start by clearly defining the need for the purchase and specify what is to be purchased. Consideration is to be given to the range of purchase options available and the potential sources of supply. Suboptimal identification of needs and suppliers may lead to incorrect products or services being sought or offered, resulting in additional time, effort and cost. There should be clear link to Council's strategic direction and objectives must be identified.

Key steps to analyse Council's needs are:

4.1.1 Determine if the expense is critical based on an assessment of value and risk.

**Q1.** Does it align with Council's strategic plans/requirements?

**Q2.** Is the reason for renewal or purchase reasonable (e.g. based on usage, safety concerns or end of life)?

4.1.2 Confirm the availability of funds.

4.1.3 Identify, consult with and understand all stakeholders' requirements.

4.1.4 Engage with stakeholders, learn from each other's experiences in order to improve the quality of the procurement. Certain types of procurement require more detailed stakeholder input. Table One provides a list of specific procurement items (no matter the size of spend or the location) that require input by the relevant internal stakeholder(s) before the procurement process can continue.

**Table One: Specific Procurement Stakeholders**

| Item(s) to be procured                    | Stakeholder(s)                                  |
|---|---|
| ITC Software                              | iServices                                       |
| ITC Hardware                              | iServices                                       |
| Telecommunications Equipment and services | iServices                                       |
| Plant and Machinery                       | General Manager City Infrastructure, Mechanics, |

**All ITC equipment and services, regardless of the price, are recorded and must be obtained through collaboration with iServices to ensure hardware, software and minor plant registers remain pertinent.**

Generally, where the procurement has direct relevance to an area, the following stakeholders should be asked to provide input:

**Table Two: General Procurement Stakeholders**

| Item(s) to be procured          | Stakeholder(s)  |
|---------------------------------|---|
| Environment and Sustainability  | Environmental Sustainability Officer                                    |
| Community Services              | General Manager Community Wellbeing                                     |
| Leased Equipment and Financing  | Management Accountant, General Manager Council Business Services        |
| Services principally for labour | Management Accountant   |
| Infrastructure                  | Manager Engineering Design and Contract Management                      |
| Insurance                       | Management Accountant, General Manager Council Business Services        |
| Heritage                        | Planning Officers   |
| Plant, Machinery, Construction  | Work Health Safety considerations by Human Resource Management Officers |

The Procurement Officer, whilst not listed in the tables above is a key stakeholder to most procurement, especially where the complexity is high, and is able to provide leadership and guidance in all procurement activities.

Sufficient time must be factored in to allow stakeholders time to review and provide feedback.

4.1.5 Discuss different opinions and alternative options to deliver the same or better outcomes.

**Q1.** Does it build resilience and capacity over time rather than just providing a service?

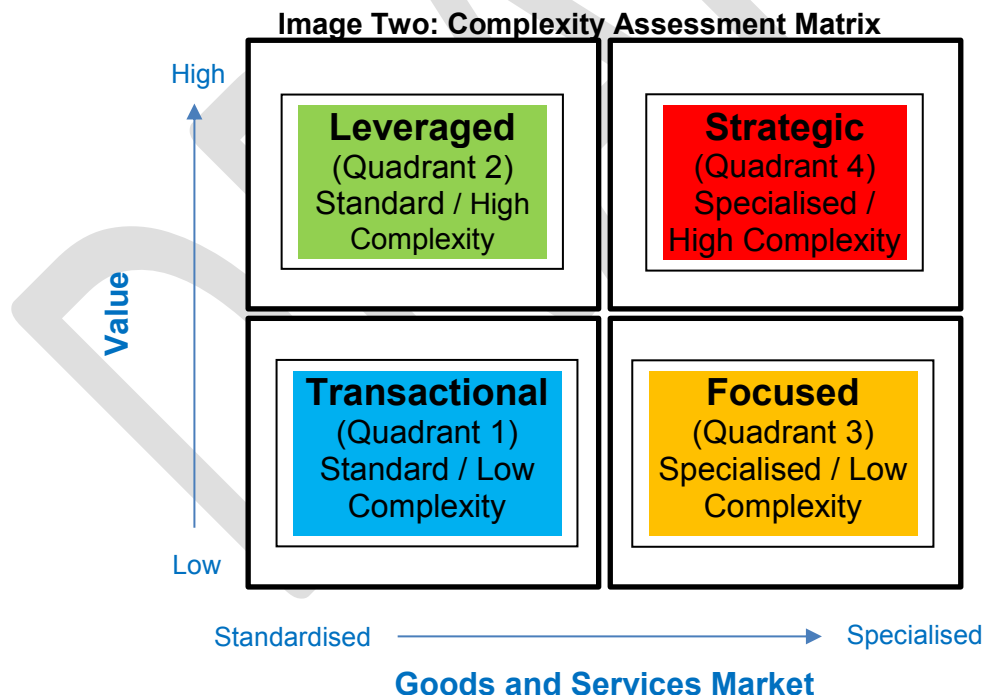
**Q2.** Is the option sustainable?

**Q3.** Have whole of life costs been taken into account?

4.1.6 Finalise and agree on Council's needs.

#### 4.2 Scope the Procurement Options

Preliminary analysis of the market is important to identify factors that may impact procurement decisions e.g. Identification of new and innovative solutions. To ensure that time and effort spent planning the procurement is commensurate with its complexity, value and to deliver the best value outcomes, the following Complexity Assessment Matrix has been developed to assist in determining the complexity of the procurement:



After assessing the value, to determine which quadrant a procurement aligns with, consider the questions in Table Three below. These questions are for high level assessment only.

**Table Three: Complexity Assessment Questions**

| Questions  | Yes   | No  |
|--|---|---|
| Does the supply market have the capability to meet current and anticipated demand?   | If all answers<br>YES<br><br><i>then</i><br><br>Complexity is<br>on the LOW<br>scale<br>(Quadrant 1 or<br>Quadrant 3) | If any answer is<br>NO<br><br><i>then</i><br><br>Complexity is<br>on the HIGH<br>scale<br>(Quadrant 2 or<br>Quadrant 4) |
| Can Council readily continue to function (meet all key stakeholder needs) if supply is interrupted?  |   |   |
| Is there a low probability that the goods/services will be superseded or become obsolete during the life of the contract?  |   |   |
| Is provision and ongoing use of the goods/services considered to be safe?  |   |   |
| Is stakeholder and public interest in the purchase low?  |   |   |
| Are all risks assessed as low and/or managed through standard practices and routine procedures to ensure that they will not impact on the achievement of the procurement objectives? |   |   |
| Is the length of the procurement less than 12 months?  |   |   |
| Is the value less than \$50,000?   |   |   |

The complexity assessment questions are not designed to be a risk assessment for the procurement. A separate risk assessment needs to be completed for all high complexity procurement.

**All procurement assessed with complexity in Quadrant 2 and 4 require review by the Management Accountant and all procurement assessed with complexity in Quadrant 4 require final review by the General Manager Council Business Services before step 4.4 Approach the Market is undertaken.**

The key steps to scoping the procurement options are:

4.2.1 Research broad prices and terms, engage with suppliers in the market.

- Q1.** Has general communication with relevant suppliers occurred to be educated on what they think is the most important information to know?
- Q2.** Is a specialist consultant or industry body required to provide information?
- Q3.** Has the specialist information source been used to contribute towards the specification?

4.2.2 Identify any major risks including perceived risk and document.

4.2.3 Identify specific requirements that may affect the procurement method chosen (e.g. time and budget constraints).

4.2.4 Determine the value

When determining the value of the procurement consideration is to be given to the whole-of-life costs, including the purchase, installation, maintenance and repair, disposal costs, disposal value and any transition costs.

Consideration should be given to other work or projects in all areas of the Council that could be combined with or have a dependency on the current procurement to provide



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better value for money outcomes. Procurements must not be split to avoid the procurement policy thresholds.

- 4.2.5 Create a detailed specification for the procurement (the depth and detail of this document will depend on the complexity of the procurement (e.g. size, value, features and nature). Standard formatting must be followed when preparing specifications.

Exercise care when engaging with potential suppliers to ensure that no supplier has, or is perceived to have, received information that provides them with an unfair advantage in the current and/or subsequent procurement process. When undertaking market research, potential suppliers are to be treated fairly and not receive any competitive advantage or disadvantage.

4.3 Finalise the procurement strategy and acquisition plan

The goal of this stage of the procurement process is to develop a plan that takes into account the information gathered from stages 4.1 and 4.2 above. That is, identifying the business needs and demand related opportunities, understanding the dynamics of the supply market and the key risks and opportunities related to spend.

Key Steps:

4.3.1 Complete the Acquisition Plan

An Acquisition Plan is to be completed to assist the procurement process. The acquisition plan provides details on:

- What procurement method will be used
- Evaluation criteria
- Membership of the evaluation panel
- Evaluation method
- Anticipated timeframes
- How probity will be ensured
- Any actual or perceived conflicts of interest.

It must provide details on how communication with tenderers and how late or incorrectly lodged submissions (if any) will be handled. The Acquisition Plan must be signed off by the General Manager where formal procurement is required.

4.3.2 Determine the contract period

Contract periods need to be carefully considered in terms of offering the supplier sufficient time to recover any initial investment in mobilising to provide the good or service without damaging competition in the longer term.

Factors to consider when setting Contract Periods:

- Client specific start-up costs of the supplier and the payback period;
- Switching costs from the incumbent to another supplier;
- Likelihood of economies of scale achieved by a longer contract term;
- Likelihood of market change during the contract, e.g. innovation, new entrants etc.;
- Costs of approaching the market.

Contract Extensions offer an alternative to locking into a contract for an extended period of time. They are subject to the satisfactory performance of the supplier and other market factors which may help determine whether the extension of a contract is in the best interest of Council. Optional extension periods should be included in the contract term so that Council can retain some competitive tension.

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Factors to consider in determining the duration of a contract extension include:

- Likelihood of market changes
- Performance of the supplier, product or service to date
- Need to secure and demonstrate value for money
- Switching costs to change from one supplier to another
- Costs of approaching the market
- New or innovative technology and products in the market
- Changes in legislative or safety requirements.

The appropriateness of long term contracts need to be assessed on a case-by-case basis and needs to represent value for money, be balanced against the potential for new suppliers, whilst also considering the potential to encourage innovation in service delivery and new service models.

#### 4.3.3 How do we assess and manage the risks?

An important part of procurement planning is undertaking a risk assessment. Potential risks need to be identified, assessed and managed to ensure that unexpected or undesirable outcomes are minimised.

The level of information and detail required in the management of risk will depend on the nature, value and complexity of the procurement. The risk assessment must be revisited at all stages of the procurement process and adjusted as required.

For each formal procurement process, it is mandatory to conduct a risk assessment to identify potential problems, the likelihood that they will occur and their consequences.

#### 4.3.4 Identify benefits and how to achieve them.

#### 4.3.5 Create appropriate Electronic Document Record Management System (EDRMS) Files and records

All procurement processes, including request documentation, approvals, justifications for decisions relating to procurement methods and outcomes must be recorded in Council's EDRMS.

It is the responsibility of the staff member(s) facilitating the procurement to register all documents related to that procurement activity to the relevant EDRMS file.

For formal procurement methods, a unique file must be created within the EDRMS. This unique file number must be used on all procurement related documentation and correspondence to ensure easy identification and accurate record keeping.

#### 4.3.6 Ensure support for chosen plan and appropriate sign off.

The Acquisition Plan approver is also responsible for the approval of the procurement recommendation, however, they may delegate this authority at the time of approving the acquisition plan.

#### 4.3.7 Define the Specification

Specifications should provide sufficient detail for a potential supplier to ascertain Council's needs. The specification must:

- Be clear, concise and unambiguous
- Not be too prescriptive, because this might limit the range of goods or services offered

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- Clearly identify the outcome sought by Council
- Be in the standard format, so that all procurement documentation is uniform
- Not reference any position titles
- Contain appropriate disclaimers where reference to external links has been made.

## SOURCE

### 4.4 Approach the Market

There are a number of procurement methods to approach the market. These are specified in Council's P420 Procurement and Disposal of Land and Assets Policy and include:

- Direct Purchase
- Request for Quotes
- Request for Expression of Interest (formal)
- Open or Select Tenders (formal)
- Panel Arrangements (formal)
- Collaborative Procurement (formal).

When updating tender invitations to external sites, e.g. SA Tenders & Contracts, it is paramount to ensure the panel or category selected covers the correct target market(s). Where due-diligence is not carried out in ensuring the target market is met, this may result in minimal tender responses and not be reflective of a true open market approach.

The following steps to approach the market are used for the formal methods listed above:

- 4.4.1 Set up an evaluation panel based on key stakeholders identified in the previous sections of the procurement process and Acquisition Plan.
- 4.4.2 Make sure documentation is clear, concise, and comprehensive and that the most relevant templates are used.  
Standardised response schedules are to be used to assist both the tenderer and the evaluator. Where response schedules have not been completed, this may result in a non-complying tender.
- 4.4.3 Ensure that the same level of information is provided to all interested suppliers.
- 4.4.4 Manage questions and responses in an open and fair process.
- 4.4.5 All formal tender processes are to be uploaded to a secure online platform (for e.g. Vendor Panel, SA Tenders and Contracts) facilitated by the Procurement Officer or Management Accountant.

### 4.5 Evaluate and Select

The evaluation methodology should be appropriate to the value and complexity of the procurement.

The evaluation criteria, provide a standard to evaluate financial and non-financial elements of the submissions to determine the best value that meets Council's requirements and objectives.

Evaluation panels are used in formal procurement methods. At a minimum evaluation panels must comprise of at least three panel members and one of these members must be independent, i.e. not involved in the development of the specification or involved in the ongoing management of the contract. Identification of appropriate evaluation panel members occurs during the planning stage of procurement and is documented in the Acquisition Plan. The number and composition of the evaluation panel may vary depending on the:

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- Value, nature, scope and complexity of the procurement
- Possible number of responses and data to be evaluated
- Requirements and views of key stakeholders
- Engagement of subject matter experts, internal and/or external to Council.

In preparation for beginning the evaluation process, panel members must:

- Attend the evaluation briefing meeting to ensure there is common understanding of the objective of the procurement.
- Declare any conflict of interest via signing of the Conflict of Interest Declaration Form.

A conflict of interest is a term used to describe the situation in which a public official who, contrary to the obligation and absolute duty to act in the best interest and for the benefit of the public, exploits the relationship for personal benefit. A conflict of interest may be perceived or actual. Where the conflict of interest is deemed perceived and/or minor, continuation on the evaluation panel may be allowed. As facilitator of the procurement process, the Procurement Officer is responsible for making the decision in the event of conflict of interest by an evaluation panel member. The Procurement Officer will raise their concerns if any with their manager and/or General Manager.

The key steps to select the best supplier(s) are:

- 4.5.1 Ensure fairness and transparency of the selection process.
- 4.5.2 Ensure Conflict of Interest Declarations are signed by the evaluating panel prior to starting the evaluation process. At this point evaluators will only know the name of the entities who submitted responses.
- 4.5.3 Prior to opening the tender responses ensure there is a structured and systematic evaluation process that is representative of the complexity of the procurement. For high complexity procurements, a pre-evaluation meeting will be required.
- 4.5.4 Where the procurement platform is via an online portal, at least three days prior to the formal procurement due date a review will be made of submissions received. Where potential suppliers have read the specification, but not responded, feedback must be obtained to determine why no submission was made so that alterations can be made to any of the previous procurement process steps to ensure that where-ever possible more than one response is received.

Only in extenuating circumstances will one submission to a formal procurement be allowed without further investigation. Should an extenuating circumstance arise, the same procurement process still applies and evaluation is necessary to determine that the submission is conforming and meets the requirements of the specification. It is at the discretion of the Management Accountant to determine if extenuating circumstances arise.

- 4.5.5 For a formal procurement the Procurement Officer will summarise both the qualitative evaluations and quantitative information to determine a recommendation. To uphold integrity of the procurement process, the recommendation must be in line with the evaluation criteria as set out in the Acquisition Plan.

Under no circumstances is the recommendation as recorded on the summary to be amended. It is important to ensure that the evaluation criteria are given thought and input by key stakeholders during the acquisition planning phase to ensure the process remains open, objective, transparent and fair.

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All recommendations are to be reviewed by the Management Accountant before progressing.

4.5.6 Non-conforming Tenders must be clearly identified and must have sound documented reasoning if allowed to be included. The Procurement Officer may exercise professional judgement in allowing non-confirming tenders in consultation with the Management Accountant and/or General Manager Council Business Services.

#### 4.6 Negotiate and Award

The goal at this stage of the procurement process is to obtain the best final arrangement with the preferred supplier whilst ensuring requirements around probity and fair dealing. Council may enter into negotiations with the preferred supplier.

Good quality negotiations should leave both parties satisfied and ready to develop a successful relationship.

The steps of negotiation and contract awarding are:

- 4.6.1 Negotiate in compliance with conditions set out in the invitation to submit a quote/tender documents and with full transparency and accountability.
- 4.6.2 Ensure all negotiations are clearly documented and executed via contract or other means.
- 4.6.3 Finalise the arrangement with the successful candidate in writing with both parties having signed and dated the contract.
- 4.6.4 Debrief the unsuccessful candidates.
- 4.6.5 Appropriately disclose and record the arrangement and notify all relevant parties.
- 4.6.6 Record any value added negotiations on Procurement Data Historical Spend Analysis Master (AR18/39496).

### **MANAGE**

#### 4.7 Implement Arrangement

The goal here is to lay the foundations of a successful arrangement during the period between the signing of the arrangement of the commencement of the good/service delivery.

The steps of the implementation of the arrangements are:

- 4.7.1 Ensure the right level of management and resources are assigned in line with the complexity of arrangement.
- 4.7.2 Raise purchase orders ensuring consistency with negotiated and contracted arrangements.
- 4.7.3 Ensure a smooth transition of services, especially if there is a new supplier awarded.
- 4.7.4 Determine who is responsible for the key tasks and activities on both Council's and the Supplier's sides.
- 4.7.5 Ensure appropriate documentation is in place, e.g. signed and dated contract.
- 4.7.6 Engage key stakeholders and communicate on the new arrangement.

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The logging of internal issues to do with a contract are to be executed through Customer Request Management (CRM) in Authority and include the name of the contracted goods/services and the contract manager.

#### 4.8 Manage Arrangement

The goal here is to deliver the arrangement whilst maintaining value for money and getting the best out of the supplier relationship. Council seeks to establish arrangements with its suppliers that are mutually beneficial, founded on trust, respect, cooperation and result in the achievement of value for Council.

The steps of the management of the arrangement are:

- 4.8.1 Ensure the contract is documented in the City of Mount Gambier Contract Register Master (AR16/44322).
- 4.8.2 Maintain the right level of management and resources are assigned in line with the complexity of arrangement.
- 4.8.3 Manage the performance, drive continuous improvement and encourage innovation in coordination with the supplier and key stakeholders.
- 4.8.4 Report on performance and honouring of service levels.
- 4.8.5 Inspect purchases/services provided and goods receipt if satisfied with delivery.
- 4.8.6 Negotiate any deviations from the acquisition plan and ensure correct addendum documentation is in place.

Where there is a deviation from the approved acquisition plan, justification must be documented and approved by the contract owner.

To ensure that deviations from approved acquisition plans only occur in exceptional circumstances, every effort should be made in the acquisition planning phase to ensure that the Acquisition Plan reflects the appropriate procurement strategy and process to be undertaken. The likelihood of deviations occurring during the procurement process may be identified and addressed in the Acquisition Plan with risks and potential solutions or risk mitigation techniques to cover all aspects.

- 4.8.7 Complete procurement process for disposal of asset if required.

#### 4.9 Review and Renew

The goal at this stage is to constantly review and plan for renewal through the management stage. This involves continuously assessing and noting improvements that will provide the best possible outcome for the next arrangement.

The key steps to renew and review are:

- 4.9.1 Commence dialogue with both the supplier and the internal stakeholders prior to contract expiry on the strengths and weaknesses of the contract.
- 4.9.2 Commence demand and market analysis in anticipation of developing an acquisition plan.
- 4.9.3 Where a contract has not yet expired and does not contain any extension options, consider enacting a mutually agreed variation to the contract. Consideration needs to be given to risk and value for money by assessing both benefits and negative impacts

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of the extension. For longer term extensions and/or those requiring more complex negotiations, an Acquisition Plan must be used.

4.9.4 Where a contract has expired without an approved variation to extend but the supply of goods/services under the expired contract is required to continue for a short time after the expiration, a new interim contract must be executed prior to the expiry date. Procurement approval for the extended arrangements may be obtained via the same process used for variations. Although an Acquisition Plan is not required, Council still needs to consider risk and value by assessing both benefits negative impacts of the extended arrangements on the contract deliverables, price, timeframes etc. This option is only to be utilised as an interim measure on the condition that a new procurement process is undertaken within a reasonable time-frame.

4.9.5 Where a contract has not yet expired and there is a right to renew or extension clause, early consideration of invoking extension options ensure procurement planning can be undertaken if the extension is not undertaken. Consideration needs to be given to risk and value by assessing both benefits and negative impacts of the extension. For longer term extensions and/or those requiring more complex negotiations, an Acquisition Plan must be used.

## 5. SPECIFIC PROCUREMENT REQUIREMENTS

### Purchases of Plant, Vehicles or Machinery

Where the procurement is to acquire either through purchase or lease an item of plant or machinery, the invitation shall specify that the successful submission must complete the Plant Acquisition Form and return to Council with issue of a Tax Invoice.

New plant and vehicles must be fitted with a fire extinguisher and first aid kit.

Renewing vehicles must swap fire extinguisher and first aid kit to new vehicle.

Spare keys are to be recorded on key register and located:

- Strong room on level 3, Civic Centre for all vehicles not held at the Depot
- In one secure location at the Depot.

Once purchased all vehicles must be assigned an alias number and uniformly labelled to ensure accurate recording for cost allocation.

All registration of vehicles must be assigned Council's common expiry date.

## 6. GENERAL ADMINISTRATIVE REQUIREMENTS

### 6.1 Periodic Review

Periodic reviews of procurement templates, tenders and contracts for compliance with the Procurement Framework and Procedure must be completed by the Management Accountant in conjunction with the Procurement Officer. The purpose is to identify opportunities for improvement and value add.

### 6.2 Legal Review

Due to the dynamic nature of items being procured and contracts being entered into, at a minimum of every 2-3 years Council will engage a legal expert to review documents; answer procurement and contract related questions; and provide professional opinion about the legalities of Council's procurement and contract policies, procedures and processes. This provides an opportunity for external review for an internal process and mitigates risks that

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may arise from relying on standard templates and altering templates to meet the individual needs of a procurement.

### 6.3 Cumulative Spend Analysis

Analysis of Council's cumulative spend must be conducted annually and reported to the Management Executive Team (MET). This information will provide opportunities for improved procurement methods and obtaining value for Council, whilst identifying where compliance may not be consistent with the Procurement and Disposal of Land and Assets Policy (P420).

Two key questions that arise when analysing cumulative spend are:

1. How is Council ensuring it obtains value with its purchases are made in a decentralised purchasing environment?
2. How is Council maintaining control over its cumulative purchasing with creditors and ensuring it meets all the requirements of P420 Procurement and Disposal of Land and Assets policy?

## 7. ROLES and RESPONSIBILITIES

### 7.1 Council:

Council is the owner and authorises Council's P420 Procurement and Disposal of Land and Assets Policy including its contents.

### 7.2 The Management Executive Team will:

- Support and promote the adoption of the Framework and Procedure within their portfolio
- Ensure purchases are consistent with the Procedure, and promote a balance between efficiency and probity
- Ensure purchases are necessary business expenditure and have been procured in line with the principles outlined in Council's procurement policy
- Maximise the value of purchases whilst adhering to good budget management and principles
- Be active in ensuring strategic procurement methods are undertaken for identified cumulative spends
- Report suspected fraudulent activities or corruption and take action where required
- Approve procurement within their portfolio, financial authority and within approved budget.

### 7.3 The Management Accountant will ensure:

- The Framework and Procedure delivers a holistic, objective, consistent, efficient and transparent approach to procurement in Council.
- Appropriate internal financial controls are active.
- The Procedure is embedded in all critical functions and activities across the Council.
- Be active in ensuring strategic procurement methods are undertaken for identified cumulative spends.
- Provide guidance on the best method of procurement and structuring a contract to obtain the best commercial outcomes for the Council.
- Prepare quarterly reporting to MET and Audit Committee.

### 7.4 The Procurement Officer will:

- Facilitate and provide advice and guidance on Council's formal procurement processes.



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- Assist and provide advice with establishing tender documentation and ensuring all tenders comply with the Council's Procurement Framework, Procedure and Policies.
- Provide guidance and advice to evaluation panel members about the selection process and factors to be considered.
- Be proactive in ensuring procurement methods are undertaken for identified cumulative spends.
- Provide guidance on the best method of procurement and structuring a contract to obtain the best commercial outcomes for the Council.
- Ensure data is recorded on each procurement in AR18/39496 Procurement Data Historical Spend Analysis Master.
- Maintain the Procurement Forward Plan.

7.5 All person(s) will:

- Understand and ensure all purchases they initiate follow the procurement framework and procedure and comply with the delegations policy.
- Ensure that the selection of a supplier has been in line with the principles of Council's procurement policy.
- Ensure all purchases within their area are required business expenditure.
- Carefully consider the continuity of persons when selecting for inclusion in the procurement acquisition, evaluation and contract management, and incorporate a transition process should any change occur.
- Act with integrity at all times when dealing with suppliers.

## 8. REPORTING

Quarterly reporting to the Management Executive Team and Audit Committee are required for the following items:

- Up to date Procurement Forward Plan with known adjustments (MET only).
- Up to date procurement summary with statistics and known savings (MET and Audit Committee).

## 9. REVIEW AND EVALUATION

This Procedure is scheduled for review as per the Document Details section at the end of this document; however, will be reviewed as required by any legislative changes or changes in practice which may occur in between scheduled reviews.

## 10. AVAILABILITY OF PROCEDURE

This Procedure is available on Council's intranet and EDRMS.

## 11. DEFINITIONS

### Authorised Officer

A Council Officer with form 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. It should be noted that sub-delegation is generally established per position and financial authorisation is granted per Council Officer.

### Budget

Amount approved by Council for the procurement as part of the annual budget and/or budget review process.

### Business Unit Manager / Budget Holder

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Oversees a business unit within Council to ensure goals are met and they contribute to the overall success of the City of Mount Gambier.

**Contract**

Any purchase or agreement to purchase goods or services imposes contract obligations upon the purchaser and provider under common law.

**Contract Owner**

The person with ultimate responsibility for the project. The contract owner normally has budget accountability and shall oversee the contract in conjunction with the allocated Contract Manager. The Contract Owner and the Contract Manager may be the same person.

**Contract Manager**

The person appointed to control the project and subsequent contract management.

**Council**

The term Council refers to the City of Mount Gambier.

**Delegated Authority**

The level of authority including financial authority established for particular roles and persons within Council.

**Direct Purchase**

Where purchases are made from a single source, without first obtaining competing quotes from other suppliers and may be used for low value, low risk procurement up to the value of \$2,000 (excluding GST). Suitable for routine goods and services and where the supplier has already been approved to supply Council.

**EDMRS**

Council's Electronic Document Records Management System

**Request for Expression of Interest (REOI)**

Where Council issues an open invitation for a proposed good(s) and/or service(s) of any value. This method may be used when there is potentially a large market for the proposed good(s) and/or service(s) and enable Council to prepare a short list of suppliers to invite to participate in a tender or request for quotation process.

**Formal Contract**

A formally binding agreement between more than one entity. The contract includes formal agreement executed by all parties.

**Formal Procurement Method**

A formalised and structured process for procuring goods and services. Formal procurement methods include expression of interest, request for tender. Direct purchasing and/or obtaining general quotations are not considered formal procurement methods.

**Independent**

Not involved in the specification or procurement of an item. No direct interest and is not the intended recipient of the goods or services procured.

**Invoice**

A bill sent to the buyer for payment for the provision of a good(s) and/or service(s). It must reflect an official Council purchase order number and detail the quantity, price and nature of the good(s) and/or service(s) provided.

**Management Executive Team (MET)**

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Consists of those persons holding the positions of Chief Executive Officer and/or General Manager from time to time.

**Non-Conforming Tender**

A tender not containing all the information and documents required by the conditions of tendering and/or not received by the closing date and time in the format specified.

**Preferred Supplier**

An entity that Council has an existing agreement with to supply goods or services or an entity that has been selected as one or a few of the preferred suppliers of a particular type of good/service.

**Prequalified Contractor**

A Contractor who has met Council's prequalification requirements. Pre-qualification is required for all contractors providing a service on site.

**Probity**

Through the application of integrity, ethical behavior, fairness and transparency in the conduct of procurement processes.

**Procurement**

The acquisition of goods and services through purchase or leasing, no matter how small or large.

**Procurement Cycle**

Start to finish process from the point the decision is made to purchase goods or services, through the method of purchase, the conscientious management of the contract or service, the completion of the contract or service, the review of success of the purchase and then, ultimately, the disposal of the goods and any associated costs (e.g. selling, recycling etc.)

**Procurement Forward Plan**

Twelve month plan listing all known formal procurement and anticipated dates for:

- Research and planning
- Approaching the market
- Evaluation and negotiation
- Contract Award and Launch

**Procurement Process**

The process used to acquire and/or solicit offers to supply goods, works or services.

**Procurement Officer**

Council Officer responsible for facilitating the procurement process.

**Purchase Order**

The means of procurement of goods and services by an official commitment generated via Council's financial operating system. A Purchase Order is a legally binding document and Council's Purchasing Standard Terms and Conditions apply to all orders placed.

**Purchasing Standard Terms and Conditions**

A set of Terms and Conditions that apply to all purchase orders raised. Reference to the actual Terms and Conditions can be located via Council's website: [City of Mount Gambier Purchasing Standard Terms and Conditions](#).

**Request for Quotation (RFQ)**

Refer to Council's Policy P420 regarding financial limits for written quotes from prospective suppliers for the provision of a good(s) and/or service(s).

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**Request for Tender (RFT)**

Refer to Council’s Policy P420 regarding the financial limits where Council issues a formal tender open to the public for the supply of good(s) and/or service(s) where the estimated value is in excess of \$50,000 (excluding GST).

Council may issue a “Selective” Request for Tender where it has already issued an REOI, or where it has documented reasonable grounds for only dealing with a select group of potential suppliers.

**Selective Request for Tender**

Council may select suppliers to submit a RFT only where it has already issued an REOI, or where it has documented reasonable grounds for only dealing with a select group of potential suppliers.

**Specification**

Clear, complete and accurate statement of the description and technical requirements of a material, an item or a service.

**Tender Evaluation Panel**

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 three Council Officers of which at least one is not to have been involved in the development of the Tender specification, the tender process or involved in the management of the tender contract

**Value**

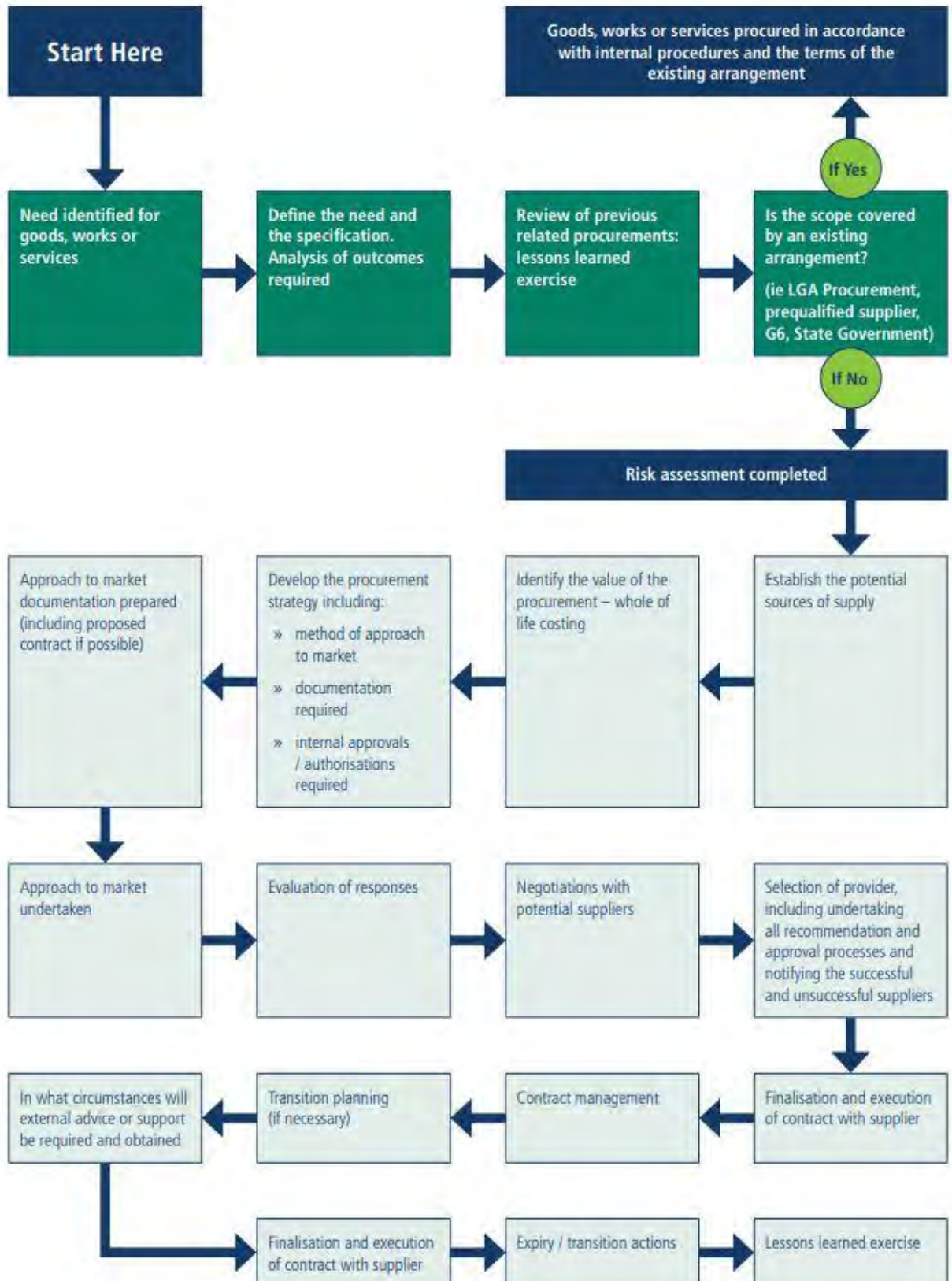
The estimated total value of any contractual commitments that may result from a single procurement exercise. This includes both financial and non-financial information.

DRAFT



## APPENDIX ONE

### Procurement Process – detailed flowchart



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|                         |  |
|-------------------------|--|
| File Reference:         | AR18/48502   |
| Applicable Legislation: | Local Government Act 1999<br>State Procurement Act 2004<br>Work, Health and Safety Act (2012) and associated Regulations |
| Related Policies:       | P420 Procurement and Disposal of Land and Assets   |
| Related Procedures:     | Internal Financial Controls Procedure Manual   |
| Related Documents:      | <a href="#">City of Mount Gambier Purchasing Standard Terms and Conditions</a>   |

#### DOCUMENT DETAILS

|   |   |
|---|---|
| Responsibility:                             | MANAGEMENT ACCOUNTANT   |
| Contributors:                               | Executive Management Team, Manager Executive Administration, Procurement Officer, Human Resources Management Officer<br>Audit Committee |
| Version:                                    | 1   |
| Last revised date:                          | N/A – first edition   |
| Effective date:                             | ## <sup>th</sup> Month, 20##  |
| Minute reference:                           | ## <sup>th</sup> Month, 201# Audit Committee<br>Item #<br>## <sup>th</sup> Month, 201# Management Executive Team<br>Item #              |
| Next review date:                           | November, 2019  |
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| Reviewed/Amended:                           | N/A   |



# Internal Financial Controls Procedure Manual

Update: October 2018

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# 1. Introduction

Council’s Risk Management Framework Policy R305 states that the Management Team must adopt a risk management approach to identifying and assessing risks and apply cost/benefit analysis in the development of financial internal controls. Council Employees, Elected Members, Contractors and Volunteers share responsibility to identify, assess, recommend and ultimately act in accordance with Council Policies, Procedures and Frameworks by:

|   |                 |   |   |
|---|-----------------|---|---|
| <p><b>IDENTIFY</b></p> <p><b>EVALUATE</b></p> <p><b>THREAT</b></p>        | <p><b>R</b></p> | <ul style="list-style-type: none"> <li>• Identify and evaluate risks to determine whether (or not) the risk is acceptable and document risk issues</li> <li>• Act to prevent risk situations from arising</li> <li>• Act to resolve risk situations that arise</li> <li>• Refer risks for appropriate management</li> <li>• Mitigate risks relating to stewardship of public resources</li> </ul> |   |
| <p><b>ANALYSE</b></p> <p><b>MONITOR and</b></p> <p><b>COMMUNICATE</b></p> |                 | <p><b>I</b></p>   | <ul style="list-style-type: none"> <li>• Record known/accepted risks (Risk Register)</li> <li>• Manage chance/consequences of known/accepted risks</li> <li>• Action/Refer (as appropriate) to:             <ul style="list-style-type: none"> <li>▪ <i>Change Policy/Processes</i></li> <li>▪ <i>Business Continuity Plan</i></li> <li>▪ <i>LGA Risk Services</i></li> </ul> </li> <li>• Continuously monitoring/recording/report</li> </ul> |
| <p><b>REVIEW</b></p>  |                 |   | <p><b>S</b></p>   |
| <p><b>IMPLEMENTATION</b></p>  | <p><b>K</b></p> | <ul style="list-style-type: none"> <li>• Reduce the likelihood and consequences of unacceptable risks by discontinuing associated activities</li> <li>• Action improvements based on practicality and cost benefit analysis</li> </ul>  |   |

The City of Mount Gambier Internal Financial Controls Procedure Manual provides procedures for financial operations within Council which must be followed by all Employees, Elected Members, Committee Members, Contractors and Volunteers. It forms a part of Council’s overarching Risk Register and Framework.

This procedure is not intended to replace or overwrite any existing procedure or policy. Failure to abide by this procedure may result in disciplinary action and potential dismissal from Council.

City of Mount Gambier endeavours to keep all financial procedures current, relevant and practical. We live and work in an ever changing and continuous improvement environment. From time to time it will be necessary to modify and amend some sections of the procedures, or to add new procedures.

Any suggestions, recommendations or feedback on the procedures in this manual are welcome and can be recorded at AR18/41732 [Proposed changes to Internal Financial Controls Procedure Manual](#). Proposed alterations must be actioned to the responsible person and will not be made without first assessing the risk and cost/benefit of implementing the change. Any alterations made to this procedure are the responsibility of the position listed below.

Responsible Position: Management Accountant

---

This procedure must be read in conjunction with the following registers:

**1. AR18/41732 Master File Access Listing (Register)**

This register is designed to record, maintain and authorise access by position to various Authority Modules utilised by Council. Denial to master file access does not limit employee's ability to look up or enquire within a particular Authority module. It is to limit employee access to the set up and maintenance of the listed Authority module.

Data entry access is not considered maintenance, however data entry access will be limited to employees who are competently trained and require it for their position only.

**Process to update:** Employee Appointment Form, Control Track Improvement Plan, completion of Request for Update Form.

**Responsible Position:** Team Leader i-Services

**2. AR18/41733 Financial Facilities Register**

This register is designed to maintain, record and authorise financial facilities such as petty cash, till registers, credit cards, eftpos machines and where appropriate specify their dollar limits. It should be noted that access to some financial facilities may require Use Agreements to be signed.

**Process to update:** Employee Appointment Form, Control Track Improvement Plan, completion of Request for Update Form.

**Responsible Position:** Team Leader Finance

**3. Register of Financial Authorities**

This register is designed to record delegated financial authority authorised by the CEO and/or Council. It must be maintained separately to employees who have access to change financial purchasing limits within Council's financial operating system.

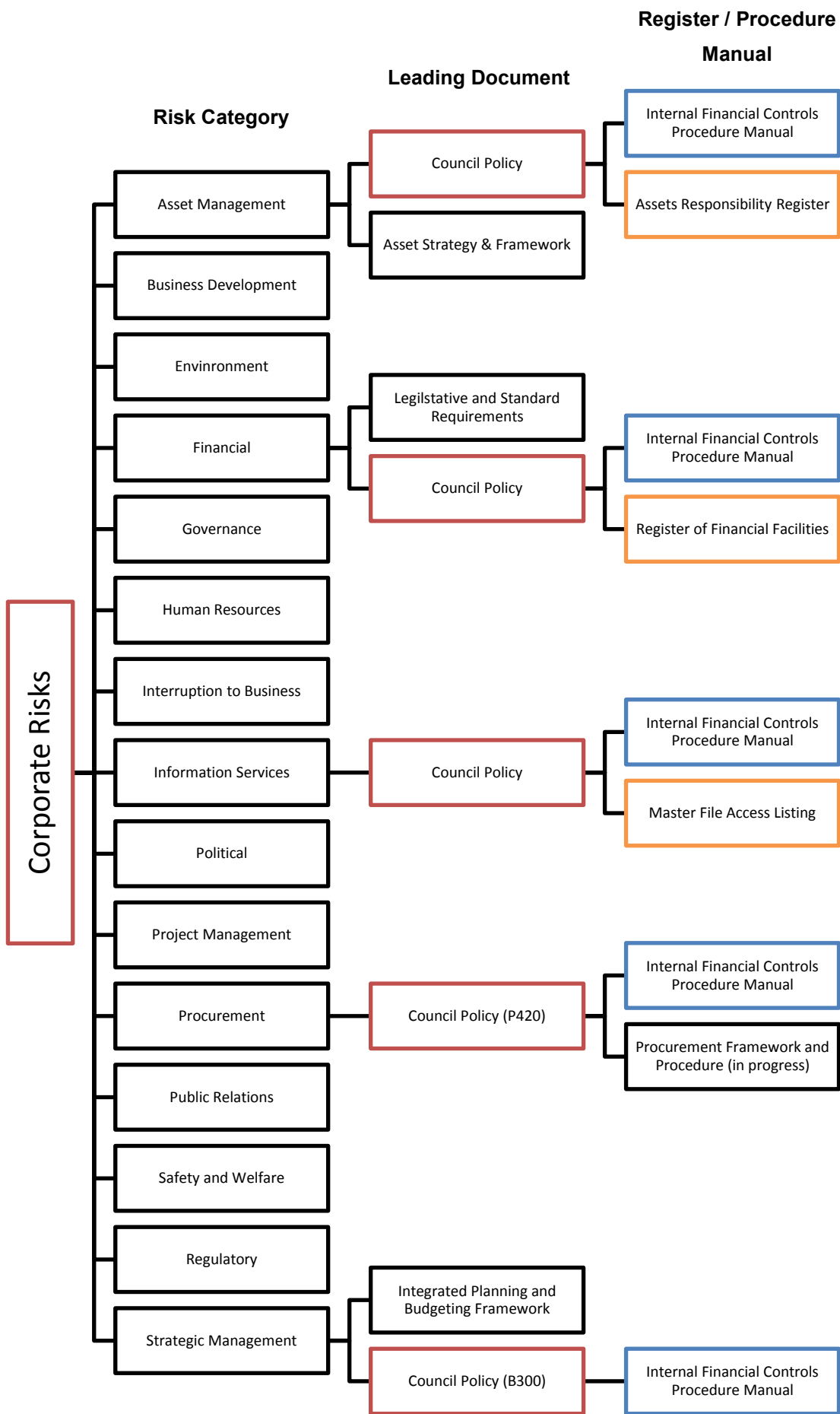
**Process to update:** Employee Appointment Form, Control Track Improvement Plan, signed Financial Authority Form.

**Responsible position:** Manager Executive Administration

It is the responsibility of the relevant responsible positions listed above to maintain and ensure the register(s) are up to date and signed/authorised by the appropriate General Manager and/or CEO.

The purpose of these registers is to:

- provide appropriate segregation of duties between staff responsible for updating and maintaining Council's operating systems
- Ensures that at any point in time Council's operating system set up and financial facilities can be crosschecked and verified to an authorised overarching register
- Maintain a central repository for collation of registered information.



# 1.1 Definitions

**ATO:** Australian Taxation Office

**Authorised Positions:** Positions listed on the Master File Access Listing – Internal Financial Controls that are authorised to set up and maintain Authority modules

**Budget Manager:** Staff charged with responsibility for planning, preparing of budget submissions and management of their specific general ledger/area/ function as instructed by the Chief Executive Officer and/or Management Executive Team

**Business Days:** Business days are considered Monday to Friday, excluding public holidays and designated closure of business operations by the CEO

**CEO:** Chief Executive Officer

**Contra Accounts:** General Ledger Liability accounts predominantly used for the processing of debit and credit entries that have a nil overall effect once processed.

**Council:** Is the City of Mount Gambier

**EFT:** Electronic Funds Transfer

**Grant Contact Person:** person applying for the Grant Funding

**GST:** Goods and Services Tax

**Just in Time:** The objective of Just-in-time is to increase the inventory turnover and reduce the holding cost and any other associated costs. Only order stock as it is required

**KPI:** Key Performance Indicator

**Management Executive Team:** Consists of General Managers and Chief Executive Officer

**Officer:** Employee of Council

**Rates Officer:** for the purposes of this procedure, Rates Officer includes the Senior Rates Officer and any officer with “Rates” in their position title. Where a particular position title is listed, this refers to only that position

**Responsible Officer:** Those positions listed on the Register of Financial Facilities that are charged with responsibility for the facility listed and all internal controls associated with those facilities as listed in this document



## 2. Strategic Financial Planning

*Guidance: This procedure should be read and carried out in conjunction with the requirements of the Local Government Act (specifically Chapter 8), Local Government (Financial Management) Regulations 2011 and the Budget Reporting and Amendment Policy B300.*

### 2.1 Budgets

#### Key issues/risks

In relation to budgets, the major risks are that:

- budgets do not reflect or align with Council endorsed strategic objectives;
- budgets are unrealistic;
- budgets are inaccurately recorded due to variances between the budget adopted by Council and its finance system;
- budgets are not compliant with legislation, and;
- assumptions that budgets are based on are flawed or invalid.

#### Segregation of duties

Access to Budget Master Files is delegated to appropriately authorised personnel (including IT and support access). Please refer to Master File Access Listing [AR18/41732](#) for authorised personnel.

#### Legislative requirements

Budgets must be prepared in compliance with Section 123 of the Local Government Act 1999 and Section 7 of the Local Government (Financial Management) Regulations 2011.

#### General controls

Budgets are based on realistic and achievable assumptions and validated by facts.

Budget Managers are accountable for preparing and reviewing their budgets and responsible for completing budget variations and submissions.

Budget Managers must complete on-going review of actual performance against Budget in relation to initiatives/objectives of the Annual Business Plan and Strategic Management Plans.

The Council Business Services portfolio is responsible:

- for the compilation of the Annual Budget;
- to ensure budget variations are completed at least every three months (quarterly) to allow for changes in operating activities, excluding the final quarter (April to June);
- to compare the end of year actual Budget to the original Budget and explain any significant variances, and;
- to review the original budget and any approved changes to the budget entered into the financial system for accuracy.

**Internal service standards** - Budget figures and variations are imported into the financial system within 3 business days once approved by Council. The import is independently reviewed to align with the approved budget / budget variation.

## 2.2 General ledger

### Key issues/risks

In relation to the General Ledger, the major risks are that:

- General Ledger does not contain accurate financial information, and;
- Data contained within the General ledger is permanently lost.

### Segregation of duties

Access to the General Ledger Master Files is restricted to appropriately authorised personnel. Please refer to Master File Access Listing [AR18/41732](#) for authorised personnel.

Within the General Ledger segregation of the preparation of journals and balance sheet reconciliations is achieved through independent review of all journals and balance sheet reconciliations.

### General controls

All major changes to General Ledger programmes must be tested (outside the live environment) and approved before implementation to the live financial system.

General ledger accounts must be maintained in accordance with the adopted budget and approved budget reviews.

Access to add, deactivate or amend general ledger accounts is limited to authorised positions, as described in the Master File access listing [AR18/41732](#).

General Ledger Reconciliations for all Balance Sheet and Contra Accounts are prepared regularly at least quarterly. All reconciliations are independently reviewed, signed and dated (EDRMS note on file is acceptable). The reconciling officer incorporates all working papers and the reviewing officer, once satisfied that the reconciliation is accurate, signs the documentation (electronic signature is acceptable, so long as the record is finalised and no further alterations can be made).

### 2.2.1 Journal entries

Manual journals must be entered by authorised personnel and be independently reviewed. All journal entries are to be automatically numbered and must contain:

- date;
- narration and/or reference to supporting documentation;
- posting reference, and;
- evidence that it has been processed.

All journals are to be adequately explained or supported by explanatory/supporting documentation. Journal working papers are to be filed with the journal transaction (the preferred filing method being direct to Council's finance system through Council's Electronic Document Record Management System (EDRMS)).

### **2.2.2 Access and backups**

Please refer to Administrative Procedure – Computer Network/Software Use.

### **2.2.3 Year end**

The end of year rollover will be processed as soon as practicable once the annual audit has been finalised.

## **2.3 Statutory reporting**

### **Key issues/risks**

In relation to statutory reporting, the major risks are that:

- Council does not comply with statutory reporting requirements and deadlines and therefore is in breach, and;
- Council's statutory reports provide inaccurate financial information.

### **Segregation of duties**

Within the statutory reporting cycle it is imperative the following tasks be segregated:

- Preparation of statutory financial reports, and;
- Review and approval of statutory financial reports.

### **Legislative requirements**

Statutory reporting must be prepared in compliance with Sections 127 and 131 of the Local Government Act 1999 and Parts 3 and 4 of the Local Government (Financial Management) Regulations 2011.

The statutory report will must comply with the South Australian Model Financial Statements and all relevant Australian Accounting Standards and Interpretations as they apply to not-for-profit and local government.

### **2.3.1 Auditor and Audit Committee**

Council's statutory reporting includes consideration of the appointment and role of the Audit Committee (refer Section 126 Local Government Act and Part 5 of the Local Government (Financial Management) Regulations 2011) and the statutory Auditor (refer sections 128, 129 and

130 of the Local Government Act 1999 and Part 6 of the Local Government (Financial Management) Regulations 2011).

## 2.4 Management reporting

### Key issues/risks

In relation to management reporting, the major risks are that:

- KPI's are not consistent with corporate objectives and accounting policies adopted by Council are not adhered to;
- Council's financial information is not reviewed in a timely manner to enable effective decision making;
- Council's management reports provide inaccurate financial information, and;
- significant budget variances are either not investigated on a timely basis or not investigated at all.

### Segregation of duties

Within the management reporting cycle segregation of duties is ensured through separation of the preparation of management reports and the review and approval of management reports.

### General controls

The Long Term Financial Plan must be reviewed on an annual basis.

Automated management reports are sent to budget managers at regular intervals as per the reporting timetable. The reporting timetable is available at [AR18/1449](#) and is communicated to all relevant staff.

It is the budget manager's responsibility to confirm the accuracy of information contained in their respective reports. Significant variances are identified and investigated by budget managers.

The identification of services, service levels and drivers that contribute to delivering service are an integral part of the budget process. It is the responsibility of the Business Unit Manager to review this on an ongoing basis in line with preparation of budgets and budget reviews.

## 3. Assets

### 3.1 Petty cash and cash floats

*Guidance: This procedure applies to all staff, Elected Members and volunteers where petty cash is requested and issued; and those responsible for receipting and reconciling customer service/administration cash registers (tills).*

For a listing of all authorised financial facilities and responsible officers, refer to [AR18/41733](#).

#### Key issues/risks

In relation to petty cash and cash floats, the major risks are that:

- cash floats and petty cash are inadequately safeguarded, and;
- cash floats and petty cash transactions are either invalid, inaccurately recorded or not recorded at all.

#### Segregation of duties

Due to the high risk of misappropriation surrounding cash the following tasks are ideally segregated:

- The recording and giving out of petty cash;
- The reconciling of petty cash;
- Regular review and counts of cash floats and petty cash, and;
- Recording of cash floats and petty cash.

Where these duties are performed by one officer, regular reconciliation is performed by the supervisor.

#### General controls

Petty cash should be used to pay for small business expenses up to a maximum of \$150 (including GST) where payments through accounts payable or credit card are not justified or appropriate. It is not appropriate to separate a single purchase (either before or after the expenditure is incurred) for the purpose of circumventing this limit.

Petty cash facilities must at all times be:

- kept secure;
- located separate from any unlocking devices (e.g. keys, codes, passwords), and;
- not openly or readily accessible to general staff, elected members, volunteers, members of the public.

Responsible officers are charged with:

- Safekeeping and limiting access to their assigned petty cash facility;
- Allocating the receiving and giving out of cash to an appropriate member(s) of staff, and/or;

- Ensuring separation of duties from the issue of petty cash monies, reconciliation to source documents and replenishment of float.

Under no circumstances are employees to borrow cash from any petty cash or cash float for personal (non-Council) reasons. If money is required to be changed for larger or smaller denominations, this must be completed by an appropriate independent staff member.

### **3.1.1 Issuing petty cash**

A Petty Cash Request Form must be completed and authorised before any cash is taken from the petty cash float. Petty cash shall be used for items that are cumulatively petty in nature, where Council does not hold an account with the supplier. Refer to [purchasing procedure](#) within this document.

All Petty Cash Request Forms must be approved by an appropriate employee with adequate instrument of financial authority (Please see Register of Financial Authorisations) and in accordance with Council purchasing policy, P420 Procurement and Disposal of Land and Assets. Once the petty cash is spent, documentation must be returned with any balance of monies unspent. All purchases must be evidenced by proof of purchase documentation. Documents deemed to meet this requirement include a tax invoice for the purchase (to evidence the amounts, vendor and GST), supported by a receipt for the purchase (to evidence the actual payment of the tax invoice)

In the rare circumstances where not tax invoice can be attained a receipt containing supplier details and details of goods or services supplied for purchases under \$82.50 can be sufficient for GST deduction purposes.

Failure to provide adequate documentation to the satisfaction of the CEO will result in the transaction being deemed as a private expense and any funds previously issued must be reimbursed to Council.

Should funds not be reimbursed within 3 business days after request, an invoice will be raised to the employee for reimbursement. The invoice and receipt of payment will be evidence of such funds being missing from the petty cash reconciliation.

All completed Petty Cash Request Forms must have the following details supplied:

- Date
- Name and authorisation of purchaser
- Amount of monies disbursed
- Details of expense
- Name and authorisation of petty cash issuer
- Invoice or receipt supplied including unspent monies where applicable
- Final approval form.

All Training/Travel Request Forms must have all details completed as stipulated on the form.

### **3.1.2 Reconciling and Reimbursing Petty Cash**

Petty cash is to be reconciled once every month for at least eight (8) months per year or when the amount issued exceeds 80% of the float balance.

All petty cash expenditure must be entered into the financial system once the petty cash has been reconciled and reimbursed.

The balance of monies and vouchers must equal the petty cash float amount before reimbursement can be made. Any discrepancies must be investigated fully and reported to the Manager Finance and Customer Service to deal with accordingly.

Reimbursement of cash funds must be appropriately authorised. The receipt of monies will be counted by an independent employee and the responsible officer to ensure its accuracy prior to forming part of the petty cash float. The responsible officer must sign the cheque remittance as evidence of receipt of money.

All cash reimbursement cheques shall be made out to the "City of Mount Gambier – Please pay cash", to ensure that only Council can cash the cheque in the event it is lost or stolen.

### **3.1.3 Cash floats (till registers) and change balances**

Cash registers (tills) must be kept locked at all times when transactions are not being processed.

Access to keys is the responsibility of the responsible officer (refer [AR18/41734](#)).

Each till is to be balanced daily to the receipts report after close of business.

Discrepancies are immediately investigated by the responsible officer and reported to the Manager Finance and Customer Service.

Where manual receipts are processed, these are to be reconciled on daily basis and entered to the financial system at the earliest available time.

Change bags must be stored in a secure location at all times.

Till floats must be stored in a secure location when not in use. Preferred secure location is an onsite strongroom, safe or locked cupboard/drawer not accessible by general staff or public.

Please refer to [Revenue, cash surplus](#) section of this document for requirements on clearing out of surplus funds from till registers.

## **3.2 Banking controls**

*Guidance: This procedure applies to all staff involved with opening, operating and closing of bank accounts.*

### **Key issues/risks**

In relation to banking, the major risks are that:

- banking transactions are either inaccurately recorded or not recorded at all, and;
- funds are defrauded or misappropriated.

### **Segregation of duties**

Due to the high risk of misappropriation surrounding cash and banking the following tasks be segregated:

- Opening mail containing cheque payments;
- Recording all cheque payments in the mail;
- Receipting all cash payments from customers/ratepayers;
- Recording all cash receipts;
- Banking all cash receipts and cheques;
- Bank Reconciliations, and;
- Review of bank reconciliations.

The authorised signatories for bank account payments are the person(s) holding the position(s) from time to time as authorised by Council Resolution. Please refer to AF11/636 for the latest authorised list.

Access to online banking facilities are restricted to those person(s) holding the position(s) from time to time as authorised by the CEO, refer [AR18/41733](#) This register must contain details of the level of authorised access, any restrictions and be signed by the CEO.

### **General Controls**

For monies withdrawn from any bank account, whether by cheque, EFT or other online payment method, there must be two authorised signatories or approvals for each payment made.

For withdrawals made via Direct Debit, the initial set up of the Direct Debit agreement must be approved by two authorised signatories. A register of all Direct Debit Agreements must be maintained and independently reviewed at least annually.

Where a person listed as occupying an authorised signatory position no longer holds that position, Council must immediately ensure that:

- notice of change of authority is completed with the relevant bank to remove the signatory, and;
- the register of authorised signatories be updated.

Where a person will be occupying the position, Notice of Authority must be completed and approved by two account signatories prior to application being sent to the relevant banking corporation. A copy must be held within Council's Electronic Document Records Management System.

The preferred method of payment is EFT. Payments made via EFT are to be:

- reconciled on a batch basis;
- approved by two authorised signatories, and
- Independently reviewed by the authorising officer. This officer / payment authoriser is separate from the preparation of the EFT batch file to spot check individual payments within each batch bank file to source documents prior to payment being submitted via online banking. Audit trails must be saved where any change has been made banking files.

Where payments are made via cheque, all cheques are to be:

- held in a secure location (with minimal access) whilst not being printed or signed;



- printed in sequential order;
- marked “Not Negotiable”, and;
- signed by two authorised signatories.

Transfers of money between bank accounts are to be approved by two authorised signatories.

All payments made must be supported by invoice, receipt or other documentation deemed appropriate by the CEO.

### **3.2.1 Opening bank accounts**

Any new bank accounts, facilities or electronic payment service providers (e.g. BPoint, Paypal, BPay) to be opened and utilised for Council must have the authorisation of at least two account signatories as approved by the CEO.

For each new bank account or facility opened, the following items must be updated:

- The accounting/financial system;
- The chart of accounts and reconciliation register;
- The Financial Facility Register, and;
- Council’s Electronic Document Records Management System with a copy of the authorised application.

### **3.2.2 Closing bank accounts**

Where it is decided that a bank account is no longer necessary, preparation of required closure documentation must be completed and endorsed by two authorised signatories, prior to lodgement of the paperwork with the banking corporation. All documentation is to be recorded in Council’s Electronic Document Records Management System.

Responsible officers must:

- ensure all transactions with respect to the account (including cheques drawn) have been completed;
- lodge with the bank a letter, signed by two authorised signatories advising of the closure of the account;
- meet the bank’s requirements with respect to account closure, and;
- update the financial system and financial facility register.

### **3.2.3 Bank account transactions**

All deposits received must be receipted (where practically possible) on the same day that they are received by Council and banked within two business days.

For Council operations located away from the Civic Centre, all deposits must be reconciled and delivered to the Civic Centre within two business days and included as part of Council’s next daily banking.

Bank deposits are to be kept in a secure area until collected or delivered to the bank. Where security personnel are used to collect and deliver bank deposits, banking must be handed over in a secure area. Banking must not be handed over in a publicly accessible space, this includes over the service counter.

Unallocated direct deposits of more than five business days will be investigated fully to determine source of deposit. Where the source cannot be identified, the deposit will be allocated to a suspense account, to be kept separate and identifiable from other transactions until such time as the money can be refunded or recognised. If still unrecognised after 6 months such contra funds will be cleared to sundry revenue.

Holders of cheques outstanding for more than two months shall be contacted to verify receipt of cheque and prompt banking. Where a cheque has not been received by the intended recipient, the cheque must be cancelled and electronic banking details obtained so that payment can be made promptly.

Where a payment stop on a cheque is required, the following tasks must be carried out:

- Ensure the cheque has not already been presented at the bank;
- Notify bank of stop payment via online banking facilities;
- Receive confirmation of action from the bank of the stop payment prior to processing any re-issue of payment, and;
- Ensure the details of the stop payment is attached to the original cheque payment documentation and any subsequent payments.

For the re-issuing of funds, EFT is the preferred method of transacting.

### **3.2.4 Reconciliations**

Bank Reconciliation Statement for the General Cheque/Overdraft Account shall be prepared at least twice per week, with the exception in weeks of any designated closure of business operations (for e.g. Christmas/New Year Closure) as directed by the CEO.

Credit Card accounts operated by Council shall be reconciled in accordance with the Corporate Credit Card Procedure.

All other bank, overdraft, investment, line of credit accounts shall be reconciled at least every three months (quarterly).

Any discrepancies shall be reported to the Manager Finance and Customer Service, investigated fully and rectified as soon as practicable.

Cash flow monitoring shall be completed at least weekly, in compliance with the Treasury Management Policy.

## **3.3 Investments**

Please refer to the following Council Policies in regards to Investments and Treasury Management:

- A130 – Investment.
- T150 – Treasury Management Policy.

### **3.4 (a) General debtors**

*Guidance: This procedure applies to by all staff involved in customer selection, sales and the preparation of customer invoicing.*

#### **Key issues/risks**

In relation to debtors, the major risks are that:

- debtors are either inaccurately recorded or not recorded at all;
- rebates and credit notes to debtors are either inaccurately recorded or not recorded at all;
- debtors are either not collected on a timely basis or not collected at all, and;
- debtors master file data does not remain pertinent.

#### **Segregation of duties**

In relation to debtors, segregation of duties is intended to mitigate the risks of one person from having both:

- access to assets, and;
- responsibility for maintaining the accountability for such assets.

Where practical, this would mean different individuals are typically responsible for:

- Recording revenue;
- Approving revenue;
- Invoicing the ratepayer / customer;
- Maintaining accounts receivable records and/or authorising adjustments to debtors;
- Processing cash receipts;
- Performing debtors confirmation and following up on discrepancies, and/or;
- Making changes to debtor master files.

If one individual has responsibility for more than one of these functions, appropriate supervisory controls are to be implemented to mitigate the risk of misappropriation of assets. Due to the limited ability for segregation of duties the controls put in place concentrate on there being an independent review of the works carried out.

Please refer to Master File Access Listing [AR18/41732](#) for authorised personnel.

#### **General controls**

The General Debtors ledger shall be reconciled once every month for at least 10 months per year to General Ledger Control Accounts and independently reviewed. Any discrepancies are to be investigated and corrected at the earliest possible available time.

Audit trails (when available) are to be generated in line with the above mentioned reconciliations for General Debtors to show any master file changes (excluding raising of invoices, statements and any payments received). Audit trails reports shall be compared to source documents by an appropriate independent officer and signed when satisfied that reasonable samples of changes are accurate.

An aging debtor report is to be produced at the time of General Debtor Reconciliation. Where debts become overdue the following process sets out in order to recover overdue monies. These procedures must be adhered to in line with Section 143 of the Local Government Act 1999, which details specific legislation on the write off and collection of debts owed to Council.

- Within 30 days of a debtor becoming overdue, a reminder notice shall be forwarded requesting that monies be paid in full or alternatively that an acceptable arrangement be entered into within 10 business days of Council sending the notice. Suitable notice may be in the form of a Statement with a With Compliments slip attached or via email.
- Where no response has been received within 30 days of the issue of a reminder notice a final demand will be forwarded. Where the final demand is being sent and the customer is already in breach of the 90 day credit terms, the final demand will include notification of stop account procedures.
- Where there has been no response to the final notice within 10 business day's legal action shall be commenced where considered necessary, except where those debts can be attached to a property(s).
- Customer payments that remain outstanding for 12 months shall be considered to be written off as bad debts, excluding those debts that can be attached to a property(s). Authorisation from the CEO must be obtained to write off general debts in accordance with his/her delegation per the Local Government Act or approval from Council should the write off be greater than the CEO's delegation. Once a customer has been written off as a bad debt no further credit shall be allowed. At this point, the Debtor must be marked as inactive and a note placed on the file stating the reason for this.

### **3.4.1 Appointment of new customers**

All new customers (excluding those customers where payment is required prior to the provision of goods or services such as Cemetery, Main Corner hire/bonds, Riddoch hire/bonds, Private Works and additional bin customers) must complete a Business Credit Account Application prior to engaging services of Council. This document can be found at [AR16/26413](#).

The appointment of a new customer (exclusions listed above) must be authorised prior to entry to the financial system.

Review of information entered into the financial system to ensure all information is correct as part of reviewing master file audit trail reports (when available) process is required.

**Internal Service Standards** - The relevant applying department will be notified within two business days of a new customer being approved and establishing the new client in the system.

Request for invoices shall be submitted via the intranet online form. Invoices shall be raised expediently following this request.

### **3.4.2 Customer credit terms**

General debtor payment terms are 30 days from date of invoice. With the following exceptions:

- Where an invoice has been raised for the purpose of cemetery goods and services, payment is required prior to the ordering of any stock items and provision of service, excluding Funeral

Directors whose provision of credit is not suspended (*see credit limit breached due to outstanding payments for further details*).

- When an Invoice has been raised for the purpose of Riddoch and/or Main Corner hire and/or bond, payment is required prior to the date of the event. *See Bond payments for payment/service standards relating to the repayment of bonds.*

Credit will not be authorised for the purchase of inventory or consigned goods unless under the direction of a General Manager.

Where a customer has requested longer payment terms than 30 days from date of invoice, this must be referred to and authorised by a member of MET and noted on the customer file.

Aged Debtor listings are to be regularly produced and all customer payments are to be reviewed at least once every two months to ensure that payment terms are adhered to.

Invoices are sequentially numbered.

Statements are to be issued on a monthly basis (preferably by email or electronic means) and will be recorded in Council's Electronic Document Records Management system.

Account allocations and GST codes are made or reviewed by a responsible officer.

Credit notes are to be sequentially pre-numbered and authorised in accordance with delegations. Credit notes can only be processed once approved by an appropriate manager.

**Internal Service Standards** - Invoices must be raised within 3 business days of receipt from an Authorised Officer to ensure prompt production of invoices.

### **3.4.3 Credit limit is breached due to outstanding payments**

When a credit term is breached by 90 days or more (excluding Riddoch, Main Corner and Cemetery invoices whose goods and services are not provided until fully paid), notification will be provided to all relevant staff that Council's provision of credit has been suspended. Any new orders will need to be paid up front on a 'cash basis' until the breach in the credit arrangements has been rectified. This must be recorded on their file and the account held so that no further transactions can be processed.

The customer must be contacted and an explanation provided that further orders/work cannot be processed until the account has been paid in full.

If the customer is having difficulty making payments, the finance officer shall first make a schedule of payments to bring the customer back in line with their credit terms and note this on the customer file. Approval shall be sought from management before negotiating such arrangements.

If the customer cannot pay on the day of the phone call

- get an expected payment date;
- confirm any outstanding orders/work cannot start until the payment is made, and;
- suspend credit until such time as a payment arrangement is agreed and adhered to.

Cemetery invoices in breach of credit terms by 90 days or more will be terminated. This includes cancellation of any goods or services on hold and or waiting ordering. Where part payment(s) has been received amounts shall be refunded to the customer excluding any cancellation fee for

reasonable costs relating to administration and postage. Where no payment has been received, the invoice shall be cancelled and notification sent to the customer.

### **3.4 (b) Rates debtors**

*Guidance: This procedure applies to all Rates staff and managers who are involved in the raising and reviewing of rates in conjunction with Rating Policy R105, Rates General Matters R130 and Rates Rebate Policy R155. It should also be read in conjunction with Chapter Ten of the Local Government Act, 1999.*

#### **Key issues/risks**

In relation to Rates debtors, the major risks are that:

- Rates debtors are either inaccurately recorded or not recorded at all;
- rebates to rates debtors are either inaccurately recorded or not recorded at all;
- Rates debtors are either not collected on a timely basis or not collected at all, and;
- The Rates master file data does not remain pertinent.

#### **Segregation of duties**

In relation to Rates debtors, segregation of duties is intended to mitigate the risk of one person from having both:

- Access to assets, and;
- Responsibility for maintaining the accountability for such assets.

Where practical, this would mean different individuals are typically responsible for:

- Recording revenue;
- Approving revenue;
- Invoicing the ratepayer;
- Maintaining rates records and/or authorising adjustments to rates debtors;
- Processing cash receipts and reimbursements;
- Performing independent rates debtors confirmation and following up on discrepancies, and/or;
- Making changes to rates master files.

If one individual has responsibility for more than one of these functions, appropriate supervisory controls are to be implemented to mitigate the risk of misappropriation. Due to the limited ability for segregation of duties the controls put in place concentrate on there being an independent review of the works carried out.

Refer to Master File Access Listing [AR18/41732](#) for authorised personnel.

#### **General Controls**

To determine rate payer(s) in arrears of the stipulated payment terms, Rates officers shall run the Annual Notice Extract process. Where debts become overdue Rates officers shall follow the process set out hereunder in order to recover overdue monies:

- Within 20 business days from due date a Reminder Notice shall be sent to the Principal Rate(s) Payer.
- If an instalment of rates remains unpaid proceedings for collection of outstanding rates balances to be reviewed quarterly and may be collected by legal process.
- Fines and interest are applied to outstanding rates in accordance with the Local Government Act.

The Rates Debtor subsidiary ledger shall be reconciled at least quarterly to General Ledger. This Reconciliation shall be signed independently reviewed and signed. Any discrepancies are to be investigated and corrected at the earliest possible available time.

All write offs, refunds, transfers, journals and reversals are to be processed by Rate(s) personnel in accordance with delegated authority and independently verified and evidenced as reviewed.

*Refer to Rates located in the Revenue section of this document for further detail.*

### 3.5 Stock control/inventory procedure

*Guidance: This procedure applies to all staff involved with stock.*

#### Key issues/risks

In relation to inventory, the major risks are that inventory:

- received is either recorded inaccurately or not recorded at all;
- is not adequately safeguarded or stored, and;
- becomes obsolete.

#### Segregation of duties

In relation to inventory, segregation of duties is intended to prevent one person from having both:

- Access to assets, and;
- Responsibility for maintaining the accountability for such assets.

Where inventory levels are significant, the following segregation of duties should exist, subject to a pragmatic cost-benefit analysis of the implementation of this level of segregation:

- Where possible, personnel responsible for purchase, accounts payable, receiving inventory, inventory counts, production scheduling and shipping have responsibility for one such function and have no system access to functions other than their assigned function.
- Individuals who are responsible for transaction processing should ordinarily have no responsibility for master file maintenance or updating the chart of accounts.
- Personnel responsible for the custody of inventory have read-only access to inventory records, and personnel who are responsible for inventory transaction processing have neither responsibility for inventory management master file maintenance nor update access to the inventory master file.

Where a function does have access to the master inventory data as well as access to assets (e.g. Main Corner) the finance function performs regular checks to mitigate the risk related to that combination of responsibilities.

### **General controls**

This procedure provides guidelines for monitoring and managing the amount of stock within Council to ensure that there are suitable levels of stock available to external and internal customers at all times. Suitable stock levels are at the discretion of the responsible officer and their manager, however it is preferred that they are held in line with Just in Time concepts to ensure that Council resources are not tied up with excessive stock on hand levels. Refer to [AR18/41734](#) for a list of Council's inventory areas and assigned Responsible Officers.

It is the duty of responsible officer to ensure that the stock control procedure is adhered to.

### **3.5.1 Purchase and management of stock**

Purchase of all stock must be completed using Council's online requisitioning software and where able to, specifically using the inventory control software module. All stock purchases must adhere to Council's P420 Procurement and Disposal of Land and Assets Policy.

Responsible officers must:

- identify core stock and ensure there is a process to keep appropriate levels at all times;
- ensure there is a process to monitor all stock levels and stock turnover;
- negotiate for fast-moving stock with suppliers for 'just in time' deliveries where possible;
- monitor re-order levels and ensure orders are placed in adequate time to reduce non-availability of core or necessary stock items;
- regularly review sales budgets and ensure there is a process to order necessary stock in line with budgets;
- negotiate with suppliers for best price, quality, delivery methods and returns policy where no formal contract has been engaged (local where possible);
- order all stock required or ensure there is a process to order stock;
- ensure there is a process so that affected staff are aware of new product, price changes and procedures for accurate recording of all stock movements;
- consult with Procurement Officer to comply and assist with maintenance of the Prequalified Contractor Register where necessary;
- keep up to date with customer and market trends and seek out new product for recommendation;
- distribute Chemicals and Hazardous Substances as required following Council's Hazardous Chemicals Procedure ;
- ensure that there are adequate controls (physical and administrative) in place to minimise theft and/or waste of all stock items;
- secure all storage areas adequately, restricting access to authorised personnel and protection from accidental destruction, deterioration, theft, fraudulent or illegal use;



- ensure that all stock items are priced in line with Recommended Retail Prices or relevant on-site procedures, whichever is appropriate;
- maintain good quality control, where stock has a limited shelf life, to ensure stock nearing its use-by-date is sold first or discounted to encourage sale and minimise obsolescence, and;
- understand the importance of good stock control;

It is the responsibility of all staff that may perform sales or internal issuing of stock items to:

- keep up to date with stock pricing and new products;
- ensure that all stock records are kept accurately, including ensuring that the correct inventory item is being sold (and removed) from inventory records ;
- record, in regards to fuel, the odometer/hour reading of the plant they are refuelling and the amount of litres;
- ensure the person responsible for completing manual fuel dip readings is separate from the person(s) refuelling plant and equipment;
- ensure that all stock is securely stored to minimise theft, wastage and deterioration, and;
- engage another staff member to process a sale or stock issue for themselves (i.e. cannot process own sale or stock issue).

### **3.5.2 Receiving stock**

When stock is received from the supplier, the responsible officer or their delegate must:

- review delivered items to delivery docket, including quantity, quality and completeness of order;
- match delivery docket to purchase order;
- follow up and ensure correct stock order will be received where discrepancies or damage has been incurred;
- complete, for fuel, manual dip readings before and after a delivery of fuel to independently verify the accuracy of the amount of fuel delivered;
- store the stock securely and in an appropriate area that is compliant with Work Health Safety Standards and any specific environmental conditions;
- review security arrangements at least annually by the responsible officer and implement improvements where they have become inadequate. Improvement arrangements may include:-
  - Restricting access to authorised personnel only;
  - Protection from accidental destruction;
  - Protection from theft, fraud or improper use;
- process Goods Receipt using Council's financial system, and;
- record Purchase Order on Tax Invoice and forward to Finance Officer for payment.

### **3.5.3 Stocktakes**

It is the duty of the responsible officer to organise and oversee physical stock takes and match records of stock take to administrative and financial records. Any significant variances in stock

must be reported to the Manager Finance and Customer Service. It is at the discretion of the Manager Finance and Customer Service to modify the regularity of the stocktakes should there be concern for items of stock going missing.

Due to internal use and allocation of fuel, manual fuel dips are to be completed at the start and finish of each day. Also, the opening and closing reading on the fuel pump must be recorded on the same form to enable checking of fuel against manual and pump readings.

### **3.5.4 Consignment items**

Council acts as agent (does not own) items agreed to be held and potentially sold on consignment by a supplier. All items held on consignment must be agreed to in writing by completion of the relevant consignment agreement.

A Consignment Master File shall be maintained and must at minimum contain the following information:

- Unique Identification Number for item(s) consigned;
- Supplier name and creditor number;
- Description of item(s) consigned;
- Recommended Retail Price (RRP) of item(s) consigned;
- Calculation of commission payable to City of Mount Gambier for items sold;
- Movements in consigned item(s) such as sales, theft, deposits, etc.;
- Start and Finish date of relevant Consignment Agreement.

Each month, the responsible officer must complete a stocktake and advise of any missing items.

Where consigned item(s) are to be amended (i.e. added or removed) the relevant addendum shall be completed and the Master File updated accordingly.

## **3.6 Prepayments**

### **Key issues/risks**

In relation to prepayments, the major risk is that:

- prepayments are either inaccurately recorded or not recorded at all.

### **General controls**

All material invoices paid in advance will be recorded as prepayments as the goods or services will be received in the next reporting period.

To account for prepayments, the following must be maintained:

- Complete periodic checks regarding the likelihood of prepayments being made;

- Review expenses that should be treated as prepayments;
- Review any large expenses during the financial year to determine if the payment should be classified as a prepayment;
- Document / create working papers detailing any prepayments and ensure all prepayments reconcile to the general ledger at least on a yearly basis as part of year end procedures;
- Journal to allocate all prepaid expenses to their appropriate income/expense account in the correct period(s).

## 3.7 Fixed assets

### Key issues/risks

In relation to fixed assets, the major risks are that:

- fixed asset acquisitions, disposal and write-offs are fictitious, inaccurately recorded or not recorded at all;
- the fixed asset register does not remain pertinent;
- fixed assets are inadequately safeguarded;
- fixed assets are not valued correctly initially or on subsequent revaluation;
- depreciation charges are either invalid, not recorded at all or are inaccurately recorded which includes appropriateness of useful lives and residual values, and;
- fixed asset maintenance and/or renewals are inadequately planned.

### Segregation of duties

In relation to fixed assets, segregation of duties is intended to prevent one person from having both:

- Access to assets, and;
- Responsibility for maintaining the accountability for such assets.

The following types of responsibilities should be segregated:

- Transaction initiation (acquisitions or disposals);
- Transaction authorisation;
- Transaction recording;
- Custody of assets, and;
- Reconciliation of physical fixed assets and liabilities to records.

In addition, personnel who are responsible for fixed asset transaction processing should have neither responsibility for fixed asset Masterfile maintenance nor for update access to the fixed asset master file.

Refer to Master File Access Listing [AR18/41732](#) for authorised personnel.

### General controls

On acquisition, or as soon as practical:

- all plant assets are to be added to Council's financial system assets module upon purchase
- the useful life of the individual asset is to be estimated. Guidance may (as deemed appropriate to the circumstances) be sought from the Australian Taxation Office for the Commissioner of Taxation's discretion in regards to the useful life, Council staff, external Valuer or Council Auditors. Must be in line with replacement programs.
- the method of depreciation determined. The preferred method is the straight line method, however, this does not limit the use of diminishing value or capacity in use.

New assets created must be set to monthly depreciation and have a quantity entered to ensure depreciation will run accurately.

Assets acquired free of charge are to be brought to account in accordance with relevant accounting standards at least annually in line with end of financial year. Land values are to be based on the most recent Valuer General's information and infrastructure values based on the most recent revaluation input rates used.

### **3.7.1 Depreciation**

The rate of depreciation is to be calculated and reconciled to the general ledger monthly to ensure that expense accounts are kept up to date for budget officers.

Assets are depreciated from date first used or held ready for use.

Useful lives and associated depreciation rates shall be reviewed at least annually to ensure that the methods used to value fixed assets are still appropriate.

### **3.7.2 Disposal of assets**

- Assets are depreciated to the date of disposal;
- Assets sold or written off are to be disposed of in Council's financial system assets module;
- The profit/loss on disposal is automatically calculated in Council's financial system when the asset is disposed of and appropriately recorded in the General Ledger, and;
- All disposals of fixed assets are approved in accordance with the Delegations of Authority and P420 Procurement and Disposal of Land and Assets Policy.

### **3.7.3 Materiality, Minor plant and equipment**

The purchase of items of a value (or collective value) of less than \$5,000 are not deemed to be assets for the purpose of this Administrative procedure.

Establishment and maintenance of a Minor plant register shall be maintained by responsible officers. Refer to [AR18/41734](#).

The Register must list all items of plant and equipment that are of a lesser value than \$5,000, their purchase date and value (if known) where they are located or which employee they are assigned to. To capture new data all minor plant purchases must go through the relevant resource/activity code. A stocktake of all minor plant and equipment must be completed at least annually.

### **3.7.4 Recording / registers**

Fixed asset registers are to be maintained for all assets controlled by Council, identifying significant asset components. A register of assets not considered under Council control, but owned by Council must also be maintained.

Wherever possible assets should be recorded as separate items in the asset register(s).

Fixed asset registers are to be reconciled at least annually to balances per the general ledger. This reconciliation is to be evidenced as reviewed by an independent officer not involved in the transaction or reconciliation process. All discrepancies are to be promptly investigated and the fixed asset register or general ledger appropriately updated.

Any changes to the fixed asset registers are to be compared to the authorised source documents to ensure accurate input or deletion. An audit trail of adjustments made to the Plant/Asset Master must be periodically run where such a report is available.

A physical count of all fixed assets per the fixed assets register is to be undertaken in line with Council's existing Asset Management Policies and procedures. All discrepancies are to be investigated and the condition of the assets noted where appropriate.

The fixed asset registers are to be periodically reviewed, noting "unusual" items or items included in fixed assets which have been sold, scrapped or disposed of.

A comparison to the capital budget shall be performed periodically and reviewed in line with budget revisions.

Authorisation is to be obtained from the relevant MET member before any items are deleted or removed from the registers due to obsolescence control or scrapping.

### **3.7.5 Security**

Assets (mainly plant & equipment or those at greater risk of being misappropriated due to their nature) must be stored in an appropriately secured area, where access is restricted to authorised personnel.

Security arrangements shall be regularly reviewed and improved where they have become inadequate. Arrangements include restricting access and protection from accidental destruction, deterioration, theft or fraudulent or illegal use, and protection of the public from injury or hazard.

### **3.7.6 Insurance**

Council's insurance cover is to be the subject of regular review (at least annually) in conjunction with Council's insurance Brokers/Insurers.

A valuation of building and structure assets for insurance purposes is undertaken every 2-3 years (alternate to a revaluation year) with a recognised property valuation organisation. Valuation for insurance purposes may differ from valuations for asset purposes due to factoring in costs of reinstatements of assets.

### **3.7.7 Asset valuations**

Regular reviews of fixed assets (i.e. methodology and useful lives of assets) are required to ensure that asset valuations are appropriate and in accordance with reporting requirements. Where

appropriate, council may engage an expert to perform valuations for unusual or infrastructure assets. For land, the Valuer-General's valuations shall be used.

Council shall abide by its asset revaluation strategy, which states the frequency of asset revaluations.

Budget managers compare actual fixed asset balances to budget in line with budget revision processes; significant variances are investigated and approved as part of the budget review process.

### **3.7.8 Impairment of assets**

Assets that have an infinite life are not subject to depreciation but are to be reviewed annually for impairment. Assets that are subject to depreciation are to be reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the assets carrying amount exceeds its recoverable amount (which is the higher of the present value of future cash outflows or value in use).

### **3.7.9 Year-end considerations**

Fixed asset registers shall be reviewed to consider the:

- carrying value of assets;
- existence of assets;
- condition of assets ;
- relevance of current depreciation rates given the condition of the assets;
- need for revaluations;
- useful life of assets;
- location of the assets, and;
- utilisation or purpose of holding the asset.

The plant replacement program, which informs the annual capital purchases, is reviewed at least annually. This replacement program details heavy plant and vehicles and includes information on cost, useful life, replacement year and the estimated trade in value.

Regular review of useful lives of fixed assets is required and updates to the Asset Management Plan to reflect any material changes (i.e. expected time frame for replacing of significant fixed assets).

## **3.8 Project costing**

*Guidance: This procedure should be carried out in conjunction with Council's Risk Management Framework Policy, R305 and Prudential Management Policy, P415.*

### **Key issues/risks**

In relation to project costing, the major risks are that:

- projects are either inaccurately recorded or not recorded at all;
- direct and indirect project costs are not considered or planned for, and;

- appropriate approvals are not received for the establishment and changes in project scope or costs;

Actual project costs are to be reviewed at least in line with quarterly budget revisions, compared to budget and any material variances are to be investigated and explained.

Before entering into a project, management are to review the costing methodology used for projects and ensure an appropriate method of full cost attribution is in place.

Overhead rates including plant hire rates and employee on-costs are to be reviewed on an annual basis prior to completion of the annual budget to ensure accurate information is used for project costing.

Project budgets are to be approved in accordance with the Delegations of Authority.

Reports shall be generated at the request of the project manager detailing projects actual performance against budget and any variances investigated. To assist with reporting requirements, all projects will have work order allocated which will cover income and expenses of each major project.

Budget overspends equal to or in excess of 20% are to be detailed in writing to MET by the relevant project officer/manager as soon as practically possible and prior to the next quarterly budget review.

## 3.9 Loans / Grants to clubs

### Key issues/risks

In relation to loans/grants to clubs/community groups the major risks are:

- Council issues loans inappropriately;
- loans/grants are inaccurately recorded or not recorded at all;
- loans/grants are not able to be repaid;
- loans/grants are not considered consistently in line with approved criteria, and;
- appropriate security is not taken/provided and/or documented.

### Segregation of duties

The following activities should be segregated in relation to loans/grants to clubs/community groups:

- Approval of loan/grant;
- Recording of loan/grant;
- Receipting of loan/grant repayments, and;
- Approving write-off of loans/grants.

### General controls

Council has adopted a policy that provides guidance to the eligibility and assessment criteria for each request.

Loan Receivable balances are prepared monthly and reviewed.

All loans/grants are approved in accordance with delegations of authority.  
Statements of loans receivable are regularly mailed to the recipient of funds.



## 4. Liabilities

### 4.1 Creditors

*Guidance: This procedure applies to all staff who are involved in supplier selection, payment and maintenance.*

#### **Key issues/risks**

In relation to accounts payable the major risks are that:

- accounts payable amounts are either inaccurately recorded or not recorded at all;
- credit notes and other adjustments to accounts payable are either inaccurately recorded or not recorded at all;
- disbursements are not authorised properly;
- disbursements are made for inaccurate amounts or to an inaccurate creditor;
- accounts are not paid on a timely basis, and;
- supplier master file data does not remain pertinent and/or unauthorised changes are made to the supplier master file.

#### **Segregation of duties**

The following segregation of duties must exist within the disbursement cycle:

- Signed cheques, which have been compared to appropriate supporting documentation by the signatory, are delivered to someone independent of both the preparer and the initiator of the cheque for prompt mailing;
- Cheques should not be returned to the preparer or initiator of the cheque subsequent to being signed and should be timely mailed to minimise that opportunity for misappropriation;
- The return address on the envelopes that are used to mail cheques should be to an officer who does not prepare cheques or approve payment requests for payment, e.g. Records, and;
- Cheques, once signed, should be timely mailed and processed to accounts payable records to ensure that the cash and liability balances are fairly represented in the accounting records.
- Changes to bank details of creditors are required to be supported by the receipt of a signed form. Independent from the accounts payable function changes (from the bank details audit trail) are verified with supporting documentation on Council's record system. This review is completed weekly, normally before the weekly payrun, ensuring all creditor bank details are genuine.
- Segregation of duties between the file creation and file authorisation in Westpac is maintained consistent with the 'Westpac Corporate Online – Procedures' (AR18/40909) document, ensuring segregation between the Creator, Authoriser and Super Administrator roles within Westpac.

In addition, the following tasks should be segregated in relation to accounts payable:

- Approval of supplier invoice;
- Recording of liability (supplier invoice), and;
- Approval of payment (i.e. signing of cheque or approving of EFT payment).

Refer to Master File Access Listing [AR18/41732](#) for authorised personnel.

### **General controls**

All new suppliers to Council must be reviewed and accepted in accordance with this procedure to ensure that the supplier service is aligned with Council objectives and payment is set up as EFT.

Where the supplier provides statements, those statements must be reconciled to tax invoices at the completion of the billing term (generally monthly) and follow up any outstanding items prior to making payment. No statement shall be paid in full until all tax invoices are accounted for (this does not exclude part payments where tax invoices have been approved).

Creditors control account must be reconciled to the creditors' ledger once every month for at least 10 months per financial year. Any discrepancies shall be followed up and corrected immediately.

Please refer to [Bank Account Authorisations](#) for procedure on reconciling payments.

#### **4.1.1 New suppliers**

New suppliers must be selected in accordance with Council's [P420 Procurement and Disposal of Land and Assets Policy](#) and Corporate Credit Procedure.

For each new supplier, [AR17/26977\[V2\]](#) – Request to Add New Supplier form must be completed prior to agreeing to services by the person engaging their services except for suppliers engaged under pre-qualification or formal procurement process, or agreements.

The appointment of a new supplier will be authorised by an independent officer.

All relevant details of the supplier will be entered into Council's financial system once approval is obtained.

All changes made to the Accounts Payable Master File, such as the addition of new suppliers or changes to supplier details, must be reviewed on a regular basis by an independent officer and against Master File audit trail reports (where available). Changes to the Accounts Payable Master File will be accompanied by original (source) documentation.

#### **4.1.2 Supplier payment terms**

All purchases from suppliers must be supported by a purchase order – refer to the [Purchasing](#) and [Stock control](#) procedures. It may not be necessary to issue an official order for the following items:

- Fees or payments imposed under the Act;
- Insurance or real estate acquisitions;
- Payments pursuant to an award binding upon Council (e.g. payroll);
- Goods purchased from petty cash (manual authorisation required);
- Goods/services purchased by debit card (manual authorisation required);
- Goods/services purchased by prepaid credit card (manual authorisation required);

- Utilities for supply of phone services, electricity, water supply etc., where a direct debit arrangement has been entered into, or;
- Any other purchases where a direct debit arrangement has been entered into.

Council's payment terms are the last business day of the calendar month following the month in which the invoice is dated provided that the goods are supplied and/or the services are provided in the manner set out. Refer to Council's [Purchasing Standard Terms and Conditions](#). This ensures Treasury Management is adhered to.

Samples of supplier payments are to be reviewed at least bi-annually to ensure that payment terms are adhered to and reported to MET.

### 4.1.3 Bond payment refunds

**Internal Service Standards** - The repayment of any bond monies must be processed within 10 business days of the date of execution. Date of execution refers to the date of event or hire. It is the responsibility of the staff that requested the initial bond fee to begin the bond/hire refund request/workflow within three business days of execution date in order to process payment in line with creditor payment terms. The bond/hire refund request must contain the following information:

- Name of hirer;
- Address details of hirer (including telephone, mailing address, email address);
- Bank Details (BSB, Account Number and Account Name);
- Details of what was hired and date it was hired;
- Amount to be refunded including details of adjustments for cleaning or damage, and;
- Evidence of authorisation. This person must have adequate financial authority.

Bond liability accounts are reconciled at least once in every three consecutive months (quarterly).

## 4.2 Accrued expenses

### Key issues/risks

In relation to accrued expenses the major risks are that:

- accrued expenses are either inaccurately recorded or not recorded at all.

### General controls

Accrued expenses reconciliation are prepared at least annually as at 30 June.

## 4.3 Borrowings / loans

### Key issues/risks

In relation to borrowings the major risks are that:

- borrowings are either not recorded or are recorded inaccurately;
- loans are taken out without appropriate approval;
- loans are not repaid in accordance with the agreed terms;
- loan repayments are not recorded at all or are recorded inaccurately;
- lack of working capital to meet Council's financial commitments, and;
- interest expense is inaccurately calculated or recorded in the wrong period.

The accumulated effect of these risks is far wider than purely financial consequences and may lead to widespread negative perceptions/reputation of Council within the community.

### **Segregation of duties**

The following segregation of duties should exist within the liability cycle:

- Recording of borrowing transactions;
- Approving new borrowings;
- Following up on reconciliation or confirmation of borrowing to statements from third parties;
- Review and analysis of recorded borrowing transactions by means of summary reports of activities (e.g. describing liquidity, interest rate), and;
- Authorisation of payments with respect to borrowing transactions.

### **General controls**

A loan register is maintained containing reference to Council resolution approving the loan and a schedule of the loan liability and the loan repayment from the lender. This also includes details of any cash advanced debenture.

The register must include:

- Loan Account number;
- Lending institution;
- Repayment schedule;
- Purpose for which the loan was taken out;
- Interest and term of loan;
- Commencement and expiry dates.

Debt repayment transactions at, before, and after the end of an accounting period are scrutinised and/or reconciled to ensure complete, accurate and consistent recording in the appropriate accounting period.

The loan register and loan approval is subject to management and audit review at least annually.

Loan balances in the general ledger are regularly compared to budget, loan register and statements from financial institutions. MET reviews in line with budget revisions and as appropriate approves material variances.

All new loan repayment schedules and conditions are checked prior to accepting each loan.

All funding approvals are approved and minuted by Council.

The loan repayment and covenant schedule, including dates and amounts to be paid is established when each loan is setup. This is independently reviewed to ensure that all payments are made and recorded accurately and timely. Repayment details on cash advanced debentures are recorded and checked as known.

Council is informed on a timely basis of any variance with the loans terms and conditions that have been prior approved.

Payments are entered into the financial system following verification of direct debit from the bank statement. Details of cash requirements, particularly with capital works, creditors and payroll are discussed by authorised officers. Investments and borrowings are scheduled accordingly.

Interest on loans is predetermined and journals are checked. Interest on cash advanced debentures is checked where applicable to relevant source documents.

## 4.4 Employee provisions

### Key issues/risks

In relation to employee provisions the major risks are that:

- the employee provisions are either inaccurately recorded or not recorded at all, the cause of which could be that:
  - the basis upon which provisions are based are flawed and/or not current, or;
  - the system based accruals are flawed and/or inaccurate.

### Segregation of duties

Segregation of duties requires that the recording and processing of leave entitlements is separated from the initial approval of leave and that access to the Payroll Master File is restricted.

Refer to Master File Access Listing [AR18/41732](#) for authorised personnel.

### General controls

The payroll system used is programmed with formulas to perform employee provision calculations and independently reviewed to ensure consistency with legislative and negotiated agreement requirements.

Approval for all requests for leave and leave taken is recorded by staff independent from the approval. Approving officers are those officers in a supervisory or management role for a particular area or function of Council as established under Council's corporate structure / organisational chart.

Reconciliation of employee provisions must be performed at least annually at the end of the financial year, independently reviewed and signed off.

Actual balances compared to budget once every month for at least 10 months per financial year and significant variances are investigated.

Leave balances are recorded on pay advices (pay slips) for verification by staff. If the accuracy of the leave balances is questioned, staff will be advised of this on their pay advice to ensure clarity and avoid reliance on inaccurate information.

Any changes to Payroll Master Files are independently reviewed to ensure accurate input to source documentation (via Payroll Master Audit Trail).

Payroll Master File data is periodically reviewed for accuracy and pertinence.

Business Unit managers periodically review listings of current employees and vacant positions within their area of Council and notify of inaccuracies, queries and necessary changes.

## 4.5 Taxation

### Key issues/risks

In relation to taxation the major risks are that:

- tax liabilities are either inaccurately recorded or not recorded at all, and;
- Council does not meet statutory reporting/lodgement deadlines and obligations.

### Segregation of duties

To minimise weaknesses associated with segregation of duties in relation to taxation, it is imperative that the following tasks are separated:

- Calculation, recording and processing of tax liabilities;
- Review of tax lodgement documentation;
- Payment of tax liabilities;
- Approval of payment of tax liabilities;
- Receipt of tax refunds, and;
- Recording of tax refunds.

### General controls

All taxation statements and returns required for lodging with the Australian Taxation Office must be prepared in accordance with relevant legislative guidelines.

Relevant staff members are provided with regular training in order to keep up to date with all relevant changes in tax legislation and reporting requirements and/or Council obtains tax advice from external tax advisors.

To ensure appropriate tax treatment, an independent officer who holds appropriate qualifications and training must spot check transactions when completing the Business Activity Statement(s).

All balance sheet reconciliations for tax assets/liabilities are performed at least every three months; reconciliations are reviewed by an officer independent to the recording of transactions and reconciliations.

Council has a working relationship with an external tax advisor and its external auditors and contacts them for advice when required.

Management reviews reporting and lodgement of Statements>Returns on a regular basis to ensure compliance with statutory deadlines. This will also prevent unnecessary interest and fines being applied due to late lodgement.

# 5. Revenue

## 5.1 Rates

*Guidance: This procedure applies to all Rates staff and managers who are involved in the raising and reviewing of rates in conjunction with Rating Policy R105, Rates General Matters R130 and Rates Rebate Policy R155. It should be considered in conjunction with Chapter Ten of the Local Government Act, 1999.*

### **Key issues/risks**

In relation to Rates the major risks are that:

- council does not raise the correct level of rate income;
- Rates and rate rebates are either inaccurately applied and/or recorded or not recorded at all, and;
- the property master file does not remain pertinent.

### **Segregation of duties**

The following segregation of duties must exist within the rate revenue cycle:

- Recording rate revenue and rate rebates;
- Approving the rate revenue and rate rebates;
- Invoicing the rate payer;
- Maintaining debtor records and/or authorising adjustments to debtors;
- Processing cash receipts;
- Following up on debtors;
- Performing independent debtors confirmation and following up on discrepancies;
- Making changes to debtors master files, and;
- Rate payer service call and/or complaints.

### **General controls**

To ensure Council raises the correct amount of rate revenue Rates officer(s) shall ensure that property Valuations and Land Use codes are downloaded from the LGA Annual Valuation Report to Council's software system. This must be completed at least annually in line with the Local Government Act.

No valuation changes are permitted during the period of Council adopting the valuations for the relevant financial year and the raising of the rates.

The Rates officer(s) shall check the total value supplied by the Valuer General (per the LGA Annual Valuation Report) reconciles to the value uploaded to Council's financial system (screenshot is acceptable). Totals are checked against source documents from the Valuer General and signed and dated by the Rates Officer and are independently reviewed. These reports shall be filed to Council's Electronic Document Records Management System.



All uploading, modelling and calculation of rates must be tested and approved prior to and after adoption of rates.

Total rates generated are compared to budget and budget revisions. All material variances are to be investigated.

Rates are automatically calculated and generated by Council's rating software module. It is the responsibility of the Senior Rates Officer to ensure that Council's software system is set up accurately. A random sample of rates data must be independently reviewed by someone who is separate from the entry of rates transactions, to ensure:

- name, address and rate details are correct;
- valuation uploaded matches to Valuer General report/figures;
- correct rates have been calculated, and;
- rebates, concessions and discounts (where applicable) have been applied correctly.

The independent officer completing the review must select which rate data to review. This must be completed annually once rates have been raised, but prior to rates notices being sent for printing. Any variances shall be investigated and corrected immediately.

Rate rebates are to be reviewed annually and authorised in accordance with Council Delegations.

Once independent review has been completed and the officer is satisfied that the sample reviewed is accurate, rates notices can be authorised for printing. Sample rates notice must be approved by two officers with at least one being independent to the Rates function prior to authorising the final print.

**Internal Service Standards** - All updates received from the Valuer General after the raising of rates are to be processed within five business days of receiving all required information by Rates officer(s).

Rates officer(s) shall ensure they do not process their own rate receipt. Payments via electronic banking, customer service or payroll deduction are acceptable.

The downloading and importing of all electronically received payments must be completed at least twice per week excluding public holidays and periods of business closure as deemed by the CEO.

Rates officer(s) shall once every month for at least 10 months per financial year review Council's Name and Address Register to ensure that details are accurate and match details recorded in Council's rating system.

## 5.2 Grants

### Key issues/risks

In relation to grants the major risks are that:

- council loses recurrent Grant funding to provide existing service;
- grant funding is not claimed by Council on a timely basis or not claimed at all;
- grants are either inaccurately recorded or not recorded at all, and;
- grant acquittal reporting is not completed within specified timeframes/terms and conditions.

## **General controls**

Formal Council resolution is required prior to grant funding being applied for amounts over \$100,000. Members of MET must approve all other requests.

Staff must complete the Grants and Funding Register [AR18/17335](#) prior to submitting a grant application. Grant applications that exceed the financial authority of the General Manager or commit Council beyond the current approved budget must obtain MET approval. For the purposes of grant funding, financial authority is deemed to be total commitment of Council and includes any in kind commitments that may be associated. It is the responsibility of the grant contact person to update this register and ensure that grant funding is applied and acquitted in a timely manner.

Any withdrawal of grant funding by an external provider requires an assessment of services/program/initiative/infrastructure to determine whether the service is maintained by Council.

To assist with reporting requirements all grants will have job code (Work Order) allocated which will cover income and expenses for each grant project.

## **5.3 User pay income – Fees for Service**

*Guidance: This procedure applies to all staff who are involved in the raising and reviewing of user pay income. It should be read in conjunction with Section 188 of the Local Government Act, 1999.*

### **Key issues/risks**

In relation to user pay income the major risks are that:

- the fee charged does not reasonably reflect the value of the services provided;
- Council does not apply user pay principles consistently, and;
- user pay income is either inaccurately recorded or not recorded at all.

## **General controls**

Fees and charges are reviewed annually and are adopted by Council as part of the annual business plan and budget cycle.

Cost recovery shall be considered as part of any review.

Fees and Charges register is to be maintained and published on Council's website for public access.

The use of Council facilities is to be supported by formal lease agreements/licences and a register of such properties maintained.

Fees that are discounted/subsidised, the full cost of the charges is to be fully recognised via the financial system.

No sundry codes should to apply to user pay income when allocating in the General Ledger.

Receipt types are set up in line with the current Fees and Charges register (which is reviewed and updated annually). Standard charges to be programmed into receipting module to minimise data

entry errors. Standard fees to be programmed into invoicing module to minimise data entry errors and ensure consistency.

In accordance with budget reviews, regular reviews to be undertaken of financial performance of past periods to ensure income is in line with expectations. Any variances must be investigated.

Receipting must be processed by a sequential number system.

## 5.4 Investment / interest income

### Key issues/risks

In relation to investment/interest income the major risks are that:

- investment/interest income is either inaccurately recorded or not recorded at all.

### Segregation of duties

The following segregation of duties should exist within the investment cycle:

- Recording of investment transactions;
- Approving new investments;
- Following up on reconciliation or confirmation of investments to statements from third parties;
- Review and analysis of recorded investments transactions by means of summary reports of activities, and;
- Authorised signature of payments with respect to investment transactions.

### General controls

On receipt of statements from the investment provider, interest is to be checked and receipted (at least quarterly).

Statements are to be reconciled to general ledger and checked by an independent officer.

Any discrepancies are to be investigated and corrected immediately following identification. Income received is to be compared with budget on a regular basis in line with budget revision process.

An investment review must be completed bi-annually and submitted to Council in accordance with Policy [T150 Treasury Management](#).

## 5.5 Receipting

### Key issues/risks

In relation to receipting the major risks are that receipts are:

- either inaccurately recorded or not recorded at all, and;
- not deposited at the bank on a timely basis.

## **Segregation of duties**

The following duties should be segregated within the receipting function:

- Receipting all cash payments from ratepayers/customers;
- Receipting all cash receipts, and;
- Banking of cash receipts and cheques.

To reduce the risk of misappropriation of funds through collusion regular performance and independent review of bank reconciliation is required.

## **General controls**

All receipting is processed via Council's approved electronic financial system excluding exceptional circumstances (such as prolonged software outage) where manual receipt books shall be used.

Off-site receipts are processed manually with pre-numbered compliant receipt books or via approved electronic financial system (the preferred option being Council's operating system).

Payments made via cheque are only accepted for Rates and general debtor payments where amounts owed can be easily reinstated should the cheque payment default. Purchases of inventory or consignment items are to be paid upfront via cash or eftpos (no cheque payments allowed).

Electronic receipts provided to customers must be fully compliant with ATO's statutory requirements for issuing tax invoices (please refer to Receipt of Purchases for details on valid tax invoices).

All cheques received are to be stamped 'Not Negotiable' and date of receipt.

Money collected on behalf of third party organisations is to be receipted and recorded via general ledger accounts on a regular basis.

**Internal Service Standards** - Receipting reports must be supplied within two business days for either processing of cash/cheques or invoicing via Sundry Debtors system. Any cash transferred from external sites must be stored in a secure area until such time as it is processed. Physical transfer of monies must be from one officer direct to another officer (with the receiving party aware of the contents). Monies must never be left unattended in an unsecure area (for example, placed in a pigeon-hole or correspondence tray).

### **5.5.1 Surplus cash**

Any surplus cash is to be cleared from till/registers to a more secure area on a regular basis. Surplus cash is deemed to be any cash in excess of \$2,000. Where receipting is processed using Council's financial system, this cash limit shall be set when opening the tills/registers (where the financial system allows it to do so). Deemed secure areas are locked in the strongroom, safe or cupboard separate from the register/till location.

Where possible, only one operator is to be responsible for each till. Due to the shared environment, each officer using a till shall operate on the till they are responsible for. Where an officer is required to receipt and has not been designated responsibility for a till on a particular day, they must process receipt entry using their own identification number (the terminal number does not alter, only the cashier).

Details of further risks and controls associated with cash handling and banking are considered in the [Cash floats and petty cash](#) and [Banking](#) sections of this manual.

### **5.5.2 Voids, reversals and deletions**

A daily review of receipting transaction reports is required to identify any 'negative' receipts or reversals and provide reason for such transaction. An appropriate officer independent of the processing of receipts shall sign off (electronic evidence acceptable) on all receipt voids or reversals and such receipts shall be attached to the end of day reports.

Receipt Reversals shall be processed as a last resort (as Council's financial system does not provide a reasonable audit trail) or where Council has received funds in error that are required to be refunded. The preferred method is to process a receipt reallocation where applicable, rather than reversal and deletion as this provides a distinct audit trail in Council's financial system.

### **5.5.3 Refunds – inventory and consignment**

Due to the nature of consigned items and inventory items, Council employs a no exchange or refund policy unless required by consumer legislation. Please refer to Replacement/Exchange or Refund conditions document for further details. Counters are clearly labelled with this information and a sign requesting customers to 'Please Choose Carefully' when making purchases.

Where a customer meets the criteria for a refund, a Refund Request must be completed and authorised by an officer with appropriate financial authority. All refunds will be processed via EFT and deposited direct to the customer bank account and must be accompanied by proof of receipt of initial fund. No refunds are to be given direct from the till unless it is a same day transaction.

## **5.6 Other revenue**

### **Key issues/risks**

In relation to other revenue the major risks are that:

- other revenue is either inaccurately recorded or not recorded at all.

### **General controls**

Other revenue received by Council typically includes (but is not limited to):

- donations;
- expiation Fees;
- dog Registrations;
- license Fees
- hire Fees;
- permits, or;
- proceeds from the sale of fixed assets.

For guidance as to the disclosure requirements in relation to other income, seek advice.

For an analysis of the risks and controls in relation to debtors (i.e. the collection and recovery of other income), refer to the [Debtors](#) business process of this Manual.

For any receipting that occurs on any off-site locations an audit trail summary (sales/banking report) is to accompany receipts.

Ensure a Recipient Created Tax Invoice is received (where possible) for disposal of items such as waste metal, etc..

Sequentially numbered receipts must be issued.

Revenue from this source is to be reviewed on a regular basis in line with budget revisions.

Any permits issued in Council's name are to be reviewed regularly to ensure that the correct fees are collected.

Officers must ensure that statutory timelines are met to ensure that outstanding infringements are able to be recovered by the State Fines and Recovery Unit. Regular review of the timeliness of this process is essential.

### **5.6.1 Fee waivers**

Requests for waivers of fees or expiations by applicants must be in writing and authorised by the relevant General Manager and once approved a copy sent to request preparation of a credit note for any of these fees previously raised.

A copy of written request and authorisation must be saved in Council's EDRMS.

### **5.6.2 Refunds – other revenue**

On occasion a refund is required for development and other applications. The relevant officer shall complete a 'Requisition for Council Cheque' or 'EFT Request' (preferred method of refund is via EFT) and contain authorisation (by signature) from officers with the relevant delegations of authority.

Refunds, once authorised are to be processed via Council's financial system in accordance with the [Creditors](#) section of this procedure.

## 6. Expenses

### 6.1 Purchasing and procurement

*Guidance: This procedure applies to all staff in accordance with Council's Procurement Policy P420.*

#### **Key issues/risks**

In relation to purchasing and procurement the major risks are that:

- Council does not obtain value for money in its purchasing and procurement;
- purchases of goods and services are made from non-preferred suppliers;
- purchase orders are either recorded inaccurately or not recorded at all;
- purchases are placed for unapproved goods and services, and;
- supplier master file data does not remain pertinent and/or unauthorised changes are made to the supplier master file.

#### **Segregation of duties**

The following activities should be segregated within the purchasing and procurement cycle:

- Approval of purchase orders, and;
- Recording of the original purchase and liability.

#### **General controls**

Where no budget has been assigned, no items shall be allocated to that budget line without prior approval of a budget manager and budget review request.

All purchases for business items must be requested through Council's Online Requestion software with the exception of the following items where it may not be necessary to issue an official order for the following items:-

- Fees or payments imposed under the Act;
- Real estate acquisitions;
- Payments pursuant to an award binding upon Council (for example, Salaries, Wages and Superannuation);
- Goods purchased from petty cash;
- Goods/services paid by credit card;
- Purchases paid by direct debit;
- Purchases imported to the system;
- Payroll disbursements;

Purchases made by card facilities or petty cash require manual authorisation until such time as Council's Authority software provides the ability to process online. To ensure that all corporate

discounts are utilised where Council holds an account, purchase orders must be raised. The use of petty cash or card facilities for purchasing goods/services must not be used where Council holds an account.

Manual purchase order books are to be used in exceptional circumstances only (such as prolonged software outage) and kept in a secure location when not in use.

All purchase orders must be in numerical order, authorised in accordance with Council's P420 Procurement and Disposal of Land and Assets Policy and financial authorisations and must contain the following items:

- Supplier name (and creditor number);
- Date goods ordered;
- Details of goods/services ordered;
- Estimated or actual prices;
- GST inclusive or exclusive;
- Work Order or general ledger account allocation;
- Quotations where required in line with Council Policy P420, and;
- Expected delivery date.

Expenses relevant to items of plant must be allocated to each individual plant alias number.

Where appropriate the quantity column is to be completed when entering the data into the financial system (for e.g. fuel litres, odometer readings etc.).

### **6.1.2 Receipt of purchases**

- All purchases received are to be checked against the purchase order raised and goods receipted via Council's financial software as soon as practicable. Unmatched items are to be immediately queried with the supplier.
- Convert all Goods Receipts to Invoices where a valid tax invoice has been received and verified. A valid invoice contains the following items:
  - Name of supplier;
  - ABN of supplier;
  - Quantity and description of goods/services;
  - GST exclusive or GST inclusive total.
- Send a reminder to the requisitioner where a tax invoice has been received and no goods receipt processed. It should be noted goods receipting is an important step in the accounts payable process as it authorises payment
- Check amount of goods receipt in comparison to purchase order and where the goods receipt amount exceeds the purchase order and is outside of the requisitioner's financial delegation, send tax invoice to the requisitioner's budget/line manager for further approval.



- Check Work Order / general ledger allocation for accuracy and reallocate where necessary.
- Check and correct GST allocation where necessary.
- Check the correct supplier has been selected in the purchase order process.
- Allocate Capital Value Record (CVR) for all asset purchases and ensure details in the financial system are accurate.
- Allocate contract references for all contract related purchases and ensure details in the financial system are accurate.
- Liaise with supplier where the tax invoice is not a valid tax invoice and request revised copy.
- Pay supplier in line with their payment terms and council's desired payment terms as listed at [Supplier Payment Terms](#) in this manual.

### 6.1.3 Outstanding purchases

Regular reviews are to be conducted of outstanding purchase orders as this will ensure that commitments are accurate for budgetary purposes. At least quarterly reports per staff member with outstanding purchase orders will be generated. It is the responsibility of the purchaser to follow up all outstanding purchase orders and notify where any purchase order needs adjusting.

All invoices should be directed to [accounts@mountgambier.sa.gov.au](mailto:accounts@mountgambier.sa.gov.au) attention to the officer who completed the purchase request. This ensures that where an individual is unexpectedly indisposed, invoices may continue to be paid on time and any future recovery associated with such invoices can be dealt with promptly without Council's reputation being adversely affected. For these reasons all quotations should be directed to [city@mountgambier.sa.gov.au](mailto:city@mountgambier.sa.gov.au).

Regular reviews are to be conducted of goods receipts not converted to an invoice and corrections/adjustments at least every quarter.

## 6.2 Payroll

*Guidance: This procedure should be read in conjunction with relevant employee Awards and Enterprise Bargaining Agreements.*

### Key issues/risks

In relation to payroll the major risks are that:

- payroll expenses are inaccurately calculated;
- payroll disbursements are made to incorrect or fictitious employees;
- time and/or attendance data is either invalid, inaccurately recorded or not recorded at all;
- payroll Master File does not remain pertinent and/or unauthorised changes are made to the Payroll Master File;
- voluntary and statutory payroll deductions are inaccurately processed or without authorisation;
- salary sacrifice transactions are inaccurately processed, and;
- employees are terminated in breach of statutory and enterprise agreements.

## **Segregation of duties**

The following segregation of duties should exist within the payroll and personnel cycle:

- Appropriate segregation of duties exist between preparation, disbursement and human resources (or personnel management);
- Any errors in calculation and/or disbursement are properly identified and corrected, and;
- Confidentiality of employee personnel matters is maintained.

## **General controls**

The financial system used has programmed formulas to perform payroll calculations. An officer independent from the processing of payroll transactions shall at least annually review the set up and calculation for the following items:

- Superannuation guarantee;
- Superannuation – employer additional;
- Leave – annual, medical, long service, paternal;
- Leave without pay;
- Workers Compensation and Income Protection;
- Allowances, and;
- Deductions.

A folder shall be maintained containing the set up and any relevant Award or Enterprise Bargaining Agreement documentation to support it.

### **6.2.1 Overtime and leave**

Overtime hours worked and payments for such overtime are authorised by the employee's manager / supervisor. TOIL will only be granted where management / supervisor has given prior approval.

All employees shall apply for leave using either of the following options, listed in order of preference:

- Online leave application located in Council's financial system;
- Special case leave forms, or;
- Manual leave form for AWU employees and ASU employees rostered to work weekends (until a time online timesheets and/or introduction of work patterns can allow electronic application via Council's financial system).

An application for Higher Duties and Allocation of Duties Form is to be completed by staff to cover periods of absenteeism of five days or more. However, there will be occasions where some staff may need to ensure business continuity in their particular work areas where absences are for less than 5 days duration.

Applications for cash out of accrued long service leave can be made in accordance with relevant legislation.

## 6.2.2 Timesheets

Timesheets are reconciled each pay period to the payroll reports to ensure that all time entered is accurately recorded.

All non-salary employees must complete daily or weekly timesheets, which are to be evidenced as authorised at the end of the relevant period (i.e. daily or weekly).

Where a supervisor or manager has been absent for the period of the timesheet, they must not sign/approve. In that instance the supervisor's manager or the person acting in the supervisor's role at the time should sign/approve the timesheet.

In respect of all wages paid, timesheets shall be maintained, recording:

- relevant dates;
- hours of attendance;
- allocation of time worked to jobs;
- plant & equipment used, and;
- type of leave taken.

All timesheets are to be marked as evidence of processing by Finance completing the data entry.

A sample of the information from the original timesheets is reconciled with the data entry within Authority by use of the payroll data entry fortnight report by an officer independent to the officer performing the data entry for that fortnight.

Prior to pays finalisation, payroll reports are to be reviewed for unusual rates, excessive overtime, salary amounts or employee names and evidenced as reviewed by a responsible officer not involved in the pay processing.

Records shall be maintained in respect of each employee showing gross salary or wages, tax withheld and details of all other deductions.

## 6.2.3 Payment and pay slips

**Internal Service Standards** - Pay slips will be available to AWU employees within two business days of completion of processing payroll via email. AWU employee's receiving their payslips via email must notify finance section of any change to their email address immediately. ASU employees can access their payslips via Council's financial system.

Pays are only to be paid by bank transfer. Employees are required to supply their bank details as part of their employee induction paperwork. Due to the vulnerability of emails and online forms being compromised updates to employee bank details must be evidenced by verification from the employee.

The payment of electronic pays is strictly controlled by selected personnel through bank facilities. Refer to [Bank authorisations](#) within this manual for more information.

Once pays have been uploaded via the Internet banking facility a report is to be printed from the site and reconciled to the payroll listing prior to final authorisation.

## 6.2.4 Reports and reconciliations

Salary and hourly payroll reports (including compensation / withholding information) are reviewed and approved.

An exception report detailing payroll expense (including allowance) on individual employee basis each pay period by a fixed percentage or dollar amount shall be reviewed each pay period by an officer independent to the inputting of payroll information. Evidence of review of all pays each pay period by an independent officer to the entry of payroll information is required before any payments are made.

Non-standard pays shall be checked by an officer independent from the calculation process including all termination pays and filed in Council's Electronic Document Records Management System.

Actual payroll expense is compared to budget by budget managers and significant variances are investigated.

Pays listings will be reconciled to:

- net pay total;
- total number of employees paid, and;
- listings received from relevant bank/institution.

A review of the allocation of disbursements is performed on regular basis to confirm the payroll disbursements (including any payroll deductions as union fees, salary sacrifice, child support, etc., PAYG, etc.) calculation and allocation process.

Any changes to bank details of employees are separately verified on a weekly basis by a finance staff member independent from the payroll master file data entry. Once satisfied the accuracy of the bank file, the independent authorisers (Westpac) shall complete the authorisation of the bank file.

Due to the nature of the superannuation process with the chosen superannuation provider's clearing house, the superannuation upload must be independently reviewed after it has been uploaded to the superannuation provider.

All payroll control accounts are to be balanced and cleared once every month for at least 10 months per year. Any discrepancies are to be noted, investigated and rectified.

Finalisation of pay period is run to ensure accounts are cleared at the end of each pay once authorised by an officer independent to the processing of payroll transactions.

All leave entitlements are regularly reviewed by managers/supervisors to ensure that leave is taken by employees and is not accruing to excessive levels. Management aims to limit leave balances as follows: annual leave not exceeding eight weeks, RDOs not exceeding three days and TOIL not exceeding 38 hours. Sick leave should not be in negative. Any negative sick leave must be approved by approved by the CEO based on a recommendation from a General Manager.

### **6.2.5 Employee Master file and adjustments**

Monthly Audit Trail Report of adjustments made to the Payroll Master File is reviewed by an independent manager/supervisor at least 10 times per year and compared to source documents.

No new employee is to be added to payroll records or paid without receipt of the appropriate authorisation. This includes the following:

- Written notification authorised by CEO;
- Employment declaration forms;
- Pre-employment medical (unless not required), and;
- Employee Personal Information Form.

Employee history files are to be maintained for all employees (these may be in electronic format). These files contain:

- Employment details and contracts;
- Job specifications;
- Authorisations for payroll or deduction changes;
- Annual leave, long service leave and medical leave entitlements;
- Hours worked and rate of pay, gross salary or wages, tax and details of all other payments and deductions, and;
- Superannuation contributions.

No adjustments are made to employee records, e.g. names, addresses and deduction details, without receipt of written authorisation from the employee, which may be in the form of an email.

**Internal Service Standards** - Notification of all adjustments, including commencement and cessation of employees must be sent as a priority at least five business days prior to date of adjustment, commencement or cessation under normal circumstances (e.g. voluntary resignation, voluntary retirement).

No adjustments are made to salary or wage rates, including higher duties, reclassifications without written authorisation from the CEO. This excludes incremental increases for years of service, EBA prescribed adjustments, or increases due to working on certain plant items that are required to be paid at a higher rate as per the relevant Award.

The register of salaries shall be updated in accordance with the Local Government Act and made available for inspection or purchase of an extract by the public upon request.

Access to Payroll Master File Maintenance is limited to authorised personnel only, and breaches of access will be dealt with according to Councils employee disciplinary procedures. Refer to Master File Access Listing [AR18/41732](#) for authorised personnel.

All salary sacrifice transactions are limited to superannuation only and written request must be completed by the relevant employee and forwarded to the payroll/finance officer for processing.

Adequate training is provided in relation to legislative changes/updates and enterprise agreements requirements.

## 6.2.6 Terminations

On the termination of an employee, their payroll records are to be updated as a ceased\_employee immediately.

At least annually ensure compliance with employee termination policies and procedures, including compliance with legislative, enterprise agreements and union requirements.

### **6.2.7 Payment summaries / Single Touch Payroll**

As part of Single Touch Payroll implementation no payment summaries will be provided from 2019 onwards. Before the end of the financial year the total employee data to be provided to Single Touch Payroll will be reconciled and independently reviewed before submission.

## **6.3 Elected Members expenses**

*Guidance: This procedure applies in conjunction with Policy M405 – Members – Allowances, Reimbursements, Benefits and Facilities.*

### **Key issues/risks**

In relation to Elected Members the major risks are that:

- Council reimburse expenses to Elected Members of a personal nature;
- Elected Members' allowances and reimbursements are not paid by Council and/or not paid by Council on a timely basis and/or recorded inaccurately, and;
- Elected Members do not reimburse Council for the private use of assets.

Elected members must complete and sign a standard expenses reimbursement form and submit to the CEO for authorisation when claiming expenses. The signing of the form confirms that the Elected Members are claiming valid expenses and have excluded all items of a personal nature. All expense reimbursement claims must be accompanied by relevant receipts and/or tax invoice(s).

All Elected Members and other Committee's allowances are in accordance with the remuneration tribunal, with delegations of authority and all claims are agreed to supporting documentation (i.e. tax invoice and receipts).

Actual elected members' expenses are regularly compared to budget in line with budget revisions and are recorded in Council's Elected Member Allowances and Benefits register.

## **6.4 Credit cards**

### **Key issues/risks**

In relation to credit cards the major risks are that:

- Credit Cards are issued to unauthorised employees;
- Credit Cards are used for purchases of a personal nature;
- Credit Card limits are set at inappropriate levels;
- Credit Card merchant types are not appropriate, and;
- Credit Card monthly reconciliations are not completed, signed and/or dated.

A credit card register will be maintained and evidenced as authorised by the CEO as part of the financial facilities register. The register will contain a list of all credit card holders including:

- full name of cardholder;
- expense (\$) limits, and;
- card expiry dates.

The register must be updated as soon as practicable to approve for any alterations to credit card holdings and/or expense limits and be signed by the CEO.

The credit card register must be independently reviewed against the listing from the bank provider at least annually.

Please refer to [Corporate Credit Card Procedure](#) and [Corporate Credit Card Use Agreement](#) for further details.

## 6.5 Employee reimbursements

### Key issues/risks

In relation to employee reimbursements the major risks are that:

- employees are reimbursed for expenses of a personal and/or non-work related nature, and;
- employee reimbursement are either inaccurately recorded or not recorded at all.

All claims for employee reimbursements are submitted for approval along with supporting documentary evidence (i.e. receipts) and confirmation of valid expenses. This is approved by the employee's relevant manager in accordance with Delegations of Authority.

When approving, focus is on the nature (i.e. type of expense) as well as the amount of the claim.

All reimbursements for the CEO must be approved by the General Manager Council Business Services.

Before authorising the employee reimbursement the authoriser must review the form for mathematical accuracy and ensure appropriate documentation.

It should be noted that reimbursement is not Council's desired method of purchasing as it does not ensure value for money or meet our expense purchasing requirements as detailed in this manual.

## 6.6 Corporate wardrobe

### Key issues/risks

In relation to corporate wardrobe the major risks are that:

- employees spend / receive more than their allocated allowance;
- employees do not reimburse Council for any overspend of their allocated allowance;
- allowances are made to incorrect or fictitious employees, and;
- Council does not obtain value for money from its supplier.

Council employees are entitled to a monetary contribution from Council towards corporate wardrobe as per the relevant Enterprise Bargaining Agreement. A register of corporate wardrobe must be maintained and contain the following information:

- Full list of current employees;
- Entitlement of employees to receive monetary contribution from Council and how much if applicable;
- Amount spent on corporate wardrobe or amount owed to council, and;

- Where amounts are owed to council because employee has spent over their allocated entitlement, record of invoice being raised to the employee for payment.

A reconciliation must be completed at least annually and independently reviewed by an officer not involved in the processing or balancing of corporate wardrobe for accuracy.

Employees are entitled to corporate wardrobe in line with conditions listed in the relevant Enterprise Bargaining Agreement.

**Internal service standards** - Council must allocate the appropriate monetary value and liaise with the employee to arrange ordering of uniform. Invoices seeking employee reimbursement for spends over their allowance must be completed by the end of May each financial year, to allow employees time to pay prior to the completion of the financial year for claiming on their taxation returns.

## 6.7 Other expenses

### Key issues/risks

In relation to other expenses the major risks are that other expenses:

- are either inaccurately recorded or not recorded at all, and;
- do not represent valid expenses of Council.

Management approves all other expenses in accordance with Delegations of Authority.

When approving other expenses, management review both the nature and amount of the expense for reasonableness and value for money.

Actual expenses are regularly compared to budget; significant variances are investigated by budget holders, management and MET.

Statements received from suppliers are reconciled to the supplier accounts in the creditor's ledger regularly.

All expenses are authorised as per Councils P420 Procurement and Disposal of Land and Assets Policy and in accordance with delegations of authority.



## 7. External Services

### 7.1 Contracting

*Guidance: This procedure should be read and carried out by all staff in conjunction with Policy P420 – Procurement and Disposal of Land and Assets (and contractors' policy).*

#### Key issues/risks

In relation to contracting the major risks are that:

- Council is not able to demonstrate that all probity issues have been addressed in the contracting process;
- Council does not obtain value for money in relation to its contracting, and;
- commitments are made for unapproved goods and services.

#### Segregation of duties

Within the contracting and tendering process, the following activities should be segregated or performed by more than one person:

- Pre-selecting contract and tender applicants for consideration by selection panel;
- Final selection of successful contractors and tenderers, and;
- Contract and tender management (including management reporting and disbursement to service provider).

Ad-hoc in-house audit of purchasing to ensure commitments are being made within delegation (financial authority) and approved budget should occur at least annually.

#### 7.1.1 Prequalified contractor register

A Prequalified Contractor Register will be maintained to ensure that contractor(s) have relevant qualifications in areas of Work Health Safety, licences and insurances and are deemed to have the appropriate level which meets legislation and agreed industry standards for Local Government. This register must include relevant expiration dates and be regularly followed up with contractors whose qualification/licences require updating. It is the responsibility of all staff to ensure that before engaging a contractor(s) and issuing a subsequent purchase order that they are listed as 'current' on the Prequalified Contractor register. Should contractors not be forthcoming initially with the required prequalification documentation, dealings must be halted until such time as they meet prequalification requirements

#### 7.1.2 Tenders and contracts

In regards to tenders and contracts:

- A register of all tenders and contracts must be maintained including:
  - name of business;
  - description of goods/services provided, and;
  - dates of appointment and cessation.
- Alerting relevant staff at least three months in advance when contractual arrangements are nearing an end, in order for new tender specifications to be prepared (if required) by the relevant staff member

- Ensure that once the relevant staff member sets the specifications, all tender documents are in a standard format and appropriate protocols followed for their advertisement or distribution to selected suppliers
- Ensure that all tenders are executed in accordance with Procurement Policy P420.

The preferred method for receiving tenders is via electronic lodgement online using a procurement platform. Where any tenders are to be emailed staff must direct submitters to email to tenders@mountgambier.sa.gov.au. Under no circumstances are staff to receive tender submissions to their individual Council or personal email address. Use of the manual tender box shall be limited to extenuating circumstances only as deemed necessary.

### **7.1.3 Reviewing tender applications**

Tender submissions must not be accessed by any staff member prior to the date of closing of the tender. Staff with access to the email submissions, must ensure that all attachments remain unopened until the closing date of the tender. Once the Tender has officially closed, the Procurement Officer in conjunction with all requirements of Procurement Policy 420 shall:

- establish standard templates for selected staff to use to evaluate the tender submissions and grade them accordingly;
- collate the selection panel's recommendations and prepare a summary for relevant approval;
- communicate with all applicants regarding whether their submission was successful or not and provide feedback where necessary/requested;
- follow up all relevant documentation to ensure the successful applicant meets the minimum requirements of a prequalified contractor, and;
- ensure all documentation is scanned and recorded for transparency in Council's EDRMS.

Variations to any external contract must be in writing and authorised by the contract superintendent (as signed in the original contract) as per legislative requirement.

### **7.1.4 Retentions and contract requirements**

Contractor retentions shall be withheld where relevant as security over works carried out. A register of retentions and/or bonds must be maintained and reconciled least every three months (quarterly) per year, one of these reconciliations being at the end of each financial year.

All staff responsible for engaging contractors must ensure that milestone payments are made in accordance with those contracts and all associated objectives have been met prior to the release of payment.



- Once the Panel has heard your representation, you will be asked to leave as the Assessment Panel holds its discussions and reaches its decision in confidence.
- You may ring the Council tomorrow afternoon to find out the result of tonight's meeting.

**3.1. Development Application No. 381/0280/2018 - (Item 4.1)**

- Heath Mitchell, the Applicant, attended the meeting but did not speak.
- Frank Brennan, Planning Consultant on behalf of DeBruin Nominees Pty Ltd, spoke in relation to this matter at 5:50 p.m.

**3.2. Development Application No. 381/0374/2018 - (Item 4.2)**

- Adam Feast, the Owner, spoke in relation to this matter at 5:53 p.m.

**3.3. Development Application No. 381/0375/2018 - (Item 4.3)**

- Shaun Stafford the Owner/Applicant, spoke in relation to this matter at 5:56 p.m.

**3.4. Development Application No. 381/0309/2018 - (Item 4.4)**

- M & K Forster, the Owner, spoke in relation to this matter at 6:01 p.m.
- Jason Cooper, the Applicant, spoke in relation to this matter at 6:03 p.m.

**4. COUNCIL ASSESSMENT PANEL REPORTS**

**4.1. Council Assessment Panel Report No. AR18/51304**

|                              |  |              |
|------------------------------|--|--------------|
| <b>DEVELOPMENT NUMBER</b>    | DA 381/0280/2018 (381/C008/2018)                                   |              |
| <b>APPLICANT</b>             | Empak Homes (Heath Mitchell) on behalf of DeBruin Nominees Pty Ltd |              |
| <b>OWNER</b>                 | DeBruin Nominees Pty Ltd   |              |
| <b>DESCRIPTION</b>           | To create 12 new community titles allotments                       |              |
| <b>ADDRESS</b>               | L 201 Jardine Street, Mount Gambier                                |              |
| <b>NATURE OF DEVELOPMENT</b> | Consent  | / Category 1 |
| <b>ZONING</b>                | Residential  |              |
| <b>POLICY AREA</b>           | N/A  |              |
| <b>HERITAGE</b>              | N/A  | N/A          |



## REPORT RECOMMENDATION

- (a) That Council Assessment Panel Report No. AR18/51304 be noted.
- (b) The panel express concern that the proposed built form, as indicated by plans provided in the assessment of the land division, does not provide adequate private open space or functional utility areas, with site coverage generally considered excessive. Whilst the land division has capacity to deliver an appropriate built form and smaller allotments are appropriate in the locality, the panel encourages consideration of the scale of the proposed dwelling to be delivered onsite. Further, no consideration has been given to the provision of onsite water tanks required for the delivery of the proposed stormwater management. The panel encourages consideration of smaller dwellings to improve the amenity and functionality, and to enable delivery of the development plan provisions.
- (c) The Applicant be advised the Council Assessment Panel generally supports the land division for community title seeking to create 12 additional allotments subject to the provision of:
  - (i) a Community Scheme Description which establishes the following criteria;
    1. That allotments 5-8 will articulate the main building façade forward to Jardine Street, with a minimum building setback of 4.1 metres.
    2. Dwellings to be constructed in the Community Scheme development shall have eaves and verges all round, not fascia gutters, to contribute to the streetscape character of the locality and be compatible with the heritage places adjacent and in the locality.
    3. No vehicular access will be provided directly to any of the allotments from Jardine Street or Mitchell Street, with vehicular access to be via the land marked C on Proposed Community Plan Drawing Number 25825-01 Revision 10 onto the common property internal access lane
    4. Fencing will be established in accordance with the Jardine Street streetscape elevation reference Job Number 18\_201, page 10 of 13 Revision D. With the solid portion of the fencing to be painted stone with capping and piers, not exceeding 1.8 metres above footpath level
    5. Fencing shall be established along the Mitchell Street Frontage of painted stone walls with capping and piers, not exceeding 1.8 metres above footpath level.
    6. The proposed landscaping, including trees lining the internal access and associated with the proposed dwellings, be detailed in regard to species and be encompassed in the scheme description so as to contribute to the established character of the locality.
  - (ii) A plan showing the proposed finished allotment levels relative to the top of the kerb on Mitchell and Jardine Street, be submitted to Council, confirming the levels as described in the planning report prepared by Frank Brennan Consulting and dated 29<sup>th</sup> November 2018.



- (iii) The community title access roadway as shown on the plan approved by council, shall be graded, paved and sealed with a hard surface such as bitumen or concrete and maintained in a usable condition at all times.
- (iv) Stormwater design to be in accordance with the stormwater report prepared by Tim Wright and specifically include the following elements
  1. 4000 litre rainwater tanks per allotment with 200 litres of storage for stormwater (ie 40mm dia overflow pipe connected to road at half height of tank to allow 50% slow drainage of tank after storm event)
  2. 35m length of 525dia storm water pipe for underground storage connected to existing system with restricted outflow.
- (d) The Council Assessment Panel is of the opinion that the mature street trees adjacent to the development add significant value to the character, appearance and amenity to the streetscape in the area. All effort should be made to protect these trees.
- (e) The Manager Development Services be granted the power, function and/or duty to grant Land Division Approval and Development Approval in consultation with the Presiding Member of the Council Assessment Panel subject to the provision of the above in (c) and the advice from the State Commission Assessment Panel.

The Council Assessment Panel moved:

Carried

**4.2. Council Assessment Panel Report No. AR18/50467**

|                              |   |              |
|------------------------------|---|--------------|
| <b>DEVELOPMENT NUMBER</b>    | DA 381/0374/2018  |              |
| <b>APPLICANT</b>             | Blackbird Industries  |              |
| <b>OWNER</b>                 | Adam Feast  |              |
| <b>DESCRIPTION</b>           | To construct an outbuilding (garage) on the site of an existing detached dwelling |              |
| <b>ADDRESS</b>               | 2 Tension Drive, Mount Gambier  |              |
| <b>NATURE OF DEVELOPMENT</b> | Consent   | / Category 1 |
| <b>ZONING</b>                | Country Living  |              |
| <b>POLICY AREA</b>           | N/A   |              |
| <b>HERITAGE</b>              | N/A   | N/A          |



## REPORT RECOMMENDATION

- (a) That Council Assessment Panel Report No. AR18/50467 be noted.
- (b) The Applicant and Owner be advised that the Council Assessment Panel has a number of concerns in relation to the proposed garage in its current form as it is considered to be at serious variance to the development plan. The concerns are in relation to:
  - a. The bulk and scale of the proposed garage will dominate the dwelling
  - b. The proposed garage is not appropriately screened from view
  - c. The proposed garage will detract from the established character from the area
  - d. The proposed garage is not considered integral to the residential use of the property
- (c) The Council Assessment Panel would be willing to support the construction of a garage on the subject property in accordance with the following alterations and amendments:
  - a. The setback to the northern property boundary (side boundary) be increased to a distance of 3.0 metres.
  - b. Dense landscaping using mature trees and shrubs shall be planted adjacent to the northern property boundary (the side boundary) and the front property boundary (Tenison Drive) so as to provide a screen/buffer between the garage and the adjoining properties and shall be maintained in good health and condition at all times.
  - c. The landscaping on the western property boundary, directly adjacent to White Avenue shall be maintained in good health and condition at all times.
  - d. The wall height of the garage is reduced to 3.2 metres and the length of the garage is reduced by 4.0 metres.
- (d) The Manager Development Services shall be granted the power, function and/or duty to grant Provisional Development Plan Consent in consultation with the Presiding Member of the Council Assessment Panel subject to the satisfactory resolution of the matters raised in (c) as above.

The Council Assessment Panel moved:

Carried



**4.3. Council Assessment Panel Report No. AR18/49953**

|                              |   |              |
|------------------------------|---|--------------|
| <b>DEVELOPMENT NUMBER</b>    | 381/0375/2018   |              |
| <b>APPLICANT</b>             | Shaun Stafford  |              |
| <b>OWNER</b>                 | Shaun Stafford  |              |
| <b>DESCRIPTION</b>           | To construct a carport in association with an existing dwelling |              |
| <b>ADDRESS</b>               | 11 Leray Avenue, Mount Gambier                                  |              |
| <b>NATURE OF DEVELOPMENT</b> | Consent   | / Category 1 |
| <b>ZONING</b>                | Residential   |              |
| <b>POLICY AREA</b>           | N/A   |              |
| <b>HERITAGE</b>              | N/A   | N/A          |

**REPORT RECOMMENDATION**

- (a) That Council Assessment Panel Report No. AR18/49953 be noted.
- (b) The Applicant and Owner be advised that having regard to the Development Plan and all supporting documentation, the proposed development is considered to be at serious variance with Council's Development Plan, the application be refused Development Plan Consent for the following reasons:
1. The proposed carport will visually dominate the dwelling.
  2. The setback of the proposed carport from the front property boundary is considered to be unacceptable as it will result in the carport being located closer to Leray Avenue than the dwelling with which it is associated.

The Council Assessment Panel moved:

Carried





**4.4. Council Assessment Panel Report No. PR18/10752**

|                              |  |  |
|------------------------------|--|--|
| <b>DEVELOPMENT NUMBER</b>    | DA 381/0309/2018   |  |
| <b>APPLICANT</b>             | Jason Cooper   |  |
| <b>OWNER</b>                 | M & K Forster  |  |
| <b>DESCRIPTION</b>           | To demolish an existing garage and to construct a garage and a dwelling with attached garaging on the site of an existing dwelling which is a Local Heritage Place |  |
| <b>ADDRESS</b>               | 83 Bay Road, Mount Gambier   |  |
| <b>NATURE OF DEVELOPMENT</b> | Consent  | / Category 1                                 |
| <b>ZONING</b>                | Residential  |  |
| <b>POLICY AREA</b>           | N/A  |  |
| <b>HERITAGE</b>              | Local Heritage Place   | Bay Road Historic (Conservation) Policy Area |

|   |
|---|
| <b>REPORT RECOMMENDATION</b>  |
| <p>(a) That Council Assessment Panel Report No. PR18/10752 be noted.</p> <p>(b) The proposed development in its current form is deemed seriously at variance to the Development Plan Provisions. The proposed attached garage portion of the second dwelling is seriously out of character with the locality and the landscape setting, and has not considered the Heritage and Historic Conservation Area Provision of the Development Plan.</p> <p>(c) That the application be left lay on the table for consideration of the bulk and scale of the garage attached to the second dwelling to be amended in line with the Heritage and Historic Conservation Area requirements of the Development Plan, including that the proposed attached garage;</p> <ol style="list-style-type: none"> <li>1. be reduced in height and bulk, including providing articulation to the southern boundary wall.</li> <li>2. proposed panel doors be reduced to reflect a height and width which complement the attached dwelling and are of residential scale.</li> <li>3. setbacks be increased and landscaping incorporated to provide a visual barrier to side and rear boundaries.</li> </ol> |

The Council Assessment Panel moved.

Carried



**4.5. Council Assessment Panel Report No. PR18/10754**

|                              |   |              |
|------------------------------|---|--------------|
| <b>DEVELOPMENT NUMBER</b>    | 381/0310/2018   |              |
| <b>APPLICANT</b>             | Adam Fosdike – Mates Rates Australia  |              |
| <b>OWNER</b>                 | Adam O’Neil   |              |
| <b>DESCRIPTION</b>           | To construct an outbuilding (garage) in association with an existing detached dwelling (existing garage to be demolished) |              |
| <b>ADDRESS</b>               | 1 Canavan Road, Mount Gambier   |              |
| <b>NATURE OF DEVELOPMENT</b> | Consent   | / Category 1 |
| <b>ZONING</b>                | Residential   |              |
| <b>POLICY AREA</b>           | N/A   |              |
| <b>HERITAGE</b>              | N/A   | N/A          |

|   |
|---|
| <b>REPORT RECOMMENDATION</b>  |
| <p>(a) That Council Assessment Panel Report No. PR18/10754 be noted.</p> <p>(b) The Applicant and Owner be advised that having regard to the Development Plan provisions and all supporting documentation, the proposed development is not considered to be at serious variance with the Council’s Development Plan, and the applicant be granted Development Plan Consent subject to the following conditions;</p> <ol style="list-style-type: none"> <li>1. The development shall be carried out in accordance with the Plan/s approved by Council and with the Conditions of Approval, and maintained thereafter.</li> <li>2. Dense planting shall be established along the western boundary from the northern side of the driveway entry to the rear of the allotment, with a minimum height of 3 meters and maintained in good health, so as to reduce the visual impact of the garage from the Penola Road frontage.</li> <li>3. The garage shall only be used for purposes associated with the existing residential land use of the subject property.</li> </ol> |

The Council Assessment Panel moved.

Carried



**5. MOTION(S) - With Notice**

Nil submitted.

**6. MOTION(S) - Without Notice**

Nil submitted.


Meeting closed at 7:15 p.m.

20 December, 2018  
AF17/507  
AR18/51623

CONFIRMED THIS DAY OF 2019.

.....  
PRESIDING MEMBER



|   |                              |                     |              |
|---|------------------------------|---------------------|--------------|
|  | <b>S140 STREET NUMBERING</b> | <b>Version No:</b>  | 4            |
|   |                              | <b>Issued:</b>      | January 2019 |
|   |                              | <b>Next Review:</b> | January 2023 |

## 1. INTRODUCTION

In accordance with the Local Government Act 1999 (the Act) a road is defined as a public or private street, road or thoroughfare to which public access is available on a continuous or substantially continuous basis to vehicles or pedestrians or both and includes:

- A bridge, viaduct or subway or
- An alley, laneway or walkway.

For the purpose of this Policy, roads will not include walkways and pedestrian paths.

This document sets out the Policy of the City of Mount Gambier (the Council) for street numbering for all roads within the City of Mount Gambier.

## 2. PURPOSE

Chapter 11 of the Act s220 prescribes Councils requirements when numbering of premises and allotments.

As a means of ensuring uniformity and consistency in the street numbering of all property within any road in the Council area, the following guidelines will be observed where practicable:

- (a) Street numbering shall proceed numerically from the commencement of the road that is geographically closest to the main intersection being Penola Road/Bay Road/Commercial Street East/Commercial Street West and then extend outwards.
- (b) Street numbering shall proceed with odd numbers on the left hand side and even numbers on the right hand side of the road when emanating from the main intersection.
- (c) Within cul-de-sacs of five or less properties, then the street numbering shall be by consecutive numbers (i.e. 1, 2, 3, 4 and 5), commencing with the property geographically closest to the main intersection, commencing on the left hand side.
- (d) Within cul-de-sacs of more than five properties then the street numbering shall follow the same as referred to in (b) above.
- (e) Street numbering to any new property within any road will be allocated normally at the time of the issue of a Deposited Plan for the Plan of Division.

## 3. REVIEW & EVALUATION

This Policy is scheduled for review by Council during the term of this Council and will be reviewed as required by any legislative changes.

## 4. AVAILABILITY OF POLICY

This Policy will be available for inspection on the Council's website [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au) at Council's principal office during ordinary business hours. 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.

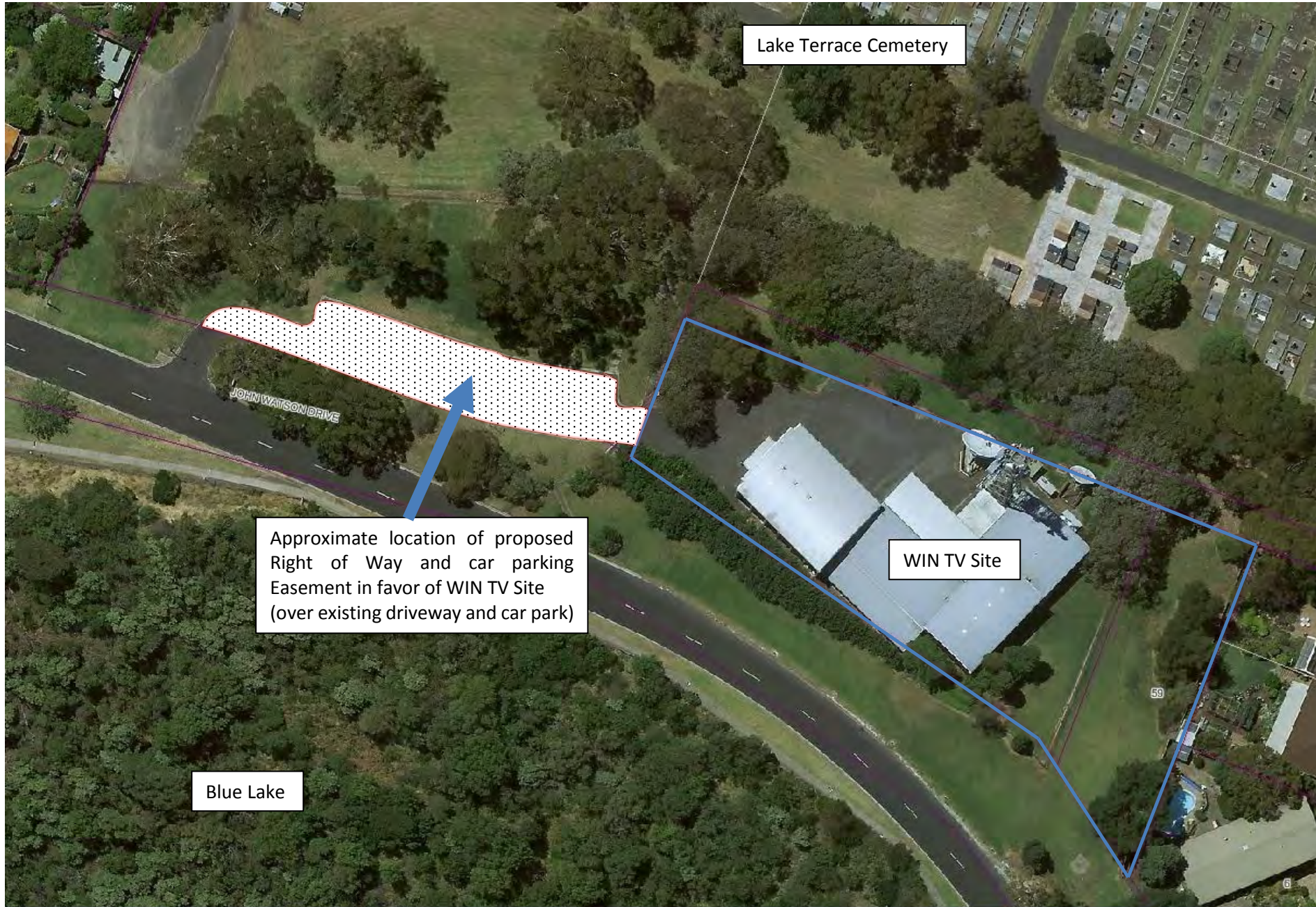
|   |                              |                                  |
|---|------------------------------|----------------------------------|
|  | <b>S140 STREET NUMBERING</b> | <b>Version No:</b> 4             |
|   |                              | <b>Issued:</b> January 2019      |
|   |                              | <b>Next Review:</b> January 2023 |

|                           |   |
|---------------------------|---|
| File Reference:           | AF18/48   |
| Applicable Legislation:   | Local Government Act s220                           |
| Community Plan Reference: | Goal 2: Our Location<br>Goal 3: Our Diverse Economy |
| Related Policies:         | Nil   |
| Related Procedures:       | Nil   |
| Related Documents:        | Nil   |

## DOCUMENT DETAILS

|   |  |
|---|--|
| Responsibility:   | Senior Rates Officer   |
| Version:  | 4.0  |
| Last revised date:  | 15 <sup>th</sup> January 2019  |
| Effective date:   | 15 <sup>th</sup> January 2019  |
| Minute reference:   | Council Meeting 15 <sup>th</sup> January, 2019 - Item ##   |
| Next review date:   | January, 2023  |
| <u>Document History</u><br>First Adopted By Council:<br>Reviewed/Amended: | 18 <sup>th</sup> February, 1999<br>15 <sup>th</sup> April, 2003, 19 <sup>th</sup> September, 2006, 17 <sup>th</sup> February, 2009, 18 <sup>th</sup> July, 2017, 15 <sup>th</sup> January 2019 |

Attachment 1 Report AR18/49656 - WINTV Proposed Easement Approximate Location Plan



Lake Terrace Cemetery

JOHN WATSON DRIVE

Approximate location of proposed Right of Way and car parking Easement in favor of WIN TV Site (over existing driveway and car park)

WIN TV Site

Blue Lake

59

6



## **LEASE AGREEMENT**

for

**PORTION OF VANSITTART PARK**

Between

**City of Mount Gambier**

and

**MOUNT GAMBIER BOWLS CLUB INCORPORATED**

## **DATE**

## **PARTIES**

**CITY OF MOUNT GAMBIER** of 10 Watson Terrace, Mount Gambier SA 5290 (**Council**)

**MOUNT GAMBIER BOWLS CLUB INC.** of PO Box 985 (**Lessee**)

## **BACKGROUND**

- A. The Council is the registered proprietor of the Land described in Item 2 of the First Schedule which is classified as Community Land and contained in a Community Land Management Plan.
- B. Historically, certain fixtures and fittings were installed on the Land by the Lessee for the purposes of the Lessee's use of the Land.
- C. In light of the facts described in Recital B, the Lessee has retained a certain level of control over the use of the fixtures and fittings on the Land and obligations for their maintenance, repair and renewal.
- D. The Lessee has requested a lease to use the Premises for the Permitted Use and the Council's delegate has agreed to grant the Lease and (if necessary) has undertaken public consultation in accordance with the Local Government Act 1999.
- E. The Council and Lessee wish to record the terms of their agreement in this Lease.

## **AGREED TERMS**

### **1. ACKNOWLEDGEMENT OF BACKGROUND**

The preceding statements are accurate and form part of this Lease.

### **2. DEFINED TERMS AND INTERPRETATION**

#### **2.1 Introductory**

In the Lease, unless the contrary intention appears:

- 2.1.1 a reference to this Lease is a reference to this document;
- 2.1.2 words beginning with capital letters are defined in clause 2.2;
- 2.1.3 a reference to a clause is a reference to a clause in this Lease;
- 2.1.4 a reference to an Item is a reference to an item in the First Schedule;
- 2.1.5 a reference to a Schedule is a reference to a schedule of this Lease; and
- 2.1.6 a reference to an Annexure is a reference to an annexure to this Lease.

#### **2.2 Defined Terms**

In this Lease:

**Act** means the *Retail and Commercial Leases Act 1995*.

**Agreed Consideration** means the Rent, Outgoings and all other consideration (whether in money or otherwise) to be paid or provided by the Lessee for any supply or use of the Premises and any goods, services or other things provided by the Council under this Lease (other than tax payable under clause 19)



**Building** means the interior and exterior of all present and future improvements on the Land and includes all Building Services and Common Areas and all other conveniences, services, amenities and appurtenances of in or to the Building.

**Building Services** includes all services (including gas, electricity, water, sewerage, communications, fire control, air-conditioning, plumbing and telephone and all plant, equipment, pipes, wires and cables in connection with them as applicable) to or of the Building or any premises in or on the Land supplied by any authority, the Council or any other person the Council authorises.

**Business Day** means a day which is not a Saturday, Sunday or public holiday in Adelaide.

**Commencement Date** means the commencement date described in Item 3.

**Common Areas** means all areas of the Land which are not leased or tenanted and which are for common use by tenants and lessees of the Land and their invitees and customers including driveways, car parks, walkways, washrooms and toilets.

**Council** means the party described as "Council" in this Lease and where the context permits includes the employees, contractors, agents and other invitees of the Council.

**Council's Equipment** means all fixtures and fittings, plant, equipment, services, chattels and other goods installed or situated in or on the Premises and made available for use by the Lessee.

**Default Rate** means the rate which is two per centum (2%) per annum greater than the published annual rate of interest charged from time to time by Westpac Banking Corporation on overdraft facilities of more than \$100,000.00 and if there is more than one rate published the highest of those rates.

**GST** has the same meaning as given to that term in the GST Legislation.

**GST Legislation** means the *A New Tax System (Goods and Services Tax) Act 1999* (Cth) and any ancillary or similar legislation.

**GST Rate** means 10% or such other percentage equal to the rate of GST imposed from time to time under the GST Legislation. **Institute** means the South Australian Division of the Australian Property Institute.

**Initial Term** means the initial term of this Lease commencing on the Commencement Date described in Item 3.

**Land** means the land described in Item 2 and includes any part of the Land.

**Legislation** includes any relevant Statute or Act of Parliament (whether State or Federal) and any regulation or by-law including by-laws issued by any local government body or authority.

**Lessee** means the party described as "Lessee" in this Lease and where the context permits includes the employees, contractors, agents, customers and other invitees of the Lessee.

**Lessee's Equipment** means any and all fixtures and fittings and other equipment installed in or brought on to or kept in the Premises by the Lessee.

**Lessee's Share** means the proportion the lettable area of the Premises bears from time to time to the total lettable area of the Land as measured in accordance with the method of measurement recommended for such Premises by the guidelines issued by the Institute current as at the Commencement Date or such other Institute method of measurement as the Council notifies the Lessee.

**Outgoings** means the outgoings described in Item 5.

**Payment Date** means the Commencement Date and the date of each anniversary of the Commencement Date during the Term.

**Permitted Use** means the use described in Item 6.

**Premises** means the premises described in Item 1 including the Council's Equipment.

**Rates and Taxes** means all present and future rates, charges, levies, assessments, duty and charges of any Statutory Authority, other department or authority having the power to raise or levy any such amounts in respect of the use, ownership or occupation of the Land or Premises and includes water and sewer charges, council rates, emergency services levy and, subject to the Act, land tax (on a single holding basis).

**Rent** means the rent described in Item 4.

**Rental Arrangements Policy** means the Council Policy R200 – COMMUNITY LAND (RESERVES) Lease / Licence / Rental Arrangements Policy (as amended from time to time throughout the Term) as attached as Annexure B.

**Review Date** means each date specified in Council's Lease Fee Policy R 210.

**Statutory Authorities** means any authorities created by or under any relevant Legislation.

**Statutory Requirements** means all relevant and applicable Legislation and all lawful conditions, requirements, notices and directives issued or applicable under any such Legislation.

**Term** means the Initial Term and any period during which the Lessee holds over or remains in occupation of the Premises.

**Valuer** means a qualified valuer appointed to make a determination under this Lease:

- who will be appointed as agreed by the Council and the Lessee or, failing agreement within 14 days of either notifying the other of the requirement for such appointment at the request of either the Council or the Lessee, by the person holding or acting in the position of President of the Institute;
- who must have practiced as a valuer with a minimum of 5 years relevant experience;
- who is licensed to practice as a valuer of the kind of premises in respect of which the review is required; and
- who must act as an expert and not as an arbitrator.

**Yearly Amounts** means the aggregate of the Rent, Outgoings and any other moneys payable by the Lessee during the Term.

## **2.3 Interpretation**

Unless the contrary intention appears:

- 2.3.1 headings are for convenience only and do not affect interpretation;
- 2.3.2 the singular includes the plural and vice-versa;
- 2.3.3 a reference to an individual or person include a corporation, partnership, joint venture, authority, trust, state or government and vice versa;
- 2.3.4 a reference to any party in this Lease, or any other document or arrangement referred to in this Lease, includes that party's executors, administrators, substitutes, successors and assigns;
- 2.3.5 a reference to any document (including this Lease) is to that document as varied, novated, ratified or replaced from time to time;
- 2.3.6 a reference to any Legislation includes any statutory modification or re-enactment of it or any Legislation substituted for it, and all by-laws, regulations and rules issued under it;
- 2.3.7 a reference in this Lease to the Council's approval or consent, is to the Council's prior written approval or consent which may be granted or withheld in the absolute discretion of the Council;
- 2.3.8 "including" and similar expressions are not and must not be treated as words of limitation;
- 2.3.9 the covenants and powers implied in leases by virtue of Sections 124 and 125 of the *Real Property Act 1886* will apply and be implied in this Lease unless they are expressly or impliedly excluded or modified; and
- 2.3.10 any special condition in the Second Schedule will apply to this Lease and in the event of any inconsistency with the terms and conditions in the body of this Lease, then those special conditions will prevail.

## **2.4 Retail and Commercial Leases Act**

- 2.4.1 If the Act applies to this Lease, then this Lease will be read and interpreted subject to the provisions of the Act and, to the extent to which there is any inconsistency with the provisions of the Act, those provisions of the Act will override the terms of this Lease.
- 2.4.2 Any right, power or remedy of the Council or obligation or liability of the Lessee that is affected by the Act (if applicable) will be unenforceable or void but only to the extent that it is expressly made unenforceable or void by the Act.

## **3. CONDITION PRECEDENTS**

- 3.1 The Lessee acknowledges that the grant of this Lease is conditional on the Council obtaining the consent of the Development Assessment Commission if required pursuant to Section 32 of the Development Act 1993.
- 3.2 The Lessee acknowledges that the grant of this Lease is conditional on the Council's Elected Members consenting to the grant of this Lease.
- 3.3 If either of the condition precedents in clauses 3.1 or 3.2 are not satisfied within 3 months from the date the Lessee executes this Lease, either party may terminate this Lease at any time by giving written notice and the parties on and from the date the Lease is terminated shall have no further rights or obligations under this Lease.

#### **4. GRANT OF LEASE**

The Council grants and the Lessee accepts a lease of the Premises for the Term as set out in this Lease.

#### **5. RENT**

##### **5.1 Payment of Rent**

The Lessee must pay the Rent by annual instalments in advance on each Payment Date.

##### **5.2 Instalment**

If a rent instalment period is less than a month, the instalment for that period is calculated at a daily rate based on the number of days in the month in which that period begins and the monthly instalment which would have been payable for a full month.

#### **6. RENT REVIEWS**

6.1 The Lessee acknowledges and agrees that the Rent will be reviewed annually on each anniversary of the Commencement Date in accordance with the Council's Rental Arrangements Policy.

6.2 The Lessee acknowledges that it has read and understood Council's Rental Arrangements Policy annexed to this Lease prior to executing this Lease.

#### **7. RATES AND TAXES AND OUTGOINGS**

##### **7.1 Liability for Rates and Taxes**

7.1.1 Subject to clause 7.3, the Lessee must pay or reimburse the Council all Rates and Taxes levied, assessed or charged in respect of the Premises or upon the owner or occupier of the Premises.

7.1.2 The Rates and Taxes must be adjusted between the Council and the Lessee as at the Commencement Date and the end or termination date of this Lease.

##### **7.2 Payment of Outgoings**

7.2.1 Subject to clause 7.3, the Lessee must pay or reimburse the Council all Outgoings levied, assessed or charged in respect of the Premises or upon the owner or occupier of the Premises.

7.2.2 The Outgoings shall be adjusted between the Council and the Lessee as at the Commencement Date and the end or termination date of this Lease.

##### **7.3 Lessee's Proportion**

If any of the Rates and Taxes or Outgoings are not separately assessed or charged in respect of the Premises, then the Lessee must pay the Lessee's Share of any such Rates and Taxes or Outgoings assessed or charged in respect of the Premises.

##### **7.5 Power and Other Utilities**

7.5.1 The Lessee will pay when they are due for payment, all costs for the use of telephone, light and other facilities and the consumption of electricity, gas, and any and all other services and utilities supplied to or used from the Premises.

7.5.2 If there is no separate meter for recording or measuring the services and utilities consumed on or from the Premises, then the Lessee must, if required by the Council, install the necessary meters at its own cost.

7.5.3 Without limiting the generality of this clause 7.5, the Lessee will comply in all respects with the Electricity (General) Regulations 1997 and any other applicable electricity laws.

## **8. USE OF PREMISES**

### **8.1 Permitted Use**

The Lessee must use the Premises only for the Permitted Use and must not use or allow the Premises to be used for:

- 8.1.1 residential purposes; or
- 8.1.2 any other use (without the Council's consent).

### **8.2 Offensive Activities**

The Lessee must not carry on any offensive or dangerous activities on or from the Premises or create a nuisance or disturbance either:

- 8.2.1 for the Council; or
- 8.2.2 for the owners or occupiers of any adjoining property;

and must ensure at all times that activities conducted on or from the Premises will not bring any discredit upon the Council.

### **8.3 Use of Facilities**

- 8.3.1 The Lessee will ensure that the Building Services are used carefully and responsibly and in accordance with any directions that may be given by the Council from time to time.
- 8.3.2 The Lessee will be responsible to repair or correct any damage or malfunction which results from any misuse or abuse of the Building Services by the Lessee.

### **8.4 Statutory Requirements**

The Lessee must comply with all Statutory Requirements (including any obligations under the *Occupational Health Safety and Welfare Act 1985*) relating to:

- 8.4.1 the Lessee's use and occupation of the Premises; and
- 8.4.2 the nature of the Permitted Use conducted on the Premises by the Lessee.

### **8.5 No Alcohol**

The Lessee must not:

- 8.5.1 serve, sell or provide to persons ; or
  - 8.5.2 consume or allow persons to consume;
- alcohol or alcoholic beverages on the Premises without the consent of the Council.

### **8.6 Signs**

The Lessee must not place any signs or advertisements on the outside or inside (if they can be seen from outside) of the Premises, except a sign or signs which:

- 8.6.1 are approved by the Council; and
- 8.6.2 comply with any relevant Statutory Requirements.

### **8.7 Dangerous Equipment and Installations**

The Lessee may only install or use within the Premises equipment and facilities which are reasonably necessary for and normally used in connection with the Permitted Use and will not install or bring onto the Premises:

- 8.7.1 any electrical, gas powered or other machinery or equipment that may pose a danger, risk or hazard;
- 8.7.2 any chemicals or other dangerous substances that may pose a danger, risk or hazard; or
- 8.7.3 any heavy equipment or items that may damage the Premises or Building.

### **8.8 Fire Precautions**

The Lessee must:

- 8.8.1 comply with all requirements and directives of the Council with regard to fire safety systems and procedures including fire evacuation drills and other procedures; and
- 8.8.2 comply with all Statutory Requirements relating to fire safety and procedures including any structural works or modifications or other building works which are required as a consequence of the Lessee's particular use of the Premises.

### **8.9 Security**

The Lessee must keep the Premises securely locked at all times when the Premises are not occupied and must provide a key to the Premises to the Council (or if the Council has engaged a manager, then to the manager) to be used only in the case of emergencies.

### **8.10 No Warranty**

The Council makes no warranty or representation regarding the suitability of the Premises (structural or otherwise) for the Permitted Use or any other purpose.

## **9. INSURANCE**

### **9.1 Lessee must insure**

The Lessee must keep current during the Term:

- 9.1.1 public risk insurance for at least the amount in Item 7 (or any other amount the Council requires) for each claim;
- 9.1.2 all insurance in respect of all parts of the Building situated within the premises, and the Lessee's Equipment for its full replacement value; and
- 9.1.3 other insurances required by any Statutory Requirement or which the Council reasonably requires.

### **9.2 Requirements for policies**

Each policy the Lessee takes out under clauses 9.1.1 and 9.1.3 must:

- 9.2.1 be with an insurer and on terms reasonably approved by the Council;
- 9.2.2 be in the name of the Lessee and note the interest of the Council and any other person the Council requires;
- 9.2.3 cover events occurring during the policy's currency regardless of when claims are made; and
- 9.2.4 note that despite any similar policies of the Council, the Lessee's policies will be primary policies.

### **9.3 Evidence of Insurance**

The Lessee must give the Council certificates evidencing the currency of the policies the Lessee has taken out under this clause 9. During the Term the Lessee must:

- 9.3.1 pay each premium before it is due for payment;
- 9.3.2 give the Council certificates of currency each year when the policies are renewed and at other times the Council requests;
- 9.3.3 not allow any insurance policy to lapse or vary or cancel it without the Council's consent;
- 9.3.4 notify the Council immediately if a policy is cancelled or if an event occurs which could prejudice or give rise to a claim under a policy.

### **9.4 Insurance affected**

- 9.4.1 The Lessee must not do anything which may:
  - 9.4.1.1 prejudice any insurance of the Premises or the Building; or
  - 9.4.1.2 increase the premium for that insurance. .
- 9.4.2 If the Lessee does anything (with or without the Council's consent) that increases the premium of any insurance the Council has in connection with the Premises or the Building, the Lessee must on demand pay the amount of that increase to the Council.

## **10. REPAIR AND MAINTENANCE**

### **10.1 Repair**

- 10.1.1 The Lessee must keep, maintain, repair and replace the Premises, the Lessee's Equipment and any Building Services situated within the Premises and which exclusively services the Premises in good repair.
- 10.1.2 If the Council requires the Lessee to do so, the Lessee must promptly repair any damage caused or contributed to by the act, omission, negligence or default of the Lessee.

### **10.2 Maintain and replace**

The Lessee must maintain, repair or replace items in or attached to the Premises which are damaged or worn with items of the same or similar quality to those in use when they were last replaced with the Council's approval, or if they have not been so replaced, to those in use at the Commencement Date.

### **10.3 Alterations by Lessee**

- 10.3.1 The Lessee may carry out alterations and additions to the premises during the Term.
- 10.3.2 The Lessee must provide full details of the proposed alteration and additions to the Council.
- 10.3.3 The Council may make suggestions as to the intended alteration and additions and the Lessee is encouraged to have regard to the Council suggestions, noting always the requirements of Clause 10.3.4;

- 10.3.4 Any alterations and additions to the Premises carried out by the Lessee must be done in a proper and workmanlike manner and in accordance with all Statutory Requirements.
- 10.3.5 The Lessee must provide to the Lessor a complete set of as constructed drawings, specifications and any related statutory contents/compliance certificates in respect of the alteration and/or additions and their completions;
- 10.3.6 Unless otherwise agreed in writing between the parties, all alterations and additions to the Land or the Premises made pursuant to this Clause will be or become the property of the Council;
- 10.3.7 The Lessee will pay all of the Council's costs (including consultant's costs and legal costs) as a result of the Lessee's alterations and additions.

#### **10.4 Refurbishment, re-fitting and redecoration**

The Lessee must refurbish, re-fit and redecorate the Premises on or before each of the dates specified in Item 8 to the following specification:

- 10.4.1 clean and repair all surfaces to be redecorated;
- 10.4.2 paint (with at least 2 coats) or wallpaper, stain, varnish or polish each surface to be redecorated according to the previous treatment of that surface; and
- 10.4.3 replace the signage, floor coverings, ceilings, lighting and fixtures and fittings with new items.

#### **10.5 Cleaning**

The Lessee must:

- 10.5.1 remove all graffiti on any part of the Premises;
- 10.5.2 keep the Premises clean and tidy;
- 10.5.3 keep the Premises free of vermin, insects and other pests; and
- 10.5.4 not cause the Common Areas to be left untidy or in an unclean state or condition.

### **11. TRANSFERRING SUBLETTING AND ASSIGNING**

- 11.1 The Lessee may transfer, charge, mortgage or encumber its interest in this Lease or sublet, sublicense or hire out the Premises or any part of it during the Term provided that any such dealing is consistent with , and permitted by, the Permitted Use and the terms and conditions of this Lease.
- 11.2 If any dealing by the Lessee with or under this Lease requires the Council to do any act or incur any cost, then the Lessee must pay or reimburse all costs incurred by the Council on demand.

### **12. LESSEE GOVERNANCE**

- 12.1 On or before the Commencement Date the Lessee must provide to the Council a copy of its constitution and any other documents that regulate the governance and operations of the Lessee.
- 12.2 As and when the Council may reasonably require, the Lessee must provide to the Council such information in relation to the Lessee's use and occupation of the Premises as required by the Council including financial information of the Lessee.



## **13. COUNCIL'S OBLIGATIONS AND RIGHTS**

### **13.1 Quiet Enjoyment**

Subject to the Council's rights and to the Lessee complying with the Lessee's obligations under this Lease, the Lessee may occupy the Premises during the Term without interference from the Council.

### **13.2 Right to enter**

The Council may (except in the case of emergency when no notice will be required) enter the Premises after giving the Lessee reasonable notice:

13.2.1 to see the state of repair of the Premises;

13.2.2 to do anything the Council must or may do under this Lease or must do under any Legislation or to satisfy the requirements of any Statutory Authority; and

13.2.3 to show prospective lessees through the Premises.

### **13.3 Emergencies**

In an emergency the Council may:

13.3.1 close the Premises or Building; and

13.3.2 prevent the Lessee from entering the Premises or Building.

### **13.4 Works and Restrictions**

13.4.1 The Council may:

13.4.1.1 close (temporarily or permanently) and restrict access to the Common Areas.

## **14. DAMAGE OR DESTRUCTION**

14.1 If the whole or any part of the Premises is destroyed or damaged thus making them substantially unfit for the Lessee's use and occupation or so the Lessee is deprived of substantial use of the Premises then the provisions of Section 40 of the Retail and Commercial Lease Act 1995 shall apply.

## **15. DELETED CLAUSE**

## **16. RIGHTS AND OBLIGATIONS ON EXPIRY**

### **16.1 Expiry**

This Lease will come to an end at midnight on the last day of the Term unless it is terminated earlier by the Council or the Lessee under any other provision of this Lease.

### **16.2 Handover of Possession**

16.2.1 Before this Lease comes to an end, the Lessee will:

16.2.1.1 remove all of the Lessee's Equipment and repair any damage caused by such removal;

16.2.1.2 no later than one (1) month before this Lease comes to an end, provide the Council with a written summary of all alterations and additions made to the Premises by the Lessee, whether those alterations and additions were authorised by the Council or not;

16.2.1.3 if required by the Council, remove and reinstate any alterations or additions made to the Premises by the Lessee;

16.2.1.4 refurbish the Premises as required under clause 10.4; and

16.2.1.5 complete any repairs which the Lessee is obliged to carry out under this Lease.

### **16.3 Abandoned Goods**

If, when this Lease comes to an end, the Lessee leaves any goods or equipment at the Premises, then the Council will be entitled to deal with and dispose of those goods subject to and in accordance with the requirements of the Act.

### **16.4 Holding Over**

If, with the Council's consent, the Lessee continues to occupy the Premises after the end of this Lease, the Lessee does so as a monthly tenant which:

16.4.1 either party may terminate on one month's notice given at any time; and

16.4.2 is on the same terms as this Lease.

## **17. BREACH**

### **17.1 Payment Obligations**

17.1.1 The Lessee must make payments due under this Lease:

17.1.1.1 without demand (unless this Lease provides demand must be made);

17.1.1.2 without set-off, counter-claim, withholding or deduction;

17.1.1.3 to the Council or as the Council directs; and

17.1.1.4 by direct debit or such other means as directed by the Council.

17.1.2 If a payment is stated to be due on a particular Payment Date (such as the next Payment Date or the first Payment Date after an event) and there is no such Payment Date, the Lessee must make that payment on demand.

### **17.2 Set Off**

The Council may, by notice to the Lessee, set off against any amount due and payable under this Lease by the Council to the Lessee, any amount due and payable by the Lessee to the Council under this Lease or under any other agreement or arrangement.

### **17.3 Council's Rights on Breach**

17.3.1 If the Lessee is at any time in breach of any of its obligations under this Lease, and the Lessee fails to remedy that breach to the satisfaction of the Council after being requested by the Council to do so, the Council and anybody authorised by the Council for that purpose may at any time thereafter come onto the Premises without notice and do all things necessary to remedy that breach.

17.3.2 The Lessee will be liable to pay or reimburse the Council for all costs and expenses incurred in that regard which the Council may recover from the Lessee as a debt due and payable on demand.

## **17.4 Default, Breach and Re-Entry**

In the event that:

- 17.4.1 any moneys (or part of any moneys) payable under this Lease are unpaid for the space of seven (7) days after any day on which the same ought to have been paid (although no formal or legal demand has been made);
- 17.4.2 the Lessee commits, permits or suffers to occur any breach, or default in the due and punctual observances and performance of any of the covenants, obligations and provisions of the Lease;
- 17.4.3 in the case of a Lessee being a company or association:
  - 17.4.3.1 a meeting of the directors or members of the Lessee is convened to pass a resolution that an administrator of the Lessee be appointed or that the Lessee be wound up voluntarily;
  - 17.4.3.2 any person appoints an administrator of the Lessee;
  - 17.4.3.3 an application is made to any court to wind up the Lessee;
  - 17.4.3.4 an application is made pursuant to Section 411 of the *Corporations Law*;
  - 17.4.3.5 a Controller, Managing Controller, Receiver or Receiver and Manager is appointed to the Lessee or in respect of any property of the Lessee; or
  - 17.4.3.6 the Lessee is deregistered or dissolved;
- 17.4.4 in the case of a Lessee being a natural person:
  - 17.4.4.1 the Lessee commits an act of bankruptcy or a sequestration order is made against the Lessee;
  - 17.4.4.2 a creditor of the Lessee presents a creditor's petition against the Lessee under the *Bankruptcy Act 1966*;
  - 17.4.4.3 the Lessee presents a petition against himself or herself under the *Bankruptcy Act 1966*;
  - 17.4.4.4 the Lessee signs an authority under Section 188 of the *Bankruptcy Act 1966*;
  - 17.4.4.5 the Lessee gives a debt agreement proposal to the Official Trustee under Part IX of the *Bankruptcy Act 1966*, and that debt agreement proposal is accepted by the Lessee's creditors;
  - 17.4.4.6 the Lessee becomes subject to an order directing the Official Trustee or a specified registered Trustee to take control of his or her property before sequestration; or
  - 17.4.4.7 the Lessee is convicted of an indictable offence (other than a traffic offence);
- 17.4.5 execution is levied against the Lessee and not discharged within thirty (30) days;
- 17.4.6 any property in or on the Premises is seized or taken in execution under any judgment or proceedings;
- 17.4.7 the Premises are left unoccupied for one (1) month or more without the Council's consent;

then despite any other clause of this Lease the Council at any time has the right to re-enter into and upon the Premises in the name of the whole and to have again repossess and enjoy the same as of its former estate but without prejudice to any action or other remedy which the Council has or might or otherwise could have for arrears of Rent or any other amounts or breach of covenant or for damages as a result of any such event and the Council shall be freed and discharged from any action, suit, claim or demand by or obligation to the Lessee under or by virtue of the Lease.

#### **17.5 Rights of Council not Limited**

The rights of the Council under this Lease and at law resulting from a breach of this Lease by the Lessee shall not be excluded or limited in any way by reason of the Council having or exercising any powers under this clause 17.

#### **17.6 Landlord and Tenant Act**

In the case of a breach or default of any term of this Lease where notice is required to be given pursuant to Section 10 of the *Landlord and Tenant Act* 1936, such notices will provide that the period of fourteen (14) days is the period within which the Lessee is to remedy any such breach or default if it is capable of remedy or to make reasonable compensation in money to the satisfaction of the Council. No period of notices is required for the non-payment of Rent.

#### **17.7 Repudiation and Damages**

17.7.1 The Lessee acknowledges that the following obligations under this Lease are essential terms:

17.7.1.1 the obligation to pay rent;

17.7.1.3 the obligation to pay Outgoings;

17.7.1.4 the obligations and prohibitions in relation to use of the Premises;

17.7.2 If the Council accepts payment of rent or any other moneys late or does not act or exercise any rights immediately or at all in respect of any breach of an essential term, that conduct on the part of the Council will not be deemed to amount to a waiver of the essential nature of that essential term.

17.7.3 If the Lessee breaches any essential term, that conduct on the part of the Lessee will be deemed to constitute a repudiation of this Lease and the Council may at any time thereafter rescind this Lease by accepting that repudiation.

17.7.4 The Lessee agrees that if this Lease is terminated by the Council because of a breach by the Lessee of an essential term, or if the Lessee repudiates this Lease and the Council accepts that repudiation thereby rescinding this Lease, the Lessee will be obliged to pay compensation to the Council including rent and other moneys which the Council would otherwise have received under this Lease for the balance of the Term had the Lessee not breached an essential term or repudiated this Lease. In those circumstances the Council will be obliged to take reasonable steps to mitigate its losses and to endeavour to lease the Premises at a reasonable rent and on reasonable terms.

17.7.5 The rights of the Council under this clause 17.7 and any action taken by the Council hereunder do not exclude or limit any other rights or entitlements which the Council has under this Lease or at law in respect of any breach or repudiatory conduct on the part of the Lessee.

#### **17.8 Interest on Overdue Amounts**

If the Lessee does not pay an amount when it is due, it must pay interest on that amount on demand from when the amount becomes due until it is paid in full. Interest is calculated on outstanding daily balances at the Default Rate.

## **18. INDEMNITY AND RELEASE**

### **18.1 Risk**

The Lessee occupies and uses the Premises at the Lessee's risk.

### **18.2 Indemnity**

The Lessee is liable for and indemnifies the Council against all actions, liabilities, penalties, claims or demands for any loss, damage, injury or death incurred or suffered directly or indirectly including in connection with:

18.2.1 any act or omission of the Lessee;

18.2.2 the overflow or leakage of water or any other harmful agent into or from the Premises;

18.2.3 any fire on or from the Premises;

18.2.4 loss or damage to property or injury or death to any person caused by the Lessee, the use of the Premises by the Lessee or otherwise relating to the Premises;

18.2.5 a breach of this Lease by the Lessee; or

18.2.6 the Lessee's use or occupation of the Premises.

18.2.7 the state of repair of the premises or any repairs, maintenance, refurbishment, renovations or other works that the Lessee carries out or fails to carry out at the Premises;

18.2.8 any transfer, charge, mortgage or encumbrance of the Lessee's interest in this Lease;

18.2.9 any sublease or sublicense that the Lessee grants or purports to grant over the whole or part of the Premises.

### **18.3 Release**

The Lessee releases the Council from all actions, liabilities, penalties, claims or demands for any damage, loss, injury or death occurring in the Premises or the Building except to the extent that they are caused by the Council's negligence.

### **18.4 Indemnities are independent**

Each indemnity is independent from the Lessee's other obligations and continues during this Lease and after this Lease ends.

## **19. GOODS AND SERVICES TAX**

19.1 If a GST applies to impose tax on the Agreed Consideration or any part of it or if the Council is liable to pay GST in connection with this Lease or any goods, services or other things supplied under this Lease then:

19.1.1 the Agreed Consideration for that supply is exclusive of GST;

19.1.2 the Council may increase the Agreed Consideration or the relevant part of the Agreed Consideration by a percentage amount which is equal to the GST Rate; and

19.1.3 the Lessee shall pay the increased Agreed Consideration on the due date for payment by the Lessee of the Agreed Consideration.

- 19.2 Where the Agreed Consideration is to be increased to account for GST under this clause 19, the Council shall, on or before the date on which the Agreed Consideration is payable, issue a tax invoice to the Lessee.
- 19.3 If the Lessee does not comply with its obligations under the Lease or with its obligations under GST Legislation in connection with the Lease and as a result the Council becomes liable for penalties or interest for late payment of GST, then the Lessee must pay the Council on demand an amount equal to the amount of the penalties and interest.

## **20. GENERAL**

### **20.1 Costs**

The Lessee must, on request, pay or reimburse to the Council:

- 20.1.1 all stamp duty (if any) payable on this Lease;
- 20.1.2 if the Act does not apply to this Lease (unless otherwise agreed between the parties) all of the legal costs (determined on a solicitor and client basis) incurred by the Council in connection with the preparation of this Lease, negotiating, revising and engrossing this Lease (including all attendances on the Lessee and its legal and other advisers and all advices provided to the Council) and attending to the execution of this Lease;
- 20.1.3 if the Act does apply to this Lease, one half of all other preparatory costs incurred by the Council. For the purposes of this sub-clause, "preparatory costs" has the meaning described in the Act, namely, legal and other expenses incurred by the Council in connection with the preparation, negotiation, stamping and registration of this Lease including the costs of attendances on the Lessee by the Council, or a solicitor acting for the Council; and
- 20.1.4 all legal and other costs and expenses incurred by the Council in consequence of any actual or threatened breach by the Lessee hereunder or in exercising or enforcing (or attempting to do so) any rights or remedies of the Council hereunder or at law or otherwise arising in consequence of any actual or threatened breach by the Lessee.

### **20.2 Waiver**

If the Council accepts or waives any breach by the Lessee, that acceptance or waiver cannot be taken as an acceptance or waiver of any future breach of the same obligation or of any other obligation under this Lease.

### **20.3 Notice**

Without excluding any other form of service, any notice required to be given or served will be sufficiently given or served as follows:

- 20.3.1 in the case of the Lessee, if left at the Premises, or if the Lessee has vacated the Premises, then if posted by pre-paid post to the last known address of the Lessee;
- 20.3.2 in the case of the Council, if posted by pre-paid post to the Manager (if the Council has appointed one) at the Manager's principal place of business in South Australia or to the Council at its principal place of business in South Australia (which is taken to be the address stated in this Lease unless the Lessee is or ought reasonably be aware that that is not the Council's principal place of business at the relevant time).

Notice served by pre-paid post will be deemed to have been given or served three (3) Business Days after posting.

#### **20.4 Severance**

If any part of this Lease is found to be invalid or void or unenforceable, then that part will be severed from this Lease and the remainder of this Lease will continue to apply.

#### **20.5 Entire Agreement**

The Council and the Lessee acknowledge and agree that this Lease contains and represents the entire agreement reached between them with regard to the Premises and that no promises, representations or undertakings, other than those contained in this Lease, were made or given or relied upon.

#### **20.6 Resumption**

If the Council receives notice of resumption or acquisition of the Premises or the Land (or any part of the Land affecting the Premises) from or by any Statutory Authority or any governmental or semi-governmental body, then the Council may terminate this Lease by giving not less than three (3) months' written notice to the Lessee. When such termination takes effect, the rights and obligations of the Council and the Lessee hereunder will come to an end but if any breach by either party still exists at that time then the rights of the other party with regard to that existing breach will continue.

**AGREEMENT**

SIGNED as an Agreement on the 15 day of DECEMBER 2016

Duly authorised delegate of Council under s202(1) of the Local Government Act 1999

*[Handwritten Signature]*

Signature

JAN VON STANKE

Delegates Name

PRESIDENT

Delegates Position Title

*[Handwritten Signature]*

MICHAEL MCCARTHY

MANAGER GOVERNANCE & PROPERTY



THE COMMON SEAL of the Mount Gambier  
Bowls Club Inc. was hereunto affixed in  
accordance with its Constitution and in the  
presence of: )  
)  
)  
)

PRESIDENT Jan Von Stanke  
Seal Holder

TREASURER Diana Harris  
Seal Holder



## FIRST SCHEDULE

|                                     |  |
|-------------------------------------|--|
| <b>Item 1 Premises</b>              | Portion of the land comprised in Certificate of Title Volume 5713 Folio 224 described as "A" in the plan attached as Annexure A  |
| <b>Item 2 Land</b>                  | The whole of the land comprised in Certificate of Title Volume 5713 Folio 224  |
| <b>Item 3 Initial Term</b>          | Five (5) years commencing 1 July 2016 ( <b>Commencement Date</b> ) and expiring at midnight on 30 June 2021.   |
| <b>Item 4 Rent</b>                  | <p>The Declared Figure per annum specified in Council's Lease Fee Policy R210 (exclusive of GST) (subject to review pursuant to clause 6)</p> <p>Commencing Rent:<br/><b>\$434.00 per annum (exclusive of GST)</b></p> |
| <b>Item 5 Outgoings</b>             | <b>Outgoings</b> means the total of all amounts paid or payable by the Council in connection with the ownership, management, administration and operation of the Land and/or Building.                                 |
| <b>Item 6 Permitted Use</b>         | The sport of bowling and activities associated with and supportive of the Lessee's use for the sport of bowling.   |
| <b>Item 7 Public Risk Insurance</b> | <p>Ten Million dollars (\$10,000,000.00)</p> <p>Twenty Million dollars (\$20,000,000.00) – if build work or any significant maintenance works are proposed.</p>  |
| <b>Item 8 Refurbishment</b>         | 30 June 2020   |

## **SECOND SCHEDULE**

---

### **SPECIAL CONDITIONS**

#### **1. Risk Analysis and preparation/provision of Risk/Safety Documentation**

At all times when the Licensee is present at the Premises, and prior to the commencement of any activities, the Licensee must:

- a) conduct and document a Risk Analysis of the Premises and activities in line with the relevant policies of a relevant peak body or association.
- b) have prepared safety documentation and plans for the activities that meet the standards of a relevant peak body or association, and implement all necessary requirements of such plans to ensure the safety of the Lessee and the public in the vicinity of the Premises and activities.
- c) ensure all participants are provided with copies of the risk analysis, safety documentation and plans, and are aware of and adhere to any associated responsibilities and requirements.
- d) ensure that all risk and safety requirements are adhered to, and cease activities in the event of non-adherence.
- e) make any safety documentation prepared in accordance with this Special Condition available at the Premises.

Copies of current 'standard/template' documentation as are adopted/updated by the Lessee for the purpose of meeting the requirements of (a) and (b) are to be provided to the Council with the signed copy of the Lease and any current/updated documentation must be provided to Council upon request at any time during the term of the Lease.

#### **2. Additional Access / Use of Surrounding Land**

Council permits the Lessee to access the Premises by a direct route from marked/constructed entry/exit points and access roads on the Land for the purposes of entering and leaving the Premises.

The Lessee acknowledges that Council reserves the right to grant/permit the use of any portion of the Land adjacent the Premises and surrounding areas to any other person or group for any purpose.

The Council will permit the Lessee (and the Lessee must) make separate written application for any use of the Land or facilities located outside the leased Premises.

Such separate application shall be in the form of a written request to the Team Leader – Administration (Operational Services) for booking purposes.

A fee waiver may be applied at the discretion of the Director Operational Services if no Council resources are required in association with the additional use.

Any additional use shall be subject to the same terms and conditions as this Lease.

#### **3. Community Land Management Plan**

The Lessee will comply at all times with the Community Land Management Plan for "Vansittart Park" (as amended from time to time throughout the Term) as attached as Annexure C.

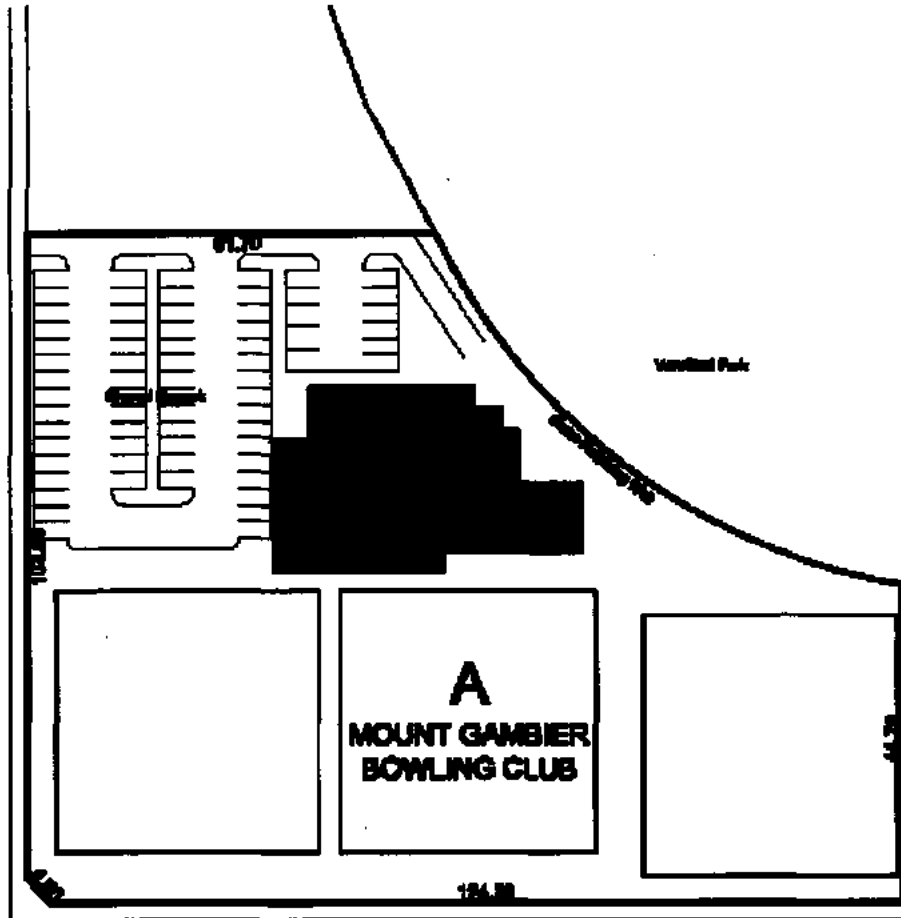
A reported breach of a provision of the Community Land Management Plan by the Lessee will constitute a failure to meet an obligation under this Lease and will be grounds for Council to terminate the Lease.

ANNEXURE A

THE CORPORATION OF THE CITY OF MOUNT GAMBIER  
CT VOLUME 5713 FOLIO 224



VICTORIA TERRACE




COMMERCIAL STREET WEST

|  |             |  |
|--|-------------|--|
|  | NAME        |  |
|  | ADDRESS     |  |
|  | CITY        |  |
|  | POSTAL CODE |  |

CITY OF MOUNT GAMBIER  
**MOUNT GAMBIER BOWLS CLUB**  
MEMBER PLAN

|         |      |
|---------|------|
| NO.     | 1071 |
| 1213-33 |      |

## ANNEXURE B

|   |  |                |            |
|---|--|----------------|------------|
|  | <b>R200 - COMMUNITY LAND (RESERVES)<br/>LEASE / LICENCE / RENTAL<br/>ARRANGEMENTS POLICY</b> | VERSION<br>NO. | 1          |
|   |  | ISSUED         | 12/01/2017 |
|   |  | NEXT<br>REVIEW | 12/01/2022 |

### 1. INTRODUCTION

This documents sets out the policy of the City of Mount Gambier ("Council") for:

- 1.1 leasing / licensing of Council community land (Reserves) to community based organisations;
- 1.2 expense recovery where community land is occupied by a sporting association and where Council maintains the facilities.

### 2. DEFINITIONS

"Community Land" – any 'local government land' as defined in the Local Government Act 1999 that has not been excluded or revoked of its classification as community land, including land owned by Council or under Councils care control and management, and including reserves, ornamental grounds and parklands.

### 3. LEASE/LICENCE POLICY

#### 3.1 Policy Provisions

Where Council proposes to (re)grant a lease or licence for any portion of community land to a community based not for profit organisation (including sporting clubs) pursuant to the provisions of the Local Government Act, then the conditions under which any lease or licence may be granted under (sub)delegation should include:

##### 3.1.1 Lease Term:

term should not exceed ten (10) years;

##### 3.1.2 Licence Term

term should not exceed five (5) years;

##### 3.1.3 Public Liability Insurance:

minimum sum of \$10,000,000.

minimum sum of \$20,000,000 if any building works to be undertaken


##### 3.1.4 Lease or Licence Fee:

is the "declared" figure per annum plus GST

the "declared" figure is the annual fee that Council resolves at the commencement of each financial year.

for all subsequent years of the lease / licence then the "declared" annual fee be increased (or decreased) by the overall percentage rate increase (or decrease) that Council adopts for each financial year on a compounding calculation plus GST.

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

|   |  |              |          |
|---|--|--------------|----------|
|  | <b>R200 - COMMUNITY LAND (RESERVES)<br/>LEASE / LICENCE / RENTAL<br/>ARRANGEMENTS POLICY</b> | Version No:  | 5        |
|   |  | Revised:     | Jul 2015 |
|   |  | Next Review: | Jan 2017 |

### 3.1.5 Rounding Down:

in applying part (b) of this Policy i.e. the compounding use of the overall percentage rate increase (or decrease) to the annual lease fee then the resultant calculation be rounded down to the nearest whole "five dollars".

### 3.2 Annual Review of 'Declared' Figure

3.2.1 In terms of the lease or licence fee, the declared lease fee be \$434 (plus GST) for the 2016/17 financial year, calculated as follows:

$$\$415 + 4.5\% = \$434 (+GST)$$

3.2.2 the Chief Executive Officer be authorised to amend the figures in clause 3.2.1 of this Policy on the basis set out in 3.1.4 and 3.1.5 above, on an annual basis.

## 4. RENTAL POLICY

4.1 Where Council maintains the recreation and sporting facilities on community land that is leased/licensed, occupied or used by a sporting organisation, then the following rental policy will apply when calculating the cost recovery by Council from that sporting organisation:

4.1.1 A Base Annual Rental is set to cover the annual maintenance costs of the reserve (playing area and immediate related surrounds) incurred by Council in the previous year and in respect of that specific occupier(s) anticipated/actual level of use;


4.1.2 The Base Annual Rental, may, under certain circumstances, be discounted by a 10% to 20% reduction in maintenance costs where full and free access to the facility is allowed to members of the general public (except when being used by clubs and associations);

4.1.3 A further reduction may occur, based on each specific occupier(s) ability to pay, based on a scale of one (1) to ten (10) with each scale point equivalent to 5% of the Base Annual Rental (maximum is 50%);

4.1.4 A further reduction may occur based on each specific occupier(s) special case, i.e.

Criteria - (each worth 5% discount - maximum of 35% discount):

- 1 = large capital costs incurred by Club;
- 2 = significant number of juniors;
- 3 = less than significant actual use, wear or tear of Council land;
- 4 = financial capacity of Club;
- 5 = nominal maintenance costs by Council;
- 6 = significant self help by Club;
- 7 = contribution to Mount Gambier economy (Major Events etc.)

|   |  |                |           |
|---|--|----------------|-----------|
|  | <b>R200 - COMMUNITY LAND (RESERVES)<br/>LEASE / LICENCE / RENTAL<br/>ARRANGEMENTS POLICY</b> | Version<br>No. | 5         |
|   |  | Issued         | July 2013 |
|   |  | Next<br>Review | July 2017 |

4.1.5 Tenants are responsible for the cost of services to buildings and floodlights, such as electricity, gas, water, etc.

**5. REVIEW & EVALUATION**

This Policy shall be reviewed during each term of Council, and at any other time as may be required by any legislative changes which may occur.

**6. AVAILABILITY OF POLICY**

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website [www.mountgambier.sa.gov.au](http://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.

## ANNEXURE C

### LOCAL GOVERNMENT ACT 1999 – SECTION 196

#### COMMUNITY LAND MANAGEMENT PLAN

**Owner:** City of Mount Gambier.

**Reserve Title Description:** CT5713/224

**Reserve Address:** Vansittart Park; Commercial Street West

**Reserve No:** 121

**Asset No:** 121

**General Description:**

Large recreational Reserve within the City Centre area providing for a wide range of passive and active recreation and including the Mount Gambier and District War Memorial, other memorials and substantial garden area (including lessees of Council).

**Purpose of Land:**

To provide for a wide range of active and passive recreation pursuits which cater for a wide cross section of the community.

To provide regionally significant sporting facilities and playground facilities.

To provide a regionally significant War Memorial and other appropriate memorials.

**Exclusion Zone:**

Vansittart Park is a popular events location and event organisers need to respect that the garden area is also the War Memorial area. In order to ensure that events respect the War Memorial area, an events Exclusion Zone has been created (as detailed below). No event organiser shall put out or allow to be put out any stall, performance or other activity within any part of the shaded area as indicated in Attachment One (1) as described in the following:

*The Garden War Memorial Gates.*

*The wide pathway leading from the Garden War Memorial Gates to the Mount Gambier and District War Memorial (inclusive of the surrounding feature landscape garden beds).*

*The Mount Gambier and District War Memorial and surrounding asphalted area (inclusive of the surrounding feature landscape garden beds).*

*The wide pathway leading from the Mount Gambier and District War Memorial towards the oval (inclusive of the surrounding feature landscape garden beds).*

**\*NOTE: Attachment One (1) EXCLUSION ZONE**

**Objectives of Land:**

- To provide sporting and recreational opportunities to the wider community.
- To provide a significant garden area.
- To provide a community reserve within a well developed area abutting the City Centre.
- To provide high quality facilities.
- To recognise the significant historical value of the site and the precinct.
- To recognise the sacrifice of Mount Gambier and District citizens who died on active service and the service of other men and women in the defence of Australia.
- To lease facilities to organisations for sporting/recreational purposes.

**Proposal for Management:**

- Maintain vegetation in a healthy state.
- Maintain the site, particularly the front gardens area to an exceptionally high standard of presentation.
- Maintain all built infrastructure to a high standard of presentation.
- Provide for new infrastructure from time to time, with site infrastructure having regard to the heritage value of the location.
- Provide the reserve for a variety of sporting events and encourage multi use of the area.
- Maintain all memorials to a high standard of presentation and prepare for specific commemorative services.
- Consult with the RSL before initiating any changes that may impact on War and Service memorials.

**Performance Targets:**

- Replace dead and dying vegetation as a matter of urgency.
- Grass to be kept to minimal length at all times.
- Garden areas to be kept free of all weeds, litter etc.
- Daily inspections of the site by full time employee dedicated to the reserve.
- Regular inspections and maintenance of all built infrastructure (including areas leased by other parties e.g. Bowling Club).
- Maintain performance of maintenance contractors and lessees of the site to ensure appropriate standards of presentation are maintained at all times.
- Clean area before significant commemorative services and remove floral tributes after an appropriate period.
- Ensure lessees/occupiers understand and comply with their obligations with regard to maintenance and presentation of facilities.

**Measure of Performance Targets:**

- Biannual inspection of all trees.
- Maintain register (and action) all complaints received in relation to the reserve.
- Frequent inspections by supervisor of the site to ensure that the high levels of presentation are maintained at all times.
- Regular maintenance inspections of built infrastructure.

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Adopted by Council: 21<sup>st</sup> October 2003  
Amended by Council: 19<sup>th</sup> October 2004  
Amended by Council: 15<sup>th</sup> April 2008

---



## **Vansittart Park – Event Exclusion Zone**

Vansittart Park is a popular events location and event organisers need to respect that the garden area is also the War Memorial area. In order to ensure that events respect the War Memorial area, an events Exclusion Zone has been created.

No event organiser shall erect or display any sign, put out or allow to be put out any stall, undertake a performance or any other activity within any part of the shaded area on the plan below, and as described in the following:

### **Exclusion Zone:**

#### ***The Garden War Memorial Gates.***

***The wide pathway leading from the Garden War Memorial Gates to the Mount Gambier and District War Memorial (inclusive of the surrounding feature landscape garden beds).***

***The Mount Gambier and District War Memorial and surrounding asphalted area (inclusive of the surrounding feature landscape garden beds).***

***The wide pathway leading from the Mount Gambier and District War Memorial towards the oval (inclusive of the surrounding feature landscape garden beds).***





## **LOCAL GOVERNMENT ACT 1999 – SECTION 196**

### **COMMUNITY LAND MANAGEMENT PLAN**

**Owner:** City of Mount Gambier.

**Reserve Title Description:** CT5713/224

**Reserve Address:** Vansittart Park; Commercial Street West

**Reserve No:** 121

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#### **General Description:**

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#### **Purpose of Land:**

To provide for a wide range of active and passive recreation pursuits which cater for a wide cross section of the community.

To provide regionally significant sporting facilities and playground facilities.

To provide a regionally significant War Memorial and other appropriate memorials.

#### **Exclusion Zone:**

Vansittart Park is a popular events location and event organisers need to respect that the garden area is also the War Memorial area. In order to ensure that events respect the War Memorial area, an events Exclusion Zone has been created (as detailed below). No event organiser shall put out or allow to be put out any stall, performance or other activity within any part of the shaded area as indicated in Attachment One (1) as described in the following:

*The Garden War Memorial Gates.*

*The wide pathway leading from the Garden War Memorial Gates to the Mount Gambier and District War Memorial (inclusive of the surrounding feature landscape garden beds).*

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*The wide pathway leading from the Mount Gambier and District War Memorial towards the oval (inclusive of the surrounding feature landscape garden beds).*

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**Objectives of Land:**

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- To provide a significant garden area.
- To provide a community reserve within a well developed area abutting the City Centre.
- To provide high quality facilities.
- To recognise the significant historical value of the site and the precinct.
- To recognise the sacrifice of Mount Gambier and District citizens who died on active service and the service of other men and women in the defence of Australia.
- To lease facilities to organisations for sporting/recreational purposes.

**Proposal for Management:**

- Maintain vegetation in a healthy state.
- Maintain the site, particularly the front gardens area to an exceptionally high standard of presentation.
- Maintain all built infrastructure to a high standard of presentation.
- Provide for new infrastructure from time to time, with site infrastructure having regard to the heritage value of the location.
- Provide the reserve for a variety of sporting events and encourage multi use of the area.
- Maintain all memorials to a high standard of presentation and prepare for specific commemorative services.
- Consult with the RSL before initiating any changes that may impact on War and Service memorials.

**Performance Targets:**

- Replace dead and dying vegetation as a matter of urgency.
- Grass to be kept to minimal length at all times.
- Garden areas to be kept free of all weeds, litter etc.
- Daily inspections of the site by full time employee dedicated to the reserve.
- Regular inspections and maintenance of all built infrastructure (including areas leased by other parties e.g. Bowling Club).
- Maintain performance of maintenance contractors and lessees of the site to ensure appropriate standards of presentation are maintained at all times.
- Clean area before significant commemorative services and remove floral tributes after an appropriate period.
- Ensure lessees/occupiers understand and comply with their obligations with regard to maintenance and presentation of facilities.

**Measure of Performance Targets:**

- Biannual inspection of all trees.
- Maintain register (and action) all complaints received in relation to the reserve.
- Frequent inspections by supervisor of the site to ensure that the high levels of presentation are maintained at all times.
- Regular maintenance inspections of built infrastructure.

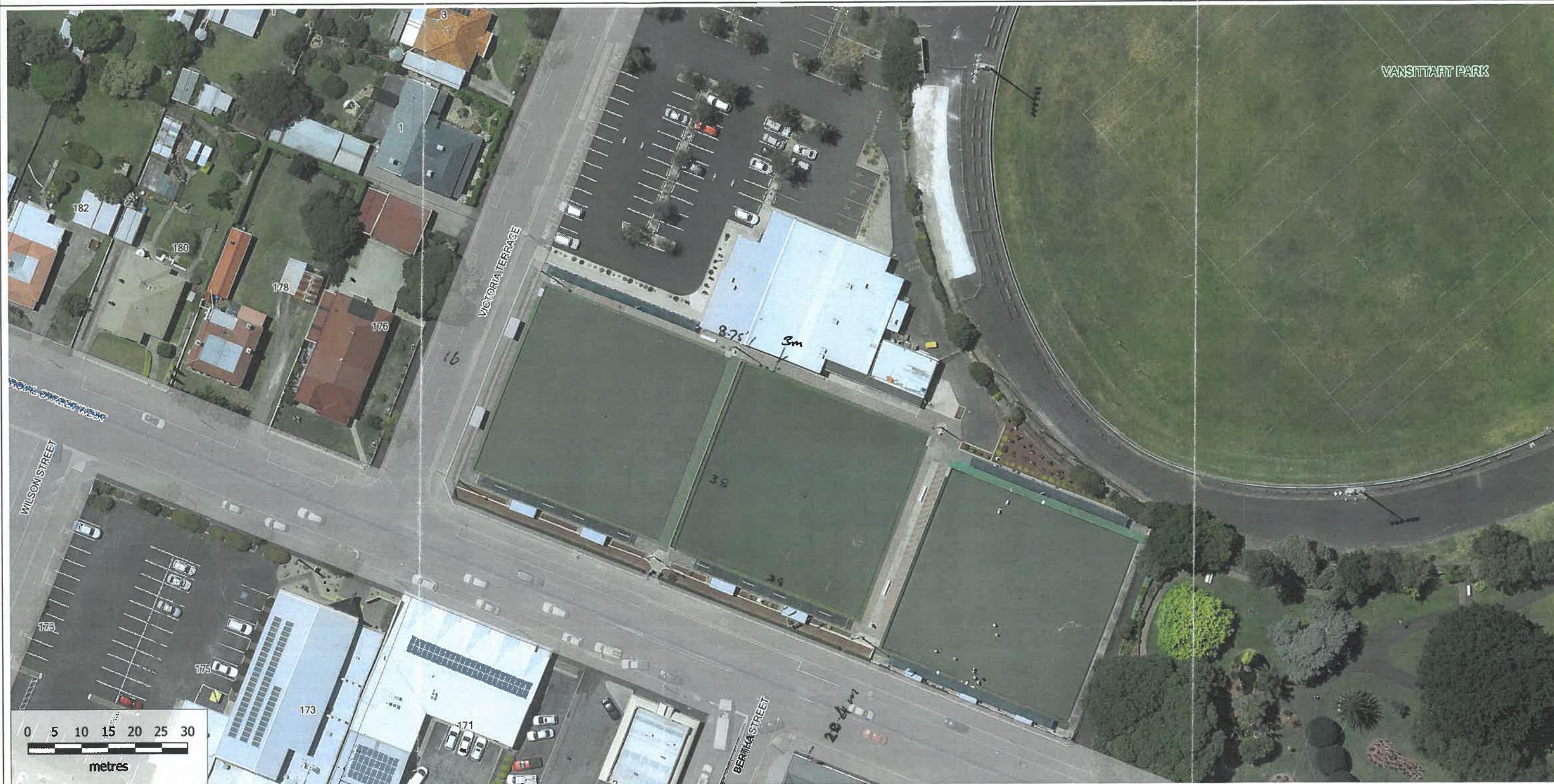
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Adopted by Council: 21<sup>st</sup> October 2003  
Amended by Council: 19<sup>th</sup> October 2004  
Amended by Council: 15<sup>th</sup> April 2008

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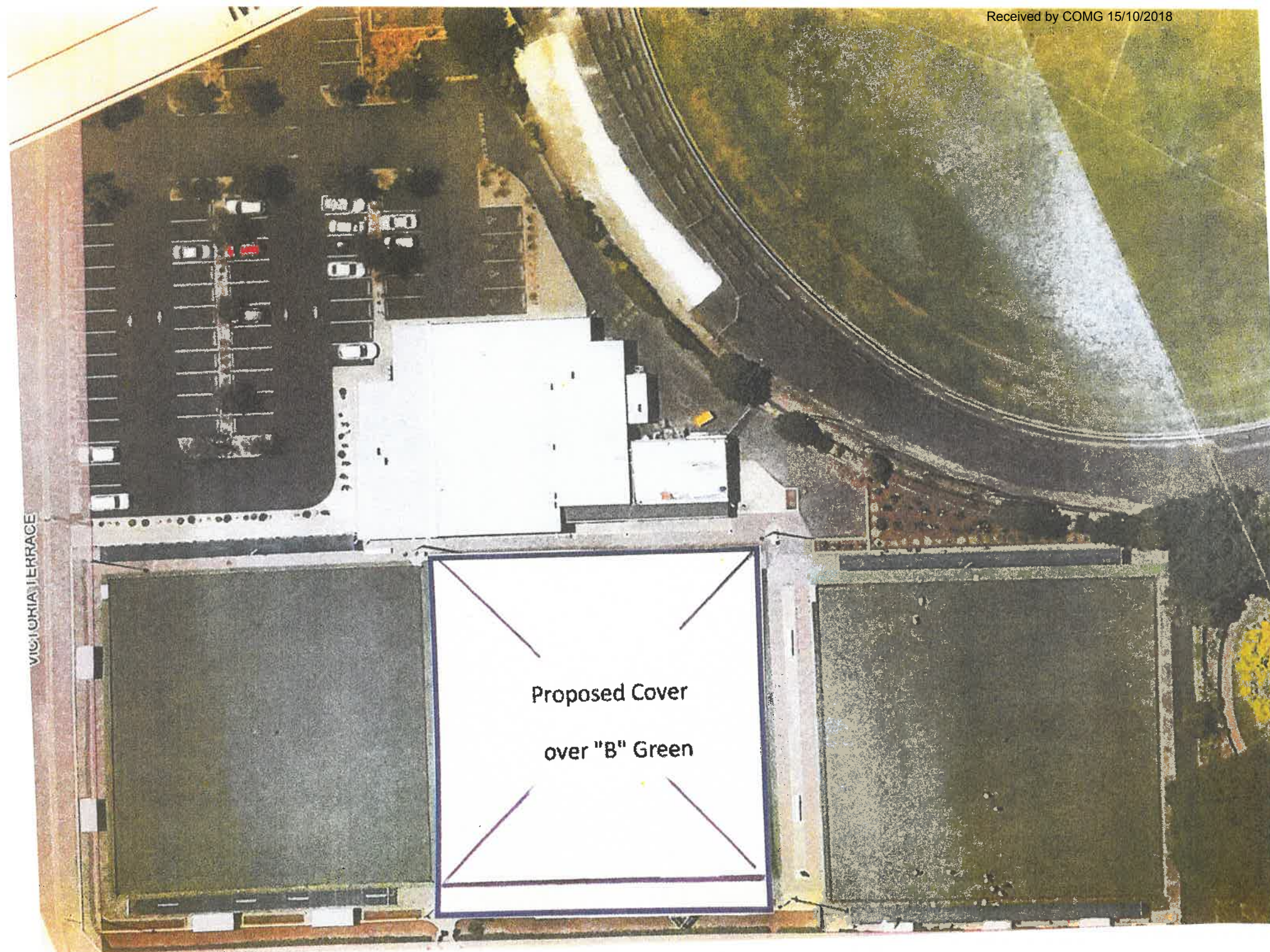


# Map



Map Zoom: 290.6 m  
Plot Date: Tuesday, 3 April 2018

4.875                      150  
 39                              100  
 32                              38.718  
 70                              .282  
 64 60



VICTORIA TERRACE

Proposed Cover  
over "B" Green

1 2 3 4 5 6 7 8 9 10 11 12

A  
B  
C  
D  
E  
F  
G  
H

A  
B  
C  
D  
E  
F  
G  
H

CARPARK

VANSITTART PARK

CLUBROOMS

VICTORIA TCE

"C" GREEN

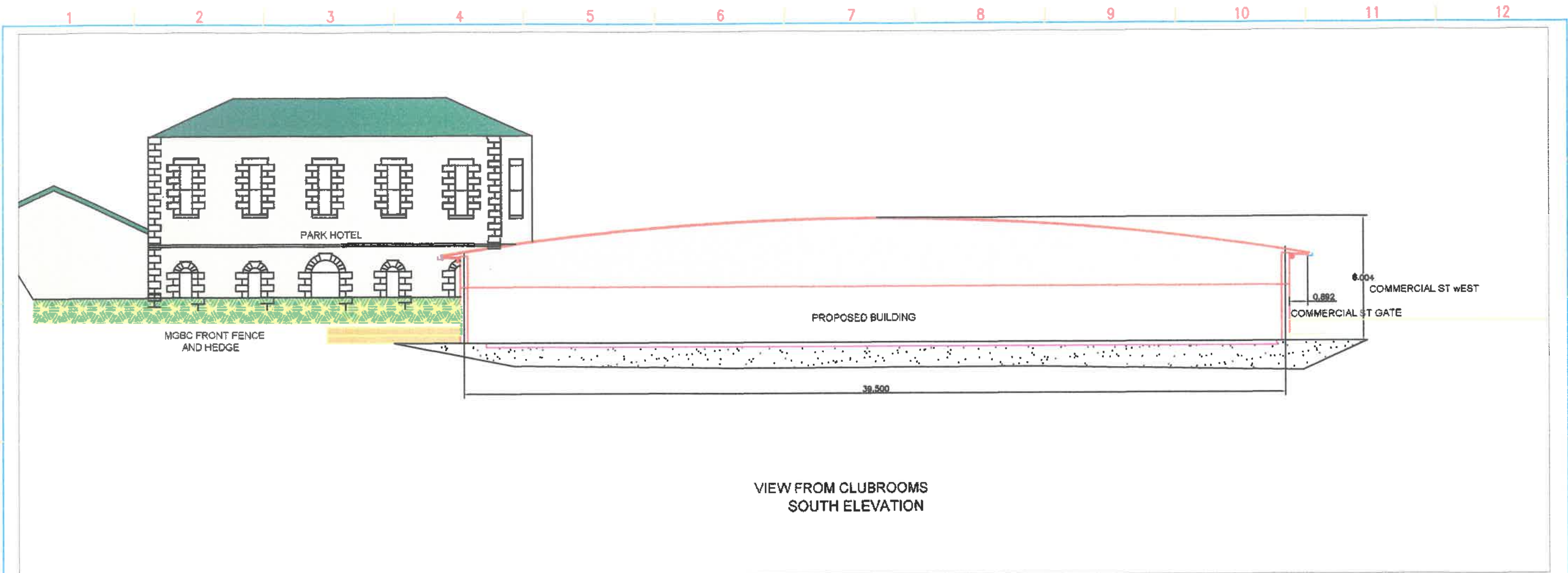
B" GREEN

"A" GREEN

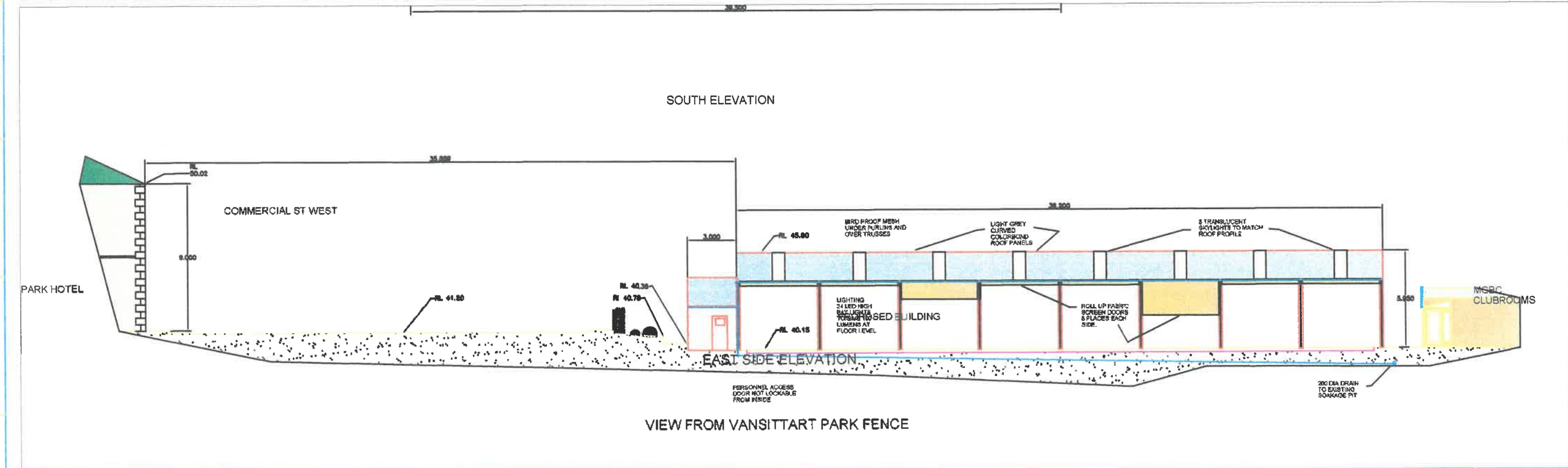
MEMORIAL GARDENS

COMMERCIAL STREET WEST

|  |   |
|--|---|
| MGBC   | <small>NO. 88 PTH. LTD.<br/>25, 26 &amp; 27<br/>Dundas Street<br/>Tel/Fax 4697 8888</small> |
| EXISTING BUILDING<br>BOWLING CLUB ROOMS<br>MGBC INC. | <small>Property of:</small><br><b>A1</b><br><b>MGBC0 0</b>                                  |



VIEW FROM CLUBROOMS  
SOUTH ELEVATION



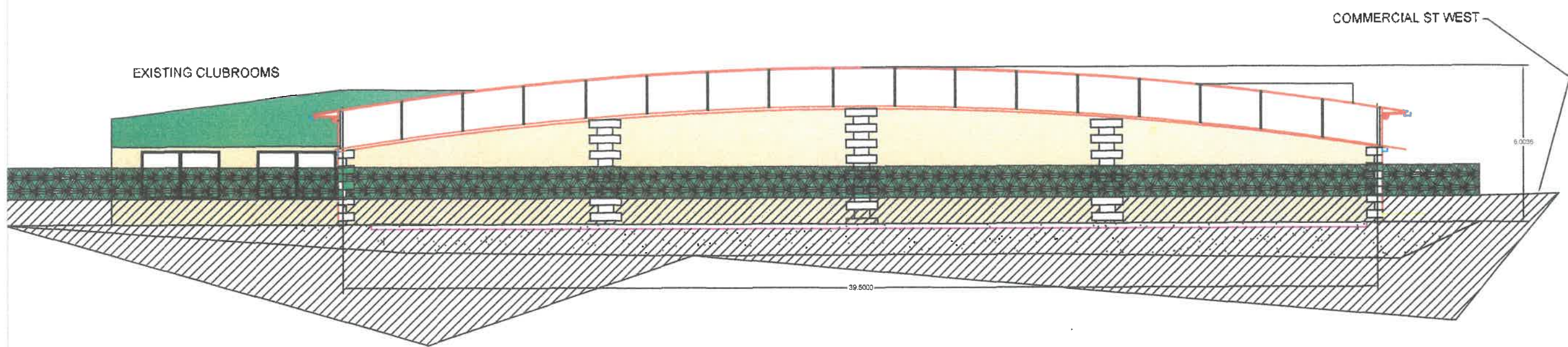
VIEW FROM VANSITTART PARK FENCE

|  |                  |          |                 |
|--|------------------|----------|-----------------|
| MGBC   | DATE: 15/10/2018 | A1       | PROJECT NO: 130 |
| PROPOSED COVER<br>"B" GREEN<br>EAST AND NORTH VIEW | Property of      | MGBC 130 |                 |

1 2 3 4 5 6 7 8 9 10 11 12

A  
B  
C  
D  
E  
F  
G  
H

A  
B  
C  
D  
E  
F  
G  
H

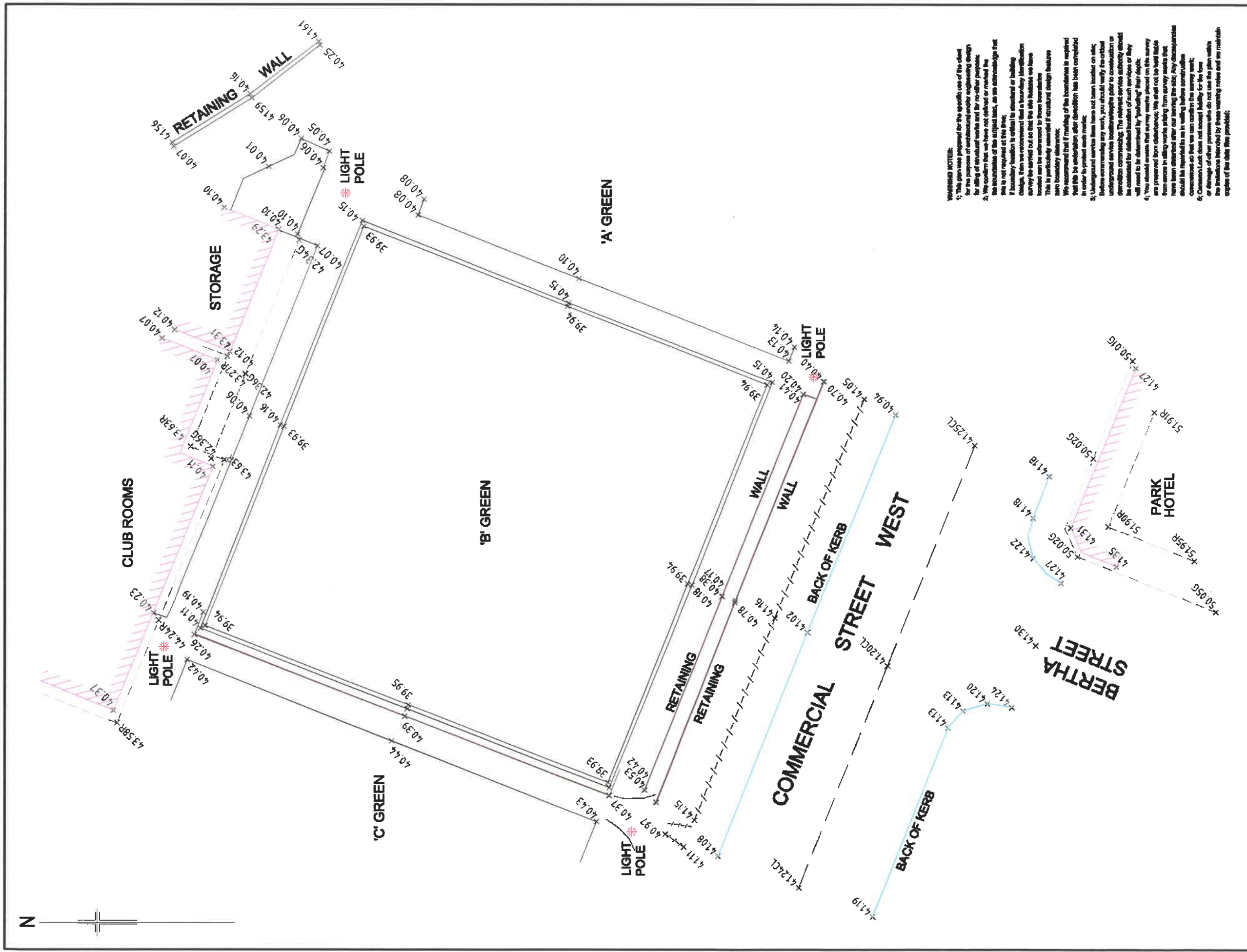


COMMERCIAL ST WEST

SOUTH END VIEW FROM COMMERCIAL ST WEST

|  |  |  |  |   |  |  |  |                          |  |
|--|--|--|--|---|--|--|--|--------------------------|--|
|  |  |  |  | <p>MGBC</p> <p>PROPOSED COVER<br/>"B" GREEN<br/>VIEW FROM COMMERCIAL ST</p> |  | <p>15/10/2018</p> <p>Property of MGBC 12</p> |  | <p>A1</p> <p>MGBC 12</p> |  |
|--|--|--|--|---|--|--|--|--------------------------|--|





**WARNING NOTES:**

- This plan was prepared for the specific use of the client for the purpose of architectural and/or engineering design for the site of structural works and for no other purpose. We confirm that we have not advised or worked in the circumstances of this subject land, as we acknowledge that this is not required at this time.
- If a surveyor is called to site to establish or building design, then we recommend that a boundary identification survey be carried out on the site before any work is commenced. This is particularly important if structural design features are to be undertaken for these boundaries.
- Underground services have not been located on site. Before commencing any work, you should verify the critical underground service locations prior to construction or demolition commencing. The relevant service authority should be contacted for detailed location of such services or they will need to be determined by "digging" their depth.
- You should ensure that survey marks placed on this survey are protected from disturbance; we do not to hold liable from errors in setting works arising from survey marks that have been disturbed after our leaving the site. Any discrepancies should be reported to us in writing before construction commences so that we can confirm the survey work.
- Cameron Lock does not accept liability for the loss or damage of other persons who do not use the plan with the intentions intended by these warning notes and we maintain copies of the data files provided.

|  |   |                          |        |
|--|---|--------------------------|--------|
| Client: Helen SA 6280<br>P: 08 8725 8422<br>www.cameronlock.com.au | Client: MSA 04<br>P: 7025-627<br>P: 7025-627<br>R: 41, 10 | Scale: AS 1:300          | REV. 1 |
| SHEET 1 OF 1   |   | DRAWING NUMBER: 26489-01 | REV. 1 |
| FILE: 26489-01 Detail Survey.dwg                                   |   | REV. 1                   |        |

**LEGEND:**

- - - DENOTES ROOF LINE
- - - DENOTES GUTTER LINE
- - - DENOTES ROAD CENTRE LINE

| Issues | Reviewed      | Drawn | Approved | Date |          |
|--------|---------------|-------|----------|------|----------|
| 1      | ORIGINAL PLAN | MSB   | MSB      | MC   | 27/08/18 |

## MOUNT GAMBIER BOWLS CLUB DETAIL SURVEY

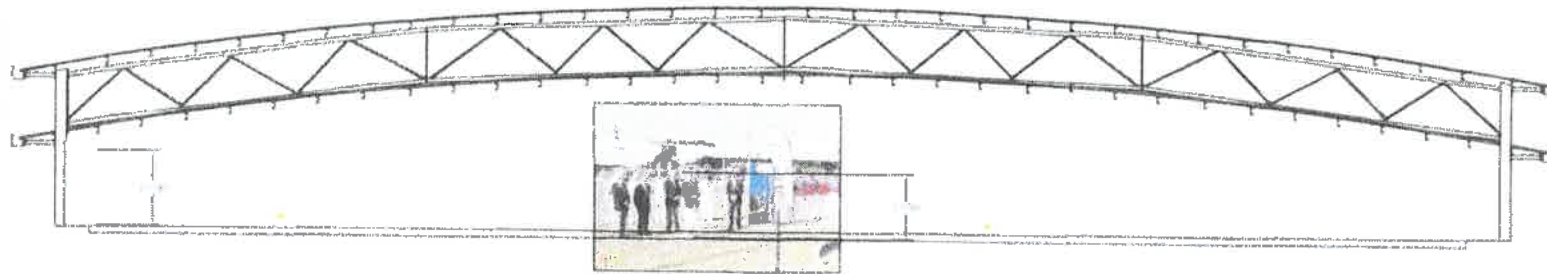
416 Helen St Mount Gambier SA 6280  
P : 08 8725 8422  
www.cameronlock.com.au

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Surveyor

Date of Survey: 27/08/18

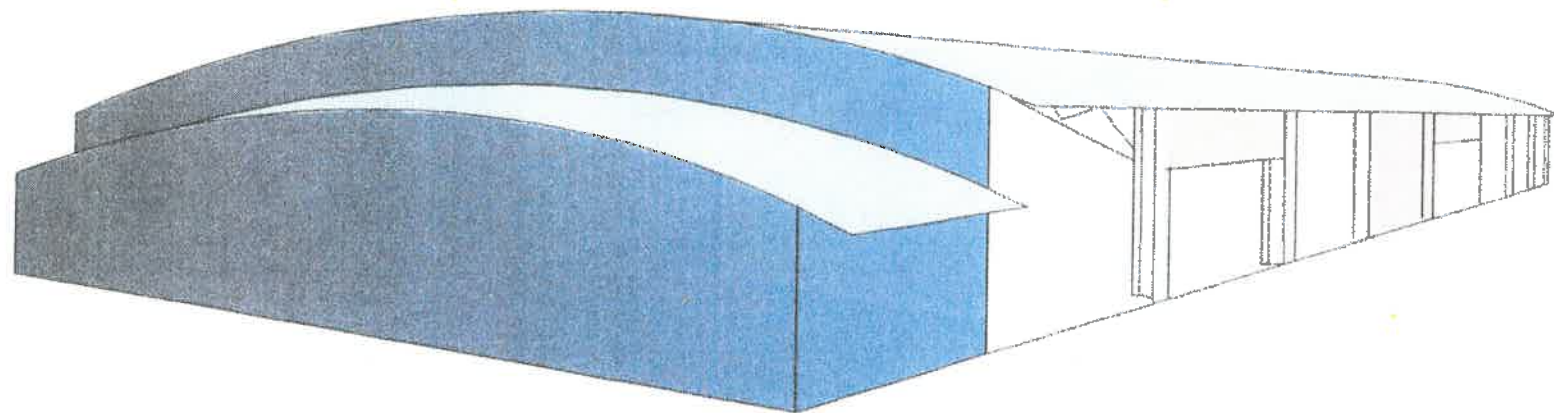


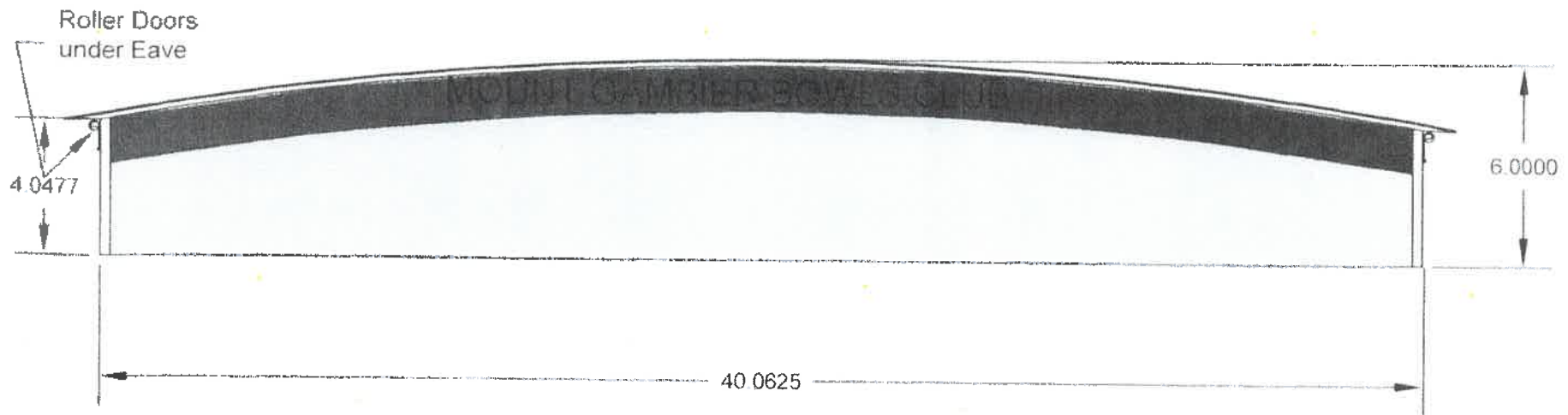


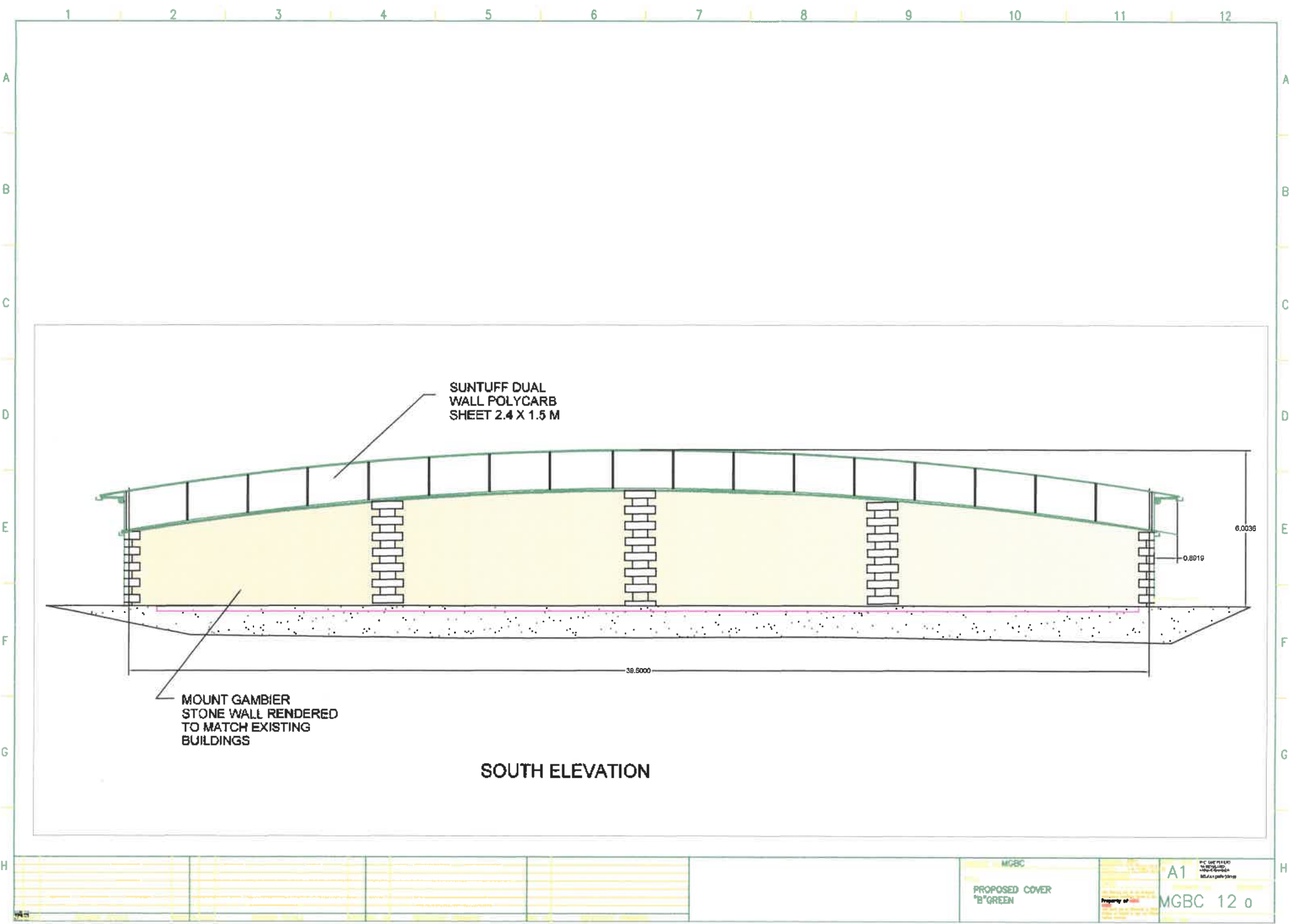


Section on A - A









SUNTUFF DUAL  
WALL POLYCARB  
SHEET 2.4 X 1.5 M

MOUNT GAMBIER  
STONE WALL RENDERED  
TO MATCH EXISTING  
BUILDINGS

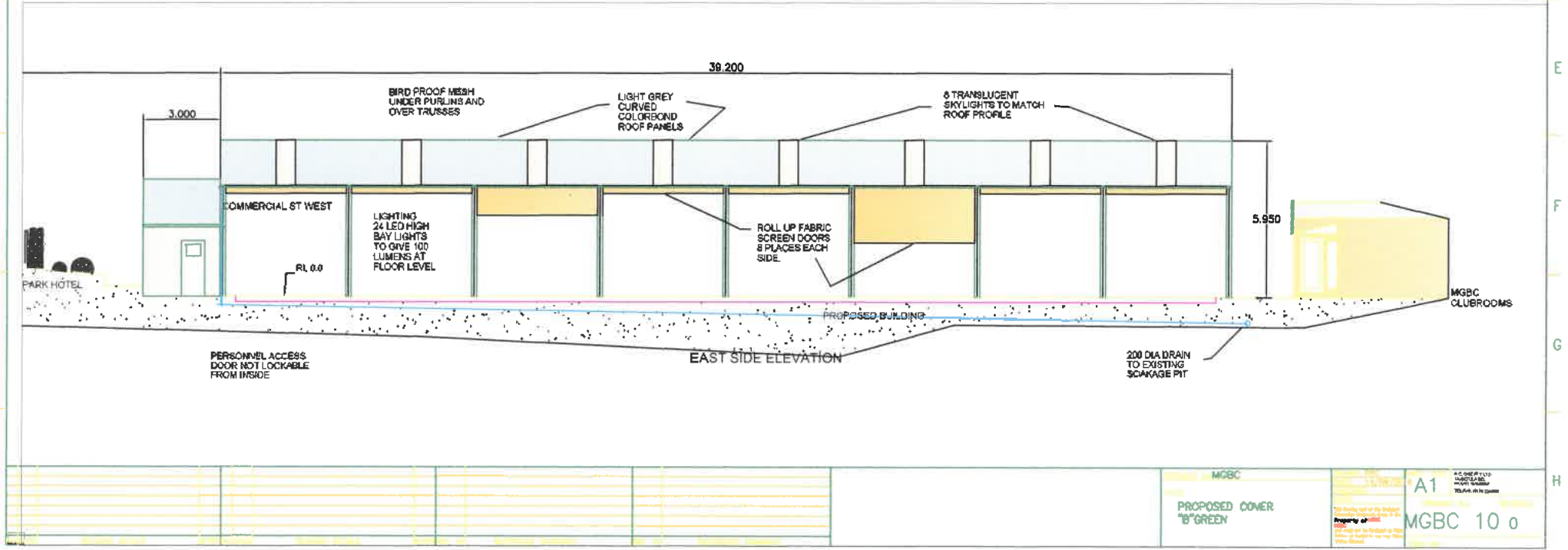
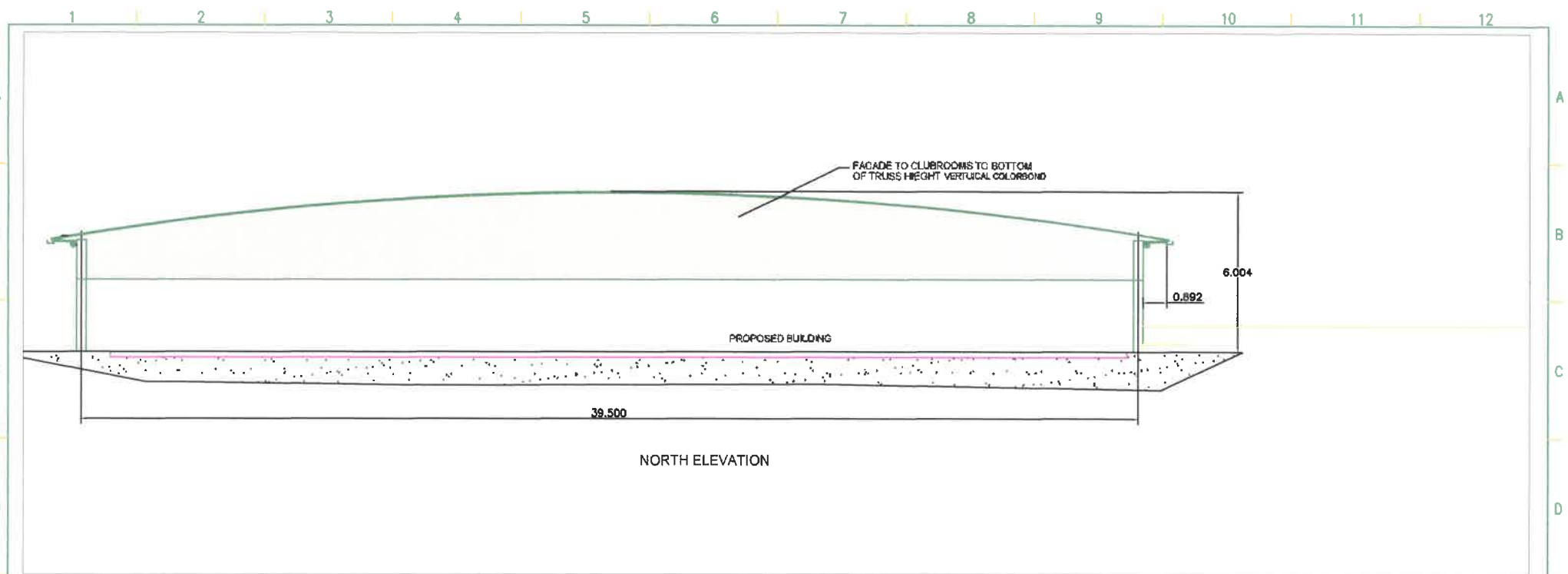
SOUTH ELEVATION

38.5000

6.0036

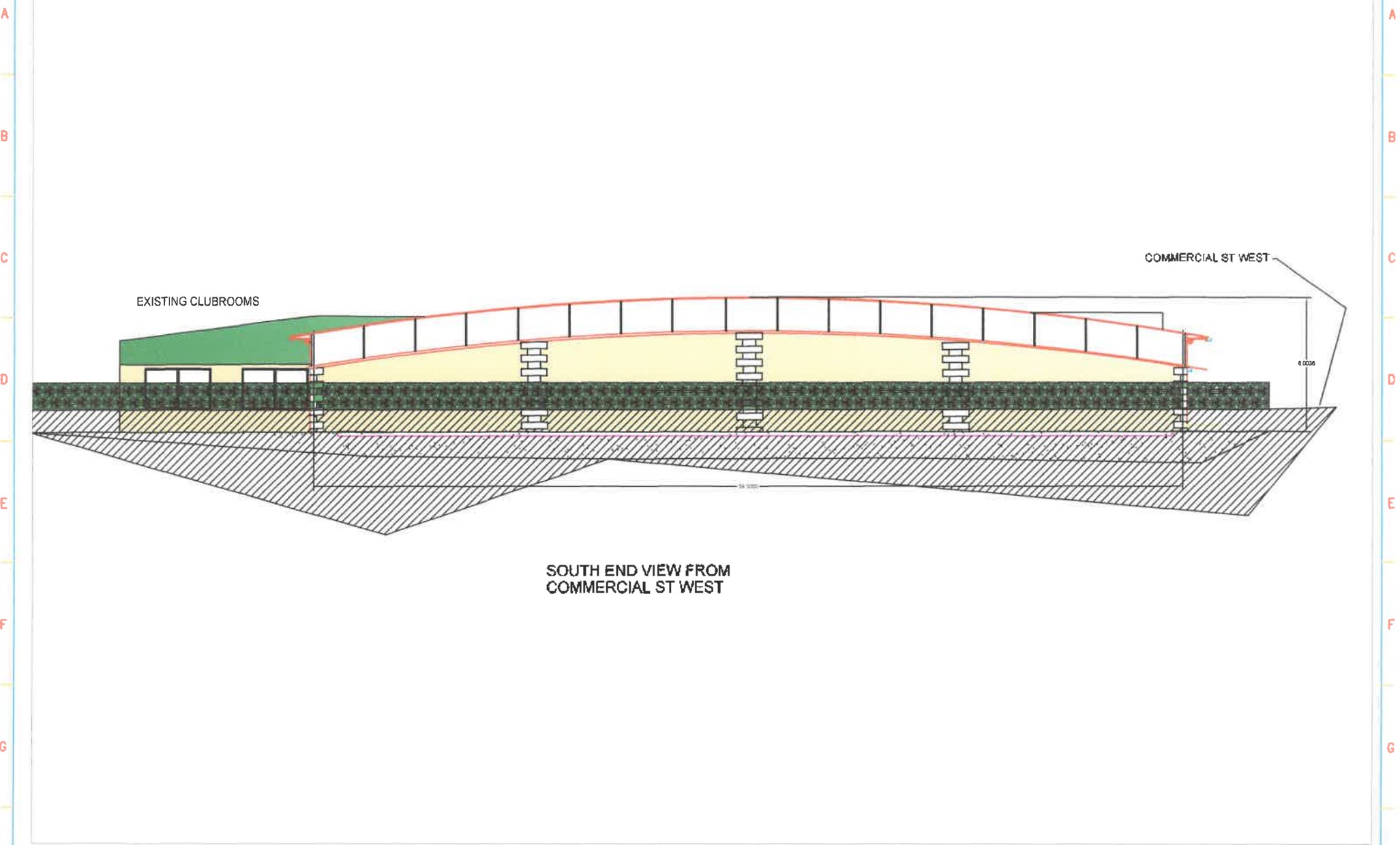
0.8819

|                             |             |  |
|-----------------------------|-------------|--|
| MGBC                        | A1          | P.C. SHEPHERD<br>ARCHITECTS<br>100/101 GUY RD<br>MOUNT GAMBIER SA 5263 |
| PROPOSED COVER<br>"B" GREEN | Property of | MGBC 12 0  |





1 2 3 4 5 6 7 8 9 10 11 12



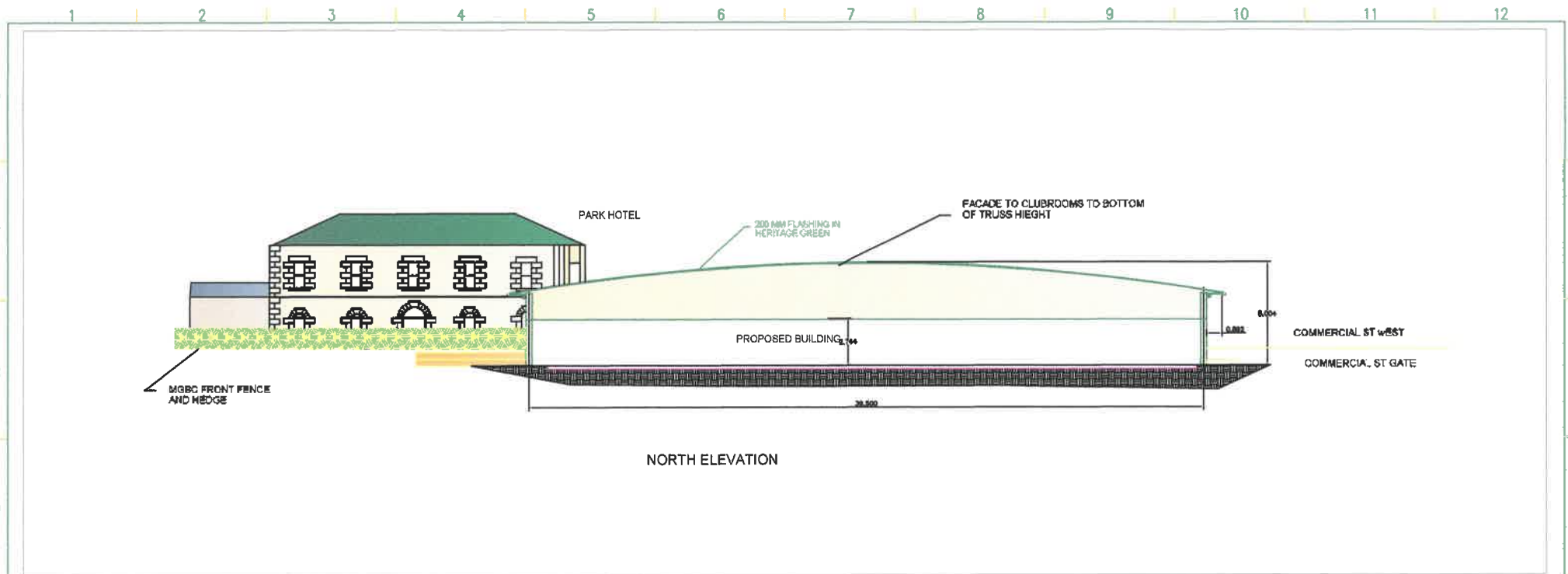
COMMERCIAL ST WEST

EXISTING CLUBROOMS

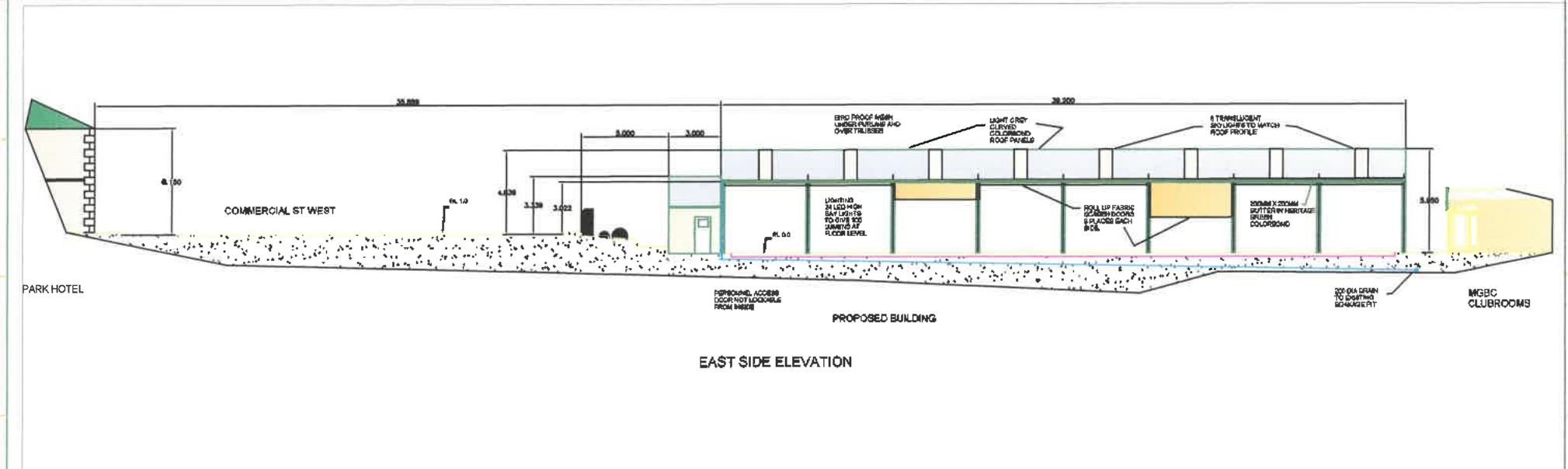
0.0036

SOUTH END VIEW FROM  
COMMERCIAL ST WEST

|  |  |  |  |  |  |             |  |  |  |
|--|--|--|--|--|--|-------------|--|--|--|
|  |  |  |  | MGBC   |  | A1          |  | P. C. GARDNER<br>ARCHITECT<br>100/100/100<br>100/100/100 |  |
|  |  |  |  | PROPOSED COVER<br>"B" GREEN<br>VIEW FROM COMMERCIAL ST |  | Property of |  | MGBC 12  |  |

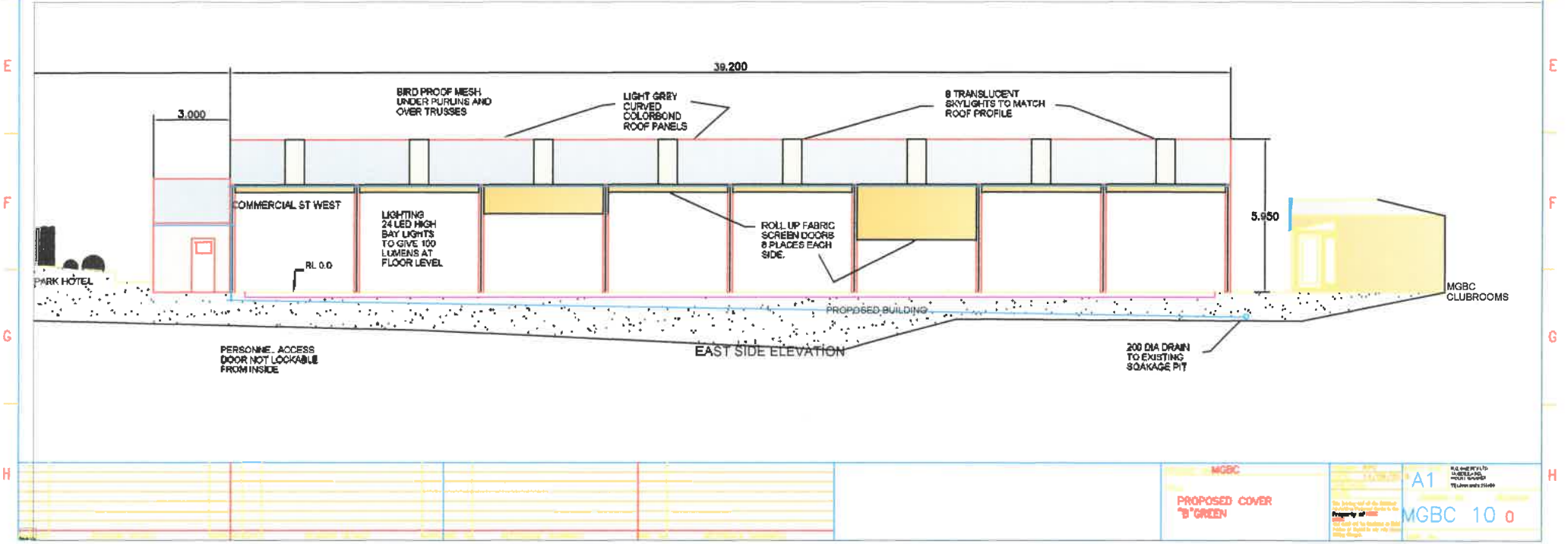
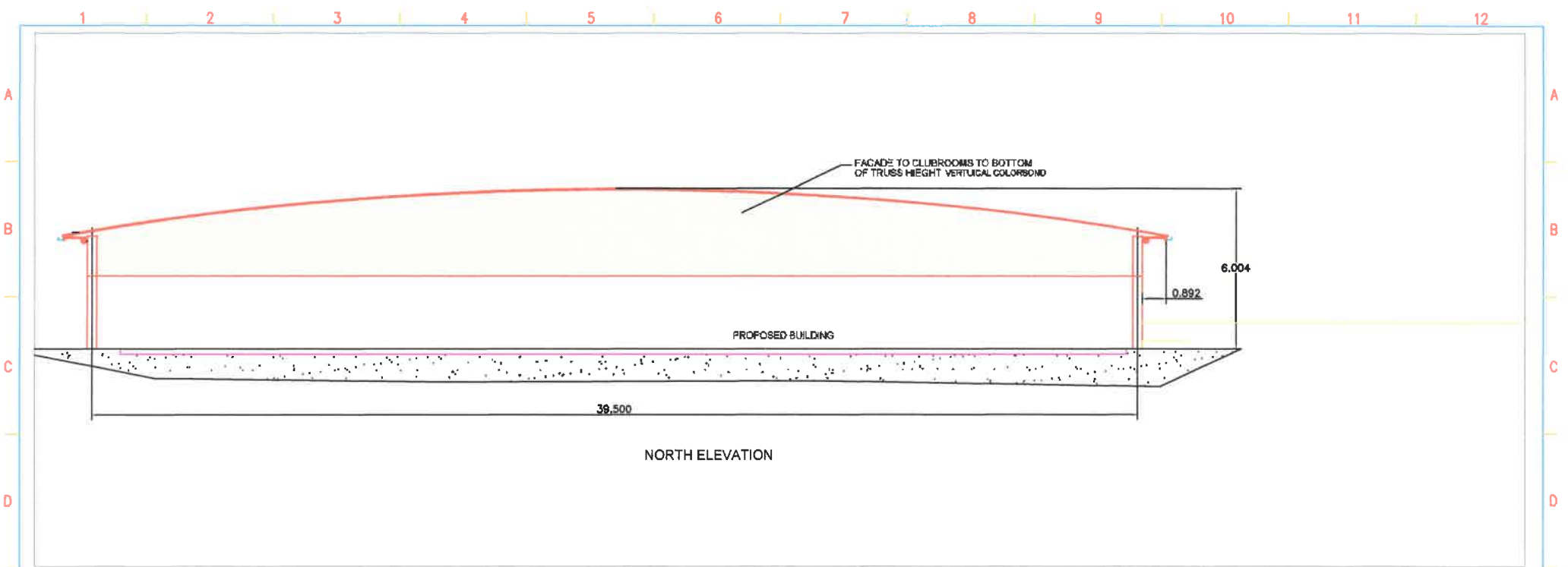


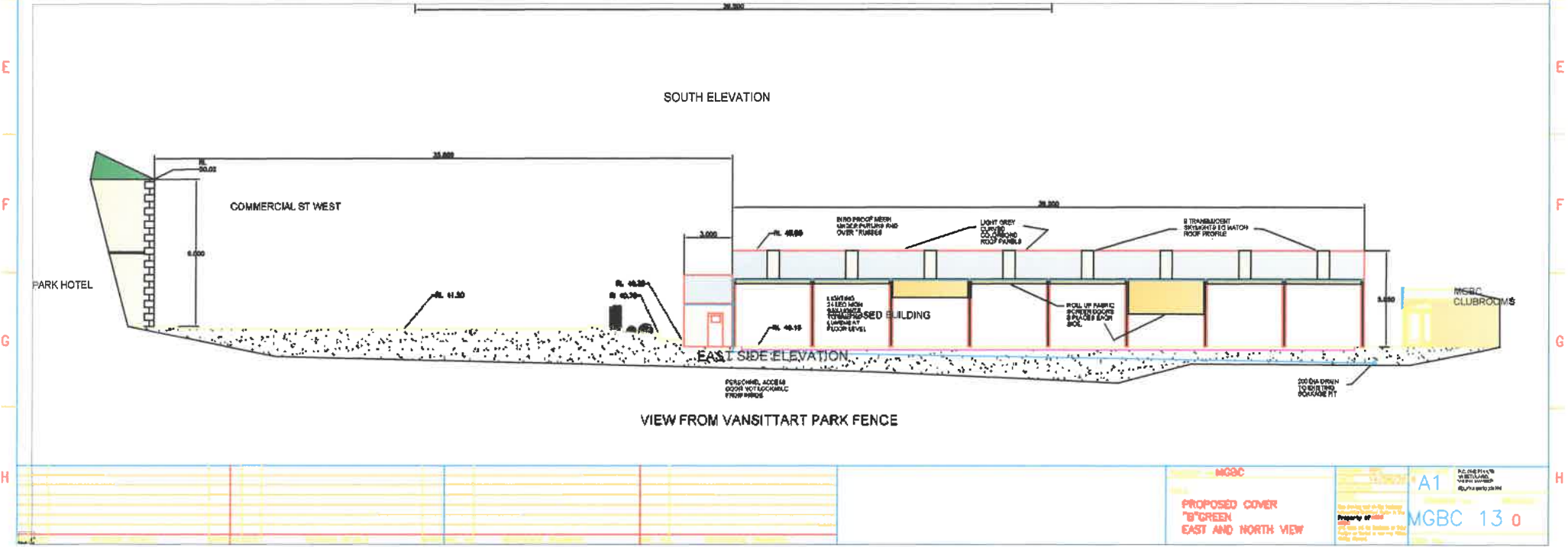
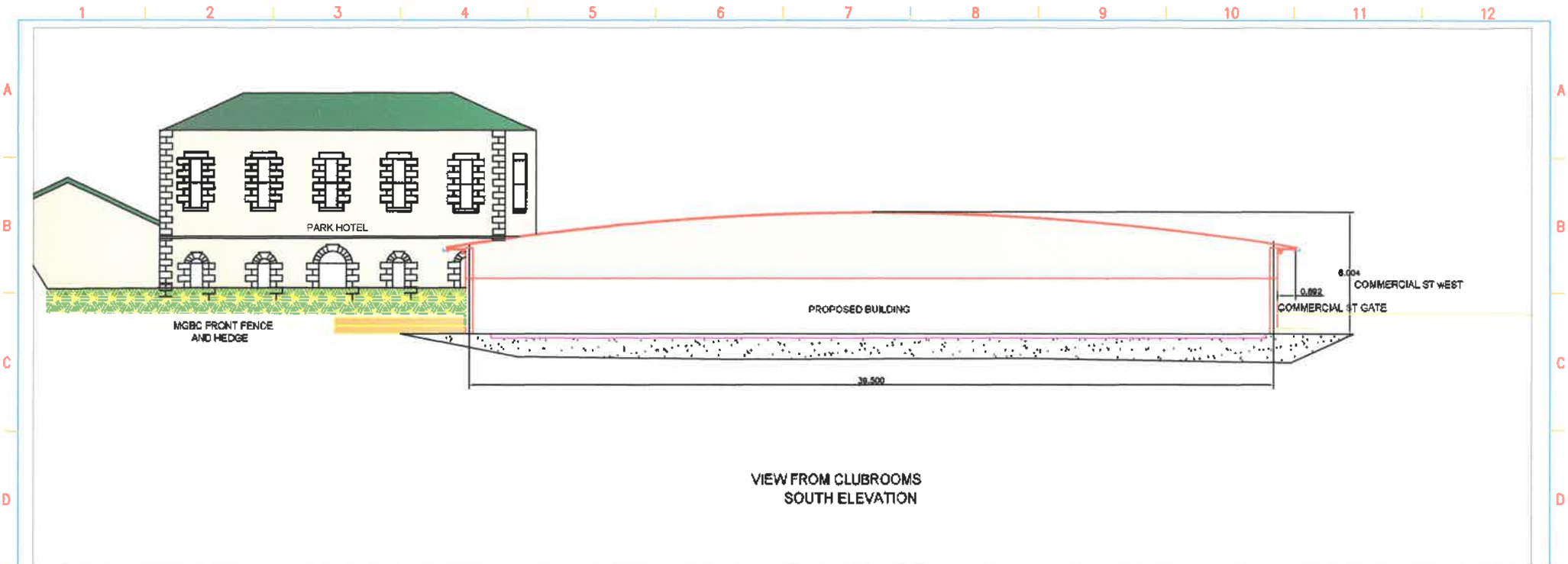
NORTH ELEVATION



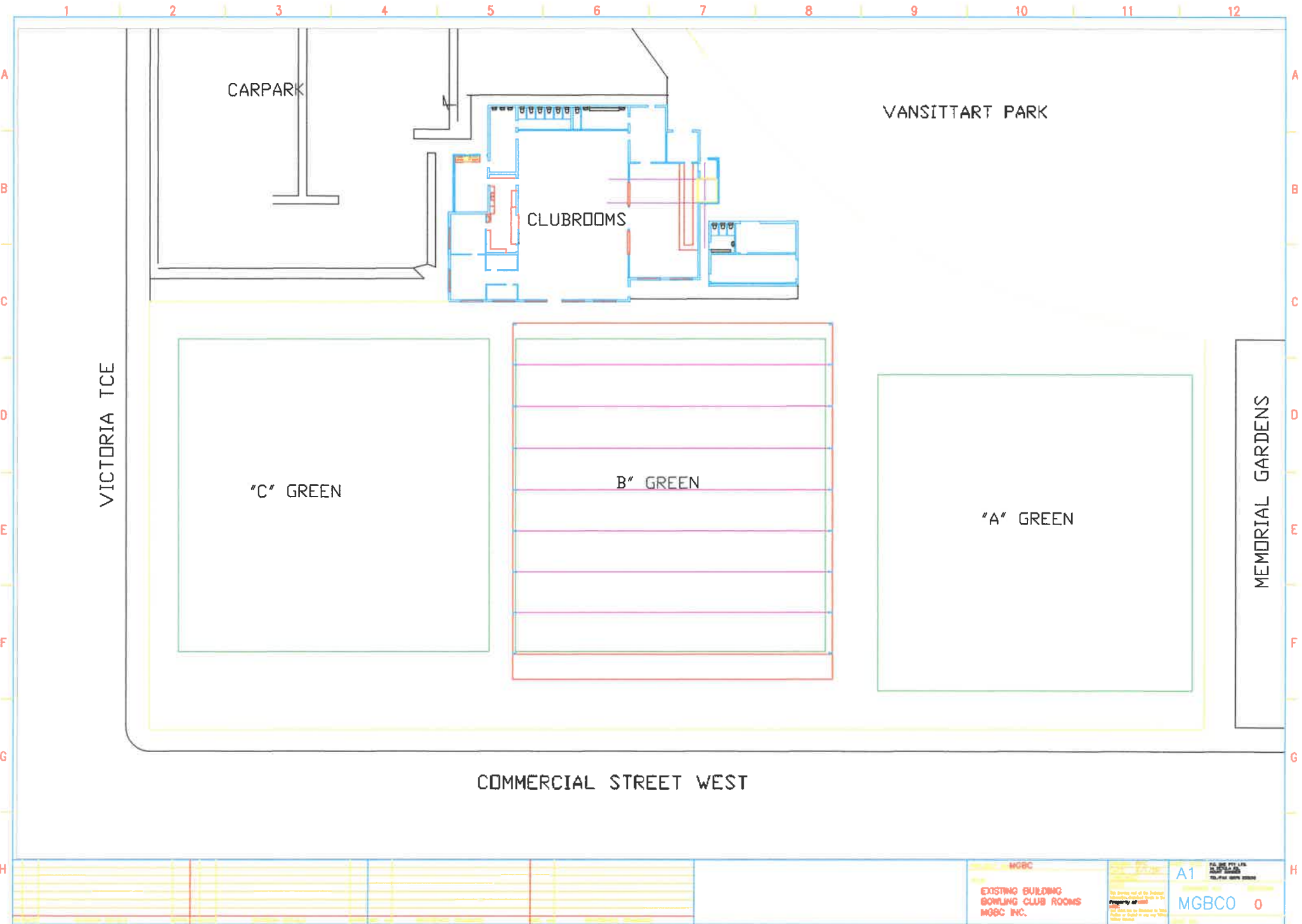
EAST SIDE ELEVATION

|  |  |  |  |      |  |   |  |                             |  |                         |  |
|--|--|--|--|------|--|---|--|-----------------------------|--|-------------------------|--|
|  |  |  |  | MGBC |  | <p>PROPOSED COVER<br/>"B" GREEN<br/>NORTH &amp; EAST ELEVATIONS</p> |  | <p>PROPERTY OF<br/>MGBC</p> |  | <p>A1<br/>MGBC 10 0</p> |  |
|--|--|--|--|------|--|---|--|-----------------------------|--|-------------------------|--|





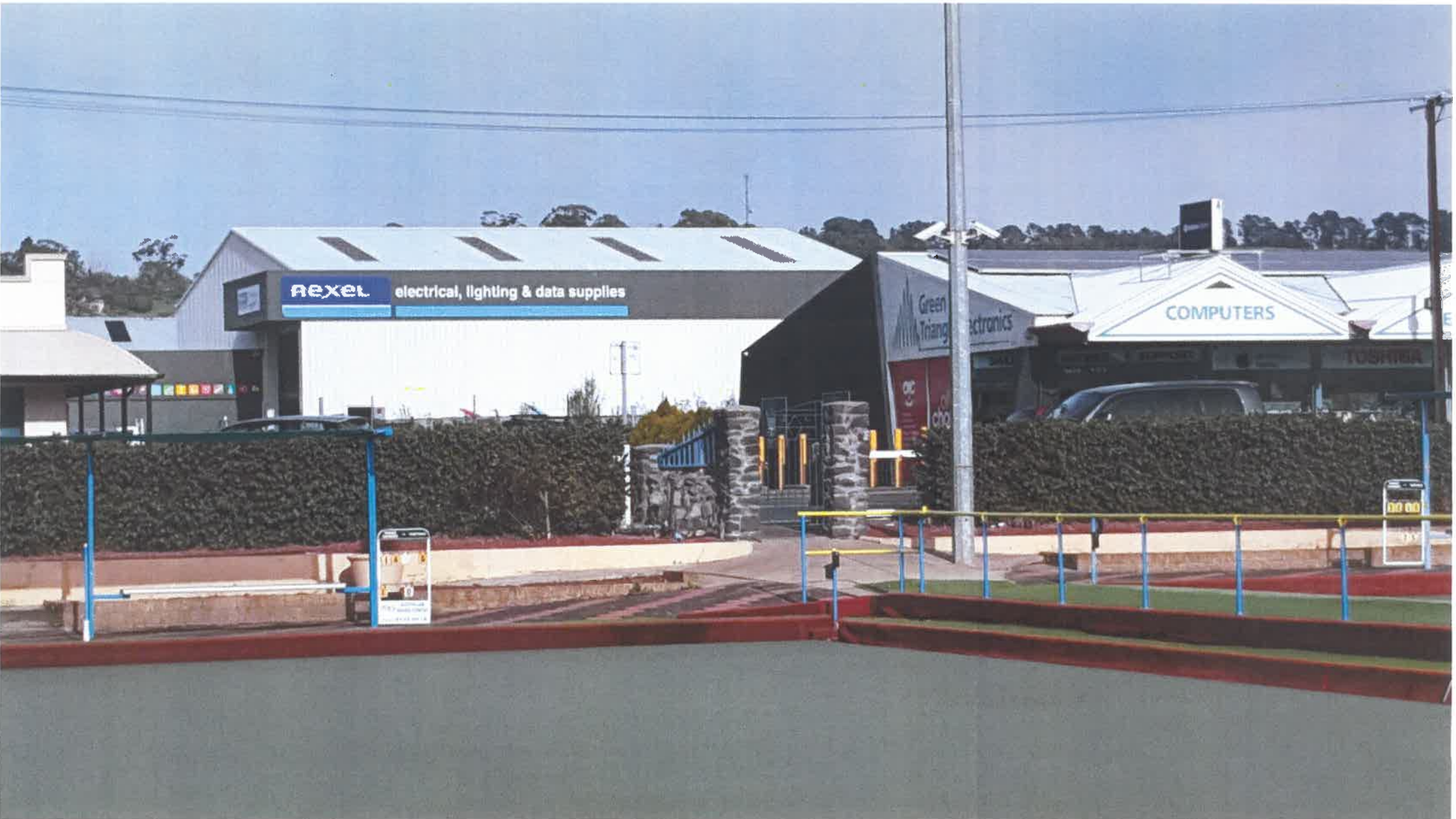
|  |   |           |   |
|--|---|-----------|---|
| MGBC   | <p>PL 04/21/14/16<br/>         10/11/14/16<br/>         10/11/14/16</p>   | A1        | <p>PL 04/21/14/16<br/>         10/11/14/16<br/>         10/11/14/16</p> |
| PROPOSED COVER<br>"GREEN"<br>EAST AND NORTH VIEW | <p>See drawing for all other building<br/>         information and details. All work<br/>         shall be in accordance with the<br/>         relevant codes of practice and<br/>         standards.</p> | MGBC 13 0 |   |



|  |  |                       |
|--|--|-----------------------|
| <p>MGBC<br/>EXISTING BUILDING<br/>BOWLING CLUB ROOMS<br/>MGBC INC.</p> | <p><small>Not drawn out of the context<br/>of the site plan. Property is the<br/>property of MGBC<br/>and shall be the subject of the<br/>title of the plan if the plan shows<br/>other details.</small></p> | <p>A1<br/>MGBCO 0</p> |
|--|--|-----------------------|





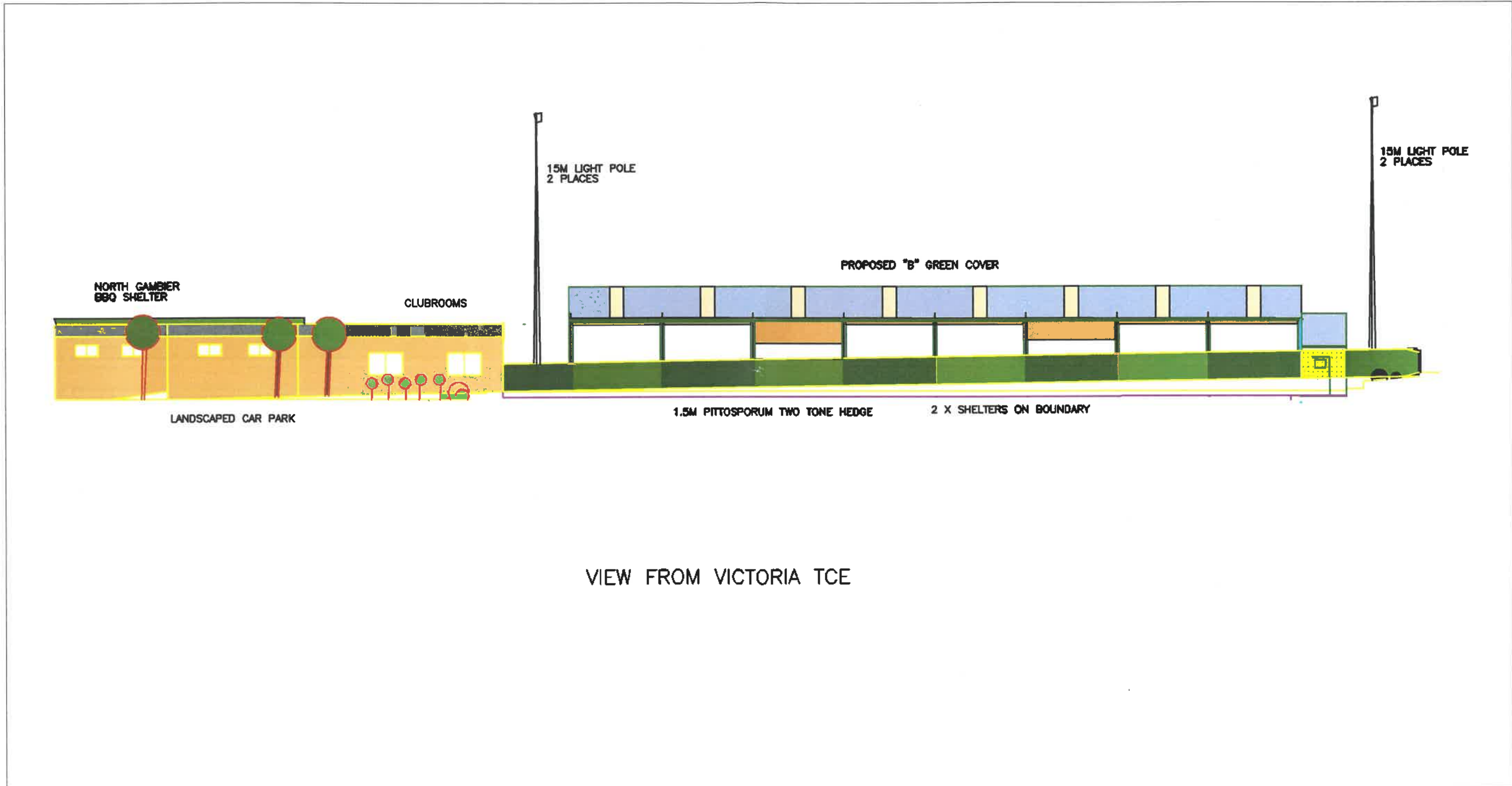






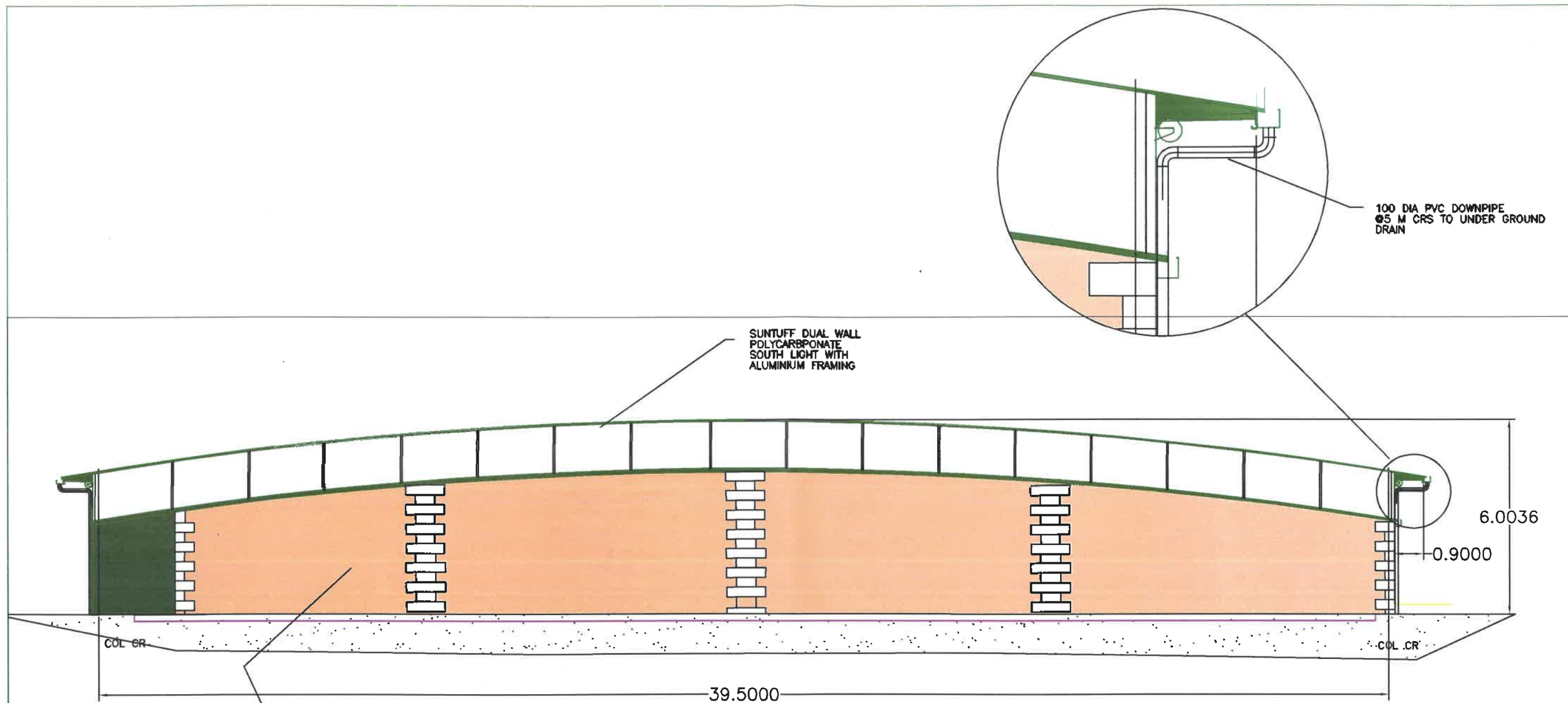






VIEW FROM VICTORIA TCE

|   |  |  |  |  |  |                  |
|---|--|--|--|--|--|------------------|
| <p>PROJECT: MGBC</p> <p>DATE: 1/11/18</p> <p>SCALE: A1</p> <p>DATE: 1/11/18</p> <p>PROJECT: MGBC</p> <p>DATE: 1/11/18</p> <p>SCALE: A1</p> <p>DATE: 1/11/18</p> |  |  |  | <p>PROPOSED COVER</p> <p>"B" GREEN</p> <p>VIEW FROM VICTORIA TCE</p> | <p>DATE: 1/11/18</p> <p>SCALE: A1</p> <p>PROJECT: MGBC</p> <p>DATE: 1/11/18</p> <p>SCALE: A1</p> | <p>MGB 106 1</p> |
|---|--|--|--|--|--|------------------|



39.5000

6.0036

0.9000

**SOUTH ELEVATION**

SOUTH WALL STONE CONSTRUCTION WITH QUOINS AT 10M SPACING RENDERED AND PAINTED TO MATCH SITE BUILDINGS.

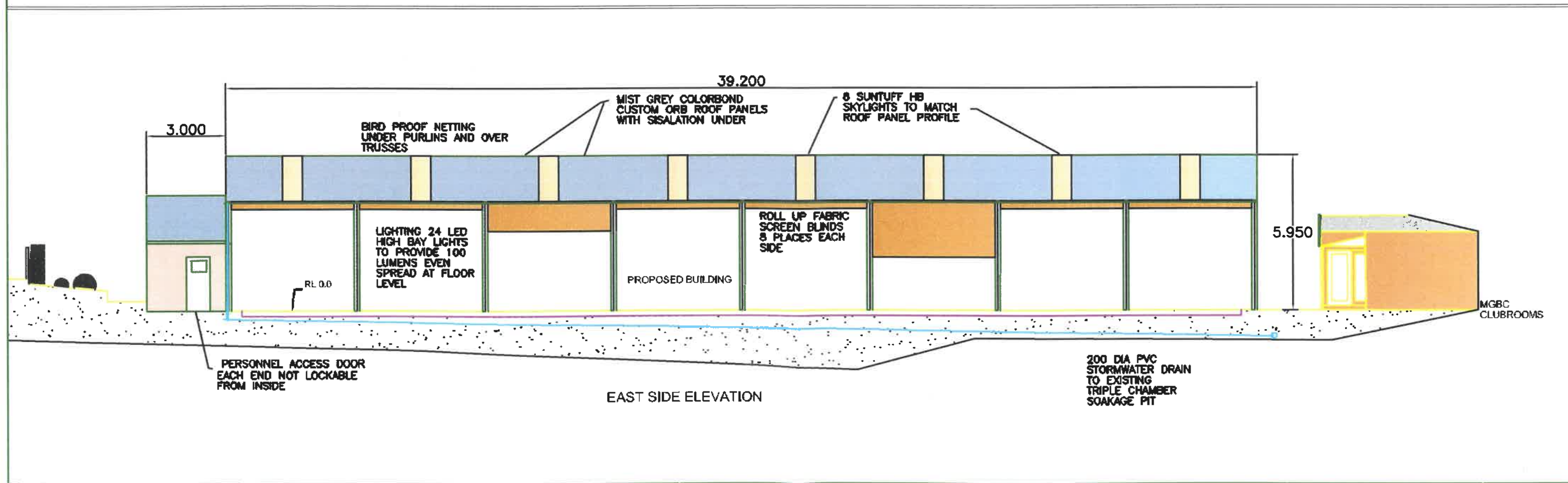
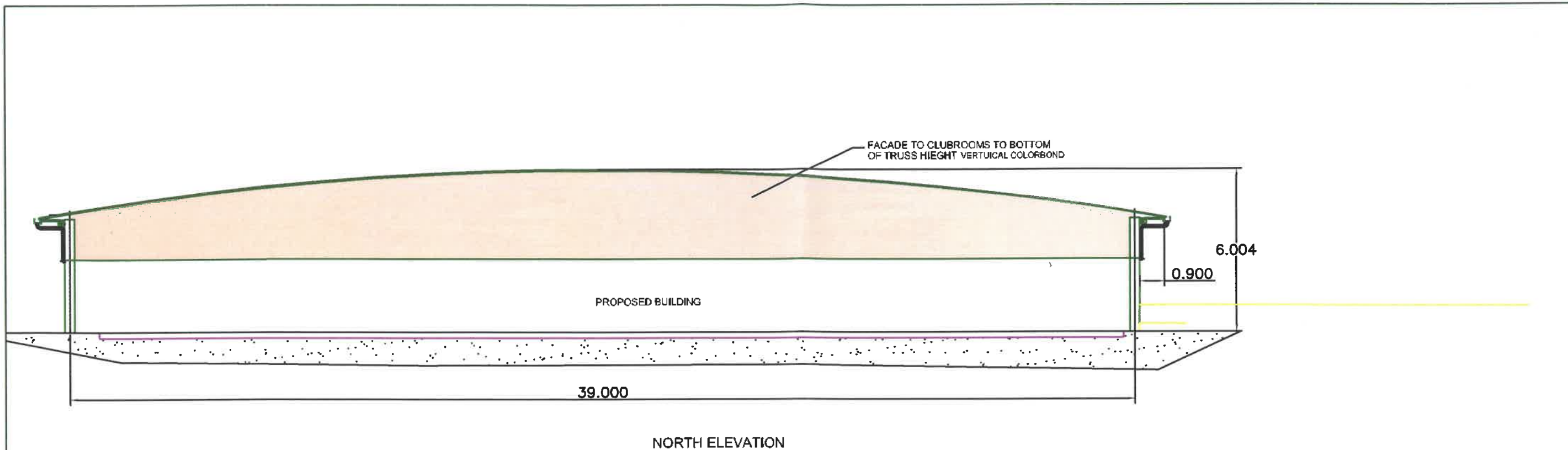
SUNTUFF DUAL WALL POLYCARBONATE SOUTH LIGHT WITH ALUMINIUM FRAMING

100 DIA PVC DOWNPIPE  
5 M CRS TO UNDER GROUND DRAIN

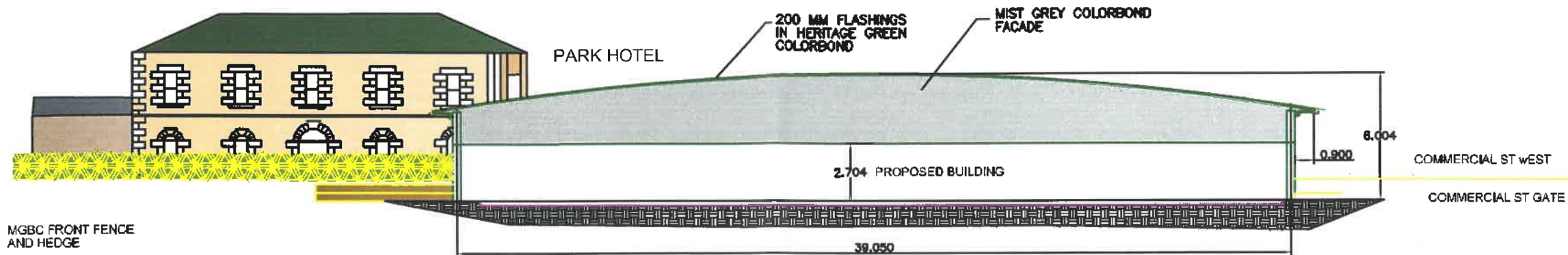
**MATERIALS OF CONSTRUCTION**

FRAMES AND COLUMNS HOT DIPPED GALVANISED STEEL  
 ROOF MATERIAL COLORBOND CUSTOM ORB MIST GREY  
 SKYLIGHTS SUNTUFF HB DIFFUSED LIGHT CUSTOM ORB PANELS.  
 INSULATION UNDER STEEL PANELS - ALUMINIUM SISALATION.  
 BIRD NETTING INSTALLED UNDER PURLINS AND OVER RAFTERS.  
 GUTTERS 200MM HERITAGE GREEN COLORBOND WITH 100 MM DOWNPIPES AT EACH COLUMN.  
 DOORS POLYPROPELENE ROLL UP FABRIC BLINDS OF FABRIC AND EDGE GUIDES FOR STABILITY. COLOUR TO MATCH EXISTING BUILDINGS.  
 SOUTH WALL CAVITY STONE WALL WITH QUOINS AT 10M INTERVALS AND STABILIZING BUTTRESS WALLS INTERNALLY.

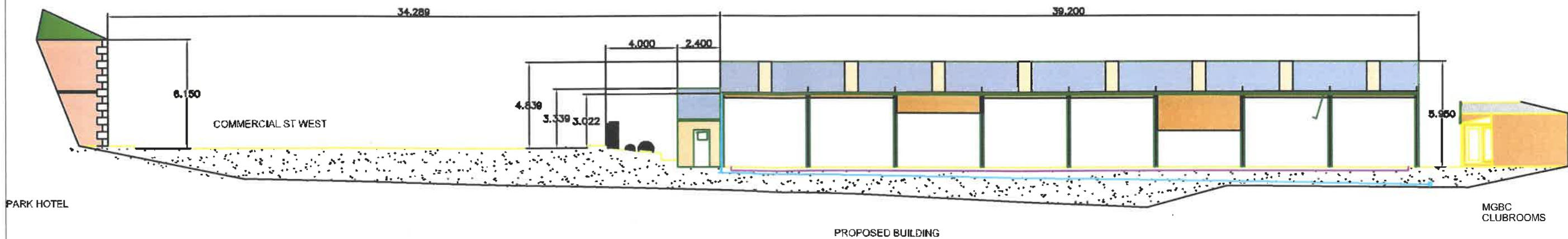
|  |  |                            |                         |
|--|--|----------------------------|-------------------------|
| <p>PROPOSED COVER<br/>"B"GREEN<br/>SOUTH ELEVATION</p> |  | <p>MGBC<br/>14/09/2018</p> | <p>A1<br/>MGB 105 1</p> |
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| <p>PROJECT: MGBC</p> <p>DATE: 11/09/20</p> <p>SCALE: A1</p> <p>PROPOSED COVER "B" GREEN N &amp; E ELEVATIONS</p> |  | <p>MGB 104 0</p> |
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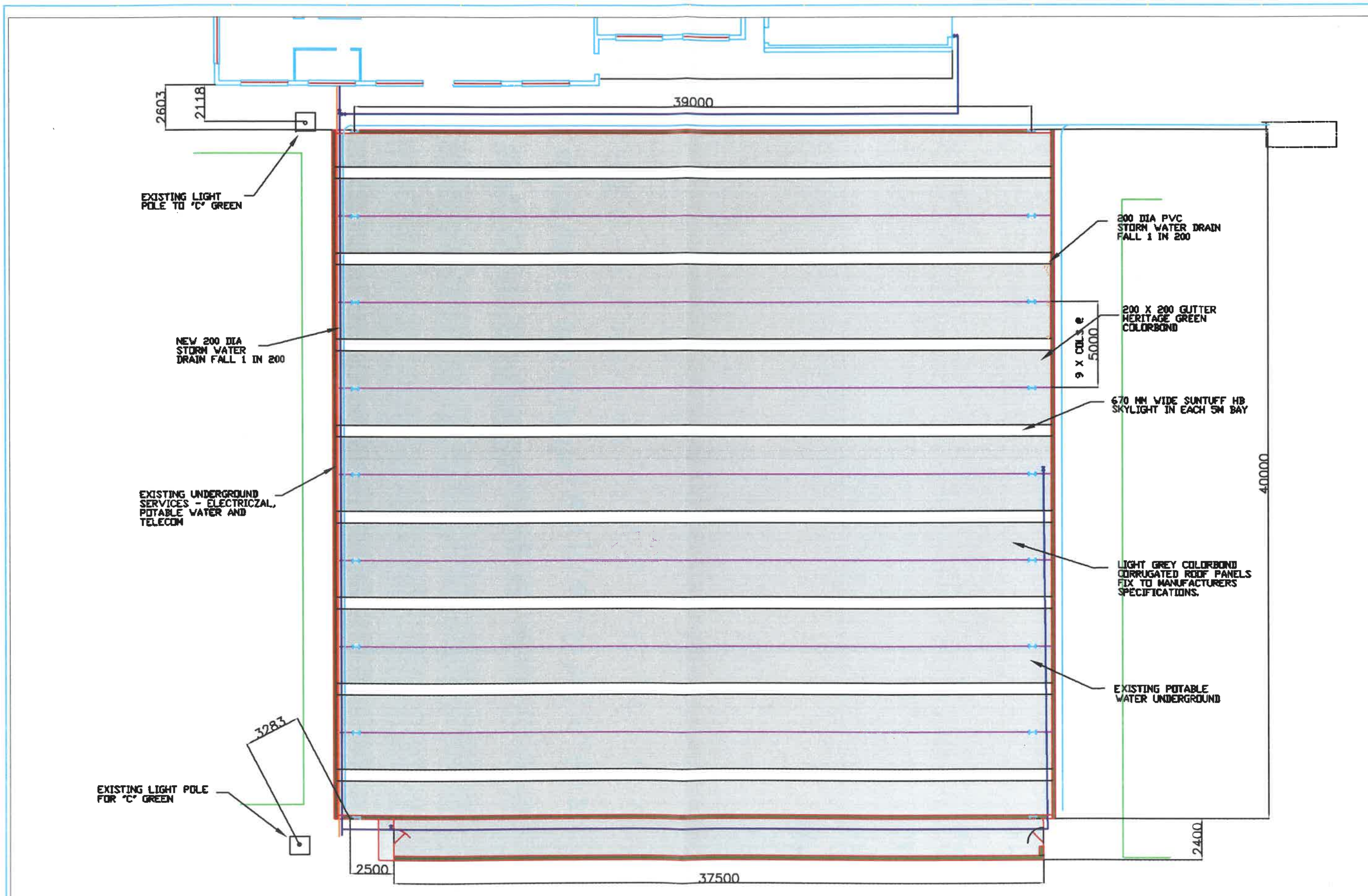


NORTH ELEVATION



EAST SIDE ELEVATION

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|  |  |  |  |  |  |  |  | <p>MGBC</p> <p>PROPOSED COVER<br/>"B"GREEN<br/>NORTH &amp; EAST ELEVATIONS</p> | <p>DATE: 13/09/20</p> <p>SCALE: A1</p> <p>PROJECT: MGB 103 1</p> | <p>MGBC CLUBROOMS</p> |
|--|--|--|--|--|--|--|--|--|--|-----------------------|



EXISTING LIGHT POLE TO 'C' GREEN

NEW 200 DIA STORM WATER DRAIN FALL 1 IN 200

EXISTING UNDERGROUND SERVICES - ELECTRICAL, POTABLE WATER AND TELECOM

EXISTING LIGHT POLE FOR 'C' GREEN

200 DIA PVC STORM WATER DRAIN FALL 1 IN 200

200 X 200 GUTTER HERITAGE GREEN COLORBOND

670 MM WIDE SUNTUFF HB SKYLIGHT IN EACH 5M BAY

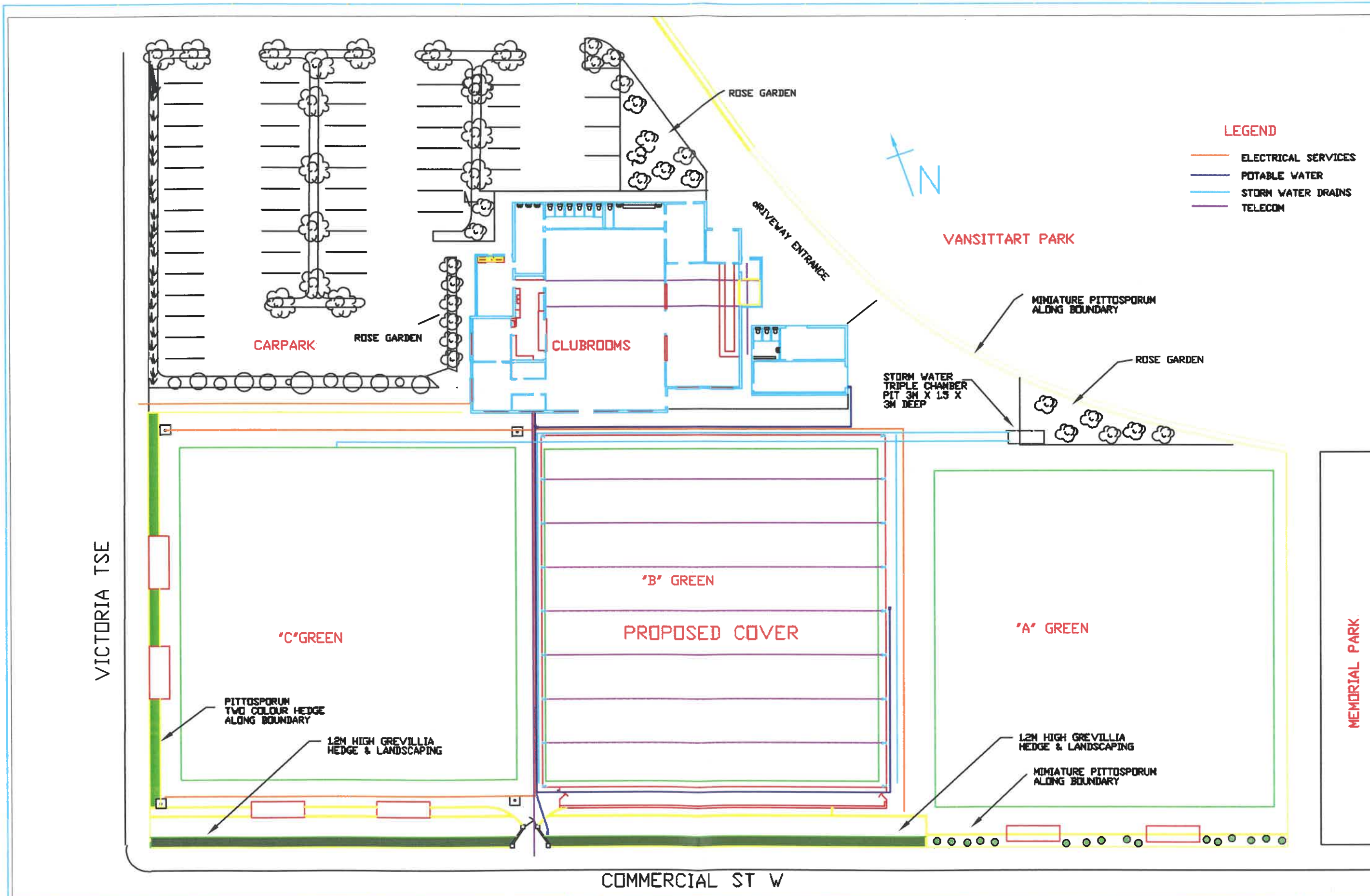
LIGHT GREY COLORBOND CORRUGATED ROOF PANELS FIX TO MANUFACTURERS SPECIFICATIONS.

EXISTING POTABLE WATER UNDERGROUND

9 x COLS @ 5000

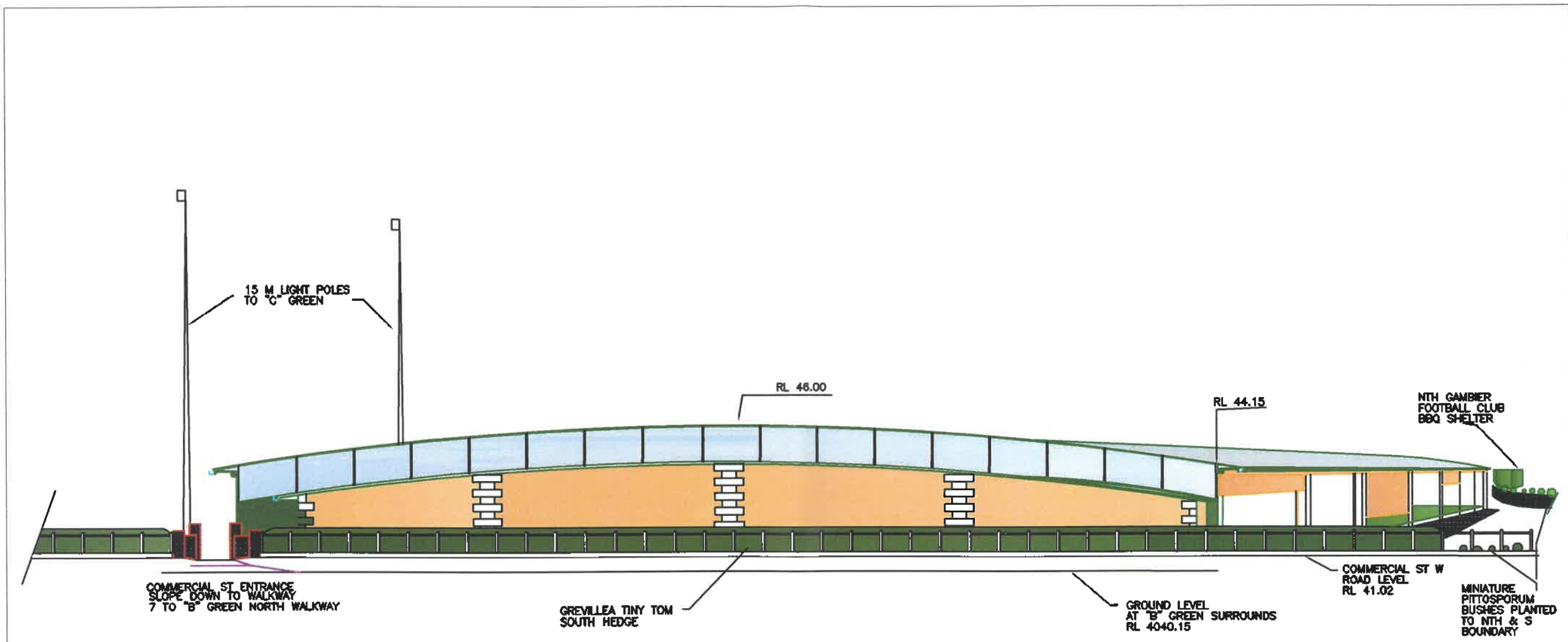
|                                    |                |              |        |
|------------------------------------|----------------|--------------|--------|
| PROJECT: MGBC                      | DATE: 25/10/18 | SCALE: 1:200 | NO: A1 |
| PLAN VIEW 'B' GREEN COVER PROPOSAL | DATE: 25/10/18 | NO: 102      | NO: 1  |





- LEGEND**
- ELECTRICAL SERVICES
  - POTABLE WATER
  - STORM WATER DRAINS
  - TELECOM

|  |  |                            |
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| <p>PROJECT: MGBC</p> <p>SITE PLAN<br/>BOWLING CLUB<br/>MGBC INC.</p> <p>SCALE: 1:400</p> <p>DATE: 29/10/18</p> <p>PROPERTY OF MGBC</p> |  | <p>A1</p> <p>MGB 101 1</p> |
|--|--|----------------------------|



3D VIEW FROM COMMERCIAL ST WEST

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| <p>PROJECT: MGBC</p> <p>PROPOSED COVER "B" GREEN 3D VIEW FROM COMMERCIAL ST</p> | <p>DATE: 2/11/18</p> <p>A1</p> <p>MGB 107 1</p> | <p>SCALE: 1:100</p> <p>DATE: 2/11/18</p> <p>PROJECT: MGBC</p> <p>PROPOSED COVER "B" GREEN 3D VIEW FROM COMMERCIAL ST</p> |
|---|---|--|

## **Presentation to Mount Gambier DAP for Mount Gambier Bowls Club Inc.**

### **History.**

The Mount Gambier Bowls Club has been a progressive Club ever since it's foundation in 2004. At this time we were the first regional club in South Australia. Bowlers travelled from Portland to Mount Gambier by horse and dray to play in an inter- City competition to celebrate the new Club. We still retain a strong relationship with Portland Bowls Club. At that time we had rinks in Heriot St. now the home of the Mount Gambier Tennis Club. Bowls was also played at the croquet court behind St Andrews Church.

In 1946 the Club had outgrown Heriot St and the Club negotiated for lease of part of Vansittart Park. The land donated by Mr Vansittart with the proviso that it be used for the pursuit of Sport. The Mount Gambier Bowls Club quickly grew to occupy four greens and members had constructed the bones of the current building.

The Mount Gambier RSL was formed in early 1950s by members of Mount Gambier Bowls Club recognising the need and opportunity for another Club.

With encouragement from City Council the premises have been further developed and gardens maintained to compliment the Park environment.

In 2004 we installed the first synthetic carpet green in South Australia and subsequently changed all the Greens from grass to carpet. This has allowed the Club to offer year round activity to members and the Community with the fickle weather of the South East now constituting a major constraint.

In 2004 we approached Council with a proposal to cover the then "D" green with a building and Council funded a design not greatly dissimilar to today's proposal. At that time the Club was unable to afford the cost of development. Having given over "D" green to car parking, partly funded by the Club, we are now given the opportunity to revisit a covered green due to the generous sponsorship of a member and a grant of \$100,000 from the State Government. This is a once off opportunity for a development of this scale.

### **Research.**

The ambition to erect a cover over one of our greens to provide weather protection for members and to provide a Community facility for major events has continued for 10 yrs. Our recent fortune in having a member willing to fund a large part of the cost now makes the cover affordable. With encouragement from the City Council we have negotiated with a number of Businesses over the past 2 yrs. Some proposals were 15m high while others did not offer adequate weather protection for the South East.

Dome Shelter offered a domed shelter similar in form to a plastic greenhouse. This proposal was ultimately rejected due to it's height and tent like appearance.

GCMA (West Australia) offered a fabric covered, pitched roof with gable ends. The ridge height of 15m was considered unsuitable. They eventually reduced the overall height to 8 m but the presentation was too shed like, despite efforts to round the eaves and ridge, to be thought acceptable.

Greenline, Mildura, NSW proposal was a fabric structure with open sides similar to the covers over City car parks. The proposal did not offer enclosed sides, considered essential for Mount Gambier climate. The cost of the structure was prohibitive and the fabric requires regular cleaning and has a life limited to 25 yrs.

Parham Constructions a local Company has after some negotiation offered a low profile curved roof structure that the Club believes is compatible with the environment, offers secure dry and shaded conditions and is higher internally than equivalent structures in the United Kingdom.

## Proposal.

Our Proposal is to construct a domed roof, low profile cover, with a Heritage green colorbond roof, with 12 semi-opaque panels, and fabric roll up curtain sides. The South end of the building will have a step down section, 3 m wide, reducing the visual relationship with Commercial St West. The Southern wall will be constructed of rendered Mount Gambier stone with quoins at 10m intervals to visually match the appearance of other buildings on Commercial St West. Between the roof sections the cladding will be Suntuff dual wall polycarbonate to reduce the visual impact of the structure.

Lighting will be 24 LED high bay lights with some of the lighting supplied by solar panels already installed on the Club Roof.

Drainage of storm water will be to an existing sump in the North East corner of the Bowls Club site. The present greens drain to this sump and the roof will not increase the collection area.

Internally the roof will be clad with reflective sisalation to minimise internal heat in summer and bird netting will cover purlins and trusses to prevent birds roosting.

All construction is sourced locally ensuring maximum benefit to the Community.

## Development Plan

In making this proposal the Mount Gambier Bowls Club has had due regard to the sensitive nature of the location.

We have made every effort to reduce the height, compatible with use, and offer a colour scheme and materials in keeping with the character of Commercial St West as suggested in the Development Plan, Recreation Zone, P 168

Clause 4. Further we note that this Section, clause 1 references development for facilities for active and passive pursuits, and clause 2 that sporting club rooms and facilities should be integrated in discrete clusters

We have also endeavoured to give due regard to the Development Plan sensitivity to Local Heritage and note that Development Plan, P 32 "Vansittart Park." references the federation style dwelling to the North and East and their proximity to the landscape of Vansittart Park. This clause also references Figures MTG H(C)/2 and 3. The Local Heritage items listed for Vansittart Park are the Rotunda, Gates and the War Memorial in the Memorial Park and the Grand Stand on the football oval. None of these items have clear sight lines to our proposal on "B" Green. The Rotunda and Memorial are fully screened by trees and the Grand Stand by other developments on the football grounds.

The Development Plan, P 33 Clause 6 states Development should take design cues from the existing historic built forms. In doing this it is not necessary to replicate historic detailing; however design elements for consideration should be compatible with building and streetscape character and should include but not be limited to :

- (a) scale and bulk
- (b) width of frontage
- (c) boundary set back patterns
- (d) proportion and composition of design elements etc
- (e) colour and texture of materials

From the photographs enclosed with our submission we believe our proposal has integrity

with these recommendations.

## Evaluation

In applying for Planning Consent The Mount Gambier Bowls Club offers the following economic and social benefits to the Community of Mount Gambier.

## Commitment

Present Lease requires:

Maintain vegetation in healthy state.

Maintain the Site, particularly the front garden to an exceptionally high standard of presentation. Refer enclosed photographs

Provide new infrastructure from time to time

Provide the reserve for a variety of sporting events and encourage multi-use.

## Economic.

Local business will be used in construction and services.

Main structure – Parham Constructions

Electrical work – Stuckey Electrical

Blinds - Dollar Curtain and Blinds

Plumbing - Zaadstra

Increased tourism will be generated by increased tournaments and Community Events.

Bowls – Winter Tournaments and less cancellations.

Greater participation by visitors from Western Districts Victoria and the South East.

Generations in Jazz.

Other major public events – the only venue offering 1600 sq m. full catering, and conference facilities.

## Social

School sports curriculum activities guaranteed.

Benefits to the elderly with activity regardless of weather.

Benefits commitment by broader community to play bowls.

All participants protected from adverse weather.

Venue will attract people from a wide catchment.

Visitors to Mount Gambier guaranteed opportunity.

## Current Use

Probus Clubs, Ladies and Men, Monthly

Red Cross Four times per year for a week at a time.

Mount Gambier Weight Watchers – three times per week

Indoor Bowls Association – Association Tournaments.

A number of Business Social Clubs and individuals use the premises for activities.

## **Heritage Advisers Comments.**

The Mount Gambier Bowls Club supports the Heritage Advisers opening paragraphs referencing the nature of Vansittart Park as a recreation and Sports centre and reflect on the historical use of this venue in the past as Mount Gambier's Premier Sports ground. In this context the playing of Cricket by the English and Indian National teams in the past. Indeed the Mount Gambier Bowls Club has hosted training by the Scottish National Team prior to the Commonwealth games and have hosted Inter-State matches between South Australia and Victoria. In this context it is well to note that Melbourne built Darebin Indoor Bowls Centre for the Commonwealth Games.

It is sad that as we cling to the past and refuse to move forward these opportunities will pass us by. Of course we should preserve what is good but as North Gambier Football Club recognised in their submission to Council for a major development of Club Rooms on Vansittart Park, The proposal to restore the grounds to a premier cricket venue we must move with the times. To stay in the past condemns us to watching others grasp the opportunities.

In our submission we respectfully submit that our development, even though the building is large, does not dominate the park, because the Local Heritage aspects do not have line of sight from any direction. If we were to comply with the suggested siting of set backs and pattern of development our proposal would be far more intrusive by moving North. Setting adjacent to Commercial St and minimising the visual impacts on The Park Hotel is in our opinion the best option available to us. Bertha St is not an ambulant thoroughfare and vehicle drivers should not be distracted by Vansittart Park, even if they could see over the Bowls Club hedge.

The local area is dominated by Commercial development and the Bowls Club building compliments this character.

As stated earlier in this submission an open sided cover as suggested by Mr Woods would be entirely unsuitable for Mount Gambier climate, although it may well be suitable in Adelaide. The open sided nature of the proposal that we showed to Mr Woods and he has indicated he preferred, despite saying earlier that he rejected any development, was pointed out to Mr Woods at the time we discussed the project.

Mr Woods references the oppressive nature of low roofs and this has been a consideration in our proposal. The gentle curvature of the roof giving more height in the centre will reduce this effect. Excellent lighting will also add to the ambience. Photographs of venues in the UK are attached and these popular centres are lower than our proposal.

By adding sisalation under the roof the transfer of heat in Summer and the loss of heat in Winter will be minimised. The addition of bird netting over roosting sites will minimise vermin.

The present investment in the present facilities is about \$1,000,000 making the suggestion of relocation to another venue, assuming one could be found highly impracticable.

## **Summary**

Mount Gambier Bowls Club has been on the present site for 72 yrs and has progressed with the times , moving to carpet greens, and first with coloured clothing. We have refurbished and extended our Club rooms. We have and continue to be good tenants, always considerate of our venue, it's location and our neighbours.

Mount Gambier RSL and District, and Port McDonnell Bowls Clubs have already indicated they would like to share these facilities for some of their activities.

This is a once in a lifetime opportunity.

We hope the DAP will approve our proposal.

## Fiona Mcgregor

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**From:** Richard Woods <[richard@habitableplaces.com.au](mailto:richard@habitableplaces.com.au)>  
**Sent:** Tuesday, 20 November 2018 10:48 AM  
**To:** Simon Wiseman  
**Cc:** Tracy Tzioutziouklaris  
**Subject:** Heritage Assessment DA 381/0315/2018 Mt Gambier Bowling Club Covered Bowling Green

Dear Simon

Thank you for referring this application for heritage assessment.

I have reviewed further information submitted on 12/11/2018.

The application has not addressed any of the substantive issues raised at initial discussions and in my preliminary advice to the applicants of 11th July.

The inclusion of a rendered stone wall with quoins and the use of heritage colours does not to ameliorate the excessive bulk, scale and visual intrusion of the proposal. The change from roller doors to roller blinds has no material impact.

I have again assessed the proposal against the heritage objectives of Council's Development Plan.

My assessment is fully expressed in my original advice, attached below.

On balance, I RECOMMEND that this application be REFUSED Development Plan Consent.

Regards

Richard Woods  
Limestone Coast Heritage Adviser

**habitable places**

architects

24 Divett Place Adelaide SA 5000  
ph 8232 9925 mob 0417 827 118  
[richard@habitableplaces.com.au](mailto:richard@habitableplaces.com.au)

Begin forwarded message:

**From:** Richard Woods <[richard@habitableplaces.com.au](mailto:richard@habitableplaces.com.au)>  
**Subject:** Mt Gambier Bowling Club Covered Bowling Green  
**Date:** 11 July 2018 12:13:00 pm ACST  
**To:** Simon Wiseman <[swiseman@mountgambier.sa.gov.au](mailto:swiseman@mountgambier.sa.gov.au)>  
**Cc:** Tracy Tzioutziouklaris <[tracyt@mountgambier.sa.gov.au](mailto:tracyt@mountgambier.sa.gov.au)>

Dear Simon

Thank you for referring a concept plan for the above development for preliminary heritage assessment and advice.

I confirm meeting with the proponents on 30th June to advise on the heritage requirements.

On balance, the proposal in its current form does not conform to Council's policy for Vansittart Park, as set out in Council's Development Plan, for the following reasons:

### **Heritage Value of Vansittart Park**

Vansittart Park is a local heritage place in its own right. It plays a crucial role in the identity of Mt Gambier, as our memorial gardens and traditional recreation ground. Vansittart Park forms a gateway marker to the town centre when approaching from Commercial Street West and Wehl Street North.

The park as a whole is the heritage place, not just the buildings. The open space character, trees and landscaping are integral to its heritage value and desired future character. The entrance gates, the grandstand, war memorial and rotundas are also identified in the heritage listing.

The Bowling Club is part of the recreation and social history of the park. This land-use is entirely consistent with the heritage values. The current open landscaped appearance of the Bowling Club complements the park-like character of its setting.

The heritage value of Vansittart Park is expressed by its open space character, contrasting strongly with the surrounding urban built form. All four street frontages have an open park-like character. The existing buildings are well set back from the street edges. The grandstand and rotundas are open roofed buildings, appropriate in a park-like setting. From the surrounding streets, the buildings are viewed behind a landscaped foreground. The existing bowling clubroom and other utilitarian buildings in the precinct do not have a strong visual impact.

### **Vansittart Park Heritage Policy Area**

The park is located in the Vansittart Park Local Heritage Policy Area in a Residential Zone. Council's Development Plan has policies for new development in heritage policy areas. To ensure that the heritage value is protected, future new buildings in the park should respect the established pattern of development within the park, including siting, setbacks and built form. New development should not dominate the locality.

The surrounding residential and commercial development along Commercial Street West are not relevant as a reference point for new development in the park.

### **Council's Development Plan Objectives**

*Development that complements the historic significance of the area.*

*Development that contributes to desired character.*

### **Council Development Policies**

Development affecting a heritage place should *be compatible with the heritage value*. It should have regard to:

*Important vistas and views to and from the place,*

*The existing boundary setback pattern,*



*Scale and bulk,  
The design of rooflines, and  
Landscaping elements.*

### **Assessment**

The proposed shelter represents a substantial intensification and change in nature of an existing land use. The recreational land use is entirely appropriate. However the change from an outdoor open space activity to a fully enclosed indoor sporting venue requires a large scale built form.

It is not appropriate for a 1,600 m<sup>2</sup> building to be constructed in this location, with minimal setback to Commercial Street West. An enclosed building with minimal street setback will block important views and vistas. It does not reflect the pattern of existing pattern of development which is that buildings are well set back from the street edges.

The proposed gable end wall facing the street is a 40 metres long. The 6 metre height is not excessive, but the length of this blank, unarticulated wall would dominate and obscure the view of Vansittart Park from Bertha Street.

The side walls of the proposed building will be highly visible when approaching along Commercial Street West from both directions. These walls are proposed to be enclosed with 4 metre high roller blinds. While these roller blinds may sometimes be open, for assessment purposes it is assumed that the doors will mostly be closed. Each roller door is 5 metres wide and will be 20m<sup>2</sup> in area. A wall of roller doors of this scale is akin to a light industrial warehouse or a commercial self storage facility. It would be highly intrusive. It would not complement the open space character or complement the historic significance of the area.

### **Recommendations**

On balance the proposed building will have a significant and unacceptable adverse impact on the heritage character of Vansittart Park, due to its siting, lack of setbacks and built form.

It does not accord with the Council's objectives and policies as set out in Council's Development Plan.

It should not be granted Development Plan Consent.

### **Other Advice**

As previously advised, an open sided lightweight shelter would be more in keeping with the historic rotunda and grandstand, and may have an acceptable visual impact in this location within the park. The scale of the roof form and the enclosure of the walls to provide wind protection exacerbates the adverse heritage impact.

The proportions of indoor spaces for human enjoyment is crucial. The proposed structure has been designed to minimise roof height. However, as a public recreation venue, the interior space will have an oppressive character due to the very low trusses and roof, relative to the 40 metre roof span.

In summer low steel roofs create an uncomfortable environment. The roof surfaces radiate heat from close range directly onto the users. Heat gain from skylights and radiation will also be trapped by the curved roof form. A higher roof can overcome these serious issues.

I do appreciate the motivation for providing all-weather protection over the existing bowling green. However Vansittart Park is not a suitable location within the City for such a facility. I

recommend that alternative locations for such a facility, which do not have an adverse heritage impact, be considered.

Regards

Richard Woods  
Limestone Coast Heritage Adviser

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architects

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# Shelter plea rejected

## Grant council declines animal welfare league funds increase as new and improved pound facility revealed



THE long-term sustainability of the district's charity animal shelter has been delivered a major blow with Grant District Council rejecting a plea for additional operating funds.

Elected members on Monday night voted not to bump up a \$12,000 allocation to the embattled South East Animal Welfare League this financial year.

League proponents have formally requested an additional \$100,000 collectively from both Grant council and its City Council counterpart.

Ahead of Monday's decision, league representatives warned the shelter - which gives a temporary home to more than 200 dogs and 140 cats per year - may have to close in the future.

The decision comes amid council building a new and larger dog compound at its Mount Gambier headquarters, which is expected to hold dogs for up to 48 hours.

The compound is nearing completion and will have three separate cages to hold wandering pooches.

Council deputy chief executive officer Jane Fetherstonhaugh told the council meeting there had been a downward trend in the number of dogs at the league.

She said a significant

factor in the reduction was the use of social media in identifying roaming dogs.

Another factor was more than 75pc of dogs in the Grant district have been microchipped, which stemmed from new dog and cat laws.

"If they are microchipped, dogs do not go to the pound. They get scanned and go back to the owner," Ms

Fetherstonhaugh explained.

She suggested council should let the current financial agreement "run its course" this financial year and for the newly elected council to make the decision moving forward.

"There has been a fairly large decline in animal numbers at the shelter ... last financial year there was only 33 (Grant) council dogs," Ms Fetherstonhaugh said.

She said this equated to around \$467 per dog.

Ms Fetherstonhaugh said the organisation did have money in reserve to get it through the financial year.

Adding to the debate, Cr Shirley Little argued council should not commit to a new funding arrangement given it was just weeks away from being in caretaker mode due to the upcoming local government elections.

"In my opinion, we really need to let the current

contract run its course," Cr Little said.

"By June 2019, we would know how many dogs and

cats have come in due to the microchipping."

Meanwhile, Cr Gillian Clayfield questioned whether the league's expansion plans were viable given the decreasing number of animals taken to the shelter.

League president Natalie Zwar yesterday described council's decision as "disappointing" and a setback for the shelter.

But she said a bigger setback would be if Mount Gambier City Council also rejected its request for additional funds given the majority of animals came from within the city boundary.

"This would be a bigger blow to us ... I do not think councillors realise the long-term effects if the shelter closed," Ms Zwar said.

She questioned the costs to council if they had to pay staff to clean cages and feed animals and raised concerns more animals would be euthanised.

Conceding animal numbers had levelled at the

facility, she said they had not dramatically declined.

Ms Zwar thanked the community for donations,



including food, that had been pouring into the facility, which was battling growing operational costs.

While the closure of the facility in the long-term remained a possibility, she said proponents were committed to keeping it operational.

“We will not be making any rash decisions at this time,” said Ms Zwar, who explained the organisation had cash reserves to keep it afloat until June.

She said proponents of the

shelter would have to look “outside the box” to raise money for its operational costs.

The league is being hit with rising costs, including cat litter, veterinary care for injured and ill animals, along with desexing and microchipping.

Mount Gambier City Council is yet to make a decision.



**NEW INFRASTRUCTURE:** The new dog pound being assembled at the Grant District Council depot.



22 Aug 2018

Border Watch, Mt Gambier SA

Author: Sandra Morello • Section: General News • Article Type: News Item  
Audience : 5,246 • Page: 3 • Printed size: 659.00cm<sup>2</sup> • Market: SA • Country: Australia  
ASR: AUD 821 • words: 728 • Item ID: 998419978



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Page 3 of 3





To: Mount Gambier City Council                      Date: 6 August 2018

Attention: Dr. Judy Nagy,  
General Manager City Growth

Subject: Request for additional information re a funding request

From: South East Animal Welfare League, Inc. - **Secretary, Annie O'Connor**

---

Preamble

South East Animal Welfare League, Inc. (SEAWL) is an Incorporated Association. SEAWL has no association with the Animal Welfare League of South Australia, or any other like organisation, and is a separate entity in its own right. SEAWL has a registered ABN and is GST compliant. SEAWL is a gift deductible charity registered under the ACNC. SEAWL is wholly managed by a Board of members each of who, in their own right, are volunteers to SEAWL.

The Board itself must comply with –

- the rules of the Associations Incorporation Act and regulations made under that Act; and,
- the SEAWL Constitution.

The objects and purposes of (SEAWL) the Association are as follows:

- (a) To promote and improve the welfare of animals generally;
- (b) To give temporary shelter and food to lost and/or abandoned cats and dogs.
- (c) To endeavour by sale or other approved means to find good homes for dogs and cats;
- (d) To ensure a merciful and painless death for those animals which may be deemed necessary to destroy;
- (e) To co-operate with all persons, associations or bodies corporate to ensure compliance with any animal related law, policy or regulation which is or is incidental to the objects of the Association;
- (f) To maintain a Management Committee (the Board) that attains the objects of the Association;
- (g) To do all things necessary including raising funds, producing promotional literature and encouraging dissemination of information to the community in order to promote the objects of the Association;
- (h) To do all other things that may be necessary to give effect to the objects of the Association.

Our Reply follows:-

1. Audited financial reports for the last three years up to and including 2017/2018.



The last three audited financial reports are attached to the email carrying this reply document.

\*\*\*As an addendum please note that wages shown in 2017 includes the program Work for the Dole wages, for which SEAWL was reimbursed.  
 WFD \$36,280.94 = total Income.  
 WFD \$36,520.08 = total Expenses.  
 (WFD wages = \$17,966.14; WFD Expenses = \$18,553.94)

2. Details about the number of animals received and the outcomes for the same for the last three years.

Three spreadsheets of Dogs and Cats statistics for the years 2015, 2016 and 2017 are attached to the email carrying this reply document.

In addition, numbers are listed below:-

| <u>Jan - Dec 2015</u>  | <u>Jan - Dec 2016</u>  | <u>Jan - Dec 2017</u>  |
|--|--|--|
| 258 dogs in (74) from City Council<br>153 rehomed<br>85 reclaimed<br>37 euthanised | 299 dogs in (154) from City Council<br>113 rehomed<br>149 reclaimed<br>60 euthanised | 219 dogs in (66 from City Council)<br>113 rehomed<br>80 reclaimed<br>23 euthanised |
| 140 cats in<br>96 rehomed<br>9 euthanised  | 133 cats in<br>99 rehomed<br>34 euthanised   | 142 cats in<br>128 rehomed<br>10 euthanised  |

3. On a weekly basis, how many volunteers do you have rostered and for what tasks?

The number of volunteers weekly fluctuates for a myriad of reasons - sickness, personal commitments, away from Mount Gambier, etc. Volunteer hours tallied (for a 2 month period) and multiplied by 6 equates to an estimation of 2,544 hours per annum.

The tasks volunteers undertake are -

- \* cleaning kennels and cat enclosures, and disposing of animal waste
- \* mowing/gardening
- \* maintenance of equipment and structures
- \* exercising dogs
- \* socialisation of dogs and cats
- \* administrative duties including telephone answering
- \* washing and drying of animal bed linen
- \* grooming of animals
- \* health checks of animals

- \* assisting with medical treatment (parvo vaccinating, worming, de-fleaing)
- \* collection of goods received into donation bins at various locations
- \* conveying animals to and from vets
- \* transporting cats to and from SEAWL to Petbarn (we have an external partnership with Petbarn for display of cats/kittens which are ready for adoption); and transporting cats to and from foster carers
- \* sorting of donations received at our premises and also of those received into donation bins
- \* feeding animals morning and afternoon
- \* assisting with fundraising
- \* assisting SEAWL at various community events
- \* liaising with the public who visit our premises
- \* liaising with visiting school children on excursion with their school
- \* ensuring each animal receives human love.

4. Details of SEAWL Board membership and changes over the last three years.

- Our Constitution dictates that SEAWL must have at least five (5) Board members but not less than three (3) Board members.
- A Board member must be a member who is 18 years or over.
- Board members must be elected to the Management Committee (Board) at an annual general meeting or appointed under clause 31 of the Constitution.
- The Board holds a General Meeting once per month on the 3<sup>rd</sup> Monday of each month.
- The Board can form sub-committees, of which at least one person must be a Board member and the others, members of SEAWL.
- SEAWL has a membership base at a cost of \$10 per annum per member. Each member is entitled to vote at an AGM.
- The financial year of the Association is 1 January to 31 December.
- The Board holds the following positions – President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, and Public Officer and Board members.
- Board members for the last three years are –

| 2016   | 2017   | 2018   |
|--|--|--|
| <u>President:</u> Lesley Brumby<br><u>Vice President:</u> Katrina Miller<br><u>Vice President:</u> Natalie Zwar<br><u>Secretary:</u> Lesley Brumby<br><u>Treasurer:</u> Natalie Zwar<br>Committee:<br>Chris Lawrence<br>Nick Kidman<br>Kate Rolston<br>Peter Worrell<br>Sonya Davies | <u>President:</u> Lesley Brumby<br><u>Vice President:</u> Katrina Miller<br><u>Vice President:</u> Natalie Zwar<br><u>Secretary:</u> Annie O'Connor<br><u>Treasurer:</u> Natalie Zwar<br>Committee:<br>Chris Lawrence<br>Nick Kidman<br>Sonya Davies<br>Trevor Twilley | <u>President:</u> Natalie Zwar<br><u>Vice President:</u> Trevor Twilley<br><u>Vice President :</u> Lesley Brumby<br><u>Secretary:</u> Annie O'Connor<br><u>Treasurer:</u> Natalie Zwar<br>Committee:<br>Roslyn Taylor<br>Kylie Crowhurst<br>Chris Lawrence |



SEAWL Board members volunteer their time freely to ensure the efficient and effective running of SEAWL, and besides holding monthly 2 - 3 hour meetings, conservatively, the SEAWL Board members contribute well over 6000 voluntary hours a year through meetings (Board and staff), performance management, financial management, secretarial management, promoting SEAWL, holding community events, management of land and buildings, future planning, applying for grants, attending to e-mails, etc.

5. The impact of microchipping on the number of animals SEAWL received last year.

1) Studies are showing that micro chipped dogs are 2.5 times more likely to be returned to their homes than their un-chipped counterparts. Stray cats with microchips are 20 times more likely to make it back to their families.

2) Unlike collars and tags, a microchip is a permanent method of electronic identification and the benefits of micro chipping are being seen at SEAWL as staff reunites stray pets with their families regularly.

3) Last year (2017) saw SEAWL microchip 194 Cats and Dogs, at a total cost of \$2871.20 (\$14.80 per microchip.)

4) Implanting a microchip has minimal impact upon the animals with a fine needle inserting a chip the size of a grain of rice. The actual injection is over within a matter of seconds, only causing minimal discomfort.

5) At SEAWL's request to a veterinarian, particularly anxious animals can have the chip implanted when they are under sedation for de-sexing. This is all a small price to pay for the offsetting benefit of being returned home sooner should they become lost.

6) SEAWL staff feels the 10 minute procedure explaining the micro chipping to owners and then chipping the animal itself is time well spent. Not only does it make future identification far easier but it also creates a fundraising opportunity with the average sale of a procedure in 2017 bringing in \$38.50, allowing for a profit of \$23.70 per service.

7) One can then only surmise that local councils must find the increase of micro chipping dogs and cats to be greatly beneficial. Reuniting lost animals is now easier than ever, seeing owners notified and their pets returned home faster and far more cost effectively than in previous years.

6. The role of fundraising within SEAWL business model to sustain operations.

Refer to the excel spreadsheet attachment to the email carrying this reply document, and titled 'SEAWL Fundraising Activities 2015 – 2017'.



If it was not for the significant effort from SEAWL and the SEAWL fundraising sub-committee generating some \$50,000 per annum, SEAWL's operating cost would be significantly in further deficit.

Despite an exorbitant amount of time and effort from SEAWL Board, staff and members, together with the fundraising subcommittee, these efforts do not guarantee a level of financial income to ensure the long term sustainability of SEAWL. The impact of the current economic environment (low increase in salaries) and high cost of living means there is little spare cash in the community for donating to charitable organisations such as SEAWL.

In the event that SEAWL has a guaranteed level of annual financial income, predominantly from the City of Mount Gambier Council and the District Council of Grant that covers the majority of our two most costly expenses, being wages and veterinary expenses, then SEAWL could ensure its long term sustainability into the future.

Please contact the undersigned if you require further information.

NB. I wish to acknowledge the assistance of fellow Board members for their input into this substantiation document.

With kind regards,  
Annie O'Connor

**Annie O'Connor**  
Secretary



South East Animal Welfare League

Home Phone 08 8723 3283

Mobile 0407 665 538

Facebook <https://www.facebook.com/pages/South-East-Animal-Welfare-League-Mount-Gambier/321202035471>

**South East Animal Welfare League**

**ABN: 24 452 839 591**

**Office Phone: (08) 8723 9133 Email: [seawlsa@gmail.com](mailto:seawlsa@gmail.com)**

**Web: [www.seawl.org.au](http://www.seawl.org.au)**

**SOUTH EAST ANIMAL WELFARE LEAGUE OF SOUTH AUSTRALIA INC**  
**PROFIT AND LOSS STATEMENT FOR THE YEAR ENDED 31ST DECEMBER 2017**

|                                       | 2017                     |
|---------------------------------------|--------------------------|
| <b>Income</b>                         |                          |
| O - Adoptions-Dog                     | 29,249.38                |
| O - Adoptions-Cat                     | 16,622.75                |
| O - Foster Care Cats Kittens          | 13.61                    |
| O - Grant - District Council of Grant | 11,879.68                |
| O - Grant - City of Mount Gambier     | 29,699.34                |
| O - Memberships                       | 84.55                    |
| O - Micro Chip                        | 1,450.02                 |
| O - Owner admitted fees               | 3,080.42                 |
| O - Pound Income                      | 9,828.75                 |
| F - BBQs                              | 289.00                   |
| F - Chocolate Sales                   | 1,500.00                 |
| F - Community Lottery                 | 650.00                   |
| F - Donated Goods Received            | 5,150.32                 |
| F - Donations                         | 32,100.63                |
| F - Donation Boxes                    | 4,213.20                 |
| F - Films                             | 1,346.90                 |
| F - Fundraising                       | 3,069.27                 |
| F - Memorial Wall Plaques             | 145.45                   |
| F - Other                             | 36.36                    |
| F - Paws Walk                         | 2,608.55                 |
| F - Raffles                           | 2,162.75                 |
| F - Sponsorships                      | 5,586.34                 |
| F - Xmas Market                       | 854.55                   |
| R - Redevelopment Income              | 454.54                   |
| W - Work for Dole - Funding           | 36,280.94                |
| <b>Total Income</b>                   | <u><u>198,357.30</u></u> |
| <b>Less Expenses</b>                  |                          |
| O - Accounting fees                   | 4,822.75                 |
| O - Advertising and Marketing         | 494.07                   |
| O - Bank charges                      | 856.24                   |
| O - Bookkeeping Fees                  | 9,402.30                 |
| O - Cleaning & Rubbish Removal        | 5,609.68                 |
| O - Consumables Cat                   | 6,173.70                 |
| O - Consumables Dog                   | 315.90                   |
| O - Depreciation                      | 6,177.58                 |
| O - Donated goods less than \$1,000   | 691.00                   |
| O - Electricity & gas                 | 3,249.17                 |
| O - Equipment                         | 1,491.18                 |
| O - Fees/Licences/Levies              | 327.90                   |
| O - Freight                           | 222.62                   |
| O - Insurance                         | 3,580.60                 |
| O - Internet                          | 435.84                   |
| O - Annual Leave Movement             | 1,261.91                 |

**SOUTH EAST ANIMAL WELFARE LEAGUE OF SOUTH AUSTRALIA INC**

**PROFIT AND LOSS STATEMENT FOR THE YEAR ENDED 31ST DECEMBER 2017**

|   | 2017               |
|---|--------------------|
| <b>Less Expenses (cont)</b>               |                    |
| O - Long Service Leave Movement           | -201.66            |
| O - Legal Fees                            | 962.40             |
| O - Micro chips                           | 3,540.08           |
| O - Motor Vehicle - Fuel                  | 1,113.56           |
| O - Motor Vehicle - R&M                   | 316.73             |
| O - Motor Vehicle - Registration          | 681.00             |
| O - MYOB Subs                             | 531.78             |
| O - Office supplies                       | 54.50              |
| O - Postage & courier                     | 120.90             |
| O - Printing & stationery                 | 2,461.76           |
| O - Rates & Taxes                         | 164.25             |
| O - Repairs & maintenance                 | 1,860.47           |
| O - Sundry expenses                       | 438.47             |
| O - Superannuation expense                | 7,052.65           |
| O - Telephone                             | 3,646.40           |
| O - Till Shortage                         | 130.50             |
| O - Training Expenses                     | 90.00              |
| O - Vermin Control                        | 170.70             |
| O - Veterinary Services-Dogs              | 25,420.30          |
| O - Veterinary Services-Cats              | 22,926.41          |
| O - Veterinary Services-Euthanasia        | 1,359.98           |
| O - Volunteer Expenses                    | 876.36             |
| O - Volunteer Expenses - Fuel             | 2,275.00           |
| O - Wages & salaries                      | 78,977.95          |
| O - Work cover insurance                  | 1,558.95           |
| O - Work Health and Safety                | 778.32             |
| F - Fundraising Expenses-Shelter          | 1,171.60           |
| F - BBQs                                  | 301.88             |
| F - Chocolate Sales                       | 1,132.78           |
| F - Community Lottery                     | 600.00             |
| F - Film Nights                           | 913.62             |
| F - Paws Walk                             | 60.00              |
| W - Work for Dole- Dog Park - Expenses    | 172.73             |
| W - Work For Dole-Memorial Wall- Expenses | 2,809.40           |
| W - Work For Dole-Walking Path Expenses   | 15,571.81          |
| O - Staff Uniforms                        | 103.59             |
| <b>Total Expenses</b>                     | <u>225,257.61</u>  |
| <b>Operating Profit</b>                   | <u>(26,900.31)</u> |
| <b>Plus Other Income</b>                  |                    |
| Interest and Dividend income              | 7,011.34           |
| <b>Total Other Income</b>                 | <u>7,011.34</u>    |
| <b>Less Other Expenses</b>                |                    |
| Registration/Impound Fee Clearing account | 1,256.70           |
| <b>Total Other Expenses</b>               | <u>1,256.70</u>    |
| <b>Net Loss</b>                           | <u>(21,145.67)</u> |

**SOUTH EAST ANIMAL WELFARE LEAGUE OF SOUTH AUSTRALIA INC**  
**PROFIT AND LOSS STATEMENT FOR THE YEAR ENDED 31ST DECEMBER 2017**

|                                       | 2017                     |
|---------------------------------------|--------------------------|
| <b>Income</b>                         |                          |
| O - Adoptions-Dog                     | 29,249.38                |
| O - Adoptions-Cat                     | 16,622.75                |
| O - Foster Care Cats Kittens          | 13.61                    |
| O - Grant - District Council of Grant | 11,879.68                |
| O - Grant - City of Mount Gambier     | 29,699.34                |
| O - Memberships                       | 84.55                    |
| O - Micro Chip                        | 1,450.02                 |
| O - Owner admitted fees               | 3,080.42                 |
| O - Pound Income                      | 9,828.75                 |
| F - BBQs                              | 289.00                   |
| F - Chocolate Sales                   | 1,500.00                 |
| F - Community Lottery                 | 650.00                   |
| F - Donated Goods Received            | 5,150.32                 |
| F - Donations                         | 32,100.63                |
| F - Donation Boxes                    | 4,213.20                 |
| F - Films                             | 1,346.90                 |
| F - Fundraising                       | 3,069.27                 |
| F - Memorial Wall Plaques             | 145.45                   |
| F - Other                             | 36.36                    |
| F - Paws Walk                         | 2,608.55                 |
| F - Raffles                           | 2,162.75                 |
| F - Sponsorships                      | 5,586.34                 |
| F - Xmas Market                       | 854.55                   |
| R - Redevelopment Income              | 454.54                   |
| W - Work for Dole - Funding           | 36,280.94                |
| <b>Total Income</b>                   | <b><u>198,357.30</u></b> |
| <b>Less Expenses</b>                  |                          |
| O - Accounting fees                   | 4,822.75                 |
| O - Advertising and Marketing         | 494.07                   |
| O - Bank charges                      | 856.24                   |
| O - Bookkeeping Fees                  | 9,402.30                 |
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| O - Consumables Cat                   | 6,173.70                 |
| O - Consumables Dog                   | 315.90                   |
| O - Depreciation                      | 6,177.58                 |
| O - Donated goods less than \$1,000   | 691.00                   |
| O - Electricity & gas                 | 3,249.17                 |
| O - Equipment                         | 1,491.18                 |
| O - Fees/Licences/Levies              | 327.90                   |
| O - Freight                           | 222.62                   |
| O - Insurance                         | 3,580.60                 |
| O - Internet                          | 435.84                   |
| O - Annual Leave Movement             | 1,261.91                 |

**SOUTH EAST ANIMAL WELFARE LEAGUE OF SOUTH AUSTRALIA INC****PROFIT AND LOSS STATEMENT FOR THE YEAR ENDED 31ST DECEMBER 2017**

|   | 2017               |
|---|--------------------|
| <b>Less Expenses (cont)</b>               |                    |
| O - Long Service Leave Movement           | -201.66            |
| O - Legal Fees                            | 962.40             |
| O - Micro chips                           | 3,540.08           |
| O - Motor Vehicle - Fuel                  | 1,113.56           |
| O - Motor Vehicle - R&M                   | 316.73             |
| O - Motor Vehicle - Registration          | 681.00             |
| O - MYOB Subs                             | 531.78             |
| O - Office supplies                       | 54.50              |
| O - Postage & courier                     | 120.90             |
| O - Printing & stationery                 | 2,461.76           |
| O - Rates & Taxes                         | 164.25             |
| O - Repairs & maintenance                 | 1,860.47           |
| O - Sundry expenses                       | 438.47             |
| O - Superannuation expense                | 7,052.65           |
| O - Telephone                             | 3,646.40           |
| O - Till Shortage                         | 130.50             |
| O - Training Expenses                     | 90.00              |
| O - Vermin Control                        | 170.70             |
| O - Veterinary Services-Dogs              | 25,420.30          |
| O - Veterinary Services-Cats              | 22,926.41          |
| O - Veterinary Services-Euthanasia        | 1,359.98           |
| O - Volunteer Expenses                    | 876.36             |
| O - Volunteer Expenses - Fuel             | 2,275.00           |
| O - Wages & salaries                      | 78,977.95          |
| O - Work cover insurance                  | 1,558.95           |
| O - Work Health and Safety                | 778.32             |
| F - Fundraising Expenses-Shelter          | 1,171.60           |
| F - BBQs                                  | 301.88             |
| F - Chocolate Sales                       | 1,132.78           |
| F - Community Lottery                     | 600.00             |
| F - Film Nights                           | 913.62             |
| F - Paws Walk                             | 60.00              |
| W - Work for Dole- Dog Park - Expenses    | 172.73             |
| W - Work For Dole-Memorial Wall- Expenses | 2,809.40           |
| W - Work For Dole-Walking Path Expenses   | 15,571.81          |
| O - Staff Uniforms                        | 103.59             |
| <b>Total Expenses</b>                     | <u>225,257.61</u>  |
| <b>Operating Profit</b>                   | <u>(26,900.31)</u> |
| <b>Plus Other Income</b>                  |                    |
| Interest income                           | 7,011.34           |
| <b>Total Other Income</b>                 | <u>7,011.34</u>    |
| <b>Less Other Expenses</b>                |                    |
| Registration/Impound Fee Clearing account | 1,256.70           |
| <b>Total Other Expenses</b>               | <u>1,256.70</u>    |
| <b>Net Loss</b>                           | <u>(21,145.67)</u> |

**BALANCE SHEET**  
**SOUTH EAST ANIMAL WELFARE LEAGUE OF SOUTH AUSTRALIA**  
**AS AT 31 DECEMBER 2017**

**Assets**

| <b>Current Assets</b>                    | <b>2017</b>       |
|--|-------------------|
| Bendigo Bank Main Account                | 10,392.38         |
| Bendigo Bank Visa Card Account           | 10.26             |
| Redevelopment Account                    | 188,634.15        |
| Load and Go Account                      | 74.22             |
| Petty cash                               | (22.35)           |
| Float                                    | 400.00            |
| Accounts Receivable                      | 22,241.80         |
| Bendigo Bank 148641236                   | 40,000.00         |
| Bendigo Bank 148641319                   | 25,000.00         |
| Bendigo Bank 148300585                   | 31,674.07         |
| Bendigo Bank 148641368                   | 42,015.07         |
| ANZ Banking Group - 142 shares           | 4,081.08          |
| BHP Billiton - 178 shares                | 5,262.86          |
| National Australia Bank Ltd - 169 shares | 4,997.33          |
| Westpac Banking Group - 158 shares       | 4,953.30          |
| CYBG - 42 shares                         | 243.18            |
| South 32 - 178 shares                    | 621.22            |
|  | <u>380,578.57</u> |

**Fixed Assets**

|  |                          |
|--|--------------------------|
| Land and Buildings at Valuation (based on CIV) | 112,000.00               |
| Building Improvements work in progress         | 22,456.86                |
| Electricity/Mains Connection                   | 10,302.60                |
| Less: Amortisation                             | (10,003.68)              |
| Cattery Improvements                           | 570.96                   |
| Less: Accumulated Depreciation                 | (109.05)                 |
| Dog Wash Improvements                          | 3,530.00                 |
| Less Accumulated Depreciation                  | (588.01)                 |
| Furniture/Fittings at Cost                     | 2,227.73                 |
| Less: Accumulated Depreciation                 | (1,460.61)               |
| Plant & equipment                              | 65,175.91                |
| Less: Accumulated Depreciation                 | (34,531.18)              |
|  | <u>169,571.53</u>        |
| <b>Total Assets</b>                            | <u><b>550,150.10</b></u> |

**Liability**

| <b>Current Liabilities</b>   |                         |
|------------------------------|-------------------------|
| Accounts payable             | 9,552.82                |
| Annual Leave provision       | 1,261.91                |
| GST collected                | 3,634.77                |
| GST Paid                     | (3,539.13)              |
| PAYG Withholding             | 2,917.37                |
| Superannuation payable       | 1,375.90                |
| Long Service Leave Provision | 291.23                  |
| <b>Total Liabilities</b>     | <u><b>15,494.87</b></u> |

**Net Assets**

**534,655.23**

**Equity**

|                          |                          |
|--------------------------|--------------------------|
| Land and Buildings       | 54,500.00                |
| Listed Equities Movement | 16,538.29                |
| Retained earnings        | 484,762.61               |
| Current year earnings    | (21,145.67)              |
| <b>Total Equity</b>      | <u><b>534,655.23</b></u> |

**SOUTH EAST ANIMAL WELFARE LEAGUE OF SOUTH AUSTRALIA INC.**  
**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2017**

**Note 1: Summary of Significant Accounting Policies**

The Financial Statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act (SA). The Committee has determined that the Association is not a reporting entity.

The financial statements have been prepared on an accrual basis and are based on historical costs and do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements.

**Property, Plant and Equipment (PPE)**

Each class of property, plant and equipment are carried at cost or fair values less, where applicable any accumulated depreciation.

**Property**

Freehold land and buildings are measured on the fair value basis, being the amount for which an asset could be exchanged between knowledgeable willing parties in an arm's length transaction. The Committee has adopted the Capital Value per the 2015/2016 District Council of Grant rates notice as being the fair value of the property.

**Plant and Equipment**

Plant and equipment are measured on a cost basis.

The carrying amount of plant and equipment is reviewed annually by the Committee to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to their present values in determining recoverable amounts.

The depreciable amount of all Property plant and Equipment is depreciated over the useful life of the assets to the association commencing from the time the asset is held ready for use.

**Employee Entitlements**

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee provisions have been measured at the amounts expected to be paid when the liability is settled.

**Revenue**

Revenue from the sale of the goods is recognised when the goods are delivered to customers. Revenue is measured at the fair value of the consideration received or receivable. Grants are recognised as revenue when the organisation gains control of the underlying assets.

**Goods and Services Tax (GST)**

As the association is not required to be registered for GST, the GST paid is recognised as part of the cost of the acquisition of the assets are part of an item of expense and/or income.



**SOUTH EAST ANIMAL WELFARE LEAGUE OF SOUTH AUSTRALIA INC.  
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2017**

**Note 1: Summary of Significant Accounting Policies (cont.)**

**Listed Shares**

Shares in listed entities are reported at their closing market valuation on the Australian Stock Exchange (ASX) at balance date.

**Comparative Figures**

Given the change in the allocation of income and expenses in MYOB during the year, prior year comparative financial information has not been included in the Financial Statements.

**Note 2: Related Party Transactions**

There were no transactions between members of the Committee and the entity during the financial year.

**Note 3: Events subsequent to Balance Sheet Date**

The Committee are not aware of any events subsequent to reporting date which would effect these Audited Statements.

**Note 4: Contingent Liabilities**

The Committee is not aware of any contingent liabilities of the Association either at balance date or at the date of this report.

**SOUTH EAST ANIMAL WELFARE LEAGUE OF SOUTH AUSTRALIA INC.  
STATEMENT BY MEMBERS OF THE COMMITTEE**

The Committee has determined that the Association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies as outlined in Note 1 to the financial Statements

In the opinion of the Committee the financial report:

- 1 Presents a true and fair view of the financial position of South East Animal Welfare League of South Australia Inc. as at 31 December 2017 and its performance for the year ended on that date
- 2 At the date of this Statement, there are reasonable grounds to believe that South East Animal Welfare League of South Australia Inc. will be able to pay its debts as and when

This Statement is made in accordance with the resolution of the Committee and is signed for and on behalf of the Committee and is signed in accordance with subs 60.15(2) of the Australian Charities and Not-for-profits Commission Regulation 2013.

President *L. Bruby.*

Member *[Signature]* *Treasurer*

Dated this *15<sup>th</sup>* Day of April 2018.

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257 Timor Street  
P.O. Box 217  
Warrnambool VIC 3280  
Tel: 03 5564 0555  
Fax: 03 5564 0500  
Ausdoc DX: 28026

Camperdown  
142 Manifold Street  
Camperdown VIC 3260  
Tel: 03 5557 0333

Colac  
73 Gellibrand Street  
Colac VIC 3250  
Tel: 03 5231 1527

Hamilton  
50 Thompson Street  
Hamilton VIC 3300  
Tel: 03 5551 3111

Mount Gambier  
9 Wehl Street South  
Mount Gambier SA 5290  
Tel: 08 8724 0399

Casterton  
72 Henry Street  
Casterton VIC 3311  
Tel: 03 5581 1000

Mortlake  
108 Dunlop Street  
Mortlake VIC 3272  
Tel: 03 5599 2244

Port Fairy  
62 Sackville Street  
Port Fairy VIC 3284  
Tel: 03 5568 2823

Terang  
82A High Street  
Terang VIC 3264  
Tel: 03 5592 2020

Timboon  
6 Main Street  
Timboon VIC 3268  
Tel: 03 5598 3466

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF SOUTH EAST ANIMAL WELFARE LEAGUE OF SOUTH AUSTRALIA INC.

### Report on the Audit of the Financial Report

We have Audited the financial report of South East Animal Welfare League of South Australia Inc., which comprises the Balance Sheet as at 31 December, 2017, the Profit and Loss statement for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the Committee's declaration.

In our opinion the financial report of South East Animal Welfare League of South Australia Inc, is in accordance with Division 60 of the *Australian Charities and Not-for-Profits Commission Act 2012* and the *Associations Incorporation Act (SA) 1985*, including:

- a. giving a true and fair view of the South East Animal Welfare League of South Australia Inc.'s financial position as at 31 December, 2017, of its financial performance and its cash flows for the year ended in accordance with the accounting policies described in Note 1; and
- b. complying with Australian Accounting Standards to the extent described in Note 1, and Division 60 of the *Australian Charities and Not-for-profits Commission Regulation 2013* and the requirements of the *Associations Incorporation Act (SA) 1985*.

### Basis for Qualified Opinion

**Income** - As it is common for Associations of this type, it is not practicable for the Committee to maintain an effective system of internal control over all sources of income prior to its receipt, nor have we been provided with adequate assurance that all financial transactions have been recorded through records provided to us. Accordingly, our Audit in relation to income was limited to amounts recorded in the accounting records of the entity.

We conducted our Audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the *Audit of the Financial Report* section of our report. We are independent of the South East Animal Welfare League of South Australia Inc., in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Committee's *APES 110 Code of Ethics for Professional Accountants (the Code)* that are relevant to our Audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the Audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Emphasis of Matter - Basis of Accounting**

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the South East Animal Welfare League of South Australia Inc.'s financial reporting responsibilities under the ACNC Act and the Associations Incorporation Act (SA) 1985. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

### **Responsibility of the Committee and Those Charged with Governance for the Financial Report**

The Committee of the South East Animal Welfare League of South Australia Inc., are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the Associations Incorporation Act (SA) 1985 and the ACNC Act and the needs of the members. The Committee's responsibility also includes such internal control as the Committee determine is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Committee is responsible for assessing the South East Animal Welfare League of South Australia Inc.'s ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the Committee either intend to liquidate the South East Animal Welfare League of South Australia Inc., or to cease operations, or have no realistic alternative but to do so.

### **Auditor's Responsibilities for the Audit of the Financial Report**

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an Auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an Audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an Audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the Audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform Audit procedures responsive to those risks, and obtain Audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the Audit in order to design Audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the South East Animal Welfare League of South Australia Inc.'s internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Committee.
- Conclude on the appropriateness of the Committee's use of the going concern basis of accounting and, based on the Audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the South East Animal Welfare League of South Australia Inc.'s ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our Auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the Audit evidence obtained up to the date of our Auditor's report. However, future events or conditions may cause the South East Animal Welfare League of South Australia Inc., to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the Audit and significant Audit findings, including any significant deficiencies in internal control that we identify during our Audit.

  
FELICITY MELICAN  
PRINCIPAL

Dated this 20 April, 2018

257 Timor Street  
Warrnambool VIC 3280

**SOUTH EAST ANIMAL WELFARE LEAGUE OF SOUTH AUSTRALIA INC****PROFIT AND LOSS STATEMENT FOR THE YEAR ENDED 31ST DECEMBER 2016**

|                                       | <b>2016</b>              |
|---------------------------------------|--------------------------|
| <b>Income</b>                         |                          |
| O - Adoptions-Dog                     | 29,576.35                |
| O - Adoptions-Cat                     | 15,415.25                |
| O - EFT Fees Recovered                | 66.00                    |
| O - Grants-Rotary Club                | 1,400.00                 |
| O - Grant - District Council of Grant | 11,298.36                |
| O - Grant - City of Mount Gambier     | 43,521.90                |
| O - Grant - Volunteer                 | 2,800.00                 |
| O - Grants-Other                      | 5,140.00                 |
| O - Memberships                       | 100.00                   |
| O - Micro Chip                        | 820.60                   |
| O - Owner admitted fees               | 2,809.80                 |
| O - Pound Income                      | 18,722.80                |
| O - Trap Hire                         | 0.00                     |
| F - Badge Days                        | 710.55                   |
| F - BBQs                              | 487.95                   |
| F - Chocolate Sales                   | 2,750.00                 |
| F - Community Lottery                 | 1,060.00                 |
| F - Donations                         | 34,233.57                |
| F - Donation Boxes                    | 3,993.75                 |
| F - Films                             | 395.00                   |
| F - Fundraising                       | 3,102.55                 |
| F - Other                             | 36.00                    |
| F - Paws Walk                         | 3,567.50                 |
| F - Photography Fundraising           | 719.00                   |
| F - Raffles                           | 852.60                   |
| F - Sponsorships                      | 8,390.00                 |
| R - Redevelopment Income              | 11,301.30                |
| W - Work for Dole - Funding           | 56,048.93                |
| <b>Total Income</b>                   | <b><u>259,319.76</u></b> |
| <b>Less Expenses</b>                  |                          |
| O - Accounting fees                   | 4,034.00                 |
| O - Advertising and Marketing         | 2,350.98                 |
| O - Bank charges                      | 689.87                   |
| O - Bookkeeping Fees                  | 7,434.72                 |
| O - Card Purchase Fees                | 6.95                     |
| O - Cleaning & Rubbish Removal        | 5,322.21                 |
| O - Consumables Cat                   | 2,626.55                 |
| O - Consumables Dog                   | 1,180.48                 |
| O - Consulting Fees                   | 816.75                   |
| O - Depreciation                      | 6,037.84                 |
| O - Electricity & gas                 | 3,007.89                 |
| O - Equipment                         | 1,589.68                 |

**SOUTH EAST ANIMAL WELFARE LEAGUE OF SOUTH AUSTRALIA INC**

**PROFIT AND LOSS STATEMENT FOR THE YEAR ENDED 31ST DECEMBER 2016**

|   | 2016              |
|---|-------------------|
| <b>Less Expenses (cont)</b>               |                   |
| O - Fees/Licences/Levies                  | 29.00             |
| O - Gifts                                 | 277.35            |
| O - Insurance                             | 3,479.03          |
| O - Interest paid                         | 8.30              |
| O - Internet                              | 440.65            |
| O - Legal Fees                            | 2,028.45          |
| O - Micro chips                           | 1,769.85          |
| O - Motor Vehicle - Fuel                  | 1,159.23          |
| O - Motor Vehicle - R&M                   | 494.25            |
| O - Motor Vehicle - Registration          | 660.00            |
| O - MYOB Subs                             | 525.00            |
| O - Office supplies                       | 95.27             |
| O - Postage & courier                     | 623.20            |
| O - Printing & stationery                 | 4,088.79          |
| O - Rates & Taxes                         | 245.40            |
| O - Repairs & maintenance                 | 3,901.45          |
| O - Shelter Activity Based Expenses       | 71.71             |
| O - Sundry expenses                       | 944.40            |
| O - Superannuation expense                | 6,395.38          |
| O - Telephone                             | 2,305.19          |
| O - Till Shortage                         | 271.23            |
| O - Training Expenses                     | 566.99            |
| O - Vermin Control                        | 256.25            |
| O - Veterinary Services-Dogs              | 28,556.67         |
| O - Veterinary Services-Cats              | 20,813.36         |
| O - Veterinary Services-Euthanasia        | 3,332.87          |
| O - Volunteer Expenses                    | 981.11            |
| O - Volunteer Expenses - Fuel             | 2,940.00          |
| O - Volunteer Expenses - Other            | 290.02            |
| O - Wages & salaries                      | 71,719.13         |
| O - Wages Reimbursed by Workcover         | (803.94)          |
| O - Work cover insurance                  | 1,110.30          |
| O - Work Health and Safety                | 236.25            |
| F - Fundraising Expenses-Shelter          | 158.86            |
| F - BBQs                                  | 290.67            |
| F - Chocolate Sales                       | 1,552.66          |
| F - Community Lottery                     | 540.00            |
| F - Film Nights                           | 1,342.85          |
| F - Paws Walk                             | 2,084.15          |
| O - Website Development                   | 305.00            |
| W - Work for Dole Expenses                | 14,427.27         |
| W - Work for Dole- Dog Park - Expenses    | 15,099.25         |
| W - Work For Dole-Memorial Wall- Expenses | 18,422.07         |
| O - Staff Uniforms                        | 656.30            |
| <b>Total Expenses</b>                     | <b>249,789.14</b> |
| <b>Operating Profit</b>                   | <b>9,530.62</b>   |

**SOUTH EAST ANIMAL WELFARE LEAGUE OF SOUTH AUSTRALIA INC**

**PROFIT AND LOSS STATEMENT FOR THE YEAR ENDED 31ST DECEMBER 2016**

|   | <b>2016</b>      |
|---|------------------|
| <b>Plus Other Income</b>                  |                  |
| Interest income                           | <u>7,337.81</u>  |
| <b>Total Other Income</b>                 | <u>7,337.81</u>  |
| <b>Less Other Expenses</b>                |                  |
| Registration/Impound Fee Clearing account | <u>(483.55)</u>  |
| <b>Total Other Expenses</b>               | <u>(483.55)</u>  |
| <b>Net Profit</b>                         | <u>17,351.98</u> |



**BALANCE SHEET**  
**SOUTH EAST ANIMAL WELFARE LEAGUE OF SOUTH AUSTRALIA**  
**AS AT 31 DECEMBER 2016**

Attachment 5 (AR18/36149) -  
Council Agenda- Item 14.7

**Assets**

| <b>Current Assets</b>                    | <b>2016</b>              |
|--|--------------------------|
| Bendigo Bank Main Account                | 27,007.15                |
| Bendigo Bank Visa Card Account           | 591.89                   |
| Redevelopment Account                    | 196,051.91               |
| Load and Go Account                      | 99.92                    |
| PayPal                                   | 233.07                   |
| Petty cash                               | 49.65                    |
| Float                                    | 400.00                   |
| Accounts Receivable                      | 1,000.00                 |
| Bendigo Bank 148641236                   | 40,000.00                |
| Bendigo Bank 148641277                   | 25,207.96                |
| Bendigo Bank 148641319                   | 25,000.00                |
| Bendigo Bank 148300585                   | 30,860.56                |
| Bendigo Bank 148641368                   | 40,951.81                |
| ANZ Banking Group - 142 shares           | 4,319.64                 |
| BHP Billiton - 178 shares                | 4,460.08                 |
| National Australia Bank Ltd - 169 shares | 5,183.23                 |
| Westpac Banking Group - 158 shares       | 5,150.80                 |
| CYBG - 42 shares                         | 202.44                   |
| South 32 - 178 shares                    | 489.50                   |
|  | <u><b>407,259.61</b></u> |

**Fixed Assets**

|  |                          |
|--|--------------------------|
| Land and Buildings at Valuation (based on CIV) | 112,000.00               |
| Building Improvements work in progress         | 10,456.41                |
| Electricity/Mains Connection                   | 10,302.60                |
| Less: Amortisation                             | (8,973.42)               |
| Cattery Improvements                           | 570.96                   |
| Less: Accumulated Depreciation                 | (57.66)                  |
| Dog Wash Improvements                          | 3,530.00                 |
| Less Accumulated Depreciation                  | (261.12)                 |
| Furniture/Fittings at Cost                     | 2,227.73                 |
| Less: Accumulated Depreciation                 | (1,307.86)               |
| Plant & equipment                              | 59,322.50                |
| Less: Accumulated Depreciation                 | (29,914.89)              |
|  | <u>157,895.25</u>        |
| <b>Total Assets</b>                            | <u><b>565,154.86</b></u> |

**Liability**

**Current Liabilities**

|                              |                        |
|------------------------------|------------------------|
| Accounts payable             | 3,804.85               |
| PAYG withholdings payable    | 3,304.37               |
| Superannuation payable       | 2,105.13               |
| Long Service Leave Provision | 492.89                 |
| <b>Total Liabilities</b>     | <u><b>9,707.24</b></u> |

**Net Assets**

**555,447.62**

**Equity**

|                          |                          |
|--------------------------|--------------------------|
| Land and Buildings       | 54,500.00                |
| Listed Equities Movement | 16,185.01                |
| Retained earnings        | 467,410.63               |
| Current year earnings    | 17,351.98                |
| <b>Total Equity</b>      | <u><b>555,447.62</b></u> |

**SOUTH EAST ANIMAL WELFARE LEAGUE OF SOUTH AUSTRALIA INC**  
**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2016**

**Note 1: Summary of Significant Accounting Policies**

The Financial Statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act (SA). The Committee has determined that the Association is not a reporting entity.

The financial statements have been prepared on an accrual basis and are based on historical costs and do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements.

**Property, Plant and Equipment (PPE)**

Each class of property, plant and equipment are carried at cost or fair values less, where applicable any accumulated depreciation.

**Property**

Freehold land and buildings are measured on the fair value basis, being the amount for which an asset could be exchanged between knowledgeable willing parties in an arm's length transaction. The Committee has adopted the Capital Value per the 2015/2016 District Council of Grant rates notice as being the fair value of the property.

**Plant and Equipment**

Plant and equipment are measured on a cost basis.

The carrying amount of plant and equipment is reviewed annually by the Committee to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to their present values in determining recoverable amounts.

The depreciable amount of all Property plant and Equipment is depreciated over the useful life of the assets to the association commencing from the time the asset is held ready for use.

**Employee Entitlements**

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee provisions have been measured at the amounts expected to be paid when the liability is settled.

**Revenue**

Revenue from the sale of the goods is recognised when the goods are delivered to customers. Revenue is measured at the fair value of the consideration received or receivable. Grants are recognised as revenue when the organisation gains control of the underlying assets.

**Goods and Services Tax (GST)**

As the association is not required to be registered for GST, the GST paid is recognised as part of the cost of the acquisition of the assets are part of an item of expense and/or income.

**SOUTH EAST ANIMAL WELFARE LEAGUE OF SOUTH AUSTRALIA INC**  
**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2016**

**Note 1: Summary of Significant Accounting Policies (cont.)**

**Comparative Figures**

Given the change in the allocation of income and expenses in MYOB during the year, prior year comparative financial information has not been included in the Financial Statements.

**Note 2: Related Party Transactions**

There were no transactions between members of the Committee and the entity during the financial year.

**Note 3: Events subsequent to Balance Sheet Date**

The Committee are not aware of any events subsequent to reporting date which would effect these Audited Statements.

**Note 4: Contingent Liabilities**

The Committee is not aware of any contingent liabilities of the Association either at balance date or at the date of this report.

**SOUTH EAST ANIMAL WELFARE LEAGUE OF SOUTH AUSTRALIA INC**  
**STATEMENT BY MEMBERS OF THE COMMITTEE**

The Committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies as outlined in Note 1 to the financial Statements

In the opinion of the Committee the financial report:

- 1 Presents a true and fair view of the financial position of South East Animal Welfare League of South Australia Inc. as at 31 December 2016 and its performance for the year ended on that date
  
- 2 At the date of this Statement, there are reasonable grounds to believe that South East Animal Welfare League of South Australia Inc. will be able to pay its debts as and when they fall due.

This Statement is made in accordance with the resolution of the Committee and is signed for and on behalf of the members by:

President \_\_\_\_\_

Member \_\_\_\_\_

Dated this                      Day of February 2017.

**SOUTH EAST ANIMAL WELFARE LEAGUE OF SOUTH AUSTRALIA INC**

**PROFIT AND LOSS STATEMENT FOR THE YEAR ENDED 31ST DECEMBER 2015**

|  | <b>2015</b>       | <b>2014</b>       |
|--|-------------------|-------------------|
| <b>Income</b>                            |                   |                   |
| 4-2110 Dog Adoptions                     | 41,414.65         | 30,061.40         |
| 4-2120 Cat Adoptions                     | 18,846.50         | 11,821.00         |
| 4-2130 Trap Hire                         | 20.00             | 90.00             |
| 4-2140 Owner admitted fees               | 2,557.00          | 4,608.50          |
| 4-2150 Merchandise                       | 5.00              | 102.00            |
| 4-2160 Micro Chip                        | 2,860.00          | -                 |
| 4-2200 Pound Income                      | 7,424.00          | 5,563.00          |
| 4-2310 Grant - District Council of Grant | 11,565.80         | 13,440.00         |
| 4-2320 Grant - City of Mount Gambier     | 14,457.30         | 33,600.00         |
| 4-2350 Work for Dole - Funding           | 12,951.50         | -                 |
| 4-2400 Donations                         | 18,381.40         | 12,299.10         |
| 4-2410 Donation Boxes                    | 6,830.15          | -                 |
| 4-2450 EFT Fees Recovered                | 467.45            | 316.00            |
| 4-2500 Fundraising                       | 9,358.30          | 13,293.40         |
| 4-2600 Sponsorships                      | 4,650.00          | 6,650.00          |
| 4-2700 Memberships                       | 95.00             | 140.00            |
|  | <b>151,884.05</b> | <b>131,984.40</b> |
| <b>Less Expenses</b>                     |                   |                   |
| 6-1000 Accounting fees                   | 3,894.00          | 3,300.00          |
| 6-1200 Advertising                       | 2,087.91          | 1,177.04          |
| 6-1400 Bank charges                      | 769.64            | 672.25            |
| 6-1700 Depreciation                      | 3,601.53          | 3,333.30          |
| 6-1900 Cleaning & Rubbish Removal        | 3,939.14          | 2,968.79          |
| 6-2000 Electricity & gas                 | 1,601.09          | 1,146.09          |
| 6-2100 Equipment                         | 2,071.05          | 268.90            |
| 6-2600 Insurance                         | 1,491.48          | 3,183.11          |
| 6-3000 Internet                          | 1,292.15          | 551.50            |
| 6-3100 Micro chips                       | 1,469.80          | -                 |
| 6-3400 Motor vehicle expenses            | 485.00            | 131.75            |
| 6-3410 Motor Vehicle - Fuel              | 1,589.77          | 1,826.83          |
| 6-3420 Motor Vehicle - R&M               | 632.10            | 377.00            |
| 6-3430 Motor Vehicle - Registration      | 675.00            | 686.00            |
| 6-3600 Office supplies                   | 32.00             | 20.00             |
| 6-4000 Postage & courier                 | 439.55            | 100.00            |
| 6-4200 Printing & stationery             | 4,507.68          | 1,600.53          |
| 6-4400 Rates                             | 147.90            | 224.79            |
| 6-4800 Repairs & maintenance             | 4,163.89          | 814.30            |
| 6-5200 Sundry expenses                   | 992.58            | 332.50            |
| 6-5400 Superannuation expense            | 4,011.89          | 3,652.03          |
| 6-5600 Telephone                         | 2,476.08          | 2,051.28          |
| 6-6200 Wages & salaries                  | 48,563.70         | 41,016.23         |
| 6-6500 Website Development               | 1,500.00          | -                 |
| 6-6600 Work cover insurance              | 684.90            | 759.40            |
| 6-6700 Volunteer Expenses                | 1,929.91          | 967.28            |
| 6-6710 Volunteer Expenses - Fuel         | 4,335.00          | 3,465.00          |
| 6-6720 Volunteer Expenses - Other        | 94.80             | -                 |
|  | <b>99,479.54</b>  | <b>74,625.90</b>  |
| <b>Operating Profit</b>                  | <b>52,404.51</b>  | <b>57,358.50</b>  |

**DRAFT**

**SOUTH EAST ANIMAL WELFARE LEAGUE OF SOUTH AUSTRALIA INC**

**PROFIT AND LOSS STATEMENT FOR THE YEAR ENDED 31ST DECEMBER 2015**

|   | 2015              | 2014             |
|---|-------------------|------------------|
| <b>Plus Other Income</b>                |                   |                  |
| 8-1200 Interest income                  | 8,845.15          | 9,230.08         |
| 8-1400 Other income                     | 1,230.62          | 1,107.98         |
| 8-8000 Redevelopment Income             | 15,994.50         | 20,518.95        |
|   | <b>26,070.27</b>  | <b>30,857.01</b> |
| <b>Less Other Expenses</b>              |                   |                  |
| 9-1100 Veterinary Services - Dogs       | 38,220.10         | 19,254.80        |
| 9-1200 Veterinary Services - Cats       | 16,106.10         | 7,345.50         |
| 9-1300 Cat consumables                  | 2,352.01          | 965.83           |
| 9-1400 Dog consumables                  | 2,701.43          | 158.27           |
| 9-1500 Registration Clearing account    | (144.85)          | -                |
| 9-1600 Veterinary Services - Euthanasia | 1,595.10          | 1,191.10         |
| 9-1800 Loss on sale of Asset            | -                 | 151.00           |
| 9-2000 Fundraising Expenses - Shelter   | 3,260.08          | 3,848.21         |
| 9-2500 Work for Dole - Expenses         | 2,683.72          | -                |
| 9-6000 Consulting fees                  | 9,482.00          | -                |
| 9-7000 Training Expense                 | 763.00            | -                |
| 9-8000 Redevelopment Expenses           | 2,959.00          | 2,381.15         |
| 9-8200 Fees and Licences                | 85.90             | 75.00            |
|   | <b>80,063.59</b>  | <b>35,370.86</b> |
| <b>Net Profit/Loss</b>                  | <b>(1,588.81)</b> | <b>52,844.65</b> |

**DRAFT**

**Balance sheet**  
**South East Animal Welfare League Inc**  
**As at 31 December 2015**

**Asset**

**Current Assets**

|        |  | <b>2015</b>       | <b>2014</b>       |
|--------|--|-------------------|-------------------|
| 1-1000 | Bendigo Bank Main Account                | 50,158.99         | 76,413.52         |
| 1-1010 | Bendigo Bank Visa Card Account           | 1,207.00          | 95.42             |
| 1-1100 | Redevelopment Account                    | 165,489.28        | 148,875.43        |
| 1-1200 | Petty cash                               | 250.00            | 250.00            |
| 1-1300 | Float                                    | 450.00            | 450.00            |
| 1-1900 | Prepayments                              | -                 | 2,840.80          |
| 1-5100 | Bendigo Bank 148641236                   | 40,000.00         | 40,000.00         |
| 1-5200 | Bendigo Bank 148641277                   | 25,207.96         | 25,207.96         |
| 1-5300 | Bendigo Bank 148641319                   | 25,000.00         | 25,000.00         |
| 1-5400 | Bendigo Bank 148300585                   | 30,808.37         | 29,841.91         |
| 1-5500 | Bendigo Bank 148641368                   | 39,873.71         | 38,543.94         |
| 1-6100 | ANZ Banking Group - 142 shares           | 3,966.06          | 4,556.78          |
| 1-6200 | BHP Billiton - 178 shares                | 3,179.08          | 5,227.86          |
| 1-6300 | National Australia Bank Ltd - 169 shares | 5,103.80          | 5,678.40          |
| 1-6400 | Westpac Banking Group - 158 shares       | 5,302.48          | 5,239.28          |
|        |  | <b>395,996.73</b> | <b>408,221.30</b> |

**Fixed Assets**

|                     |  |                   |                   |
|---------------------|--|-------------------|-------------------|
| 1-2000              | Land and Buildings at Valuation        | 112,000.00        | 112,000.00        |
| 1-2100              | Building Improvements work in progress | 8,526.21          | 8,526.21          |
| 1-2200              | Electricity/Mains Connection           | 10,302.60         | 10,302.60         |
| 1-2210              | Less: Amortisation                     | (7,943.16)        | (6,912.90)        |
| 1-2300              | Cattery Improvements                   | 570.96            | -                 |
| 1-2310              | Less: Accumulated Depreciation         | (0.63)            | -                 |
| 1-2400              | Furniture/Fittings at Cost             | 2,227.73          | 1,068.00          |
| 1-2410              | Less: Accumulated Depreciation         | (1,121.21)        | (1,053.91)        |
| 1-2600              | Plant & equipment                      | 42,293.96         | 33,427.56         |
| 1-2610              | Less: Accumulated Depreciation         | (25,412.11)       | (22,908.77)       |
|                     |  | <b>141,444.35</b> | <b>134,448.79</b> |
| <b>Total Assets</b> |  | <b>537,441.08</b> | <b>542,670.09</b> |

**Liability**

**Current Liabilities**

|        |                              |                 |                 |
|--------|------------------------------|-----------------|-----------------|
| 2-2600 | PAYG withholdings payable    | 1,106.60        | 638.00          |
| 2-3200 | Superannuation payable       | 0.22            | 958.12          |
| 2-4000 | Long Service Leave Provision | 492.89          | 492.89          |
|        |                              | <b>1,599.71</b> | <b>2,089.01</b> |

**Total Liabilities**

**Net Assets**

**535,841.37**      **540,581.08**

**Equity**

|                     |                       |                   |                   |
|---------------------|-----------------------|-------------------|-------------------|
| 3-1510              | Land and Buildings    | 54,500.00         | 54,500.00         |
| 3-1550              | Listed Equities       | 13,930.74         | 17,081.64         |
| 3-1600              | Retained earnings     | 468,999.44        | 416,154.79        |
| 3-1800              | Current year earnings | (1,588.81)        | 52,844.65         |
| <b>Total Equity</b> |                       | <b>535,841.37</b> | <b>540,581.08</b> |

**SOUTH EAST ANIMAL WELFARE LEAGUE OF SOUTH AUSTRALIA INC**  
**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2015**

**Note 1: Summary of Significant Accounting Policies**

The Financial Statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act (SA). The Committee has determined that the Association is not a reporting entity.

The financial statements have been prepared on an accrual basis and are based on historical costs and do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements.

**Property, Plant and Equipment (PPE)**

Each class of property, plant and equipment are carried at cost or fair values less, where applicable any accumulated depreciation.

**DRAFT**

**Property**

Freehold land and buildings are measured on the fair value basis, being the amount for which an asset could be exchanged between knowledgeable willing parties in an arm's length transaction. The Committee has adopted the Capital Value per the 2015/2016 District Council of Grant rates notice as being the fair value of the property.

**Plant and Equipment**

Plant and equipment are measured on a cost basis.

The carrying amount of plant and equipment is reviewed annually by the Committee to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to their present values in determining recoverable amounts.

The depreciable amount of all Property plant and Equipment is depreciated over the useful life of the assets to the association commencing from the time the asset is held ready for use.

**Employee Entitlements**

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee provisions have been measured at the amounts expected to be paid when the liability is settled.

**Revenue**

Revenue from the sale of the goods is recognised when the goods are delivered to customers. Revenue is measured at the fair value of the consideration received or receivable. Grants are recognised as revenue when the organisation gains control of the underlying assets.

**Goods and Services Tax (GST)**

As the association is not required to be registered for GST, the GST paid is recognised as part of the cost of the acquisition of the assets are part of an item of expense and/or income.



**SOUTH EAST ANIMAL WELFARE LEAGUE OF SOUTH AUSTRALIA INC  
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2015**

**Note 2: Related Party Transactions**

There were no transactions between members of the Committee and the entity during the financial year.

**Note 3: Events subsequent to Balance Sheet Date**

The Committee are not aware of any events subsequent to reporting date which would effect these Audited Statements.

**Note 4: Contingent Liabilities**

The Committee is not aware of any contingent liabilities of the Association either at balance date or at the date of this report.

**DRAFT**

**SOUTH EAST ANIMAL WELFARE LEAGUE OF SOUTH AUSTRALIA INC  
STATEMENT BY MEMBERS OF THE COMMITTEE**

The Committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies as outlined in Note 1 to the financial Statements

In the opinion of the Committee the financial report:

- 1     Presents a true and fair view of the financial position of South East Animal Welfare League of South Australia Inc. as at 31 December 2015 and its performance for the year ended on that date
  
- 2     At the date of this Statement, there are reasonable grounds to believe that South East Animal Welfare League of South Australia Inc. will be able to pay its debts as and when they fall due.

This Statement is made in accordance with the resolution of the Committee and is signed for and on behalf of the members by:

President \_\_\_\_\_

Member \_\_\_\_\_

Dated this                    Day of February 2016.

| Dogs      | 2010    |          |       |       |     |      |      |        |           |         |          |          | 2010  |          |          |
|-----------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|-------|----------|----------|
|           | January | February | March | April | May | June | July | August | September | October | November | December | Total | percent  |          |
| In        |         |          |       | 43    | 27  | 39   | 37   | 41     | 33        | 36      | 31       | 37       | 324   | 29.012 % |          |
| reclaimed |         |          |       | 7     | 9   | 4    | 12   | 11     | 11        | 13      | 16       | 11       | 94    |          |          |
| rehomed   |         |          |       | 22    | 18  | 19   | 16   | 19     | 22        | 15      | 15       | 19       | 165   |          | 50.926 % |
| Euthed    |         |          |       | 19    | 7   | 9    | 1    | 15     | 8         | 1       | 9        | 12       | 81    |          | 25 %     |

| Dogs      | 2011    |          |       |       |     |      |      |        |           |         |          |          | 2011  |          |
|-----------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|-------|----------|
|           | January | February | March | April | May | June | July | August | September | October | November | December | Total | Percent  |
| In        | 26      | 27       | 32    | 32    | 39  | 32   | 38   | 38     | 28        | 33      | 25       | 19       | 369   |          |
| Rehomed   | 14      | 5        | 12    | 17    | 15  | 15   | 21   | 19     | 7         | 9       | 14       |          | 148   | 40.108 % |
| Reclaimed | 12      | 15       | 15    | 8     | 18  | 9    | 9    | 17     | 11        | 13      | 10       |          | 137   | 37.127 % |
| Euthed    | 0       | 5        | 1     | 1     | 6   | 2    | 8    | 9      | 3         | 4       | 8        |          | 47    | 12.737 % |

| Dogs      | 2012    |          |       |       |     |      |      |        |           |         |          |          | 2012  |          |
|-----------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|-------|----------|
|           | January | February | March | April | May | June | July | August | September | October | November | December | Total | percent  |
| In        | 28      | 28       | 41    | 19    | 24  | 32   | 41   | 36     | 32        | 33      | 28       | 18       | 360   |          |
| Rehomed   | 14      | 10       | 10    | 9     | 8   | 10   | 15   | 5      | 8         | 9       | 10       | 8        | 116   | 33.238 % |
| Reclaimed | 7       | 9        | 15    | 6     | 7   | 10   | 13   | 5      | 12        | 13      | 8        | 5        | 110   | 31.519 % |
| Euthed    | 6       | 5        | 6     | 4     | 9   | 2    | 13   | 7      | 6         | 6       | 1        | 4        | 69    | 19.771 % |

| Dogs      | 2013    |          |       |       |     |      |      |        |           |         |          |          | 2013  |          |
|-----------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|-------|----------|
|           | January | February | March | April | May | June | July | August | September | October | November | December | Total | percent  |
| In        | 24      | 23       | 25    | 22    | 25  | 13   |      |        |           |         |          |          | 132   |          |
| Rehomed   | 5       | 13       | 8     | 13    | 13  | 2    | 4    |        |           |         |          |          | 58    | 43.939 % |
| Reclaimed | 5       | 9        | 6     | 6     | 11  | 5    | 5    |        |           |         |          |          | 47    | 35.606 % |
| Euthed    | 5       | 2        | 5     | 0     | 2   | 2    |      |        |           |         |          |          | 16    | 12.121 % |

| Dogs           | 2014    |          |       |       |     |      |      |        |           |         |          |          | 2014  |          |
|----------------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|-------|----------|
|                | January | February | March | April | May | June | July | August | September | October | November | December | Total | percent  |
| In             | 3       | 5        | 3     | 5     |     | 2    | 4    | 14     | 21        | 20      | 0        | 0        | 77    |          |
| Rehomed        | 5       | 7        | 13    | 7     | tbc | 4    | 5    | 13     | 8         | 8       |          |          | 70    | 90.909 % |
| Reclaimed      | 7       | 8        | 3     | 3     | tbc | 7    | 7    | 5      | 8         | 12      |          |          | 60    | 77.922 % |
| Euthed         |         |          |       |       | tbc |      |      |        | 4         | 3       |          |          | 7     | 9.0909 % |
| City Pound in  |         |          |       |       | tbc |      |      | 8      | 7         | 9       |          |          |       |          |
| Grant Pound In |         |          |       |       | tbc |      |      | 3      | 11        | 5       |          |          |       |          |
| Owner admitted | 3       | 5        | 3     | 5     | tbc | 2    | 4    | 3      | 3         | 6       |          |          |       |          |



**South East Animal Dog and Cats Records January to December 2016**

| Cats            | 2016 |     |     |     |     |      |      |     |      |     |     |     | Total      | Percent       |
|-----------------|------|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|------------|---------------|
|                 | Jan  | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |            |               |
| In              | 17   | 12  | 11  | 13  | 8   | 11   | 2    | 3   | 11   | 15  | 14  | 16  | <b>133</b> |               |
| Rehomed         | 18   | 9   | 13  | 13  | 2   | 4    | 5    | 2   | 4    | 5   | 3   | 17  | <b>95</b>  | <b>71.4 %</b> |
| Euthed          | 1    | 1   | 3   | 0   | 14  | 0    | 6    | 0   | 1    | 2   | 3   | 4   | <b>35</b>  | <b>26.3 %</b> |
|                 |      |     |     |     |     |      |      |     |      |     |     |     | 0          |               |
| G Vets          | 0    | 11  | 6   | 5   | 0   | 6    | 0    | 2   | 4    |     |     |     | 34         |               |
| Stray           | 0    | 0   | 0   | 2   | 2   | 1    | 2    | 1   | 3    | 1   |     |     | 12         |               |
| OA              | 6    | 2   | 5   | 6   | 6   | 4    | 0    | 0   | 0    | 3   |     |     | 32         |               |
| Born SEAWL      | 0    | 0   | 0   | 0   | 0   | 0    | 0    | 0   | 0    | 11  |     |     | 11         |               |
| Passed Away     | 1    | 1   | 0   | 0   | 0   | 0    | 0    | 0   | 0    |     |     |     | 2          |               |
| Euth to health  | 0    | 0   | 3   | 0   | 14  | 0    | 6    | 0   | 1    | 2   |     |     | 26         |               |
| Total end Month | 9    | 18  | 17  | 12  | 4   | 13   | 3    | 3   | 8    |     |     |     | 87         |               |

**SOUTH EAST ANIMAL WELFARE LEAUGE - DOGS AND CATS 2015**

| Dogs      | 2015 |     |     |     |     |           |      |     |      |     |     |     |            | Total              | Percent |
|-----------|------|-----|-----|-----|-----|-----------|------|-----|------|-----|-----|-----|------------|--------------------|---------|
|           | Jan  | Feb | Mar | Apr | May | June      | July | Aug | Sept | Oct | Nov | Dec |            |                    |         |
| In        |      |     |     |     |     |           |      | 23  | 22   | 25  | 23  | 21  | <b>258</b> |                    |         |
| Rehomed   | 8    | 9   | 11  | 11  | 13  | 13        | 16   | 9   | 21   | 28  | 9   | 5   | <b>153</b> | <b>59.302326</b> % |         |
| Reclaimed | 12   | 8   | 7   | 4   | 2   | 0         | 6    | 9   | 5    | 9   | 11  | 12  | <b>85</b>  | <b>32.945736</b> % |         |
| Euth      | 2    | 2   | 5   | 4   | 1   | 3         | 3    | 5   | 3    | 4   | 3   | 2   | <b>37</b>  | <b>14.341085</b> % |         |
| City      |      |     |     |     |     | 11        | 9    | 14  | 16   | 7   | 8   | 9   | 74         |                    |         |
| Grant     |      |     |     |     |     | 4         | 1    | 2   | 3    | 2   | 6   | 8   | 26         |                    |         |
| OA        |      |     |     |     |     | 2         | 9    | 7   | 3    | 4   | 3   | 1   | 29         |                    |         |
| Seawl     |      |     |     |     |     | 3 adopted |      |     |      | 2   |     |     | 2          |                    |         |
| W/R       |      |     |     |     |     |           |      |     |      |     | 2   | 2   | 4          |                    |         |
| Euth Agg  |      |     |     |     |     | 1         | 1    | 2   | 2    | 2   |     | 1   | 9          |                    |         |
| Euth H    |      |     |     |     |     | 2         |      | 2   | 1    | 2   | 1   |     | 8          |                    |         |
| Euth Agg  |      |     |     |     |     | 0         | 2    | 1   | 0    | 0   | 0   | 1   | 4          |                    |         |

| Cats    | 2015 |     |     |     |     |      |      |     |      |     |     |     |            | Total              | Percent |
|---------|------|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|------------|--------------------|---------|
|         | Jan  | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |            |                    |         |
| In      |      | 14  | 8   | 4   | 14  | 10   | 4    | 12  | 9    | 16  | 41  | 8   | <b>140</b> |                    |         |
| Rehomed |      | 8   | 8   | 4   | 14  | 5    | 12   | 6   | 3    | 13  | 8   | 15  | <b>96</b>  | <b>68.571429</b> % |         |
| Euthed  |      | 1   | 1   | 0   | 0   | 1    | 0    | 1   | 1    | 1   | 2   | 1   | <b>9</b>   | <b>6.4285714</b> % |         |
| OA      |      |     |     |     |     | 3    | 2    | 3   | 4    | 0   | 1   | 2   | 15         |                    |         |
| Stray   |      |     |     |     |     | 7    | 2    | 5   | 5    | 9   | 7   |     | 35         |                    |         |
| Seawl   |      |     |     |     |     | 0    | 0    | 4   | 0    | 7   | 33  | 6   | 50         |                    |         |
| P/A     |      |     |     |     |     | 1    | 0    | 0   | 0    | 3   | 2   |     | 6          |                    |         |
| Euthed  |      |     |     |     |     | 1    | 0    | 1   | 1    | 1   | 2   |     | 6          |                    |         |

**SOUTH EAST ANIMAL WELFARE LEAGUE, INC.**  
**FUNDRAISING ACTIVITIES 2015 - 2017**

| 2015                         |              |             |              | 2016                        |              |             |              | 2017                        |              |             |              |
|------------------------------|--------------|-------------|--------------|-----------------------------|--------------|-------------|--------------|-----------------------------|--------------|-------------|--------------|
|                              | IN           | OUT         | NET          |                             | IN           | OUT         | NET          |                             | IN           | OUT         | NET          |
| Community Lottery            | 1320         | 0           | 1320         | Community Lottery           | 1060         | 0           | 1060         | Community Lottery           | 650          | 0           | 650          |
| Chocolate Sales              | 4560         | 1469        | 3091         | Chocolate Sales             | 2750         | 1553        | 1197         | Chocolate Sales             | 1500         | 735         | 765          |
| Blue Illusion                | 297          |             | 297          | Blue Illusion               | 0            |             | 0            | Blue Illusion               | 0            |             | 0            |
| Sausage Sizzles              | 350          | 36          | 314          | Sausage Sizzles             | 488          | 291         | 197          | Sausage Sizzles             | 289          | 302         | -13          |
| Badge Days                   | 689          |             | 689          | Badge Days                  | 711          |             | 711          | Badge Days                  | 392          |             | 392          |
| Market Days                  | 555          | 250         | 305          | Market Days                 | 0            |             | 0            | Market Days                 | 855          |             | 855          |
| Film Nights - see note below |              | 837         | -837         | Film Nights                 | 2195         | 1343        | 852          | Film Nights                 | 1347         | 914         | 433          |
| Open Garden Days/<br>Raffle  | 858          | 255         | 602          | Open Garden Days/<br>Raffle | 0            |             | 0            | Open Garden Days/<br>Raffle | 0            |             | 0            |
| Donation Boxes               | 6830         | 319         | 6511         | Donation Boxes              | 3994         | 159         | 3835         | Donation Boxes              | 4213         |             | 4213         |
| Donations                    | 18381        |             | 18381        | Donations                   | 34439        |             | 34439        | Donations                   | 32101        |             | 32101        |
| Sponsorships                 | 5150         |             | 5150         | Sponsorships                | 7390         |             | 7390         | Sponsorships                | 6486         |             | 6486         |
|                              |              |             |              | Raffles                     | 853          |             | 853          | Raffles                     | 2163         |             | 2163         |
|                              |              |             |              | Kindling Sales              | 120          |             | 120          | Kindling Sales              | 800          |             | 800          |
|                              |              |             |              | Tupperware Sales            | 978          |             | 978          | Tupperware Sales            | 0            |             | 0            |
|                              |              |             |              | Paws Walk                   | 3568         | 2084        | 1484         | Paws Walk                   | 2609         | 60          | 2549         |
|                              |              |             |              | Photo Fundraiser            | 719          |             | 719          | Photo Fundraiser            | 0            |             | 0            |
|                              |              |             |              |                             |              |             |              | Cans                        | 102          |             | 102          |
|                              |              |             |              |                             |              |             |              | Bus Trip                    | 2090         | 1138        | 952          |
|                              | <b>38989</b> | <b>3165</b> | <b>35824</b> |                             | <b>59265</b> | <b>5430</b> | <b>53835</b> |                             | <b>55597</b> | <b>3149</b> | <b>52448</b> |

\*\* Appears that some income in 2015 was allocated to donations rather than to the film night.





# CITY OF MOUNT GAMBIER Community Survey Results

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1 Background

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2 Timeline

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# BACKGROUND

# Background

## Purpose and scope

- The City of Mount Gambier commissioned Market Solutions to conduct an independent community survey.
- This community survey sought feedback for a proposed Community and Recreation Hub.
- The Community and Recreation Hub is a multi-purpose facility designed to be a community space, with facilities and activities for all ages and abilities including children, families, youth, community groups, recreational and organised sports and those with special needs.



# Background

## Methodology

- City of Mount Gambier residents on the electoral roll received the official survey and supporting documents in the mail.
- A single question with Yes/No answer choice was asked.
  - Based on the design and the information on the sheet provided, do you support the development of the Community and Recreation Hub?
- Sample was sourced from the City of Mount Gambier who provided contact details of 19,322 residents on the Mount Gambier electoral roll.





# Background

## Privacy and data collection protocols

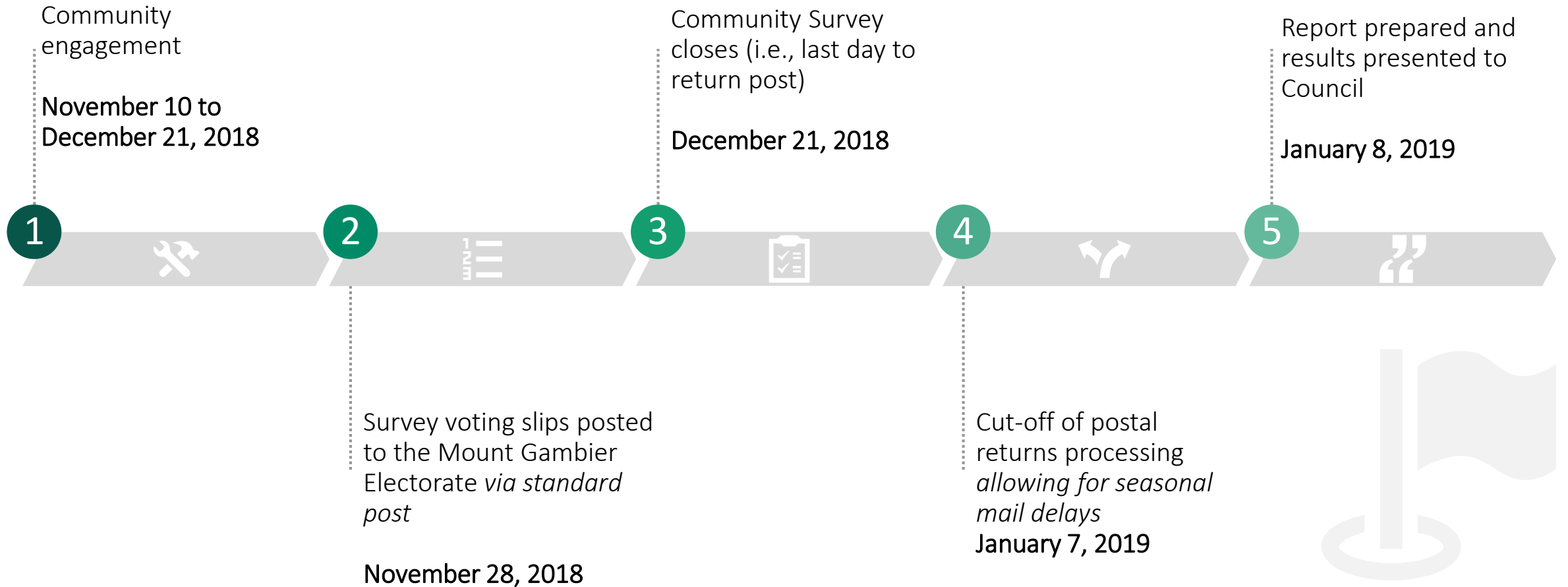
- Voting slips was designed as a fully scannable document via a combination of barcode and real optical mark read (OMR) capture.
- Prior to data delivery, a check was done to ensure no multiple barcodes was recorded.
- Hard copies were sorted, checked, batched and scanned straight to electronic files. This limits the risk of data being lost in event of hard copies being damaged, as data is transferred to electronic format directly and is then backed up continuously.
- The Yes/No response was automatically detected using scanners to read the barcode on the voting slip. If the scanner detected that either no mark had been made or more than one mark had been made, the scanner clipped an imaged of the affected area, and this was presented on screen for an operator to resolve where possible.
- All procedures were carried out in accordance with the Australian Market and Social Research Privacy Principles (<http://www.amsro.com.au/amsroresp/wp-content/uploads/2014/03/The-Privacy-Market-and-Social-Research-Code-2014-1.pdf>)

# TIMELINE



# Timeline

## Key dates

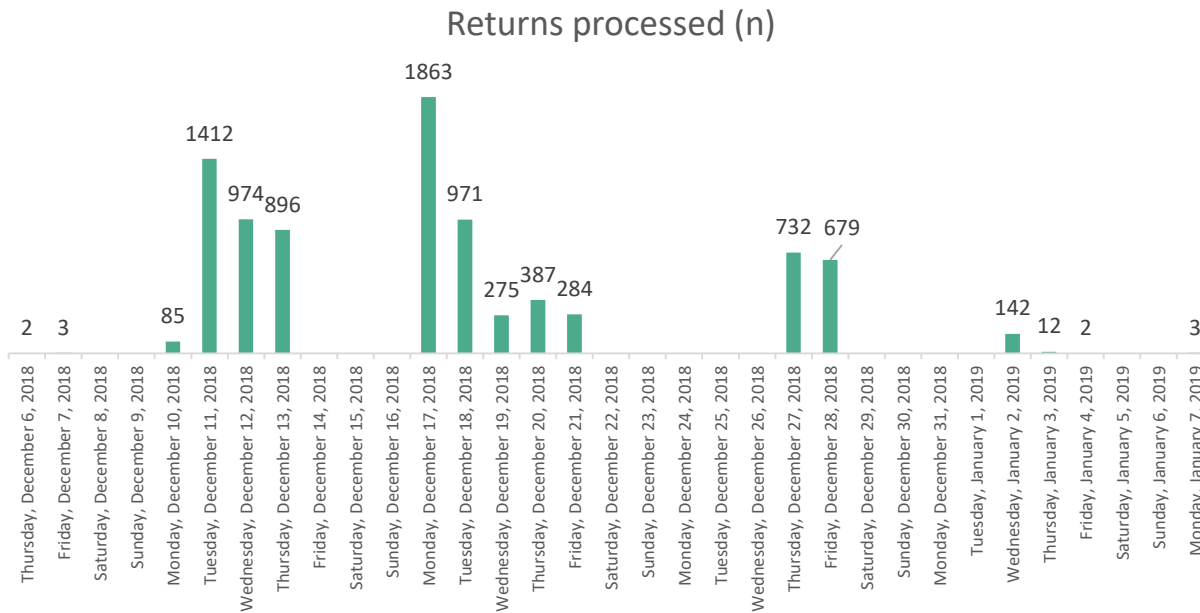


# MAIL OUT OVERVIEW

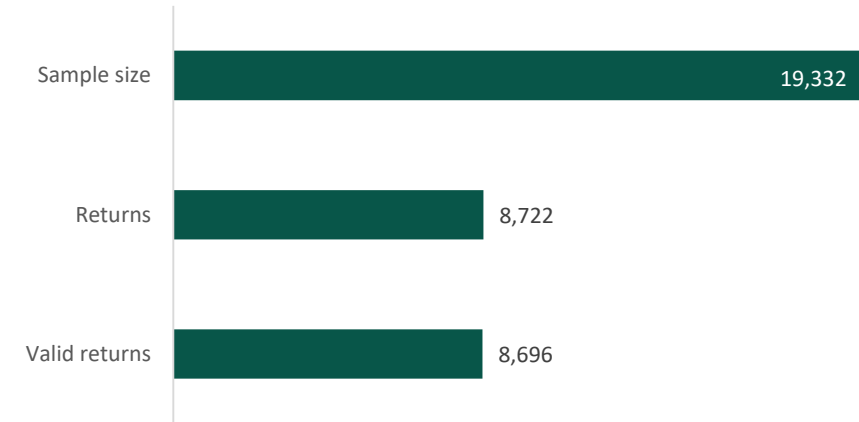
# Mail out overview

## Rate of response

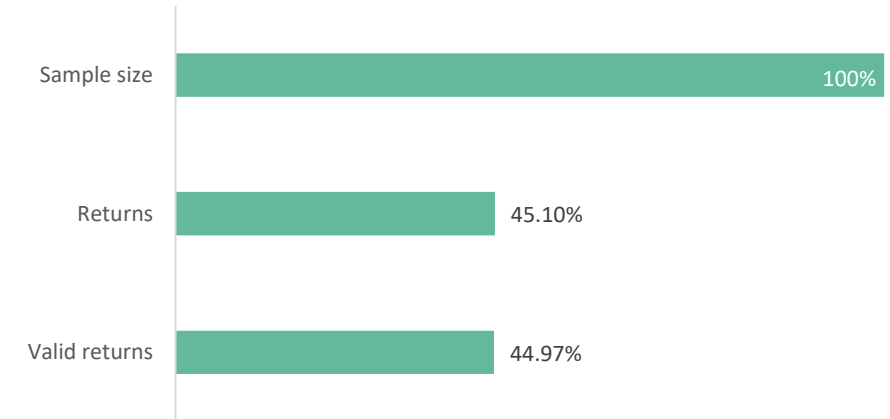
- Returns were processed once daily on weekdays
  - Engagement activity would have supported the strong response rate of 45.1%



Mail out and returns (n)



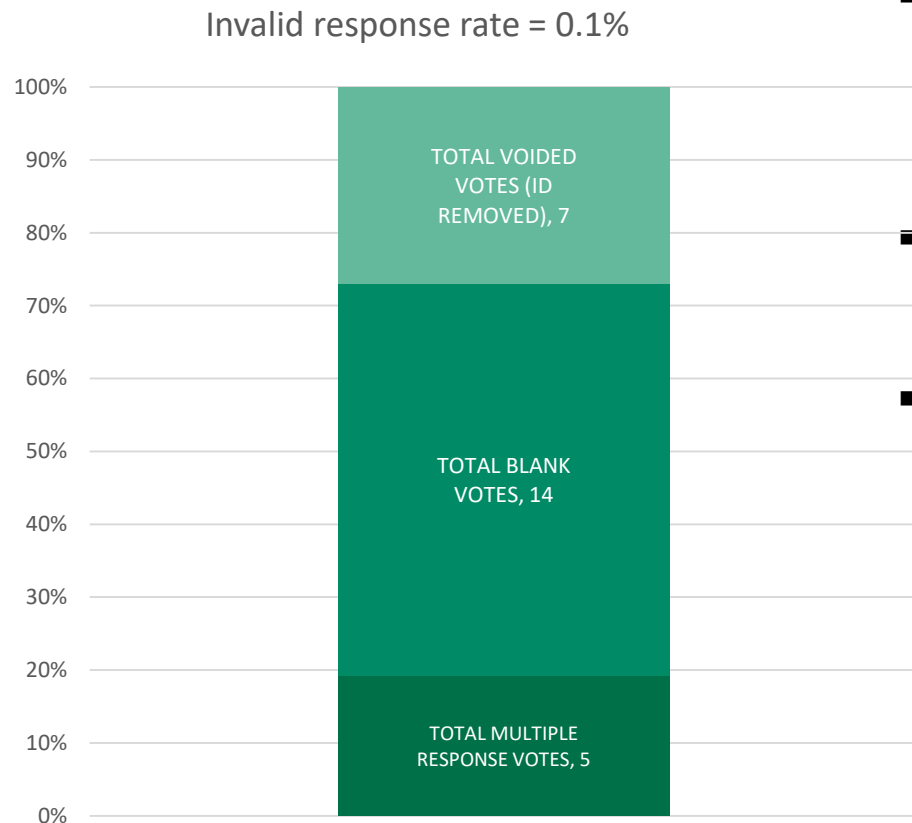
Mail out and returns (%)



# POSTAL RETURNS

# Postal Returns

## Processing overview



- A total of 26 (0.1%) invalid votes were received. The reason for the vote marked as 'invalid' is charted in the adjacent bar chart.
- There were 327 (1.7%) return to senders at the time of processing cut off
- The invalid response rate was extremely low, at 0.1%, indicating that participating community members took the voting process seriously

The number of sample records that could not be processed was less than 2% across return to senders and invalid votes

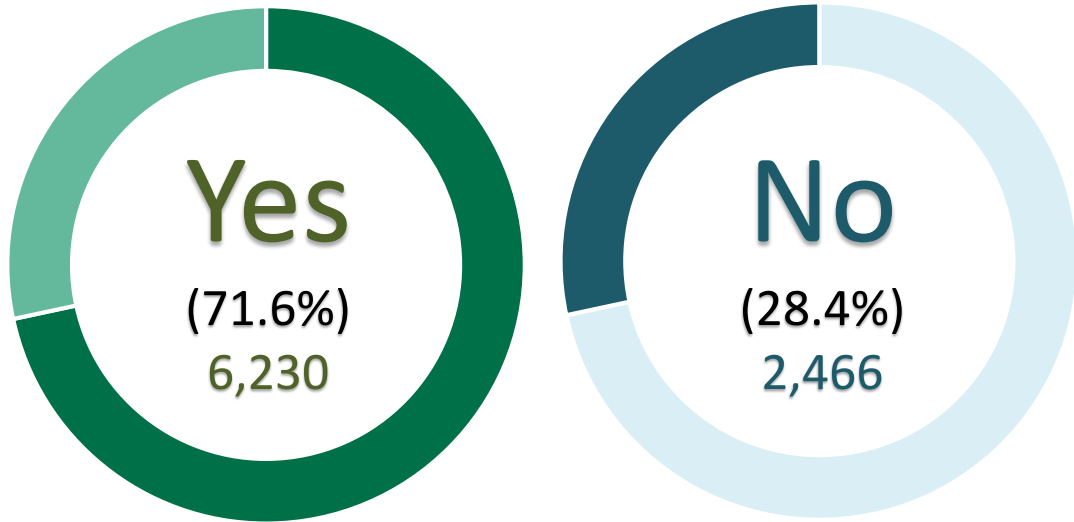


# SURVEY OUTCOMES

# Survey outcomes

## Final results

Based on the design and the information on the sheet provided, do you support the development of the Community and Recreation hub?



- The majority of Mount Gambier residents (71.6%) support the development of the Community and Recreation Hub.



# Survey Outcomes

## Interpretation

- The Mount Gambier Community Survey response rate's margin of error was **0.8%**<sup>1</sup>.
  - The 'margin of error' refers to how much difference to expect between those that responded to the survey (i.e., survey returns) and the actual population of interest (i.e., the Mount Gambier electorate) being surveyed. Margin of error is expressed as a percentage; with a smaller percentage being ideal because it means less variability between the survey respondents and the population.
  - A margin of error of less than 1% indicates a reliable result. We can be confident that the total population's response to the survey would range less than one percent either side of the sample of the populations' survey results obtained.

<sup>1</sup> calculated at the 95% confidence level, which is the standard for social and market research



# Survey Outcomes

## Interpretation – response rates

- When assessing response rates, the following factors can be considered positive indicators of a strong result:
  - There was a very low level of missing data, with only 0.1% of returns being either blank or tampered with.
  - The low return to sender rate indicates that the sample was robust and that coverage of Mount Gambier electoral residents was high.
  - Use of the electoral roll provided the widest coverage of residents possible and several techniques such as providing blank voting slips at Council office and broad communications to remind residents to vote would have helped to increase the response rate.
  - The margin of error was very low, indicating the response to the Community Survey is on par with the community's view on the Community and Recreation Hub.

# Survey Outcomes

## Limitations

All research designs have their limitations. In the case of this methodology, inferences should factor in:

- The electoral roll does not include residents that have not enrolled to vote; although, the coverage of South Australians is high at an estimated 96.4%<sup>1</sup>.
- Postal votes traditionally have higher participation rates from older members of the community.
- While the margin of error and response rate indicate that the sample represents a good portion of the Mount Gambier City population, without the inclusion of sample demographics a detailed non-response analysis could not be conducted on this data.

<sup>1</sup> [https://www.aec.gov.au/Enrolling\\_to\\_vote/Enrolment\\_stats/national/2018.htm](https://www.aec.gov.au/Enrolling_to_vote/Enrolment_stats/national/2018.htm)

# DELIVERING IMPACTFUL INSIGHTS

8/707 Mt Alexander Rd  
Moonee Ponds VIC 3039  
(03) 9372 8400

market solutions





Government of South Australia

Department for Environment  
and Water

Heritage South Australia  
Economic and Sustainable  
Development

Level 8  
81-95 Waymouth Street  
Adelaide SA 5000

GPO Box 1047  
Adelaide SA 5001  
Australia  
DX138

Ph: +61 8 8124 4956

[www.environment.sa.gov.au](http://www.environment.sa.gov.au)

DEW BH 2 Heritage Grants

Date: 5<sup>th</sup> December 2018

Local council

**Re: South Australian Heritage Grants Program – Request to waive Development  
Application fees for heritage conservation work**

As part of the 2018-19 State Budget, the State government is establishing a new Heritage Grants Program (the Program) - \$500,000 over two years (2018-19 and 2019-20). The Program will help owners of State heritage-listed properties undertake vital conservation and restoration work to their properties. It is anticipated that applications for 2018-19 will be open from late December 2018 and the Program provide grants for around 20-30 projects per year, with individual grants of between \$1,000 and \$20,000. Attached is a fact sheet about the new Program and further information will be available on our DEW website.

As part of the establishment of the Program, the Minister for Environment and Water has authorised the waiving of his portion of the heritage referral fees for Development Applications (DA) relating to grant-related heritage conservation work. In order to further reduce the costs and red tape for owners undertaking such work, we ask you consider also waiving your portion of this DA referral fee. It is anticipated that our heritage conservation architects will be working with each grant recipient to ensure the conservation work is compliant and the process of the DA referral will be purely procedural.

If a DA for heritage conservation work also triggers planning or building code considerations, we ask that your Council also consider waiving the relevant fees in these circumstances.

Could your Council please consider this request regarding Council fees for heritage conservation work associated with a heritage grant and provide your decision to Kirsty Nield, Heritage Officer, Heritage South Australia, via email at [Kirsty.Nield@sa.gov.au](mailto:Kirsty.Nield@sa.gov.au).

If you would like to discuss this request in further detail, please contact Kirsty by calling Heritage South Australia on 8124 4960 or by her email address.

Yours sincerely

**Beverley Voigt**  
Manager, Heritage South Australia

# SA Heritage Grants Program 2018/19

## Fact Sheet



*South Australia has a rich heritage that contributes to our quality of life and connects us to our history and stories. The Heritage Grants Program has been set up to help conserve and activate heritage places and areas, and to support heritage trades.*

### Who is eligible?

- Owners of State Heritage Places: private owners, companies, community groups & local government
- Owners or businesses within a State Heritage Area (for eligible work)

### What is eligible?

#### Eligible projects include works that:

- Conserve significant building fabric
- Protect the heritage value of the building or structure
- Ensure the structural integrity of a building or structure
- Document proposed conservation works (eg. conservation management plans, dilapidation studies, development application drawings)
- Reinstall or protect significant characteristics of a State Heritage Area (eg. shopfronts, verandahs)

### What is NOT eligible?

#### Work that would not be eligible for funding includes:

- Works that damage or diminish the heritage significance of a place or area
- Works that are not relevant to the heritage significance of a place or area
- Retrospective works (ie. have taken place prior to funding approval)
- Insurance claims or works subject to a work order
- New construction or repairs to building fabric with no heritage value
- Administrative costs or purchase of equipment
- Publications and website development
- Interpretation activities

### Additional considerations

The primary focus of the Heritage Grants Program is the conservation of significant South Australian heritage places and areas. Due to high demand, not all projects will be successful in obtaining a grant. Priority may be given to projects contributing to one or more of the following:

- Community projects and works with 'public good' component
- Heritage tourism – works that will result in increased visitation of a Place or Area
- Heritage trades and training – works that use traditional trades and skills and/or support specialised training
- Adaptive reuse – conservation works that support compatible new uses or continued use of a Place
- Places at risk – works to prevent further deterioration and conserve fabric at risk
- Remote and very remote places – works that support the region



## Professional heritage advice and contractors

Professional advice can be sought from Heritage Advisers (either via Heritage SA or local councils) throughout the grants process. However, Heritage Advisers will not be responsible for administering contracts or managing contractors.

Heritage South Australia has a Register of Heritage Trades and Contractors – a curated list of people with appropriate heritage skills. Applicants are encouraged to consult this Register when seeking quotes for conservation work or sourcing materials. <https://www.environment.sa.gov.au/topics/heritage/heritage-trades>.

## Funding limits and categories

Funding for conservation works will be paid on a dollar for dollar basis. This means your heritage grant will pay no more than 50% of the costs of conservation works or documentation. In some cases, in-kind labour and materials may be recognised as part of your matching contribution.

The minimum grant for any project is \$1,000. There are three categories of funding.

| Category | Grant amount   | Projects may include   |
|----------|----------------|--|
| Simple   | up to \$5,000  | Documentation, e.g. <b>Architect fees, conservation management plans, dilapidation reports, development application drawings/schedules.</b><br>Simple projects, e.g. <b>Salt damp treatment; re-roofing; repair and replacement.</b>                             |
| Complex  | up to \$10,000 | Projects with multiple components such as reinstatement of lost significant fabric or more complex repairs, e.g. <b>façade conservation including timber repair and salt damp treatment; roof and gutter replacement including new roof framing and fascias.</b> |
| Major    | up to \$20,000 | Large projects that impact on the public realm or the community, e.g. <b>façade conservation of a public building such as church or shop; combined facade conservation works to a row of terrace houses.</b>   |

## Will I also need development approval?

Work to State Heritage Places is considered 'development' under the SA Development Act and will require development approval (DA). Heritage South Australia has waived its component of the heritage referral fee for grant-aided projects, however local council fees may still apply. If your project is purely documentation, no DA will be required.

## Allocation of funds

All Heritage Grant applications will be assessed by a Heritage Grants Assessment Panel and grants will be endorsed by the Minister for Environment and Water.

## Application process

Applications can be made through DEW's online grants system. The grants system allows you to track your application throughout the grant process.

The heritage grants process has the following steps:

1. Speak to Heritage South Australia about proposed work, and seek advice about appropriate methods.
2. Prepare scoping documents and specifications for proposed work, including cost estimates.
3. Apply for heritage grant funding.
4. Apply for development approval (planning and/or building consents) through local council (as required).
5. *When development approval has been granted:* Carry out work in consultation with Heritage South Australia.
6. Grant payment will be paid on completion of project and after acquittal by Heritage South Australia.

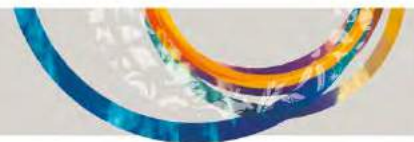


Note that there will be a second funding round anticipated to be called in March 2109 for commencement from July 2019.

For further information, please contact Heritage South Australia on 8124 4960.



**Government of South Australia**  
Department for Environment  
and Water



**TABLE MtG(C)/4****Schedule of State Heritage Places**

| Property Address                              | Description and/or Extent of Listed Place                             | Lot No. / Part Sec | Plan No.                      | Certificate of Title                      | Sect 16 Criteria | SA Heritage Register ID | Fig ID |
|---|---|--------------------|-------------------------------|---|------------------|-------------------------|--------|
| 6 Bay Road<br>MOUNT GAMBIER                   | Mount Gambier Post (originally Telegraph) Office                      | A101               | D40253                        | CT 5328/761                               | a                | 14689                   | 127    |
| 20 Bay Road<br>MOUNT GAMBIER                  | Office (former Savings Bank of South Australia Mount Gambier Branch)  | A102               | D56385                        | CT 5850/748                               |                  | 13707                   | 128    |
| 26-32 Bay Road<br>MOUNT GAMBIER               | Mount Gambier Anglican Church   | A220               | F194022                       | CT 5567/321                               |                  | 13855                   | 129    |
| 42A Bay Road<br>MOUNT GAMBIER                 | National Trust Museum (former Mount Gambier Courthouse)               | S423               | H420200                       | CR 5758/611                               |                  | 10240                   | 130    |
| 42A Bay Road<br>MOUNT GAMBIER                 | Dolomite Kerbing, Mount Gambier                                       | S592 Road Res.     | H420200                       | N/A                                       |                  | 13897                   | 131    |
| 115 Bay Road<br>MOUNT GAMBIER                 | Former Pumping Station, Blue Lake Mount Gambier                       | S391               | H420200                       | CR 5417/991                               |                  | 10233                   | 132    |
| Bay Road<br>MOUNT GAMBIER                     | Adam Lindsay Gordon Memorial Obelisk                                  | A100               | D57420                        | CR 5947/869                               |                  | 13901                   | 185    |
| Bay Road<br>MOUNT GAMBIER                     | Embankment along Bay Road, Blue Lake                                  | A100 Road Res.     | D57420                        | CR 5947/869                               |                  | 13920                   | 186    |
| 26 Chute Street<br>MOUNT GAMBIER              | Engelbrecht Cave  | A113, 114, A94, 95 | F213713 D1431                 | CT 5638/467 CT 5797/23                    | c                | 14733                   | 141    |
| 30 Commercial Street East<br>MOUNT GAMBIER    | Mount Gambier Town Hall   | S410               | H420200                       | CT 5553/60                                |                  | 10236                   | 133    |
| 31-41 Commercial Street East<br>MOUNT GAMBIER | Shop (former Jens Annexe)   | A104               | F206442                       | CT 5729/647                               |                  | 13576                   | 134    |
| 38 Commercial Street East<br>MOUNT GAMBIER    | Cave Gardens Reserve, Mount Gambier                                   | S410               | H420200                       | CT 5553/60                                | a, b, g          | 14725                   | 136    |
| 40 Commercial Street East<br>MOUNT GAMBIER    | Jens Hotel  | A7<br>A2<br>A9     | F104789<br>F104784<br>F104791 | CT 5152/416<br>CT 5152/415<br>CT 5152/414 |                  | 10237                   | 137    |
| Commercial Street East<br>MOUNT GAMBIER       | Riddoch Art Gallery (former Mount Gambier Institute & King's Theatre) | A1                 | D84605                        | CT 6062/369                               |                  | 10238                   | 135    |
| 2 Commercial Street West<br>MOUNT GAMBIER     | Mount Gambier Hotel   | A337               | F194139                       | CT 5957/72                                |                  | 10235                   | 138    |



| Property Address                           | Description and/or Extent of Listed Place                                    | Lot No. / Part Sec                      | Plan No.                                 | Certificate of Title  | Sect 16 Criteria | SA Heritage Register ID | Fig ID |
|--|--|---|--|---|------------------|-------------------------|--------|
| 46 Commercial Street West<br>MOUNT GAMBIER | 5SE Radio Station Office (former Commercial Bank of SA Mount Gambier Branch) | A22                                     | D53440                                   | CT 5842/113   |                  | 13892                   | 139    |
| Crouch Street (West Side)<br>MOUNT GAMBIER | Crouch Street Cutting Geological Site  | A7<br>A169<br>A156<br>A157<br>Road Res. | F106521<br>F193971<br>F193958<br>F193959 | CT 5173/346<br>CT 5716/955<br>CT 5716/707<br>CT 5799/803<br>N/A |                  | 14114                   | 140    |
| 26 Elizabeth Street<br>MOUNT GAMBIER       | St Andrew's Uniting (former Presbyterian) Church                             | A3621                                   | D81528                                   | CT 6040/710   |                  | 10232                   | 142    |
| 26 Elizabeth Street<br>MOUNT GAMBIER       | Manse, St Andrew's Uniting Church  | A3621                                   | D81528                                   | CT 6040/710   | a, d, f          | 14724                   | 143    |
| 1B Hanson Street<br>MOUNT GAMBIER          | Boandik Terrace Blowhole Geological Site                                     | A55<br>A1<br>A2                         | D16701<br>D90891<br>D80981               | CT 5848/589<br>CT 6110/505<br>CT 6110/509                       |                  | 14115                   | 144    |
| 160 Jubilee Highway East<br>MOUNT GAMBIER  | Umpherston Sinkhole  | A21                                     | D59484                                   | CT 5992/835   | a, c             | 14734                   | 145    |
| Lakes Area<br>MOUNT GAMBIER                | Mount Gambier Centenary Tower  | A100                                    | D57420                                   | CR 5947/869   |                  | 13859                   | 146    |
| 30 Margaret Street<br>MOUNT GAMBIER        | Former Blue Lake Oatmeal Mill  | A213                                    | F194015                                  | CT 5686/420   |                  | 13896                   | 147    |
| Lot 1 Penola Road<br>MOUNT GAMBIER         | St Paul's Roman Catholic Church  | A1                                      | D63808                                   | CT 5915/643   | d, f             | 12812                   | 151    |
| Lot 1 Penola Road<br>MOUNT GAMBIER         | St Paul's Roman Catholic Church Presbytery                                   | A1                                      | D63808                                   | CT 5915/643   | d, f             | 14726                   | 152    |
| 3 Penola Road<br>MOUNT GAMBIER             | Executor Trustee Building  | A336                                    | F194138                                  | CT 5760/35  | a, e             | 14722                   | 148    |
| 5 Penola Road<br>MOUNT GAMBIER             | Former Mount Gambier Caledonian Hall   | A1                                      | F105207                                  | CT 5156/270   | b, d, g          | 14721                   | 149    |
| 17-19 Penola Road<br>MOUNT GAMBIER         | Former Mount Gambier Wesleyan Methodist Church & Wesley Hall                 | A1<br>A2                                | D45500<br>D45500                         | CT 5630/106<br>CT 5630/107                                      |                  | 13857                   | 150    |
| 20 Penola Road<br>MOUNT GAMBIER            | Former St Paul's Roman Catholic Convent                                      | A101                                    | D79591                                   | CT 6030/214   | d, f             | 25048                   | 187    |
| 7 Percy Street<br>MOUNT GAMBIER            | Eating House (Old Oat Mill, former Commercial Mill))                         | A80                                     | D20572                                   | CT 5276/666   |                  | 10959                   | 153    |
| 27 Power Street<br>MOUNT GAMBIER           | Stables, Christ Church Rectory   | A2                                      | D33529                                   | CT 5142/716   |                  | 13851                   | 154    |
| 105 Shepherdson Road<br>MOUNT GAMBIER      | Tenison College (former Moorak Station Homestead)                            | A92                                     | F213897                                  | CT 5622/236   |                  | 13898                   | 155    |

| Property Address                         | Description and/or Extent of Listed Place | Lot No. / Part Sec | Plan No. | Certificate of Title | Sect 16 Criteria | SA Heritage Register ID | Fig ID |
|--|---|--------------------|----------|----------------------|------------------|-------------------------|--------|
| 40a Sturt Street<br>MOUNT GAMBIER        | Mount Gambier Fire Station                | AA                 | R3895    | CT 5681/862          | a, e             | 14723                   | 156    |
| 2 Wehl Street<br>South MOUNT<br>GAMBIER  | Guest House (former residence of Dr Wehl) | A4                 | D2356    | CT 5198/635          |                  | 13894                   | 157    |
| 7 Wehl Street<br>South MOUNT<br>GAMBIER  | Former Mount Gambier Infant School        | A200               | D46737   | CT 6010/257          |                  | 11772                   | 158    |
| 45 Wehl Street<br>South MOUNT<br>GAMBIER | Former Mount Gambier Gaol                 | A60                | D50342   | CT 5809/435          |                  | 10234                   | 159    |

Note: this table was last updated on 10 April 2014 and is an extract from the South Australian Heritage Register established under section 13(1) of the *Heritage Places Act 1993*. In the event of a discrepancy between this extract and the South Australian Heritage Register, the South Australian Heritage Register shall prevail.





## **City of Mount Gambier Council Assessment Panel**

### **TERM OF REFERENCE**

Adopted by the City of Mount Gambier at its meeting held on  
19<sup>th</sup> September, 2017.

**City of Mount Gambier Council Assessment Panel  
Terms of Reference  
Applicable from 1 October 2017**

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## 1. BACKGROUND

- 1.1 The City of Mount Gambier Assessment Panel (**CAP**) was appointed as a relevant authority under Section 82 and 83 of the *Planning, Development and Infrastructure Act 2016 (Act)* by resolution of the City of Mount Gambier (**the Council**) on 19 September 2017.
- 1.2 The CAP is a relevant authority under the Act and, during transition to the Act, will act as a delegate of the Council for the purpose of the *Development Act 1993*.

## 2. MEMBERSHIP OF CAP

### Appointment of Members

- 2.1 The CAP will be constituted of 5 Members (**CAP Members**), to be appointed by the Council, comprising:
  - 2.1.1 one Member of the Council (**Council Member**);
  - 2.1.2 4 Independent Members (**Independent Members**), not being Members of the Council or State Parliament.
- 2.2 The Council may determine that the CAP will be constituted by a different number of members for different classes of development, in which case the relevant details will be specified by the Council.
- 2.3 When appointing CAP Members, the Council may have regard to the following:
  - 2.3.1 the candidate's knowledge of the operation and requirements of the Act and, during transition to the Act, the *Development Act*;
  - 2.3.2 in relation to Independent Members, the candidate's qualifications or experience in a field that is relevant to the activities of the CAP;
  - 2.3.3 in relation to the Council Member, the candidate's experience in local government;
  - 2.3.4 that a balance of qualifications and experience among CAP Members is desirable;
  - 2.3.5 that gender diversity among CAP Members is desirable;
  - 2.3.6 such other matters as the Council considers relevant.

### Appointment of Deputy Members

- 2.4 The Council must appoint at least one Deputy Member to the CAP for the purpose of filling in for a CAP Member who is unable to attend a CAP meeting or part of a CAP meeting.
- 2.5 Subject to clause 2.6, a Deputy Member must not be a Member of the Council or State Parliament.

- 2.6 Where a Deputy Member appointed for the Council Member is also a member of the Council, that person may not act as a deputy for any other CAP Member (whereas a Deputy Member who is not a member of the Council may act as a deputy for any CAP Member).
- 2.7 Where more than one Deputy Member is appointed, the Council must specify the circumstances in which each Deputy Members (or any one or more of them) will be invited to attend a CAP meeting.
- 2.8 In appointing a Deputy Member, the Council may have regard to the matters in clause 2.3, as well as to the qualifications and experience of the CAP Member or CAP Members to whom the candidate will be a deputy.
- 2.9 Unless the context otherwise requires, a reference to a CAP Member in this document includes a Deputy Member.

### **Expression of Interest**

- 2.10 The Council will call for expressions of interest for appointment of CAP Members.

### **Presiding Member and Acting Presiding Member**

- 2.11 The Council will appoint an Independent Member to be the Presiding Member of the CAP for such term and on such conditions as determined by the Council.
- 2.12 The Presiding Member will preside at any CAP meeting at which he or she is present.
- 2.13 In the event that the Presiding Member is not present at a meeting (or part thereof) an Acting Presiding Member will be appointed by those CAP Members who are present at the meeting.
- 2.14 A Presiding Member is eligible to be reappointed as the Presiding Member at the expiry of his or her term of office as Presiding Member.
- 2.15 In the event that the Presiding Member resigns or is removed from office, the Council will appoint an Independent Member to be the Presiding Member for such term and on such conditions as determined by the Council.

### **Term of Appointment**

- 2.16 Subject to clause 5, Independent Members will be appointed for a term of up to 2 years and on such other conditions as determined by the Council.
- 2.17 Subject to clause 5, the Council Member will be appointed for a term of up to 2 years and on such other conditions as determined by the Council.
- 2.18 Deputy Members will be appointed for a term of up to 2 years and on such other conditions as determined by the Council.
- 2.19 A CAP Member is eligible for reappointment for a further term, or further terms, upon the expiry of his or her current term.

2.20 A CAP Member whose term of office has expired may nevertheless continue to act as a Member until the vacancy is filled or for a period of six months from the expiry of the Member's term of office, whichever occurs first.

### **3. VACANCY IN MEMBERSHIP**

3.1 In the event of a vacancy arising in the office of a CAP Member, the Council may appoint a person to be a CAP Member for the balance of the original CAP Member's term of office as soon as is reasonably practicable in the same manner as the original CAP Member was appointed.

3.2 The CAP Member appointed to fill a vacancy may be a Deputy Member in which case that person will automatically cease to be a Deputy Member.

3.3 In appointing a CAP Member pursuant to clause 3.1, the Council may have regard to the matters in clause 2.2 or 2.8 as the case requires.

3.4 A vacancy in the membership of the CAP will not invalidate any decisions of the CAP, provided a quorum is maintained during meetings.

### **4. CONDITIONS OF APPOINTMENT**

4.1 At all times, CAP Members must act honestly, lawfully, in good faith, and in accordance with any code of conduct applicable to CAP Members.

4.2 CAP Members may be remunerated as determined by the Council for the reasonable time and costs incurred by CAP Members in attending CAP meetings.

4.3 Different levels of remuneration may be fixed by the Council for Independent Members, the Council Member, the Presiding Member and Deputy Members.

4.3.1 Sitting fees (including GST):

- Independent Presiding Member \$250
- Other Independent Members \$200
- Council Member appointees \$200
- Council Officer appointees NIL\*

(the above sitting fees are for formal ordinary meetings of a Panel which are likely to be monthly when a substantial majority of the CAP business will be conducted)

4.3.2 Should it be necessary to convene formal special meetings of a Panel then the likely sitting fees will be as follows on the basis of the lesser number of items on the agenda:

- Independent Presiding Member \$60
- Other Independent Members \$50
- Council Member appointees \$50
- Council Officer appointees NIL\*

4.3.3 Where the meeting does not require the attendance of Members in person and can be undertaken by phone link up due to a small agenda



and the minor nature of items for discussion and no site inspection is necessary the sitting fees be as follows:

- Independent Presiding Member \$60
- Other Independent Members \$50
- Council Member appointees \$50
- Council Officer appointees NIL\*

**\*Special Note: It is not the intention of the Council to appoint any Council Officers to any Panel.**

4.3.4 Travel reimbursement of 57.8 cents per kilometer may be available upon application to Council should a member of the Council Development Assessment Panel not be a resident within the City of Mount Gambier and the District Council of Grant.

4.3.5 A review of the sitting fees and expenses etc. will be undertaken within 6 months of the formation of the new Panel.

4.3.6 Invoices seeking payment for attendance at a meeting of the Council Development Assessment Panel shall be submitted regularly, on a monthly basis, after the meeting of the Council Development Assessment Panel for that month.

4.3.7 It is the view of the Councils that the sitting fees referred to above are sufficient to be inclusive of:

- (a) view of all sites to be considered (and related travel costs);
- (b) review of the agenda for each meeting;
- (c) assessment of the applications against the provisions of the Development Plan;
- (d) attendance at every Panel meeting;
- (e) discussions with Council Officers, at the DAP meeting, regarding alternate recommendations or queries in relation to agenda items.

4.4 Upon the commencement of Section 83(1)(c) of the Act:

4.4.1 CAP Members, excluding a Member who is a Member or former Member of the Council, must be accredited professionals under the Act;

4.4.2 CAP Members who are Members or former Members of the Council must have sufficient experience in local government to satisfy the Council that they are appropriately qualified to act as a Member of the CAP.

## 5. REMOVAL FROM OFFICE

5.1 A CAP Member will automatically lose office where:

5.1.1 the CAP Member has become bankrupt or has applied to take the benefit of a law for the relief of insolvent debtors;

- 5.1.2 the CAP Member has been convicted of an indictable offence punishable by imprisonment;
  - 5.1.3 in the case of a Council Member, the Member ceases to be a member of the Council.
- 5.2 Subject to Clause 5.4, the Council may by resolution remove a CAP Member from office where, in the opinion of the Council, the behaviour of the CAP Member amounts to:
- 5.2.1 a breach of a condition of his or her appointment as a CAP Member;
  - 5.2.2 misconduct;
  - 5.2.3 a breach of any legislative obligation or duty of a CAP Member;
  - 5.2.4 neglect of duty in attending to role and responsibilities as a CAP Member;
  - 5.2.5 a failure to carry out satisfactorily the duties of his or her office;
  - 5.2.6 a breach of fiduciary duty that arises by virtue of his or her office;
  - 5.2.7 inability to carry out satisfactorily the duties of his or her office.
  - 5.2.8 except in relation to Deputy Members, a failure without reasonable excuse to attend three consecutive CAP meetings without the CAP previously having resolved to grant a leave of absence to the CAP Member;
  - 5.2.9 in relation to a Deputy Member, a failure without reasonable excuse on three consecutive occasions to attend a meeting of the CAP when requested to do so;
  - 5.2.10 for any other reason the Council considers appropriate.
- 5.3 The removal of the CAP Member pursuant to clause 5.2 will take effect upon the Council passing a resolution to remove the CAP Member from office (unless the Council resolves otherwise), and such resolution will be confirmed in writing to the CAP Member within 7 days of being passed.
- 5.4 Prior to resolving to remove a CAP Member from office pursuant to clause 5.2, the Council must:
- 5.4.1 give written notice to the CAP Member of:
    - 5.4.1.1 its intention to remove the CAP Member from office pursuant to clause 5.2;
    - 5.4.1.2 the alleged behaviour of the CAP Member falling within clause 5.2.1 or reason the Council considers it appropriate to remove the CAP Member,
- not less than 7 days before the meeting of the Council at which the matter is to be considered.

- 5.4.2 give the CAP Member an opportunity to make submissions to the Council on its intention to remove the CAP Member from office either orally at the Council meeting at which the matter is to be considered, or in writing by such date as the Council reasonably determines;
- 5.4.3 have due regard to the CAP Member's submission in determining whether to remove the CAP Member from office.

28 August 2017  
Ref. AR17/33514



Assessment  
Panel

## Assessment Panel Members – Code of Conduct

### Introduction

Under Schedule 3 of the *Planning, Development and Infrastructure Act 2016* (PDI Act) the Minister may adopt a code of conduct to be observed by members of an assessment panel established under the PDI Act. This code of conduct sets out standards of conduct and professionalism that are to be observed by all members of assessment panels under the PDI Act. This code of conduct must be read in conjunction with the Act.

For the purposes of the PDI Act, a key requirement is that all members of assessment panels must carry out, and be seen to carry out, their functions with the highest ethical standards so as to maintain public confidence in the integrity of development assessment under the Act.

The code is the key tool to ensure that all members of assessment panels act honestly and ethically with a high degree of accountability. If a member of an assessment panel has any doubt in regard to any function they may perform under the Act they should seek the advice of the panel's assessment manager or some other appropriate person.

While some members of an assessment panel may also be bound by other codes of conduct or professional standards issued by their respective professional associations, they have no legal status under the Act. If there is a conflict between a requirement in this code of conduct and any other professional code or standard, this code prevails for the purposes of the Act.

### Legislative framework

Under section 15 of the PDI Act, all members of assessment panels are subject to a statutory duty as described in the section as follows:

(1) *It is expected that a person or body that—*

- (a) seeks to obtain an authorisation under this Act; or*
- (b) performs, exercises or discharges a function, power or duty under this Act; or*
- (c) takes the benefit of this Act or is otherwise involved in a process provided by this Act, will—*
- (d) act in a cooperative and constructive way; and*
- (e) be honest and open in interacting with other entities under this Act; and*
- (f) be prepared to find reasonable solutions to issues that affect other interested parties or third parties.*

(2) Without limiting subsection (1), a person or body performing, exercising or discharging a function, power or duty under this Act must—

- (a) exercise professional care and diligence; and
- (b) act honestly and in an impartial manner; and
- (c) be responsible and accountable in its conduct; and
- (d) comply with any code of conduct, service benchmark or other requirement that applies in relation to the person or body.

(3) The Minister may, after taking into account the advice of the Commission, establish and maintain service benchmarks for the purposes of this section.

(4) The principles and benchmarks under this section— (a) do not give rise to substantive rights or liabilities; but (b) may lead to action being taken on account of a breach of a code of conduct or professional standard that applies in relation to a relevant person or body.

### **Code of conduct requirements**

In acting as a member of an assessment panel, a member must comply with the following requirements.

#### **General duties**

1. A member of an assessment panel must in performing, exercising or discharging a function, power or duty under the PDI Act, act in accordance with the general duties as set out in section 15 of the PDI Act.

#### **Act in the public interest**

2. A member of an assessment panel must act in a manner that promotes or protects the public interest.

#### **Procedures**

3. A member of an assessment panel must ensure that the procedures specified in the Act or prescribed in the *Planning Development and Infrastructure (General) Regulations 2017* are complied with.
4. A member of an assessment panel must respect the panel procedures in relation to public comments and communication with the media

#### **Regard for honesty**

5. A member of an assessment panel must act with integrity, good faith and equity and must not discriminate toward any person in performing their duties.
6. A member of an assessment panel must advise the assessment manager and the Commission immediately if the member:
  - a. is the subject of a formal investigation into, or have been found to have, breached any other code of conduct, ethical standards or similar, either in another State or through a professional body of which they are a member; or
  - b. has been found guilty of a breach of any Act related to planning, building or a development related matter.

### **Conflict of interest**

7. A member of an assessment panel who has a direct or indirect personal or pecuniary interest in a matter before the council development assessment panel (other than an indirect interest that exists in common with a substantial class of persons)—
  - a. must, as soon as he or she becomes aware of his or her interest, disclose the nature and extent of the interest to the panel; and
  - b. must not take part in any hearings conducted by the panel, or in any deliberations or decision of the panel, on the matter and must be absent from the meeting when any deliberations are taking place or decision is being made.
8. A member of an assessment panel will be taken to have an interest in a matter for the purposes of item 7 if an associate of the member (within the meaning of section 3 (7) of the PDI Act) has an interest in the matter.
9. If an interest has been declared by a member of an assessment panel the nature of the interest must be recorded in the minutes of the meeting.

### **Making decisions and taking action**

10. A member of an assessment panel must take all reasonable steps to obtain all relevant facts and information when making a decision on a matter before the panel.
11. A member of an assessment panel must ensure that the member's decisions and actions are reasonable, fair and appropriate to the circumstances, based on consideration of all relevant facts obtained, and supported by adequate documentation.
12. A member of an assessment panel must not approach or discuss with an applicant or representor any application which is either before the panel or will come before the panel at some future time expect during the course of a panel meeting where the application forms part of the agenda and the applicant or representor has a right to be heard by the panel.
13. Except where required as part of the assessment of a particular decision such as a formal panel viewing of a site of a proposed development, you should not enter the site even if invited by the land owner or a neighbouring property owner or any other person.
14. A member of an assessment panel must not:
  - a. engage in consultation outside of the panel process with any party on a proposed development application that is likely to be heard by the panel;
  - b. give advice to an applicant or other third party on a development application after it has been lodged outside of a panel meeting;
  - c. speak at a public meeting for or against a proposal where the purpose of the meeting is to discuss either a proposed development or a development application unless required by the Act;
  - d. express an opinion on a development application or a proposed development outside of a panel meeting; and

- e. engage in any other act or omission which may give rise to a reasonable presumption that you have prejudged a development proposal or application.

#### **Public comment**

- 15. Only the presiding member or another person determined by the panel is permitted to speak publicly to the media and address the public on behalf of the panel. No other panel member may make comment to the media or the public in relation to any matter before the panel or any decision of the panel.

#### **Protection and use of information**

- 16. A member of an assessment panel must maintain the integrity and security of confidential information in their possession and must not use confidential information gained by virtue of the member's official position for the purpose of securing a private benefit for the member or any other person.
- 17. A member of an assessment panel must not disclose information acquired in the course of their professional work other than if consent of the relevant person has been granted or where there is a legal or professional duty to disclose such information.

#### **Proper exercise of power**

- 18. A member of an assessment panel must not take advantage of the member's position, power or duties for the purpose of obtaining, either directly or indirectly, any preferential treatment or other improper advantage for the member or any other person.

#### **Gifts and benefits**

- 19. A member of an assessment panel must not seek or accept a gift or benefit that is intended to, is likely to or could be perceived as likely to, cause them to act in an unfair or biased manner in the course of the member's duties.
- 20. A member of an assessment panel must take all reasonable steps to ensure that a person related to the member does not receive gifts or benefits that could appear to be an attempt to influence or secure or have the effect of influencing or securing a favour from the member of an assessment panel. A person is related to a member of an assessment panel for the purpose of this provision if the person is spouse, de facto partner, sibling, parent or child of the member of the assessment panel.

#### **Bias**

- 21. A member of an assessment panel should always have regard to any affiliation, disposition or any material, pecuniary or other interest that would lead to a reasonable apprehension that they may be biased in carrying out any aspect of their role under the Act.

Mark Ronald Bray Teakle

11 Tenison drive

Mount Gambier

Phone 0418 854 103

Born and schooled in Naracoorte

Studied the surveying degree in Adelaide from 1975 to 1980 at the Levels campus

Started working with Alexander & Symonds in Mount Gambier in September 1980

Director in the company from 1990 to 2016 (stepped down to allow for the future expansion of the private company )

Still a manager of the Mount Gambier office and still advise issues to the board

This involvement in the development industry has seen the design and development of various subdivisions in both SA & Victoria.

I am licensed in both SA (8/11/84) and Victoria (21/8/86)

When moving to Mount Gambier I joined Rotaract, president 1984/1985 and transferred to Rotary in 1988 have served on various committees president 1991/1995 and 2014/2015.

Have served on Reidy park school council , coach / manager of under 15 netball team/ fund raising committee for Blue Lake Gymnastic hall at Malseed Park

Given the above I believe as I am heading to retirement that the CAP committee is a way of giving back to the community





# South Australian Institute of Technology

This is to certify that

MARK RONALD BRAY TEAKLE

has completed the requirements for the award of

## Bachelor of Technology in Surveying

Dated this TWENTIETH day of JUNE, 1980,

*W. H. H. H. H. H.*

President of the Council

*[Signature]*

Director

THE INSTITUTION OF SURVEYORS  
AUSTRALIA



This is to Certify that

*Mark Ronald Bray Teakle*

was elected a

*Member*

of

The Institution of Surveyors Australia

*on 24th October 1985*

Witness our hands and the

Seal of the Institution, this

*Sixteenth day of November*

in the year of our Lord 1985



*[Signature]* President

*[Signature]* Hon. Secretary

*[Signature]* Councillor



SURVEYORS BOARD  
OF SOUTH AUSTRALIA

CERTIFICATE OF REGISTRATION

*This is to certify that*

**Mark Ronald Bray Teakle**

*having satisfactorily completed the prescribed requirements,  
has been registered under the provisions of the Surveyors Act,  
1975, and subject to paying the annual fee, is authorized to  
practise as a surveyor in South Australia.*



Sealed with the common seal of the Board  
this *Eighth* day  
of *November*, 19*84*

*[Signature]* Chairman

Certificate No. *123*

*The said Mark Ronald Bray Teakle is licensed to  
carry out prescribed cadastral surveys.*

*[Signature]* Chairman

Licence No. *299*



# CERTIFICATE OF REGISTRATION

## THE SURVEYORS BOARD

acting under the authority of the

**Surveyors Act 1978**

hereby certifies that

**Mark Ronald Bray Teakle**

is registered as a

**SURVEYOR**

under the provisions of that Act

Given under our hands at the Office of the Board, Melbourne,

this Twentyfirst

day of

August,



*[Handwritten signatures of board members]*  
.....  
.....  
.....  
.....  
.....  
.....  
.....

(Signature of  
Registered  
Surveyor.)

*M. Teakle*  
.....

Certificate of  
Registration Number

### ENDORSEMENT

Certificate of Registration No. 1606

The Surveyors Board on 21st August, 1986, authorizes

Mark Ronald Bray Teakle

to perform

CADASTRAL SURVEYS

Ian von Stanke

13 Wentworth cr

Mt Gambier SA 5290

[Jennian9@bigpond.net.au](mailto:Jennian9@bigpond.net.au)

0429841804

November 18. 2018

Mark McShane

CEO City of Mount Gambier

I recently read an article in the local paper seeking expressions of interest from members of the public wishing to become a member of the council assessment panel.

I have eight years' experience on the (CAP) panel with extensive experience in planning I will be looking forward to using my vast experience within the building industry. To work through the introduction of the new Planning Development and Infrastructure Act that is about to change.

I have extensive experience in the building industry as I was the builder of several infrastructures in the Township of Carpenter Rocks.

With my experience with meeting procedure i will be putting my hat in the ring as Presiding member.

My education

Skipper grade (1)

Engine driver grade (1)

Boat builder

Sincerely

*Ian von Stanke*

Ian von Stanke

Mr. Peter Seebohm  
13 Leggett Road  
Worrolong SA 5291  
Tel: **0422 000 681**

Thursday 29th November 2018

Mr. M McShane  
Chief Executive Officer  
City of Mount Gambier  
PO Box 56  
MOUNT GAMBIER SA 5290

Dear Mr. McShane,

**RE: Call for expressions of interest – Independent Members of the City of Mount Gambier Council Assessment Panel.**

Please accept my expression of interest for the above position of Independent Member of the City of Mount Gambier Council Assessment Panel as advertised in 'The Border Watch' Friday 16<sup>th</sup> November 2018.

I am currently employed as a Facilities Manager at Building Management Facilities Services (Department of Planning, Transport, and Infrastructure) in Mount Gambier, and have a good working knowledge of the Development Assessment process.

I have a sound understanding of the issues relating to the area of the City of Mount Gambier, gained through residing within the city, which I returned to after completing my university study and subsequent degrees.

I have previously been an Independent Member for the City of Mount Gambier Council Assessment Panel, and former Development Assessment Panel since February 2011, and would like the opportunity to continue in this role.

Please find enclosed my detailed response to the request for previous experience, skills, knowledge and qualifications. I am available should you wish to discuss anything contained within further.

Thank you for taking the time to view my expression of interest.

Yours sincerely,



Peter Seebohm

## **Qualifications**

I have completed a Bachelor of Design Studies (1998) and a Bachelor of Architecture (2000), both of which were undertaken and completed at the University of Adelaide.

I have completed Certificate IV in Government (2002) undertaken as part of employment with the South Australian Government.

I have previously been an Independent Member of the City of Mount Gambier Development Assessment Panel from February 2011 and Council Assessment Panel until the end of current term (February 2019)

## **Experience / Skills / Knowledge**

I have a sound knowledge of the Development process which has been gained through both my architectural studies and as part of my current role as Facilities Manager for Department of Planning, Transport, and Infrastructure, Building Management Facilities Services.

As a Facilities Manager, I manage State Government owned assets within the regional area from Millicent to Kingston in the Lower South East. Part of my role includes the production of development applications for proposed alterations or additions to existing sites/buildings. As a result, I am very familiar with the application side of development assessments, working with Council Development Plans and am very interested in continuing to expand on my experience within the assessment role of the process.



I have experience with being involved in formal meetings, and have completed an Interact Customer Relations program which provided training in the principles and practices of providing quality customer services and interacting with people from all kinds of backgrounds. Through my current role as Facilities Manager I am required to chair both informal and formal meetings involving various stakeholders including clients, contractors and consultants.

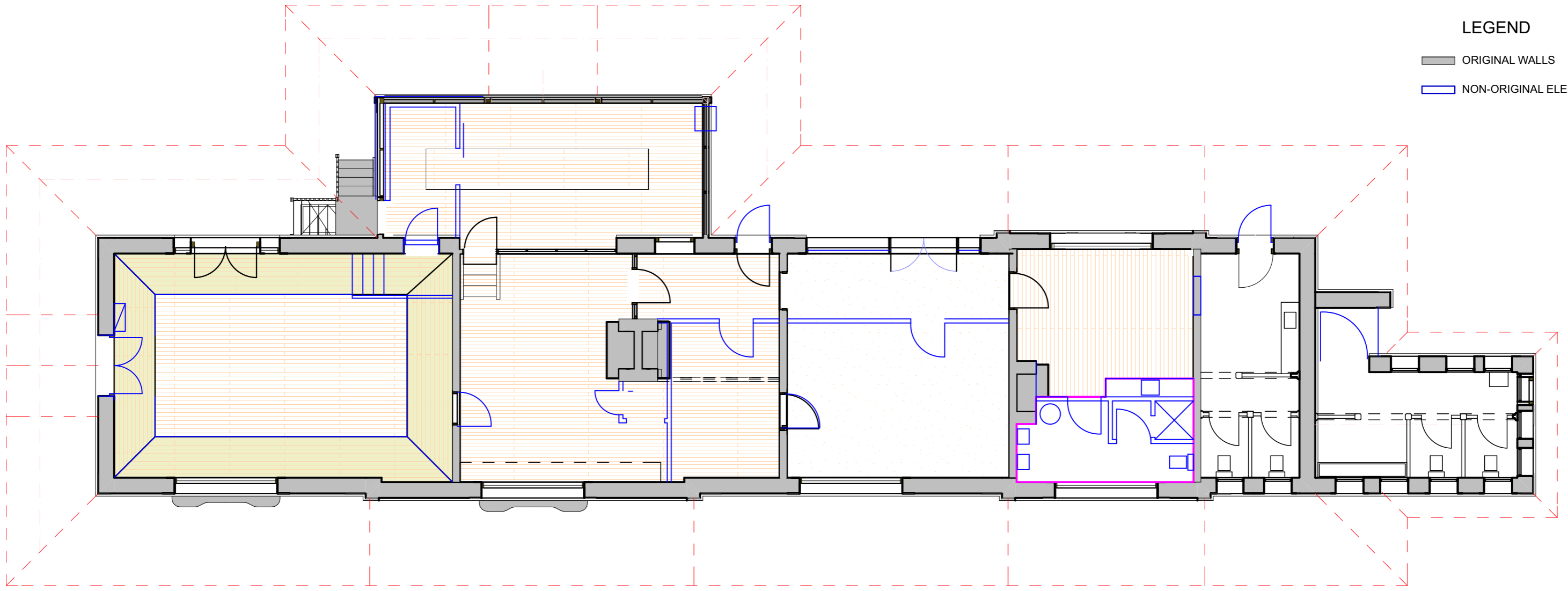
I have previous experience with codes of conduct, and being an employee of the South Australian Government means that I need to comply to the Department's own code of conduct, as well as dealing with and managing other issues such as conflicts of interest, negotiating between parties, maintaining confidentiality and behave in an appropriate manner.

I was born within the city of Mount Gambier and after completing my university degrees, returned to the city to work within the construction industry as a builder's labourer before being given the opportunity to work for the South Australian Government. I have strong working relationships within the building and construction industry with contractors, professional consultants and trade representatives.

I am interested in the direction that the city of Mount Gambier is taking in regards to future development and town planning, and would like to further my skills and knowledge within the construction and planning industry.

**LEGEND**

-  ORIGINAL WALLS
-  NON-ORIGINAL ELEMENTS



The builder shall check and verify all dimensions and verify all errors and omissions to the Architect. Do not scale the drawings. Drawings shall not be used for construction purposes until issued by the Architect for construction.

Client  
City of Mt Gambier  
Project Name  
**Mt Gambier Railway Station**  
Address  
Railway Terrace, Mount Gambier

Drawing Title:  
**Existing Floor Plan**

Scale: as noted Date: 13/12/2018

Status: #Project Status Issue No:

Project No: **876** Drawing No.: **SK 01**

**Existing Floor Plan 1:100**





North Elevation 1:100



West Elevation 1:100

The builder shall check and verify all dimensions and verify all errors and omissions to the Architect. Do not scale the drawings. Drawings shall not be used for construction purposes until issued by the Architect for construction.

Client  
City of Mt Gambier  
Project Name  
**Mt Gambier Railway Station**  
Address  
Railway Terrace, Mount Gambier

Drawing Title:  
Existing Elevations

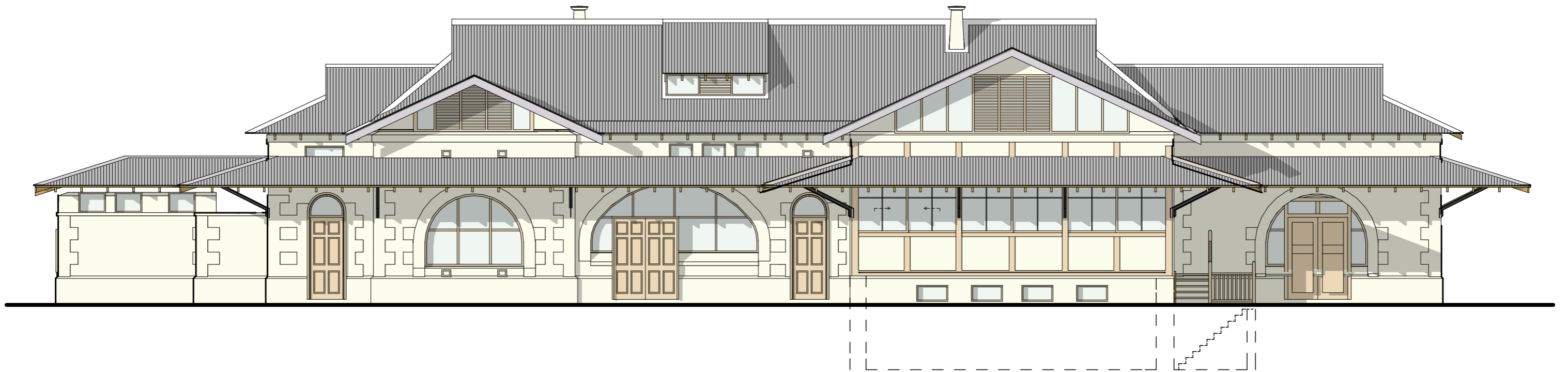
Scale: as noted Date: 13/12/2018

Status: #Project Status Issue No:

Project No.: Drawing No.:

**876**

**SK 02**



South Elevation 1:100



East Elevation 1:100

The builder shall check and verify all dimensions and verify all errors and omissions to the Architect. Do not scale the drawings. Drawings shall not be used for construction purposes until issued by the Architect for construction.

Client  
City of Mt Gambier  
Project Name  
**Mt Gambier Railway Station**  
Address  
Railway Terrace, Mount Gambier

Drawing Title:  
**Existing Elevations**

Scale: as noted Date: 13/12/2018

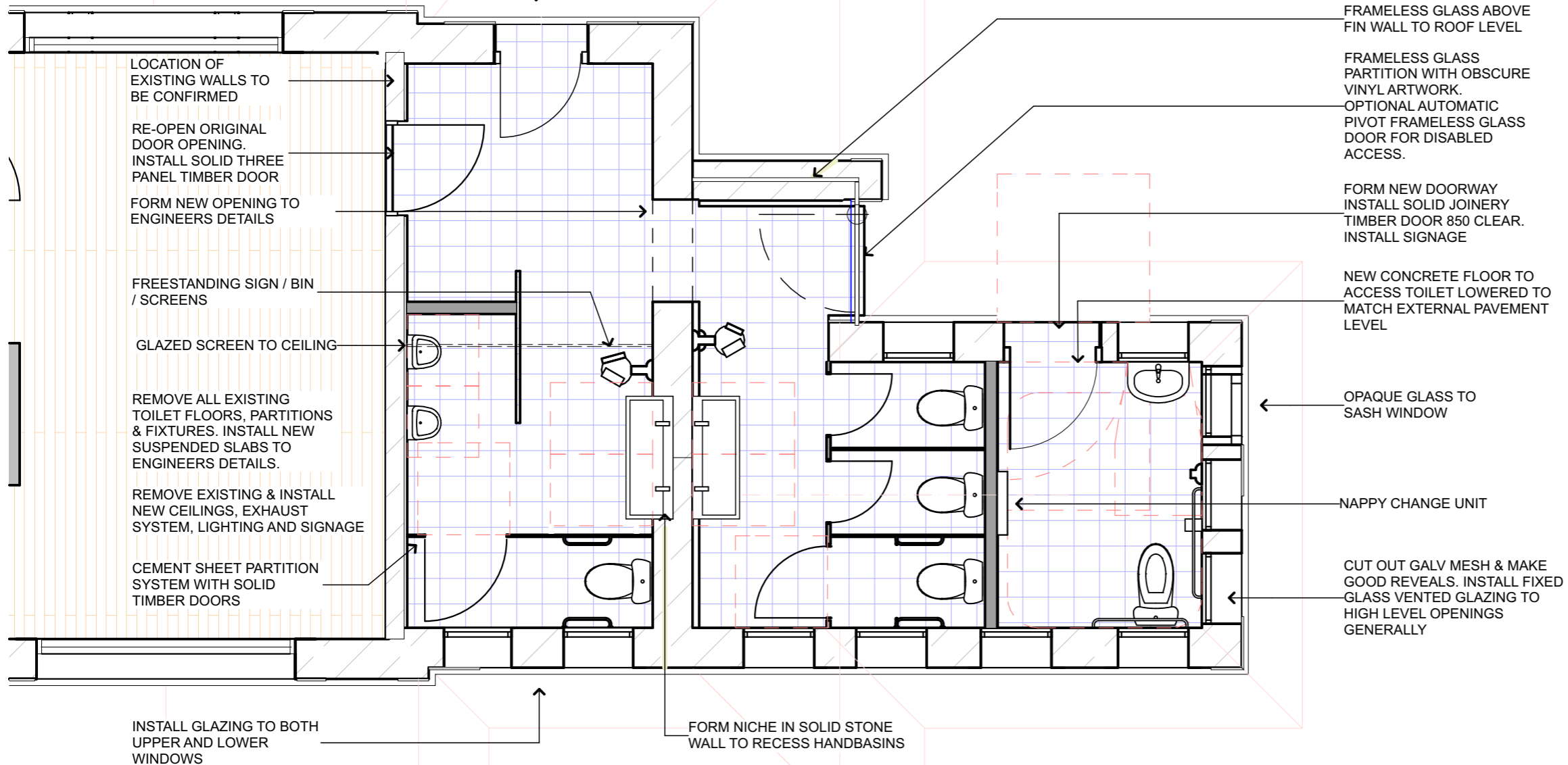
Status: #Project Status Issue No:

Project No: Drawing No.:

**876 SK 03**



RETAIN EXISTING DOOR AND ARCHED FANLIGHT. INSTALL NEW HARDWARE & SIGNAGE. (CLEAR OPENING WIDTH IS NON-COMPLIANT FOR DISABLED ACCESS)



Toilet Layout 1:50



The builder shall check and verify all dimensions and verify all errors and omissions to the Architect. Do not scale the drawings. Drawings shall not be used for construction purposes until issued by the Architect for construction.

Client  
City of Mt Gambier  
Project Name  
**Mt Gambier Railway Station**  
Address  
Railway Terrace, Mount Gambier

Drawing Title:  
Toilets Option A

Scale: as noted Date: 13/12/2018

Status: #Project Status Issue No:

Project No.: Drawing No.:

**876**

**SK 04**

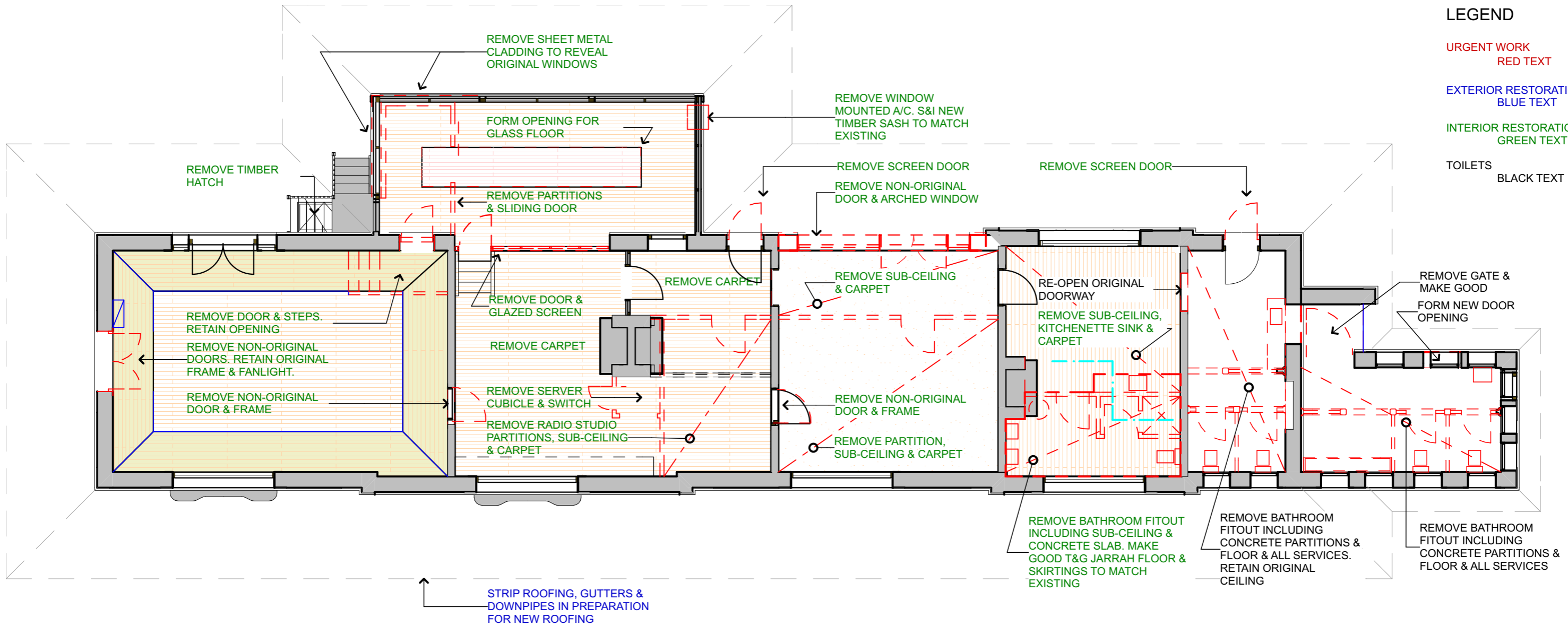
LEGEND

URGENT WORK  
RED TEXT

EXTERIOR RESTORATION  
BLUE TEXT

INTERIOR RESTORATION  
GREEN TEXT

TOILETS  
BLACK TEXT



Demolition Plan 1:100

The builder shall check and verify all dimensions and verify all errors and omissions to the Architect. Do not scale the drawings. Drawings shall not be used for construction purposes until issued by the Architect for construction.

Client  
City of Mt Gambier  
Project Name  
**Mt Gambier Railway Station**  
Address  
Railway Terrace, Mount Gambier

Drawing Title:  
**Demolition Plan**

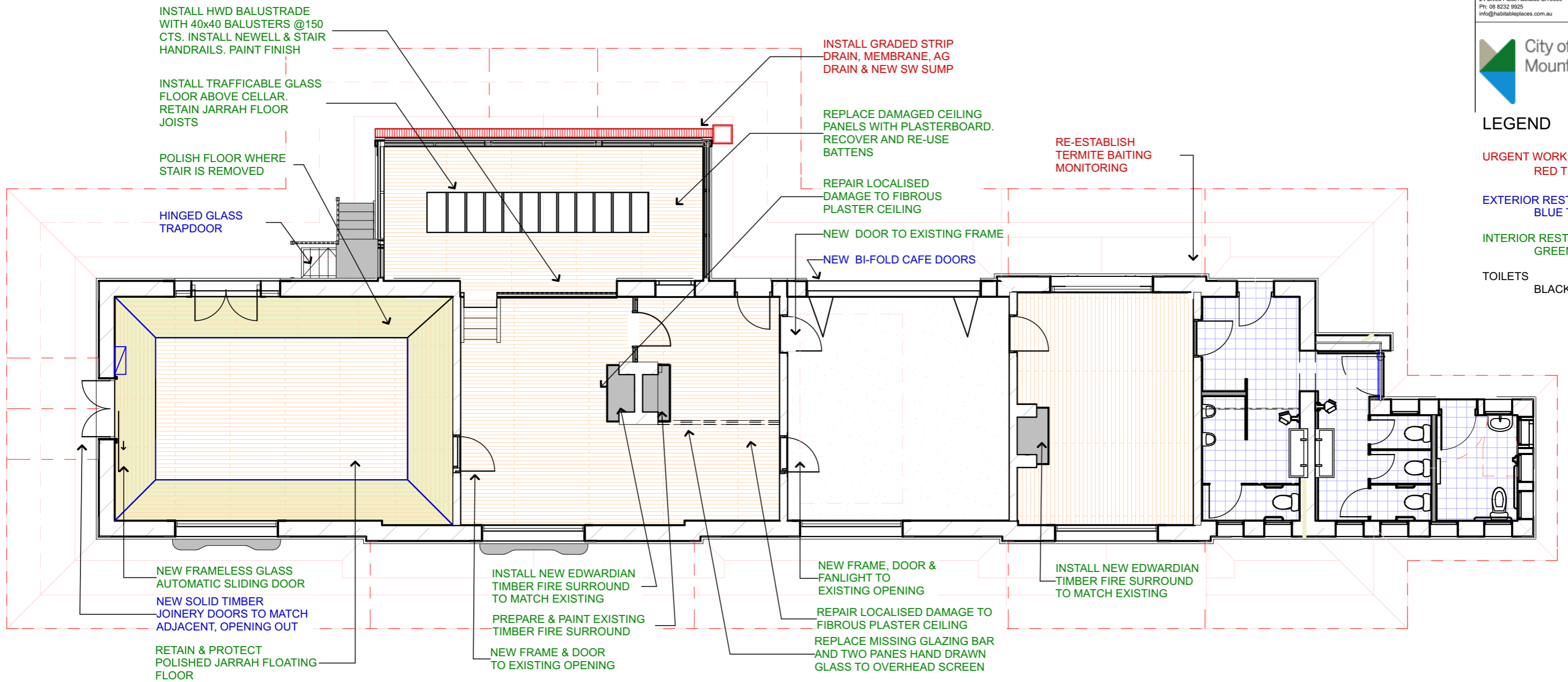
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Status: #Project Status Issue No:

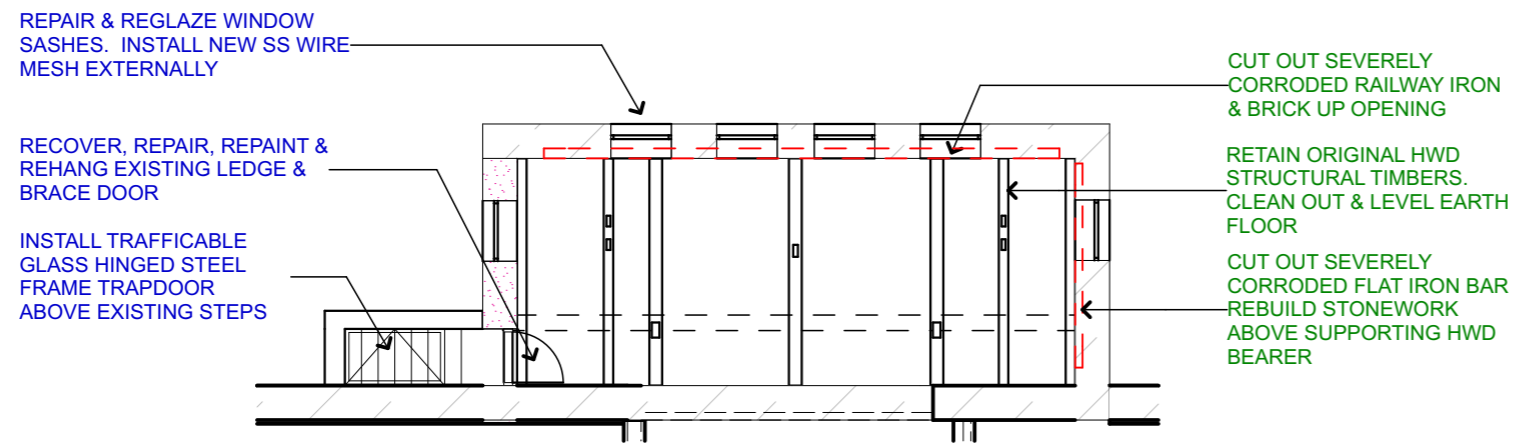
Project No.: **876** Drawing No.: **SK 06**

LEGEND

- URGENT WORK  
RED TEXT
- EXTERIOR RESTORATION  
BLUE TEXT
- INTERIOR RESTORATION  
GREEN TEXT
- TOILETS  
BLACK TEXT



Ground Floor 1:100



Cellar 1:100



The builder shall check and verify all dimensions and verify all errors and omissions to the Architect. Do not scale the drawings. Drawings shall not be used for construction purposes until issued by the Architect for construction.

Client  
City of Mt Gambier  
Project Name  
**Mt Gambier Railway Station**  
Address  
Railway Terrace, Mount Gambier

Drawing Title:  
**Internal Works**

Scale: as noted Date: 13/12/2018

Status: #Project Status Issue No:

Project No.: Drawing No.:

**876** **SK 07**

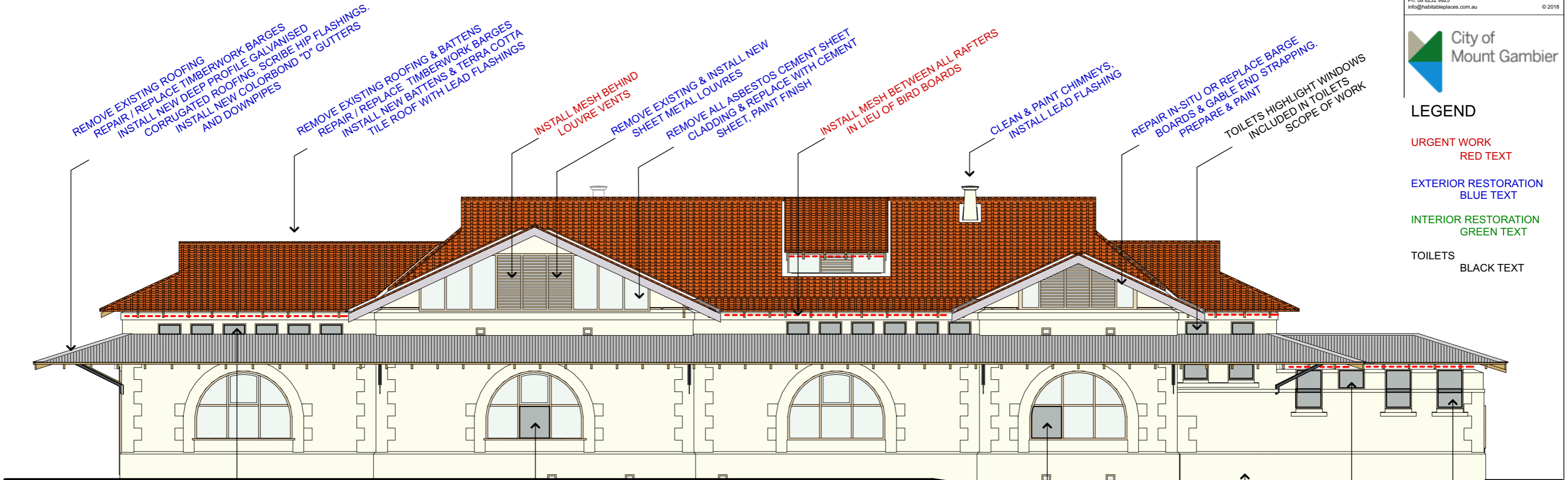
LEGEND

URGENT WORK  
RED TEXT

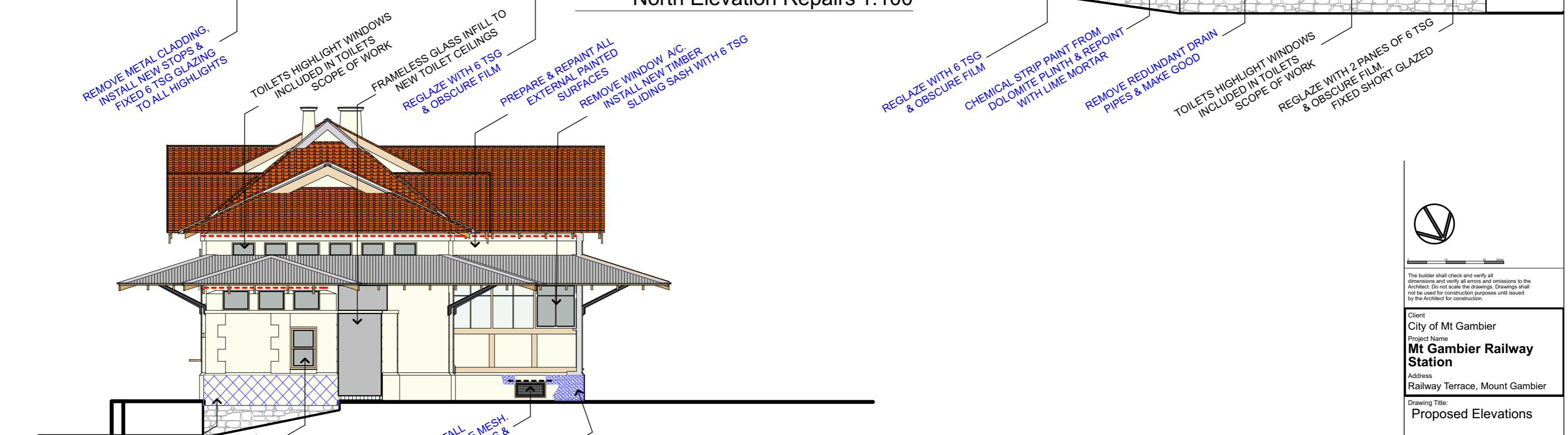
EXTERIOR RESTORATION  
BLUE TEXT

INTERIOR RESTORATION  
GREEN TEXT

TOILETS  
BLACK TEXT



North Elevation Repairs 1:100



West Elevation Repairs 1:100



The builder shall check and verify all dimensions and verify all errors and omissions to the Architect. Do not scale the drawings. Drawings shall not be used for construction purposes until issued by the Architect for construction.

Client  
City of Mt Gambier  
Project Name  
**Mt Gambier Railway Station**  
Address  
Railway Terrace, Mount Gambier

Drawing Title:  
**Proposed Elevations**

|                           |                              |
|---------------------------|------------------------------|
| Scale: as noted           | Date: 13/12/2018             |
| Status: #Project Status   | Issue No.:                   |
| Project No.<br><b>876</b> | Drawing No.:<br><b>SK 08</b> |



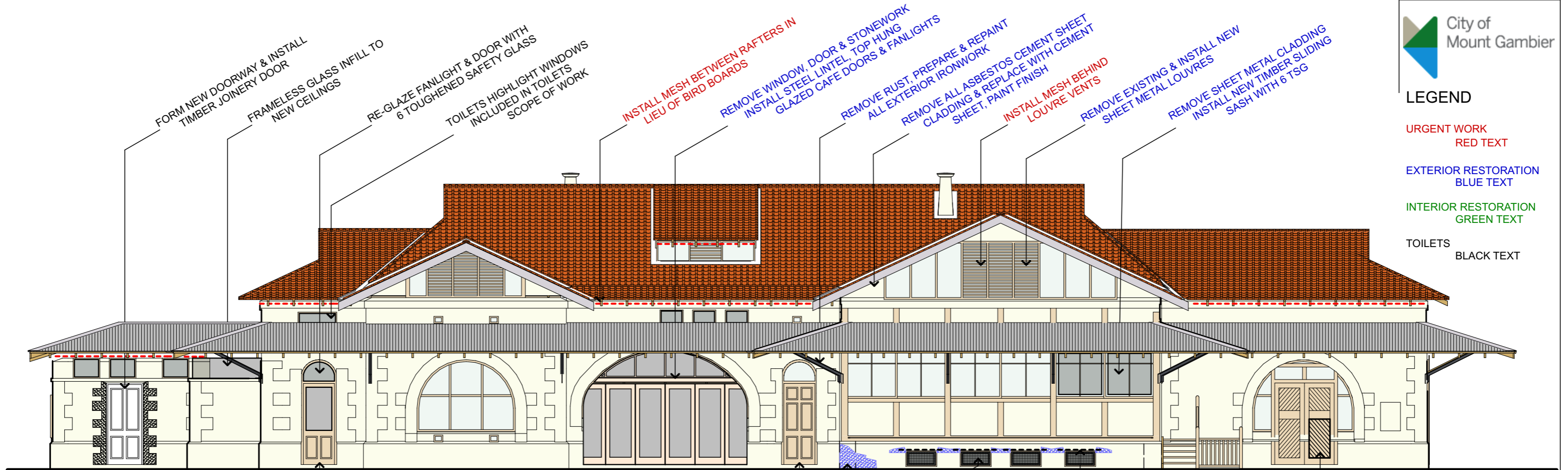
LEGEND

URGENT WORK  
RED TEXT

EXTERIOR RESTORATION  
BLUE TEXT

INTERIOR RESTORATION  
GREEN TEXT

TOILETS  
BLACK TEXT



FORM NEW DOORWAY & INSTALL  
TIMBER JOINERY DOOR

FRAMELESS GLASS INFILL TO  
NEW CEILINGS

RE-GLAZE FANLIGHT & DOOR WITH  
6 TOUGHENED SAFETY GLASS

TOILETS HIGHLIGHT WINDOWS  
INCLUDED IN TOILETS  
SCOPE OF WORK

INSTALL MESH BETWEEN RAFTERS IN  
LIEU OF BIRD BOARDS

REMOVE WINDOW, DOOR & STONEMARK  
INSTALL STEEL LINTEL, TOP HUNG  
GLAZED CAFE DOORS & FANLIGHTS

REMOVE RUST, PREPARE & REPAINT  
ALL EXTERIOR IRONWORK

REMOVE ALL ASBESTOS CEMENT SHEET  
CLADDING & REPLACE WITH CEMENT  
SHEET, PAINT FINISH

INSTALL MESH BEHIND  
LOUVRE VENTS

REMOVE EXISTING & INSTALL NEW  
SHEET METAL LOUVRES

REMOVE SHEET METAL CLADDING  
INSTALL NEW TIMBER SLIDING  
SASH WITH 6 TSG

REMOVE SCREEN DOOR

REPLACE MESH, REPAIR  
SASH & REGLAZE.  
REPLACE ARCH BAR

REMOVE SHEET METAL CLADDING  
INSTALL NEW TIMBER  
SLIDING SASH WITH 6 TSG

NEW SOLID TIMBER DOORS  
OPENING OUT

REMOVE SIGNS

REMOVE SCREEN DOOR

REBUILD STONEMARK

REMOVE EXISTING & INSTALL  
HEAVY GAUGE WOVEN WIRE MESH.  
REPAIR TIMBER SASHES &  
GLAZE WITH 6 TSG &  
OBSCURE FILM TYPICAL

CUT OUT EXISTING ARCH BARS  
GRIT BLAST & PAINT WITH HIGH  
PERFORMANCE PAINT SYSTEM.  
REINSTATE & MAKE GOOD  
STONEMARK

REPLACE MISSING T&G INFILL

South Elevation Repairs 1:100



East Elevation Repairs 1:100



The builder shall check and verify all dimensions and verify all errors and omissions to the Architect. Do not scale the drawings. Drawings shall not be used for construction purposes until issued by the Architect for construction.

Client  
City of Mt Gambier  
Project Name  
**Mt Gambier Railway Station**  
Address  
Railway Terrace, Mount Gambier

Drawing Title:  
Proposed Elevations

Scale: as noted Date: 13/12/2018

Status: #Project Status Issue No:

Project No.: **876** Drawing No.: **SK 09**

# Mt Gambier Railway Station Restoration and Adaptive Re-use Design Report

**Habitable Places**  
Architects

December 2018



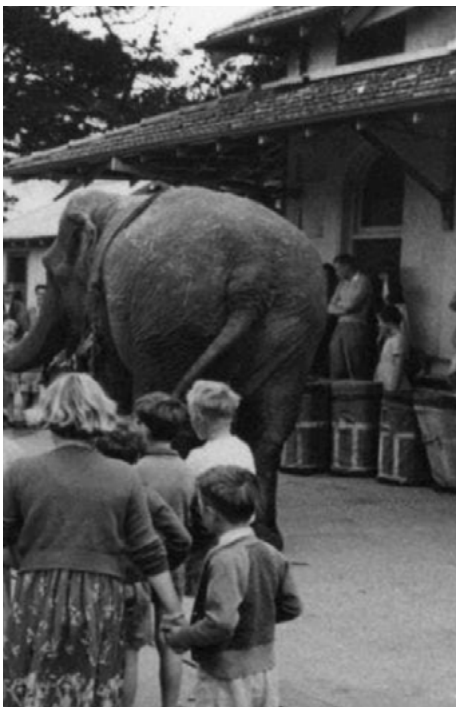


## Mt Gambier Railway Station Restoration and Adaptive Re-use Design Report

**Habitable Places**  
Architects

24 Divett Place,  
Adelaide SA 5000

Arrival of Circus 1969



Dear Daryl,

I am pleased to submit this Design Report which brings together the findings of the first two stages of this project.

Council's objectives are to undertake:

- Critical repairs required to preserve the building.
- To refurbish / repurpose the current toilets so they can be used external / internal to the building.
- Prepare plans / design details to assist with calling tenders for works
- Establish priority list of works for Council to consider which will assist with future budgeting.

The work completed to date is as follows:

### **01 Dilapidation Survey**

- Check measure floor plan
- Detail measure - toilets
- Drafting floor plan, roof plan and elevations
- Dilapidation survey annotations
- Collate and review history to identify changes over time and the significance of each element, in accordance with the Burra Charter
- Floor Plan showing original / changed fabric

### **02 Concept Design / Scope of Work**

- Annotated floor plan, roof plan and elevations with scope of repair works.
- Toilets design and concept sketch, including internal elevations
- Brief cost consultant and review preliminary estimate
- Prepare Concept Design report including conservation priorities, work packages and cost plan.

We have spent considerable time on site and have gained a clear appreciation of the building and its condition. We acknowledge the historical research provided by Lynne Lowe.

We have researched some of the other similar station buildings including Bordertown and Taillem Bend, to understand original fabric that has been lost at Mt Gambier.

Our proposals are based on the local heritage values of the Railway Station and are in accordance with the Burra Charter. This sets out key principles for conservation of places of cultural significance.

Subject to Council's approval of this Design Report, we are now in a position to proceed with stage three of the project, as follows:

### **03 Toilets Documentation**

- Prepare toilets contract documentation including full internal elevations.
- Specification and contract preliminaries for Toilets upgrade
- Client liaison

Yours sincerely

Richard Woods  
5th December 2018

# History



## Contents

- Introduction
- History
- Urgent Works
- Restoration – Exterior
- Restoration – Interior
- Toilets
- Tenancy Fitout
- Budget Estimate
- Drawings

**Mt Gambier Railway Station with original tile roof 1953. The Waiting Area was still open and a bench seat extended across in front of the Ladies Waiting Room. The tile roof was in poor condition.**

**New metal deck roof shortly after.**

**Understanding the history and significance of a heritage places is a pre-requisite to any changes. All decisions should respect the significe of the fabric and the place. This is the Burra Charter process.**

narrow gauge railway system was upgraded to broad gauge.

Substantial changes were made to the infrastructure at Mt Gambier Railway Yards. The original station building had been serving as the Station master’s residence, gangers quarters and barracks for the train crew. It along with the original signal box were demolished in 1955.

The line to Bay Road was re-laid, the new signal box west of the station building began operating and platform renovations were undertaken.

The signal equipment was removed from the Signal Cabin in the Railway Station and a new floor was installed. The open waiting area was enclosed and a new toilet was constructed inside the Ladies Waiting Room. The glass screen between the Office and the Signal Cabin was probably installed at this time, replacing an original open balustrade.

### First Station

The first Mount Gambier Railway Station was built in 1879 during the construction of the railway line to Beachport. It was located opposite McDonald Avenue. The line to Naracoorte and hence to Adelaide was opened in 1887.

### End of Railways

With conversion of the Adelaide to Wolseley line to standard gauge in 1995 freight services to Mt Gambier ended.

The Railway Station building was used by a local FM Radio Station Suspended ceilings and a radio broadcast studio were constructed within the central rooms. A bookshop was established in 2000.

The Limestone Coast Railway operated a tourist train from Mt Gambier between 1998 and 2006.

### Railway Lands

In 2013–16 the City of Mt Gambier rehabilitated the platforms, railway lands, main platform and signal box, restoring the site to active use.

The 1950s signal box was restored and adapted for public toilets.

A woolshed on Margaret Street was adapted to storage and public toilet use and a pedestrian walkway was formed in 2017.

Activation of the Railway Lands has been highly successful. City of Mount Gambier was acknowledged with the National Excellence in Planning Plan to Place Award 2018. To date, the Railway Station remains unoccupied.

### The New Railway Station

Prior to 1915, moves were undertaken to connect a direct line to Victoria. The facilities planned included a new Railway Station.

By 1917 tenders had been called for a new Station. The successful contractors were W. Essery & Son of Adelaide. The design, by Public Buildings Department architect C.E.Owen-Smythe is similar to both the Penola and Bordertown Stations. The line to Portland opened in November of that year.

The new building was completed in July 1918. It was built in seven months at an approximate cost of £3,425. Business was transferred on September 14 without an official opening - much to the disappointment of the locals. The first ticket was issued on September 16th to the son of John Livingston M.P. who was returning to St.Peter’s College.

The materials used in the construction were of local limestone with dolomite footings. The uniquely designed multi-gabled roof was covered with Eureka Tiles from Ballarat, as shown in the photocopy from ‘1926 - Mount Gambier - The Garden of the State’. The tiles have long since been replaced with metal deck roofing.

Fireplaces were installed in the Ladies Waiting Room and the Station Master’s Office. Gas was laid to all rooms and for the exterior lighting. Other rooms were for a Parcels Office, Booking Office, Signal Cabin and toilets.

### 1950s Broad Gauge

With the establishment of industries in Mt Gambier and the region after WWII, the old

**Habitable Places understands that the delivery of a safe working environment is an integral part of a wider set of management objectives, including practicability, aesthetics, cost and the functionality of heritage buildings.**

**Safe design is the process of successfully achieving a balance of these sometimes competing objectives, without compromising the health and safety of those who build, use or maintain the building over its life.**



## Urgent Works



Open bird boards have allowed pigeons to enter. This has led to the gutters being blocked, damaging the structural timberwork.



Boarded up and dust windows increase the risks to the building.

*Investigation of heritage buildings is a highly specialised art and science.*

*Keen observation of the building fabric based on experience allows Richard to readily identify the provenance of materials, the traditional construction methods and traces of the makers hand.*

*Understanding of materials properties and the way building fabric in services is affected by environment over time allows the underlying causes of faults to be traced.*

**From initial investigations several immediate and ongoing threats to the Railway Station were identified. It is recommended that the following preliminary works be addressed separately, using Council resources or by direct engagement and supervision of trades.**

### Bird Boards and Vents

The original design had a well-ventilated roof space where the gaps were enclosed with galvanised chicken wire mesh. The wire has corroded and failed, allowing entry of pigeons. Pigeons are damaging ceilings and blocking gutters. They are a public health risk and present a health risk to current and future building users.

The excellent cross ventilation of the roof space should be maintained. This will enable future installation of A/C compressors inside the roof space, where they can be fully concealed, protected and accessible for servicing.

- Establish appropriate Safe Work Methods for managing and working in or on the roof.
- Remove pigeons.
- Remove chicken wire and install heavy duty galvanised expanded metal mesh between rafters.
- Install expanded metal mesh behind the louvre vents. Screw fix to allow future removal for repair of louvres.
- Identify and seal all other bird entry points.
- Remove debris and sterilise the roof space and ceiling.

### Clean gutters

Gutters blocked with pigeon manure are causing structural damage to roof timbers.

- Temporarily disconnect downpipes to prevent debris entering the stormwater system.
- Clean gutters and check for corrosion.
- Undertake temporary repairs - aluminium rubber butyl flashing tape / silicone - to prevent further damage until the gutters are replaced.
- Flush the stormwater system.
- Re-connect downpipes.

### Siteworks

The platform slopes towards the Railway Station. Water infiltration along the south wall of the Signal Cabin is causing dampness in the basement, corrosion of steelwork and severe structural damage. The platform pavement is new hotmix and is in good condition.

- Install a surface grated strip drain along this wall, caulked to the wall.
- Consider installation of a membrane below surface level and an agricultural drain below the strip drain to intercept any infiltration past the strip drain.
- Install a new pit connected into the existing stormwater system.

Once the strip drain is installed, the basement walls will begin to dry out, ahead of structural repairs.

### Windows and Doors

Broken or dirty windows reinforce a neglected appearance. This attracts unwanted attention and puts the building at risk of damage.

- Clean windows inside and out.
- Clean windows at 6 month intervals until the building is leased.

### Termites

There has been termite damage in the past. The uncontrolled dampness under the building increases the risk of termites. Baiting stations have been installed to the building perimeter, but are no longer actively monitored.

- Undertake a termite inspection of all accessible areas.
- Re-establish regular monitoring of the termite baiting stations.

Boarded up toilet window



## Restoration – Exterior



North western gable with metal louvre vents.  
The asbestos side panels will be replaced.



The dolomite plinth at the northern end will be restored. The stonework will be painted.

**We recognise that changes to heritage buildings can have unintended consequences. Inappropriate materials, well intentioned but poorly informed repairs can cause serious damage:**

*The impact of proposed changes, including incremental changes, on the cultural significance of a place should be assessed with reference to the statement of significance and the policy for managing the place.*

*It may be necessary to modify proposed changes to better retain cultural significance.* Burra Charter **Article 27 Managing change**

**Restoration of the exterior of the Railway Station is a high priority. The roof and gutters have failed. Water is damaging structural timbers and ceilings. The weathered zincalume roof detracts from the presentation of the building.**

**The following works will restore the building close to its original appearance and will complement the Railway Lands. The restored building will be more attractive to potential tenants.**

**This work could be undertaken together with the internal restoration, or could be a separate stage of work.**

### Roof

The Marsielle tile roof and dolomite plinth were distinctive design feature unique to the Mount Gambier Railway Station.

The arched windows, tile roof, louvred gables and eyelid dormers are typical Federation Bungalow style markers.

Installing tiles to the main roof will restore the Station as a proud civic landmark.

- Obtain a structural engineers assessment of the existing roof framing for re-installation of tiles.
- Engage a skilled roofing contractor to install the new tile roof, lead flashings and colorbond gutters.
- Repair / replace and repaint metal louvres.
- Replace asbestos cement sheet cladding.
- Repair / replace and repaint barges and timberwork.

### Verandah Roofs

The cantilever verandah is a design feature of the building, common to other railway stations from the same period.

It was originally tiled, but the weight of tiles caused structural damage.

- Repair localised decayed roof framing.
- Prepare and paint timberwork and ironwork.
- Install new colorbond deep profile corrugated roofing and colorbond gutters.

### Windows and Doors

- Remove boarding and reglaze broken windows with 6mm toughened safety glass.
- Replace missing timber sashes.
- Repair and repaint doors and windows externally.
- Remove intrusive security door.

### Stonework

- Cut out and replace corroded iron arch bars.
- Repoint fretted joints with lime mortar.
- Remove paint from freestone dolomite pinth and repoint.
- Prepare and paint external walls and chimneys.

**Corrosion of embedded ironwork caused by poor site drainage had caused local damage to the stonework of the Signal Cabin.**



## Restoration – Interior



When it is restored, the Signal Cabin will provide 180° views across the Railway Lands



The glazed screen between the Signal Cabin and the Stationmasters Office is not original and should be removed.

The original upper glass screen should be retained. The door is not original and can be removed.



The original door to the Ladies Waiting Room remains intact and should be retained.



**The interior of the Railway Station has been changed since it was closed. All non-original partitions, ceilings and wet areas should be removed to restore the original layout and to prepare for future adaptive re-use.**

**The interior should be upgraded and services should be installed provide a safe and attractive tenancy proposition. It should also cater for pop-up uses during events until a long term tenancy is established.**

**The fitout should be flexible, to allow for a wide range of possible future uses. It should facilitate universal access. It should improve the connectivity between indoors and the platform spaces.**

### Demolition

- Remove partitions and low ceilings.
- Remove glazed partition to Signal Cabin, not original fabric. Install timber balustrade.
- Remove toilet and restore floor.
- Make good affected surfaces.
- Remove asbestos.

### Structural Repairs

- Cut out corroded iron beams in the basement.
- Re-build / repoint structural

### Doors

- Install new solid timber front doors. Install frameless glass automatic sliding door behind these doors so the timber doors can remain open when the building is in use.
- Remove infill to the Waiting Room archway. Install new full glass cafe doors. This will assist with connection of activities on the platform with the building.
- Replace missing internal doors to match existing.

### Fireplaces

- One original timber fire surround remains.
- Install two new timber fire surrounds to the remaining chimneys, to match the existing.
- Fireplace flues may be used for A/C return air risers, if required.

### Ceilings

- Make good fibrous plaster ceilings.
- Install ceiling insulation.

### Floors

- Repair and polish timber floors.
- Form opening in Signal Cabin floor and install toughened glass floor panels to allow views of the remaining signalling infrastructure in the basement.

### Services

- Assess / upgrade building power supply, switchboards and wiring.
- Install general lighting and external security lighting.
- Install fire services, emergency lighting and exit signage.
- Install security system.
- Install reverse cycle air conditioning and fresh air system with compressors in the roof space.
- Install pull down attic ladder for service access to the roof space.
- Construct a trafficable floor in the roof space for equipment and safe servicing.

## Toilets



The high level windows in the toilets will be re-glazed to provide natural light and fixed cross ventilation.



New ceilings in the toilets will provide a clean and well sealed interior.

**The existing toilets retain the original 1918 layout including concrete partitions.**

**Original access to the female toilets was from the Ladies Waiting Room. The door from the platform was originally a window. This room retains its original high ceiling. The male toilets under the verandah roof are unchanged.**

**Upgrade of the toilets to meet community standards and to provide a disabled accessible facility is recommended. A tenant is unlikely to be found until the toilets are upgraded.**

**Direct access from the Railway Station interior to the toilets should be re-established. The toilets should also be fully accessible from the platform, for events at the Railway Lands.**

### Occupancy

The proposed toilets will cater for up to 102 patrons of the Railway Station for an intensive use such as cafe.

The proposed toilets will cater for a maximum number of external users during an event of 300 male and 150 females - 450 in total.

### Disabled Toilet

The best fit for a complying disabled toilet is at the western end of the building, accessed via a new doorway directly from the platform.

- Install disabled toilet and handbasin.
- Lower the new floor to match platform level and to eliminate intrusive ramping.
- Install baby change station.
- Glaze existing high level window openings.
- Install ceiling.

### Female Toilets

The best fit for female toilets is in the centre.

- Provide three pans, including one ambulant disabled cubicle.
- Provide a fixed glass screen across the current entrance. Provide obscure film which could include artwork on the glazing.
- Form a new opening to a common airlock to provide direct access from the Railway Station.
- Glaze existing high level window openings.
- Install ceiling.

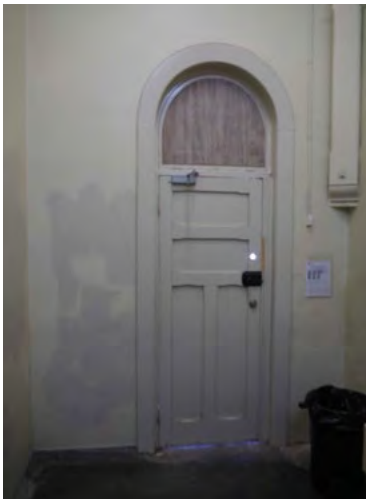
### Male Toilets

- The best fit for male toilets is in the north west corner of the main building.
- Provide one ambulant disabled cubicle and two urinals.
- Recess the hand wash basin into the stone wall.
- Glaze existing high level window openings.
- Retain and repair existing high level ceiling.

### Airlock

- Re-open the original doorway from the Railway Station and install a new door to match existing.
- Common airlock serves both male and female toilets.
- Retain doorway from the platform. Note that this door is too narrow for disabled access.

**The toilet airlock door was originally a window. The window sill has been cut down.**



## Tenancy Fitout



Parcel Office interior. The upper level openings will be glazed to improve natural lighting. New lighting will be installed.



These steps are not original and should be removed. The polished timber floor can remain.

### Keeping a log

*New evidence may come to light while implementing a policy or plan for a heritage place. Other factors may arise and require new decisions. A log of new evidence and additional decisions should be kept. Burra Charter **Article 31***

### Records

*Records associated with the conservation of a place should be retained... subject to requirements of security and privacy. Burra Charter **Article 32***

**The restoration detailed above will make the Railway Station suitable and attractive for a wide range of future uses with minimal additional work.**

**A good fit between the required new uses and the existing spaces is ideal.**

### Tenancy Fitout

A future tenant may consider some of the following:

- Change of use and/or building approval, depending on the use or structural changes.
- Signage, including approvals.
- Floor finishes.
- Additional lighting.
- Cafe or retail equipment.
- Communications and data.
- Room acoustics.
- Use of external platform spaces.

### Removing Internal Walls


The current circulation in the Railway Station is room-by-room, via standard doorways. This may limit future uses. Better flow between internal spaces can be desirable.

The removal of some internal walls could be considered, provided that:

- The original room layout remaining legible.
- Original ceilings are retained.
- Original windows, doors, glass screens and fireplaces are retained.
- Structural integrity is maintained.

**Original fibrous plaster ceilings will be retained and repaired.**



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## 1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier for prudential management of its projects. This policy applies to all projects (as defined below) regardless of size.

## 2. PROJECT DEFINITION

A project may be defined as

*“A new and discrete undertaking or activity that would involve the expenditure of money, deployment of resources, incurring or assuming a liability, or accepting an asset”*

This should not be interpreted to mean that all Council activities are projects. Regular, ongoing deliveries of Council services are not ‘new and discrete’ activities so therefore are not included within this definition. A project is a temporary endeavour with a defined beginning and end. The temporary nature of projects stands in contrast to business as usual (or operations) which are repetitive, ongoing functional activities to provide services.

Simply purchasing an item of plant or equipment, (e.g. a single vehicle) or a parcel of land may constitute a ‘project’ if the purchase is not part of a wider project or part of ongoing operations. Any purchase must comply with Council’s Procurement Policy. However, a ‘project’ may typically involve more than merely purchasing. It may involve Council Officers time, often in undertaking activities in association with other organisations. On the other hand, a project need not entail any expenditure. It may include, for example, receiving land or other assets for free, or granting permission for a private activity on Council land.

All projects should be considered as a minimum in the context of this Policy and Council’s Risk Management Framework Policy, it’s Procurement, and Disposal of Land and Assets Policy, and Comprehensive Holistic Assessment Tool (CHAT).

## 3. POLICY OBJECTIVES

This policy has two objectives.

- 3.1 To ensure that a Council project is undertaken only after an appropriate level of due diligence is applied to the proposed project; and
- 3.2 To ensure that each Council project is:
  - Managed during the project and
  - Evaluated after the project (i.e. a post implementation review) to assess achievements against identified public benefits or needs; and to minimise financial risks.

The objectives of this Policy shall be considered in a report on any potential project, regardless of the financial impact or the size of the project.


## 4. LEGISLATION

This Policy is made pursuant to section 48(aa1) of the Local Government Act 1999 (the Act) which provides:

*“A Council must develop and maintain prudential management policies, practices and procedures for the assessment of projects to ensure that the Council:*

- a) *acts with due care diligence and foresight; and*



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- b) *identifies and manages risks associated with a project; and*
- c) *makes informed decisions; and*
- d) *is accountable for the use of Council and other public resources.*

As such, this Policy may apply to all Council projects, no matter how large or small, to ensure compliance with this provision and that decision-making in respect of projects is made with reliable, accurate and timely information.

## 5. DECIDING UPON AN APPROPRIATE LEVEL OF DUE DILIGENCE

Any proposed project must first be assessed as to the level of due diligence that is required.

The Council's record of delegations lists the powers that the Council has delegated to the Chief Executive Officer and/or other Council Officers, including the power (depending upon budgetary allocations and other Council policies) to approve some projects.

Therefore, for a particular proposed project the decision-maker may be the Council, the Chief Executive Officer, or another Council Officer.

When approval is being sought or considered for a specific proposed project, information must be provided to the decision-maker to indicate approximately, at first instance:

- The specific benefits or needs to be addressed by the proposed project;
- The extent to which the proposed project may be substantially similar to other past projects;
- The expected whole-of-life costs of the proposed project; and
- What, if anything, is known about the levels of financial risk that may be involved.

### 5.1 Two threshold questions

The decision-maker must make an evaluation as to the extent of due diligence that must be embarked upon before any subsequent decision is made whether or not to proceed with the proposed project.


As a first step, the decision-maker must ascertain:

- Whether funding of the whole-of-life costs of the proposed project will (or might) require additional allocations beyond those already accommodated in Council's long-term financial plan; and
- Whether the proposed project will (or might) generate any additional financial risk for the Council.

Seeking the answers to these two questions is a threshold 'due diligence' test. If the decision-maker is sure that whole-of-life costs and financial risks are already accounted for, then no further action is necessary. However, in many cases, the decision-maker will not be sure of these answers, and will require a second step.

### 5.2 Due diligence report

To resolve any doubt, the decision-maker must request preparation of a **due diligence report** (DDR). See section 6 below.

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For large commercial or non-commercial projects, section 48(1) of the Act requires that a full prudential report be prepared for Council. A report under section 48 will be regarded as the highest-level, most thorough type of DDR for the purposes of this Policy.

A full prudential report may also be commissioned under section 48, for 'any other project for which the Council considers that it is necessary or appropriate'.

If a full prudential report is not sought, the Council will record its reason(s) for not obtaining such a report. This might be satisfied by noting (if appropriate) that the proposed project has been assessed under 5.1 of this policy, or under a DDR as being of low or negligible financial risk.

## 6. DUE DILIGENCE BEFORE A DECISION ON WHETHER TO PROCEED

Depending upon the extent of due diligence required by the decision-maker, a DDR of greater or lesser detail will be prepared. This DDR may include, in relation to the proposed project:

- An analysis of the need or demand
- Identification and quantification of the expected financial and other benefits
- Identification and quantification of the likely whole-of-life financial and other costs, including staffing and project management costs
- Assessment of the associated financial risks, (including the financial risks of not proceeding or delaying the proposed project) and consideration of ways they can be managed and/or mitigated
- An evaluation that weighs up all of the factors above.

For the smallest projects with least financial risk, this DDR may comprise only a single page and may be prepared by a single Council Officer. Larger, more complicated and/or financially riskier projects will require a DDR containing correspondingly more information and assessment, as required by the decision-maker, with input from two or more officers.

For example, the decision-maker may request a DDR from a working party of Council Officers, or an external consultant, or a combination of both. Consideration will be given to whether those preparing a DDR require special skills such as engineering, finance, project management, town planning, etc.

## 7. DUE DILIGENCE DURING A PROJECT


After a decision has been made to commence a project, it will be managed according to the principles of due diligence.

The Council will take action to manage the project so that:

- The project remains focussed upon the expected outcomes and public benefits or needs that have been identified in the DDR; and
- Financial risks identified in the DDR are managed appropriately.

## 8. DUE DILIGENCE AFTER A PROJECT

After a project has been completed, it will be evaluated, according to the principles of due diligence, to determine the extent to which the project has:

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- Achieved the expected outcomes and public benefits or needs identified in the DDR that it was intended to achieve or satisfy; and
- Avoided or mitigated the financial risks identified in the DDR.

## 9. REVIEW OF POLICY

This Policy will be reviewed at least once during each term of Council and may be revised or reviewed at any time (but not so as to affect any project that has already commenced).

## 10. FURTHER INFORMATION

This Policy will be available for inspection at the Council office listed below and is available for download from Council's website [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au)

### **Civic Centre**

10 Watson Terrace  
Mount Gambier SA 5290


Monday to Friday 8:30am – 5:15pm  
Telephone (General Enquiries) (+61) 08 8721 2555

### **Postal Address**

PO Box 56  
Mount Gambier SA 5290

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:         | AF11/1740  |
| Applicable Legislation: | Local Government Act 1999 (s48)  |
| Reference:              | Community Plan 2016-2020   |
| Related Policies:       | F225 Fraud and Corruption Prevention<br>R305 Risk Management Framework Policy<br>P420 Procurement and Disposal of Land and Assets Policy |
| Related Procedures:     |  |
| Related Documents:      | <a href="#">LGA Prudential Management Information Paper 27</a>   |

## 11. DOCUMENT DETAILS

|                           |                                  |
|---------------------------|----------------------------------|
| Responsibility:           | Manager Executive Administration |
| Version:                  | 2.0                              |
| Last revised date:        | January, 2019                    |
| Effective date:           | 15 January 2019                  |
| Minute reference:         | 15 January 2019 Council, Item #  |
| Next review date:         | November 2022                    |
| <u>Document History</u>   |                                  |
| First Adopted By Council: | 25 November 2014                 |
| Reviewed/Amended:         | 15 January 2019                  |

**COUNCIL MEETING - 19<sup>TH</sup> JUNE, 2012**

**CORPORATE AND COMMUNITY SERVICES COMMITTEE MINUTES – 12<sup>th</sup> June, 2012**

► 8. **FINANCIAL MANAGEMENT - General Donations - Blue Lake Brass Band Festival 2012 - Lions Club of Mount Gambier - AF11/2584**

- Goal: (i) *Building Communities*  
(ii) *Securing Economic Prosperity*
- Strategic Objective: (i) *Recognise and support our volunteers, community organisations and their sustainability as they continue to be the foundation of the community;*  
(i) *Support the community's development through nurturing collaborative relationships and partnerships and through direct access to Council for recognition, funding, facilitation and in kind support.*  
(ii) *Support the development of the local economy, our unique local experiences and our capacity to grow visitation to our City.*

The Director - Corporate and Community Services reported:

- (a) Council has received correspondence from the Festival Co-ordinator seeking a commitment for ongoing Council sponsorship to provide some certainty in their forward planning;
- (b) Whilst the annual contribution has been provided for in Councils 2012/2013 draft Budget, Council's administration is unable to:
- (i) confirm the allocation until the 2012/2013 Budget is adopted;
- (ii) commit Council to future allocations.

Cr Smith moved it be recommended:

- (a) the letter be received;
- (b) the Blue Lake Brass Band Festival Co-ordinator be advised that Council confirms the current Festival sponsorship allocation of \$5,000 per annum for the 2012, 2013 and 2014 Festivals (the term of the current Council).

Cr Lee seconded

Carried

**Cr Maher moved the recommendation of the Corporate and Community Services Committee as contained in item 8 be adopted.**

Cr Lee seconded

Carried

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## 1. INTRODUCTION

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

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

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

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

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

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

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

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

*Note: The naming of State roads is the responsibility of DPTI.*

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

## 2. INITIATING THE ROAD NAMING PROCESS

- (a) A road naming process may be initiated if:
- (i) a request is received by Council from an affected land owner or their agent;
  - (ii) Council resolves that a name change be investigated;
  - (iii) Council employees determine it is in the public interest to investigate a change in road name;
  - (iv) Council opens or forms a road; or
  - (v) Council receives an application for a land division.

## 3. ROAD NAMES

In the naming and renaming of public roads the following principles will be observed.

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(a) Uniqueness

- (i) A road will have only one name.
- (ii) A road name will be unique within the Council area. Duplicate road names within the Council area will be resolved in order to avoid confusion (e.g. emergency services response).
- (iii) Roads that are maintained by the Department for Planning, Transport and Infrastructure (DPTI) will be named by DPTI. Council will consult with DPTI in relation to naming these roads.
- (iv) Duplicate names and similar sounding names (e.g. Paice, Payce or Pace Roads) will be avoided where possible.
- (v) If possible, duplication of names in proximity to the adjacent Council area will also be avoided. However, roads crossing Council boundaries should have a single and unique name.
- (vi) Wherever practicable, road names will be continuous from the logical start of the road to the logical end of the road, irrespective of Council boundaries, landforms and intersecting roads.

(b) Name Sources

- (i) Where appropriate, proposed names for existing or new roads should have some historical significance to the actual parcel of land. Similarly any name associated with the overall land division (i.e. estate name, etc.) should also have some historical significance to the actual parcel of land.
- (ii) Should names with historical reference to the parcel of land not be available, names with historical significance to Mount Gambier and the region would be appropriate.
- (iii) Alternatives to historical names will be considered if an appropriate theme and associated names are developed for the subdivision and/or the surrounding locality.
- (iv) Sources for road names may also include:
  - Aboriginal names taken from the local Aboriginal language (and only with approval of the Aboriginal community);
  - early explorers, pioneers, and settlers;
  - eminent persons;
  - local history;
  - thematic names such as flora, fauna, ships etc;
  - war/casualty lists; and
  - commemorative names.
- (v) Names will be selected so as to be appropriate to the physical, historical or cultural character of the area concerned.
- (vi) The origin of each name will be clearly stated and recorded as part of the Council's historical records.
- (vii) The local Aboriginal community will be consulted when choosing Aboriginal names or using words from relevant Aboriginal languages.
- (viii) Council's *Suggested Historical Street Names prominent people* and *Suggested Historical Street Names Mayors and Aldermen* lists are to be referred to during the selection of street names.

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(c) Propriety

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

(d) Communication

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

(e) Spelling

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

(f) Form

- (i) The apostrophe mark ' will be omitted in the possessive case e.g. "Smith's Road" will be "Smiths Road".
- (ii) Names will avoid the use of the possessive "s" unless the euphony becomes harsh e.g. "Devil Elbow".
- (iii) The use of hyphens will be avoided. However, hyphens may be used when naming a road after a person with a hyphenated name.



|  |  |                     |                 |
|--|--|---------------------|-----------------|
|  City of<br>Mount Gambier | <b>COUNCIL POLICY</b><br><b>S135 STREETS – NAMING OF</b> | <b>Version No:</b>  | 1               |
|  |  | <b>Issued:</b>      | 15 January 2019 |
|  |  | <b>Next Review:</b> | January, 2020   |

(g) Road Type

- (i) Road names will include an appropriate road type suffix conforming with the following guidelines:
- The suffix chosen will be compatible with the class and type of road. Assistance to both the motorists and pedestrians is a major consideration in choosing the suffix.
  - When a suffix with a geometric or geographic connotation is chosen it will generally reflect the form of the road, e.g.
    - Crescent - a crescent or half moon, rejoining the road from which it starts;
    - Esplanade - open, level and often along the seaside or a river.
    - For a cul-de-sac use Place, Close, Court or a suffix of similar connotation.
    - Highway (HWY) will be specifically reserved for roads associated with the state arterial road network. Its use will be restricted to roads of strategic importance constructed to a high standard.
- (ii) The following list of suitable road type suffixes is included as examples. [The list has been sourced from Australian Standards AS 1742.5 - 1997 and AS 4212 – 1994. An expanded road type list and acceptable abbreviations can be sourced from AS 4590:2006. In most instances the connotations are clear but where necessary a definition can be checked in a dictionary.]

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

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

(h) No Prefix or Additional Suffix

- (i) The use of a compass point prefix/suffix or an additional suffix such as “north” or “extension” will be avoided, particularly where new roads are to be named.
- (ii) Where an existing road is subsequently bisected as a result of traffic management planning or some other reason, it may be appropriate to delineate each half of the road by the addition of a compass point suffix for the purposes of assisting the community and the emergency services to locate the appropriate part of the road.

(i) Disputes

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

|  |  |                     |                 |
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#### 4. NAMING OF PRIVATE ROADS

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

- (a) Private land owners are not obliged to seek Council approval for naming their roads. However, there is a public interest in encouraging private land owners and developers to select suitable names, preferably in accordance with this policy, and to obtain Council endorsement for the name.
- (b) Where Council proposes to assign a name to a private road it will consult with the owner of the land over the proposed name and the signage requirements for the road.
- (c) Signage of private roads are to be purchased and erected at the owners/developers costs but under the direction of Council.

#### 5. CONSULTATION WITH ADJOINING COUNCILS

- (a) If Council decides to change the name of a public road that runs into the area of the District Council of Grant, the Council will give the District Council of Grant at least two months notice of the proposed change.
- (b) Council will consider any representations made by the District Council of Grant in response to the notice. [Section.219(2) of the Local Government Act 1999]

#### 6. PUBLIC NOTICE OF NAME ASSIGNMENT OR CHANGE

- (a) Council will give public notice of the assigning or changing of a road name. This will be by publication in the Government Gazette and by notice in a newspaper circulating generally throughout the State, as required under the Local Government Act.
- (b) Public notice will include the date that the new name takes effect (see below) and notice will also be published on the Council's website [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au).

#### 7. ADVISE RELEVANT PARTIES OF NEW NAME OR NAME CHANGE

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

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

|  |  |              |                 |
|--|--|--------------|-----------------|
|  <p>City of<br/>Mount Gambier</p> | <p><b>COUNCIL POLICY</b><br/><b>S135 STREETS – NAMING OF</b></p> | Version No:  | 1               |
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- SA Power Networks;
- SA Police;
- SA Ambulance Service; and
- SA Metropolitan Fire Service and/or Country Fire Service.

## 8. DATE OF EFFECT FOR NEW NAMES OR NAME CHANGES

- (a) The date of effect of the new or changed road name will be determined at the time the decision to assign the name so as to allow sufficient time for all stakeholders to make arrangements to ensure a smooth transition.
- (b) The date of effect will be determined after considering:
  - (i) In respect of renaming an existing road, the impact on existing property owners, residents, tenants and occupiers. For example the time required to advise relevant parties to change letterhead stationary and advertising references;
  - (ii) Potential confusion for people using maps and street directories that effectively become out of date; and
  - (iii) The desire of some developers to sell property 'off the plan' and the opportunity for new owners to know their future address at an early stage.
- a) Council will update the Register of Public Roads as required by Section 231 of the Local Government Act.

## 9. ROAD NAME SIGNAGE

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

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

## 10. AVAILABILITY OF POLICY


This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website [www.mountgambier.sa.gov.au](http://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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|  |  | <b>Next Review:</b> | January, 2020   |

|  |  |
|--|--|
| File Reference:                            | AF11/1746  |
| Applicable Legislation:                    | Local Government Act 1999  |
| Reference:<br>Strategic Plan – Beyond 2015 | Goal - Governance, Strategic Objective 5   |
| Related Policies:                          | L130 Land Divisions  |
| Related Procedures:                        |  |
| Related Documents:                         | AF14/25619 Suggested Historical Street Names prominent people (compiled 1995)<br>AF14/25616 Suggested Historical Street Names Mayors and Aldermen 1919-1930<br>Relevant Australian Standards |

## DOCUMENT DETAILS

|                           |   |
|---------------------------|---|
| Responsibility:           | GENERAL MANAGER – CITY GROWTH                           |
| Version:                  | 1.0   |
| Last revised date:        | 19 <sup>th</sup> August, 2014                           |
| Effective date:           | 15 <sup>th</sup> January, 2019                          |
| Minute reference:         | Council Meeting: 15 <sup>th</sup> January, 2019 Council |
| Next review date:         | January 2019  |
| <u>Document History</u>   |   |
| First Adopted By Council: | 15 <sup>th</sup> June 2010                              |
| Reviewed/Amended:         | 15 <sup>th</sup> January, 2019                          |

|   |                               |              |                 |
|---|-------------------------------|--------------|-----------------|
|  City of<br>Mount Gambier | <b>L230 LICENSED PREMISES</b> | Version No:  | 8.0             |
|   |                               | Issued:      | 16 January 2018 |
|   |                               | Next Review: |                 |

## 1. INTRODUCTION

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

## 2. GRANTING OF PERMITS OR CONSENTS - LICENSED PREMISES

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

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

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

(b) Any application or Notice received by Council for a new establishment that is proposed to be licensed for the first time (and has not previously been licensed) must be considered and determined by Council where the new license is deemed as contentious as by the Chief Executive Officer or the General Manager City Growth or their delegate.

## 3. GRANTING OF PERMITS OR CONSENTS - LIMITED LICENSES


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

## 4. REVIEW AND EVALUATION

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

## 5. AVAILABILITY OF POLICY

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

|   |                               |              |                 |
|---|-------------------------------|--------------|-----------------|
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|   |                               | Issued:      | 16 January 2018 |
|   |                               | Next Review: |                 |

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

## DOCUMENT DETAILS

|                          |  |
|--------------------------|--|
| Responsibility:          | General Manager City Growth  |
| Version:                 | 8.0  |
| Last revised date:       | 19 <sup>th</sup> January, 2019   |
| Effective date:          | 19 <sup>th</sup> January, 2019   |
| Minute reference:        | Council Meeting 16 <sup>th</sup> January, 2018, Item 14.3  |
| Next review date:        |  |
| <u>Document History</u>  |  |
| First Adpted By Council: | 18 <sup>th</sup> February 1999   |
| Reviewed/Amended:        | 18 <sup>th</sup> November 1999; 15 <sup>th</sup> April 2003; 19 <sup>th</sup> September 2006; 17 <sup>th</sup> February 2009, 17 <sup>th</sup> February, 2015, 16 <sup>th</sup> May, 2017, 16 <sup>th</sup> January, 2018, 19 <sup>th</sup> January 2019 |



Rotary Club of Mount Gambier West Inc

Mount Gambier South Australia 5290

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## COMMUNITY ART / LITERACY PROJECT

*“The Ballard of The Blue Lake Bunyip” - Sam McGregor & Muskett & rail fence and seat.*

### **Proposed erection of statue relating to “The Ballad of the Blue Lake Bunyip”**

The colourful children’s picture book “The Ballad of the Blue Lake Bunyip: was published in 1982 by author and poet Graham Jenkin and illustrator, John Draper.

It told the fictional story in verse of a gruesome mythical creature (the Bunyip) that supposedly lived in Mount Gambier’s famous Blue Lake. The Bunyip terrorised locals with his hideous grin and blood curdling laugh!

The “hero” of the book is a bold young stockman called Sam McGregor who attempts to leap his horse across the Lake to win a bet and in the process, scared the Blue Lake Bunyip into submission.

The first line of the book’s Epilogue bemoans the fact that at Sam McGregor’s famed leap, “There is no pub erected there, nor even a council seat”.

It’s in response to this line that the Rotary Club of Gambier West proposes to erect not only a “council seat” but also a life-sized statue of Sam McGregor astride his horse, making that fateful leap.

The seat will be incorporated into one 3metre long panel of a wooden post and rail fence, while the horse and horseman will be depicted by a life-like, two dimensional silhouette, cut out of 8mm “core-ten” steel which weathers to a permanent rusty colour (similar to the “rusted” feature panels on the Library building).

The statue will be approximately 3metres long and 1.8metres high. The total weight of the steel horse and rider will be 600kg and suitably engineered supports will be designed to anchor the structure.

The horse will be leaping a 3metre long wood fence panel adjoining the seat. In the accompanying mock-up photograph, you can see how this will look in-situ. Note that the seat panel has been omitted for the sake of simplicity.

The proposed location is between the pedestrian path around the lake and the nearby Road (John Watson Drive), at a point on the East side of the Lake between light poles 21 & 22. (Please see accompanying elevated images and map showing exact location).

A copy of the cover of the book and its Epilogue page are included with this information sheet to give some context to the proposal.

The Rotary Club of Gambier West has obtained permission (and encouragement in fact) from the author and illustrator to proceed with this project and they are also amenable to the idea of the book being re-printed and sold to tourists and local residents. The book and its text, have been used by local teachers and students as a literacy study in local poetry and mythology. This will give an additional dimension to the story. The money generated from sales could be used to help finance community projects supported by Rotary.

The Rotary Club, with the assistance of Council staff is negotiating with local indigenous people and with the State Heritage Advisor, Richard Woods to seek approval for the project. The author, Graham Jenkin has a strong history of involvement with aboriginal communities in this state and is well respected for his sensitivity to their culture in his work as a poet and historian.

SA Water will also be consulted regarding their interests in the Blue Lake precinct.

The hope is that the statue and seat plus post and rail fence an all be erected by the 26th of April as this is the date the Rotary Club of Gambier West celebrates its 50<sup>th</sup> Birthday!

Alan Richardson

Ray Herbert

6<sup>th</sup> January 2019





## EPILOGUE



HERE is no pub erected there, nor even a council seat,  
For Sam McGregor missed his jump by six or seven feet.  
There is no marble monument, and no proud statue stands,  
And no memorial garden there is kept by loving hands,  
There is no plaque to show the spot where Sam McGregor leapt.  
There is no cross on the other side where Sam McGregor slept.  
There is no arrow across the Lake to show the way he went —  
There's only a dirty big hole in the cliff, that's known as 'McGregor's Dent'.  
But at least old Sam did something more than Gordon ever did:  
He scared that bunyip so darn much that he dived for his life and hid  
In the bottom of that bottomless Lake, where he's been for all these years,  
And it seems that only recently he's overcome his fears.  
And it's going to be rather interesting to see, in the next few days,  
If he's quite reformed — or whether he might go back to his bad old ways.  
But anyway, when you hear these yarns the papers like to spin,  
At least you jokers know the facts — you won't be taken in.  
For though I'd be the last bloke here who likes a yarn to spoil,  
I thought it was time you knew the truth: so I give yer the dinkum oil!







Rotary Club of Mount Gambier West Inc

Mount Gambier South Australia 5290

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## COMMUNITY ART / LITERACY PROJECT

*"The Ballard of The Blue Lake Bunyip"*

- *Sam McGregor, Muskett rail fence and seat*

### **PROJECT Part 2 SIGNAGE**

1. Seat Plaque
2. Notional Launching Site – Adam Lindsay Gordon Memorial
3. Interpretive Site – 21/22 lightposts
4. Notional Landing Site – McGregors Dent

#### *Possible Signage scripting*

##### *1. SEAT PLAQUE*

*The Seat and Artwork structure interprets the 'Ballad of the Blue Lake Bunyip' and redeems the notion 'There is no pub erected there, nor even a council seat'. This is a commemoration of Artistic interpretation of the mythology of the Blue Lake and its mysteries. It assists all who can believe, wonder and marvel, through art, stories and literature. The project was completed with the assistance of the combined Rotary Clubs of Mount Gambier and the City of Mount Gambier, in recognition of the 50<sup>th</sup> Anniversary of The Rotary Club of Mount Gambier West 26<sup>th</sup> April 2018.*

##### *2. SITE ONE*

#### *ADAM GORDON MEMORIAL*

*In an effort to explain the mysteries of the Blue Lake, 'The Ballard of the Blue Lake Bunyip' was written. This site is also the notional take-off point of Sam McGregor and his Horse Muskett attempting to jump the Blue Lake. This feat is recounted in the 'Ballad of the Blue Lake Bunyip' by Author Graham Jenkin and illustrated by John Draper*

### 3. *SITE TWO*

#### *THE DESTINATION AND INTERPRETIVE SITE SOUTH EASTERN*

*This site interprets the failed attempt by Sam McGregor and Muskett to jump the Blue Lake, thwarted by the rise of 'Bill the Blue Lake Bunyip' out of the Lake, causing them to miss the 'jump by six or seven feet', as stated in the Epilogue, 'There is no pub erected there, nor even a council seat'. This lament has now been righted by the construction of this artwork.*

### 4. *SITE THREE*

#### *THE SITE NAMED MCGREGORS DENT*

*This site interprets the impact known as 'McGregors Dent' where Sam McGregor and his Horse Muskett failed to clear the jump of the Blue Lake, leaving an impact in the crater wall. As stated in the Epilogue*

*'For Sam McGregor missed the jump by six or seven feet'.*

-----

*'There's only a dirty big hole in the cliff, that's known as Mcgregor's Dent*



## **SPORT AND RECREATION MAJOR CAPITAL WORKS PROGRAM 2018/2019 GUIDELINES**

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The aim of the City of Mount Gambier Sport and Recreation Major Capital Works Program is to foster and assist in the development and/or capital renewal of Sport and Recreation infrastructure, within the City.

For the 2018/2019 year, Council will again make available significant funds for allocation to eligible Sport and Recreation groups and organisations.

Applications for funding under the Sport and Recreation Major Capital Works Program, as a general rule, should be for projects with a minimum total project cost of \$10,000. An allocation of \$70,000 has been made in Councils 2018/2019 budget for distribution in this annual program.

As a general rule, preference will be given to applications which can demonstrate a high incidence of self help as evidenced by matching funds or significant in kind contributions by the organisation, towards the project evidenced by bank statements or written commitment from funding partner/s.

The applicant's contributions for this purpose may include cash from the organisation's own resources, grants or funds from sponsors or other sources or in kind support in the form of labour or services. If the applicant's contribution includes a grant from another source, the applicant must provide evidence that the grant has been awarded or confirmed with an application under this program.

The Applicants 'Self Help' contribution, as defined, must equate to a minimum contribution of at least 25% of the total project costs.

The following guidelines are provided to assist in the preparation of applications.

### **What Types of Projects are eligible for Program Funding?**

The types of projects which would be considered appropriate for Sport and Recreation Major Capital Works Program funding include:

- Capital renewal of existing asset infrastructure e.g. replace lighting, pitches, upgrade courts, capital repair of buildings, grounds etc.
- Capital upgrades to enhance existing asset infrastructure e.g. building extensions, rebuild structures, upgrade lighting, additional new facilities etc.
- New capital assets - to build/develop assets not previously provided e.g. new clubrooms, toilets, lighting, change rooms etc.
- Projects which are aimed at increasing the community usage of specific sport or recreation facilities.

In respect of projects involving buildings or infrastructure, preference will be given to applications which aim to renovate, overhaul or repair existing buildings or facilities, rather than the construction of new or additional facilities.

### **What is not eligible for Program Funding?**

Grants will not be awarded to fund:

- Routine or ongoing operating costs (staff wages, rent, electricity, water, insurance etc), the purchase of land or the repayment of financial loans.

- Projects which have already been commenced or completed prior to grants being awarded.
- Projects submitted by individuals.

### **Who can apply for Grant Funding?**

In recognition of Council's support of the Office of Recreation and Sport Starclub Program to be eligible grant applicants must:

- Be an existing Starclub Member - minimum 4\* with commitment to achieving 5\* rating as pre-condition for release of funds, or
- Be a new Starclub Member - registered prior to closing date for applications with commitment to achieving 2\* rating as a pre-condition for release of funds.
- Any Sport or Recreation organisation, which is based in the City of Mount Gambier area and who's activities are predominantly conducted within the City of Mount Gambier.
- Applicants **must** have a current Australian Business Number (**ABN**) issued by the Australian Taxation Office (ATO). Applications will not be considered unless the applicant has an ABN at the time of submitting the grant application.

Any individual or organisation can apply for an ABN very easily on-line via the Australian Business Register at <http://www.abr.gov.au/>

An organisation may only submit one application per annum.

Primary and Secondary schools are generally excluded from applying, unless they can demonstrate that their project is predominantly for the benefit of the wider community.

### **Assessment:**

Council grant funding is subject to landowner/council consent including any engineering/building requests.

Council may seek additional information and support from Local or Regional Association or equivalent when and if required for assessment of application.

### **Payment Conditions of Grants:**

Grant funds will be paid to successful applicants following receipt by Council of evidence clearly demonstrating that the project has been completed that include:

- Written Quotes – x 2 for works >\$5,000, x3 for works >\$20,000
- Invoices for completed works
- Development approvals / landowner consent
- Evidence of completed works (ie. Photos, Certificate/Statement of Completion, Electrical or Plumbing Certificates)
- Warranty Certificates/documentation
- As-Constructed plans including specifications and service locations
- Financial summary of completed project
- Payment will not be made for a completed project which is not the project detailed in the grant application.

- If the grant recipient is registered for GST, a tax invoice must accompany the Claim for payment.

Acquittal documentation must be submitted by 14<sup>th</sup> June 2019 to enable the release of funds before the end of the financial year.

Funds that are not acquitted by 30 June 2019 will be forfeited unless an extension has been sought and granted in writing by 31 May 2019. The applicant must demonstrate that the project is substantively complete at the time of submitting an extension request.

Claims for payment of a Grant which are received by Council after 30 June 2019 will not be considered under any circumstances.

Applications must be received by the Chief Executive Officer, City of Mount Gambier by 5.00 p.m. on the advertised closing date for the program.

**Mark McSHANE**  
CHIEF EXECUTIVE OFFICER  
City of Mount Gambier  
Civic Centre  
10 Watson Terrace  
(P O Box 56)  
MOUNT GAMBIER SA 5290  
Email: [city@mountgambier.sa.gov.au](mailto:city@mountgambier.sa.gov.au)







**SPORT AND RECREATION MAJOR CAPITAL WORKS PROGRAM  
2018/2019 APPLICATION**

**SECTION 1 - INFORMATION ABOUT YOUR ORGANISATION**

|   |  |            |  |  |
|---|--|------------|--|--|
| <b>1. Name of Organisation</b>  |  |            |  |  |
| <b>2. ABN (Mandatory)</b>   |  |            |  |  |
| <b>3. Registered for GST ?</b>  | Yes <input type="checkbox"/> No <input type="checkbox"/>   |            |  |  |
| <b>4. Address of Organisation</b>   | Street Address :   |            |  |  |
|   | Suburb/Town :  | Postcode : |  |  |
| <b>5. Postal Address</b><br><small>(If different to Street Address)</small>             | Address :  |            |  |  |
|   | Suburb/Town :  | Postcode : |  |  |
| <b>6. Contact Person</b>  | Title : Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/>   |            |  |  |
|   | First Name :   |            |  |  |
|   | Surname :  |            |  |  |
|   | Position :   |            |  |  |
|   | Phone :  |            |  |  |
|   | Mobile :   |            |  |  |
|   | Email :  |            |  |  |
| <b>7. Is your Club/Association registered for the StarClub Development Program</b>      | Yes <input type="checkbox"/> No <input type="checkbox"/>   |            |  |  |
| <b>8. Is your Club/Association registered as a Good Sports Club?</b>                    | Yes <input type="checkbox"/> No <input type="checkbox"/>   |            |  |  |
|   | If yes, which Level: Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/><br>Level 0 <input type="checkbox"/> (accreditation Level for clubs without a Liquor Licence) |            |  |  |
| <b>9. About Your Membership</b><br><small>(Indicate numbers under each heading)</small> | <b>Junior                      Senior                      Total</b>   |            |  |  |
|   | <b>Male</b>  |            |  |  |
|   | <b>Female</b>  |            |  |  |
|   | <b>Total</b>   |            |  |  |

**SECTION 2 - INFORMATION ABOUT YOUR PROJECT**

*(Please attach extra pages if insufficient space is provided)*

**1. Title of your Project**

|  |
|--|
|  |
|--|

**2. Describe what you are planning to do**

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**3. Describe why you are doing it**

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**4. Will the wider community benefit from your project, and how will they benefit?**

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|  |
|  |

**5. Where will the project be conducted?** (If the project involves construction)

If the construction is to occur on land owned by City of Mount Gambier, you **MUST** obtain approval from Council **PRIOR** to submitting this application, or your application will not be considered.

|          |
|----------|
| Address: |
|          |

**SECTION 3 - PROJECT COSTS, FUNDING SOURCES AND GRANT SOUGHT**

**PROJECT COSTS**

**A. Project Cash Expenses**

| <b>Item</b> (List all items and expenses you will have to pay for with cash) | <b>Amount (Inc GST)</b> |
|--|-------------------------|
|  | \$                      |
|  | \$                      |
|  | \$                      |
|  | \$                      |
|  | \$                      |
|  | \$                      |
|  | \$                      |
|  | \$                      |

**Sub Total (A)**

|    |
|----|
| \$ |
|----|

**B. Project In Kind Contributions**

| <b>Item</b> (List all items which are to be provided IN KIND toward your Project) | <b>Estimated Value</b> |
|---|------------------------|
|   | \$                     |
|   | \$                     |
|   | \$                     |
|   | \$                     |
|   | \$                     |
|   | \$                     |
|   | \$                     |
|   | \$                     |

**Sub Total (B)**

|    |
|----|
| \$ |
|----|

**C. Project Voluntary Labour Contributions**

| <b>Item</b> (Provide an estimate of any voluntary labour directly involved in your Project) | <b>Estimated Value</b>   |
|---|--------------------------|
| Skilled (Trade) Voluntary Labour  | (hours) X \$45/hour = \$ |
| Unskilled Voluntary Labour  | (hours) X \$20/hour = \$ |

**Sub Total (C)**

|    |
|----|
| \$ |
|----|

**D. Total Project Cost (A + B + C)**

|    |
|----|
| \$ |
|----|

**PROJECT FUNDING**

|  | Amount |
|--|--------|
| <b>E. Your Organisation’s Cash Contribution</b>  | \$     |
| <b>F. Grant/s from other sources</b> (Attach evidence that other grants have been awarded) | \$     |
| <b>G. Value of In Kind Contributions</b> (Sub Total B from previous page)                  | \$     |
| <b>H. Value of Voluntary Labour</b> (Sub Total C from previous page)                       | \$     |
| <b>I. Value of Grant Requested from Council</b>  | \$     |
| <b>J. Total Project Funding</b> (E + F + G + H + I)  | \$     |

[ The Total Costs at (D) must equal the Total Funding at (J) ]  
 [ Please ensure that the total of (e), (f), (g) and (h) equate to at least 25% of (j) ].

**Applications which are not accompanied by the following documents will not be considered.**

The following documents for your organisation must be attached to this application :

1. Most recent annual financial statements (do not have to have been audited).
2. All bank statements for the last 3 months up to the current date.
3. Starclub Membership of minimum 4\* (with commitment to achieving 5\* rating), or
4. Starclub Membership registered prior to closing date for applications with evidence of commitment to achieving 2\* rating

**REDUCED GRANT VALUE**

1. Will your Organisation be able to proceed with the Project if Council awards a Grant of a lower value than that requested in (I) above ? Yes  No
2. If your Project can still proceed with a lower value Grant, how will you meet the funding shortfall for the Project ?

|  |
|--|
|  |
|  |
|  |
|  |

|             |  |
|-------------|--|
| Signature : |  |
| Name :      |  |
| Position :  |  |
| Date :      |  |

Applications may be lodged at the Council Office, Civic Centre, 10 Watson Terrace, posted to P O Box 56, Mount Gambier SA 5290 or emailed to [city@mountgambier.sa.gov.au](mailto:city@mountgambier.sa.gov.au) but must be received by Council by **5.00 p.m. on Friday, 30 November, 2018.**



**SPORT AND RECREATION MAJOR CAPITAL WORKS PROGRAM  
2018/2019 APPLICATION**

**SECTION 1 - INFORMATION ABOUT YOUR ORGANISATION**

1. Name of Organisation

The Mount Gambier Golf Club Inc.

2. ABN (Mandatory)

79 951 167 455-

3. Registered for GST ?

Yes  No

4. Address of Organisation

Street Address: AHamurra Rd

Suburb/Town: Mt Gambier Postcode: 5290

5. Postal Address

(If different to Street Address)

Address: P.O Box

Suburb/Town: Mt Gambier Postcode: 5290

6. Contact Person

Title: Mr  Mrs  Miss  Ms  Dr

First Name: Trent

Surname: Eitzen

Position: President

Phone: 0

Mobile: 0412172028

Email: teitzen@icloud.com

7. Is your Club/Association registered for the StarClub Development Program

Yes  No

8. Is your Club/Association registered as a Good Sports Club?

Yes  No

If yes, which Level: Level 1  Level 2  Level 3   
Level 0  (accreditation Level for clubs without a Liquor Licence)

9. About Your Membership

(Indicate numbers under each heading)

|              | Junior | Senior | Total      |
|--------------|--------|--------|------------|
| Male         | 36     | 401    | 437        |
| Female       | 4      | 110    | 114        |
| <b>Total</b> |        |        | <b>551</b> |

SECTION 2 - INFORMATION ABOUT YOUR PROJECT

(Please attach extra pages if insufficient space is provided)

1. Title of your Project

Community Access Pathways

2. Describe what you are planning to do

To construct concrete safe walking and golf cart pathways across the Mount Gambier Golf Club.

3. Describe why you are doing it

To enable a safe access route across the golf course to the Clubhouse Precinct.

4. Will the wider community benefit from your project, and how will they benefit?

The wider community, its residents, friends and visitors will gain a safe route enabling exercise, enjoyment of the pleasant surrounds, wild life and easier access whilst using the course and its facilities. Path will be an asset to the Club for enjoyment by future generations.

5. Where will the project be conducted? (If the project involves construction)

If the construction is to occur on land owned by City of Mount Gambier, you MUST obtain approval from Council PRIOR to submitting this application, or your application will not be considered.

Address: Mount Gambier Golf Club, AHamurra Rd, Worralong SA 5291.

**SECTION 3 - PROJECT COSTS, FUNDING SOURCES AND GRANT SOUGHT**

**PROJECT COSTS**

**A. Project Cash Expenses**

| Item (List all items and expenses you will have to pay for with cash) | Amount (Inc GST) |
|---|------------------|
| Mesh  | \$ 13 440.95     |
| Bar Chairs  | \$ 1501.02       |
| Concrete  | \$ 51,150.00     |
| Wire Ties   | \$ 97.89         |
| Earth works   | \$ 900.00        |
| Reinforcement Rods  | \$ 185.10        |
|   | \$               |

**Sub Total (A)**      **\$ 67,274.96**

**B. Project In Kind Contributions**

| Item (List all items which are to be provided IN KIND toward your Project) | Estimated Value |
|--|-----------------|
| 20 Sheets Microline (straight)   | \$ 404.80       |
| 4 Sheets Particle Board (curved)   | \$ 151.64       |
|  | \$              |
|  | \$              |
|  | \$              |
|  | \$              |
|  | \$              |

**Sub Total (B)**      **\$ 556.44**

**C. Project Voluntary Labour Contributions**

| Item (Provide an estimate of any voluntary labour directly involved in your Project) |             |               | Estimated Value |
|--|-------------|---------------|-----------------|
| Skilled (Trade) Voluntary Labour   | (hours)     | X \$45/hour = | \$ -            |
| Unskilled Voluntary Labour   | 930 (hours) | X \$20/hour = | \$ 18,600.00    |

**Sub Total (C)**      **\$ 18,600.00**

**D. Total Project Cost (A + B + C)**

**\$ 86,431.40**

**PROJECT FUNDING**

| Amount      |
|-------------|
| \$ 10,000 - |
| \$ -        |
| \$ 556-44   |
| \$ 18,600 - |

**E. Your Organisation's Cash Contribution**

**F. Grant/s from other sources** (Attach evidence that other grants have been awarded)

**G. Value of In Kind Contributions** (Sub Total B from previous page)

**H. Value of Voluntary Labour** (Sub Total C from previous page)

|   |              |
|---|--------------|
| <b>I. Value of Grant Requested from Council</b> | \$ 57,274-96 |
|---|--------------|

|   |              |
|---|--------------|
| <b>J. Total Project Funding (E + F + G + H + I)</b> | \$ 86,431-40 |
|---|--------------|

The Total Costs at (D) must equal the Total Funding at (J)  
 Please ensure that the total of (e), (f), (g) and (h) equate to at least 25% of (i).

**Applications which are not accompanied by the following documents will not be considered.**

The following documents for your organisation must be attached to this application :

1. Most recent annual financial statements (do not have to have been audited).
2. All bank statements for the last 3 months up to the current date.
3. Starclub Membership of minimum 4\* (with commitment to achieving 5\* rating), or
4. Starclub Membership registered prior to closing date for applications with evidence of commitment to achieving 2\* rating

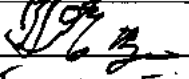
**REDUCED GRANT VALUE**

1. Will your Organisation be able to proceed with the Project if Council awards a Grant of a lower value than that requested in (I) above ?

|   |
|---|
| Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
|---|

2. If your Project can still proceed with a lower value Grant, how will you meet the funding shortfall for the Project ?

|  |
|--|
| 1) The project will be split into 2 parts and use of alternative materials will be considered. |
| 2) Project would be completed over a longer time frame as cash flow allows.                    |

|             |   |
|-------------|---|
| Signature : |  |
| Name :      | Trent Eitzen  |
| Position :  | President   |
| Date :      | 27-11-2018  |

Applications may be lodged at the Council Office, Civic Centre, 10 Watson Terrace, posted to P O Box 56, Mount Gambier SA 5290 or emailed to [city@mountgambier.sa.gov.au](mailto:city@mountgambier.sa.gov.au) but must be received by Council by 5.00 p.m. on Friday, 30 November, 2018.



**BUSINESS CHEQUE ACCOUNT PLUS**

048

THE MOUNT GAMBIER GOLF CLUB INC  
 C/- THE SECRETARY/MANAGER  
 PO BOX 1027  
 MOUNT GAMBIER SA 5290

**Customer Enquiries** 13 13 76  
 7:30am-7:30pm, Mon-Sat  
**BSB Number** 105-002  
**Account Number** 048872440  
**Statement Period** 01/09/2018 to 30/09/2018  
**Statement No.** 740(page 1 of 12)

**Lending Investment and Insurance Enquiries**  
**Relationship Manager** Kym Clayfield  
**Telephone Number** 04 0110 5062

THE MOUNT GAMBIER GOLF CLUB INC

**Account Summary**

| Opening Balance | Total Credits | Total Debits | Closing Balance |
|-----------------|---------------|--------------|-----------------|
| 7,560.31        | 94,930.88     | 99,170.17    | 3,321.02        |

**Overdraft Details**

| Overdraft Limit | Available Credit | Annual Interest |
|-----------------|------------------|-----------------|
| 200,000.00      | 203,321.02       | 6.76% p.a.      |

OVERDRAFT INTEREST RATE MOVEMENTS DURING THE STATEMENT PERIOD ARE AS FOLLOWS  
 FROM 6.620% TO 6.760% ON 24 SEP 18

**Transaction Details**

| Date   | Transaction Description                       | Debit | Credit   | Balance \$       |
|--------|---|-------|----------|------------------|
| 01 SEP | OPENING BALANCE                               |       |          | 7,560.31         |
| 01 SEP | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC    |       | 551.80   | 8,112.11         |
| 03 SEP | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC    |       | 2,565.75 | 10,677.86        |
| 03 SEP | KLINTBERG ROBERT<br>KLINTBERG ROBERT          |       | 82.10    | 10,759.96        |
| 03 SEP | BALLINTYNE A<br>A BALLINTYNE                  |       | 90.63    | 10,850.59        |
| 03 SEP | JASON CHARLES CL<br>JASON CHARLES CL          |       | 113.50   | 10,964.09        |
| 03 SEP | J W SHIRLEY & Y<br>Subs J & Y Shirley         |       | 150.00   | 11,114.09        |
| 03 SEP | b and d norman<br>b340 d597 norman            |       | 157.50   | 11,271.59        |
| 03 SEP | BENDIGO BANK<br>PENOLA GOLF CLUB I            |       | 2,200.00 | 13,471.59        |
| 03 SEP | BBO REF54123167<br>Subscriptions1             |       | 4,941.68 | 18,413.27        |
| 03 SEP | CBA<br>catering                               |       | 5,135.00 | 23,548.27        |
| 03 SEP | MULTIPLE PAYMENT FEE                          | 14.00 |          | 23,534.27        |
|        | <b>SUB TOTAL CARRIED FORWARD TO NEXT PAGE</b> |       |          | <b>23,534.27</b> |

Transaction Details continued

| Date   | Transaction Description                                | Debit    | Credit | Balance \$ |
|--------|--|----------|--------|------------|
|        | <i>SUB TOTAL CARRIED FORWARD FROM PREVIOUS PAGE</i>    |          |        | 23,534.27  |
| 03 SEP | BANKSA CARD SVCS<br>02456176FEE0004434                 | 313.48   |        | 23,220.79  |
| 03 SEP | ANZ ASSET FIN<br>1260054/86992                         | 985.39   |        | 22,235.40  |
| 04 SEP | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC             |          | 15.50  | 22,250.90  |
| 04 SEP | BENDIGO BANK<br>HODGJ/00215                            |          | 94.59  | 22,345.49  |
| 04 SEP | BBO REF54123247<br>Subscriptions2                      |          | 971.65 | 23,317.14  |
| 04 SEP | INTERNET WITHDRAWAL 04SEP 09:50<br>Extra payment       | 1,000.00 |        | 22,317.14  |
| 04 SEP | INTERNET WITHDRAWAL 04SEP 10:11<br>MGGC WAGES          | 792.54   |        | 21,524.60  |
| 04 SEP | INTERNET WITHDRAWAL 04SEP 10:11<br>MGGC WAGES          | 85.36    |        | 21,439.24  |
| 04 SEP | INTERNET WITHDRAWAL 04SEP 10:11<br>MGGC WAGES          | 44.97    |        | 21,394.27  |
| 04 SEP | INTERNET WITHDRAWAL 04SEP 10:11<br>MGGC WAGES          | 44.97    |        | 21,349.30  |
| 04 SEP | INTERNET WITHDRAWAL 04SEP 10:11<br>MGGC WAGES          | 189.40   |        | 21,159.90  |
| 04 SEP | INTERNET WITHDRAWAL 04SEP 10:11<br>MGGC WAGES          | 1,095.31 |        | 20,064.59  |
| 04 SEP | INTERNET WITHDRAWAL 04SEP 10:11<br>MGGC WAGES          | 509.83   |        | 19,554.76  |
| 04 SEP | INTERNET WITHDRAWAL 04SEP 10:11<br>MGGC WAGES          | 792.54   |        | 18,762.22  |
| 04 SEP | INTERNET WITHDRAWAL 04SEP 10:11<br>MGGC WAGES          | 221.20   |        | 18,541.02  |
| 04 SEP | INTERNET WITHDRAWAL 04SEP 10:11<br>MGGC WAGES          | 157.68   |        | 18,383.34  |
| 04 SEP | INTERNET WITHDRAWAL 04SEP 14:28<br>Members Draw winner | 950.00   |        | 17,433.34  |
| 04 SEP | MT GAMBIER GC<br>SUBS1WSES                             | 91.65    |        | 17,341.69  |
| 04 SEP | MT GAMBIER GC<br>SUBS1REESM                            | 106.03   |        | 17,235.66  |
| 04 SEP | MULTIPLE PAYMENT FEE                                   | 2.75     |        | 17,232.91  |
| 05 SEP | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC             |          | 15.20  | 17,248.11  |
| 06 SEP | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC             |          | 619.50 | 17,867.61  |
|        | <i>SUB TOTAL CARRIED FORWARD TO NEXT PAGE</i>          |          |        | 17,867.61  |

Account Number 048872440  
 Statement Period 01/09/2018 to 30/09/2018  
 Statement No. 740(page 3 of 12)

**Transaction Details continued**

| Date   | Transaction Description  | Debit    | Credit    | Balance \$ |
|--------|--|----------|-----------|------------|
|        | <i>SUB TOTAL CARRIED FORWARD FROM PREVIOUS PAGE</i>              |          |           | 17,867.61  |
| 06 SEP | BENDIGO BANK<br>DIGGER GOLF FEES                                 |          | 100.00    | 17,967.61  |
| 06 SEP | BBO REF54392079<br>Subscriptions                                 |          | 181.18    | 18,148.79  |
| 06 SEP | K&S GROUP<br>FMOU030   |          | 790.00    | 18,938.79  |
| 06 SEP | DAVIS GOLF<br>Davis Golf   |          | 1,083.66  | 20,022.45  |
| 06 SEP | MADEC<br>EFT47395  |          | 5,341.67  | 25,364.12  |
| 06 SEP | EXPRESS DEP 83919810   |          | 16,911.92 | 42,276.04  |
| 06 SEP | INTERNET WITHDRAWAL 06SEP 11:01<br>854662                        | 1,120.64 |           | 41,155.40  |
| 06 SEP | TFR WDL BPAY INTERNET06SEP 11:01<br>TO SENSIS PTY LTD 213532991  | 30.91    |           | 41,124.49  |
| 06 SEP | INTERNET WITHDRAWAL 06SEP 11:01<br>MTGAMB01                      | 251.77   |           | 40,872.72  |
| 06 SEP | INTERNET WITHDRAWAL 06SEP 11:01<br>63886-01                      | 1,191.31 |           | 39,681.41  |
| 06 SEP | INTERNET WITHDRAWAL 06SEP 11:01<br>324208                        | 250.45   |           | 39,430.96  |
| 06 SEP | INTERNET WITHDRAWAL 06SEP 11:01<br>03938405                      | 63.25    |           | 39,367.71  |
| 06 SEP | INTERNET WITHDRAWAL 06SEP 11:01<br>MGCGOL01                      | 105.70   |           | 39,262.01  |
| 06 SEP | INTERNET WITHDRAWAL 06SEP 11:01<br>11284                         | 181.89   |           | 39,080.12  |
| 06 SEP | INTERNET WITHDRAWAL 06SEP 11:01<br>341                           | 43.60    |           | 39,036.52  |
| 06 SEP | INTERNET WITHDRAWAL 06SEP 11:01<br>13169                         | 725.05   |           | 38,311.47  |
| 06 SEP | INTERNET WITHDRAWAL 06SEP 11:01<br>5024999                       | 284.42   |           | 38,027.05  |
| 06 SEP | TFR WDL BPAY INTERNET06SEP 11:01<br>TO TELSTRA MOBILE 2322156452 | 255.98   |           | 37,771.07  |
| 06 SEP | INTERNET WITHDRAWAL 06SEP 11:01<br>C89                           | 174.70   |           | 37,596.37  |
| 06 SEP | INTERNET WITHDRAWAL 06SEP 11:01<br>MGGC                          | 4,228.95 |           | 33,367.42  |
| 06 SEP | INTERNET WITHDRAWAL 06SEP 11:01<br>00044005                      | 485.26   |           | 32,882.16  |
|        | <i>SUB TOTAL CARRIED FORWARD TO NEXT PAGE</i>                    |          |           | 32,882.16  |

Transaction Details continued

| Date   | Transaction Description  | Debit    | Credit      | Balance \$ |
|--------|--|----------|-------------|------------|
|        | <i>SUB TOTAL CARRIED FORWARD FROM PREVIOUS PAGE</i>                  |          |             | 32,882.16  |
| 06 SEP | INTERNET WITHDRAWAL 06SEP 11:01<br>1306 MGGC                         | 1,881.00 |             | 31,001.16  |
| 06 SEP | INTERNET WITHDRAWAL 06SEP 13:41<br>Extra payment                     | 1,000.00 |             | 30,001.16  |
| 06 SEP | MULTIPLE PAYMENT FEE   | 0.50     |             | 30,000.66  |
| 07 SEP | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC                           |          | 93.20       | 30,093.86  |
| 07 SEP | MT GAMBIER GC<br>SubsWises   | 91.65    |             | 30,002.21  |
| 07 SEP | DE LAGE LANDEN<br>155-0139310-004                                    | 831.01   |             | 29,171.20  |
| 08 SEP | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC                           |          | 568.40      | 29,739.60  |
| 10 SEP | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC<br>EFFECTIVE DATE 09SEP   |          | 3,953.70    | 33,693.30  |
| 10 SEP | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC                           |          | 180.00      | 33,873.30  |
| 10 SEP | BBO REF54436669<br>Subscriptions                                     |          | 91.65       | 33,964.95  |
| 10 SEP | DAVIS GOLF<br>Davis golf   |          | 128.48      | 34,093.43  |
| 10 SEP | TFR WDL BPAY INTERNET 10SEP 12:50<br>TO ReturnToWorkSA-Mnth101391410 | 790.70   |             | 33,302.73  |
| 10 SEP | MULTIPLE PAYMENT FEE   | 0.25     |             | 33,302.48  |
| 11 SEP | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC                           |          | 350.00      | 33,652.48  |
| 11 SEP | MGGC<br>MGGC WAGES   |          | Ways 115.53 | 33,768.01  |
| 11 SEP | BEUKES B<br>Ref Beukes   |          | 1,300.00    | 35,068.01  |
| 11 SEP | Ace Body Corpora<br>SP27733 000047                                   |          | 6,909.81    | 41,977.82  |
| 11 SEP | INTERNET WITHDRAWAL 11SEP 10:28<br>MGGC WAGES                        | 792.54   |             | 41,185.28  |
| 11 SEP | INTERNET WITHDRAWAL 11SEP 10:28<br>MGGC WAGES                        | 55.51    |             | 41,129.77  |
| 11 SEP | INTERNET WITHDRAWAL 11SEP 10:28<br>MGGC WAGES                        | 38.40    |             | 41,091.37  |
| 11 SEP | INTERNET WITHDRAWAL 11SEP 10:28<br>MGGC WAGES                        | 283.02   |             | 40,808.35  |
| 11 SEP | INTERNET WITHDRAWAL 11SEP 10:28<br>MGGC WAGES                        | 1,095.31 |             | 39,713.04  |
|        | <i>SUB TOTAL CARRIED FORWARD TO NEXT PAGE</i>                        |          |             | 39,713.04  |

**Account Number** 048872440  
**Statement Period** 01/09/2018 to 30/09/2018  
**Statement No.** 740(page 5 of 12)

**Transaction Details continued**

| Date   | Transaction Description   | Debit     | Credit | Balance \$ |
|--------|---|-----------|--------|------------|
|        | <i>SUB TOTAL CARRIED FORWARD FROM PREVIOUS PAGE</i>               |           |        | 39,713.04  |
| 11 SEP | INTERNET WITHDRAWAL 11SEP 10:28<br>MGGC WAGES                     | 340.37    |        | 39,372.67  |
| 11 SEP | INTERNET WITHDRAWAL 11SEP 10:28<br>MGGC WAGES                     | 834.85    |        | 38,537.82  |
| 11 SEP | INTERNET WITHDRAWAL 11SEP 10:28<br>MGGC WAGES                     | 792.54    |        | 37,745.28  |
| 11 SEP | INTERNET WITHDRAWAL 11SEP 10:28<br>MGGC WAGES                     | 115.53    |        | 37,629.75  |
| 11 SEP | INTERNET WITHDRAWAL 11SEP 10:28<br>MGGC WAGES                     | 38.69     |        | 37,591.06  |
| 11 SEP | INTERNET WITHDRAWAL 11SEP 10:28<br>MGGC WAGES                     | 52.83     |        | 37,538.23  |
| 11 SEP | INTERNET WITHDRAWAL 11SEP 11:29<br>Extra                          | 20,000.00 |        | 17,538.23  |
| 11 SEP | MT GAMBIER GC<br>SubsWises  | 91.65     |        | 17,446.58  |
| 12 SEP | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC                        |           | 35.00  | 17,481.58  |
| 12 SEP | BENDIGO BANK<br>lifeline inv 31067                                |           | 250.00 | 17,731.58  |
| 12 SEP | BLACKETT MICHAEL<br>DAVE 31229                                    |           | 895.00 | 18,626.58  |
| 13 SEP | INTERNET DEPOSIT 13SEP 08:30<br>SUSAN DOWNES, fees sept           |           | 100.00 | 18,726.58  |
| 13 SEP | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC                        |           | 903.55 | 19,630.13  |
| 13 SEP | ELLIOTT WAYNE R<br>ElliW/00128                                    |           | 100.00 | 19,730.13  |
| 13 SEP | ROSS ANDERSON<br>Rand009 subs                                     |           | 110.00 | 19,840.13  |
| 13 SEP | MANGOS FASHION<br>MANGOS INV 30017                                |           | 200.00 | 20,040.13  |
| 13 SEP | INTERNET WITHDRAWAL 13SEP 10:50<br>03938405                       | 198.60    |        | 19,841.53  |
| 13 SEP | INTERNET WITHDRAWAL 13SEP 10:50<br>MGGC                           | 439.12    |        | 19,402.41  |
| 13 SEP | INTERNET WITHDRAWAL 13SEP 10:50<br>13563-112                      | 15.70     |        | 19,386.71  |
| 13 SEP | TFR WDL BPAY INTERNET 13SEP 10:50<br>TO REVSA - ESL 5066688812    | 545.65    |        | 18,841.06  |
| 13 SEP | TFR WDL BPAY INTERNET 13SEP 10:50<br>TO CITY OF MT GAMBIER 142893 | 1,006.68  |        | 17,834.38  |
|        | <i>SUB TOTAL CARRIED FORWARD TO NEXT PAGE</i>                     |           |        | 17,834.38  |

Transaction Details continued

| Date   | Transaction Description  | Debit    | Credit | Balance \$ |
|--------|--|----------|--------|------------|
|        | <i>SUB TOTAL CARRIED FORWARD FROM PREVIOUS PAGE</i>                |          |        | 17,834.38  |
| 13 SEP | TFR WDL BPAY INTERNET13SEP 10:50<br>TO CITY OF MT GAMBIER 151886   | 875.98   |        | 16,958.40  |
| 13 SEP | INTERNET WITHDRAWAL 13SEP 10:50<br>3852                            | 119.19   |        | 16,839.21  |
| 13 SEP | INTERNET WITHDRAWAL 13SEP 10:50<br>5236                            | 364.83   |        | 16,474.38  |
| 13 SEP | INTERNET WITHDRAWAL 13SEP 10:50<br>50104122                        | 122.88   |        | 16,351.50  |
| 13 SEP | INTERNET WITHDRAWAL 13SEP 10:50<br>MCGGOL01                        | 260.00   |        | 16,091.50  |
| 13 SEP | INTERNET WITHDRAWAL 13SEP 10:50<br>324445                          | 31.50    |        | 16,060.00  |
| 13 SEP | INTERNET WITHDRAWAL 13SEP 10:50<br>5825                            | 355.00   |        | 15,705.00  |
| 13 SEP | INTERNET WITHDRAWAL 13SEP 10:50<br>5588                            | 22.00    |        | 15,683.00  |
| 13 SEP | INTERNET WITHDRAWAL 13SEP 10:50<br>MOUNTG01                        | 274.57   |        | 15,408.43  |
| 13 SEP | INTERNET WITHDRAWAL 13SEP 10:50<br>11920                           | 300.50   |        | 15,107.93  |
| 13 SEP | INTERNET WITHDRAWAL 13SEP 10:50<br>342                             | 320.95   |        | 14,786.98  |
| 13 SEP | INTERNET WITHDRAWAL 13SEP 12:02<br>MGGC WAGES                      | 115.53   |        | 14,671.45  |
| 13 SEP | INTERNET WITHDRAWAL 13SEP 12:35<br>Extra payment                   | 1,000.00 |        | 13,671.45  |
| 14 SEP | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC                         |          | 323.30 | 13,994.75  |
| 14 SEP | Business Banking<br>BOTP Fee Refund                                |          | 67.47  | 14,062.22  |
| 14 SEP | O G ROBERTS & CO<br>OGRHOLDEN                                      |          | 211.50 | 14,273.72  |
| 14 SEP | ST.GEORGE BANK-C<br>835004848 -14487                               | 812.13   |        | 13,461.59  |
| 14 SEP | ST.GEORGE BANK-C<br>835005009 -14498                               | 1,080.69 |        | 12,380.90  |
| 15 SEP | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC                         |          | 644.00 | 13,024.90  |
| 17 SEP | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC<br>EFFECTIVE DATE 16SEP |          | 477.90 | 13,502.80  |
| 17 SEP | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC                         |          | 350.00 | 13,852.80  |
|        | <i>SUB TOTAL CARRIED FORWARD TO NEXT PAGE</i>                      |          |        | 13,852.80  |



**Account Number** 048872440  
**Statement Period** 01/09/2018 to 30/09/2018  
**Statement No.** 740(page 7 of 12)

**Transaction Details continued**

| Date   | Transaction Description   | Debit    | Credit   | Balance \$ |
|--------|---|----------|----------|------------|
|        | <i>SUB TOTAL CARRIED FORWARD FROM PREVIOUS PAGE</i>             |          |          | 13,852.80  |
| 17 SEP | COMPLETE REAL ES<br>PAYMENT 7908300                             |          | 3,848.60 | 17,701.40  |
| 17 SEP | Golf Australia<br>114175289                                     | 99.99    |          | 17,601.41  |
| 18 SEP | HUDSON LB<br>Funds trns   |          | 25.00    | 17,626.41  |
| 18 SEP | DAVIS GOLF<br>Davis Golf  |          | 417.12   | 18,043.53  |
| 18 SEP | INTERNET WITHDRAWAL 18SEP 10:05<br>MGGC WAGES                   | 792.54   |          | 17,250.99  |
| 18 SEP | INTERNET WITHDRAWAL 18SEP 10:05<br>MGGC WAGES                   | 51.05    |          | 17,199.94  |
| 18 SEP | INTERNET WITHDRAWAL 18SEP 10:05<br>MGGC WAGES                   | 250.27   |          | 16,949.67  |
| 18 SEP | INTERNET WITHDRAWAL 18SEP 10:05<br>MGGC WAGES                   | 1,095.31 |          | 15,854.36  |
| 18 SEP | INTERNET WITHDRAWAL 18SEP 10:05<br>MGGC WAGES                   | 213.22   |          | 15,641.14  |
| 18 SEP | INTERNET WITHDRAWAL 18SEP 10:05<br>MGGC WAGES                   | 779.82   |          | 14,861.32  |
| 18 SEP | INTERNET WITHDRAWAL 18SEP 10:05<br>MGGC WAGES                   | 792.54   |          | 14,068.78  |
| 18 SEP | INTERNET WITHDRAWAL 18SEP 10:05<br>MGGC WAGES                   | 162.27   |          | 13,906.51  |
| 18 SEP | INTERNET WITHDRAWAL 18SEP 10:05<br>MGGC WAGES                   | 57.29    |          | 13,849.22  |
| 18 SEP | INTERNET WITHDRAWAL 18SEP 10:05<br>MGGC WAGES                   | 63.60    |          | 13,785.62  |
| 18 SEP | INTERNET WITHDRAWAL 18SEP 10:05<br>MGGC WAGES                   | 50.71    |          | 13,734.91  |
| 20 SEP | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC                      |          | 258.00   | 13,992.91  |
| 20 SEP | COMMUNITY AXIS<br>AXIS EMPLOYMENT                               |          | 4,759.95 | 18,752.86  |
| 20 SEP | INTERNET WITHDRAWAL 20SEP 12:22<br>3884                         | 280.50   |          | 18,472.36  |
| 20 SEP | TFR WDL BPAY INTERNET20SEP 12:22<br>TO SENSIS PTY LTD 107354718 | 101.02   |          | 18,371.34  |
| 20 SEP | INTERNET WITHDRAWAL 20SEP 12:22<br>5632                         | 22.00    |          | 18,349.34  |
| 20 SEP | INTERNET WITHDRAWAL 20SEP 12:22<br>343                          | 250.00   |          | 18,099.34  |
|        | <i>SUB TOTAL CARRIED FORWARD TO NEXT PAGE</i>                   |          |          | 18,099.34  |

**Transaction Details continued**

| Date   | Transaction Description  | Debit    | Credit   | Balance \$ |
|--------|--|----------|----------|------------|
|        | <i>SUB TOTAL CARRIED FORWARD FROM PREVIOUS PAGE</i>                          |          |          | 18,099.34  |
| 20 SEP | INTERNET WITHDRAWAL 20SEP 12:22<br>400060903                                 | 659.31   |          | 17,440.03  |
| 20 SEP | INTERNET WITHDRAWAL 20SEP 12:22<br>1455                                      | 473.00   |          | 16,967.03  |
| 20 SEP | INTERNET WITHDRAWAL 20SEP 12:23<br>1306                                      | 1,881.00 |          | 15,086.03  |
| 20 SEP | INTERNET WITHDRAWAL 20SEP 12:23<br>MGGC                                      | 83.79    |          | 15,002.24  |
| 20 SEP | INTERNET WITHDRAWAL 20SEP 12:23<br>217965917                                 | 166.80   |          | 14,835.44  |
| 20 SEP | INTERNET WITHDRAWAL 20SEP 12:23<br>854662                                    | 865.72   |          | 13,969.72  |
| 20 SEP | INTERNET WITHDRAWAL 20SEP 12:23<br>63886-01                                  | 577.23   |          | 13,392.49  |
| 20 SEP | INTERNET WITHDRAWAL 20SEP 12:23<br>13885                                     | 358.30   |          | 13,034.19  |
| 20 SEP | TFR WDL BPAY INTERNET20SEP 12:23<br>TO AGL STH AUST P/L 70466667289404501436 | 1,193.20 |          | 11,840.99  |
| 20 SEP | TFR WDL BPAY INTERNET20SEP 12:23<br>TO AGL STH AUST P/L 70493406029404949754 | 267.47   |          | 11,573.52  |
| 20 SEP | TFR WDL BPAY INTERNET20SEP 12:23<br>TO AGL STH AUST P/L 70494031609404961401 | 49.72    |          | 11,523.80  |
| 20 SEP | TFR WDL BPAY INTERNET20SEP 12:23<br>TO AGL STH AUST P/L 70493415359404949709 | 2,664.96 |          | 8,858.84   |
| 20 SEP | INTERNET WITHDRAWAL 20SEP 12:23<br>03938405                                  | 176.90   |          | 8,681.94   |
| 20 SEP | INTERNET WITHDRAWAL 20SEP 12:23<br>MGCGOL01                                  | 123.80   |          | 8,558.14   |
| 20 SEP | TFR WDL BPAY INTERNET20SEP 12:23<br>TO CALTEX 6300244107                     | 427.02   |          | 8,131.12   |
| 20 SEP | TFR WDL BPAY INTERNET20SEP 12:23<br>TO K & S GROUP PTY LTD 8324410           | 190.43   |          | 7,940.69   |
| 20 SEP | INTERNET WITHDRAWAL 20SEP 12:23<br>11207                                     | 429.00   |          | 7,511.69   |
| 20 SEP | INTERNET WITHDRAWAL 20SEP 12:23<br>778-8711                                  | 85.00    |          | 7,426.69   |
| 20 SEP | INTERNET WITHDRAWAL 20SEP 14:39<br>001348244                                 | 388.68   |          | 7,038.01   |
| 20 SEP | SAFE DEPOSIT FEE (INC GST)<br>ENVELOPE SC003073                              | 5.00     |          | 7,033.01   |
| 21 SEP | INTERNET DEPOSIT 21SEP 10:09<br>Top up                                       |          | 5,000.00 | 12,033.01  |
|        | <i>SUB TOTAL CARRIED FORWARD TO NEXT PAGE</i>                                |          |          | 12,033.01  |





Account Number 048872440  
 Statement Period 01/09/2018 to 30/09/2018  
 Statement No. 740(page 9 of 12)

**Transaction Details continued**

| Date   | Transaction Description  | Debit             | Credit    | Balance \$ |
|--------|--|-------------------|-----------|------------|
|        | <i>SUB TOTAL CARRIED FORWARD FROM PREVIOUS PAGE</i>                        |                   |           | 12,033.01  |
| 21 SEP | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC                                 |                   | 126.70    | 12,159.71  |
| 21 SEP | MGGC<br>1455   |                   | 473.00    | 12,632.71  |
| 21 SEP | EXPRESS DEP 83919815   |                   | 14,419.85 | 27,052.56  |
| 21 SEP | INTERNET WITHDRAWAL 21SEP 10:07<br>Extra payment                           | 200.00            |           | 26,852.56  |
| 21 SEP | TFR WDL BPAY INTERNET21SEP 10:10<br>TO TAX OFFICE PAYMENTS 799511674556660 | 8,363.00          |           | 18,489.56  |
| 22 SEP | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC                                 |                   | 215.00    | 18,704.56  |
| 24 SEP | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC<br>EFFECTIVE DATE 23SEP         |                   | 31.90     | 18,736.46  |
| 24 SEP | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC                                 |                   | 350.00    | 19,086.46  |
| 24 SEP | DAVIS GOLF<br>Davis Golf   |                   | 756.72    | 19,843.18  |
| 24 SEP | INTERNET WITHDRAWAL 24SEP 12:10<br>102474137                               | 552.11 <i>sup</i> |           | 19,291.07  |
| 24 SEP | TFR WDL BPAY INTERNET24SEP 12:10<br>TO REST Industry Super 10020445725     | 737.09 <i>sup</i> |           | 18,553.98  |
| 24 SEP | TFR WDL BPAY INTERNET24SEP 12:10<br>TO CFS FIRSTCHOICE PS-E1010011523832   | 537.04 <i>sup</i> |           | 18,016.94  |
| 24 SEP | INTERNET WITHDRAWAL 24SEP 12:40<br>1455                                    | 473.00            |           | 17,543.94  |
| 25 SEP | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC                                 |                   | 1,168.00  | 18,711.94  |
| 25 SEP | INTERNET WITHDRAWAL 25SEP 09:41<br>MGGC WAGES                              | 792.54            |           | 17,919.40  |
| 25 SEP | INTERNET WITHDRAWAL 25SEP 09:41<br>MGGC WAGES                              | 189.40            |           | 17,730.00  |
| 25 SEP | INTERNET WITHDRAWAL 25SEP 09:41<br>MGGC WAGES                              | 1,095.31          |           | 16,634.69  |
| 25 SEP | INTERNET WITHDRAWAL 25SEP 09:41<br>MGGC WAGES                              | 811.54            |           | 15,823.15  |
| 25 SEP | INTERNET WITHDRAWAL 25SEP 09:41<br>MGGC WAGES                              | 792.54            |           | 15,030.61  |
| 25 SEP | INTERNET WITHDRAWAL 25SEP 09:41<br>MGGC WAGES                              | 202.24            |           | 14,828.37  |
| 25 SEP | INTERNET WITHDRAWAL 25SEP 09:41<br>MGGC WAGES                              | 37.96             |           | 14,790.41  |
|        | <i>SUB TOTAL CARRIED FORWARD TO NEXT PAGE</i>                              |                   |           | 14,790.41  |

**Transaction Details continued**

| Date   | Transaction Description  | Debit    | Credit | Balance \$ |
|--------|--|----------|--------|------------|
|        | <i>SUB TOTAL CARRIED FORWARD FROM PREVIOUS PAGE</i>                      |          |        | 14,790.41  |
| 25 SEP | INTERNET WITHDRAWAL 25SEP 09:41<br>MGGC WAGES                            | 37.35    |        | 14,753.06  |
| 25 SEP | INTERNET WITHDRAWAL 25SEP 14:27<br>Extra payment                         | 1,000.00 |        | 13,753.06  |
| 26 SEP | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC                               |          | 26.00  | 13,779.06  |
| 27 SEP | INTERNET DEPOSIT 27SEP 21:02<br>PETER BURCHELL, burct02306               |          | 375.00 | 14,154.06  |
| 27 SEP | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC                               |          | 845.90 | 14,999.96  |
| 27 SEP | GOLF SA<br>GOLF SA   |          | 35.00  | 15,034.96  |
| 27 SEP | INTERNET WITHDRAWAL 27SEP 09:21<br>529264                                | 127.86   |        | 14,907.10  |
| 27 SEP | INTERNET WITHDRAWAL 27SEP 09:21<br>0603783                               | 93.39    |        | 14,813.71  |
| 27 SEP | INTERNET WITHDRAWAL 27SEP 09:21<br>002183                                | 326.44   |        | 14,487.27  |
| 27 SEP | INTERNET WITHDRAWAL 27SEP 09:21<br>05231218                              | 493.00   |        | 13,994.27  |
| 27 SEP | INTERNET WITHDRAWAL 27SEP 09:21<br>25075                                 | 1,480.05 |        | 12,514.22  |
| 27 SEP | INTERNET WITHDRAWAL 27SEP 09:21<br>3024                                  | 2,926.00 |        | 9,588.22   |
| 27 SEP | INTERNET WITHDRAWAL 27SEP 09:21<br>1348244                               | 797.15   |        | 8,791.07   |
| 27 SEP | INTERNET WITHDRAWAL 27SEP 09:21<br>1306                                  | 940.50   |        | 7,850.57   |
| 27 SEP | TFR WDL BPAY INTERNET 27SEP 09:21<br>TO TELSTRA BILL PAYMENT 72913313107 | 122.05   |        | 7,728.52   |
| 27 SEP | TFR WDL BPAY INTERNET 27SEP 09:21<br>TO TELSTRA BILL PAYMENT 47974301007 | 407.88   |        | 7,320.64   |
| 27 SEP | TFR WDL BPAY INTERNET 27SEP 09:21<br>TO TELSTRA MOBILE 2322156452        | 250.98   |        | 7,069.66   |
| 27 SEP | INTERNET WITHDRAWAL 27SEP 09:21<br>03938405                              | 643.10   |        | 6,426.56   |
| 27 SEP | INTERNET WITHDRAWAL 27SEP 09:21<br>CADF432338                            | 115.98   |        | 6,310.58   |
| 27 SEP | INTERNET WITHDRAWAL 27SEP 09:21<br>MGCGOL01                              | 116.50   |        | 6,194.08   |
| 27 SEP | MULTIPLE PAYMENT FEE   | 2.25     |        | 6,191.83   |
| 27 SEP | BBO REF54702778<br>Creditors   | 1,747.79 |        | 4,444.04   |
|        | <i>SUB TOTAL CARRIED FORWARD TO NEXT PAGE</i>                            |          |        | 4,444.04   |

Account Number 048872440  
 Statement Period 01/09/2018 to 30/09/2018  
 Statement No. 740(page 11 of 12)

## Transaction Details continued

| Date   | Transaction Description                             | Debit    | Credit   | Balance \$ |
|--------|---|----------|----------|------------|
|        | <i>SUB TOTAL CARRIED FORWARD FROM PREVIOUS PAGE</i> |          |          | 4,444.04   |
| 28 SEP | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC          |          | 286.00   | 4,730.04   |
| 28 SEP | MICROPOWER PTY L<br>MPINVSEPMOUNGA                  | 1,193.10 |          | 3,536.94   |
| 28 SEP | CC AUTO PAYMENT<br>4564942200126947                 | 1,257.74 |          | 2,279.20   |
| 29 SEP | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC          |          | 1,041.70 | 3,320.90   |
| 29 SEP | CREDIT INTEREST                                     |          | 0.12     | 3,321.02   |
| 30 SEP | <i>CLOSING BALANCE</i>                              |          |          | 3,321.02   |

## Interest Details

|               | Credit Interest | Debit Interest |
|---------------|-----------------|----------------|
| Year to Date  | \$0.57          | \$94.56        |
| Previous Year | \$1.31          | \$96.92        |

## Information

- Please check all entries on this statement and inform the Bank promptly of any error or unauthorised transaction.
- If your card is lost or stolen, please call us immediately on 1800 028 208.
- This statement should be retained for taxation purposes.
- When enquiring about the "termination value" of your account, you can visit your nearest branch or "talk to us" on 1300 360 374 and say "existing account".
- To contact us to make suggestions, compliments or find out more about our products and services, please call the customer enquiries number on this statement. This service may also be used to address and resolve complaints.



**Transaction Details continued**

| Date   | Transaction Description                             | Debit    | Credit   | Balance \$ |
|--------|---|----------|----------|------------|
|        | <i>SUB TOTAL CARRIED FORWARD FROM PREVIOUS PAGE</i> |          |          | 12,012.36  |
| 02 OCT | INTERNET WITHDRAWAL 02OCT 10:05<br>MGGC WAGES       | 98.23    |          | 11,914.13  |
| 02 OCT | INTERNET WITHDRAWAL 02OCT 10:05<br>MGGC WAGES       | 59.04    |          | 11,855.09  |
| 02 OCT | INTERNET WITHDRAWAL 02OCT 10:05<br>MGGC WAGES       | 107.11   |          | 11,747.98  |
| 02 OCT | INTERNET WITHDRAWAL 02OCT 10:05<br>MGGC WAGES       | 324.32   |          | 11,423.66  |
| 02 OCT | INTERNET WITHDRAWAL 02OCT 10:05<br>MGGC WAGES       | 1,095.31 |          | 10,328.35  |
| 02 OCT | INTERNET WITHDRAWAL 02OCT 10:05<br>MGGC WAGES       | 422.22   |          | 9,906.13   |
| 02 OCT | INTERNET WITHDRAWAL 02OCT 10:05<br>MGGC WAGES       | 635.29   |          | 9,270.84   |
| 02 OCT | INTERNET WITHDRAWAL 02OCT 10:05<br>MGGC WAGES       | 792.54   |          | 8,478.30   |
| 02 OCT | INTERNET WITHDRAWAL 02OCT 10:05<br>MGGC WAGES       | 91.90    |          | 8,386.40   |
| 02 OCT | INTERNET WITHDRAWAL 02OCT 10:05<br>MGGC WAGES       | 202.24   |          | 8,184.16   |
| 02 OCT | INTERNET WITHDRAWAL 02OCT 10:05<br>MGGC WAGES       | 55.51    |          | 8,128.65   |
| 02 OCT | INTERNET WITHDRAWAL 02OCT 10:08<br>Extra payment    | 500.00   |          | 7,628.65   |
| 02 OCT | MULTIPLE PAYMENT FEE                                | 13.25    |          | 7,615.40   |
| 02 OCT | BANKSA CARD SVCS<br>02456176FEE0004434              | 227.69   |          | 7,387.71   |
| 03 OCT | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC          |          | 65.20    | 7,452.91   |
| 03 OCT | JASON CHARLES CL<br>ClemJ77                         |          | 113.50   | 7,566.41   |
| 03 OCT | DAVIS GOLF<br>Davis golf                            |          | 409.20   | 7,975.61   |
| 03 OCT | BBO REF54650643<br>Subscription                     |          | 1,319.10 | 9,294.71   |
| 03 OCT | MULTIPLE PAYMENT FEE                                | 3.50     |          | 9,291.21   |
| 03 OCT | MT GAMBIER GC<br>SubsWISES                          | 91.65 ✓  |          | 9,199.56   |
| 03 OCT | MT GAMBIER GC<br>SubsLOCKK                          | 91.65 ✓  |          | 9,107.91   |
| 03 OCT | MT GAMBIER GC<br>SubsFERGM1                         | 183.30   |          | 8,924.61   |
|        | <i>SUB TOTAL CARRIED FORWARD TO NEXT PAGE</i>       |          |          | 8,924.61   |



Account Number 048872440  
 Statement Period 01/10/2018 to 31/10/2018  
 Statement No. 741(page 3 of 12)

**Transaction Details continued**

| Date   | Transaction Description   | Debit    | Credit   | Balance \$ |
|--------|---|----------|----------|------------|
|        | <i>SUB TOTAL CARRIED FORWARD FROM PREVIOUS PAGE</i>             |          |          | 8,924.61   |
| 03 OCT | MT GAMBIER GC<br>SubsMCINH                                      | (197.50) |          | 8,727.11   |
| 03 OCT | ANZ ASSET FIN<br>1307186/86992                                  | 985.39   |          | 7,741.72   |
| 04 OCT | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC                      |          | 136.00   | 7,877.72   |
| 04 OCT | BENDIGO BANK<br>HODGI/00215                                     |          | 94.59    | 7,972.31   |
| 04 OCT | Hosking<br>Bowen Hosking  |          | 130.00   | 8,102.31   |
| 04 OCT | BBO REF54822925<br>Subscriptions                                |          | 380.80   | 8,483.11   |
| 04 OCT | INTERNET WITHDRAWAL 04OCT 15:11<br>01391410                     | 790.70   |          | 7,692.41   |
| 04 OCT | INTERNET WITHDRAWAL 04OCT 15:11<br>MGGC                         | 36.90    |          | 7,655.51   |
| 04 OCT | INTERNET WITHDRAWAL 04OCT 15:11<br>5662                         | 33.00    |          | 7,622.51   |
| 04 OCT | INTERNET WITHDRAWAL 04OCT 15:11<br>344                          | 294.35   |          | 7,328.16   |
| 04 OCT | INTERNET WITHDRAWAL 04OCT 15:11<br>1306                         | 594.00   |          | 6,734.16   |
| 04 OCT | INTERNET WITHDRAWAL 04OCT 15:11<br>63886                        | 1,202.59 |          | 5,531.57   |
| 04 OCT | INTERNET WITHDRAWAL 04OCT 15:11<br>03938405                     | 80.20    |          | 5,451.37   |
| 04 OCT | TFR WDL BPAY INTERNET04OCT 15:11<br>TO ELGAS LIMITED 1460104322 | 121.00   |          | 5,330.37   |
| 04 OCT | INTERNET WITHDRAWAL 04OCT 15:11<br>28458                        | 297.99   |          | 5,032.38   |
| 04 OCT | INTERNET WITHDRAWAL 04OCT 15:11<br>MGCGOL01                     | 390.60   |          | 4,641.78   |
| 04 OCT | TFR WDL BPAY INTERNET04OCT 15:11<br>TO DEW 10029443858          | 609.49   |          | 4,032.29   |
| 04 OCT | MULTIPLE PAYMENT FEE  | 0.75     |          | 4,031.54   |
| 05 OCT | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC                      |          | 1,531.50 | 5,563.04   |
| 05 OCT | INTERNET WITHDRAWAL 05OCT 13:48<br>Extra payment                | 1,000.00 |          | 4,563.04   |
| 05 OCT | MT GAMBIER GC<br>SubsWISES                                      | 91.65    |          | 4,471.39   |
|        | <i>SUB TOTAL CARRIED FORWARD TO NEXT PAGE</i>                   |          |          | 4,471.39   |

**Transaction Details continued**

| Date   | Transaction Description  | Debit    | Credit    | Balance \$ |
|--------|--|----------|-----------|------------|
|        | <i>SUB TOTAL CARRIED FORWARD FROM PREVIOUS PAGE</i>                |          |           | 4,471.39   |
| 05 OCT | DE LAGE LANDEN<br>155-0139310-004                                  | 831.01   |           | 3,640.38   |
| 06 OCT | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC                         |          | 765.90    | 4,406.28   |
| 08 OCT | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC<br>EFFECTIVE DATE 07OCT |          | 284.30    | 4,690.58   |
| 08 OCT | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC                         |          | 1,366.66  | 6,057.24   |
| 08 OCT | ELLIOTT WAYNE R<br>ElliW/00128                                     |          | 100.00    | 6,157.24   |
| 08 OCT | BENDIGO BANK<br>DIGGER GOLF FEES                                   |          | 100.00    | 6,257.24   |
| 08 OCT | EXPRESS DEP 83919814   |          | 22,147.40 | 28,404.64  |
| 08 OCT | INTERNET WITHDRAWAL 08OCT 17:13<br>MGGC Subs refund                | 274.95   |           | 28,129.69  |
| 09 OCT | INTERNET WITHDRAWAL 09OCT 09:44<br>MGGC WAGES                      | 792.54   |           | 27,337.15  |
| 09 OCT | INTERNET WITHDRAWAL 09OCT 09:44<br>MGGC WAGES                      | 189.40   |           | 27,147.75  |
| 09 OCT | INTERNET WITHDRAWAL 09OCT 09:44<br>MGGC WAGES                      | 1,095.31 |           | 26,052.44  |
| 09 OCT | INTERNET WITHDRAWAL 09OCT 09:44<br>MGGC WAGES                      | 650.71   |           | 25,401.73  |
| 09 OCT | INTERNET WITHDRAWAL 09OCT 09:44<br>MGGC WAGES                      | 792.54   |           | 24,609.19  |
| 09 OCT | INTERNET WITHDRAWAL 09OCT 09:44<br>MGGC WAGES                      | 85.95    |           | 24,523.24  |
| 09 OCT | INTERNET WITHDRAWAL 09OCT 09:44<br>MGGC WAGES                      | 45.55    |           | 24,477.69  |
| 09 OCT | INTERNET WITHDRAWAL 09OCT 09:44<br>MGGC WAGES                      | 44.87    |           | 24,432.82  |
| 10 OCT | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC                         |          | 450.30    | 24,883.12  |
| 11 OCT | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC                         |          | 297.00    | 25,180.12  |
| 11 OCT | ROSS ANDERSON<br>Rand009 subs                                      |          | 110.00    | 25,290.12  |
| 11 OCT | DAVIS GOLF<br>Davis golf   |          | 733.76    | 26,023.88  |
| 11 OCT | INTERNET WITHDRAWAL 11OCT 10:13<br>Extra payment                   | 1,000.00 |           | 25,023.88  |
|        | <i>SUB TOTAL CARRIED FORWARD TO NEXT PAGE</i>                      |          |           | 25,023.88  |

**Account Number** 048872440  
**Statement Period** 01/10/2018 to 31/10/2018  
**Statement No.** 741(page 5 of 12)

**Transaction Details continued**

| Date   | Transaction Description  | Debit      | Credit | Balance \$ |
|--------|--|------------|--------|------------|
|        | <i>SUB TOTAL CARRIED FORWARD FROM PREVIOUS PAGE</i>              |            |        | 25,023.88  |
| 11 OCT | INTERNET WITHDRAWAL 11OCT 10:25<br>5875                          | 355.00 ✓   |        | 24,668.88  |
| 11 OCT | INTERNET WITHDRAWAL 11OCT 10:25<br>03938405                      | 609.55 ✓   |        | 24,059.33  |
| 11 OCT | INTERNET WITHDRAWAL 11OCT 10:25<br>11526 11579                   | 185.71 ✓   |        | 23,873.62  |
| 11 OCT | INTERNET WITHDRAWAL 11OCT 10:25<br>325174                        | 288.03 ✓   |        | 23,585.59  |
| 11 OCT | INTERNET WITHDRAWAL 11OCT 10:25<br>345                           | 188.00 ✓   |        | 23,397.59  |
| 11 OCT | INTERNET WITHDRAWAL 11OCT 10:25<br>14175 14155                   | 314.50 ✓   |        | 23,083.09  |
| 11 OCT | INTERNET WITHDRAWAL 11OCT 10:25<br>1300345                       | 141.89 ✓   |        | 22,941.20  |
| 11 OCT | TFR WDL BPAY INTERNET 11OCT 10:25<br>TO SENSIS PTY LTD 213532991 | 30.91 ✓    |        | 22,910.29  |
| 11 OCT | INTERNET WITHDRAWAL 11OCT 10:25<br>778 8857                      | 400.00 ✓   |        | 22,510.29  |
| 11 OCT | INTERNET WITHDRAWAL 11OCT 10:25<br>1030                          | 2,860.00 ✓ |        | 19,650.29  |
| 11 OCT | INTERNET WITHDRAWAL 11OCT 10:25<br>50033427                      | 355.52 ✓   |        | 19,294.77  |
| 11 OCT | INTERNET WITHDRAWAL 11OCT 10:25<br>13563-114                     | 15.70 ✓    |        | 19,279.07  |
| 11 OCT | INTERNET WITHDRAWAL 11OCT 10:25<br>10134931                      | 200.70 ✓   |        | 19,078.37  |
| 11 OCT | INTERNET WITHDRAWAL 11OCT 10:25<br>MGCGOL01                      | 453.00 ✓   |        | 18,625.37  |
| 11 OCT | INTERNET WITHDRAWAL 11OCT 10:25<br>28477                         | 180.92 ✓   |        | 18,444.45  |
| 11 OCT | INTERNET WITHDRAWAL 11OCT 10:25<br>5277                          | 291.86 ✓   |        | 18,152.59  |
| 11 OCT | INTERNET WITHDRAWAL 11OCT 11:11<br>Extra payment                 | 300.00 ✓   |        | 17,852.59  |
| 11 OCT | INTERNET WITHDRAWAL 11OCT 11:14<br>1348244                       | 268.33 ✓   |        | 17,584.26  |
| 12 OCT | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC                       |            | 418.20 | 18,002.46  |
| 12 OCT | INV 32013 MWJ<br>MWJ PTY LTD                                     |            | 250.00 | 18,252.46  |
| 13 OCT | INTERNET DEPOSIT 13OCT 11:29<br>SUSAN DOWNES, Oct fees           |            | 100.00 | 18,352.46  |
|        | <i>SUB TOTAL CARRIED FORWARD TO NEXT PAGE</i>                    |            |        | 18,352.46  |



**Transaction Details continued**

| Date   | Transaction Description  | Debit      | Credit  | Balance \$ |
|--------|--|------------|---------|------------|
|        | <i>SUB TOTAL CARRIED FORWARD FROM PREVIOUS PAGE</i>                |            |         | 18,352.46  |
| 13 OCT | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC                         |            | 440.40  | 18,792.86  |
| 15 OCT | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC<br>EFFECTIVE DATE 14OCT |            | 135.91  | 18,928.77  |
| 15 OCT | BBO REF54981063<br>Subscriptions                                   |            | 91.65 ✓ | 19,020.42  |
| 15 OCT | MULTIPLE PAYMENT FEE   | 0.25 ✓     |         | 19,020.17  |
| 15 OCT | Golf Australia<br>118609174  | 100.20 ✓   |         | 18,919.97  |
| 15 OCT | ST.GEORGE BANK-C<br>835004848 -49263                               | 812.13 ✓   |         | 18,107.84  |
| 15 OCT | ST.GEORGE BANK-C<br>835005009 -49274                               | 1,080.69 ✓ |         | 17,027.15  |
| 16 OCT | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC                         |            | 656.25  | 17,683.40  |
| 16 OCT | JENIFER HEADLAM<br>Rab Ladies Sponsor                              |            | 100.00  | 17,783.40  |
| 16 OCT | INTERNET WITHDRAWAL 16OCT 09:41<br>MGGC WAGES                      | 792.54     |         | 16,990.86  |
| 16 OCT | INTERNET WITHDRAWAL 16OCT 09:41<br>MGGC WAGES                      | 42.82      |         | 16,948.04  |
| 16 OCT | INTERNET WITHDRAWAL 16OCT 09:41<br>MGGC WAGES                      | 189.40     |         | 16,758.64  |
| 16 OCT | INTERNET WITHDRAWAL 16OCT 09:41<br>MGGC WAGES                      | 1,095.31   |         | 15,663.33  |
| 16 OCT | INTERNET WITHDRAWAL 16OCT 09:41<br>MGGC WAGES                      | 798.51     |         | 14,864.82  |
| 16 OCT | INTERNET WITHDRAWAL 16OCT 09:41<br>MGGC WAGES                      | 792.54     |         | 14,072.28  |
| 16 OCT | INTERNET WITHDRAWAL 16OCT 09:41<br>MGGC WAGES                      | 66.49      |         | 14,005.79  |
| 16 OCT | INTERNET WITHDRAWAL 16OCT 09:41<br>MGGC WAGES                      | 252.80     |         | 13,752.99  |
| 16 OCT | INTERNET WITHDRAWAL 16OCT 09:41<br>MGGC WAGES                      | 72.31      |         | 13,680.68  |
| 16 OCT | MT GAMBIER GC<br>SubsWSES  | 91.65      |         | 13,589.03  |
| 17 OCT | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC                         |            | 122.00  | 13,711.03  |
| 17 OCT | CHEMCERT TRAININ<br>CHEMCERT TRAINING                              |            | 150.00  | 13,861.03  |
|        | <i>SUB TOTAL CARRIED FORWARD TO NEXT PAGE</i>                      |            |         | 13,861.03  |

Account Number 048872440  
 Statement Period 01/10/2018 to 31/10/2018  
 Statement No. 741(page 7 of 12)

## Transaction Details continued

| Date   | Transaction Description  | Debit      | Credit | Balance \$ |
|--------|--|------------|--------|------------|
|        | <i>SUB TOTAL CARRIED FORWARD FROM PREVIOUS PAGE</i>                |            |        | 13,861.03  |
| 18 OCT | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC                         |            | 748.20 | 14,609.23  |
| 18 OCT | INTERNET WITHDRAWAL 18OCT 11:25<br>64                              | 136.00 ✓   |        | 14,473.23  |
| 18 OCT | INTERNET WITHDRAWAL 18OCT 11:25<br>1306 012124                     | 742.50 ✓   |        | 13,730.73  |
| 18 OCT | INTERNET WITHDRAWAL 18OCT 11:25<br>1029 1033                       | 1,006.00 ✓ |        | 12,724.73  |
| 18 OCT | INTERNET WITHDRAWAL 18OCT 11:25<br>347                             | 90.00 ✓    |        | 12,634.73  |
| 18 OCT | TFR WDL BPAY INTERNET18OCT 11:25<br>TO SENSIS PTY LTD 107354718    | 101.02 ✓   |        | 12,533.71  |
| 18 OCT | INTERNET WITHDRAWAL 18OCT 11:25<br>529264                          | 428.79 ✓   |        | 12,104.92  |
| 18 OCT | INTERNET WITHDRAWAL 18OCT 11:25<br>11609                           | 72.19 ✓    |        | 12,032.73  |
| 18 OCT | INTERNET WITHDRAWAL 18OCT 11:25<br>211454                          | 16.50 ✓    |        | 12,016.23  |
| 18 OCT | INTERNET WITHDRAWAL 18OCT 11:25<br>03938405                        | 306.65 ✓   |        | 11,709.58  |
| 18 OCT | TFR WDL BPAY INTERNET18OCT 11:25<br>TO CALTEX 6300244107           | 594.01 ✓   |        | 11,115.57  |
| 18 OCT | TFR WDL BPAY INTERNET18OCT 11:25<br>TO K & S GROUP PTY LTD 8324410 | 1,690.70 ✓ |        | 9,424.87   |
| 18 OCT | INTERNET WITHDRAWAL 18OCT 11:25<br>778 8788                        | 66.00 ✓    |        | 9,358.87   |
| 18 OCT | INTERNET WITHDRAWAL 18OCT 11:25<br>108001 108000                   | 250.00 ✓   |        | 9,108.87   |
| 18 OCT | INTERNET WITHDRAWAL 18OCT 11:25<br>14266                           | 252.82 ✓   |        | 8,856.05   |
| 18 OCT | INTERNET WITHDRAWAL 18OCT 11:25<br>48485                           | 968.50 ✓   |        | 7,887.55   |
| 19 OCT | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC                         |            | 291.30 | 8,178.85   |
| 19 OCT | INTERNET WITHDRAWAL 19OCT 13:24<br>Extra payment                   | 1,000.00 / |        | 7,178.85   |
| 20 OCT | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC                         |            | 797.70 | 7,976.55   |
| 20 OCT | SAFE DEPOSIT FEE (INC GST)<br>ENVELOPE SC003073                    | 5.00 /     |        | 7,971.55   |
|        | <i>SUB TOTAL CARRIED FORWARD TO NEXT PAGE</i>                      |            |        | 7,971.55   |

**Transaction Details continued**

| Date   | Transaction Description  | Debit    | Credit    | Balance \$ |
|--------|--|----------|-----------|------------|
|        | <i>SUB TOTAL CARRIED FORWARD FROM PREVIOUS PAGE</i>                        |          |           | 7,971.55   |
| 22 OCT | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC<br>EFFECTIVE DATE 21OCT         |          | 30.50     | 8,002.05   |
| 22 OCT | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC                                 |          | 40.00     | 8,042.05   |
| 22 OCT | DAVIS GOLF<br>Davis golf   |          | 1,046.32  | 9,088.37   |
| 23 OCT | INTERNET WITHDRAWAL 23OCT 10:41<br>MGGC WAGES                              | 792.54   |           | 8,295.83   |
| 23 OCT | INTERNET WITHDRAWAL 23OCT 10:41<br>MGGC WAGES                              | 43.80    |           | 8,252.03   |
| 23 OCT | INTERNET WITHDRAWAL 23OCT 10:41<br>MGGC WAGES                              | 43.51    |           | 8,208.52   |
| 23 OCT | INTERNET WITHDRAWAL 23OCT 10:41<br>MGGC WAGES                              | 189.40   |           | 8,019.12   |
| 23 OCT | INTERNET WITHDRAWAL 23OCT 10:41<br>MGGC WAES                               | 1,095.31 |           | 6,923.81   |
| 23 OCT | INTERNET WITHDRAWAL 23OCT 10:41<br>MGGC WAGES                              | 105.25   |           | 6,818.56   |
| 23 OCT | INTERNET WITHDRAWAL 23OCT 10:41<br>MGGC WAGES                              | 804.88   |           | 6,013.68   |
| 23 OCT | INTERNET WITHDRAWAL 23OCT 10:41<br>MGGC WAGES                              | 792.54   |           | 5,221.14   |
| 23 OCT | INTERNET WITHDRAWAL 23OCT 10:41<br>MGGC WAGES                              | 66.23    |           | 5,154.91   |
| 23 OCT | INTERNET WITHDRAWAL 23OCT 10:41<br>MGGC WAGES                              | 259.12   |           | 4,895.79   |
| 23 OCT | INTERNET WITHDRAWAL 23OCT 10:41<br>MGGC WAGES                              | 73.02    |           | 4,822.77   |
| 23 OCT | TFR WDL BPAY INTERNET23OCT 10:44<br>TO TAX OFFICE PAYMENTS 799511674556660 | 2,869.00 | /         | 1,953.77   |
| 24 OCT | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC                                 |          | 442.50    | 2,396.27   |
| 24 OCT | MCKECHNIE ME<br>Betty McKechnie  |          | 30.00     | 2,426.27   |
| 24 OCT | INTERNET WITHDRAWAL 24OCT 12:22<br>Extra payment                           | 200.00   | /         | 2,226.27   |
| 25 OCT | INTERNET DEPOSIT 25OCT 09:16<br>Top up                                     |          | 10,000.00 | 12,226.27  |
| 25 OCT | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC                                 |          | 787.35    | 13,013.62  |
| 25 OCT | GOLF SA<br>GOLF SA   |          | 2,552.90  | 15,566.52  |
|        | <i>SUB TOTAL CARRIED FORWARD TO NEXT PAGE</i>                              |          |           | 15,566.52  |



Account Number 048872440  
 Statement Period 01/10/2018 to 31/10/2018  
 Statement No. 741(page 9 of 12)

**Transaction Details continued**

| Date   | Transaction Description  | Debit      | Credit | Balance \$ |
|--------|--|------------|--------|------------|
|        | <i>SUB TOTAL CARRIED FORWARD FROM PREVIOUS PAGE</i>                          |            |        | 15,566.52  |
| 25 OCT | INTERNET WITHDRAWAL 25OCT 09:34<br>03938405                                  | 711.75 ✓   |        | 14,854.77  |
| 25 OCT | INTERNET WITHDRAWAL 25OCT 09:34<br>MGCGOL01                                  | 204.50 ✓   |        | 14,650.27  |
| 25 OCT | INTERNET WITHDRAWAL 25OCT 09:34<br>MTGAGC                                    | 631.13 ✓   |        | 14,019.14  |
| 25 OCT | TFR WDL BPAY INTERNET25OCT 09:34<br>TO AGL STH AUST P/L 70493415359404949709 | 2,794.11 ✓ |        | 11,225.03  |
| 25 OCT | TFR WDL BPAY INTERNET25OCT 09:34<br>TO AGL STH AUST P/L 70493406029404949754 | 216.38 ✓   |        | 11,008.65  |
| 25 OCT | TFR WDL BPAY INTERNET25OCT 09:34<br>TO AGL STH AUST P/L 70494031609404961401 | 268.36 ✓   |        | 10,740.29  |
| 25 OCT | INTERNET WITHDRAWAL 25OCT 09:34<br>3883                                      | 238.39 ✓   |        | 10,501.90  |
| 25 OCT | INTERNET WITHDRAWAL 25OCT 09:34<br>1348244                                   | 593.88 ✓   |        | 9,908.02   |
| 25 OCT | INTERNET WITHDRAWAL 25OCT 09:34<br>R016235                                   | 251.10 ✓   |        | 9,656.92   |
| 25 OCT | INTERNET WITHDRAWAL 25OCT 09:34<br>MOUNTG01                                  | 274.57 ✓   |        | 9,382.35   |
| 25 OCT | INTERNET WITHDRAWAL 25OCT 09:34<br>5316                                      | 145.93 ✓   |        | 9,236.42   |
| 25 OCT | INTERNET WITHDRAWAL 25OCT 09:34<br>1306                                      | 940.50 ✓   |        | 8,295.92   |
| 25 OCT | TFR WDL BPAY INTERNET25OCT 09:34<br>TO TELSTRA BILL PAYMENT72913313107       | 121.91 ✓   |        | 8,174.01   |
| 25 OCT | TFR WDL BPAY INTERNET25OCT 09:34<br>TO TELSTRA BILL PAYMENT47974301007       | 396.37 ✓   |        | 7,777.64   |
| 25 OCT | TFR WDL BPAY INTERNET25OCT 09:34<br>TO TELSTRA MOBILE 2322156452             | 305.98 ✓   |        | 7,471.66   |
| 25 OCT | INTERNET WITHDRAWAL 25OCT 09:34<br>152550                                    | 41.65 ✓    |        | 7,430.01   |
| 25 OCT | INTERNET WITHDRAWAL 25OCT 09:34<br>854662                                    | 2,241.27 ✓ |        | 5,188.74   |
| 25 OCT | INTERNET WITHDRAWAL 25OCT 09:34<br>63886-01                                  | 930.05 ✓   |        | 4,258.69   |
| 25 OCT | INTERNET WITHDRAWAL 25OCT 09:34<br>Mt G Golf                                 | 149.79 ✓   |        | 4,108.90   |
| 25 OCT | INTERNET WITHDRAWAL 25OCT 09:34<br>11621 11692                               | 299.00 ✓   |        | 3,809.90   |
| 25 OCT | INTERNET WITHDRAWAL 25OCT 17:19<br>Extra payment                             | 500.00 ✓   |        | 3,309.90   |
|        | <i>SUB TOTAL CARRIED FORWARD TO NEXT PAGE</i>                                |            |        | 3,309.90   |

*Madev.*

*631.13*

*c/c.*

**Transaction Details continued**

| Date   | Transaction Description                             | Debit    | Credit    | Balance \$ |
|--------|---|----------|-----------|------------|
|        | <i>SUB TOTAL CARRIED FORWARD FROM PREVIOUS PAGE</i> |          |           | 3,309.90   |
| 26 OCT | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC          |          | 1,799.50  | 5,109.40   |
| 27 OCT | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC          |          | 361.80    | 5,471.20   |
| 29 OCT | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC          |          | 22.00     | 5,493.20   |
|        | EFFECTIVE DATE 28OCT                                |          |           |            |
| 29 OCT | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC          |          | 210.00    | 5,703.20   |
| 29 OCT | EXPRESS DEP 83919813                                |          | 20,258.25 | 25,961.45  |
| 29 OCT | ST.GEORGE BANK-C<br>93392510 -39613                 | 343.63   |           | 25,617.82  |
| 29 OCT | CC AUTO PAYMENT<br>4564942200126947                 | 1,166.75 |           | 24,451.07  |
| 30 OCT | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC          |          | 436.67    | 24,887.74  |
| 30 OCT | DAVIS GOLF<br>Davis golf                            |          | 1,061.36  | 25,949.10  |
| 30 OCT | Zambrero MTG<br>invoice 28005                       |          | 1,570.00  | 27,519.10  |
| 30 OCT | INTERNET WITHDRAWAL 30OCT 11:01<br>MGGC WAGES       | 792.54   |           | 26,726.56  |
| 30 OCT | INTERNET WITHDRAWAL 30OCT 11:01<br>MGGC WAGES       | 79.54    |           | 26,647.02  |
| 30 OCT | INTERNET WITHDRAWAL 30OCT 11:01<br>MGGC WAGES       | 29.20    |           | 26,617.82  |
| 30 OCT | INTERNET WITHDRAWAL 30OCT 11:01<br>MGGC WAGES       | 29.20    |           | 26,588.62  |
| 30 OCT | INTERNET WITHDRAWAL 30OCT 11:01<br>MGGC WAGES       | 294.46   |           | 26,294.16  |
| 30 OCT | INTERNET WITHDRAWAL 30OCT 11:01<br>MGGC WAGES       | 1,095.31 |           | 25,198.85  |
| 30 OCT | INTERNET WITHDRAWAL 30OCT 11:01<br>MGGC WAGES       | 197.94   |           | 25,000.91  |
| 30 OCT | INTERNET WITHDRAWAL 30OCT 11:01<br>MGGC WAGES       | 762.59   |           | 24,238.32  |
| 30 OCT | INTERNET WITHDRAWAL 30OCT 11:01<br>MGGC WAGES       | 792.54   |           | 23,445.78  |
| 30 OCT | INTERNET WITHDRAWAL 30OCT 11:01<br>MGGC WAGES       | 165.08   |           | 23,280.70  |
| 30 OCT | INTERNET WITHDRAWAL 30OCT 11:01<br>MGGC WAGES       | 246.48   |           | 23,034.22  |
|        | <i>SUB TOTAL CARRIED FORWARD TO NEXT PAGE</i>       |          |           | 23,034.22  |

**Account Number** 048872440  
**Statement Period** 01/10/2018 to 31/10/2018  
**Statement No.** 741(page 11 of 12)

**Transaction Details continued**

| Date   | Transaction Description                             | Debit    | Credit | Balance \$ |
|--------|---|----------|--------|------------|
|        | <i>SUB TOTAL CARRIED FORWARD FROM PREVIOUS PAGE</i> |          |        | 23,034.22  |
| 30 OCT | INTERNET WITHDRAWAL 30OCT 11:01<br>MGGC WAGES       | 114.70   |        | 22,919.52  |
| 31 OCT | EFT SETTLEMENT<br>MT GAMBIER GOLF CLUB INC          |          | 244.00 | 23,163.52  |
| 31 OCT | M E MCKECHNIE<br>Betty McKechnie                    |          | 40.00  | 23,203.52  |
| 31 OCT | GROUP TRAINING E<br>GRP TRAINING EMP                |          | 250.00 | 23,453.52  |
| 31 OCT | CREDIT INTEREST                                     |          | 0.09   | 23,453.61  |
| 31 OCT | MULTIPLE PAYMENT FEE                                | 2.50     |        | 23,451.11  |
| 31 OCT | MICROPOWER PTY L<br>MPINVOCTMOUNGA                  | 1,193.10 |        | 22,258.01  |
| 31 OCT | BBO REF55213733<br>Creditors                        | 2,513.39 |        | 19,744.62  |
| 31 OCT | <i>CLOSING BALANCE</i>                              |          |        | 19,744.62  |

**Interest Details**

|               | Credit Interest | Debit Interest |
|---------------|-----------------|----------------|
| Year to Date  | \$0.66          | \$94.56        |
| Previous Year | \$1.31          | \$96.92        |

**Information**

- Please check all entries on this statement and inform the Bank promptly of any error or unauthorised transaction.
- If your card is lost or stolen, please call us immediately on 1800 028 208.
- This statement should be retained for taxation purposes.
- When enquiring about the "termination value" of your account, you can visit your nearest branch or "talk to us" on 1300 360 374 and say "existing account".
- To contact us to make suggestions, compliments or find out more about our products and services, please call the customer enquiries number on this statement. This service may also be used to address and resolve complaints.

# Transaction History Report

Please advise any error or unauthorised transaction promptly to the bank

**Account name** THE MOUNT GAMBIER GOLF CLUB INC  
**Account number** 002 0048 872 440  
**BSB** 105-002  
**Currency** AUD  
**Opening balance** 19,744.62CR  
**Transaction period from** 01/11/2018 to 26/11/2018

| Date       | Description   | Serial number | Debit    | Credit    | Balance     |
|------------|---|---------------|----------|-----------|-------------|
| 01/11/2018 | KLINTBERG ROBERT                                      |               |          | 82.10     | 19,826.72CR |
| 01/11/2018 | J W SHIRLEY & Y<br>Subs J & Y Shirley                 |               |          | 150.00    | 19,976.72CR |
| 01/11/2018 | b and d norman<br>b340 d597 norman                    |               |          | 157.50    | 20,134.22CR |
| 01/11/2018 | CBA<br>Armstrongs                                     |               |          | 2,021.00  | 22,155.22CR |
| 01/11/2018 | EFT SETTLEMENT 01NOV17:58<br>MT GAMBIER GOLF CLUB INC |               |          | 2,082.85  | 24,238.07CR |
| 01/11/2018 | BENDIGO BANK<br>PENOLA GOLF CLUB I                    |               |          | 2,200.00  | 26,438.07CR |
| 01/11/2018 | BBO REF55211740<br>Subscriptions                      |               |          | 4,827.39  | 31,265.46CR |
| 01/11/2018 | MULTIPLE PAYMENT FEE                                  |               | 13.50    |           | 31,251.96CR |
| 01/11/2018 | INTERNET WITHDRAWAL 01NOV12:58<br>14519               |               | 46.70    |           | 31,205.26CR |
| 01/11/2018 | INTERNET WITHDRAWAL 01NOV12:58<br>326215              |               | 62.56    |           | 31,142.70CR |
| 01/11/2018 | INTERNET WITHDRAWAL 01NOV12:58<br>50105999            |               | 78.22    |           | 31,064.48CR |
| 01/11/2018 | INTERNET WITHDRAWAL 01NOV12:58<br>MCGGOL01            |               | 128.80   |           | 30,935.68CR |
| 01/11/2018 | INTERNET WITHDRAWAL 01NOV12:58<br>348                 |               | 176.35   |           | 30,759.33CR |
| 01/11/2018 | INTERNET WITHDRAWAL 01NOV12:47<br>Extra payment       |               | 200.00   |           | 30,559.33CR |
| 01/11/2018 | BANKSA CARD SVCS.<br>02456176FEE0004434               |               | 217.28   |           | 30,342.05CR |
| 01/11/2018 | INTERNET WITHDRAWAL 01NOV12:58<br>03938405            |               | 244.10   |           | 30,097.95CR |
| 01/11/2018 | INTERNET WITHDRAWAL 01NOV12:58<br>11750 11721         |               | 262.15   |           | 29,835.80CR |
|            | SUB TOTALS CARRIED FORWARD TO NEXT PAGE               |               | 1,429.66 | 11,520.84 | 29,835.80CR |

## Transaction History Report

Please advise any error or unauthorised transaction promptly to the bank

Account name THE MOUNT GAMBIER GOLF CLUB INC  
 Account number 002 0048 872 440  
 BSB 105-002  
 Currency AUD  
 Transaction period from 01/11/2018 to 26/11/2018

| Date       | Description  | Serial number | Debit    | Credit    | Balance     |
|------------|--|---------------|----------|-----------|-------------|
|            | SUB TOTALS CARRIED FORWARD FROM PREVIOUS PAGE                          |               | 1,429.66 | 11,520.84 | 29,835.80CR |
| 01/11/2018 | INTERNET WITHDRAWAL 01NOV12:58<br>6863                                 |               | 295.42   |           | 29,540.38CR |
| 01/11/2018 | INTERNET WITHDRAWAL 01NOV13:20<br>102474137                            |               | 529.71   |           | 29,010.67CR |
| 01/11/2018 | TFR WDL BPAY INTERNET 01NOV13:20<br>1010011523832 CFS FIRSTCHOICE PS-E |               | 541.62   |           | 28,469.05CR |
| 01/11/2018 | INTERNET WITHDRAWAL 01NOV12:58<br>1348244                              |               | 699.13   |           | 27,769.92CR |
| 01/11/2018 | TFR WDL BPAY INTERNET 01NOV13:20<br>10020445725 REST Industry Super    |               | 699.79   |           | 27,070.13CR |
| 01/11/2018 | INTERNET WITHDRAWAL 01NOV12:58<br>1306                                 |               | 1,981.38 |           | 25,088.75CR |
| 02/11/2018 | ELLIOTT WAYNE R<br>EliW00128   |               |          | 75.00     | 25,163.75CR |
| 02/11/2018 | BALLINTYNE A TRALIA LTD<br>A BALLINTYNE                                |               |          | 90.63     | 25,254.38CR |
| 02/11/2018 | JASON CHARLES CL<br>ClemJ77  |               |          | 113.50    | 25,367.88CR |
| 02/11/2018 | EFT SETTLEMENT 02NOV17:58<br>MT GAMBIER GOLF CLUB INC                  |               |          | 542.00    | 25,909.88CR |
| 02/11/2018 | BBO REF55211891<br>Subscriptions                                       |               |          | 1,122.75  | 27,032.63CR |
| 02/11/2018 | MULTIPLE PAYMENT FEE   |               | 3.25     |           | 27,029.38CR |
| 02/11/2018 | MT GAMBIER GC SALS<br>SubsHOLLT1                                       |               | 91.65    |           | 26,937.73CR |
| 02/11/2018 | MT GAMBIER GC SALS<br>SubsWISES  |               | 183.30   |           | 26,754.43CR |
| 03/11/2018 | EFT SETTLEMENT 03NOV17:58<br>MT GAMBIER GOLF CLUB INC                  |               |          | 511.00    | 27,265.43CR |
| 05/11/2018 | BENDIGO BANK<br>HODGJ00215   |               |          | 94.59     | 27,360.02CR |
|            | SUB TOTALS CARRIED FORWARD TO NEXT PAGE                                |               | 6,454.91 | 14,070.31 | 27,360.02CR |



# Transaction History Report

Please advise any error or unauthorised transaction promptly to the bank

**Account name** THE MOUNT GAMBIER GOLF CLUB INC  
**Account number** 002 0048 872 440  
**BSB** 105-002  
**Currency** AUD  
**Transaction period from** 01/11/2018 to 26/11/2018

| Date       | Description   | Serial number | Debit     | Credit    | Balance     |
|------------|---|---------------|-----------|-----------|-------------|
|            | SUB TOTALS CARRIED FORWARD FROM PREVIOUS PAGE         |               | 6,454.91  | 14,070.31 | 27,360.02CR |
| 05/11/2018 | EFT SETTLEMENT 04NOV20:29<br>MT GAMBIER GOLF CLUB INC |               |           | 515.50    | 27,875.52CR |
| 05/11/2018 | ANZ ASSET FIN<br>1355854 86992                        |               | 985.39    |           | 26,890.13CR |
| 06/11/2018 | EFT SETTLEMENT 06NOV17:58<br>MT GAMBIER GOLF CLUB INC |               |           | 23.60     | 26,913.73CR |
| 06/11/2018 | BENDIGO BANK<br>DIGGER GOLF FEES                      |               |           | 100.00    | 27,013.73CR |
| 06/11/2018 | INTERNET WITHDRAWAL 06NOV10:54<br>MGGC WAGES          |               | 35.79     |           | 26,977.94CR |
| 06/11/2018 | INTERNET WITHDRAWAL 06NOV10:54<br>MGGC WAGES          |               | 38.25     |           | 26,939.69CR |
| 06/11/2018 | INTERNET WITHDRAWAL 06NOV10:54<br>MGGC WAGES          |               | 58.90     |           | 26,880.79CR |
| 06/11/2018 | INTERNET WITHDRAWAL 06NOV10:54<br>MGGC WAGES          |               | 189.40    |           | 26,691.39CR |
| 06/11/2018 | INTERNET WITHDRAWAL 06NOV10:54<br>MGGC WAGES          |               | 227.52    |           | 26,463.87CR |
| 06/11/2018 | INTERNET WITHDRAWAL 06NOV10:54<br>MGGC WAGES          |               | 554.64    |           | 25,909.23CR |
| 06/11/2018 | INTERNET WITHDRAWAL 06NOV10:54<br>MGGC WAGES          |               | 792.54    |           | 25,116.69CR |
| 06/11/2018 | INTERNET WITHDRAWAL 06NOV10:54<br>MGGC WAGES          |               | 792.54    |           | 24,324.15CR |
| 06/11/2018 | INTERNET WITHDRAWAL 06NOV10:54<br>MGGC WAGES          |               | 878.61    |           | 23,445.54CR |
| 06/11/2018 | INTERNET WITHDRAWAL 06NOV10:54<br>MGGC WAGES          |               | 1,095.31  |           | 22,350.23CR |
| 07/11/2018 | EFT SETTLEMENT 07NOV20:28<br>MT GAMBIER GOLF CLUB INC |               |           | 193.00    | 22,543.23CR |
|            | SUB TOTALS CARRIED FORWARD TO NEXT PAGE               |               | 12,103.80 | 14,902.41 | 22,543.23CR |

# Transaction History Report

Please advise any error or unauthorised transaction promptly to the bank

**Account name** THE MOUNT GAMBIER GOLF CLUB INC  
**Account number** 002 0048 872 440  
**BSB** 105-002  
**Currency** AUD  
**Transaction period from** 01/11/2018 to 26/11/2018

| Date       | Description  | Serial number | Debit     | Credit    | Balance     |
|------------|--|---------------|-----------|-----------|-------------|
|            | SUB TOTALS CARRIED FORWARD FROM PREVIOUS PAGE                |               | 12,103.80 | 14,902.41 | 22,543.23CR |
| 07/11/2018 | DE LAGE LANDEN<br>155-0139310-004                            |               | 831.01    |           | 21,712.22CR |
| 08/11/2018 | ROSS ANDERSON<br>Rand009 subs                                |               |           | 110.00    | 21,822.22CR |
| 08/11/2018 | EFT SETTLEMENT 08NOV17:58<br>MT GAMBIER GOLF CLUB INC        |               |           | 665.40    | 22,487.62CR |
| 08/11/2018 | TFR WDL BPAY INTERNET 08NOV10:06<br>213532991 SENSIS PTY LTD |               | 32.42     |           | 22,455.20CR |
| 08/11/2018 | INTERNET WITHDRAWAL 08NOV10:06<br>5858                       |               | 42.00     |           | 22,413.20CR |
| 08/11/2018 | INTERNET WITHDRAWAL 08NOV10:06<br>MGGC                       |               | 43.87     |           | 22,369.33CR |
| 08/11/2018 | INTERNET WITHDRAWAL 08NOV10:06<br>778-8911                   |               | 100.00    |           | 22,269.33CR |
| 08/11/2018 | INTERNET WITHDRAWAL 08NOV10:06<br>11788                      |               | 103.43    |           | 22,165.90CR |
| 08/11/2018 | INTERNET WITHDRAWAL 08NOV10:06<br>9591                       |               | 133.05    |           | 22,032.85CR |
| 08/11/2018 | INTERNET WITHDRAWAL 08NOV10:06<br>14673                      |               | 142.60    |           | 21,890.25CR |
| 08/11/2018 | INTERNET WITHDRAWAL 08NOV10:06<br>349                        |               | 150.00    |           | 21,740.25CR |
| 08/11/2018 | INTERNET WITHDRAWAL 08NOV10:06<br>03938405                   |               | 181.50    |           | 21,558.75CR |
| 08/11/2018 | INTERNET WITHDRAWAL 08NOV10:06<br>MGGGOL01                   |               | 232.30    |           | 21,326.45CR |
| 08/11/2018 | INTERNET WITHDRAWAL 08NOV10:06<br>5024999                    |               | 284.42    |           | 21,042.03CR |
| 08/11/2018 | INTERNET WITHDRAWAL 08NOV09:55<br>Extra payment              |               | 300.00    |           | 20,742.03CR |
|            | SUB TOTALS CARRIED FORWARD TO NEXT PAGE                      |               | 14,680.40 | 15,677.81 | 20,742.03CR |

# Transaction History Report

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Account name THE MOUNT GAMBIER GOLF CLUB INC  
 Account number 002 0048 872 440  
 BSB 105-002  
 Currency AUD  
 Transaction period from 01/11/2018 to 26/11/2018

| Date       | Description   | Serial number | Debit     | Credit    | Balance     |
|------------|---|---------------|-----------|-----------|-------------|
|            | SUB TOTALS CARRIED FORWARD FROM PREVIOUS PAGE           |               | 14,680.40 | 15,677.81 | 20,742.03CR |
| 08/11/2018 | INTERNET WITHDRAWAL 08NOV10:06<br>172185                |               | 507.21    |           | 20,234.82CR |
| 08/11/2018 | INTERNET WITHDRAWAL 08NOV10:06<br>01391410              |               | 790.70    |           | 19,444.12CR |
| 08/11/2018 | TFR WDL BPAY INTERNET 08NOV10:06<br>3870609093 SA WATER |               | 1,042.80  |           | 18,401.32CR |
| 08/11/2018 | INTERNET WITHDRAWAL 08NOV09:54<br>Extra payment         |               | 1,500.00  |           | 16,901.32CR |
| 08/11/2018 | INTERNET WITHDRAWAL 08NOV10:06<br>1041                  |               | 4,845.44  |           | 12,055.88CR |
| 09/11/2018 | EFT SETTLEMENT 09NOV20:29<br>MT GAMBIER GOLF CLUB INC   |               |           | 262.30    | 12,318.18CR |
| 12/11/2018 | EFT SETTLEMENT 11NOV20:28<br>MT GAMBIER GOLF CLUB INC   |               |           | 317.40    | 12,635.58CR |
| 12/11/2018 | EFT SETTLEMENT 12NOV17:58<br>MT GAMBIER GOLF CLUB INC   |               |           | 605.00    | 13,240.58CR |
| 12/11/2018 | EFT SETTLEMENT 10NOV17:58<br>MT GAMBIER GOLF CLUB INC   |               |           | 658.00    | 13,898.58CR |
| 12/11/2018 | INTERNET WITHDRAWAL 12NOV13:48<br>MGGC                  |               | 120.00    |           | 13,778.58CR |
| 13/11/2018 | INTERNET DEPOSIT 13NOV07:57<br>SUSAN DOWNES             |               |           | 100.00    | 13,878.58CR |
| 13/11/2018 | EFT SETTLEMENT 13NOV17:58<br>MT GAMBIER GOLF CLUB INC   |               |           | 470.00    | 14,348.58CR |
| 13/11/2018 | INTERNET WITHDRAWAL 13NOV09:55<br>MGGC WAGES            |               | 37.52     |           | 14,311.06CR |
| 13/11/2018 | INTERNET WITHDRAWAL 13NOV09:55<br>MGGC WAGES            |               | 64.46     |           | 14,246.60CR |
| 13/11/2018 | INTERNET WITHDRAWAL 13NOV09:55<br>MGGC WAGES            |               | 89.48     |           | 14,157.12CR |
|            | SUB TOTALS CARRIED FORWARD TO NEXT PAGE                 |               | 23,678.01 | 18,090.51 | 14,157.12CR |

# Transaction History Report

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Account name THE MOUNT GAMBIER GOLF CLUB INC  
 Account number 002 0048 872 440  
 BSB 105-002  
 Currency AUD  
 Transaction period from 01/11/2018 to 26/11/2018

| Date       | Description   | Serial number | Debit     | Credit    | Balance     |
|------------|---|---------------|-----------|-----------|-------------|
|            | SUB TOTALS CARRIED FORWARD FROM PREVIOUS PAGE         |               | 23,678.01 | 18,090.51 | 14,157.12CR |
| 13/11/2018 | INTERNET WITHDRAWAL 13NOV09:55<br>MGGC WAGES          |               | 96.36     |           | 14,060.76CR |
| 13/11/2018 | INTERNET WITHDRAWAL 13NOV09:55<br>MGGC WAGES          |               | 120.71    |           | 13,940.05CR |
| 13/11/2018 | INTERNET WITHDRAWAL 13NOV09:55<br>MGGC WAGES          |               | 131.84    |           | 13,808.21CR |
| 13/11/2018 | INTERNET WITHDRAWAL 13NOV09:55<br>MGGC WAGES          |               | 189.40    |           | 13,618.81CR |
| 13/11/2018 | INTERNET WITHDRAWAL 13NOV09:55<br>MGGC WAGES          |               | 221.20    |           | 13,397.61CR |
| 13/11/2018 | INTERNET WITHDRAWAL 13NOV09:55<br>MGGC WAGES          |               | 484.66    |           | 12,912.95CR |
| 13/11/2018 | INTERNET WITHDRAWAL 13NOV09:55<br>MGGC WAGES          |               | 792.54    |           | 12,120.41CR |
| 13/11/2018 | INTERNET WITHDRAWAL 13NOV09:55<br>MGGC WAGES          |               | 792.54    |           | 11,327.87CR |
| 13/11/2018 | INTERNET WITHDRAWAL 13NOV09:55<br>MGGC WAGES          |               | 838.71    |           | 10,489.16CR |
| 13/11/2018 | INTERNET WITHDRAWAL 13NOV09:55<br>MGGC WAGES          |               | 1,095.31  |           | 9,393.85CR  |
| 14/11/2018 | EFT SETTLEMENT 14NOV20:28<br>MT GAMBIER GOLF CLUB INC |               |           | 335.00    | 9,728.85CR  |
| 14/11/2018 | ST.GEORGE BANK-COMM FIN<br>835004848 -64558           |               | 812.13    |           | 8,916.72CR  |
| 14/11/2018 | ST.GEORGE BANK-COMM FIN<br>835005009 -64569           |               | 1,080.69  |           | 7,836.03CR  |
| 15/11/2018 | EFT SETTLEMENT 15NOV17:58<br>MT GAMBIER GOLF CLUB INC |               |           | 556.90    | 8,392.93CR  |
| 15/11/2018 | IOOF Service Co<br>IOOF Service Co                    |               |           | 2,290.00  | 10,682.93CR |
|            | SUB TOTALS CARRIED FORWARD TO NEXT PAGE               |               | 30,334.10 | 21,272.41 | 10,682.93CR |

# Transaction History Report

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Account name THE MOUNT GAMBIER GOLF CLUB INC  
 Account number 002 0048 872 440  
 BSB 105-002  
 Currency AUD  
 Transaction period from 01/11/2018 to 26/11/2018

| Date       | Description  | Serial number | Debit     | Credit    | Balance     |
|------------|--|---------------|-----------|-----------|-------------|
|            | SUB TOTALS CARRIED FORWARD FROM PREVIOUS PAGE                |               | 30,334.10 | 21,272.41 | 10,682.93CR |
| 15/11/2018 | 83919812,EXPRESS DEP   |               |           | 19,354.00 | 30,036.93CR |
| 15/11/2018 | INTERNET WITHDRAWAL 15NOV13:42<br>17025                      |               | 9.00      |           | 30,027.93CR |
| 15/11/2018 | INTERNET WITHDRAWAL 15NOV13:42<br>13563-116                  |               | 15.70     |           | 30,012.23CR |
| 15/11/2018 | INTERNET WITHDRAWAL 15NOV13:42<br>213265                     |               | 20.89     |           | 29,991.34CR |
| 15/11/2018 | INTERNET WITHDRAWAL 15NOV13:42<br>11810                      |               | 38.00     |           | 29,953.34CR |
| 15/11/2018 | Golf Australia<br>123700400                                  |               | 100.20    |           | 29,853.14CR |
| 15/11/2018 | TFR WDL BPAY INTERNET 15NOV13:43<br>107354718 SENSIS PTY LTD |               | 101.02    |           | 29,752.12CR |
| 15/11/2018 | INTERNET WITHDRAWAL 15NOV13:42<br>1040                       |               | 121.00    |           | 29,631.12CR |
| 15/11/2018 | TFR WDL BPAY INTERNET 15NOV13:43<br>1460104322 ELGAS LIMITED |               | 198.20    |           | 29,432.92CR |
| 15/11/2018 | INTERNET WITHDRAWAL 15NOV13:43<br>326814                     |               | 198.36    |           | 29,234.56CR |
| 15/11/2018 | INTERNET WITHDRAWAL 15NOV13:42<br>529264                     |               | 207.04    |           | 29,027.52CR |
| 15/11/2018 | INTERNET WITHDRAWAL 15NOV13:42<br>10126941                   |               | 234.11    |           | 28,793.41CR |
| 15/11/2018 | INTERNET WITHDRAWAL 15NOV13:42<br>1300345                    |               | 245.20    |           | 28,548.21CR |
| 15/11/2018 | INTERNET WITHDRAWAL 15NOV13:42<br>MGGGOL01                   |               | 306.10    |           | 28,242.11CR |
| 15/11/2018 | INTERNET WITHDRAWAL 15NOV13:42<br>5371                       |               | 437.79    |           | 27,804.32CR |
| 15/11/2018 | INTERNET WITHDRAWAL 15NOV13:42<br>03938405                   |               | 461.50    |           | 27,342.82CR |
|            | SUB TOTALS CARRIED FORWARD TO NEXT PAGE                      |               | 33,028.21 | 40,626.41 | 27,342.82CR |

# Transaction History Report

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Account name THE MOUNT GAMBIER GOLF CLUB INC  
 Account number 002 0048 872 440  
 BSB 105-002  
 Currency AUD  
 Transaction period from 01/11/2018 to 26/11/2018

| Date       | Description   | Serial number | Debit     | Credit    | Balance     |
|------------|---|---------------|-----------|-----------|-------------|
|            | SUB TOTALS CARRIED FORWARD FROM PREVIOUS PAGE                   |               | 33,028.21 | 40,626.41 | 27,342.82CR |
| 15/11/2018 | TFR WDL BPAY INTERNET 15NOV13:43<br>0700369 K & S GROUP PTY LTD |               | 1,607.90  |           | 25,734.92CR |
| 15/11/2018 | INTERNET WITHDRAWAL 15NOV13:42<br>1306                          |               | 1,881.00  |           | 23,853.92CR |
| 15/11/2018 | INTERNET WITHDRAWAL 15NOV13:43<br>BJN5115V-rev                  |               | 2,853.12  |           | 21,000.80CR |
| 15/11/2018 | INTERNET WITHDRAWAL 15NOV13:42<br>MGGC00                        |               | 3,850.00  |           | 17,150.80CR |
| 16/11/2018 | EFT SETTLEMENT 16NOV20:31<br>MT GAMBIER GOLF CLUB INC           |               |           | 479.20    | 17,630.00CR |
| 16/11/2018 | INTERNET WITHDRAWAL 16NOV15:28<br>mtGgolfclub                   |               | 91.69     |           | 17,538.31CR |
| 16/11/2018 | INTERNET WITHDRAWAL 16NOV14:04<br>BJN5126V                      |               | 110.00    |           | 17,428.31CR |
| 16/11/2018 | INTERNET WITHDRAWAL 16NOV13:07<br>Extra payment                 |               | 400.00    |           | 17,028.31CR |
| 16/11/2018 | INTERNET WITHDRAWAL 16NOV13:08<br>Extra payment                 |               | 1,000.00  |           | 16,028.31CR |
| 17/11/2018 | EFT SETTLEMENT 17NOV17:58<br>MT GAMBIER GOLF CLUB INC           |               |           | 1,274.20  | 17,302.51CR |
| 19/11/2018 | EFT SETTLEMENT 19NOV17:58<br>MT GAMBIER GOLF CLUB INC           |               |           | 80.00     | 17,382.51CR |
| 19/11/2018 | EFT SETTLEMENT 18NOV17:58<br>MT GAMBIER GOLF CLUB INC           |               |           | 832.30    | 18,214.81CR |
| 20/11/2018 | EFT SETTLEMENT 20NOV17:58<br>MT GAMBIER GOLF CLUB INC           |               |           | 150.00    | 18,364.81CR |
| 20/11/2018 | WIN SA<br>WINTV   |               |           | 258.10    | 18,622.91CR |
| 20/11/2018 | SAFE DEPOSIT FEE (INC GST)                                      |               | 5.00      |           | 18,617.91CR |
| 20/11/2018 | INTERNET WITHDRAWAL 20NOV10:21<br>MGGC WAGES                    |               | 49.93     |           | 18,567.98CR |
|            | SUB TOTALS CARRIED FORWARD TO NEXT PAGE                         |               | 44,876.85 | 43,700.21 | 18,567.98CR |

# Transaction History Report

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**Account name** THE MOUNT GAMBIER GOLF CLUB INC  
**Account number** 002 0048 872 440  
**BSB** 105-002  
**Currency** AUD  
**Transaction period from** 01/11/2018 to 26/11/2018

| Date       | Description   | Serial number | Debit     | Credit    | Balance     |
|------------|---|---------------|-----------|-----------|-------------|
|            | SUB TOTALS CARRIED FORWARD FROM PREVIOUS PAGE                           |               | 44,876.85 | 43,700.21 | 18,567.98CR |
| 20/11/2018 | INTERNET WITHDRAWAL 20NOV10:21<br>MGGC WAGES                            |               | 49.93     |           | 18,518.05CR |
| 20/11/2018 | INTERNET WITHDRAWAL 20NOV10:21<br>MGGC WAGES                            |               | 212.73    |           | 18,305.32CR |
| 20/11/2018 | INTERNET WITHDRAWAL 20NOV10:21<br>MGGC WAGES                            |               | 214.88    |           | 18,090.44CR |
| 20/11/2018 | INTERNET WITHDRAWAL 20NOV10:21<br>MGGC WAGES                            |               | 215.39    |           | 17,875.05CR |
| 20/11/2018 | INTERNET WITHDRAWAL 20NOV10:21<br>MGGC WAGES                            |               | 352.30    |           | 17,522.75CR |
| 20/11/2018 | INTERNET WITHDRAWAL 20NOV10:21<br>MGGC WAGES                            |               | 792.54    |           | 16,730.21CR |
| 20/11/2018 | INTERNET WITHDRAWAL 20NOV10:21<br>MGGC WAGES                            |               | 792.54    |           | 15,937.67CR |
| 20/11/2018 | INTERNET WITHDRAWAL 20NOV10:21<br>MGGC WAGES                            |               | 823.11    |           | 15,114.56CR |
| 20/11/2018 | INTERNET WITHDRAWAL 20NOV10:21<br>MGGC WAGES                            |               | 1,095.31  |           | 14,019.25CR |
| 20/11/2018 | TFR WDL BPAY INTERNET 20NOV10:35<br>799511674556660 TAX OFFICE PAYMENTS |               | 9,929.00  |           | 4,090.25CR  |
| 21/11/2018 | EFT SETTLEMENT 21NOV20:29<br>MT GAMBIER GOLF CLUB INC                   |               |           | 175.70    | 4,265.95CR  |
| 22/11/2018 | EFT SETTLEMENT 22NOV20:28<br>MT GAMBIER GOLF CLUB INC                   |               |           | 42.90     | 4,308.85CR  |
| 22/11/2018 | INTERNET DEPOSIT 22NOV14:15<br>Top up                                   |               |           | 10,000.00 | 14,308.85CR |
| 22/11/2018 | INTERNET WITHDRAWAL 22NOV11:36<br>327072                                |               | 61.10     |           | 14,247.75CR |
| 22/11/2018 | TFR WDL BPAY INTERNET 22NOV11:36<br>72913313107 TELSTRA BILL PAYMENT    |               | 126.28    |           | 14,121.47CR |
|            | SUB TOTALS CARRIED FORWARD TO NEXT PAGE                                 |               | 59,541.96 | 53,918.81 | 14,121.47CR |

# Transaction History Report

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Account name THE MOUNT GAMBIER GOLF CLUB INC  
 Account number 002 0048 872 440  
 BSB 105-002  
 Currency AUD  
 Transaction period from 01/11/2018 to 26/11/2018

| Date       | Description  | Serial number | Debit     | Credit    | Balance     |
|------------|--|---------------|-----------|-----------|-------------|
|            | SUB TOTALS CARRIED FORWARD FROM PREVIOUS PAGE                            |               | 59,541.96 | 53,918.81 | 14,121.47CR |
| 22/11/2018 | INTERNET WITHDRAWAL 22NOV11:36<br>14264                                  |               | 179.15    |           | 13,942.32CR |
| 22/11/2018 | INTERNET WITHDRAWAL 22NOV11:36<br>189578                                 |               | 184.20    |           | 13,758.12CR |
| 22/11/2018 | INTERNET WITHDRAWAL 22NOV11:36<br>MGGGOL01                               |               | 207.80    |           | 13,550.32CR |
| 22/11/2018 | TFR WDL BPAY INTERNET 22NOV11:36<br>70493406029404949754AGL STH AUST P L |               | 223.21    |           | 13,327.11CR |
| 22/11/2018 | TFR WDL BPAY INTERNET 22NOV11:36<br>1460104322 ELGAS LIMITED             |               | 259.27    |           | 13,067.84CR |
| 22/11/2018 | INTERNET WITHDRAWAL 22NOV11:36<br>03938405                               |               | 305.75    |           | 12,762.09CR |
| 22/11/2018 | TFR WDL BPAY INTERNET 22NOV11:36<br>70494031609404961401AGL STH AUST P L |               | 371.54    |           | 12,390.55CR |
| 22/11/2018 | TFR WDL BPAY INTERNET 22NOV11:36<br>47974301007 TELSTRA BILL PAYMENT     |               | 422.39    |           | 11,968.16CR |
| 22/11/2018 | INTERNET WITHDRAWAL 22NOV11:36<br>0603783                                |               | 456.38    |           | 11,511.78CR |
| 22/11/2018 | INTERNET WITHDRAWAL 22NOV11:36<br>351                                    |               | 468.63    |           | 11,043.15CR |
| 22/11/2018 | TFR WDL BPAY INTERNET 22NOV11:36<br>6300244107 CALTEX                    |               | 569.51    |           | 10,473.64CR |
| 22/11/2018 | INTERNET WITHDRAWAL 22NOV11:36<br>63886-01                               |               | 577.23    |           | 9,896.41CR  |
| 22/11/2018 | INTERNET WITHDRAWAL 22NOV11:36<br>20091                                  |               | 888.98    |           | 9,007.43CR  |
| 22/11/2018 | INTERNET WITHDRAWAL 22NOV11:36<br>854662                                 |               | 1,648.88  |           | 7,358.55CR  |
| 22/11/2018 | TFR WDL BPAY INTERNET 22NOV11:36<br>70493415359404949709AGL STH AUST P L |               | 2,586.28  |           | 4,772.27CR  |
|            | SUB TOTALS CARRIED FORWARD TO NEXT PAGE                                  |               | 68,891.16 | 53,918.81 | 4,772.27CR  |



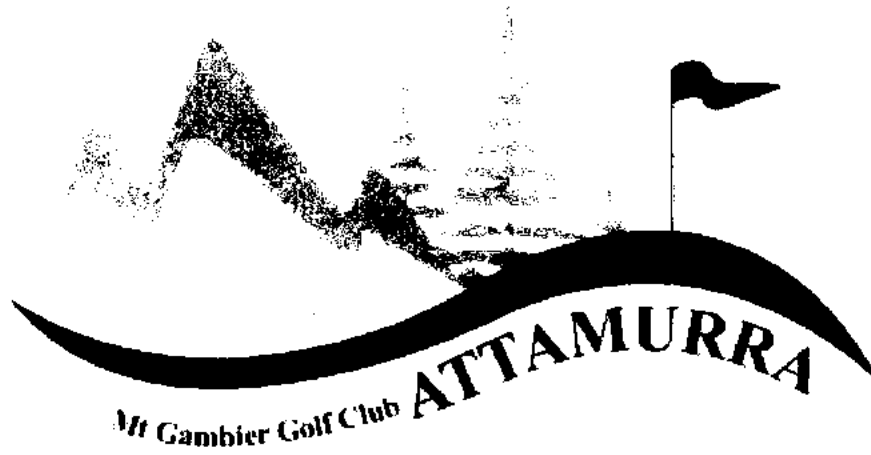
# Transaction History Report

Please advise any error or unauthorised transaction promptly to the bank

**Account name** THE MOUNT GAMBIER GOLF CLUB INC  
**Account number** 002 0048 872 440  
**BSB** 105-002  
**Currency** AUD  
**Transaction period from** 01/11/2018 to 26/11/2018

| Date       | Description   | Serial number | Debit     | Credit    | Balance    |
|------------|---|---------------|-----------|-----------|------------|
|            | SUB TOTALS CARRIED FORWARD FROM PREVIOUS PAGE         |               | 68,891.16 | 53,918.81 | 4,772.27CR |
| 23/11/2018 | CBA<br>33650secureStart                               |               |           | 165.00    | 4,937.27CR |
| 23/11/2018 | EFT SETTLEMENT 23NOV20:29<br>MT GAMBIER GOLF CLUB INC |               |           | 264.40    | 5,201.67CR |
| 24/11/2018 | EFT SETTLEMENT 24NOV17:58<br>MT GAMBIER GOLF CLUB INC |               |           | 2,434.00  | 7,635.67CR |
|            | TOTAL   |               | 68,891.16 | 56,782.21 | 7,635.67CR |

JB



# **ANNUAL REPORT**

**2017/2018**

**THE MOUNT GAMBIER GOLF CLUB INCORPORATED**

**INCOME AND EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2018**

|  | 12 Months<br>to<br>30-Jun-18<br>\$ | 12 Months<br>to<br>30-Jun-17<br>\$ |
|--|------------------------------------|------------------------------------|
| <b><u>Revenue</u></b>                          |                                    |                                    |
| <b><u>Bar</u></b>                              |                                    |                                    |
| Sales  | 239,213                            | 250,357                            |
| Bingo Tickets                                  | 4,434                              | 0                                  |
| Less:  |                                    |                                    |
| <b><u>Cost of Goods Sold</u></b>               |                                    |                                    |
| Cost of Sales                                  | (94,001)                           | (92,797)                           |
| <b>Bar Trading Income</b>                      | <u>149,646</u>                     | <u>157,560</u>                     |
| Less:  |                                    |                                    |
| <b><u>Trading Expenses</u></b>                 |                                    |                                    |
| Wages  | 63,039                             | 62,357                             |
| Super  | 4,614                              | 5,094                              |
| WorkCover                                      | 1,397                              | 1,467                              |
| Point of Sale Expenses                         | 3,168                              | 2,913                              |
| Other expenses                                 | 3,059                              | 3033                               |
| <b>Bar Trading Expenses</b>                    | <u>75,277</u>                      | <u>74,864</u>                      |
| <b>Bar Gross Profit</b>                        | <u>74,369</u>                      | <u>82,696</u>                      |
| <b><u>Catering</u></b>                         |                                    |                                    |
| Sales  | 135,922                            | 124,686                            |
| Less:  |                                    |                                    |
| <b><u>Cost of Goods Sold</u></b>               |                                    |                                    |
| Cost of Sales                                  | (56,542)                           | (59,558)                           |
| <b>Catering Trading Income</b>                 | <u>79,380</u>                      | <u>65,128</u>                      |
| Less:  |                                    |                                    |
| <b><u>Trading Expenses</u></b>                 |                                    |                                    |
| Wages - Catering                               | 48,366                             | 43,568                             |
| Super - Catering                               | 3,486                              | 3,222                              |
| WorkCover                                      | 978                                | 1,118                              |
| Sundry expenses                                | 161                                | 19                                 |
| <b>Catering Trading Expenses</b>               | <u>52,991</u>                      | <u>47,927</u>                      |
| <b>Catering Gross Profit</b>                   | <u>26,389</u>                      | <u>17,201</u>                      |
| <b>Total Bar &amp; Catering Profit/ (Loss)</b> | <u>100,758</u>                     | <u>99,897</u>                      |

**Galpins**

**THE MOUNT GAMBIER GOLF CLUB INCORPORATED**

**INCOME AND EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2018**

|  | 12 Months<br>to<br>30-Jun-18<br>\$ | 12 Months<br>to<br>30-Jun-17<br>\$ |
|--|------------------------------------|------------------------------------|
| <b><u>Subs. Membership &amp; Fees</u></b>      |                                    |                                    |
| Subscriptions                                  | 250,425                            | 251,613                            |
| Sundry Income                                  | 12,338                             | 8,579                              |
| Juniors Income                                 | 1,455                              | 559                                |
| <b>Total Subs, Membership &amp; Fees</b>       | <b><u>264,218</u></b>              | <b><u>260,761</u></b>              |
| <b><u>Match &amp; Competition</u></b>          |                                    |                                    |
| <b><u>Income</u></b>                           |                                    |                                    |
| Comp fees                                      | 63,196                             | 63,152                             |
| Green Fees                                     | 34,620                             | 38,840                             |
| Tournament Entries                             | 6,923                              | 5,345                              |
| Pro Am Income                                  | 3,000                              | 19,845                             |
| Club Golf Days                                 | -                                  | 1,673                              |
| Tournament Sponsorship                         | 182                                | 2,909                              |
| Ladies Tournament and Sponsorship              | 18                                 | 3,213                              |
| Saturday Sponsors / Tee Signs                  | 10,436                             | -                                  |
| Misc. income                                   | 6,241                              | 5,243                              |
| <b>Match &amp; Competition Income</b>          | <b><u>124,616</u></b>              | <b><u>140,220</u></b>              |
| Less:  |                                    |                                    |
| <b><u>Expenses</u></b>                         |                                    |                                    |
| Pro Retainer                                   | 30,507                             | 25,208                             |
| Green Fee Comm.                                | 3,749                              | 5,190                              |
| Pro Am Expenses                                | 42                                 | 13,778                             |
| Ladies Tournament and Trophies                 | -                                  | 1,630                              |
| Trophies                                       | 27,562                             | 29,146                             |
| Affiliation Fees                               | 17,010                             | 22,373                             |
| Other expenses                                 | 10,304                             | 4,285                              |
| <b>Match Expenses</b>                          | <b><u>89,164</u></b>               | <b><u>101,610</u></b>              |
| <b>Total Match Contribution Profit/ (Loss)</b> | <b><u>35,452</u></b>               | <b><u>38,610</u></b>               |

**THE MOUNT GAMBIER GOLF CLUB INCORPORATED**

**INCOME AND EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2018**

|  | 12 Months<br>to<br>30-Jun-18 | 12 Months<br>to<br>30-Jun-17 |
|--|------------------------------|------------------------------|
| Note                                       | \$                           | \$                           |
| <b><u>Administration</u></b>               |                              |                              |
| <b><u>Income</u></b>                       |                              |                              |
| Sponsorship                                | 25,861                       | 58,547                       |
| Raffles                                    | 14,836                       | 12,265                       |
| Work for the Dole                          | 43,083                       | -                            |
| Other income                               | 2,087                        | 18,350                       |
| <b>Total Administration Income</b>         | <b>85,867</b>                | <b>89,162</b>                |
| <b><u>Expenses</u></b>                     |                              |                              |
| Accounting & Audit Fees                    | 3,100                        | 5,000                        |
| Advertising                                | 12,048                       | 13,744                       |
| Bank Fees                                  | 3,591                        | 3,747                        |
| Bank Interest                              | 99                           | 90                           |
| Computer Expense                           | 15,163                       | 12,758                       |
| Depreciation                               | 27,320                       | 34,281                       |
| Friday Night Draw                          | 2,979                        | 3,500                        |
| Freight                                    | 2,257                        | 1,320                        |
| Insurance                                  | 15,591                       | 16,770                       |
| Licences & Permits                         | 1,730                        | 2,259                        |
| Postage                                    | 349                          | 444                          |
| Printing & Stationery                      | 4,096                        | 6,377                        |
| Rates & Taxes                              | 12,146                       | 11,087                       |
| Salaries & Wages                           | 44,948                       | 43,132                       |
| Superannuation                             | 4,313                        | 4,098                        |
| Security                                   | 2,594                        | 2,822                        |
| Telephone                                  | 7,898                        | 6,696                        |
| Training & Seminars                        | 2,190                        | -                            |
| WorkCover                                  | 978                          | 978                          |
| Work for the Dole                          | 43,456                       | -                            |
| Other Expenses                             | 4,342                        | 5,999                        |
| <b>Total Administration Expense</b>        | <b>211,189</b>               | <b>175,103</b>               |
| <b>Total Administration Profit/ (Loss)</b> | <b>(125,322)</b>             | <b>(85,941)</b>              |

**Galpins**

**THE MOUNT GAMBIER GOLF CLUB INCORPORATED**

**INCOME AND EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2018**

|                                    | 12 Months<br>to<br>30-Jun-18 | 12 Months<br>to<br>30-Jun-17 |
|------------------------------------|------------------------------|------------------------------|
| Note                               | \$                           | \$                           |
| <b><u>Course Income</u></b>        |                              |                              |
| Penola Contract                    | 25,363                       | 23,366                       |
| Robe Contract                      | 0                            | 1,700                        |
| Other Course Income                | 8,078                        | 10,233                       |
| Machine Hire Hire                  | 8,530                        | 4,495                        |
| <i>Total Course Income</i>         | <u>41,971</u>                | <u>39,794</u>                |
| <b><u>Course Expenses</u></b>      |                              |                              |
| Penola Expenses                    | 4091                         | 0                            |
| Robe Expenses                      | 0                            | 0                            |
| Wages                              | 118,419                      | 120,389                      |
| Superannuation                     | 12,937                       | 13,707                       |
| Provision for Leave                | (451)                        | 10,071                       |
| WorkCover                          | 4,444                        | 4,266                        |
| Fertilisers and Chemicals          | 27,861                       | 18,381                       |
| Fuel & Oils                        | 14,219                       | 16,093                       |
| Electricity                        | 32,512                       | 20,155                       |
| Lease Interest                     | 2,897                        | 2,260                        |
| Telephone                          | 665                          | 1,110                        |
| Maintenance – Course               | 62                           | 13,183                       |
| Maintenance – Plant & Machinery    | 2,310                        | 14,059                       |
| Repairs & Maintenance              | 45,433                       | 5,187                        |
| Maintenance – Watering System      | 0                            | 0                            |
| Training & Development             | 4,234                        | 3,311                        |
| Protective Gear                    | 275                          | 616                          |
| Amenities Block                    | 2,150                        | 1,981                        |
| Toro Reelmaster 700D               | -                            | 4,971                        |
| Toro Procore & Workman             | 41                           | 5,199                        |
| Depreciation                       | 64,262                       | 40,777                       |
| <i>Total Course Expenses</i>       | <u>336,361</u>               | <u>295,716</u>               |
| <b>Total Course Profit/ (Loss)</b> | <u><b>(294,390)</b></u>      | <u><b>(255,922)</b></u>      |

**Galpins**

**THE MOUNT GAMBIER GOLF CLUB INCORPORATED**

**INCOME AND EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2018**

|                                   | 12 Months<br>to<br>30-Jun-18 | 12 Months<br>to<br>30-Jun-17 |
|-----------------------------------|------------------------------|------------------------------|
| <b><u>House Income</u></b>        |                              |                              |
| Clubhouse & Equipment Hire        | 10,127                       | 10,045                       |
| <b><u>House Expenses</u></b>      |                              |                              |
| Repairs & Maintenance             | 12,049                       | 20,371                       |
| Cleaning                          | 3,618                        | 3,886                        |
| Electricity                       | 36,227                       | 17,746                       |
| Equipment - House                 | 1,594                        | 1,413                        |
| Laundry                           | 1,101                        | 1,149                        |
| Wages – cleaner                   | 11,938                       | 9,767                        |
| Superannuation                    | 1,527                        | 1,361                        |
| Work Cover Cleaner                | 349                          | 489                          |
| Waste Disposal                    | 3,425                        | 3,686                        |
| Sundries (House)                  | 1,676                        | 181                          |
| <b>Total House Expenses</b>       | <b>73,504</b>                | <b>60,049</b>                |
| <b>Total House Profit (Loss)</b>  | <b>(63,377)</b>              | <b>(60,004)</b>              |
| <b>Total Trading Profit(Loss)</b> | <b>(62,661)</b>              | <b>7,391</b>                 |
| Interest Received                 | 6,082                        | 9,563                        |
| <b>Total Club Profit(Loss)</b>    | <b>(76,580)</b>              | <b>(60,004)</b>              |
| Prior Period Adjustments          | (16,135)                     | -                            |
| <b>Adjusted Profit(Loss)</b>      | <b>(92,715)</b>              | <b>16,954</b>                |

**Galpins**

## THE MOUNT GAMBIER GOLF CLUB INCORPORATED

### BALANCE SHEET AS AT 30 JUNE 2018

|                                      | Note | 30-Jun-18        | 30-Jun-17        |
|--------------------------------------|------|------------------|------------------|
|                                      |      | \$               | \$               |
| <b>CURRENT ASSETS</b>                |      |                  |                  |
| Cash on hand and at Bank             |      | 19,804           | 17,262           |
| Investments                          |      | 365,000          | 400,000          |
| Trade Debtors                        | 2    | 22,841           | 30,768           |
| Inventory                            | 3    | 23,366           | 23,541           |
| Prepayments                          |      | 29,177           | -                |
| <b>TOTAL CURRENT ASSETS</b>          |      | <b>460,188</b>   | <b>471,572</b>   |
| <b>NON CURRENT ASSETS</b>            |      |                  |                  |
| Property Plant and Equipment         | 4    | 3,529,028        | 3,538,320        |
| <b>TOTAL NON CURRENT ASSETS</b>      |      | <b>3,529,028</b> | <b>3,538,320</b> |
| <b>TOTAL ASSETS</b>                  |      | <b>3,989,216</b> | <b>4,009,892</b> |
| <b>CURRENT LIABILITIES</b>           |      |                  |                  |
| Trade and Other Creditors            |      | 33,428           | 4,700            |
| GST & Payroll Liabilities            |      | 9,856            | 6,999            |
| Bank Overdraft                       |      | 22,286           | -                |
| Equipment finance                    | 5    | 46,619           | 26,323           |
| Provisions                           | 6    | 29,860           | 32,304           |
| <b>TOTAL CURRENT LIABILITIES</b>     |      | <b>142,049</b>   | <b>70,325</b>    |
| <b>NON CURRENT LIABILITIES</b>       |      |                  |                  |
| Equipment finance                    | 5    | 37,353           | 37,250           |
| <b>TOTAL NON CURRENT LIABILITIES</b> |      | <b>37,353</b>    | <b>37,250</b>    |
| <b>TOTAL LIABILITIES</b>             |      | <b>179,403</b>   | <b>107,575</b>   |
| <b>NET ASSETS</b>                    |      | <b>3,809,814</b> | <b>3,902,316</b> |
| <b>EQUITY</b>                        |      |                  |                  |
| Retained Earnings                    |      | 1,423,198        | 1,406,029        |
| Machinery Replacement Reserve        |      | 5,023            | 5,023            |
| Asset Revaluation Reserve            |      | 2,474,310        | 2,474,310        |
| Current Years Earnings               |      | (92,715)         | 16,954           |
| <b>TOTAL EQUITY</b>                  |      | <b>3,809,814</b> | <b>3,902,316</b> |



**THE MOUNT GAMBIER GOLF CLUB INCORPORATED**

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2018**

|  | 12 Months<br>to<br>30-Jun-18<br>\$ | 12 Months<br>to<br>30-Jun-17<br>\$ |
|--|------------------------------------|------------------------------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>                |                                    |                                    |
| Membership and Other Receipts                              | 885,118                            | 920,403                            |
| Payments to Suppliers and Employees                        | (887,063)                          | (841,464)                          |
| Interest Received  | 6,082                              | 9,563                              |
| Interest Paid  | 2,798                              | (90)                               |
| <b>Net Cash Provided by/(used in) Operating Activities</b> | <b>6,935</b>                       | <b>88,413</b>                      |
|  | 7                                  |                                    |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>                |                                    |                                    |
| Disposal of Property, Plant and Equipment                  | -                                  | -                                  |
| Purchase of Property, Plant and Equipment                  | (82,080)                           | (435,487)                          |
| <b>Net Cash provided by/(Used in) Investing Activities</b> | <b>(82,080)</b>                    | <b>(435,487)</b>                   |
| <b>CASH FLOWS FROM FINANCING ACTIVITIES</b>                |                                    |                                    |
| Proceeds from Borrowing                                    | 64,726                             | 22,500                             |
| Repayment of borrowings                                    | (44,326)                           | (25,071)                           |
| <b>Net Cash provided by/(Used in) Financing Activities</b> | <b>20,400</b>                      | <b>(2,571)</b>                     |
| <b>NET CHANGE IN CASH HELD</b>                             | <b>(54,745)</b>                    | <b>(349,626)</b>                   |
| <b>CASH AT BEGINNING OF PERIOD</b>                         | <b>417,262</b>                     | <b>766,887</b>                     |
| <b>CASH AT END OF THE YEAR</b>                             | <b>362,517</b>                     | <b>417,262</b>                     |
|  | 8                                  |                                    |

# THE MOUNT GAMBIER GOLF CLUB INCORPORATED

## NOTES TO THE FINANCIAL ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2018

### Note 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are a special purpose financial report prepared for use by members of the Association. The committee have determined that the Association is not a reporting entity and therefore there is no requirement to apply Australian Accounting Standards, Australian Accounting Interpretations and other authoritative pronouncements of the Australian Accounting Standards Board in the preparation and presentation of these financial statements.

The financial statement has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values, or except where specifically stated, current valuations of non-current assets.

The following material accounting policies which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial statement.

- (a) **Income Tax**  
The association is exempt from Income Tax.

| <b><u>BALANCE SHEET INFORMATION</u></b> |  | <b>2018</b>      | <b>2017</b>      |
|---|--|------------------|------------------|
|   |  | <b>\$</b>        | <b>\$</b>        |
| <b>Note 2 :</b>                         | <b><u>Trade Debtors</u></b>                  |                  |                  |
|   | Trade Debtors                                | 22,841           | 30,768           |
|   | Less : Provision for Doubtful Debts          | -                | -                |
|   |  | <u>22,841</u>    | <u>30,768</u>    |
| <b>Note 3 :</b>                         | <b><u>Inventory</u></b>                      |                  |                  |
|   | Stock on Hand – Bar & Catering               | 14,871           | 14,676           |
|   | Stock on Hand – Chemicals, Fertilizers       | 8,495            | 8,865            |
|   |  | <u>23,366</u>    | <u>23,541</u>    |
| <b>Note 4 :</b>                         | <b><u>Property Plant &amp; Equipment</u></b> |                  |                  |
|   | Land at cost                                 | 52,092           | 52,092           |
|   | Land & Buildings at Valuation                | 2,855,470        | 2,855,470        |
|   | Buildings at cost                            | 146,161          | 135,169          |
|   | Less : Accumulated depreciation              | (18,116)         | (11,306)         |
|   | <b>Total Land &amp; Buildings</b>            | <u>3,036,607</u> | <u>3,031,426</u> |
|   | Course at cost (Watering System)             | 448,510          | 448,510          |
|   | Car Park at Cost                             | 12,832           | 12,832           |
|   | Less : Accumulated depreciation              | (141,649)        | (111,656)        |
|   | <b>Total Course at cost</b>                  | <u>319,693</u>   | <u>349,686</u>   |

**Galpins**

**THE MOUNT GAMBIER GOLF CLUB INCORPORATED**

**NOTES TO THE FINANCIAL ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2018 (continued)**

|   | 2018                    | 2017                    |
|---|-------------------------|-------------------------|
|   | \$                      | \$                      |
| Equipment at cost                                 | 488,592                 | 423,339                 |
| Less : Accumulated depreciation                   | <u>(367,711)</u>        | <u>(336,754)</u>        |
| <b>Total Equipment at cost</b>                    | <b><u>120,881</u></b>   | <b><u>86,685</u></b>    |
| <br>  |                         |                         |
| Motor Vehicles at cost                            | 16,529                  | 16,529                  |
| Less : Accumulated depreciation                   | <u>(12,672)</u>         | <u>(9,367)</u>          |
| <b>Total Motor Vehicles at cost</b>               | <b><u>3,857</u></b>     | <b><u>7,162</u></b>     |
| <br>  |                         |                         |
| Furniture & Fittings Equipment at cost            | 148,697                 | 147,117                 |
| Less : Accumulated depreciation                   | <u>(119,146)</u>        | <u>(106,435)</u>        |
| <b>Total Furn. &amp; Fittings Equip.</b>          | <b><u>29,660</u></b>    | <b><u>40,682</u></b>    |
| <br>  |                         |                         |
| House & Office Equipment at cost                  | 78,548                  | 74,082                  |
| Less : Accumulated depreciation                   | <u>(59,108)</u>         | <u>(51,302)</u>         |
| <b>Total House &amp; Office Equipment at cost</b> | <b><u>19,440</u></b>    | <b><u>22,780</u></b>    |
| <br>  |                         |                         |
| <b>Total Property, Plant &amp; Equipment</b>      | <b><u>3,529,028</u></b> | <b><u>3,538,320</u></b> |
| <br>  |                         |                         |
| <b>Note 5 :</b>                                   |                         |                         |
| <b><u>Equipment Finance</u></b>                   |                         |                         |
| <b><u>Current</u></b>                             |                         |                         |
| Bank SA (Chattel Mortgage)                        | 4,294                   | 16,351                  |
| St George   | 22,714                  | 0                       |
| Toro Finance                                      | <u>19,611</u>           | <u>9,972</u>            |
| <b>Total H/P Commitments Current</b>              | <b><u>46,619</u></b>    | <b><u>26,323</u></b>    |
| <br>  |                         |                         |
| <b><u>Non Current</u></b>                         |                         |                         |
| Bank SA (Chattel Mortgage)                        | 0                       | 13,697                  |
| St George   | 23,001                  | 0                       |
| Toro Finance                                      | <u>14,352</u>           | <u>23,553</u>           |
| <b>Total H/P Commitments Non Current</b>          | <b><u>37,353</u></b>    | <b><u>37,260</u></b>    |
| <br>  |                         |                         |
| <b>Note 6 :</b>                                   |                         |                         |
| <b><u>Provisions</u></b>                          |                         |                         |
| Provision for employee leave                      | <u>29,860</u>           | <u>32,304</u>           |
| <b>Total Provision</b>                            | <b><u>29,860</u></b>    | <b><u>32,304</u></b>    |

# THE MOUNT GAMBIER GOLF CLUB INCORPORATED

## NOTES TO THE FINANCIAL ACCOUNTS

### CASHFLOW INFORMATION

**Note 7 :** Reconciliation of net cash provided/ (used) by operating activities to net operating surplus / (deficit)

|   | 2018         |
|---|--------------|
|   | \$           |
| Net operating surplus / (deficit)                         | (92,715)     |
| Non-cash flows in operating deficit                       |              |
| Depreciation and amortization                             | 91,582       |
| (Gain) / Loss on disposal of Assets                       |              |
| Changes in Assets and Liabilities                         |              |
| Decrease / (Increase) in receivables                      | (21,250)     |
| Decrease / (Increase) in Inventories                      | 175          |
| Increase/ (Decrease) in Employee entitlements             | (2,444)      |
| Increase / (Decrease) in creditors                        | 31,585       |
| <b>Net Cash provided / (used) by operating activities</b> | <u>6,934</u> |

**Note 8 :** Reconciliation of Cash

For the purposes of the statement of cash flows, cash includes cash on hand and in banks and investments in money market instruments. Cash at the 30 June 2018 as shown in the statement of cash flows is reconciled to the related items in the statement of financial position as follows:

|                                 |                |
|---------------------------------|----------------|
| Cash on Hand                    | 19,804         |
| Cash at Bank (net of overdraft) | <u>342,714</u> |
| <b>Cash at 30 June 2018</b>     | <b>362,518</b> |

**Galpins**

## **SPONSORS – 2017/2018**

### **GOLD**

CORP GOLD – Southern Cross Austereo  
CORP GOLD – WIN Television  
GOLD SIGN – Harvey Norman  
GOLD SIGN/CONTRA – Steeline

FLAG SIGN – Julia Hill Wines

### **GOLD**

Peter Jennings Pumps  
South West Freight

### **BRONZE**

Armstrong Catering  
Carlin and Gazzard Subaru  
Chapman Herbert Architects  
Dylmatty Developments  
Farmers Union  
Fennell Forestry  
Forty Winks  
Gambier City Pharmacies  
Geddes Plumbing  
Give Way Driving School  
Green Triangle Electronics  
Griffin Plumbing  
Hertz Car Rentals  
Kirby Financial Solutions  
Lennon Solid Plasterers  
Lynch Financial Group  
Nick Aston Electrical  
P & A Family Trust  
SE Fire Extinguishers  
Spiderman SE  
WFI Insurance  
Zambrero

### **SILVER**

Alexander & Symonds  
Empak Homes  
HD Refrigeration  
Jetts Fitness  
Max Medhurst Crash Repairs  
MGA Insurance Brokers  
South East Pine Sales  
Wendy's Milk Bar  
Whiteheads Timber Sales (Contra)

### **SCORECARD**

Jens Hotel  
Solomon's Flooring  
South West Freight  
Spiderman SE

### **TEE SIGNS**

1. Green Triangle Recyclers
2. Jack Jennings
3. Axis Employment
4. Sugar & space
5. Beachport Liquid Minerals
- 6.
7. Carlin & Gazzard Subaru
8. Harvey Norman
9. Saint Martin's Lutheran College
10. M & C Knowles
11. Empak Homes
12. Reece Plumbing
13. Wilson Security
- 14.
15. K & S Freighters
16. South West Freight
17. WIN Television
18. OG Roberts

David Chart *CA* (A) (M)  
Simon Smith *CA* (A) (M)  
David Sullivan *CA* (A) (M)  
Jason Seider *CA* (A) (M)  
Renee Nicholson *CA* (A) (M)  
Tim Muhhaus *CA* (A) (M)  
Aaron Coonan *CA* (A) (M)  
Luke Williams *CA* (A) (M)  
Daniel Moon *CA* (A) (M)



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## INDEPENDENT AUDITOR'S REPORT

To the members of the Mount Gambier Golf Club Incorporated.

### Report on the Audit of the Financial Report

#### Qualified Audit Opinion

We have audited the accompanying financial report, being a special purpose financial report, of the Mount Gambier Golf Club Incorporated (the Association), which comprises the statement of financial position as at 30 June 2018, statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and the certification by the members of the Committee on the annual statements presenting fairly the financial position and performance of the Association.

In our opinion, except for the possible effects of the matter(s) described in the Basis for Qualified Audit Opinion paragraph, the accompanying financial report of the Association presents fairly, in all material respects, the financial position of the Association as at 30 June 2018, and its financial performance and its cash flows for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of the *Associations Incorporation Act SA 1985*.

#### Basis for Qualified Audit Opinion

It is not practicable for the Association to maintain an effective system of internal control over donations, subscriptions, food and beverage sales and fundraising activities until their initial entry in the accounting records. Our audit in relation to those areas was limited to amounts recorded. Consequently, we were unable to determine whether any adjustments to these amounts were necessary.

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the Association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia, and we have fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Emphasis of Matter - Basis of Accounting and Restriction on Distribution and Use

Without modifying our opinion, we draw attention to Note 1 to the financial statements, which describes the basis of accounting. The financial report is a special purpose financial report that has been prepared to assist the Association to meet the requirements of the *Associations Incorporation Act SA 1985*. As a result, the financial report may not be suitable for another purpose. Our report is intended solely for the Association and should not be distributed to or used by parties other than the Association. Our opinion is not modified in respect of this matter.

#### Responsibility of Management and the Committee for the Financial Report

Management is responsible for the preparation and fair presentation of the financial report, and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the *Associations Incorporation Act SA 1985* and is appropriate to meet the needs of the members. Management's responsibility also includes such internal control as Management determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, Management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

The Committee is responsible for overseeing the Association's financial reporting process.

#### **Auditor's Responsibility for the Audit of the Financial Report**

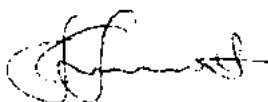
Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

#### **GALPINS ACCOUNTANTS, AUDITORS & BUSINESS CONSULTANTS**



**Simon Smith** CA, FCPA Registered Company Auditor  
Partner

08/10/2018

# Untitled Map

Write a description for your map.

## Legend

Attamurra Golf Course



Google Earth

© 2018 Google  
Image © 2018 DigitalGlobe

300 m



# Mount Gambier Golf Club

Tee Path Project (TPP)  
Community Access Path Project (CAPP)

| Location         | path length | sq metres | cubic metres | combined with ind golf holes | Total Community Access Path (Metres) |
|------------------|-------------|-----------|--------------|------------------------------|--------------------------------------|
| 1st              | 80          | 176       | 17.6         |                              |                                      |
| 2nd              | 100         | 220       | 22.0         |                              |                                      |
| 3rd              | 100         | 220       | 22.0         | 2nd green access             |                                      |
| 4th              | 80          | 176       | 17.6         |                              |                                      |
| 5th              | 70          | 154       | 15.4         |                              |                                      |
| 6th              | 200         | 440       | 44.0         |                              |                                      |
| 7th              | 140         | 308       | 30.8         |                              |                                      |
| 8th              | 100         | 220       | 22.0         |                              |                                      |
| 9th              | 110         | 242       | 24.2         | 2nd green access             |                                      |
| 10th             | 200         | 440       | 44.0         |                              |                                      |
| 11th             | 130         | 286       | 28.6         |                              |                                      |
| 12th             | 50          | 110       | 11.0         |                              |                                      |
| 13th             | 320         | 704       | 70.4         | 15th green access            |                                      |
| 14th             | 150         | 330       | 33.0         |                              |                                      |
| 15th             | 180         | 396       | 39.6         |                              |                                      |
| 16th             | 200         | 440       | 44.0         |                              |                                      |
| 17th             | 180         | 396       | 39.6         |                              |                                      |
| 18th             | 200         | 440       | 44.0         | 15th green access            |                                      |
| 2nd green access | 150         | 330       | 33.0         |                              | 360                                  |
| 15th tee access  | 50          | 110       | 11.0         |                              | 570                                  |
| Totals           | 2790        | 6138      | 613.8        |                              | 930                                  |

Factor for working out mesh quantity divide square metres by  
12.76

Factor for working out mesh quantity divide square metres by  
12.76

Path width  
2.2 metres

| product        | Length | Width | thick | qty | Multi Metals      | Bunnings | Banner | Mitre1 | Whiteheads |
|----------------|--------|-------|-------|-----|-------------------|----------|--------|--------|------------|
|                |        |       |       |     | (\$GST Inclusive) |          |        |        |            |
| FR72 mesh      | 6000   | 2400  | 7.2   | ea  | 82.38             | 90.59    | 75.95  |        |            |
| Deformed bar   | 6000   | 12    | 12    | ea  | 12.34             | 19.84    | 18.00  |        |            |
| Bar Chairs     | 50     | 65    | 100   |     | 26.90             | 28.93    | 26.00  |        |            |
| Pine Boxing    | 5400   | 90    | 45    | ea  |                   | 20.24    | 19.82  | 21.60  |            |
| Melamine Board | 2400   | 1200  | 16    | ea  |                   | 37.91    | 41.39  |        |            |

| concrete     | SE Handimi: Readymix | factor                    |
|--------------|----------------------|---------------------------|
| Quickmix 250 | 250                  | 8 14.4 1.8                |
|              |                      | 4x2 50.33 90.594          |
|              |                      | reo rod 13.31 200 0.06655 |
|              |                      | 19.84                     |
|              |                      | l/m 20.24                 |

### Construction Aids - Materials (will be used for both projects)

| material                                 | lineal metres | pieces req | units           | \$/unit | Total \$ | supplier     |
|--|---------------|------------|-----------------|---------|----------|--------------|
| 90x45 Pine microline (straight sections) | 100           | 20         | lengths         | 20.24   | 404.80   | Bunnings     |
| 90x16 particle board (Curved Sections)   | 100           | 4          | sheet 2400x1200 | 37.91   | 151.64   | Bunnings     |
| Reinforcement Bar (Pegs)                 | 90            | 15         | lengths         | 12.34   | 185.10   | Multi-Metals |

### Project Materials (Tee Path Project)

|                        | lineal metres | pieces req | units        | \$/unit | Total \$  | supplier     |
|------------------------|---------------|------------|--------------|---------|-----------|--------------|
| Total Mesh Paths (TPP) | 2590          | 454        | sheets       | 82.38   | 37432.32  | Multi-Metals |
| Total Barchairs (TPP)  | 16740         | 167        | bags (100)   | 26.90   | 4503.06   | Multi-Metals |
| Total Concrete (TPP)   | 2590          | 569.8      | cubic metres | 250.00  | 142450.00 | Quickmix     |
| Total Wire Ties        | 4544          | 5          | rolls 1000   | 0.06    | 272.63    | Banner       |

| Labour (1man hr/m) | lineal metres | \$/hr | scope of works   | Total (\$) |
|--------------------|---------------|-------|--|------------|
| Volunteer          | 1860          | 20    | earth works, boxing up, mesh laying & tying, pouring, concrete finishing, clean up, reestablishing earth works, replanting turf (16-20 man hrs per 50 metre section) | 37200.00   |

### Project Materials (Community Access Paths)

|                        | lineal metres | pieces req | units        | \$/unit | Total \$ | supplier     |
|------------------------|---------------|------------|--------------|---------|----------|--------------|
| Total Mesh SL72 (CAPP) | 930           | 163        | sheets       | 82.38   | 13440.95 | Multi-Metals |
| Total Barchairs (CAPP) | 5580          | 56         | bags         | 26.90   | 1501.02  | Multi-Metals |
| Total Concrete (CAPP)  | 930           | 205        | cubic metres | 250     | 51150.00 | Quickmix     |
| Total wire ties (CAPP) | 1632          | 2          | rolls        | 0.06    | 97.89    | Banner       |

| Labour (1 man hr/m) | lineal metres | \$/hour | scope of works   | Total (\$) |
|---------------------|---------------|---------|--|------------|
| Volunteer           | 930           | 20      | earth works, boxing up, mesh laying & tying, pouring, concrete finishing, clean up, reestablishing earth works, replanting turf (16-20 man hrs per 50 metre section) | 18600.00   |

price per metre 3  
total metres 930  
earth works overall totals 2790

Grizcon  
Total cost CAPP 87579.86 21894.97 65684.90  
Total Cost TPP  
Total Cost Construction Aids  
Overall cost

**SPORT AND RECREATION MAJOR CAPITAL WORKS PROGRAM****PROJECTS PREVIOUSLY FUNDED**

| <b>Year</b> | <b>Organisation</b>            | <b>Project Description</b>                                   | <b>Allocation<br/>\$</b> | <b>Total<br/>Annual<br/>Allocation<br/>\$</b> |
|-------------|--------------------------------|--|--------------------------|---|
| 2010        | MG Little Athletics            | Purchase of timing gate                                      | 10,000                   | 45,000  |
|             | Basketball Mount Gambier       | Canteen/viewing area upgrade (stage 1)                       | 20,000                   |   |
|             | Suttontown Tennis              | Court fencing upgrade  | 15,000                   |   |
| 2011        | Apollo Soccer                  | Fencing  | 12,242                   | 100,000                                       |
|             | MG Softball League             | Fencing  | 25,000                   |   |
|             | Basketball Mount Gambier       | Clubroom upgrade (stage 2)                                   | 31,046                   |   |
|             | West Gambier Cricket           | Turf wicket development                                      | 22,312                   |   |
|             | MG Tennis Club                 | Kitchen upgrade  | 9,400                    |   |
| 2012        | LSE Hockey Association         | Upgrade/replace playing surface                              | 40,000                   | 100,000                                       |
|             | MG Croquet                     | Upgrade kitchen & watering system                            | 10,000                   |   |
|             | MG Netball Association         | Netball shelters   | 20,000                   |   |
|             | Basketball Mount Gambier       | Clubroom upgrade (stage 3)                                   | 30,000                   |   |
| 2013        | West Gambier Football Club     | Clubroom air-conditioning                                    | 11,000                   | 100,000                                       |
|             | MG Greyhound                   | Well construction  | 11,000                   |   |
|             | MG Softball League             | Clubroom upgrade   | 18,000                   |   |
|             | MG Tennis Club                 | Safety fencing / sun shelters                                | 10,000                   |   |
|             | North Gambier Football/Netball | Vansittart Park Infrastructure Upgrades (Special Allocation) | 50,000                   |   |
| 2014        | West Gambier Football Club     | Purchase/Install Rainwater Tanks                             | 10,000                   | 70,000  |
|             | East Gambier Sportsmen's Club  | Re-roof Clubrooms  | 20,000                   |   |
|             | North Gambier Football Club    | Upgrade Canteen/BBQ Shed                                     | 8,000                    |   |
|             | Mount Gambier Little Athletics | Upgrade Athletic Track                                       | 24,000                   |   |
|             | Blue Lake BMX Club             | Re-roof Clubrooms  | 8,000                    |   |
| 2015        | Apollo Soccer Club             | Water Reduction Program                                      | 15,000                   | 65,000  |
|             | MG Harness Racing Club         | Lighting Upgrade   | 20,000                   |   |
|             | MG Cricket Association         | Sight Screens & Covers Upgrade                               | 30,000                   |   |
| 2016        | West Gambier Football Club     | Upgrade Flood Lighting and Tower                             | 40,000                   | 70,000  |
|             | South Gambier Football Club    | Renovation Public Toilet Block                               | 9,000                    |   |
|             | MG District Baseball League    | Lighting Upgrade   | 14,000                   |   |
|             | Blue Lake Soccer Club          | Storage Shed (Extension)                                     | 7,000                    |   |
| 2017        | South Gambier Football Club    | Home Change Room Renovations                                 | 15,000                   | 56,450  |
|             | Mil-Lel Cricket Club           | Upgrade Frew Park Nets                                       | 6,360                    |   |
|             | MG Harness Racing Club         | Lighting and PA system upgrade                               | 20,000                   |   |
|             | Basketball Mount Gambier       | Upgrade Entrance   | 15,090                   |   |