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

**Date:** Tuesday, 16 June 2020  
**Time:** 6.00 p.m.  
**Location:** Council Chamber – virtual meeting  
Civic Centre  
10 Watson Terrace  
Mount Gambier

link for public to view: <https://www.youtube.com/user/CityOfMountGambier/live>

# AGENDA

## Ordinary Council Meeting 16 June 2020

A handwritten signature in black ink, appearing to read 'A Meddle', with a long horizontal flourish extending to the right.

**Andrew Meddle**  
Chief Executive Officer

**12 June 2020**

## Order Of Business

|           |  |           |
|-----------|--|-----------|
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|           |  |           |
|-----------|--|-----------|
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|           | Nil  |           |
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|   |           |
|---|-----------|
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**1 ACKNOWLEDGEMENT OF COUNTRY**

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

**2 APOLOGIES**

Nil

**3 LEAVE OF ABSENCE**

Nil

**4 CONFIRMATION OF COUNCIL MINUTES**

[Ordinary Council Meeting - 19 May 2020](#)

[Special Council Meeting - 26 May 2020](#)

[Special Council Meeting - 9 June 2020](#)

**RECOMMENDATION**

That the minutes of the Ordinary Council meeting held on 19 May 2020, the Special Council meeting held on 26 May 2020 and the Special Council meeting held on 9 June 2020 be confirmed as an accurate record of the proceedings of the meeting.

**5 MAYORAL REPORT**

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

Meetings and Briefings have been Virtual

- 3 x Weekly LCLGA Mayors Meeting
- Audit Committee Meeting
- 2 x Special Meetings of Council
- People and Place Committee Meeting
- LCLGA Mayors and CEO Meeting with TAFE SA
- Meeting with His Excellency the Hon Hieu Van Le AC – Governor of South Australia
- City of Mount Gambier Tourism Plan Catch Up – LCLGA / Tourism eSchool
- Elected Members Workshop – Business Agenda



**6      REPORTS FROM COUNCILLORS**

**7      QUESTIONS WITH NOTICE**

Nil

**8      QUESTIONS WITHOUT NOTICE**

**9      PETITIONS**

Nil

**10     DEPUTATIONS**

Nil

**11     NOTICE OF MOTION TO RESCIND OR AMEND**

Nil



## 12 ELECTED MEMBERS WORKSHOPS

### 12.1 ELECTED MEMBER WORKSHOPS HELD 18 MAY 2020 TO 12 JUNE 2020 – REPORT NO. AR20/25145

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

#### REPORT RECOMMENDATION

1. That Council Report No. AR20/25145 titled 'Elected Member Workshops held 18 May 2020 to 12 June 2020' as presented on 16 June 2020 be noted.



**ATTACHMENTS**

1. Designated Informal Gathering - Elected Members Workshop - Record of Proceedings - 11/06/2020 [↓](#)





**DESIGNATED INFORMAL GATHERING  
BUSINESS AGENDA  
12.00 NOON, THURSDAY 11 JUNE 2020**

---

RECORD OF PROCEEDINGS  
12.00 noon, Thursday 11 June 2020  
Virtual Meeting  
10 Watson Terrace, Mount Gambier

**MEMBERS PRESENT:-**

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

**STAFF PRESENT:-**

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

**MEMBERS APOLOGIES:-**

Cr Bruins  
Cr Perryman

**LEAVE OF ABSENCE:-**

Nil

**DISCUSSION:**

- Stakeholder group feedback
- Key feedback for the Council from the business survey
- Prioritisation for the next session on 23<sup>rd</sup> June 2020

Discussion closed at 1.02 p.m.



**13 ELECTED MEMBERS TRAINING AND DEVELOPMENT**

Nil



## 14 COUNCIL ACTION ITEMS

### 14.1 ACTION ITEMS 19 MAY 2020 – REPORT NO. AR20/25196

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

#### REPORT RECOMMENDATION

1. That Council Report No. AR20/25196 titled 'Action Items 19 May 2020' as presented on 16 June 2020 be noted.



## ATTACHMENTS

1. Action Items [↓](#)



|                       |                                     |  |
|-----------------------|-------------------------------------|--|
| Outstanding/Finalised | Division:<br>Committee:<br>Officer: | Date From: 19/05/2020<br>Date To: 11/06/2020 |
| Action Sheets Report  |                                     | Printed: 11 June 2020 4:01 PM                |

| Meeting   | Officer/Director               | Section                   | Subject  |
|---|--------------------------------|---------------------------|--|
| Council 19/05/2020  | Solly, Elisa<br>Meddle, Andrew | Elected Members Workshops | Elected Member Workshops held 26 March 2020 to 15 May 2020 |
| <b>RESOLUTION 2020/189</b>  |                                |                           |  |
| Moved: Cr Sonya Mezinac<br>Seconded: Cr Christian Greco   |                                |                           |  |
| 1. That Council Report No. AR20/25132 titled 'Elected Member Workshops held 26 March 2020 to 15 May 2020' as presented on 19 May 2020 be noted. |                                |                           |  |
| <b>CARRIED</b>  |                                |                           |  |
| 21 May 2020 - 9:15 AM - Elisa Solly<br>Action completed by: Solly, Elisa<br>completed   |                                |                           |  |

| Meeting   | Officer/Director               | Section              | Subject  |
|---|--------------------------------|----------------------|--|
| Council 19/05/2020  | Solly, Elisa<br>Meddle, Andrew | Council Action Items | Action Items 21/04/2020, 05/05/2020 and 07/05/2020 |
| <b>RESOLUTION 2020/190</b>  |                                |                      |  |
| Moved: Cr Christian Greco<br>Seconded: Cr Paul Jenner   |                                |                      |  |
| 1. That Council Report No. AR20/25134 titled 'Action Items 21/04/2020, 05/05/2020 and 07/05/2020' as presented on 19 May 2020 be noted. |                                |                      |  |
| <b>CARRIED</b>  |                                |                      |  |
| 21 May 2020 - 9:15 AM - Elisa Solly<br>Action completed by: Solly, Elisa<br>completed   |                                |                      |  |

| Meeting   | Officer/Director                  | Section                          | Subject   |
|---|-----------------------------------|----------------------------------|---|
| Council 19/05/2020                                      | McGregor, Fiona<br>Meddle, Andrew | Council Assessment Panel Minutes | Minutes of the Council Assessment Panel held on 16 April 2020 |
| <b>RESOLUTION 2020/191</b>                              |                                   |                                  |   |
| Moved: Mayor Lynette Martin<br>Seconded: Cr Paul Jenner |                                   |                                  |   |



|                       |                                     |  |
|-----------------------|-------------------------------------|--|
| Outstanding/Finalised | Division:<br>Committee:<br>Officer: | Date From: 19/05/2020<br>Date To: 11/06/2020 |
| Action Sheets Report  |                                     | Printed: 11 June 2020 4:01 PM                |

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

**CARRIED**

*21 May 2020 - 8:51 AM - Fiona McGregor*  
Action completed by: McGregor, Fiona  
completed

| Meeting   | Officer/Director                  | Section   | Subject  |
|---|-----------------------------------|---|--|
| Council 19/05/2020  | McGregor, Fiona<br>Meddle, Andrew | Chief Executive Officer Performance Review Commit | Minutes of the Chief Executive Officer Performance Review Committee held on 6 May 2020 |
| <b>RESOLUTION 2020/192</b>  |                                   |   |  |
| Moved: Cr Christian Greco   |                                   |   |  |
| Seconded: Cr Frank Morello  |                                   |   |  |
| That the Minutes of the Chief Executive Officer Performance Review Committee meeting held on 6 May 2020 as attached be noted. |                                   |   |  |
| <b>CARRIED</b>  |                                   |   |  |
| <i>21 May 2020 - 8:51 AM - Fiona McGregor</i><br>Action completed by: McGregor, Fiona<br>Completed                            |                                   |   |  |

| Meeting  | Officer/Director                    | Section         | Subject  |
|--|-------------------------------------|-----------------|--|
| Council 19/05/2020   | McCarthy, Michael<br>Meddle, Andrew | Council Reports | Policy Review - P420 Procurement and Disposal of Land and Assets |
| <b>RESOLUTION 2020/193</b>   |                                     |                 |  |
| Moved: Cr Frank Morello  |                                     |                 |  |
| Seconded: Cr Sonya Mezinac   |                                     |                 |  |
| 1. That Council Report No. AR20/23467 titled 'Policy Review - P420 Procurement and Disposal of Land and Assets' as presented on 19 May 2020 be noted.  |                                     |                 |  |
| 2. That Council's <a href="#">Procurement &amp; Disposal of Land and Assets Policy P420</a> be re-endorsed with no material policy changes and its next review be scheduled for November 2023. |                                     |                 |  |
| <b>CARRIED</b>   |                                     |                 |  |



|                       |                                     |  |
|-----------------------|-------------------------------------|--|
| Outstanding/Finalised | Division:<br>Committee:<br>Officer: | Date From: 19/05/2020<br>Date To: 11/06/2020 |
| Action Sheets Report  |                                     | Printed: 11 June 2020 4:01 PM                |

25 May 2020 - 9:06 AM - Michael McCarthy  
Action completed by: McCarthy, Michael  
Referred to Executive Admin to update Policy Register

| Meeting  | Officer/Director                     | Section         | Subject                              |
|--|--------------------------------------|-----------------|--------------------------------------|
| Council 19/05/2020   | Scheidl, Jo<br>Zwijenburg,<br>Jeroen | Council Reports | Policy Review - R105 - Rating Policy |
| <b>RESOLUTION 2020/194</b>   |                                      |                 |                                      |
| Moved: Cr Max Bruins<br>Seconded: Cr Christian Greco   |                                      |                 |                                      |
| <ol style="list-style-type: none"> <li>That Council Report No. AR20/27274 titled 'Policy Review - R105 - Rating Policy' as presented on 19 May 2020 be noted.</li> <li>That Council <i>Policy R105 - Rating Policy</i> as attached to Council meeting Report No. AR20/27274 be adopted.</li> </ol> |                                      |                 |                                      |
|  |                                      |                 | <b>CARRIED</b>                       |
| 26 May 2020 - 10:25 AM - Jo Scheidl<br>Action completed by: Scheidl, Jo<br>completed   |                                      |                 |                                      |

| Meeting   | Officer/Director                     | Section         | Subject                                   |
|---|--------------------------------------|-----------------|---|
| Council 19/05/2020  | Scheidl, Jo<br>Zwijenburg,<br>Jeroen | Council Reports | Policy Review - R155 - Rate Rebate Policy |
| <b>RESOLUTION 2020/195</b>  |                                      |                 |   |
| Moved: Cr Sonya Meziniec<br>Seconded: Cr Christian Greco  |                                      |                 |   |
| <ol style="list-style-type: none"> <li>That Council Report No. AR20/27224 titled 'Policy Review - R155 - Rate Rebate Policy' as presented on 19 May 2020 be noted.</li> <li>That Council <i>Policy R155 – Rate Rebate Policy</i> as attached to Council meeting Report No AR20/27224 be adopted.</li> </ol> |                                      |                 |   |
|   |                                      |                 | <b>CARRIED</b>                            |
| 26 May 2020 - 10:25 AM - Jo Scheidl<br>Action completed by: Scheidl, Jo<br>completed  |                                      |                 |   |



|                       |                                     |  |
|-----------------------|-------------------------------------|--|
| Outstanding/Finalised | Division:<br>Committee:<br>Officer: | Date From: 19/05/2020<br>Date To: 11/06/2020 |
| Action Sheets Report  |                                     | Printed: 11 June 2020 4:01 PM                |

| Meeting   | Officer/Director                    | Section         | Subject                                     |
|---|-------------------------------------|-----------------|---|
| Council 19/05/2020  | McCarthy, Michael<br>Meddle, Andrew | Council Reports | Council Advertising and Signage Policy A170 |
| <b>RESOLUTION 2020/196</b>  |                                     |                 |   |
| Moved: Cr Ben Hood<br>Seconded: Cr Christian Greco  |                                     |                 |   |
| <ol style="list-style-type: none"> <li>1. That Council Report No. AR20/27104 titled 'Council Advertising and Signage Policy A170' as presented on 19 May 2020 be noted.</li> <li>2. That Council note the request provided to certain identified tenants to remove signage from their tenanted facilities that requires, but has not been granted, development (planning or building) approvals.</li> <li>3. That an amnesty on removal of signage be granted to those clubs listed in the table contained within the report until a face to face Elected Member Workshop be convened, when safe so to do, to discuss policy options and implications associated with administering the current or any proposed new policy provisions associated with Council's Advertising and Signage Policy A170.</li> </ol> |                                     |                 |   |
| <b>CARRIED</b>  |                                     |                 |   |
| <p>25 May 2020 - 9:04 AM - Michael McCarthy<br/>                     Revised Target Date changed by: McCarthy, Michael From: 2 Jun 2020 To: 31 Aug 2020<br/>                     Reason: Pending EM Workshop and Policy Review</p>  |                                     |                 |   |

| Meeting  | Officer/Director                    | Section         | Subject  |
|--|-------------------------------------|-----------------|--|
| Council 19/05/2020   | McCarthy, Michael<br>Meddle, Andrew | Council Reports | Mount Gambier Woodturning Club - Hastings Cunningham Reserve Shed No. 3 - Fee Waiver |
| <b>RESOLUTION 2020/197</b>   |                                     |                 |  |
| Moved: Cr Ben Hood<br>Seconded: Cr Max Bruins  |                                     |                 |  |
| <ol style="list-style-type: none"> <li>1. That Council Report No. AR20/28689 titled 'Mount Gambier Woodturning Club - Hastings Cunningham Reserve Shed No. 3 - Fee Waiver' as presented on 19 May 2020 be noted.</li> <li>2. That the fee waiver request from the Mount Gambier Woodturning Club be:                             <ol style="list-style-type: none"> <li>(b) granted for the next 5 year licence period.</li> </ol> </li> </ol> |                                     |                 |  |
| <b>CARRIED</b>   |                                     |                 |  |
| <p>9 Jun 2020 - 7:02 AM - Michael McCarthy</p>   |                                     |                 |  |





|                       |                                     |  |
|-----------------------|-------------------------------------|--|
| Outstanding/Finalised | Division:<br>Committee:<br>Officer: | Date From: 19/05/2020<br>Date To: 11/06/2020 |
| Action Sheets Report  |                                     | Printed: 11 June 2020 4:01 PM                |

Action completed by: McCarthy, Michael  
 New lease sent to club with fee waiver

| Meeting  | Officer/Director                    | Section         | Subject   |
|--|-------------------------------------|-----------------|---|
| Council 19/05/2020   | McCarthy, Michael<br>Meddle, Andrew | Council Reports | Centrestage Community Theatre Lease and Operational Funding |
| <b>RESOLUTION 2020/198</b>   |                                     |                 |   |
| Moved: Cr Steven Perryman<br>Seconded: Cr Max Bruins   |                                     |                 |   |
| <ol style="list-style-type: none"> <li>That Council Report No. AR20/28691 titled 'Centrestage Community Theatre Lease and Operational Funding' as presented on 19 May 2020 be noted.</li> <li>Centre Stage Inc be advised Council has resolved they continue on a month by month lease until further notice.</li> <li>The future use and management arrangements for the Wehl Street Theatre be referred to an Elected Member Workshop with the current tenant being invited.</li> </ol> |                                     |                 |   |
| <b>Carried</b>   |                                     |                 |   |
| 9 Jun 2020 - 7:03 AM - Michael McCarthy<br>Action completed by: McCarthy, Michael<br>Tenant notified and workshop scheduled  |                                     |                 |   |

| Meeting  | Officer/Director                    | Section         | Subject  |
|--|-------------------------------------|-----------------|--|
| Council 19/05/2020   | McCarthy, Michael<br>Meddle, Andrew | Council Reports | Blue Lake Golf Club - Key Performance Indicators 2020/2021 |
| <b>RESOLUTION 2020/199</b>   |                                     |                 |  |
| Moved: Cr Frank Morello<br>Seconded: Cr Kate Amoroso   |                                     |                 |  |
| <ol style="list-style-type: none"> <li>That Council Report No. AR20/28676 titled 'Blue Lake Golf Club - Key Performance Indicators 2020/2021' as presented on 19 May 2020 be noted.</li> </ol>   |                                     |                 |  |
| <b>CARRIED</b>   |                                     |                 |  |
| 25 May 2020 - 9:04 AM - Michael McCarthy<br>Revised Target Date changed by: McCarthy, Michael From: 2 Jun 2020 To: 30 Jun 2020<br>Reason: Pending preparation and execution of renewal documentation<br>9 Jun 2020 - 7:04 AM - Michael McCarthy<br>Action completed by: McCarthy, Michael<br>Club notified and lease renewal deed sent for execution |                                     |                 |  |



|                       |                                     |  |
|-----------------------|-------------------------------------|--|
| Outstanding/Finalised | Division:<br>Committee:<br>Officer: | Date From: 19/05/2020<br>Date To: 11/06/2020 |
| Action Sheets Report  |                                     | Printed: 11 June 2020 4:01 PM                |

| Meeting  | Officer/Director                 | Section         | Subject   |
|--|----------------------------------|-----------------|---|
| Council 19/05/2020   | Meddle, Andrew<br>Meddle, Andrew | Council Reports | Limestone Coast Local Government Association Strategic Plan |
| <b>RESOLUTION 2020/200</b>   |                                  |                 |   |
| Moved: Cr Paul Jenner<br>Seconded: Cr Kate Amoroso   |                                  |                 |   |
| <ol style="list-style-type: none"> <li>That Council Report No. AR20/25230 titled 'Limestone Coast Local Government Association Strategic Plan' as presented on 19 May 2020 be noted.</li> <li>That Council endorse the Limestone Coast Local Government Association Strategic Plan.</li> <li>That the Chief Executive Officer advise the LCLGA Executive Officer of the Council's decision.</li> </ol> |                                  |                 |   |
| <b>CARRIED</b>   |                                  |                 |   |
| <p>21 May 2020 - 11:09 AM - Andrew Meddle<br/>                     Action completed by: Meddle, Andrew<br/>                     LCLGA Executive Officer advised of Council's decision on 21/05/2020.</p>   |                                  |                 |   |

| Meeting  | Officer/Director              | Section         | Subject   |
|--|-------------------------------|-----------------|---|
| Council 19/05/2020   | Porter, Jessica<br>Nagy, Judy | Council Reports | RV Friendly Town™ Program - Campervan and Motorhome Club of Australia Limited (CMCA) Initiative |
| <b>RESOLUTION 2020/201</b>   |                               |                 |   |
| Moved: Cr Christian Greco<br>Seconded: Cr Max Bruins   |                               |                 |   |
| <ol style="list-style-type: none"> <li>That Council Report No. AR20/5640 titled 'RV Friendly Town™ Program - Campervan and Motorhome Club of Australia Limited (CMCA) Initiative ' as presented on 19 May 2020 be noted.</li> <li>Council staff prepare and submit relevant documentation to secure RV Friendly status for the City of Mount Gambier.</li> </ol> |                               |                 |   |
| <b>CARRIED</b>   |                               |                 |   |
| <p>11 Jun 2020 - 2:07 PM - Jessica Porter<br/>                     Action completed<br/>                     In Progress</p>   |                               |                 |   |



|                       |                                     |  |
|-----------------------|-------------------------------------|--|
| Outstanding/Finalised | Division:<br>Committee:<br>Officer: | Date From: 19/05/2020<br>Date To: 11/06/2020 |
| Action Sheets Report  |                                     | Printed: 11 June 2020 4:01 PM                |

| Meeting  | Officer/Director                        | Section         | Subject                                |
|--|---|-----------------|--|
| Council 19/05/2020   | Izzard, Aaron<br>Cernovskis,<br>Barbara | Council Reports | By-Appointment Hard/Bulky Waste Option |
| <b>RESOLUTION 2020/202</b>   |   |                 |  |
| Moved: Cr Steven Perryman<br>Seconded: Cr Ben Hood   |   |                 |  |
| <ol style="list-style-type: none"> <li>1. That Council Report No. AR20/27938 titled 'By-Appointment Hard/Bulky Waste Option' as presented on 19 May 2020 be noted.</li> <li>2. Council allocate an amount of \$200,000 for a bulky goods collection trial.</li> <li>3. As part of Council's response to the COVID-19 crisis, Council trial a one off bulky waste collection, where each residential property would be eligible to one pick up, by appointment.</li> <li>4. Conditions apply in terms of the quantity and types of items collected, as per <b>Attachment 1</b>, noting that the permitted and unacceptable items lists are not exclusive or exhaustive.</li> <li>5. This trial period run from 1 July 2020 until 18 December 2020, with a report being brought back to Council to enable an understanding of the use and impacts of the trial.</li> </ol> |   |                 |  |
| <b>CARRIED</b>   |   |                 |  |
| <p>11 Jun 2020 - 2:07 PM - Aaron Izzard<br/>                     Action completed by: Izzard, Aaron<br/>                     Details currently being arranged. Public notifications to commence within the next week or two.</p>   |   |                 |  |

| Meeting  | Officer/Director              | Section         | Subject                            |
|--|-------------------------------|-----------------|------------------------------------|
| Council 19/05/2020   | McDonald, Mark<br>Serie, Nick | Council Reports | Suspension of Green Waste Tag Fees |
| <b>RESOLUTION 2020/203</b>   |                               |                 |                                    |
| Moved: Cr Christian Greco<br>Seconded: Cr Kate Amoroso   |                               |                 |                                    |
| <ol style="list-style-type: none"> <li>1. That Council Report No. AR20/25241 titled 'Suspension of Green Waste Tag Fees' as presented on 19 May 2020 be noted.</li> <li>2. The Council will offer a universal FOGO service for residential properties.</li> <li>3. The Council will charge a one off \$85 fee to cover the cost of the bin, a kitchen caddy, biodegradable caddy liners and delivery for new users.</li> <li>4. New and existing bin users will not need to pay any fee for a kerbside green organics collection in 2020/21, as of 1 July 2020.</li> </ol> |                               |                 |                                    |



|                       |                                     |  |
|-----------------------|-------------------------------------|--|
| Outstanding/Finalised | Division:<br>Committee:<br>Officer: | Date From: 19/05/2020<br>Date To: 11/06/2020 |
| Action Sheets Report  |                                     | Printed: 11 June 2020 4:01 PM                |

5. The current year and future year education programs will include a push on FOGO and seek to increase the take up of such bins.
  6. A review will be taken in mid-2021 to enable a reassessment of the impacts to be quantified as part of the 2021/22 preparation of the Annual Business Plan and Budget process.
- CARRIED**

| Meeting   | Officer/Director                 | Section         | Subject                                 |
|---|----------------------------------|-----------------|---|
| Council 19/05/2020  | Meddle, Andrew<br>Meddle, Andrew | Council Reports | Community Development Fund applications |
| <b>RESOLUTION 2020/204</b>  |                                  |                 |   |
| Moved: Cr Kate Amoroso  |                                  |                 |   |
| Seconded: Cr Christian Greco  |                                  |                 |   |
| <ol style="list-style-type: none"> <li>1. That Council Report No. AR20/30040 titled 'Community Development Fund applications' as presented on 19 May 2020 be noted.</li> <li>2. That Council endorse the following applications and amounts from the Community Development Fund:                             <ol style="list-style-type: none"> <li>(a) Mount Gambier Netball Club (\$19,935.56)</li> <li>(b) Blue Lake Golf Club (\$19,805)</li> <li>(c) Lifeline (\$7,995)</li> </ol> </li> <li>3. That the Chief Executive Officer inform the three groups of Council's decision.</li> </ol> |                                  |                 |   |
| <b>CARRIED</b>  |                                  |                 |   |
| 21 May 2020 - 11:14 AM - Andrew Meddle<br>Action completed by: Meddle, Andrew<br>The three successful applicants advised on 20/05/2020.   |                                  |                 |   |

| Meeting                    | Officer/Director                        | Section         | Subject                                 |
|----------------------------|---|-----------------|---|
| Council 26/05/2020         | Lavia, Ashlee<br>Cernovskis,<br>Barbara | Council Reports | Community Development Fund applications |
| <b>RESOLUTION 2020/215</b> |   |                 |   |



|                       |                                     |  |
|-----------------------|-------------------------------------|--|
| Outstanding/Finalised | Division:<br>Committee:<br>Officer: | Date From: 19/05/2020<br>Date To: 11/06/2020 |
| Action Sheets Report  |                                     | Printed: 11 June 2020 4:01 PM                |

Moved: Cr Paul Jenner  
 Seconded: Cr Max Bruins

1. That Council Report No. AR20/32476 titled 'Community Development Fund applications ' as presented on 26 May 2020 be noted.
1. That Council endorse the following applications and amounts from the Community Development Fund:
  - (a) Mount Gambier Motor Cycle Club (\$8,251.00)
  - (b) South Gambier Football Club (\$20,000.00)
  - (c) Centrals Baseball Club (\$20,000.00)
2. That Council not support at this time the following application and amount from the Community Development Fund:
  - (a) Rotary Club of Mount Gambier West (\$20,000.00), pending the preparation of a Masterplan for the reserve in the next financial year, where detailed consideration of the proposal can be made and that \$20,000 be provisionally allocated should such works then proceed.
3. That the Chief Executive Officer write and inform the four groups of Council's decision.

**CARRIED**

*29 May 2020 - 8:15 AM - Ashlee Lavia*  
 Action completed by: Lavia, Ashlee  
 Applicants notified of decision.

| Meeting            | Officer/Director                 | Section         | Subject   |
|--------------------|----------------------------------|-----------------|---|
| Council 26/05/2020 | Meddle, Andrew<br>Meddle, Andrew | Council Reports | Limestone Coast Local Government Association - Recovery and Rebuilding Action Plan (COVID-19) |

**RESOLUTION 2020/216**

Moved: Cr Max Bruins  
 Seconded: Cr Christian Greco

1. That Council Report No. AR20/32128 titled 'Limestone Coast Local Government Association - Recovery and Rebuilding Action Plan (COVID-19)' as presented on 26 May 2020 be noted.
2. Elected Members provide feedback to the Chief Executive Officer by close of business on 29 May 2020.
3. City of Mount Gambier inform Limestone Coast Local Government Association that it is not prepared to endorse the plan in its current form and invite the Limestone Coast Local Government Association to report back electronically to Elected Members on their proposal.



|                       |                                     |  |
|-----------------------|-------------------------------------|--|
| Outstanding/Finalised | Division:<br>Committee:<br>Officer: | Date From: 19/05/2020<br>Date To: 11/06/2020 |
| Action Sheets Report  |                                     | Printed: 11 June 2020 4:01 PM                |

**Carried**

1 Jun 2020 - 12:22 PM - Andrew Meddle  
 Action completed by: Meddle, Andrew  
 Feedback supplied to the LCLGA on 31/05/2020.

| Meeting  | Officer/Director                        | Section         | Subject                                 |
|--|---|-----------------|---|
| Council 9/06/2020  | Lavia, Ashlee<br>Cernovskis,<br>Barbara | Council Reports | Community Development Fund applications |
| <b>RESOLUTION 2020/217</b>   |   |                 |   |
| Moved: Cr Kate Amoroso   |   |                 |   |
| Seconded: Cr Sonya Mezinac   |   |                 |   |
| <ol style="list-style-type: none"> <li>1. That Council Report No. AR20/33430 titled 'Community Development Fund applications' as presented on 09 June 2020 be noted.</li> <li>2. That Council endorse the following applications and amounts including the shortfall of up to \$55,0000.00 from the Community Development Fund:                             <ol style="list-style-type: none"> <li>(a) Lower South East Hockey Association (\$20,000.00)</li> <li>(b) South Gambier Netball Club Association (\$20,000.00)</li> <li>(c) Basketball Mount Gambier (\$20,000.00)</li> <li>(d) Mount Gambier City Band (\$15,000.00)</li> <li>(e) Mount Gambier History Group (\$17,860.00)</li> <li>(f) Senior Citizens Club (\$20,000.00)</li> </ol> </li> <li>3. That Council do not endorse at this time the application from the South Gambier Cricket Club, pending the preparation of a Masterplan for the Blue Lake Sports Park and consideration of tenure arrangements</li> <li>4. That the Community Development Fund close for applications effective immediately.</li> <li>5. That the Chief Executive Officer write and inform the seven groups of Council's decision.</li> </ol> |   |                 |   |
| <b>CARRIED</b>   |   |                 |   |
| 11 Jun 2020 - 2:00 PM - Ashlee Lavia<br>Action completed by: Lavia, Ashlee<br>Applicants notified of Council decision.   |   |                 |   |



**15 ECONOMIC AND ENVIRONMENT COMMITTEE MINUTES AND  
RECOMMENDATIONS**

Nil



## 16 PEOPLE AND PLACE COMMITTEE MINUTES AND RECOMMENDATIONS

### 16.1 **MINUTES OF THE PEOPLE AND PLACE COMMITTEE HELD ON 1 JUNE 2020 - [Go to Attachment](#)**

#### **RECOMMENDATION**

That the Minutes of the People and Place Committee meeting held on 1 June 2020 as attached be noted.

### 16.2 **[Drift Challenge Australia - King of the Hill National Drift Event 2020 - Valley lake - 5/11/2020 to 09/11/2020](#) – Report No. AR20/18470**

#### **RECOMMENDATION**

1. That People and Place Committee Report No. AR20/18470 titled 'Drift Challenge Australia - King of the Hill National Drift Event 2020 - Valley lake - 5/11/2020 to 09/11/2020' as presented on 01 June 2020 be noted.
2. That Council approve the closure of the Valley Lake precinct from Thursday, 5 November 2020 to Monday, 9 November 2020 inclusive to allow for the event to be held.
3. That Council provide in-kind support up to the value of \$2,000 to assist with closure of the Valley Lake precinct, track sweeping, waste management, grandstands and crowd control fencing.
4. That approval is conditional upon:
  - (a) Valley Lakes precinct not being closed due to a fire ban;
  - (b) an appropriate Risk, Safety and Traffic Management plan;
  - (c) receipt of a Certificate of Currency for Public Liability insurance at least two months prior to the event;
  - (d) all approvals received from relevant authorities; and
  - (e) submission of a plan to the Council demonstrating compliance with any applicable COVID 19 social distancing rules and government Directions that may be relevant at the time of the submission.

### 16.3 **[Strategic Plan 2020-2024 Feedback](#) – Report No. AR20/27935**





**RECOMMENDATION**

1. That People and Place Committee Report No. AR20/27935 titled 'Strategic Plan 2020-2024 Feedback' as presented on 01 June 2020 be noted.
2. That Council make the changes identified in the '*Proposed Changes*' part of this report.
3. That subject to these changes being implemented, the Strategic Plan 2020-2024 be endorsed.
4. That the Chief Executive Officer be authorised to make minor textual changes to correct typos and errors of fact and to update the Mayoral Message if required in consultation with the Mayor.

**16.4** [Annual Business Plan and Budget Feedback – Report No. AR20/32772](#)

**RECOMMENDATION**

1. That People and Place Committee Report No. AR20/32772 titled 'Annual Business Plan and Budget Feedback' as presented on 01 June 2020 be noted.
2. That Council make the changes identified in the '*Proposed Changes*' part of this report.
3. That the Chief Executive Officer be authorised to make minor textual changes to correct typos and errors of fact and to update the Mayoral Message if required in consultation with the Mayor.
4. That Council allocate \$7,500 from the 2019/2020 budget to Wet Noses in respect of their community service.

**16.5** [Replacement of Council Street lighting with LED luminaires – Report No. AR20/32710](#)

**RECOMMENDATION**

1. That People and Place Committee Report No. AR20/32710 titled 'Replacement of Council Street lighting with LED luminaires' as presented on 01 June 2020 be noted.
2. Council members consider the replacement of 2,351 HID street lights with smart ready LED luminaires at a total cost of approximately \$1M at a future workshop.

**16.6** [Request for Discretionary Rate Rebate for 71 Suttontown Road, Mount Gambier - Mt Gambier ADRA Op Shop – Report No. AR20/31518](#)



**RECOMMENDATION**

1. That People and Place Committee Report No. AR20/31518 titled 'Request for Discretionary Rate Rebate for 71 Suttontown Road, Mount Gambier - Mt Gambier ADRA Op Shop' as presented on 01 June 2020 be noted.

**16.7**     [Commercial Rate Relief](#) – Report No. AR20/32802

**RECOMMENDATION**

1. That People and Place Committee Report No. AR20/32802 titled 'Commercial Rate Relief' as presented on 01 June 2020 be noted.
2. That Council confirm that Commercial Rate Relief to Mount Gambier Central Shopping Centre be provided on an individual application on a case by case basis, rather than as a whole.
3. That Council consider Mount Gambier Central's current application to comprise their office only.
4. That the Chief Executive Officer advise the applicant of the Council's decision in writing.



**17 REGIONAL SPORT AND RECREATION CENTRE COMMITTEE MINUTES AND RECOMMENDATIONS**

Nil



**18 COUNCIL ASSESSMENT PANEL MINUTES**

**18.1 MINUTES OF THE COUNCIL ASSESSMENT PANEL HELD ON 21 MAY 2020**

**RECOMMENDATION**

That the Minutes of the Council Assessment Panel meeting held on 21 May 2020 as previously circulated be noted.



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

Nil



## 20 AUDIT COMMITTEE MINUTES AND RECOMMENDATIONS

### 20.1 MINUTES OF THE AUDIT COMMITTEE HELD ON 25 MAY 2020 - [Go to Attachment](#)

#### RECOMMENDATION

That the Minutes of the Audit Committee meeting held on 25 May 2020 as attached be noted.

### 20.2 [Audit Committee works program annual review](#) – Report No. AR20/28019

#### RECOMMENDATION

1. That Audit Committee Report No. AR20/28019 titled 'Audit Committee works program annual review' as presented on 25 May 2020 be noted.
2. That the Audit Committee endorses the Audit Committee 'Annual works program – FY2021'.

### 20.3 [COVID-19 and Council's response to date](#) – Report No. AR20/28045

#### RECOMMENDATION

1. That Audit Committee Report No. AR20/28045 titled 'COVID-19 and Council's response to date' as presented on 25 May 2020 be noted.

### 20.4 [Long Term Financial Plan and Asset Management Plan - considerations for 2020-21 Annual Business Plan & Budget](#) – Report No. AR20/28047

#### RECOMMENDATION

1. That Audit Committee Report No. AR20/28047 titled 'Long Term Financial Plan and Asset Management Plan - considerations for 2020-21 Annual Business Plan & Budget' as presented on 25 May 2020 be noted.

### 20.5 [Cumulative Spend 2019-20](#) – Report No. AR20/28907

#### RECOMMENDATION

1. That Audit Committee Report No. AR20/28907 titled 'Cumulative Spend 2019-20' as presented on 25 May 2020 be noted.

**20.6**     [Financial Internal Control Procedure document](#) – Report No. AR20/30212

**RECOMMENDATION**

1. That Audit Committee Report No. AR20/30212 titled 'Financial Internal Control Procedure document' as presented on 25 May 2020 be noted.

**20.7**     [Annual Business Plan & Budget FY2020](#) – Report No. AR20/30226

**RECOMMENDATION**

1. That Audit Committee Report No. AR20/30226 titled 'Annual Business Plan & Budget FY2020' as presented on 25 May 2020 be noted.

**20.8**     [2020/21 Interim audit update](#) – Report No. AR20/30280

**RECOMMENDATION**

1. That Audit Committee Report No. AR20/30280 titled '2020/21 Interim audit update' as presented on 25 May 2020 be noted.



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

Nil

**22 BUILDING FIRE SAFETY COMMITTEE MINUTES**

Nil





## 23 COUNCIL REPORTS

### 23.1 CONDUCT OF MEETINGS – REPORT NO. AR20/33710

|                                  |   |
|----------------------------------|---|
| <b>Committee:</b>                | <b>Council</b>  |
| <b>Meeting Date:</b>             | <b>16 June 2020</b>   |
| <b>Report No.:</b>               | <b>AR20/33710</b>   |
| <b>CM9 Reference:</b>            | <b>AF19/416</b>   |
| <b>Author:</b>                   | <b>Michael McCarthy, Manager Executive Administration</b>   |
| <b>Authoriser:</b>               | <b>Andrew Meddle, Chief Executive Officer</b>   |
| <b>Summary:</b>                  | This report considers the implications of Council's Conduct of Meetings Policy C410 in the context of returning to face-to-face meetings. |
| <b>Community Plan Reference:</b> | <b>Goal 1: Our People</b><br><b>Goal 2: Our Location</b><br><b>Goal 3: Our Diverse Economy</b>  |

#### REPORT RECOMMENDATION

1. That Council Report No. AR20/33710 titled 'Conduct of Meetings ' as presented on 16 June 2020 be noted.
2. That, in accordance with Regulation 21 of the Procedures at Meetings Regulations 2013 and having considered Report No. AR20/33710, the Chief Executive Officer recommends:
  - that resolution 2020/163 dated 21 April 2020 *"That, as from 21 April 2020, Ordinary and Special meetings of the Council, Committees and informal gatherings will take place by electronic means at the following electronic location: ZOOM / MS Teams online meetings with livestream via Council's YouTube channel (or similar as available)." be revoked*
  - that the following change be made to Council's Conduct of Meetings Policy C410 to enable the resumption of face-to-face meetings of Council, Committees and informal gatherings. Delete the first sentence of **Section 12.6 Attendance at Council meetings** and replace with a new sentence stating *"Members of the Council may participate in a meeting of the Council or committee or informal gathering, by electronic means, when such a meeting is organised for electronic means."*
  - that the Chief Executive Officer determine, in consultation with the relevant Presiding Member, which meetings are to comprise face to face attendance or electronic participation.



## BACKGROUND

In April 2020 Council considered at a Special meeting and its Ordinary meeting to adopt changes to its Conduct of Meetings Policy C410 to enable electronic participation in Council (and other) meetings in response to the COVID-19 health emergency.

This report considers the implications of these policy changes in the current environment where Council is considering a return to face-to-face meetings.

As Council will be aware, the Chief Executive Officer has different powers and responsibilities to Elected Members. In this particular instance, the Chief Executive Officer, has the power to recommend the revocation or amendment of a previous decision of Council (since the last general election) pursuant to Regulation 21 of the Local Government (Procedures at Meetings) Regulation 2013. As such, it is the Chief Executive Officer's recommendation and may not be amended.

## DISCUSSION

From 22 May 2020, as detailed in Emergency Management (Gatherings No 3) (COVID-19) Direction 2020, the State Government has now specifically indicated that council, committee and subsidiary meetings are permitted.

For the purpose of this advice, Meetings of Council include an ordinary or special meeting of council and any council committees / subsidiaries.

Council meetings are permitted to be held provided that the following requirements are observed and followed:

- Limit any members of the public attending the meeting on site (e.g. in the public gallery) to a maximum of 10 attendees
- Comply with the density requirement in relation to members of the public present i.e. one person per four (4) square metres. This includes any media representatives.
- Best endeavours are used to observe social distancing (1.5 metres rule).

Lower maximum limits for public attendance may apply to the City of Mount Gambier as the density requirement needs to be complied with (as outlined above), as applicable to the Council Chamber, which has a capacity of 20 persons.

This Direction does not preclude councils from continuing to hold electronic meetings (either full or part electronic attendance) in accordance with the Electronic Participation in Council Meetings Notice No 1.

Whilst Council Members may be keen to return to face to face meetings, in determining a way forward Council needs to consider that [Ministers Notice No. 1 \(Electronic Participation in Council Meetings\)](#) and Ministers Notice No. 3 that made temporary changes to the governing legislation regarding public access to meetings is still in effect, as are the temporary policy amendments to Council's [Conduct of Meetings Policy C410](#) and part 4 of Council Resolution 2020/163 made on 21 April 2020 which provides:

*"That, as from 21 April 2020, Ordinary and Special meetings of the Council, Committees and informal gatherings will take place by electronic means at the following electronic location: ZOOM / MS Teams online meetings with livestream via Council's YouTube channel (or similar as available)."*

The temporary legislative and policy changes have effect until 28 days after the cessation of all relevant declarations relating to the emergency to which Ministers Notice No. 1 relates, in accordance with Section 302B(2)(d)(ii) of the Local Government Act 1999.



Accordingly:

- The temporary legislative changes facilitate one or more Members participating in a meeting (Council, Committee or informal gathering) by electronic means;
- Council's adopted Policy (with temporary policy provisions) provides for the same;
- Council resolution explicitly states that Ordinary and Special Council and Committee meetings, and informal gatherings will take place by electronic means.

Further, the temporary legislative provisions made by the Ministers Notice, as set out in Council's temporary policy provisions, require that for any meeting where one or Members participate electronically (including to meet the amended requirements for a meeting to be taken to be conducted in a place open to the public for the purposes of Section 90):

- the Member participating electronically must be able to hear all other Members present at the meeting;
- the Member participating electronically must be able to be heard by all other Members present at the meeting and by the person taking the minutes and by the public;
- Where the electronic means of the Member(s) participating electronically and of the Council allow the Member(s) to be both seen and heard, the Member(s) participating electronically must be both seen and heard;
- The meeting must be livestreamed on a website, or if unable to be livestreamed must be recorded and made available on a website.

A range of other technical compliance matters arise from the temporary legislative and policy changes.

### **Current Situation**

Compliance with the implications associated with electronic participation and livestreaming of meetings has been able to be satisfactorily achieved with all participants using the online Zoom and web streaming functionality.

At the time of implementation it was anticipated that such measures would be in place for the duration of the emergency period in accordance with s302B of the Act. The provisions would naturally end at this (yet to be determined) time.

The early withdrawal of implemented measures and/or potential for a 'hybrid' arrangement raise potentially unresolvable (without significant expenditure, implementation, and lead time) issues that, unless addressed appropriately, could result in Council's formal (and informal) meetings failing to meet legislative compliance requirements.

In order to move forward with face to face meetings prior to the expiry of the temporary legislative (and policy) provisions Council must first amend its temporary policy (and formally resolved) position to hold meetings electronically. This would necessarily require determination of an amended policy position that is both compliant with the Local Government Act and capable of being implemented, by way of a Motion With Notice for the revocation or amendment of resolution 2020/163 of 21 April 2020 or a report and recommendation of the Chief Executive Officer under Regulation 21 of the Procedures at Meetings Regulations 2013.

### **Future Situation**

The most significant issues to be considered in determining a policy position for participation in meetings in the current environment are associated with accommodating Members in both a face-to-face and electronic manner, combined with the ability to livestream or record to meet the '*taken to be conducted in a place open to the public*' requirement.

Put simply, no audio/visual solution has been identified that would enable Council to satisfactorily meet the legislative compliance requirements for a hybrid meeting with Members participating both physically and electronically, and with public access requirements (physical or by access to a livestream/recording) adding a further dimension to be resolved.



Taking into account the compliance requirements, it is the Chief Executive Officers recommendation that Council only move forward with face-to-face meetings on an 'all-in' or 'all-out' basis. To provide absolute clarity on this, the only options considered feasible are where Members attend only in-person together with the public (albeit with limits on number of attendees and appropriately socially distancing), or Members participate only electronically with similar public access provision via livestream or recording.

The Council has no technical solution to accommodate mixed attendance, i.e. both physical and remote. The necessary changes to accommodate this within the Council Chamber to ensure a Presiding Member can effectively manage the meeting, to ensure that the public have access, and that all participants and observers can hear and see the debate have not been planned for.

In summary, the changes required for mixed attendance include:

- Provision of large screens for Councillors, the Mayor, staff and the public to see those participating remotely;
- Provision of screens for the Mayor, CEO, meeting controller and minute taker, which do not obscure their views (and others views) of those present in the Chamber;
- Provision of microphones and camera(s) for the Mayor, CEO, Councillors and senior staff;
- The ability to livestream and manage in chamber activities (e.g. deputations, hearings, etc.)

All of this would be necessary for the, hoped for, short period before the health emergency is no longer considered to exist and the requirements for Council meetings revert to those in place prior to the pandemic.

This report therefore recommends that, following requests from Elected Members, that the Council's Conduct of Meetings Policy C410 be updated to provide for the resumption of face-to-face Council and Committee meetings and informal gatherings, with public access to be similarly provided.

## **CONCLUSION**

This report includes a recommendation that Council's Conduct of Meetings Policy C410 be updated to allow a resumption of face-to-face Committee and Council Meetings, whereby all Elected Members and the public participate in the same manner.

## **ATTACHMENTS**

Nil



**23.2 GROWTH BENEFIT INCLUSION IN 2020/21 RATES DECLARATION – REPORT NO. AR20/34124**

|                                  |   |
|----------------------------------|---|
| <b>Committee:</b>                | <b>Council</b>  |
| <b>Meeting Date:</b>             | <b>16 June 2020</b>   |
| <b>Report No.:</b>               | <b>AR20/34124</b>   |
| <b>CM9 Reference:</b>            | <b>AF19/416</b>   |
| <b>Author:</b>                   | <b>Jeroen Zwijnenburg, Manager Finance and Customer Service</b>   |
| <b>Authoriser:</b>               | <b>Andrew Meddle, Chief Executive Officer</b>   |
| <b>Summary:</b>                  | <b>Council’s rating strategy as part of its draft 2020/21 Annual Business Plan and Budget included references to a rate increase of 0% and a growth benefit of ‘TBC%’.<br/>This report advises Council of the calculated growth benefit of \$362,000 or 1.7% for inclusion in the Rates declaration in the upcoming Special Council meeting. The resultant fixed rates and rate in the dollar will be calculated on this basis.</b> |
| <b>Community Plan Reference:</b> | <b>Goal 1: Our People<br/>Goal 2: Our Location<br/>Goal 3: Our Diverse Economy<br/>Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage</b>   |

**REPORT RECOMMENDATION**

1. That Council Report No. AR20/34124 titled ‘Growth benefit inclusion in 2020/21 rates declaration’ as presented on 16 June 2020 be noted.



**BACKGROUND**

The Growth Benefit is that part of the increase in total rates which occurs not as a result of the Council changing the rate in dollar, but rather because of an increase in property value. This increase in property can be as a result of a capital investment in (e.g. a house being constructed on vacant land or an improvement to an existing house), a sub-division being approved, but no development having yet taken place or as a result of a revaluation by the Valuer-General. As such, the Council has no direct control over the growth benefit.

In the 2020/21 draft Budget that went out for community consultation Council included the following under its Rating Strategy:

**“RATING STRATEGY**

In 2020/21 approximately 65% of the Council’s operating revenue will come from rate revenue. As a result, the Council’s rating policies and strategies are key components of our financial planning.

The 2020/21 Annual Business Plan and Budget includes a 0% rate increase in line with the Council’s COVID-19 response, significantly lower than the 4.5% rate increase in the LTFP. External grant funding will be received during the build and commissioning of the Community and Recreation Hub project. To accommodate and manage the timing of grant income payments and project expenditure, the Council has modelled its Long Term Financial Plan to include drawing upon loan facilities through the Local Government Finance Authority.

The following increases in general rate revenue have been applied over recent years:

| Year    | Rate Increase | Growth Benefit | Total |
|---------|---------------|----------------|-------|
| 2015/16 | 3.85%         | 0.65%          | 4.5%  |
| 2016/17 | 3.84%         | 0.66%          | 4.5%  |
| 2017/18 | 4.02%         | 0.48%          | 4.5%  |
| 2018/19 | 4.08%         | 0.42%          | 4.5%  |
| 2019/20 | 4.26%         | 0.24%          | 4.5%  |
| 2020/21 | 0.00%         | TBC%           | TBC%  |

Note: Growth is predominantly the result of new housing and property improvements as reported by the State Valuation Office.”

**DISCUSSION**

In the rating policy per the ABP&B the Growth benefit is identified as ‘TBC%’ (To Be Confirmed). The note indicates that ‘Growth is predominantly the result of new housing and property improvements as reported by the State Valuation Office.’ This ‘TBC’ percentage needs to be agreed by Council before the Rates Declarations can be made.

**A. Timing of growth benefit determination**

At the upcoming Special Council Meeting where Council declares the rates, including the rate capital values, cent in the dollar and fixed charge included in the reports and resolutions are prepared and calculated based on the gross rate value for the total rates income for Council. Within the upcoming ‘Declaration of rates’ resolution this amount is referenced (for 2019/20 this was set at \$21,412,000). This total rates value requires to include the value of the growth benefit in case Council wants to include the growth benefit as a basis for its rating for the year.

Therefore, this report is to advise Council of the growth benefit before that meeting to be able to have this value included in its rate calculations.



Based on the Land Services SA available data per Monday 8 June the total rates value is determined through the Rates modelling process to be \$21,774,000, representing a \$362,000 increase compared to the 2019/20 financial year.

It is anticipated that this amount will change slightly following the latest updates from Land Services SA per 15 June 2020, which will form part of the Rates modelling final set of data in preparation for the 'Declaration of rates'.

Determinations of the rate components requires Rates modelling within Council's Authority system, a process that takes some working days to work through. Therefore, the input for the calculation will be finalised by Monday 15 June to allow Rates Administration to include the 'Declaration of rates' amounts for the 23<sup>rd</sup> of June Special Council meeting.

## **B. Growth benefit determination**

'Growth benefit' is not defined and which components to include can therefore be open to interpretation.

### **2020/21 growth benefit determination**

The Growth benefit is determined in the Rates modelling, which assumes no changes to the fixed charge (45% of the overall rates raised) and no changes to the differential rates, based on the most recent Capital Values of the rated properties.

With the fixed charge and the rates in the dollar left unchanged for 2020/21 compared to 2019/20 this results in a growth benefit of \$362,000 (based on 8 June Land Services SA data) or total rates revenue of \$21,774,000.

Importantly, this will result in a ratepayer with a property that has not changed in value between the 2019/20 and 2020/21 financial year declaration dates paying the same amount in Council rates over these two years.

For completeness it is noted that the Landscape Levy (previously NRM levy) has changed over these two years and therefore this change will be reflected on the rates notice).

### **Historical approach**

Over the many years, Council set an 'overall' rate increase (at 4.5%), including the growth benefit, with the rated determined irrespective of the growth benefit within that overall percentage.

Therefore, the calculation of the growth benefit had no direct impact on the increase (or decrease) of the rates charged, but only on the presentation of this rate when split between the growth benefit and the remaining rate increase.

In the historical presentation under the Growth Strategy in the ABP&B documentation Council included only the Cancelled CV and Created CV amounts under 'Growth' and not the full 'Growth Total'.

## **CONCLUSION**

Using the 9 June 2020 Rates modelling, based on the most recent report from Land Services SA, and using the used approach in growth benefit determination, the growth benefit will be in the order of \$362,000 or 1.7% for the 2020/21 financial year.

The rates declaration figures will therefore be based on the total rates amount of \$21,774,000 (\$362,000 plus the 2019/20 base of \$21,412,000).

It is anticipated that whilst the Council Rates increase will be 0% as set out in the table, the 'Growth Benefit' and 'Total' will be adjusted to approximately 1.7% depending on the final figures released



by the Valuer-General. The messaging around this is important, as this is not a rates increase, but rather an increase related to the value of the property over which the Council has no direct control.

**ATTACHMENTS**

Nil





**23.3 EXCLUSION OF LAND FROM CLASSIFICATION AS COMMUNITY LAND – REPORT NO. AR20/35548**

|                                  |   |
|----------------------------------|---|
| <b>Committee:</b>                | <b>Council</b>  |
| <b>Meeting Date:</b>             | <b>16 June 2020</b>   |
| <b>Report No.:</b>               | <b>AR20/35548</b>   |
| <b>CM9 Reference:</b>            | <b>AF19/416</b>   |
| <b>Author:</b>                   | <b>Michael McCarthy, Manager Executive Administration</b>   |
| <b>Authoriser:</b>               | <b>Andrew Meddle, Chief Executive Officer</b>   |
| <b>Summary:</b>                  | <b>This report recommends that land to be transferred to Council by Order of the Minister for Environment and Water be excluded from classification as community land, to enable subsequent transactions to occur for the settlement of a sales contract.</b> |
| <b>Community Plan Reference:</b> | <b>Goal 3: Our Diverse Economy</b>  |

**REPORT RECOMMENDATION**

1. That Council Report No. AR20/35548 titled 'Exclusion of Land from Classification as Community Land' as presented on 16 June 2020 be noted.
2. That land located at 24A/184 Jubilee Highway West (Allotment 44 in Primary Community Plan 24635 contained in Certificate of Title Volume 6080 Folio 547) to be transferred to the City of Mount Gambier by Order of the Minister for Environment and Water dated 9 June 2020 be excluded from classification as community land pursuant to s193(4) of the Local Government Act 1999.
3. That upon transfer of land located at 24A/184 Jubilee Highway West to Council, that Council progress any necessary steps to enable the settlement of a sales contract dated 21 July 2017 arising from the statutory sale process previously conducted under s184 of the Local Government Act 1999 for non-payment of rates.



## **BACKGROUND**

In April 2017 Council endorsed the commencement of a statutory process under s184 of the Local Government Act 1999 for the sale for non-payment of rates associated with (vacant land) Allotment 44 in Primary Community Plan 24635 contained in Certificate of Title Volume 6080 Folio 547.

This sale process resulted in a public auction and the execution of a sale contract. The settlement of the sale contract has been frustrated for the past 3 years by a caveat lodged by a person associated with the registered proprietor for an unregistered mortgage.

## **DISCUSSION**

To enable settlement of the sales contract Council Officers have pursued several options for the removal of the caveat, which had served its intended purpose of warning relevant parties of the caveators (untested) interest.

This matter has been further complicated by the de-registration of the company named as the registered proprietor on the land title without dealing with its remaining property interests.

Having exhausted available options assistance was sought from the Department of Environment and Water in early 2019, who subsequently presented Council's situation before the Minister for Environment and Water to consider making an order under s185 of the Local Government Act 1999 for the land to be transferred to Council.

Advice has been received that the Minister has determined to exercise the power conferred in s185 and an order was made on 9 June 2020.

Once lodged for registration, this transfer will enable Council, as registered proprietor, to make application to the Registrar-General for the removal of the caveat, and in turn the registration of the transfer to settle the frustrated sales contract.

The purpose of this report is to obtain a resolution of Council to exclude the subject land, upon transfer to Council, from classification as community land. Classification as community land would require the land to be managed in accordance with a community land management plan, and a further statutory (revocation) process, with further Ministerial approval, before the land could be sold and transferred.

Land may be excluded from community land classification before it becomes local government land provided it is not affected by provisions of a reservation, dedication, trust or other instrument. The subject land is eligible for this exclusion.

It is also noted that the Local Government Association and other Councils have been following this particular case as an opportunity for legislative or regulatory change to remove what are considered unintended impediments to Council's statutory power of sale under s184.

## **CONCLUSION**

To enable the sale for non-payment of rates to proceed in relation to Allotment 44 in Primary Community Plan 24635 contained in Certificate of Title Volume 6080 Folio 54, this report recommends that Allotment 44 to be transferred to Council be excluded from classification as community land pursuant to s193(4)

The report further recommends that steps be progressed to facilitate settlement of the sales contract.

## **ATTACHMENTS**

Nil



**23.4 UPDATE ON COUNCIL ACTIONS AS A RESULT OF DECISIONS RELATING TO COVID-19 – REPORT NO. AR20/35561**

|                                  |   |
|----------------------------------|---|
| <b>Committee:</b>                | <b>Council</b>  |
| <b>Meeting Date:</b>             | <b>16 June 2020</b>   |
| <b>Report No.:</b>               | <b>AR20/35561</b>   |
| <b>CM9 Reference:</b>            | <b>AF19/416</b>   |
| <b>Author:</b>                   | <b>Andrew Meddle, Chief Executive Officer</b>   |
| <b>Authoriser:</b>               | <b>Andrew Meddle, Chief Executive Officer</b>   |
| <b>Summary:</b>                  | <b>A report providing an update of the actions agreed by Council and their implementation and future steps, as a result of the COVID-19 pandemic.</b>                       |
| <b>Community Plan Reference:</b> | <b>Goal 1: Our People</b><br><b>Goal 2: Our Location</b><br><b>Goal 3: Our Diverse Economy</b><br><b>Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage</b> |

**REPORT RECOMMENDATION**

1. That Council Report No. AR20/35561 titled 'Update on Council Actions as a result of decisions relating to COVID-19' as presented on 16 June 2020 be noted.
2. **Rates Considerations**  
That Council endorse the designated date for decisions on rate relief is extended until 30<sup>th</sup> September 2020.
3. **Redeployment and Employment**  
That Council endorse:
  - (i) The employment program provide roles for up to 21 workers for a period of up to six months; and
  - (ii) These workers will undertake activities which enhance the amenity of the city, the maintenance of buildings, reserves or equipment, green or hard / bulky waste collection or provide support for these activities.
4. **Carinya Chapel fees**  
That Council endorse the Chapel fees for Carinya to be reinstated to \$290 from 1<sup>st</sup> July 2020.
5. **Public Buildings and Structures Works Acceleration Program**  
That Council endorse the withdrawal of funding associated with this program, noting it will be superseded by Local Roads and Community Infrastructure Projects, which will be the subject of a future Elected Member briefing.
6. **Principal Office Opening Hours**  
That Council endorse an increase in the opening hours of the Principal Office to 0900-1700hrs, Monday to Friday.



## BACKGROUND

Council has made numerous decisions to support our community during the COVID-19 pandemic. The Council's response has been three-pronged under the headings of *Our Community*, *Our Economy* and *Our Recovery*. This report sets out the decisions and their implementation. Where the implementation is proposed to be changed, this is clarified in the next steps section. This is necessary as events continue to unfold and to overtake actions put in place. The principle of *Our City. Our Response* has been clear to support state and federal government agencies as requested and not to supplicate their activities.

This report does not deal with operational changes to Council and Committee meetings.

Council has made the following decisions with regard to COVID-19:

### 1. **Special Council Meeting on Tuesday, 31<sup>st</sup> March 2020:**

- Urgent tenancy matters
  - Community and sporting tenancies – waived for 12 months.
  - Tourism tenancies – waived until 30<sup>th</sup> June 2020 and then reviewed monthly.
  - Commercial tenancies – case by case basis capped at \$60,000.
- Rate Considerations
  - Hardship clarification.
  - Fines and interest frozen until 30<sup>th</sup> June 2020.
- Redeployment and employment
  - Priority for staff redeployment to support community organisations.
  - Develop program for employment opportunities.
- Community and Recreation Hub
  - Proceed to the end of the tender process.
  - Legal advice on how to enter into a contract during a pandemic.
- Miscellaneous matters
  - Carinya Chapel fees.
  - Principal Office hours reduced to 1000hrs-1400hrs.

### 2. **Council Meeting on Tuesday 21<sup>st</sup> April 2020:**

- Fees and Charges for 2020/2021
  - 0% increase on Council's fees and charges.
- Draft Annual Business Plan and Budget
  - 0% increase in Council's rates element (excluding the growth benefit).
- Events and Sponsorship
  - Council honours all existing sponsorship commitments for 2019/2020 (excluding the Fringe).

### 3. **Special Council Meeting on Tuesday, 5<sup>th</sup> May 2020:**

- Community Development Fund
  - \$200,000 committed to support community and sporting clubs upgrade their facilities.
- Public Buildings and Structures Works Acceleration Program
  - Additional spend of \$587,100 committed for 2020/2021
- Employment Program
  - Agreed to engage people who had lost their jobs as a result of COVID-19 to undertake works around the City.
- Spaces and Places Enhancement
  - Approach to using the newly employed staff.
- Fringe Sponsorship
  - Approach to sponsorship for the cancelled 2020 event.
- Waiving of Outdoor Dining Fees
  - Waived until 30<sup>th</sup> June 2021.



**4. Special Council Meeting on Thursday, 7<sup>th</sup> May 2020:**

- Rate relief
  - Waiving of one quarter of rates and NRM levy for commercial properties, until 30<sup>th</sup> June 2020.
- COVID Prepared
  - \$2,000 support for this local initiative.

**5. Council Meeting on Tuesday, 19<sup>th</sup> May 2020:**

- By Appointment Hard / Bulky Waste Collection
  - Trial project from 1<sup>st</sup> July 2020 until 18<sup>th</sup> December 2020.
  - \$200,000 capped allocation.
- Suspension of Green Waste Tag Fees
  - Implementation of universal residential service.
  - One off \$85 fee for wheelie bin, caddy, biodegradable liners and information pack.
  - Estimated adverse financial impact of approximately \$520,000, offset by increased supply to Bio Gro and reduced supply to landfill.

**DISCUSSION**

Elected Members have received regular updates from the Chief Executive Officer on the progress of these measures. The key elements are:

**Rate Relief & Rebate**

Between 23<sup>rd</sup> March 2020 and 9<sup>th</sup> June 2020, the Council has received enquiries around rate relief affecting 469 properties (up from 461 from the previous week).

As of 9<sup>th</sup> June 2020, the Council has received 123 applications for rate rebates, 12 of which have been refused and will be the subject of a report to Council. All those refused have been pointed towards rate relief. The value of rate rebate totals \$103,102.

**Employment Program**

As of 10<sup>th</sup> June 2020 the Council has engaged 11 additional workers through Programmed and three apprentices through GTE. They are engaged in a variety of roles including mechanical, parks and gardens, green waste service support, hard / bulky waste collection service support and bus shelter maintenance. The project is intended to grow to 21 staff, including one for the ReUse Market when it reopens.

**Community Development Fund**

As of 9<sup>th</sup> June 2020, the Council has received 12 minor applications and 18 major applications. The minor applications have met the criteria and been approved. 13 majors have been approved, two have been held in abeyance, three await a decision by Council. Current funding approved or requested (excluding that being held in abeyance) totals around \$340,000, which is in excess of the \$200,000 originally made available. This fund has now been closed to new applications.

**Principal Office Opening Hours**

The Principal Office opening hours were scaled back to 1000-1400hrs as a result of COVID-19. As of 11<sup>th</sup> June 2020, the opening hours were increased to 1000-1600hrs. This is to help with the busiest period of the year for the Customer Experience Team and to reduce the density of customers.

**Other Activities**

Separately, activity has been underway at an operational level to understand the implications of decisions and to seek grant funding to support the proposed work program. These grants were:



- The Council unsuccessfully applied for match funding to provide a new playspace in the Railway Lands. This will not prevent a project funded by a gift from Mount Gambier OSHC from proceeding;
- The Council applied for funding to complete the rail trail. A decision on this is awaited; and
- The Council has been granted Local Roads and Community Infrastructure Funding, which was not expected in advance of the Federal Government announcement.

### **Financial Implications**

As part of the Council's work, financial assessment work was undertaken, which indicated that Council could find \$1m from reduced or changed activities and would borrow a similar amount to create a fighting fund of \$2m. With the exception of the decisions taken with regard to the suspension of green waste tag fees and commercial rate relief, this allocation will be adequate to cover predicted outgoings. It is proposed to wind back on the scale of these projects so that they reflect the current situation and not the one in place at a different stage of the pandemic in South Australia.

### **CONCLUSION**

The following changes are proposed to the decisions made by Council during the earlier stages of the pandemic:

### **Rates Considerations**

The current determined date for decisions on rate relief (relating to item 4.2 from 31<sup>st</sup> March 2020) is 30<sup>th</sup> June 2020. It is proposed to change this date until 30<sup>th</sup> September 2020. This will provide relief for those facing hardship to defer their payments and to not incur fines or interest for a further three month period until 11<sup>th</sup> December 2020, depending on the date Council strike a rate, which is anticipated to be 23<sup>rd</sup> June 2020, as per the Council resolution of 21<sup>st</sup> April 2020.

### **Redeployment and Employment**

The original program proposed to provide roles for 50 new workers who had lost their employment as a result of COVID-19. It is proposed to reduce this number to 21 new workers for a period of up to six months. The breadth of the roles they will undertake will be reduced to focus on activities which enhance the amenity of the city, undertake maintenance of buildings, reserves or equipment, green or hard / bulky waste collection or provide support for these activities.

This approach is taken because of the current upturn in local employment and the road map indicating a return to improved employment levels going forward.

### **Carinya Chapel fees**

As the Carinya Chapel can be used to host normal or near funeral sizes, it is proposed that from 1<sup>st</sup> July 2020, the charge associated with this be reinstated to the original 2019/2020 charge of \$290.

This approach is taken because of the increase in mourners now allowed as a result of the adjusted State Government Directions.

### **Public Buildings and Structures Works Acceleration Program**

It is proposed to remove this aspect from the Council's funding. The intent of this project was to inject funds towards local builders and suppliers who would undertake works specified in the Council's Asset Management Plans in earlier years than expected.

This approach is taken as a result of Federal Government stimulus through its support to the construction industry releasing funds for new buildings and renovations. The Council has also been granted \$486,995 from the Local Roads and Community Infrastructure Fund that may be allocated towards projects of similar intent. A much greater stimulus will be achieved should Council determine to proceed with the Community and Recreation Hub, a timeframe from which has now been set out for Elected Members.



**Principal Office Opening Hours**

It is intended that the operating hours be increased to 0900-1700hrs, Monday to Friday.

**General**

Making these changes will ensure that funding remains available for other key projects that are likely to emerge, including the medium and long-term interventions sought as a result of the Business Survey or other works sought or needed, by or for, our community.

**ATTACHMENTS**

Nil



**23.5 COMMUNITY DEVELOPMENT FUND APPLICATIONS – REPORT NO. AR20/35664**

|                                  |  |
|----------------------------------|--|
| <b>Committee:</b>                | <b>Council</b>   |
| <b>Meeting Date:</b>             | <b>16 June 2020</b>  |
| <b>Report No.:</b>               | <b>AR20/35664</b>  |
| <b>CM9 Reference:</b>            | <b>AF19/416</b>  |
| <b>Author:</b>                   | <b>Ashlee Lavia, Administrative Support - Community Wellbeing</b>  |
| <b>Authoriser:</b>               | <b>Andrew Meddle, Chief Executive Officer</b>  |
| <b>Summary:</b>                  | <b>A report seeking a decision of Council on five applications under the Community Development Fund.</b> |
| <b>Community Plan Reference:</b> | <b>Goal 1: Our People</b>  |
|                                  | <b>Goal 2: Our Location</b>  |
|                                  | <b>Goal 3: Our Diverse Economy</b>   |
|                                  | <b>Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage</b>                                |

**REPORT RECOMMENDATION**

1. That Council Report No. AR20/35664 titled 'Community Development Fund applications' as presented on 16 June 2020 be noted.
2. That Council endorse the following major applications and amounts from the Community Development Fund:
  - (a) East Gambier Sportsmen's Club (\$20,000.00)
  - (b) Mount Gambier Italo Australian Club Inc (\$16,960.00)
  - (c) Gambier Centrals Sporting Club (\$13,750.00)
  - (d) Mount Gambier Community RSL (\$7,000.00)
3. That Council endorse the following minor application as received after the close of applications on 9 June 2020 from the Community Development Fund:
  - (a) South East Community Access Radio Incorporated (\$3,787.74)
4. That the Chief Executive Officer write and inform the five groups of Council's decision.





## **BACKGROUND**

The Council has received a total of 35 applications throughout the duration of the Community Development Fund, including four (4) major applications that require Council approval:

- East Gambier Sportsmen's Club for solar panels and future proofing (\$20,000.00) [**Attachment 1**];
- Mount Gambier Italo Australian Club for roof replacement and extension of bocce rink (\$16,960.00) [**Attachment 2**];
- Gambier Centrals Sporting Club entry works and ticket booth (\$13,750.00) [**Attachment 3**]; and
- Mount Gambier Community RSL for disability access upgrades (\$20,000.00) [**Attachment 4**].

And one (1) minor application received after the Council meeting held 9 June 2020:

- South East Community Access Radio Inc for painting and lighting upgrades (\$3,787.74) [**Attachment 5**].

As at Wednesday 10 June 2020, the Community Development Fund has supported 30 projects [**Attachment 6**] totalling \$268,016.41, not including the requests under consideration in this report.

## **DISCUSSION**

Four applications for major funding (exceeding \$5,000.00) require a decision of Council. The four applications are consistent with the criteria and intent of the Community Development Fund.

One minor application (not exceeding \$5,000.00) consistent with the criteria and intent of the Community Development Fund (including quotes from local contractors dated 21 & 27 May 2020) was received following the resolution of Council to close applications effectively immediately.

All five applications have been referred to the Manager Executive Administration and the Development Team for preliminary advice relating to landowner consent and development requirements. Following this initial assessment, the following information has been provided to assist Council in their decision-making:

### **East Gambier Sportsmen's Club**

- Planning consent will be required if a tilt frame is used;
- Building rules consent will be required if a tilt frame is used; and
- No property concerns, providing as-constructed plans and compliance certificates are provided to Council, contractors are properly inducted and works are carried out in line with development requirements.

### **Mount Gambier Italo Australian Club Inc**

- Planning consent required;
- Building rules consent required; and
- Not Council owned and not in Council area.

### **Gambier Centrals Sporting Club**

- Planning consent required;
- Building rules consent required; and
- Not Council owned and not in Council area.



### **Mount Gambier Community RSL**

- Planning consent required;
- Building rules consent required; and
- Not Council owned.

### **South East Community Access Radio Incorporated (Minor)**

- No planning consent required;
- No building rules consent required; and
- Not Council owned.

### **CONCLUSION**

With the Community Development Fund currently oversubscribed by \$68,016.41, Council may now determine whether to release further funds as requested by applicants.

If Council were to endorse all five applications, the \$200,000.00 budget would be exceeded by approximately \$130,000.00. At the current time, it is believed that this additional funding can be taken from the COVID-19 funding, as the priority of other projects has diminished given State and Federal Government activities.

In considering the preliminary advice provided by Council officers and the intent of the Community Development Fund the below applications are recommended for approval:

- East Gambier Sportsmen's Club (\$20,000.00);
- Mount Gambier Italo Australian Club Inc (\$16,960.00);
- Gambier Centrals Sporting Club (\$13,750.00);
- Mount Gambier Community RSL (\$7,000.00); and
- South East Community Access Radio Incorporated (\$3,787.74).

### **ATTACHMENTS**

1. Application - East Gambier Sportsmen's Club [↓](#)
2. Application - Mount Gambier Italo Australian Club [↓](#)
3. Application - Gambier Centrals Sporting Club [↓](#)
4. Application - Mount Gambier Community RSL [↓](#)
5. Application - South East Community Access Radio Incorporated [↓](#)
6. Community Development Fund - Application Summary [↓](#)





COMMUNITY DEVELOPMENT FUND APPLICATION FORM

|   |  |
|---|--|
| COMMUNITY GROUP / SPORTING CLUB   | East Gamier Sportsmens Club Inc  |
| ABN   | 4 9 0 7 1 9 7 5 9 0 5  |
| CONTACT PERSON  | Nathan Stratford   |
| POSITION  | Chairman of Other Activities   |
| PHONE NUMBER  | 0427 979 238   |
| EMAIL ADDRESS   | eastgambiersportsmens@bigpond.com  |
| IF A SPORTING CLUB – IS THE CLUB STARCLUB ACCREDITED?   | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PARTIALLY |
| DO YOU HAVE A BUSINESS PLAN?  | <input type="checkbox"/> YES (IF YES, PLEASE SUPPLY) <input checked="" type="checkbox"/> NO            |
| BRIEF DESCRIPTION OF PROPOSED WORKS:  |  |
| Local supply and installation of approximately 60 solar panels and inverters to reduce electricity costs and reduce carbon footprint - allowances made for additional panels and storage through batteries in the future. |  |
| COST OF WORKS   | \$ 30000   |
| HOW MUCH IS THE GROUP / CLUB PROPOSING TO CONTRIBUTE  | \$ 10000   |
| HOW MANY MEMBERS DO YOU HAVE / PEOPLE USING THE FACILITY PER WEEK IN NORMAL CIRCUMSTANCES?  | 694  |
| NAMES OF LOCAL SUPPLIERS/CONTRACTORS:   | Gabriel Electrical/BTK Contracting   |
| IS A QUOTE ATTACHED:  | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                                    |
| PROPOSED START DATE:  | 22/06/2020   |
| PROPOSED FINISH DATE:   | 03/07/2020   |
| ARE YOU ARE AWARE OF ANY CONSENTS REQUIRED FOR THE WORKS TO TAKE PLACE?   | Nil  |
| HAVE YOU ATTACHED A STATEMENT AS TO THE BENEFITS TO THE COMMUNITY?<br>(For works over \$5000 only - max. 250 words)   | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                                    |

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



**"the bulldogs"**  
**East Gambier Cricket Club**

The President

27<sup>th</sup> May 2020

East Gambier Sportsmens Club

Dear Rob,

Thank you for the recent briefing on further sustainability projects being undertaken by the East Gambier Sportsmens Club at the MacDonald Park recreation facility.

In addition to the rain water tank project previously completed, on behalf of the East Gambier Cricket Club I am pleased to provide this letter of support for the funding application being submitted by the East Gambier Sportsmens Club to now install solar panels on Clubrooms at MacDonald Park.

This project whilst significantly reducing the Clubs greenhouse footprint will also add to the clubs ongoing financial sustainability.

The East Gambier Cricket Club therefore has no hesitation in supporting the application.

Yours Faithfully

A blue ink handwritten signature, appearing to read 'Grant Humphries', written over a light blue horizontal line.

Grant Humphries

Secretary

East Gambier Cricket Club

0408 858 650

[humps5@bigpond.com](mailto:humps5@bigpond.com)



## East Gambier Sportsmen's Club Inc.

---



PO Box 1065  
Mount Gambier SA 5290  
McDonald Park Clubrooms  
Jubilee Highway East  
Mount Gambier, SA 5290  
Telephone 8725 5971  
Facsimile 8725 4618  
eastsportsmens@bigpond.com

### City of Mount Gambier – Community Development Fund Application

#### Benefits to the Community Statement

At the East Gambier Sportsmens Club Inc we firmly believe in the sustainable use of our resources and environment.

As part of our ongoing sustainability projects and having previously installed rainwater tanks to reduce our reliance on ground water, and in 2019 the installation of low power LED lighting; With the local supply and installation of Solar Panels on our main building at McDonald Park this would assist in further reducing our carbon footprint.

As a multi-use facility that is used year-round by community groups that engage over 690 participants and members in senior and junior AFL football, Womens AFL Football, Netball and Cricket, the benefit supports a wide range of activities and community members.

With Electricity costs being our single largest expense, this project increases our financial viability and provides a benefit to the community by reducing our ongoing expenses ensuring we minimise the costs of being involved in healthy activities and sports within our community.





The President

27<sup>th</sup> May 2020

East Gambier Sportsmens Club

Dear Rob,

Thank you for the recent briefing on further sustainability projects being undertaken by the East Gambier Sportsmens Club at the MacDonald Park recreation facility.

In addition to the rain water tank project previously completed, on behalf of the East Gambier Cricket Club I am pleased to provide this letter of support for the funding application being submitted by the East Gambier Sportsmens Club to now install solar panels on Clubrooms at MacDonald Park.

This project whilst significantly reducing the Clubs greenhouse footprint will also add to the clubs ongoing financial sustainability.

The East Gambier Cricket Club therefore has no hesitation in supporting the application.

Yours Faithfully

A handwritten signature in blue ink, appearing to read "Grant Humphries".

Grant Humphries

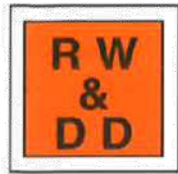
Secretary

East Gambier Cricket Club

0408 858 650

[humps5@bigpond.com](mailto:humps5@bigpond.com)





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Telephone: (08) 8725 8744  
Fax: (08) 8725 8096

May 27<sup>th</sup>, 2020

Nathan Stratford  
East Gambier Sportsmans Club Inc  
Jubilee Highway East  
Mount Gambier SA 5290

Nathan,

We have pleasure in submitting our quotation to supply and install a 19.8kW PV Solar Generation System at your Jubilee Highway East location.

Our price for this system would be \$ 27,595.00 (Twenty seven thousand, five hundred and ninety five dollars), excluding GST.

**SCOPE OF WORK**

Supply and install 60 of 330W Jinko Cheetah Mono PERC Half Cell Module 35mm Black Frame Panels, installed on the north/west facing roof space of Clubrooms.

Supply and install 2 of Fronius Solar Transformerless 3PH 10.0kW Inverters, installed directly above the existing main switchboard on the southern wall of the Clubrooms.

Supply and install steel cage around inverters to protect from damage.

**EXCLUSIONS AND ADDITIONAL INFORMATION**

No allowance has been made in our quotation for any costs involved in SA Power Networks meter connections. This cost will be charged directly to the customer via your electricity retailer.

System size design has been based on factors including budget and electricity usage. These are assumed values due to the difference between usages in summer to winter.

A 16.5kW Solar Generation System installed at your location would create approximately 300 STCs (Small Scale Technology Certificates) that can be actively traded. Current pricing for these certificates, along with information on the sale process is widely available on the internet at sites such as <http://www.green-bank.com.au/stc/trading-with-us>. This site included some handy calculators and advice on selling the STCs. As a guide, your 300 certificates would have a current market value today of \$37.00 each, exclusive of GST.

RW & DD Gabriel Electrical Contractors Pty Ltd is a quality endorsed company, ensuring quality inspection and testing at all stages of manufacture and installation.



Should you require any further information, please don't hesitate to contact us.

We thank you for the opportunity to quote this work and trust that our quotation meets with your approval.

Kind regards,



Sue Cook  
For RW & DD Gabriel Electrical Contractor Pty Ltd

Ref: 4709





27/05/2020

Your Solar Proposal

RW & DD GABRIEL ELECTRICAL CONTRACTORS PTY LTD

# 19.8kW SOLAR SYSTEM

## ADDRESSED TO:

East Gambier Football Club

[0427979238](tel:0427979238)

[nathan.stratford@elders.com.au](mailto:nathan.stratford@elders.com.au)

Jubilee Highway East  
Mount Gambier  
South Australia 5290  
Australia

Prepared by Mitch Lewis on May 27, 2020

## CONTACT

### Address

RW & DD Gabriel Electrical Contractors PTY  
LTD  
10 Tandara Street, Mount Gambier  
SA 5290  
Australia

### Phone

Office: 08 8725 8744

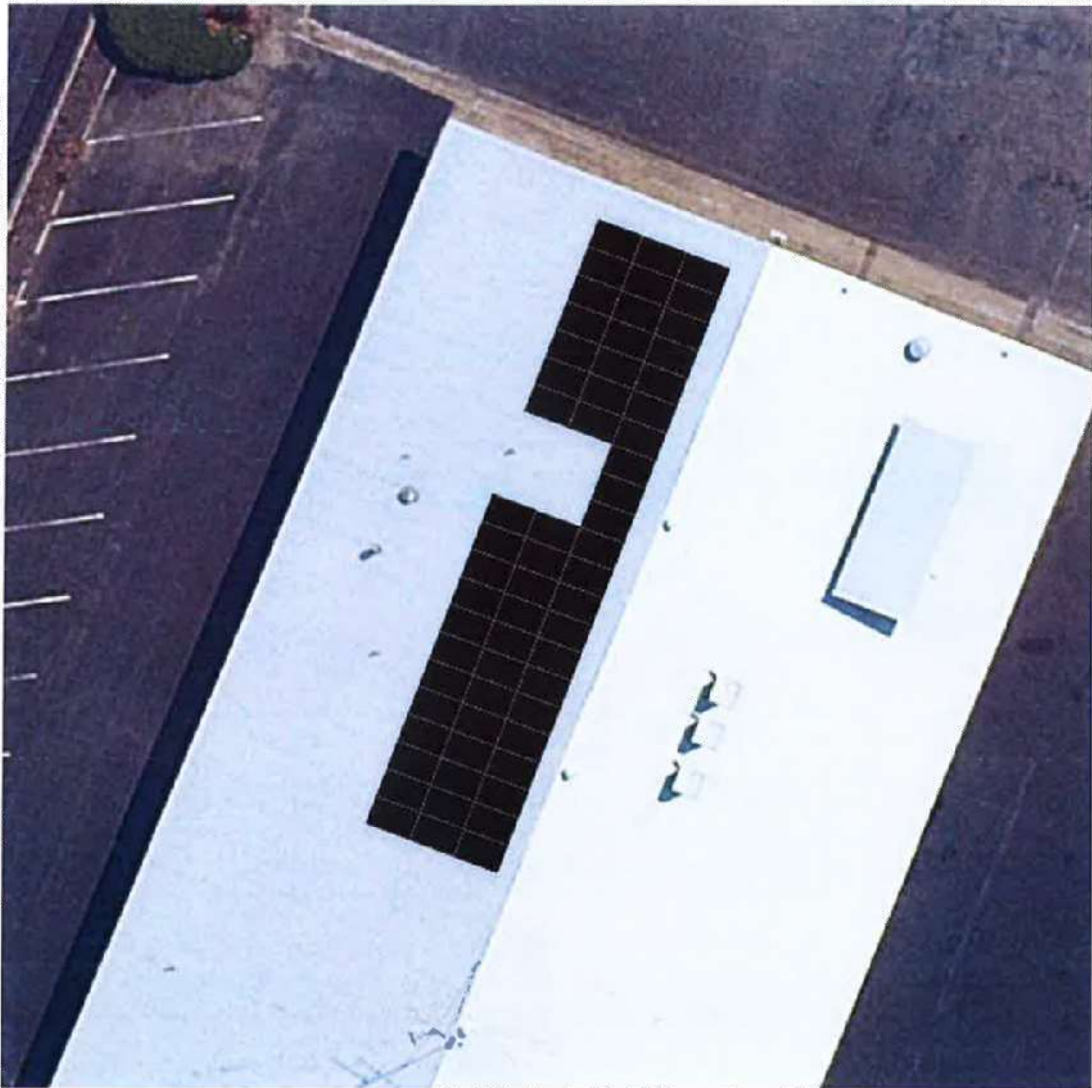


Mitch Lewis



27/05/2020

Your Solar Proposal



**PROPOSED PANEL LAYOUT**

Jubilee Highway East, Mount Gambier  
5290 South Australia  
Australia

<https://observer.getpylon.com/proposals/MPTYLXynLZ>

2/9



27/05/2020

Your Solar Proposal

**SYSTEM DETAILS**

Your custom design

**System size <sup>1</sup>**

19.8 kW<sub>DC</sub> (STC)

**Estimated annual production <sup>2</sup>**

26,466 kWh

**Solar panel**

60 × 330W Jinko Solar Cheetah - JKM330M-60  
 1665 mm × 1002 mm · Monocrystalline · [Datasheet](#)

**Inverter**

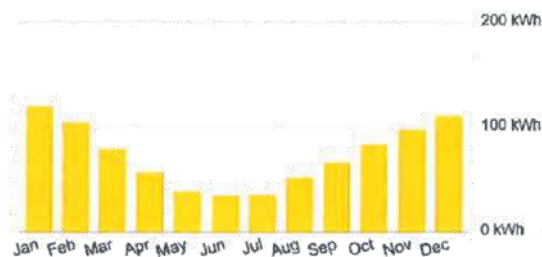
2 × Fronius Symo 10.0-3-M · 10000 W  
 3 phase · 98% max efficiency · [Datasheet](#)

**System efficiency <sup>3</sup>**

87%

**DAILY PRODUCTION PER MONTH**

How much electricity will my system generate per day, on average?



**UTILITY COSTS**

Average monthly bill

**BEFORE SOLAR**

\$2,061.83

**WITH SOLAR**

\$1,660.44 ↓ 19%  
 First year average

Annual bill

\$24,742.01

\$19925.25 ↓ 19%  
 Est. annual savings \$4,816.76



27/05/2020

Your Solar Proposal

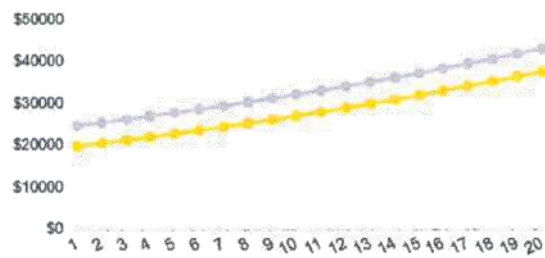
# FINANCIAL ANALYSIS

Your historical electricity bills were used to help size your solar system. Based upon the system size suggested, the expected electricity bill savings over a 20 year period are provided below.

In addition, the first-year electricity bill savings you can expect are provided together with a chart of the monthly solar system output you can expect.

## ANNUAL ELECTRICITY BILL OVER TIME <sup>4</sup>

- Electricity bill without solar
- Electricity bill with solar



## MONTHLY ELECTRICITY BILL COMPARISON <sup>4</sup>

- Electricity bill without solar
- Electricity bill with solar



27/05/2020

Your Solar Proposal

# ENVIRONMENTAL ANALYSIS

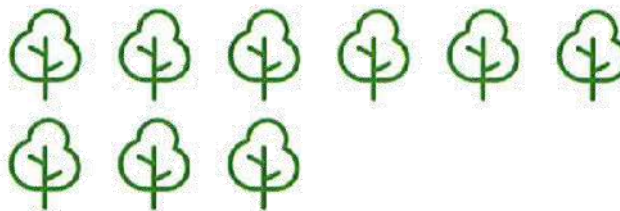
Your solar system will generate significant environmental benefits. These come primarily from avoided power plant emissions.

Below is a summary of environmental benefits your solar system will provide.

## TREES PLANTED EQUIVALENT

477 trees per year<sup>5</sup>

Each tree icon represents 50 trees



## AVOIDED EQUIVALENT FUEL

7925 litres of petrol per year<sup>5</sup>

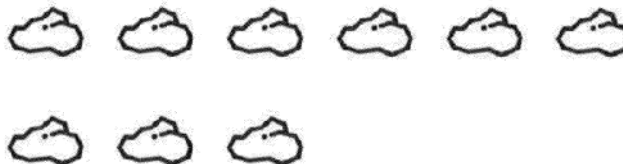
Each fuel can icon represents 800 litres of fuel



## AVOIDED COAL BURNT

9007 kg of coal per year<sup>5</sup>

Each coal lump icon represents 910 kg of coal



27/05/2020

Your Solar Proposal

#### ASSUMPTIONS & DISCLAIMER

<sup>1</sup> The Standard Test Condition rating (STC) assumes a standard set of optimal operating conditions (25°C cell temperature, 1000 W/m<sup>2</sup> and an air mass of 1.5). The STC rating is most often used by manufacturers to classify the power output of PV modules. To calculate the system's energy production for any future year, the expected degradation in system performance is included (See "PV degradation", in table below).

<sup>2</sup> Energy Output is calculated based on historical solar irradiance at the given location. A typical meteorological year is selected using statistical methods. Factors including panel tilt, orientation (azimuth), and system efficiency are taken into account.

<sup>3</sup> System efficiency is estimated to account for losses caused by a variety of factors. These factors include intermittent shading, cable losses, dirt, scheduled downtime, manufacturer tolerances, inverter efficiency for DC to AC (this does not affect off-grid DC only systems), battery round trip efficiency, and other factors.

<sup>4</sup> Utility electricity price inflation is adjusted based on the given location.

<sup>5</sup> United States Environmental Protection Agency. 2017. Greenhouse Gases Equivalencies Calculator - Calculations and References. [ONLINE] Available at: <https://www.epa.gov/energy/greenhouse-gases-equivalencies-calculator-calculations-and-references>.

<sup>6</sup> Australian Small-scale Technology Certificates (STCs) are an incentive provided under the Renewable Energy Target. One certificate is equal to one megawatt hour of eligible renewable electricity either generated or displaced by the installed system. [ONLINE] Read more at: <http://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Agents-and-installers/Small-scale-technology-certificates>.

**Note** The system design may change based on a detailed site audit. Estimated savings are based on past electrical usage and utility rates provided by the customer. Actual system production and savings will vary based on final system design, configuration, utility rates, applicable subsidies and your energy usage post-solar installation. Utility rates, charges and fee structures imposed by your utility are not affected by this proposal and are subject to change in the future at the discretion of your utility. The production calculations in this report are based on historical climate data for the site location and represent typical estimates of future solar production.



27/05/2020

Your Solar Proposal

**ASSUMED VALUES**

**DC Array Power**  
19.8kW

**Tilt Azimuth**  
15° -69°

**Quarterly Electric Bill**  
\$5130 (Autumn)

**System efficiency** <sup>3</sup>  
87%

**Utility Rate Inflation**  
2.95% per annum

**AC System Size**  
17.23 kW

**Self-Consumption Rate**  
20%

**Export Limit**  
No export limit

**Daily supply charge**  
\$0.89

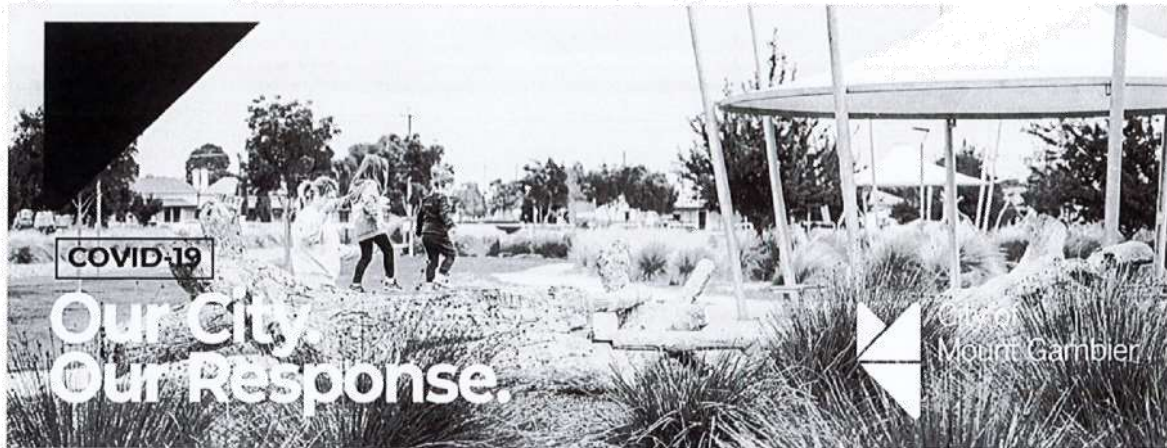
**Current Electricity Price**  
\$0.35

**Feed in Tariff**  
\$0.14

**System lifetime**  
20 years

**PV degradation**  
Jinko Solar Cheetah  
JKM330M-60  
97% for the first 1 year(s)  
-0.7% per year to year 25





COMMUNITY DEVELOPMENT FUND APPLICATION FORM

|   |  |
|---|--|
| COMMUNITY GROUP / SPORTING CLUB   | MOUNT GAMBIER ITALO AUSTRALIAN CLUB INC.   |
| ABN   | 6 5 9 4 2 6 1 2 7 3 9  |
| CONTACT PERSON  | JOHN WILLIAMSON  |
| POSITION  | VICE PRESIDENT   |
| PHONE NUMBER  | 8723 3300 / 0407 183 484   |
| EMAIL ADDRESS   | john@aswlawyers.com  |
| IF A SPORTING CLUB – IS THE CLUB STARCLUB ACCREDITED?   | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PARTIALLY |
| DO YOU HAVE A BUSINESS PLAN?  | <input checked="" type="checkbox"/> YES (IF YES, PLEASE SUPPLY) <input type="checkbox"/> NO            |
| BRIEF DESCRIPTION OF PROPOSED WORKS:  | REPLACEMENT OF ROOF AND EXTENSION OVER BOCCIE RINKS  |
| COST OF WORKS   | \$21,960.00  |
| HOW MUCH IS THE GROUP / CLUB PROPOSING TO CONTRIBUTE  | \$5,000.00   |
| HOW MANY MEMBERS DO YOU HAVE / PEOPLE USING THE FACILITY PER WEEK IN NORMAL CIRCUMSTANCES?                          | 250  |
| NAMES OF LOCAL SUPPLIERS/CONTRACTORS:   | VERSACE BUILDERS, STEELINE,  |
| IS A QUOTE ATTACHED:  | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                                    |
| PROPOSED START DATE:  | 1/1/2020   |
| PROPOSED FINISH DATE:   | 31/1/2020  |
| ARE YOU AWARE OF ANY CONSENTS REQUIRED FOR THE WORKS TO TAKE PLACE?   | NO   |
| HAVE YOU ATTACHED A STATEMENT AS TO THE BENEFITS TO THE COMMUNITY?<br>(For works over \$5000 only - max. 250 words) | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                                    |

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



**ITALO AUSTRALIAN CLUB**

**Action Plan**

**2019 -**

**Program:**

| KRA   | Task   | Action  | Commentary  | Results for the reporting period |
|---|--|---|---|----------------------------------|
| <p><b>KRA 1</b><br/>                     Ensure the appropriate governance structures of the Italo Australia Club</p> | <p><b>A</b><br/>                     Review / introduce the constitution- Mount Gambier Italo Australia Club Incorporated.</p>                             | <p>Set up committee of the Strategic committee to undertake activities for the development of the new constitution.</p>   | <p>September 2012<br/>                     Constitution accepted by IAC membership.</p> | <p>Completed 2012</p>            |
|   | <p><b>B Delegation of Authority</b><br/>                     1.<br/>                     Bylaws developed to allow appropriate delegation of authority</p> | <p>On-Going<br/>                     Copy of Constitution and Bylaws (Bound) with all 11 Board members. Copy of Constitution and Bylaws (Bound) with all Consultative Body members. 1 Copy at Club permanently.</p> |   | <p>Completed September 2016</p>  |



| KRA | Task   | Action  | Commentary   | Results for the reporting period |
|-----|--|---|--|----------------------------------|
|     | 2.<br>Position Descriptions for all Board members positions to ensure that positions have appropriate delegation of authority to ensure appropriate management of the IAC.                           | <ul style="list-style-type: none"> <li>• Check what we have, review and update of position descriptions every two years.</li> <li>• Board folders to have set content which is passed to new Board member.</li> </ul> | <ul style="list-style-type: none"> <li>• 11 Board members, 1 Consultative Body, 2 Appointed Directors folders all have Board member Descriptions.</li> <li>• Position Descriptions outlined in President, Vice President, Secretary, Finance, Governance, Sport, Facilities &amp; Maintenance, Events &amp; Fundraising folders with review date listed on each position description.</li> </ul> | Completed September 2019         |
|     | 3.<br>Define the structure of the IAC it's affiliated sports and social committee to demonstrate the Governance model agreed on by the Board (description should be available in diagrammatic form). | Locate an old plan?<br>View and see if relevant.  | Old plan located and adjustments needed  |                                  |



| KRA  | Task  | Action   | Commentary  | Results for the reporting period               |
|--|---|--|---|--|
|  | <p><b>4</b><br/>Appointment of appropriate members of the Board to critical appointments in the IAC.</p>  | <p>President and Board select what is needed at the time.</p> <p>Title of appointed Directors may change (i.e. Events and Fundraising).</p>  | <p>Titles allocated 2019</p>  | <p>Allocated 2019 and on-going</p>             |
| <p><b>KRA 2</b><br/><b>Promote and engage in activities to ensure the sustainability / viability of the IAC.</b></p> | <p><b>A.</b><br/><b>Review activities of all volunteer positions in the current workforce of the IAC.</b></p> <p>1.<br/>Outline and document the activities of volunteers to ensure that current duties are outlined in a position description for each position and presented in a folder.</p> | <p>Create induction process for all roles.</p> <p>Fire /safety evacuation processes.</p> <p>Register of Responsible Service of Alcohol volunteers, updated and displayed.</p> <p>Safe food handling volunteers list present in kitchen or food areas.</p> <p>Change – over roles, timelines and responsibilities (i.e. for Board members – Secretary / Treasurer).</p> <p>Duties expected from bar/ kitchen/ general / canteen volunteers visible.</p> | <p>To be checked (with Teresa Bueti) if GIJ Needed</p> <p>RSA completed by 9 people as listed in Board minutes dated October 2019</p> <p>To be promoted and the club to pay costs in 2020</p> <p>Procedures commenced 2019. Plan mentoring (4 week) for President, Vice President, Secretary, Treasurer, Events &amp; Fundraising and Sport to commence in 2020</p> <p>Laminated guide located in Bar and Office, 2019.</p> | <p>Installed in 2019 near 2 main doorways.</p> |



| KRA | Task   | Action   | Commentary  | Results for the reporting period |
|-----|--|--|---|----------------------------------|
|     |  |  | Other areas on-going  |                                  |
|     | 2.<br>Review current income streams for each position in the club to identify areas of concern if the fiscal (revenue) position of the IAC is compromised. | All Board Directors role descriptions to have listed their income stream, who spends money and their limits.<br><br>Sports roles and responsibilities to include outline of recognition gifts (especially Presentation Night) and costings | As indicated in individual portfolios – spending limits have been set by the Board and anything above the individual limits (generally \$500.00) must have prior approval of the full Board.<br><br>To be action mid 2020 |                                  |



| KRA | Task   | Action  | Commentary  | Results for the reporting period |
|-----|--|---|---|----------------------------------|
|     | 3<br>Review the fiscal (revenue) position of the IAC to consider the employment of paid employees to enhance / drive the fiscal position of the IAC.                     | Paid employees recorded – i.e. Grounds - Ben Letizia, Cleaning -ladies.<br>Grant applications – access support from people skilled – i.e. Jan (Onkaparinga) | 2019 - Ben Letizia (Grounds)<br>- Ladies in Kitchen (Cleaning)<br>- Federal Infrastructure Grant 2019/2020  |                                  |
|     | 4.<br>Developing of a mentoring program for all volunteers of the IAC  | Suggest shadowing a current Board member to learn their role.   | - Six leadership (soccer) team members asked to attend two meetings per year.<br>- With the purpose to learn about how the club functions and to improve effective communication across all facets of the club. To commence beginning of 2020 |                                  |
|     | 5<br>Incorporate program / processes for new volunteer membership opportunities including TAFE and school work forces that will assist promote volunteers within the IAC |   |   |                                  |



| KRA | Task  | Action  | Commentary   | Results for the reporting period |
|-----|---|---|--|----------------------------------|
|     | 6.<br>Review / recommend changes to membership criteria, including new membership formats via AGM Motion e.g. Corporates                              | Consider membership single, partners, families and corporate.<br>Single \$? Families \$?<br>Impact on voting rights to be considered. 1 parent = 1 vote, 2 parents = 2 votes?<br>Sponsorship to match membership – singles = Bronze level and fence sponsors + senior player sponsorship. | <ul style="list-style-type: none"> <li>- Initiate one membership form.</li> <li>- Seek approval at 2019 AGM to reduce rate of membership for Age Pensioner, Disability Pensioner to half of individual membership cost.</li> <li>- Individual membership to be for 18 years and over or for one adult guardian of an under 18 sports players.</li> <li>- Developing sponsorship packages in 2019.</li> </ul> |                                  |
|     | 7.<br>Review / investigate new function formats including corporatization functions that will not utilize all volunteer / activity centres of the IAC |   | 2019 – Events and Fundraising Committee formulating new function formats.  |                                  |



| KRA   | Task  | Action   | Commentary  | Results for the reporting period |
|---|---|--|---|----------------------------------|
|   | 8.<br>Conduct surveys of volunteers to ensure that all volunteers are matched for skills / time available.  | To survey volunteers – skills they have?<br>Seek this information via direct conversation considered best process.<br>Rostered groups of volunteers (ie U17, Seniors) to work soccer canteen                         | Commenced 2018  | Ongoing annually                 |
| <b>KRA 3</b><br><b>Future Planning of the IAC</b> | <b>A</b><br><b>Facility review – current facilities.</b><br>1. Board is required to conduct a review and set a list of renovations and supporting facilities for all areas of the club. The Board will set a criterion and develop a list of improvements that will be prioritised and outlined to members. | 1. Survey members for their suggestions at the AGM.<br>2. Create a list of renovations /improvements for the IAC.<br>3. Prioritise the list.<br>4. Timeline this list into 6 monthlies, annually, 2 years – 5 years. | 1. December 2019 AGM – Survey to prioritize six Facility improvements and comment on possible solar panels and water tanks.<br>2. 2019 work in progress<br>3. 2020 - planning |                                  |



| KRA | Task   | Action   | Commentary   | Results for the reporting period |
|-----|--|--|--|----------------------------------|
|     | <p>2.<br/>Consideration in planning should include the review of co-tenancy agreements with other sporting / social organisations.</p>   | <p>Could become a multi – cultural club (Grants were available in the past for this), where others could use our club as a hub. Possible now?</p>  | <p>Currently have agreements with Pensioners Association and Inter County Football Club.</p>   |                                  |
|     | <p>3.<br/>Consideration and planning of the ecological outcomes of all change and developments at the IAC must be reported by the Board during all consultation processes.</p>           | <p>Water tanks.<br/>Solar panels.<br/>Look at grants to support.</p>   | <p>- December 2019 AGM – Survey to prioritize six Facility improvements and comment on possible solar panels and water tanks.<br/>- 2020-21 Planning</p>   |                                  |
|     | <p><b>B.</b><br/><b>Non utilised IAC assets</b><br/>1.<br/>Conduct a feasibility study of the current assets, to decide the best usage of the space available in the “back paddock”.</p> | <p>Locate assets register done by Kevin Hughes and Jan Discianni (CD).<br/>Review the register and add / delete to update.<br/><br/>Back paddock use?<br/>Review. Title – check. Use / sell?</p> | <p>- Check with Mena or Joe D’Agostino to see if they have a copy.<br/>- Linda to check emails<br/>- Linda/Rocco to check front office storage area in 2020<br/>- Interest expressed in purchasing portion of land by neighbour.</p> |                                  |





| KRA | Task   | Action   | Commentary  | Results for the reporting period |
|-----|--|--|---|----------------------------------|
|     |  |  | - 2019 developing pitch commenced – sprayed<br>- Vorwerks to level land 2020 focus. |                                  |
|     | 2.<br>Consideration for planning should include the availability of government funding (local, state Federal) and should consider usage of the space for sporting, recreational social activities of the club. | 2019 Applied and received local grant, approx. \$2,000.<br><br>Federation Infrastructure Grant – up to \$500,000 | Planning 2019-2020  |                                  |
|     | 3.<br>Activities to promote services and income to the IAC may also include development of aged care or supported care facilities, or disposal of the asset (proposed by consultant).                          |  |   |                                  |



| KRA | Task   | Action   | Commentary   | Results for the reporting period |
|-----|--|--|--|----------------------------------|
|     | <p><b>C.</b><br/> <b>Reporting formats for outcomes of the IAC in the future Planning Processes.</b></p> <p>1.<br/>                     Develop and deliver annual business plan for all activities at the IAC by the Board.</p>   | <p>Annual Business Plan.</p>   |  |                                  |
|     | <p>2.<br/>                     Development of new reporting / planning formats to be considered by the Board including: Budgetary considerations including Capital works budgets.</p> <p>Standard formats for agendas, minutes, action plans, other reports required for all levels of committee structures.</p> | <p>Governance committee to guide Board on Standard formats for agendas, minutes, action plans, other reports required.</p> | <ul style="list-style-type: none"> <li>- 2019 10% of all income areas (General, Sport and Catering) transferred into Facilities and Maintenance. Budget for on-going maintenance schedule.</li> <li>- Governance committee working with Board to tighten Agenda and meeting processes for efficiency.</li> </ul> |                                  |



| KRA   | Task  | Action   | Commentary   | Results for the reporting period  |
|---|---|--|--|---|
| <p><b>KRA 4</b><br/> <b>Engagement with the Community</b></p> | <p><b>A.</b><br/> <b>Identification of new membership targets from the Community.</b></p> <p>1.<br/>                     Groups to be targeted include young families, corporate membership, non – Italian back ground members.</p> | <p>Corporate membership – see local businesses, develop a membership plan for schools?</p>   |  |   |
|   | <p><b>B</b><br/> <b>Branding</b></p> <p>1.<br/>                     The IAC will review the current issues of club branding in the community to consider changes to promoting the club in the wider community.</p>                  | <p>Have new logo at the front of the club.</p> <p>Branding on all forms of Communication needed (newsletters, events and fundraising).</p> <p>Website to function.</p> | <p>- New process commenced for Website to function<br/>                     - Focus 2020</p> | <p>Logo at front of club<br/>                     Completed 2017 / 2018</p> |



| KRA | Task   | Action  | Commentary   | Results for the reporting period |
|-----|--|---|--|----------------------------------|
|     | <p><b>C.</b><br/> <b>Community Education</b><br/>                     1.<br/>                     The IAC will develop community educational programs to increase brand awareness and open structure of the IAC.</p>                             | <p>Have held Italian Bocce Days.<br/>                     Link to schools and cook Italian foods.</p>   | <p>- On-going with Tenison College and Grant High School</p> |                                  |
|     | <p><b>D.</b><br/> <b>Political Support</b><br/>                     1.<br/>                     The Board will appoint one or more positions to increase the integration of State and Federal Political support in a bipartisan undertaking.</p> | <p>Using local members Troy Bell and Tony Pasin.</p>  |  |                                  |
|     | <p><b>E.</b><br/> <b>IAC promotion</b><br/>                     1.<br/>                     The Board will develop a plan and resources to undertake promotional activities in Mount Gambier and District.</p>                                   | <p>Connect with other sporting clubs, Federation SA, Adelaide soccer teams' men and women, Promote events via local media.<br/>                     Utilise website and internet opportunities for events, hall hire etc.</p> | <p>On-going – continue to have games with Adelaide teams</p> |                                  |



| KRA | Task  | Action   | Commentary   | Results for the reporting period |
|-----|---|--|--|----------------------------------|
|     | 2.<br>The Board will develop a plan to integrate with other like organisations throughout Australia to develop reciprocal rights. | Reciprocal rights with similar Italian Club.                             | On-going<br>- Two bus groups have been hosted by IAC in 2019<br>- Group of Bocce players from Adelaide also hosted in 2019 |                                  |
|     | 3.<br>The Board will develop a plan to align the IAC with local tourism organisations to better promote local activities.         | Club promotional information at the Lady Nelson. Blue Lake Caravan Park. | On-going – promotion information provided during Generations in Jazz   | Completed                        |
|     | 4.<br>The Board will develop a plan to contact, review and assess the success of low cost / no cost advertising activities.       |  |  |                                  |



| KRA | Task   | Action  | Commentary | Results for the reporting period |
|-----|--|---|------------|----------------------------------|
|     | 5.<br>Investigation / feasibility study of engaging with the Mount Gambier community tourism activities / organisations as a conference / events hub, to include all requirements for such an event. | Weddings, birthday, club functions, school graduations, conferences presently held. |            |                                  |
|     | 6.<br>Develop a ten-year plan for the introduction of IAC teams in State / Nationally based competitions.  |   |            |                                  |



| KRA | Task   | Action   | Commentary   | Results for the reporting period |
|-----|--|--|--|----------------------------------|
|     | <p><b>C.</b><br/> <b>Reporting formats for outcomes of the IAC in the future Planning Processes.</b></p> <p>1.<br/>                     Develop and deliver annual business plan for all activities at the IAC by the Board.</p>   | <p>Annual Business Plan.</p>   |  |                                  |
|     | <p>2.<br/>                     Development of new reporting / planning formats to be considered by the Board including: Budgetary considerations including Capital works budgets.</p> <p>Standard formats for agendas, minutes, action plans, other reports required for all levels of committee structures.</p> | <p>Governance committee to guide Board on Standard formats for agendas, minutes, action plans, other reports required.</p> | <ul style="list-style-type: none"> <li>- 2019 10% of all income areas (General, Sport and Catering) transferred into Facilities and Maintenance. Budget for on-going maintenance schedule.</li> <li>- Governance committee working with Board to tighten Agenda and meeting processes for efficiency.</li> </ul> |                                  |



| KRA   | Task  | Action   | Commentary   | Results for the reporting period  |
|---|---|--|--|---|
| <p><b>KRA 4</b><br/> <b>Engagement with the Community</b></p> | <p><b>A.</b><br/> <b>Identification of new membership targets from the Community.</b></p> <p>1.<br/>                     Groups to be targeted include young families, corporate membership, non – Italian back ground members.</p> | <p>Corporate membership – see local businesses, develop a membership plan for schools?</p>   |  |   |
|   | <p><b>B</b><br/> <b>Branding</b></p> <p>1.<br/>                     The IAC will review the current issues of club branding in the community to consider changes to promoting the club in the wider community.</p>                  | <p>Have new logo at the front of the club.</p> <p>Branding on all forms of Communication needed (newsletters, events and fundraising).</p> <p>Website to function.</p> | <p>- New process commenced for Website to function</p> <p>- Focus 2020</p> | <p>Logo at front of club<br/>                     Completed 2017 / 2018</p> |





| KRA | Task   | Action  | Commentary   | Results for the reporting period |
|-----|--|---|--|----------------------------------|
|     | <p><b>C.</b><br/> <b>Community Education</b><br/>                     1.<br/>                     The IAC will develop community educational programs to increase brand awareness and open structure of the IAC.</p>                             | <p>Have held Italian Bocce Days.<br/>                     Link to schools and cook Italian foods.</p>   | <p>- On-going with Tenison College and Grant High School</p> |                                  |
|     | <p><b>D.</b><br/> <b>Political Support</b><br/>                     1.<br/>                     The Board will appoint one or more positions to increase the integration of State and Federal Political support in a bipartisan undertaking.</p> | <p>Using local members Troy Bell and Tony Pasin.</p>  |  |                                  |
|     | <p><b>E.</b><br/> <b>IAC promotion</b><br/>                     1.<br/>                     The Board will develop a plan and resources to undertake promotional activities in Mount Gambier and District.</p>                                   | <p>Connect with other sporting clubs, Federation SA, Adelaide soccer teams' men and women, Promote events via local media.<br/>                     Utilise website and internet opportunities for events, hall hire etc.</p> | <p>On-going – continue to have games with Adelaide teams</p> |                                  |



| KRA | Task  | Action   | Commentary   | Results for the reporting period |
|-----|---|--|--|----------------------------------|
|     | 2.<br>The Board will develop a plan to integrate with other like organisations throughout Australia to develop reciprocal rights. | Reciprocal rights with similar Italian Club.                             | On-going<br>- Two bus groups have been hosted by IAC in 2019<br>- Group of Bocce players from Adelaide also hosted in 2019 |                                  |
|     | 3.<br>The Board will develop a plan to align the IAC with local tourism organisations to better promote local activities.         | Club promotional information at the Lady Nelson. Blue Lake Caravan Park. | On-going – promotion information provided during Generations in Jazz   | Completed                        |
|     | 4.<br>The Board will develop a plan to contact, review and assess the success of low cost / no cost advertising activities.       |  |  |                                  |



| KRA | Task   | Action  | Commentary | Results for the reporting period |
|-----|--|---|------------|----------------------------------|
|     | 5.<br>Investigation / feasibility study of engaging with the Mount Gambier community tourism activities / organisations as a conference / events hub, to include all requirements for such an event. | Weddings, birthday, club functions, school graduations, conferences presently held. |            |                                  |
|     | 6.<br>Develop a ten-year plan for the introduction of IAC teams in State / Nationally based competitions.  |   |            |                                  |





Mr Rocco Bueti  
President  
ITALO Australian Club

Please find enclosed our quotation for replacement and extension over bocce rinks at Casadio Park.

It is envisaged that the rinks be increased to provide two new rinks.

The cost of removing existing roofing structure and replacing will be Twenty-One thousand nine hundred and sixty Dollars (\$21,960.00).

Kind Regards,

A handwritten signature in black ink that reads 'Vince Versace'.

Vince Versace  
Versace Home Builders

4/6/2020

Phone: (08) 8723 9944 Fax: (08) 8723 9933 reception@versacehomebuilders.com www.versacehomebuilders.com  
Office: 199 Penola Road, Mount Gambier, SA 5290 Postal: P.O. Box 1183, Mount Gambier, SA 5290



#### STATEMENT AS TO THE BENEFITS TO THE COMMUNITY

The Mount Gambier Italo Australian Club ("IAC") was established more than 50 years ago at Bay Road Moorak and is a multi-cultural Club that provides social and sporting services for approximately 250 members of all ages.

IAC is operated by a proactive Board, has no paid employees and everything is done on a voluntary basis.

In particular, IAC is the home of the very successful International Soccer Club that has both mens and womens soccer teams from Mini Roos through to Seniors.

The IAC is a meeting place with full kitchen and bar facilities which are utilised by both members and visitors to the Club.

IAC regularly caters for visitors from outside of Mount Gambier for sporting, cultural, educational and social functions and is often selected as a venue for conferences and seminars for various organisations, including service clubs and the like.

The services and facilities provided by IAC positively attract tourists and tourism to Mount Gambier.

Bocce is a game enjoyed by all members of the IAC and competitions are held on a weekly basis, along with several major tournaments each year. Bocce clubs from Interstate visit IAC to compete in tournaments and this generates tourist income for Mount Gambier.

The Bocce facilities at IAC are housed indoors as many elderly members participate. The roof is in urgent need of repair and an upgrade of the Bocce lanes would be beneficial.



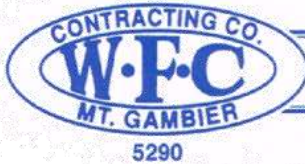


COMMUNITY DEVELOPMENT FUND APPLICATION FORM

|  |   |
|--|---|
| COMMUNITY GROUP / SPORTING CLUB  | GAMBIER CENTRALS SPORTING CLUB  |
| ABN  | 2 9 7 8 6 0 3 5 4 3 6   |
| CONTACT PERSON   | SHANE DYCKER  |
| POSITION   | PRESIDENT   |
| PHONE NUMBER   | 0418854504  |
| EMAIL ADDRESS  | shane@dycer.com.au  |
| IF A SPORTING CLUB – IS THE CLUB STARCLUB ACCREDITED?  | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PARTIALLY                                      |
| DO YOU HAVE A BUSINESS PLAN?   | <input type="checkbox"/> YES (IF YES, PLEASE SUPPLY) <input checked="" type="checkbox"/> NO   |
| BRIEF DESCRIPTION OF PROPOSED WORKS:   |   |
| <p>Dig up ,widen and bitumen the current entry to the Gambier Centrals Sporting Precinct and move and reinstate the ticket booth. The current entry point to the facility is not wide enough or safe enough to handle the volume of traffic especially match days for soccer and tennis. We wish to dig it out, widen it with two additional lanes and move the ticket box back so up to five vehicles can be safely waiting to enter off the road. Also currently is is not safe heading back towards the city as the drive way angle doesn't give a good view of traffic until you encroach onto the road way (Bishop Rd). The works will enable our members and opposition a safe path when entering and leaving the precinct. We play Mens and Boys Soccer in the LCFA, Womens and Girls soccer in the SEWFA and run a junior kids academy 4-9 years of age and have senior and junior Tennis teams in the local association as well as the Dutch Club utilizing the facility all year round and currently have approx 400 playing members family, club members, sponsors and visiting teams using the facility.</p> |   |
| COST OF WORKS  | \$ 23,954.00  |
| HOW MUCH IS THE GROUP / CLUB PROPOSING TO CONTRIBUTE   | \$ 10,204.00  |
| HOW MANY MEMBERS DO YOU HAVE / PEOPLE USING THE FACILITY PER WEEK IN NORMAL CIRCUMSTANCES?   | 500 non match week , 1100 match week  |
| NAMES OF LOCAL SUPPLIERS/CONTRACTORS:  | Quidemix , Steeline , WFC , Dycer Constructions, Geddes Plumbing, Aston Newman Timbers, Gambier Earth Movers, Mustart Electrical, Reece Plu |
| IS A QUOTE ATTACHED:   | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO   |
| PROPOSED START DATE:   | 1-08-2020   |
| PROPOSED FINISH DATE:  | 1-09-2020   |
| ARE YOU ARE AWARE OF ANY CONSENTS REQUIRED FOR THE WORKS TO TAKE PLACE?  | No requirements   |
| HAVE YOU ATTACHED A STATEMENT AS TO THE BENEFITS TO THE COMMUNITY?<br>(For works over \$5000 only - max. 250 words)  | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO   |

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





TOLMIE STREET  
BOX 331, MOUNT GAMBIER SA 5290

PHONE (08) 8725 3456  
EMAIL office@wfc.net.au

CIVIL CONSTRUCTION SPECIALISTS

3<sup>rd</sup> June 2020

Shane Dycer  
Gambier Centrals Soccer Club  
89 Bishop Road  
WORROLONG, SA, 5291

Dear Shane,

**RE: Entrance Construction**

Please find below is the quotation for the proposed entrance construction from roadway to gate and 10m x 10m extension at Gambier Centrals Soccer Club at 89 Bishop Road, Worrolong as per discussions with Peter Holmes.

Quotation

1. Mobilise plant to site.
2. Set levels.
3. Excavate down 230mm and remove spoil from site.
4. Supply and place 150mm layer of crushed limestone.
5. Supply and place 50mm layer of bluestone crushed rock.
6. Water and compact and trim to levels.
7. Supply and lay AC10 Hotmix at 30mm thick to 207 m<sup>2</sup>.
8. Clean site.
9. Demobilise plant from site.

|              |                    |
|--------------|--------------------|
| <b>Price</b> | <b>\$12,500.00</b> |
| <b>GST</b>   | <b>\$ 1,250.00</b> |
| <b>Total</b> | <b>\$13,750.00</b> |

We trust this meets with your approval and if you have any queries do not hesitate to contact Peter Holmes on 0438 557 297.

Thank you for the opportunity to supply the above information and we look forward to being of assistance with your driveway requirements.

Yours faithfully

Tony Eustace  
0417 782 268







COMMUNITY DEVELOPMENT FUND APPLICATION FORM

|   |   |
|---|---|
| COMMUNITY GROUP / SPORTING CLUB   | Mount Gambier Community RSLK  |
| ABN   | 9 0 0 9 6 0 9 3 0 3 0   |
| CONTACT PERSON  | Robert (Bob) Sandow   |
| POSITION  | President   |
| PHONE NUMBER  | 0418 829 239  |
| EMAIL ADDRESS   | robert.sandow@gmail.com   |
| IF A SPORTING CLUB – IS THE CLUB STARCLUB ACCREDITED?   | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PARTIALLY |
| DO YOU HAVE A BUSINESS PLAN?  | <input checked="" type="checkbox"/> YES (IF YES, PLEASE SUPPLY) <input type="checkbox"/> NO |
| BRIEF DESCRIPTION OF PROPOSED WORKS:  |   |
| To bring the rear carpark entrances to entry doorways up to standards. Doorways lead into both the function room and the Veterans and their guests meeting room. Both entrances are not user friendly for veterans, guests and others who have some form of disability either wheelchair bounds or walk frame assisted. As well we allow 37 not for profit groups to use our facility at no charge who all can enter or leave the rooms to the rear entrances. Members will remove all broken and existing concrete in an endeavour to minimise costs. Once this work |   |
| COST OF WORKS   | \$ <del>57,000</del> 11,000 Am  |
| HOW MUCH IS THE GROUP / CLUB PROPOSING TO CONTRIBUTE  | \$ \$4000 ( in Labour and Kind)   |
| HOW MANY MEMBERS DO YOU HAVE / PEOPLE USING THE FACILITY PER WEEK IN NORMAL CIRCUMSTANCES?  | Depending of function upwards 120   |
| NAMES OF LOCAL SUPPLIERS/CONTRACTORS:   | All materials sourced locally   |
| IS A QUOTE ATTACHED:  | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO                         |
| PROPOSED START DATE:  | As soon as a contractor is available  |
| PROPOSED FINISH DATE:   | 3 days from start date  |
| ARE YOU ARE AWARE OF ANY CONSENTS REQUIRED FOR THE WORKS TO TAKE PLACE?   | NO  |
| HAVE YOU ATTACHED A STATEMENT AS TO THE BENEFITS TO THE COMMUNITY?<br>(For works over \$5000 only - max. 250 words)   | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                         |

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



General Manager Community Wellbeing  
Barbara Cernovskis  
City of Mount Gambier 5290

Dear Barb,

Please find attached the two quotes to support the application on behalf of the Mount Gambier Community RSL.

As you will note there are two tradesmen tasked to do the job if the grant money is approved for the Mount Gambier Community RSL.

Thank you for your due consideration of our request

Attachments 2

A handwritten signature in black ink, appearing to read 'Bob Sandow', written over a light grey grid background.

Yours sincerely

Bob Sandow President  
May 3<sup>rd</sup> 2020

The Mount Gambier Community RSL is a not for profit organisation

**Returned & Services League of Australia (Mount Gambier Sub Branch) Inc**  
PO Box 80, Mount Gambier SA 5290.  
16 Sturt Street, Mount Gambier, SA, 5290.  
Phone: 08 87 25 81 81

The logo for the Returned & Services League of Australia (RSLSA). It consists of a yellow trapezoidal shape with the text 'rslsa.org.au' written in a bold, black, sans-serif font inside it.

rslsa.org.au





RSL Mount Gambier

## JNL CONSTRUCTION PTY LTD

A.B.N. 14 167 589 746  
PO BOX 2456 Mount Gambier SA 5290  
Phone: 04 3918 7926  
Email: info@jnlconstruction.com.au

Invoice No.: 00623  
Date: 04/06/2020

Deliver To:

### Quotation

| Description   | Unit Price | Quantity | GST    | Total   |
|---|------------|----------|--------|---------|
| JNL to supply the following;                                    |            |          |        |         |
| - To manufacture 2 x handrails and installation                 | 1980.00    | 1        | 180.00 | 1980.00 |
| - 3 x concrete pram ramps,<br>Repair concrete kurb and footpath | 2860.00    | 1        | 260.00 | 2860.00 |
| JNL has not allowed for the following;                          |            |          |        |         |
| - Remove old concrete pram ramps                                |            |          |        |         |

|                        |                  |
|------------------------|------------------|
| Total excluding GST    | \$4400.00        |
| GST                    | \$440.00         |
| Total including GST    | \$4840.00        |
| Amount Received        | \$0.00           |
| <b>Invoice Balance</b> | <b>\$4840.00</b> |

Thank you for giving us the opportunity to quote.





**S.E. HOME MAINTENANCE**



Wayne Collins  
PO Box 9590  
Mount Gambier West  
SA 52912  
Phone: 0439 888919  
EM: beausy97@bigpond.com

Lic/Reg BLD 196699

ABN 53 137 676 756

## QUOTATION

Date: 5<sup>th</sup> June 2020

RE: RSL Mt Gambier

### Supply and Install Stainless Steel Indicator Studs to two concrete ramps

Indicators comply with the Building Code of Australia and exceed the anti-slip requirements of AS/NZ4586.

432 Stainless Steel Tactile D&L Spigot Studs total, 216 per ramp.  
Three x 300mm lengths each ramp, 420mm blank spaces between, 600mm wide.

Total \$1547.00 + gst\*

\*Any unforeseen circumstances requiring extra labour will be charged at \$50 + GST per hour plus materials.

Quote remains valid for 30 days.

Kind regards

Wayne Collins





**COMMUNITY DEVELOPMENT FUND APPLICATION FORM**

|   |   |
|---|---|
| COMMUNITY GROUP / SPORTING CLUB   | South East Community Access Radio Incorporated  |
| ABN   | 2 4 7 2 5 8 7 7 2 0 5   |
| CONTACT PERSON  | Nathan Butler   |
| POSITION  | Chairperson   |
| PHONE NUMBER  | 0419827060  |
| EMAIL ADDRESS   | nathan.butler@mgcv.com.au   |
| IF A SPORTING CLUB – IS THE CLUB STARCLUB ACCREDITED?   | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PARTIALLY |
| DO YOU HAVE A BUSINESS PLAN?  | <input checked="" type="checkbox"/> YES (IF YES, PLEASE SUPPLY) <input type="checkbox"/> NO |
| <b>BRIEF DESCRIPTION OF PROPOSED WORKS:</b>   |   |
| SECAR was able to finalize the purchase of our building earlier this year & now own the asset as an organization. We would like to complete Interior painting of Volunteers Room / Record Library & Kitchen area. (We raised funds for the hallway & meeting room / foyer & admin office painting last year & had this completed). Without fundraising available currently, we would like to finish this. Ben Laidlaw Painting completed the previous works & we have a quote for the final rooms attached. We would also like to change the lighting to LED Lights throughout the building to reduce our energy consumption & power bills. A quote is attached from Friswell Electrical. |   |
| COST OF WORKS   | \$ 3,787.74   |
| HOW MUCH IS THE GROUP / CLUB PROPOSING TO CONTRIBUTE  | \$ Already paid over \$4000 for previous painting completed in 2019                         |
| HOW MANY MEMBERS DO YOU HAVE / PEOPLE USING THE FACILITY PER WEEK IN NORMAL CIRCUMSTANCES?  | 40-60   |
| NAMES OF LOCAL SUPPLIERS/CONTRACTORS:   | Ben Laidlaw Painting & Decorating / Friswell Electrical                                     |
| IS A QUOTE ATTACHED:  | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                         |
| PROPOSED START DATE:  | As soon as possible   |
| PROPOSED FINISH DATE:   | As soon as possible   |
| ARE YOU ARE AWARE OF ANY CONSENTS REQUIRED FOR THE WORKS TO TAKE PLACE?   | No  |
| HAVE YOU ATTACHED A STATEMENT AS TO THE BENEFITS TO THE COMMUNITY?<br>(For works over \$5000 only - max. 250 words)   | <input type="checkbox"/> YES <input type="checkbox"/> NO                                    |

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





**QUOTATION Q005719**  
 27 May 2020

5GTR  
 25 Alexander Street  
 Mount Gambier  
 South Australia 5290  
 Attention: Annette  
 Manager  
 0438 075 500  
 manager@5gtr.net

237-241 Commercial St West  
 PO Box 4 Mt Gambier SA 5290  
 admin@friswellelectrical.com.au  
**PH 08 8725 9677**

Godrik Construction Pty Ltd BLD 289302  
 ABN 15 613 674 927  
 trading as FRISWELL ELECTRICAL SA



Thank you for the opportunity to present this quotation for your consideration.

**Lighting Upgrade - Tube Replacements**

-replace the existing globes through out the building with new LED alternatives, where fluoro tubes are still installed as well as filament/halogen globes.

|              |               |
|--------------|---------------|
| Subtotal     | 803.40        |
| GST          | 80.34         |
| <b>Total</b> | <b>883.74</b> |

**STANDARD EXCLUSIONS:**

- Removal/Handling of Asbestos
- Hard Digging
- Repairs to existing wiring if required due to RCD installation
- Plaster and paint repairs after electrical alterations

**TERMS & CONDITIONS**

- If this quotation is over \$3000 and there is no approved trading account with Friswell Electrical SA in place, a 20% deposit is payable on acceptance of the quotation, with the balance due and payable on completion (unless otherwise specified).
- Variations and/or extra work over and above the specified scope of work will incur additional costs.

**Quotation Valid To:** 26 June 2020 **Quote prepared by:** Danny Vinko\* dvinko@friswellelectrical.com.au

**Confirmation of Acceptance of Quote:** I hereby accept the quotation and authorise to proceed to supply all goods and services as stated. I hereby declare that I have read, understand and accept the Terms and Conditions.

Signature .....

Date .....

Name .....

Purchase Order number

.....



Ben Laidlaw  
4 Blackall st  
Mount Gambier SA 5290  
benlaidlaw12@yahoo.com.au  
ABN 13141370576  
Licence No- BLD259587

Quote 1074



ADDRESS

5GTR FM  
25 Alexander st  
Mount Gambier

DATE  
21/05/2020

TOTAL  
A\$2,904.00

| ACTIVITY                      | DESCRIPTION  | QTY | RATE     | AMOUNT   |
|-------------------------------|--|-----|----------|----------|
| Labour, Paints and Materials. | 2x rooms, records room and kithcenet.<br>stain block ceilings, prepare and 2x coats ceiling flat on ceilings, undercoat new sections of wall, prepare and 2x coats low sheen on walls, prepare and 2x coats on woodwork.<br><br>Paint<br>10liter ceiling flat, 10liter low sheen, 2liter enamel, 2liter oil undercoat, 4liter stain blocker.<br><br>materials<br>base coat, gap filler, turps, sand paper. | 1   | 2,640.00 | 2,640.00 |

SUBTOTAL 2,640.00  
GST TOTAL 264.00

TOTAL A\$2,904.00

THANK YOU.

BAS SUMMARY

|           | RATE | GST    | NET      |
|-----------|------|--------|----------|
| GST @ 10% |      | 264.00 | 2,640.00 |

Accepted By

Accepted Date

Ben Laidlaw  
Peoples Choice Credit Union  
ACC: 102364152  
BSB: 805-050



**MINOR**

| NAME:   | PROPOSED WORKS:  | COST OF WORKS | GROUP / CLUB CONTRIBUTION | GRANTED AMOUNT     |
|---|--|---------------|---------------------------|--------------------|
| Lifeline South East                           | Lifeline South East has had a quantity of tiles donated to replace old vinyl on the kitchen floor and to cover concrete in the toilets of the warehouse. The kitchen benches etc. were also kindly donated. We are seeking assistance in getting the tiles laid by a professional. Our volunteers are happy to assist the tradesperson with the work but do not feel suitably qualified to lay the tiles themselves.   | \$2,766.00    | \$500.00                  | \$2,266.00         |
| Mount Gambier Harness Racing Club             | To relocate 2 x shipping containers to a new levelled, secure site, relocate all pieces of the Club's machinery into the new site. Fence and beautify the area, including painting of containers. Council DA will be obtained to comply with Council's regulations.  | \$5,688.00    | \$688.00                  | \$4,545.45         |
| The South East Junction                       | Replacing 3 falling apart raised garden beds for 3 wicking garden beds, to continue doing gardening and cooking activities at the Junction (19 Ferrers Street).  | \$1,200.00    | \$500.00                  | \$700.00           |
| Mount Gambier Mountain Bike Club              | Works to our mountain bike tracks to make them more sustainable and re-open old trails.  | \$4,950.00    | \$500.00                  | \$4,450.00         |
| South Gambier Football Club                   | Refurbishment of outdoor BBQ area and associated viewing area. The project will fully enclose the BBQ area, install stainless steel benches for ease of cleaning and hot and cold running water to eliminate all food safety issues identified in a Food Safety Inspection in April 2019. The adjacent viewing area will be enclosed and roofed, floor asphalted with tiered standing and slow combustion heating.     | \$9,989.00    | \$5,000.00                | \$5,000.00         |
| Mount Gambier Bowls Club                      | A new fence and design work to enable their redevelopment  | \$5,000.00    | \$0.00                    | \$4,545.45         |
| Foodbank South Australia Inc                  | Foodbank SA need to paint the Food Hub and Toilets at our Foodbank SA Mount Gambier Operation. Foodbank work to support those in need in the region with food relief service. Our Food Hub and Toilets are in desperate need of painting prior to future works to be conducted to support our post-covid operations in the region. We will be engaging local contractor and supplier to undertake this works.          | \$5,180.93    | \$180.93                  | \$4,545.45         |
| Men's Shed                                    | Because of the Covid 19 virus and the need to maintain the safe distancing rule as dictated the Mens shed would like to purchase a 20ft shipping container to place in our yard. This would enable us to store a considerable amount of timber etc. and make the interior of the shed much more compliant for the safe distancing rule and so much easier for men who have mobility issues and for wheel chair access. | \$3,647.00    | \$0.00                    | \$3,647.00         |
| Sunset Community Kitchen                      | The sunset kitchen has purchased much needed stainless steel pot sinks and a commercial tap/vegetable spray unit. To enable the correct installation in to the existing bench tops a stainless steel bench top is required. This will have to be custom made to fit the existing bench unit. This can be made and installed by local contractors.  | \$5,000.00    | \$0.00                    | \$5,000.00         |
| Mount Gambier Golf Club Inc.                  | Replacement of old pipework to repair men's toilet facilities and improve hygiene standards. Use of local supplier to undertake repair work and to source products from local providers.   | \$8,030.00    | \$3,030.00                | \$5,000.00         |
| Mount Gambier & District Senior Citizens Club | Removal of fluro lights in hall area (18). Replace with energy efficient and chairs to replace old furniture.  | \$2,672.70    | \$0.00                    | \$2,672.70         |
| Blue Lake Dog Obedience Club                  | Guttering / stormwater works to shed extension. Install outside tap and basin for hand washing. Replace fluros in clubrooms and shed to 'natural light' tubes and replace outdoor floodlight/safety light  | \$2,424.40    | \$0.00                    | \$2,424.40         |
| South Gambier Netball Club                    | Installation of reverse cycle split system to provide heating to netball clubrooms. Clubrooms were constructed in 2012 without heating installed. Netball is a winter sport and heating is required for comfort and wellbeing of players, coaches, families, supporters, committee. Clubrooms are made available to other community events, including Generations in Jazz and Mount Gambier Show Jumping Trials.       | \$2,910.00    | \$0.00                    | \$2,910.00         |
| Mount Gambier Tennis Club                     | Painting of clubroom exterior where repairs and maintenance was performed earlier in the year. More than \$10k was spent and with fundraising canceled in later part of season which reduced our capacity to be able to complete works.  | \$3,300.00    | \$0.00                    | \$3,300.00         |
| Mount Gambier Commercial Club                 | Insulation of the main hall and rear room (ceiling), painting of walls of buildings external rear wall.  | \$8,307.80    | \$3,307.80                | \$5,000.00         |
| Apollo Soccer Club                            | Replacing floor coverings in canteen, toilets and bar area.  | \$4,750.00    | \$0.00                    | \$4,750.00         |
| <b>TOTAL SPEND:</b>                           |  |               |                           | <b>\$60,756.45</b> |





**MAJOR**

| NAME:   | PROPOSED WORKS:  | COST OF WORKS       | GROUP / CLUB CONTRIBUTION | GRANTED AMOUNT      |
|---|--|---------------------|---------------------------|---------------------|
| Lifeline South East                           | Last winter we had problems with our forklift getting bogged transporting donations between our two warehouses. We have patched the area temporarily but a permanent solution would be to excavate / level and lay 2 coats of bitumen on the driveway/carpark area.  | \$8,995.00          | \$1,000.00                | \$8,994.50          |
| Mount Gambier Netball Association             | Due to our redevelopment / demolition in readiness of the new sporting complex - we have had 2 courts resurfaced by Gambier Earthmovers and then the court lines have been painted by the Paint place staff.   | \$54,929.12         | \$30,000.00               | \$20,000.00         |
| Blue Lake Golf Club                           | To gain development approval for driving range and extend range to 350m in length.   | \$33,645.00         | \$13,840.00               | \$18,004.55         |
| Mount Gambier Motorcycle Club                 | Concrete path around clubroom extension to aid access to our new disability access toilet currently under construction (approx. cost \$3500) and supply and installation of sound speaker system in our newly constructed viewing area (approx. cost \$5000, still awaiting quote from Green Triangle Electronics).  | \$8,251.00          | \$0.00                    | \$7,500.91          |
| South Gambier Football Club                   | Installation of unisex disabled toilet and airlock under the main clubroom roof. To enable the footprint for the toilet, the visitors' change room will be remodelled and extended to modernise and be made suitable for all users particularly women, children and non-traditional participants. Both the disabled toilet and visitor change rooms will now meet AFL and SANFL standards.   | \$60,000.00         | \$20,000.00               | \$20,000.00         |
| Centrals Baseball Club                        | Installing shade cloth at several locations around 2 diamonds at the baseball facility at B.L.S.P the shade cloth will protect people from the sun and stray baseballs which accidentally leave the baseball diamond. As more games are being played on Diamond 1, it seems to be only a matter of time before someone is hit by a stray ball.   | \$19,937.15         | \$0.00                    | \$20,000.00         |
| Lower South East Hockey Association           | Installation of 15kW Grid connected DC solar system on clubrooms & the upgrade of the existing Public Address system.  | \$23,927.45         | \$3,927.45                | \$20,000.00         |
| South Gambier Netball Club Association        | Construction of a third netball court at South Gambier (Blue Lake Sports Park) The SGNC is restricted in the number of participants who can play and train due to having only 2 netball courts available, with players often warming up and training in carparks or on uneven surfaces such as grass. An additional court will make for a safer playing environment, reduce potential injuries and encourage more players to participate in the sport.   | \$46,075.00         | \$26,075.00               | \$20,000.00         |
| Basketball Mount Gambier                      | We would use this money to get the building up to building code standards and complete the necessary health and safety requirement indicated by Health inspection Officer's last year as well as some extra work to meet the safety and wellbeing of our Members. Fire Safety requirement work includes replacing exit doors on court 2 and 3. Health requirement works include installing hot water to the female toilets in canteen area (no current hot water option available). Minor up keep work required to canteen area as indicated in inspection report. Work to be completed to ensure safety and wellbeing of our members includes replacing the smelly old uninal that is very hard to keep clean with a toilet cubicle so boys have a privacy option, install shower partitions in the boys showers changerooms to again ensure privacy. Replace louvre windows on court 2 and 3 as you touch them and they break, we can clean them and some have fallen when a game has been on. The timber fence around the tank on Commercial Street side is not far off falling over and is a safety risk so will need to be replaced. These are the projects we have chosen as urgent. | \$20,411.11         | \$411.11                  | \$20,000.00         |
| Mount Gambier City Band Inc                   | We propose the installation of a digital projector, motorized screen and in-house sound system for the City Band Hall, 70 Pick Avenue, Mount Gambier. This would be the final stage of the current upgrade to the interior of the building which has been in process during the Covid lockdown.  | \$15,000.00         | \$0.00                    | \$15,000.00         |
| Mount Gambier History Group                   | Install ceiling in Store room including insulation & add new lighting using LED fluoro tubes. Have a built in shelving unit with cupboards in the bottom & a glass display area in the centre. Roller blinds installed on the large windows for blackout of light & easier opening for members. A 6'x8' shelved cupboard in the 2nd work room for more storage. We have chosen our local contractors & they source local suppliers & Australian made materials.  | \$18,360.00         | \$500.00                  | \$17,860.00         |
| Mount Gambier & District Senior Citizens Club | Removal of floor and replace. Removal of rear door and frame and replace.  | \$20,023.18         | \$23.18                   | \$20,000.00         |
|   |  | <b>TOTAL SPEND:</b> |                           | <b>\$207,259.96</b> |



**24 MOTIONS WITH NOTICE**

Nil

**25 URGENT MOTIONS WITHOUT NOTICE**

**26 CONFIDENTIAL ITEMS OF COMMITTEES**

Nil

**27 NEW CONFIDENTIAL ITEMS**

Nil

**28 MEETING CLOSE**



**COMMITTEE MINUTES**

**AND**

**REPORTS / ATTACHMENTS**

**MINUTES OF CITY OF MOUNT GAMBIER  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, CIVIC CENTRE, 10 WATSON TERRACE, MOUNT  
GAMBIER  
ON TUESDAY, 19 MAY 2020 AT 6.00 P.M.**

**VIRTUAL MEETING WAS AVAILABLE FOR LIVE STREAMING,  
<https://www.youtube.com/user/cityofmountgambier/live>**

**PRESENT VIA ELECTONIC MEANS:** Mayor Lynette Martin (OAM), Cr Sonya Mezinec, Cr Kate Amoroso, Cr Max Bruins, Cr Christian Greco, Cr Ben Hood, Cr Paul Jenner, Cr Frank Morello (arrived at 6.01 p.m.), Cr Steven Perryman (arrived at 6.08 p.m.)

|                                |                                     |                  |
|--------------------------------|-------------------------------------|------------------|
| <b>OFFICERS IN ATTENDANCE:</b> | Chief Executive Officer             | - Mr A Meddle    |
|                                | General Manager City Infrastructure | - Mr N Serle     |
|                                | General Manager City Growth         | - Dr J Nagy      |
|                                | Manager Executive Administration    | - Mr M McCarthy  |
|                                | Media and Communications Officer    | - Mrs A Watson   |
|                                | Iservices Support Officer           | - Mr A Myers     |
|                                | Manager Executive Administration    | - Mr M McCarthy  |
|                                | Executive Administration Officer    | - Mrs F McGregor |

Cr Frank Morello joined the meeting at 6.01 p.m.

## 1 ACKNOWLEDGEMENT OF COUNTRY

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

## 2 APOLOGIES

Nil

## 3 LEAVE OF ABSENCE

Nil

## 4 CONFIRMATION OF COUNCIL MINUTES

### **RESOLUTION 2020/186**

Moved: Mayor Lynette Martin

Seconded: Cr Ben Hood

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

**CARRIED**

## 5 MAYORAL REPORT

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

Meetings, Briefings and the Citizenship Ceremony have been Virtual

- Members Briefing - Prioritisation of Administration Project Work - COVID-19
- Weekly LCLGA Mayor's Meeting – with representatives from Limestone Coast Local Health Network participating
- ANZAC Day Dawn Service and Wreath Laying on behalf of the Community and POW's
- Photo Opportunity – Mount Gambier Prostate Support Group
- Members Briefing – Conservation Park Update
- Members Briefing – Mount Gambier Chamber of Commerce Update
- Second Members Briefing – Prioritisation of Administration Project Work – COVID-19
- LGA COVID-19 Briefing – Business Support and Economic Recovery
- Regular Mayors Briefing with Premier Marshall and Minister Stephan Knoll
- LCLGA Business Planning Meeting
- Special Meeting of Council
- CEO Performance Review Committee Meeting
- Special Meeting of Council
- World Red Cross Day – Flag Raising Ceremony
- Weekly LCLGA Mayor's Meeting
- Participation in Story Time – Families Week
- Our City Our Economy Business Survey – Meeting with Chamber of Commerce
- SATC Resilience and Rebound Program Webinar
- Citizenship Ceremony

### RESOLUTION 2020/187

Moved: Mayor Lynette Martin

Seconded: Cr Christian Greco

That the Mayoral report made on 19 May 2020 be received.

**CARRIED**

## 6 REPORTS FROM COUNCILLORS

### RESOLUTION 2020/188

Moved: Cr Frank Morello

Seconded: Cr Christian Greco

That the reports made by Councillors on 19 May 2020 be received.

**CARRIED**

## 7 QUESTIONS WITH NOTICE

Nil

Cr Perryman joined the meeting at 6.08 p.m.

**8 QUESTIONS WITHOUT NOTICE**

Nil

**9 PETITIONS**

Nil

**10 DEPUTATIONS**

Nil

**11 NOTICE OF MOTION TO RESCIND OR AMEND**

Nil

**12 ELECTED MEMBERS WORKSHOPS****12.1 ELECTED MEMBER WORKSHOPS HELD 26 MARCH 2020 TO 15 MAY 2020****RESOLUTION 2020/189**

Moved: Cr Sonya Mezinec

Seconded: Cr Christian Greco

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

**CARRIED****13 ELECTED MEMBERS TRAINING AND DEVELOPMENT**

Nil

**14 COUNCIL ACTION ITEMS****14.1 ACTION ITEMS 21/04/2020, 05/05/2020 AND 07/05/2020****RESOLUTION 2020/190**

Moved: Cr Christian Greco

Seconded: Cr Paul Jenner

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

**CARRIED****15 ECONOMIC AND ENVIRONMENT COMMITTEE MINUTES AND RECOMMENDATIONS**

Nil

**16 PEOPLE AND PLACE COMMITTEE MINUTES AND RECOMMENDATIONS**

Nil

**17 REGIONAL SPORT AND RECREATION CENTRE COMMITTEE MINUTES AND RECOMMENDATIONS**

Nil

**18 COUNCIL ASSESSMENT PANEL MINUTES****18.1 MINUTES OF THE COUNCIL ASSESSMENT PANEL HELD ON 16 APRIL 2020****RESOLUTION 2020/191**

Moved: Mayor Lynette Martin

Seconded: Cr Paul Jenner

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

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

Nil

**20 AUDIT COMMITTEE MINUTES AND RECOMMENDATIONS**

Nil

Mr Andrew Meddle declared a Conflict of Interest in Item 21.1 and left the meeting at 6.15 p.m.

**21 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MINUTES AND RECOMMENDATIONS****21.1 MINUTES OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE HELD ON 6 MAY 2020****RESOLUTION 2020/192**

Moved: Cr Christian Greco

Seconded: Cr Frank Morello

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

**CARRIED**

Mr Andrew Meddle returned to the meeting at 6.16 p.m.

**22 BUILDING FIRE SAFETY COMMITTEE MINUTES**

Nil

**23 COUNCIL REPORTS****23.1 POLICY REVIEW - P420 PROCUREMENT AND DISPOSAL OF LAND AND ASSETS****RESOLUTION 2020/193**

Moved: Cr Frank Morello  
Seconded: Cr Sonya Meziniec

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

**CARRIED****23.2 POLICY REVIEW - R105 - RATING POLICY****RESOLUTION 2020/194**

Moved: Cr Max Bruins  
Seconded: Cr Christian Greco

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

**CARRIED****23.3 POLICY REVIEW - R155 - RATE REBATE POLICY****RESOLUTION 2020/195**

Moved: Cr Sonya Meziniec  
Seconded: Cr Christian Greco

1. That Council Report No. AR20/27224 titled 'Policy Review - R155 - Rate Rebate Policy' as presented on 19 May 2020 be noted.



2. That Council *Policy R155 – Rate Rebate Policy* as attached to Council meeting Report No AR20/27224 be adopted.

**CARRIED**

#### **23.4 COUNCIL ADVERTISING AND SIGNAGE POLICY A170**

##### **RESOLUTION 2020/196**

Moved: Cr Ben Hood  
Seconded: Cr Christian Greco

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

**CARRIED**

#### **23.5 MOUNT GAMBIER WOODTURNING CLUB - HASTINGS CUNNINGHAM RESERVE SHED NO. 3 - FEE WAIVER**

##### **RESOLUTION 2020/197**

Moved: Cr Ben Hood  
Seconded: Cr Max Bruins

1. That Council Report No. AR20/28689 titled 'Mount Gambier Woodturning Club - Hastings Cunningham Reserve Shed No. 3 - Fee Waiver' as presented on 19 May 2020 be noted.
2. That the fee waiver request from the Mount Gambier Woodturning Club be:
  - (b) granted for the next 5 year licence period.

**CARRIED**

**23.6 CENTRESTAGE COMMUNITY THEATRE LEASE AND OPERATIONAL FUNDING****MOTION**

Moved: Cr Paul Jenner  
Seconded: Cr Sonya Meziniec

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

**AMENDMENT**

Moved: Cr Steven Perryman  
Seconded: Cr Max Bruins

1. That Council Report No. AR20/28691 titled 'Centrestage Community Theatre Lease and Operational Funding' as presented on 19 May 2020 be noted.
2. Centre Stage Inc be advised Council has resolved they continue on a month by month lease until further notice.
3. The future use and management arrangements for the Wehl Street Theatre be referred to an Elected Member Workshop with the current tenant being invited.

The Amendment was put and

**CARRIED**

The Amendment became the Motion

**RESOLUTION 2020/198**

Moved: Cr Steven Perryman  
Seconded: Cr Max Bruins

1. That Council Report No. AR20/28691 titled 'Centrestage Community Theatre Lease and Operational Funding' as presented on 19 May 2020 be noted.
2. Centre Stage Inc be advised Council has resolved they continue on a month by month lease until further notice.
3. The future use and management arrangements for the Wehl Street Theatre be referred to an Elected Member Workshop with the current tenant being invited.

**CARRIED**

Cr Ben Hood left the meeting at 6.43 p.m.

Cr Ben Hood returned to the meeting at 6.44 p.m.

Cr Ben Hood left the meeting at 6.45 p.m.

Cr Ben Hood returned to the meeting at 6.46 p.m.

### 23.7 BLUE LAKE GOLF CLUB - KEY PERFORMANCE INDICATORS 2020/2021

#### RESOLUTION 2020/199

Moved: Cr Frank Morello

Seconded: Cr Kate Amoroso

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

**CARRIED**

Cr Steven Perryman left the meeting at 6.48 p.m.

Cr Seven Perryman returned to the meeting at 6.48 p.m.

### 23.8 LIMESTONE COAST LOCAL GOVERNMENT ASSOCIATION STRATEGIC PLAN

#### RESOLUTION 2020/200

Moved: Cr Paul Jenner

Seconded: Cr Kate Amoroso

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

**CARRIED**

Pursuant to Section 74 of the Local Government Act 1999, Cr Jenner disclosed a material conflict of interest in Item 23.9:

*"I am a Member of CAP".*

In accordance with Section 74 of the Local Government Act 1999 Cr Jenner did not participate in the meeting for Item 23.9.

Cr Paul Jenner left the meeting at 6:52 pm

Pursuant to Section 75A of the Local Government Act 1999, Cr Perryman disclosed a perceived conflict of interest in Item 23.9:

*"I am the owner of a business providing accommodation."*

Cr Perryman informed the meeting of the manner in which they *intend to deal with the perceived conflict of interest in Item 23.9 as follows:*

*"I intend to stay in the Chamber, debate and vote"*

In accordance with Section 75A of the Local Government Act 1999 Cr Perryman remained in the Chamber and voted for Item 23.9.

Cr Ben Hood left the meeting at 6.51 p.m.

Cr Ben Hood returned to the meeting at 6.53 p.m.

### **23.9 RV FRIENDLY TOWN™ PROGRAM - CAMPERVAN AND MOTORHOME CLUB OF AUSTRALIA LIMITED (CMCA) INITIATIVE**

#### **RESOLUTION 2020/201**

Moved: Cr Christian Greco

Seconded: Cr Max Bruins

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

**CARRIED**

Having participated in the meeting in relation to Item 23.9 Cr Perryman voted against the motion.

Cr Paul Jenner returned to the meeting at 6:55 pm

### **23.10 BY-APPOINTMENT HARD/BULKY WASTE OPTION**

#### **MOTION**

Moved: Cr Christian Greco

Seconded: Cr Paul Jenner

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

Cr Max Bruins left the meeting at 7.07 p.m.

Cr Max Bruins returned to the meeting at 7.09 p.m.

#### **AMENDMENT**

Moved: Cr Steven Perryman

Seconded: Cr Ben Hood

1. That Council Report No. AR20/27938 titled 'By-Appointment Hard/Bulky Waste Option' as presented on 19 May 2020 be noted.
2. Council allocate an amount of \$200,000 for a bulky goods collection trial.
3. As part of Council's response to the COVID-19 crisis, Council trial a one off bulky waste collection, where each residential property would be eligible to one pick up, by appointment.
4. Conditions apply in terms of the quantity and types of items collected, as per **Attachment 1**, noting that the permitted and unacceptable items lists are not exclusive or exhaustive.

5. This trial period run from 1 July 2020 until 18 December 2020, with a report being brought back to Council to enable an understanding of the use and impacts of the trial.

Tied vote

The Mayor exercised her right to a casting vote and voted for the amendment.

The Amendment was put and

**CARRIED**

The Amendment became the Motion

### **RESOLUTION 2020/202**

Moved: Cr Steven Perryman

Seconded: Cr Ben Hood

1. That Council Report No. AR20/27938 titled 'By-Appointment Hard/Bulky Waste Option' as presented on 19 May 2020 be noted.
2. Council allocate an amount of \$200,000 for a bulky goods collection trial.
3. As part of Council's response to the COVID-19 crisis, Council trial a one off bulky waste collection, where each residential property would be eligible to one pick up, by appointment.
4. Conditions apply in terms of the quantity and types of items collected, as per **Attachment 1**, noting that the permitted and unacceptable items lists are not exclusive or exhaustive.
5. This trial period run from 1 July 2020 until 18 December 2020, with a report being brought back to Council to enable an understanding of the use and impacts of the trial.

**CARRIED**

## **23.11 SUSPENSION OF GREEN WASTE TAG FEES**

### **RESOLUTION 2020/203**

Moved: Cr Christian Greco

Seconded: Cr Kate Amoroso

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

**CARRIED**

**23.12 COMMUNITY DEVELOPMENT FUND APPLICATIONS****RESOLUTION 2020/204**

Moved: Cr Kate Amoroso  
Seconded: Cr Christian Greco

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

**CARRIED****24 MOTIONS WITH NOTICE**

Nil

**25 MOTIONS WITHOUT NOTICE**

Nil

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

Mr Andrew Meddle declared a Conflict of Interest in Item 26.2 and left the meeting at 7.46 p.m.

**26.2 CHIEF EXECUTIVE OFFICER 2019/2020 REVIEW – REPORT NO. AR20/27208****RESOLUTION 2020/205**

Moved: Cr Christian Greco  
Seconded: Cr Kate Amoroso

**CONSIDERATION FOR EXCLUSION OF THE PUBLIC**

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except Mayor L Martin, Councillors S Mezinac, K Amoroso, M Bruins, C Greco, B Hood, P Jenner, F Morello and S Perryman and Council Officer M McCarthy be excluded from attendance at the meeting for the receipt, discussion and consideration in confidence of Agenda Item 26.2 AR20/27208 Chief Executive Officer 2019/2020 Review.

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

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

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the matter for consideration relates to personal affairs being the employment performance of the Chief Executive Officer Mr Andrew Meddle.

**CARRIED**

### **RESOLUTION 2020/206**

Moved: Cr Christian Greco

Seconded: Cr Frank Morello

#### **CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL**

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

**CARRIED**

Mr Andrew Meddle returned to the meeting at 7.55 p.m.

Cr Kate Amoroso left the meeting at 7.55 p.m.

Cr Kate Amoroso returned to the meeting at 7.56 p.m.

## **27 NEW CONFIDENTIAL ITEMS**

### **27.1 PROPOSAL FROM MOUNT GAMBIER PRIVATE HOSPITAL – REPORT NO. AR20/30776**

#### **RESOLUTION 2020/207**

Moved: Cr Sonya Meziniec

Seconded: Cr Ben Hood

#### **CONSIDERATION FOR EXCLUSION OF THE PUBLIC**

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except Mayor L Martin, Councillors S Meziniec, K Amoroso, M Bruins, C Greco, B Hood, P Jenner, F Morello and S Perryman and Council Officers A Meddle, J Nagy, N Serle, M McCarthy, A Watson and F McGregor be excluded from attendance at the meeting for the receipt,

discussion and consideration in confidence of Agenda Item 27.1 AR20/30776 Proposal from Mount Gambier Private Hospital.

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

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

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because To protect the confidentiality of a third party seeking to provide works for the Mount Gambier Private Hospital, noting that such information was supplied on a confidential basis.

**CARRIED**

Cr Kate Amoroso left the meeting at 8.21 p.m. and did not return.

#### **RESOLUTION 2020/208**

Moved: Cr Paul Jenner

Seconded: Cr Sonya Mezinec

#### **CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL**

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 27.1 AR20/30776 Proposal from Mount Gambier Private Hospital and its attachments, the discussion and the resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (d) be kept confidential and not available for public inspection until 30 June 2021.
2. Further that Council delegates the power to review, revoke, but extend of the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

**CARRIED**

Mayor Martin acknowledged and thanked Cr Steven Perryman for his 20 years of service as an Elected Member to the community.

## **28 MEETING CLOSE**

**The Meeting closed at 8.26 p.m.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 16 June 2020.**

.....  
**PRESIDING MEMBER**





**MINUTES OF CITY OF MOUNT GAMBIER SPECIAL COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER - VIRTUAL MEETING, CIVIC CENTRE, 10 WATSON  
TERRACE, MOUNT GAMBIER ON TUESDAY, 26 MAY 2020 AT 5.30 P.M.  
VIRTUAL MEETING WAS AVAILABLE FOR LIVE STREAMING,  
<https://www.youtube.com/user/cityofmountgambier/live>**

**PRESENT VIA  
ELECTRONIC  
MEANS:**

Mayor Lynette Martin (OAM), Cr Sonya Mezinac, Cr Kate Amoroso, Cr Max Bruins, Cr Christian Greco, Cr Ben Hood, Cr Paul Jenner, Cr Frank Morello, Cr Steven Perryman (arrived at 5.34 p.m.)

**OFFICERS IN  
ATTENDANCE:**

|                                     |                   |
|-------------------------------------|-------------------|
| Chief Executive Officer             | - Mr A Meddle     |
| General Manager Community Wellbeing | - Ms B Cernovskis |
| General Manager City Infrastructure | - Mr N Serle      |
| General Manager City Growth         | - Dr J Nagy       |
| Communications Officer              | - Mrs A Watson    |
| IServices - Support Officer         | - Mr A Myers      |
| Executive Administration Officer    | - Mrs E Solly     |

**1 ACKNOWLEDGEMENT OF COUNTRY**

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

**2 APOLOGIES**

Nil

**3 LEAVE OF ABSENCE**

Nil

**4 COUNCIL REPORTS**

Cr Steven Perryman joined the meeting at 5.34 p.m.

**4.1 COMMUNITY DEVELOPMENT FUND APPLICATIONS****RESOLUTION 2020/215**

Moved: Cr Paul Jenner

Seconded: Cr Max Bruins

1. That Council Report No. AR20/32476 titled 'Community Development Fund applications ' as presented on 26 May 2020 be noted.
1. That Council endorse the following applications and amounts from the Community Development Fund:
  - (a) Mount Gambier Motor Cycle Club (\$8,251.00)
  - (b) South Gambier Football Club (\$20,000.00)
  - (c) Centrals Baseball Club (\$20,000.00)
2. That Council not support at this time the following application and amount from the Community Development Fund:
  - (a) Rotary Club of Mount Gambier West (\$20,000.00), pending the preparation of a Masterplan for the reserve in the next financial year, where detailed consideration of the proposal can be made and that \$20,000 be provisionally allocated should such works then proceed.
3. That the Chief Executive Officer write and inform the four groups of Council's decision.

**CARRIED**

Cr Steven Perryman left the meeting at 5:56 p.m.

Cr Steven Perryman returned to the meeting at 5:59 p.m.

Cr Steven Perryman left the meeting at 6:01 p.m.

Cr Steven Perryman returned to the meeting at 6:02 p.m.

#### **4.2 LIMESTONE COAST LOCAL GOVERNMENT ASSOCIATION - RECOVERY AND REBUILDING ACTION PLAN (COVID-19)**

##### **MOTION**

Moved: Cr Kate Amoroso  
Seconded: Cr Sonya Meziniec

1. That Council Report No. AR20/32128 titled 'Limestone Coast Local Government Association - Recovery and Rebuilding Action Plan (COVID-19)' as presented on 26 May 2020 be noted.
2. That Council endorse the Limestone Coast Local Government Association – Recovery and Rebuilding Action Plan (COVID-19), as presented in Attachment 1.

##### **AMENDMENT**

Moved: Cr Bruins  
Seconded: Cr Greco

1. That Council Report No. AR20/32128 titled 'Limestone Coast Local Government Association - Recovery And Rebuilding Action Plan (Covid-19)' as presented on 26 May 2020 be noted.
2. Elected Members provide feedback to the Chief Executive Officer by close of business on 29 May 2020.
3. City of Mount Gambier inform Limestone Coast Local Government Association that it is not prepared to endorse the plan in its current form and invite the Limestone Coast Local Government Association to report back electronically to Elected Members on their proposal.

The Amendment was put and

**CARRIED**

The Amendment became the Motion

##### **RESOLUTION 2020/216**

Moved: Cr Max Bruins  
Seconded: Cr Christian Greco

1. That Council Report No. AR20/32128 titled 'Limestone Coast Local Government Association - Recovery and Rebuilding Action Plan (COVID-19)' as presented on 26 May 2020 be noted.
2. Elected Members provide feedback to the Chief Executive Officer by close of business on 29 May 2020.
3. City of Mount Gambier inform Limestone Coast Local Government Association that it is not prepared to endorse the plan in its current form and invite the Limestone Coast Local Government Association to report back electronically to Elected Members on their proposal.

**CARRIED**

#### **5 MEETING CLOSE**

**The Meeting closed at 6.14 p.m.**

**The minutes of this meeting were confirmed at the Ordinary Meeting of the City of Mount Gambier held on 16 June 2020.**

.....  
**PRESIDING MEMBER**

**MINUTES OF CITY OF MOUNT GAMBIER SPECIAL COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER - VIRTUAL MEETING, CIVIC CENTRE, 10 WATSON  
TERRACE, MOUNT GAMBIER ON TUESDAY, 9 JUNE 2020 AT 5.31 P.M.  
VIRTUAL MEETING WAS AVAILABLE FOR LIVE STREAMING,  
<https://www.youtube.com/user/cityofmountgambier/live>**

**PRESENT VIA  
ELECTRONIC  
MEANS:**

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

**OFFICERS IN  
ATTENDANCE:**

|                                     |                   |
|-------------------------------------|-------------------|
| Chief Executive Officer             | - Mr A Meddle     |
| General Manager Community Wellbeing | - Ms B Cernovskis |
| General Manager City Infrastructure | - Mr N Serle      |
| General Manager City Growth         | - Dr J Nagy       |
| Communications Officer              | - Mrs A Watson    |
| Team Leader Records and IT          | - Ms J Fowler     |
| IServices - Records Officer         | - Ms S Moretti    |
| Executive Administration Officer    | - Mrs E Solly     |

**1 ACKNOWLEDGEMENT OF COUNTRY**

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

**2 APOLOGIES**

Nil

**3 LEAVE OF ABSENCE**

Nil

**4 COUNCIL REPORTS**

Cr Steven Perryman left the meeting at 5:44 pm

Cr Steven Perryman returned to the meeting at 5:44 pm

Cr Steven Perryman left the meeting at 5:46 pm

Cr Steven Perryman returned to the meeting at 5:47 pm

**4.1 COMMUNITY DEVELOPMENT FUND APPLICATIONS**

**RESOLUTION 2020/217**

Moved: Cr Kate Amoroso

Seconded: Cr Sonya Mezinac

1. That Council Report No. AR20/33430 titled 'Community Development Fund applications' as presented on 09 June 2020 be noted.
2. That Council endorse the following applications and amounts including the shortfall of up to \$55,0000.00 from the Community Development Fund:
  - (a) Lower South East Hockey Association (\$20,000.00)
  - (b) South Gambier Netball Club Association (\$20,000.00)
  - (c) Basketball Mount Gambier (\$20,000.00)
  - (d) Mount Gambier City Band (\$15,000.00)
  - (e) Mount Gambier History Group (\$17,860.00)
  - (f) Senior Citizens Club (\$20,000.00)
3. That Council do not endorse at this time the application from the South Gambier Cricket Club, pending the preparation of a Masterplan for the Blue Lake Sports Park and consideration of tenure arrangements
4. That the Community Development Fund close for applications effective immediately.
5. That the Chief Executive Officer write and inform the seven groups of Council's decision.

**CARRIED**

## **5 MEETING CLOSE**

**The Meeting closed at 5.50 pm.**

**The minutes of this meeting were confirmed at the Ordinary Meeting of the City of Mount Gambier held on 16 June 2020.**

.....  
**PRESIDING MEMBER**

**MINUTES OF CITY OF MOUNT GAMBIER  
PEOPLE AND PLACE COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER - VIRTUAL MEETING, 10 WATSON TERRACE, MOUNT  
GAMBIER ON MONDAY, 1 JUNE 2020 AT 5.34 P.M.  
VIRTUAL MEETING WAS AVAILABLE FOR LIVE STREAMING  
<https://www.youtube.com/user/cityofmountgambier/live>**

**PRESENT:** Mayor Lynette Martin (OAM), Cr Frank Morello, Cr Kate Amoroso, Cr Max Bruins, Cr Christian Greco, Cr Ben Hood (arrived at 5.35 p.m.), Cr Paul Jenner, Cr Sonya Mezinac

|                                |                                     |                   |
|--------------------------------|-------------------------------------|-------------------|
| <b>OFFICERS IN ATTENDANCE:</b> | Chief Executive Officer             | - Mr A Meddle     |
|                                | General Manager Community Wellbeing | - Ms B Cernovskis |
|                                | General Manager City Infrastructure | - Mr N Serle      |
|                                | General Manager City Growth         | - Dr J Nagy       |
|                                | Manager Executive Administration    | - Mr M McCarthy   |
|                                | Communications Officer              | - Mrs A Watson    |
|                                | IServices - Support Officer         | - Mr A Myers      |
|                                | Executive Administration Officer    | - Mrs M Telford   |

## 1 ACKNOWLEDGEMENT OF COUNTRY

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

## 2 APOLOGY(IES)

Nil

## 3 CONFIRMATION OF MINUTES

### COMMITTEE RESOLUTION

Moved: Cr Frank Morello

Seconded: Cr Max Bruins

That the minutes of the People and Place Committee meeting held on 3 February 2020 be confirmed as an accurate record of the proceedings of the meeting.

**CARRIED**

Cr Ben Hood arrived at 5.35 p.m.

## 4 QUESTIONS WITHOUT NOTICE

Nil



## 5 REPORTS

### 5.1 DRIFT CHALLENGE AUSTRALIA - KING OF THE HILL NATIONAL DRIFT EVENT 2020 - VALLEY LAKE - 5/11/2020 TO 09/11/2020

#### COMMITTEE RESOLUTION

Moved: Cr Frank Morello

Seconded: Cr Sonya Mezinac

1. That People and Place Committee Report No. AR20/18470 titled 'Drift Challenge Australia - King of the Hill National Drift Event 2020 - Valley lake - 5/11/2020 to 09/11/2020' as presented on 01 June 2020 be noted.
2. That Council approve the closure of the Valley Lake precinct from Thursday, 5 November 2020 to Monday, 9 November 2020 inclusive to allow for the event to be held.
3. That Council provide in-kind support up to the value of \$2,000 to assist with closure of the Valley Lake precinct, track sweeping, waste management, grandstands and crowd control fencing.
4. That approval is conditional upon:
  - (a) Valley Lakes precinct not being closed due to a fire ban;
  - (b) an appropriate Risk, Safety and Traffic Management plan;
  - (c) receipt of a Certificate of Currency for Public Liability insurance at least two months prior to the event;
  - (d) all approvals received from relevant authorities; and
  - (e) submission of a plan to the Council demonstrating compliance with any applicable COVID 19 social distancing rules and government Directions that may be relevant at the time of the submission.

**CARRIED**

### 5.2 STRATEGIC PLAN 2020-2024 FEEDBACK

#### COMMITTEE RESOLUTION

Moved: Cr Frank Morello

Seconded: Cr Kate Amoroso

1. That People and Place Committee Report No. AR20/27935 titled 'Strategic Plan 2020-2024 Feedback' as presented on 01 June 2020 be noted.
2. That Council make the changes identified in the '*Proposed Changes*' part of this report.
3. That subject to these changes being implemented, the Strategic Plan 2020-2024 be endorsed.
4. That the Chief Executive Officer be authorised to make minor textual changes to correct typos and errors of fact and to update the Mayoral Message if required in consultation with the Mayor.

**CARRIED**

### 5.3 ANNUAL BUSINESS PLAN AND BUDGET FEEDBACK

#### COMMITTEE RESOLUTION

Moved: Cr Frank Morello

Seconded: Cr Paul Jenner

1. That People and Place Committee Report No. AR20/32772 titled 'Annual Business Plan and Budget Feedback' as presented on 01 June 2020 be noted.
2. That Council make the changes identified in the '*Proposed Changes*' part of this report.
3. That the Chief Executive Officer be authorised to make minor textual changes to correct typos and errors of fact and to update the Mayoral Message if required in consultation with the Mayor.
4. That Council allocate \$7,500 from the 2019/2020 budget to Wet Noses in respect of their community service.

**CARRIED**

### 5.4 REPLACEMENT OF COUNCIL STREET LIGHTING WITH LED LUMINAIRES

#### COMMITTEE RESOLUTION

Moved: Cr Kate Amoroso

Seconded: Cr Paul Jenner

1. That People and Place Committee Report No. AR20/32710 titled 'Replacement of Council Street lighting with LED luminaires' as presented on 01 June 2020 be noted.
2. Council members consider the replacement of 2,351 HID street lights with smart ready LED luminaires at a total cost of approximately \$1M at a future workshop.

**CARRIED**

**5.5 REQUEST FOR DISCRETIONARY RATE REBATE FOR 71 SUTTONTOWN ROAD, MOUNT GAMBIER - MT GAMBIER ADRA OP SHOP**

Cr Frank Morello  
Cr Sonya Meziniec

1. That People and Place Committee Report No. AR20/31518 titled 'Request for Discretionary Rate Rebate for 71 Suttontown Road, Mount Gambier - Mt Gambier ADRA Op Shop' as presented on 01 June 2020 be noted.
2. That Council consider a discretionary rate rebate for Assessment Number 5591 commencing from 1 July 2020 of 50% over a 2 year period.

Cr Morello as mover, with the consent of Cr Meziniec as seconder, requested leave of the meeting to alter the motion as follows:

1. That People and Place Committee Report No. AR20/31518 titled 'Request for Discretionary Rate Rebate for 71 Suttontown Road, Mount Gambier - Mt Gambier ADRA Op Shop' as presented on 01 June 2020 be noted.
2. Withdrawn

The Presiding Member put the question for leave to be granted to the vote.

Leave of the Meeting was granted

The Variation became the Motion

**COMMITTEE RESOLUTION**

Moved: Cr Frank Morello  
Seconded: Cr Sonya Meziniec

1. That People and Place Committee Report No. AR20/31518 titled 'Request for Discretionary Rate Rebate for 71 Suttontown Road, Mount Gambier - Mt Gambier ADRA Op Shop' as presented on 01 June 2020 be noted.

**CARRIED**

## 5.6 COMMERCIAL RATE RELIEF

Moved: Cr Kate Amoroso

Seconded: Cr Max Bruins

1. That People and Place Committee Report No. AR20/32802 titled 'Commercial Rate Relief' as presented on 01 June 2020 be noted.
2. That Council confirm that Commercial Rate Relief to Mount Gambier Central Shopping Centre be provided on an individual application on a case by case basis, rather than as a whole.
3. That Council consider Mount Gambier Central's current application to comprise their office and vacant shops only.

### AMENDMENT

Moved: Mayor Martin

Seconded: Cr Jenner

1. That People and Place Committee Report No. AR20/32802 titled 'Commercial Rate Relief' as presented on 01 June 2020 be noted.
2. That Council confirm that Commercial Rate Relief to Mount Gambier Central Shopping Centre be provided on an individual application on a case by case basis, rather than as a whole.
3. That Council consider Mount Gambier Central's current application to comprise their office only.
4. That the Chief Executive Officer advise the applicant of the Council's decision in writing.

The Amendment was put and

**CARRIED**

The Amendment became the motion

### COMMITTEE RESOLUTION

Moved: Mayor Lynette Martin

Seconded: Cr Paul Jenner

1. That People and Place Committee Report No. AR20/32802 titled 'Commercial Rate Relief' as presented on 01 June 2020 be noted.
2. That Council confirm that Commercial Rate Relief to Mount Gambier Central Shopping Centre be provided on an individual application on a case by case basis, rather than as a whole.
3. That Council consider Mount Gambier Central's current application to comprise their office only.
4. That the Chief Executive Officer advise the applicant of the Council's decision in writing.

**CARRIED**

## 6 MOTIONS WITHOUT NOTICE

Nil

**7 MEETING CLOSE**

**The Meeting closed at 6.06 p.m.**

**The minutes of this meeting were confirmed at the People and Place Committee held on 3 August 2020.**

.....

**PRESIDING MEMBER**

**16.2 DRIFT CHALLENGE AUSTRALIA - KING OF THE HILL NATIONAL DRIFT EVENT 2020 - VALLEY LAKE - 5/11/2020 TO 09/11/2020 – REPORT NO. AR20/18470**

|                                  |  |
|----------------------------------|--|
| <b>Committee:</b>                | <b>People and Place Committee</b>  |
| <b>Meeting Date:</b>             | <b>1 June 2020</b>   |
| <b>Report No.:</b>               | <b>AR20/18470</b>  |
| <b>CM9 Reference:</b>            | <b>AF19/413</b>  |
| <b>Author:</b>                   | <b>Denise Richardson, Team Leader Community and Events</b>   |
| <b>Authoriser:</b>               | <b>Judy Nagy, General Manager City Growth</b>  |
| <b>Summary:</b>                  | <b>This report requests approval for the closure of the Valley Lake precinct and limited in-kind support for the National Drift event proposed from Friday, 6 November to Sunday, 7 November 2020.</b> |
| <b>Community Plan Reference:</b> | <p><b>Goal 1: Our People</b></p> <p><b>Goal 2: Our Location</b></p> <p><b>Goal 3: Our Diverse Economy</b></p> <p><b>Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage</b></p>         |

**REPORT RECOMMENDATION**

1. That People and Place Committee Report No. AR20/18470 titled 'Drift Challenge Australia - King of the Hill National Drift Event 2020 - Valley lake - 5/11/2020 to 09/11/2020' as presented on 01 June 2020 be noted.
2. That Council approve the closure of the Valley Lake precinct from Thursday, 5 November 2020 to Monday, 9 November 2020 inclusive to allow for the event to be held.
3. That Council provide in-kind support up to the value of \$2,000 to assist with closure of the Valley Lake precinct, track sweeping, waste management, grandstands and crowd control fencing.
4. That approval is conditional upon:
  - (a) Valley Lakes precinct not being closed due to a fire ban;
  - (b) an appropriate Risk, Safety and Traffic Management plan;
  - (c) receipt of a Certificate of Currency for Public Liability insurance at least two months prior to the event;
  - (d) all approvals received from relevant authorities; and
  - (e) submission of a plan to the Council demonstrating compliance with any applicable COVID 19 social distancing rules and government Directions that may be relevant at the time of the submission.



**BACKGROUND**

Following the success of previous events held in September 2016, March 2017, February 2018 and October 2019, Drift Challenge Australia (DCA) have again requested the support of the Council for a National Drift event in 2020.

DCA has run up to 30 events Australia wide with a high number of attendance bringing spectators from Australia wide. The Valley Lake provides a unique location and is highly regarded by DCA and their competitors with the 2019 event receiving ABC TV National cover for the event.

A popular Drift driver from USA attended with a huge following on YouTube and social media which also gave significant international coverage for the event.

**DISCUSSION**

DCA have proposed the event be held from Friday, 6 November 2020 to Sunday, 8 November 2020 which will require a full closure of the Valley Lake precinct.

To ensure safety of the public whilst setting up and dismantling event infrastructure it is recommended the Valley lake precinct also be closed on Thursday, 5 November 2020 and Monday, 9 November 2020.

Additionally, DCA are seeking in-kind support up to the value of \$2,000 to assist with closure of the Valley Lake precinct, rubbish bins, bollards, bunting, witches hats, seating, signage and crowd control fencing.

DCA have submitted their Risk, Safety and Traffic Management Plans and will provide a Certificate of Currency for public liability upon approval of the event from Council.

As resolved by Council in November 2015, in the event that an extreme or catastrophic fire ban is declared the Valley Lake precinct will be closed and no events held. DCA are aware that should there be such a fire ban in place that the event will not progress.

**CONCLUSION**

That Council provide support to Drift challenge Australia for the 2020 King of the Hill drift event at the Valley Lake from Friday, 6 November 2020 to Sunday, 8 November 2020, and Council approve the closure of the Valley Lake precinct from 0700 Thursday, 5 November 2020 and until 1800 Monday, 9 November 2020.

**ATTACHMENTS**

Nil



**16.3 STRATEGIC PLAN 2020-2024 FEEDBACK – REPORT NO. AR20/27935**

|                                  |   |
|----------------------------------|---|
| <b>Committee:</b>                | <b>People and Place Committee</b>   |
| <b>Meeting Date:</b>             | <b>1 June 2020</b>  |
| <b>Report No.:</b>               | <b>AR20/27935</b>   |
| <b>CM9 Reference:</b>            | <b>AF19/413</b>   |
| <b>Author:</b>                   | <b>Heidi Gajic, Community Development and Engagement Officer</b>  |
| <b>Authoriser:</b>               | <b>Andrew Meddle, Chief Executive Officer</b>   |
| <b>Summary:</b>                  | <b>A report providing Council with feedback on the public consultation for the Strategic Plan 2020-2024 and suggesting changes in light of this feedback to enable endorsement.</b> |
| <b>Community Plan Reference:</b> | <b>Goal 1: Our People</b>   |
|                                  | <b>Goal 2: Our Location</b>   |
|                                  | <b>Goal 3: Our Diverse Economy</b>  |
|                                  | <b>Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage</b>   |

**REPORT RECOMMENDATION**

1. That People and Place Committee Report No. AR20/27935 titled 'Strategic Plan 2020-2024 Feedback' as presented on 01 June 2020 be noted.
2. That Council make the changes identified in the '*Proposed Changes*' part of this report.
3. That subject to these changes being implemented, the Strategic Plan 2020-2024 be endorsed.
4. That the Chief Executive Officer be authorised to make minor textual changes to correct typos and errors of fact and to update the Mayoral Message if required in consultation with the Mayor.





## BACKGROUND

At the Council meeting on 18 February 2020, Council endorsed the draft 2020-2024 Strategic Plan for the purposes of public consultation in accordance with Council Policy P195 Community Consultation and Engagement.

## DISCUSSION

### CONSULTATION

The Strategic Plan 2020-2024 was on public consultation from Monday 24 February 2020, until Sunday 3 May 2020.

The public consultation process involved notices and articles in the Border Watch newspaper, radio interviews, the weekly affairs column of the Border Watch, promotion on the City of Mount Gambier Facebook page, a static display in the Civic Centre courtyard and a consultation page on the 'Have Your Say Mount Gambier' website. Copies of the Community Plan were also available to download from 'Have Your Say Mount Gambier' and hardcopies at from Customer Service at the Civic Centre. Members were also encouraged to seek feedback from the communities within which they were involved.

At the conclusion of the advertised public consultation period, Council received a total 26 submissions, three from the same person, including one anonymous representation. The summary can be found as **Attachment 1**. The representations received were distributed to Elected Members on 22<sup>nd</sup> May 2020. They have subsequently been made available on the Council's website.

Engagement statistics via the "Have Your Say Mount Gambier" consultation page were as follows:

- 292 Visits
- 3 Submissions
- 202 Downloads of the Draft 2020-2024 Strategic Plan
- 15 Downloads of the Draft 2020-2024 Strategic Plan Feedback form
- 16 views of the Draft 2020-2024 Strategic Plan FAQ's.

### FEEDBACK

The feedback centred on a few issues, which can be summarised as:

- Climate Emergency;
- Rail and cycle trails;
- Chamber of Commerce role; and
- Tourism.

These are dealt with in detail in **Attachment 2**, together with a proposed response to the representation.

Council are reminded that the number of responses is not as important as their content. A well-made point by one respondent deserves the same consideration as an alternate issue receiving multiple similar responses.

At the Council meeting on 21<sup>st</sup> April 2020, Council resolved not to undertake a public hearing into any activity undertaken in accordance with its Public Consultation Policy. As such, no public hearing is required or has been convened for either the Strategic Plan or the Annual Business Plan and Budget. Representors have been advised of Council's decision.



**PROPOSED CHANGES**

The following are the proposed changes to the draft Strategic Plan 2020-2024:

Statement of Commitment to Aboriginal and Torres Strait Islander Communities

Remove existing text and replace with:

*“The City of Mount Gambier acknowledges the Boandik Peoples as the traditional custodians of the land and water our city sits upon today.*

*We respect and recognise the deep feelings of attachment and the spiritual relationship our Aboriginal and Torres Strait Islander Peoples have with the land and water.*

*Reconciliation is an important factor in developing an inclusive city where people lead fulfilling lives. Working together with our Aboriginal and Torres Strait Islander communities, the City of Mount Gambier has the following vision for reconciliation:*

- ***A society free of racism and prejudice*** where Aboriginal and Torres Strait Islander peoples feel a strong sense of belonging and are able to participate fully in the life of our community.
- ***A city which supports expressions of cultural identity***, where cultural practices, traditional sites and significant places are acknowledged, celebrated and preserved.
- ***A community characterised by social justice*** which advocates for enriching the lives of Aboriginal and Torres Strait Islander peoples.”

Amendment to 2.2.2

*“... cohesive infrastructure planning including regional rail trails [Partnership].”*

Amendment to text associated with Goal 3 with an additional sentence at the end of the first paragraph stating:

*“The Council will work in partnership with representative groups including the Chamber of Commerce and Tourism Mount Gambier.”*

Amendment to 4.1.2:

*“Protecting biodiversity for future generations and the creation of wildlife corridors through the Council’s own works or in new private development [Advocate and Owner / Custodian].”*

**CONCLUSION**

Council endorsed the Strategic Plan for the purposes of public consultation, following a series of workshops and committee consideration. The public consultation has yielded a number of responses and some clear areas for consideration. Council were happy with the Strategic Plan at the time of going out to public consultation and despite the impact of COVID-19, the Strategic Plan remains flexible and relevant.

The Annual Business Plan and Budget process which has proceeded in tandem intended to put the flesh on the bones of the first year in terms of implementation. Council will be able to see the clear links between the Strategic Plan and the Annual Business Plan and Budget in a number of key and capital projects. As such, the Strategic Plan is commended to Council for endorsement.

**ATTACHMENTS**

1. Strategic Plan Representations [↓](#)
2. City of Mount Gambier - Draft 2020-2024 Strategic Plan - Public Consultation [↓](#)



**STRATEGIC PLAN REPRESENTATIONS**

| <b>RESPONDENT</b>               | <b>MAIN AREA OF INTEREST</b> | <b>MOUNT GAMBIER BASED?</b> |
|---------------------------------|------------------------------|-----------------------------|
| 1. Sandra Young                 | Climate emergency            | No                          |
| 2. Brett Mashado                | Climate emergency            | Unknown                     |
| 3. Gilda Mashado                | Climate emergency            | Yes                         |
| 4. Cate Cooper                  | Climate emergency            | Unknown                     |
| 5. Merry Dickens                | Climate emergency            | Unknown                     |
| 6. Elizabeth Deme               | Climate emergency            | No                          |
| 7. Sue Westgarth                | Climate emergency            | Possible                    |
| 8. Sharon Holmes (1)            | Climate emergency            | Yes                         |
| 9. Marcia Hobbs                 | Climate emergency            | Unknown                     |
| 10. Heather Heggie              | Climate emergency            | No                          |
| 11. Trudy-Anne Doyle            | Climate emergency            | Unknown                     |
| 12. Evan and Marga Steele       | Climate emergency            | Yes                         |
| 13. Catherine Pye               | Climate emergency            | No                          |
| 14. Graham Holmes               | Climate change               | No                          |
| 15. Ian Smith                   | Various                      | Yes                         |
| 16. Limestone Coast Rail Trails | Rail trails                  | Unknown                     |
| 17. Bernie Wartenberg           | Various                      | Yes                         |
| 18. Chamber of Commerce         | Chamber of Commerce role     | Yes                         |
| 19. Sharon Holmes (2)           | Various                      | Yes                         |
| 20. Sharon Holmes (3)           | Bike trails                  | Yes                         |
| <b>RECEIVED LATE</b>            |                              |                             |
| 21. Angus Ralton                | Climate emergency            | Unknown                     |
| 22. Bradley Tremelling          | Climate emergency            | Unknown                     |
| 23. Jasper Lee                  | Climate emergency            | No                          |
| 24. Corinne Ang                 | Climate emergency            | Unknown                     |
| 25. Stacey Tremelling           | Climate emergency            | Unknown                     |
| 26. Anonymous                   | Rail trail and walking       | Unknown                     |



**CITY OF MOUNT GAMBIER - DRAFT 2020-2024 STRATEGIC PLAN - PUBLIC CONSULTATION**  
**Representations Summary**

| N <sup>o</sup> . | Name                  | Response Summary  | Comments  | Recommendations |
|------------------|-----------------------|---|---|-----------------|
| 1.               | Sandra Young          | <p>"We want to be leaders in tackling climate change, so the City of Mount Gambier Draft Strategic Plan 2020-2024 needs amending to :</p> <ol style="list-style-type: none"> <li>1. Immediately declare a climate emergency</li> <li>2. Hold a people's assembly in the City of Mount Gambier within three months</li> <li>3. Work with other Limestone Coast Councils and community to hold a citizens' assembly on climate change within six months</li> <li>4. Resolve that council decision-making will be guided by the resolutions of the Citizens' Assembly on climate change." </li></ol> | <ul style="list-style-type: none"> <li>• Council considered a deputation and other material supplied regarding a Climate Emergency and has not resolved to accept this.</li> <li>• Council has not resolved a position with regards to Citizens' Assemblies, which would seem to duplicate or be at variance to the role of local government. Such a decision should be at a State level and is not a matter for local government.</li> </ul> | No change.      |
| 2.               | Brett Mashado         | As per 1  | As per 1  | As per 1        |
| 3.               | Gilda Mashado         | As per 1  | As per 1  | As per 1        |
| 4.               | Cate Cooper           | As per 1  | As per 1  | As per 1        |
| 5.               | Merry Dickens         | As per 1  | As per 1  | As per 1        |
| 6.               | Elizabeth Deme        | As per 1  | As per 1  | As per 1        |
| 7.               | Sue Westgarth         | As per 1  | As per 1  | As per 1        |
| 8.               | Sharon Holmes (1)     | As per 1  | As per 1  | As per 1        |
| 9.               | Marcia Hobbs          | As per 1  | As per 1  | As per 1        |
| 10.              | Heather Heggie        | As per 1  | As per 1  | As per 1        |
| 11.              | Trudy-Anne Doyle      | As per 1  | As per 1  | As per 1        |
| 12.              | Evan and Marga Steele | As per 1  | As per 1  | As per 1        |
| 13.              | Catherine Pye         | As per 1  | As per 1  | As per 1        |
| 14.              | Graham Holmes         | "There does not seem to be enough emphasis on the effects of climate change."   | Noted, although the title of Goal 4, the introduction to  | No change.      |



| N <sup>o</sup> | Name      | Response Summary   | Comments   | Recommendations |
|----------------|-----------|--|--|-----------------|
|                |           |  | Goal 4 and 4.3.3 both clearly reference this in a plan focused on all of the Council's activities.   |                 |
| 15.            | Ian Smith | <b>Goal 1.5:</b> 'University courses need to have demand'. 'What are students leaving Mt Gambier to study elsewhere?' Proposes a virtual university in the old rail station or similar abandoned building.   | Students are studying courses not on offer in Mount Gambier and to experience life in another, city. The future use of the former railway station has yet to be resolved by Council.   | No change       |
|                |           | <b>Goal 2.1, 4.3 &amp; 4.4:</b> Develop a Walking and Cycling Plan in conjunction with Bicycle Institute SA and Walking SA.  | Council is progressing a draft Walking and Cycling Plan for the city.  | No change.      |
|                |           | <b>Goal 2.1:</b> What does "finish the rail trail" look like. Does it incorporate Austroads sustainable safety principles for the road crossings? 'It should'  | The crossings for the rail trail have been implemented in accordance with Austroad Standards.  | No change.      |
|                |           | <b>Goal 2.2:</b> A good goal would be for one business of >200 employees that is not currently operating here to relocate their head office to Mt Gambier.   | This element relates to regional collaboration and, as such, is not a parochial. However, 3.1.6 addresses this element.  | No change.      |
|                |           | <b>Goal 2.3 &amp; 2.5:</b> Encourages increased inner-city living – reduction in vehicles and activation of city. Activate buildings along the rail lands to attract after hours patrons and tourists and adopt Austroads sustainable safety principles, more line marking on the roads so that driving is intuitive to the point of being urban, plus a reduction in speed limit to a maximum of 40 km/h within the CBD and immediate surrounds. Turn off the clock chime between 9pm and 6am. Close roads on Sunday mornings and encourage people to ride and walk | The works proposed in the CBD address the activation concern, which is shared. Council have resolved to keep the clock chime. Road closures are problematic in that some of the key roads requiring pedestrianisation are under the control of DPTI. | No change.      |
|                |           | <b>Goal 3.1 &amp; 3.3:</b> Beautifying town entrances is not needed. 'Plant a boulevard of trees with some lights if you must'.  | The beautification of entrances is something that  | No change.      |



| N <sup>o</sup> . | Name | Response Summary   | Comments  | Recommendations  |
|------------------|------|--|---|--|
|                  |      | References importance of education, health care, bold ideas, walking and cycling transportation modes and true high-speed internet as an attractor.  | provides a gateway and a sense of arrival. Places that have done this well achieve the above. Currently the City could do better.   |  |
|                  |      | <b>Goal 3.2:</b> 'The city planning code should not be for the developers to exploit and should focus more on community spaces rather than individual large blocks'. 'Encourage community designed developments that actively encourage shared use, walking and cycling over cars and individualistic isolation'. 'Explore community heating and community energy projects'. 'I do not support boundary creep'. Encourages consideration of 'on-demand type of service akin to a public UBER bus'. | <ul style="list-style-type: none"> <li>• The Planning and Design Code is a state-wide set of planning principles, the details of which are not open to discussion with DPTI.</li> <li>• The principles encourage accessibility rather than mobility.</li> <li>• The Council has written to the Minister seeking further details on the Uber style bus trials being undertaken and has sought further information on becoming a trial site.</li> </ul> | No change.   |
|                  |      | <b>Goal 3.5:</b> Proposes a target on the reduction of per-capita waste to landfill and exploring creative ways of achieving this.   | The Council has committed to this recently with the provision of a hard waste trial and an extension of the FOGO service at no cost.  | No change.   |
|                  |      | <b>Goal 4.1:</b> 'A great move would be to create a native animal sanctuary in a ring around the town'.  | Not sure about the practicalities of this. Reducing island effects and creating wildlife corridors are concepts which can be explored further.  | Suggest an amendment to 4.1.2 to:<br><i>"Protecting biodiversity for future generations and the creation of wildlife corridors through the Council's own works or in new private development."</i> |



| N <sup>o</sup> . | Name                        | Response Summary   | Comments   | Recommendations   |
|------------------|-----------------------------|--|--|---|
| 16.              | Limestone Coast Rail Trails | Supportive of the Rail Trail extensions  | Noted  | No change.  |
|                  |                             | Proposes a priority be placed on the completion of Rail Trails from the Gambier West junction (just West of White Ave) to Avey Rd then to Tolner Rd.   | These works will be completed in the 2020/21 financial year, subject to the Annual Business Plan and Budget being approved.  | No change.  |
|                  |                             | <b>Goal 2.1.3:</b> Proposes that this should include integration with a Mount Gambier to Port MacDonnell trail and the inclusion of 2-3 representatives from the Limestone Coast Rail Trails Steering Committee in this development.   | Accepted that more could be done to drive this from a regional perspective.  | Suggest an amendment to 2.2.2 to:<br>"... cohesive infrastructure planning including regional rail trails [Partnership]." |
| 17.              | Bernie Wartenberg           | <b>Goal 2 – Our Location:</b> When will the City be confirmed as an RV Friendly Town?  | Application being prepared currently, following a recent Council decision.   | No change.  |
|                  |                             | Identifies the challenge in making comment on this plan as a whole without access to the Long Term Financial Plan, Asset Management Plan and the Development Plan.   | All documents are available for consideration either electronically or in person from the Council offices.   | No change.  |
|                  |                             | <b>Goal 2.1:</b> There are 5 sub-sections under 2.1 that relate to differing areas of issues and concerns that fall under the category of 2.1, however, the Summation Box on the bottom only refers to 2.1.3. What is being done for the other subsections.                  | The box at the bottom provides an example. The detail sits within Annual Business Plans and budgets as informed (and vice versa) by the Implementation Plan. PLEC work, rail trail works, a Crater Lakes Masterplan, for example, all form part of works proposed for 2020/21. | No change.  |
|                  |                             | <b>Goal 2.1.3:</b> "What still needs to be finished with the rail trail? At what cost? Will it really take two years to complete? What further linkages? How many? At what cost? Why wait another two years? Does Council not have the plans already for these cross links?" | The rail trail will be completed in the 2020/21 financial year, subject to the Annual Business Plan and Budget being approved. The cross links will form part of   | No change.  |



| N <sup>o</sup> . | Name | Response Summary  | Comments   | Recommendations |
|------------------|------|---|--|-----------------|
|                  |      |   | future works identified in the draft Walking and Cycling Plan.   |                 |
|                  |      | <b>Goal 2.3:</b> Questions Councils understanding of its role in tourism and its objectives and success measures for masterplans of its tourism sites.                                    | Council's role in tourism currently is as a landowner. Council are keen to reconsider this and to assess its future role.  | No change.      |
|                  |      | <b>Goal 2.3:</b> Queries no mention of investment in Engelbrecht cave in the next ten years and lack of funds for a major redevelopment of both Engelbrecht Cave and Umpherston Sinkhole. | As the Strategic Plan is a four year plan, it is not possible to see what is planned beyond 2024. Investment in the Engelbrecht and Umpherston sites will be dependent on the discussions on the Council's future role in tourism. | No change.      |
|                  |      | <b>Goal 2.4:</b> "What six events are envisaged and in which months will they be held?"   | Unknown at this time given the impact of COVID-19. However, pre that a number of regional or national events were planned for the city.  | No change.      |
|                  |      | <b>Goal 2.5 :</b> Convert the 'Main Corner' Pedestrian crossing to be similar to that in Adelaide at the corner of Rundle Mall/Rundle Street and Pulteney Street.                         | A change to the configuration of the crossing in this area which is not under the control of Council.  | No change.      |
|                  |      | <b>Goal 3 – Our Diverse Economy:</b> "When will this City be a RV Friendly Town?" Proposes Frew Park as a site for free overnight camping.  | Application being prepared currently, following a recent Council decision.   | No change.      |
|                  |      | <b>Goal 3.1:</b> "This should be fast tracked and achieved in the shortest possible time."  | The priority attached to each item is a matter for Council through the Annual Business Plan and Budget setting process. It currently   | No change.      |





| N <sup>o</sup> . | Name | Response Summary  | Comments  | Recommendations |
|------------------|------|---|---|-----------------|
|                  |      |   | sits in 2022/23 in the Implementation Plan.   |                 |
|                  |      | <b>Goal 3.1.1:</b> Demonstrates support for this goal and believes the focus extended to include visitor information bays.  | Noted   | No change.      |
|                  |      | <b>Goal 3.1.3:</b> "Who exactly are the community leaders that are engaged in addressing what current barriers there are in shaping the future?"  | These are the people representing community groups, key industries and government agencies active in the city.  | No change.      |
|                  |      | <b>Goal 3.4:</b> proposes a review of this section to align with the climate created by COVID-19. Suggests attraction and retention of a range of specialist or boutique stores.            | This section can be implemented now as per pre-COVID-19 as it was written with flexibility. The niche business element is specifically mentioned in 3.1.4.                          | No change       |
|                  |      | <b>Goal 3.4.4:</b> Identifies shortcomings with the Destination Maps and Civic Guides located in various spots in the city.   | Such matters are noted, although this item is predominantly to do with the VIC and on-line output.  | No change.      |
|                  |      | <b>Goal 3.5 - Recycling:</b> Proposes an extension of Red and Yellow topped bin housings to all locations that require bins.  | This work was grant funded and the supplier no longer provides these facilities. An alternative supplier is being sought to enable replacement and an increase in these facilities. | No change.      |
|                  |      | <b>Goal 4.4:</b> Encourages investment in fitness/exercise equipment alongside the rail trail. Discourages further investment in ("anything that does nothing") referencing public artwork. | Fitness equipment is expensive and has been shown to have little public benefit and to be discriminatory as studies have found significant underuse by women. However, Council have | No change.      |



| N <sup>o</sup> . | Name                | Response Summary   | Comments  | Recommendations  |
|------------------|---------------------|--|---|--|
|                  |                     |  | considered this as part of their COVID-19 response and it may be installed in future along the rail trail.  |  |
|                  |                     | <b>Goal 4.5:</b> "At what cost?????". Proposes a complete review of tree planting.   | Cost dependant on future decisions of Council through the Annual Business Plan and Budget. Tree planting and planning is not part of this element, which related to public art. | No change.   |
| 18.              | Chamber of Commerce | <p>The Mount Gambier Chamber believes it can play a role in the implementation of this plan, in particular the following goals:</p> <ul style="list-style-type: none"> <li>• <b>Goal 1.2</b> - Community growth</li> <li>• <b>Goal 1.5</b> - Becoming an 'earning and learning' community</li> <li>• <b>Goal 2.1.1</b> - Infrastructure development and managing our current assets</li> <li>• <b>Goals 2.5.1, 2.5.3 &amp; 2.5.4</b> - Focusing on activation, revitalisation and place making in our CBD</li> <li>• <b>Goals 3.1.3 &amp; 3.1.6</b> - Identify gateways and support for our businesses</li> <li>• <b>Goal 3.4</b> - Tourism is contributing to a diverse economy and creating opportunity</li> </ul> | Noted, particularly in light of a recent briefing with Council.   | No change in light of the additional text proposed.  |
|                  |                     | The Chamber of Commerce be referenced within the 2020-2024 Strategic Plan.   | Noted.  | Additional sentence at the end of the first paragraph for Goal 3 stating:<br><i>"The Council will work in partnership with representative groups including the Chamber of Commerce and Tourism Mount Gambier."</i> |



| N <sup>o</sup> . | Name               | Response Summary   | Comments   | Recommendations   |
|------------------|--------------------|--|--|---|
|                  |                    | The Chamber of Commerce be resourced to act on the above goals.  | The resourcing of the Chamber is a matter for the members of the Chamber of Commerce through their subscriptions and not for Council. No direct investment in the Chamber is proposed, but rather investment in the CBD. | No change.  |
| 19.              | Sharon Holmes (2)  | <b>Goal 3.4:</b> Does Council already have something specific in mind?   | If this question is with regards to the hero attraction, then no.  | No change.  |
|                  |                    | Support for the focus on developing bike and walking trails  | Noted  | No change.  |
|                  |                    | Proposes a bike trail between Mount Gambier and Port Mac Donnell   | Noted and supported with an amendment.   | Suggest an amendment to 2.2.2 to:<br>"... <i>cohesive infrastructure planning including regional rail trails [Partnership].</i> " |
| 20.              | Sharon Holmes (3)  | Proposes the establishment of an Active Transport Working Group to review the Strategic Bicycle Plan adopted by Council in 2007, considering this plan alongside Council's current bicycle and active transport plans. | Noted.   | Given the regional element of trails engagement, work is proposed on this at a regional, rather than a city, level. No change.    |
| 21.              | Angus Ralton       | As per 1   | As per 1   | As per 1  |
| 22.              | Bradley Tremelling | As per 1   | As per 1   | As per 1  |
| 23.              | Jasper Lee         | As per 1   | As per 1   | As per 1  |
| 24.              | Corinne Ang        | As per 1   | As per 1   | As per 1  |
| 25.              | Stacey Tremelling  | As per 1   | As per 1   | As per 1  |
| 26.              | Anonymous          | Proposes the development of a children's Railway Park and an All Abilities play space (refer to recent Portland development).  | Council has allocated \$150,000 towards a new playspace, courtesy of a donation from OSHC in this area.  | The All Abilities element will be included as part of the community design process. No change to the Strategic Plan.              |



| N <sup>o</sup> . | Name | Response Summary  | Comments | Recommendations   |
|------------------|------|---|----------|---|
|                  |      | Proposes a walking track from Railway Park to include appropriate exercise motifs and water bottle top up facilities (refer to recent Halls Gap development). | Noted.   | The provision of water fountains and bottle refill stations will be included in the new playspace works, close to the trail. No change to the Strategic Plan. |



**16.4 ANNUAL BUSINESS PLAN AND BUDGET FEEDBACK – REPORT NO. AR20/32772**

|                                  |  |
|----------------------------------|--|
| <b>Committee:</b>                | <b>People and Place Committee</b>  |
| <b>Meeting Date:</b>             | <b>1 June 2020</b>   |
| <b>Report No.:</b>               | <b>AR20/32772</b>  |
| <b>CM9 Reference:</b>            | <b>AF19/413</b>  |
| <b>Author:</b>                   | <b>Ben Kilsby, Community Development &amp; Engagement Officer</b>  |
| <b>Authoriser:</b>               | <b>Andrew Meddle, Chief Executive Officer</b>  |
| <b>Summary:</b>                  | <b>A report providing Council with feedback on the public consultation for the Annual Business Plan and Budget and suggesting changes in light of this feedback.</b> |
| <b>Community Plan Reference:</b> | <b>Goal 1: Our People</b>  |
|                                  | <b>Goal 2: Our Location</b>  |
|                                  | <b>Goal 3: Our Diverse Economy</b>   |
|                                  | <b>Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage</b>  |

**REPORT RECOMMENDATION**

1. That People and Place Committee Report No. AR20/32772 titled 'Annual Business Plan and Budget Feedback' as presented on 01 June 2020 be noted.
2. That Council make the changes identified in the '*Proposed Changes*' part of this report.
3. That the Chief Executive Officer be authorised to make minor textual changes to correct typos and errors of fact and to update the Mayoral Message if required in consultation with the Mayor.



## BACKGROUND

At the Council meeting on 21 April 2020, Council endorsed the draft Annual Business Plan and Budget for 2020-2021 for the purposes of public consultation in accordance with Council Policy P195 Community Consultation and Engagement.

## DISCUSSION

### CONSULTATION

The Annual Business Plan and Budget was on public consultation from Monday 27 April 2020, until Monday 18 May 2020.

The public consultation process involved notices and articles in the Border Watch newspaper, radio interviews, promotion on the City of Mount Gambier Facebook page and a consultation page on the 'Have Your Say Mount Gambier' website. Copies of the Annual Business Plan and Budget were also available to download from 'Have Your Say Mount Gambier' and hardcopies at from Customer Service at the Civic Centre. Members were also encouraged to seek feedback from the communities within which they were involved.

Please be advised that no submissions were received via Have Your Say Mount Gambier in relation to the 2020/2021 Draft Annual Business Plan and Budget. This is despite:

- 96 visits to the project page
- 40 downloads of the Draft Annual Business Plan
- 16 downloads of the Budget Snapshot
- 19 downloads of supporting fact sheets

Council has received two written submissions through alternative channels.

### FEEDBACK

The Council received two formal submissions, which were provided to Elected Members on 22<sup>nd</sup> May 2020. They have subsequently been made available on the Council's website and are from:

- Bernie Wartenberg
- Wet Noses Animal Rescue

These are dealt with in detail in **Attachment 1**, together with a proposed response to the representation.

Council are reminded that the number of responses is not as important as their content. A well-made point by one respondent deserves the same consideration as an alternate issue receiving multiple similar responses.

At the Council meeting on 21<sup>st</sup> April 2020, Council resolved not to undertake a public hearing into any activity undertaken in accordance with its Public Consultation Policy. As such, no public hearing is required or has been convened for either the Strategic Plan or the Annual Business Plan and Budget. Representors have been advised of Council's decision.

In light of feedback from representors and from Council, the draft Annual Business Plan and Budget will be presented to Council later this month, to enable the rate to be struck and a budget finalised for the 2020/2021 municipal year, along with the other necessary resolutions to give effect to this.



### CHANGES PROPOSED

No changes are proposed as a result of the submission received. However, there is a suggestion from the Administration that consideration of three composite budget lines be changed. A review has been undertaken because of the current impact of COVID-19. These are:

CATERING EXPENSES (0035) - due to the likelihood of less travel as a result of COVID-19 and the current Gatherings Direction, the budget is proposed to be reduced by 25% to reflect no travel or catering for gatherings in the first quarter.

TRAVEL (0064) – due to the likelihood of less travel as a result of COVID-19, the budget is proposed to be reduced by 25% to reflect no travel in the first quarter. This is a calculated gamble as future travel during 2020/2021 may significantly increase depending on Rex's approach to pricing going forward and the accessibility of community fares.

SEMINAR / TRAINING EXPENSES (0074) – during COVID-19 a lot of training, including mandatory training, has been on hold and there will be a period of catching up in 2020/2021. This training will need to be provided remotely but, in some cases, can only be provided face to face. For the latter the strong preference will be for the trainer / assessor to come to our workplace, stay in Mount Gambier and put funds into our community. As this budget line includes not only the training course, but also accommodation and meals whilst on a course, it is proposed to reduce this budget by 25% to reflect no training related accommodation in the first six months.

These three lines represent a saving of \$6,225, \$14,150 and \$28,845, totalling **\$49,220**. They will be further reviewed at each quarterly review in light of the Directions and restrictions in place at that time.

### CONCLUSION

Council endorsed the Annual Business Plan and Budget for the purposes of public consultation, following a series of workshops and committee consideration. The public consultation has yielded few responses. Council were happy with the Annual Business Plan and Budget during the heightened impact of COVID-19. The clear intent was set to set parameters and then manage the budget through a series of timely Budget Reviews.

The Strategic Plan process which has proceeded in tandem with the Annual Business Plan and Budget so that our community could see the links between them, particularly with regard to the first year in terms of implementation. Council can see the clear links between the Strategic Plan and the Annual Business Plan and Budget in a number of key and capital projects. As such, a resolution of Council on this report closes the feedback loop and enables it to proceed to a resolution later this month to adopt a budget for 2020/2021.

### ATTACHMENTS

1. Attachment 1 Annual Business Plan and Budget [↓](#)



**CITY OF MOUNT GAMBIER - DRAFT ANNUAL BUSINESS PLAN AND BUDGET 2020/2021 - PUBLIC CONSULTATION**  
**Representations Summary**

| N <sup>o</sup> . | Name              | Response Summary   | Comments  | Recommendations |
|------------------|-------------------|--|---|-----------------|
| 1.               | Bernie Wartenberg | 1.1 Identifies the challenge in making comment on this plan as a whole without access to the Long Term Financial Plan, Asset Management Plan and the Development Plan. | All documents are available for consideration either electronically or in person from the Council offices, as required by law.  | No change.      |
|                  |                   | 1.2 More detail is required in the budget in the capital section by summary to enable an understanding of the detail.  | For key elements of the budget, factsheets were provided so that the community could see the detail of works proposed.  | No change.      |
|                  |                   | 1.3 Discrepancy between the Asset Management Plan figure for public toilets and the allocation in the ABP&B.   | There will be \$200k carried forward from 2019/2020 into 2020/2021 for use on new / refurbished public toilets.   | No change.      |
|                  |                   | 1.4 Closure of Public Toilets – 13 or 14 possibly closed – no handwash or hand drying facilities, in contravention of the SA Health Act.                               | The statement is incorrect and the Council is not in breach of a legislative requirement. However, works are underway to improve facilities and the toilets referenced are being reopened with the required facilities.   | No change.      |
|                  |                   | 1.5 Public toilets to be brought up to standard over the next three years.   | This would be subject to a future resolution of Council, which would be contrary to the relevant asset management plan and would require significant expenditure at variance with the Council's Long-Term Financial Plan. | No change.      |
|                  |                   | 1.6 Why is there investment in the former Railway Station and where does it appear in the ABP&B?   | Council resolved to complete the external works on the Railway Station building and this work is in the 2019/2020 budget  | No change.      |
|                  |                   | 1.7 Vansittart Park Grandstand – what is this money for and it should be spent on the toilets.   | Council resolved to repair the existing grandstand at Vansittart Park and this work has been completed in 2019/2020 financial year  | No change.      |
|                  |                   | 1.8 Asset Management Plan interventions in the Lakes Area (lookouts), Conservation Park and Umpherston Sinkhole shelters   | Upgrade of the Lakes Area (lookouts) is in the 2020/2021 Asset Management Plan and ABP&B. Work in the Conservation park is being done in 2019/2020 as part of the Covid 19 stimulus. For Umpherston see below.            | No change.      |





| N <sup>o</sup> . | Name | Response Summary   | Comments  | Recommendations |
|------------------|------|--|---|-----------------|
|                  |      | 1.9 The level of investment at Umpherston and Engelbrecht over ten years is not sufficient given their honeypot nature and the quality of existing facilities. | The ABP&P is a single year plan and the budget put forward reflects the Council's current investment plan. However, significant investment in the Engelbrecht and Umpherston sites will be dependent on the discussions on the Council's future role in tourism.  | No change.      |
|                  |      | 1.10 Miscellaneous extra information sought on the capital program with comments as to the detail.   | 7570 – replacement of two existing bus shelters<br>7620 – resurfacing of Hoo Hoo lookout and Percy Street carparks and construction of new overflow carpark for the reuse market<br>7630 – Café upgrade, Café and Library furniture replacement, Robotics equipment<br>7640 – City Hall storage upgrade, Wehl Street theatre window replacement, Main Corner wall and roof repairs, Cave garden sound and light show upgrade, Replacement of hearing loop in dress circle, Riddoch art gallery crate loader, Riddoch art gallery people counters, Annual purchase of Christmas decorations.<br>7660 – Visitor information centre North wall repairs, Tourism signage.<br>7665 – Installation of 250 additional street trees.<br>7680 – Maxwell Street reserve shade shelter, Install new playground equipment, New playground at the Railway Lands, Cave garden power outlets and security lighting, Hay Drive retaining wall repairs, New Valley Lake public amenities, Lakes area lookout upgrades, Valley Lake water quality control devices, Dog park solar lighting, Air-conditioning replacements, Restoration of Krupp field cannon (Vansittart Park). | No change.      |



| N <sup>o</sup> . | Name | Response Summary  | Comments  | Recommendations |
|------------------|------|---|---|-----------------|
|                  |      |   | 7460 – GPS vehicle tracking devices, ACTUS hardware and software, Records system hardware and software, Annual IT hardware replacement, Server provision contract, Network hardware replacement, Risk register/legislative compliance software.   |                 |
|                  |      | 1.11 Waste bin program and provision of new bins.                     | This work was grant funded and the supplier no longer provides these facilities. An alternative supplier is being sought to enable replacement and an increase in these facilities.   | No change.      |
|                  |      | 1.12 Change in funding for Community Services.                        | Item 6101 reflects a part year figure for 2019 that was not in the original budget for that year, the current figure refers to a full year allocation. Item 6129 used to include a General Manager salary, which is now included in an alternate budget line.   | No change.      |
|                  |      | 1.13 Public toilet cleaning.  | Council is working with the toilet cleaning contractors to ensure adequate cleaning of the public toilets.  | No change.      |
|                  |      | 1.14 Cost of cultural activities.                                     | The cost referred to has been considered by Council to be an investment. Investment is cultural activities and quality of life activities often has no financial benefit and is a key role of Councils who do not operate in a wholly commercial space. If Council only spent its funds on items where there was a financial return, the city would not be a place where people wanted to live and it would not meet the quadruple bottom line of sustainability. The statement referring to a loss is also incorrect, as this would mean that the figures referred to were in excess of the budget allocation. | No change       |
|                  |      | 1.15 Cost of running the Riddoch Art Gallery and Main Corner Complex. | The cost referred to has been considered by Council to be an investment. Investment is cultural activities and quality of life activities often has no financial benefit and is a key role of Councils who do not operate in a wholly commercial space. If Council only spent its funds on items where there  | No change.      |



| N <sup>o</sup> . | Name      | Response Summary  | Comments  | Recommendations  |
|------------------|-----------|---|---|--|
|                  |           |   | was a financial return, the city would not be a place where people wanted to live and it would not meet the quadruple bottom line of sustainability. The statement referring to a loss is also incorrect, as the this would mean that he figures referred to were in excess of the budget allocation. |  |
| 1.16             |           | Seeking that the City of Mount Gambier become an RV Friendly Town.  | Application being prepared currently, following a recent Council decision.  | No change.   |
| 1.17             |           | Standard of the Visitor Information Centre and associated facilities and the cost of running this.                        | The ABP&P is a single year plan and the budget put forward reflects the Council's current investment plan. However, significant investment in the Visitor Information Centre will be dependent on the discussions on the Council's future role in tourism.  | No change.   |
| 1.18             |           | Cost of City Infrastructure staff and whether this is related to AWU membership.  | Cost increase as a result of a change in the way overheads are allocated. Some employees are AWU members, although not sure of the relevance of this.   | No change.   |
| 2.               | Wet Noses | Proposes the inclusion of \$7,500 towards their recent costs associated with animal welfare during the COVID-19 pandemic. | Should Council be agreeable, a \$7,500 donation could be made in the current year to avoid a minor change to the 2020/2021 budget.  | To grant \$7,500 to Wet Noses from the 2019/2020 budget, from composite code 64, which relates to travel expenses which is underspent as a result of COVID-19. |



**16.5 REPLACEMENT OF COUNCIL STREET LIGHTING WITH LED LUMINAIRES – REPORT NO. AR20/32710**

|                                  |   |
|----------------------------------|---|
| <b>Committee:</b>                | <b>People and Place Committee</b>   |
| <b>Meeting Date:</b>             | <b>1 June 2020</b>  |
| <b>Report No.:</b>               | <b>AR20/32710</b>   |
| <b>CM9 Reference:</b>            | <b>AF19/413</b>   |
| <b>Author:</b>                   | <b>Nick Serle, General Manager City Infrastructure</b>  |
| <b>Authoriser:</b>               | <b>Andrew Meddle, Chief Executive Officer</b>   |
| <b>Summary:</b>                  | <b>This report recommends the replacement of 2,351 high intensity discharge (HID) street lights with LED luminaires</b> |
| <b>Community Plan Reference:</b> | <b>Goal 1: Our People</b>   |
|                                  | <b>Goal 2: Our Location</b>   |
|                                  | <b>Goal 3: Our Diverse Economy</b>  |
|                                  | <b>Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage</b>   |

**REPORT RECOMMENDATION**

1. That People and Place Committee Report No. AR20/32710 titled 'Replacement of Council Street lighting with LED luminaires' as presented on 01 June 2020 be noted.
2. Council members consider the replacement of 2,351 HID street lights with smart ready LED luminaires at a total cost of approximately \$1M at a future workshop.



## BACKGROUND

Council received a report on 18 April 2017 recommending Council enter into a long term contract with SA Power Networks (SAPN) for the replacement of 2,351 high intensity discharge (HID) street lights with LED luminaires. Council did not support the recommendation due to the requirement to enter into a long term contract with SAPN and concurrent work being undertaken by the LGA with the intention of allowing Council's to maintain street lights mounted on SAPN infrastructure in our own right at a significantly reduced cost as compared to SAPN.

The LGA drive to allow third party access to maintain equipment mounted on SAPN infrastructure has now been completed with the outcome being that third party access is not allowed. However, the provision of street lighting operation and maintenance (tariff charges) will be a service regulated by the Australian Energy Regulator (AER) from 1 July 2020.

The regulation by the AER from 1 July 2020 of the charges allowed by SAPN for the provision of street lighting operation and maintenance presents the opportunity for Council to consider the replacement of the 2,351 HID street lights with LED luminaires without the need to commit to a long term contract with SAPN.

Crs Amoroso and Jenner, together with the General Manager – City Infrastructure, have represented the Council on this statewide initiative.

## DISCUSSION

The cost to Council of providing 2,351 street lights on the roads classified as "P" lighting areas (this does not cover major roads the majority of which are managed by DPTI) is shown in the table below.

| Year      | Tariff Costs             | Energy Costs                              | Total               |
|-----------|--------------------------|---|---------------------|
|           | <i>SA Power Networks</i> | <i>Origin Energy (now Infigen Energy)</i> |                     |
| 2019/2020 | \$207,366.05             | \$202,201.98                              | <b>\$409,568.03</b> |
| 2018/2019 | \$242,741.30             | \$240,988.74                              | <b>\$483,730.04</b> |
| 2017/2018 | \$218,508.80             | \$267,038.68                              | <b>\$485,547.48</b> |

Council now has the opportunity to replace some or all 2,351 fluorescent street lights with smart LED luminaires at a total cost of \$1M and receive the benefit of reducing the annual cost to operate and maintain the street lights by \$200k per annum (made up of \$160k per annum reduced energy charges and \$40k per annum reduced tariff charges). This represents an approximate five year payback for the project at current rates / prices.

The replacement of the street lights with smart LED luminaires will result in the following benefits in addition to the annual cost savings detailed above:

- LEDs are more Energy efficient. An 80W Mercury Vapour luminaire is rated at 95.8W. The standard 14W Street-LED is rated at only 17W. Council's energy consumption and carbon footprint would therefore be considerably reduced;
- LEDs have a longer expected life than high intensity discharge (HID) lamps. This means that the incidence of reported Street Lights Out should reduce. This will reduce operating costs;
- LEDs have a lower lumen depreciation than HID lamps. This means that approaching the end of life a LED output is higher than that of a HID lamp;
- Disposal and/or recycling or refurbishment of LED luminaires will be more efficient than disposal of lamps containing higher levels of mercury;
- LED luminaires are smart ready. That is, they can facilitate control systems such as remote reporting (of parameters such as temperature, noise and air quality), control and dimming, should it be required;



- A variety of existing luminaire and lamp combinations can be replaced with one LED type, with white light, which is the preferred option for P category (minor road) installations; and
- Some HID light sources (e.g. Low-Pressure Sodium lamps and Mercury Vapour lamps) are no longer available. This requires the replacement of whole luminaires with an alternative replacement. LEDs meet this need.

If approved by Council, Council Officers would procure the required number of smart ready LED luminaires in accordance with Council's procurement policies and would contract SAPN to install the luminaires on their infrastructure.

### **CONCLUSION**

It is recommended that Council members consider the replacement of 2,351 HID street lights with smart ready LED luminaires at a total cost of \$1M at a future workshop.

### **ATTACHMENTS**

Nil



**16.6 REQUEST FOR DISCRETIONARY RATE REBATE FOR 71 SUTTONTOWN ROAD, MOUNT GAMBIER - MT GAMBIER ADRA OP SHOP – REPORT NO. AR20/31518**

|                                  |   |
|----------------------------------|---|
| <b>Committee:</b>                | <b>People and Place Committee</b>   |
| <b>Meeting Date:</b>             | <b>1 June 2020</b>  |
| <b>Report No.:</b>               | <b>AR20/31518</b>   |
| <b>CM9 Reference:</b>            | <b>AF19/413</b>   |
| <b>Author:</b>                   | <b>Jo Scheidl, Senior Rates Officer</b>   |
| <b>Authoriser:</b>               | <b>Andrew Meddle, Chief Executive Officer</b>   |
| <b>Summary:</b>                  | <b>A report seeking a decision by Council on whether to grant a discretionary rate rebate for Mt Gambier ADRA Op Shop</b> |
| <b>Community Plan Reference:</b> | <b>Goal 1: Our People<br/>Goal 3: Our Diverse Economy</b>   |

**REPORT RECOMMENDATION**

1. That People and Place Committee Report No. AR20/31518 titled 'Request for Discretionary Rate Rebate for 71 Suttontown Road, Mount Gambier - Mt Gambier ADRA Op Shop' as presented on 01 June 2020 be noted.
2. That Council consider a discretionary rate rebate for Assessment Number 5591 commencing from 1 July 2020 of 50% over a 2 year period.



## BACKGROUND

The property situated at 71 Suttontown Road, Mount Gambier is located on Seventh Day Adventist Church grounds and has been recently leased to subsidiary “Mt Gambier ADRA Op Shop”.

The “Adventist Development and Relief Agency” is an international humanitarian agency operated by the Seventh-day Adventist Church. The Op Shop has been established to support the local ADRA’s mission through generating revenue to enable local church members to connect with communities and lead local community projects.

Key points noted from OS Operations Manual are 10% of all sales sent to ADRA Australia, 5% of all sales is sent to ADRA SA for Program Expenses with the remaining 85% profit to be used for local ADRA projects as decided by the Local Management Committee.

## 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*”.

Council must take into account:

- The nature and extent of council services provided in respect of the land for which the rebate is sought in comparison to similar services provided elsewhere in its area;
- The community need that is being met by activities carried out on the land for which the rebate is sought;
- The extent to which activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged persons; and
- Any other matters considered relevant by the Council.

A rebate of less than 100% would ensure that a contribution is made toward Council services, and Section 166(2) provides council the opportunity to rebate rates or charges under subsection 166(1) may be granted on such conditions as council considers fit.

Typically, most discretionary rebates are authorised at 50%.

Based upon current year figures, the rates payable would be \$2,617.75 which would be reduced to \$1308.87 on the basis of a 50% rebate.

## CONCLUSION

Given the consistent approach taken by Council, a 50% discretionary rebate on the expected rates would appear to be a prudent way to forward.

## ATTACHMENTS

Nil





**16.7 COMMERCIAL RATE RELIEF – REPORT NO. AR20/32802**

**Meeting:** People and Place Committee  
**CM9 Reference:** AF19/413  
**Author:** Jo Scheidl, Senior Rates Officer  
**Authoriser:** Andrew Meddle, Chief Executive Officer

**REPORT RECOMMENDATION**

1. That People and Place Committee Report No. AR20/32802 titled 'Commercial Rate Relief' as presented on 01 June 2020 be noted.
2. That Council confirm that Commercial Rate Relief to Mount Gambier Central Shopping Centre be provided on an individual application on a case by case basis, rather than as a whole.
3. That Council consider Mount Gambier Central's current application to comprise their office and vacant shops only.
4. That the Chief Executive Officer advise the applicant of the Council's decision in writing.



## BACKGROUND

Council has agreed to provide to waiver or refund equivalent to one quarter of the rates and NRM Levy for 2019/2020 financial year in accordance with Council Report AR20/28591– COVID-19 RATE RELIEF and subsequent Resolution 2020/184.

To enable Council to consider an application it must have a land use code of “Commercial” as described on the rates notice and provide evidence for each assessment that the business is one or more of the following:

- “1. Are a business specified in the Emergency Management (Non-Essential Business and Other Activities No. 4) COVID-19 direction 2020 3(1) (attached); or
2. Have applied and been approved for Federal Government JobKeeper payments; or
3. Are able to demonstrate a 30% or greater loss of trade for one month or more as a result of COVID-19.”

As a result of the resolution, the following case is presented to Council for determination as it although it meets the policy, it is not believed that Council intended to set up an *en bloc* waiver for a large number of properties, which are performing dissimilarly. The application relates to the Mount Gambier Central Shopping Centre, the holding company of which are in receipt of the JobKeeper payment.

## DISCUSSION

Chapter 10 of the Local Government Act 1999 prescribes Council’s powers to raise rates. The basis of rating as described in s148 of the Act states the council decisions “*must be made fairly and in accordance with principles and practices that apply on a uniform basis across the area of the council*”.

To date all Commercial Rate Relief applications received by Council have been assessed on an individual tenancy basis.

Mount Gambier Central Shopping Complex Centre Management have now contacted Council requesting they be assessed as a whole entity providing evidence Mt Gambier Central Trust are in receipt of JobKeeper.

Centre Management have advised:

- they pay the rates on behalf of each tenant and therefore request rate relief be considered as an entire entity and any rate relief they receive will be passed onto tenants; and
- they are an essential service as they provide access to chemist and supermarket, and
- all vacant shops should be provided with relief as Mt Gambier Central Trust are in receipt of JobKeeper.

Mount Gambier Central Shopping complex currently have 46 assessments, the fourth instalment for 2019/2020 financial year totalling \$49,998.00. These individual assessments are for a variety of occupants some of whom have suffered hardship, some of whom have not and some of whom will have traded better than normal during the COVID-19. The clear intent of Council’s decision was to help businesses facing hardship and not to provide a rate rebate to businesses trading at, near or above normal levels. A request from the applicant and a list of the current assessments can be found as **Attachment 1**.

Based on information supplied by Office of Valuer-General 1<sup>st</sup> July, 2019 Mount Gambier Shopping complex has six vacant shops with fourth instalment for 2019/2020 financial year totalling \$4,017.00.



## CONCLUSION

Council should be fair and consistent in its approach to assessing Commercial Rate Relief Applications, against its intent when making the relief available. As such, Council should follow an individual application route where an examination of the circumstances appertaining to an individual business can be considered. Council would be ill advised to try and pick businesses from the list of assessments without the necessary information to ensure such a business clearly met the Council's criteria. Council should not make a decision *en bloc* when relating to the individual circumstances of each assessment.

## ATTACHMENTS

1. Mount Gambier Central request and list of the current assessments [↓](#)



**From:** [Jane Read](#)  
**To:** [Joanne Scheidl](#)  
**Subject:** FW: Commercial Rate Relief - Southern Cross Equity Group trading as Mount Gambier Central - response  
**Date:** Tuesday, 26 May 2020 2:56:23 PM  
**Attachments:** [image001.jpg](#)  
[image002.png](#)  
[MT Gambier Jobkeeper Enrollment Form.pdf](#)  
[Mount Gambier Central - Southern Cross Equity Group City of Mount Gambier Council Rates.pdf](#)

---

Hi Jo

Thank you for your phone call this morning.

I have spoken to our accountant and we ask that our rates. We pay the rates on behalf of each tenant and therefore ask that our request for rate relief is considered as an entire entity and any rate relief we receive will be passed onto our tenants.

Please advise if you need any further information from me.

Thank you

Jane

**Jane Read**

400dpiLogo.jpg



Centre Manager

Mount Gambier Central

SP031/21 Helen Street

MOUNT GAMBIER SA 5290

e: [jread@sxam.com.au](mailto:jread@sxam.com.au)

p: (08) 8725 2661

m: 0407 360 848

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**From:** Jane Read

**Sent:** Friday, 22 May 2020 10:46 AM

**To:** 'Joanne Scheidl'

**Subject:** RE: Commercial Rate Relief - Southern Cross Equity Group trading as Mount Gambier Central - response

Hello Jo

I hope you are well.

Following up on our request for commercial rate relief.

1. We are an essential service as we provide access to chemist and supermarket.
2. We have applied to the JobKeeper and I have attached a copy of our enrolment form.
3. We are eligible for JobKeeper and can demonstrated 30% or greater loss of trade for one month or more as a result of COVID-19.

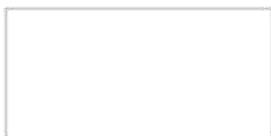
Do you require any further information from us for you to consider commercial rate relief?

Thank you

Jane

**Jane Read**





Centre Manager  
Mount Gambier Central  
SP031/21 Helen Street  
MOUNT GAMBIER SA 5290  
e: [jread@sxam.com.au](mailto:jread@sxam.com.au)  
p: (08) 8725 2661  
m: 0407 360 848

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---

**From:** Joanne Scheidl <[JScheidl@mountgambier.sa.gov.au](mailto:JScheidl@mountgambier.sa.gov.au)>  
**Sent:** Friday, 15 May 2020 9:27 AM  
**To:** 'jread@sxam.com.au' <[jread@sxam.com.au](mailto:jread@sxam.com.au)>  
**Cc:** 'ykelidis@sxam.com.au' <[ykelidis@sxam.com.au](mailto:ykelidis@sxam.com.au)>; Andrew Meddle <[AMeddle@mountgambier.sa.gov.au](mailto:AMeddle@mountgambier.sa.gov.au)>; Melina Kavathas <[MKavathas@mountgambier.sa.gov.au](mailto:MKavathas@mountgambier.sa.gov.au)>  
**Subject:** Commercial Rate Relief - Southern Cross Equity Group trading as Mount Gambier Central - response

Dear Jane,

Thank you for your email.

To enable Council to consider your application/s you must have a land use code of "Commercial" as described on your rates notice and provide evidence for each assessment that you either:

1. Are a business specified in the Emergency Management (Non-Essential Business and Other Activities No. 4) COVID-19 direction 2020 3(1) (attached); or
2. Have applied and been approved for Federal Government JobKeeper payments; or
3. Are able to demonstrate a 30% or greater loss of trade for one month or more as a result of COVID-19.

Hoping this is of assistance.

Should you require any further information please do not hesitate to contact the writer.

regards

Jo Scheidl

Senior Rates Officer

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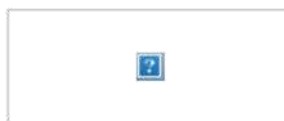
Civic Centre 10 Watson Terrace Mount Gambier

D 08 8721 2561 / T 08 8721 2555

PO Box 56 Mount Gambier SA 5290

[www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au)

Monday to Wednesday 8.30 am – 5.00 pm



---

**From:** Jane Read [<mailto:jread@sxam.com.au>]  
**Sent:** Thursday, 14 May 2020 5:02 PM  
**To:** City Emails <[City@mountgambier.sa.gov.au](mailto:City@mountgambier.sa.gov.au)>  
**Cc:** Yiannis Kelidis <[ykelidis@sxam.com.au](mailto:ykelidis@sxam.com.au)>  
**Subject:** Commercial Rate Relief - Southern Cross Equity Group trading as Mount Gambier Central



To whom it may concern

COVID-19 is having a huge impact on everyone and Southern Cross Equity Group trading as Mount Gambier Central is not immune.

Mount Gambier Central has had over 50% of stores close due to COVID-19, whilst some are starting to reopen they are all seeking financial assistance through rent reduction.

Furthermore, many tenants have been granted rent deferrals which has further impacted our short term cash position. As a result, our centre's ability to pay all expenses (including rates and taxes) is under enormous pressure.

We therefore seek assistance from the City of Mount Gambier in the form of commercial rate relief for the 4<sup>th</sup> quarter of 2019/2020.

Mount Gambier Central is an essential service as we provide access to essential services such as supermarket and pharmacy; we have registered for JobKeeper and we have experienced well over 30% in losses as a result of COVID-19.

I have attached a summary of our council rates that we are seeking assistance for.

Please advise if you require any supporting documentation for our request.

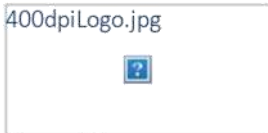
I look forward to receiving your assistance.

Kindest regards

Jane

**Jane Read**

400dpiLogo.jpg



Centre Manager  
Mount Gambier Central  
SP031/21 Helen Street  
MOUNT GAMBIER SA 5290  
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Southern Cross Equity Group  
 PO Box 3373  
 Rundle Mall  
 Adelaide SA 5000

2019/2020 Council Rates - 4th Quarter

| Customer Number | Property Location               |    | Instalment Amount   |
|-----------------|---------------------------------|----|---------------------|
|                 | 21 Helen St, Mt Gambier         |    |                     |
| 122523          | AT002                           | \$ | 302.00              |
| 149849          | FC001                           | \$ | 641.00              |
| 99143           | FC002                           | \$ | 819.00              |
| 99150           | FC003                           | \$ | 690.00              |
| 99168           | FC004                           | \$ | 614.00              |
| 99176           | FC005                           | \$ | 567.00              |
| 146928          | FC006                           | \$ | 494.00              |
| 138388          | KIOO1                           | \$ | 667.00              |
| 99002           | MJ001                           | \$ | 6,575.00            |
| 99192           | MJ002                           | \$ | 2,062.00            |
| 98988           | MM001                           | \$ | 4,311.00            |
| 148502          | MM002                           | \$ | 1,558.00            |
| 99010           | MM003                           | \$ | 1,304.00            |
| 148494          | SP001                           | \$ | 532.00              |
| 98970           | SP002                           | \$ | 771.00              |
| 125526          | SP003                           | \$ | 562.00              |
| 98954           | SP004                           | \$ | 720.00              |
| 98939           | SP006 & SP005                   | \$ | 2,122.00            |
| 98921           | SP007                           | \$ | 787.00              |
| 98913           | SP008                           | \$ | 524.00              |
| 98905           | SP009                           | \$ | 582.00              |
| 98897           | SP010                           | \$ | 629.00              |
| 98863           | SP011                           | \$ | 425.00              |
| 98855           | SP012                           | \$ | 790.00              |
| 98848           | SP013                           | \$ | 788.00              |
| 98822           | SP014                           | \$ | 773.00              |
| 98889           | SP015                           | \$ | 523.00              |
| 98818           | SP016                           | \$ | 666.00              |
| 99051           | SP021                           | \$ | 666.00              |
| 99044           | SP022                           | \$ | 561.00              |
| 99036           | SP023                           | \$ | 600.00              |
| 99028           | SP024                           | \$ | 893.00              |
| 99069           | SP025                           | \$ | 518.00              |
| 125534          | SP026                           | \$ | 748.00              |
| 99085           | SP027                           | \$ | 1,010.00            |
| 99093           | SP028                           | \$ | 783.00              |
| 99101           | SP029                           | \$ | 918.00              |
| 99119           | SP030                           | \$ | 1,033.00            |
| 99127           | SP031                           | \$ | 360.00              |
| 99135           | SP032                           | \$ | 1,701.00            |
|                 | <b>Total</b>                    |    | <b>\$ 41,589.00</b> |
| 99473           | UNIT 1, 18 Helen St, Mt Gambier | \$ | 613.00              |
| 99481           | UNIT 2, 18 Helen St, Mt Gambier | \$ | 613.00              |
| 99499           | UNIT 3, 18 Helen St, Mt Gambier | \$ | 944.00              |
| 138214          | 18 Helen St, Mt Gambier         | \$ | 1,738.00            |
|                 | <b>Total</b>                    |    | <b>\$ 3,908.00</b>  |
| 138222          | 17 Helen St, Mt Gambier         | \$ | 3,508.00            |
|                 | <b>Total</b>                    |    | <b>\$ 3,508.00</b>  |
| 97675           | 28 Gray St, Mt Gambier          | \$ | 993.00              |
|                 | <b>Total</b>                    |    | <b>\$ 993.00</b>    |
|                 | <b>TOTAL</b>                    |    | <b>\$ 49,998.00</b> |



**MINUTES OF CITY OF MOUNT GAMBIER  
AUDIT COMMITTEE MEETING  
HELD AT THE CIVIC CENTRE, 10 WATSON TERRACE, MOUNT GAMBIER  
ON MONDAY, 25 MAY 2020 AT 5.03 P.M.**

**PUBLIC VIRTUAL MEETING WAS AVAILABLE FOR LIVE STREAMING,  
<https://www.youtube.com/user/cityofmountgambier/live>**

**PRESENT:** Mayor Lynette Martin (OAM), Cr Sonya Meziniec (Presiding Member), Mr Paul Duka

**IN ATTENDANCE:** Mr Tim Muhlhausler, Galpins (arrived at 5.10 p.m.)

|                                |                                      |                    |
|--------------------------------|--------------------------------------|--------------------|
| <b>OFFICERS IN ATTENDANCE:</b> | General Manager City Growth          | - Dr J Nagy        |
|                                | Manager Finance and Customer Service | - Mr J Zwijnenburg |
|                                | Management Accountant                | - Mr C McGregor    |
|                                | Executive Administration Officer     | - Mrs F McGregor   |

### 1 ACKNOWLEDGEMENT OF COUNTRY

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

### 2 APOLOGY(IES)

**COMMITTEE RESOLUTION**

Moved: Cr Sonya Meziniec

Seconded: Paul Duka

That the apology(ies) from Ms Angela Kain be received.

**CARRIED**

### 3 CONFIRMATION OF MINUTES

**COMMITTEE RESOLUTION**

Moved: Paul Duka

Seconded: Mayor Lynette Martin

That the minutes of the Audit Committee meeting held on 25 March 2020 be confirmed as an accurate record of the proceedings of the meeting.

**CARRIED**



#### 4 QUESTIONS WITHOUT NOTICE

Nil

#### 5 REPORTS

Mr Tim Muhlhausler joined the meeting at 5.10 p.m.

##### 5.1 AUDIT COMMITTEE WORKS PROGRAM ANNUAL REVIEW

###### COMMITTEE RESOLUTION

Moved: Paul Duka

Seconded: Mayor Lynette Martin

1. That Audit Committee Report No. AR20/28019 titled 'Audit Committee works program annual review' as presented on 25 May 2020 be noted.
2. That the Audit Committee endorses the Audit Committee 'Annual works program – FY2021'.

**CARRIED**

##### 5.2 COVID-19 AND COUNCIL'S RESPONSE TO DATE

###### COMMITTEE RESOLUTION

Moved: Mayor Lynette Martin

Seconded: Paul Duka

1. That Audit Committee Report No. AR20/28045 titled 'COVID-19 and Council's response to date' as presented on 25 May 2020 be noted.

**CARRIED**

##### 5.3 LONG TERM FINANCIAL PLAN AND ASSET MANAGEMENT PLAN - CONSIDERATIONS FOR 2020-21 ANNUAL BUSINESS PLAN & BUDGET

###### COMMITTEE RESOLUTION

Moved: Paul Duka

Seconded: Mayor Lynette Martin

1. That Audit Committee Report No. AR20/28047 titled 'Long Term Financial Plan and Asset Management Plan - considerations for 2020-21 Annual Business Plan & Budget' as presented on 25 May 2020 be noted.

**CARRIED**

##### 5.4 CUMULATIVE SPEND 2019-20

###### COMMITTEE RESOLUTION

Moved: Paul Duka

Seconded: Cr Sonya Mezinec

1. That Audit Committee Report No. AR20/28907 titled 'Cumulative Spend 2019-20' as presented on 25 May 2020 be noted.

**CARRIED**

## **5.5 FINANCIAL INTERNAL CONTROL PROCEDURE DOCUMENT**

### **COMMITTEE RESOLUTION**

Moved: Paul Duka

Seconded: Mayor Lynette Martin

1. That Audit Committee Report No. AR20/30212 titled 'Financial Internal Control Procedure document' as presented on 25 May 2020 be noted.

**CARRIED**

## **5.6 ANNUAL BUSINESS PLAN & BUDGET FY2020**

### **COMMITTEE RESOLUTION**

Moved: Mayor Lynette Martin

Seconded: Paul Duka

1. That Audit Committee Report No. AR20/30226 titled 'Annual Business Plan & Budget FY2020' as presented on 25 May 2020 be noted.

**CARRIED**

## **5.7 2020/21 INTERIM AUDIT UPDATE**

### **COMMITTEE RESOLUTION**

Moved: Paul Duka

Seconded: Mayor Lynette Martin

1. That Audit Committee Report No. AR20/30280 titled '2020/21 Interim audit update' as presented on 25 May 2020 be noted.

**CARRIED**

Mr Tim Muhlhausler left the meeting at 6.07 p.m.

## **6 MOTIONS WITHOUT NOTICE**

Nil

## **7 MEETING CLOSE**

**The Meeting closed at 6.08 p.m.**

**The minutes of this meeting were confirmed at the Audit Committee held on 14 September 2020.**

.....  
**PRESIDING MEMBER**

**20.2 AUDIT COMMITTEE WORKS PROGRAM ANNUAL REVIEW – REPORT NO. AR20/28019**

|                                  |   |
|----------------------------------|---|
| <b>Committee:</b>                | <b>Audit Committee</b>  |
| <b>Meeting Date:</b>             | <b>25 May 2020</b>  |
| <b>Report No.:</b>               | <b>AR20/28019</b>   |
| <b>CM9 Reference:</b>            | <b>AF11/863</b>   |
| <b>Author:</b>                   | <b>Jeroen Zwijnenburg, Manager Finance and Customer Service</b>   |
| <b>Authoriser:</b>               | <b>Andrew Meddle, Chief Executive Officer</b>   |
| <b>Summary:</b>                  | The Annual Work Program for 2019-20 as well as for 2020-21 is included in the agenda of the Audit Committee for noting, respectively endorsement. |
| <b>Community Plan Reference:</b> | <b>Goal 3: Our Diverse Economy</b>  |

**REPORT RECOMMENDATION**

1. That Audit Committee Report No. AR20/28019 titled 'Audit Committee works program annual review' as presented on 25 May 2020 be noted.
2. That the Audit Committee endorses the Audit Committee 'Annual works program – FY2021'.



## BACKGROUND

At the Audit Committee of 20 January 2020 the Audit Committee recommended to have as a standard report item for each meeting the Audit Committee works program and an overview of the progress of work performed year to date (Item 5.5 Recommendation 4).

This information will subsequently become part of the 'Annual report to Council by the presiding member of the Audit Committee'.

It will also provide the Audit Committee the option to review its performance year to date and assist in the annual review of the works program.

At the last Audit Committee for the financial year the Audit Committee determines the works program for the upcoming year, which is applicable for the current meeting.

## DISCUSSION

The attached table provides the Audit Committee works program for the 2020 financial year as well as the proposed works program for the 2021 financial year and an overview of the work performed year to date, with the inclusion of the current meeting's agenda items. The colouring of the cells indicates the anticipated Audit Committee meeting where it is normally anticipated the relevant topic will be addressed.

At the 25 March 2020 meeting the Audit Committee considered the replication of the FY2020 Annual Work program for FY2021. The provisional dates for the Audit Committee for FY2021 are reflected in the annual works program.

## CONCLUSION

The standard report on the Audit Committee's status and plan for the Annual Work Program is included in the agenda of the Audit Committee for noting.

The annual work program - FY2021 is presented for the Audit Committee's endorsement.

Attachment: Pdf version of AR20/28033: Audit Committee Annual Work Program Tables - Meeting 25 05 2020

## ATTACHMENTS

1. Audit Committee Annual Work Program Tables - Meeting 25 05 2020 [↓](#)





Audit Committee

Annual Work Program  
Reviewed March 2020

## AUDIT COMMITTEE – ANNUAL WORK PROGRAM – FY2021 – version MAY 2020

| Report   | Frequency         | Timing                             |                                   |                                     |                                   | Requirement   | Reference                                |
|--|-------------------|------------------------------------|-----------------------------------|-------------------------------------|-----------------------------------|---|--|
|  |                   | Quarter 1<br>(14 Sept '20<br>5 pm) | Quarter 2<br>(14 Dec '20<br>5 pm) | Quarter 3<br>(15 March<br>'21 5 pm) | Quarter 4<br>(7 June '21<br>5 pm) |   |  |
| Review Annual work program   | Annually          |                                    |                                   |                                     |                                   | LG Act 1999, LG (Fin Mngt)<br>Regulations 2011 / Audit<br>Committee TOR |  |
| Annual work program update   |                   |                                    |                                   |                                     |                                   | TOR   | 7.5.5 and 9.5                            |
| Review Terms of reference  | Annually          |                                    |                                   |                                     |                                   | TOR   | 9.5                                      |
| Internal Controls, Risks and Improvement plans<br>(including cumulative spend and procedure)   | Quarterly         |                                    |                                   |                                     |                                   | Regulations<br>TOR  | S 41(b)<br>7.2.1                         |
| Infrastructure and Asset Management Plans and<br>Asset Management Strategy   | Annually          |                                    |                                   |                                     |                                   | TOR   | 7.1.4                                    |
| Long Term Financial Plan   | Annually          |                                    |                                   |                                     |                                   | Regulations   | S 126(4)(ab)                             |
| Annual Business Plan and Budget (including<br>assumptions)   | Annually          |                                    |                                   |                                     |                                   | LG Act  | S 126(4)(ab)                             |
| External Audit - Interim Review and Management<br>Letter   | Annually          |                                    |                                   |                                     |                                   | TOR   | 7.5                                      |
| Confidential meeting with External Auditors  | Annually          |                                    |                                   |                                     |                                   | LG Act<br>TOR   | S 126(4)(b)<br>7.5                       |
| External Auditor – Statutory External Audit and<br>Report on Financial Results   | Annually          |                                    |                                   |                                     |                                   | Regulations<br>TOR  | Reg. 10<br>7.5                           |
| Annual Financial Results / Statements including<br>authorisation by Presiding Member   | Annually          |                                    |                                   |                                     |                                   | LG Act<br>TOR   | S 126(4)(a)<br>7.1                       |
| Quarterly Budget Review  | 3 times pa        |                                    |                                   |                                     |                                   | LG Act and TOR  | S126<br>7.1.3                            |
| Crisis Management Arrangements including:<br>Emergency Management  | Biennially        |                                    |                                   |                                     |                                   | TOR   | 7.2.1                                    |
| Annual Report  | Annually          |                                    |                                   |                                     |                                   | TOR   | 7.1.1 and 7.2.2                          |
| Policy Reviews<br>• Budget Framework Policy B300<br>• Fraud and Corruption Prevention Policy<br>• Treasury Management Policy T150<br>• Whistleblowing Protection Policy W150 | Refer<br>Policies |                                    |                                   |                                     |                                   | TOR<br>TOR<br>TOR<br>TOR  | 7.1.2.1<br>7.2 and 7.3<br>7.1.2.1<br>7.3 |
| Audit Committee Self-Assessment  | Annually          |                                    |                                   |                                     |                                   | TOR   | 9.5                                      |

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**Audit Committee**

**Annual Work Program  
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|   |                      |  |  |  |  |     |                 |
|---|----------------------|--|--|--|--|-----|-----------------|
| Review of External Auditors' performance and overall effectiveness  | Annually             |  |  |  |  | TOR | 7.5.3 and 7.5.6 |
| Review of Audit Committee member appointments   | Annually if required |  |  |  |  | TOR | 1.5             |
| Annual Report to Council by the Presiding Member of the Audit Committee   | Annually             |  |  |  |  | TOR | 8               |
| Presentations will be scheduled at the request of the Audit Committee and/or to accompany reports / agenda items where relevant |                      |  |  |  |  |     |                 |

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Audit Committee

Annual Work Program  
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## AUDIT COMMITTEE – ANNUAL WORK PROGRAM – FY2020 – version MAY 2020

| Report   | Frequency         | Timing    |          |          |           | Requirement<br>LG Act 1999, LG (Fin Mngl)<br>Regulations 2011 / Audit<br>Committee TOR | Reference                                |
|--|-------------------|-----------|----------|----------|-----------|--|--|
|  |                   | September | November | February | April/May |  |  |
| Review Annual work program   | Annually          |           |          |          |           | TOR  | 7.5.5 and 9.5                            |
| Review Terms of reference  | Annually          |           |          |          |           | TOR  | 9.5                                      |
| Internal controls, risks and improvement plans<br>(including cumulative spend and procedure)   | Quarterly         |           |          |          |           | Regulations<br>TOR   | S 41(b)<br>7.2.1                         |
| Infrastructure and Asset Management Plans and<br>Asset Management Strategy   | Annually          |           |          |          |           | TOR  | 7.1.4                                    |
| Long Term Financial Plan   | Annually          |           |          |          |           | Regulations  | S 126(4)(ab)                             |
| Annual Business Plan and Budget (including<br>assumptions)   | Annually          |           |          |          |           | LG Act   | S 126(4)(ab)                             |
| External audit - Interim review and management Letter  | Annually          |           |          |          |           | TOR  | 7.5                                      |
| Confidential meeting with External Auditors  | Annually          |           |          |          |           | LG Act<br>TOR  | S 126(4)(b)<br>7.5                       |
| External auditor – statutory external audit and report<br>on financial results   | Annually          |           |          |          |           | Regulations<br>TOR   | Reg. 10<br>7.5                           |
| Annual financial results / statements including<br>authorisation by presiding member   | Annually          |           |          |          |           | LG Act<br>TOR  | S 126(4)(a)<br>7.1                       |
| Quarterly Budget Review  | 3 times pa        |           |          |          |           | LG Act and TOR   | S126<br>7.1.3                            |
| Crisis management arrangements including:<br>emergency management  | Biennially        |           |          |          |           | TOR  | 7.2.1                                    |
| Annual report  | Annually          |           |          |          |           | TOR  | 7.1.1 and 7.2.2                          |
| Policy reviews<br>• Budget Framework Policy B300<br>• Fraud and Corruption Prevention Policy<br>• Treasury Management Policy T150<br>• Whistleblowing Protection Policy W150 | Refer<br>Policies |           |          |          |           | TOR<br>TOR<br>TOR<br>TOR   | 7.1.2.1<br>7.2 and 7.3<br>7.1.2.1<br>7.3 |
| Audit Committee self-assessment  | Annually          |           |          |          |           | TOR  | 9.5                                      |
| Review of External Auditors' performance and overall<br>effectiveness  | Annually          |           |          |          |           | TOR  | 7.5.3 and 7.5.6                          |

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**Audit Committee**

**Annual Work Program  
Reviewed March 2020**

|   |                      |  |  |  |  |     |     |
|---|----------------------|--|--|--|--|-----|-----|
| Review of Audit Committee member appointments   | Annually if required |  |  |  |  | TOR | 1.5 |
| Annual report to Council by the presiding member of the Audit Committee   | Annually             |  |  |  |  | TOR | 8   |
| Presentations will be scheduled at the request of the Audit Committee and/or to accompany reports / agenda items where relevant |                      |  |  |  |  |     |     |

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Audit Committee

Annual Work Program  
Reviewed March 2020

## ANNUAL REPORT BY THE PRESIDING MEMBER OF THE AUDIT COMMITTEE – FY2020 – YTD May 2020 - for information

|    | Topics (per 15 May 2020 established Work program)   | Frequency | Dates                                    |   |  |                               | Requirement<br>LG Act 1999, / LG (Fin Mngt) Regulations 2011 / Audit Committee TOR | Reference       |
|----|---|-----------|--|---|--|-------------------------------|--|-----------------|
|    |   |           | 2 September 2019                         | 20 January 2020   | 23 March 2020                              | 25 May 2020                   |  |                 |
| 1  | Review Annual Work Program  | Annually  |  |   | (5.1)                                      | Work program annual review () | TOR  | 7.5.5 and 9.5   |
| 2  | Review Terms of Reference   | Annually  |  |   | Terms of Reference (5.4)                   |                               | TOR  | 9.5             |
| 3  | Internal Controls, Risks and Improvement plans (including cumulative spend and procedure (May/June) | Quarterly | Non-quarantining of cemetery funds (5.2) | Internal Financial Controls – Improvement Task Update (5.1) | FY2021 Budget process and parameters (5.3) | IFCPD ()                      | Regulations TOR;   | S 41(b) 7.2.1   |
| 4  | Infrastructure and Asset Management Plans and Asset Management Strategy                             | Annually  |  |   |  | AMP ()                        | TOR  | 7.1.4           |
| 5  | Long Term Financial Plan  | Annually  |  |   |  | LTFP ()                       | Regulations  | S 126(4)(ab)    |
| 6  | Annual Business Plan and Budget (including assumptions)   | Annually  |  |   |  | ABP&B ()                      | LG Act   | S 126(4)(ab)    |
| 7  | External Audit - Interim Review and Management Letter   | Annually  |  |   |  | Interim Audit update ()       | TOR  | 7.5             |
| 8  | Confidential meeting with External Auditors (when considered necessary)                             | Annually  | FY2019 Annual Financial Statements (5.1) |   |  |                               | LG Act TOR   | S 126(4)(b) 7.5 |
| 9  | External Auditor – Statutory External Audit and Report on Financial Results                         | Annually  | FY2019 Annual Financial Statements (5.1) |   |  |                               | Regulations TOR  | Reg. 10 7.5     |
| 10 | Annual Financial Results / Statements including authorisation by Presiding Member                   | Annually  | FY2019 Annual Financial                  |   |  |                               | LG Act TOR   | S 126(4)(a) 7.1 |

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**Audit Committee**

**Annual Work Program  
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|    |  |                      | Statements (5.1)      |   |   |  |                          |  |
|----|--|----------------------|-----------------------|---|---|--|--------------------------|--|
| 11 | Quarterly Budget Review  | 3 times pa           |                       | BR1 / BR2 Update (5.2)                      | BR2 Update (5.2)                              | COVID-19 ()                                | LG Act and TOR           | S126<br>7.1.3                            |
| 12 | Crisis Management Arrangements including: Emergency Management   | Biennially           |                       | Crisis management arrangements update (5.3) |   |  | TOR                      | 7.2.1                                    |
| 13 | Annual Report  | Annually             |                       | Annual Report (5.4)                         |   |  | TOR                      | 7.1.1 and 7.2.2                          |
| 14 | Policy Reviews<br>• Budget Framework Policy B300<br>• Fraud and Corruption Prevention Policy<br>• Treasury Management Policy T150<br>• Whistleblowing Protection Policy W150 | Refer Policies       |                       | Audit related policy review (5.7)           |   |  | TOR<br>TOR<br>TOR<br>TOR | 7.1.2.1<br>7.2 and 7.3<br>7.1.2.1<br>7.3 |
| 15 | Audit Committee Self-Assessment  | Annually             |                       | Self-assessment (5.5)                       |   |  | TOR                      | 9.5                                      |
| 16 | Review of External Auditors' performance and overall effectiveness   | Annually             |                       | (5.6)                                       |   |  | TOR                      | 7.5.3 and 7.5.6                          |
| 17 | Review of Audit Committee member appointments  | Annually if required |                       | Not required                                |   |  | TOR                      | 1.5                                      |
| 18 | Annual Report to Council by the Presiding Member of the Audit Committee  | Annually             | Initiated in Jan 2020 |   |   |  | TOR                      | 8  |
| 19 | Presentations will be scheduled at the request of the Audit Committee and/or to accompany reports / agenda items where relevant  |                      |                       |   | COVID-19 and Council's response to date (5.5) | COVID-19 and Council's response to date () |                          |  |
|    | Other topical items  |                      |                       | Reforming Local Government in SA (5.8)      |   |  |                          |  |

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## Audit Committee

Annual Work Program  
Reviewed March 2020

Audit Committee members' and external auditor presence at meetings:

| 2019/20 Financial Year  |                                    | 2 September 2019       | 20 January 2020        | 23 March 2020          | 25 May 2020 | Total |
|-------------------------|------------------------------------|------------------------|------------------------|------------------------|-------------|-------|
| Audit Committee Members | Cr Mrs. Sonya Mezinec              | Yes – Presiding member | Yes – Presiding member | Yes – Presiding member |             |       |
|                         | Ms. Angela Kain – appointed        | -                      | Yes                    | -                      |             |       |
|                         | Mr. Paul Duka – appointed May 2019 | Yes                    | Yes                    | Yes                    |             |       |
|                         | Mayor – Mrs. Lynette Martin        | Yes                    | Yes                    | -                      |             |       |
| <b>TOTAL attendance</b> |                                    | 3                      |                        |                        |             |       |
| External Auditor        | Mr. Tim Muhlhausler                | -                      | -                      | -                      |             |       |
|                         | Mr. Kristofer Bergamaschi          |                        | -                      | -                      |             |       |
| Council Staff           | Mr. Colin McGregor                 | -                      | -                      | Yes                    |             |       |
|                         | Mr. Jeroen Zwijnenburg             | Yes                    | Yes                    | Yes                    |             |       |
|                         | Dr. Judy Nagy                      | Yes                    | Yes                    | Yes                    |             |       |
|                         | Ms. Kahli Rolton                   | Yes                    | -                      | -                      |             |       |





Audit Committee

Annual Work Program  
Reviewed March 2020

## ANNUAL REPORT BY THE PRESIDING MEMBER OF THE AUDIT COMMITTEE – FY2019 – for information

|   | Topics  | Frequency | Dates                                       |  |   |  | Requirement<br>LG Act 1999, / LG (Fin<br>Mngt) Regulations 2011<br>/ Audit Committee TOR | Reference          |
|---|---|-----------|---|--|---|--|--|--------------------|
|   |   |           | 26 September 2018                           | 17 December 2018   | 15 May 2019   | 4 June 2019  |  |                    |
| 1 | Review Annual Work Program  | Annually  |   |  | V   |  | TOR  | 7.5.5 and<br>9.5   |
| 2 | Review Terms of Reference   | Annually  |   | V  |   |  | TOR  | 9.5                |
| 3 | Internal Controls, Risks and Improvement plans (including cumulative spend and procedure) | Quarterly | ControlTrack continuous improvements        | ControlTrack residual risk ratings; Property searches process improvement; Procurement Framework and Admin Procedure; Internal Financial Controls Procedure Manual | Internal Financial Controls – Cumulative spend review (1/7/18-14/3/19); AusCERT Cyber Security Survey; Customer Experience Team improvement | CQR Cyber Security assessment – update; Registers of Process Improvement, Service reviews and projects | Regulations TOR;   | S 41(b)<br>7.2.1   |
| 4 | Infrastructure and Asset Management Plans and Asset Management Strategy                   | Annually  |   |  |   |  | TOR  | 7.1.4              |
| 5 | Long Term Financial Plan  | Annually  |   |  |   |  | Regulations  | S<br>126(4)(ab)    |
| 6 | Annual Business Plan and Budget (including assumptions)                                   | Annually  | Capital Work in Progress Budget Carry Overs | Integrated Planning and Budget Framework (IP&BF)   |   | Draft FY2020 Annual Business Plan and Budget   | LG Act   | S<br>126(4)(ab)    |
| 7 | External Audit - Interim Review and Management Letter                                     | Annually  |   |  | Interim Management letter   | Final Interim Audit Management letter  | TOR  | 7.5                |
| 8 | Confidential meeting with External Auditors (when considered necessary)                   | Annually  |   |  |   |  | LG Act<br>TOR  | S 126(4)(b)<br>7.5 |
| 9 | External Auditor – Statutory External Audit and Report on Financial Results               | Annually  | V   |  |   | Audit Engagement Plan FY2019   | Regulations<br>TOR   | Reg. 10<br>7.5     |

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## Audit Committee

Annual Work Program  
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|    |  |                |      |            |  |  |                          |  |
|----|--|----------------|------|------------|--|--|--------------------------|--|
| 10 | Annual Financial Results / Statements including authorisation by Presiding Member  | Annually       | V    |            | Accounting Standards Update (AASB 15 / 16) |  | LG Act<br>TOR            | S 126(4)(a)<br>7.1                       |
| 11 | Quarterly Budget Review  | 3 times pa     |      | BR1 FY2019 |  |  | LG Act and TOR           | S126<br>7.1.3                            |
| 12 | Crisis Management Arrangements including: Emergency Management   | Biennially     |      |            |  |  | TOR                      | 7.2.1                                    |
| 13 | Annual Report  | Annually       |      |            |  |  | TOR                      | 7.1.1 and<br>7.2.2                       |
| 14 | Policy Reviews<br>• Budget Framework Policy B300<br>• Fraud and Corruption Prevention Policy<br>• Treasury Management Policy T150<br>• Whistleblowing Protection Policy W150 | Refer Policies | T150 |            |  |  | TOR<br>TOR<br>TOR<br>TOR | 7.1.2.1<br>7.2 and 7.3<br>7.1.2.1<br>7.3 |
| 15 | Audit Committee Self-Assessment  | Annually       |      |            |  |  | TOR                      | 9.5                                      |
| 16 | Review of External Auditors' performance and overall effectiveness   | Annually       |      |            |  |  | TOR                      | 7.5.3 and<br>7.5.6                       |
| 18 | Presentations will be scheduled at the request of the Audit Committee and/or to accompany reports / agenda items where relevant  |                |      |            |  |  |                          |  |





## Audit Committee

Annual Work Program  
Reviewed March 2020

## Audit Committee members' and external auditor presence at meetings:

| 2018/19 Financial Year  |   | 26 September 2018      | 17 December 2018       | 15 May 2019            | 4 June 2019            | Total |
|-------------------------|---|------------------------|------------------------|------------------------|------------------------|-------|
| Audit Committee Members | Cr Mrs. Sonya Mezinec                           | Yes – Presiding member | Yes – Presiding member | Yes – Presiding member | Yes – Presiding member | 4 / 4 |
|                         | Ms. Angela Kain (appointed January 2018)        | Yes                    | Yes                    | Yes                    | -                      | 3 / 4 |
|                         | Mr. Paul Duka – appointed May 2019              | NA                     | NA                     | Yes                    | Yes                    | 2 / 2 |
|                         | Mrs. Vanessa McDonald – resigned September 2019 | Yes                    | NA                     | NA                     | NA                     | 1 / 1 |
|                         | Mayor – Mrs. Lynette Martin                     |                        |                        | -                      |                        |       |
| <b>TOTAL attendance</b> |   | 3                      | 2                      | 3                      | 2                      |       |
| External Auditor        | Mr. Tim Muhlhausler                             | Yes                    | -                      | -                      | Yes (phone)            | 2 / 4 |
|                         | Mr. Kristofer Bergamaschi                       | -                      | -                      | -                      | Yes (phone)            |       |
| Council Staff           | Ms. Pamela Lee                                  | Yes                    | Yes                    | Yes                    | Yes                    |       |
|                         | Mr. Jeroen Zwijnenburg                          | Yes                    | Yes                    | Yes                    | Yes                    |       |
|                         | Ms. Kahli Rolton                                | Yes                    | Yes                    | Yes                    | -                      |       |





## Audit Committee

Annual Work Program  
Reviewed March 2020

Below the version to report on 2019-20. Note: per request of the audit committee this has now become a work program aligned with the financial year rather than the calendar year.

|    | Topic per 15 May 2020 established Work program  | Frequency  | Dates                                    |   |               |             | Requirement<br>LG Act 1999, / LG (Financial Management) Regulations 2011 / Audit Committee TOR | Reference       |
|----|---|------------|--|---|---------------|-------------|--|-----------------|
|    |   |            | 2 September 2019                         | 20 January 2020   | 23 March 2020 | 25 May 2020 |  |                 |
| 1  | Review Annual Work Program  | Annually   |  |   |               |             | TOR  | 7.5.5 and 9.5   |
| 2  | Review Terms of Reference   | Annually   |  |   |               |             | TOR  | 9.5             |
| 3  | Internal Controls, Risks and Improvement plans (including cumulative spend and procedure) | Quarterly  | Non-quarantining of cemetery funds (5.2) | Internal Financial Controls – Improvement Task Update (5.1) |               |             | Regulations TOR;   | S 41(b) 7.2.1   |
| 4  | Infrastructure and Asset Management Plans and Asset Management Strategy                   | Annually   |  |   |               |             | TOR  | 7.1.4           |
| 5  | Long Term Financial Plan  | Annually   |  |   |               |             | Regulations  | S 126(4)(ab)    |
| 6  | Annual Business Plan and Budget (including assumptions)                                   | Annually   |  |   |               |             | LG Act   | S 126(4)(ab)    |
| 7  | External Audit - Interim Review and Management Letter                                     | Annually   |  |   |               |             | TOR  | 7.5             |
| 8  | Confidential meeting with External Auditors (when considered necessary)                   | Annually   | FY2019 Annual Financial Statements (5.1) |   |               |             | LG Act TOR   | S 126(4)(b) 7.5 |
| 9  | External Auditor – Statutory External Audit and Report on Financial Results               | Annually   | FY2019 Annual Financial Statements (5.1) |   |               |             | Regulations TOR  | Reg. 10 7.5     |
| 10 | Annual Financial Results / Statements including authorisation by Presiding Member         | Annually   | FY2019 Annual Financial Statements (5.1) |   |               |             | LG Act TOR   | S 126(4)(a) 7.1 |
| 11 | Quarterly Budget Review   | 3 times pa |  | BR1 / BR2 Update (5.2)                                      |               |             | LG Act and TOR   | S126 7.1.3      |
| 12 | Crisis Management Arrangements including: Emergency Management                            | Biennially |  | Crisis management arrangements update (5.3)                 |               |             | TOR  | 7.2.1           |

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**Audit Committee**

**Annual Work Program  
Reviewed March 2020**

|    |  |                |  |  |  |                          |  |
|----|--|----------------|--|--|--|--------------------------|--|
| 13 | Annual Report  | Annually       |  | Annual Report (5.4)                    |  | TOR                      | 7.1.1 and 7.2.2                          |
| 14 | Policy Reviews<br>• Budget Framework Policy B300<br>• Fraud and Corruption Prevention Policy<br>• Treasury Management Policy T150<br>• Whistleblowing Protection Policy W150 | Refer Policies |  | Audit related policy review (5.7)      |  | TOR<br>TOR<br>TOR<br>TOR | 7.1.2.1<br>7.2 and 7.3<br>7.1.2.1<br>7.3 |
| 15 | Audit Committee Self-Assessment  | Annually       |  | Self-assessment (5.5)                  |  | TOR                      | 9.5                                      |
| 16 | Review of External Auditors' performance and overall effectiveness   | Annually       |  | (5.6)                                  |  | TOR                      | 7.5.3 and 7.5.6                          |
| 18 | Presentations will be scheduled at the request of the Audit Committee and/or to accompany reports / agenda items where relevant  |                |  |  |  |                          |  |
|    | Other topical items  |                |  | Reforming Local Government in SA (5.8) |  |                          |  |

| 2019-20 Financial Year  |                                   | 2 September 2019       | 20 January 2020        | 23 March 2020 | 25 May 2020 | Total |
|-------------------------|-----------------------------------|------------------------|------------------------|---------------|-------------|-------|
| Audit Committee Members | Cr Mrs Sonya Mezinac              | Yes – Presiding member | Yes – Presiding member |               |             |       |
|                         | Ms Angela Kain – appointed        | -                      | Yes                    |               |             |       |
|                         | Mr Paul Duka – appointed May 2019 | Yes                    | Yes                    |               |             |       |
|                         | Mayor - Mrs Lynette Martin        | Yes                    | Yes                    |               |             |       |
| <b>TOTAL attendance</b> |                                   | 3                      |                        |               |             |       |
| External Auditor        | Mr Tim Muhlhauser                 | -                      | -                      |               |             |       |
|                         | Mr Kristofer Bergamaschi          |                        | -                      |               |             |       |
| Council Staff           | Mr Jeroen Zwijnenburg             | Yes                    | Yes                    |               |             |       |
|                         | Ms Kahli Rolton                   | Yes                    | -                      |               |             |       |
|                         | Dr Judy Nagy                      | Yes                    | Yes                    |               |             |       |

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**20.3 COVID-19 AND COUNCIL'S RESPONSE TO DATE – REPORT NO. AR20/28045**

|                                  |   |
|----------------------------------|---|
| <b>Committee:</b>                | <b>Audit Committee</b>  |
| <b>Meeting Date:</b>             | <b>25 May 2020</b>  |
| <b>Report No.:</b>               | <b>AR20/28045</b>   |
| <b>CM9 Reference:</b>            | <b>AF11/863</b>   |
| <b>Author:</b>                   | <b>Jeroen Zwijnenburg, Manager Finance and Customer Service</b>   |
| <b>Authoriser:</b>               | <b>Andrew Meddle, Chief Executive Officer</b>   |
| <b>Summary:</b>                  | <b>The Audit Committee is interested in the risk and financial management aspects of Council's response to the COVID-19 pandemic. This report addresses some of these responses, with a focus on the financial impact on Council for 2019/20 and 2020/21.</b> |
| <b>Community Plan Reference:</b> | <b>Goal 1: Our People</b>   |
|                                  | <b>Goal 2: Our Location</b>   |
|                                  | <b>Goal 3: Our Diverse Economy</b>  |
|                                  | <b>Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage</b>   |

**REPORT RECOMMENDATION**

1. That Audit Committee Report No. AR20/28045 titled 'COVID-19 and Council's response to date' as presented on 25 May 2020 be noted.



## BACKGROUND

The outbreak of the Coronavirus – COVID-19 – has had a significant impact across the world.

As a Council we have responsibilities to support and protect our staff and communities. It is important that we take steps to plan for the possibility that the outbreak worsens and directly affects the City of Mount Gambier.

Many of these responses have repercussions to Council's financials for 2019/20 and 2020/21.

## DISCUSSION

Since March many COVID-19 related decisions have been made or are being anticipated. From a financial perspective the following measures have been taken which either have impacted on the 2020-21 ABP&B or will have an impact on the current year's financials (where this can be estimated an approximate financial impact is noted):

### **Council meeting 31 March 2020**

'COVID-19 - Urgent Tenancy Matters': Council waived

- a) the equivalent of one year's rent for all community tenancies for the 2019/20 or 2020/21 financial years.
- b) the equivalent of one year's rent and maintenance reimbursement (where applicable) for all sporting tenancies for the 2019/20 or 2020/21 years.
- c) any outstanding tourism tenancy rent for the remainder of the 2019/20 year on a pro-rata basis and will review any future tourism tenancy rent on a monthly basis from 1 July 2020.
- d) (based on the CEO's delegated authority) rent for tourism tenancies until the end of the current public health emergency and to provide Council with a quarterly update in the next financial year as to the impact of this on the Council's budget.

Financial *impact estimated approximately \$90,000 for 2020/21 and \$30,000 for 2019/20.*

Additionally, Council waived (based on the CEO's delegated authority) rent for commercial tenancies on a case by case basis upon application up to a maximum cumulative total \$60,000. Financial *impact up to \$60,000.* This has not been included in the 2020/21 ABP&B.

'COVID-19 - Council Rate Considerations': Council approved:

- a) The deferral of rate payment by three months with the due date for the fourth instalment deferred to 13 September and/or for any earlier rate payment arrears for any rate payer who request this deferral quoting meeting the requirements under the hardship clause.
- b) The remission of new fines and interest charges on outstanding rate payments between now and 'the determined date'.
- c) The remission of the infringement administration fee between now and 'the determined date', and confirming that this infringement administration fee will only be charged 30 days following 'the determined date' in case the infringement is still outstanding at that time.
- d) That 'the determined date' be set to 30 June 2020.

**Financial impact undefined and will move revenue from 2019/20 to 2020/21.**

Unique changes to the Fees and charges, including reduction to the fee charged for the use of the chapel at Carinya from \$290 to \$55 (inclusive of GST) until the lifting of the restrictions on the number of attendees at a funeral – *financial impact undefined.*

### **Council meeting 21 April 2020**

- Schedule of fees and charges. From a pre-COVID-19 anticipated growth of between 1.5% to 2.5% this was adjusted to a 0% growth – financial *impact estimate \$100,000* reduced user charges revenue (assumed 2% on 2019 Financial Statements – user charges: \$5,021k).



- Rate increases reduced from 4.5% as per the LTFFP to 0% for FY2021 – *financial impact estimate \$950,000* reduced rates revenue.
- ‘Events and Sponsorship - the Impact of COVID19’: Council does not seek reimbursement of funds already provided for events in the 2019/20 financial year, irrespective of whether they occurred or not, if they were impacted by COVID-19. Council endorses the payment of part or all sponsorship funding for individual events (excluding the Mount Gambier Fringe) where a commitment was made in advance of the Public Health Emergency. Such payment will be for events:
  - a. That have been cancelled as a result of COVID-19 restrictions or risk; and
  - b. That have incurred expenditure which can be acquitted, not including in-kind commitments.

*Financial impact undefined.*

#### **Council Meeting 5 May 2020:**

- ‘COVID-19 Community Development Fund’: Council endorsed the establishment of a COVID-19 Community Development Fund and allocates \$200,000 to this fund.
- ‘COVID-19 Public Buildings And Structures Works Acceleration Program’: Council endorsed the following projects as part of the Public Buildings and Structures Works Acceleration Program, for an anticipated \$650,000.
  - a) Dimjalla Skate Park – Shade shelter and seating
  - b) Vansittart Park Oval – Public amenities refurbishment
  - c) Carinya Gardens Cemetery - Public amenities refurbishment
  - d) Frew Park – Demolition and replacement of public amenities
  - e) Umpherston Sinkhole – Lighting upgrade
  - f) Botanic Park – Crater lakes entrance markers feature lighting
- ‘COVID-19 Public Buildings and Structures Works Acceleration Program’: Council review other potential projects to the value of \$650,000 under the Public Buildings and Structures Acceleration Program.
- ‘COVID-19 Employment Program’: Council endorsed the approach to an employment program, noting that a further report detailing activities and costs will be brought back before Council three months after the commencement of works. Council required that a budget review be undertaken to reflect the cost of the activities at the three and six month stages – *financial impact undefined.*
- ‘2020 Fringe Mount Gambier 2020’: Council, as the auspicing body of Fringe in Mount Gambier, endorsed full payment of the of \$50,000 budget allocation to cover the costs incurred by the Fringe in Mount Gambier planning committee and support artists and local suppliers consistent with the other Government funding bodies. Also, Council acknowledge the cash position of the local business sponsors of the 2020 Fringe in Mount Gambier event in this current climate and endorse a cash reduction of 50% to the local business sponsorship contribution – *financial impact undefined.*
- ‘Waiving of Fees and Charges Associated with Outdoor Dining until 30 June 2021’: Council agree that the Chief Executive Officer waive on request any fees and charges which are associated with outdoor dining, until 30 June 2021 – *financial impact around \$6,000 to \$10,000 for 2020/21.*

#### **Council Meeting 7 May 2020:**

- Council agreed to a refund or waiver equivalent to one quarter of the rates and Regional Landscape Levy for the property 2019/20, on application, for all Mount Gambier Commercial Properties subject to:
  - i. Being a business specified in the Direction; or
  - ii. Being in receipt of JobKeeper payments; or



- iii. Being able to demonstrate a 30% or greater loss of trade for one month or more as a result of COVID-19. – *financial impact undefined*
- Allocation of \$2,000 to supporting a ‘COVID PREPARED’ project to build confidence for a return to our region.
- Engagement of around 50 people through a recruitment agency – *financial impact undefined*

Other measures incorporated into the draft ABP&B:

- The capital work programs and well as operational works programs continue to be rolled out and parts of this are being expedited to support the local economy and help keep people employed – *financial impact FY2021 around \$1,000,000 (above a ‘normal’ works program).*

Other COVID-19 related measures that Council has taken include (but not comprehensively):

### General

A key action undertaken to assist the community to keep connected and able to digest the volumes of information was to establish an online portal to support local coordination of community need, services and organisations. The Covid-19 **Our City. Our Response** portal includes:

- The current operating status of 27 local agencies/support providers;
- A listing of Council services;
- Latest updates, information and resources;
- An avenue to directly advise Council of emerging local issues;
- Active question & answer; and
- Opportunity to ‘Add your idea’ to support our community now and through to recovery.

Direct support to community services includes:

- Distribution of meal packs to vulnerable families;
- Delivery of activity packs to vulnerable children;
- SpareYaChange4Kids / City Hall Commercial Kitchen access to support increased meal production for vulnerable children and families throughout Covid-19; and
- Managing the resourcing and deployment of staff to support the operation of Foodbank and Meals on Wheels.

Officers have also reviewed the services and programs within their respective areas and have commenced the implementation of alternate delivery models that provide ongoing services to the community.

### Survey for local businesses

Whilst the focus remains on our people, additional steps are underway to engage with local businesses to gain a clearer understanding of their immediate challenges. A survey seeking input from our local business community was conducted and closed on Friday, 24 April 2020.

### Office hours

Per 31 March 2020: the Council’s principal office hours were reduced to 1000-1400hrs and that visitors be by appointment only.

### Website

Council’s website include additional detail in relation to the following:

- Commercial rate relief – financial impact undetermined:  
<https://www.mountgambier.sa.gov.au/council/rates/commercial-rate-relief>
- Rate – financial hardship: <https://www.mountgambier.sa.gov.au/council/rates/rates-enquiry-form>
- General: <https://www.haveyoursaymountgambier.com.au/covid-19>



As the impact of the Coronavirus outbreak as well as Council's response to this outbreak are continually updated the Audit Committee will receive additional verbal update on the above at the meeting.

### **CONCLUSION**

Council's response to the COVID-19 pandemic has touched many aspects of Council's works program. Future changes to roll back or to increase the program will be considered, as officers are cognisant of the cumulative amount of such measures and the impact this may have on long-term financial sustainability.

### **ATTACHMENTS**

Nil



**20.4 LONG TERM FINANCIAL PLAN AND ASSET MANAGEMENT PLAN -  
CONSIDERATIONS FOR 2020-21 ANNUAL BUSINESS PLAN & BUDGET – REPORT NO.  
AR20/28047**

|                                  |   |
|----------------------------------|---|
| <b>Committee:</b>                | <b>Audit Committee</b>  |
| <b>Meeting Date:</b>             | <b>25 May 2020</b>  |
| <b>Report No.:</b>               | <b>AR20/28047</b>   |
| <b>CM9 Reference:</b>            | <b>AF11/863</b>   |
| <b>Author:</b>                   | <b>Jeroen Zwijnenburg, Manager Finance and Customer Service</b>                               |
| <b>Authoriser:</b>               | <b>Andrew Meddle, Chief Executive Officer</b>   |
| <b>Summary:</b>                  | <b>Council has considered the AMPs and LTFP as part of the 2020/21 APB&amp;B preparations</b> |
| <b>Community Plan Reference:</b> | <b>Goal 1: Our People</b>   |
|                                  | <b>Goal 2: Our Location</b>   |
|                                  | <b>Goal 3: Our Diverse Economy</b>  |
|                                  | <b>Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage</b>                     |

**REPORT RECOMMENDATION**

1. That Audit Committee Report No. AR20/28047 titled 'Long Term Financial Plan and Asset Management Plan - considerations for 2020-21 Annual Business Plan & Budget' as presented on 25 May 2020 be noted.



## **BACKGROUND**

The Local Government Act 1999 (the Act) and its Regulations require each Council to develop and adopt a suite of Strategic Management Plans (the Plans), including preparation of Asset Management Plans (AMPs) and the Long Term Financial Plan (LTFP).

The Strategic Management Plans may be reviewed at any time but Council must undertake a comprehensive review of the Plans within two (2) years after each general election of the Council. This comprehensive review of the Plans occurred in 2019.

## **DISCUSSION**

The City of Mount Gambier has issued the 2020/21 Draft Annual Business Plan and Budget to the community for their input.

In its preparation Council considered the AMPs as well as the LTFP as the basis for the 2020/21 budget.

Council's intention is to review the AMPs and LTFP in detail every second year. This year's review was limited to a high level confirmation that the AMPs and the LTFP continue to be robust enough to inform and form the basis for the Annual Business Plan & Budget process for the 2020/21 financial year. Report AR20/23466 attached provides Council's considerations in this matter.

## **CONCLUSION**

Council has considered the AMPs and LTFP as part of the 2020/21 APB&B preparations.

## **ATTACHMENTS**

1. Council Report - LTFP and AMP Update FY2021 Council 21/04/2020 [↓](#)





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**23.3 LTFP AND AMP UPDATE FY2021 – REPORT NO. AR20/23466**

**Committee:** Council  
**Meeting Date:** 21 April 2020  
**Report No.:** AR20/23466  
**CM9 Reference:** AF19/416  
**Author:** Jeroen Zwijnenburg, Manager Finance and Customer Service  
**Authoriser:** Andrew Meddle, Chief Executive Officer  
**Summary:** This report presents an update on the 2019 adopted Asset Management Plans and Long Term Financial Plan as the basis for the FY2021 Annual Business Plan & Budget process.  
**Community Plan Reference:** Goal 3: Our Diverse Economy

**REPORT RECOMMENDATION**

1. That Council Report No. AR20/23466 titled 'LTFP and AMP Update FY2021' as presented on 21 April 2020 be noted.
2. That the 2019 adopted AMPs and LTFP have been considered as part of the draft ABP&B and that, taking into account the particulars for the 2020/21 budget year, Council has considered these Plans as an essential input into the 2020/21 ABP&B process.

**BACKGROUND**

The Local Government Act 1999 (the Act) and its Regulations require each Council to develop and adopt a suite of Strategic Management Plans (the Plans), including preparation of Asset Management Plans (AMPs) and the Long Term Financial Plan (LTFP).

The Strategic Management Plans may be reviewed at any time. Chapter 8 Part 1 Section 122 states that Council must undertake a comprehensive review of the Plans within two (2) years after each general election of the Council. This comprehensive review of the Plans occurred in 2019.

Council's intention is to review the AMPs and LTFP in detail every second year. Therefore, this year's review is limited to a high level confirmation that the AMPs and the LTFP continue to be robust enough to inform and form the basis for the Annual Business Plan & Budget process for the 2020/21 financial year.

**DISCUSSION****Asset Management Plans (AMPs)**

Asset management is a systematic and rational process to guide the planning, acquisition, operation and maintenance, renewal and disposal of assets. Its objective is to have a formalised approach to optimise asset maintenance and delivery responsibly and manage related risks and costs over the asset lifecycle. In simplest terms, asset management is about how assets are 'looked after', both on a day-to-day basis (such as maintenance and operations) and in the medium to long-term. Asset management guides the planning, acquisition, operation, maintenance, renewal and disposal of assets.

The LTFP objective is to:

- optimise asset service delivery potential and manage related risks and costs over the entire life or 'whole of life' of the asset.
- to provide a financially sustainable level of service to the Council's present and future community and customers at an acceptable level of risk, within statutory and legislative requirements.

The long lived nature of many assets and the need for their ongoing renewal means that planning must be based on an understanding of the 'whole of life' costs throughout the life cycle of each asset. This provides a basis for the management of both short and long-term continuance of each asset's capacity to function and to meet the Council's vision of:

*"An inclusive City where people lead fulfilling lives"*

and achieve one of the key strategic objectives contained in the Community Plan

*'Provide infrastructure and services that are well planned, accessible, efficient, financially sound and sustainable.'*

The Council maintains a large network of assets within the City of Mount Gambier, valued at \$245 million in FY2019. As custodian of these assets, the Council acknowledges that there will be increased pressure over time to provide and maintain assets at desired levels of service. Growth and time places pressure on future funding as the assets age, demand for maintenance, repair and upkeep increases and new assets are added.

Infrastructure maintenance and renewal costs of the Council's assets consume a material part of the Council's budget. They are higher in some periods than others and can have a material impact on the Council's budget and resource planning.

For LTFP and ABP&B purposes, the Council needs to know what affect the current level of funding of asset maintenance, asset renewal and asset improvement will have on the assets and financial position in future years

The AMPs cover the management of the Council's assets for a period of at least ten years. The Council's current AMPs were adopted at its meeting on 12 March 2019 and cover the years 2019/20 to 2028/29. The AMPs recognise the importance of the Council's responsibility and commitment to providing and maintaining these assets at a satisfactory level, commensurate with community expectations and Council's income and financial capacity.

The Council's AMPs consists of an overarching Asset Management Summary Plan and five asset class specific Asset Management Plans. These are:

- i. Infrastructure (Roads) Asset Management Plan 2020/2029
- ii. Building and Structures Asset Management Plan 2020/2029
- iii. Plant and Equipment Asset Management Plan 2020/2029
- iv. Caroline Landfill Asset Management Plan 2020/2029
- v. Information Technology and Systems Asset Management Plan 2020/2029

AMPs are reviewed at least every two years. In the current, interim, year, the AMPs are reviewed for the short term impact for ABP&B purposes only, with no full review of the adopted IAMP. There is therefore no need to considerate the full AMPs for adoption this year.

#### **Long Term Financial Plan (LTFP)**

The LTFP is a fundamental instrument of accountability and sustainability and provides projections for the Council's planned activities over a ten year timeline.

The key objective of the Council's LTFP is financial sustainability in the medium to long term, while still achieving the Council's strategic objectives. At the same time the LTFP ensures that there is an understanding of the impact of decisions made today on future sustainability. This ensures the cost effective delivery of projects, services and works and the appropriate maintenance and renewal of our asset base in a financially sustainable manner.

The LTFP covers a period of at least ten years. The Council's current LTFP was adopted at its meeting on 12 March 2019 and covers the years 2019/20 to 2028/29.

To illustrate the expected long term financial performance and whether financial sustainability is being achieved, the LTFP must be presented in a manner consistent with the relevant South Australia Model Financial Statements for each future year covered by the LTFP. This includes estimates of the key financial ratios of: operating surplus, net financial liabilities and asset sustainability ratio.

#### **Annual Business Plan & Budget (ABP&B)**

Council considers on an annual basis the ABP&B for the next financial year. The review takes into account the Council's Community Plan and aligned strategies, the AMPs, the LTFP and the Schedule of fees and charges.

The AMP 2020/2029 and the LTFP 2020/2029 has formed the basis for the 2020/21 APB&B. Three workshops were held with Elected Members on 25 February, 24 March and 7 April 2020 respectively.

The reviews at these meetings focused on the impacts on the ABP&B from review of the AMPs, the LTFP, the draft Strategic Plan as well as multiple budget bids which are 2020/21 specific. The impact of COVID-19 on the Council's services and finances, the budget bids and the impact of the anticipated Community and Recreation Hub built were predominant in these considerations.

Due to multiple inputs the capital expenditure outcomes for the 2020/21 ABP&B year are above the AMP 2020/2029 indicated levels.

The LTFP was revisited for the interim year to model the impact of updated assumptions, including further insight in the potential timing and cash flow impacts of the construction and operation of the Community and Recreation Hub to Council's long term sustainability.

The ABP&B resultant ratios where compared to the LTFP 10 year ration projections and considered acceptable.

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The Council's capacity to borrow, to support additional interest and principal repayments on borrowings, its current and potential financing arrangements with the LGFA as well as the impact on its gearing and financial liabilities ratio formed part of its considerations at the ABP&B workshops.

The workshops also noted the ability of the Council to update the 2020/21 Council budget, if considered necessary, through the quarterly Budget Review process. Taking into account the current unknown impacts of the COVID-19 pandemic and the timelines in relation to the setting and adoption of a Council budget for 2020/21, it is considered more likely than not that such a change to the budget might be necessary.

#### **CONCLUSION**

The AMPs as well as the LTFP for the ten year period 2019/20 to 2028/29 were reviewed and adopted by Council in March 2019.

Council's 2020/21 ABP&B process is based on year two of these Plans, however updated for additional considerations that were identified in the elected member workshops.

#### **ATTACHMENTS**

Nil



**20.5 CUMULATIVE SPEND 2019-20 – REPORT NO. AR20/28907**

|                                  |   |
|----------------------------------|---|
| <b>Committee:</b>                | <b>Audit Committee</b>  |
| <b>Meeting Date:</b>             | <b>25 May 2020</b>  |
| <b>Report No.:</b>               | <b>AR20/28907</b>   |
| <b>CM9 Reference:</b>            | <b>AF11/863</b>   |
| <b>Author:</b>                   | <b>Colin McGregor, Team Leader Finance</b>  |
| <b>Authoriser:</b>               | <b>Andrew Meddle, Chief Executive Officer</b>   |
| <b>Summary:</b>                  | <b>A review of Council's cumulative spend by creditor for the period 1 July 2019 to 9 April 2020.</b> |
| <b>Community Plan Reference:</b> | <b>Goal 3: Our Diverse Economy</b>  |

**REPORT RECOMMENDATION**

1. That Audit Committee Report No. **AR20/28907** titled 'Cumulative Spend 2019-20' as presented on 25 May 2020 be noted.



## BACKGROUND

Cumulative spend analysis is an important part of ensuring that Council procures in an open and transparent manner in line with Council's internal financial controls procedure, procurement and acquisition planning procedure and procurement policy.

Past reviews of Council's cumulative spends per vendor have highlighted the need to consider how Council is maintaining control over its cumulative purchasing with vendors and ensuring it meets all the requirements of Council's policy *P420 Procurement and Disposal of Land and Assets* and its internal financial controls procedures.

The use of online purchasing enables Council to enhance its operational efficiency when placing orders and purchasing goods and services. It is important to ensure that any operational efficiencies gained are done so whilst maintaining the required level of internal controls and scrutiny.

Benefits of a decentralised online purchasing system include the removal of manual records and disseminating preparation of purchase orders and approving payments over a number of authorised officers. However, without good management, by increasing the number of employees with financial authority, an environment could result where employees work in isolation without knowledge of what is in the best interests of Council as a whole.

Council's procurement structure as stated in Council policy P420 details that for purchases in excess of:

- \$20,000 a "Request for Expression of Interest" (REOI) or Request for Quotation (RFQ) is required; and
- \$50,000 a "Request for Tender" (RFT) is required.

P420 also states "*The value of the purchase will be calculated as follows:*

- Single one-off purchase – the total of the 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);
- Purchasing including a trade-in/changeover – the gross changeover value being the gross value of the item *being purchased minus the value of the trade-in/changeover.*"

## DISCUSSION

### Annual review

With decentralisation of purchasing and the number of Authorised Officers within Council able to make purchasing decisions, it is important to review cumulative and general spending habits and patterns to ensure value for money is obtained and Council is meeting its internal procedures, including its procurement policy. When employees act alone in regard to making purchases, they may not benefit from Council's corporate discounts, plans or agreements and place unnecessary burden on Council's limited resources.

In the 2018/19 financial year review the Audit Committee was advised that there were a number of suppliers that Council is spending considerable amounts with in that financial year and that Council was considering implementing procurement arrangement for these goods and/or services to gain potential procurement benefits. While many of these priorities could potentially provide benefits for Council and will continue to be pursued, it was found none of these areas if goods or services delivery were in breach of Council's procurement policy.



This year's review of previous procurement priorities as part of this cumulative analysis spend analysis has identified some areas that council administration consider require additional focus and/or a different procurement approach. These considerations include:

- Larger suppliers that provide a number of different services or goods are highlighted for potential procurement savings, however a tender process for each individual service or good would not necessarily be a good use of Council's procurement process and resources.
- Some services or goods are provided by a number of smaller suppliers, however as the individual supply per service or good is relatively minor, the potential procurement savings are not highlighted, even though the total spend over the various vendors is quite large.
- Care must be taken when looking at historical spend statistics to ensure a number of on off procurements are not viewed as ongoing purchase requirements.

To incorporate these considerations council plans to, in future, analyse the cumulative spend by the category of goods or services, in addition to an analysis by vendor. Currently, this type of analysis is not undertaken in Council and some steps need to be put in place to be able to do so going forward.

### **Online procurement portal**

Following the 2018/20 Audit report, in the 2019/20 financial year there has been some investigation into an online procurement portal to ensure that policies are followed during the procurement process.

It was found that the most cost-effective way of doing this would be to use existing services available to local government within the state of South Australia. Although these services would be available to and, in many respects, suitable for the Council, they are considered to be focused on Adelaide and surrounding areas. Consequently, Council's assessment is that, with many city based suppliers already using these platforms, the risk is that we would potentially leave local suppliers at a distinct disadvantage.

Therefore, although investigations into an online procurement portal will continue, this will be without a firm commitment at this stage.

### **CONCLUSION**

Cumulative spend analysis is an important part of ensuring that Council procures in an open and transparent manner in line with Council's administrative procedures and procurement policy. With better categorisation of spend by good and/or service this analysis will infuse the procurement forward plan to ensure Council acts within its procurement policies, follows better practice and has the opportunity to derive both financial and non-financial benefits to our community.

### **ATTACHMENTS**

Nil



**20.6 FINANCIAL INTERNAL CONTROL PROCEDURE DOCUMENT – REPORT NO. AR20/30212**

**Committee:** Audit Committee  
**Meeting Date:** 25 May 2020  
**Report No.:** AR20/30212  
**CM9 Reference:** AF11/863  
**Author:** Jeroen Zwijnenburg, Manager Finance and Customer Service  
**Authoriser:** Andrew Meddle, Chief Executive Officer  
**Summary:** The updated Financial Internal Control Procedure document is presented to the Audit Committee for noting.  
**Community Plan Reference:** Goal 1: Our People  
Goal 2: Our Location  
Goal 3: Our Diverse Economy

**REPORT RECOMMENDATION**

1. That Audit Committee Report No. AR20/30212 titled 'Financial Internal Control Procedure document' as presented on 25 May 2020 be noted.





## BACKGROUND

In 2018 Council created the Internal Financial Controls Procedure manual. This document is reviewed on a regular basis to ensure it addresses all major financial control risks that Council faces.

## DISCUSSION

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.

The City of Mount Gambier *'Internal Financial Controls Procedure document'* (IFCPD) provides procedures for financial operations within Council and applies to all Employees, Elected Members, Committee Members, Contractors and Volunteers.

The IFCPD forms a part of Council's overarching risk management framework. The Better Practice Model Internal Financial Controls, accessible from the LGASA website, has been a model for this document.

This procedure document is not intended to replace or overwrite any existing procedure or policy. However, its aim is to provide the framework and principal for the overarching controls in the particular financial control area.

The FCPD is not a stand-alone document. From May 2020 a separate *'Finance Instructions – Internal Finance'* operational document provides the detail on 'how' an identified procedure has practically been implemented within Council and 'how' this is to be performed within Council administration. This allows the *Internal Financial Controls Procedure Document'* to focus on the control framework and principals, the 'why' and 'what' controls. *'Finance Instructions – Internal Finance'* document details how the principals and framework has been implemented in detail within Council. This document includes references to the more detailed procedural instructions where available. The detailed instructions document the current way Council has implemented the controls of the framework / principal in order to mitigate the risks identified in the IFCPD.

The framework/principal and consequential procedures are introduced with the section 'High level'. Failure to abide by this procedure exposes Council to financial and reputational risks and consequently may result in disciplinary action and potential dismissal from Council.

### Changes to previous version

The changes compared to the 2018 version include the change from 'manual' to 'document', the transfer of some detail, at a limited scale, from the IFCPD to the Finance – Instructions document, changes in formatting, acronyms and headings and removal of references now included in the Finance – Instructions document. The document also include references to the Finance – Instructions document.

### Anticipated upcoming changes

The current version includes some broad references to the Finance – Instruction document. Upon further incorporation of the Finance instructions into this first mentioned document, the IFCPD and Finance Instructions document will include numbering, allowing for more detailed cross-referencing, which represents a more granular tool to monitor compliance and ensure that controls are aligned with the risks identified and provide a tool to ensure all essential control risks are covered by Finance instructions. Compliance checking of controls can then occur at the IFCPD procedure/framework level as well as at the instructions/practical level of operation.



**CONCLUSION**

The Internal Financial Controls Procedure document – version May 2020 is an update of the procedures that Council has implemented in the financial control areas.

**ATTACHMENTS**

1. Internal Financial Controls Procedure document - V1.1 May 2020 IFCPD [↓](#)





# Internal Financial Controls Procedure Document

Version: May 2020



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**(CM9: AF14/167 - AR20/30211)**



# 1. Introduction

## **Background and development of Procedure document.**

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.

The City of Mount Gambier '*Internal Financial Controls Procedure document*' (IFCPD) provides procedures for financial operations within Council and applies to all Employees, Elected Members, Committee Members, Contractors and Volunteers.

The IFCPD forms a part of Council's overarching risk management framework. The Better Practice Model Internal Financial Controls, accessible from the LGASA website, has been a model for this document.

This procedure document is not intended to replace or overwrite any existing procedure or policy. However, its aim is to provide the framework and principal for the overarching controls in the particular financial control area.

The FCPD is not a stand-alone document. From May 2020 a separate '*Finance Instructions – Internal Finance*' operational document provides the detail on 'how' an identified procedure has practically been implemented within Council and 'how' this is to be performed within Council administration. This allows the '*Internal Financial Controls Procedure Document*' to focus on the control framework and principals, the 'why' and 'what' controls. '*Finance Instructions – Internal Finance*' document details how the principals and framework has been implemented in detail within Council. This document includes references to the more detailed procedural instructions where available. The detailed instructions document the current way Council has implemented the controls of the framework / principal in order to mitigate the risks identified in the IFCPD.

The framework/principal and consequential procedures are introduced with the section 'High level'. Failure to abide by this procedure exposes Council to financial and reputational risks and consequently may result in disciplinary action and potential dismissal from Council.

## **Currency**

City of Mount Gambier endeavours to keep all financial control procedures as well as its controls implementation through its Finance Instructions current, relevant and practical. We live and work in an ever changing and continuous improvement environment. The separation between Procedures and Instructions will result in a more stable Procedure document and a more frequently updated Finance Instructions document. This will increase Council's ability to keep the combined set of procedures and instructions up to date, and thereby improve its overall financial control framework. Any suggestions, recommendations or feedback on the procedures in this manual are welcome and can be provided to the Management Accountant.



## 1.1 Definitions & acronyms

|                                  |  |
|----------------------------------|--|
| ABP                              | Annual Business Plan   |
| AMP                              | Asset Management Plans   |
| AP                               | Accounts Payable   |
| AR                               | Accounts Receivable  |
| ATO                              | Australian Taxation Office   |
| <b>Authorised Positions</b>      | Positions listed on the Master File Access Listing – Internal Financial Controls that are authorised to set up and maintain Authority modules  |
| <b>Budget Manager</b>            | 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 |
| <b>Business Days</b>             | Business days are considered Monday to Friday, excluding public holidays and designated closure of business operations by the CEO  |
| CEO                              | Chief Executive Officer  |
| CM9                              | Record system  |
| <b>Contra Accounts</b>           | General Ledger Liability accounts predominantly used for the processing of debit and credit entries that have a nil overall effect once processed.   |
| <b>Council</b>                   | the City of Mount Gambier  |
| EFT                              | Electronic Funds Transfer  |
| FAR                              | Fixed Asset Register   |
| FO                               | Finance Officer  |
| <b>Grant Contact Person</b>      | Person applying for the grant funding  |
| GST                              | Goods and Services Tax   |
| HR                               | Human Resources section  |
| IFC                              | Internal Financial Controls  |
| IFCPD                            | Internal Financial Controls Procedure Document   |
| <b>Just in Time</b>              | 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  |
| LTFP                             | Long Term Financial Plan   |
| <b>Management Executive Team</b> | Consists of General Managers and Chief Executive Officer   |
| MF&CS                            | Manager Finance and Customer Service   |
| OLR                              | Online Requisition system  |
| Officer                          | Employee of Council  |
| <b>Rates Officer</b>             | 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.    |
| <b>Responsible Officer</b>       | 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            |
| SFO                              | Senior Finance Officer   |
| SRO                              | Senior Rates Officer   |
| SMP                              | Strategic Management Plans   |
| TL-F                             | Team Leader Finance  |



## 1.2 Financial Authorisation

### Financial limits - principal

#### Purpose

Financial limits are implemented to ensure purchases are done within appropriately delegated responsibilities, including within delegated limits.

#### Key issues/risks

In relation to purchases and commitments, the major risks are that:

- Council is inappropriately committing itself to transactions with third parties;
- Acquisitions, Purchase Orders and related commitments, for either operating or capital expenditure, are raised by those without financial authorisation;

#### Controls

The implemented high-level controls include:

#### Segregation of duties

- Council's (RelianSys) Online Delegation System is updated by Executive Administration, independent from Finance.
- Access to 'Authority – Financial authorisation limits' is delegated and limited to appropriately authorised personnel, being the SFO and FO-Payroll (including IT and support access). Evidence of the supporting documentation before changes are made into Authority are filed on CM9.
- The allocation of Financial Authorisation requires the CEO sign off.

Instructions reference: Finance: Financial Authorisation

#### Bi-annual review of compliance

- The MF&CS performs a review of the bi-annual review of allocated financial limits against the delegation register and/or supporting documentation.

Instructions reference: Finance: Financial Authorisation



## 2. Strategic Financial Planning

*Guidance: This procedure is to be read and carried out in conjunction with the requirements of the Local Government Act 1999 (specifically Chapter 8), Local Government (Financial Management) Regulations 2011 and the Budget Reporting and Amendment Policy B300.*

### 2.1 Budgets

#### Purpose

The purpose of a budget process is to plan for future, to gain Council budget approval for budget expenditure for Administration to commit Council and to provide a benchmark for financial management and review.

#### 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 inaccurately recorded due to differences between the budget adopted by Council and the budget uploaded into Council's finance system, and;
- assumptions that budgets are based on are flawed or unrealistic.

#### 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.

#### Controls

The implemented high-level controls include:

#### Segregation of duties

- Access to Authority Budget Master Files is delegated to appropriately authorised personnel, being the Management Accountant and the MF&CS (including IT and support access).
- IFC instructions limit making changes to the budget data in Authority to Finance only.
- Monthly / quarterly management reporting allows for review of Authority budget to approved budget and YTD actuals.

#### General controls

- The process to establish the annual budget ensures it is aligned with the Annual Business Plan (ABP) and Strategic Management Plans (SMPs), including Long Term Financial Plan (LTFP) and Asset Management Plans (AMP).
- Budgets are based on realistic and achievable assumptions at the time of preparation.
- The adopted budget and budget amendments approved by Council are reviewed and the impact on financial sustainability considered.
- 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, including as part of the quarterly budget review process.
- The Council Business Services portfolio is responsible:
  - for the compilation of the Annual Budget;





- to ensure budget variations are completed at quarterly for the first 3 quarters of the year to allow for changes in operating activities;
- 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 uploaded into the financial system as soon as practical once approved by Council. The import is independently reviewed to align with the approved budget / budget variation.

Instructions reference: Finance: Budget instructions; Finance: GL Master file access

## **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;
- 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.
- 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 on a monthly / quarterly basis;
  - Ability for (general) managers to access and review income and revenue allocations to their respective areas of responsibility combined with quarterly / monthly management reporting (including through online manager access and/or reporting for budget review preparation purposes).

#### **General controls**

- All major changes to General Ledger impacting finance systems are authorised, tested and documented before implementation to the live financial system.
- General ledger accounts must be maintained in accordance with the adopted budget and approved budget reviews.
- The General ledger is compiled to balance simplicity and necessity for reporting purposes.
- Access to add, deactivate or amend general ledger accounts is limited to authorised positions.
- GL balance sheet reconciliations are prepared regularly. All reconciliations are independently reviewed.

#### **Access and backups**

- Please refer to Administrative Procedure – Computer Network/Software Use.

Instructions reference: iServices



**Year end**

The end of year rollover will be processed as soon as practicable once the annual audit has been finalised.

Instructions reference: Finance: GL Master file access; Finance: Journal approval process and End of Month reconciliation process

**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;
- 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.

**General controls**

- Statutory financial reports prepared by appropriate personnel are reviewed by senior management and/or Audit Committee.
- Council has a process in place to ensure statutory reporting deadlines are met and to ensure liaison with external auditors, legal and tax advisors as required occurs for timely completion and lodgement of statutory documents.
- There is a process to ensure that appropriate personnel responsible for preparing statutory reports are aware of changes to reporting requirements. This includes the requirement to have at a minimum one CA or CPA on the Council's Finance team.
- Financial policies and procedures, and related guidance are reviewed and updated as required.

**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). Statutory financial reports prepared by appropriate personnel; reviewed by senior management and/or Audit Committee.

## 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;
- 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 by Council on a biennial basis (see LGA Act 1999). In the interim year the LTFP will be considered for ABP&budget purposes.
- Automated management reports are sent to budget managers at regular intervals.
- 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 their service levels 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).*

#### Key issues/risks

In relation to petty cash and cash floats, the major risks are that:

- cash floats and petty cash are inadequately safeguarded;
- 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 performance the reconciliation 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 review 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 (no IOUs).
- When money is required to be changed for larger or smaller denominations, this must be completed by an appropriate independent staff member.

Instructions reference: Finance external – Petty Cash: instructions



### 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 are 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. (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. This register must contain details of the level of authorised access, any restrictions and be signed by the CEO.

#### General Controls

- There is a process in place to ensure all cash and blank cheques are adequately safeguarded.
- Access to EFT Banking system is restricted to appropriately designated personnel.
- Bank reconciliations are performed on a predetermined basis and are reviewed by an appropriate person. Any identified discrepancies are investigated.
- Cash transfers between bank accounts and investment bodies are undertaken by appropriate staff and in accordance with set guidelines.

|  |
|--|
| Instructions reference: Finance – Bank; Finance – Register of Financial Facilities |
|--|

### 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 Debtors

#### (a) Debtors - 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.

**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.
- The organisation maintains a Debt Collection Policy and/or procedure.
- Access to the debtor's master file is restricted to appropriately designated personnel and is reviewed by relevant staff for accuracy and on-going pertinence.
- There is a process in place to ensure changes to the debtors master file are compared to source documents to ensure they are inputted accurately.
- Statements are provided regularly to debtors.
- There is a process in place to review and approve all credit notes for sundry debtors in accordance with delegations of authority.
- All invoices raised and credit notes applied have an audit trail as these are recorded separately from the original invoices.
- Debtor's reconciliation is performed on a regular basis to the General Ledger and reviewed by appropriate staff, with consideration of segregation of duties.
- Finance staff reviews sundry debtors ageing profile on a regular basis and investigates any outstanding items, and considers provision for doubtful debts at year end.
- Any bad debt write-offs and movements in the provision for doubtful debts for Sundry Debtors are processed in accordance with delegations of authority and Local Government Act.



- Riddoch, Main Corner and some Cemetery goods and services are not provided until fully paid to reduce Council's credit risk exposure.

#### **Debt Collection procedure**

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. A third party can act on behalf of the Council in this regard.

- 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 for a provision as bad debt, excluding those debts that can be attached to a property(s). Authorisation from the CEO must be obtained for the 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.

#### **(b) Debtors - 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 as well as 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.

### **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, ReUse Centre) 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 are to be of a size such as to ensure that Council resources are not tied up with excessive stock on hand levels.

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 process 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 through the stock system;
- record, in regards to fuel, the odometer/hour reading of the plant they are refuelling and the amount of litres;
- where possible, 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 to themselves (i.e. cannot process own sale or stock issue).

### 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.

### Stocktakes

- It is the duty of the responsible officer to organise and oversee and/or review physical stock takes and match records of stock take to administrative and financial records. Any significant variances in stock must be reported to the Team Leader Finance or 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.

### 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 either a next reporting period or over a period of reporting periods.

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;

### 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.

### **General controls**

#### **Asset Acquisition**

- Any IT assets are purchased after consultation with iServices, to encourage inter-operability and cost efficiency in purchase and maintenance. Refer to Policy.
- Any purchase of an item that meets the current Council's capitalisation requirement is accounted for as an asset and the portfolio will be debited for the related depreciation over the life of the asset. The capitalisation limit is currently set at \$1,000 for equipment (either IT, office furniture, plant or park & playground related) and \$5,000 for all other assets. Note that these thresholds are indicative only and where an asset is material by its nature rather than value, the capitalisation threshold may be a lesser amount.
- Fixed assets are recorded in the Asset subledger on acquisition, creation or when provided free of charge to facilitate accurate identification of assets and recording of details with regards to the Asset Accounting Policy.

#### **Ongoing**

- There is a reconciliation process in place for the verification of fixed assets in the sub ledger with those which are reconciled to the Fixed Asset Register (FAR).
- Recorded changes to the FAR and/or master file are approved by appropriate staff compared to authorised source documents and General Ledger to ensure accurate input.
- All fixed asset acquisitions and disposals are approved in accordance with Delegation of Authority and relevant Procurement and Fixed Asset Policies.
- Maintenance of the fixed asset register is limited to appropriate staff with consideration to segregation of duties.
- Council has an asset accounting policy, as documented in the Financial Statements and the Model Financial Statements which details thresholds for recognition of fixed assets which is monitored to ensure adherence.
- Reconciliation of fixed assets to the General Ledger is performed in accordance with schedule of review or procedure.
- Asset register calculations are reviewed for accuracy.
- Where appropriate, fixed assets are
  - secured and access is restricted to appropriate staff and authorised users.
  - insured.
- identification details are recorded for portable and attractive assets such as IT and fleet assets, on acquisition to facilitate accurate identification.
- Finance staff annually review useful lives, residuals, valuations, depreciation methodology and test for impairment as required by Accounting Standards and legislation to ensure that methods used are still appropriate and significant changes are incorporated into Asset Management Plans.



**Disposal**

- Profit or loss on disposal calculations can be substantiated and verified with supporting documentation.
- All disposals of fixed assets require approved in accordance with the Delegations of Authority and P420 Procurement and Disposal of Land and Assets Policy.

**Other**

- Depreciation charges are calculated in accordance with the asset accounting policy and compliant with relevant accounting standards, including the useful life, depreciation method and residual values.
- Asset Management Plans are prepared and renewal expenditure and programmed maintenance required is reviewed periodically to reflect changing priorities, additional asset data and other relevant factors.
- Asset Management Plans for all major asset classes are adopted and reviewed by Council as required by the Local Government Act 1999.
- As Council acknowledges its large asset base, and the potential impacts of a delayed adjustment in values for both financial accounting as well as insurance purposes, a valuation of building and structure assets is undertaken every 2 to 3 years.

Instructions reference: Assets: 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, both operating and capital projects, 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;

**General controls**

- Project budgets are to be approved in accordance with the Delegations of Authority.
- Processes are in place for establishing and changing project scope and budgets with approvals in accordance with Delegations of Authority.
- 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.



- 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.

### 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 policy 'P910 Provision of Loans or Guarantees to Community Groups' 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 Online Authorisation Procedures' (AR20/21517) document, ensuring segregation between the creator, authoriser and super administrator roles within Westpac.
- Council has implemented separation of accounts payable and procurement duties.

In addition, the following tasks are 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), where payments are verified to appropriate supporting documentation and are in line with Delegations of Authority.



**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.
- Creditors control account is 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.

**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, 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.

**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.
- Council can, at its own volition, pay suppliers earlier than the above Council's payment terms determine, if it considers this reasonable under the circumstances.

**Bond payment refunds**



- Staff that requested the initial bond fee are responsible 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 repayment of any bond monies are to be processed within 10 business days of the date of execution, where the date of execution refers to the date of event or hire. 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 per quarter.

Instructions reference: Finance: Westpac Online Authorisation Finance instructions document

Instructions reference: AP: Accounts Payable (Maintenance) Audit report

## 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 in accordance with the end of month reconciliation procedure.

## 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 repayments are transacted and recorded in the correct accounting period, and are reconciled to ensure they are matched to the loan schedule where applicable.
- The loan register and loan approval is subject to management and audit review at least annually.
- All loans are in accordance with Council's Treasury Management policy which outline appropriate approval mechanisms and authority required.
- Loan balances in the general ledger are regularly compared to budget, loan register and statements from financial institutions.
- 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.
- Cash flow forecasts are considered to ensure sufficient working capital is available. Investments and borrowings are scheduled accordingly.

## **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.

#### 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.

Instructions reference: Payroll: Payroll Maintenance – Review by third party with data entry;  
Payroll: Working-from-Home allowance

## 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 are 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 intended 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.
  
- 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 biennially 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.
- 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).

#### **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. However, Council acknowledges that, due to the shared environment, this can be impractical. Consequently, and taking into account the strong control history at the Civic Centre Customer Service desk, the daily cash reconciliation is performed before close of business, so any operator is able to assist in reconciling the cash in case of discrepancy.
- Where possible each officer uses the till they are responsible for. In that instance, 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 document.

#### **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.

#### **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.

Instructions reference: AR: Accounts Receivable (Maintenance) Audit report

## 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 CM9.

#### 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

- Council purchases follow the Procurement Policy that provides direction on acceptable methods and the process for procurement activities to ensure transparency and value for money within a consistent framework, with consideration of any potential conflicts of interest.
- The Financial Authorisation in combination with the Authority controls limit the ability to requisition and order goods to those with the required financial authorisation.
- Employees must ensure all purchases are in accordance with Council's Procurement Policy and approved in accordance with the Delegations of Authority and other relevant policies.
- There is a process in place to review purchasing patterns and ensure maximum use of preferred suppliers through the annual review of annual spent to the Council.
  
- Where no budget has been assigned, as part of the monthly management review and/or quarterly budget review the budget manager submits a budget review request to the portfolio General Manager.
- The purchase requisitioner is required to ascertain budget availability for any purchase.
- Expenditure items – once the expense has been incurred - shall be allocated to the general ledger line that most accurately reflects the nature of the expenditure, irrespective of budget availability.
- All purchases for business items must be requested through Council's Online Requisition 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;
- To ensure that all corporate discounts are utilised where Council holds an account, purchase orders must be raised.
  - 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.

Instructions reference: External: AP: Purchasing process

Instructions reference: Internal AP: Accounts Payable (Maintenance) Audit Report

Instructions reference: Internal Finance: Financial Authorisation in Council and in Authority

## 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.

As noted in the Better Practice Model Internal Financial Controls Final Document: "Typically, all payroll queries (i.e. requests to change details) ought to be directed to supervisory level staff in the human resource or personnel management department. It is noted that in some councils, human resources are not involved in payroll queries and this segregation of duties issue is not applicable. However if Management regularly reviews the payroll master file and is advised of all significant changes to detail, the weakness associated with this segregation of duties issue may be reduced."

With Council the overall Payroll-Finance team performs many of these review functions that typically land in the human resource department, and the review of the fortnightly payroll process has been strengthened since 2018 to reduce the weaknesses in this area of segregation of duties.

#### **General controls**

- The financial system used has programmed formulas to perform payroll calculations.
- All overtime is verified and approved by relevant appropriate staff.
- There are processes in place to ensure accurate data entry of payroll source documents, for both master data as well as transactional data. This includes a process to ensure employees are not added to the payroll master file, nor details amended or amounts paid without receipt of the appropriate forms which have been authorised by relevant staff.
- An analytical review is performed as part of every payrun by a person independent from the person updating the transaction data. Where possible this is done in advance of payment, otherwise in arrears. This process is documented to CM9 for every payrun.
- The payment of the payroll is authorised by appropriate staff not involved in the preparation of the payroll.
- An officer independent from the processing of payroll transactions reviews the set up and calculation for the following items at least annually:
  - 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.
- Employees are made inactive in payroll records upon termination after advice from HR / the manager.
- AWU staff are required to complete timesheets and/or leave forms, authorise them and have approved by the relevant supervisor. ASU staff submit any leave forms through the Authority system.
- The ability to access, modify or transfer information contained in the payroll master files in Authority is restricted to authorised Payroll staff only.
- Any payment of a person for higher duties is supported by a 'Allocation and alternate duties form' where such request is made and approved, before payment can occur.



Instructions reference: External Payroll: Working-from-Home allowance

Instructions reference: External Payroll: Electronic Timesheet Sign off process

Instructions reference: External Payroll: Staff instructions re Payroll

Instructions reference: Internal Payroll: Payroll Maintenance – Review by third party with data entry

### 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.

#### General controls

- 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, and are reviewed independently from Accounts Payable by Executive Administration with delegations of authority and all claims are agreed to supporting documentation (i.e. tax invoice and receipts).
- A register of Allowances and Benefits maintained by Accounts Payable by designated person and is made publicly available. The Register is reviewed to ensure accuracy.

Instructions reference: Internal AP: Payment of Council Member allowance

### 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.



**General controls**

- A credit card register will be maintained and evidenced as authorised by the CEO as part of the financial facilities register. 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.

Instructions reference: Internal Finance: Register of Financial Facilities

**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.

**General controls**

- 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 of the 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 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.

**General controls**

- 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.

#### 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.

#### 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.

#### **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 CM9.
- 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.

#### **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.



**20.7 ANNUAL BUSINESS PLAN & BUDGET FY2020 – REPORT NO. AR20/30226**

|                                  |   |
|----------------------------------|---|
| <b>Committee:</b>                | <b>Audit Committee</b>  |
| <b>Meeting Date:</b>             | <b>25 May 2020</b>  |
| <b>Report No.:</b>               | <b>AR20/30226</b>   |
| <b>CM9 Reference:</b>            | <b>AF11/863</b>   |
| <b>Author:</b>                   | <b>Jeroen Zwijnenburg, Manager Finance and Customer Service</b>   |
| <b>Authoriser:</b>               | <b>Andrew Meddle, Chief Executive Officer</b>   |
| <b>Summary:</b>                  | <b>This report provides an update on the status and compilation of the Annual Business Plan &amp; Budget for 2020/21.</b> |
| <b>Community Plan Reference:</b> | <b>Goal 1: Our People</b>   |
|                                  | <b>Goal 2: Our Location</b>   |
|                                  | <b>Goal 3: Our Diverse Economy</b>  |
|                                  | <b>Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage</b>   |

**REPORT RECOMMENDATION**

1. That Audit Committee Report No. AR20/30226 titled 'Annual Business Plan & Budget FY2020' as presented on 25 May 2020 be noted.



## BACKGROUND

The Audit Committee is provided with an overview of the considerations of the Annual Business Plan & Budget process.

## DISCUSSION

Council has prepared the 'Draft 2020/21 Annual Business Plan and Budget' (ABP&B). This draft went out for community consultation purposes in April. The following steps have occurred as part of the preparation of the Draft 2019/2020 ABP&B:

- Schedule of Fees and charges for 2020/21 – adopted by Council on 21 April 2020.
- Elected Member ABP&B Workshop No. 1 - held on 25 February 2020, including a review of:
  - The Long Term Financial Plan (LTFP)
  - The Asset Management Plans (AMPs)(both previously adopted by Council on 19 March 2019)
- Elected Member APB&B Workshop No. 2 - held on 24 March 2020
- Elected Member APB&B Workshop No. 3 - held on 7 April 2020

In these workshops Council considered:

- Its draft Strategic Plan;
- The AMPs and the LTFP – see separate Agenda item;
  - The financial ratios, including the operating surplus ratio, the net financial liabilities ratio and the asset renewal funding ration for the 2020/21 budget were considered in light of the LTFP outcomes
- Budget bid considerations;
- The impact of COVID-19 on Council's revenue and expenses, including the Fees and charges for 2020/21 – see separate Agenda item;

Council Administration compiled a detailed budget template to incorporate all the expenses and income by portfolio (Office of the CEO, City Infrastructure, City Wellbeing, City Growth, Council Business Services), by master (cost or revenue centre) and by subsidiary (nature) and activity account. Analysis to 2019/20 budget, 2018/19 actuals and 2019/20 YTD actuals was performed to identify areas for attention.

The importance of the quarterly budget review process for the 2020/21 financial year was highlighted, as the COVID-19 pandemic, and the impacts of that to Council's operations, both in revenue and expenditure are difficult to estimate to a sufficient level of detail. The quarterly budget review process will allow Council to review the outcomes on a quarterly basis and take this into consideration into the measures it will take following such a review.

The draft ABP&B as presented for community consultation is attached.

Following community consultation Council will consider the feedback provided and is anticipating to approve a final 2020/21 budget at a Council meeting in June 2020.

## CONCLUSION

The draft ABP&B has been created taking into account the AMPs, LTFP, Fees and charges, the provision of Council services at sustainable levels as well as the impact of COVID-19 on these matters. Council considers the quarterly budget review process in 2020/21 as an important process to review outcomes on a quarterly basis.

## ATTACHMENTS

1. Annual Business Plan & Budget Draft for consultation purposes - April 2020 [↓](#)





 City of  
Mount Gambier

DRAFT  
2020/21  
Annual Business Plan  
and Budget  
For Consultation



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## **2020/21 ANNUAL BUSINESS PLAN AND BUDGET**

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### **FROM THE MAYOR**

The 2020/21 Annual Business Plan and Budget (ABP&B) reflects the work of the Council in preparing for the 2020/21 financial year. It is a statement of the City's intended program of work and outcomes for the upcoming financial year and has been developed with reference to the Draft 2020-2024 Strategic Plan, the Long Term Financial Plan and the Asset Management Plans.

The 2020/21 ABP&B outlines our objectives for the year, how they will be achieved and the methods used to monitor and measure performance. It also includes a summary of revenue and expenditure required to deliver the program, developed within the context of the Council's commitment to financial sustainability and longer term financial planning. It also describes the impact on rates and implications for ratepayers.

#### **COVID-19. Our City. Our Response.**

The City of Mount Gambier continues to review its response to COVID-19 in an effort to protect the community and contain the spread of the virus.

Multiple projects and measures, including a rate freeze, fees and charges freeze as well as a multi-million COVID-19 stimulus and recovery allocation in additional operational and capital expenditure have been included in the ABP&B as presented here. The Council anticipates that other stimulus activities may present themselves in future, subject to the length and impact of the virus on our community. These will be addressed as part of the quarterly budget review process in 2020/21.

To ensure our priorities reflect the needs of our Community, our short term financial planning and budgeting is undertaken with our long-term goals in mind.

Other key influences on the 2020/21 Annual Business Plan and Budget include:

- Continuing focus on achieving the vision expressed in the Draft 2020-2024 Strategic Plan and delivery of prioritised actions from a number of other key strategic documents;
- Major focus on economic development including tourism and employment opportunities;
- Continuing investment to promote Mount Gambier as a visitor destination, a regional retail and commercial hub as well as a quality destination to host major events and conferences;
- Continuing development of Council's Asset Management Plans;
- Commencement of works of \$26.8 million in 2020/21 on the Mount Gambier Community and Recreation Hub project with the support of grant funding from the Commonwealth and State Governments;
- Additional capital program of approximately \$10.7 million;
- Maintaining the wide range of community support programs and initiatives; and
- Retaining and developing Council's workforce to ensure capacity in service delivery.

The 2020/21 ABP&B shows a budgeted net surplus of \$10.85 million. This includes budgeted amounts received for new assets of \$12.425 million related to State, Federal and additional funding for the construction of the Community and Recreation Hub. Excluding that income, consequential to the impact of the COVID-19 measures the 2020/21 ABP&B provides for an operating deficit as at 30 June 2021 of \$1.562 million. Where Council's Long Term Financial Plan outlines a 4.5% average rate increase being maintained for the 10 years, as part of its role in the local community, the Council has included a 0% increase to its contribution for rates increases in the 2020/21 ABP&B.

Following the community engagement process from mid-April to mid-May 2020 on the Draft Annual Business Plan and Budget, the Council will formally consider all feedback before adopting the final 2020/21 Annual Business Plan and Budget in June 2020.

**Lynette MARTIN OAM**  
**MAYOR**





## OUR CITY

The City of Mount Gambier has a population of 27,000+ citizens, is located equidistant (approx. 440 km) between the capital cities of Adelaide and Melbourne and is South Australia's second largest city. Mount Gambier is the regional centre for the Limestone Coast region of South Australia, the Western District of Victoria and is widely known as the home of Australia's softwood timber industry and the wine regions of Coonawarra and Padthaway. The City services the commercial, retail, health, social, tourism, sporting, arts and cultural needs of its 70,000+ regional population.

Mount Gambier has an estimated population of 27,275 persons (ABS ERP 2019), covers 3,388 hectares with a population density of 8.05 persons per hectare. The 2016 Census resident population (2016) was 26,276, living in 12,328 dwellings with an average household size of 2.3 persons. This represents an increase in population from 25,773 persons recorded in the 2011 Census.

The majority of the City of Mount Gambier residents are employed in the retail and services sectors including health care, financial and social assistance and the manufacturing sector. Further information on Mount Gambier's demographics is available at: <https://profile.id.com.au/mount-gambier/home>

With a diverse and stable economic base, the Mount Gambier region is one of the most significant contributors to the South Australian economy in both export, local income and tourism. Key industries that contribute to the City and regional economy are:

- Softwood timber industry;
- Visitor economy;
- Health services;
- Agribusiness; and
- Transport and logistics.

The City of Mount Gambier actively works to ensure a digitally connected community, aligned with Council's Digital Strategy. The partnership with Flinders University introducing the New Venture Institute (NVI) Business Incubator program to Mount Gambier in 2018 supports start-ups and accelerates growth for local and emerging businesses. This has been complemented by the roll out of the Gig-City project providing ultra high speed internet access for business.

A focus for growth is the visitor economy, a diverse and wide reaching sector that impacts broadly across service and product groups. The growth of this sector impacts on business opportunities from hospitality, to growing existing products and services and providing exciting new opportunities. This sector strongly links to the agribusiness sector, with farm experiences increasingly sought after by international visitors.

Transport and logistics are key employers in Mount Gambier. The City is one hour from Portland's major deep sea port and ensures that Mount Gambier remains a key transport hub. The transport sector remains strong, with growing demand particularly in the City's forestry sector.



## OVERVIEW

Our 2020/21 Annual Business Plan and Budget (ABP&B) is an important part of Council's suite of Strategic Management Plans and Integrated Planning and Budgeting Framework. It aligns with our:

- Draft 2020-2024 Strategic Plan and its strategies, initiatives and projects
- Long Term Financial Plan
- the Asset Management Plans

ensuring that we optimise the mix of services, programs, infrastructure and facilities for the benefit of our Community. The 2020/21 budget provides for:

- \$37.5 million in capital expenditure projects, \$10.7 million is drawn from the Council's detailed Asset Management Plans and \$26.8 million from the Community and Recreation Hub project co-funded with \$15 million from Commonwealth and \$10 million from State grant funding;
- \$1.575 million operating deficit as at 30 June 2021 before Community and Recreation Hub funding;
- \$10.85 million net surplus after funding for Community and Recreation Hub funding; and
- Overall rate revenue will be fixed at 2019/20 levels in line with Our City. Our Response COVID-19 strategy.

Key initiatives for 2020/21 are detailed in the budget section of the Annual Business Plan. Rates income accounts for approximately 65% of the Council's operating income. As part of the Council's COVID-19 response, the Council's element of rates is frozen for 2020/21. The Council's standard rating policy structure for 2020/21 remains unchanged from previous year. It is comprised:

- A fixed charge - applicable to every rateable property that will raise approximately 45% of Council's overall general rate revenue; and
- Differential rates for different land use categories - percentage differentials remain the same as previous year.

Therefore, individual rate payers could see a difference in their rates due to overall different allocation of rates over the Council area and due to property valuation changes (i.e. the growth benefit as part of Council's rates), but Council wide the 2020/21 budget does not include a rate increase, other than where the Valuer General has made changes to the valuation of properties.

## BUDGET INFLUENCES

In developing the 2020/21 Annual Business Plan and Budget, Council identified pressures, challenges and potential impacts on the budget and performance.

### COVID-19. Our City. Our Response.

The City of Mount Gambier implemented the 'Our City. Our Response' COVID-19 program in March 2020 and continues to review its response to COVID-19 in an effort to protect the community and contain the spread of the virus.

Multiple projects and measures, including a rate freeze, a fees and charges freeze as well as a multi-million COVID-19 stimulus and recovery fund allocation in additional operational and capital expenditure, have been included in the ABP&B as presented here.

The Council anticipates that other stimulus activities may present themselves in future, subject to the length and impact of the virus on our community. These will be addressed as part of the quarterly budget review process in 2020/21.

### Other operating and economic influences

The Council operates in a dynamic environment with pressures from economic, operating and political influences. The 2020/21 Annual Business Plan and Budget, among others, includes the following:



- Confirmed grant funding for the Mount Gambier Community and Recreation Hub, the 2020/21 financial year will see significant resources committed to the establishment of governance, financial and construction processes for the oversight and management of the project;
- New strategies aligned to Council's Draft 2020-2024 Strategic Plan;
- Increase in the Environmental Protection Authority's (EPA) Solid Waste Levy;
- Council's focus on economic development and tourism opportunities; and
- Employee cost increases linked to Enterprise Bargaining Agreements.

## STRATEGIC DIRECTIONS

### The City Development Framework Project

The City Development Framework Project involved the establishment of overall strategies for development, incorporating economic, social, environment and community opportunities and aspirations centered on four interrelated themes:

|  |   |
|--|---|
| <i>Our People</i>                                  | <i>How do we ensure a highly skilled and educated population for the future challenges facing our community? A community reflecting good health, connectedness and wellbeing.</i>   |
| <i>Our Location</i>                                | <i>How do we take advantage of our location and expand our potential as a regional hub?<br/>Building on our regional centre for the provision of services, shopping, tourism, cultural, sporting and recreation.</i>  |
| <i>Our Diverse Economy</i>                         | <i>How do we build on and diversify our existing economy? We have existing high quality and skilled industry sectors including fabrication, manufacturing, forest products, agriculture, health and education. We also have emerging opportunities for digital technology and related industries.</i>                               |
| <i>Our Climate, Natural Resources and Heritage</i> | <i>How do we promote and preserve our climate, natural resources and environment? We have a temperate climate, the Crater Lakes Volcanic Complex incorporating the world renowned Blue Lake, a unique natural environment and enviable natural resources. We also have a remarkable wealth of Indigenous and European heritage.</i> |

Outcomes from the City Development Framework Project were incorporated within the four Futures Papers which are a guide for the future direction and development of the City based upon the ideas and aspirations of the Community.

### Draft 2020-2024 Strategic Plan

The Strategic Plan represents Council's vision, aspirations and priorities of the Community now and into the future. It describes Council's values, how we work together and outlines the strategic initiatives to achieve ongoing sustainability and prosperity. The draft Strategic Plan was presented to Council on Tuesday 18 February 2020 and endorsed for presentation for public feedback.

The Strategic Plan together with the Futures Paper are Council's key strategic guiding documents and are supported by its Long Term Financial Plan (LTFP), Infrastructure and Asset Management Plans (IAMPs) and the Annual Business Plan and Budget. This suite of Plans identify the direction, services, programs, infrastructure and facilities that Council wishes to provide for its Community, specifically for the next four years and into the future.

### Our vision

Within the Community Plan, Council describes its vision as:

***"An inclusive city where people lead fulfilling lives."***

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



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

These themes contribute towards the future growth, propensity and development of the City.

The Council strives to create vibrancy, promote our identity and build a reputation as a place to live, work, visit and invest in. To provide a future for our current and future generations we need more economic growth and employment as well as art, cultural, recreational and educational opportunities.

The vision is supported by the above mentioned four themes that identify what is important to the Community and how the community would like to see the City develop and grow. Working together both the Council and the community can collectively achieve these goals.

The Council's plans demonstrate that the role of local government has grown from its traditional base of roads, rates and rubbish with the scope of services now being considerably broader, more diverse including health, services for the aged, youth, support for sector and special interest groups within the Community and economic development and tourism.

### **Long Term Financial Plan**

The development of a Long Term Financial Plan (LTFP) is a requirement of Section 122 (1) of the Local Government Act 1999. The purpose is to translate the vision, objectives and strategies of the Strategic Plan (also known as Community Plan) into financial terms and to guide the direction of Council in a financially sustainable manner.

The Council's LTFP was adopted in March 2019 and is reviewed regularly (and at a minimum within two years of each Local Government Council election) and acts as a reference point in the formulation of future Annual Business Plans and Budgets.

The LTFP is driven by the Council's suite of Strategic Management Plans and includes the future estimated revenue and expenditure particularly focusing on the financing and scheduling of major projects, loan indebtedness, rating level, asset replacement/renewal and impact on operating expenditure.

The Council's LTFP assumes:

- Continuation of existing services and infrastructure at current service standards;
- No internal changes to services or investment in new or upgraded assets other than what is already resolved and planned; and
- Construction and operation of the Community and Recreational Hub.

The Council's financial projections over the long term planning horizon are not a prediction of financial position or performance, rather an indication of direction and financial capacity.

The LTFP tells us that the Council is meeting its financial obligations and targets over the term of the plan and has the financial capacity to continue to meet the service demands of the community, together with the flexibility to respond to changing circumstances.

The projections indicate that based on current assumptions, the Council is in a sound financial position with a favourable outlook over the term of the LTFP.

The Futures Paper, Community Plan, AMPs and LTFP are available from Council's website: [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au) .

### **Financial sustainability**

Financial sustainability in local government ensures that each generation pays their way rather than any one generation living off their assets and leaving the responsibility for infrastructure/asset renewal to future generations.



South Australian local government has developed a set of indicators to measure councils' Financial Sustainability. Financial Sustainability Indicators and their targets are used by the Council as a guide in the LTFP. The principal indicators are derived from the Council's Audited Financial Statements being:

- Operating surplus / (deficit);
- Net financial liabilities; and
- Asset renewal funding (or asset sustainability).

The following table presents a comparison of these key financial indicators, including the Council's budget targets, to maintain its financial performance.

| Key financial indicators   | 2015 | 2016 | 2017 | 2018 | 2019 | 2020   | 2021   |
|--|------|------|------|------|------|--------|--------|
| Operating surplus ratio<br>(Target: 0% - 15% over 5 years)       | (1%) | 3%   | 6%   | (3%) | 1%   | (0.8%) | (4.7%) |
| Net financial liabilities ratio<br>(Target: Not to exceed 100%)  | 26%  | 25%  | 28%  | 45%  | 41%  | 34%    | 35%    |
| Asset renewal funding ratio<br>(Target: 90% - 100% over 3 years) | 53%  | 57%  | 62%  | 74%  | 74%  | 86%    | 109%   |

The financial indicators represent the following:

- Operating surplus / (deficit) ratio - expresses the operating surplus (or deficit) as a percentage of general and other rates, net of rebates.
- Net financial liabilities ratio - indicates the extent to which net financial liabilities of the Council can be met by the Council's total operating revenue. Where the ratio is falling it indicates the Council's capacity to meet its financial obligations from operating revenues is strengthening. Where the ratio is increasing it indicates a greater amount of Council's operating revenue is required to service its financial obligations.
- Asset renewal funding ratio (or asset sustainability ratio) - indicates whether the Council is renewing or replacing existing physical assets at the rate at which they are wearing out. Councils with a high ratio are replacing and renewing capital assets at a rate comparable to depreciation/wear.

## SERVICES

All councils have mandatory responsibilities under the Local Government Act, the Development Act, the Public and Environmental Health Act and other relevant legislation for the provision of services. These include:

- Regulatory activities e.g. maintaining the voters roll, property ownership data and supporting the elected Council body;
- Setting rates, preparing an annual business plan, budget and determining longer-term strategic management plans;
- Management and maintenance of infrastructure including roads, footpaths, parks, public open spaces, street lighting and storm-water drainage;
- Street cleaning, rubbish collection and recycling;
- Development planning and control, including building safety assessment;
- Various environmental health services including food safety, public health;
- Protection of natural resources; and
- Inspectorial services (parking, animal control).

In response to community demands, the Council also provides discretionary services and programs including:

- Libraries and associated facilities and programs;



- The Main Corner Complex and room hire;
- Youth development and programs;
- Economic development;
- Environmental programs;
- Tourism and visitor services;
- Attracting major events to the City;
- Community events programs;
- Events, sponsorship and grants;
- Free public Wi-Fi;
- Public parks and gardens;
- Community programs;
- Sporting and recreational facilities;
- Lifelong learning;
- Community engagement and social inclusion;
- Cemeteries;
- Advocating on behalf of the community to Federal/State Governments; and
- Citizenship ceremonies.

In accordance with the LTFP, Council's 2020/21 Annual Business Plan and Budget will provide for existing service levels to be maintained.

## **2020/21 ANNUAL BUSINESS PLAN AND BUDGET**

The 2020/21 Annual Business Plan and Budget proposes to spend a total of \$34.5 million operating expenditure, including depreciation of \$7.4 million and total capital expenditure of \$37.5 million on the delivery of services and programs, maintenance of assets and development of new or upgraded assets (including \$26.8 million towards the Community and Recreation Hub).

Budgeted operating expenditure is estimated to increase by 5.1% or \$1.7 million on the 2019/20 budget and in comparison, operating revenue is anticipated to increase by 1.5% or \$0.5 million, primarily attributable to funding revenue for the Community and Recreation Hub.

The provision of services such as the library, parks and infrastructure maintenance, waste collection and disposal continue to be a significant component of the Council's budget. Appendix A provides a summary of the 2020/21 Annual Business Plan and Budget covering revenue and expenditure of an operating and capital nature under functional categories.

Appendices included in the Annual Business Plan and Budget are:

- 2020/21 Proforma Budgeted Financial Statements, and
- 2020/21 Summary Budget by Function.

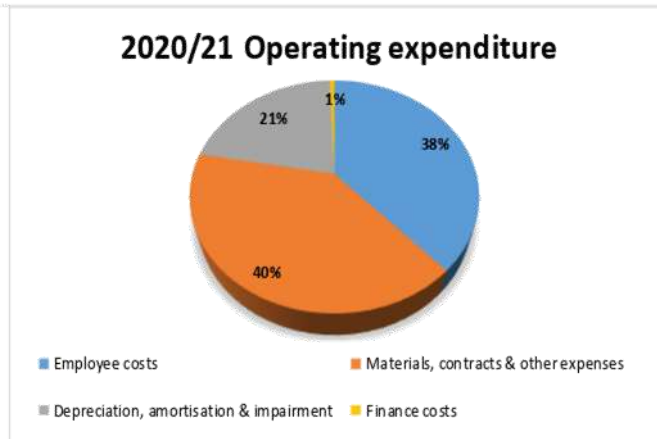
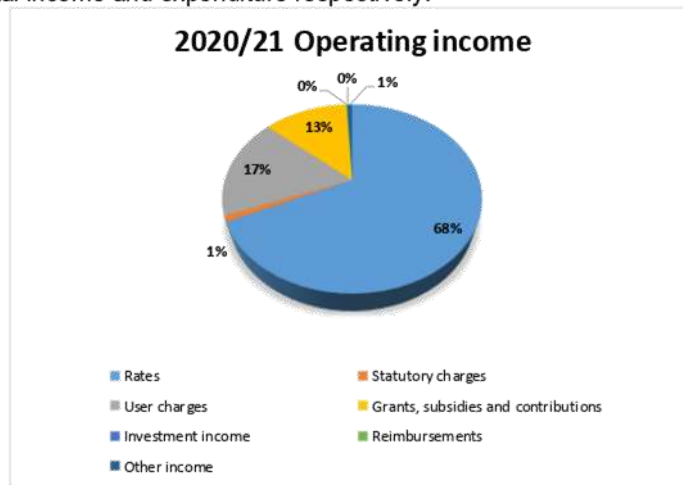
The 2020/21 Annual Business Plan and Budget is available to be downloaded from the Council's website at [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au) or can be requested to be sent to you by contacting Council's Customer Service at 08 8721 2555 or [city@mountgambier.sa.gov.au](mailto:city@mountgambier.sa.gov.au).

This Annual Business Plan includes references to *To Be Confirmed* (TBC) in places. The TBCs are not known at the time of preparing this Draft Annual Business Plan and Budget as the figures are reliant upon:

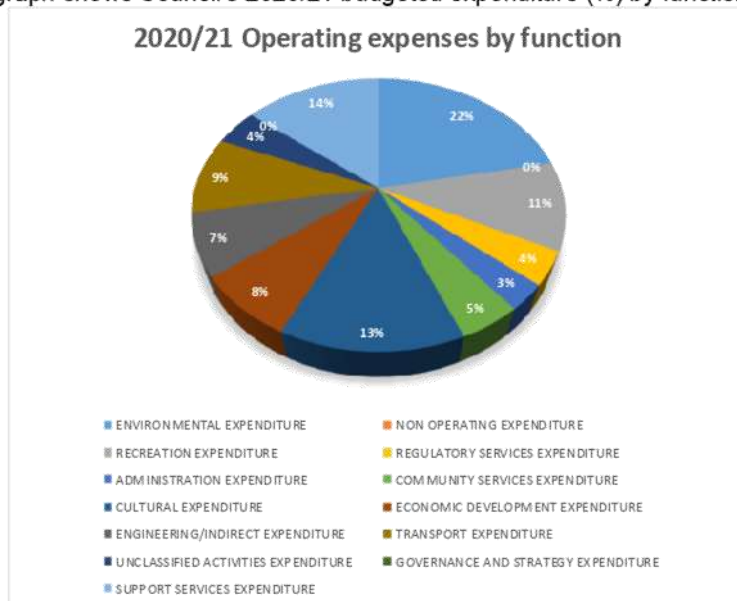
- Valuation information provided by the State Valuation Office in late June;
- The Council's rates modelling which in turn is based on the State Valuation Office valuations.



The following graphs show Council’s budgeted operating income and expenditure for 2020/21 as a percentage of total income and expenditure respectively:



The following graph shows Council's 2020/21 budgeted expenditure (%) by function:



## MEASURING PERFORMANCE

Measuring and monitoring our performance is fundamental to ensure our objectives are achieved and programs and services are delivered to our community.

The Council monitors financial performance through a range of financial reports including regular financial statements, quarterly comprehensive budget reviews, quarterly performance against the interim and final audits by the Council's appointed external auditors and the presentation of audited financial statements each year as required under the Local Government Act 1999. The financial reports also take into account the principles of financial sustainability adopted by the Council along with the three key financial sustainability indicators.

The Council's Annual Report also provides information on overall performance.

## RATING STRATEGY

In 2020/21 approximately 65% of the Council's operating revenue will come from rate revenue. As a result, the Council's rating policies and strategies are key components of our financial planning.

The 2020/21 Annual Business Plan and Budget includes a 0% rate increase in line with the Council's COVID-19 response, significantly lower than the 4.5% rate increase in the LTFP. External grant funding will be received during the build and commissioning of the Community and Recreation Hub project. To accommodate and manage the timing of grant income payments and project expenditure, the Council has modelled its Long Term Financial Plan to include drawing upon loan facilities through the Local Government Finance Authority.

The following increases in general rate revenue have been applied over recent years:

| Year    | Rate Increase | Growth Benefit | Total |
|---------|---------------|----------------|-------|
| 2015/16 | 3.85%         | 0.65%          | 4.5%  |
| 2016/17 | 3.84%         | 0.66%          | 4.5%  |
| 2017/18 | 4.02%         | 0.48%          | 4.5%  |
| 2018/19 | 4.08%         | 0.42%          | 4.5%  |
| 2019/20 | 4.26%         | 0.24%          | 4.5%  |
| 2020/21 | 0.00%         | TBC%           | TBC%  |

Note: Growth is predominantly the result of new housing and property improvements as reported by the State Valuation Office.

## Valuation method

Capital Value is used as the basis for valuing land within the Council area in common with almost all other South Australian councils. This method values the land and all of the improvements on the land. This valuation method is considered the fairest and most efficient method of distributing the rate responsibility across all ratepayers because:

- It is the most appropriate measure of relative wealth in the community;
- As a measure of wealth, it most closely reflects the property owners' capacity to pay; and
- It equates with the taxation principle that people should contribute to community, social and physical infrastructure in accord with their capacity to pay as measured by property wealth.

Other valuation methods available are: site value (value of land only) and annual value (value of the rental potential of property).





### Capital valuation comparison

| Year                      | Rateable land | Non-rateable land | Total         |
|---------------------------|---------------|-------------------|---------------|
| 2015/16                   | 3,251,510,225 | 205,393,515       | 3,456,903,740 |
| 2016/17                   | 3,259,233,035 | 212,100,805       | 3,471,333,840 |
| 2017/18                   | 3,329,622,852 | 217,152,488       | 3,546,775,340 |
| 2018/19                   | 3,494,031,387 | 221,599,753       | 3,715,631,140 |
| 2019/20                   | 3,593,454,480 | 223,783,100       | 3,817,237,580 |
| 2020/21 <sup>Note 1</sup> | TBC           | TBC               | TBC           |

Note 1: Property values in the Council Area (as provided by the State Valuation Office) for 2020/21 financial year are yet to be received therefore comparison to the previous year are unable to be provided at the time this document was prepared.

### General Rates

Section 147 of the Local Government Act 1999 provides the Council with the power to rate all land within the City of Mount Gambier, except for land specifically exempted, such as Crown Land.

### Fixed Charge

Council has determined that a component of the total rate will be a fixed charge on every rateable property. The fixed charge applies to all ratepayers and continues to raise slightly less than one half of total rate revenue (before rebates and remissions) required for the 2020/21 financial year.

The Council's reasons for including a fixed charge component are:

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

### Fixed charge comparison

| Year                      | Fixed Charge | % of Total Rates |
|---------------------------|--------------|------------------|
| 2015/16                   | \$585.80     | 45%              |
| 2016/17                   | \$606.90     | 45%              |
| 2017/18                   | \$630.30     | 45%              |
| 2018/19                   | \$655.20     | 45%              |
| 2019/20                   | \$682.70     | 45%              |
| 2020/21 <sup>Note 1</sup> | TBC          | 45%              |

Note 1: Council anticipates that the fixed charge of Council's rating structure will continue to raise approximately 45% of Council's overall rate revenue. The fixed rate component will be set by Council.

### Differential rates

In addition to a fixed charge, the Council will declare differential general rates in the dollar according to the use of the land, for rateable land within the Council area, as follows:

- category 1: (residential) use;
- categories 2, 3 and 4: (commercial shop, commercial office or commercial other) use;
- categories 5 and 6: (industrial light and industrial other) use;
- category 7: (primary land) use;
- category 8: (vacant land) use; and
- category 9: (other) use.

Every resident benefits in some part from the general amenity of the Council area. This amenity includes the local economy, general Council operations and the ability of every resident to use Council facilities and infrastructure including parks, gardens, libraries, etc.

The main reasons for providing differential rates are:

- Ability to pay;
- Potential income taxation deductions;
- Materially heavier/lighter use of services by ratepayers/employees/customers/suppliers; and
- Provide a disincentive to withholding land from development.

#### Differential rate in dollar comparison

| Year    | Residential | Commercial | Industrial | Primary Production | Vacant Land | Other    |
|---------|-------------|------------|------------|--------------------|-------------|----------|
| 2015/16 | 0.226310    | 0.611037   | 0.611037   | 0.226310           | 0.611037    | 0.226310 |
| 2016/17 | 0.236370    | 0.638199   | 0.638199   | 0.236370           | 0.638199    | 0.236370 |
| 2017/18 | 0.241940    | 0.653238   | 0.653238   | 0.241940           | 0.653238    | 0.241940 |
| 2018/19 | 0.240850    | 0.650295   | 0.650295   | 0.240850           | 0.650295    | 0.240850 |
| 2019/20 | 0.245125    | 0.661838   | 0.661838   | 0.245125           | 0.661838    | 0.245125 |
| 2020/21 | TBC         | TBC        | TBC        | TBC                | TBC         | TBC      |

Note: Rates in the dollar are expressed as a fraction of a cent in the dollar.

#### Separate Rates

Mount Gambier is in the South East Natural Resources Management (NRM) Board area and is legally required under the Natural Resource Management Act 2004 to contribute to the funding of the operations of the Board. From 1 July 2020 the Landscape South Australia Act 2019 will replace the NRM Act 2004 and for budget purposes Council anticipates collecting the Landscape levy at similar levels as the NRM levy previously.

The Council collects revenue on behalf of the Board and does not retain any revenue collected nor does it determine how the revenue is spent.

#### Landscape (NRM) levy comparison

| Year                      | Landscape (NRM) levy                         | Total NRM revenue |
|---------------------------|--|-------------------|
| 2015/16                   | \$ 42.00 (per assessment)                    | \$578,276         |
| 2016/17                   | Res/Vac/Other \$ 69.00 (per assessment)      | \$1,041,246       |
|                           | Commercial \$127.00 (per assessment)         |                   |
|                           | Industrial \$156.00 (per assessment)         |                   |
|                           | Primary Production \$290.00 (per assessment) |                   |
| 2017/18                   | Res/Vac/Other \$ 72.65 (per assessment)      | \$1,079,041       |
|                           | Commercial \$110.05 (per assessment)         |                   |
|                           | Industrial \$174.30 (per assessment)         |                   |
|                           | Primary Production \$323.00 (per assessment) |                   |
| 2018/19                   | Res/Vac/Other \$ 73.00 (per assessment)      | \$1,086,828       |
|                           | Commercial \$109.00 (per assessment)         |                   |
|                           | Industrial \$174.00 (per assessment)         |                   |
|                           | Primary Production \$335.00 (per assessment) |                   |
| 2019/20                   | Res/Vac/Other \$ 77.10 (per assessment)      | \$1,150,426       |
|                           | Commercial \$115.00 (per assessment)         |                   |
|                           | Industrial \$184.00 (per assessment)         |                   |
|                           | Primary Production \$337.00 (per assessment) |                   |
| 2020/21 <sup>Note 1</sup> | Res/Vac/Other \$ TBC (per assessment)        | TBC               |
|                           | Commercial \$ TBC (per assessment)           |                   |
|                           | Industrial \$ TBC (per assessment)           |                   |

|        | Primary Production  | \$ TBC (per assessment) |  |
|--------|---|-------------------------|--|
| Note 1 | Preliminary advice received from the South Australian State government indicates there will be no significant increase in the levy for 2020/21 to fund increased costs associated with the operations of the Board. Council has no control over the levy amount which is set by the Minister for Environment and Water. |                         |  |

### Minimum Amount

The Council uses a Fixed Charge as part of its rating structure instead of a Minimum Rate amount.

## RATE REBATE AND RATE RELIEF ASSISTANCE

To address any potential inequities in how rates are levied across the Council area the following rate relief assistance options continue to be available:

### Residential rate cap

Where an owner/occupier/principal place of residence property with a Category 1 (Residential) Land Use experiences an increase greater than 15% in general rates (excluding any rebates/remissions) payable, the amount of the rate rebate is the amount of gross rates for the current year over and above the general rates imposed in the preceding financial year plus 15%. All calculations referenced herein are gross rates figures i.e. exclusive of any rebates/remissions.

The rebate will not apply where:

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

The rebate will only apply to:

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

### Vacant land

The vacant land rate in the dollar is usually higher than the residential rate in the dollar. For owners of vacant land who intend to develop that land, in the short term as their principal place of residence, may be entitled to a rebate on Council rates. Applications must be in writing with the maximum rate rebate calculated so that the rates payable are equivalent to the average residential land use.

### Postponement of rates – Senior Citizens

Any person holding a South Australian State Government issued State Seniors Card may make application to Council for a postponement of the prescribed proportion of rates for the current or future financial years. All applications for postponement will be considered in accordance with the relevant legislative provisions.



### Hardship

Any ratepayer experiencing difficulties in meeting rates payments or experiencing hardship will be able to access payment plans tailored to meet their particular circumstances. This approach has been widened as a result of the impact of COVID-19. All arrangements will be strictly confidential.

### Mandatory and discretionary rate rebates

The Local Government Act 1999 requires councils to rebate rates on some land uses (mandatory rebates) and the ability to grant discretionary rebates for land used for the purposes of community benefit provided the land meets certain legislative and Council Policy criteria.

The Council's Rate Rebate Policy (incorporating Rate Rebate Application) and the Schedule of Rate Rebates granted, is available for inspection at the Council Office or from the Council website [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au).

## COMMUNITY ENGAGEMENT AND BUDGET MEETINGS

The 2020/21 Annual Business Plan and Budget is presented in the context of the Council's strategic directions as set out in the draft Strategic Plan 2020-2024. This Plan reflects the Council's continuing focus on ensuring that the physical infrastructure of the City is fit for purpose and maintained in a cost effective way. Through implementation of this year's Annual Business Plan and Budget, we aim to deliver to residents and ratepayers a well-managed, sustainable City environment for current as well as future generations.

The community engagement process provides members of the community with the opportunity to have input into the Annual Business Plan and Budget before the Budget and list of capital and operating projects are finalised and adopted by Council. It also enables comment on the potential distribution of rates across the City and any rate relief options the Council should consider or issues the Council should be aware of when modelling valuation data and determining the distribution of rates for the 2020/21 financial year.

Members of the Community are able to take part in the community engagement process on the Draft 2020/21 Annual Business Plan and Budget.

Communication around Community Consultation will be different from prior years due to the COVID-19 impacts and social distancing requirements. Up to date information on these timelines, including the closing date for Community Consultation submissions and processes on who this feedback can be provided will be available on Council's website:

- 'Have Your Say' website at [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au)
- Email to: [city@mountgambier.sa.gov.au](mailto:city@mountgambier.sa.gov.au) include in the subject field 'Draft 2020/21 Annual Business Plan and Budget Consultation'

The current scheduling is that submissions, including feedback and questions regarding the Draft 2020/21 Annual Business Plan and Budget, close at 5.00 p.m. on Monday 18 May 2020 and can be made via:

- 'Have Your Say' website at [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au)
- Email to: [city@mountgambier.sa.gov.au](mailto:city@mountgambier.sa.gov.au) include in the subject field 'Draft 2020/21 Annual Business Plan and Budget Consultation'
- Written submissions:  
Draft 2019/2020 Annual Business Plan and Budget Consultation  
City of Mount Gambier  
PO Box 56  
MOUNT GAMBIER SA 5290



The current approach is that the Council will consider feedback and public submissions on the Draft 2020/21 Annual Business Plan and Budget at its meeting on 21 May 2020. The Council may either consider the draft 2020/21 detailed Budget at its regular monthly meeting on Tuesday 16 June 2020 or, if so determined, at a special Council meeting on Tuesday 23 June 2020. This 2020/21 Annual Business Plan and Budget is scheduled to be finalised and adopted in June 2020.

#### **APPENDIX A - 2020/21 PROFORMA BUDGETED FINANCIAL STATEMENTS**

Proforma Statement of Comprehensive Income  
Proforma Statement of Financial Position  
Proforma Statement of Changes in Equity  
Proforma Statement of Cash Flows  
Proforma Note: Uniform Presentation of Finances  
Proforma Note: Financial Indicators

#### **APPENDIX B - 2020/21 SUMMARY BUDGET BY FUNCTION**



**APPENDIX A**

**2020/21 PROFORMA BUDGETED FINANCIAL STATEMENTS  
(AR20/24540)**



## City of Mount Gambier

Proforma Statement of Comprehensive Income  
Budget FY2021, Budget Review 2 FY2020, Budget FY2020 and Actual FY2019

|  | FY 2021        | FY BR2<br>2020 | FY Budget<br>2020 | 2019 Actual   |
|--|----------------|----------------|-------------------|---------------|
|  | \$'001         | \$'000         | \$'000            | \$'000        |
| <b>INCOME</b>  |                |                |                   |               |
| Rates  | 22,404         | 22,157         | 22,435            | 21,433        |
| Statutory charges  | 328            | 402            | 402               | 426           |
| User charges   | 5,741          | 5,307          | 5,269             | 5,021         |
| Grants, subsidies and contributions  | 4,146          | 4,181          | 3,909             | 4,435         |
| Investment income  | -              | 113            | 48                | 86            |
| Reimbursements   | 52             | 105            | 101               | 19            |
| Other income   | 241            | 463            | 249               | 417           |
| <b>Total Income</b>  | <b>32,911</b>  | <b>32,727</b>  | <b>32,414</b>     | <b>31,837</b> |
| <b>EXPENSES</b>  |                |                |                   |               |
| Employee costs   | 13,172         | 12,231         | 12,589            | 11,800        |
| Materials, contracts & other expenses  | 13,690         | 12,915         | 12,709            | 11,972        |
| Depreciation, amortisation & impairment  | 7,398          | 7,655          | 7,331             | 7,424         |
| Finance costs  | 213            | 191            | 152               | 203           |
| <b>Total Expenses</b>  | <b>34,473</b>  | <b>32,991</b>  | <b>32,781</b>     | <b>31,399</b> |
| <b>OPERATING SURPLUS / (DEFICIT)</b>   | <b>(1,562)</b> | <b>(264)</b>   | <b>(367)</b>      | <b>437</b>    |
| Asset disposal & fair value adjustments  | (13)           | (115)          | 349               | (595)         |
| Amounts received for new or upgraded assets                                    | 12,425         | 223            | 175               | 105           |
| Physical resources received free of charge                                     | -              | -              | -                 | 159           |
| <b>NET SURPLUS / (DEFICIT)</b>   | <b>10,850</b>  | <b>(156)</b>   | <b>157</b>        | <b>107</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   |                |                |                   | 56            |
| Impairment (expense) / recoupments offset to asset revaluation reserve         | -              | (1,495)        | -                 | -             |
| <b>Total Other Comprehensive Income</b>  | <b>-</b>       | <b>(1,495)</b> | <b>-</b>          | <b>56</b>     |
| <b>TOTAL COMPREHENSIVE INCOME</b>  | <b>10,850</b>  | <b>(1,651)</b> | <b>157</b>        | <b>163</b>    |



## City of Mount Gambier

**Proforma Statement of Financial Position**  
**Budget FY2021, Budget Review 2 FY2020, Budget FY2020 and Actual FY2019**

|   | FY 2021        | FY BR2 2020    | FY Budget<br>2020 | 2019 Actual    |
|---|----------------|----------------|-------------------|----------------|
|   | \$'000         | \$'000         | \$'000            | \$'000         |
| <b>ASSETS</b>                               |                |                |                   |                |
| <b>Current assets</b>                       |                |                |                   |                |
| Cash and cash equivalents                   | 2,473          | 1,343          | 431               | 6,069          |
| Trade & other receivables                   | 1,861          | 1,861          | 1,524             | 1,849          |
| Inventories                                 | 816            | 816            | 304               | 816            |
|   | <u>5,150</u>   | <u>4,020</u>   | <u>2,259</u>      | <u>8,734</u>   |
| <b>Non-current assets</b>                   |                |                |                   |                |
| Financial assets                            | -              | -              | -                 | 18             |
| Infrastructure, property, plant & equipment | 277,520        | 247,915        | 252,201           | 244,752        |
| <b>Total non-current assets</b>             | <u>277,520</u> | <u>247,915</u> | <u>252,201</u>    | <u>244,770</u> |
| <b>Total assets</b>                         | <u>282,670</u> | <u>251,935</u> | <u>254,460</u>    | <u>253,503</u> |
| <b>LIABILITIES</b>                          |                |                |                   |                |
| <b>Current liabilities</b>                  |                |                |                   |                |
| Trade & other payables                      | 3,065          | 3,065          | 2,609             | 3,016          |
| Borrowings                                  | 213            | 206            | 206               | 195            |
| Provisions                                  | 2,457          | 2,407          | 2,332             | 2,338          |
| <b>Total current liabilities</b>            | <u>5,734</u>   | <u>5,678</u>   | <u>5,147</u>      | <u>5,549</u>   |
| <b>Non-current liabilities</b>              |                |                |                   |                |
| Borrowings                                  | 21,952         | 2,171          | 2,170             | 2,377          |
| Provisions                                  | 3,857          | 3,809          | 3,768             | 3,649          |
| <b>Total non-current Liabilities</b>        | <u>25,809</u>  | <u>5,980</u>   | <u>5,938</u>      | <u>6,027</u>   |
| <b>Total liabilities</b>                    | <u>31,543</u>  | <u>11,658</u>  | <u>11,085</u>     | <u>11,576</u>  |
| <b>NET ASSETS</b>                           | <u>251,127</u> | <u>240,277</u> | <u>243,375</u>    | <u>241,927</u> |
| <b>EQUITY</b>                               |                |                |                   |                |
| Accumulated surplus                         | 74,809         | 63,959         | 65,908            | 65,609         |
| Asset revaluation reserves                  | 175,458        | 175,458        | 176,619           | 175,458        |
| Other reserves                              | 860            | 860            | 848               | 860            |
| <b>TOTAL EQUITY</b>                         | <u>251,127</u> | <u>240,277</u> | <u>243,375</u>    | <u>241,927</u> |





## City of Mount Gambier

### Proforma Statement of Changes in Equity Budget FY2021, Budget Review 2 FY2020 and Actual FY2019

|   | Accumulated<br>surplus | Asset<br>revaluation<br>reserve | Other<br>reserves | Total equity   |
|---|------------------------|---------------------------------|-------------------|----------------|
| 2021  | \$'000                 | \$'000                          | \$'000            | \$'000         |
| Balance at end of previous reporting period                           | 63,959                 | 175,458                         | 860               | 240,277        |
| Restated opening balance  | 63,959                 | 175,458                         | 860               | 240,277        |
| Net surplus / (deficit) for the year                                  | 10,850                 | -                               | -                 | 10,850         |
| Other Comprehensive Income  |                        |                                 |                   |                |
| Transfers between reserves  | -                      | -                               | -                 | -              |
| <b>Balance at end of period</b>                                       | <b>74,809</b>          | <b>175,458</b>                  | <b>860</b>        | <b>251,127</b> |
|   |                        |                                 |                   |                |
| 2020 (based on BR2)   | \$'000                 | \$'000                          | \$'000            | \$'000         |
| Balance at end of previous reporting period                           | 65,609                 | 175,458                         | 860               | 241,927        |
| Restated opening balance  | 65,609                 | 175,458                         | 860               | 241,927        |
| Net surplus / (deficit) for the year                                  | (156)                  | -                               | -                 | (156)          |
| Other Comprehensive Income  |                        |                                 |                   |                |
| Impairment (expense) / recoupments offset to as:                      | (1,495)                | -                               | -                 | (1,495)        |
| Transfers between reserves  | -                      | -                               | -                 | -              |
| <b>Balance at end of period</b>                                       | <b>63,959</b>          | <b>175,458</b>                  | <b>860</b>        | <b>240,277</b> |
|   |                        |                                 |                   |                |
| 2019  | \$'000                 | \$'000                          | \$'000            | \$'000         |
| Balance at end of previous reporting period                           | 65,515                 | 175,402                         | 847               | 241,764        |
| Net surplus / (deficit) for the year                                  | 107                    | -                               | -                 | 107            |
| Other Comprehensive Income  |                        |                                 |                   |                |
| Gain on revaluation of infrastructure, property,<br>plant & equipment | -                      | 56                              | -                 | 56             |
| Transfers between reserves  | (13)                   | (0)                             | 13                | 0              |
| <b>Balance at end of period</b>                                       | <b>65,609</b>          | <b>175,458</b>                  | <b>860</b>        | <b>241,927</b> |



## City of Mount Gambier

### Proforma Statement of Cash Flows

Budget FY2021, Budget Review 2 FY2020, Budget FY2020 and Actual FY2019

|   | FY 2021         | BR2 2020        | FY Budget<br>2020 | 2019<br>Actual |
|---|-----------------|-----------------|-------------------|----------------|
|   | \$'000          | \$'000          | \$'000            | \$'000         |
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>                   |                 |                 |                   |                |
| <u>Receipts</u>   |                 |                 |                   |                |
| Rates - general & other                                       | 21,253          | 21,194          | 21,280            | 21,388         |
| Fees & other charges  | 328             | 402             | 402               | 426            |
| User charges  | 5,741           | 5,294           | 5,238             | 5,459          |
| Investment receipts   | -               | 113             | -                 | 86             |
| Grants utilised for operating purposes                        | 4,146           | 4,181           | 3,909             | 4,435          |
| Reimbursements  | 52              | 105             | 101               | 21             |
| Other revenues  | 241             | 463             | 187               | 446            |
| <u>Payments</u>   |                 |                 |                   |                |
| Employee costs  | (12,736)        | (11,886)        | (13,013)          | (11,629)       |
| Materials, contracts & other expenses                         | (12,878)        | (12,042)        | (10,665)          | (12,981)       |
| Finance payments  | (138)           | (152)           | (152)             | (161)          |
| <b>Net cash provided by (or used in) Operating Activities</b> | <b>6,009</b>    | <b>7,672</b>    | <b>7,287</b>      | <b>7,490</b>   |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>                   |                 |                 |                   |                |
| <u>Receipts</u>   |                 |                 |                   |                |
| Amounts received for new or upgraded assets                   | 12,425          | 223             | 175               | 105            |
| Sale of replaced assets                                       | 506             | 379             | 349               | 359            |
| Sale of surplus assets  | -               | -               | -                 | -              |
| Repayments of loans by community groups                       | -               | -               | 18                | 17             |
| <u>Payments</u>   |                 |                 |                   |                |
| Expenditure on renewal/replacement of assets                  | (7,964)         | (9,817)         | (7,493)           | (4,006)        |
| Expenditure on new/upgraded assets                            | (29,633)        | (2,989)         | (2,953)           | (2,265)        |
| <b>Net cash provided by (or used in) Investing Activities</b> | <b>(24,666)</b> | <b>(12,204)</b> | <b>(9,904)</b>    | <b>(5,790)</b> |
| <b>CASH FLOWS FROM FINANCING ACTIVITIES</b>                   |                 |                 |                   |                |
| Proceeds from borrowings                                      | 20,000          | -               | -                 | -              |
| <u>Payments</u>   |                 |                 |                   |                |
| Repayments of borrowings                                      | (213)           | (195)           | (195)             | (218)          |
| <b>Net cash provided by (or used in) Financing Activities</b> | <b>19,787</b>   | <b>(195)</b>    | <b>(195)</b>      | <b>(218)</b>   |
| <b>Net increase / (decrease) in cash held</b>                 | <b>1,130</b>    | <b>(4,726)</b>  | <b>(2,812)</b>    | <b>1,482</b>   |
| Cash & cash equivalents at beginning of period                | 1,343           | 6,069           | 3,243             | 4,587          |
| <b>Cash &amp; cash equivalents at end of period</b>           | <b>2,472</b>    | <b>1,343</b>    | <b>431</b>        | <b>6,069</b>   |

## City of Mount Gambier

### Proforma Notes

#### Budget FY2021, Budget Review 2 FY2020, Budget FY2020 and Actual FY2019

#### Note 13 - Financial indicators

These financial indicators have been calculated in accordance with *Information Paper 9 - Local Government Financial Indicators* prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia. Detailed methods of calculation are set out in the SA Model Statements.

|                                | FY 2021 | FY BR2<br>2020 | FY Budget<br>2020 | 2019 Actual |
|--------------------------------|---------|----------------|-------------------|-------------|
| <b>Operating surplus ratio</b> |         |                |                   |             |
| <u>Operating surplus</u>       |         |                |                   |             |
| Total operating revenue        | (4.7%)  | (0.8%)         | (1.1%)            | 1.4%        |

*This ratio expresses the operating surplus as a percentage of total operating revenue.*

#### Net financial liabilities ratio

|                                  |     |     |     |     |
|----------------------------------|-----|-----|-----|-----|
| <u>Net financial liabilities</u> |     |     |     |     |
| Total operating revenue          | 35% | 36% | 34% | 11% |

Net financial liabilities are defined as total liabilities less financial assets. These are expressed as a percentage of total operating revenue.

#### Adjustments to ratios

In recent years the Federal Government has made advance payments prior to 30th June from future year allocations of financial assistance grants, as explained in Note 1. The adjusted operating surplus ratio adjusts for the resulting distortion in the disclosed operating result for each year.

|   |        |        |        |        |
|---|--------|--------|--------|--------|
| <b>Adjusted operating surplus ratio</b>     | (5.1%) | (1.2%) | (1.5%) | (0.7%) |
| <b>Adjusted financial liabilities ratio</b> | 96%    | 35%    | 34%    | 10%    |
| <b>Asset renewal funding ratio</b>          |        |        |        |        |
| <u>Net asset renewals</u>                   |        |        |        |        |
| Asset Management Plan required expenditure  | 109%   | 135%   | 103%   | 68%    |

Net asset renewals expenditure is defined as net capital expenditure on the renewal and replacement of existing assets, and excludes new capital expenditure on the acquisition of additional assets.



## City of Mount Gambier

### Proforma Notes Budget FY2021, Budget Review 2 FY2020, Budget FY2020 and Actual FY2019

#### Note 14 - Uniform presentation of finances

The following is a high level summary of both operating and capital investment activities of the Council prepared on a simplified Uniform Presentation Framework basis.

All Councils in South Australia have agreed to summarise annual budgets and long-term financial plans on the same basis.

The arrangements ensure that all Councils provide a common 'core' of financial information, which enables meaningful comparisons of each Council's finances.

|  | FY 2021<br>\$'000 | FY BR2 2020<br>\$'000 | FY Budget 2020<br>\$'000 | 2019 Actual<br>\$'000 |
|--|-------------------|-----------------------|--------------------------|-----------------------|
| Income   | 32,911            | 32,727                | 32,362                   | 31,836                |
| Expenses   | 34,473            | 32,991                | 32,604                   | (31,399)              |
| <b>Operating surplus / (deficit)</b>   | <u>(1,562)</u>    | <u>(264)</u>          | <u>(242)</u>             | <u>437</u>            |
| <b>Net outlays on existing assets</b>  |                   |                       |                          |                       |
| Capital expenditure on renewal and replacement of existing assets  | 7,964             | 9,817                 | 7,493                    | 5,346                 |
| Depreciation, amortisation and impairment  | (7,398)           | (7,655)               | (7,331)                  | (7,424)               |
| Proceeds from sale of replaced assets  | <u>(506)</u>      | <u>(379)</u>          | <u>(349)</u>             | <u>(359)</u>          |
|  | 59                | 1,783                 | (187)                    | (2,437)               |
| <b>Net outlays on new and upgraded assets</b>  |                   |                       |                          |                       |
| Capital expenditure on new and upgraded assets<br><i>(including investment property &amp; real estate developments)</i>                            | 29,633            | 2,989                 | 2,953                    | 566                   |
| Amounts received specifically for new and upgraded assets  | (12,425)          | (223)                 | (175)                    | (105)                 |
| Proceeds from sale of surplus assets<br><i>(including investment property and real estate developments and non-current assets held for resale)</i> | -                 | -                     | -                        | 359                   |
|  | <u>17,208</u>     | <u>2,766</u>          | <u>2,778</u>             | <u>820</u>            |
| <b>Net lending / (borrowing) for financial year</b>  | <b>(18,830)</b>   | <b>(4,813)</b>        | <b>(2,833)</b>           | <b>2,054</b>          |



**APPENDIX B**

**2020/21 SUMMARY BUDGET BY FUNCTION  
(AR20/24688)**



| SUMMARY BUDGET BY FUNCTION - 2020-21        |                                  |             |            |             |             |
|---|----------------------------------|-------------|------------|-------------|-------------|
| MASTER NAME                                 | INCLUSION                        | Budget 2021 | BR2 2020   | Budget 2020 | Actual 2019 |
|   | PL                               | 10,849,822  | 1,650,508  | -           | 156,896     |
|   | EXPENDITURE                      | 34,486,391  | 34,600,949 | 32,431,998  | 32,464,853  |
|   | ADMINISTRATION EXPENDITURE       | 1,044,095   | 1,362,479  | 1,364,853   | 1,305,799   |
| Elected members                             | 6000                             | 283,796     | 286,169    | 285,744     | 431,524     |
| Organisational                              | 6002                             | 760,299     | 1,076,310  | 1,079,109   | 874,275     |
|   | COMMUNITY SERVICES EXPENDITURE   | 1,571,907   | 1,878,829  | 1,827,133   | 1,940,316   |
| Crime prevention                            | 6100                             | 10,740      | 15,560     | 15,840      | 9,884       |
| GM Community Wellbeing                      | 6101                             | 207,345     | 236,675    | 218,150     | 101,684     |
| Other fire protection                       | 6103                             | 2,000       | 2,000      | 2,000       | 2,627       |
| Other public order and safety               | 6104                             | 1,020       | 1,020      | 1,020       | 1,033       |
| Health-pest control                         | 6111                             | -           | 90         | -           | 792         |
| Immunisation                                | 6112                             | -           | 282        | 350         | 381         |
| Preventive health services                  | 6114                             | -           | -          | -           | 9,091       |
| Community health services                   | 6115                             | 10,508      | 8,447      | 8,200       | 3,627       |
| Senior citizens                             | 6121                             | 39,940      | 36,721     | 33,696      | 38,402      |
| Children and youth services                 | 6125                             | 7,092       | 7,414      | 7,568       | 8,542       |
| Community assistance                        | 6126                             | 130,400     | 182,571    | 155,400     | 120,571     |
| Other community support                     | 6129                             | 122,824     | 112,767    | 110,988     | 297,697     |
| Bus shelter                                 | 6131                             | 5,004       | 9,746      | 3,168       | 847         |
| Lake Terrace Cemetery                       | 6132                             | 34,424      | 52,628     | 29,522      | 64,303      |
| Carinya Gardens Cemetery                    | 6133                             | 564,790     | 562,722    | 572,991     | 587,995     |
| Public conveniences                         | 6134                             | 301,252     | 302,702    | 326,980     | 271,603     |
| Carpark                                     | 6135                             | 134,568     | 130,289    | 126,000     | 139,970     |
| Other community amenities                   | 6138                             | -           | 217,195    | 215,260     | 281,267     |
|   | CULTURAL EXPENDITURE             | 4,631,485   | 4,557,488  | 4,487,578   | 4,062,545   |
| Public library                              | 6200                             | 2,115,522   | 2,258,840  | 2,277,833   | 1,947,654   |
| Other library services                      | 6202                             | 17,000      | 21,437     | 17,000      | 19,923      |
| Cultural venues - City Hall                 | 6210                             | 153,144     | 181,082    | 385,012     | 364,317     |
| Cultural Venues Expenditure - Other         | 6215                             | 238,760     | 232,864    | -           | 17,083      |
| Heritage                                    | 6220                             | 548,722     | 554,920    | 538,116     | 584,946     |
| Heritage restoration expenditure            | 6225                             | 20,000      | -          | -           | -           |
| Riddoch Art Gallery and Main Corner Complex | 6230                             | 1,509,155   | 1,027,738  | 995,701     | 936,960     |
| Cultural events                             | 6240                             | 202,324     | 268,792    | 245,856     | 163,741     |
| Other cultural services                     | 6250                             | 26,868      | 31,815     | 28,060      | 27,921      |
|   | ECONOMIC DEVELOPMENT EXPENDITURE | 2,615,241   | 2,469,143  | 2,582,819   | 2,443,543   |
| GM City Growth                              | 6300                             | 131,766     | 186,741    | 213,333     | 31,603      |
| Regional development                        | 6320                             | 297,916     | 376,101    | 433,700     | 521,718     |
| Other economic development                  | 6340                             | 107,691     | 63,186     | 99,777      | 68,531      |
| Community/Tourism events                    | 6350                             | 670,388     | 600,013    | 573,934     | 513,987     |
| Tourism - Mount Gambier Visitor Centre      | 6360                             | 979,798     | 924,065    | 914,807     | 1,004,573   |
| Tourism general                             | 6370                             | 427,682     | 321,037    | 347,268     | 309,130     |
|   | ENGINEERING/INDIRECT EXPENDITURE | 2,539,160   | 3,211,532  | 1,878,273   | 796,130     |
| GM City infrastructure                      | 6800                             | 676,077     | 234,867    | 1,137,571   | 76,943      |
| Asset management                            | 6810                             | 13,300      | 1,661,954  | 298,000     | 98          |
| City Infrastructure - AWU employees         | 6820                             | 3,129,501   | 883,957    | 1,458,629   | 372,493     |
| City Infrastructure - indirect              | 6830                             | 280,942     | 415,490    | 648,502     | 414,709     |
| Indirect expenditure - labour oncost        | 6840                             | -           | -          | 1,123,693   | 38,580      |
| Plant and machinery                         | 6850                             | 1,508,200   | 1,591,230  | 1,382,264   | 1,687,451   |
| Plant and machinery - internal hire         | 6860                             | 3,068,860   | 1,535,966  | 1,347,000   | 1,716,984   |
|   | ENVIRONMENTAL EXPENDITURE        | 7,523,821   | 7,870,845  | 7,927,680   | 8,648,011   |
| Waste management                            | 6410                             | 46,664      | 38,521     | 31,432      | 31,453      |
| Garbage collection                          | 6411                             | 623,852     | 736,500    | 796,991     | 768,903     |
| Greenwaste                                  | 6412                             | 252,200     | 315,496    | 316,124     | 280,962     |
| Kerbside recycling                          | 6413                             | 891,500     | 973,600    | 974,369     | 1,009,425   |
| Re-Use Market                               | 6414                             | 172,302     | 302,400    | 272,480     | 339,619     |
| Waste Transfer Centre                       | 6415                             | 295,511     | 240,627    | 234,404     | 286,528     |
| E waste                                     | 6416                             | 18,000      | 21,252     | 24,000      | 17,837      |
| Caroline landfill                           | 6418                             | 3,174,538   | 2,934,629  | 2,660,526   | 3,378,900   |
| Orchard Road waste management plan          | 6419                             | 48,024      | 33,422     | 33,800      | 46,953      |
| Stormwater drainage                         | 6420                             | 175,892     | 234,160    | 165,056     | 188,081     |
| Street cleaning                             | 6430                             | 374,500     | 282,367    | 253,224     | 339,193     |
| Street lighting                             | 6440                             | 1,060,472   | 350,072    | 536,412     | 532,060     |
| Streetscaping                               | 6450                             | 144,288     | 248,042    | 229,686     | 208,435     |
| Environmental sustainability                | 6460                             | 246,098     | 1,190,757  | 1,399,176   | 1,267,863   |
|   | RECREATION EXPENDITURE           | 3,607,634   | 4,170,495  | 3,643,503   | 3,663,576   |
| Parks/Gardens/Reserves                      | 6500                             | 2,627,398   | 2,729,933  | 2,508,132   | 2,285,380   |
| Sports facilities-indoor                    | 6520                             | 20,168      | 26,539     | 24,240      | 119,602     |
| Sports facilities-outdoor                   | 6530                             | 684,804     | 809,083    | 659,924     | 620,589     |
| CaRH - Building project opex                | 6545                             | -           | 72,321     | -           | 83,478      |
| Aquatic Centre                              | 6550                             | -           | 398,661    | 355,907     | 439,789     |
| Other recreation                            | 6560                             | 275,264     | 135,958    | 95,300      | 114,738     |
|   | SUPPORT SERVICES EXPENDITURE     | 4,915,661   | 4,322,795  | 4,184,055   | 4,173,872   |
| GM CBS                                      | 6004                             | 251,392     | 188,062    | 218,409     | -           |
| Executive administration                    | 6005                             | 389,579     | 177,212    | 198,589     | 170,307     |
| Business & Strategic Planning               | 6006                             | 146,339     | 80,548     | 124,850     | -           |
| Strategic finance and accountability        | 6010                             | 348,710     | 379,253    | 401,397     | 326,467     |

SUMMARY BUDGET BY FUNCTION - 2020-21

| MASTER NAME                                 | INCLUSION                           | Budget 2021 | BR2 2020   | Budget 2020 | Actual 2019 |
|---|-------------------------------------|-------------|------------|-------------|-------------|
| Finance                                     | 6011                                | 579,212     | 420,245    | 150,602     | 414,498     |
| Payroll                                     | 6012                                | -           | 1,200      | -           | 85,354      |
| Human resources                             | 6013                                | 267,674     | 236,171    | 242,059     | 191,717     |
| IT services                                 | 6014                                | 674,994     | 567,325    | 532,789     | 747,654     |
| Communication                               | 6015                                | 168,264     | 76,785     | 121,200     | 16,617      |
| Rates administration                        | 6016                                | 353,877     | 328,858    | 361,078     | 365,461     |
| Records Management                          | 6017                                | -           | 14,316     | -           | 183,262     |
| Occupancy                                   | 6018                                | 446,626     | 404,946    | 335,809     | 425,728     |
| Customer service                            | 6020                                | 658,383     | 622,845    | 658,138     | 571,408     |
| Other support services                      | 6021                                | -           | 212,732    | 218,081     | 202,635     |
| Community development and engagement        | 6022                                | 298,297     | 292,273    | 269,366     | 202,467     |
| Media and communications                    | 6023                                | 332,314     | 320,024    | 351,688     | 264,298     |
|   | TRANSPORT EXPENDITURE               | 3,161,768   | 3,146,000  | 2,948,722   | 3,268,878   |
| (blank)                                     | 6720                                | -           | -          | -           | 1,787       |
| Footpaths kerbing                           | 6730                                | 1,211,152   | 1,231,603  | 1,114,772   | 1,262,310   |
| Roads sealed                                | 6740                                | 1,881,032   | 1,829,852  | 1,758,650   | 1,787,406   |
| Traffic management                          | 6780                                | 69,584      | 86,545     | 75,300      | 218,376     |
|   | UNCLASSIFIED ACTIVITIES EXPENDITURE | 1,529,692   | 356,752    | 356,812     | 1,001,753   |
| (blank)                                     | 6230                                | -           | -          | -           | 31,000      |
| Private works                               | 6900                                | 20,000      | 23,645     | 10,560      | 53,111      |
| Sundry                                      | 6940                                | 200,460     | 195,412    | 195,568     | 758,282     |
| Finance charges                             | 6960                                | 1,309,232   | 137,695    | 150,684     | 159,361     |
|   | REGULATORY EXPENDITURE              | 1,345,917   | 1,254,591  | 1,230,570   | 1,153,429   |
| Dog control                                 | 6600                                | 290,344     | 313,395    | 306,223     | 312,581     |
| Building control                            | 6620                                | 301,408     | 304,383    | 306,817     | 287,933     |
| City planning                               | 6630                                | 448,606     | 386,673    | 370,786     | 343,436     |
| Health inspection                           | 6660                                | 293,029     | 237,147    | 232,204     | 196,421     |
| Parking control & footpath displays         | 6670                                | 12,530      | 12,993     | 14,540      | 13,057      |
|   | REVENUE                             | 45,336,213  | 32,950,441 | 32,588,894  | 32,101,161  |
|   | ADMINISTRATION REVENUE              | -           | 15,440     | -           | -           |
| Organisational                              | 6002                                | -           | 15,440     | -           | -           |
|   | COMMUNITY SERVICES REVENUE          | 737,918     | 721,548    | 714,650     | 783,888     |
| Crime prevention                            | 6100                                | -           | 2,001      | 2,000       | 4,789       |
| Health-pest control                         | 6111                                | -           | 574        | -           | -           |
| Preventive health services                  | 6114                                | -           | -          | -           | 5,600       |
| Community health services                   | 6115                                | 660         | 650        | 650         | 914         |
| Senior citizens                             | 6121                                | 123         | -          | -           | -           |
| Children and youth services                 | 6125                                | -           | 1,004      | 1,000       | 5,000       |
| Other community support                     | 6129                                | 123         | -          | -           | -           |
| Lake Terrace Cemetery                       | 6132                                | 16,512      | 16,319     | 16,000      | 18,154      |
| Carinya Gardens Cemetery                    | 6133                                | 720,500     | 701,000    | 701,000     | 749,432     |
|   | CULTURAL REVENUE                    | 409,406     | 609,150    | 548,360     | 675,004     |
| Public library                              | 6200                                | 233,000     | 308,643    | 220,000     | 222,818     |
| Cultural venues - City Hall                 | 6210                                | 15,000      | 60,061     | 55,000      | 58,091      |
| Cultural Venues Expenditure - Other         | 6215                                | -           | 118        | -           | -           |
| Heritage                                    | 6220                                | 53,932      | 95,421     | 75,000      | 81,089      |
| Ridloch Art Gallery and Main Corner Complex | 6230                                | 65,356      | 163,695    | 147,360     | 270,699     |
| Cultural events                             | 6240                                | 42,000      | 63,330     | 52,000      | 42,307      |
|   | ECONOMIC DEVELOPMENT REVENUE        | 221,800     | 217,007    | 220,600     | 310,231     |
| Community/Tourism events                    | 6350                                | -           | 30,550     | -           | -           |
| Tourism - Mount Gambier Visitor Centre      | 6360                                | 221,800     | 186,457    | 220,600     | 250,567     |
| Tourism general                             | 6370                                | -           | -          | -           | 59,664      |
|   | ENGINEERING/INDIRECT REVENUE        | 60,480      | 93,508     | -           | 159,442     |
| GM City infrastructure                      | 6800                                | -           | 93,508     | -           | -           |
| Asset management                            | 6810                                | -           | 30,000     | -           | 159,442     |
| City Infrastructure - indirect              | 6830                                | 60,480      | -          | -           | -           |
|   | ENVIRONMENTAL REVENUE               | 4,759,093   | 5,080,012  | 5,124,974   | 4,659,759   |
| Waste management                            | 6410                                | 73,272      | 40,241     | 45,000      | 47,666      |
| Garbage collection                          | 6411                                | 806,400     | 626,321    | -           | -           |
| Greenwaste                                  | 6412                                | 478,244     | 480,000    | 480,000     | 494,534     |
| Kerbside recycling                          | 6413                                | 240,000     | 237,190    | 288,000     | 265,316     |
| Re-Use Market                               | 6414                                | 72,000      | 41,485     | 48,000      | 42,615      |
| Waste Transfer Centre                       | 6415                                | 222,800     | 98,693     | 192,000     | 165,629     |
| E waste                                     | 6416                                | 14,400      | 31,744     | 36,000      | 11,683      |
| Caroline landfill                           | 6418                                | 4,552,237   | 3,804,000  | 2,844,000   | 2,538,022   |
| Stormwater drainage                         | 6420                                | 4,880       | 16,495     | 30,000      | 44,377      |
| Street cleaning                             | 6430                                | 92,400      | 81,272     | -           | -           |
| Environmental sustainability                | 6460                                | -           | 1,046,757  | 1,161,974   | 1,138,672   |
|   | RECREATION REVENUE                  | 12,465,176  | 413,968    | 255,496     | 128,178     |
| Parks/Gardens/Reserves                      | 6500                                | 3,924       | 165,049    | 18,000      | 14,241      |
| Sports facilities-indoor                    | 6520                                | 800         | 3,695      | -           | 3,674       |
| Sports facilities-outdoor                   | 6530                                | 22,452      | 55,568     | 62,496      | 82,212      |
| CaRI - Building project opex                | 6545                                | 12,425,000  | 175,000    | 175,000     | -           |
| Aquatic Centre                              | 6550                                | -           | -          | -           | 7,465       |
| Other recreation                            | 6560                                | 13,000      | 14,656     | -           | 20,586      |
|   | REGULATORY REVENUE                  | 264,056     | 323,084    | 367,500     | 385,923     |



| SUMMARY BUDGET BY FUNCTION - 2020-21    |                                 |             |            |             |             |            |
|---|---------------------------------|-------------|------------|-------------|-------------|------------|
| MASTER NAME                             | INCLUSION                       | Budget 2021 | BR2 2020   | Budget 2020 | Actual 2019 |            |
| Dog control                             | 6600                            | -           | 137,040    | 139,640     | 154,000     | 157,029    |
| Building control                        | 6620                            | -           | 50,008     | 61,296      | 75,000      | 77,039     |
| City planning                           | 6630                            | -           | 50,008     | 87,058      | 102,500     | 127,816    |
| Health inspection                       | 6660                            | -           | -          | 30,449      | 8,000       | 8,543      |
| Parking control & footpath displays     | 6670                            | -           | 27,000     | 24,641      | 28,000      | 15,495     |
|   | SUPPORT SERVICES REVENUE        | -           | 43,200     | 75,524      | 42,000      | 66,282     |
| Finance                                 | 6011                            | -           | -          | 1,528       | -           | 76         |
| Rates administration                    | 6016                            | -           | 43,200     | 38,122      | 42,000      | 66,206     |
| Occupancy                               | 6018                            | -           | -          | 33,930      | -           | -          |
| Community development and engagement    | 6022                            | -           | -          | 5,000       | -           | -          |
|   | TRANSPORT REVENUE               | -           | 420,000    | 418,456     | 344,400     | 284,658    |
| Roads sealed                            | 6740                            | -           | 420,000    | 413,000     | 344,400     | 284,658    |
| Traffic management                      | 6780                            | -           | -          | 5,456       | -           | -          |
|   | UNCLASSIFIED ACTIVITIES REVENUE | -           | 26,076,304 | 25,070,760  | 24,969,914  | 24,647,796 |
| Private works                           | 6900                            | -           | 36,000     | 46,169      | 49,080      | 39,301     |
| Sundry                                  | 6940                            | -           | 144,246    | 257,943     | 228,000     | 295,810    |
| Finance charges                         | 6960                            | -           | 25,895,858 | 24,766,648  | 24,692,834  | 24,312,685 |
|   | BS                              | -           | 37,509,601 | 11,475,657  | 12,694,817  | 7,080,485  |
|   | CAPITAL                         | 37,509,601  | 11,475,657 | 12,694,817  | 7,080,485   |            |
|   | ADMINISTRATION CAPITAL          | 50,000      | 107,400    | 107,400     | 113,445     |            |
| LAND (PURCHASE)                         | 7480                            | -           | -          | -           | 5,540       |            |
| ADMINISTRATION                          | 7500                            | 50,000      | 107,400    | 107,400     | 107,905     |            |
|   | COMMUNITY SERVICES CAPITAL      | 241,968     | 294,858    | 283,600     | 238,274     |            |
| Other community support                 | 7560                            | -           | 138,700    | 138,700     | 93,122      |            |
| BUS SHELTERS                            | 7570                            | 45,368      | 36,482     | 30,600      | 41,028      |            |
| CEMETERIES/CREMATORIA                   | 7580                            | 130,000     | 8,000      | 8,000       | 42,203      |            |
| Public conveniences                     | 7600                            | -           | 97,600     | 96,000      | 23,986      |            |
| CARPARKS                                | 7620                            | 66,600      | 14,076     | 10,300      | 37,936      |            |
|   | CULTURAL CAPITAL                | 677,604     | 234,774    | 246,092     | 229,803     |            |
| LIBRARY BOOKS/MATERIALS (PURCHASE)      | 7470                            | 108,004     | 136,000    | 136,000     | 112,797     |            |
| LIBRARY                                 | 7630                            | 180,000     | 5,682      | -           | 16,304      |            |
| CULTURAL                                | 7640                            | 338,500     | 75,000     | 100,000     | 100,701     |            |
| Heritage                                | 7650                            | 51,100      | 10,092     | 10,092      | -           |            |
|   | ECONOMIC DEVELOPMENT CAPITAL    | 352,200     | 89,240     | 420,900     | 58,533      |            |
| TOURISM                                 | 7660                            | 352,200     | 89,240     | 420,900     | 58,533      |            |
|   | ENGINEERING/INDIRECT CAPITAL    | 2,140,000   | 2,004,170  | 1,963,000   | 1,159,103   |            |
| STAFF VEHICLES (PURCHASE)               | 7300                            | 42,000      | 89,000     | 88,000      | 271,705     |            |
| TRUCKS (PURCHASE)                       | 7320                            | 943,000     | 1,386,956  | 1,401,000   | 253,656     |            |
| LOADERS (PURCHASE)                      | 7370                            | 500,000     | 170,000    | 170,000     | -           |            |
| TRACTORS (PURCHASE)                     | 7390                            | 84,000      | -          | -           | -           |            |
| SUNDRY PLANT (PURCHASE)                 | 7400                            | 185,000     | 264,214    | 217,000     | 541,789     |            |
| MINOR PLANT (PURCHASE)                  | 7450                            | 36,000      | 62,000     | 62,000      | 52,041      |            |
| WORKS DEPOT                             | 7740                            | 350,000     | 32,000     | 24,000      | 39,912      |            |
|   | ENVIRONMENTAL CAPITAL           | 642,800     | 237,734    | 1,173,300   | 1,191,656   |            |
| STREET TREE PROGRAM                     | 7665                            | 40,900      | 99,500     | 99,500      | 44,339      |            |
| ENVIRONMENT                             | 7668                            | 150,000     | -          | 100,000     | -           |            |
| Waste management                        | 7670                            | 277,500     | 71,534     | 824,800     | 1,090,529   |            |
| STORMWATER/DRAINAGE CAPITAL EXPENDITURE | 7800                            | 174,400     | 66,700     | 148,000     | 56,788      |            |
|   | RECREATION CAPITAL              | 28,438,241  | 4,146,091  | 4,033,202   | 819,307     |            |
| Parks/Gardens/Reserves                  | 7680                            | 1,655,600   | 1,258,319  | 1,156,420   | 269,360     |            |
| Sports facilities-indoor                | 7690                            | -           | 10,000     | 37,486      | -           |            |
| Sports facilities-outdoor               | 7700                            | 9,568       | 163,820    | 157,317     | 169,683     |            |
| AQUATIC CENTRE (OUTDOOR)                | 7730                            | -           | 40,000     | 64,827      | 14,709      |            |
| COMMUNITY & RECREATION HUB              | 7735                            | 26,773,073  | 2,673,952  | 2,617,352   | 365,555     |            |
|   | SUPPORT SERVICES CAPITAL        | 470,000     | 134,290    | 410,123     | 158,997     |            |
| OFFICE EQUIPMENT (PURCHASE)             | 7460                            | 470,000     | 134,290    | 410,123     | 158,997     |            |
|   | TRANSPORT CAPITAL               | 4,496,788   | 4,237,100  | 4,057,200   | 3,111,368   |            |
| FOOTPATHS CAPITAL EXPENDITURE           | 7830                            | 1,312,788   | 617,700    | 617,700     | 770,965     |            |
| ROADS SEALED CAPITAL EXPENDITURE        | 7900                            | 3,174,000   | 3,619,400  | 3,439,500   | 2,340,403   |            |
|   | 0 Grand Total                   | 26,659,779  | 11,126,185 | 12,537,921  | 7,444,176   |            |



**20.8 2020/21 INTERIM AUDIT UPDATE – REPORT NO. AR20/30280**

|                                  |   |
|----------------------------------|---|
| <b>Committee:</b>                | <b>Audit Committee</b>  |
| <b>Meeting Date:</b>             | <b>25 May 2020</b>  |
| <b>Report No.:</b>               | <b>AR20/30280</b>   |
| <b>CM9 Reference:</b>            | <b>AF11/863</b>   |
| <b>Author:</b>                   | <b>Jeroen Zwijnenburg, Manager Finance and Customer Service</b>                                 |
| <b>Authoriser:</b>               | <b>Andrew Meddle, Chief Executive Officer</b>   |
| <b>Summary:</b>                  | <b>This report provides an update on the progress and findings of the 2019/20 interim audit</b> |
| <b>Community Plan Reference:</b> | <b>Goal 3: Our Diverse Economy</b>  |

**REPORT RECOMMENDATION**

1. That Audit Committee Report No. AR20/30280 titled '2020/21 Interim audit update' as presented on 25 May 2020 be noted.



**BACKGROUND**

At the December 2019 meeting the Audit Committee noted 2019/20 External Audit Plan from Council's external auditors, Galpins. As part of the audit plan a controls audit was performed in early May 2020.

**DISCUSSION**

The interim audit was started 4 May 2020. At the time of writing the audit had not been completed and no (draft) interim audit letter had been received.

Tim Muhlhausler, Audit Partner at Galpins, will attend the meeting and provide the Audit Committee members with a verbal update on the progress and findings of the interim audit.

In case a draft interim audit letter is available before the meeting date this will be provided to Audit Committee members separately.

**CONCLUSION**

An update on the progress and findings of the interim audit will be provided at the meeting

**ATTACHMENTS**

Nil

