



Reference: AF11/862 MJT

MAYOR
COUNCILLORS
CITY OF MOUNT GAMBIER

Members,

NOTICE is hereby given that a special statutory meeting of the Council of the City of Mount Gambier will be held at the Council Chamber, Civic Centre, 10 Watson Terrace, Mount Gambier on **TUESDAY, 25th NOVEMBER, 2014 AT 6.00 P.M.**

Mark McSHANE
CHIEF EXECUTIVE OFFICER

19th November, 2014
MJT

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City of Mount Gambier

CITY OF MOUNT GAMBIER

SPECIAL STATUTORY MEETING OF THE COUNCIL OF THE CITY OF MOUNT GAMBIER
TO BE HELD AT THE COUNCIL CHAMBER, CIVIC CENTRE, 10 WATSON TERRACE,
MOUNT GAMBIER ON TUESDAY 25TH NOVEMBER 2014 AT 6.00 P.M.

AGENDA

COUNCIL

PRESENT:

Mayor Andrew Lee

Cr Christian Greco
Cr Josh Lynagh
Cr Mark Lovett
Cr Sonya Meziniec
Cr Frank Morello
Cr Steve Perryman
Cr Penny Richardson
Cr Hanna Persello
Cr Des Mutton
Cr Ian Von Stanke

COUNCIL OFFICERS:

Chief Executive Officer	-	Mr Mark McShane
Director - Corporate Services	-	Mr Grant Humphries
Team Leader - Executive Support	-	Mrs Lynne Dowling
Manager - Governance & Property	-	Mr Michael McCarthy
Manager Community Services & Development	-	Ms Barbara Cernovskis
Manager - Strategic Projects	-	Mrs Tracy Tzioutziouklaris
Engineering Manager	-	Mr Daryl Morgan

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

The Chief Executive Officer took the Chair for the following business:

1. DECLARATION OF OFFICE – Mayor Andrew Lee - Ref. AF11/858

The Chief Executive Officer read out the result of the City of Mount Gambier November 2014 Mayoral Election.

Following the allocation of preferences Andrew Lee was declared elected as Mayor of the City of Mount Gambier with a total of 3467 votes.

The Chief Executive thanked unsuccessful candidates for their nominations and participation in the mayoral election process.

Andrew Lee read out his Declaration of Office.

Mayor Andrew Lee took the Chair for the following business:

2. DECLARATION OF OFFICE - Councillors - Ref. AF11/858

The Chief Executive Officer read out the results of the City of Mount Gambier November 2014 Councillor Election.

Following the allocation of preferences the following were declared elected to fill the 10 Councillor positions:

Cr Steve Perryman
Cr Penny Richardson
Cr Ian Von Stanke
Cr Frank Morello
Cr Sonya Meziniec
Cr Hanna Persello
Cr Christian Grego
Cr Josh Lynagh
Cr Des Mutton
Cr Mark Lovett

The Chief Executive thanked unsuccessful candidates for their nominations and participation in the councillor election process.

The following Members read out their respective Declarations of Office:

Cr Steve Perryman
Cr Penny Richardson
Cr Ian Von Stanke
Cr Frank Morello
Cr Sonya Meziniec
Cr Hanna Persello
Cr Christian Grego
Cr Josh Lynagh
Cr Des Mutton
Cr Mark Lovett

3. APOLOGY/IES:

moved the apology/ies received from Cr _____ and Cr _____ be accepted.

seconded

4. MAYORAL WELCOME - Ref. AF13/111

Mayor Lee welcomed all in the gallery. Congratulations to all Members and welcome to Council.

moved that the Mayoral Welcome be received.

seconded

5. **RETURNING OFFICER'S REPORT – Outcomes from November 2014 General Elections - Letter from Electoral Commission SA dated 14th November 2014 - Ref. AF11/907**

The Chief Executive Officer presented the Returning Officers report on the outcomes of the November 2014 Mayoral and Councillor Elections (**Attachment 1**):

 moved that the Returning Officer's report on the outcome of the November 2014 General Elections be received.

 seconded

6. **POLICY – SUPPLEMENTARY ELECTIONS – Ref. AF11/1948**

The Chief Executive Officer reported:

Section 6(2) of the Local Government (Elections) Act 1999 provides that a supplementary election will not be held to fill a single vacancy in an office (other than a vacancy in office of Mayor) where the area of the Council is not divided into wards, if it is a policy of the Council that it will not fill such a vacancy until the next general election.

Given the considerable cost of a supplementary election and the capacity for the Council to continue operating effectively with a single vacancy, it is recommended that the Council adopt a policy to give effect to Section 6(2), noting the provisions of Section 6 relating to when a supplementary election will be held.

A draft policy S400 Supplementary Elections is presented for consideration by Council (**Attachment 2**) which if adopted will have the effect of avoiding a supplementary election to fill only a single vacancy.

 moved that Council adopt the Policy S400 Supplementary Elections as attached to the Agenda.

 seconded

7. **CODE OF CONDUCT FOR COUNCIL MEMBERS - Ref. AF14/448**

The Chief Executive Officer reported;

Section 63 of the Local Government Act 1999 provides that a Code of Conduct to be observed by the members of all Councils may be prescribed and that Council Members must observe the Code of Conduct.

A Code of Conduct for Council Members was published in the South Australian Government Gazette on 22 August 2013, and was re-published on 29 August 2013. The current version applicable to Council Members is attached for information. (**Attachment 3**).

The Code of Conduct for Council Members forms part of a comprehensive statutory framework under which Councils operate, that includes mandatory reporting requirements that apply to all public officers (including Council Members) to referral and investigatory agencies comprising the Ombudsman, Office of Public Integrity (OPI) and Independent Commissioner Against Corruption (ICAC).

The Code of Conduct prescribes for Council Members a Behavioural Code (Part 2) and Misconduct provisions (Part 3).

For the purpose of clauses 2.12 and 2.13 of Part 2 of the Code of Conduct the Chief Executive Officer has nominated the following Council Officer positions as delegates to whom Council Members may also direct relevant and reasonable requests for information:

Director Corporate Services
Director Operational Services
Manager Community Services & Development
Manager Governance & Property
Manager Strategic Projects
Manager Regulatory Services
Engineering Manager
Finance Manager
Team Leader – Executive Support

For the purpose of clause 2.18 of Part 2 of the Code of Conduct for Council Members the Chief Executive Officer has nominated the Director Corporate Services, Director Operational Services and Manager Governance and Property as delegates to whom Council Members may refer complaints about behaviour alleged to have breached the Behavioural Code.

Clause 3.7 of Part 3 of the Code of Conduct for Council Members contains provisions relating to gifts and benefits and the quarterly publication of a gifts and benefits register. A procedure has been developed to assist Council Members including a flowchart for guidance on accepting/declining/reporting gifts and benefits and a form for declaring gifts and benefits.

moved that the report be received.

seconded

8. CONFLICT OF INTEREST – Ref. AF11/897

The Chief Executive Officer reported;

- (a) that Members need to familiarise themselves and comply with the Conflict of Interest provisions as contained the Local Government Act (Sections 73-75 inclusive);
- (b) an extract of Sections 73-75 inclusive of the Act is attached to this Agenda for the information of Members (**Attachment 4**).

moved that the report be received.

seconded

9. STATUTORY RETURNS - Members to complete statutory forms - Ref. AF11/897, AF11/446

The Chief Executive Officer reported:

- (a) pursuant to the provisions of the Local Government Act 1999, Members are required to complete and provide to the Chief Executive Officer of the Council certain statutory returns:
 - i. Campaign Donation Returns for all candidates at the 2014 Local Government Elections (**Attachment 5**)
 - in the prescribed form

- within 30 days of the conclusion of the election (i.e. by no later than Friday 12th December, 2014
- ii. Register of Interests, to be submitted to the Chief Executive Officer of the Council:
- In accordance with Schedule 3 of the Local Government Act 1999
 - Primary Return - within six (6) weeks of election (i.e. by no later than Wednesday 24th December, 2014) (**Attachment 6**)
 - Ordinary Return – on or within 60 days after the 30th June in each year
- (b) Members are required to provide to the Chief Executive Officer details of where Council papers, notices, agendas and other business documents are to be sent to each individual Member.

moved the report be received.

seconded

10. CIVIL LIABILITY (PROTECTION OF MEMBERS) - Ref. AF11/773

The Chief Executive Officer reported:

Section 80 of the Local Government Act 1999 (“Act”) provides that *‘a council must take out a policy of insurance insuring every member of the council, and a spouse or another person who may be accompanying a member of the council, against risks associated with the performance or discharge of official functions or duties by members.’*

All Councils in South Australia participate in the Local Government Association Mutual Liability Scheme (“LGAMLS”), a self managed liability fund designed to protect civil liabilities (including public liability & professional indemnity). Council receives unlimited civil liability protection whilst it maintains membership of the LGAMLS.

Civil Liability Protection – Council Members and Council Committee Members

Section 39 of the Act provides that no civil liability attaches to a Member of Council “for an honest act or omission” in the exercise, performance or discharge of the member’s or Council’s powers, functions or duties under this or other Acts.

Section 41 of the Act similarly protects members of Council Committees and accordingly any person who is appointed by and recognised by a Council as holding a position as a Member of a Council committee receives the same civil liability protection as a Council Member

Civil liabilities that would attach to an Elected Member or Committee Member attach to the Council. Council is required to notify the LGAMLS of all committees established or re-established pursuant to Section 41 of the Act.

Single & Regional Subsidiaries

Pursuant to the provisions of the Act Councils may establish a single Council subsidiary (Section 42) or a regional subsidiary (Section 43) established by two or more Councils.

Board Members of subsidiaries established under the Act attract the same civil liability protections as Council’s Elected and Council Committee Members. However, the subsidiary must seek and be granted separate membership of the LGAMLS.

External Committees and Boards

The protections under the Act and LGAMLS do not extend to “external” Committees or Boards not established by Council as they are independent bodies and usually formulated under other legislation. Under the Rules of the LGAMLS civil liability protection cannot be extended beyond the Membership base for the benefit of an external group.

Prior to nominating or accepting a nomination to an external Committee or Board, the Council and/or the Council Member nominee should ensure that the external Committee or Board provides adequate indemnities and insurance cover for its Members.

Limitation of Protections

Council Members do not have any protected privilege when speaking either inside or outside the Council Chamber.

The protections afforded by Local Government Act the LGAMLS do not extend beyond 'honest acts and omissions' nor to protect a Member acting beyond the exercise, performance or discharge of their or Council's powers, functions or duties under the Local Government Act or any other Act.

Policy C360 – Personal Immunity for Individuals

A review of existing policy C360 – *Personal Immunity for Individuals* has found that it no longer has any application under the Local Government Act 1999 and the current LGAMLS rules. Accordingly it is recommended that Policy C360 be revoked and removed from Council's Policy Index.

moved

- (a) the report be received.
- (b) Council hereby revokes Policy C360 Personal Immunity for Individuals

seconded

11. MEMBER ALLOWANCES – Remuneration Tribunal Determination 7 of 2014 – Ref. AF11/894

The Chief Executive Officer reported:

- (a) Allowances

Section 76 of the Local Government Act 1999 provides that an Independent Remuneration Tribunal will determine the level of allowances for all Council Members. The Tribunal is required to make its determination at least 2 weeks before the close of nominations for Local Government elections.

- (b) In making its determination, the Tribunal has regard to:
 - the role of Members of Council as Members of the Council's governing body and as representatives of the Council's area;
 - the size, population and revenue of the Council, and any relevant economic, social, demographic and regional factors in the Council area;
 - such an allowance is not intended to amount to a salary for a Member;
 - such an allowance should reflect the nature of a Member's office; and
 - the Act's provisions to provide for reimbursement of Member's expenses.
- (c) The current determination for the City of Mount Gambier (Determination 7 of 2014 made on 28 July 2014 – **(Attachment 7)**) is as follows:

COUNCIL: Group 2 classification (out of 5 Groups)

GROUP 2: Base is \$15,900

Mayoral Allowance: 4 times the \$15,900 = \$63,600

Deputy Mayoral Allowance: 1.25 times the \$15,900 - \$19,875

Presiding Member: as for Deputy Mayoral Allowance

Members: \$15,900

- (d) All Members Allowances are paid monthly (2 weeks in advance/2 weeks in arrears). For efficiency allowances are via Electronic Funds Transfer direct to the Elected Member's bank account.
- (e) NOTE: A Council Member is entitled to decline payment of the allowance (see Section 76(7) of the Act). If a Council Member does decline payment of the allowance it must still be recorded in the Register of Allowances and Benefits.
- (f) The Allowances set out in the Determination will be adjusted annually on the first, second and third anniversaries of the 2014 local government elections to reflect changes in the Consumer Price Index as defined at section 76(15) of the Local Government Act 1999.

moved that the report be received.

seconded

12. **TAXATION OF ALLOWANCES - Ref. AF11/894**

The Chief Executive Officer reported:

A November 2010 letter to the LGA from Wallmans Lawyers regarding taxation implications of the Member's annual allowance and reimbursement of prescribed expenses for Elected Members is attached (**Attachment 8**) for information.

moved that the report be received

seconded

13. **POLICY - MEMBER ALLOWANCES, REIMBURSEMENTS, BENEFITS & FACILITIES - Ref. AF11/950**

The Chief Executive Officer reported:

Section 77 of the Local Government Act 1999 and the Local Government (Members Allowances and Benefits) Regulations 2010 contain provisions relating to prescribed reimbursements, and discretionary re-imburements that may be approved by Council either specifically or under a policy established for the purpose of Section 77(1)(b).

Section 77(2) provides that a policy under Section 77(1)(b) lapses at a general election of the Council. During a review of policies in the 2013/14 year it was recommended that the following policies be reviewed and amalgamated:

- M155 Members – Allowances - Payments When Acting in a Higher Office
- M165 Members - Allowances and Benefits Policy (lapsed)

The resulting amalgamated Policy M405 Member Allowances, Reimbursements, Benefits & Facilities is now attached (**Attachment 9**) and is recommended for adoption.

Members should note that the provision of discretionary reimbursements and other benefits and facilities relies on the adoption of this policy.

moved:

- (a) Council hereby adopts Council Policy M405 Member Allowances, Re-Imbursements, Benefits & Facilities as attached (**Attachment 9**) to this Agenda, to replace lapsed Policy M165 Members - Allowances and Benefits Policy
- (b) Council hereby revokes Policy M155 Members Allowances - Payments When Acting in a Higher Office.
- (c) Necessary amendments be made to Council's Policy Index

seconded

14. MEMBER TRAINING & DEVELOPMENT - Ref. AF11/903

The Chief Executive Officer reported:

Section 80A of the Local Government Act 1999 provides that Council must prepare and adopt a training and development policy for its members.

During a review of policies in the 2013/14 year it was recommended that the following policies be reviewed and amalgamated

- M170 – Members – Conference, Course and Seminars
- M210 – Members – Newly Elected Members
- M250 – Members – Training & Development
- M255 – Members – Council Induction

An Elected Member Development Program has been established for the new Council with a range of workshops having already commenced and due to continue into the first half of 2015. An amalgamated training and development policy for the remainder of the Council term will be prepared for presentation to Council during 2015.

moved that the report be received.

seconded

15. PRINCIPAL OFFICE – Place and Hours of Business - Ref. AF11/176

The Chief Executive Officer reported:

Section 45 of the Local Government Act 1999 provides that the Council must nominate a place as its principal office, that it must be open to the public for the transaction of business during the hours determined by the Council, and that the Council should consult with its local community about any significant changes to these arrangements.

moved:

- (a) Pursuant to Section 45 of the Local Government Act 1999, the principal office of the Council be the Council Office, Civic Centre, 10 Watson Terrace, Mount Gambier.
- (b) The Council Office (being its principal office) shall be open to the public for the transaction of business during the hours of 8.30 a.m. and 5.15 p.m. Monday to Friday inclusive (excluding Public Holidays and an indented period over Christmas/New Year).

seconded

16. MEETINGS OF COUNCIL - Meeting days and times. - Ref. AF11/871

moved:

- (a) Pursuant to Section 81 of the Local Government Act 1999, Ordinary Meetings of Council be held on the THIRD TUESDAY OF EACH MONTH commencing at 6.00 p.m. at the Council Chamber, Civic Centre, 10 Watson Terrace, Mount.
- (b) Pursuant to Section 82 of the Local Government Act 1999 Special Meetings of Council may be held at any time and the Chief Executive Officer must call a Special Meeting of the Council at the request of:
 - the Mayor; or
 - at least three (3) Members of the Council; or
 - a Council Committee at which at least three (3) Members of the Council vote in favour of the making of the request.

The Chief Executive Officer must be provided with an agenda for the Special Meeting by the Elected Member(s) requesting a Special Meeting at the time that the request is made (and if an agenda is not provided then the request has no effect).

seconded

17. POLICY – CONDUCT OF MEETINGS (s92 CODE OF PRACTICE) – Ref. AF11/1950

The Chief Executive Officer reported:

The Local Government Act 1999 (“Act”) and Local Government (Procedures at Meeting) Regulations 2013 prescribe rules and procedures for the conduct and access to meetings of Council and Council Committees and Sub-Committees.

Pursuant to Sections 86 and 89 of the Act procedures for the conduct of meetings may be determined by the Council to the extent that are not prescribed by regulation, and by a Council Committee where they have not been determined by Council.

Section 92 of the Act also requires Council to adopt a Code of Practice for the purposes of public access to meetings and public release of minutes and documents (Sections 90 & 91).

A review of Council policies during 2013/14 recommended that several policies dealing with the conduct and procedures to be followed at Council and Committee meetings be reviewed and amalgamated.

The resulting Policy C410 *Conduct of Meetings (s92 Code of Practice)* is attached for consideration by Council (**Attachment 10**).

In accordance with the provisions of s92, public consultation must be undertaken before Council adopts, alters or substitutes a code of practice under that section.

Subject to the outcome of public consultation, it is proposed that Policy C410 *Conduct of Meetings (s92 Code of Practice)* be adopted to replace the following Council Policies:

- C275 – Access to Council Meetings
- C300 – Protocol for Common Items
- C310 – Presentation of Recommendations
- C315 – Voting En-bloc
- M190 – Deputy Mayor
- S110 – SELGA - Delegates
- S130 – SELGA – Guiding Principle for Appointments

- C280 – Appointment to Committees
- C285 – Appointment of Independent Members

The confidentiality provisions contained within the Code of Practice must be reviewed within 12 months of a periodic election.

moved:

- (a) Draft Policy C410 Conduct of Meetings (S92 Code of Practice) as attached to the agenda (**Attachment 10**) be endorsed for the purpose of undertaking public consultation.
- (b) that public consultation on Draft Policy C410 Conduct of Meetings (s92 Code of Practice) be undertaken in accordance with Council's Community Consultation and Engagement Policy – P195.
- (c) that submissions received on Draft Policy C410 Conduct of Meetings (s92 Code of Practice) be reported to Council for consideration, and for Council to determine whether to adopt the Draft Policy, and to revoke those policies it is intended to replace.
- (d) that 'other meeting practices and procedures' contained at clause 5 of the Draft Policy (on which public consultation is not necessary) be adopted immediately, including for the remainder of this meeting.

seconded

18. ITEMS LAID ON THE TABLE – Ref. AF11/879

The Chief Executive Officer reported:

Regulation 12(19) of the Local Government (Procedures at Meetings) Regulations 2013 provides that any matter on (14)(c) lapses at the next general election. Subregulation 20 provides that the Chief Executive must report on each matter that lapses under subregulation 19 to the Council at the first ordinary meeting of the Council after the general election.

The following matters were intended to be left to lie on the table during the last Council term. Whilst not technically meeting the formal motion wording envisaged by regulation 12(14)(c), they are nevertheless reported in accordance with subregulation 20:

- OPERATIONAL SERVICES COMMITTEE (from Council meeting date 15/2/2011)
 3. OPERATIONAL SERVICES REPORT NO. 3/2011 - Heritage - Preliminary Aboriginal Cultural Heritage Survey - Ref. 225/1/11
- OPERATIONAL SERVICES COMMITTEE (from Council meeting date 18/6/2013)
 12. PROPERTY MANAGEMENT - City Centre Urban Redevelopment Project - Park and Stride Mount Gambier - Community Engagement - Ref. AF11/1567
- OPERATIONAL SERVICES COMMITTEE (from Council meeting date 20/8/2013)
 12. GOVERNANCE - Former Hospital Redevelopment Sub-Committee - Minutes of Meeting held on 5th August 2013 - Ref. AF12/379

It should be noted that the matters contained in the City Centre Urban Redevelopment Project and Former Hospital Redevelopment Sub-Committee items were subsequently addressed during the last Council term by separate items/motions relating to these projects.

Each of these motions having lapsed at the general election, no further action is required on these matters.

Council Members should note that in accordance with regulation 12(13), a formal motion must be in the form of a motion set out in regulation 12(14).

moved the report be received

seconded

19. DEPUTY MAYOR – Resolution to appoint and determine the term for the position of Deputy Mayor - Ref. AF11/858

The Chief Executive Officer reported:

Section 51 of the Local Government Act 1999 provides that if a Council has a Mayor, there may also be, if the Council so resolves, a Deputy Mayor.

The appointment of a Deputy Mayor assists in ensuring that the Council may be adequately and appropriately represented at all times, including when the Mayor is unavailable due to a planned or unplanned absence or another or prior engagement.

moved:

(a) pursuant to the powers contained in Section 51 (3) and (4) of the Local Government Act 1999 Council hereby resolves to appoint a Deputy Mayor for the term of _____.

seconded

20. DEPUTY MAYOR – Nominations/Appointment - Ref. AF11/858

In accordance with the provisions at clause 5 of Council's draft Policy C410 Conduct of Meetings (s92 Code of Practice) the following applies to the nomination and appointment process for Deputy Mayor:

If only one nomination is received then that Member is to be declared Deputy Mayor.

Where more than one nomination is received a secret ballot shall be conducted forthwith without debate. Resolutions will be passed to endorse the voting process and appoint the Chief Executive Officer (or any other Senior Officer present at the meeting) as Returning Officer to declare the result and draw lots (if/as necessary).

- Any Member present at the meeting may be nominated
- The Mayor does not vote on the question of the appointment of Deputy Mayor.
- A Member not in his or her seat at the meeting does not vote.
- The candidate with the highest number of votes (or where two or more candidates receive the equal highest number of votes the first name drawn in the lot) shall be declared the Deputy Mayor
- A division cannot be called for when a vote on the question of appointing a Deputy Mayor is taken.
- The Mayor may (but is not required to) accept a motion to endorse the appointment of the Deputy Mayor however any failure or variation of the motion shall be of no effect on the result of the secret ballot.

Members are advised that there is no Conflict of Interest whereby a nominated candidate votes for themselves.

moved:

- (i) the term of office for the position of Deputy Mayor for the City of Mount Gambier Council be _____.
- (ii) Council determines that the method of choosing a Deputy Mayor be by an election process undertaken by secret ballot.
- (iii) the successful candidate will be the candidate with the highest number of votes.
- (iv) where two or more candidates have an equal number of votes one of those candidates will be determined as successful from a drawing of lots by the Returning Officer.
- (v) the Chief Executive Officer be appointed Returning Officer for the election.
- (vi) upon the completion of the election, the Returning Officer be authorised to declare the successful candidate elected to the position of Deputy Mayor.
- (vii) upon the declaration of the Returning Officer the candidate is appointed to the position of Deputy Mayor for the term of office determined by this resolution.

seconded

The Mayor invites nominations for the position of Deputy Mayor.

The following nominations were received:

- (i) Cr _____ nominated Cr _____ to be Deputy Mayor.
- (ii) Cr _____ nominated Cr _____ to be Deputy Mayor.
- (iii) Cr _____ nominated Cr _____ to be

Cr _____ and Cr _____ indicated that they accept their nomination for the position of Deputy Mayor.

If more than one nomination received and accepted:

The Returning Officer conducted the secret ballot

Then -

There being only one candidate the Returning Officer declared Cr _____ to be elected to the position as Deputy Mayor.

OR

The Returning Officer declared the successful candidate with the highest number of votes as Cr _____ to be elected as Deputy Mayor.

OR

Cr _____ and Cr _____ each having an equal highest number of votes, the Returning Officer drew a lot and declared the successful candidate being the first name drawn as Cr _____ to be elected as Deputy Mayor.

_____ moved a motion to endorse the result of the ballot that Cr _____ has _____ been appointed Deputy Mayor

seconded

21. **COUNCIL DECISION MAKING STRUCTURE/COMMITTEES** – Ref. AF14/283

The Chief Executive Officer reported:

Council's Decision Making and appointments (including appointments to Outside Organisations) be referred to an Elected Member Workshop scheduled to be held on 27th November 2014.

At that time the Council can consider the structure that will guide decision making for the new Council.

Statutory Committees and Section 41 Committees with ongoing administrative functions & associated appointments are detailed in the following Agenda Items.

moved Council to consider its Decision Making and appointments at an Elected Member Workshop scheduled for 27 November 2014.

seconded

22. ACTING CHIEF EXECUTIVE OFFICER – Leave of Absence – Ref. AF11/1100 and PERS 11/6

The Chief Executive Officer reported:

During scheduled or unscheduled leave from Council of the Chief Executive Officer, the Director – Corporate Services Mr Grant Humphries is appointed as Acting Chief Executive Officer for the duration of that leave. This acting role is identified in the Director – Corporate Services position description.

moved during scheduled or unscheduled leave from Council of the Chief Executive Officer, the Director – Corporate Services is appointed Acting Chief Executive Officer

seconded.

23. MAYOR & CHIEF EXECUTIVE OFFICER AS COUNCIL REPRESENTATIVES - Ref. AF11/858

The Chief Executive Officer reported:

To ensure that the Council may be adequately and appropriately represented at all times it is recommended that the Mayor and Chief Executive Officer be recognised as Council's duly authorised delegates/representatives unless Council has formally made an alternative nomination/appointment whether or not in accordance with its C410 Conduct of Meetings (s92 Code of Practice) Policy.

When the Mayor, Chief Executive Officer, or Council nominated/appointed representative are not available, such authorisation would extend to the Deputy Mayor and/or Acting Chief Executive Officer (or any Council Officer selected by/to represent the Chief Executive Officer).

Where representation affords voting privileges then they may only be exercised by the Mayor or Deputy Mayor (and the Chief Executive Officer/Acting Chief Executive Officer in specific circumstances) unless such rights are exercised in accordance with Council's C410 Conduct of Meetings (s92 Code of Practice) Policy or to give effect to a resolution of Council.

moved:

- (a) Council hereby authorises the Mayor, Deputy Mayor, Chief Executive Officer, Acting Chief Executive Officer, and Chief Executive Officer's representative to represent Council.
- (b) voting privileges associated with representing Council are restricted to the Mayor, Deputy Mayor, Chief Executive Officer and Acting Chief Executive Officer, unless such rights are exercised in accordance with Council's C410 Conduct of Meetings (s92 Code of Practice) Policy or to give effect to a resolution of Council.

- (c) resolutions (a) & (b) are to be applied to compliment and not to override or undermine any delegate/representative of Council duly nominated/appointed in accordance with the provisions of Council's C410 Conduct of Meetings (s92 Code of Practice) Policy or by any subsequent resolution of Council.

seconded

24. STATUTORY COMMITTEES - Ref. AF11/858

The Local Government Act 1999 and Development Act 1993 require Council to establish certain statutory committees:

- (a) Audit Committee (s126 of LG Act)
- (b) Council Development Assessment Panel (s56A of Devt Act)
- (c) Strategic Planning & Policy Committee (s101A of Devt Act)
- (d) Building Fire Safety Committee (s71 of Devt Act)

(a) Audit Committee – S126 of LGA1999

Section 126(1) of the Local Government Act 1999 provides that a council must have an audit committee. The functions of an audit committee include:

- *reviewing annual financial statements to ensure that they present fairly the state of affairs of the council; and*
- *proposing, and providing information relevant to, a review of the council's strategic management plans or annual business plan; and*
- *proposing, and reviewing, the exercise of powers under section 130A; and*
- *if the council has exempted a subsidiary from the requirement to have an audit committee, the functions that would, apart from the exemption, have been performed by the subsidiary's audit committee; and*
- *liaising with the council's auditor; and*
- *reviewing the adequacy of the accounting, internal control, reporting and other financial management systems and practices of the council on a regular basis.*

The Terms of Reference as adopted for Council's Audit Committee in August 2014 are attached to the agenda for information (**Attachment 11**)

Prior to the November 2014 Mayoral and Area Councillor election the membership of Council's Audit Committee comprised:

Donald Currie (Presiding Member)
Jeroen Zwijnenburg
Cr Andrew Lee

Section 126 provides that the membership of an Audit Committee may include persons who are not members of the Council, but may not include an employee of the Council.

Council may determine to confirm the existing governance structure and the independent members appointed to the Audit Committee and further to retain the former Councillor, Andrew Lee as a Member for the time being.

(b) Council Development Assessment Panel – S56A of Development Act 1993

Section 56A(1) of the Development Act 1993 provides that a council must establish a panel (a Council Development Assessment Panel). The functions of a Council Development Assessment Panel are:

- *to act as a delegate of the council in accordance with the requirements of this Act; and*
- *as it thinks fit, to provide advice and reports to the council on trends, issues and other matters relating to planning or development that have become apparent or arisen through its assessment of applications under this Act; and*
- *to perform other functions (other than functions involving the formulation of policy) assigned to the panel by the council.*

The Terms of Reference for Council's Development Assessment Panel are attached to the agenda for information (**Attachment 12**)

Prior to the November 2014 Mayoral and Area Councillor election the membership of Council's Development Assessment Panel comprised:

Mrs E Travers (Presiding Member)
Cr D Mutton
Cr M White
Cr I Von Stanke
Mr B Beumer (resigned effective 31/10/2014)
Ms E Finnigan
Mr P Seebohm

Section 56A(4a) provides that a member of a council development assessment panel whose term of office expires may nevertheless continue to act as a member, for a period of up to 6 months, until he or she is reappointed or a successor is appointed (as the case may be).

Subsection (18) further provides that an act of a Council Development Assessment Panel is not invalid by reason only of a vacancy in its membership or a defect in the appointment of a member.

The term of the current Council Development Assessment Panel expires in February 2015, with its last meeting scheduled to be held on the 3rd Thursday of January, 2015.

Expressions of Interest have been sought for the Independent Members (including chairperson) of the Council Development Assessment Panel for the term commencing February 2015.

Expressions of Interests close on 28th November and will be presented to the December Council meeting.

Council's Development Assessment Panel may continue to operate without replacement/reappointment of Council Members. Nominations for the Council Member positions on the Council Development Assessment Panel for the term commencing February 2015 will be sought following the December Council meeting, for presentation to the January 2015 Council meeting.

(c) Strategic Planning & Policy – S 101A of Development Act 1993

Section 101A(1) of the Development Act 1993 provides that a council must establish a Strategic Planning and Development Policy Committee). The functions of a Strategic Planning and Development Policy Committee are:

- *to provide advice to the council in relation to the extent to which the council's strategic planning and development policies accord with the Planning Strategy; and*

- *to assist the council in undertaking strategic planning and monitoring directed at achieving—*
 - (i) orderly and efficient development within the area of the council; and*
 - (ii) high levels of integration of transport and land-use planning; and*
 - (iii) relevant targets set out in the Planning Strategy within the area of the council; and*
 - (iiia) the implementation of affordable housing policies set out in the Planning Strategy within the area of the council; and*
 - (iv) other outcomes of a prescribed kind (if any); and*
- *to provide advice to the council (or to act as its delegate) in relation to strategic planning and development policy issues when the council is preparing—*
 - (i) a Strategic Directions Report; or*
 - (ii) a Development Plan Amendment proposal; and*
- *other functions (other than functions relating to development assessment or compliance) assigned to the committee by the council.*

The Terms of Reference for Council's Strategic Planning and Development Policy Committee (Operational Services Report No. 16/2010) are attached to the agenda for information (**Attachment 13**).

Prior to the November 2014 Mayoral and Area Councillor election the membership of Council's Strategic Planning and Development Policy Committee comprised:

Cr M White (Presiding Member)
Cr I Von Stanke
Cr B Shearing
Cr D Mutton
Deputy Mayor Cr P Richardson

Traditionally, the membership of Council's Strategic Planning and Development Policy Committee has reflected that of Council's Operational Services 'Standing' Committee, with meetings held one after the other for the efficiency of Elected Members and administrative officers attending both meetings.

In consideration of the infrequent nature of Strategic Planning and Development Policy Committee meetings, it is recommended that Council defer any appointment of replacement members to the Strategic Planning and Development Policy Committee until further consideration has been given to Council's decision making structure and sought nominations for all appointments.

(d) Council Building Fire Safety Committee – S71 of Development Act 1993

Council's Building Fire Safety Committee is established and designated as an appropriate authority under subsections 18 & 19 of Section 71 of the Development Act 1993.

The Terms of Reference for Council's Building Fire Safety Committee are attached to the agenda for information (**Attachment 14**)

Prior to the November 2014 Mayoral and Area Councillor election the membership of Council's Building Fire Safety Committee comprised:

Cr Merv White (Presiding Member)
Mr Andy Sharrad (MFS) (or another representative)
Mr Grant Riches
Mr Daryl Sexton

Section 71(19)(a) provides for the membership of the appropriate authority (Council's Building Fire Safety Committee) which may include, if so determined by the Council, a person selected by the Council.

Under the legislative membership requirements Council's Building Fire Safety Committee could continue to operate without replacement/reappointment of the Council Member. However, Council's adopted Terms of Reference specify that the Elected Member appointed by Council to the Committee shall be the Chairperson.

Appointment to Statutory Committees - Recommendations

For the purpose of ensuring the continuity of Statutory Committees, it is recommended that Council, with respect to each Statutory Committee:

- endorse the existing governance structure of the statutory committee.
- confirm the expiry of membership on any statutory committee of any former Council Member who was not successful re-elected at the 2014 local government elections and thank them for their period of service.
- confirm the interim continuation of membership on any statutory committee of any existing Council Member who has been re-elected at the 2014 local government elections, until a call for nominations and consideration of appointment at a subsequent Council meeting.

moved:

- (a) the Statutory Committees of Council for the time being be as follows:

Audit Committee
Strategic Planning and Policy Committee
Council Development Assessment Panel
Building Fire Safety Committee

- (b) The membership of Council's Statutory Committees remain as specified in the Agenda Item with the exception of former Crs White and Shearing who have not been re-elected for a further term whose committee membership shall be considered as having expired.
- (c) Each Council Member position on a Statutory Committee shall be considered as falling vacant and nominations be sought for consideration at a subsequent meeting of Council together with any other Member appointments.
- (d) In the interim, until membership vacancies are filled:
- (i) the Statutory Committees of Council may continue to meet as required and able in accordance with their existing Terms of Reference despite any vacancy in its membership.
 - (ii) each Statutory Committee be authorised to act as it sees fit and necessary (including at variance to its Terms of Reference) to address any discrepancy or vacancy in it's membership.
- (e) pursuant to Section 41 (6) of the Local Government Act 1999 the Mayor be appointed an ex-officio member of Council's Statutory Committees (with the exception of the Council DAP) however the Mayor will not be taken to be included in the membership of Council's Statutory Committees (and in the quorum determination) unless actually present at a meeting of that Statutory Committee or as a formal appointee to such Statutory Committee.

- (f) Pursuant to the powers contained in Section 41 (4) of the Act (and notwithstanding the interim authorisation granted at resolution (d(i)) the Council will appoint the Presiding Member of each of Council's Statutory Committees.
- (g) Pursuant to Section 72 (1) of the Local Government Act, Division 2 - Register of Interests provisions will extend to all Members of all Council's Statutory Committees.
- (h) Pursuant to Section 41(8) of the Act, Council's Statutory Committees (with the exception of the Council DAP) will:
 - (i) meet and prepare recommendations for presentation to Council for Council to formally consider and adopt or otherwise;
 - (ii) operate within existing procedures, protocols and delegations and act in making decisions on matters before each Statutory Committee.
 - (iii) provide the Minutes of each meeting of the Statutory Committee to Council.
 - (iv) operate under the provisions of the Local Government (Procedures at Meetings) Regulations, 2000, or such other meeting procedures as may be prescribed to apply to the statutory committee.

seconded

25. **SECTION 41 COMMITTEES** - Ref. AF11/858

Council has formed the following Committees under Section 41 of the Local Government Act 1999 that undertake particular ongoing functions for Council:

- Mount Gambier Junior Sports Assistance Fund (1 Elected Member)
- Mount Gambier Cemetery Trust (2 Council nominated Members)

The Terms of Reference for each of these Section 41 Committees are attached to the Agenda (**Attachment 15 and 16**).

Prior to the November 2014 Mayoral and Area Councillor elections the membership of these Committees comprised:

Mount Gambier Junior Sports Assistance Fund Membership

Cr A Lee – Presiding Member
Karen Cunningham
Jenny Burston
Karen McGregor
Jeanette Elliott

Mount Gambier Cemetery Trust Membership

Cr Collins (DC Grant) – Presiding Member
Mr T Bolton
Cr I Von Stanke
Cr M White

To ensure the continuity of the functions performed by these Committees it is recommended that Council endorse the existing governance structure of these Committees, that the membership of former Council Members who have not been re-elected for a further term be considered as having expired, and that nominations to fill the vacancies be sought for consideration at a subsequent meeting of Council together with any other Member appointments.

moved:

- (a) that the Mount Gambier Junior Sports Assistance Fund and Mount Gambier Cemetery Trust continue operation as an established Section 41 Committees under the existing Terms of Reference adopted by Council on 16 September 2014 and 28 January 2014 (respectively);
- (b) The membership of the Mount Gambier Junior Sports Assistance Fund and Mount Gambier Cemetery Trust remain as specified in the Agenda Item with the exception of former Cr White who has not been re-elected for a further term whose committee membership shall be considered as having expired;
- (c) that nominations be sought for the vacant positions on the Mount Gambier Junior Sports Assistance Fund and Mount Gambier Cemetery Trust, for consideration at a subsequent meeting of Council together with any other Member appointments.

seconded

26. SUBSIDIARIES – Membership of Regional Subsidiaries - Ref. AF14/447

The Chief Executive Officer reported:

- Council (together with the six other Councils in the South East region) is a constituent member of a Section 43 Regional Subsidiary, South East Local Government Association.
- Council (together with the five other Councils) is a constituent member of a Section 43 Regional Subsidiary, vis Provincial Cities Association.

moved:

- (a) Council confirm its constituent membership to the two (2) Regional Subsidiaries established pursuant to Section 43 of the Local Government Act 1999, South East Local Government Association and Provincial Cities Association.

seconded

27. AUTHORISED BANKING SIGNATORIES - Ref. AF11/636

moved that the signatories of the Council's general accounts and financial bank accounts and transactions etc be any two (2) of the following:

- Mayor;
- Deputy Mayor;
- Chief Executive Officer;
- Director - Corporate Services;
- Director - Operational Services;
- Finance Manager (when acting in the position of Director – Corporate Services);
- Engineering Manager (when acting in the position of Director – Operational Services).

seconded

28. AUDITOR - Confirmation of appointment of Council's external auditor - Ref. AF11/729

The Mayor reported:

- (a) Council's External Auditor is Mr Simon Smith of Galpins.

- (b) The appointment is for a term of five (5) years as from the completion of the Statutory Audit of the 2011/2012 financial year, to and including the completion of the Statutory Audit of the 2015/2016 financial year.

moved that the report be received.

seconded

29. POLICY – PRUDENTIAL MANAGEMENT – Ref. AF11/1950

The Chief Executive Officer reported:

Section 48 of the Local Government Act 1999 requires Council to develop and maintain prudential management policies, practices and procedures for the assessment of projects.

The Local Government Association has developed a model prudential management policy that has been modified to suit the City of Mount Gambier and is presented for consideration by Council (**Attachment 17**).

moved:

- (a) Council hereby adopts Council Policy P415 Prudential Management as attached to this Agenda;

seconded

30. POLICY - PROCUREMENT, & DISPOSAL OF LAND & ASSETS - Ref. AF11/1950

The Chief Executive Officer reported:

Section 49 of the Local Government Act 1999 requires Council to develop and maintain procurement policies, practices and procedures, and must prepare and adopt policies on:

- (a) the contracting out of services; and
- (b) competitive tendering and the use of other measures to ensure that services are delivered cost-effectively; and
- (c) the use of local goods and services; and
- (d) the sale or disposal of land or other assets.

Council has existing practices and procedures for procurement that incorporate a range of document and evidence based compliance, record keeping, and contract/project management to ensure that Council's purchasing, delivery of works and services, Work Health Safety and other registration and licensing requirements are met, whilst achieving value for money and use of local goods and services

Council's procurement and disposal activities are currently undertaken in an environment comprising the following 3 separate policies:

- Q110 - Quotations & Tenders for works, services and equipment
- C250 - Engagement of Consultants
- Q115 - Competitive Tendering, Contracting, Purchasing, and Disposal of Land and other Assets.

These policies have remained virtually unaltered since being adopted following the commencement of the revised Local Government Act in 1999.

A comprehensive review has been undertaken of model procurement and disposal policies prepared by the Local Government Association (LGA), and from these a single combined policy has been developed to suit the City of Mount Gambier and is presented for consideration by Council (**Attachment 18**).

A Procurement Handbook, also developed by the LGA provides further detail and guidance for administration of the policy, and accompanying contract/document templates developed by the LGA have been in use in by the administration for a number of years.

It is recommended that the Council support the adoption of this new policy to replace the 3 existing policies, with a review on its operation to be conducted within 2 years.

moved:

- (a) Council hereby adopts Council Policy P420 Procurement, & Disposal of Land and Assets as attached to this Agenda (**Attachment 18**).
- (b) Council hereby revokes the following policies
 - Q110 - Quotations & Tenders for works, services and equipment
 - C250 - Engagement of Consultants
 - Q115 - Competitive Tendering, Contracting, Purchasing, and Disposal of Land and other Assets.
- (c) Necessary amendments be made to Council's Policy Index

seconded

31. **STRATEGIC MANAGEMENT PLANS** - Ref. AF11/1789

The Chief Executive Officer reported:

Section 122 of the Local Government Act 1999 requires Council to develop and adopt plans for the management of its area and must specifically declare which plans will constitute the strategic management plans of the Council.

At its meeting on 18 September 2012 it was declared that the following plans constitute the strategic management plans of Council:

- The Strategic Management Plan – Beyond 2015;
- The Corporate Plan – 2012;
- The Long Term Financial Plan;
- Infrastructure and Asset Management Plan.

Council's Strategic Management Plans must be comprehensively reviewed within 2 years of each general election.

Further information and the schedule for review of Council's Strategic Management Plans will be presented to Council in 2015.

moved;

- (a) The report be received

- (b) The following plans declared as constituting the strategic management plans of the Council be affirmed as:

Strategic Management Plan – Beyond 2015;
Corporate Plan – 2012;
Long Term Financial Plan;
Infrastructure and Asset Management Plan.

seconded

32. COUNCIL POLICY REVIEW - Ref. AF11/1950

The Chief Executive Officer reported:

Council undertook a comprehensive review of its suite of policies during the 2013/14 financial year with the resultant revocation of redundant policies, amalgamation of duplicate/related policies and conversion of many policies to administrative/operational documents. The Policy Index was reduced from some 200+ policies at 30 June 2013, to 107 at 30 June 2014.

The policy review is a continuing process and Members will note that several policies have been presented with this agenda for endorsement, whilst several policies remain yet to be reviewed/re-developed and will be presented in due course.

It is intended that each Council Policy will be reviewed at least once during each term of Council and each policy is allocated a review frequency/date for this purpose.

moved the report be received

seconded

33. 2013/14 ANNUAL REPORT - Ref. AF13/97

The Chief Executive Officer reported:

Section 131 of the Local Government Act 1999 requires Council to prepare and adopt on or before 30th November in each year an Annual Report containing the prescribed information and documents relating to the operations of Council;

Council's Annual Report in respect of the 2013/14 financial year is hereby tabled for adoption (**Attachment 19**);

The Annual Report includes the material and specific reports on the matters specified by the Act and Regulations.

moved it be recommended:

- (a) the report be received;
- (b) the Annual Report of the City of Mount Gambier 2013/14 as tabled be adopted;
- (c) copies of the 2013/14 Annual Report be made available to those bodies or persons referred to at Section 131 of the said Act.

seconded

ATTACHMENTS

Attachment No.	Item No.	Title	AR Reference
1	5	2014 Local Government Elections - Returning Officers Report	AR14/42560
2	6	Policy – Supplementary Elections to fill Casual Vacancy	AR14/42219
3	7	Code of Conduct for Council Members	AR14/33508
4	8	Conflict of Interest provisions (Section 73-75 LGA1999)	AR14/42896
5	9	Statutory Returns - Prescribed Forms - Campaign Donations Return	AR14/42897
6	9	Statutory Returns - Prescribed Forms - Primary Return	AR14/42898
7	11	Remuneration Tribunal Determination 7 of 2014	AR14/39595
8	12	Letter - Taxation of Member Allowances	AR14/39593
9	13	Policy - Member Reimbursements, Facilities & Support	AR14/42220
10	17	Policy - Conduct at Meetings (s92 Code of Practice	AR14/42222
11	24	Statutory Committees – Terms of Reference - Audit Committee	AR14/25614
12	24	Statutory Committees – Terms of Reference - Councils Development Assessment Panel	AR14/35431
13	24	Statutory Committees – Terms of Reference - Strategic Planning & Policy Committee	AR14/42944
14	24	Statutory Committees – Terms of Reference - Building Fire & Safety Committee	AR12/9660
15	25	Section 41 Committees - Terms of Reference - Mount Gambier Junior Sports Assistance Fund	AR13/24053[v2]
16	25	Section 41 Committees - Terms of Reference - Mount Gambier Cemetery Trust	AR14/19815
17	29	Policy – Prudential Management	AR14/42271
18	30	Policy – Procurement, and Disposal of Land and Assets	AR14/32490
19	33	Annual Report	AR14/42677
		Report 'Items Laid on the Table'	

Level 6, 60 Light Square
ADELAIDE SA 5000



TELEPHONE :7424 7453
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14 November 2014

Mr M McShane
Chief Executive Officer
City of Mount Gambier
PO Box 56
MOUNT GAMBIER SA 5290

Re: Council Elections 2014 - Election Results

In accordance with the Local Government (Elections) Act 1999, I enclose the results for the November 2014 council elections.

The council elections were conducted entirely by post. Voting material comprising ballot paper/s, candidates' profiles, a postal voting guide, ballot paper envelope containing the elector's declaration and reply paid envelope was sent to electors, bodies corporate and groups whose names appeared on the certified voters roll.

Voting closed at 5 pm Friday 7 November 2014 with the scrutiny and count conducted at the Council Office Reception Area, 10 Watson Terrace, Mount Gambier.

In accordance with section 50 of the Local Government (Elections) Act 1999, I Geoff Lang, Deputy Returning Officer acting on behalf of the Returning Officer, declare the following candidates elected:

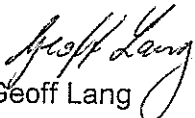
Mayor		Vacancies (1)
LEE, Andrew	Elected	
Area Councillor		Vacancies (10)
PERRYMAN, Steve	Elected 1	
RICHARDSON, Penny	Elected 2	
von STANKE, Ian	Elected 3	
MORELLO, Frank	Elected 4	
MEZINEC, Sonya	Elected 5	
PERSELLO, Hanna	Elected 6	
GRECO, Christian	Elected 7	
LYNAGH, Josh	Elected 8	
MUTTON, Des	Elected 9	
LOVETT, Mark	Elected 10	

All candidates have been notified in writing of the results of the elections and I enclose a report on the outcome along with copies of the full scrutiny and count details.

Candidates have also been advised that copies of the reports are available upon request to you.

Computer count reports are available on the ECSA website at:
ecsa.sa.gov.au/elections/council-elections/2014-election-results

Yours sincerely



Geoff Lang

Deputy Returning Officer

Candidate status after count 36 (Election finished)

Elected (Election order)			Continuing (Ballot paper order)			Excluded (Exclusion order)		
	Count ¹	Votes ¹		Count ²	Votes ²		Count ¹	Votes ¹
LEE	36	3467	SANDOW	36	2426	FLETCHER	2	69
						RIGOPOULIS	3	213
						BRACKEN	5	425
						JENNER	8	624
						BURT	14	750
						SMITH	24	942

¹ as at point of election/exclusion

² current status

Candidate status after count 1

Elected			Continuing			Excluded		
(Election order)	Count ¹	Votes ¹	(Ballot paper order)	Count ²	Votes ²	(Exclusion order)	Count ¹	Votes ¹
PERRYMAN	1	1868	PERSELLO	1	334			
RICHARDSON	1	835	RYAN	1	291			
			LOVETT	1	322			
			BURCH	1	201			
			MEZINEC	1	446			
			COSCARELLI	1	148			
			MUTTON	1	240			
			LYNAGH	1	393			
			MORELLO	1	418			
			von STANKE	1	428			
			WHITE	1	328			
			CONNELL	1	139			
			GRECO	1	438			
			PALEOKASTRITIS	1	118			

¹ as at point of election/exclusion

² current status

Scrutiny Sheet

Number of formal ballot papers: 7401

Number of informal ballot papers: 28

Table 1 - Counting of Ballot Paper Preferences

Count	Description of Preferences Counted (NAP = Next Available Preference)	SANDOW	JENNER	SMITH	BURT	RIGOPOULIS	BRACKEN	FLETCHER	LEE	Ballot Papers Exhausted at Count	Total Ballot Papers Counted	Transfer Value	Votes Transferred to Table 2
1	First preferences	1840	8	24	14	3	5	2	2894	0	7401	1.000000	7401
2	NAP after FLETCHER	5	9	NV	15	4	6	69	10	38	69	1.000000	69
3	On ballot papers at Count 1	12	10	25	16	1	7	Excluded	29	112	212	1.000000	212
4	NAP after RIGOPOULIS	1	11	10	23	Excluded	11	NV	0	0	1	1.000000	1
5	On ballot papers at Count 2	41	12	26	17	Excluded	0	0	64	237	409	1.000000	409
6	NAP after BRACKEN	2	13	13	39	Excluded	Excluded	Excluded	1	0	5	1.000000	5
7	On ballot papers at Count 3	2	14	NV	18	Excluded	0	0	2	2	11	1.000000	11
8	NAP after JENNER	97	15	27	47	Excluded	Excluded	Excluded	94	298	587	1.000000	587
9	On ballot papers at Count 1	2	16	51	21	Excluded	0	0	0	1	4	1.000000	4
10	NAP after JENNER	4	17	NV	1	Excluded	0	0	1	3	15	1.000000	15
11	On ballot papers at Count 5	3	18	29	4	Excluded	3	3	4	0	15	1.000000	15
			19	30	5		3	5					

Table 1 - Counting of Ballot Paper Preferences

Count	Description of Preferences Counted (NAP = Next Available Preference)	SANDOW	JENNER	SMITH	BURT	RIGOPOULIS	BRACKEN	FLETCHER	LEE	Ballot Papers Exhausted at Count	Total Ballot Papers Counted	Transfer Value	Votes Transferred to Table 2
12	NAP after JENNER On ballot papers at Count 6	1		NV 0	NV 0				0	0	1	1.000000	1
13	NAP after JENNER On ballot papers at Count 7	1		NV 0	NV 0				1	0	2	1.000000	2
14	NAP after BURT On ballot papers at Count 1	91		31	Excluded				138	333	623	1.000000	623
15	NAP after BURT On ballot papers at Count 2	2		32					2	1	6	1.000000	6
16	NAP after BURT On ballot papers at Count 3	8		33					5	1	23	1.000000	23
17	NAP after BURT On ballot papers at Count 5	14		34					8	4	39	1.000000	39
18	NAP after BURT On ballot papers at Count 6	1		13					0	0	1	1.000000	1
19	NAP after BURT On ballot papers at Count 7	1		NV 0	NV 0				0	0	1	1.000000	1
20	NAP after BURT On ballot papers at Count 8	21		35					12	7	47	1.000000	47
21	NAP after BURT On ballot papers at Count 9	0		7					1	0	1	1.000000	1
22	NAP after BURT On ballot papers at Count 10	1		NV 0	NV 0				0	1	4	1.000000	4
23	NAP after BURT On ballot papers at Count 11	1		36					3	1	5	1.000000	5
24	NAP after SMITH On ballot papers at Count 1	178		2					146	443	767	1.000000	767
				NV 0									
				Excluded									

Table 1 - Counting of Ballot Paper Preferences

Count	Description of Preferences Counted (NAP = Next Available Preference)	SANDOW	JENNER	SMITH	BURT	RIGOPOULIS	BRACKEN	FLETCHER	LEE	Ballot Papers Exhausted at Count	Total Ballot Papers Counted	Transfer Value	Votes Transferred to Table 2
25	NAP after SMITH On ballot papers at Count 3	6							2	2	10	1.000000	10
26	NAP after SMITH On ballot papers at Count 5	10							2	1	13	1.000000	13
27	NAP after SMITH On ballot papers at Count 7	1							1	0	2	1.000000	2
28	NAP after SMITH On ballot papers at Count 8	23							18	10	51	1.000000	51
29	NAP after SMITH On ballot papers at Count 10	2							0	1	3	1.000000	3
30	NAP after SMITH On ballot papers at Count 11	2							1	0	3	1.000000	3
31	NAP after SMITH On ballot papers at Count 14	33							17	11	61	1.000000	61
32	NAP after SMITH On ballot papers at Count 15	0							0	1	1	1.000000	1
33	NAP after SMITH On ballot papers at Count 16	5							4	0	9	1.000000	9
34	NAP after SMITH On ballot papers at Count 17	9							4	0	13	1.000000	13
35	NAP after SMITH On ballot papers at Count 20	5							2	0	7	1.000000	7
36	NAP after SMITH On ballot papers at Count 22	1							1	0	2	1.000000	2

City of Mount Gambier - Mayor

7401

Quota = --- + 1 = 3701
 1+1

Table 2 - Distribution of the Effective Votes

Count	SANDOW	JENNER	SMITH	BURT	RIGOPOULIS	BRACKEN	FLETCHER	LEE	Votes Exhausted at Count	Fractional Remainder	Total Votes at the End of the count	Remarks
1	1840	587	767	623	212	409	69	2894	0	0	7401	
2	1840	587	767	623	212	409	69	2894	0	0	7401	FLETCHER excluded
3	1845	591	767	629	213	414	0	2904	38	0	7401	FLETCHER's votes distributed
4	1857	606	777	652	212	425	0	2933	112	0	7401	FLETCHER fully excluded, RIGOPOULIS excluded
5	1858	606	777	652	212	425	0	2933	150	0	7401	RIGOPOULIS' votes distributed
6	1899	621	790	691	212	409	64	2997	237	0	7401	RIGOPOULIS partially excluded
7	1901	622	790	692	212	409	64	2998	387	0	7401	RIGOPOULIS fully excluded, BRACKEN excluded
8	1903	624	792	693	212	409	64	3000	387	0	7401	BRACKEN's votes distributed
9	2000	37	843	740	212	409	0	3094	387	0	7401	BRACKEN partially excluded
10	2002	33	843	741	212	409	0	3094	2	0	7401	BRACKEN's votes distributed
11	2006	18	846	745	212	409	0	3095	389	0	7401	BRACKEN fully excluded, JENNER excluded
		- 15	3	4	212	409	0	3095	298	0	7401	JENNER's votes distributed
		- 15	3	4	212	409	0	3095	687	0	7401	JENNER partially excluded
		- 15	3	4	212	409	0	3095	1	0	7401	JENNER's votes distributed
		- 15	3	4	212	409	0	3095	688	0	7401	JENNER partially excluded
		- 15	3	4	212	409	0	3095	3	0	7401	JENNER's votes distributed
		- 15	3	4	212	409	0	3095	691	0	7401	JENNER partially excluded
		- 15	3	4	212	409	0	3095	0	0	7401	JENNER's votes distributed

Table 2 - Distribution of the Effective Votes

Count	SANDOW	JENNER	SMITH	BURT	RIGOPOULIS	BRACKEN	FLETCHER	LEE	Votes Exhausted at Count	Fractional Remainder	Total Votes at the End of the count	Remarks
12	2009 1	3 - 1	849 0	750 0				3099 0	691 0	0 0	7401	JENNER partially excluded JENNER's votes distributed
13	2010 1	2 - 2	849 0	750 0				3099 1	691 0	0 0	7401	JENNER partially excluded JENNER's votes distributed
14	2011 91	0	849 61	750 - 623				3100 138	691 333	0 0	7401	JENNER fully excluded, BURT excluded BURT's votes distributed
15	2102 2		910 1	127 - 6				3238 2	1024 1	0 0	7401	BURT partially excluded BURT's votes distributed
16	2104 8		911 9	121 - 23				3240 5	1025 1	0 0	7401	BURT partially excluded BURT's votes distributed
17	2112 14		920 13	98 - 39				3245 8	1026 4	0 0	7401	BURT partially excluded BURT's votes distributed
18	2126 1		933 0	59 - 1				3253 0	1030 0	0 0	7401	BURT partially excluded BURT's votes distributed
19	2127 1		933 0	58 - 1				3253 0	1030 0	0 0	7401	BURT partially excluded BURT's votes distributed
20	2128 21		933 7	57 - 47				3253 12	1030 7	0 0	7401	BURT partially excluded BURT's votes distributed
21	2149 0		940 0	10 - 1				3265 1	1037 0	0 0	7401	BURT partially excluded BURT's votes distributed
22	2149 1		940 2	9 - 4				3266 0	1037 1	0 0	7401	BURT partially excluded BURT's votes distributed
23	2150 1		942 0	5 - 5				3266 3	1038 1	0 0	7401	BURT partially excluded BURT's votes distributed
24	2151 178		942 - 767	0				3269 146	1039 443	0 0	7401	BURT fully excluded, SMITH excluded SMITH's votes distributed

Table 2 - Distribution of the Effective Votes

Count	SANDOW	JENNER	SMITH	BURT	RIGOPOULIS	BRACKEN	FLETCHER	LEE	Votes Exhausted at Count	Fractional Remainder	Total Votes at the End of the count	Remarks
25	2329 6		175 - 10					3415 2	1482 2	0 0	7401	SMITH partially excluded SMITH's votes distributed
26	2335 10		165 - 13					3417 2	1484 1	0 0	7401	SMITH partially excluded SMITH's votes distributed
27	2345 1		152 - 2					3419 1	1485 0	0 0	7401	SMITH partially excluded SMITH's votes distributed
28	2346 23		150 - 51					3420 18	1485 10	0 0	7401	SMITH partially excluded SMITH's votes distributed
29	2369 2		99 - 3					3438 0	1495 1	0 0	7401	SMITH partially excluded SMITH's votes distributed
30	2371 2		96 - 3					3438 1	1496 0	0 0	7401	SMITH partially excluded SMITH's votes distributed
31	2373 33		93 - 61					3439 17	1496 11	0 0	7401	SMITH partially excluded SMITH's votes distributed
32	2406 0		32 - 1					3456 0	1507 1	0 0	7401	SMITH partially excluded SMITH's votes distributed
33	2406 5		31 - 9					3456 4	1508 0	0 0	7401	SMITH partially excluded SMITH's votes distributed
34	2411 9		22 - 13					3460 4	1508 0	0 0	7401	SMITH partially excluded SMITH's votes distributed
35	2420 5		9 - 7					3464 2	1508 0	0 0	7401	SMITH partially excluded SMITH's votes distributed
36	2425 1		2 - 2					3466 1	1508 0	0 0	7401	SMITH partially excluded SMITH's votes distributed
	2426		0					3467	1508	0	7401	LEE elected under quota 1, SMITH fully excluded

 <p>City of Mount Gambier BLUE LAKE CITY</p>	<p>COUNCIL POLICY S400 SUPPLEMENTARY ELECTIONS</p>	Version No:	1
		Issued:	November, 2014
		Next Review:	December, 2018

1. INTRODUCTION

The purpose of this policy is to confirm the position of this Council with respect to holding a supplementary election to fill any single vacancy in office other than the office of the Mayor.

2. SCOPE

Council may determine to have a policy not to fill a single casual vacancy in an office (other than that of the Mayor) giving effect to an exemption contained in Section 6(2) of the Local Government (Elections) Act 1999 ("Act") to the filling of a single Area Councillor vacancy.

This policy does not apply to exempt the holding of a supplementary election as may otherwise be required under Section 6 of that Act.

3. POLICY STATEMENT

Section 54 of the Local Government Act 1999 sets out the circumstances in which a casual vacancy may arise in the office of a member.

Section 6 of the Local Government (Elections) Act 1999 sets out the circumstances in which a supplementary election will be held to fill a vacant office, and provides an exemption for the filling of a single vacancy (other than in the office of Mayor) where it is the policy of the Council that such a vacancy not be filled until the next general election.

It is the policy of this Council where if a single casual vacancy occurs in the office of Area Councillor, that such office will not be filled until the next general election unless a subsequent vacancy occurs.

It is noted that pursuant to Section 6(3) of the Local Government (Elections) Act 1999, where two (2) or more vacancies (or a vacancy in the office of Mayor) occur before the 1st of January of a year in which a periodic election will be held, or more than 7 months before the known polling day of a general election, a supplementary election may need to be held.

4. REVIEW & EVALUATION

This Policy is scheduled for review by Council in December 2018; however, will be reviewed as required by any legislative changes which may occur prior.

5. AVAILABILITY OF POLICY

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

	COUNCIL POLICY S400 SUPPLEMENTARY ELECTIONS	Version No:	1
		Issued:	November, 2014
		Next Review:	December, 2018

File Reference:	AF11/1950
Applicable Legislation:	Local Government (Elections) Act 1999 s6 Local Government Act 1999 s54
Reference: Strategic Plan – Beyond 2015	Goal 5, Strategic Objective 5
Related Policies:	
Related Procedures:	
Related Documents:	

DOCUMENT DETAILS

Responsibility:	MANAGER – GOVERNANCE & PROPERTY
Version:	1.0
Last revised date:	November, 2014
Effective date:	## th November, 2014
Minute reference:	## th Month, 201# Council, Item #
Next review date:	December, 2018
<u>Document History</u>	
First Adopted By Council:	## th November 2014
Reviewed/Amended:	

[REPUBLISHED]

IN *Government Gazette* No. 52 dated 22 August 2013, page 3536, due to typographical error appearing on page 3538, under the heading 'Gifts and benefits' 3.7.8 *should* have been 3.7.3, is being replaced by this notice hereunder:

CODE OF CONDUCT FOR COUNCIL MEMBERS

Local Government Act 1999: Section 63 (1)

NOTICE under Clause 3.10 of the Code of Conduct for Council Members published by the Minister for Planning for the purposes of Section 63 (1) of the Local Government Act 1999.

For the purposes of Clause 3.10 of the Code of Conduct for Council Members adopted for the purposes of Section 63 (1) of the Local Government Act 1999 and published in the *Gazette* on the day on which this Notice is made, the value of \$100 is specified.

Dated 18 August 2013.

JOHN RAU, Deputy Premier, Minister for Planning

Code of Conduct for Council Members

*Published by the Minister for Planning for the purposes of Section 63 (1) of the
Local Government Act 1999.*

This Code of Conduct is to be observed by all Council members.

Council members must comply with the provisions of this Code in carrying out their functions as public officials. It is the personal responsibility of Council members to ensure that they are familiar with, and comply with, the standards in the Code at all times.

PART 1—PRINCIPLES

1. Higher principles—Overarching Statement

This part does not constitute separate enforceable standards of conduct.

Council members in South Australia have a commitment to serve the best interests of the people within the community they represent and to discharge their duties conscientiously, to the best of their ability, and for public, not private, benefit at all times.

Council members will work together constructively as a Council and will uphold the values of honesty, integrity, accountability and transparency, and in turn, foster community confidence and trust in Local Government.

As representatives of open, responsive and accountable government, Council members are committed to considering all relevant information and opinions, giving each due weight, in line with the Council's community consultation obligations.

In the performance of their role, Council members will take account of the diverse current and future needs of the local community in decision-making, provide leadership and promote the interests of the Council.

Council members will make every endeavour to ensure that they have current knowledge of both statutory requirements and best practice relevant to their position. All Councils are expected to provide training and education opportunities that will assist members to meet their responsibilities under the Local Government Act 1999.

Council members will comply with all legislative requirements of their role and abide by this Code of Conduct.

PART 2—BEHAVIOURAL CODE

2. Behavioural Code

In line with 'Part 1—Higher Principles' of this Code, the following behaviour is considered essential to upholding the principles of good governance in Councils.

This Part is for the management of the conduct of Council members that does not meet the reasonable community expectations of the conduct of Council members. It deals with conduct that does not, and is not likely to, constitute a breach of Part 3—Misconduct or criminal matters such as those contained in the Appendix to this document.

Robust debate within Councils that is conducted in a respectful manner is not a breach of this Part.

It is intended that each Council will adopt a process for the handling of alleged breaches of this Part. This process will be reviewed within 12 months of a general Local Government election.

Council members must:

General behaviour

- 2.1 Show commitment and discharge duties conscientiously.
- 2.2 Act in a way that generates community trust and confidence in the Council.
- 2.3 Act in a reasonable, just, respectful and non-discriminatory way when dealing with people.
- 2.4 Show respect for others if making comments publicly.
- 2.5 Ensure that personal comments to the media or other public comments, on Council decisions and other matters, clearly indicate that it is a private view, and not that of the Council.

Responsibilities as a member of Council

- 2.6 Comply with all Council policies, codes and resolutions.
- 2.7 Deal with information received in their capacity as Council members in a responsible manner.
- 2.8 Endeavour to provide accurate information to the Council and to the public at all times.

Relationship with fellow Council Members

- 2.9 Endeavour to establish and maintain a respectful relationship with all Council members, regardless of differences of views and opinions.
- 2.10 Not bully or harass other Council members.

Relationship with Council staff

- 2.11 Not bully or harass Council staff.
- 2.12 Direct all requests for information from the Council administration to the Council's Chief Executive Officer or nominated delegate/s.
- 2.13 Direct all requests for work or actions by Council staff to the Council's Chief Executive Officer or nominated delegate/s.
- 2.14 Refrain from directing or influencing Council staff with respect to the way in which these employees perform their duties.

Requirement to report breach of Part 3

- 2.15 A Council member who is of the opinion that a breach of Part 3 of this Code (Misconduct)— has occurred, or is currently occurring, must report the breach to the Principal Member of the Council or Chief Executive Officer, the Ombudsman or the Office for Public Integrity.
- 2.16 A failure to report an alleged or suspected breach of Part 3 of this Code is in itself a breach under this Part (Behavioural Code).

Complaints

- 2.17 Any person may make a complaint about a Council member under the Behavioural Code.
- 2.18 Complaints about behaviour alleged to have breached the Behavioural Code should be brought to the attention of the Principal Member or Chief Executive Officer of the Council, or nominated delegate/s.
- 2.19 A complaint may be investigated and resolved in any manner which that Council deems appropriate in its process for handling alleged breaches of this Part. This can include, but is not limited to: a mediator or conciliator, the Local Government Governance Panel, a regional governance panel or an independent investigator.
- 2.20 A complaint may be considered within this process to be trivial, vexatious or frivolous, and accordingly not investigated.
- 2.21 A failure of a Council member to cooperate with the Council's process for handling alleged breaches of this Part may be referred for investigation under Part 3.
- 2.22 A failure of a Council member to comply with a finding of an investigation under this Part, adopted by the Council, may be referred for investigation under Part 3.
- 2.23 Repeated or sustained breaches of this Part by the same Council member may be referred, by resolution of the Council, to the relevant authority as a breach of Part 3.
- 2.24 A breach of the Behavioural Code must be the subject of a report to a public meeting of the Council.

Findings

- 2.25 If, following investigation under the Council's complaints handling process, a breach of the Behavioural Code by a Council member is found, the Council may, by resolution:
- 2.25.1 Take no action;
 - 2.25.2 Pass a censure motion in respect of the Council member;
 - 2.25.3 Request a public apology, whether written or verbal;
 - 2.25.4 Request the Council member to attend training on the specific topic found to have been breached;
 - 2.25.5 Resolve to remove or suspend the Council member from a position within the Council (not including the member's elected position on Council);
 - 2.25.6 Request the member to repay monies to the Council.

PART 3—MISCONDUCT**3. Misconduct**

Failure by a Council member to comply with this Part constitutes misconduct. The provisions within this Part may refer to statutory matters under the Local Government Act 1999. Any breach of these provisions will be investigated under that legislation.

Any person may report an alleged breach of this Part to the Council, the Ombudsman, the Electoral Commissioner (for alleged breaches of Code 3.8) or the Office for Public Integrity. Alleged breaches of this Part made to a Council or to the Office for Public Integrity may be referred to the Ombudsman for investigation under Section 263 of the Local Government Act 1999, by the Council's Chief Executive Officer or by the Independent Commissioner Against Corruption, where he or she so determines.

A report from the Ombudsman that finds a Council member has breached this Part (Misconduct) of the Code of Conduct must be provided to a public meeting of the Council. The Council must pass resolutions, that give effect to any recommendations received from the Ombudsman, within two ordinary meetings of the Council following the receipt of these recommendations.

An investigation under Part 3 of this Code does not preclude an investigation being launched as a potential breach of the criminal matters listed in the Appendix to this document.

Member duties

Council members must:

- 3.1 Act honestly at all times in the performance and discharge of their official functions and duties;
- 3.2 Perform and discharge their official functions and duties with reasonable care and diligence at all times;
- 3.3 Not release or divulge information that the Council has ordered be kept confidential, or that the Council member should reasonably know is information that is confidential, including information that is considered by Council in confidence;
- 3.4 Not exercise or perform, or purport to exercise or perform, a power, duty or function that he or she is not authorised to exercise or perform;
- 3.5 Not attempt to improperly direct a member of Council staff to act in their capacity as a Local Government employee for an unauthorised purpose;
- 3.6 Ensure that relationships with external parties cannot amount to interference by improper influence, affecting judgement, decisions and/or actions.

Gifts and benefits

3.7 Council members must not:

- 3.7.1 Seek gifts or benefits of any kind;
 - 3.7.2 Accept any gift or benefit that may create a sense of obligation on their part or may be perceived to be intended or likely to influence them in carrying out their public duty;
 - 3.7.3 Accept any gift or benefit from any person who is in, or who seeks to be in, any contractual relationship with the Council.
- 3.8 Notwithstanding Code 3.7, Council members may accept campaign donations as provided for in the Local Government (Elections) Act 1999.
- 3.9 Notwithstanding Code 3.7.3, Council members may accept hospitality provided in the context of performing their duties, including:

- 3.9.1 Free or subsidised meals, beverages or refreshments of reasonable value provided in conjunction with:
 - 3.9.1.2 Council work related events such as training, education sessions workshops and conferences;
 - 3.9.1.3 Council functions or events;
 - 3.9.1.4 Social functions organised by groups such as Council committees and community organisations.
- 3.9.2 Invitations to, and attendance at, local social, cultural or sporting events.
- 3.10 Where Council members receive a gift or benefit of more than a value published in the *Government Gazette* by the Minister from time to time, details of each gift or benefit must be recorded within a gifts and benefits register maintained and updated quarterly by the Council's Chief Executive Officer. This register must be made available for inspection at the principal office of the Council and on the Council website.

Register of Interests

- 3.11 Council members must lodge with the Council a complete and accurate primary return of their interests, and subsequent ordinary returns, as required by legislation.

Campaign donation returns

- 3.12 Council members must ensure that following each election an accurate campaign donation return is provided to the Chief Executive Officer of the Council as required by legislation.

Conflict of interest

- 3.13 Council members must be committed to making decisions without bias and in the best interests of the whole community and comply with the relevant conflict of interest provisions of the Local Government Act 1999.

Misuse of Council resources

- 3.14 Council members using Council resources must do so effectively and prudently.
- 3.15 Council members must not use Council resources, including services of Council staff, for private purposes, unless legally or properly authorised to do so, and payments are made where appropriate.
- 3.16 Council members must not use public funds or resources in a manner that is irregular or unauthorised.

Repeated or sustained breaches of Part 2

- 3.17 At the discretion of the Council to which the member is elected, repeated or sustained inappropriate behaviour, as listed in Part 2, may be escalated to an allegation of misconduct under this Part.
- 3.18 A failure to comply with a finding of inappropriate behaviour (by the Council, independent investigator or Ombudsman) under Part 2 is also grounds for a complaint under this Part.

APPENDIX—CRIMINAL MATTERS

The matters within this Appendix are matters for which a criminal penalty attaches. As separate legislation operates to cover such conduct, this part does not form part of the Code of Conduct for Council Members.

Allegations of conduct breaching these matters will be investigated in accordance with the legislation governing that conduct and they are included within this document only in order to provide a complete overview of the standards of conduct and behaviour expected of Council members.

Alleged breaches of matters outlined in this Appendix should be reported to the Office for Public Integrity in the first instance.

Breaches of the Local Government Act 1999

Member duties

A member of a Council must not, whether within or outside the State, make improper use of information acquired by virtue of his or her position as a member of the Council to gain, directly or indirectly, an advantage for himself or herself or for another person or to cause detriment to the Council (Section 62 (3)).

A member of a Council must not, whether within or outside the State, make improper use of his or her position as a member of the Council to gain, directly or indirectly, an advantage for himself or herself or for another person or to cause detriment to the Council (Section 62 (4)).

Provision of false information

A member of a Council who submits a return under Chapter 5 Part 4 (Register of interest) and Schedule 3 of the Local Government Act 1999, that is to the knowledge of the member, false or misleading in a material particular (whether by reason of information included in or omitted from the return) is guilty of an offence (Section 69).

Restrictions on publication of information from Register of Interests

A Council member must not publish information, or authorise publication of information, derived from a Register unless the information constitutes a fair and accurate summary of the information contained in the Register, and is published in the public interest, or comment on the facts set forth in a Register, unless the comment is fair and published in the public interest and without malice (Section 71).

Breaches of other Acts

Acting in his or her capacity as a public officer, a Council member shall not engage in conduct, whether within or outside the state, that constitutes corruption in public administration as defined by Section 5 of the Independent Commissioner Against Corruption Act 2012, including:

An offence against Part 7 Division 4 (Offences relating to public officers) of the Criminal Law Consolidation Act 1935, which includes the following offences:

- bribery or corruption of public officers;
- threats or reprisals against public officers;
- abuse of public office;
- demanding or requiring benefit on basis of public office;
- offences relating to appointment to public office.

Any other offence, including an offence against Part 5 (Offences of dishonesty) of the Criminal Law Consolidation Act 1935, committed by a public officer while acting in his or her capacity as a public officer, or by a former public officer and related to his or her former capacity as a public officer, or by a person before becoming a public officer and related to his or her capacity as a public officer, or to an attempt to commit such an offence.

Any of the following in relation to an offence referred to in a preceding paragraph:

- aiding, abetting, counselling or procuring the commission of the offence;
 - inducing, whether by threats or promises or otherwise, the commission of the offence;
 - being in any way, directly or indirectly, knowingly concerned in, or party to, the commission of the offence;
 - conspiring with others to effect the commission of the offence.
-
-

-
- (b) the subsidiary must, in consultation with the chief executive officers of the constituent councils, ensure that a Register of Interests relating to its board members (made up of the information required to be included in returns under this Division) is maintained at the principal office of the subsidiary, or at a council office nominated by the subsidiary, and is available for public inspection during ordinary office hours.
- (4) A person is entitled, on payment of a fee fixed by the subsidiary's constituent councils, to a copy of the Register maintained under subsection (3).
- (5) A member of a council who has submitted the appropriate returns under a preceding provision of this Division is not required to submit additional returns under this section.

Division 3—Conflict of interest

73—Conflict of interest

- (1) A member of a council has an interest in a matter before the council if—
- (a) the member or a person with whom the member is closely associated would, if the matter were decided in a particular manner, receive or have a reasonable expectation of receiving a direct or indirect pecuniary benefit or suffer or have a reasonable expectation of suffering a direct or indirect pecuniary detriment; or
 - (b) the member or a person with whom the member is closely associated would, if the matter were decided in a particular manner, obtain or have a reasonable expectation of obtaining a non-pecuniary benefit or suffer or have a reasonable expectation of suffering a non-pecuniary detriment,
- (not being a benefit or detriment that would be enjoyed or suffered in common with all or a substantial proportion of the ratepayers, electors or residents of the area or a ward or some other substantial class of persons).
- (2) A person is closely associated with a member of a council—
- (a) if that person is a body corporate of which the member is a director or a member of the governing body; or
 - (b) if that person is a proprietary company in which the member is a shareholder; or
 - (c) if that person is a beneficiary under a trust or an object of a discretionary trust of which the member is a trustee; or
 - (d) if that person is a partner of the member; or
 - (e) if that person is the employer or an employee of the member; or
 - (f) if that person is a person from whom the member has received or might reasonably be expected to receive a fee, commission or other reward for providing professional or other services; or
 - (g) if that person is a relative of the member.

- (3) A member of a council who is a member, officer or employee of an agency or instrumentality of the Crown, will be regarded as having an interest in a matter before the council if the matter directly concerns that agency or instrumentality but otherwise will not be regarded as having an interest in a matter by virtue of being a member, officer or employee of the agency or instrumentality.
- (4) In this section—
agency or instrumentality of the Crown includes—
- (a) an administrative unit of the Public Service;
 - (b) a body corporate comprised of, or including or having a governing body comprised of or including, a Minister or Ministers of the Crown or a person or persons appointed by the Governor or a Minister or other agency or instrumentality of the Crown.

74—Members to disclose interests

- (1) A member of a council who has an interest in a matter before the council must disclose the interest to the council.
- (2) A member in making a disclosure under subsection (1) must provide full and accurate details of the relevant interest.
- (3) A disclosure made under subsection (1) must be recorded in the minutes of the council (including details of the relevant interest).
- (4) A member of a council who has an interest in a matter before the council must not—
- (a) propose or second a motion relating to the matter; or
 - (b) take part in discussion by the council relating to that matter; or
 - (c) while such discussion is taking place, be in, or in the close vicinity of, the room in which or other place at which that matter is being discussed; or
 - (d) vote in relation to that matter.
- (4a) The following qualifications apply:
- (a) subsections (1) and (4) do not apply—
 - (i) to questions relating to allowances or benefits that a council is empowered to pay to, or confer on, members, their spouses, domestic partners or members of their families; or
 - (ii) to matters of a class exempted by regulation from the provisions of those subsections; or
 - (iii) to matters in relation to which the Minister has granted an exemption from the provisions of those subsections;
 - (b) a member of a council who has disclosed an interest under subsection (1) may, by permission of the council, attend during proceedings of the council on the relevant matter in order to ask or answer questions, provided that the meeting is open to the public, the member withdraws from the room after asking or answering the questions, and the member does not in any other way take part in any debate or vote on the matter;

-
- (d) a member does not contravene this section if the interest was unknown to the member at the relevant time.
- (4b) In addition, subsection (4) does not apply in a case where the interest of the member arises because of 1 or both of the following circumstances:
- (a) the member or a person closely associated with the member is a member of, or director or member of the governing body of, a non-profit association;
 - (b) the member or a person closely associated with the member is a member of a body (whether incorporated or unincorporated) comprised of or including, or having a governing body comprised of or including, a person or persons appointed or nominated by the council.
- (5) The fact that a member or members of a council have failed to comply with this section in relation to a particular matter does not, of itself, invalidate a resolution or decision on that matter but, if it appears that the non-compliance may have had a decisive influence on the passing of the resolution or the making of the decision, the District Court may, on the application of the council, the Minister or a person affected by the resolution or decision, annul the resolution or decision and make such ancillary or consequential orders as it thinks fit.
- (6) In this section—
- non-profit association* means a body (whether corporate or unincorporate)—
- (a) that does not have as its principal object or one of its principal objects the carrying on of a trade or the making of a profit; and
 - (b) that is so constituted that its profits (if any) must be applied towards the purposes for which it is established and may not be distributed to its members,
- and includes the LGA.

75—Application of Division to members of committees and subsidiaries

- (1) The provisions of this Division extend to committees and to members of committees established by councils as if—
- (a) a committee were a council; and
 - (b) a member of a committee were a member of a council.
- (2) The provisions of this Division extend to subsidiaries and to board members of subsidiaries as if—
- (a) a subsidiary were a council; and
 - (b) a board member of a subsidiary were a member of a council.

Part 5—Allowances and benefits

76—Allowances

- (1) Subject to this section, a member of a council is entitled to the allowance determined by the Remuneration Tribunal in relation to the member's office and indexed in accordance with this section.



Campaign Donations Return

Please PRINT details on this form

LG 2

Any person who is a candidate for election to an office of a council, whether successfully elected or not, must complete this return. The return must be forwarded to the Chief Executive Officer of the council within 30 days after the conclusion of the election.

Please read the instructions and notes over the page before filling in this form.

To the Council Chief Executive Officer

Name of Council

Candidate Information

Surname

Given Names

Period to which return relates (Refer Note 2)

/ / to / /

I declare that between the dates referred to above - tick appropriate box

no gifts of a kind required to be disclosed were received by me (Refer Notes 4 & 5)

or

gifts of a kind required to be disclosed were received by me (Refer Notes 4 & 5)

The total value of those gifts is

\$

The number of persons who made those gifts is

Specific details concerning such gifts are provided below.

Signature of Candidate or Member

Date / /

Specific Details of Gifts

Amount or value of each gift (Refer Note 4)	Name and address of each donor (Refer Note 6)	Date on which gift was made

If space is insufficient, please attach a list

Instructions/Notes

1. Any person who is a candidate for election to an office of a council (whether or not successfully elected) must complete this form and furnish it to the chief executive officer of the council within 30 days after the conclusion of the election.
2. The period to which the return must relate is called the **disclosure period**. For the purposes of this return -
 - (a) subject to paragraph (b), the disclosure period is the period that commenced -
 - (i) in relation to a candidate in an election who was a new candidate [other than a candidate referred to in subparagraph (ii)] – on the day on which he or she announced that he or she could be a candidate in the election or the day on which his or her nomination was lodged with the returning officer, whichever is the earlier;
 - (ii) in relation to a candidate in an election who was a new candidate and when he or she became a candidate in the election was a member of the council by virtue of having been appointed under the *Local Government Act 1999* – on the day on which the person was so appointed as a member of the council;
 - (iii) in relation to a candidate in an election who was not a new candidate – at the end of 21 days after polling day for the last preceding election in which the person was a candidate,and that ended, in any of the above cases, at the end of 21 days after polling day for the election; and
 - (b) a candidate is a new candidate, in relation to an election, if the person had not been a candidate in the last general election of the council and had not been elected at a supplementary election held after the last general election of the council.
3. A **gift** is a disposition of property made by a person to another person, otherwise than by will, being a disposition made without consideration in money or money's worth or with inadequate consideration, and includes the provision of a service (other than volunteer labour) for no consideration or for inadequate consideration.
4. A return need not set out any details in respect of -
 - (a) a private gift made to the candidate; or
 - (b) a gift if the amount or value of the gift is less than \$500.A gift made to a candidate is a private gift if it is made in a private capacity to the candidate for his or her personal use and the candidate has not used, and will not use, the gift solely or substantially for a purpose related to an election.
5. Two or more gifts (excluding private gifts) made by the same person to a candidate during the disclosure period are to be treated as one gift.
6. The following information must be included:
 - (a) in the case of each gift made on behalf of the members of an unincorporated association, other than a registered industrial organisation -
 - (i) the name of the association; and
 - (ii) the names and addresses of the members of the executive committee (however described) of the association; and
 - (b) in the case of each gift purportedly made out of a trust fund or out of the funds of a foundation -
 - (i) the names and addresses of the trustees of the fund or of the funds of the foundation; and
 - (ii) the title or other description of the trust fund or the name of the foundation, as the case requires; and
 - (c) in the case of each other gift – the name and address of the person who made the gift.A **registered industrial organisation** is an industrial association or organisation registered under a law of the State or of the Commonwealth.

NOTE

If a person who is required to furnish a return considers that it is impossible to complete the return because he or she is unable to obtain particulars that are required for the preparation of the return, the person may -

- (a) prepare the return to the extent that it is possible to do so without those particulars; and
- (b) furnish the return so prepared; and
- (c) give to the chief executive officer notice in writing -
 - (i) identifying the return; and
 - (ii) stating that the return is incomplete by reason that he or she is unable to obtain certain particulars; and
 - (iii) identifying those particulars; and
 - (iv) setting out the reasons why he or she is unable to obtain those particulars; and
 - (v) if the person believes, on reasonable grounds, that another person whose name and address he or she knows can give those particulars – stating that belief and the reasons for it and the name and address of that other person.



Form 3 – Register of Members' Interests Primary return

Please read instructions and notes below before completing this return.

SURNAME		OTHER NAMES
OFFICE HELD		
Registrable interests		Details
1	Provide a statement of any income source ² that you have or a person related to you ³ has or expects to have in the period of 12 months after the date of the primary return.	
2	State the name of any company or other body, corporate or unincorporate, in which you hold, or a member of your family ⁴ holds, any office whether as director or otherwise.	
3	State the name or description of any company, partnership, association or other body in which you or a person related to you ³ is an investor ⁵ .	
4	State the name and business address of any employer for whom you work and, if you are employed, the name of the office or place where you work or a concise description of the nature of your work.	
5	State the name of any political party, any body or association formed for political purposes or any trade or professional organisation ⁶ of which you are a member.	
6	Provide a concise description of any trust (other than a testamentary trust) of which you or a person related to you ³ is a beneficiary or trustee, and the name and address of each trustee.	
7	Provide the address or description of any land in which you have or a person related to you ³ has any beneficial interest ⁷ other than by way of security for any debt.	
8	Provide details of any fund in which you or a person related to you ³ has an actual or prospective interest to which contributions are made by a person other than you or a person related to you ³ .	
9	If you are or a person related to you ³ is indebted to another person (not being related by blood or marriage) in an amount of or exceeding \$7 500—state the name and address of that other person.	
10	If you are or a person related to you ³ is owed money by a natural person (not being related by blood or marriage) in an amount of or exceeding \$10 000—state that person.	
11	Declare any other substantial interest of yours or of a person related to you whether of a pecuniary nature or not, of which you are aware and which you consider might appear to raise a material conflict between your private interest and the public duty that you have or may subsequently have as a member of the council.	
12	Provide any other additional information which you think fit.	

Signature: *[insert signature of member]*

Date:

Instructions/notes

- 1 This return is to be completed in block letters except for signatures. If there is not sufficient space on this return for all of the information you are required to provide, you may attach additional papers for that purpose. Each such paper must be signed and dated.
- 2 Under the Act, **income source**, in relation to a person, means—
 - (a) any person or body of persons with whom the person entered into a contract of service or held any paid office; and
 - (b) any trade, vocation, business or profession engaged in by the person.
- 3.1 Under the Act, **a person related to a member** means—
 - (a) a member of the member's family; or
 - (b) a family company of the member; or
 - (c) a trustee of a family trust of the member.
- 3.2 A **family company** of a member means a proprietary company—
 - (a) in which the member or a member of the member's family is a shareholder; and
 - (b) in respect of which the member or a member of the member's family, or any such persons together, are in a position to cast, or control the casting or, more than one half of the maximum number of votes that might be cast at a general meeting of the company.
- 3.3 A **family trust** of a member means a trust (other than a testamentary trust)—
 - (a) of which the member or a member of the member's family is a beneficiary; and
 - (b) which is established or administered wholly or substantially in the interests of the member or a member of the member's family, or any such persons together.
- 4 Under the Act, **family**, in relation to a member, means—
 - (a) a spouse or domestic partner of the member; and
 - (b) a child of the member who is under the age of 18 years and normally resides with the member.
- 5 For the purpose of this return, a person is an investor in a body if—
 - (a) the person has deposited money with, or lent money to, the body that has not been repaid and the amount not repaid equals or exceeds \$10 000; or
 - (b) the person holds, or has a beneficial interest in, shares in, or debentures of, the body or a policy of life insurance issued by the body.
- 6 Under the Act, **trade or professional organisation** means a body, corporate or unincorporate, of—
 - (a) employers or employees; or
 - (b) persons engaged in a profession, trade or other occupation,being a body of which the object, or 1 of the objects, in the furtherance of its own professional, industrial or economic interest or those of any of its members.
- 7 Under the Act, **beneficial interest** in property includes a right to re-acquire the property.

Notes—

- A member is required only to disclose information that is known to the member or ascertainable by the member by the exercise of reasonable diligence.
- A member is not required to disclose information relating to a person as trustee of a trust unless the information relates to the person in the person's capacity as trustee of a trust by reason of which the person is related to the member.
- A member may include in a return such additional information as the member thinks fit.
- Nothing in this return will be taken to prevent a member from disclosing information in such a way that no distinction is made between information relating to the member personally and information relating to a person related to the member.
- A member is not required to disclose the actual amount or extent of a financial benefit, gift, contribution or interest.



Determination 7 of 2014

THE REMUNERATION TRIBUNAL DETERMINATION OF
ALLOWANCES FOR MEMBERS OF LOCAL GOVERNMENT COUNCILS

1. SCOPE OF DETERMINATION

The Remuneration Tribunal is given jurisdiction under section 76 of the *Local Government Act 1999* (the Act), to determine the allowance payable to an elected member of a Local Government Council. Section 76 of the Act requires the Tribunal to make a determination on a 4 yearly basis before the day that is 14 days before the day on which nominations close for each periodic election for councils held under the *Local Government (Elections) Act 1999*. Section 76(3) provides that;

The Remuneration Tribunal must, in making a determination under this section, have regard to the following:

- (a) the role of members of council as members of the council's governing body and as representatives of their area;*
- (b) the size, population and revenue of the council, and any relevant economic and social factors in the council area;*
- (c) the fact that an allowance under this section is not intended to amount to a salary for a member;*
- (d) the fact that an allowance under this section should reflect the nature of a member's office;*
- (e) the provisions of this Act providing for the reimbursement of expenses of members.*

Section 76(4) provides that "without derogating from the operation of subsection (3), the allowances to be determined under this section will be taken to be in the nature of a fee under the definition of remuneration in the *Remuneration Act 1990*".

Section 76(7) provides that "the rates of allowances may vary from office to office, and council to council".

This Determination applies to the members of a council in accordance with the Act, but does not apply to members of the Adelaide City Council.

2. INTERPRETATION

In this Determination, unless the contrary appears:

"Committee" means a committee established by a council in terms of section 41 of the Act.

"Councillor" means a person appointed or elected as a member of a local government council under the Act.

"Principal Member" means a principal member under the Act.

"Prescribed Committee" means for the purposes of this determination, a committee that endures, irrespective of whether the council has assigned any particular work for the committee to perform and assists the council or provides advice to the council in any of the following areas or any combination thereof:

- Audit
- Chief Executive Officer performance review
- Corporate services
- Finance
- Governance
- Infrastructure and works
- Risk management
- Strategic planning and development

3. ALLOWANCES

3.1 Councillors

3.1.1 The annual allowance for a councillor who is not a principal member, deputy mayor, deputy chairperson or presiding member of a prescribed committee will be as follows:

Council Group	\$ per annum
Group 1A	\$21,500
Group 1B	\$19,000
Group 2	\$15,900
Group 3	\$12,800
Group 4	\$9,100
Group 5	\$5,700

3.1.2 Council Groups are provided in Appendix 1.

3.2 Principal Members

The annual allowance for principal members of a local government council will be equal to four (4) times the annual allowance for councillors of that council.

3.3 Deputy Mayor, Deputy Chairperson or Presiding Member of a Committee

3.3.1 The annual allowance for a councillor who is a deputy mayor or deputy chairperson, or the presiding member of a prescribed committee or more

than one prescribed committees established by a council, will be equal to one and a quarter (1.25) times the annual allowance for councillors of that council.

3.3.2 An additional allowance in the form of a sitting fee is payable to a councillor (other than the principal member or deputy principal member, chairperson or deputy chairperson or a presiding member of a prescribed committee) who is the presiding member of a committee, that is not a prescribed committee, at the following rates:

3.3.2.1 where the councillor is a member of a council in Group 1A or Group 1B; an allowance of \$200 per meeting limited to an aggregate amount of allowance of \$1,200 per annum;

3.3.2.2 where the councillor is a member of a council in Group 2 or Group 3; an allowance of \$150 per meeting limited to an aggregate amount of allowance of \$900 per annum;

3.3.2.3 where the councillor is a member of a council in Group 4 or Group 5; an allowance of \$100 per meeting limited to an aggregate amount of allowance of \$600 per annum.

4. TRAVEL TIME ALLOWANCE FOR MEMBERS OF NON-METROPOLITAN COUNCILS

4.1 An allowance of \$336 per annum will be payable to council members, excluding principal members, whose usual place of residence is within the relevant council area and is located at least 30 kms but less than 50 kms from that council's principal office, via the most direct road route:

4.2 An allowance of \$560 per annum will be payable to council members, excluding principal members, whose usual place of residence is within the relevant council area and is located at least 50 kms but less than 100 kms from that council's principal office, via the most direct road route:

4.3 An allowance of \$1,120 per annum will be payable to council members, excluding principal members, whose usual place of residence is within the relevant council area and is located 100 kms or more from that council's principal office, via the most direct road route:

4.4 The non-metropolitan council members travel time allowance will be payable in addition to any entitlement to reimbursement of expenses actually incurred.

4.5 A list of the non-metropolitan councils to which this payment applies is provided in Appendix 2.

5. DATE OF OPERATION

5.1 The allowances prescribed in this Determination are operative from the first ordinary meeting of the Council held after the conclusion of the 2014 local government elections in accordance with section 76(8) of the *Local Government Act 1999*.

- 5.2 Pursuant to sections 76(9) and 76(15) of the *Local Government Act 1999*, the allowances set out in this Determination, including the aggregate amounts specified at 3.3.2 herein, will be adjusted annually on the first, second and third anniversaries of the 2014 local government elections to reflect changes in the Consumer Price Index as defined at section 76(15).



D R Prior
PRESIDENT



D J Smythe
MEMBER

28 July 2014

Appendix 1 – Council Groups

GROUP 1A
City of Charles Sturt
City of Onkaparinga
City of Port Adelaide Enfield
City of Salisbury

GROUP 1B
City of Holdfast Bay
City of Marion
City of Mitcham
City of Playford
City of Tea Tree Gully
City of West Torrens

GROUP 2
Adelaide Hills Council
Alexandrina Council
Barossa Council
Campbelltown City Council
City of Burnside
City of Mount Gambier
City of Prospect
City of Norwood Payneham and St Peters
City of Unley
City of Whyalla
District Council of Mount Barker
Port Augusta City Council
Rural City of Murray Bridge
Town of Gawler

GROUP 3
Berri Barmera Council
City of Port Lincoln
City of Victor Harbor
Clare and Gilbert Valleys Council
District Council of Loxton Waikerie
District Council of The Copper Coast
District Council of Yorke Peninsula
Light Regional Council
Mid Murray Council
Naracoorte Lucindale Council
Port Pirie Regional Council
Tatiara District Council
Wattle Range Council

GROUP 4
Corporation of the Town of Walkerville
District Council of Coorong
District Council of Grant
District Council of Lower Eyre Peninsula
District Council of Mallala
District Council of Yankalilla
District Council of Renmark Paringa
Kangaroo Island Council
Northern Areas Council
Regional Council of Goyder
Wakefield Regional Council

GROUP 5
District Council of Barunga West
District Council of Ceduna
District Council of Cleve
District Council of Coober Pedy
District Council of Elliston
District Council of Franklin Harbour
District Council of Karoonda East Murray
District Council of Kimba
District Council of Mount Remarkable
District Council of Orroroo Carrieton
District Council of Peterborough
District Council of Robe
District Council of Streaky Bay
District Council of Tumby Bay
Flinders Ranges Council
Kingston District Council
Southern Mallee District Council
Wudinna District Council

Appendix 2 – Non – Metropolitan Councils

Adelaide Hills Council	District Council of Renmark Paringa
Alexandrina Council	District Council of Robe
Berri Barmera Council	District Council of Streaky Bay
Barossa Council	District Council of The Copper Coast
City of Whyalla	District Council of Tumby Bay
Clare and Gilbert Valleys Council	District Council of Yankalilla
District Council of Barunga West	District Council of Yorke Peninsula
District Council of Ceduna	Flinders Ranges Council
District Council of Cleve	Kangaroo Island Council
District Council of Coober Pedy	Kingston District Council
District Council of Coorong	Light Regional Council
District Council of Elliston	Mid Murray Council
District Council of Franklin Harbour	Naracoorte Lucindale Council
District Council of Grant	Northern Areas Council
District Council of Karoonda East Murray	Port Augusta City Council
District Council of Kimba	Port Pirie Regional Council
District Council of Lower Eyre Peninsula	Regional Council of Goyder
District Council of Loxton Waikerie	Rural City of Murray Bridge
District Council of Mallala	Southern Mallee District Council
District Council of Mount Barker	Tatiara District Council
District Council of Mount Remarkable	Wakefield Regional Council
District Council of Ororoo Carrieton	Wattle Range Council
District Council of Peterborough	Wudinna District Council

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ABN 98 802 494 422



WALLMANS
LAWYERS

Our Ref: MJK:jls:101705

Your Ref:

22 November 2010

Ms Wendy Campana
Chief Executive Officer
Local Government Association of South Australia
GPO Box 2693
ADELAIDE SA 5001

VIA EMAIL: Wendy.Campana@lga.sa.gov.au

Dear Wendy

ELECTED MEMBER ALLOWANCES – TAXATION IMPLICATIONS

I refer to your request to provide an updated general advice with regard to the treatment, for taxation purposes, of the annual allowance and reimbursement of prescribed expenses for elected members.

The Local Government Act 1999 ("the 1999 Act") and the Local Government (Members Allowances and Benefits) Regulations 2010 ("the 2010 Regulations"), together with the periodic determinations of the Remuneration Tribunal, regulate the amount and payment of allowances and reimbursement of expenses. The allowances set by the Tribunal for the current term for elected members varies from \$16,800 to \$5,000 according to the grouping in which the Council has been placed by the Remuneration Tribunal. The principal member of a Council is entitled to receive four times the amount set for elected members. A deputy to a principal member or the presiding member of a standing committee is entitled to an amount of 1.25 times the amount set for elected members.

Taxation Issues

As you will appreciate, this is a detailed and complex area of the law which is best handled between individual elected members and their personal taxation advisers.

Accordingly, the comments below should be treated as statements of general principle only and not relied upon as legal advice to any individual person.

An elected member's allowance is remuneration paid to him or her and is considered assessable income which must be declared in their annual income tax return. In the absence of an express resolution (as detailed below) the allowance does not constitute "salary and wages" and, therefore, is excluded from the PAYG provisions of the Income Tax Assessment Act 1936.

However, Section 12-45 of Schedule 1 and Division 446 of Part 5-45 of the Taxation Administration Act 1953 operate such that if there is a unanimous resolution of the Council that it be treated as an "eligible local governing body" the annual allowance will be deemed to be "salary and wages" for taxation purposes and the Council will be subject to the PAYG withholding provisions. Following a resolution of this nature the Council will be required to withhold the requisite amount of taxation from the allowance prior to the allowance being

paid to the elected members. Further, the formal substantiation requirements of the Income Tax Assessment Act 1936 will apply and require the Council to issue a statement of earnings or a payment summary to elected members at the end of each financial year. The Council is also required to make payment of the PAYG tax directly to the Tax Office on behalf of its elected members.

Under Division 446, where a Council makes a 'unanimous resolution' it will continue in force (regardless of elections) until there is a further unanimous resolution annulling the original resolution. Additionally, the resolution to be treated as an *eligible local governing body* must be notified to the Commissioner of Taxation within 7 days of being made and must take effect within a 28 day period beginning on the day after the day on which the resolution is made. The Commissioner will notify the resolution and its date of effect in the Gazette.

A resolution by a Council to be treated as an "*eligible local governing body*" will not exempt elected members from the requirement to declare their allowance in their annual income tax returns. Furthermore, the provisions of other taxation laws administered by the Commissioner of Taxation such as Superannuation and Child Support and Fringe Benefits Tax will, upon passing a resolution to be treated as an *eligible local governing body* as described above, also apply to the elected members.

Other considerations to be taken into account by any Council which is considering whether or not to resolve to become an '*eligible local governing body*' are

- the members will, in effect, receive a 9% 'pay rise' because superannuation must be paid in addition to the amount that has been set for their allowance;
- members will be subject to FBT considerations because they are treated for taxation purposes as employees. For example, a vehicle for the Mayor and members' entertainment will be subject to FBT costs to the Council; and
- an effective salary sacrifice arrangement could be entered into between the Council and elected members such that contributions could be made to a complying superannuation fund in lieu of the allowance which would not become assessable income in the hands of the members.

Superannuation

For the purposes of the Superannuation legislation, elected members are not "*employees*" and are, therefore, not subject to the provisions of this legislation unless the Council has resolved to be treated as an "*eligible local governing body*". Where such a resolution is passed the allowance paid to elected members will attract the superannuation guarantee of 9% where the allowance is set at a rate which produces an income of \$450.00 or more per month.

Reimbursement of Expenses

The 1999 Act and the 2010 Regulations prescribe certain types of expenses, such as travel and child or other dependant expenses, that must be reimbursed to elected members. Expenses which are reimbursed to an elected member by the Council will not be further claimable as allowable tax deductions in the elected member's income tax return. In the event that these expenses are not reimbursed to an elected member there may be an entitlement to claim the expenses as allowable deductions against income. If the deductions claimed by each elected member totals more than \$300.00 the elected member must be able to provide substantiation of the expenses incurred. Further information as to the nature of expenses that may be incurred by elected members and which may be claimed as allowable deductions in part or in whole, is available from the Australian Taxation Office.

In accordance with Section 77(1)(b) of the 1999 Act the Council may identify other expenses which may be reimbursed to elected members by decision of the Council. Again, where such expenses are reimbursed, elected members cannot claim those expenses as allowable deductions. However, in the event that an elected member receives reimbursement for vehicle expenses on a "cents per kilometre" basis then, in accordance with Taxation Ruling 92/15, the amount of the reimbursement must be included in the elected member's assessable income and be claimed as an allowable deduction.

Other Benefits

Pursuant to Section 78 of the 1999 Act, other benefits can be made available to elected members in performing and discharging their functions and duties of office. Where there is any component of the benefit that is of a private nature, it will be treated as assessable income for the elected member. Section 78 envisages the use of benefits for purposes other than the performance or discharge of official functions or duties. The benefits in these circumstances will constitute assessable income for the elected members for taxation purposes but may also constitute allowable deductions under certain circumstances.

Acceptance or Refusal of Allowances

Section 76 of the 1999 Act and Regulation 4 of the 2010 Regulations provide that a Council may pay allowances to elected members in instalments up to quarterly in advance or quarterly in arrears. Individual Councils will determine the payment arrangements within these parameters. Section 76(12) of the Act recognises that elected members may decline to accept payment of an allowance. Whilst Section 76(12) does not expressly address the issue it does permit an elected member to decline to accept an allowance either in whole or in part. Declining part of an allowance may be achieved in a number of ways including by arrangement with the Council, refusing one or more payments, or making a partial refund to the Council. Any refusal of an allowance will not preclude the obligation on the elected member to include any payments received from the Council as part of their assessable income. Any refusal of an allowance, whether in whole or in part, may only be achieved by written notification from the elected member of the Council. An elected member may not, however, direct the Council to make payment of all or any part of the allowance to a third party.

Payment of Allowances

The 1999 Act provides that elected members allowances must be paid at times, and in a manner, prescribed by the 2010 Regulations unless, of course, the member declines to accept payment of the allowance in whole or in part. The 2010 Regulations do not prescribe any times and manner of payment but simply invest Councils with a power, to be exercised at their discretion, to pay allowances up to quarterly in advance or quarterly in arrears. Provided that the payment is not paid any more frequently than quarterly in advance, or delayed more than quarterly in arrears, the Council may set the payment times.

The timing of the payment of allowances and the quantum when payment is made is, therefore, entirely a matter for individual Councils to determine. In this regard, a Council could even choose to give consideration to making payment of a large component of the allowance towards the end of the financial year where that arrangement would facilitate any tax arrangements and liabilities incurred by its elected members.


I iterate that this is a detailed and complex area of the law and that the above comments should be treated as statements of general principle only. Individual elected members and Councils must obtain expert taxation advice from their own personal taxation advisers in respect of their own circumstances.

If you have any questions in relation to this matter please do not hesitate to contact me.

Yours sincerely
WALLMANS LAWYERS

A handwritten signature in black ink, appearing to read 'MJ Kelledy', with a long, sweeping underline stroke.

MICHAEL KELLEDY
Partner
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	COUNCIL POLICY M405 MEMBERS – Allowances, Re-imbursements, Benefits & Facilities	Version No:	1.0
		Issued:	November, 2014
		Next Review:	December, 2018

1. INTRODUCTION

The City of Mount Gambier will ensure that the payment of Council Members' allowances, the reimbursement of expenses and the provision of benefits by the Council is accountable and transparent and in accordance with the Local Government Act 1999 ("the LG Act") and the Local Government (Member's Allowances and Benefits) Regulations 2010 ("the Regulations").

This Policy sets out the provisions of the LG Act and Regulations in respect of Council Member allowances, expenses and support. This Policy is also provided in accordance with Section 77(1)(b) of the LG Act by specifying the types of expenses that will be reimbursed without the need for specific approval of Council every time a claim is made.

Council Members are paid an allowance for performing and discharging their functions and duties on Council. Section 59 of the LG Act provides (in part) that the role of a Council Member, as a member of the governing body of the Council, is to:

- *participate in the deliberations and civic activities of the Council;*
- *keep the Council's objectives and policies under review to ensure that they are appropriate and effective; and*
- *keep the Council's resource allocation, expenditure and activities, and the efficiency and effectiveness of its service delivery, under review.*

This Policy also explains the information that must be recorded within the Council's Register of Allowances and Benefits to ensure compliance with section 79 of the LG Act.

This Policy, in its entirety, will automatically lapse at the next general election of this Council.

2. POLICY OBJECTIVE & PRINCIPLES

To ensure Council Member allowances, the reimbursement of expenses and the provision of benefits, facilities and support by the Council are compliant with the *Local Government Act 1999* and *Local Government (Members Allowances and Benefits) Regulations 2010*.

This policy is underpinned by the following principles:

- *Council Members should not be out-of-pocket as a result of performing and discharging their Council functions and duties.*
- *To assist Council Members in performing or discharging their official functions and duties they are entitled to be provided with a range of necessary facilities and support and to be reimbursed for expenses as specified in this policy.*
- *Any reimbursements claimed by Council Members must be for expenses actually and necessarily incurred in performing and discharging their official Council functions and duties, which will be assessed according to the role of a Council Member under the LG Act.*
- *Council encourages continued professional training and development for Council Members. This is seen as being necessary in terms of good governance and to the improved performance of their functions and duties.*
- *The accountability of the Council to its community for the use of public monies.*

	COUNCIL POLICY M405 MEMBERS – Allowances, Re-imbursements, Benefits & Facilities	Version No:	1.0
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3. ROLES AND RESPONSIBILITIES

This Policy applies to all Council Members, who each have an obligation to abide by this Policy.

The Council's Chief Executive Officer has the duty to:

1. maintain the Register of Allowances and Benefits;
2. implement Consumer Price Index ('CPI') adjustment of allowances paid to Council Members (to be adjusted on the first, second and third anniversaries of the relevant periodic elections to reflect changes in the CPI under the scheme prescribed by the Regulations); and
3. ensure copies of this Policy are available for inspection by the public at the principal office of the Council.

In addition, the Chief Executive Officer is responsible for:

4. implementing and monitoring expense reimbursement procedures in accordance with the LG Act, the Regulations this Policy and any associated procedure; and
5. ensuring a copy of this Policy is provided to all Council Members.

4. ENTITLED ALLOWANCES AND REIMBURSEMENTS

Allowances

Council Member allowances are determined by the Remuneration Tribunal on a 4 yearly basis before the designated day in relation to each set of periodic elections held under the *Local Government (Elections) Act 1999*.


An allowance determined by the Remuneration Tribunal will take effect from the first ordinary meeting of the Council held after the conclusion of the relevant periodic election. Council Member allowances are to be adjusted on the first, second and third anniversaries of the relevant periodic elections to reflect changes in the Consumer Price Index ("CPI") under a scheme prescribed by the Regulations.

In accordance with regulation 4 of the Regulations, (and for the purposes of section 76 of the LG Act), an allowance may be paid in installments up to 3 months in advance or 3 months in arrears of each month in respect of which an installment is payable.

The annual allowance for a Council Member is determined according to the relevant Council group. There are six Council Groups which are each explained within the determination of the Remuneration Tribunal. The annual allowance for:

- principal members, is equal to four times the annual allowances for Council Members of that council;
- deputy mayor or deputy chairperson or a Council Member who is the presiding member of one or more prescribed committees is equal to one and a quarter (1.25) times the annual allowances for Council Members of that Council;

An additional allowance in the form of a sitting fee is also payable for Councillors who are presiding members of other committees (who are not deputy mayors, deputy chairpersons or presiding members of prescribed committees).

	COUNCIL POLICY M405 MEMBERS – Allowances, Re-imbursements, Benefits & Facilities	Version No:	1.0
		Issued:	November, 2014
		Next Review:	December, 2018

The determination applicable for the City of Mount Gambier from November 2014 is as follows:

COUNCIL: Group 2 classification (out of 5 Groups)

GROUP 2: Base \$15,900

Mayoral Allowance: 4 times \$15,900 = \$63,600

Deputy Mayoral Allowance: 1.25 times \$15,900 = \$19,875

Presiding Member: as for Deputy Mayoral Allowance

Council Members: \$15,900

All Allowances are paid by electronic funds transfer (EFT) in the first week of each calendar month (two weeks in arrears/two weeks in advance).

NOTE: A member of a council who holds office for part only of the period in respect of which an allowance is payable is entitled to the proportion of the allowance that the period for which the member held the office bears to the total period (section 76(11) of the LG Act).

An allowance under this section is to be paid in accordance with any requirement set out in the Regulations (unless the member declines to accept payment of an allowance section 76(12) of the LG Act).

Allowances - Payments When Acting in a Higher Office

Where a vacancy or absence occurs in a position of Mayor, Deputy Mayor or Presiding Member and Council resolves that another Council Member formally act in the position until the vacancy is filled or the absence concludes then:

- Council will pay the higher prescribed allowance to the Member for the acting period where the acting to fill the vacancy or absence is for a minimum period of two (2) months.


5. MANDATORY RE-IMBURSEMENTS (Prescribed Meetings)

Travel (Section 77(1)(a))

Council Members are entitled to receive reimbursement for travelling expenses actually and necessarily incurred by the Council Member for travel within the Council area and associated with attendance at a “prescribed meeting” (section 77(1)(a) of the LG Act).

A “prescribed meeting” is defined under the Regulations to mean a meeting of the Council or Council committee, or an informal gathering, discussion, workshop, briefing, training course or similar activity which is directly or closely related to the performance or discharge of the roles or duties of the member:

- reimbursement for travel expenses is restricted to ‘eligible journeys’ (as defined in Regulation 3) provided the journey is by the shortest or most practicable route and to that part of the journey within the Council area i.e. any travelling outside the Council area in order to attend Council or Council committee meetings is not reimbursable under section 77(1)(a) of the LG Act. For reimbursement for travel outside the Council area refer to “Prescribed and Approved Reimbursements” below.

	COUNCIL POLICY M405 MEMBERS – Allowances, Re-imbursements, Benefits & Facilities	Version No:	1.0
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- an ‘eligible’ journey means a journey (in either direction) between the principal place of residence, or a place of work, of a Council Member, and the place of a prescribed meeting.
- where a Council Member travels by private motor vehicle, the rate of reimbursement is at a rate equal to the appropriate rate per kilometre (determined according to the engine capacity of the vehicle) prescribed for the purposes of calculating deductions for car expenses under section 28.25 of the *Income Tax Assessment Act 1997* of the Commonwealth.
- travelling by taxi, bus or other means of public transport is reimbursed on the basis of expenses ‘actually and necessarily incurred’, but is still limited to ‘eligible journeys’ by the shortest or most practicable route and to the part of the journey that is within the Council area.
- the Council may aggregate claims for reimbursement of expenses that relate to journeys that do not exceed 20 kilometres and then pay them on either a quarterly or monthly basis.

Child/Dependant Care - Section 77(1)(a)

Council Members are entitled to reimbursement for child/dependant care expenses actually or necessarily incurred by the Council Member as a consequence of the Council Member’s attendance at a prescribed meeting. A Council Member is not entitled to be reimbursed if the care is provided by a person who ordinarily resides with the member.

To receive reimbursement for such prescribed expenses (travel and child/dependant care) each Council Member is required to complete a **Form 1** and submit it to the Chief Executive Officer. For the purposes of administrative efficiency Council Members are requested to submit these forms on a quarterly basis.

6. PRESCRIBED AND APPROVED REIMBURSEMENTS (Discretionary)

There are additional prescribed expenses incurred by Council Members, that can be reimbursed by the Council that do not fall within the category of mandatory reimbursement outlined above.

Section 77(1)(b) of the LG Act provides that the Council (meaning the Council as the governing body) may approve the reimbursement of additional expenses as set out in the Regulations incurred by Council Members, either on a case-by-case basis or under a policy adopted by Council. This Policy sets out the types of approved expenses that may be reimbursed.


These additional types of reimbursed expenses are distinguished from the payment of allowances and from the mandatory reimbursement of travel and child/dependant care expenses associated with attendance at a prescribed meeting.

For the purposes of this Policy, and pursuant to section 77(1)(b) of the LG Act, the Council approves the reimbursement of additional expenses of Council Members as described below.

Travelling Expenses (Outside the Council Area)

Council Members will be entitled to receive reimbursement for expenses incurred when required to travel to a function or activity on Council business that the Council Member has been authorised or directed to attend on behalf of Council. The following conditions apply to these expenses:

- travel both within and outside the Council area must be incurred by the Council Member as a consequence of attendance at a function or activity on the business of Council. A ‘function or activity on the business of the Council’ includes official Council functions including Mayoral/Chairperson receptions, opening ceremonies, dinners, citizenship ceremonies and official visits etc.; inspection of sites within the Council area which relate to Council or

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Committee agenda items; meetings of community groups and organisations as a Council representative – but not to attend meetings of community groups or organisations when fulfilling the role as a member of the Board of any such community group or organisation.

- reimbursement is restricted to the shortest or most practicable route.
- where a Council Member travels by private motor vehicle, the rate of reimbursement is at a rate equal to the appropriate rate per kilometre (determined according to the engine capacity of the vehicle) prescribed for the purposes of calculating deductions for car expenses under section 28.25 of the Income Tax Assessment Act 1997 of the Commonwealth.
- car parking fees will be reimbursed (where they are a consequence of a Council Member attending a function or activity on the business of the Council).
- travel by taxi, bus, plane or other means of public transport will be reimbursed on the basis of being expenses where they are ‘actually and necessarily’ incurred as a consequence of the Member’s attendance at a function or activity on the business of the Council however such travel must still be by the shortest or most practicable route.

Care Expenses

Council Members will be entitled to receive reimbursement for reasonable expenses actually and necessarily incurred for the care of a child of a Council Member or a dependant of the Council Member requiring full time care as a consequence of the Council Member’s attendance at a function or activity on the business of the Council (other than expenses for which the Member is reimbursed under section 77 (1)(a) of the LG Act).

The following conditions apply to discretionary care expenses:

- Care expenses will not be reimbursed if the care is provided by a person who ordinarily resides with the Member.
- Re-imbursement of discretionary care expenses pursuant to Section 77(1)(b) will be limited to the following annual values:
 Mayor - \$4,000
 All Other Members - \$500 (per Member)

Other Expenses


Council Member’s will be entitled to receive reimbursement for reasonable expenses actually and necessarily incurred as a consequence of the Elected Member’s attendance at a conference, seminar, training course or other similar activity that is directly or closely related to the performance or discharge of the roles or duties of the Member.

Expenses will only be reimbursed for attendance at conferences, seminars, etc which have been approved by Council or under delegation/policy. The following types of expenses will be reimbursable - airfares, registration fees, accommodation, meals, taxi fares, carparking and incidentals (up to a daily maximum of \$20.00).

Note: Receipts or other evidence of expenditure that has been incurred must be provided with a claim made for all discretionary prescribed and approved reimbursements.

7. CLAIMS FOR REIMBURSEMENT

To receive reimbursement of expenses incurred in association with prescribed meetings under clause 5 each Council Member is required to complete a **Form 1** and submit it to the Chief Executive Officer.

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To receive reimbursement of discretionary expenses under clause 6 each Council Member is required to complete a **Form 2** and submit it to the Chief Executive Officer.

For the purposes of administrative efficiency Council Members are requested to submit these forms on a quarterly basis for the purposes of re-imbursement and maintaining the Register of Allowances and Benefits.

Reimbursement of expenses will only be paid to a Council Member upon presentation of the form/s and adequate *evidence supporting the claims made*.

8. FACILITIES AND SUPPORT

Council can provide facilities and other support to Council Members to assist them to perform or discharge their official functions and duties.

The Council must specifically approve the particular facility and support as necessary or expedient to the performance or discharge of all Council Members' official functions or duties which must be made available to all Council Members on a uniform basis, other than those facilities or support specifically provided to the Mayor as set out below.


Council has considered and is satisfied that the following facilities and support are necessary or expedient for all Council Members to assist them in performing or discharging their official functions and duties:

- *typing, photocopying and stationery for business directly associated with prescribed meetings, other official Council functions and activities, and otherwise only as approved by Council.*
- *business cards*
- *a mobile computing device with mobile data plan and wireless connectivity to Council's wireless local area network for access to Council Member documents.*
- *corporate attire comprising jacket, shirt, tie, trousers or skirt that may be worn at Council meetings/civic functions and when representing Council at other formal events.*

The provision of these facilities and support are made available to all Council Members (including the Mayor) under the LG Act on the following basis:

- *they are necessary or expedient for the Council Member to perform or discharge his/her official functions or duties;*
- *the facilities remain the Council's property regardless of whether they are used off site or not; and*
- *they are not to be used for a private purpose or any other purpose unrelated to official Council functions and duties, unless such usage has been specifically pre-approved by the Council and the Council Member has agreed to reimburse the Council for any additional cost or expenses associated with that usage.*

In addition to the above, Council has resolved to make available to the Mayor (and to any acting Mayor appointed during the Mayor's absence) the following additional facilities and support to assist them in performing and discharging their official functions and duties:

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- *a mobile phone with mobile calls and data plan*
- *office space adjacent the Council Chamber with fixed telephone line and desktop computing device with connectivity to internet and Council's local area network for access to Council Member/Mayoral documents*
- *access to an executive assistant to manage civic diary and associated arrangements.*
- *A fully serviced motor vehicle in accordance with Council Policy C375 – Provision and Replacement of Council Vehicles.*

Council has determined that the provision of the above facilities and support are made available to Council Members on the following terms:

- *each Council Member is solely responsible for those facilities released into their care and/or control for the duration of their term in office;*
- *computing devices shall be loaded with Council's approved corporate software only.*
- *all facilities must be returned to the Council at the end of each term in office, upon the office of a Member of a Council becoming vacant, or earlier at the request of the Chief Executive Officer;*
- *if the facilities provided to the Council Member are damaged or lost the Council Member must lodge a written report with the Council officer responsible for this Policy (whose name is detailed at the end of this Policy).*
- *The Mayoral vehicle shall be available for use as a pool vehicle for Council Members for extended travel purposes.*

Council Members using Council computing devices will comply with relevant provisions of Council Policies including R180 Records Management Policy, and internal procedures including "Computer Network / Software Use" procedure, "Mobile Device Use" procedures and will sign any associated acknowledgement/agreement documentation as required from time to time before taking delivery of computing devices or any associated service.

The use of Council facilities, support and/or services by Council Members for campaign or election purposes is not permitted under any circumstances on the basis it is not necessary or expedient to the performance or discharge of a Council Member's official functions or duties under the LG Act. The use of such facilities for electoral purposes during the election period would be a breach of section 78(3) of the Local Government Act 1999.


9. OTHER RE-IMBURSEMENTS/FACILITIES

Any additional reimbursements and facilities and support not detailed in this Policy will require the specific approval of Council prior to any reimbursements being paid, benefits being received and facilities and/or support being provided.

10. FACILITIES AND SUPPORT - PRIVATE USE

Facilities or support provided to a Council Member must not be used for a purpose unrelated to the performance or discharge of official functions or duties unless:

-

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- *the use has been approved by the Council; and*
- *the Member has agreed to reimburse the Council for any additional cost or expenses associated with that use.*

Given that any facilities and support have been provided to assist Council Members in carrying out their Council duties then only additional variable costs arising from private use must be reimbursed to the Council.

Adequate records will need to be maintained to assist in substantiating the degree of private use of Council facilities and support by Elected Members. This may not need to occur on an ongoing basis - e.g. if accurate records of usage are made for a reasonable period of time (e.g. 3 months) where such records are representative of ordinary usage and usage has not materially altered.

11. REGISTER OF ALLOWANCES AND BENEFITS

Pursuant to section 79(1) and (2) of the Local Government Act, the Chief Executive Officer must maintain a Register in which he or she shall ensure that a record is kept of—

- a. the annual allowance payable to a Council Member (in the case of section 79 (1)(a)); and
- b. any expenses reimbursed under section 77(1)(b) of the LG Act (in the case of section 79(1)(b)); and
- c. other benefits paid or provided for the benefit of the Member by the Council (in the case of section 79(1)(c)); or
- d. to make a record of the provision of a reimbursement or benefit not previously recorded in the Register (in the case of section 79(2)(b)),

on a quarterly basis (see regulation 7 of the Regulations).

Reimbursements paid under section 77(1)(a) are not required to be recorded in the Register.

The Chief Executive Officer is required to record in the Register any changes in the allowance or a benefit payable to, or provided for the benefit of, Council Members. Accordingly, the Chief Executive Officer will update the Register each quarter and therefore each Council Member is required to provide his or her claim form for reimbursement to the Chief Executive Officer quarterly.

The Register of Allowances and Benefits is available for inspection by members of the public, free of charge, at the Council's office *at 10 Watson Terrace, Mount Gambier* during ordinary business hours. Copies or extracts of the Register are available for purchase upon payment of a fixed fee.

Note: For the purpose of section 79 of the Local Government Act 1999 and subclause 11(b) – above, any cost or expense incurred by Council in association with a Council Member(s) may be considered as being provision to the Council Member of a 'benefit'.

For example, Council meeting all costs associated with a Council Member's attendance at the ALGA conference in Canberra is considered a "benefit" provided to the Council Member.

Accordingly, such costs and expenses are necessarily to be recorded in the Register of Allowances and Benefits for each Council Member.

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12. REVIEW AND EVALUATION

Council Member allowances are determined by the Remuneration Tribunal on a 4 yearly basis. The correctness and effectiveness of this Policy will also be reviewed and evaluated in November 2018.

This Policy will lapse at the next general election at which time the newly elected Council will be required to adopt a new policy dealing with Council Member's allowances, reimbursements and benefits for their term in office (section 77(2) LG Act).

13. AVAILABILITY OF THE ELECTED MEMBER'S ALLOWANCES AND SUPPORT POLICY

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

Any enquiries regarding this policy are to be directed to the Chief Executive Officer, telephone 8721 2555 or email city@mountgambier.sa.gov.au.

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File Reference:	AF11/1740
Applicable Legislation:	Local Government Act 1999 s76-s79 LG (Members Allowances & Benefits) Regs 2010
Reference: Strategic Plan – Beyond 2015	Goal 5, Objective 5
Related Policies:	
Related Procedures:	
Related Documents:	Remuneration Tribunal Determination 7 of 2014

DOCUMENT DETAILS

Responsibility:	MANAGER - GOVERNANCE & PROPERTY
Version:	1.0
Last revised date:	October, 2014
Effective date:	## th Month, 201#
Minute reference:	## th Month, 201#, Item #
Next review date:	December, 2018
<u>Document History</u>	
First Adopted By Council:	25 th November 2014
Previous Reviews:	M155 (Superseded) M165 (Superseded) C360 (Superseded)

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Form 1

Lodge with: Chief Executive Officer

Council Member’s Reimbursement Claim Form 1

Name:

Period:

Total Reimbursement Claim Amount: \$.....

Reimbursement of prescribed expenses associated with attending a prescribed meeting that is not subject to Council approval (refer to section 77(1)(a) of the *Local Government Act 1999* and Regulation 5 of the *Local Government (Members Allowances and Benefits) Regulations 2010*)

1. Travel Expenses & Travel Time Payment (if applicable)

1.1 Date of Travel	1.2 Council Function or Business Attended*	1.3 Mode of Transport	1.4 Distance Travelled (km)**, if Motor Vehicle

1.5 Details of your motor vehicle (where applicable):


- Model and make of motor vehicle:
- Engine size:
- Total number of kilometres for reimbursement claim:

1.6 Bus and/or taxi costs (where applicable):

- Reimbursement claim: \$.....

Please attach copies of all receipts.

*NOTE: Travel claims must relate to expenses actually and necessarily incurred by the Member in travelling to or from a prescribed meeting provided the journey is an eligible journey and is by the shortest or most practicable route. For the purposes of this Form 1 the term “**eligible journey**” means a journey between the principal place of residence, or a place of work, of a Member of the Council, and the place of a prescribed meeting (in either direction), in accordance with the *Local Government (Members Allowances and Benefits) Regulations 2010*.

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2. Care Expenses:

2.1 Name of Child/Dependant	2.2 Date of Care	2.3 Prescribed meeting attended	2.4 Hours of Care Provided	2.5 Care Provider

- Reimbursement claim: \$.....

Please attach copies of all receipts.

***NOTE: A 'prescribed meeting' means a meeting of the council or council committee, or an informal gathering, discussion, workshop, briefing, training course or similar activity which is directly or closely related to the performance or discharge of the roles or duties of the member.

Select preferred method of payment: Cheque Direct Debit *

* If not provided previously or your details have changed please complete your details below:

BSB:

Account No:

Bank and Branch:

Please remember to attach all paperwork supporting your claim otherwise payment will be delayed.

I, confirm that the above claims for reimbursement are true and accurate and are made in accordance with section 77(1)(a) of the *Local Government Act 1999* and Regulation 5 of the *Local Government (Members Allowances and Benefits) Regulations 2010*.

.....
Signature of Council Member


Date:

FOR OFFICE USE ONLY

.....
Signature of Chief Executive Officer (Acknowledging receipt)

Date:

Claim processed by:

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Form 2

Lodge with: Chief Executive Officer

Name:

Period:

Total Reimbursement Claim Amount: \$.....

Reimbursement of Council approved expenses (Refer to section 77(1)(b) of the *Local Government Act 1999* and Regulation 5 of the *Local Government (Members Allowances and Benefits) Regulations 2010* and the Council Member’s Allowances & Benefits Policy)

1. Travel Expenses

1.1 Date of Travel	1.2 Council Function or Business Attended	1.3 Mode of Transport	1.4 Distance Travelled (km), if Motor Vehicle

1.5 Details of your motor vehicle (where applicable):

- Model and make of motor vehicle:
- Engine size:
- Total number of kilometres for reimbursement claim:

1.6 Bus and/or taxi costs and associated receipts (where applicable):

- Reimbursement claim: \$.....

2. Care Expenses

2.1 Name of Child/Dependant	2.2 Date of Care	2.3 Council Function or Business Attended	2.4 Hours of Care Provided	2.5 Care Provider

- Reimbursement claim: \$.....

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3. Telephone, Facsimile or Other Telecommunications Device

- Reimbursement claim: \$.....

Please attach copies of the applicable telephone account/s or facsimile transmissions highlighting those calls being claimed for reimbursement

4. Conference, Seminar or Training Course

4.1 Date	4.2 Council Function or Business Activity	4.3 Venue/Location of Function or Business Activity

- Reimbursement claim: \$.....

Please attach copies of all receipts.

Select preferred method of payment: Cheque Direct Debit *

* If not provided previously or your details have changed please complete your details below:

BSB:

Account No:

Bank and Branch:

Please remember to attach all paperwork supporting your claim otherwise payment will be delayed.

I, confirm that the above claims for reimbursement are true and accurate and are made in accordance with section 77(1)(a) of the *Local Government Act 1999* and Regulation 5 of the *Local Government (Members Allowances and Benefits) Regulations 2010*.

.....
Signature of Council Member

Date:

FOR OFFICE USE ONLY

.....
Signature of Chief Executive Officer (Acknowledging receipt)

Date:

Claim processed by:

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1. PURPOSE

The City of Mount Gambier (“Council”) supports open, transparent and informed decision-making and encourages appropriate community participation in the affairs of Council.

Sections 86 and 89 of the Local Government Act 1999 (“Act”) provides that procedures to be observed for the conduct of Council and Committee meetings will be:

- as prescribed by the [Local Government \(Procedures at Meetings\) Regulations 2013](#)
- insofar as the procedure is not prescribed by regulation—as determined by the council;
- insofar as the procedure is not prescribed by regulation or determined by the council—as determined by the council committee itself.

Council also recognises that occasionally it may be appropriate and necessary to restrict public access to discussion and/or documents relating to a particular matter and section 92 provides that Council must prepare and adopt a code of practice relating to the principles, policies, procedures and practices that the council will apply in relation to public access to meetings and the release of minutes and documents.

This Policy:

- prescribes the practices and procedures to be adopted by this Council for the conduct of Council and Committee meetings.
- sets out a Code of Practice for the principles, policies and procedures that Council must follow for providing public access to meetings, agendas and documents and the release of meeting minutes and documents.

This Policy should be read in conjunction with, and will be administered in accordance with the following Local Government Association (“LGA”) publications:

- [Confidentiality Guidelines: How to Apply Section 90 \(2013\)](#)
- [Council Meeting Procedures Handbook \(2013\)](#)
- [Minute Takers Handbook for Local Government \(2014\)](#)

These documents are available on the LGA website at: www.lga.sa.gov.au under the Codes and Guidelines heading.

2. PUBLIC ACCESS TO MEETINGS AND MEETING DOCUMENTS

Council encourages public attendance at meetings of Council and Council Committees through public notification of meetings. Details of all meeting dates and times are listed on the public notice board at the front reception area of the principal office of Council, Civic Centre, 10 Watson Terrace, Mount Gambier and on the Council website www.mountgambier.sa.gov.au.

Council and Council Committee meetings are open to the public, and the public will only be excluded when considered proper and necessary where in the broader community interest the need for confidentiality outweighs the principle of open decision making.

Council’s Agendas, documents and minutes are prepared and published, including on the Council website www.mountgambier.sa.gov.au in accordance with the provisions of the Local

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Government Act 1999, Local Government (Meeting Procedures) Regulations 2013, and this Policy.

Copies of Agendas and meeting documents are made available at meetings. Various documents can be available for inspection and purchase (for a fee) by the public. Council also makes documents available in electronic form on Council's website.

In all cases it is Council's objective to make information publicly available at the earliest possible opportunity and that the community be informed of any confidentiality orders.

It is the expectation of Council that Agendas and Meeting documents be prepared in such a manner as to avoid unnecessary inclusion of sensitive or private information that cannot be considered and retained in-confidence.

Notwithstanding that a person may request that information provided to Council be kept confidential, Council may not be able to consider such a request unless the matter is one that falls within the grounds specified in section 90(3).

3. OTHER ACCESS TO PUBLIC DOCUMENTS

Council has a wide range of documents and other information available for public inspection and published on its website. These are further detailed in Council's Freedom of Information - [Information Statement](#) published annually on its website.

Requests to access other Council documents may also be made under the [Freedom of Information Act 1991](#). Any inquiries in relation to the process for seeking access to documents held by Council should be directed to Council's accredited Freedom of Information Officer – Manager - Governance & Property, telephone 8721 2555.

4. USE OF CONFIDENTIALITY PROVISIONS

Minutes and/or documents associated with a discussion from which the public have been excluded pursuant to sections 90(2) and 90(3) of the Act will remain confidential if Council or the Council Committee make a valid confidentiality order under section 91(7).

A confidentiality order must specify the duration of the order or the circumstances in which the order will cease to apply, or a period after which the order must be reviewed.

An order will lapse if the time or event specified has been reached or carried out. There is no need for a Council to resolve for the confidential order to be lifted. Once the order has lapsed, the minutes and/or documents become public.

A confidentiality order that operates for a period exceeding 12 months must be reviewed at least once a year, and must be assessed as to whether the grounds for non disclosure are still relevant and, if so, provide the relevant grounds and reasons for remaining confidential.

If any items require a fresh confidentiality order because the original order is due to expire, then a report should be prepared to Council making recommendations and addressing each item separately against section 90(3) and section 91(7) of the Act.

A Council may resolve to exclude the public from a meeting to discuss and undertake consideration of the recommendations arising from the annual review in confidence, subject

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to the application of the relevant ground under section 90(3) of the Act. Section 90(3) of the Act must be applied separately to each item and not en bloc.

The Council may delegate the power to undertake an annual review or to revoke a section 91(7) order, but cannot delegate the power to apply sections 90(3) and 91(7) of the Act.

4.1 MATTERS FROM WHICH THE PUBLIC CAN BE EXCLUDED

Section 90(3) of the Act prescribes the information, matters and circumstances where Council or a Council Committee may order that the public be excluded.

These circumstances and model orders for the purpose of sections 90(2) of the Act are covered extensively in the LGA publication [Confidentiality Guidelines: How to Apply Section 90 \(2013\)](#).

Council adopts the LGA guidelines for the purpose of applying section 90 of the Act.

In considering whether an order should be made under section 90(2), it is irrelevant that discussion of a matter in public may:

- cause embarrassment to the Council or Committee concerned, or to members or employees of the Council; or
- cause a loss of confidence in the Council or Committee.

4.2 PROCESS TO EXCLUDE THE PUBLIC FROM A MEETING

For the convenience of the public present at a meeting it is the ordinary practice of this Council to consider any matters in confidence after all the other business has been dealt with rather than ask the public to leave the room and wait for however long it takes until the matter is concluded and then allow the public to return to the meeting room with the possibility of the same process being repeated for a subsequent matter.

Before a meeting orders that the public be excluded to receive, discuss and consider a particular matter, the meeting must, in public, formally determine if this is necessary and appropriate, and pass a resolution to exclude the public while dealing with that particular matter.

If a decision to exclude the public is taken, the Council or the Council Committee is required to make a note in the minutes of the making of the order and the grounds on which it was made. Sufficient detail of the grounds on which the order was made will be included in the minutes.

If this occurs then the public must leave the room. This means all members of the public (including staff), unless exempted by being named in the resolution as entitled to remain, but does not include a member of Council.

It is an offence for a person, who knowing that an order is in force, enters or remains in a room in which such a meeting is being held. It is lawful for an employee of Council or a member of the police to use reasonable force to remove the person from the room if he or she fails to leave on request.

It is recommended that if any form of force is required that it be left to the police to deal with.

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The Council, or the Council committee, may by inclusion within the resolution permit a particular person or persons to remain in the meeting. An example would be to allow a ratepayer who is suffering personal hardship to remain in the meeting when their circumstances concerning the payment of rates is being discussed.

Once discussion on the particular matter is concluded, the public are permitted to re-enter the meeting. The decision of the meeting in relation to the matter will be made publicly known unless Council has resolved to order that some (or all) of the minutes, information, discussion and documents are to remain confidential.

Details of an order to keep any minutes, information, discussion or document confidential will be made known including the extent and duration of the order and any circumstances in which the order will cease to apply (conditions of release).

If there is a further matter that is to be considered in confidence it is necessary to undertake the formal determination process again to resolve to exclude the public.

4.3 REPORTING ON USE OF CONFIDENTIAL ORDERS

A report on the use of sections 90(2) and 91(7) by the Council and Council Committees must be published in the annual report of a Council as required by the Act.

Council has further endorsed the preparation and publication of a Confidential Items Register, including the details of all Section 90(2) and 91(7) orders, their section 90(3) grounds, the duration/conditions for release, and weblinks to released agenda items, minutes and documents published on Council’s website.

At the time of preparation of this policy the preparation and publication of the Confidential Items Register and released documents is still a work in progress.

5. OTHER MEETING PRACTICES & PROCEDURES

5.1 FILMING AND AUDIO RECORDING DEVICES

It is the policy of this Council that no person shall photograph, film, televise or record by any devices any Committee or Council Meeting without the express approval of the Council or Committee Member presiding over the meeting having been obtained prior to the commencement of the Meeting.

Any approval shall apply only to that meeting, and shall not extend to any subsequent meeting of the Council or the same Committee. Approval shall be required in each and every instance where such approval is sought. No Council or Committee Member shall be entitled to offer a surviving approval at variance to this policy provision.

For the purpose of this policy provision "No Person" shall include Members of Council, Members of Committees, general public, media representatives and officers of Council.

Any Member or Council Officer present at the meeting may request any person found to be in breach of this policy provision to cease forthwith, and that person may be requested to leave the meeting if they continue to breach this policy provision.

This policy provision does not apply to a Council Officer who is required to prepare the minutes of or notes on any meetings. Such officer may (but is not required to) use an audio

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recording device, subject to the recordings being captured, stored, maintained and disposed of in strict accordance with Council's R180 Records Management Policy.

5.2 PRESENTATION OF COMMITTEE RECOMMENDATIONS TO COUNCIL

It is the policy of this Council that the Presiding Member of any Council Committee will present the Committee Minutes and Recommendations to Council.

Should a Presiding Member of any Committee not be able to attend a Council Meeting then they may nominate in advance, any other Member of such Committee to present the Committee Minutes and Recommendations to Council.

Should a Presiding Member of any Committee not be in attendance at a Committee Meeting, but is in attendance at the Council meeting at which the Committee Minutes and Recommendations are to be presented, then the Presiding Member of the Committee shall present the Committee Minutes, but may elect to refer any item of business to the Member that presided over the Committee Meeting, or to another Member who attended the Committee meeting, for presentation of the item to Council.

5.3 VOTING 'EN-BLOC'

This Council does not support the use of 'en-bloc' voting during Council and Committee meetings to adopt a number of items, motions or recommendations by one resolution without debate.

En-bloc decision-making is not lawful in relation to items for decision and not considered good practice for other agenda items, and is in conflict with the guiding principles of the Local Government (Procedures at Meetings) Regulations 2013.

5.4 APPOINTMENT OF DEPUTY MAYOR

This policy provision shall only apply where the Council resolves to appoint a Deputy Mayor in accordance with Section 51(3) of the Local Government Act 1999.

Section 51(4) provides that a Deputy Mayor will be chosen by the members of a Council from amongst their own number and will hold office for a term determined by the Council that must not exceed 4 years. At the expiration of the term a Deputy Mayor is eligible for a further term.

Where Council has resolved to have a Deputy Mayor the Mayor shall immediately call for nominations and acceptances from Members present at the Council Meeting.

If only one nomination is received then that Member is to be declared Deputy Mayor.

Where more than one nomination is received a secret ballot shall be conducted forthwith without debate. Resolutions will be passed to endorse the voting process and appoint the Chief Executive Officer (or any other Senior Officer present at the meeting) as Returning Officer to declare the result and draw lots (if/as necessary).

The following shall apply to the determination of Deputy Mayor:

- Any Member present at the meeting may be nominated.
- The Mayor does not vote on the question of the appointment of Deputy Mayor.
- A Member not in his or her seat at the meeting does not vote.

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- The candidate with the highest number of votes (or where two or more candidates receive the equal highest number of votes the first name drawn in the lot) shall be declared the Deputy Mayor.
- A division cannot be called for when a vote on the question of appointing a Deputy Mayor is taken.
- The Mayor may (but is not required to) accept a motion to endorse the appointment of the Deputy Mayor however any failure or variation of the motion shall be of no effect on the result of the secret ballot.

Role of Deputy Mayor

In the absence of the Mayor, the Deputy Mayor may act in the office of the Mayor.

In the Council Chamber, the Deputy Mayor shall assume no precedence, except in the absence of the Mayor, when the Deputy Mayor shall act in the office of Mayor.

Outside the Council Chamber, the Deputy Mayor shall be given precedence, immediately following the Mayor.

5.5 APPOINTMENT TO COMMITTEES AND OTHER BODIES AND ORGANISATIONS

This policy provision applies when Council has been requested or is required to nominate or appoint a Member or any other person to fill a vacant position on any Committee or as delegate/representative on an outside body or organisation.

Where these policy provisions are inconsistent with any legislative or statutory provisions or the Terms of Reference or other governing instrument of any Committee or other body or organisation, then those other provisions shall apply and override this policy (with the exception that Council may, subject to any statutory prohibitions, override the Terms of Reference of its own Committees)

The Chief Executive Officer shall notify Members of the request and/or requirements associated with the vacancy, including details of the Committee/Body/Organisation Terms of Reference and other relevant information, and will seek a written nomination of any Elected Member, Council Officer or other person with appropriate qualifications and/or experience.

Where Council is required under a legislative or some other requirement under Terms of Reference to seek community or independent nominees to Committee positions, then a public notice shall be published in a newspaper circulating in the area seeking interested persons to nominate within 21 days (or such other period as may be required). Such nominees may also be sought through a targeted process to identify suitable nominees.

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

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

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

South East Local Government Association/Provincial Cities Association Positions

The Mayor shall be the preferred candidate for any Board Member positions (and the Deputy Mayor the preferred candidate for any proxy/deputy position) on a s42 subsidiary (ie South East Local Government Association and Provincial Cities Association).

Nominations shall only be sought for the position of Board Member and/or proxy/deputy where the Mayor or Deputy Mayor are unable to fill the positions, or to act when both the Mayor and Deputy Mayor may be unavailable, in which case the nomination/appointment procedure shall be as described in this Policy.

Payment of Allowances/Sitting Fees

Council should have a consistent and reasonable approach to payment of allowances/ sitting fees to Members and other community and independent persons appointed to positions on Committees which should be prescribed in the Terms of Reference.

Appointments of Independent Members of a Council committee will be for a term determined by the Council, and may survive the next general/periodic election unless Council specifically resolves otherwise at the time of the appointment (noting that Council may have the right to terminate any appointment at any time, or that the term of appointment may be determined by some other statutory means).

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Roles of Nominees/Appointees

Upon nomination/appointment to a position, Council's duly declared nominee/appointee shall be authorised to fill that position, including the exercise of any voting rights.

Where more than one person has been nominated/appointed to fill a position or as deputy/proxy, precedence shall apply based upon the persons position (ie Mayor, Deputy Mayor, Member, CEO etc).

Attendance by Non-Appointed Persons

Subject to any valid provision to the contrary, any non-appointed Elected Member or Council Officer may attend meetings of any Committee or other body or organisation to whom Council has nominated/appointed a Member or delegate/representative, but may not speak or be heard or vote at the meeting unless invited by the meeting organiser and in accordance with a direction of the Council or the Chief Executive Officer.

Independence of Bodies/Organisations

Other bodies and organisations to which Council nominates/appoints Elected Members, Council Officers or other suitably persons as delegates/representatives do not operate under the provisions of the Local Government Act 1999 or other legislation that prescribe meeting procedures and Member obligations.

Any person appointed to a position on a body or organisation (whether a Council Member, Council Officer or some other person) is bound by the governing arrangements applicable to that other body or organisation. In that capacity that person does not represent the interests of Council, but will be required to act in the interests of that body or organisation, which at times may be inconsistent with the interests or a formal position of the Council.

Council may influence but is not to instruct any Elected Member, Council Officer or other person whom it has nominated/appointed as a delegate/representative on another body or organisation as to the manner in which they act in fulfilling their non-Council duties. It is for the delegate/representative to determine how they fulfil their duties on a body or organisation and deal with any conflict that may arise between their competing interests/roles.

6. INFORMAL GATHERINGS

Section 90(8) of the Act enables Council Members, Committee Members and Council Officers to participate in informal gatherings that are not open to the public and are not required to have formal published agendas and minutes/documents, provided that a matter which would ordinarily form part of the agenda for a formal meeting of a Council or Council Committee is not dealt with in such a way as to obtain or effectively obtain, a decision on the matter outside a formally constituted meeting of the Council or Council Committee.

Informal gatherings may include:

- *planning sessions associated with the development of policies and strategies;*
- *briefing or training sessions,*
- *workshops;*

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- *social gatherings to encourage informal communication between members or between members and staff.*

In the interests of transparency this Council tables a 'Record of Proceedings' at the next available Council Meeting with the time/date, attendees, and purpose/matter(s) discussed at informal gatherings.

The Chief Executive Officer may determine not to present a 'Record of Proceedings' for any particular informal gathering.

7. AVAILABILITY OF POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website www.mountgambier.sa.gov.au.

Copies of this Policy may also be obtained by interested members of the community upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

8. REVIEW & EVALUATION

The Council is required to review this code within 12 months after the conclusion of each periodic election. However, it may be reviewed at any other time as required by any legislative changes which may occur.

In accordance with Section 92(5) of the Local Government Act 1999, Council must follow the relevant steps set out in its public consultation policy before adopting, altering or substituting a code of practice relating to the principles, policies, procedures and practices that the Council will apply for public access to council and committee meetings and the release of Council and Committee meeting minutes and documents.

9. GRIEVANCE

Council has established procedures for the review of decisions under Section 270 of the Act for:

- Council, and its Committees;
- employees of Council and
- other persons acting on behalf of Council.

Should a person be aggrieved about public access to either a meeting or a document then they can lodge an application for review of that decision under the Internal Review of Council Decisions Procedure established by Council. The procedures adopted by Council are available from the Chief Executive Officer, telephone 8721 2555 or from Council web-site www.mountgambier.sa.gov.au.

10. FURTHER INFORMATION

Further information about this Policy may be expressed in writing, addressed to:

Chief Executive Officer
City of Mount Gambier
PO Box 56
MOUNT GAMBIER SA 5290

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File Reference:	AF11/1950
Applicable Legislation:	Local Government Act 1999 Local Government (Procedures at Meetings) Regulations 2013 Freedom of Information Act 1991.
Reference: Strategic Plan – Beyond 2015	Goal 5, Strategic Objective 5
Related Policies:	P195 Community Consultation and Engagement Policy R180 Records Management Policy C290 Internal Review of Council’s Decisions
Related Procedures:	Council Meeting Procedures – for preparation of meeting documents. Confidential Items Register (AR14/13329) Confidential Items Procedures - Management & Website Publication
Related Documents:	Confidentiality Guidelines: How to Apply Section 90 (2013) Council Meeting Procedures Handbook (2013) Minute Takers Handbook for Local Government (2014) Freedom of information – Information Statement

DOCUMENT DETAILS

Responsibility:	MANAGER - GOVERNANCE & PROPERTY
Version:	1.0
Last revised date:	November, 2014
Effective date:	## th November, 2014
Minute reference:	## th November, 2014 Council, Item #
Next review date:	February, 2017
<u>Document History</u> First Adopted By Council: Reviewed/Amended:	November 2014 Superseded Policies - C300, C310, C275, C315, S110, S130, M190, C280 & C285



TERMS OF REFERENCE OF THE CITY OF MOUNT GAMBIER AUDIT COMMITTEE

1 Membership

- 1.1 Members of the committee are appointed by Council. The committee shall consist of at least one independent member with at least one additional member from the Elected Members of Council – consistent with any Regulations. The size of the committee shall be three (3) members.

[Note that Section 126(2) provides that an audit committee may include persons who are not members of Council.]

- 1.2 Independent member(s) of the committee shall have recent and relevant financial, risk management, internal audit etc experience. The Mayor is an ex officio member of the committee.

[Note that a person would not be considered independent if he or she was an Elected Member of that Council. Subject to any codes of conduct adopted by Council, this does not preclude an Elected Member or an employee of a Council from being a member of an audit committee of another Council.]

- 1.3 Only members of the committee are entitled to vote in committee meetings. Unless otherwise required by the Act not to vote, each member must vote on every matter that is before the committee for decision. Other individuals such as the Chief Executive Officer, Director – Corporate Services, Director - Operational Services and Finance Manager may attend any meeting as observers and be responsible for preparing papers for the committee. In accordance with the principles of open, transparent and informed decision making, committee meetings must be conducted in a place open to the public. The agenda and minutes of the committee meetings, subject to any items that are discussed in confidence under Section 90 of the Local Government Act 1999 and subsequently retained as confidential under Section 91 of the Act, are also required to be made available to the public.

- 1.4 Council's external auditors are to be invited to attend meetings of the committee.

- 1.5 Appointments to the committee shall be for a period to the end of the term of the Council i.e. November 2010 to November 2014. Appointees may be reappointed by Council.

- 1.6 The Council shall appoint the Presiding Member of the committee.

2 Administrative resources

- 2.1 The Chief Executive Officer shall provide sufficient administrative resources to the committee to enable it to adequately carry out its functions.



3 Quorum

- 3.1 The quorum necessary for the transaction of business shall be 50% of the number of members of the committee plus one. A duly convened meeting of the committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the committee.

4 Frequency of meetings

- 4.1 The committee shall meet at least four times a year at appropriate times in the reporting and audit cycle and otherwise as required.

5 Notice of meetings

- 5.1 Ordinary meetings of the committee will be held at times and places as determined by the committee. A special meeting of the committee may be called in accordance with the Act.
- 5.2 Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the committee and observers, no later than three (3) clear days before the date of the meeting. Supporting papers shall be sent to committee members (and to other attendees as appropriate) at the same time.

6 Minutes of meetings

- 6.1 The Chief Executive Officer shall ensure that the proceedings and resolutions of all meetings of the committee, including recording the names of those present and in attendance are minuted and that the minutes otherwise comply with the requirements of the Local Government (Procedure at Meetings) Regulations 2000.
- 6.2 Minutes of committee meetings shall be circulated within five (5) days after a meeting to all members of the committee and to all members of the Council and will (as appropriate) be available to the public.

7 Role of the committee

7.1 Financial reporting

- 7.1.1 The committee shall monitor the integrity of the financial statements of the Council, including in its annual report, reviewing significant financial reporting issues and judgements which they contain.
- 7.1.2 The committee shall review and challenge where necessary:
- 7.1.2.1 the consistency of, and/or any changes to, accounting policies;
 - 7.1.2.2 the methods used to account for significant or unusual transactions where different approaches are possible;



Terms of Reference for Council's Audit Committee cont'd...

- 7.1.2.3 whether the Council has followed appropriate accounting standards and made appropriate estimates and judgements, taking into account the views of the external auditors;
- 7.1.2.4 the clarity of disclosure in the Council's financial reports and the context in which statements are made; and
- 7.1.2.5 all material information presented with the financial statements, such as the operating and financial review and the corporate governance statement (insofar as it relates to the audit and risk management).

7.2 Internal controls and risk management systems

The committee shall:

- 7.2.1 keep under review the effectiveness of the Council's internal controls and risk management systems; and
- 7.2.2 review and recommend the approval, where appropriate, of statements to be included in the annual report concerning internal controls and risk management.

Note that it is important that the audit committee understand the business of the Council to appreciate the risks it manages on a daily basis, and to ensure that there are appropriate management plans to manage and mitigate this business risk. This will include insurance matters, financial reporting, legal and regulatory compliance, business continuity, and statutory compliance. This can be facilitated by discussions with the external auditors and by presentations by management on how business risks are identified and managed.

7.3 Whistle blowing

The committee shall review the Council's arrangements for its employees to raise concerns, in confidence, about possible wrongdoing in financial reporting or other matters. The committee shall ensure these arrangements allow independent investigation of such matters and appropriate follow-up action.

7.4 Internal audit where Council does not have a separate internal audit function

The committee shall:

- 7.4.1 monitor and review the effectiveness of the Council's internal audit function in the context of the Council's overall risk management system;
- 7.4.2 consider and make recommendation on the program of the internal audit function and the adequacy of its resources and access to information to enable it to perform its function effectively and in accordance with the relevant professional standards.



Terms of Reference for Council's Audit Committee cont'd...

Note that this may include the review of the areas that have been identified for review and the frequency of review. The committee should also monitor whether the function of internal audit has adequate standing and is free from management or other restrictions. Whilst internal audit focuses on a Council's systems and procedures, it is important that audit retains its independence and is not subject to any influence from management or Council that impedes its ability to report objectively.

7.4.3 review all reports on the Council's operations from the external auditors;

Note that the reports to the audit committee need not be the detailed reports that are presented to management for their review. Ordinarily a high level review report is all that is required detailing the work undertaken, the findings and management response.

7.4.4 review and monitor management's responsiveness to the findings and recommendations of the external auditors; and

7.4.5 where appropriate, meet the "head" of the external auditors, without management being present, to discuss any issues arising from the internal audits carried out. In addition, the "head" of the external auditors shall be given the right of direct access to the Mayor of the Council and to the Presiding Member of the audit committee.

7.5 External audit

The committee shall:

7.5.1 develop and implement a policy on the supply of the statutory audit and non-audit services by the external auditor, taking into account any relevant ethical guidance on the matter;

7.5.2 consider and make recommendations to the Council, in relation to the appointment, re-appointment and removal of the Council's external auditor.

The committee shall oversee the selection process for new external auditors and if an auditor resigns the committee shall investigate the issues leading to this and decide whether any action is required;

7.5.3 oversee Council's relationship with the external auditors including, but not limited to:

7.5.3.1 recommending the approval of the external auditor's remuneration, whether fees for audit or non-audit services, and recommending whether the level of fees is appropriate to enable an adequate audit to be conducted;

7.5.3.2 recommending the approval of the external auditor's terms of engagement, including any engagement letter issued at the commencement of each audit and the scope of the audit;



Terms of Reference for Council's Audit Committee cont'd...

- 7.5.3.3 assessing the external auditor's independence and objectivity taking into account relevant professional and regulatory requirements and the extent of Council's relationship with the external auditors, including the provision of any non-audit services;
- 7.5.3.4 satisfying itself that there are no relationships (such as family, employment, investment, financial or business) between the external auditors and the Council (other than in the ordinary course of business);
- 7.5.3.5 monitoring the external auditor's compliance with legislative requirements on the rotation of audit partners; and
- 7.5.3.6 assessing the external auditor's qualifications, expertise and resources and the effectiveness of the audit process (which shall include a report from the external auditors on the audit committee's own internal quality procedures);
- 7.5.4 meet as needed with the external auditors. The committee shall meet the external auditors at least once a year, (without management being present if requested); to discuss the external auditor's report and any issues arising from the audit;
- 7.5.5 review and make recommendations on the annual audit plan, and in particular its consistency with the scope of the external audit engagement;
- 7.5.6 review the findings of the audit with the external auditors. This shall include, but not be limited to, the following;
 - 7.5.6.1 a discussion of any major issues which arose during the external audit;
 - 7.5.6.2 any accounting and audit judgements; and
 - 7.5.6.3 levels of errors identified during the external audit.
- The committee shall also review the effectiveness of the external audit.
- 7.5.7 review any representation letter(s) requested by the external auditors before they are signed by management;

Note that these representation letters are a standard practice of any audit and provide the external auditors confirmation from management, (in particular the Chief Executive Officer) that, amongst other matters, accounting standards have been consistently applied, that all matters that need to be disclosed have been so disclosed and that the valuation of assets has been consistently applied.;

- 7.5.8 review the management letter and management's response to the external auditor's findings and recommendations.



Terms of Reference for Council's Audit Committee cont'd...

8 Reporting responsibilities

8.1 The committee shall make whatever recommendations to Council it deems appropriate on any area within its terms of reference where in its view action or improvement is needed.

9 Other matters

The committee shall:

9.1 have access to reasonable resources in order to carry out its duties;

Note that this is subject to any budget allocation being approved by Council;

9.2 be provided with appropriate and timely training, both in the form of an induction program for new members and on an ongoing basis for all members;

9.3 give due consideration to laws and regulations of the Local Government Act, 1999;

9.4 make recommendations on co-ordination of the internal control and external auditors;

9.5 oversee any investigation of activities which are within its terms of reference; and

9.6 oversee action to follow up on matters raised by the external auditors;

9.7 at least once a year, review its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness and recommend changes it considers necessary to the Council for approval.

Mark McSHANE
CHIEF EXECUTIVE OFFICER

August 2014



CITY OF MOUNT GAMBIER

COUNCIL DEVELOPMENT ASSESSMENT PANEL

TERMS OF REFERENCE

1. Term of office for all appointees: 2 years from the date of appointment
2. Sitting Fees:
 - (i) Refer Part 3.1.5 of the Council Development Assessment Guide 2006 by the Local Government Association;
 - (ii) Sitting fees (including GST):-
 - Independent Presiding Member \$250
 - Other Independent Members \$200
 - Council Member appointees \$200
 - Council Officer appointees NIL*

(the above sitting fees are for formal ordinary meetings of a Panel which are likely to be monthly when a substantial majority of the DAP business will be conducted)
 - (iii) Should it be necessary to convene formal special meetings of a Panel then the likely sitting fees will be as follows on the basis of the lesser number of items on the agenda:-
 - Independent Presiding Member \$60
 - Other Independent Members \$50
 - Council Member appointees \$50
 - Council Officer appointees NIL*

*Special Note: It is not the intention of the Councils to appoint any Council Officers to any Panel.
 - (iv) Where the meeting does not require the attendance of Members in person and can be undertaken by phone link up due to a small agenda and the minor nature of items for discussion and no site inspection is necessary the sitting fees be as follows:
 - Independent Presiding Member \$60
 - Other Independent Members \$50
 - Council Member appointees \$50
 - Council Officer appointees NIL*

*Special Note: It is not the intention of the Councils to appoint any Council Officers to any Panel.

City of Mount Gambier, Council Development Assessment Panel, Terms of Reference cont'd...

- (v) travel reimbursement of 57.8 cents per kilometre may be available upon application to Council should a member of the Council Development Assessment Panel not be a resident within the City of Mount Gambier and the District Council of Grant.
 - (vi) a review of the sitting fees and expenses etc. will be undertaken within 6 months of the formation of the new Panel.
 - (vii) Invoices seeking payment for attendance at a meeting of the Council Development Assessment Panel shall be submitted regularly, on a monthly basis, after the meeting of the Council Development Assessment Panel for that month.
3. Panel Member Expenses:
- (i) Refer Part 3.1.5 of the Council Development Assessment Guide 2006 by the Local Government Association;
 - (ii) It is the view of the Councils that the sitting fees referred to above are sufficient to be inclusive of:
 - (a) view of all sites to be considered (and related travel costs);
 - (b) review of the agenda for each meeting;
 - (c) assessment of the applications against the provisions of the Development Plan;
 - (d) attendance at every Panel meeting; and
 - (e) discussions with Council Officers, at the DAP meeting, regarding alternate recommendations or queries in relation to agenda items.
4. Voting at Meetings:
- (i) Refer Part Four of the Council Development Assessment Guide 2006 by the Local Government Association;
 - (ii) All votes to be made and recorded specifically for each matter determined;
 - (iii) Quorum for meetings is four.
5. Presiding Member:
- (i) The respective Council will appoint the Presiding Member for their Development Assessment Panel;
 - (ii) The Presiding Member must not be a member or officer of Council.
 - (iii) The Presiding Member will have a deliberative vote and in the case of equal vote, the Presiding Member at the meeting is entitled to a second or casting vote.
6. Training:
- (i) It will be a requirement that all Members of each Development Assessment Panel attend formal training as organised either statewide or by Council. (the costs will be borne by Council);

- (ii) Council will provide training to the Council Development Assessment Panel at the commencement of the new term of the Panel, and further training at a minimum of twelve (12) month intervals, to assist the CDAP within its role and to facilitate and encourage a high quality of decision making.
7. Panel Operation:
- (i) the Panel will comprise seven (7) Members i.e. four (4) independent and three (3) Council Members;
- (iii) at least one member of the Panel must be a woman and at least one member must be a man;
8. Public Officer:
- (i) The Panel must have a Public Officer (who must not be a member of the Panel) and is appointed by Council;
- (ii) The legislation requires each Council DAP to have a designated public officer to ensure that any complaints about the conduct of a Member of the Panel are properly investigated;
- (iii) The legislation in respect of the public officer reads:
- Each Council Development Assessment Panel must have a public officer (who must not be a member of the Panel) appointed by the Council.
 - A Council must, on appointing a public officer, ensure that notice of the appointment (including the public officer's name and contact details) is published in the Gazette.
 - The functions of a public officer include ensuring the proper investigation of complaints about the conduct of a Member of the relevant Panel (but nothing in this section prevents a person making a complaint to the Ombudsman at any time under the Ombudsman Act 1972 or the public officer referring a complaint to another person or authority for investigation or determination).
- (iv) The Chief Executive Officer of Council is the public officer for the Council Development Assessment Panel.
9. Panel Composition:
- (i) Ideally the mix of skills, experiences and qualifications of Panel Members should seek to include:
- (a) introducing knowledge that pertains to common issues considered by Councils current Panel, e.g. flood mitigation, heritage value, native vegetation conservation,

stormwater management; economic development, tourism;

- (b) a balance of gender and age to provide different points of view when interpreting the Development Plan provisions;
 - (c) combining knowledge that satisfies the economic, social and environmental sustainability objectives of the *Development Act*;
 - (d) the ability of the potential members to provide advice that can assist the strategic planning initiatives of Council;
 - (e) the value of potential members that are currently working in their field of expertise and the continued development of their knowledge for the benefit of the Panel;
 - (f) whether potential independent members may have an inherently higher perceived conflict of interest due to current employment or external activities or other membership alliances;
 - (g) the flexibility of potential members to attend scheduled and spontaneous meetings; and
 - (h) the ability of potential members to make decisions and speak openly and confidently in a public environment.
- (ii) Other requirements of the Development Act include:
- (a) a reference to a Council Officer will be taken to include a person that is engaged as a consultant by the Council;
 - (b) at least one member of the Panel must be a woman and at least one member of the Panel must be a man;
 - (c) the term of office of a Panel Member will be for a period as determined by Council, provided that the period does not exceed two years; and
 - (d) a Panel Member will be eligible for reappointment at the expiration of the term of office.
- (iii) The Panel Members must select the Deputy Presiding Member.

City of Mount Gambier, Council Development Assessment Panel, Terms of Reference cont'd...

10. Public Access to Meetings:
- (i) Refer Part 4.1.2 of the Council Development Assessment Guide 2006 by the Local Government Association;
 - (ii) A meeting of the Panel must still be conducted in a place open to the public subject to certain circumstances in which the public may be excluded (outlined in subsection 56A(12) of the *Development Act*).
 - (iii) The common circumstances include, but are not limited to:
 - (a) where development applications to be considered involve the unreasonable disclosure of information concerning the personal affairs of any person;
 - (b) where development applications involve information that could reasonably be expected to confer a commercial advantage on a person, or prejudice the commercial position of a person;
 - (c) where a trade secret may be revealed;
 - (d) where commercial information of a confidential nature is to be considered;
 - (e) where a development application might involve discussion of matters affecting the safety or security of any person or property;
 - (f) when legal advice is being considered; and/or
 - (g) where information provided on a confidential basis by or to a Minister of the Crown is involved and on balance would be contrary to the public interest.
 - (iv) In addition, whilst the hearing of objector and applicant submissions must be held in public, each Councils DAP can still resolve to deliberate in private in order to facilitate discussion between DAP members and the raising of questions with officers.
11. Hearing of Representations at meetings:
- (i) Refer Part 4.1.3 of the Council Development Assessment Guide 2006 by the Local Government Association;
 - (ii) The position under Section 38 of the Development Act remains unchanged;

- (iii) The Panel may in its absolute discretion allow a person who made a category 2 representation to appear personally or by representative before it to be heard in support of the representation;
 - (iv) The Panel must allow a person who made a category 3 representation and who, as part of that representation, indicated an interest in appearing before the authority, a reasonable opportunity to appear personally or by representative before it to be heard in support of the representation.
- 12. Conflicts of Interests:
 - (i) Refer Part 3.2.2 of the Council Development Assessment Guide 2006 by the Local Government Association;
 - (ii) Refer Part 4.1.4 of the Council Development Assessment Guide 2006 by the Local Government Association;
- 13. Register of Interests:
- 14. Pecuniary Interests:
 - (i) Refer Part 4.1.4 of the Council Development Assessment Guide 2006 by the Local Government Association;

OPERATIONAL SERVICES REPORT NO. 16/2010

SUBJECT: STRATEGIC PLANNING AND DEVELOPMENT POLICY COMMITTEE - Section 101A Development Act 1993 - Ref. 335/1/20

Goal: *Building Communities*
Strategy: *Advocacy*
Infrastructure
Services
Support

Goal: *Commerce and Industry*
Strategy: *Advocacy*
Infrastructure
Services
Support

Goal: *Diversity*
Strategy: *Advocacy*
Infrastructure
Services
Support

Goal: *Environment*
Strategy: *Advocacy*
Infrastructure
Services
Support

Operational Activity: *To ensure people within greater Mount Gambier are provided with a high quality standard of life through the appropriate management of land use activities*

BACKGROUND

Council at its meeting held on Tuesday 16th March, 2010 determined:

“The matter be let lie on the table pending further investigations by the Operational Services Committee on whether Council needs to form a specific Committee or can delegate the responsibility to the Operational Services Committee.”

DISCUSSION

Pursuant to part (1) of Section 101A of the Development Act, 1993 Council must establish a Strategic Planning and Development Policy Committee.

The Minister may exempt a Council from the requirement to establish a Committee under this section if satisfied that the function of a Committee established by the Council under the Local Government Act 1999 include the functions set out in subsection (2).

The Operational Services Committee of Council currently has the responsibilities and duty to carry out the functions as set out in subsection (2) of Section 101A of the Development Act, 1993. These functions include the role to provide advice on Strategic Planning and Planning Policies to Council.

Operational Services Report No. 16/2010 Cont'd...

SUMMARY

Council has two options in relation to this matter which include either:

- (1) establishing a Strategic Planning and Development Policy Committee;
- (2) request exemption from the Minister for Urban Development and Planning from the requirement to establish a Committee under section 101A of the Development Act 1993 as the Operational Services Committee of Council established by the Council under the Local Government Act 1999 include the functions set out in subsection (2) of Section 101A of the Development Act, 1993.

RECOMMENDATION

- (a) Operational Services Report No. 16/2010 be received;
- (b) Council establish a 'Strategic Planning and Development Policy Committee' to undertake the functions and responsibilities as set out within subsection (2) of Section 101A of the Development Act, 1993;
- (c) as the Operational Services Committee of Council currently undertakes the functions as required by Section 101A of the Development Act, 1993, the new Strategic and Development Policy Committee:
 1. be comprised of the same Members as the Operational Services Committee;
 2. meet after the Operational Services Committee as necessary.
- (d) The 'Terms of Reference' for the Strategic Planning and Development Policy Committee be as follows:
 1. to provide advice to Council in relation to the extent to which Council's strategic planning and development policies accord within the Planning Strategy;
 2. To assist Council in undertaking strategic planning and monitoring directed at achieving:
 - (i) orderly and efficient development within the Council area;
 - (ii) high levels of integration of transport and land use planning;
 - (iii) relevant targets set out in the Planning Strategy within the area of Council;
 - (iv) the implementation of affordable housing policies set out in the planning strategy within the area of Council;
 - (v) other outcomes of a prescribed kind (if any).
 3. to provide advice to Council (or to act as its delegate) in relation to strategic planning and development policy issues when the Council is preparing:
 - (i) A Strategic Directions Report;
 - (ii) A Development Plan Amendment proposal.
 4. Other functions (other than functions relating to development assessment or compliance) assigned to the committee by Council.

The Local Government Act 1999 will apply in relation to a committee established under this section as if it were a committee established under that Act.

Operational Services Report No. 16/2010 Cont'd...

- (e) the Strategic Planning and Development Policy Committee be established as a Committee of Council in accordance with the Local Government Act 1999.

Tracy TZIOUTZIOUKLARIS
STRATEGIC PROJECT OFFICER

sighted:

Greg MULLER
CHIEF EXECUTIVE OFFICER

6th April 2010
SW

(refer to Item of Operational Services Committee Minutes)



CITY OF MOUNT GAMBIER

BUILDING FIRE SAFETY COMMITTEE

TERMS OF REFERENCE

1. Application
2. Membership
3. Administration
4. Meetings
5. Chairperson
6. Voting
7. Quorums
8. Adjournments
9. Conduct at Committee Meetings
10. Inspections
11. Notices
12. Cost Recovery



City of Mount Gambier

Terms of Reference for Building Fire Safety Committee

1. APPLICATION

- (i) The Building Fire Safety Committee is formed pursuant to Section 71 of the Development Act 1993;
- (ii) The required Section 71 “appropriate authority” is the Building Fire Safety Committee (herein after referred to as ‘the Committee’);
- (iii) Objectives of the Committee are to seek to achieve in the following order of priority: (as set out in S71 (16) of the Development Act 1993)
 - (a) firstly, a reasonable standard of fire safety for the occupiers of the relevant building;
 - (b) secondly, the minimal spread of fire and smoke;
 - (c) thirdly, an acceptable fire fighting environment.
- (iv) To have due regard to the provisions of Section 71 of the Development Act 1993.

2. MEMBERSHIP

- (i)
 - (a) A person who holds prescribed qualifications in building surveying appointed by the City of Mount Gambier;
 - (b) A person nominated by the Chief Officer of the South Australian Metropolitan Fire Service;
 - (c) A person/s with expertise in the area of fire safety appointed by the City of Mount Gambier;
 - (d) “If so determined by the City of Mount Gambier” a person/s selected by the City of Mount Gambier.
- (ii) A term of office for a member of this Committee will be a period not exceeding three years;
- (iii) Any member of the Committee shall not be prevented from being appointed as a member of the Committee for future terms of office.



3. ADMINISTRATION

- (i) The City of Mount Gambier shall provide the following services:
 - (a) Administrative support at general meetings of the Committee;
 - (b) Administrative support and record storage;
 - (c) Distribute copies of agendas, reports, notices and all other relevant documents to member of the Committee as may be required from time to time;
 - (d) Report to Council through the Operational Services Committee of Council.

4. MEETINGS

- (i) General meetings of the Committee shall be held at such time and place as necessary to ensure the provisions of Section 71 of the Development Act are met;
- (ii) Discuss and review reports, inspections and document minutes of such reviews and discussions.

5. CHAIRPERSON

- (i) The chairperson shall be the elected member appointed by Council to the Committee.

6. VOTING

- (i) Questions arising for decision at all meetings of the Committee will be decided by a vote of the majority of committee members present on the basis of one vote per member whereby the Chairperson shall be entitled to a deliberative vote but not entitled to a casting vote;
- (ii) Each member present at a meeting of the Committee must vote on a question arising for decision at that meeting. The failure by any committee member to vote on any question arising for decision will deem that member to have voted in the negative.



7. QUORUMS

- (i) A quorum to be present at each meeting of the Committee;
- (ii) The minimum number of members of the Committee present at a meeting of the Committee shall be the number of committee members divided by two (2) ignoring any fraction resulting from the division and adding one.

8. ADJOURNMENTS

- (i) The members present at any meeting of the Committee may adjourn any such meeting from time to time and from place to place.

9. CONDUCT AT COMMITTEE MEETINGS

- (i) Minutes – the Committee shall cause proper minutes to be kept of its proceedings at meetings.
- (ii) Issuing of Notices – any notices issued under Section 71 of the Development Act 1993 shall be signed by not less than one member of the Committee, with such notice to be in accordance with the resolution of the Committee.
- (iii) Disclosure of Interest – a member of the Committee who is in any way directly or indirectly financially interested in any matter arising for decision of the Committee must disclose the nature of the interest at a meeting of the Committee and must not take part in any decision of the Committee with respect to the matter.
- (iv) Powers of the Committee – the powers of the Committee shall not extend beyond those delegated to it by Council pursuant to Section 71 of the development Act 1993.

10. INSPECTIONS

- (i) Inspections may be carried out by an Authorised Officer on any building within the Council Area;
- (ii) Any costs associated with general meetings of the Committee shall be the responsibility of the City of Mount Gambier;
- (iii) The Authorised Officer/s of the City of Mount Gambier shall undertake inspections of buildings deemed as a high to low risk to life, such as
 - accommodation parts of hotels, health care building and the like;



- accommodation parts of motels;
- backpacker, guest houses, boarding houses and the like;
- hotels, night clubs and the like where high number of patrons are frequent;
- businesses within the Council area which may have a significant financial and community impact as a result of fire;
- others as necessary.

11. NOTICES

- (i) The Committee shall be responsible for the preparation of all reports, notices and other documents relating to such notices.

12. COST RECOVERY

- (i) All costs and expenses in relation to actions under S84(7) - Enforcement notices or S71 - Fire Safety of the Development Act 1993 shall be borne by the City of Mount Gambier. Such action shall be approved by the City of Mount Gambier Chief Executive Officer.
- (ii) The City of Mount Gambier shall be responsible for the engagement of and any payment to consultants and the like who may be required to provide professional advice, or appear on behalf of the Committee in any Court action in relation to any building fire safety matter within its Area. Such action shall be approved by the City of Mount Gambier Chief Executive Officer.

CITY OF MOUNT GAMBIER

JUNIOR SPORTS ASSISTANCE FUND

A Committee of Council established
pursuant to the provisions of Section 41
of the Local Government Act, 1999

Terms of Reference and the Rules for the conduct of the business of the Committee were approved and adopted by the City of Mount Gambier at its meeting held on 17th September 2013.

**CITY OF MOUNT GAMBIER
JUNIOR SPORTS ASSISTANCE FUND**

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**CITY OF MOUNT GAMBIER
JUNIOR SPORTS ASSISTANCE FUND**

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TERMS OF REFERENCE AND RULES OF THE CITY OF MOUNT GAMBIER JUNIOR SPORTS ASSISTANCE FUND

1.0 Name

The name of the Committee be the CITY OF MOUNT GAMBIER JUNIOR SPORTS ASSISTANCE FUND (in these rules referred to as “the Committee”).

2.0 Interpretation

For the purposes of these rules, unless inconsistent with the subject matter or context:

2.1 Definition

- 2.1.1 “Act” means the Local Government Act, 1999 and includes all Regulations and Schedules.
- 2.1.2 “Affiliated Sporting Organisation” means any sporting group which has agreed to financially contribute to the Fund in accordance with the rules and any terms and conditions of the Committee.
- 2.1.3 “Committee” means the City of Mount Gambier Junior Sports Assistance Fund.
- 2.1.4 “Auditor” means the Auditor as prescribed in the Local Government Act, 1999 and being the Auditor for the Council.
- 2.1.5 “Committee” means the Committee established pursuant to Rule 6.0.
- 2.1.6 “Committee Member” means the person appointed by Council to the Committee.
- 2.1.7 “Commencement Date” means the date on which the Committee is established and becomes operative pursuant to Rule 3.2.
- 2.1.8 “Core Contributions” means those financial contributions made by affiliated sporting organisation in accordance with Rule 15.0 and the City of Mount Gambier.
- 2.1.9 “Council” means the City of Mount Gambier.
- 2.1.10 “Presiding Member of the Committee” means the person appointed to that position by Council pursuant to Rule 6.0.
- 2.1.11 “Financial Year” means a twelve month period between and including 1st July and 30th June.
- 2.1.12 “Fund” mean the City of Mount Gambier Junior Sports Assistance Fund established by Council.

- 2.1.13 “Junior Sports Person” means a person who has not yet reached eighteen (18) years of age as at the 1st January in the year of the event date in respect of an application for assistance by an Affiliated Sporting Organisation under these Rules.
- 2.1.14 “Member Organisation” has the same meaning as “Affiliated Sporting Organisation”.
- 2.1.15 “Observers” means those persons attending any meeting of the Committee, but do not have a vote on any matter to be determined by the Committee.
- 2.1.16 “Secretary” means the person appointed by the Chief Executive Officer of Council to carry out those duties in accordance with the Rules of the Committee and any other discretion and direction associated with the administration of the Committee. The Secretary has no voting rights.
- 2.1.17 “Selected Junior Sports Person” means a person who has been selected on individual merits, to represent the State of South Australia or the Country of Australia or equivalent sporting achievement in an officially accredited/recognised national or international event.
- 2.1.18 “Singular” includes a reference to the “plural”.
- 2.1.19 “Special Coaching Clinics” means any coaching clinics whatsoever organised by an Affiliated Sporting Organisation which has received funds from the Committee for a clinic with such funds expended in accordance with Rule 18.
- 2.1.20 “Sponsorship Donation” means other monies contributed to the Fund from sources other than specific contributions from the affiliated sporting organisations and the Council(s) and for a specific purpose, initiative or program which the Fund agrees to implement for the benefit of its Member Organisations.
- 2.1.21 “State event”, “National event” and “International event”, means events that have been officially accredited or recognised as being “national or international events” and a statement to that effect is provided by that Sport’s State Administrator where applicable or available.

2.2 Defined Terms

Any words, phrases or terms used in these Rules which are defined in the Act shall have the same meaning as are given to them in the Act.

2.3 Local Government Act

These Rules shall be interpreted in every respect to be subject to the provisions of the Local Government Act then enforce.

2.4 Notices

All notices to be given to the Committee shall be addressed to:

The Secretary
City of Mount Gambier Junior Sports Assistance Fund
P O Box 56
MOUNT GAMBIER SA 5290

and addressed to the usual and current business office or address of the Council, and the notice may, unless specified otherwise, and without prejudice to any other means of service, be deemed by ordinary post in which case the same shall be said to have been given two (2) clear business days after the same was posted.

3.0 Establishment

- 3.1 "The Committee" is established under Section 41 of the Local Government Act, 1999.
- 3.2 "The Committee" will be established and become operative from the time a resolution of Council is passed and is established to co-ordinate and administer the City of Mount Gambier Junior Sports Assistance Fund.

4.0 Delegation

The Council has delegated to the Committee the power to receive and expend revenue reasonably required to enable it to carry out the Objectives for which it is established.

5.0 Objectives

- 5.1 The Committee is created for the express purpose of providing financial assistance to local junior sportspersons of Mount Gambier and District who have achieved as a minimum, selection in a formal State team and who compete at National sporting events (or equivalent) and who are a member of an Affiliated Sporting Organisation.
- 5.2 The Council will join with local sporting organisations to establish an ongoing pool of money for distribution to those juniors selected to represent the State or to represent Australia or equivalent.
- 5.3 The Fund will assist those who already have ability and have shown natural skills, commitment and advancement to where at least State selection has been achieved.
- 5.4 To establish an income stream to the Fund that is reasonable, understandable and acceptable to the majority of Member Organisations.
- 5.5 To establish an expenditure strategy of the Fund which is reasonable, fair and accountable.
- 5.6 To develop an organisational and operational framework which is creative, effective and accountable.
- 5.7 To develop a strategy to attract extra income to the Fund from sources other than Member Organisations and Council contributions and for the purposes of expanding the range of support benefits that the Fund can provide to its Member Organisations.

- 5.8 To consider a strategy of funding the engagement of the best sporting coaches in Australia to undertake specialised coaching clinics for selected junior sportspersons, and other sportspersons of Member Organisations e.g. umpires of juniors, coaches of juniors etc.
- 5.9 To consider other strategies that seek external sponsorship of a general nature to the Fund, and/or for a specific purpose or a general initiative, all for the benefit of Member Organisations.
- 5.10 To develop and establish administrative procedures to receive, consider and process funding applications and then distribute any agreed funds to the relevant Member Organisations within a timeframe of 10 working days.

6.0 Membership of the Committee

- 6.1 Membership of the Committee shall be:
 - 6.1.1 an Elected Member for the time being of Council and appointed by Council who shall be the Presiding Member of the Committee
 - 6.1.2 a person nominated by the Council of the District Council of Grant, and
 - 6.1.3 up to four community persons appointed by Council.
- 6.2 The Council reserves the right from time to time to remove any appointee to the Committee and appoint another appointee in their stead. All appointees hold office at the pleasure of Council.
- 6.3 The Mayor of the City of Mount Gambier shall be ex officio a member of the Committee with voting rights.

7.0 Casual Vacancies and Replacement of Representatives

The Council may replace any appointee on the Committee or fill any casual vacancy, by notifying the Committee the identity of the persons proposed to replace the former appointee or fill the casual vacancy.

8.0 No Proxy

The appointment of a person as a proxy for any appointee on the Committee is not permissible.

9.0 Resignation of Representatives

Any Committee appointee may resign from the Committee, but such resignation shall not be effective until the Secretary has received written notice to that effect.

10.0 Deputy Presiding Member

- 10.1 The Committee shall elect a Deputy Presiding Member from among their number by a show of hands or by secret ballot at the first meeting of the Committee to be held after the commencement date and every 48 calendar months thereafter.
- 10.2 In the absence of the Presiding Member, the Deputy Presiding Member shall preside at any meeting of the Committee.
- 10.3 If any meeting of the Committee duly convened under these Rules, the Presiding Member or the Deputy Presiding Member shall not be present, the Committee shall elect an Acting Presiding Member (for that meeting only) from their number present at the meeting and for the purposes of that meeting only, that Acting Presiding Member shall have all of the normal powers of the Presiding Member.

11.0 Quorum

At all meetings of the Committee, three appointees present shall constitute a quorum.

12.0 Meetings of the Committee

- 12.1 The Committee shall meet as and when determined by the Presiding Member, but must meet at least three times every financial year, plus the Annual Meeting of Member Organisations.
- 12.2 The Secretary shall give notice to each Committee Member at least five clear days prior to any meeting and notice to each Affiliated Sporting Organisation at least five clear days prior to any meeting.
- 12.3 The Secretary shall send a copy of the notice of a meeting of the Committee to each Affiliated Sporting Organisation.
- 12.4 The Secretary must, at the request of the Presiding Member or three other Committee Members, call a special meeting of the Committee.
- 12.5 All notices of meetings shall be issued under the hand of the Secretary of the Committee.
- 12.6 No business shall be transacted at any meeting of the Committee unless a quorum is present at the time when the meeting proceeds to business.
- 12.7 Each Committee Members including the Presiding Member present at any meeting of the Committee must vote on any matter requiring determination and all decisions shall be decided on a simple majority of votes cast.
- 12.8 Each appointee including the Presiding Member present at any meeting of the Committee shall have one deliberate vote only.

13.0 Procedure at Meetings

The procedure to be observed in relation to the conduct of meetings of the Committee will be as determined by the Local Government (Proceedings at Meetings) Regulations.

14.0 Sub-Committees of the Committee

- 14.1 The Committee has the discretion to appoint sub committees of its committee membership to receive any program applications for funding, evaluate and determine those applications for funding.
- 14.2 The Secretary shall advise the affiliated sporting organisation of the status of its applications on behalf of the juniors sportspersons immediately on the receipt of the sub-committees determination.
- 14.3 No conflict of interest shall arise if a Committee member of an affiliated sporting organisation is also a member of the Committee or the sub-committee considering an application for funds from that affiliated sporting organisation.

15.0 Establishment and Contributions to the Fund

15.1 Establishment

- 15.1.1 City of Mount Gambier Junior Sports Assistance Fund is hereby established.
- 15.1.2 The Fund shall consist of two separate accounting components, that is, “core contributions” and “sponsorship donations”.
- 15.1.3 The “core” component will receive monies from the affiliated sporting organisations, the City of Mount Gambier and any other funds by agreement between the Committee and the donor e.g. District Council of Grant.
- 15.1.4 The “Sponsorship Donations” components will receive monies from any interested source and will be expended in accordance with any specific agreement between the Committee and the Sponsor organisation..
- 15.1.5 The Secretary shall report to each meeting of the Committee the current status of each component of the Fund.

15.2 Council

- 15.2.1 Council shall provide a sum of money on an annual basis of an amount being at least equal to the annual contributions made to the Fund by all affiliated sporting organisations for that particular financial year (but excluding contributions made or achieved by way of sponsorship or donation).
- 15.2.2 The Contributions shall be paid by the Council(s) to the Fund no later that the 31st August in each year.

15.3 Affiliated Sporting Organisations

- 15.3.1 All participating and affiliated sporting organisations shall contribute annually to the Fund based on a formula determined by the Committee annually and adopted by the affiliated sporting organisations at the Annual Meeting to apply for the ensuing financial year.
- 15.3.2 The formula determined by the Committee shall be based on the principles of fairness, equity, accountability and be transparent.
- 15.3.3 All participating and affiliated sporting organisation contributing to the Fund, shall agree in writing to continue contributing to the Fund on an annual basis for at least five financial years from the commencement date or any extension period of five years therefrom.
- 15.3.4 Contributions from affiliated organisations will be paid to the Fund no later than the 30th September in each year.

15.4 Other Sporting Groups

Other sporting organisation wishing to join the Fund after the commencement date shall agree to the Rules in writing and shall pay a contribution or contributions that is solely determined by the Committee in respect of any “back payments” to ensure that the new sporting organisation contributes financially at a level or incurs a penalty that ensures equality with existing affiliated sporting organisations who are already members, and have paid contributions to the Fund over a longer period of time.

15.5 Sponsorship of Donations

- 15.5.1 The Committee shall be entitled to seek out and receive sponsorship, donations and/or assistance from any other sporting organisation, group, company or individual who may wish to contribute to the Fund on such terms and conditions agreed to by the Committee and the other party.
- 15.5.2 Any agreement of terms and conditions between the Committee and sporting organisation, groups, companies or individuals in relation to sponsorship, donations and/or assistance, shall not involve any expenditure whatsoever from the “core component” of the Fund.
- 15.5.3 Proceeds from sponsorships, donations, and/or assistance shall be paid directly into the Fund.

16.0 Application for Financial Assistance from Affiliated Sporting Organisations

- 16.1 The Committee may consider any application for assistance for a past event.
- 16.2 An application will not be received by the Committee unless it is in the form approved by the Committee.
- 16.3 The Committee will consider all applications received on the approved form(s) and each application will be considered independently on its merits.

- 16.4 An application approved by the Committee in one instance may not necessarily be approved in another. A junior sportsperson who has received assistance from the Fund will be eligible for further assistance.
- 16.5 No application for financial assistance from an affiliated sporting organisation, on behalf of a junior sportspersons, shall be submitted for an event that is to be held three months in advance of the date of the application.
- 16.6 An application for financial assistance can only be made by an affiliated sporting organisation on behalf of a junior sportsperson who is a member of the said affiliated sporting organisation.

17.0 Distributions from the Fund

- 17.1 Subject to Rule 15.4, a Member Organisation may join the Fund at any time on the understanding that the organisation, can not draw on the core component of the Fund for a period of time or under terms and conditions determined by the Committee.
- 17.2 Financial assistance approved by the Committee will be paid to the member organisation and not direct to the junior sportsperson, on the understanding the member organisation will distribute the approved funding to the junior sportsperson (or family) prior to them leaving for the approved event.
- 17.3 The Committee will have the discretion to distribute funds from the sponsorship/donations component of the Fund, for special coaching clinics at any time after the commencement date of the Committee.

18.0 Amount of Money Available for Distribution

- 18.1 The distribution policy from the core component of the Fund will be as determined by the Committee and reviewed annually.
- 18.2 The Committee will also have the discretion to allocate expenditure from the core component of the Fund for special coaching clinics.
- 18.3 The amount of funds allocated by the Committee for special coaching clinics from the sponsorship/donation component of the Fund will be at the complete discretion of the Committee.
- 18.4 The interest or surpluses arising from the transactions of the Fund shall be applied in accordance with the Funds objectives and shall not be distributed amongst the affiliated sporting organisations other than for the purpose for which the Fund was established.

19.0 Return of Money Should Fund Dissolve

- 19.1 In the event that the Fund is unable to operate or the Council decides to dissolve the Fund, then the Council shall determine the method and amount by which the money then remaining in the Fund shall be distributed or retained by Council.
- 19.2 The Council in making such a determination shall have regard to (but not bound by) the following:

- payments back to each of the affiliated sporting organisations in proportion to their total contributions to the Fund, together with the total interest amount accrued to the Fund irrespective of any payments that may have been made from the Fund;
- a payment to the Council (or Councils) in proportion to their total contribution to the Fund, less any charges or payments that may have been made from the Fund, or charged to the Fund, such payments shall be deducted from the Fund itself;
- a discretion in relation to any payment from the sponsorship/donation portion of the Fund.

19.3 In the event that the Fund is unable to operate or the Council decides to dissolve the Fund, then the Council is responsible for the liabilities of the Fund.

20.0 Liability of Authority

20.1 A liability incurred by the Fund or the Committee may be enforced against the Council.

20.2 No liability attaches to a Member of the Committee for an honest act or omission by that Member of the Committee in the performance or discharge, or purported performance or discharge, of the Member's or the Fund's functions or duties.

21.0 Records of the Authority

21.1 Accounting

21.1.1 The Council shall ensure that adequate and proper accounting records are maintained in respect of the Fund and which shall be audited on an annual basis by the Auditor for the time being of the Council.

21.1.2 A separate Fund reconciliation shall be prepared by Council as soon as practicable (but before the Annual General Meeting of the Authority) after the conclusion of any financial year a copy of the said reconciliation shall be forwarded to all affiliated sporting organisations which had made a contribution to the Fund during that particular financial year.

21.2 Administration

21.2.1 The Secretary shall present a reconciliation of the Fund to each meeting of the Committee.

21.2.1 The Secretary must cause minutes to be kept of the proceedings of the Committee.

21.2.3 The minutes of every meeting shall include:

- the names of all the representatives present and the time at which they entered or left the meeting;
- the names of observers or visitors to any meeting;
- every motion or amendment and the names of the mover and seconder; and
- whether the motion or amendment is carried, lost or lapsed.

- 21.2.4 Minutes of the Committee shall be distributed to all Committee Members and members of the Fund.
- 21.2.5 Copies of the minutes of the Committee may be distributed to all affiliated sporting organisations.
- 21.2.6 The Secretary shall maintain a record in which is detailed the following:
- name of an affiliated sporting organisation, its President, Secretary or other contact name;
 - the amount or amounts of the financial contributions by the affiliated organisations;
 - the date on which the contributions were made; and
 - the names of sponsors or persons donating to the Fund and the date such monies were received.
- 21.2.7 A record of applications received for financial assistance, any reports associated with such applications and the determinations, associated with the applications, must be maintained by the Secretary.
- 21.2.8 The Fund must after the Annual General Meeting submit an annual report on the Fund's activities to the Council (which may be the minutes of that Annual General Meeting).

22.0 Penalties

- 22.1 Any affiliated sporting organisation failing to pay their annual contribution on or before the 30th September in any financial year, will cease to be an affiliated member, provided that the Committee may at any time at its discretion and on payment of the contribution in arrears and such re-entrance fee (if any) as it may decide to imposed, re-admit any such affiliated sporting organisation member to the Fund.
- 22.2 The Committee may remove any affiliated sporting organisation from the membership of the Fund, if that sporting organisation is in breach of these Rules, and that sporting organisation will surrender any benefits of the Fund whatsoever.
- 22.3 Before removing any affiliated sporting organisation for a breach of the Rules, the Committee must provide a reasonable opportunity to the said organisation, to put its case as to why it should not be removed from the Fund.

23.0 Amendments to these Terms of Reference

It will be lawful for the Council by resolution of the Council to revoke, vary or add to any of the provisions of these Terms or Reference and Rules at its own discretion.

24.0 Interpretation of these Rules

- 24.1 Should there be any dispute as to the definition and/or interpretation of these Terms of Reference and Rules, or any part thereof or any irregularities whatsoever, then the dispute shall be determined summarily by the Council and the decision of the Council shall be final and binding.
- 24.2 Any affiliated sporting organisation having any grievances as to the management, operation, interpretation or definition of the Terms of Reference and Rules, or the Fund, or wishing to make recommendations as to the general operation of the Fund, shall communicate in writing any such grievance to the Committee and to Council.
- 24.3 The Council shall determine the grievance or recommendation and advise the author and the Committee of its decision.

Ref. AF11/725
GM.MJT

MOUNT GAMBIER CEMETERY TRUST

TERMS OF REFERENCE

A Committee of Council Established
pursuant to the provisions of Section 41
of the
Local Government Act 1999

Terms of Reference for the conduct of the business of the Committee were approved and adopted by the City of Mount Gambier at its meeting held on 17th December 2013.

MOUNT GAMBIER CEMETERY TRUST

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MOUNT GAMBIER CEMETERY TRUST

TERMS OF REFERENCE

(ESTABLISHED PURSUANT TO SECTION 41 OF THE LOCAL GOVERNMENT ACT 1999)

1.0 Name

The name of the Committee shall be the MOUNT GAMBIER CEMETERY TRUST (in these Terms of Reference referred to as “the Trust”).

2.0 Interpretation

For the purposes of these Terms of Reference, unless inconsistent with the subject matter or context:

2.1 Definition

2.1.1 “Act” means the Local Government Act 1999 and includes all Regulations and Schedules.

2.1.2 “Auditor” means the Auditor prescribed in the Local Government Act 1999 and the Auditor for the Council.

2.1.3 “Cemeteries” mean:

(a) the public cemetery known as Carinya Gardens Cemetery and Mount Gambier Crematorium and established on that piece of land situated in the Hundred of Blanche, County of Grey, being portion of Section 855, containing 4.25 hectares or thereabouts and Section 856, containing 7.3 hectares or thereabouts and being the whole of the land comprised in Certificate of Title Register Book Volume 2512 Folio 5 which said piece of land is the property of Council;

AND

(b) Section J and portion of Section H only of the public cemetery known as the Lake Terrace Cemetery and established on that piece of land situated in the Hundred of Blanche, County of Grey, being:

(1) Section 78, containing 3.2 hectares or thereabouts and being the whole of the land comprised in Certificate of Title, Register Book Volume 320, Folio 15;

Terms of Reference of the Mount Gambier Cemetery Trust cont'd....

- (2) Section 405, containing 2.88 hectares or thereabouts, being the land situate the present Cemetery Reserve, east of Section 78 and contained in Certificate of Title, Register Book Volume 625, Folio 191;
- (3) Section 413, containing 2.03 hectares or thereabouts and contained in Certificate of Title, Register Book Volume 116, Folio 79; and
- (4) Section 412, containing 2.04 hectares or thereabouts contained in Reserve

of which the said pieces of land are the property of Council.

- 2.1.4 “Chief Executive Officer” means the Chief Executive Officer for the time being of the Council.
- 2.1.5 “Commencement Date” means the date on which the Trust was established and became operative pursuant to Clause 3.2.
- 2.1.6 “Committee” means the Committee of Management established pursuant to Clause 6.0.
- 2.1.7 “Committee Member” means a member of the Trust and includes the Presiding Member.
- 2.1.8 “Trust” means the Mount Gambier Cemetery Trust.
- 2.1.9 “Council” means the City of Mount Gambier.
- 2.1.10 “Presiding Member” means the person appointed to that position pursuant to Clause 10.
- 2.1.11 “Acting Presiding Member” means Acting Presiding Member of the Trust and appointed pursuant to Clause 10.
- 2.1.12 “District Council” means the District Council of Grant.
- 2.1.13 “Extraordinary Vacancy” means a vacancy in an office arising otherwise than by effluxion of time.
- 2.1.14 “Financial Year” means a twelve month period between and including 1st July and 30th June.
- 2.1.15 “Management Committee” means the Committee established pursuant to Clause 6.0.

Terms of Reference of the Mount Gambier Cemetery Trust cont'd...

2.1.16 "Observers" means those persons attending any meeting of the Trust, but do not have a vote on any matter to be determined by the Trust.

2.1.17 "Presiding Member" means the Presiding Member of the Trust and appointed pursuant to Clause 10.

2.1.18 "Secretary" means the person appointed by Council to carry out those duties in accordance with the Terms of Reference of the Trust and any other administrative discretion associated with the administration of the Trust.

2.1.19 "Singular" includes a reference to the "plural".

2.2 Defined Terms

Any words, phrases or terms used in these Terms of Reference which are defined in the Act shall have the same meaning as are given to them in the Act.

2.3 Local Government Act

These Terms of Reference shall be interpreted in every report to be subject to the provisions of the Act.

2.4 Notices

All notices to be given to the Trust shall be addressed to:

The Secretary
Mount Gambier Cemetery Trust

and addressed to the usual and current business office or address of the Trust and the notice may, unless specified otherwise and without prejudice to any other means of service, be deemed to be delivered by ordinary post in which case the same shall be said to have been given two (2) clear business days after the same was posted.

3.0 Establishment

3.1 "The Trust" is established under Section 41 of the Local Government Act 1999.

3.2 "The Trust" was established by Council and became operative on the 17th December, 1998.

Terms of Reference of the Mount Gambier Cemetery Trust cont'd....

3.3 "The Trust" was established to undertake the care, control and management, preservation, public access and public appreciation of cemeteries, cremations, cemetery grounds, etc. within the Council area being and including, Carinya Gardens Cemetery and the portion of the Lake Terrace Cemetery, as referred to herein at Clause 2.1.4.

4.0 Delegation

The Council has delegated to the Trust, the power to receive and expend revenue reasonably required to enable it to carry out the objectives for which it is established.

5.0 Objectives

5.1 The Trust is created for the express purpose of undertaking the care, control and management of the Carinya Garden Cemetery and including Section J and portion of Section H only of the Lake Terrace Cemetery:

5.2 To establish an income stream to the Trust that is reasonable, fair, understandable and acceptable.

5.3 To establish an expenditure strategy of the Trust which is reasonable, fair, understandable and accountable.

5.4 To develop an organisational and operational framework which is creative, effective and accountable.

5.5 To develop a strategy to attract extra income to the Trust from other sources.

5.6 The Trust may engage and/or liaise with other bodies of similar aspirations to join with the Trust to enable the Trust to achieve its Objectives.

5.7 To ensure the affairs of the Trust are operated in a proper and business like manner and on accepted business and/or commercial terms.

6.0 Membership of the Committee

6.1 Membership of the Trust shall be:

6.1.1 Two members nominated by the Council.

6.1.2 One member nominated by the District Council.

6.1.3 One representative appointed by the Mount Gambier and Districts Ministers' Association.

Terms of Reference of the Mount Gambier Cemetery Trust cont'd....

- 6.1.4 One representative appointed by the membership of the Trust, as defined in 6.1.1; 6.1.2 and 6.1.3 as community representatives.
- 6.2 The term of office of each of the members appointed, shall be for a period of four years expiring on the 31st October in the year that Council holds its General Elections.
- 6.3 The Council reserves the right from time to time to remove any member of the Committee and appoint another member in their stead. All members hold office at the pleasure of Council.
- 6.4 Members of the Trust and other persons willing or agreeing to assist the Trust to achieve its Objectives are deemed to be volunteers of Council, as their role is an activity clearly defined by Council and for which the Council approves.

7.0 Casual Vacancies and Replacement of Representatives

- 7.1 The Council may replace any representative on the Committee or fill any casual vacancy, by notifying the Trust the identity of the person proposed to replace the representative or fill the casual vacancy.
- 7.2 A member appointed to fill an extraordinary vacancy, shall hold office only for the unexpired term of the member in whose place they are appointed.
- 7.3 The office of a member of the Trust becomes vacant if the member:
 - 7.3.1 dies;
 - 7.3.2 resigns by notice in writing to the Secretary;
 - 7.3.3 is removed from office on the ground of mental or physical incapacity to carry out official duties satisfactorily;
 - 7.3.4 becomes an officer or employee of the Trust;
 - 7.3.5 is declared bankrupt;
 - 7.3.6 is absent from three consecutive ordinary meetings of the Trust;
 - 7.3.7 ceases to be an elected member of Council or the District Council.

Terms of Reference of the Mount Gambier Cemetery Trust cont'd....

8.0 No Proxy

The appointment of a person as a proxy for any Member on the Committee or the Trust is not permissible.

9.0 Resignation of Representatives

Any Committee Member may resign from the Committee, but such resignation shall not be effective until the Secretary has received written notice to that effect.

10. Presiding Member and Acting Presiding Member

10.1 The appointment of the Presiding Member of the Trust be by resolution of the Trust from amongst the Members who comprise the Trust, such appointment to be for a period not exceeding one year.

10.2 The Presiding Member, when present, shall preside at all meetings of the Trust.

10.3 In the absence of the Presiding Member at any meetings of the Trust, the Members when present at that meeting of the Trust, shall appoint an Acting Presiding Member, who shall preside at that meeting.

11.0 Quorum

At all meetings of the Trust, three representatives shall constitute a quorum.

12.0 Meetings of the Trust

12.1 The Trust shall meet as and when determined by the Trust, but must meet at least three times every financial year.

12.2 The Secretary shall give notice to each Committee Member, at least three clear days prior to any meeting.

12.3 The notice of meeting must:

- be in writing;
- set out the date, time and place of the meeting;
- contain or be accompanied by the agenda for the meeting.

12.4 The Secretary shall forward a copy of the notice of a meeting of the Trust to the Council.

Terms of Reference of the Mount Gambier Cemetery Trust cont'd....

- 12.5 Notice must be given to the public of the times and places of meetings of the Trust, by causing a copy of the notice and agenda for a meeting to be placed on public display at the principal office of the Council, the Council's website, and the cemetery office as soon as practicable after the time that notice of the meeting is given to the Members of the Trust.
 - 12.6 The notice and agenda must be kept on public display until the completion of the relevant meeting.
 - 12.7 The Secretary must, at the request of the Presiding Member or at least two Members of the Trust, call a special meeting of the Trust.
 - 12.8 All notices of meetings shall be issued under the hand of the Secretary of the Trust.
 - 12.9 No business shall be transacted at any meeting of the Trust unless a quorum of representatives is present at the time when the meeting proceeds to business.
 - 12.10 Each Member, including the Presiding Member, present at any meeting of the Trust, must vote on any matter requiring determination and all decisions shall be decided on a simple majority of votes cast.
 - 12.11 Each Member present at any meeting of the Trust, shall have one deliberative vote only, including the Presiding Member, (or person acting as Presiding Member).
 - 12.12 The Presiding Member has a deliberative vote at any meeting of the Trust, but does not, in the event of an equality of votes, have a casting vote.
- 13. Procedure at Meetings**
- 13.1 The procedure to be observed in relation to the conduct of meetings of the Trust will be as determined by the Council.
 - 13.2 If Council has not determined any procedures, the procedures shall be determined by the Trust;
 - 13.3 If the Trust has not determined any procedures, the procedures shall be determined by the Presiding Member.

Terms of Reference of the Mount Gambier Cemetery Trust cont'd....

14. Sub-Committees of the Committee

- 14.1 The Committee has a discretion to appoint sub-committees of its membership to undertake a specific task for the Committee.
- 14.2 Sub-Committee(s) appointed to undertake specific tasks for the Committee may also include persons not appointed to the Committee.
- 14.3 Meetings of any Sub-Committee must include a person who is a person appointed to the Committee and that person shall preside at all meetings of the Sub-Committee.

15.0 Establishment and Funds

15.1 Establishment

- 15.1.1 The Mount Gambier Cemetery Trust is hereby established.
- 15.1.2 Council shall appoint a Secretary of the Trust, under such terms, conditions and costs as the Council thinks appropriate.
- 15.1.3 The Secretary shall have the powers given to and the duties imposed by any by-law passed by the Council and any Act or Regulations for the time being in force in relation to cemeteries.

15.2 Funds

- 15.2.1 Subject to any conditions that the Council may from time to time impose, the Trust may receive, invest and expend all or any of the revenue derived from the cemeteries.
- 15.2.2 Subject to any conditions that the Council may from time to time impose, the Trust may accept any gift, devise or bequest for any purpose of the cemeteries and may give effect to any conditions or stipulations relating thereto, which are in accordance with this Rule.
- 15.2.3 The Trust shall apply all moneys received as revenue of the cemeteries first in the payment of the working expenses and maintenance costs of the cemetery and the repayment of any overdraft incurred for the payment of any such working expenses or maintenance costs.
- 15.2.4 Subject to Clause 15.2.3, the Trust may apply the revenue of the cemeteries in or towards improvements and additions to the cemeteries.

Terms of Reference of the Mount Gambier Cemetery Trust cont'd....

15.2.5 The Trust may from time to time, after providing for the matters referred to in Clauses 15.2.3 and 15.2.4, set aside out of the revenue of the cemeteries such amount as the Trust thinks fit to form a reserve fund to provide for the payment of future working expenses and maintenance costs of and future improvements and additions to the cemeteries and for the purchase of land for a new cemetery site and for the establishment and development thereon and the Trust may expend the reserve fund or any part thereof for any such purpose.

15.2.6 The reserve fund and any interest thereon or income therefrom shall until expended as aforesaid be invested. The said interest and income shall form part of the reserve fund.

15.3 Services

15.3.1 The Trust may, subject to any conditions from time to time imposed by the Council, enter in to contracts for the supply of labour services, goods or other contractor services, for the purpose of the conduct of the cemeteries.

15.4 Development

15.4.1 The Trust may erect any buildings or other structures and make any improvements which the Trust considers necessary for the conduct of the cemeteries.

15.4.2 Pursuant to the Act, the Trust may erect and maintain a crematorium within the cemeteries.

16.0 Liability of the Trust

16.1 A liability incurred by the Trust, may be enforced against the Trust or the Council.

16.2 No liability attaches to a Member of the Trust for an honest act or omission by the Member or the Trust in the performance or discharge, or purported performance or discharge, of the Member/s or the Trust's functions or duties.

Terms of Reference of the Mount Gambier Cemetery Trust cont'd....

17.0 Records of the Trust

17.1 Accounting

- 17.1.1 The Trust shall ensure that adequate and proper accounting records are maintained in respect of the Trust.
- 17.1.2 The Trust's annual budget shall be forward to Council for approval.
- 17.1.3 A financial statement shall be prepared by the Trust as soon as is practicable after the conclusion of any financial year and which shall be audited on an annual basis by the Auditor for the time being of the Council.
- 17.1.4 The audited accounts must be submitted to the Council by the day determined by the Council for inclusion as part of the Council's financial statements and Annual Report.
- 17.1.5 A copy of the said financial statements shall be forwarded to the Council and the District Council.
- 17.1.6 All moneys received by the Trust shall be paid to the credit of the Trust with a bank or financial institution at Mount Gambier.
- 17.1.7 No money shall be withdrawn from any such bank or financial institution except by cheque signed by at least two of the following: Chief Executive Officer, a Trust Member, Trust Secretary.
- 17.1.8 The Trust may pay to any Member or the Secretary any travelling or other expenses necessarily incurred by the Member or the Secretary on the business of the Trust.

17.2 Council

- 17.2.1 Members shall be paid by the Trust, such fees (if any) as shall from time to time be fixed by the Council.
- 17.2.2 The Trust shall, subject to any conditions from time to time imposed by the Council, have the care, control and management of the cemeteries and may do all things necessary to conduct the cemeteries as public cemeteries but no property in the cemeteries or in the revenue, investments, funds or other assets thereof shall pass to the Trust.

Terms of Reference of the Mount Gambier Cemetery Trust cont'd....

17.2.3 The Trust may do anything it deems necessary for the upkeep, maintenance, improvement and management of the cemeteries and subject to any conditions from time to time imposed by the Council may expend the revenue of the cemeteries and the reserve fund or any part thereof for any such purpose.

17.2.4 The scale of fees and charges which shall be payable for the grant of burial rights and in respect of other rights and services granted or given in respect of the cemeteries shall be such as from time to time fixed by the Council.

17.3 Administration

17.3.1 The Secretary shall present a financial statement of the Trust to each meeting of the Trust.

17.3.2 The Secretary must cause minutes to be kept of the proceedings of the Trust or committees of the Trust.

17.3.3 The minutes of the proceedings of a meeting must include:

17.3.3.1 the names of the Members present and the time at which they entered or left the meeting;

17.3.3.2 the names of observers or visitors to any meetings;

17.3.3.3 every motion or amendment and the names of the mover and seconder;

17.3.3.4 whether the motion or amendment is carried, lost or lapsed.

17.3.4 Minutes of the Trust shall be distributed to all Members of the Trust within five days after the Meeting.

17.3.5 A copy of the minutes of the Trust shall be distributed to the Council and the District Council.

17.3.6 Minutes of the Trust, shall be submitted for confirmation at the next meeting or a subsequent meeting of the Trust and if confirmed, shall be signed by the Presiding Member or other person presiding at the subsequent meeting.

Terms of Reference of the Mount Gambier Cemetery Trust cont'd....

17.3.7 In the conduct and management of the Cemetery the Trust shall comply with any Act, By-Law or Regulation for the time being in force and applicable to the cemeteries and where the provisions of this Rule and any such Act, By-Law or Regulation conflict, the provisions of such Act, By-Law or Regulation, shall prevail.

17.3.8 The Trust may delegate to the Secretary or to such other person or persons as it shall think fit, all or any of its duties and powers hereunder.

17.3.9 No Member of the Trust shall be personally liable in respect of any transaction, act or omission of the Trust entered into, done or made in good faith for the purpose of the care, control and management of the cemeteries.

18. Amendments to these Terms of Reference

18.1 It will be lawful for the Council by resolution of the Council to revoke, vary or add to any of the provisions of these Terms of Reference at its own discretion.

18.2 The Council may at any time, abolish the Trust, but in that event, all rights and liabilities possessed or incurred by the Trust under any contract or otherwise shall vest in and attach to the Council and all such rights and liabilities may be enforced by or against the Council.

19. Interpretation of these Terms of Reference

19.1 Should there be any dispute to the definition and/or interpretation of these Terms of Reference, or any part thereof or any irregularities whatsoever, then the dispute shall be determined summarily by the Council and the decision of the Council shall be final and binding.

19.2 Any person or organisation having any grievance as to the management, operation, interpretation or definition of the Terms of Reference, or the Trust, or wishing to make recommendations as to the general operation of the Trust, shall communicate in writing any such grievance to the Trust and the Council.

19.3 The Council shall determine the grievance or recommendation and advise the author and the Trust of its decision.

Terms of Reference of the Mount Gambier Cemetery Trust cont'd....

- (a) The Terms of Reference were established and duly passed by the Council of the City of Mount Gambier at a meeting of the Council held on the 17th December 2013.

.....
MAYOR

.....
CHIEF EXECUTIVE OFFICER

Note: These Terms of Reference replace the Mount Gambier Cemetery Trust Rules initially adopted by Council on 17th December 1998.

Adopted by Council: 17 th December 2013	Amended: 28 th January 2014	Amended:
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	COUNCIL POLICY P415 PRUDENTIAL MANAGEMENT	Version No:	1
		Issued:	November, 2014
		Next Review:	November, 2018

1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier for prudential management of its projects. This policy applies to all projects (as defined below) regardless of size.

2. PROJECT DEFINITION

A project may be defined as

“a new and discrete undertaking or activity that would involve the expenditure of money, deployment of resources, incurring or assuming a liability, or accepting an asset”

This should not be interpreted to mean that all Council activities are “projects”. Regular, ongoing deliveries of Council services are not “new and discrete” activities so therefore are not included within this definition. A project is a temporary endeavour with a defined beginning and end. The temporary nature of projects stands in contrast to business as usual (or operations) which are repetitive, ongoing functional activities to provide services.

Simply purchasing an item of plant or equipment, (e.g. a single vehicle) or a parcel of land may constitute a “project” if the purchase is not part of a wider project or part of ongoing operations. Any purchase must comply with Council’s Procurement Policy. However, a “project” may typically involve more than merely purchasing. It may involve Council Officer’s time, often in undertaking activities in association with other organisations. On the other hand, a project need not entail any expenditure. It may include, for example, receiving land or other assets for free, or granting permission for a private activity on Council land.

All projects should be considered in the context of not only this policy, but also Council’s Risk Management Framework Policy, it’s Procurement, and Disposal of Land and Assets Policy, and Comprehensive Holistic Assessment Tool (CHAT).

3. POLICY OBJECTIVES

This policy has two Objectives.

- 3.1 to ensure that a Council project is undertaken only after an appropriate level of “due diligence” is applied to the proposed project; and
- 3.2 to ensure that each Council project is:
 - managed during the project and
 - evaluated after the project, to achieve identified public benefits or needs; and to minimise financial risks.

The Objectives of this Policy shall be considered in a report on any potential project, regardless of the financial impact or the size of the project.

4. LEGISLATION

This Policy is made pursuant to section 48(aa1) of the Local Government Act 1999 (“the Act”) which provides:

“A Council must develop and maintain prudential management policies practices and procedures for the assessment of projects to ensure that the Council:

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

As such, this Policy may apply to all Council projects, no matter how large or small, to ensure compliance with this provision and that decision-making in respect of projects is made with reliable, accurate and timely information.

5. DECIDING UPON AN APPROPRIATE LEVEL OF DUE DILIGENCE

Any proposed project must first be assessed as to the level of due diligence that is required.

The Council's record of delegations lists the powers that the Council has delegated to the Chief Executive Officer and/or other Council Officers, including the power (depending upon budgetary allocations and other Council policies) to approve some projects.

Therefore, for a particular proposed project the decision-maker may be the Council, the Chief Executive Officer, or another Council Officer.

When approval is being sought or considered for a specific proposed project, information must be provided to the decision-maker to indicate approximately, at first instance:

- the specific benefits or needs to be addressed by the proposed project;
- the extent to which the proposed project may be substantially similar to other past projects;
- the expected whole-of-life costs of the proposed project; and
- what, if anything, is known about the levels of financial risk that may be involved.

5.1 Two threshold questions

The decision-maker accordingly should make an evaluation as to the extent of due diligence that must be embarked upon before any subsequent decision is made whether or not to proceed with the proposed project.

As a first step, the decision-maker must ascertain:

- whether funding of the whole-of-life costs of the proposed project will (or might) require additional allocations beyond those already accommodated in Council's long-term financial plan; and
- whether the proposed project will (or might) generate any additional financial risk for the Council.

Seeking the answers to these two questions is a threshold 'due diligence' test. If the decision-maker is sure that whole-of-life costs and financial risks are already accounted for, then no further action is necessary. However, in many cases, the decision-maker will not be sure of these answers, and will require a second step.

5.2 Due diligence report

To resolve any doubt, the decision-maker must request preparation of a **due diligence report** (DDR). See section 6 below.

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For large commercial or non-commercial projects, section 48(1) of the Act requires that a full prudential report be prepared for Council. A report under section 48 will be regarded as the highest-level, most thorough type of DDR for the purposes of this Policy.

A full prudential report may also be commissioned under section 48, for “any other project for which the Council considers that it is necessary or appropriate”.

If a full prudential report is not sought, the Council will record its reasons for not obtaining such a report. This might be satisfied simply by noting (if appropriate) that the proposed project has been assessed under 5.1 of this policy, or under a DDR as being of low or negligible financial risk.

6. DUE DILIGENCE BEFORE A DECISION ON WHETHER TO PROCEED

Depending upon the extent of due diligence required by the decision-maker, a DDR of greater or lesser detail will be prepared. This DDR may include, in relation to the proposed project:

- an analysis of the need or demand;
- identification and quantification of the expected financial and other benefits;
- identification and quantification of the likely whole-of-life financial and other costs, including staffing and project management costs;
- assessment of the associated financial risks, (including the financial risks of not proceeding or delaying the proposed project) and consideration of ways they can be managed and/or mitigated;
- an evaluation that weighs up all of the factors above.

For the smallest projects with least financial risk, this DDR may comprise only a single page and may be prepared by a single Council Officer. Larger, more complicated and/or financially riskier projects will require a DDR containing correspondingly more information and assessment, as required by the decision-maker, with input from two or more officers.

For example, the decision-maker may request a DDR from a working party of Council officers, or an external consultant, or a combination of both. Consideration will be given to whether those preparing a DDR require special skills such as engineering, finance, project management, town planning etc.

7. DUE DILIGENCE DURING A PROJECT

After a decision has been made to commence a project, it will be managed according to the principles of due diligence.

The Council will take action to manage the project so that:

- the project remains focussed upon the expected public benefits or needs that have been identified in the DDR; and
- financial risks identified in the DDR are managed appropriately.

8. DUE DILIGENCE AFTER A PROJECT

After a project has been completed, it will be evaluated, according to the principles of due diligence, to determine the extent to which the project:

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- has achieved the public benefits or needs identified in the DDR that it was intended to achieve or satisfy; and
- has avoided or mitigated the financial risks identified in the DDR.

9. REVIEW OF POLICY

This Policy shall be reviewed at least once during each term of Council and may be revised or reviewed at any time (but not so as to affect any project that has already commenced).

10. FURTHER INFORMATION

This Policy will be available for inspection at the Council office listed below and is available for download from Council's website www.mountgambier.sa.gov.au

Civic Centre

10 Watson Terrace
Mount Gambier SA 5290

Monday to Friday 8:30am – 5:15pm
Telephone (General Enquiries) (+61) 08 8721 2555

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Postal Address


PO Box 56
Mount Gambier SA 5290

A copy of this Policy will be provided to any person upon request following payment of a fee as prescribed in Council's Schedule of Fees and Charges.

File Reference:	AF11/1740
Applicable Legislation:	Local Government Act 1999 (s48)
Reference: Strategic Plan – Beyond 2015	Goal 5, Strategic Objective 5
Related Policies:	C375 Provision and Replacement of Council Vehicles F225 Fraud and Corruption Prevention I105 Internal Controls R300 Risk Management Framework Policy P### Procurement, & Disposal of Land and Assets Policy
Related Procedures:	CHAT Procedures
Related Documents:	LGA Prudential Management Information Paper 27

11. DOCUMENT DETAILS

Responsibility:	Manager - Governance & Property
Version:	1.0
Last revised date:	November, 2014
Effective date:	## th November, 2014
Minute reference:	## th November, 2014 Council, Item #
Next review date:	November, 2018
<u>Document History</u>	
First Adopted By Council:	# November 2014
Reviewed/Amended:	

	COUNCIL POLICY P420 PROCUREMENT, & DISPOSAL OF LAND AND ASSETS	Version No:	1
		Issued:	November, 2014
		Next Review:	November, 2015

1. INTRODUCTION

Section 49 of the Local Government Act 1999 requires Council to prepare and adopt policies on the contracting out of services, competitive tendering and the use of other measures to ensure that services are delivered cost-effectively, the use of local goods and services, and the sale or disposal of land or other assets.

Further, Section 49 (a1) of the Act requires Council to develop and maintain policies, practices and procedures directed towards obtaining value in the expenditure of public money, providing for ethical and fair treatment of participants, and ensuring probity, accountability and transparency in all disposal processes.

This Policy provides comprehensive guidance and authority to the Chief Executive Officer with respect to procurement and disposal processes.

All procurements and disposals are undertaken to give effect to Council's endorsed Budget and/or a specific resolution of Council.

This Policy:

- defines the methods by which Council can acquire goods and services;
- defines the methods by which Land and Assets are disposed of;
- demonstrates accountability and responsibility of Council to ratepayers;
- provides fairness and equity to all parties involved;
- enables all processes to be monitored and recorded; and
- ensures that the best possible outcome is achieved for the Council.

This Policy does not cover:

- non-procurement expenditure such as sponsorships, grants, funding arrangements, donations and employment contracts; or
- the purchase of land by the Council.

This Policy also does not cover:

- Land sold by Council for the non-payment of rates; or
- disposal of goods which are not owned by the Council, such as abandoned vehicles; as these are dealt with in the Act.

2. DEFINITIONS

In this Policy, unless the contrary intention appears, these words have the following meanings:

Act means the Local Government Act 1999

Asset means any physical item that the Council owns and that has at any time been treated pursuant to the Australian Accounting Standards as an 'asset', and includes all Plant and Equipment. It **does not include** financial investments or finance related activities.

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Authorised Officer means a Council Officer with formal (sub)delegation and/or financial authorisation to enter into contracts and transactions to a specified value and includes the Chief Executive Officer and Directors.

Land includes community land, vacant land, operational land, road reserves, any legal interest in land, and any other land-related assets, including all buildings (community and operational) on Land.

Minor Plant, Materials and Equipment includes all minor plant and equipment owned by Council with an original value of less than \$5,000. It includes all loose tools, store items, furniture, second hand items removed from other Plant and Equipment (such as air conditioners, bricks and pavers) and surplus bulk items.

3. POLICY OBJECTIVES

Council aims to achieve advantageous outcomes by:

- enhancing value for money through fair, competitive, non-discriminatory procurement and disposal;
- promoting the use of Council's financial, physical and staffing resources in an efficient, effective and ethical manner;
- making decisions with probity, accountability and transparency;
- advancing and/or working within Council's economic, social and environmental policies;
- providing reasonable opportunity for competitive and appropriately qualified and experienced local businesses to supply to Council;
- appropriately managing risk; and
- ensuring compliance with all relevant legislation.

4. POLICY PRINCIPLES

Council must have regard to the following principles in its Procurement and Disposal of Land and Assets:

- *Encouragement of open and effective competition*
- *Obtaining Value for Money*

Value for Money is not restricted to price alone, assessment must include consideration of (where applicable):

- the contribution to Council's long term financial plan and strategic management plans;
- any relevant direct and indirect benefits to Council, both tangible and intangible;
- efficiency and effectiveness of the proposed activity;
- the performance history, and quality, scope of services and support of each prospective supplier;

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- fitness for purpose of the proposed goods or service;
 - whole of life costs;
 - the costs of various disposal methods;
 - internal administration costs;
 - technical compliance & knowledge issues;
 - risk exposure; and
 - the value of any associated environmental benefits.
- *Probity, Ethical Behaviour and Fair Dealing*
 - *Accountability, Transparency and Reporting*
 - *Ensuring compliance with all relevant legislation*
 - *Encouragement of the development of competitive local business and industry*
 - Where other evaluation criteria are comparable, Council will also give consideration/weighting to the following:
 - the creation of local employment opportunities;
 - increased availability of local servicing support;
 - increased convenience with communications with the supplier for contract management;
 - economic growth within the local area;
 - benefit to Council of associated local commercial transaction; and/or
 - the short and long term impact of the procurement on local business.
 - *Environmental protection*
 - Council will seek to:
 - adopt purchasing practices which conserve natural resources;
 - align the Council's procurement activities with principles of ecological / environmental sustainability and the Natural Step Framework;
 - purchase recycled and environmentally preferred products where fit for purposes and it is possible and reasonable to do so;
 - integrate relevant principles of waste minimisation and energy;
 - foster the development of fit for purpose products and services which have a low environmental impact;
 - provide leadership to business, industry and the community in promoting the use of environmentally sensitive goods and services.
 - *Compliance with adopted Work, Health & Safety policies, procedures and practices.*
 - *Procurement and Disposals are undertaken within the parameters of and authority granted by Council's endorsed Budget and/or a specific resolution of Council.*

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5. PROCUREMENT METHODS

Generally, open and fair competition is best achieved by undertaking a tender process so that all interested parties have an opportunity to bid. However, there may be procurements in which a tender process will not necessarily deliver the most advantageous outcome for the Council – in such instances, other market approaches may be more appropriate.

The Council may, having regard to its Procurement Principles and any other factors considered relevant by the Council, in its absolute discretion determine to utilise one or more of the following procurement methods:

- Direct Purchasing

This is where Council purchases from a single source, without first obtaining competing bids.

This method may be suitable for low value, low risk goods and services, and where the supplier already has a successful service history with the Council.

Where Direct Purchasing is utilised as a procurement method for items obtained with relative frequency and volume, a supplier is to be requested to submit to Council and keep current a list of unit prices / rates for such items purchased under this purchasing method.

Direct Purchasing may be utilised by an Authorised Officer using petty cash (up to \$150) or credit card (in addition to Council's formal online requisitioning system) up to the value of \$2,000.

Direct Purchasing may also be utilised for routine purchases of any value from any single or group of suppliers under a supply contract with a fixed pricing regime established under a Tender, Panel Contract or Strategic Alliance arrangement in accordance with this Clause 5.

- Quotations

This is where Council obtains quotations from prospective suppliers.

Generally, a minimum of two written quotations should be sought. If a written quote cannot be obtained, the Council must keep detailed written records of the oral quote obtained, including details of the commercial terms of the quote.

This method may be suitable for an Authorised Officer to purchase low value, low risk goods and services with an estimated value not exceeding \$5,000

- Request for Quotations (RFQ)

This is where Council obtains written quotations from prospective suppliers.

Generally, a minimum of three written quotations are sought.

This method may be suitable for simple, largely price-based purchases with an estimated value not exceeding \$50,000.

- Requests for Expressions of Interest (REOI)

This is where Council issues an open invitation for a proposed good(s) and/or service(s) of any value.

This method may be used by an Authorised Officer where there is potentially a large market for the proposed goods and/or service, and the Council would like to be able to prepare a short list of suppliers to invite to participate in a tender or request for quotation process.

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- Request for Tenders (RFT)

This is where the Council issues a formal tender for the supply of goods and/or service where the estimated value is in excess of \$50,000.

Council may issue a “Select” Request for Tender where it has already issued a REOI, or where it has documented reasonable grounds for only dealing with a select group of potential suppliers.

Otherwise, Council may issue an “Open” Request for Tender.

Prior to any procurement decision arising from a Request for Tender process each Tender is to be assessed against a pre-determined and documented set of criteria. Assessment is to be undertaken individually by a panel comprising at least 3 Council Officers of which at least one is not to have been involved in the development of the Tender specification or to be involved in the management of the Tender Contract.

- Panel Contracts

This is where the Council establishes panel arrangements with a select group of suppliers – generally, this occurs once the Council has completed its appointment of such suppliers in accordance with this Policy, and can include either:

- a standing offer from a pool of suppliers for the provision of goods and services on agreed terms; or
- the prequalification of certain suppliers who may or may not be engaged on terms to be agreed.

Once a panel has been established, the Council may purchase the particular goods and/or service through such panel arrangements.

A panel contract must be first endorsed by Council including the extent of goods and services and any value limit or conditions applicable to any particular contract, purchase or group/category of purchase.

An Authorised Officer may utilise a panel contract for direct purchasing of goods and services of any value within approved budget and authorisation limits.

- Strategic Alliances

This is where the Council undertakes procurement through contract arrangements already established and administered by other organisations, including:

- LGA Procurement;
- a purchasing group of which the Council is (or becomes) a member;
- Procurement Australia;
- State Government contracts.

A Strategic alliance must first be endorsed by Council including the extent of goods and services and any value limit or conditions applicable to any particular alliance, purchase or group/category of purchase.

An Authorised Officer may utilise a strategic alliance for direct purchasing goods and services of any value within approved budget and authorisation limits.

A panel contract or strategic alliance will not require endorsement by Council where the panel or alliance is administered by the Local Government Association or under an arrangement between the constituent councils of a s43 subsidiary with which Council is associated (ie South East Local Government Association or Provincial Cities Association).

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6. PROCUREMENT STRUCTURE

The appropriate method of procurement will be determined by reference to a number of factors, including:

- *Value of the Purchase (all values exclusive of gst)*


Value of Purchase (\$)	Possible Method of Procurement	Assessment/Purchasing Decision (sub)Delegation
<i>Not exceeding \$2,000</i>	Direct Purchasing	Authorised Officer - up to \$ limit
<i>Not exceeding \$5,000</i>	At least 2 Informal Quotations	Authorised Officer - up to \$ limit
<i>Not exceeding \$50,000</i>	Request for Quotation (RFQ)	Authorised Officer - up to \$ limit CEO/Director - up to \$50,000
<i>In excess of \$20,000</i>	Request for Expression of Interest (REOI)	N/A - refer quotation/tender limit
<i>In excess of \$50,000</i>	Request for Tender (RFT)	Director - up to \$50,000 CEO - up to \$100,000 Council - above \$100,000
<i>Budget</i>	Direct Purchasing (Formal Supply Contract)	Authorised Officer - up to \$ limit CEO/Director - up to Budget
	Panel Contracts	Authorised Officer - up to \$ limit CEO/ Director - up to Budget
	Strategic Alliances	Authorised Officer - up to \$ limit CEO/ Director - up to Budget

The value of the purchase will be calculated as follows:

- *single one-off purchase* – the total amount, or estimated amount, of the purchase (excluding GST);
- *multiple purchases* – the gross value, or the estimated gross value, of the purchases (excluding GST); or
- *ongoing purchases over a period of time* – the annual gross value, or the estimated annual gross value, of the purchases (excluding GST).
- *purchase including a trade-in/changeover* – the gross changeover value being the gross value of the item being purchased minus the value of the traded-in/changed-over

Noting always that all procurements and disposals are undertaken to give effect to and implement Council's plans and objectives within the parameters of Council's endorsed Budget and/or a specific resolution of Council.

- *cost of an open market approach versus the value of the acquisition and the potential benefits;*

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- *the particular circumstances of the procurement activity;*
- *the objectives of the procurement;*
- *the size of the market and the number of competent suppliers;*
- *the Council's leverage in the marketplace;*
- *time constraints;*
- *a holistic assessment of the risks associated with the relevant activity and /or project, including the risk profile of the procurement and any risks associated with the preferred procurement method.*

For the purpose of this clause 6, any variation in determining the procurement method in accordance with the values prescribed in the above table must be endorsed by the Chief Executive Officer and be accompanied by detailed written reasons of the relevant factors.

7. CONSIDERATIONS PRIOR TO DISPOSAL OF LAND AND ASSETS

Any decision to dispose of Land and Assets will be made after considering (where applicable):

- *the usefulness of the Land or Asset;*
- *the current market value of the Land or Asset;*
- *the annual cost of maintenance;*
- *any alternative future use of the Land or Asset;*
- *any duplication of the Land or Asset or the service provided by the Land or Asset;*
- *any impact the disposal of the Land or Asset may have on the community;*
- *any cultural or historical significance of the Land or Asset;*
- *the positive and negative impacts the disposal of the Land or Asset may have on the operations of the Council;*
- *the long term plans and strategic direction of the Council;*
- *the remaining useful life, particularly of an Asset;*
- *a benefit and risk analysis of the proposed disposal;*
- *the results of any community consultation process;*
- *any restrictions on the proposed disposal;*
- *the content of any community land management plan; and*
- *any other relevant policies of the Council.*

Consideration given to these matters will be recorded in Council's corporate records management system and in the case of a decision to dispose of Land, will be presented in a report at a meeting of Council prior to the disposal decision being made.

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8. DISPOSAL METHODS

Land disposal

The Council may resolve to dispose of Land.

Where the Land forms or formed a road or part of a road, the Council must ensure that the Land is closed under the Roads Opening and Closing Act 1991 (SA) prior to its disposal.

Where Land is classified as community land, the Council must:

- undertake public consultation in accordance with the Act and the Council's public consultation policy; and
- ensure that the process for the revocation of the classification of Land as community land has been concluded prior to its disposal; and
- comply with all other requirements under the Act in respect of the disposal of community land.

Where the Council proposes to dispose of Land through the grant of a leasehold interest, the Council must have complied with its obligations under the Act, including its public consultation obligations under Section 202 of the Act.

The Council will, where appropriate, dispose of Land through one of the following methods:

- *open market sale* - advertisement for disposal of the Land through the local paper and where appropriate, a paper circulating in the State, or by procuring the services of a licensed real estate agent and/or auctioneer (following compliance with this Policy);
- *expressions of interest* - seeking expressions of interest for the Land;
- *select tender* - seeking tenders from a selected group of persons or companies;
- *open tender* - openly seeking bids through tenders, including public auction;
- *by negotiation* – with owners of land adjoining the Land or others with a pre-existing interest in the Land, or where the Land is to be used by a purchaser whose purpose for the Land is consistent with the Council's strategic objectives for the Land.

Selection of a suitable disposal method will include consideration of (where appropriate):

- the number of known potential purchasers of the Land;
- the original intention for the use of the Land;
- the current and possible preferred future use of the Land;
- the opportunity to promote local economic growth and development;
- delegation limits, taking into consideration accountability, responsibility, operation efficiency and urgency of the disposal;
- the total estimated value of the disposal; and
- compliance with statutory and other obligations.

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The Council will not dispose of Land to any Council Member or employee of the Council who has been involved in any process related to a decision to dispose of the Land and/or the establishment of a reserve price.

If Land is to be auctioned or placed on the open market or disposed of by an expression of interest, then (unless the Council resolves otherwise) one independent valuation must be obtained to establish the reserve price for the Land. The independent valuation must be made no more than 6 months prior to the proposed disposal.

If Land is to be disposed of via a select tender or direct sale, then (unless the Council resolves otherwise) a minimum of two independent valuations must be obtained to ensure that an appropriate market value is obtained. The independent valuation must be made no more than 6 months prior to the proposed disposal.

The Council will seek to dispose of Land at or above current market valuation by whichever method is likely to provide the Council with a maximum return, unless there are reasons for the Council to accept a lesser return which is consistent with the Council's overall strategic direction. These reasons must be documented in writing.

If the disposal is not to be on the open market, the disposal should be at or above the current market valuation (with due regard to all associated costs to achieve the transaction or such other amount as the Council resolves).

Assets disposal

The sale of Assets will be the responsibility of the relevant Director who is responsible for those Assets.

The Council will, where appropriate, dispose of Assets through one of the following methods:

- *trade-in* – trading in equipment to suppliers
- expressions of interest – seeking expressions of interest from buyers;
- *select tender* – seeking tenders from a selected group of persons or companies;
- *open tender* – openly seeking bids through tenders;
- *public auction* – advertisement for auction in a paper circulating in the area, or procuring the services of an auctioneer (following compliance with this Policy).

Selection of a suitable method will include consideration of (where appropriate):

- the public demand and interest in the Asset;
- the method most likely to return the highest revenue;
- the value of the Asset;
- the costs of the disposal method compared to the expected returns; and
- compliance with statutory and other obligations.

Consideration will be given to direct disposal to a community group(s) for Minor Plant and Equipment where it is considered such disposal provides a cost/service benefit to Council

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and reasonable opportunity has been provided for other community groups to participate in the disposal.

Elected Members and employees of the Council will not be permitted to purchase Assets unless the purchase is via an open tender process or a public auction, and the tender submitted or bid made is the highest.

Purchasers of Assets must be required to agree in writing that before purchasing any Asset that no warranty is given by the Council in respect of the suitability and condition of the Asset for the purchaser and that the Council will not be responsible for the Asset in any respect following the sale.

9. CONSULTATION

The Council must undertake public consultation in respect of its proposed disposals in accordance with the requirements of the Act and its public consultation policies at all times.

10. RECORDS

The Council must record reasons for utilising a specific procurement or disposal method in each activity and where it uses a procurement or disposal method other than a tendering process.

11. EXEMPTIONS FROM THIS POLICY

This Policy contains general guidelines to be followed by the Council in its procurement and disposal activities. There may be emergencies, or procurements or disposals in which a tender process will not necessarily deliver the best outcome for the Council, and other market approaches may be more appropriate.

In certain extenuating circumstances, the Chief Executive Officer may waive application of this Policy and pursue a method which will bring the best outcome for the Council.

Such circumstances might include, but not be limited to:

- emergency situations threatening life and property; or
- where the supply market is known; or
- timing constraints

The Chief Executive Officer must record in writing reasons for waiving application of this Policy.

This clause is not intended to override or avoid any other restrictive/prohibitive policy, delegation or other statutory or documented provisions or requirements.

12. DELEGATIONS

This policy is to be administered with regard to and consistent with duly made delegations, subdelegations and financial authorisations of the Council and Chief Executive Officer.

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13. PRUDENTIAL REQUIREMENTS

This policy is to be administered with regard to and consistent with Council's Prudential Management Policy, practices and procedures and s48 of the Local Government Act 1999.

14. RISK MANAGEMENT

This policy is to be administered with regard to and consistent with Council's Risk Management Framework Policy and risk management practices and procedures.

15. REVIEW OF POLICY

This Policy shall be reviewed at least once during each term of Council, and shall be reviewed and presented to Council following it's first 12 months of operation. Council may revise or review this Policy at any time (but not so as to affect any process that has already commenced).

16. FURTHER INFORMATION

This Policy will be published on the Council's website and will be available for inspection at the principal office of the Council.

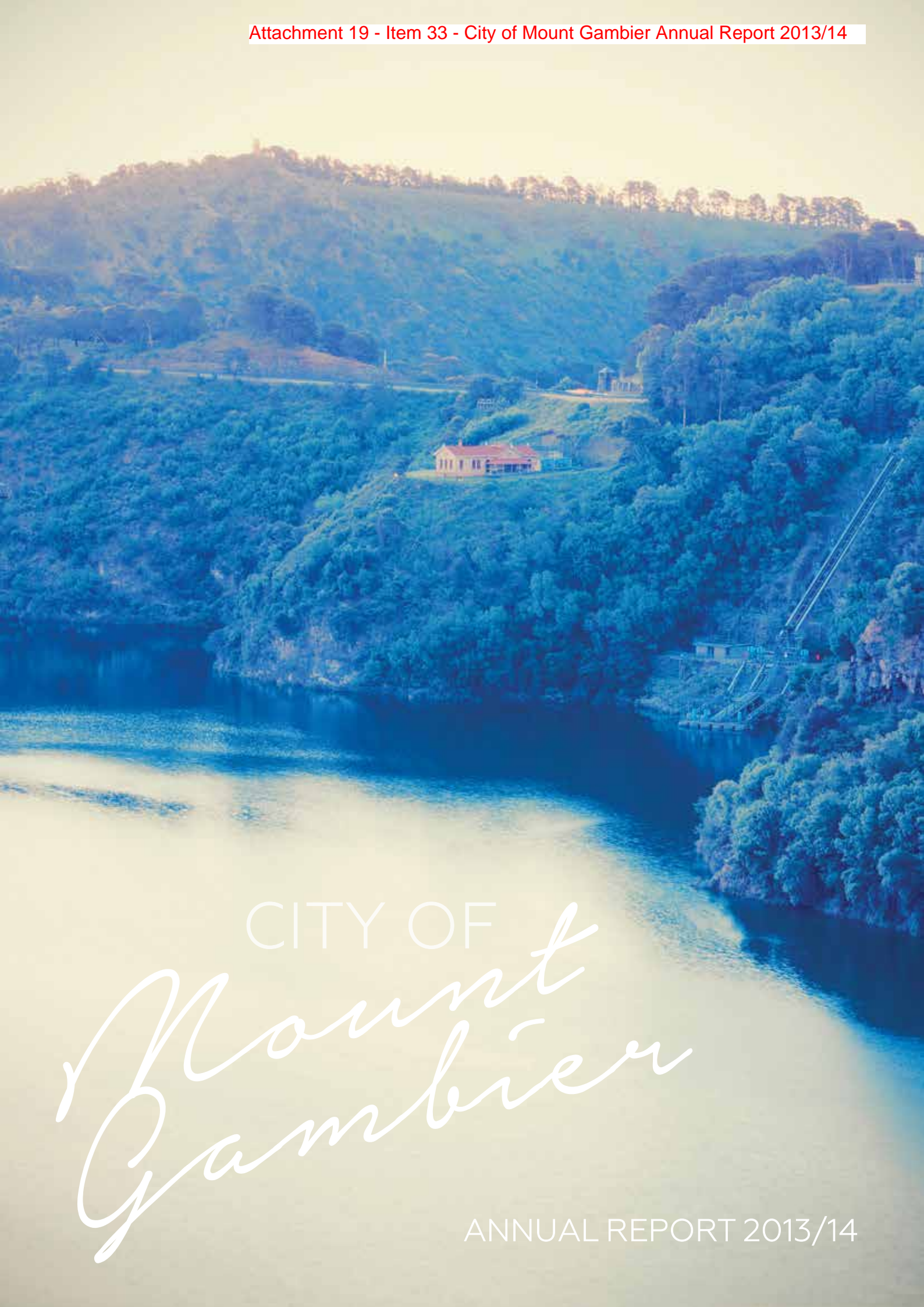
A copy of this Policy will be provided to any person upon request following payment of a fee as prescribed in Council's Schedule of Fees and Charges.

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File Reference:	AF11/1740
Applicable Legislation:	Local Government Act 1999 (s49)
Reference: Strategic Plan – Beyond 2015	Goal 5, Strategic Objective 5
Related Policies:	C375 Provision and Replacement of Council Vehicles F225 Fraud and Corruption Prevention I105 Internal Controls R300 Risk Management Policy R180 Records Management Policy
Related Procedures:	
Related Documents:	LGA Procurement Handbook Procurement Contracting Document Templates (AF11/1901) WHS Policies/Document Templates (AF13/175)

17. DOCUMENT DETAILS

Responsibility:	Manager - Governance & Property
Version:	1.0
Last revised date:	October, 2014
Effective date:	## th November, 2014
Minute reference:	## th November, 2014 Council, Item #
Next review date:	November, 2015
<u>Document History</u>	
First Adopted By Council:	# November 2014
Reviewed/Amended:	18/2/1999 Superseded Policy Q110, C250 20/7/2000 Superseded Policy Q115



CITY OF
*Mount
Gambier*

ANNUAL REPORT 2013/14

INTRODUCTION

Welcome to the City of Mount Gambier 2013/2014 Annual Report.

The Annual Report fulfils Council's legislative requirements, but more importantly allows the opportunity for Council to inform the community of its operations, activities and achievements for the year under review.

Communicating Council's activities in an open and transparent way is one of our highest priorities. We ensure that the information access and distribution is timely, relevant, respectful and acknowledges the diversity of the community.

This Annual Report details the performance and achievements for the 2013/2014 year and is intended as a point of reference to inform the reader as to Council's desire to be accountable for its outcomes.

In addition, this Annual Report is a historical record for future reference.

The Annual Report offers the reader the opportunity to step back and see a 'big picture' view of how Council is responding to the challenges of a growing and evolving Provincial City.

It also reflects our strong commitment to maintain the highest standards of good governance and to participate in all available reviews and benchmark projects for the purposes of the continual monitoring of Council's own financial and structural performance.

The format of this Annual Report is presented with each key reporting statement for the year being placed under one of the following broad functional headings:

- Governance
- Corporate
- Compliance
- Community
- Infrastructure
- Economic and Regional
- Environment

Each year, Council undertakes many initiatives to help improve the quality of life for its 26,092 residents. Much of our effort is focused on the immediate needs of our community.

This Annual Report is made available to keep you better informed and we hope you find it useful, informative and reflective of the dynamic structure of our beautiful City.

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OUR VALUES

OUR VALUES

The Values statement presents our commitment to the way in which we will accomplish the Mission and work towards the Vision. It is a commitment to uphold, in all our work, values and qualities that are regarded as central in our society and community.

The Values of Council are:

Respect

In working with each person in our diverse communities, we act with respect for our people and ourselves.

Service

Our core commitment is to serve our people, and support welcoming and personal relationships. We are genuine in our desire to meet and exceed the expectations of the community.

Decision Making

Our decision making is participative and exhibits courage, determination and integrity. We are accountable to the community and to ourselves for the outcomes of our decisions and actions.

Future Orientation

We are forward looking and positive, and creative and innovative in developing new initiatives to meet new challenges.

Leadership

We are committed to fulfilling our responsibilities to other Councils within the region, and to being a role model to our community in the quality of our actions.

Teamwork

We are committed to the shared goals and strategies of this Strategic Plan. We take collective responsibility for the outcomes of our decisions and actions including the health and safety of our community and our employees.

Equity

We recognise the cultural, economic and social differences in our community and ensure we are inclusive, fair and socially just.

Collaboration

We will collaborate with other bodies to achieve the aspirations of our community and of our people.

Continuous Improvement

We will strive for continuous improvement in all that we do.



OUR VISION & MISSION

OUR VISION

In developing its Strategic Plan - Beyond 2015, Council describes its vision as:

“Mount Gambier is the most liveable City in Australia, where the people in the community are secure, prosperous, healthy and valued”.

The vision governing the Strategic Plan is an expression of the Mount Gambier community’s shared vision for the future. It informs and guides all aspects of the Council’s work, through its goals, strategic objectives, operational planning and implementation, with a horizon Beyond 2015.

The Vision has been developed in consultation with residents, businesses and community groups. It is informed by the following key aspirations for the Mount Gambier community:

1. A healthy, safe, engaged and connected community;
2. Sustainable natural and built environments;
3. A prosperous and vibrant economy;
4. Well managed and maintained community infrastructure; and
5. Open, effective and efficient governance.

The Strategic Plan focuses on those areas that will be crucial to the achievement of this Vision through maintaining high quality services and facilities.

OUR MISSION

“To serve the people who live and visit our City by working with our community’s to ensure safety, access, equity and continuous improvement in infrastructure, planning, services and governance.”

The Mission is a broad but focused statement which describes how Council intends to achieve the Vision. It is Council’s core operational response to the expectations of its stakeholders.



MAYOR'S REPORT



2013/14 has been an outstanding year for council with progress in a number of key areas. Again council has worked successfully with state and federal governments to secure additional funding for our major projects including stage 2 of the Rail Lands redevelopment program and for the re-beautification of the former hospital lands following its long awaited demolition.

It is not all about buildings and infrastructure though, a lot of effort has gone into furthering relationships between council and a variety of agencies and organizations in our community to strengthen our connectedness. This galvanizes our sense of community and gives us the ability to take localized responses and actions to the issues that we face in our community. There have been many highlights including progress on:

- Progress on developing a Children's Charter under the Lifelong Learning banner.
- Working with our local aboriginal communities on a Statement of Commitment and permanent display of the Aboriginal and Torres Strait Islander flags in the Council Chamber.
- Consultation with over 600 individuals, many of whom represented community groups, clubs, government agencies, and NGO's in developing the City Development Framework to guide

the physical, cultural, educational and environmental development of our community over the long term.

- Maintaining a high level of services, facilities and amenity across our local government are whilst remaining one of the most efficient and economical councils in South Australia. Average residential rates in the City of Mount Gambier have been assessed by the South Australian Grants Commission as being in the order of 20% lower than the state average. An outstanding result of which Council is very pleased.
- A policy review which has seen many redundant policies scrapped and many others merged. There are now more than 100 fewer policies to implement.
- Substantial progress on the redevelopment of the Central Business District creating a more attractive retail experience, better car parking facilities and easier access from off street car parking to shopping areas. Improved signage has been installed to support the Park & Stride initiative aimed at getting more people out and walking in the CBD.
- Expansion of the bicycle lane network.
- Major success of the Da Vinci Exhibition – a partnership between Council, Riddoch Art Gallery and numerous businesses who came on board as sponsors.

It gives Council great pleasure to present the City of Mount Gambier Annual Report for 2013/14.

In what has been acknowledged as a first for any council in Australia, council has undertaken the City

Development Framework project. At the heart of this document is the question "What do you want your community to be like in thirty to fifty years time, or beyond?". From this starting point the community has worked together to construct our shared aspirations. This is a framework which council will act as a facilitator for bringing about outcome and whilst council will be the responsible body for some actions and a lead partner in some actions, for a great many of the actions council will be only a facilitator or supporter as the scope of the framework demands commitment and action from all of our community. In this way, it is not a strategic management plan, but a community action plan which can bring together the many strands of endeavour which occur across the community now, and in the future.

We value the productive local partnerships we share which assist to achieve our community's aims and the contributions of educational institutions, community and sporting groups, service clubs, businesses big and small, Regional Development Australia, locally based staff of government departments and many others. The assistance of our state and federal members and their office staff are valued also.

Council continues to reflect an ambitious, dynamic, pro-active and diverse community. On behalf of elected members and staff I am proud to present this Annual Report as a record of the broad range of our activities and achievements of council and our wonderful community.

Steve Perryman
MAYOR
City of Mount Gambier

MEMBER INFORMATION

The Council comprises a Mayor and ten Councillors, elected at large.

Council 2010-2014 (L-R)

Cr Hanna Persello
 Cr Andrew Lee
 Cr Jim Maher
 Mayor Steve Perryman
 Cr Allen Smith
 Cr Byron Harfield
 (Deputy Mayor)*
 Cr Biddie Shearing
 Cr Merv White
 Cr Des Mutton
 Cr Penny Richardson
 (Deputy Mayor)^
 Cr Ian Von Stanke



* Deputy Mayor Cr Byron Harfield resigned from Council, effective 1st January, 2014.

^ Cr Penny Richardson appointed Deputy Mayor 28th January 2014.

ATTENDANCE AT MEETINGS

The following is the recorded attendance (or apologies) of Elected Members at the twelve (12) Ordinary Council Meetings, the six (6) Special Council Meetings held during the 2013/14 year.

ELECTED MEMBER	COUNCIL MEETINGS HELD	MEETINGS ATTENDED	APOLOGIES	NOT IN ATTENDANCE
Mayor Perryman	18	14	4	0
Cr Harfield*	18	9	1	0
Cr Lee	18	17	1	0
Cr Maher	18	14	4	0
Cr Mutton	18	13	5	0
Cr Persello	18	15	3	0
Cr Richardson	18	14	4	0
Cr Smith	18	16	2	0
Cr Shearing	18	15	2	1
Cr Von Stanke	18	18	0	0
Cr White	18	18	0	0

* Deputy Mayor Cr Byron Harfield resigned from Council effective 1st January, 2014.

COUNCIL AND COMMITTEES 2010-2014 (FROM NOVEMBER 2010)



**HIS WORSHIP THE MAYOR
MR STEVE PERRYMAN**

- Ex-officio member of every Committee of Council
- Australia Day Awards Selection Panel Advisory Group
- City Development Framework Sub Committee
- CEO Performance Review and Development Committee
- Mayor's Christmas Appeal Advisory Group
- Provincial Cities Association
- South East Local Government Association

Member Portfolio

Civic Services and Strategic Relationships: civic, ceremonial, media management and public relations, peak Local Government Associations (e.g. SELGA, PCA, LGA, SAROC etc), relationships and advocacy with other Governments (State and Federal), across border and regional relationships, Elected Members (orientation, training and development).



**CR BYRON HARFIELD*
DEPUTY MAYOR**

- Operational Services Committee
- Strategic Planning and Policy Development Committee
- City of Mount Gambier Junior Sports Assistance Fund
- Environmental Sustainability Sub Committee
- Mount Gambier Lifelong Learning Sub Committee
- Mount Gambier Aquatic Centre - Innovative Leisure Management
- Mount Gambier Cemetery Trust
- Mount Gambier and Districts Airport Committee
- Blue Lake Management Committee
- CEO Performance Development and Review Committee

Member Portfolio

Recreation and Sport: parks, gardens, reserves and ovals – use of, alternative transport, airport, playgrounds, junior sports fund, aquatic centre liaison, liaising with clubs/representative bodies, Council sporting grants

* Resigned from Council effective 1st January, 2014

* Distribution of Committee Representation amongst remaining Councillors determined 18th February, 2014



CR ANDREW LEE

- Corporate and Community Services Committee
- Audit Committee
- Blue Lake Management Committee *
- City of Mount Gambier Junior Sports Assistance Fund*
- Library Committee (with District Council of Grant) – Financial*
- Mount Gambier and Districts Airport Committee*
- Railway Lands Sub Committee

Member Portfolio

Council Finance, Financial Sustainability and Governance: financial management, treasury management, shared services and resource sharing, alternative revenue sources and funding programs, long term financial and asset plans, Council policies and procedures, technology development, business continuity, risk management, audit, Council efficiency and effectiveness.

* Appointed 18th February 2014

+ Committee disbanded 3rd December 2013



CR JIM MAHER

- Corporate & Community Services Committee (Presiding Member)
- CEO Performance Review and Development Committee
- City Development Framework Sub Committee
- Former Hospital Redevelopment Sub Committee
- Joint Boundary Roads with District Council of Grant (as Presiding Member of CCS)
- Mount Gambier Lifelong Learning Sub Committee
- Railway Lands Sub Committee

SELGA

- Greater Green Triangle University Department of Rural Health (GGTUDRH)

Member Portfolio

Lifelong Learning: education (all sectors), Universities, TAFE and vocational education, apprenticeships and traineeships, placement services, community learning, learning community initiatives, learning technologies.



CR DES MUTTON

- Operational Services Committee
- Strategic Planning and Policy Development Committee
- CEO Performance Development and Review Committee
- Council Development Assessment Panel (CDAP)
- Environmental Sustainability Sub Committee
- Former Hospital Redevelopment Sub Committee
- Queen Elizabeth Park Trust
- Railway Lands Sub Committee
- South East Local Government Association Waste Management Sub Committee

Member Portfolio

Waste Management: waste collections, recycling and waste minimisation, landfill (local and regional), waste transfer centre, policies and planning, EPA liaison and related relationships.



CR HANNA PERELLO

- Corporate and Community Services Committee
- Community Engagement and Social Inclusion Sub Committee
- Health Advisory Committee (currently with District Council of Grant)
- Mount Gambier Christmas Parade Advisory Group
- Mount Gambier Youth Advisory Group
- Seniors Month Advisory Group
- Community Mental Health Network

Member Portfolio

Community Well-Being: community safety and order, youth services, aged care services, emergency services, volunteers, community events/celebrations, community centres, advocacy and awareness for community and preventative health, immunisations, culture and arts, galleries and theatres.

COUNCIL AND COMMITTEES 2010-2014 (FROM NOVEMBER 2010)



CR PENNY RICHARDSON
DEPUTY MAYOR[^]

- Corporate & Community Services Committee
- Operational Services Committee*
- Strategic Planning and Policy Development Committee*
- CEO Performance Development and Review Committee
- Community Engagement and Social Inclusion Sub Committee
- Library Committee (with District Council of Grant) – Operations⁺
- Mount Gambier Lifelong learning Sub Committee*
- Railway Lands Sub Committee

Member Portfolio

Community Engagement and Social Inclusion: building community profiles and specific sector needs and goals, identifying special needs sectors, community engagement – awareness, understanding and programs, long-term community planning, library, advocacy and awareness for social inclusion and disadvantaged, multicultural and diversity matters, e.g. reconciliation, NAIDOC commemorations



CR ALLEN SMITH

Recreation and Sport: parks, gardens, reserves and ovals – use of, alternative transport, airport, playgrounds, junior sports fund, aquatic centre liaison, liaising with clubs/representative bodies, Council sporting grants

[^] Appointed 28th January 2014

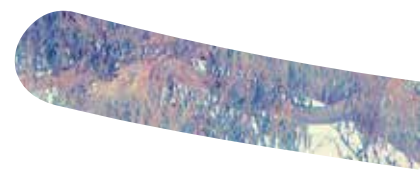
* Appointed 18th February 2014

⁺ Committee disbanded 3rd December 2013

- Corporate & Community Services Committee
- AWU Consultative Group
- City Development Framework Sub Committee
- City of Mount Gambier WH&S Committee
- Former Hospital Redevelopment Sub Committee
- Indoor Employees Consultative Committee
- Queen Elizabeth Park Trust
- Environmental Sustainability Sub Committee

Member Portfolio

Economic Development and Human Resources: local economy, sustainable business and economic development, infrastructure, workforce – IR, workforce planning and development, EB, Employer of Choice, retail, tourism promotion and information, visitor services, major events, Council HR Policies and Programs, WH&S / EEO.





CR BIDDIE SHEARING

- Operational Services Committee
- Strategic Planning and Policy Development Committee
- Community Engagement and Social Inclusion Sub Committee
- Environmental Sustainability Sub Committee
- Mount Gambier Heritage Advisory Group
- Riddoch Art Gallery (By Agreement)
- Mount Gambier Lifelong Learning Sub Committee

Member Portfolio

Environmental Sustainability: natural resource management, relationships with relevant bodies, stormwater and drainage, water quality and management, lakes environs and management, The Natural Step Framework, heritage, community awareness and education about environmental sustainability.



CR IAN VON STANKE

- Operational Services Committee
- Strategic Planning and Policy Development Committee
- Australia Day Celebrations Advisory Group (By Agreement)
- CEO Performance Development and Review Committee
- Council Development Assessment Panel (CDAP)
- Dry Areas Working Party / Licensed Premises Accord Group
- Environmental Sustainability Sub Committee *
- Garden Square Advisory Group
- Mount Gambier Cemetery Trust
- Riddoch Art Gallery (Proxy) (By Agreement)
- South East Local Government Association (Second Deputy)
- Railway Lands Sub Committee

Member Portfolio

Regulatory and Compliance: planning, building assessment, environmental health, food premises, liquor licensing, general inspectorial and animal control, cemeteries.

*Appointed 18th February 2014



COUNCIL AND COMMITTEES 2010-2014 (FROM NOVEMBER 2010)



CR MERV WHITE

- Operational Services Committee (Presiding Member)
- Strategic Planning and Policy Development Committee (Presiding Member)
- Building Fire Safety Committee
- CEO Performance Review and Development Committee
- City Development Framework Sub Committee
- Council Development Assessment Panel (CDAP)
- Former Hospital Redevelopment Sub Committee
- Joint Boundary Roads with District Council of Grant (as Presiding Member of OPS)
- Mount Gambier & District Road Safety Committee
- Mount Gambier Aquatic Centre – Innovate Leisure Management*
- Mount Gambier Cemetery Trust*
- Queen Elizabeth Park Trust
- South East Local Government Association (First Deputy)
- South East Local Government Association Road & Transport Working Group

Member Portfolio

Infrastructure and Public Services: roads, parking, footways, traffic management, street trees, Council built assets, parks gardens, ovals, reserves, (asset maintenance) road safety, transport, taxis.

*Appointed 18th February 2014



CHIEF EXECUTIVE OFFICER'S REPORT



Council's are often challenged by major infrastructure projects that are in addition to the annual scope of works carried out across the City. Major projects present both opportunities to enhance public amenities while balancing issues of scheduling, resources and financial matters. Over 2013/14 Council has commenced a number of such projects each unique in their nature yet all delivering benefits to the community.

The former Hospital featured on Mount Gambier's skyline for decades however the significant deterioration of the building over 15 years, once it's previous uses ceased became a community concern and a blight on the City. Council's purchase of the building and site in late 2011 and resulting public consultation and cost estimates for potential future use resulted in the decision to remove the building. Demolition occurred over several months towards the end of 2013 and was completed early 2014 resulting in reintroducing natural contours and greening the site. Feedback from the community was extensive with many positive comments, "at last". Following the refurbishment of the hospital laundry building the site will provide community open space and a large sheltered area for informal gatherings and family events – all with fantastic views over the City and beyond.

Out of sight out of mind is often the case with refuse services but the large volume of waste has to go somewhere. During 2013/14 Council expanded the capacity of the Caroline Landfill that takes waste from our Council, several surrounding Councils and commercial operations.

The construction of a new landfill cell is complex and is closely monitored by the Environmental Protection Agency that places stringent criteria on all aspects related to the landfill during its construction and its ongoing operation. Caroline Landfill will provide for the City's needs for about a decade and we are fortunate to have this facility as the alternate is to truck all of our waste to an alternative site necessitating a round trip of 700 km per refuse truck.

The railway lands, gifted to Council from the State Government in 2006, was a site in desperate need of a major overhaul. Long used as a rail transport hub the site required soil decontaminant as the first stage of development. Designs for the 4ha site were subject to extensive community input with earth works commencing late 2013 and the site taking shape mid year with the laying of extensive grassed area, tree planting and the construction of the artificial lake.

Due for staged completion during early 2015 the rail lands will provide an excellent space for families and events including shade areas, natural play space and riding / walking paths. The State Government provided grants of \$2 million dollars being about half of the cost of the works in stage 1 and 2. Finally this previously unusable area of land will be available to the community enhancing an area close to the City's CBD.

The heart of the CBD is a major attraction point for locals, tourists and visitors and must present as an attractive, friendly, accessible and safe environment. The CBD provides a raft of shopping, recreation and services all within walking distance. As a bustling hub its also a major economic driver for small, medium and large businesses in the community.

Over the past two years Council has commenced the regeneration of the CBD via improving off street car parking, walking linkages, signage, repairing and replacing aged infrastructure. These works really accelerated in 2013/14 providing a fresh new CBD landscape and there is more to come over the next two years with further improvements to off street car parking and extending infrastructure improvements along Commercial Street and adjacent roads. When completed the CBD project will ensure an attractive city centre for several decades and present a positive image to locals and visitors that Mount Gambier is a progressive city with much to offer.

In conjunction with our annual infrastructure and parks maintenance, these major projects collectively will enhance the livability of Mount Gambier. We are certain the new areas will provide the community with great places to relax and enjoy recreational activities with family and friends.

Mark McShane
CHIEF EXECUTIVE OFFICER

GOVERNANCE STATEMENT

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Decision Making Structure of Council	21
Member's Allowances & Reimbursements	22
Member's Training and Development	23
Rebates on Council Rates	24



OUR *sinkholes*

2013/14 BUDGET ANALYSIS

Council's Annual Business Plan is a statement of the City's intended program and outcomes for the financial year and has been developed with reference to our Strategic Plan, Long Term Financial and Asset Management Frameworks.

The development of our Business Plan is an important part of our planning. It links our Strategic Goals with our budget planning process to ensure that we secure the best possible mix of services, infrastructure and facilities.

The Business Plan defines our objectives for the year, the activities required to deliver the objectives along with the methods used to monitor and measure our performance. In addition, it contains a summary of revenue and expenditure required to deliver our programs, developed within the context of our commitment to financial sustainability and longer term financial planning. Importantly, it also describes the impact on rates and implications for our ratepayers.

Key influences on the 2013/2014 Business Plan and Budget included:

- continued focus on achieving the vision expressed in Council's adopted Strategic Plan;
- continued investment to promote Mount Gambier as a visitor destination, a regional retail and commercial hub as well as a quality destination for the hosting of major events and conferences;
- continuing the development of Council's infrastructure and asset management framework;
- capital infrastructure program of approximately \$10.5m (new and renewal)

- maintaining our extensive public realm assets and infrastructure;
- maintaining support for community based programs and initiatives including environmental sustainability, lifelong learning, community events and social inclusion;
- retaining and developing Council's workforce to ensure capacity in service delivery.

BUDGET

2013/2014 Budgeted Expenditure consisted of:

- Operating Expenditure \$22,775,000
- Non-Operating Expenditure \$878,000
- Capital Expenditure \$10,559,000

That total expenditure of \$34,212,000 provides for the delivery of all Council services and programs, maintenance of assets and the development of new or upgraded assets.

2013/2014 Budgeted Revenue, to fund Councils Budgeted Expenditure, consisted of:

- Operating Revenue \$22,775,000
- Non-Operating Revenue \$11,437,000

OPERATING RESULT

The 2013/2014 Budget proposed to spend a total of \$33.3 million on the delivery of services and programs, maintenance of assets and development of new or upgraded assets (operating/capital expenditure).

Operating Expenditure was budgeted to increase by approximately \$1.47 million which is fully attributable to an increase in depreciation as a result of revaluation of Council infrastructure. In comparison, Operating Revenue increased by approximately \$1.3 million, resulting in the achievement of a balanced operating budget.

When factoring in non-operating and capital revenues and expenditures, Council proposed to record an overall balanced cash position.

2013/14 BUDGET ANALYSIS

2013/2014 BUDGET INITIATIVES

Key initiatives in respect of the maintenance, renewal and replacement of community assets and facilities for 2013/2014 include:

FUNCTION/ACTIVITY	\$'000 EXPENDITURE	\$'000 REVENUE
Administration		
Civic Centre Building Renovations	50	-
Rates		16,272
Grants Commission		2,585
Support Services		
Software Upgrades	78	-
Community Services		
OPAL	75	50
General Donations	194	-
Public Conveniences	205	-
Main Corner Operating (inc \$244,000 depreciation)	624	64
Community Celebrations	60	-
Cultural Services		
Library Services	1,881	389
Cultural Services	318	226
Riddoch Art Gallery	61	-
Economic		
Economic Development	57	-
Lifelong Learning	22	-
Tourism - Major Events	145	-
Tourism - Regional Tourism	59	-
Tourism - Local Sponsorship	25	-
Visitor Information Centre (includes Bus ticketing)	950	402
Environment		
Waste Management		
refuse collection	510	-
green waste collection/disposal	255	247
recycling collection/disposal	327	-
waste transfer centre	150	-
landfill operating	883	1,400
new landfill cell "Stage 1"	2,000	-
Street Cleaning	311	-
Street Lighting	455	-
Environmental Sustainability	107	-
Recreation		
Parks, Gardens, Reserves		
Cave Gardens	135	-
Crater Lakes	270	-
Vansittart Park Garden	128	-

2013/14 BUDGET ANALYSIS

FUNCTION/ACTIVITY	\$'000 EXPENDITURE	\$'000 REVENUE
Recreation		
Sports Facilities	454	
Aquatic Centre	276	-
Sports Grants/Donations	140	-
Rail Lands Redevelopment	1,650	-
Old Hospital Precinct	2,500	-
Regulatory		
Development Control	602	186
Health Services	169	-
Dog/Parking Control	257	168
Transport		
Plant and Machinery	1,087	
<i>Major Purchases:</i>		
refuse compactor		
street sweeper		
mowers x 2		
tip trucks x 2	78	
Stormwater Drainage - Annual Program		
<i>Major Projects:</i>		
Tolmie/Law Sts		
Pinehall Avenue	251	
Ambrose Court		
Footways/kerbing - Annual Program - \$251,000		
<i>Major Projects:</i>		
Penola Road		
White Avenue	2,076	
Bike Plan Implementation		
Footway Resealing		
Road Infrastructure - Annual Program - \$2,696,000		
<i>Major Projects:</i>		
Wireless Road East		
Commercial Street East		
Yeates Street		
Mahoney Avenue		
Goss Street		
MacKenzie Street		
Boundary Roads Program		
Road Reseal Program		
Traffic Control Program		
CBD Renewal Project		

2013/14 BUDGET ANALYSIS

IMPLICATIONS FOR RATES

In order to deliver Council's services and programs in 2013/2014, Council determined that it required an increase in the overall general gross rate revenue equivalent to 6.1% over the general gross rate revenue raised last financial year.

This overall percentage increase is offset by the effect of "growth" i.e. new developments, new assessments that have occurred during the past year. This "growth" is estimated to be equivalent to a 0.5% benefit in general rate revenue which will provide a "cushion" to the full extent of the 6.1% rate rise.

For the average residential ratepayer this equated to an estimated \$57 per annum (or \$1.10 per week) increase in Council rates bringing the average annual residential rates to \$984.00 to assist in funding the 2013/2014 Budget.

COUNCIL POLICIES, REGISTERS AND CODES

COUNCIL POLICIES

Council has adopted a wide range of Policies to assist in its decision making and administrative processes.

During the 2013/14 year Council commenced a comprehensive review of its Policies. The following Policy Index lists all current Council Policies as at 30 June 2014.

In the Policy Index ("^") denotes those Policies that are required by legislation.

All current policies are available from Council's website.

Council is also required by the Local Government Act 1999 to keep and make available the following:

- Member Register of Interests
- Member Register of Allowances and Benefits
- Member Register of Gifts & Benefits
- Officers Register of Remuneration, Salaries and Benefits
- Officers Register of Interests
- Officers Register of Gifts & Benefits
- Register of Community Land
- Register of Public Roads
- Register of By-Laws
- Access to Meetings and Documents – Code of Practice

These Registers and Code are available for viewing at the principle office of the Council, unless otherwise provided by the Local Government Act 1999 which contains specific requirements for the keeping, inspection, obtaining of copies, and publication of information contained within these documents.



POLICY MANUAL INDEX

CORPORATE SERVICES

ADMINISTRATION

C200	Complaint/Compliment Policy
C250	Consultants - Engagement of
E105	Elections - Supplementary Elections
E115	Elections - Council Entitlement to Vote
F140	Flags - Flying of
P155	Privacy Policy
Q110	Quotations and Tenders
R180	Records Management Policy
R200	Community Land (Reserves) - Lease/Licence/Rental Arrangements
R300	Risk Management Policy
S140	Street Numbering

COMMUNITY

A270	Australia Day Awards
C140	Main Corner Complex - Hire
H120	Historical Matters - Collection of
H125	Historical Matters - Copyright - 'The Les Hill Photographic Collection'
L190	Library - Opening Hours

COUNCIL AND COMMITTEES

C160	Coat of Arms
C190	Community Identity
C265	Council and Committees - Communication of Council Committees
C275^	Council and Committees - Access to Council Meetings
C280	Committees - Appointment of Members to serve on Council Committees
C285	Council and Committees - Appointment of Independent Members
C290^	Internal Review of Councils Decisions
C300	Council and Committees - Protocol for Common Items
C305	Caretaker Policy
C310	Council and Committees - Presentation of Recommendations
C315	Council and Committees - Voting En-Bloc
C320	Council Chamber and Reception Area - Use of
C360	Council - Personal Immunity for Individuals
F130	Flag - Mount Gambier

POLICY MANUAL INDEX

F225	Fraud and Corruption Prevention Policy
M130	Media - Statements on behalf of Council
M155	Members - Allowances - Payment when Acting in a Higher Officer
M165	Members - Allowances and Benefits Policy
M170	Members - Conferences, Courses and Seminars
M190	Members - Deputy Mayor
M205	Members - Mayor - Anniversary Messages
M210	Members - Newly Elected Members
M225	Members - Service Recognition
M240	Members - Access to Information
M250^	Members - Training and Development
M255	Members - Council Induction Policy
M260	Members - Use of Council Letterhead
M265	Council and Committees - Members - Complaint Handling
M270	Members - Mayor Seeking Legal Advice
P195^	Community Consultation and Engagement Policy
Q115^	Competitive Tendering, Contracting, Purchasing, Sale & Disposal of Land & Other Assets
S110	South East Local Government Association - Delegates
S130	South East Local Government Association - Guiding Principle for Appointments
V140	Council and Committees - Visits by Parliamentary/Governmental Representatives
PERSONNEL	
C375	Council Vehicles - Provision and Replacement Of
E200	Employees - Service Awards and Resignation Gifts
S175	Safe Environment Policy
W150	Whistleblowers Protection Policy
FINANCE	
A130	Accounts - Investment Policy
B300	Budget Reporting and Amendment Policy
D230	Donations - Authority to Approve Requests
I105^	Internal Controls
R105	Rates - Rating Policy
R130	Rates - General Matters Policy
R155	Rates - Rebate Policy
T150	Treasury Management

POLICY MANUAL INDEX

OPERATIONAL SERVICES

ENGINEERING/WORKS

C120	Cemeteries - Carinya Gardens & Lake Terrace Cemetery
F160	Footways - Crossing Places
F165	Footways - Maintenance of Flexible Seal Vehicle Crossovers
F170	Footways - Landscaping by Residents
F190	Footways - Paving in City Centre Zone
F210	Footways - Protection of Public - Maintenance Work
P120	Parking - Vehicles on Council Land for Promotion
R270	Road Pavement - Excavation and Reinstatement Of
S115	Strategic Management - Engineering Works - Fencing of Stormwater Basins
S120	Street Signs - Directional, Scenic and Tourist
S150	Streets - Procedures for New Inverts and Crossovers

HEALTH AND ENVIRONMENTAL

W115	Waste Management - Receiving of Waste - Caroline Landfill
W125	Waste Management - Refuse Collection

INSPECTORIAL

A200	Animals - Keeping of Birds, Livestock
A210	Animals - Noise Nuisance
B120	Building - Encroachments over Public Places
B150	Building - Sewer Connections, Waste Management Control & Provision of Toilet Facilities
B160	Building - Verandah Posts
C330	Council Land - Removal of Objects
C340	Council Land - Sale of Commodities from Vehicles
D210	Dog Control - Problem Dogs
D220	Dog Control - Seizure of Dogs
E240	Expiation Notices - Cancellation or Waiver
F110	Fencing Costs - Contributions by Council
F120	Fires - Clean Air, Burning in Open
F135	Flammable Undergrowth
F200	Footways - Protection of Public - Building Work
F220	Footways - Sale of Commodities from
O110^	Order Making
T110	Taxi Regulation
V120	Vehicles - Removal from Public Places

POLICY MANUAL INDEX

PLANNING

A170	Advertising - All Business Premises/Property
D140	Development Act - Delegations
D150	Development Act - Inspection of Building Work
D160	Development Act - Inspection and Copying of Documents
L130	Land Divisions
L135	Land Division - Provision of Power to New Allotments
L230	Licensed Premises - Trading Hours
P135	Planning - Entertainment Venues
S135^	Streets - Naming of

RECREATIONAL

A240	Assemblies and Events on Street and other Council Land
C180	Community Organisations - Badge Days Raffles Street Stalls
C325	Council Land - Advertising Signage
C355	Council Land - Irrigation Policy
R250	Reserves - Sponsorship and Advertising Signs
T120	Tree Policy

PERFORMANCE MEASURES

Monitoring and measuring performance is important to ensure our objectives are achieved and to ensure delivery of services to our community.

Council monitors financial performance through a range of financial reports including monthly financial statements, regular comprehensive budget reviews and the presentation of audited financial statements each year as required under the Local Government Act. These financial

reports also take account of the principles of financial sustainability adopted by Council along with the three (3) key financial sustainability indicators. To provide advice and recommendations on financial and governance matters, Council has appointed an Audit Committee that includes two independent members with qualifications and experience in related disciplines and an Elected Member experienced in Council's operations.

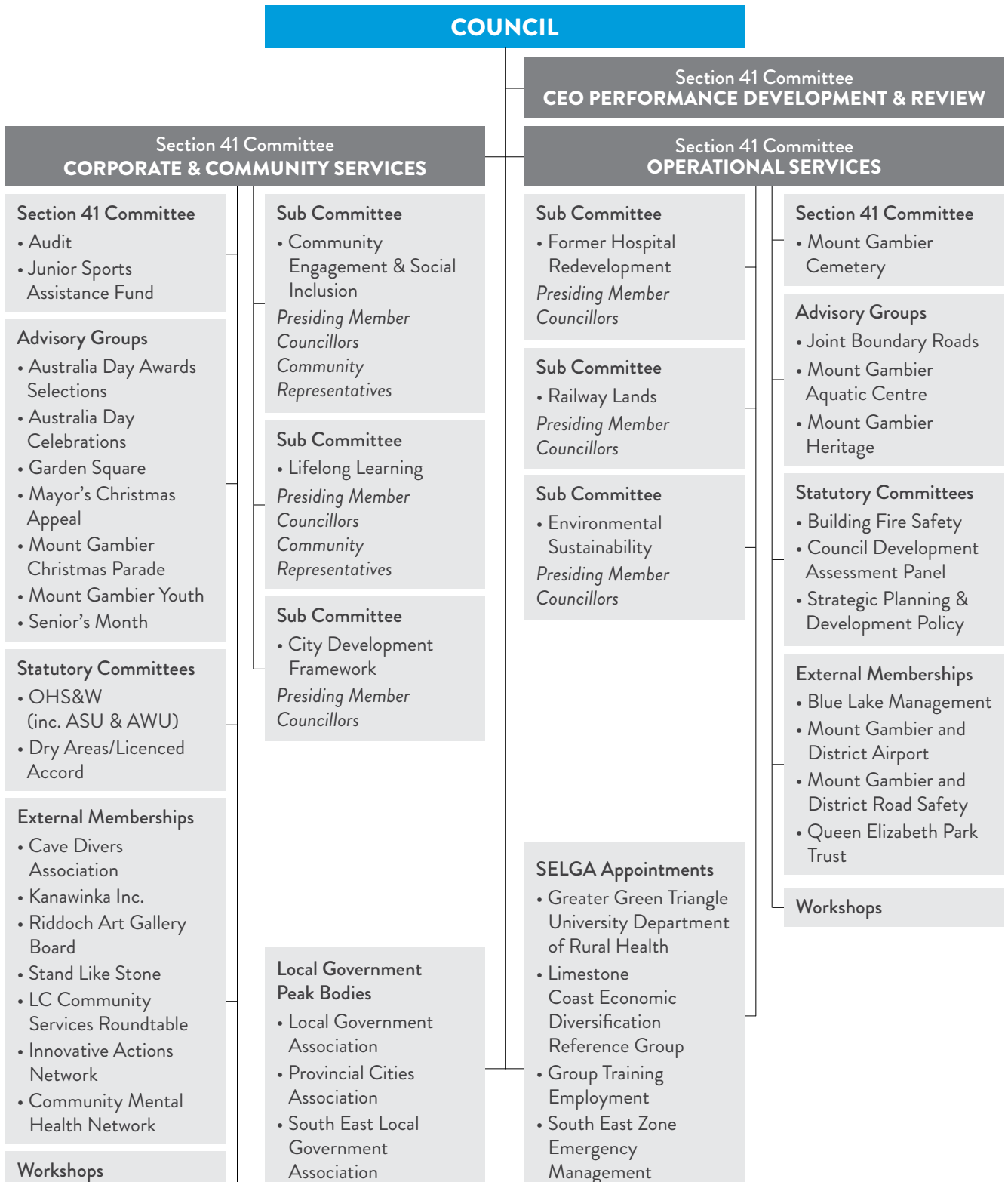
The City of Mount Gambier also utilises data provided by independent sources such as the SA Local Government Grants Commission to provide comparative reports on a regular basis.

DECISION MAKING STRUCTURE OF COUNCIL

The Council has adopted the following decision making structure to facilitate good governance and expedite decision making processes.

Committee Structure

Council's Committee structure is set out below (to 30th June 2014).



MEMBERS ALLOWANCES AND REIMBURSEMENTS

Elected Member's allowances, since the 2010 local government general elections, have been determined by an Independent Remuneration Tribunal in accordance with Section 76 of the Local Government Act.

In making its determination the Tribunal must have regard to:

- The role of Members of Council as Members of the Council's governing body and as representatives of the council's area;
- The size, population and revenue of the Council and any relevant economic, social, demographic and regional factors in the Council area;
- Such an allowance is not intended to amount to a salary for a Member;
- Such an allowance should reflect the nature of a Member's office; and
- The Act's provisions to provide for reimbursement of Member's expenses.

Section 76 further provides for allowances to be adjusted annually to reflect changes in the consumer price index. Elected members allowances determinations for the City of Mount Gambier from 12th November, 2013 are as follows:

COUNCIL	GROUP 2 CLASSIFICATION (OUT OF 5 GROUPS)	2013 ADJUSTED PAYMENT
Group 2	Base is \$15,495	\$14,478
Mayoral Allowance	4 times the \$15,495 = \$61,977	\$57,913
Deputy Mayoral Allowance	1.25 times the \$15,495 = \$19,368	\$18,098
Presiding Member	As for Deputy Mayoral Allowance \$19,368	\$18,098
Members	\$15,495	\$14,478

NOTE

(i) A Council Member is entitled to decline payment of the allowance (see Section 76 (7) of the Act). If a Council Member does decline payment of the allowance it still must be recorded in the Register of Allowances and Benefits.

(ii) The Adjusted Payment is the result of the ABS re-indexing their CPI figures in October 2012.

The re-indexing (down) was not reflected in the 2012 Member allowance calculations however is now adjusted in the 2013 calculation.

ADDITIONAL REIMBURSEMENTS & SUPPORT

Council has also approved various other reimbursements of expenses and support to Members in accordance with Section 77 of the Act which include:-

- Travelling Expense reimbursement (outside of Council area only);
- Child/Dependent Care Expense reimbursement;
- Mobile Telephone Expense reimbursement (Mayor only);
- Computing Facilities Expense reimbursement;
- Seminar/Training Expense reimbursement.

Full details (including limitations and conditions associated with the Council approved expense reimbursements) are included in Council Policy M165 – Members – Allowances and Benefits Policy, available from Council's website.

MEMBERS TRAINING AND DEVELOPMENT

Council has a formal Member's Training Policy M250 and has developed and adopted a Member's Training Program.

The purpose of the Policy and Program is to maintain competency standards, build on Member's skills base and address Member's training needs identified in any annual analysis. In addition Council seeks

to maintain a competent, skilled and safe group of elected decision makers which will enable it to be one of the more progressive Councils in our region and beyond.

Council has annually allocated resources for structured Member's training and development and unstructured continuous learning for Elected Members.

During 2013/14 Elected Members participated in a varied program of Workshops and Briefings including:

- Members Workshops for all Members covering:

Regional Public Health Plan	Rotary Markets
OPAL	Representation on Outside Bodies
Child Development	Elected Member Representation
Developing Council Induction Program	Main Corner Signage
NBN Rollout	Mayoress Family Fun Day
Chamber of Commerce, SAPOL, SELGA, RDA	Flag Protocols
Federal Member for Barker – Tony Pasin MP	In-Confidence Items
State Member for Mount Gambier - Troy Bell MP	Tourism
Property Matters	Long Term Financial Plan
Developing a China Engagement Strategy	Performance Manager
Bike Lanes	Limestone Coast Economic Diversification Forum
Environmental Sustainability – CHAT Tool	Community Engagement
Budget	Riddoch Art Gallery
Enterprise Bargaining	Council Policy Review
Peter's Project	City Development Framework
South East Animal Welfare League	Smoke Free Areas
Socio-Economic Indexes for Areas (SEIFA)	ICAC Legislation
Commercial Street Protuberances	Local Heritage and Lakes Zone DPA
SA Government Stimulus Fund	Urban Boundary DPA
Mount Gambier Men's Shed	Local Government Expert Panel
Penola Road / Wireless Road Traffic Lights	

- Various LGA General Meetings and associated sessions/conferences

REBATES ON COUNCIL RATES

Council is required by Sections 159 to 166 of the Local Government Act 1999 to grant certain statutory or discretionary rebates on rates.

A total of \$163,140 was provided by Council for statutory or discretionary rebates on Council rates as follows:

	2013/2014	PREVIOUS YEAR
Statutory	\$147,214	\$124,782
Discretionary	\$9,755	\$12,548
Boundary Adjustment	\$6,171	\$16,076

All rebates are reviewed on an annual basis.

State Government legislation has increased significantly the amount of rate rebates Council is now required to provide to the Community Housing sector.

This in turn, has implications for all other ratepayers who increasingly, are required to 'pick up' this shortfall in rate revenue.

FREEDOM OF INFORMATION APPLICATIONS AND STATEMENT

The City of Mount Gambier determined five Freedom of Information applications during the 2013/14 financial year.

Inquiries or requests for information under the Act should be forwarded to:

Governance Officer
City of Mount Gambier
PO Box 56
Mount Gambier SA 5290

FREEDOM OF INFORMATION STATEMENT

An information statement in accordance with the requirements of the Freedom of Information Act 1991 is published by the City of Mount Gambier annually and is available for viewing from Council's website.

Number of applications	4
Number of Applications carried over from 2012/13	1
Full access granted	3
Access refused	2
Fees not paid	1
Documents otherwise available	1
Incomplete (as at 30 June 2014)	0
Applications for Internal Review	1
Decision confirmed	1

COMPLIANCE STATEMENT

Long-term Financial Plan	26	Building Fire Safety Committee	35
Confidentiality Provisions	27	Community Lands	36
Subsidiaries	30	Organisational Chart	37
Elector Representation Review	31	Senior Executive Officers	38
Audit Committee	32	Management Team	39
Competitive Tendering Statement	33	Human Resources	41
Council Development & Assessment Panel	34	Equal Employment Opportunity	44
External Auditors	35		



OUR
city

LONG TERM FINANCIAL PLAN

WHAT IS THE PURPOSE OF A LTFP?

Whilst the development of Long Term Financial Plans is a requirement of Section 122(1)(a) of the Local Government Act, 1999, the purpose is to translate the objectives and strategies of the Council's Strategic Plan into financial terms and to guide the direction of Council in a financially sustainable manner.

Council's Long Term Financial Plan (reviewed annually) will act as a reference point in the formulation of future Annual Business Plans and Budgets.

WHAT ARE THE KEY ELEMENTS OF THE LTFP?

The LTFP is driven by Council's Strategic Management Plan and includes Council's future revenue and expenditure estimates particularly focusing on the financing and scheduling of major projects, loan indebtedness, rating level, asset replacement/renewal and impact on operating expenditure.

Council's LTFP assumes:

- the continuation of existing services at current service standards;
- no internal changes to services or investment in new or upgrades assets other than what is already resolved and planned

Council's financial projections over the long term planning horizon are not meant to be a prediction of financial position or performance, but rather an indication of direction and financial capacity.

WHAT DOES THE LTFP TELL US?

Council is meeting its financial targets over the term of the plan and has the financial capacity to continue meeting our community's service demands plus the flexibility to respond to changing circumstances.

The projections indicate that, based on current assumptions, Council is in a sound financial position with a favourable outlook over the term of the Plan. Whilst, given the recent major capital infrastructure projects completed by Council and the associated loan borrowings to fund those projects, the next four (4) years projected operating indicates some deficit returns however the following years of the plan return Council to surplus.

Council's LTFP is reviewed annually, most recently in December 2013 and is available from the Council website www.mountgambier.sa.gov.au.



CONFIDENTIALITY PROVISIONS

Council is required to report on the use of confidentiality provisions under subsections 90(2) and 91(7) of the Local Government Act.

The following tables provide the information required to be published for the 2013/14 financial year:

Use of Section 90(2) Orders to Exclude Public and Section 90(3) Grounds

	No. of S90(2) Orders made	GROUNDS SECTION 90(3)												
		(a) Personal Affairs of Person	(b) Commercial Advantage	(c) Trade Secret	(d) Prejudice Commercial Position	(e) Security of Council Members Employees	(f) Maintenance of Law	(g) Does not Breach any Law or Court	(h) Legal Advice	(i) Litigation may take place	(j) Info provided by Crown or Minister	(k) Tenders	(m) DPA's	(n) FOI
Totals	18	6	6	-	5	-	-	1	1	1	-	2	5	-

Use of Section 91(7) Orders to Keep Documents Confidential

NO. OF S91(7) ORDERS MADE	NO. OF S91(7) ORDERS THAT EXPIRED, CEASED TO APPLY OR WERE REVOKED	NO. OF S91(7) ORDERS REMAINING OPERATIVE AT 30TH JUNE 2014
15	10*	21^

* Includes expired, ceased and revoked Orders from previous financial years

^ Includes operative Orders from previous financial years

CONFIDENTIALITY PROVISIONS

Meeting Dates, Subject, S90(3) Grounds and Status of S91(7) Orders associated with the use of confidentiality provisions

DATE OF MEETING	SUBJECT OF S90(2) ORDER	S90(3) GROUNDS	S91(7) ORDER STATUS
20/05/2014	REVIEW OF IN-CONFIDENCE ITEMS	(m) & (d)	N/A - No S91(7) Order made
20/05/2014	REVIEW OF IN-CONFIDENCE ITEMS	(m) & (d)	N/A - No S91(7) Order made
15/04/2014	ROTARY CLUB OF MOUNT GAMBIER LAKES -Donations to Financially Disadvantaged Junior Sports Persons	(a)	Current
28/01/2014	STRATEGIC PLANNING AND DEVELOPMENT POLICY REPORT NO. 1/2014 - Development Control - Regulating - Local Heritage and Lakes Zone Development Plan Amendment (DPA)	(m)	Current
17/12/2013	REVIEW OF IN-CONFIDENCE ITEMS	(a) (b) (m)	N/A - No S91(7) Order made
17/12/2013	SALE OF COUNCIL PROPERTY - 38 James Street	(b) and (d)	Current
17/12/2013	COMMERCIAL CLUB INC. - Donation to exceptional junior sportsperson	(a)	Current
17/12/2013	ROTARY CLUB OF MOUNT GAMBIER LAKES - Donations to Financially Disadvantaged Junior Sportspersons	(a)	Current
17/12/2013	DRAINAGE IMPROVEMENT WORKS - Wandaree Court - Purchase of Vacant Land	(b)	Expired
17/12/2013	DEVELOPMENT APPLICATION 381/0349/2013 - Temporary Parking of Loaded Truck Trailers - 30 White Avenue, Mount Gambier	(g) and (h)	Expired
19/11/2013	CEO ANNUAL PERFORMANCE REVIEW - Discussion regarding Draft Report received from AME Recruitment	(a)	Current
15/10/2013	SOCIAL, CULTURAL AND COMMUNITY SERVICES - Schools, TAFE and University Advice and Information	(d)	Current
15/10/2013	STRATEGIC PLANNING AND DEVELOPMENT POLICY REPORT NO. 9/2013 - Development Control - Regulating - Local Heritage and Lakes Zone Development Plan Amendment (DPA)	(m)	Current
15/10/2013	SALE OF LAND FOR NON PAYMENT OF RATES - Notice of Intention to Sell Land for Non-Payment of Council Rates	(b)	Current
2/10/2013	FINANCIAL MANAGEMENT - Consideration of Tenders - Construction of Cell 3 and Capping Part of Cells 1 and 2 - Caroline Landfill	(k)	Current
17/09/2013	CORPORATE AND COMMUNITY SERVICES REPORT NO. 45/2013 - Legal Action - Costs Awarded	(i)	Current

CONFIDENTIALITY PROVISIONS

DATE OF MEETING	SUBJECT OF S90(2) ORDER	S90(3) GROUNDS	S91(7) ORDER STATUS
20/08/2013	PROPERTY MANAGEMENT - Mount Gambier Aquatic Centre Business Plan 2013/1014	(a), (b), (d)	Current
20/08/2013	PROPERTY MANAGEMENT - Project Management - Former Mount Gambier Hospital Site - Expression of Interests for demolition of Former Mount Gambier Hospital buildings	(b), (d), (k)	Expired
18/06/2013	SOCIAL, CULTURAL AND COMMUNITY SERVICES - Committees - City of Mount Gambier Junior Sports Assistance Fund (Section 41) Committee - Minutes of Meeting held 22nd May, 2013 – Ref. AF11/725	(a)	Current
18/06/2013	SOCIAL, CULTURAL AND COMMUNITY SERVICES - Committees - City of Mount Gambier Junior Sports Assistance Fund (Section 41) Committee - Minutes of Meeting held 22nd May, 2013 – Ref. AF11/725	(b)	Current
18/06/2013	CORPORATE AND COMMUNITY SERVICES REPORT NO. 23/2013 - Sale of Council Properties	(b)	Current
17/07/2012	SALE OF LAND FOR NON PAYMENT OF RATES – Notice of Intention to Sell Land for Non-Payment of Council Rates	(d)	Current
15/03/2011	DEVELOPMENT PLAN AMENDMENTS - currently being prepared by the City of Mount Gambier - Ref. 335/1/23	(m)	Current
15/02/2011	OPERATIONAL SERVICES REPORT NO. 2/2011 - Heritage - Local Heritage and Lakes Zone Development Plan Amendment - Ref. 225/1/10	(m)	Current
20/07/2010	OPERATIONAL SERVICES REPORT NO. 41/2010 - Heritage - Local Heritage Development Plan Amendment - Ref. 225/1/10	(m)	Current
18/05/2010	OPERATIONAL SERVICES REPORT NO. 31/2010 - Heritage - Local Heritage Development Plan Amendment - Ref. 225/1/10	(m)	Current
15/12/2009	OPERATIONAL SERVICES REPORT NO. 44/2009 - Heritage - Local Heritage Development Plan Amendment - Ref. 225/1/10	(m)	Current

SUBSIDIARIES

Council has not formed any single Council Subsidiary(s) pursuant to Section 42 of the Local Government Act, 1999.

Council is a member, together with the six other Councils in the South East region that constitute the South East Local Government Association (SELGA) which is a regional subsidiary established or existing pursuant to Section 43 of the Act.

The Council Members of SELGA are:

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

Council is a member together with five other Provincial Cities in the State that constitute the Provincial Cities Association (PCA) which is a regional subsidiary established pursuant to Section 43 of the Act.

The Council Members of the PCA are:

- City of Mount Gambier
- City of Port Augusta
- City of Port Lincoln
- City of Whyalla
- Port Pirie Regional Council
- Rural City of Murray Bridge

Clause 28 of Schedule 2 of the Act states:

“Reporting

28. (1) A regional subsidiary must, on or before a day determined by the constituent Councils, furnish to the constituent Councils a report on the work and operations of the subsidiary for the preceding financial year.

(2) A report under sub-clause (1) must:-

(a) incorporate the audited financial statements of the subsidiary for the relevant year; and

(b) contain any other information or report required by the Council or prescribed by the regulations.

(3) A report under sub-clause (1) must be incorporated into the annual report of each constituent Council.”

Council has received from the South East Local Government Association and from the Provincial Cities Association the following reports on the affairs of SELGA and the PCA.

- Independent audit reports and audited statements of income and expenditure for year ended 30th June, 2014;
- Reports detailing the work and operations of the Associations for year ended 30th June, 2014.

ELECTOR REPRESENTATION REVIEW

Schedule 4 of the Local Government Act requires Council to publish in its Annual Report a statement of:

- i. the Council's representation quota; and
- ii. the average representation quota for Councils of a similar size and type (taking into account various factors prescribed by the regulations); and

iii. when the Council next intends to conduct a review under Chapter 3 Part 1 Division 2; and

- iv. the procedures that are available under Chapter 3 for electors to make submissions on representation under this Act.

The following is the required statements.

Select Outer Metropolitan & Regional Councils Composition & Elector Ratio (as at February 2014)

COUNCIL	2013/2014	ELECTORS	ELECTOR RATIO
Pirie Regional	10	12,380	1:1238
Barossa	12	16,695	1:1391
Victor Harbor	10	11,391	1:1139
Murray Bridge	10	13,352	1:1335
Mount Gambier	11	18,400	1:1673
Whyalla	10	14,849	1:1485
Mount Barker	11	21,826	1:1984
Alexandrina	12	18,848	1:1570
Adelaide Hills	13	29,267	1:2251
Port Augusta	10	9,240	1:924
Port Lincoln	11	9,918	1:902

Section 12(4) of the said Act states inter alia that a Council must ensure that all aspects of the composition of the Council are comprehensively reviewed at least once in every eight years.

Council conducted its Elector Representation Review in the 2008/09 year. Following the statutory public consultation stages on the initial options report and the second formal Council proposal report the State Electoral Office approved the Council proposal including:

- the Mayor continue to be the principal member of Council, elected "at large" by the community
- Wards be abolished, thereby requiring the "area Councillors" to be elected by the community to represent the whole of the City
- the Council constitute ten (10) area Councillors

applicable as of the November 2010 Local Government elections.

Council will next conduct a representation review during the period April 2016 to April 2017. Council will give public notice of the preparation of a representation options paper and subsequent report responding to the options paper, and will invite written submissions on each document at the relevant time.

AUDIT COMMITTEE

Council's Audit Committee was initially established in November 2006, as required under Section 126 of the Local Government Act.

Council's Audit Committee comprises two persons independent of Council, one Council Member

and is supported by Council staff and Council's appointed external Auditor.

Council's Audit Committee meets on a quarterly basis but has the ability to schedule further meetings if required. The Committee met

on four (4) occasions during the 2013/2014 financial year with all Members present at all meetings.

Matters examined by the Audit Committee included:

PRINCIPAL ISSUES EXAMINED

External Auditor	2013 Interim Audit
External Auditor	2013 Statutory Audit
External Auditor	Meeting Attendance
Audit Committee	2013 Annual Report to Council - Review of Terms of Reference - Self Assessment process - Review Audit Works Program
Policy Reviews	Fraud and Corruption framework Whistleblowers Policy Internal Control Policy Monitoring Budget Performance
Long Term Financial Plan	Review of Long Term Financial Plan – Monitor annual review process
Asset Revaluation	Develop/adopt revaluation strategy Liaise with External Auditor
Risk Management	Policy review Business continuity
Financial Internal Controls	New legislation – Ongoing monitoring of implementation process
Treasury Management	Annual Report Periodic Review
Council Annual Report	
Draft Business Plan and Budget	
Budget Reviews (6 of)	Review in context of Council policy
Information Reports	Various- Accounting for leased buildings Constitutional recognition of Local Government Community consultation – Draft Business Plan and Budget SA Grants Commission database comparative reports Council policy review project Council delegations and appointments review Council fees and charges review Infrastructure and asset management plan review Valuation and rating review

The Audit Committee activities follow its adopted Work Program 2007-2014 which incorporates annual reviews of the Committees Terms of Reference and a self assessment of its own performance.

The Committee's Terms of Reference, Annual Report to Council and Work Program are available from Council's website.

COMPETITIVE TENDERING STATEMENT

During the 2013/14 year Council advertised and accepted the following competitive tenders for the provision of goods and services (all excluding GST) -

ITEM		VALUE
Demolition of Site Infrastructure - Railway Lands		\$23,710
Site Remediation Works - Railway Lands		\$389,609
Demolition of Former Mount Gambier Hospital Building		\$1,984,657
Hino FM 2628 Refuse Truck and Compactor		\$244,895.79*
Construction of Cell 3 and Capping Part of Cells 1 and 2 - Caroline Landfill		\$1,305,870
Hino FG 1628 Street Sweeper		\$243,728.52*
Ford Mondeo Hatch		\$11,777.82*
FG Falcon MKII		\$10,706.98*
Crushing of Stone, Concrete and Brick - Caroline Landfill	0-10,000m ³	\$9.32/m ³
	>10,000m ³	\$9.21/m ³
	>20,000m ³	\$9.10/m ³
	>20,000m ³	\$9.10/m ³
Supply of Organic Waste - Modelling and Advice		\$22,650
Kubota F3690 Front Mower		\$19,000*
Hino J08E-VD Tip Truck		\$62,160*
Maintenance Services - Council Buildings and Structures		\$172,171
Painting Services - Council Buildings and Structures		\$121,204.72
Construction of Wetland and Creek - Railway Lands		\$593,700
Holden Cruze CD Station Wagon		\$10,251.54*
Isuzu NPR 300 Tip Truck		\$42,047*
Ford MKII		\$13,665.93*
Laying of Concrete Pavers - Ferrers Street		\$132,950
Falcon XR6T		\$16,730.87*
Design, Supply and Installation of Shade Structures - Commerce Place Carpark		\$241,957

*Excluding GST and after trade-in

COUNCIL DEVELOPMENT ASSESSMENT PANEL

The Development Act 1993 requires all Councils in South Australia to establish a Council Development Assessment Panel (CDAP) to act as a delegate of Council in accordance with the Act; to provide advice and reports to Council, as it thinks fit in regard to trends, issues and other matters relating to planning and development that it has become evident as a result of performing its development assessment function; and to perform other functions assigned to the panel by the Council.

The CDAP's role is to make development decisions as a relevant planning authority pursuant to the Development Act 1993, having sole regard to the Council's authorised Development Plan and any referral advice to determine the merits of the proposal.

The Development Act 1993, has determined that all CDAPs must be comprised of one Independent Presiding Member, three Independent Members and three Elected Members. All Members of the CDAP have been appointed by Council. Currently, the CDAP Members are:

- Ms Elizabeth Travers (Presiding Member)
- Mr Bill Beumer
- Ms Emily Finnigan
- Mr Peter Seebohm
- Cr Des Mutton
- Cr Ian Von Stanke
- Cr Merv White

Council cannot influence or overturn any decision made by the CDAP. It should be noted that all CDAP Members are to fulfil their duties in accordance with the CDAP Members Code of Conduct, as implemented by the Development Act 1993.

The Council Development Assessment Panel holds its meetings on every third Thursday of the month in the Operational Services Committee Room, Level 1, 10 Watson Terrace, Mount Gambier, commencing at 5:45 p.m. (unless otherwise determined).

The agreed sitting fees are i.e.

i Ordinary Meetings:-

- Presiding Member \$250 excluding GST
- Other Independent Members \$200 excluding GST
- Council Member Appointees \$200 excluding GST

ii Special Meetings:-

- Presiding Member \$60 excluding GST
- Other Independent Members \$50 excluding GST
- Council Member Appointees \$50 excluding GST

(Mrs Travers is paid a travel allowance to attend meetings).

iii Where the meeting does not require the attendance of Members in person and can be undertaken by phone linkup due to a small agenda and the minor nature of items for discussion and no site inspection is necessary the sitting fees be as follows:

- Presiding Member \$60 excluding GST
- Other Independent Members \$50 excluding GST
- Council Member Appointees \$50 excluding GST



EXTERNAL AUDITORS

Council is required under Section 128 of the South Australian Local Government Act 1999 to appoint a suitably qualified person as its external auditor. The external auditor reports to Council on the General Purpose and Special Purpose Financial Reports prepared annually in accordance with the Act.

The external auditor is also required to report to Council on particular matters arising from the audit. The external auditor must specifically identify in the report any irregularity in the Council's accounting practices or the management of the Council's

financial affairs identified by the external auditor during the course of an audit.

Following a competitive tendering process Council appointed the firm Galpins as Council's external Auditors for a five (5) year term from the 2011/2012 financial year to the 2015/2016 financial year.

Pursuant to Section 128(9) of the Local Government Act, 1999, Council must include in its Annual Report details of the remuneration paid to its external Auditor for work performed during the review year.

In compliance with Section 128(9), Council advises that in relation to the 2013/2014 audit:-

- the sum of \$7,400 was paid for the interim annual audit of the Council's internal controls;
- the sum of \$10,500 was paid for the annual audit of statutory financial records and related specific purpose statements.

BUILDING FIRE SAFETY COMMITTEE

The Building Fire Safety Committee (BFSC) operates pursuant to the provisions of the Development Act 1993 and its primary function is to:

- Achieve a reasonable standard of fire safety for the occupiers of a building
- Minimal spread of fire and smoke
- An acceptable fire fighting environment

The Committee is made up of one Council Member (in 2013/14 this was Councillor Merv White, who is also the Chair of the Committee), a member of the Metropolitan Fire Service, Mr Grant Riches (Private Building Surveyor) and Mr Daryl Sexton (Director - Operational Services, City of Mount Gambier).

The focus of the Committee over the past twelve months was motels, gymnasiums, commercial premises and residential complexes.

The BFSC generally meets every three (3) months.



COMMUNITY LANDS

Council is required to have in place Community Land Management Plans for all of its land that is classified as “Community Land” in accordance with the requirements of the Local Government Act.

Council receives land from new subdivisions (usually in the form of reserves, screening reserves, drainage reserves and roads). Roads are excluded from the definition of Community Land.

Council periodically prepares and adopts Community Land Management Plans for new community land parcels and reviews its existing Management Plans for community land parcels as the need arises.

Also, any land acquired by Council (e.g. by direct purchase), is classified as community land unless excluded prior to acquisition. Typically, any land purchased or held for operational purposes (e.g. carparking, depots) is excluded from the Community Land classification.

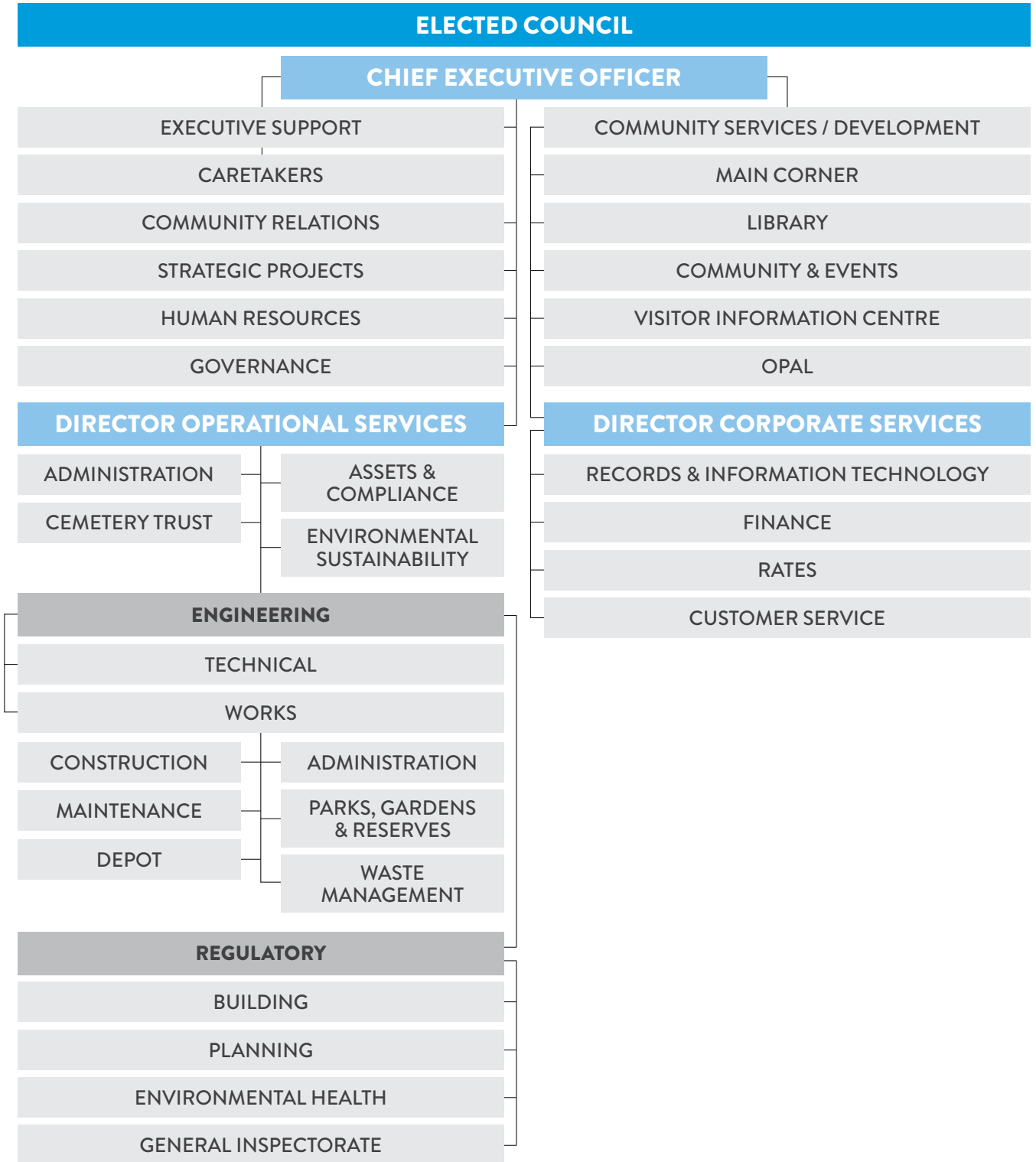
When Council receives new Community Land it undertakes public consultation, in accordance with the Local Government Act, prior to adopting a Management Plan.

The following Community Land Management Plans have been adopted by Council during the review year:

TITLE DESCRIPTION	ADDRESS	RESERVE NO.	ASSET NO.	DESCRIPTION
New Land Holdings				
6118/154	Penola Road	550	551	Roadside screening reserve
5946/670	Wandaree Court	552	552	Open drainage reserve
New Land Holdings to be amended				
5992/835	Jubilee Highway East (Umpherston Sinkhole)	352	352	Open reserve, playground area and sinkhole
5663/245, 5808/209, 5633/71	Shepherdson Road (Hastings Cunningham Reserve)	14, 115	115, 134, 145	Open reserve, playground area, BMX area, soccer, tennis and Community use sheds

Council’s Community Land Management Plans are available for inspection at the Council Office.

ORGANISATIONAL CHART



SENIOR EXECUTIVE OFFICERS

Council has resolved that for the purposes of the relevant provisions of the Local Government Act 1999, the 'Senior Executive Officers' of Council are defined as including:

- Chief Executive Officer
- Director - Corporate Services
- Director - Operational Services.

The remuneration of the Senior Executive Officers, the conditions and contract of employment are detailed in the formal Officers Register and Remunerations - Salaries and Benefits, which is available for public inspection. The summary of the benefits of Senior Executive Officers (SEO's) are as follows (as at June 2013):

- Award Salary - all SEO's
- private use of a Council vehicle (conditions apply) - all SEO's
- annual performance payment (subject to meeting identified annual qualitative and identified quantitative measures) – Director Operational Services
- home telephone allowance (conditions apply) - all SEO's
- fixed term contract of employment (with no automatic right of renewal clauses) - all SEO's
- over Award Salary payment - all SEO's

Each Senior Executive Officer is on a five year fixed term non-renewable Contract of Employment with conclusions as follows:

- Director - Corporate Services
4th June 2017
- Chief Executive Officer
30th November 2016
- Director - Operational Services
11th September 2014



MANAGEMENT TEAM

As part of our commitment to corporate excellence, the organisational structure of Council has been reviewed and developed to encourage the organisation to better deliver improved efficiencies and to be totally accountable.

The management team comprises the following as at June 2014:

SENIOR EXECUTIVE



Mark McShane
Chief Executive Officer



Grant Humphries
Director
Corporate Services



Daryl Sexton
Director
Operational Services



Barbara Cernovskis
Manager Community
Services & Development



Tracy Tzioutziouklaris
Strategic Project Officer



Stacey Holder
Manager Human
Resources



Michael McCarthy
Governance Officer



Lynne Dowling
Team Leader
Executive Support

MANAGEMENT TEAM

DIVISIONAL MANAGERS



Daryl Morgan
Engineering Manager



Gary Button
Finance Manager



Vicki Hutchinson
Library Manager



Michael Silvy
Manager Regulatory
Services



Chris Mustart
Works Manager



HUMAN RESOURCES

The City of Mount Gambier’s Human Resources Strategy aims to support Council’s strategic objectives by encapsulating the personnel elements of our Strategic and Corporate Plan. The strategy was implemented in 2012 with a view to building the capacity of our people to work within a strategic framework with a high level of engagement, motivation, and commitment to success.

Because people ultimately determine our effectiveness, Council has focused on:

- Having the right people to achieve outcomes (recruitment/retention);
- A workforce with the skills to achieve these outcomes (training needs analysis/job role audit/appraisals);
- Employee understanding and demonstration of positive and appropriate behaviours (code of conduct, recognition/reward, organisation culture), and;
- Personnel being developed appropriately (performance evaluation/training/personal development).

TRAINING

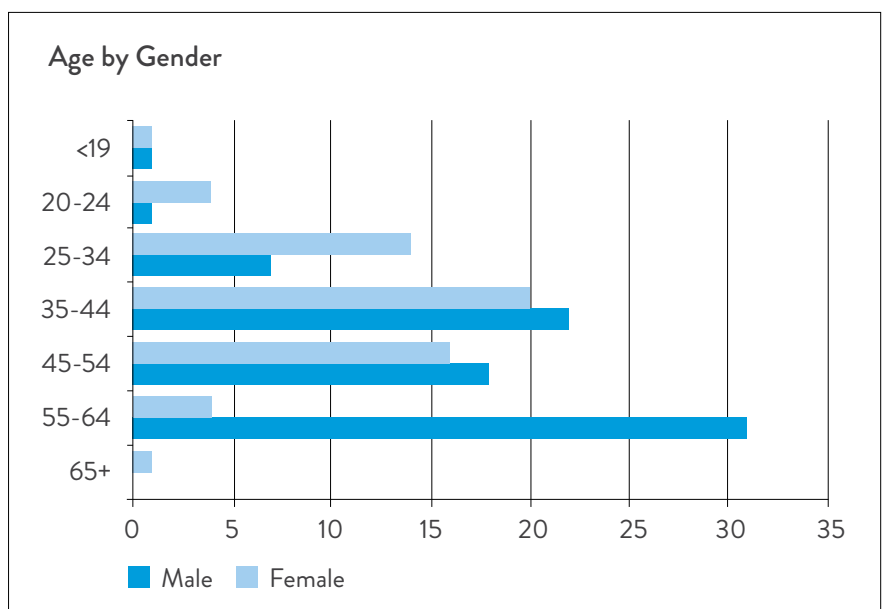
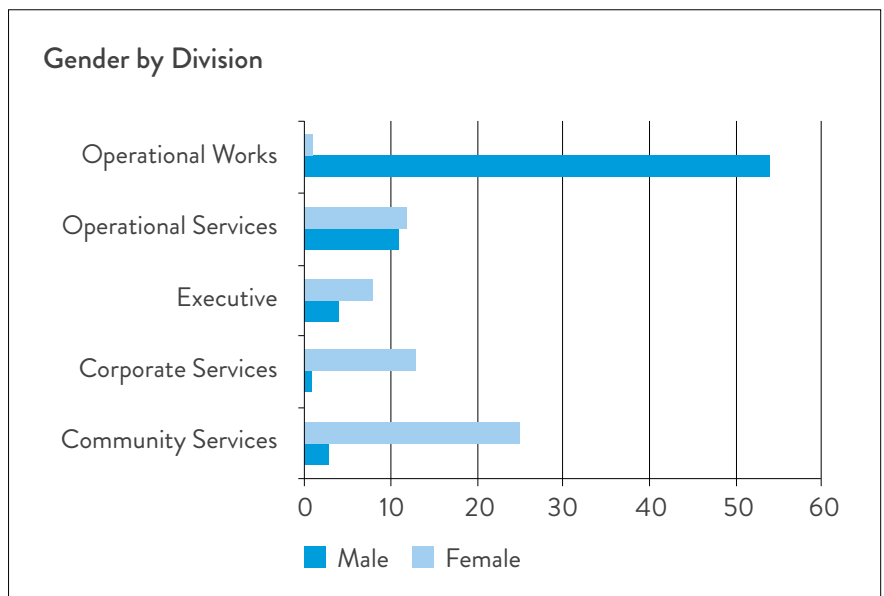
Council understands that for employees to effectively contribute to a safe and efficient work environment they must have the appropriate level of knowledge and skills to do so. To this end our commitment to employee training and development begins at induction and continues throughout the working life of an employee.

Council’s training plan is the foundation of our training management process. It defines objectives, sets priorities, plans

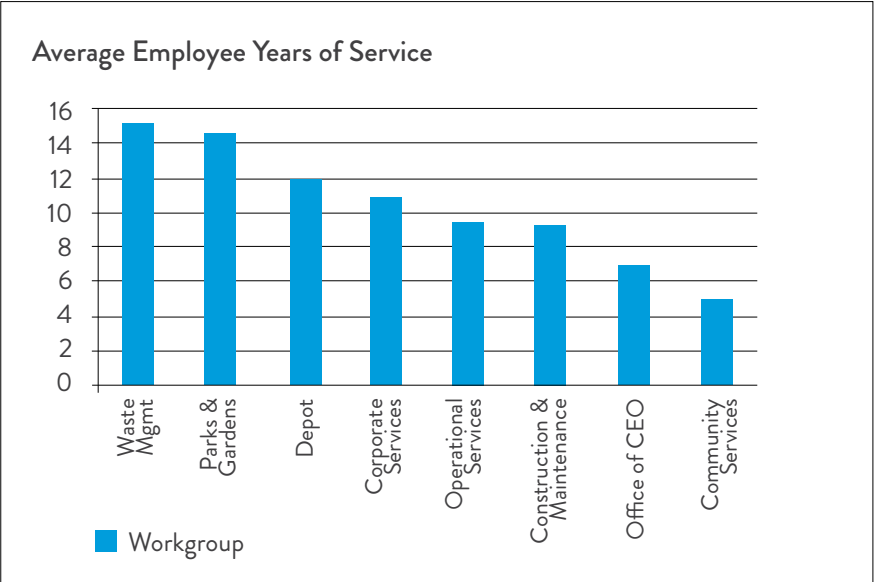
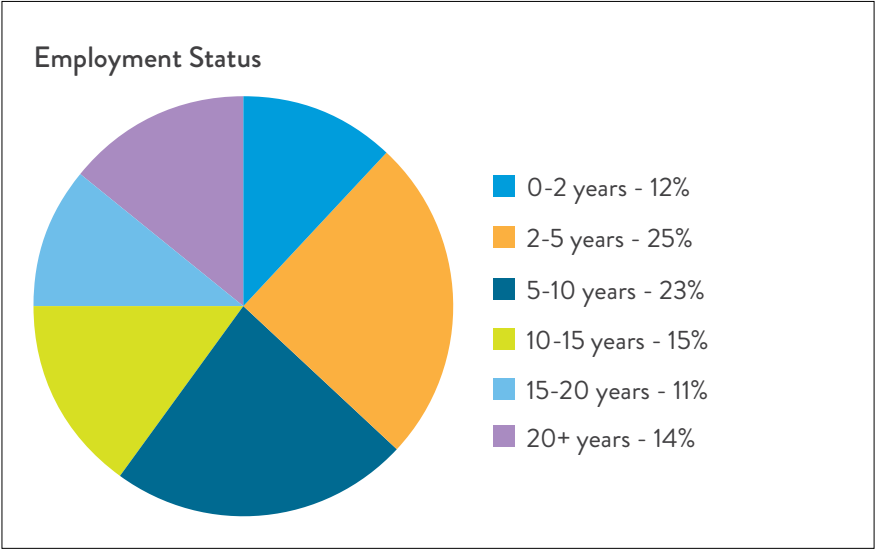
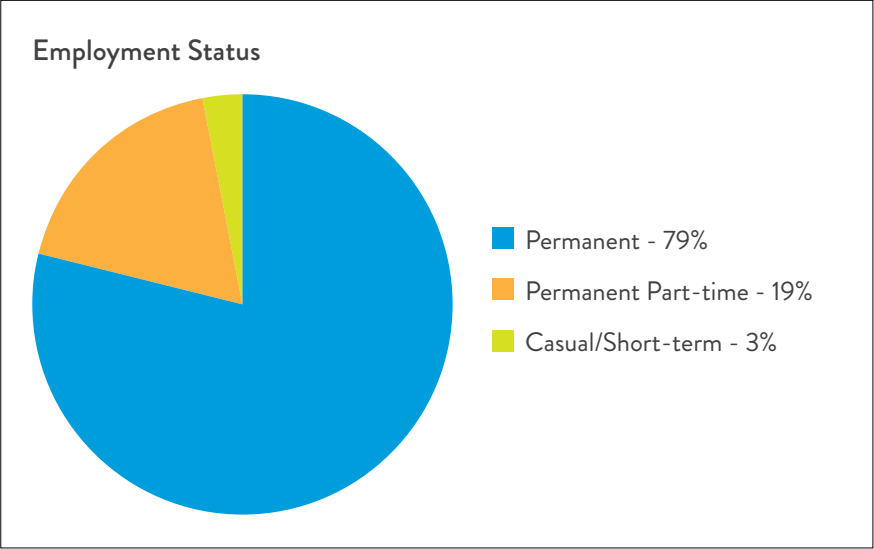
resource allocations, ensures training funds are allocated appropriately, and evaluates the effectiveness of training programs. It is the guiding document providing direction for planning training activities and managing training resources. The plan is managed and developed in accordance with our strategic

business plans to provide for a skilled and competent workforce tailored to meeting Council’s strategic goals. It provides the primary reference document to define training budgets and project current and future training needs.

CURRENT EMPLOYEE PROFILE

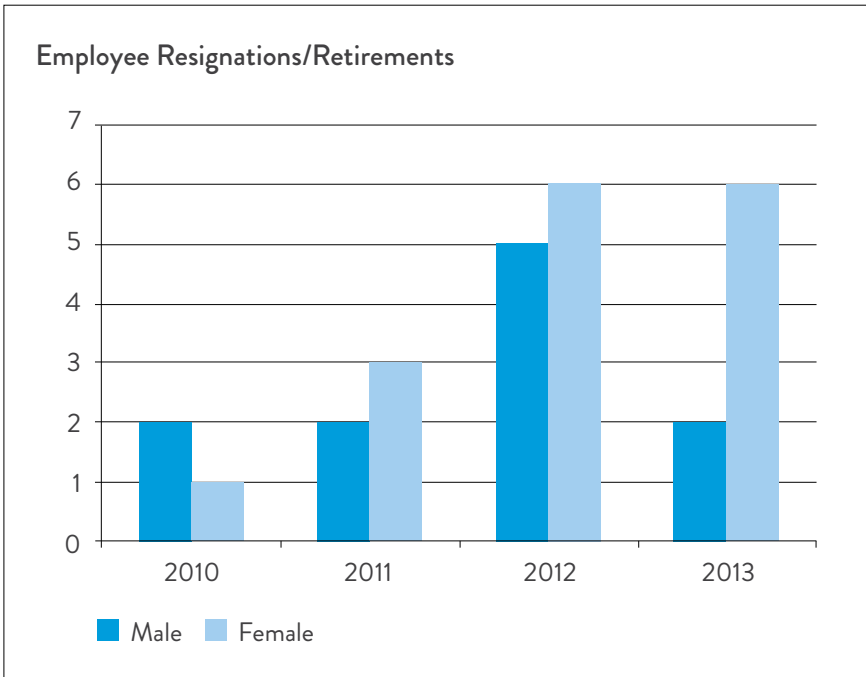


HUMAN RESOURCES



HUMAN RESOURCES

CURRENT EMPLOYEE PROFILE *cont.*



WORK HEALTH AND SAFETY

The City of Mount Gambier's Work Health & Safety (WHS) Risk Management Plan aims to align effective risk management practices in the areas of work health and safety across the organisation within a common framework. The plan provides direction for Council to effectively manage WHS risk with the direct benefit of reducing insurance and associated claims costs, meeting legislative requirements and effectively managing the resources of Council.

This plan supports the strategic objectives of Council and the Local Government Association's Workers Compensation Scheme through a calculated approach to WHS risk management in the current organisational context. Council's WHS Risk Management Plan (containing specific WHS programs) allows the City of Mount Gambier to identify key deficiency areas and

measure the success of systematic targets designed to improve performance and provide effective solutions, within the scope of what is reasonably practicable.

Council works with the Local Government Association Workers Compensation Scheme to define key work health and safety priority programs based on deficiencies identified in KPI audits and WorkCover evaluation visits/audits. The objectives and measures set for Council's priority programs ensure WorkCover's Performance Standards for Self Insurers and WHS compliance are met.

Council's Work Health and Safety Committee comprises management and employee representatives and monitors performance against the plan. In 2012 Council also implemented a Senior Management Team structure to drive and implement the improved work health and management system across the organisation.

Council's priority programs for 2012-2015 are:

1. Development and Administration of WHS Management Systems;
2. Hazard Identification, Assessment & Control;
3. Document Control and Record Management Systems; and
4. Training Systems.

EQUAL EMPLOYMENT OPPORTUNITY

Council is committed to the provision of a work environment free of discrimination, bullying, victimisation and harassment and to ensuring that all people are given fair opportunity and treatment in recruitment and employment.

This means that recruitment, selection, appointment, promotion, training and advancement decision are all made based on the merit of the applicant. Assessment of that merit is based fairly on factors such as experience, skills, qualifications and relevant attributes and Council will not discriminate on the grounds of irrelevant personal characteristics.

Council's HR Strategy demonstrates commitment to EEO and workplace diversity in 2012-2013 through the following actions:

- Continue to monitor recruitment procedures to ensure fair, transparent and merit based recruitment and selection processes;
- Promote employee rights, equity and social responsibility by providing flexible work practices designed to best meet organisational and employee needs;

- Review and update EEO policy and integrate principles and practices of equity in all areas of HR policy, practice and programs;
- Develop and implement policy and programs which improve employment opportunities, career development and job satisfaction for employees;
- Promote equal opportunity for all employees through HR activities within recruitment and selection;
- Ensure EEO contact person is trained appropriately;
- Encourage employees to raise equal opportunity issues or grievances;
- Recruitment practices recognise Council's commitment to workplace diversity;
- Commitment to workplace diversity to be embedded in recruitment policy and procedure;
- Develop workplace diversity statement incorporating EEO principles and legislation, and recognising the value of individual differences in the workplace;
- Encourage employees to raise equal opportunity issues or grievances;

- Promote EEO policy to all employees; and
- Promote the role of the EO Contact Officer at staff meetings and via other mediums including email and staff noticeboards.

Council Policy clearly defines discrimination, bullying and harassment and ensures that staff, prospective employees and customers are treated fairly, equitably and consistently. Council's HR Strategy demonstrates commitment to the prevention of discrimination, bullying and harassment in 2012-2013 through the following actions:

- Implement training and development activities to ensure all employees are able to define behaviours that constitute discrimination, bullying and harassment.
- Review policies, procedures and systems to ensure timely and fair resolution of grievances and allegations relating to discrimination, bullying and harassment.
- Implement procedures and systems to address perceptions of discrimination and harassment.

TEAM	MALES	FEMALES	TOTAL
Office of the CEO	5	11	16
Corporate Services	1	12	13
Community Services	3	26	29
Operational Services	11	11	22
Operational Services - Works	53	1	54
Totals	73	61	134
Percentages	54.5%	45.5%	100%

Total Number Employees: 134
 Full Time Equivalents: 120.88
 (all as at 30th June 2013)

CORPORATE STATEMENT

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OUR
view

COUNCIL'S FINANCIAL PERFORMANCE - LG GRANTS COMMISSION DATA

LOCAL GOVERNMENT GRANTS COMMISSION

The South Australian Local Government Grants Commission is an independent statutory authority established under the South Australian Local Government Grants Commission Act 1992. The three members are appointed on a part-time basis by the Governor.

The South Australian Local Government Grants Commission makes recommendations to the Minister for State/Local Government Relations for the distribution of Commonwealth financial assistance grants.

Grants for local governing authorities in South Australia are distributed in accordance with National Principles set by the Commonwealth Local Government (Financial Assistance) Act 1995.

All funds allocated by the Commonwealth are distributed to Councils. All of the Commission's costs are met by the State Government.

Grants distributed should compensate Councils for differences in the costs of providing services and in differences in their revenue raising capacity.

Equalisation refers to the financial capacity of the Council, it does not mean that the level of service must be equal.

Councils may choose to have higher or lower levels of service according to their own priorities.

The Commission aims to equalise their financial capacity to provide a similar level of service to their communities.

The Grants are untied and may be spent according to community priorities.

Pursuant to the Local Government Act all South Australian Councils are required to submit an annual information return along with their audited annual financial statements to the Commission.

From this information the South Australian Local Government Grants Commission prepares and distributes a range of comparative data on each Council, commonly referred to the Grants Commission "data base" reports.

Relevant data from the Grants Commission reports has been extracted and assembled in the following formats;

- In 'Comparative' format – with other similarly classified South Australian Councils, under four (4) major headings;
 - Financial Comparison
 - Expenditure Comparison
 - Revenue Comparison
 - Rates Comparison
- In 'Time Series' format – key financial data relative to the City of Mount Gambier for the past four (4) financial years. The Time Series' reports have been arranged under the following headings;
 - Employee/Operating
 - Assets
 - Financial
 - Rating

The most recent data provided by the Grants Commission is for the 2012/13 financial year.



COUNCIL'S FINANCIAL PERFORMANCE - LG GRANTS COMMISSION DATA

SA Local Government Grants Commission database reports 2012/2013

FINANCIAL COMPARISON

Council	Total Assets (\$'000)	Total Liabilities (\$'000)	Total Equity (\$'000)	Total Financial Assets (\$'000)	Net Financial Liabilities (\$'000)	Operating Surplus Ratio (%)	Net Financial Liabilities Ratio (%)	Asset Sustainability Ratio (%)
Alexandrina	387,485	37,159	350,326	7,776	29,383	0	84	33
Barossa	304,307	26,601	277,706	13,451	13,150	1	43	35
Gawler	207,338	17,504	189,834	6,210	11,294	(1)	53	18
Mount Gambier	196,123	7,070	189,053	2,072	4,998	2	23	85
Murray Bridge	244,015	15,896	228,120	6,888	9,008	(8)	30	24
Port Augusta	203,164	27,352	175,812	8,789	18,563	(31)	60	31
Port Lincoln	155,136	4,419	150,717	5,870	(1,451)	3	(10)	29
Victor Harbor	245,026	18,247	226,779	4,450	13,797	1	67	48
Whyalla	228,827	6,798	222,030	4,173	2,625	1	11	77

EXPENDITURE COMPARISON

Council	Estimated Resident Population as 30 June 2013	Employee Costs (\$'000)	Materials, Contracts & Other Expenses (\$'000)	Finance Costs (\$'000)	Depreciation, Amortisation & Impairment (\$'000)	Total Operating Expenses (\$'000)	Operating Surplus/(Deficit) (\$'000)
Alexandrina	24,824	11,565	14,104	1,524	8,424	35,619	54
Barossa	22,808	10,033	13,052	1,362	6,529	30,979	148
Gawler	21,590	8,393	8,929	901	3,397	21,653	(119)
Mount Gambier	26,092	8,318	7,837	336	5,662	22,153	299
Murray Bridge	20,579	12,411	11,435	687	6,811	31,344	(1,434)
Port Augusta	14,605	15,390	13,907	981	5,020	35,298	(4,363)
Port Lincoln	14,732	3,203	8,610	0	2,730	14,543	314
Victor Harbor	14,639	7,212	7,558	948	4,984	20,702	110
Whyalla	22,562	8,426	11,035	135	5,980	25,576	91

COUNCIL'S FINANCIAL PERFORMANCE - LG GRANTS COMMISSION DATA

REVENUE COMPARISON

Council	Total Rates (\$'000)	Statutory Charges (\$'000)	User Charges (\$'000)	Grants Subsidies & Contributions (\$'000)	Investment Income (\$'000)	Reimbursements (%)	Other Revenues (%)	Total Operating Revenue (%)
Alexandrina	29,121	788	1,451	3,081	118	402	596	35,673
Barossa	23,985	499	2,281	2,682	399	576	705	31,127
Gawler	16,037	651	1,587	2,390	122	398	108	21,534
Mount Gambier	15,772	357	3,393	2,232	31	191	476	22,452
Murray Bridge	17,755	523	2,088	8,398	133	181	561	29,910
Port Augusta	14,199	238	4,280	10,301	250	415	1,252	30,935
Port Lincoln	10,363	255	755	1,818	221	415	1,030	14,857
Victor Harbor	16,160	418	2,063	1,270	218	391	280	20,812
Whyalla	15,517	494	3,234	5,072	121	103	1,126	25,667

RATES COMPARISON

Council	Estimated Resident Population 30th June 2013	Number Of Rateable Properties January 2013	Capital Value January 2013 (\$Mil)	Total Rates (\$'000)	Number of Rateable Residential Properties as at January 2012	Total Residential Rates (\$'000)	Total Residential Rates per rateable residential property (\$)
Alexandrina	24,824	18,080	6,275	29,121	11,672	19,334	1,656
Barossa	22,808	12,373	4,319	23,985	7,948	11,747	1,478
Gawler	21,590	10,413	3,018	16,037	8,243	12,088	1,466
Mount Gambier	26,092	14,037	3,127	15,772	11,317	11,688	1,033
Murray Bridge	20,579	11,543	2,681	17,755	7,501	10,276	1,370
Port Augusta	14,605	7,516	1,625	14,199	6,228	8,599	1,381
Port Lincoln	14,732	8,377	2,336	10,363	6,323	7,820	1,237
Victor Harbor	14,639	10,626	3,675	16,160	7,575	12,394	1,636
Whyalla	22,562	12,049	2,357	15,517	10,545	12,539	1,126

COUNCIL'S FINANCIAL PERFORMANCE - LG GRANTS COMMISSION DATA

Local Government Grants Commission Database Time Series Reports

EMPLOYEE / OPERATING

Year	Employees FTE	Employee Costs	Operating Expenditure	Operating Revenue	Operating Surplus / (Deficit)
2009/10	107	6,610,000	18,459,000	18,733,000	274,000
2010/11	110	7,286,000	20,742,000	19,632,000	(1,110,000)
2011/12	112	7,983,000	23,038,000	22,455,000	(583,000)
2012/13	116	8,318,000	22,153,000	22,452,000	299,000

ASSETS

Year	Cash / Cash Equivalent	Other Receivables	Inventories	Land	Buildings	Infrastructure	Plant, Equipment	Other Assets	Total Assets
2009/10	9,696,000	1,638,000	44,000	28,012,000	53,120,000	43,618,000	4,842,000	1,406,000	142,376,000
2010/11	8,298,000	2,520,000	35,000	28,363,000	56,215,000	45,263,000	4,704,000	2,425,000	135,289,000
2011/12	981,000	1,470,000	47,000	41,026,000	112,109,000	56,625,000	4,840,000	2,946,000	220,044,000
2012/13	675,000	1,397,000	40,000	41,188,000	87,340,000	58,186,000	4,627,000	2,670,000	196,123,000

FINANCIAL

Year	Total Liabilities	Total Financial Assets	Net Financial Liabilities	Total Equity	% Operating Surplus Ratio	Net Financial Liability Ratio %	Asset Sustainability Ratio %
2009/10	9,059,000	11,334,000	(2,275,000)	133,317,000	2	(12)	55
2010/11	12,534,000	10,818,000	1,716,000	135,289,000	(8)	9	51
2011/12	8,432,000	2,451,000	5,981,000	211,612,000	(4)	27	52
2012/13	7,070,000	2,072,000	4,998,000	189,053,000	2	23	85

RATING

Year	Estimated Population	Rateable Properties	Capital Value of Rateable Properties	Total Rates	No. of Residential Properties	Total Residential Rates	Total Res Rates per Property
2009/10	26,128	13,441	2,879,000	12,689,000	10,760	9,206,000	856
2010/11	26,206	13,801	3,171,000	13,872,000	11,276	10,157,000	901
2011/12	25,911	13,937	3,209,000	14,881,000	11,276	11,474,000	1,018
2012/13	26,092	14,037	3,127,000	15,772,000	11,317	11,688,000	1,033

2013/14 RATING AND VALUATION SUMMARY

RATING COMPONENT	2012/2013	2013/2014
1 FIXED CHARGE	\$516.40	\$544.80
Amount Total Collection	\$6,950,744	\$7,378,226
% of Total Rates	45%	\$45%
2 DIFFERENTIAL RATES		
Residential	.19945	.21167
Commercial - Shop	.5385 (+ 170%)	.57151 (+170%)
Commercial - Office	.5385 (+ 170%)	.57151 (+170%)
Commercial - Other	.5385 (+ 170%)	.57151 (+170%)
Industry - Light	.5385 (+ 170%)	.57151 (+170%)
Industry - Other	.5385 (+ 170%)	.57151 (+170%)
Primary Production	.19945	.21167
Vacant Land	.5385 (+ 170%)	.57151 (+170%)
Other	.19945	.21167
3 VALUATION		
Rateable Land	\$3,139,059,180	\$3,167,914,030
Non Rateable Land	\$177,104,360	\$199,262,010
All Land	\$3,316,162,540	\$3,367,176,040
4 RATE REVENUE		
Gross General Rates	\$15,450,000	\$16,396,000
% Increase on Previous Year	6.9%	6.1%
5 SEPARATE RATE		
Catchment Board Contribution	\$533,000	544,445
Catchment/NRM Levy	\$39.80	\$40.60
6 AVERAGE RESIDENTIAL RATES CALCULATIONS (GROWTH EXCLUDED)		
Average Residential Rates	\$927	\$984
Average dollar increase	\$23	\$57
Average Percentage Increase	2.5%	6.1%

2013/14 RATING AND VALUATION SUMMARY

7 Valuation comparison

Land Use Category	2012/2013		2013/2014		% Increase
	Properties	Assessed Value \$	Properties	Assessed Value \$	
1 Residential	11,693	2,410,824,455	11,782	2,456,321,080	1.88%
2 Commercial	986	488,945,087	1026	471,547,185	-3.55%
3 Industry	223	115,988,142	222	115,131,058	-0.73%
4 Primary Production	56	23,140,500	66	24,451,511	5.66%
5 Vacant Land	482	55,776,896	430	55,937,396	0.38%
6 Other	59	44,383,100	58	44,525,800	0.32%
TOTALS	13,499	3,139,058,180	13,584	3,167,914,030	0.92%

8 Rating comparison

Land Use Category	2012/2013			2013/2014			% Increase
	Fixed Charge	Differential Rates	Total Rates	Fixed Charge	Differential Rates	Total Rates	
1 Residential	6,035,167	4,807,370	10,842,537	6,396,496	5,199,123	11,595,619	6.9%
2 Commercial	498,326	2,632,970	3,131,296	558,965	2,694,939	3,253,904	3.9%
3 Industry	113,092	624,597	737,689	120,946	657,986	778,932	5.5%
4 Primary Production	26,853	46,154	73,007	35,957	51,757	87,714	20.1%
5 Vacant Land	246,839	300,360	547,199	234,264	319,688	553,952	1.2%
6 Other	30,467	88,522	118,989	31,598	94,248	125,846	5.8%
TOTALS	6,950,744	8,499,973	15,450,717	7,378,226	9,017,741	16,395,967	6.1%

ELECTRONIC RATE PAYMENTS

Legislative amendments to the Local Government Act in 2001 resulted in the introduction of quarterly rate billing as a mandatory requirement for all Councils.

Since that time Council has been tracking statistics in terms of changes in cash flow but also in terms of the use of electronic payment facilities that are established to assist with the quarterly billing process and to provide ratepayers with more flexible payment methods.

CASH FLOW

Council continues to receive the largest proportion of rate revenue at the time of the first instalment (September) - for 2013/14 this was 34% of rate revenue compared to 35% the previous year and 51% prior to the introduction of the quarterly billing regime.

Although this figure has remained reasonably stable over past years, initial predictions were that this figure would decrease more than it currently has, meaning that a large number of ratepayers still prefer to pay their annual rate account up front, rather than by instalments.

PAYMENT STATISTICS

In addition to being able to pay in person or by post, the following revenue collection facilities are available for the convenience of ratepayers;

- interactive voice response (IVR) over telephone
- internet via Council secure site
- BPay (IVR and Internet) via your selected banking institution
- BPay View (Electronic Delivery of Rate Notices)
- Direct Debit
- Australia Post

Sixty three (63) percent of Council's total rate revenue collection is now collected via these facilities compared to fifty two (52) percent five years ago in the 2009/10 financial year.

Statistics - 2013/14

SERVICE	NO. OF PAYMENTS	\$ VALUE
IVR	1,791	579,154
Internet	1,249	481,575
BPay	29,484	6,623,399
Direct Bank Debits	2,245	247,137
Australia Post (from June 2009)	6,908	2,404,715
TOTAL	41,677	10,335,980

RESIDENTIAL RATES COMPARISON REPORT 2012/13

The Australian Classification of Local Governments (ACLG) categorises Councils using the population, population density and the proportion of the population that is classified as urban for the Council.

All Local Governments who receive general purpose financial assistance grants via Grants Commission are classified according to ACLG categories.

The above categories are defined as:

URS: Urban Regional Small

URM: Urban Regional Medium

UFS: Urban Fringe Small

The majority of other SA Councils are classified in "Rural" or "Urban" large (metro) categories.

SA Councils categorised as "urban" (regional or fringe) have been used in the table below for comparative purposes:

COUNCIL	ACLG	POPULATION (ERP)	TOTAL RATES \$	RATES AS % OF REVENUE	RES RATES/ RES PROP \$
Mount Gambier	URS	26,092	15,772	70	1,033
Murray Bridge	URS	20,579	17,755	59	1,370
Port Augusta	URS	14,605	14,199	46	1,381
Port Lincoln	URS	14,732	10,363	70	1,237
Victor Harbour	URS	14,639	16,160	78	1,636
Whyalla	URS	22,562	15,517	60	1,189
Mount Barker	URM	31,325	27,310	76	1,630
Alexandrina	UFS	24,824	29,121	82	1,656
Barossa	UFS	22,808	23,985	77	1,478
Gawler	UFS	21,590	16,037	74	1,466
State Average				70	1,308
URS/URM/UFS Average				69	1,408

*Source: SA Local Government Grants Commission database reports.

In 2012/13 the City of Mount Gambier residential rates per rateable property (\$1033) were 79% of the State average (\$1,308) or 21% below the State average.

In the previous financial year (2011/12) this figure was 85% of the State average or 15% below the State average.

BY-LAWS

Council has adopted the following By-laws:

By-law No. 1	Permits and Penalties
By-law No. 2	Local Government Land
By-law No. 3	Roads
By-law No. 4	Moveable Signs
By-law No. 5	Dogs
By-law No. 6	Taxi Regulation

These By-laws will expire on 1st January 2019, unless revoked or amended prior to that date.

LAND ACQUISITIONS

Council purchased land contained in Certificate of Title Volume 5946 Folio 670 located at 5 Wandaree Court for the purpose of constructing an open drainage reserve.

Council did not sell or otherwise dispose of any land during the 2013/14 Financial Year.

EMPLOYEE ENTITLEMENTS – PROVISIONS

Council's liability for employee entitlements is as follows:-

YEAR END	CURRENT \$'000			NON-CURRENT \$'000		
	ANNUAL LEAVE	LSL	TOTAL	ANNUAL LEAVE	LSL	TOTAL
2010	\$634	\$687	\$1,321	\$325	\$162	\$487
2011	\$987	\$749	\$1,736	NIL	\$251	\$251
2012	\$979	\$856	\$1,835	NIL	\$235	\$235
2013	\$811	\$911	\$1,722	NIL	\$257	\$257
2014	\$836	\$883	\$1,719	NIL	\$252	\$252

“Current” is defined as:

LSL assumes that all LSL falling due after 10 years service will be taken in the following 12 months.

AL all accrued annual leave is treated as current.

The average age of all employees is 44.06 years (male 45.52 and female 41.07).

The average years of service for all employees is 9.58 years (male 11.17 and female 6.65).

ENTERPRISE AGREEMENTS

Council's enterprise agreements for AWU and ASU employees will expire 31st December 2014. Negotiations for the new agreements commenced early in 2014 with all parties aiming to complete the process prior to Council entering caretaker mode in the lead-up to the November election.

Council is represented on the AWU negotiating team by Cr Smith, Cr Lee (proxy), and Director Operational Services, and on the ASU negotiating team by Cr Smith, Cr Lee (proxy), and Manager Human Resources.

Council and employee representatives obtained a range of independent advice and guidance regarding enterprise bargaining trends in the public and private sector including agreement length, improvement clauses, and employer of choice strategies.

Each of the parties tabled a range of matters for negotiation reflecting positive aspirations for both the employer and the employee. The Director – Operational Services and Manager Human Resources worked closely to ensure that, as much as possible, the two agreements were aligned.

The development of both agreements involved employee consultative groups meeting regularly with management over a period of five months and extensive consultation with the wider employee group and union representatives.

Management has negotiated a wage adjustment of 3.5% for each year of the three year agreements. In reaching the salary adjustments significant comparisons and reviews were conducted of local government workplace agreements in this region, other South Australian regional cities and Adelaide Councils.

Further consideration was given to national workplace adjustments and current and projected CPI movements. In summary the outcomes of both agreements were deemed to be fair and reasonable with a focus on change and productivity, stable, committed and focused workforce.

The new agreements demonstrate a significant emphasis on progressive cultural and operational changes while reinforcing improvements that have already been made. Much of the focus is on a stable, productive workforce with high skills levels and a commitment to delivering outcomes for the community. There is also a focus on driving Council's direction via strategic, corporate and business unit planning.

Both agreements commence 1st January 2015 and run for a period of three years.



WORKPLACE LOST TIME INJURY

Council has developed and encouraged a complete Work Health and Safety awareness for the benefit of employees and the organisation.

Council and employees have fully embraced the desire to provide a safe work environment and to meet legislative requirements.

As the following figures highlight, Council has generally maintained a consistently low incidence of workplace lost time injury (LTI) and lost time injury days (LTI days) and on average has a lower rate of injury claims than similar Councils.

In recognition of this and in acknowledgement of our commitment to injury prevention strategies, Council receives significant bonus payments from the LGA Workers Compensation Scheme.

City of Mount Gambier - Comparison with Group B Councils

YEAR END JUNE	FOR	NUMBER OF LTI'S	NUMBER OF LTI DAYS	NUMBER OF CLAIMS	DURATION RATE	FREQ. RATE	INCIDENT RATE	CLAIMS GREATER 5 DAYS
2008/09	Council	0	0	8	0.0	0.0	0.0	0
	Groups	5	88	15	16.4	16.9	3.4	3
2009/10	Council	2	20	13	10.0	9.9	2.0	2
	Groups	5	43	14	8.2	17.3	3.5	2
2010/11	Council	3	118	10	39.3	13.8	2.8	2
	Groups	6	49	13	8.9	18.5	3.7	3
2011/12	Council	1	1	14	1.0	4.5	0.9	0
	Groups	4	63	12	14.1	16.4	3.3	2
2012/13	Council	3	66	7	22.0	12.4	2.5	3
	Groups	4	79	10	18.1	16.1	3.2	2
2013/14	Council	2	15	13	3.0	20.8	4.2	1
	Groups	4	68	10	13.7	17.1	3.4	3

Group B Councils are those Councils with the number of employees (FTE) in the range of 100-199

Incident Rate = $(LTI \div \text{employees}) \times 100$ • Hours Worked = 500 per employee per quarter, or 2,000 per year •

Frequency Rate = $LTI \div (\text{hours worked}) \times 1,000,000$ • Duration Rate = $LTI \text{ days} \div LTI \cdot \text{Number of Claims}$ = all claims (that is primary and secondary claims reported during the period) • Lost Time Injuries as defined in Australian Standard 1885.1 = one complete shift or more of lost time, not cumulative

Note: figures depend on compensation reimbursement being claimed up to end of period.

INFORMATION TECHNOLOGY

LOCAL GOVERNMENT SOFTWARE

Council operates the 'Authority' enterprise Local Government software solution developed and maintained by Software vendor Civica Pty Ltd which is delivered via a Managed Service (Cloud) platform.

Council's relationship with Civica offers many significant benefits and advantages to help address challenges such as:

- significantly mitigating our IT related risk, especially in the case of a disaster;
- increasing our IT infrastructure performance;
- improving our ability to adopt new technology and keep our business applications current with regular updates;
- providing access to an acknowledged team of IT specialists and industry experts within the Local Government Sector;
- empowering staff to focus on our core business objectives
- enabling connectivity to our remote sites and ensuring our remote sites: Depot, Visitor Information Centre, Cemetery, Main Corner and Library are supported through Managed Services provision.

Civica's Managed Services also provides Council with assured application and service delivery and the day-to-day running of supporting processes and systems, to guaranteed levels and predictable costs.

Council has over the past year introduced some significantly improved practices:

- Implementation of 'Authority' Performance Manager Software - a strategic planning and reporting tool designed specifically for the needs of local government. Performance Manager will be used across the organisation integrating Strategic, Corporate and Business Plans and reporting in both financial and non-financial terms
- Implementation of 'Authority' Online Requisitioning designed to streamline Councils purchasing arrangements
- 'Authority' version upgrade (to latest version of the software)

Council also retains membership of the SA Civica 'Authority' User Group and actively contributes to a range of special interest groups established to drive the ongoing development of the various applications within the "Authority" software suite.

LIBRARY SOFTWARE

In September 2013 the Library joined the Statewide "One Card" Network, which utilizes the SirsiDynix "Symphony" library software solution. This Network now connects more than 130 public libraries across South Australia and enables Mount Gambier Library members to borrow and return items across the State with their current library card, with access to almost 5 million items.

The new service will also give members 24/7 access to an online catalogue where millions of books, DVDs and magazines in libraries across South Australia can be looked

up and reserved either from home or at the Library, to be delivered to their Library of choice.

The Library as part of the move to the "One Card" Network also moved 16,000 digital assets, with the majority being our Les Hill Photographic Collection, over to a digital asset management product called Portfolio. Portfolio utilizes OCR (optical character recognition) and harvests library-configurable metadata across a range of different asset types to deliver cross-collection results, now unlocking digital assets held in public libraries throughout South Australia. It also exposes our digital content to web services so that our digital resources will become available via the internet not just through our library catalogue.

All upgrades and management of the system, including help desk services are now provided by Public Library Services.

As a result of the move to the "One Card" Network, the Library also upgraded its computer reservation and print management system to a single solution, Monitor. This allows customers to utilise their library cards to book computers and manage all of their printing with the one system. To further enhance our public printing capabilities, the system also provides access to WebPrint, which enables anyone using a computer or mobile device, either within the library or at home, to send print jobs via the internet in a range of different file formats and then release them once they visit the library.

INFORMATION TECHNOLOGY

In late 2011 the Library implemented Evanced Solutions a suite of simple, cost-effective tools to help streamline library processes and better attract and engage the community we serve. Products include event calendaring and registration, meeting room booking and summer reading management.

Events - Customers have instant, online access to the library's programs and events. More than a Web calendar, Events is a full featured program/event management and planning utility with online registration options & outreach and public relations tools.

Room Reserve is a user-friendly, cost-effective room scheduling software designed to manage meeting and study rooms as well as the equipment in the library. Again a web-based application allowing customers the option of booking rooms from their homes up to 30 days in advance.

Summer Reader provides a new and easy way to manage summer and year-round reading programs and interest groups for patrons of all ages. Not only does Summer Reader help library staff manage in-house registration, it also offers an online registration self-service option for patrons. Other key features include reading and progress logging, prize management and distribution, drawings, and mediated reviews. Summer Reader also allows staff to easily collect and manipulate statistics and produce reports with only a few clicks.

In 2012 the Library also introduced eBooks and Magazines for library customers. Books and magazines are available instantly via download onto a variety of devices, providing 24/7 access to these collections. Our digital collections continue to grow in popularity with library customers.

MANAGED SERVICES

Council's local government 'Authority' Software solution has been managed in a hosted environment since 2007 and is delivered via internet/citrix from a Sydney based data centre.

Since 2010 all other corporate software solutions including mapping (Exponare), electronic document management (TRIM) and the MS Office suite of applications have also been established in the managed, cloud environment.

Council has long recognised information technology is critical to Council's operations and therefore managed services presents the best opportunity to ensure business continuity. Council's corporate systems can now be accessed from a variety of hardware devices from any location provided you have access to the internet.

Benefits in terms of risk management and disaster recovery cannot be matched by any in-house solution.

LOCAL AREA NETWORK

Council's local area network is maintained by local service provider, Green Triangle Electronics.

Council's local area network environment is progressively renewed over a four (4) year finance/rental cycle.

WEBSITE

www.mountgambier.sa.gov.au

Following a review of Council's website operations, consolidation of the two existing sites (Council and Tourism) and migration to a new content management system has commenced.

INFRASTRUCTURE STATEMENT

Infrastructure Works	60	Valley Lake Conservation Area	64
Boundary Roads	60	Carinya Gardens Cemetery	63
City Centre Urban Design & Traffic Management Plan	60	Aquatic Centre	64
Railway Lands	61		
Old Hospital	61		
Street Trees	62		
Bicycle Paths	63		



INFRASTRUCTURE WORKS

Council's continued commitment towards maintaining the road network to a high standard saw the reconstruction of various roads throughout the network. Around \$2M was spent on road infrastructure upgrades that involved projects such as:

- Road resealing works
- Road patching works
- Reconstruction of various sections of Commercial Street East
- Reconstruction of Goss Street
- Reconstruction of Elizabeth Street
- Reconstruction of sections of Fairlane Drive
- Reconstruction of Mahoney Avenue
- Reconstruction and widening of a section of Wireless Road East
- Reconstruction and widening of O'Leary Road

BOUNDARY ROADS

The City of Mount Gambier and the District Council of Grant have the joint responsibility for the management of the roads that form the boundary between the two Council areas.

In 2013/14 each Council contributed \$82,000 to the Boundary Roads Program. Also, as of 1 July 2010, due to boundary adjustments, substantial changes occurred to the

Boundary Roads. A number of new roads (that were formally the sole responsibility of the District Council of Grant) became Boundary Roads.

The Forward Roads Program for the Boundary Roads is now being based on condition rating and will result in a reduction in overall expenditure for the next five (5) year period and the annual contribution to the Boundary Roads Program has reduced from

\$125,00 from each Council to \$82,000, reflecting the generally good condition of the boundary roads network.

The work completed this year was the upgrade of Bishop Road from Penola Road to the eastern boundary of the Marketplace development.

CITY CENTRE URBAN DESIGN AND TRAFFIC MANAGEMENT PLAN

The City Centre Urban Design & Traffic Management Plan (prepared in 2007) provided a set of guidelines for future development of the urban realm in the CBD. Since 2008 the City of Mount Gambier has embarked on a number of urban upgrade projects including James Street, Engelbrecht Lane, the New Library plaza and the Main Corner.

In the 2013/2014 Financial year, Council continued on with the Commercial Street Urban renewal project which saw new paving and landscaping works being placed to the main street between Wehl Street and Crouch Street.

This project has revitalised the City Centre and compliments previous Urban renewal projects such as the Main corner and Library Plaza areas.

RAILWAY LANDS

The Railway Lands redevelopment project has been on Council's agenda for over 10 years and since Council took formal ownership of the land from State Government in May 2005, detail design and analysis has intensified. A number of consultants have been used to develop the Master Plan over the last seven years with the final design being predominantly created internally by the City of Mount Gambier design team.

The Master Plan for the Railway Lands site (4.0 Ha site stretching between Wehl St South to Bay Rd) is based on an open green space and parklands theme and is designed to offset the urban density of the adjacent City Centre, and will assist with balancing the carbon footprint of city development. The Master Plan also provides the flexibility to allow for the possible future development of other elements

within the parcel of land associated with other land uses (if so desired by the community at a later date) and is in line with Council's sustainability principles, being;

- A need to conserve and reduce the quantity of water use and improve the quality of water entering our groundwater and lakes system.
- Protect and where necessary, enhance the natural and built environment.

The major features of the Master Plan focus on open spaced parklands / gardens that are of high quality, ensuring the space becomes attractive and stimulating and that it adds to the environmental fabric of Mount Gambier.

In mid 2012 Council was successful in gaining \$1m in State Government funding (of which Council has matched) through the 'Places for

People' program allowing Stage One to be achieved. This work commenced in late 2013 with site remediation, the shared path and basic landscaping. In early 2014, Council was again successful under the 'Places for People' program adding another \$1m plus Council's \$1m contribution to the overall project.

With in excess of \$4m to spend on the project Council is able to realise the vision of Stages 1 and 2 of the project including completion of the landscaping, wetlands and nature play space. Also including in the works is the refurbishment of the Former Signal Box, extension of the existing platform and the creation of a large paved central plaza area with feature palm avenue. Completion of the project is expected in early 2015.

OLD HOSPITAL

Since its acquisition by Council in 2011 the former Mount Gambier Hospital site has undergone a number of internal feasibility studies to determine the best future development options for Council to consider.

Following an exhaustive process, including intensive community consultation, the Council in mid 2012 resolved to carry out total demolition of all buildings and subsequent site remediation allowing the area to be returned to park lands.

Demolition was carried out and completed in January 2014 by an Adelaide based company following an exhaustive tender process. The demolition included the retention of the Former Laundry building to be used as a feature shade structure within the park.

Permanent bracing works, structural repairs and refurbishment works on the Former Laundry are due to be completed by the end of 2014 so that it can be used by the public for various purposes.

STREET TREES

COMMON NAME	BOTANICAL NAME	STREET NAME	OVERHEAD POWER LINES	TREES BEING RETAINED	PROPOSED REMOVALS	PROPOSED PLANTINGS	NET GAIN
Crimson Spire Cherryplum	<i>Prunus cerasifera</i> 'Oakville Crimson Spire'	Lake Terrace East (South Side)	NO	0	1	38	37
Flowering Ash	<i>Fraxinus ornus</i> 'Meczek"	Henty Street (East Side)	YES	0	0	21	21
Flowering Ash	<i>Fraxinus ornus</i> 'Meczek"	Kielpa Street	YES	0	1	15	14
Gawler Hybrid Bottlebrush	<i>Callistemon viminalis</i> 'Harkness'	Morgan Street (West Side)	YES	0	0	15	15
Gawler Hybrid Bottlebrush	<i>Callistemon viminalis</i> 'Harkness'	Cunningham Street (West Side)	YES	0	3	25	22
Gawler Hybrid Bottlebrush	<i>Callistemon viminalis</i> 'Harkness'	Bodey Street (North Side)	YES	0	2	10	8
Greenvase Japanese Elm	<i>Zelkova serrata</i> 'Greenvase'	Stafford Street (East Side)	NO	0	0	20	20
Greenvase Japanese Elm	<i>Zelkova serrata</i> 'Greenvase'	Calula Drive	NO	0	0	62	62
Purple Leaf Cherryplum	<i>Prunus cerasifera</i> 'Nigra'	Lake Terrace East (North Side)	YES	0	7	35	28
Purple Leaf Cherryplum	<i>Prunus cerasifera</i> 'Nigra'	Stafford Street (West Side)	YES	3	0	23	23
Southworth Dancer Pear	<i>Pyrus betufoia</i> 'Southworth Dancer'	Murndal Court	NO	0	0	19	19
Yellow Gum	<i>Eucalyptus leucoxylon</i> var. <i>Megalocarpa</i> 'Rosea'	Morgan Street (East Side)	NO	0	0	15	15
Yellow Gum	<i>Eucalyptus leucoxylon</i> var. <i>Megalocarpa</i> 'Rosea'	Cunningham Street (East Side)	NO	2	2	12	10
Yellow Gum	<i>Eucalyptus leucoxylon</i> var. <i>Megalocarpa</i> 'Rosea'	Bodey Street (South Side)	NO	0	1	10	9
			TOTAL	5	17	320	303

BICYCLE PATHS

As part of Council’s continued commitment towards alternative modes of transport, bicycle paths were installed on the following roads:

- Crouch St North and Crouch St South
- Sturt Street
- Wireless Rd East
- Suttontown Road

Council also constructed a number of off road paths at the follow locations:

- Ash Crt to Heaver Dr
- Crouch St North (North Tce to Boomerang Ave)
- Crouch St South (Griffiths St to Boandik Tce)

This work is an extension of the established bicycle network previously established throughout the city.

VALLEY LAKE CONSERVATION AREA

A series of upgrade activities within the Valley Lake Conservation Area were instigated in 2013 by members of the Lions Club and Council Staff. Works included;

- Demolition of part of an existing lookout and salvaging the materials for re-use;
- Construction of a new lookout using the salvaged materials;

- Re-decking of the main boardwalk over the pond;
- Installation of irrigation system to one of the fauna enclosures;
- Pathway repairs, weed control and widening of one of the small timber bridges;
- Spreading mulch to landscaped areas and front entry garden

Council designed and built a new feature entrance to the Area with members of the Lions Club providing labour to assist in the construction of the dolomite feature walls, modifications to the existing shelter and building the timber feature fence.

CARINYA GARDENS CEMETERY

There were 336 services conducted at Carinya Gardens Cemetery during the 2013-14 year, compared with 394 for the same period in the previous year.

The Trust conducted 111 burial services at Carinya Gardens Cemetery in 2013-14, compared with 108 for the same period in the previous year.

During 2013-14, the Trust conducted 225 cremations, compared to 286 for the same period in the previous year.



AQUATIC CENTRE

The Management of the Centre was undertaken by Innovative Leisure Management (ILM), the fourth year of a five year contract. The Principal of ILM is Mr Peter Collins, the Centre Manager for the previous two management organisations. The Centre continues to be well maintained and well presented.

The Centre again completed a very intensive learn to swim program and school program, with very high numbers being achieved in these two key user groups, with programs reaching saturation point with respect to enrolments.

Independent audits at the facility continue to realise very good reports that provide confidence to Council and the community that the Centre is very well maintained and operated.

At the end of the 2012/13 swimming season the existing saw dust fired boiler was removed to make way for a new state of the art biomass unit. The new boiler performed very well during its first season of operation. Water temperatures were maintained at a consistently high temperature although the fuel source has now changed from green sawdust to dry woodchip to maximize the heating capacity of the new boiler.

INDIVIDUAL ADMISSIONS

Swimming - Adult	3,488
Swimming - Child	6,446
Swimming - Spectator	480
Swimming - Pensioner	365
Swimming - Family	228
Aquavoucher Return - Pensioner	59
Swim School - Preschool	2,254
Swim School - School age	4,310
Swim School - Adult	41
Season Pass - Laps	5,998
Season Pass - Swimming Lessons	3,228
Lap Swimming	2,157
VacSwim	1,971
Carnivals - General	139
Carnivals - School	1,185
Education Department - Primary	14,919
Education Department - Jnr Primary	6,740
Aquavoucher Return - Adult	268
Aquavoucher Return - Child	251
Fitness (aqua aerobics)	817
Swim Club	725
School Groups	1,230
INDIVIDUAL TOTAL	
Royal Life Saving Society	93
HIRE GROUP TOTAL	
No Charge Spectator	10,437
Education Department - Teachers	1,019
COMPLIMENTARY TOTAL	
TOTAL ATTENDANCES	68,848

ENVIRONMENT STATEMENT

Environmental Sustainability	66	Blue Lake Management Committee	74
Environmental Health Division	69	Stormwater Management	74
Community Health Division	70	Waste Management	75
Planning Division	71	Graffiti Removal	75
Building Division	72	Crater Lakes	76
Heritage Committee	73	John Powell Reserve	76
Local Heritage Restoration Fund	73	Dog & Cat Management Plan 2013-2018	77
Strategic Bushfire Prevention Plan	74		

OUR

parkes



ENVIRONMENTAL SUSTAINABILITY

HIGHLIGHTS OF 2013-2014

ENVIRONMENTAL COMMITMENT AND THE NATURAL STEP FRAMEWORK

The City of Mount Gambier has a history of strong support for Environmental Sustainability. As a response to the importance of environmental sustainability, at the November 2007 Council meeting Council established an Environmental Sustainability Working Party (ESWP), to assist Council to achieve its environmental sustainability goals and objectives. The EWSP is now known as the Environmental Sustainability Sub-Committee (ESSC).

At the 20 May 2008 Council meeting, Council formerly adopted the Natural Step Framework, to be used as a planning tool to enable Council to integrate environmental and social considerations into strategic decisions as well as daily operations. Council has undertaken many environmental sustainability projects since the establishment of the ESWP and adoption of the Natural Step Framework.

City of Mount Gambier – Natural Step Sustainability Objectives

The 'system conditions' of the natural Step Framework are as follows.

To reduce and eventually eliminate the City of Mount Gambier's contribution to:

1. Putting substances into the environment that cannot be broken down quicker than they are contributed e.g. fossil fuel derived substances like greenhouse gas emissions and plastics.
2. Damaging the environment -

physically or by contributing substances that could damage the environment and/or people e.g. air, water or soil pollution.

3. Undermining the ability of people to meet their fundamental human needs* e.g. provide safe working and living conditions.

**As defined by Manfred Max-Neef (http://en.wikipedia.org/wiki/Fundamental_human_needs).*

For more information on the Natural Step see: <http://www.naturalstep.org/en/faq>

CHAT TOOL

Following on from the adoption and gradual implementation of the Natural Step Framework, City of Mount Gambier have developed a holistic decision making tool, which incorporates the Natural Step Framework and quadruple bottom line considerations. The tool is known as the "Comprehensive Holistic Assessment Tool", or "CHAT Tool" for short.

All major Council projects and programs are now assessed using the CHAT Tool. The tool consists of 20 questions that cover environmental, community, finance and governance factors. Projects and programs are rated according to their positive or negative impact on these factors. This results in a final score which indicates if the project or program is truly holistic, and hence valuable to pursue, or needs to be discarded or re-worked.

MOUNT GAMBIER AQUATIC CENTRE BIOMASS BOILER

In September 2013 Council installed a biomass boiler at the Mount Gambier Aquatic Centre. The City of Mount Gambier is the first Council in Australia to implement

such heating methods for their local pool. The biomass system runs on wood chips and is more cost effective compared to running a gas system. It supports the local economy through the sourcing of biomass feedstock from the forestry industry, and uses a carbon neutral fuel source – wood chips from local plantations that are regrown.

On the 7th of April 2014 the innovative project was awarded the 2014 South Australian Aquatic Innovation Award by Recreation SA. Recreation SA is the peak industry body for the aquatics, fitness and health, community recreation and outdoor sectors in South Australia.

Following the considerable interest shown by the community a simple case study on the project has been developed;

The Case Study is available on the "Environmental" section of the City of Mount Gambier website, located under "Energy".



ENVIRONMENTAL SUSTAINABILITY

ENVIRONMENT SUSTAINABILITY BUSINESS AWARD

Zero Waste and the City of Mount Gambier continued with the joint sponsorship of the Environment & Sustainability Award Category at the Chamber of Commerce awards held in September 2013. The award received numerous nominations with Café Melzar the 2013 winner. The Environment & Sustainability award category is a great way of showcasing the sustainability achievements of local leaders and to inspire the broader Mount Gambier business community.

WATER WEEK

During October 2013, the Department of Environment, Water and Natural Resources (DEWNR) and SA Water, together with the City of Mount Gambier, hosted a variety of community events to celebrate and highlight Water Week in a local context. There were free water-themed presentations for school children at the Main Corner, these included “Wastewater Treatment and Reuse” and “Water Cycle and Conservation”. To compliment the talks, one of the gross pollutant traps (GPT) in the Cave Gardens was cleaned out under the watchful eye of eager local school children, this was followed by a tour of the water sensitive urban design (WSUD) features of the Library car park.

The continued support for the free Carpathon Fishing Competition at the Valley Lakes was strong with approximately 70 participants registered. Each registered family was given a show bag which contained donated items and information from City of Mount

Gambier, OPAL, SA Water, Water for Good, and Fishcare.

During the week the library story time sessions included a Water Week theme and craft activities. A public session on “Water in the South East” was also held in the Main Corner. This was an interesting night of local information from a local expert.

SUSTAINABLE COMMUNITIES / TIDY TOWNS AWARDS

In 2013 Council participated in the KESAB Sustainable Communities program, resulting in the winning of the Environmental Sustainability Award by the local campus of TAFE SA. The Award was given in recognition of the great work that TAFE have been doing with their educational “Green Room”.

EARTH HOUR

In March 2014 the City of Mount Gambier again joined the fight against climate change by turning off the lights at major attractions around the city for Earth Hour 2014. As an active participant in Earth Hour, Council turned off lighting at Main Corner, City Hall, Vansittart Park, the Library, the Centenary Tower, and the Lady Nelson Brig for one hour. In addition, the library ran an Earth Hour theme for their story time sessions and made ‘Earth Hour’ candles during craft time.

TALKS FOR SCHOOLS & COMMUNITY GROUPS

City of Mount Gambier environmental sustainability staff delivered a number of talks and presentations to schools and community groups covering a wide variety of topics relating to environmental sustainability. The purpose of these talks is to encourage the community to

live more sustainably and talk about smarter ways to live in the 21st century. Always popular with primary schools was the talk using the model water catchment “Enviroscape”.

VALLEY LAKE CONSERVATION PARK

A comprehensive program of restoration work at the Valley Lake Conservation Park has improved habitat by establishing endemic flora and native vegetation, for the reintroduction of native fauna that have disappeared from the region. This has been a collaboration between a number of community groups, schools and agencies. Work that has been undertaken in the last twelve (12) months includes:

- Community planting days in involving Scouts, Girl Guides, Lions Club and general public.
- Lions Club installed and/or repaired numerous boardwalks within the Park.
- Commenced redevelopment of front entrance to the Park (contractor and Lions Club).
- Continuation of works program with Gordon Education Centre - revegetation, mulching, weeding general works around the park.
- Continuation of program for youth Correctional services - pathway maintenance and construction.
- Construction of viewing platform near Potoroo compound - purpose is to allow children to see animals better during feeding times.
- Continuation of association with Nature Glenelg Trust - plant propagation but also obtained

ENVIRONMENTAL SUSTAINABILITY

some funding to create a display garden within the park. It is a selected area that had bush sand deposited there over 10 yrs ago. It is suitable for native flowering bush plants that their conservation status are either rare, endangered or vulnerable.

EXPANSION OF PUBLIC BIKE FLEET

Thanks to the generosity of the Opal program the City of Mount Gambier was able to expand the public bike fleet. There are now eight free hire bikes in total, with three located at both the Lady Nelson Visitor Centre and the Main Corner, as well as two at the Mount Gambier Library. The bikes are free to anyone to borrow – locals or visitors. Give them a try today!

THE CITY OF MOUNT GAMBIER WASTE & RECYCLING ACTIVITIES

Council has undertaken a number of activities in the past 12 months designed to assist the community to reduce waste and do the right thing:

- Implemented the collection of cooking oil for recycling at the Mount Gambier Waste Transfer Centre.
- Put “What’s in/Out” stickers on all 26,000 rubbish and recycling kerbside bins.
- Delivered an educational waste collection calendar to all residences.
- Updated the What to Recycle Where Guide – An A-Z guide for product recycling or disposal.

- Waste and recycling talks at schools – with interactive activities.
- Clean outs of Gross Pollutant Traps in front of school groups, highlighting the litter that is caught by the traps.
- Clean up Australia Day.
- Environmental Month – Variety of environmental themed talks and workshops.

FRUIT & NUT TREES

In May 2014 Council put out an Expression of Interest to partner with local residents to plant fruit and nut trees in a local reserve. One of the requirements of the EOI was that local residents agreed to work with their neighbours to help look after the trees, including watering over summer, and make sure that the fruit and nuts get eaten. Residents from Dawn Court and Pettingill Lane both put together strong submissions to have fruit and nut trees planted in their local reserve.

On the 5th of July and 13th of July 30th 2014 local residents braved the inclement weather to participate in planting the fruit and nut trees in the two reserves. The selection of trees included lemons, limes, oranges, apples, almond and a selection of stone fruit.

Council hopes the project will lead to greater interaction between residents, promotion of fresh and healthy eating, and the benefits of growing food locally.

SMART LIVING COMMUNITY PROFILES

Sustainable living is smart living. Learn how to save money, improve your health and wellbeing, and tread lighter on our environment by learning from people in our community who are already doing it. Council environmental sustainability staff have compiled a number of inspiring stories that not only teach you how to live the life you want to, but will demonstrate that local people are already taking action ... and it's not that hard!

Smart Living profiles of local community members can be found on the “Environmental” section of the City of Mount Gambier website, located under “Sustainable Living”.

RIDE 2 WORK DAY

On Wednesday 16th October 2013 Council hosted a free community breakfast at the Main Corner for Ride 2 Work Day. Over 70 people dropped in throughout the morning to share breakfast and meet other riders. Mount Gambier is a very cycleable city, with almost the entire urban area being within 4-5km of the city centre by road (within 3km as the crow flies).



ENVIRONMENTAL HEALTH DIVISION

FOOD SAFETY

FOOD PREMISES INSPECTIONS

Council conducts regular inspections of food premises within the Council area. A food business is defined as being any business, enterprise or activity that involves the sale of food or handling of food intended for sale. In 2013/2014 Council conducted

401 food premises and stall inspections. Inspection frequency is based upon the type of business, the businesses client base and the history of compliance. Some foods require particular care to handle them safely; also some groups of people have greater susceptibility to food poisoning. Where an inspection reveals poor food safety practices, a follow up inspection is carried

out to assess compliance. Council can impose penalties for non-compliance, including expiation fees, notices and orders to restrict the operations of a food business. 2014 has seen the introduction of the new state wide Food Business Risk Classification system.

Administration of the Food Act 2001, During the Financial Year 2013/14

Routine inspections undertaken	263
Follow up inspections undertaken	125
Incident triggered inspections	13
Total number of inspections conducted under the Food Act 2001	401
Number of permanently operating premises routinely inspected under the Food Act 2001	279
Inspections conducted of temporary premises operating at local events (markets, festivals etc.)	92
Number of orders/notices issued under Food Act 2001	0
Number of expiation notices issued under Food Act 2001	0
Number of alleged food poisoning complaints received	21
Number of confirmed food poisoning cases received	5

FOOD SAFETY EDUCATION

Council takes a pro-active approach to food safety education, providing educational opportunities for local school students, community groups and businesses. SA Health food business and community group information packs are distributed during inspections and training courses. Council's successful partnership with TAFE SA has resulted in approximately 100 participants attending the nationally accredited food safety training courses held in Mount Gambier during the year. Council's Environmental Health Officers (EHO's) attend the training sessions to provide advice and to build relationships with food business owners and food handlers. These training sessions have also

been attended by volunteers of community groups involved in providing food for the public and by food industry job seekers. Council believes food safety education is important as it positively encourages compliance and breaks down the barriers between the EHO's and food handlers. In addition this ongoing partnership provides consistent training across the region.

Council also subscribes to the I'm Alert online food safety training, which is free when accessed via Council's website. A number of volunteer community groups have used the computer room in the Mount Gambier Library and completed the training as a group. A CD Rom of the I'm Alert Food Safety Training is also available from the Mount Gambier Library for

those food handlers who do not have access to the internet.

During food safety week in November 2013, a display was held with SA Health giveaways and information available to 6,737 Library visitors. A food safety display was also held at the Market Place with Environmental Officers available for questions from the public.

HEALTH PROMOTION AND COMMUNITY ENGAGEMENT

DISEASE PREVENTION

Council's authorised officers administer and regulate the South Australian (SA) Public Health Act 2011 and associated Regulations for disease prevention. This includes wastewater systems,

ENVIRONMENTAL HEALTH DIVISION

public swimming pools and spas, hairdressing, beauty and skin penetration premises, high risk manufactured water systems (Legionella) and domestic squalor. Public health web links, fact sheets and videos have been added to Council's web site for access by industry and community members. During the year the following complaint and scheduled inspections were conducted by authorised officers.

Administration of the SA Public Health Act 2011, during the Financial Year 2013/14

Public swimming pools and spas	25
Wastewater systems	11
Domestic squalor or rodent activity	26
Hair, beauty, skin penetration premises	4
High risk manufactured water systems	3
Other	2

COMMUNITY HEALTH DIVISION

The City of Mount Gambier is committed to encouraging and supporting residents to lead an active and healthy lifestyle and to have local access to high quality health services. The Community Health Division of Council supports the promotion of preventative and public health topics, supports the public immunisation program and provides a domestic sharps disposal program for residents.

IMMUNISATIONS

During the 2013/2014 financial year Council continued to support the South East Regional Community Health Service in the provision of the Public Immunisation Sessions. Council supports the provision of public immunisations to assist in maintaining appropriate immunisation rates and health within our community.

Public immunisation sessions are held twice a day on the second and fourth Wednesday of each month. The public immunisation sessions provide for the vaccination of children in accordance with the

Australian Immunisation Schedule and provide the opportunity for adults to be vaccinated under a user pay system.

DOMESTIC SHARPS DISPOSAL PROGRAM

The Domestic Sharps Disposal program that was introduced in 2004 provides the community of Mount Gambier with the opportunity to dispose of sharps in a responsible manner. With the ever increasing impact of chronic illness such as diabetes in the community and the home management of these conditions comes the need for a domestic sharps disposal program. Businesses and individuals are given advice about disposing of sharps responsibly and are able to obtain sharps containers from Council. A fibre board sharps container has been introduced to reduce cost for the user and plastic waste in our environment. Council arranges for the disposal of the sharps containers, so that they do not end up in general waste. Council has had 375 people register for this program since it

began in 2004 and the interest is still strong, with 79 sharps containers purchased over the past twelve months.

PUBLIC HEALTH PROMOTIONS

During April 2014 various promotional materials were distributed to promote women's health. Informational stickers and posters were displayed in women's public toilets in 10 different locations in the CBD. The promotional materials focused on the SA Cervix Screening Program as part of Pap Awareness Week and the 1800 RESPECT hotline for the National Sexual Assault, Domestic Family Violence Counselling Service. Resources provided to Council were displayed to help raise awareness in the community of these issues.

PLANNING DIVISION

LOCAL HERITAGE DEVELOPMENT PLAN AMENDMENT

Council has completed a review of the 1994 City of Mount Gambier Heritage Survey. Council has now commenced a Local Heritage Development Plan Amendment to incorporate the recommendation of the Heritage Survey into the Development Plan.

Council has appointed Jensen Planning, as the project consultants, who are now preparing the draft DPA on behalf of Council.

The Development Plan Amendment is currently awaiting authorisation from the Minister.

URBAN BOUNDARY ADJUSTMENT DEVELOPMENT PLAN AMENDMENT

The boundary adjustment process between the District Council of Grant and the City of Mount Gambier was completed by 1st July, 2010. The City of Mount Gambier is currently undertaking a Development Plan Amendment to:

- review the zoning and policies of all of the land to be transferred from the District Council of Grant to the City of Mount Gambier;
- consider and provide policies to implement the vision for the future direction of growth and development of the City of Mount Gambier;
- consider and develop policies to implement the recommendations as contained within the Greater Mount Gambier Master Plan February, 2008;
- adopt 'best planning practice' to promote current trends.

- adopt the format of the modules as contained within the Better Development Plan project; and
- review and update the envisaged forms of development within the Light Industry Zone;

The Development Plan Amendment is currently awaiting authorisation from the Minister.

GATEWAY PRECINCTS DEVELOPMENT PLAN AMENDMENT

The need for the Gateway Precincts DPA has evolved from the Greater Mount Gambier Master Plan (GMGMP) which was adopted on 28 February 2008. The GMGMP defined three 'gateway precincts' through which the majority of visitors enter Mount Gambier at the northern, western and eastern approaches. Based on the premise that creating a clear sense of 'arrival' strengthens the character of cities, the GMGMP recommended that detailed design frameworks be developed to enhance the visual amenity for visitors entering the city along the gateways.

The City of Mount Gambier is currently undertaking a Development Plan Amendment to:

- introducing new urban design principles relating to the Gateway Precincts in the Council-wide section;
- rezoning sections of the Deferred Urban (Northern Gateway) to the existing Rural Living Zone and to a new Commercial Zone;
- rezoning the primary industry land within the Western Gateway Precinct to a Rural Living Zone;
- amendments to the existing Rural Living Zone to introduce gateway principles;
- introduction of a new Commercial Zone; and
- introduction of a landscaping schedule for the Gateway Precincts.

The Development Plan Amendment is currently awaiting authorisation from the Minister.



BUILDING DIVISION

Throughout the last financial years periods of fluctuating construction industry activity Council's Building Division has continued to support local builders and professionals delivering its core range of services including;

- Building rules certification of proposed development;
- Onsite audit based inspection of construction activities;
- Approval of occupation of commercial premises;
- Project management of Council building construction works;

- Council building asset management activities;
- Maintenance of Asbestos and Essential Safety Provisions registers; and
- Contribution to Councils Building Fire Safety Committee;

These duties are carried out under a series of regulations and statutory instruments adopted under the Development Act 1993 including principally the National Construction Code (previously Building Code of Australia). During the 2013/2014 financial year the

legislative playing field has remained relatively stable in response to substantial amendments introduced in 2012/13 and in anticipation of wide ranging reforms to the Development Act which may be introduced in the not to distant future.

Council's building division has, throughout 2013/14 recorded statistics regarding the progression and state of the local construction industry as presented below;

	2013/14	2012/13	2011/12
Estimated Expenditure	\$46,225,552	\$31,961,666	\$93,180,204
Dwellings	112	75	104
Dwelling additions	15	29	25
Outbuildings	174	162	195
Commercial	29	46	40
Industrial	6	10	11
Signage	24	12	11
Wastewater	2	0	0
Other	56	43	58
TOTAL	418	377	444



HERITAGE COMMITTEE

The City of Mount Gambier Heritage Committee was established in 1991. The City of Mount Gambier Heritage Committee has an important role in advising Council on the development of policies to conserve and promote natural, built, cultural and indigenous heritage within the City of Mount Gambier. The City of Mount Gambier Heritage Committee has played an important role in a number of heritage related projects over the past twelve months.

The following projects are examples of achievements, in which the City of Mount Gambier Heritage Committee has been involved in:

- Heritage education and distribution of information to the public

- Advice to Council regarding appropriate Heritage Bollards/Walks

- Local Heritage Restoration Fund

The following are examples of projects, in which the City of Mount Gambier Heritage Committee may be involved with in the future:

- Applications for grants for heritage related projects
- Promotion of built and environmental heritage as a tourism asset
- Future stages of the Heritage Bollard/ Walk (significant localities)

The current members of the City of Mount Gambier Heritage Committee are:

- Mr Stephen Dunn
- Mrs Lynn Lowe
- Mr Fred Aslin
- Mr Robert Miles
- Cr Biddie Shearing
- Mr Richard Woods (South East Heritage Advisor)
- Mr Simon Wiseman - Secretary (Senior Planner - City of Mount Gambier)

Council continues to acknowledge the importance of 'heritage' to the City of Mount Gambier.

LOCAL HERITAGE RESTORATION FUND

In 2013/14 Council allocated \$20,000 as part of the 2013 Local Heritage Restoration Fund to nine (9) owners of Local Heritage Places within the City on the recommendation of Council's Heritage Committee.

The Local Heritage Restoration Fund was established by the City of Mount Gambier to assist owners of Local Heritage listed places to undertake conservation work such as painting, repairs, extensions, re-roofing of their buildings. The grants offered as part of the Local Heritage Restoration Fund are normally available each financial year, with all owners of Local Heritage buildings being formally advised as to when they can apply for possible funding

as part of the program.

The successful applicants are able to seek their approved grant from Council upon completion of the work.

At the previous request of the Heritage Committee, Council increased the value of the grant to a maximum of \$2,000 in certain circumstances to be able to provide better assistance to the owners of Local Heritage listed properties to undertake more urgent and significant maintenance projects on their properties.

2013/14 is the twelfth year that Council has offered grants as part of the Local Heritage Restoration Fund, with \$16,400 of the money

available, being shared amongst nine (9) applicants. This year Council's Heritage Committee, which considers all of the applications, had a strong field of applicants making for difficult choices. All the applicants that showed a proposed conservation of their Local heritage property were offered funding, which is a reflection of how important the conservation of the City's heritage is considered by Council.

STRATEGIC BUSHFIRE PREVENTION PLAN

The aim of the Strategic Bushfire Prevention Plan is:

- As far as practical prevent bushfires starting in or entering the City of Mount Gambier
- To protect life and reduce the impact of bushfires on land and properties throughout the City of Mount Gambier

- To provide community protection from bushfire whilst ensuring the proper land management principles are taken into account
- To educate the community in bushfire prevention
- The plan is regularly reviewed and Council consults regularly with the Metropolitan Fire Service on fire related issues

The plan identifies works that Council should undertake to minimise risk of bushfire in the Council area.

BLUE LAKE MANAGEMENT COMMITTEE

Council has continued its long association with the Blue Lake Management Committee. This Committee is now a formal Committee of the South East Natural Resource Management Board and brings together a wide range of agencies that collectively

work very hard to offer advice and guidance to the community and regulatory organisations on appropriate measures to protect and enhance the Blue Lake. The Committee has met very infrequently in the past 12 months.

STORMWATER MANAGEMENT

Stormwater management is an area council allocated approximately \$78,000 towards which is primarily aimed at improving stormwater infrastructure to reduce flooding.

Whilst there were a number of improvement projects initially listed on the works programme, the majority of funding was used to purchase land in Wandaree Crt for the purpose of constructing a retention basin to prevent property flooding in this area.

The projects listed for the 2013/14 year that were not completed because of the land purchase were included in the 2014/15 works program

WASTE MANAGEMENT

KERBSIDE RECYCLING

Kerbside recycling is a well utilised service and the recycling effort by the community has been sustained. Council encourages everyone to use the blue bin to its fullest potential.

Information stickers have now been placed on all bin lids to assist residents maximise their recycling effort.

Businesses are encouraged to ensure recycling becomes part of their core business and point segregation of waste to ensure disposal to the correct waste stream will be a focus of Council in the coming years..

ORGANIC RECYCLING

Organic recycling, although a voluntary, user pay service, continues to expand with more residents taking up this service each year. This is an excellent outcome as every kilogram of material in the organic/greenwaste bin is used in the production of gardening supplies (Van Schaik's Bio Gro) and is one less kilogram going to landfill.

Organics in landfills are major producers of greenhouse gases and leachate.

Items that can be put out for organic recycling include:

- Vegetable peelings
- Fruit peelings and stones
- Meat scraps, fat and all bones
- All cooked food leftovers
- Tea bags and coffee grindings
- Solidified cooking oil

Items that cannot be put in the organic/greenwaste bin include:

- Plastic bags
- Cans and metals
- Cardboard packaging
- Foil/biscuit containers etc
- Any inorganic material
- Newspaper (unless used to wrap food scraps)

There is significant potential for the community to increase the usage of the organic recycling service.

EWASTE RECYCLING

Ewaste recycling has been embraced by the community. Any item that has batteries or an electrical cord should now be recycled. Council seeks to raise revenue through the gate fees that equal the cost of transportation and the recycling charges of the recycling company that receives the ewaste.

The introduction of a free dump off service for televisions, computer screens etc .has continued to be extremely successful.

WASTE OIL

Waste oil in the home is also a problem and Council has a free recycling service at the Waste Transfer Centre on Eucalypt Drive. Residents only have to take the waste oil to the Centre and tip it in the recycling container. Plastic oil bottles are also recyclable. Waste oil does NOT include kitchen cooking oils or the like, or petrol products.

Opening hours for the Waste Transfer Centre are as follows:

- Monday to Friday
7.30am to 12 noon
- Saturday and Sunday
2pm to 5pm

LANDFILL

Council also constructed it's third waste cell at the Caroline Landfill using local contractors Gambier Earth Movers. The total value of the contract, which includes placing a sealing cap over cells 1 and 2 is in the order of \$1.4m. The work is expected to be completed in the 2014/15 summer period.

GRAFFITI REMOVAL

Timely removal of graffiti is a high priority for Council. Bedford Gambier Contracts provide a rapid response to graffiti removal on Councils behalf and have developed

significant expertise in dealing with graffiti found on a variety of surfaces. Every effort is made to ensure the graffiti is removed in a timely manner.

Council endeavors to remove graffiti as soon as possible after it is reported.

CRATER LAKES

The City of Mount Gambier has the care, control and management role for the Crater Lakes complex (excluding the Blue Lake). This complex is of regional, state and national significance and is a major tourist attraction for the region.

Council continued with its program to remove pest 'woody' plants, namely invasive Pine and Olive trees.

The Blue Lake is an internationally recognised icon and also the water supply for the residents of the City. Council is an active participant in the Blue Lake Management Committee (a formal subcommittee of the South East Natural

Resources Management Board). The community needs to be forever vigilant to ensure the Blue Lake water quality is not compromised in any way by human activity.

Work on the redevelopment of the Valley Lake Conservation Park (formerly known as the Wildlife Park) has continued and Council extends its thanks and appreciation to the volunteers that are giving their time and substantial experience to this project, including Rotary Club of Mount Gambier Lakes, Drew Laslett, Peter Feast and Troy Horn of ForestrySA who prepared a very comprehensive Management Plan for the Park. This list does not

recognise all the individual and/or corporate inputs but many thanks to all involved. The construction of the new entry is very visual and complements all the excellent works completed. The redevelopment works have reached the stage of practical completion for the foreseeable future.

The Crater Lakes continues to be very well patronised and enjoyed by locals and tourists alike.

A number of infected trees have been removed from the Freemans Landing area and replaced with new trees.

JOHN POWELL RESERVE

The City of Mount Gambier have become increasingly aware of the health and wellbeing benefits that connecting with and exploring nature offers people, especially children, by way of learning and improved cognitive development.

Council have identified an opportunity to develop the John Powell Reserve into a naturescape, to both beautify the area and increase outdoor learning opportunities and engagement for local children and the community.

The Reserve is located on John Powell Drive, close to the Corner of Maxwell Street and is accessible from the path which travels through the back car park of the Mulga Street Primary School.

The site is surrounded by a number of residential dwellings, with more residential building expected to take place in the near future.

Currently the site features minimal landscaping. A number of earth basins and a low natural limestone rock face aids the site's primary function as a storm water collection area, and the Reserve will continue to provide this important storm water collection role.

To develop the site as a **naturescape**, Council propose building a small bridge and providing improved features such as climbing logs, rocks and stepping stones, a wooded area, waterfall, flower garden and wetlands planting, a sand island and signage amongst other things, to encourage improved local engagement with the site.



DOG AND CAT MANAGEMENT PLAN 2013-2018

Council is required by law to implement the provisions of the Dog and Cat Management Act. The Act requires Council to regulate dogs (in accordance with the Act) and at present, Council has the option to regulate cats. To date Council has not resolved to regulate cats. The Dog and Cat Management Plan 2013-2018 was adopted by the City of Mount Gambier on the 18th December 2012.

Dog owners are required to ensure that their dogs are registered with Council once they reach the age of three months.

Council's Dog and Cat Management Plan has established a number of areas (known as "off leash" areas) where residents can let their dogs off the leash for healthy exercise.

These 'off leash' areas are:

- Hastings Cunningham Reserve
- Corriedale Park
- Don McDonnell Reserve
- Blue Lake Sports Park
- Northumberland Avenue
- Frew Park

In all other areas of the City, dogs in public places must be on a leash.

Council encourages all dog owners to act responsibly and ensure their pet is not allowed to wander at large or cause a nuisance to neighbours.

Dogs typically get scared during storms and dog owners should make arrangements to secure their pets when storms are predicted.

Dog expiations	79
Dog complaints	848
Dog impoundments	142
Dog attack report	5
Parking offences	596
Longgrass notices	150
Fire permits	29
Cattle impoundments (sheep and cows)	1
Vehicle impoundments	2
Dog Registrations	4,838
Payment to SEAWL (Councils pound)	\$19,000
Dog expiation income	\$13,988.69
Dog registration fees	\$108,245.50



COMMUNITY STATEMENT

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OUR

library

COMMUNITY, SERVICES, LIFESTYLE, WELFARE AND WELL BEING

Council provides many direct and indirect services and support to its community and in particular, to the health, welfare, lifestyle and well being of its citizens.

In addition to other contributions that may be referenced in this Annual Report, Council provided the following direct financial support for 2013/14:

Care Ring Telephone Service (Lifeline SE)	\$2,000
Crime Prevention initiatives (Security Foot Patrols, CCTV Cameras, Graffiti Control, Lighting)	\$51,298
General Community Donations	\$19,046
Lambert Village - supported residential facility (for capital improvements)	\$5,000
Life Education Centre	\$5,000
Senior Citizens' Centre (maintenance to building/other expenses)	\$5,565
Seniors' Month/Seniors Activities	\$1,224
Syringe Disposal Service	\$3,834
Youth Advisory Committee and projects	\$5,475
Reidy Park Centre	\$9,462
Mount Gambier City Band	\$6,000
Mount Gambier Toy Library	\$2,000
Main Corner Complex (incorporating City Hall and Institute) – subsidised hire charges to community groups (discounted value)	\$82,571
Wehl Street Theatre (Centrestage)	\$23,602
Community Events Support	\$20,428
Naidoc Week	\$1,000
Heritage Restoration Fund	\$14,400
Mount Gambier Christmas Parade	\$27,155
Obesity Prevention and Lifestyle (OPAL)(Net Cost)	\$53,886
Citizenship Ceremonies	\$8,505
Mount Gambier A & H Society	\$3,075
Stand Like Stone Foundation	\$8,000
The Junction	\$1,000
Rotary Club of Mount Gambier - Careers Expo	\$500
Mount Gambier Chamber of Commerce Business Awards	\$1,000
Christmas Decorations - Purchase/Display Costs	\$36,200
Tertiary Education grants	\$8,357
New Years Eve Celebrations (Mount Gambier Community Events)	\$12,000
Party in the Park (Rotary Mount Gambier West)	\$1,000
Blue Lake Fun Run (Rotary Mount Gambier)	\$2,500

COMMUNITY, SERVICES, LIFESTYLE, WELFARE AND WELL BEING

Eisteddfods (Backstage Inc.)	\$5,000
Australia Day Breakfast	\$5,000
Mount Gambier Gold Cup Races	\$2,000
Active Community Team Challenge	\$2,000
Suicide Prevention Network	\$3,000
	\$438,083

(Some incomes and/or grants may have been received to offset the costs of some of the above initiatives.)

OPAL

In September 2009, the City of Mount Gambier became one of the first six sites across South Australia to introduce the Obesity Prevention and Lifestyle (OPAL) program into the community.

OPAL encourages children through families and communities to eat well and be active, and over the past five years, a comprehensive multi-strategy approach working in conjunction with local stakeholders has been developed across all sectors of the Mount Gambier community.

OPAL is now the largest childhood obesity prevention program ever conducted in SA, now operating in 20 local communities across the state and in one community in the Northern Territory. It is based on a globally proven community development and social marketing program called EPODE which began in France in 1992 and now operates in eight countries.

OPAL Mount Gambier has now been part of 6 Themes – Water the original cool drink, Give the Screen a rest active Play is best, Make it a fresh snack, Think Feet First,

Healthy Breakfast and the current theme Its Brighter Outside. The themes have helped the community to focus on a specific behaviour change with a consistent health message.

City of Mount Gambier have assisted in funding the initiative along with both Federal and State governments. Through OPAL, numerous projects, programs and events have taken place in the community with positive impacts not just for the 0 to 18 year old target group but into the wider community. OPAL works with interested partners who provide strong contributions and support for the wellbeing of the community. Understanding the importance of a vital, socially connected, inclusive and caring community has enabled OPAL and City of Mount Gambier to ensure residents are offered easy choices and opportunities to eat well and be active in a variety of settings.

OPAL's Projects, Programmes and events include:

'Its Brighter Outside' theme has assisted schools and the community

with the development and implementation of nature play space. OPAL's work with schools has led to the commencement of Nature play planning now and for future projects.

The Healthy breakfast programme has created awareness and buy in from all Mount Gambier Primary schools and early child education sites. All Kindergarten and early primary students have been able to participate in a 'Healthy Brekky' educational performance supported by OPAL. Ongoing interest from schools has inspired 'Healthy Breakfast' events, presentations and the ongoing support for OPAL to become part of wellbeing practice within education settings.

Successful partnerships within business and community as well as government and non government agencies has led to some exciting short and long term projects. All influenced and supported by OPAL themes and goals.

Plant Your Own Fresh Snack continues to grow in participation and outcomes. City of Mount Gambier will work with Housing

OPAL

SA, the community and other key agencies to deliver opportunities for families to have success growing their own fruit and vegetables with the assistance of trained volunteer mentors.

Active travel will continue to be promoted, encouraging all school age children to walk, cycle or scoot to school. City of Mount Gambier is a member of the Walk 21 Charter.

City of Mount Gambier ‘recognises the benefits of walking as a key indicator of healthy, efficient, socially inclusive and sustainable communities and acknowledges the universal rights of people to be able to walk safely and to enjoy high quality public spaces anywhere and at anytime. City of Mount Gambier

are committed to reducing the physical, social and institutional barriers that limit walking activity. City of Mount Gambier will work with others to help create a culture where people choose to walk through our commitment to this charter and its strategic principles’.

OPAL and the City of Mount Gambier have continued to support the Blue Lake Fun Run. The successful annual event is now organised and run by the Rotary Lakes of Mount Gambier. This sustainable outcome not only benefits the community, providing an event that is recognised for promoting social, emotional and physical wellbeing but also providing an opportunity for one of our valued

service clubs to raise much needed funds to promote and assist with wellbeing in the community.

Eating well and being active has been well supported within the Mount Gambier community through OPAL and the City of Mount Gambier.



CALL CENTRE

Council has an out of hours call service to ensure that customers are assured of personal contact on a 24/7 basis. Call centre services are provided by Well Done International and the service provides a wide scope of information to out of hours callers.

Emergencies are referred directly to key personnel. Common out of hours calls include:

- Activated alarms on Council property
- Burning off
- Dog Issues
- Waste Management information
- Rates information
- Flooding
- Traffic/parking issues

The following statistics provide a brief overview of the call centre operation over the past four financial years:

	TOTAL NUMBER OF CALLS 2010/11	TOTAL NUMBER OF CALL 2011/12	TOTAL NUMBER OF CALLS 2012/13	TOTAL NUMBER OF CALLS 2013/14
July	65	67	117	85
August	100	83	78	106
September	131	43	102	108
October	111	No call centre in operation	107	103
November	109	No call centre in operation	123	83
December	262	No call centre in operation	173	222
January	170	No call centre in operation	119	152
February	113	119	106	93
March	77	103	144	112
April	106	101	131	98
May	59	86	118	65
June	116	76	88	76
Total Calls	1,419	678	1,406	1,303

CRIME PREVENTION STRATEGIES

Council supports a number of crime prevention/anti-social measures including:

MOUNT GAMBIER LICENSING ACCORD

A regular forum involving SAPOL, Office of Liquor and Gaming, Hotel/Club Licensees, Council, and other key stakeholders.

MOUNT GAMBIER DRY AREAS

Council maintains five (5) Dry Areas within the City of Mount Gambier which are subject to a five year approval period from the State Government.

The proclaimed Dry Areas are:

- Mount Gambier City Centre
- Vansittart Park (Oval and Surrounding Areas)
- AF Sutton Memorial Park
- Dimjalla Park

The current five (5) year approval for each of these existing Dry Areas will expire on 7 November, 2017.

CCTV SURVEILLANCE CAMERAS

Council, in partnership with SAPOL, has installed cameras in various strategic locations within the City Centre.

The cameras, monitored by SAPOL from the Mount Gambier Police Station, have proved to be an effective initiative.

UNDER VERANDAH LIGHTING

With the assistance and co-operation of property owners in the City Centre area, a program of installing additional lighting under verandah's has assisted in the prevention of anti-social behaviour, particularly in Commercial Street area.

SECURITY FOOT PATROLS

Is an initiative of the Licensed Accord Group and operates on Thursday evenings and on each weekend.

The security contractor provides detailed reports on observations and activities within the patrolled area and assist with the policing of the area.

Costs for the service are shared between Council and some Licensed Premises.



JUNIOR SPORTS ASSISTANCE FUND

Membership of the Junior Sports Assistance Fund is comprised of the City of Mount Gambier and the District Council of Grant and a number of specific sporting organisations who have agreed to become financial members.

The Fund provides financial support for those junior sports persons who have achieved State selection or better in a specific sport. The financial transactions and financial position of the Fund for 2013/14 was as follows:-

	\$
Assistance to Juniors	31,305
Support for special Coaching Clinics	9,500
Assistance to Disadvantaged Juniors	300
Members' Contributions	10,181
Councils' Contributions	15,000
Bank Interest earned	345
Donations received	791
Sponsorship of Programs received	12,300
Other Expenses	-
Government and Bank Charges	5
Cash at Bank, 30th June 2014	51,044

For the twenty eight (28) years of the Fund's operations, the consolidated transactions to 30th June 2014 are as follows:-

	\$
Assistance to Juniors	401,405
Support for special Coaching Clinics	70,453
Specific Purpose Programs	1,990
Members' Contributions	132,908
Councils' Contributions	260,500
Bank Interest earned	65,918
Donations received	38,386
Sponsorship of Coaching Clinics	14,500
Other Expenses	300
Government and Bank Charges	1,315
Cash at Bank, 30th June 2014	51,044

It is to be noted that payments from the Fund for assistance to juniors did not commence until July 1988, funding for coaching clinics did not commence until July 1991 and funding for disadvantaged juniors did not commence until July 2012.

The major considerations and/or achievements for the review year included:-

- 23 sporting organisations/clubs are members of the Fund;
- Commercial Club Inc again provided a very generous \$2,500 donation to the Fund;
- New members admitted were:- Western Border Soccer Association
- Members resigned / suspended were:- Nil
- Funding formula is based on contributions from the Fund to Member organisations and not on the number of juniors a member organisation has i.e. the more an organisation receives from the Fund the more an organisation will need to contribute.
- The Mount Gambier and District Bendigo Community Bank has generously agreed to sponsor for two years (2013 and 2014) the Funds Annual Coaching Clinic Program to a maximum of \$5,000 per year.
- The Rotary Club of Mount Gambier Lakes approached the Fund to administer a program to support/assist financially disadvantaged juniors of our Member Organisations. The funding is up to \$3,000 and is part of the surplus from the Blue Lake Fun Run.



LIFE EDUCATION

Life Education continues to provide preventative drug and health education programs to young people in Mount Gambier.

In Term 4, 2013 the following schools received visits from the mobile classroom and 443 students within the Council area accessed the Life Education Centre resources.

SCHOOLS	STUDENTS	COUNCIL SUBSIDY \$
St Martins Lutheran College	65	1,788
Gordon Education Centre	100	270
Suttontown Primary School	131	600
TOTAL	111	2,658

Unfortunately many families genuinely struggle with through financial hardship to meet the fees. Council's funding of \$6 per child is directly used to offset this charge, reducing the fee for Mount Gambier families. This will again happen in 2014/15. Life Education SA Inc apply a policy that no child is to miss out on the programs due to economic hardship and local service club and other community support further assist such families.

All primary schools within the Council area are invited to have the mobile classroom attend their schools. The programs cover years R-10, are age appropriate and designed to be delivered on an annual basis.

Life Education SA lost its State Government funding and is currently in the rebuilding process in the South Australia region and are very excited to have developed a new Board of Directors, chaired by ex

Police Commissioner, Mr Mal Hyde and are looking forward to expanding their program into many more schools, particularly in the regional areas.

Council provided the sum of \$5,000 to the organisation in the 2013/14 financial year of which \$2,614 was used to provide the subsidy and the balance to offset administration and educator costs.



YOUTH ADVISORY GROUP

The Mount Gambier City Youth Advisory Group (YAG) is made up of people aged 13 – 25 years, who meet monthly to plan events, discuss and consult on youth needs issues and concerns. The YAG aims to promote a positive image of young people, through interaction with Council as a 'youth voice' and through the design and facilitation of relevant, contemporary and diverse activities, events and forums.

During the year YAG members participated in raising funds for local service providers for the Mayor's Christmas Appeal at the Mount Gambier Christmas Parade. They also got people grooving during their 'Silent Disco' at Centro, and raised funding to assist the District Council of Grant's Geared 2 Drive Program.

Conscious of ensuring there are opportunities for young people to be actively involved in the community, they conducted research into use of a local skate park, lobbying Council to consider ongoing support for the venue. They designed and facilitated school holiday programs, and another huge Youth Week program, rocking the Library during "LOUD" and taking over the streets during the City Scavenger Hunt.

The YAG represented the views and opinions of young people both locally and at a state level this year, participating in research to improve the mental health of young people in regional areas, through Flinders Universities Young and Well Towns Research Project, launching the Mount Gambier City Youth

Facebook Page, and developing a five year relationship with Rotary to support regional youth leadership opportunities. YAG also supported the Migrant Resource Centre to run their Mount Gambier Youth and Intergenerational Family Forum and our members once again actively participated in Youth Parliament.

YPN - YOUR PROFESSIONAL NETWORK

Your Professional Network (YPN) is Mount Gambier's social and professional support network, established to provide a platform for like-minded professionals. YPN facilitates constructive inter-professional networking in both formal and social settings. The network supports new professionals to build networks and integrate into our community, particularly those who have either relocated for employment/career purposes, are returning to the district, or are focusing on professional development and rural work placements.

YPN focuses on a number of areas;

- Supporting new people settling in Mount Gambier;
- Assisting people (new and local) who would like to progress their careers;
- Assisting people who are establishing or looking to grow their business;
- Identifying established professionals or business owners willing to assume a mentor role.

Linking people through social networking and professional development opportunities.

In 2013/14 YPN co-ordinated monthly social meet and mingle events at The Main Corner and Mac's Hotel, whilst encouraging gatherings at food and wine, arts and cultural events both in Mount Gambier and the Coonawarra. Keeping people in the loop about opportunities available in and around town, and offering the opportunity to access them with other people has been a key focus over the past 12 months.

AUSTRALIA DAY AWARDS 2014

Each Australia Day Mount Gambier's Community get up early to share a cooked breakfast in the Cave Gardens in preparation for the annual Australia Day Awards which honour the outstanding achievements of individuals and groups within our community. On 26th January 2014, Council presented its Australia Day Awards to:

CITIZENS OF THE YEAR

Mr Allan Dowdell - for extensive support to the local cycling industry and significant volunteer services with Mount Gambier's Community through fundraising, and awareness raising of humanitarian issues.

Mr Bruce Ridland - for his commitment to the welfare of citizens in Mount Gambier, across the age spectrum and his extensive volunteering within both the education and aged care sector.

Husband and wife Ross and Sue Parkinson - for over 50 years combined volunteering, largely with an education focus through their work with St. Johns Ambulance, The SES, The Red Cross and local service Clubs. This couple have created an indelible legacy which has inspired many in our community, and made it a safer place.

YOUNG CITIZEN OF THE YEAR

Ms Claudia Bailey - for actively raising awareness and funding to support girls education and equality in the developing world, especially in Sierra Leone, West Africa, where her fundraising supports girls to gain educational scholarships. Locally she has focused on raising awareness of mental wellbeing and increased local youth voices and perspectives around mental health issues and local response opportunities.

COMMUNITY EVENT OF THE YEAR

The Limestone Coast Symphony Orchestra for their Inaugural Concert. Director - Jennie Matthews. A true community collaboration, this inaugural concert with conductor Angus Christie hosted in June 2013 saw musicians from across the Limestone Coast ranging in age from their early teens to their seventies joined on stage by guest soloists along with a massed choir of over 60 choristers from across the Limestone Coast.

A special thank you to Mount Gambier Rotary Lakes volunteering to cook the breakfast for the public to enjoy.

Also a thank you to all of those who donated their time entertaining the crowd in the lead up to the Australia Day Ceremony.

AUSTRALIAN CITIZENSHIP

During the 2013/14 financial year, eleven (11) Citizenship Ceremonies were conducted, at which a total of eighty four (84) people received Australian Citizenship.

As a special gift and as part of the Royal Agricultural & Horticultural Society of South Australia's 175th birthday celebrations, the Society provided South Australian Councils with complimentary tickets to the 2014 Royal Adelaide Show for each person who received Australian Citizenship in South Australia in 2014, prior to September.

This year, the City of Mount Gambier welcomed new residents from The Bahamas, Cambodia, Canada, Federal Republic of Germany, Great Britain, India, Iran, Malaysia, Myanmar, Nigeria, The Philippines, South Africa, Sri Lanka, Thailand and Uganda.

At each public ceremony Members of Soroptimist International of Mount Gambier presented a gift to each of our newest citizens.

CLEAN UP AUSTRALIA DAY 2014

Clean Up Australia Day 2014 consisted of clean ups held on two days. The Schools Clean Up Day on Friday, 28th February and the Community Clean Up Australia Day on Sunday, 2nd March.

Hundreds of children and teachers participated in the Schools Clean Up Day with 6 schools registered for the event. Participants worked together to clean up their school grounds and surrounding reserves and streets. Site supervisors handed out separate bags for litter collection and recyclable materials to educate children on recycling and reduce the amount of rubbish going into landfill.

The Community Clean Up Australia Day event involved approximately 150 volunteers and 9 registered community sites. Volunteers collected approximately 58 bags of rubbish and 17 bags of recyclables, a total of 75 bags. Volunteers ranged from all ages and it was encouraging to see a number of families returning again this year in the annual event.

Key areas targeted on the Sunday morning were the Valley Lake, Blue Lake, Vansittart Park, Olympic Park precinct, Frew Park, Lady Nelson, Potters Point, Sealy Reserve, Millicent Road, Wireless Road East/ Kennedy Avenue, Hawkins Road/ Jubilee Highway East and the CBD, including the Cave Gardens and off street car parks.

The City of Mount Gambier engaged the Rotary Club of Mount Gambier Lakes to provide a sausage sizzle for participating volunteers. It was a great opportunity for volunteers of all ages to be acknowledged by Council for their community and environmental care.



THE EVERY GENERATION FESTIVAL - CELEBRATING OUR SENIORS

In 2013 The City of Mount Gambier's Senior's Festival was launched with a packed concert courtesy of the Mount Gambier City Band and the Mount Gambier City Concert Band. A month of activities featuring open days, films, sports and cultural events happened throughout October.

Council assists the Every Generation Festival to celebrate the active contribution people over 50 make in our community. We have an active advisory group made up of representatives from many different sports and recreation clubs, service agencies and groups whose active seniors organise events and activities to aid celebrations throughout October each year. Council work alongside this group offering administrative and financial support, to ensure a wide range of community members can take advantage of Every Generation Festival program.

As with many community events, it is through the added support of local businesses, service clubs and organisations that the Every Generation Festival is able to provide such a diverse program of events year after year.

Since 1993, Celebrate Senior's have recognised remarkable local achievements and duly awarded 45 Senior's in our community through the Senior Citizen of the Year and Recreation Awards. In 2013, in conjunction with the Lions Club of Gambier City, and the Lions Club of Mount Gambier, both these awards went to people with a long history of community volunteering. Margaret Millowick was named Senior of the Year, in recognition of her strong social conscious, dedication to community work, quiet determination and ability to inspire others to achieve great things. A much loved President of the Mount

Gambier Coquet Club, Margaret has made an extraordinary contribution to our community, having been involved with Meals On Wheels since 1978. The 2013 Recreation Award went to local Men's Shed advocate, U3A course facilitator and well known community motivator Garry Vandeppeer who has spent many years encouraging the active involvement of Seniors in continued learning and innovation. Garry was nominated for the award in recognition of his achievements in providing quality services to seniors in our community.

MAYOR'S CHRISTMAS APPEAL

The City of Mount Gambier wish to thank everyone who has so generously donated to the Mayor's Christmas Appeal over recent years

Last year alone \$29,000 worth of community contributions were distributed to vulnerable and isolated people in our community, assisting over 500 families, including almost 700 children who received Christmas hampers, vouchers or gifts from the proceeds of the Mayor's Christmas Appeal.

Donations to the appeal were distributed through the Christmas Cheer Program delivered by the following agencies;

- Uniting Care,
- AC Care,
- Lifeline SE,
- St Vincent De Paul, and
- The Salvation Army.

Additional coordination support was once again offered through the Sunset Kitchen and Families SA.

The Christmas Parade alone, saw over \$3,000 in contributions made from the crowd that afternoon, through the collection buckets our young clowns walked down the Main Street with. In 2013 for the first time the Main Corner began

receiving gifts under their Christmas Tree, and these were also distributed to the five key agencies. Ukuleles, soft toys, sports equipment, jewellery and vouchers for teenagers were just some of the gifts our generous community donated.

The City of Mount Gambier wish to thank all of the volunteers and generous donors who continue to support this initiative. The success of this appeal is a direct reflection of the strong community spirit of our City's residents.

MOUNT GAMBIER CHRISTMAS PARADE 2013

The Mount Gambier Christmas Parade has delighted the people of Mount Gambier and District each year since 1959, heralding the arrival of Father Christmas and the Festive Season to the City.

The parade involves local people from service clubs, schools, families and individuals who all work together to bring a unique, and high quality family event to the community.

The 2013 Christmas Parade had a new and exciting float, ABC TV's "Bill the Steam Shovel" accompanied by Mr Squiggle, the Grumpy Blackboard and Miss Jane. The float was welcomed by young and old alike as it made its way along the Parade route.

The Youth Advisory Group joined with the Mayor's Christmas Appeal Star Float. The YAG clowns encouraged the public to donate towards this worthy cause to help those less fortunate enjoy a better festive season.

Each year the Lions Club Blue Lake City Brass Band Festival combines with the Christmas Parade, with local and visiting marching bands performing much loved Christmas Carols along the length of the Parade route. Thanks to the efforts of the Lions Club, there were 11 brass bands from across Victoria and South Australia competing in a street march before the Parade. Afterwards they performed at a public concert and competition in the Sir Robert Helpmann Theatre with major prizes on offer.

Following the Parade the Mount Gambier Rotary West Club held their annual "Party in the Park" so children and parents could meet Father Christmas and suggest what they might like for Christmas (assuming they've been good of course!). Entertainment is also supplied for families in the Cave Gardens.

Comments from the public suggested this was the best Christmas Parade ever with many varied and exciting colourful floats. Overall it was a tremendous effort by all the community members involved and by the Parade Advisory Group.

WIN Television provided the following awards for the 2013 Parade winners:

Most Outstanding	"Let's Celebrate 150 Years" Compton Primary School
Best Christmas Theme	"Snowie the 6th White Boomer" SA Metropolitan Fire Service
Best School Entry	"Chinese New Year" Allendale East Area School
Best Club or Community Organisation	"Return to Sender" Lake City Rock n Roll Club
Best Out of Town	"I'm a Farmer & I Grow It" Nangwarry Primary School
Best Musical	"Xanadu" Grant High School
Best Brass Band	Geelong West Brass Band
Best Individual	"Aussie Bush Christmas" Linda Lawless and Friends
Encouragement Award	"Home Amongst the Gum Trees" Maureen Opperman, David Hill and Stan Hill

THE MAIN CORNER

The Main Corner continues to solidify its status as the cultural and conference ‘hub’ of Mount Gambier, embracing sophisticated technology with a strong sense of history and geology, and providing unique and diverse venues for community organisations, agencies and the general public to meet and share information and celebrations.

ATTENDANCE RECORD

The Main Corner achieved a 6.3% growth in attendance rates in the 2013/14 financial year, despite one of its significant venues, City Hall, undergoing maintenance and paint work for a 6 week period.

MONTH	ATTENDANCE	MONTH	ATTENDANCE
July 2013	5,059	January 2014	4,056
August 2013	7,041	February 2014	4,022
September 2013	4,804	March 2014	4,736
October 2013	6,039	April 2014	8,513
November 2013	5,801	May 2014	8,947
December 2013	4,298	June 2014	9,116

Some of the more notable events the Main Corner has hosted include:

- Mayor’s Christmas Appeal launch
- TRANSECTS exhibition
- Ride2Work Day Community Breakfast
- Limestone Coast Services Round Table
- Cave Divers 40th Anniversary
- Adelaide Kids Film Festival
- Mental Health Awareness Day
- Blue Light Disco
- CPR4Kids
- Gold Cup Carnival Cocktail evening
- Ovarian Cancer Chemmart Fundraiser
- Sustainability Awards Morning Tea
- National Story Telling Day
- Scinema Science Film Festival
- NAIDOC Awards
- Suicide Prevention Strategy Launch
- Sidney Myer Rural Lecture Series
- Alzheimer’s Australia
- OPAL – Rod Tolley Q&A
- Photography exhibition for Mount Gambier High School
- Exchange Printers 100th Birthday celebration
- EXPOS (B& P Travel, Green Triangle Electronics)
- Recycled Fashion Show
- Girls Night In Cancer Fundraiser
- National Water Week
- Australian Breast Feeding Association Shopping Spree
- White Ribbon Cocktail event
- Community Action for Sustainability Public documentary screenings
- City of Mount Gambier citizenship ceremony
- Radio outside broadcasts (ABC, 5SE, StarFM and LimeFM)
- Youth Week launch and Scavenger Hunt
- Generations in Jazz Welcome Reception
- Pangula Mannamurna concert and linguistic workshops
- Earth Hour

THE MAIN CORNER

DA VINCI AND BRICK BY BRICK

The increase in attendance rates at The Main Corner were influenced by two major projects, being the Da Vinci Machines exhibition and the Brick By Brick Capital Authority LEGO exhibition.

Working with the Riddoch Art Gallery we achieved an outstanding success in the delivery of the internationally acclaimed Da Vinci Machines exhibition, with 11,500 patrons over a two month period, including schools from throughout the Limestone Coast. This also generated a substantial amount of positive media and showcased the Main Corner, with many patrons also participating in screenings of Volcano and the Brick by Brick Workshops.

Brick by Brick offered an alternative to school groups who could not afford to attend a paid exhibition, and provided an educational package about Canberra, by engaging with children about our National Capital and supplying blueprints of National buildings to be made out of LEGO. The workshops attractive over 1,500 people from ages 4-75, including local and outer regional schools, the Gordon Education Centre, Girl Guides and more.

FORK AND CORK FESTIVAL

The inaugural Fork and Cork Festival utilised all Main Corner venues with beer and wine masterclasses hosted in the meeting rooms, live cooking demonstrations in the foyer, and the VIP Gala Dinner in City Hall, with stalls and an outdoor stage in the Cave Garden. The food and wine festival is scheduled for late February 2015 and is set to become a staple annual event for the region.

SCIWORLD

SciWorld returned in August and again utilised every venue of the Main Corner including Institute and City Hall venues. The increase in floorplan signage utilising plasma screens where possible, resulted in an ease of the congestion issues faced in the first year. Science experiments in The Dress Circle continued to be a major attraction and was one of the venues where capacity needed to be managed. The inclusion of 3D printing was also a highlight of this year's SciWorld and we look forward to hosting this event again next year.

DISPLAY UPDATES

Two significant updates were achieved to The Main Corner's sound and light displays this year. Firstly a remote PC was installed into the Cave Garden projector box, allowing us to schedule and promote Garden Square events as part of the nightly sound and light show. Secondly an LED strip was added to the front entrance of The Main Corner to promote opening times and Main Corner/Riddoch Art Gallery events.

VOLCANO & CRAITBUL

Volcano and Craitbul continue to attract a range of locals, tourists and a steady flow of student bookings from schools throughout the region, with consistent positive feedback regarding the quality of the production. We have also accommodated special screening times for such groups as Bowls SA, Blue Lake Young Adult Social Club, Tenison Woods Out of Hours Care, Beachport Museum, Friendship Force etc.



MOUNT GAMBIER LIBRARY

The Mount Gambier Library demonstrates that modern libraries are about engaging the community and creating a sense of excitement and pride through innovative programming and special events that emphasize the value of literacy and learning. The vision behind the development of the Mount Gambier Library has incorporated excellence in library spaces, programs and the use of information technology to provide the community with a contemporary environment to support their learning journey.

PARTNERSHIPS

Collaborative ventures and partnerships have been sought to maximise community benefit and participation in the library. Support from local businesses to provide areas such as a learning lounge facility and sponsored spaces within the library, as well as many other contributors providing program assistance or financial support for special events and programs have assisted the library in providing many additional services to our community.

FINDING MY PLACE

Finding MY Place is an alternative learning program where at-risk youth develop skills needed for both careers and life after school. The program has only been made possible with the support and participation of local business and community organisations who freely give their time to conduct workshops with the students. The program is conducted over a ten week period with a Mayoral graduation ceremony at the end where students are presented with certificates and prizes; all of which have been donated by local businesses.

ENVIRONMENTAL MONTH

Environmental Month delivers a full program of events and is held in collaboration with community groups and Government departments, providing our community with the opportunity to learn more about our environment and related issues. Workshops this year covered topics such as native foods cookery and education, snakes, bugs and slugs, rammed earth homes and our inaugural recycled runway fashion show.

HISTORY MONTH

History Month, held as part of the About Time SA History Festival, celebrates our connection with the past and our collections, places and stories through an amazing range of history-related activities. Over 1,000 people attended activities, ranging from documentary screenings, author and school visits, an historical wedding dress exhibition and numerous workshops. In partnership with the Mount Gambier Local History Group, a cemetery tour exploring our early pioneers

and how their lives shaped Mount Gambier was a fitting end to the month.

LOUD IN THE LIBRARY

LOUD in the Library transforms the Library into an entertainment and learning arena filled with 300 young people as part of Youth Week activities. Live music and dance performances are combined with key community outreach agencies and activities to provide a place that is safe, socially engaging, entertaining and that could potentially impart life skills to young people in our community. The event is made possible through the generous support of local community agencies and youth that volunteer their time to provide music and dance throughout the evening.



MOUNT GAMBIER LIBRARY STATISTICS

EARLY LITERACY PROGRAMS

The Library has focused this year on improving the quality of our early literacy programs, which include Baby Bounce, Move and Groove and Storytime. As a result of children's programming staff attending a Building Foundations for Early Learning workshop we have now adopted principles and practices to underpin children's early learning in all of our sessions. Attendance has risen over 30% from the previous year with almost 8,000 children and parents participating in sessions.

The District Council of Grant's financial support through a Library Funding Agreement to assist with the provision of administration services for the Port MacDonnell branch and library services to their residents who utilise the Mount Gambier Library has now reached its conclusion in 2013/2014.


The Library continues to contribute to strengthening our community through innovative, creative programs and library services, which have been built on the belief that the future of libraries lies in their ability to engage with communities, building strong social networks as well as meeting their learning and recreational needs through the exploration of new opportunities.

LOANS	2013/2014	2012/2013
Adult Fiction	92,199	87,895
Adult Non-Fiction	39,386	34,899
Large Print	26,393	27,523
Ebooks	5,248	1,813
Childrens Fiction	62,934	56,508
Childrens Non-Fiction	6,980	5,882
Graphic Novels	3,927	4,023
Jigsaws	961	1,018
Magazines	14,506	14,079
Emagazines	4,599	5,402
Music CD	9,679	7,349
CD ROM	610	764
DVD	125,076	110,352
Hear a Books	6,570	6,616
Eaudiobooks	2,160	2,540
Community Languages	316	321
Interlibrary Loans	0	1,544
Bikes	46	39
Other	302	86
Loans	401,892	368,653

	2013/2014	2012/2013
Door Count	395,822	411,110
Internet (hours)	24,285	25,984
Baby bounce, Storytime, Move & Groove	7,925	5,432
Holiday Activities	2,115	1,665
School and Outreach Visits	3,600	3,974
Adult and other programs	2,731	3,935
JP Service	882	695
Author Events	976	1,061
Visits per head of population	15.17	15.86
Number of borrowers	22,452	21,031

Mount Gambier Library

Usage and Patronage Report 2013/2014

In 2013/2014  Borrowed **404,692** Items




22,452 Registered Patrons

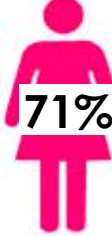

32,822 people visited EACH MONTH

395,822 visitors for the YEAR!

That's **15X** the ENTIRE population of the City of Mount Gambier

While our patrons are in the Library

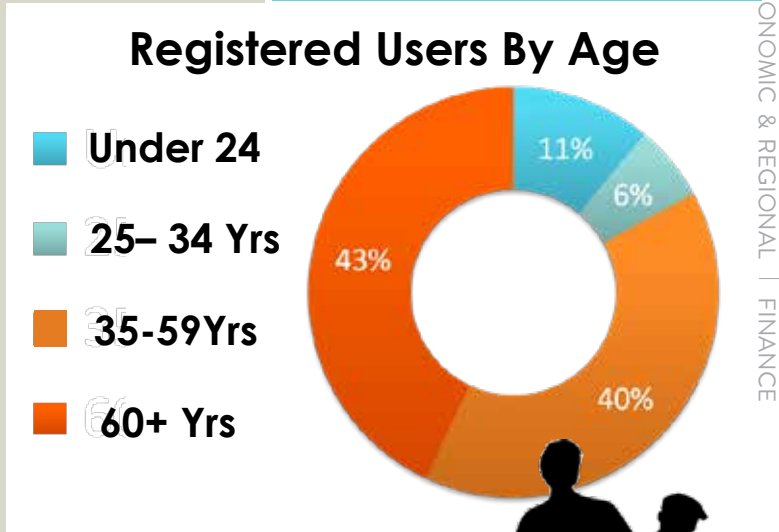
- 51%** Borrow Items 
- 11%** Read/ sit in the Library 
- 18%** Use Computers/ Wi-Fi 

71%  **29%**  FEMALE VS MALE PATRONS

68% Of our patrons visit on a weekly basis

PROGRAM ATTENDANCE

Baby Bounce	3,971
Move and Groove	1,634
Storytime	2,320
86 School Visits	3,600
School Holiday Programs	2,115
13 Author Events	976
51 Other Programs held	2,315
Computer Lessons	416



98% of patrons believe the Mount Gambier Library is an important place for the COMMUNITY.



CITY OF MOUNT GAMBIER COMMUNITY PROFILE

ABOUT THE COMMUNITY PROFILE

Demographic change across Australia is recorded by the Australian Bureau of Statistics (ABS) in the Census collections every five years. Population experts analyse and convert these raw figures into stories of place to inform council staff, community groups, investors, business, students and the general public.

The City of Mount Gambier Community Profile provides demographic analysis for the City and its suburbs based on results from the 2011, 2006, 2001, 1996 and 1991 Censuses of Population and Housing. The profile is updated with population estimates when the Australian Bureau of Statistics (ABS) releases new figures such as the annual Estimated Resident Population (ERP).

Suburb boundaries and Census questions change over time, but the data is managed to ensure that there is an accurate time series provided for the current geographic boundaries.

Results for the City of Mount Gambier include population, age structure, ethnicity, ancestry, religion, income, qualifications, occupations, employment, unemployment, disability, disadvantage, volunteering, childcare, family structure, household structure, housing tenure, mortgage and rental payments, and the size and type of the dwellings people live in.

The Community Profile presents this information in clear maps, tables and charts with concise factual commentary to answer three important questions:

1. What are the characteristics of the people who live here?
2. How are they changing?
3. How do they compare to other areas?

This provides the basis for making evidence-based decisions about how to provide services for the community as it changes.

You can be confident about the quality of the information as it is derived from Australian Bureau of Statistics data, analysed and presented by population experts and funded by the City of Mount Gambier.

Council encourage the use of this extensive on-line resource which is available from Council's website.

ABOUT THE ECONOMIC PROFILE

The City of Mount Gambier Economic Profile provides economic analysis for the City of Mount Gambier by combining 11 different datasets to build a cohesive story of a local economy, how it is changing and how it compares to other areas.

It is a public resource designed to be used by council staff, community groups, investors, business people, students and the general public. You can be confident about the quality of the information as it is derived from official sources and the most robust economic modelling, analysed and presented by experts and funded by the City of Mount Gambier. Each data source is maintained with the latest series so you can be sure you are using the most up to date information.

Results for the City of Mount Gambier include Gross Regional Product, local jobs, local businesses, employment, unemployment, population, building approvals, industry structure, journey to work and much more.

Council encourage the use of this extensive on-line resource which is available from Council's website.



COMMUNITY ENGAGEMENT & SOCIAL INCLUSION

The Community Engagement and Social Inclusion Sub-Committee was established to support Council's current and future community engagement activities and to:

- review Council's current community engagement and social inclusion practices and policies
- investigate relevant practices in other Councils
- develop a community engagement and social inclusion strategy
- reflect community needs, strengths and aspirations
- embed engagement and social inclusion practices in Council's operations

Council has formed a dedicated Community Engagement & Social Inclusion sub committee comprising:

- Cr Penny Richardson
- Cr Hanna Persello

- Cr Biddie Shearing
- Rob Foggo (community)
- John Amoroso (community)
- Callena Rawlings (community, resigned 2014)
- Emma Hay (community)
- Caroline Hill (community)

The sub committee have worked to alter the terms of reference to include ongoing representation from our Aboriginal and Torres Strait Islander community, the successful nomination was accepted from Ms Emma Hay in 2013. Active steps have also been taken to have the Aboriginal and Torres Strait Islander Flags permanently displayed in the Council Chamber.

Other work has seen Council adopt a new Community Consultation and Engagement Policy (P195) and develop a working handbook.

Council's commitment to listen and respond to the concerns and ideas of the broad spectrum of people within our community is an open invitation to participate in your community's future. Council is keen to see growing numbers of people taking part in information, consultation and discussion opportunities now and into the future to enable Council to make informed decisions on our future. Effective communication and engagement with Council, demonstrates a strong community spirit and enables our City to grow and mature as the most liveable City in Australia 'Beyond 2015'.



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OUR

main
corner

REGIONAL FUNDING SUPPORT

Throughout this Annual Report Council makes significant references to its genuine willingness to work regionally to further the common good of the South East region or the provincial regions of our State.

A vibrant and successful South East region will provide benefits to Mount Gambier and/or this Council.

The following are the more significant Council contributions it has provided to State and/or regional organisations for 2013/14:

Regional Development Australia Limestone Coast	\$22,000
Regional Tourism	\$26,000
Local Government Association of South Australia	\$32,000
Provincial Cities Association	\$12,725
Regional Recreation and Sport position	\$11,000
Riddoch Art Gallery	\$61,000
South East Local Government Association	\$45,000
South East Heritage Advisory Service	\$23,000
South East Resource Information Centre (SERIC)	\$12,000
Stand Like Stone Foundation	\$8,000
Lifelong Learning Initiatives/Tertiary & Higher Education Initiatives	\$13,000
Life Education Centre	\$5,000
Regional Waste Management	\$7,000

(Some incomes and/or grants may have been received to offset the costs of some of the above initiatives).

MOUNT GAMBIER - A LIFELONG LEARNING CITY

Council has a continuing desire (in collaboration with the community) for Mount Gambier to be a true “Lifelong Community Learning City”.

Initially this desire was driven by Council’s wish to recognise our local educational excellence from early childhood right through to our university and tertiary education presences.

Council has formed a dedicated Lifelong Learning Council Working Party comprising:

- Cr Jim Maher
- Cr Penny Richardson
- Cr Biddie Shearing
- David Mezinec (community)
- Sarah Pellen (community)
- Alexandra Nicholson (community)

The City of Mount Gambier continues to adopt Learning as a key theme and strategy and in the review of Council’s current Strategic Plan, Learning remains one of our key strategic goals Beyond 2015.

Our fundamental focus is that learning in all its forms is a lifelong activity and is a core source of individual, social and community strength. This is reflected in the simple statement of our learning vision: “To be recognised as a learning community which celebrates learning for all groups and members of the community”.

OUR MOUNT GAMBIER VILLAGE – ONLINE HUB

The City of Mount Gambier has remained committed to the continued development of a whole of community relational learning approach, working in an increasingly

relationship-based way in terms of both service provision and the development of the Mount Gambier Children’s Charter.

The launch of the is online hub will allow for ongoing conversations and collaboration as we shift from focusing on predominantly agency based approaches to service delivery.

This is a way to continue the conversation, foster relationships and plan outcomes and action plans for our community.

Participation in the online hub demonstrates a commitment to continuing the conversation and developing Social Capital by working together - bonding, bridging, linking – our Mount Gambier village.

CHARTER FOR CHILDREN

Following the series of forums and workshops held in Mount Gambier over the past two years the City of Mount Gambier’s Lifelong Learning Sub Committee continues to foster and develop partnership projects which enhance our community across each stage of the learning cycle.

With a goal of making Mount Gambier the most liveable City for all of our citizens, we recognised the importance of developing a pledge with local services to allow our children to flourish in their earliest years.

To date the sub-committee has primarily focused on partnerships in the early childhood stage of the lifelong learning cycle.

Through the *Perspectives of the Child* project we have listened to young children as well as the early learning educators who support them. This has been important as the City recognises the value in encouraging

and respecting the perspectives of children and responding to their requests and interests.

We appreciate it takes a village to raise a child, and that villages are enhanced by having inquisitive, active, happy children who explore and participate actively in community life.

The City of Mount Gambier welcomes the opportunity of working with our “whole village”, as we work towards implementing the City of Mount Gambier Charter for Children.

The Charter for Children aims to serve as an aspirational set of principles, to guide the work of Council, early learning services, service providers and business who wish to subscribe to the Charter’s principles.

The focus remains on early childhood, with the aim of decreasing rates of developmental delay in the region (recorded independently by the Australian Early Childhood Index -AEDI) we recognise the Charter principles have relevance and application within our community.

MOUNT GAMBIER & DISTRICT TERTIARY HEALTH EDUCATION GRANTS

Council continued the Mount Gambier & District Tertiary Health Education Grants program in 2013/14 as a means of recognising local skill shortages and to assist local students who are required to live outside Mount Gambier to pursue their course of study.

The program aims to encourage and foster those persons who normally reside within our City and District and who need to leave our region in order to undertake studies in the identified skill areas required within our community. It is our hope that the students will return to our region after graduation.

Thirteen recipients from Mount Gambier and the surrounding districts were awarded grants from the Mount Gambier and District Tertiary Health Education Grant Program this year.

The value of the grant is \$2,000 each and a total distribution of \$26,000 was provided to the thirteen successful applicants.

Twenty three excellent applications to the Tertiary Health Education Grants Program were received and the process of determining which of the applicants were to benefit from the program was extremely difficult.

The focus area for 2014 was medical and allied health studies/ vocations who were required to leave our community to study degree programs.

Funding for the grant program was provided by:-

- City of Mount Gambier
- Mount Gambier Private Hospital
- District Council of Grant
- Ken and Carol Stafford
- UFS Chemist
- Country Health SA (SERCHS)
- Greater Green Triangle UDRH
- Mount Gambier & District Community Bank
- Rotary Club of Mount Gambier Lakes

Council is indebted to the above financial sponsors who through their vision and confidence, meaningful financial support can be offered to the successful students and their families to meet the very high costs of tertiary study.

Council continue to be impressed with the standard and number of our residents who are undertaking demanding study away from home in the critical areas of medicine and allied health.

Council extends its very best wishes to the successful recipients in their studies and we trust they obtain the success and rewards that come from dedication, commitment and desire to achieve.

It is the wish of the community partnership to support any initiative that strengthens and enhances our strategic objective for Mount Gambier to be a leading community in encouraging all forms of Lifelong Learning and assist in meeting local essential skills shortages.



MOUNT GAMBIER & DISTRICT TERTIARY HEALTH EDUCATION GRANTS

Successful recipients in 2014 were:-

Brett Slarks	Bachelor of Medicine / Bachelor of Surgery University of Adelaide
Johannah Pham	Bachelor of Medical Radiation Science University of South Australia
Kayla-Maree O'Keefe	Bachelor of Nursing/Midwifery (Double Degree) Deakin University (Warrnambool/Geelong)
Jim Weston	Bachelor of Paramedic Science Flinders University
Abby Docking	Bachelor of Physiotherapy University of South Australia
Kelsey Hood	Bachelor of Health Science / Masters of Occupational Therapy Flinders University
Sarah Coshan	Bachelor of Physiotherapy University of South Australia
Liarna Buck	Bachelor of Health Science / Master of Physiotherapy Flinders University
Nicole Feast	Bachelor of Psychology (Hons) University of Melbourne
Hayley Greenfield Bendigo Bank Grant Recipient	Bachelor of Vision Science / Masters of Optometry Deakin University
Britany Wilson Bendigo Bank Grant Recipient	Bachelor of Psychology Deakin University
Amelia Hancock UFS Chemist Grant Recipient	Bachelor of Pharmacy University of South Australia
Jeremy Sparks Greater Green Triangle Grant Recipient	Bachelor of Pharmacy University of South Australia



KANAWINKA GEOPARK “LAND OF TOMORROW”

The Kanawinka Inc. is the evolution of the former Volcanoes Discovery Trail Cross Border Committee, an organisation established around 1995 which identified the need for and commissioned the preparation of a strategy for the volcanic assets of Victoria's western plains and the volcanic outcrops in south eastern South Australia.

The volcanic province of the western district of Victoria and south eastern South Australia is the most extensive in Australia, covering some 26,910 square kilometres across two states and seven Council areas.

It ranks with the top six most significant volcanic provinces in the world and contains six sites of international significance as well as nearly fifty sites of national, state or regional significance.

Whilst the aims of the former Volcanoes Discovery Trail Committee focussed principally on the implementation of a tourism marketing strategy, the goalposts and associated opportunities have dramatically shifted with the transition to Geopark status.

In 2006 the UNESCO Global Geopark network issued an invitation for the area of the Volcanoes Discovery Trail to apply for status as part of the international network of Geoparks.

Following submission of an application and an inspection process that occurred in the region in June 2007, the UNESCO International Geopark Conference held in Germany on 22nd June, 2008 Kanawinka Geopark was proclaimed as the 57th member of the Global Network of International Geoparks assisted by UNESCO.

Unfortunately due to the Federal Governments opposition to the UNESCO Geopark movement (91 Geoparks in 27 Countries) the required four yearly revalidation process was unable to be completed and therefore Kanawinka's status as a Global Geopark under the UNESCO banner has lapsed.

Kanawinka however will continue to act as a National Geopark focussing on the marketing and promotion of the significance of the geological and volcanic assets of the region, which would include:

- maintenance of the Kanawinka website www.kanawinkageopark.org.au
- redevelopment of the tourism/promotional elements of the website
- maintain stocks of the Kanawinka brochure (including map) at Visitor Centres throughout the region and at other strategic locations
- development of Drive Maps
- development of an overall Kanawinka signage strategy for the region
- maintain industry contacts and use of local visitor publications to promote Kanawinka
- review of volcanic sites fact sheets (available at Visitor Centres)



THE MOUNT GAMBIER VISITOR CENTRE AND “THE LADY NELSON” DISCOVERY CENTRE

VISITOR INFORMATION & DISCOVERY CENTRE

In 2013/14, 77,047 visitors came through the door. A total of 46,021 enquiries were handled at the counter, 76% of enquiries handled were from out of the local area. International Visitors made up 9.5% of the total visitation. 10.3 % of total visitors also visited the Discovery Centre. Website visits continue to make up an increasing share of our enquiries, with 124,789 unique visits to our website.

Monthly calculations show peaks occurring in March, May, January, and December, which reflects our busiest periods of Christmas, Easter and the Generations in Jazz Festival. With the busiest day of the year occurring on the 27th December, with 758 visitors. Whilst the 31st August was the quietest with 62 visitors.

New staffing needs and structure was identified and implemented, with staffing measures now in place, with a more streamlined rostering system operating.

Staff have undertaken a series of weekly familiarisations to all accommodation properties in Mount Gambier, with over 50 different accommodation properties visited.

Improvements to the layout of the building continue to be undertaken, with the replacement of the front windows, and double front doors installed, to allow for an out door seating area, providing extra seating area for bus passengers and visitors, during opening hours.

A review of the wetlands area within the Discovery Centre identified a number of issues that have now been addressed. Restoration of the area allowing for sympathetic

interpretation of native and coastal flora was undertaken.

Closer ties have been formed with local tourism industry stakeholders through a commitment to a series of meetings, and attendance at local forums and committees. Including Kanawinka Geotrail, Limestone Coast Visitor Information Providers, Mt Gambier Chamber of Commerce, South Australian Tourism Commission Forums, S.A State Visitor Information Centre Network Meetings.

PUBLICATIONS AND BROCHURE DISTRIBUTION

The Mount Gambier/Lady Nelson combined DL brochure has been updated and reprinted. The Mount Gambier Map has been updated and reprinted. Our Guides and Brochures are distributed throughout Mount Gambier, the Limestone Coast and Western Victoria, The Great Ocean Road, and the South Australian Tourism Commission Visitor Centre in Adelaide.

ACCOMMODATION HUB

Through meetings with the Generations in Jazz representatives a need for an alternative accommodation option was identified. The Community Accommodation Hub was set up and trailed for the Generations in Jazz Festival. Involving homeowners nominating their home or property as accepting bookings for accommodation; this was facilitated through the Roomshare.com website. It is envisioned that similar arrangements can be utilised for other peak period when traditional accommodation providers are fully booked.



THE MOUNT GAMBIER VISITOR CENTRE AND “THE LADY NELSON” DISCOVERY CENTRE

VISITOR INFORMATION CENTRE ENQUIRY FIGURES FOR 2013-14

July 2013	5,475
August 2013	4,408
September 2013	5,989
October 2013	1,612
November 2013	6,908
December 2013	8,787
January 2014	10,192
February 2014	6,287
March 2014	7,643
April 2014	9,981
May 2014	5,478
June 2014	4,287
TOTAL	77,047
Website enquiries (unique visits)	124,789
Total enquiries serviced	204,836
Total visitation cumulative (May 1977- June 2014)	274,8722

MISCELLANEOUS STATISTICS AND INFORMATION

Total email and phone enquiries	2,266
Total counter enquiries	46,021
Counter enquiries from outside of Mount Gambier	38,247
International visitors	13,073
Easter long weekend visitation	2,541
Christmas period visitation (26 Dec – 6th Jan)	6,612
Busiest Day (December 27th)	957
Quietest day (August 31st)	62
Information packs/mail-outs	2,178
Top 10 info packs distributed Christmas	1,187
Average website hits per day	876

BUS TICKETING

	TOTAL PAX	TICKETING EX GST (\$)
Premier Adult Ticket	813	69,207
Premier Child Ticket	128	4,607
Premier Concession Ticket	1,839	22,541
Premier Student Ticket	503	99,593
Premier Stateliner Total	3,283	117,253
V/Line Adult Ticket	1,421	69,993
V/Line Child Ticket	277	4,219
V/Line Concession	1,464	1,225
V/Line Student Ticket	69	41,815
V/Line Total	3,231	195,950
Combined Bus Ticket Sales	6,514	313,204
Bus Enquiry No Sale	2,408	
TOTAL BUS ENQUIRIES	8,922	

MAJOR EVENTS 2013/2014

RACV GREAT VICTORIAN BIKE RIDE 2013

22nd and 23 November 2013

This event was held in Mount Gambier for the first time ever to celebrate 30 years of Bicycle Network of Victoria. It traditionally offers riders adventures through Victoria's spectacular landscapes, but this year the event started in Mount Gambier, to showcase the natural wonders of the Blue Lake and to capitalise on the City's hospitality.

4,600 riders of all levels of experience, and all ages, participated in the pre-race camp at Hastings Cunningham Reserve. They headed off in rainy conditions from Mount Gambier, to Portland, Warrnambool, and the Ottway Ranges, finishing at Geelong. Over nine days, the riders covered approximately 560 kilometers.

The City also had the benefit of 150 volunteers and 50 support staff visiting to help prepare the Reserve with tents, portaloos and other infrastructure.

The event had 50 schools participating with over 1,200 students taking part from across Victoria.

There were buses and semi trailers arriving at the reserve, carrying participants, their tents and overnight gear.

Not all the riders stayed in tents however. Many families opted to stay in local motels and caravan parks, in preparation for a gruelling nine days in the saddle.

The Mount Gambier Chamber of Commerce provided a courtesy bus for riders to catch from Hastings-Cunningham Reserve into the CBD of Mount Gambier. This really boosted patronage in many of our restaurants and cafes, and gave other main street businesses plenty of new customers.

The youngest rider was just 3 years old, with the oldest rider being 83. It was her eleventh time participating in the bike ride! The City of Mount Gambier together with Bicycle Network promoted the health

advantages of active transport to the community, hopefully encouraging more people to cycle and support improvements to local bike riding facilities.

We were also fortunate to have riders come from the UK, NZ, Fiji, the Netherlands and USA. Hopefully they'll pass on their good experiences in Mount Gambier to their fellow citizens.

The City of Mount Gambier Community Events Team in conjunction with local Service and Sporting Clubs organised a wonderfully varied menu of food to be sold to the riders at the Friday evening meal and Saturday morning breakfast at Vansittart Park. Entertainment was supplied by Phoenix Music Studio and Wilson & Flint.

Although the weather was less than conducive to outdoor activities, we did not hear one complaint from the riders or organisers. As a matter of fact there were more comments on what a beautiful, friendly city we have with and on our amazing attractions. Many said they can't wait to come back and visit for a longer holiday.



MAJOR EVENTS 2013/2014

BOWLS SA – SOUTH EASTERN 2 DAY CLASSIC SUPA SERIES OVER 60'S TOURNAMENT

This two day event staged in conjunction with City of Mount Gambier and Bowls SA was held on 24 & 25 February 2014. The third day was a Volunteers Appreciation morning tea and Movie at the Dress Circle in Main Corner complex for those volunteers who work tirelessly for the sport of Lawn Bowls.

The two day competition saw 250 participants play at the Mount Gambier & District RSL clubrooms and the Mount Gambier Bowls clubrooms.

Players came from as far away as the Riverland, mid north and Adelaide.

The South East Classic was a round of the "Seniors Supa Series" which is a Statewide event comprising nine rounds, culminating with the Grand Slam event which will take place later in the year in Adelaide.

The bowlers visiting the region played at the "birth-place" of country bowls in South Australia. Mount Gambier Bowls Club celebrated its 100th year in 2004 and is proud of its key role in the rich history of the sport of Lawn Bowls in our State.

SOFTBALL SA – SA JUNIOR STATE CHAMPIONSHIPS

15 & 16 February 2014

This competition was held over the two days at the softball grounds at the Blue Lake Sports Park.

400 softball players descended on Mount Gambier for the weekend with 18% being locals and 75% from the Adelaide and other Regional areas. There was also a 7% participation from Victoria.

As this was a junior carnival there were many family groups visiting our City and they took advantage of the perfect weather we offered for the weekend. There were 24 teams from across the state competing in both boys and girls U13, U15 and U17 divisions showcasing some of South Australia's best softball talent.

There were 7 diamonds for competitors to play on for the weekend at the sports park. The Softball committee organised a fantastic action packed weekend of games, with the presentations held on Sunday afternoon.

Congratulations go to the Mount Gambier U 17's girl's team winning their category in the Championships with three of the players going on to represent South Australia at the Nationals. The U 13's girl's team was beaten by just one run to be placed second in their age group.

Events such as these give teams an opportunity to showcase their skills and compete against the top players in the state, including South Australian representatives. For many players this starts their transition to open age state teams and even National teams.

LIMESTONE COAST SYMPHONY ORCHESTRA

Mount Gambier was honoured to have the second concert of this local orchestra held on 29th June at the Sir Robert Helpmann Theatre. Another concert was also held at Naracoorte for the enjoyment of Mid and Upper SE residents.

The 71 piece orchestra comprising a majority of musicians from the Limestone Coast region, is led by Hamilton based conductor Angus Christie. Musical Director is Mount Gambier woman, Jennie Matthews. The Orchestra showed why they well and truly earned the 2013 City of Mount Gambier "Community event of the year award" presented to them on Australia Day.

Not only were instrumentalists showcased, but there were also guest vocalists from Western Victoria and the Naracoorte Singers. Many varied classical pieces of music from across the centuries entertained the audiences at sold out venues. Another highlight of the concert was the premiere of a newly commissioned work, "A Festive Overture – Fanfarria L'Ale i Compassio by Beachport composer Dr Chris Waite.

The orchestra has been very fortunate to have found the right mix of instruments from budding musicians across the Limestone Coast. They regularly travel to Mount Gambier for rehearsals and enjoy the thrill of performing together. The Orchestra is very proud to be showcasing the amazing depth of musical talent we have in this region.

MAJOR EVENTS 2013/2014

AUSTRALIAN ARIEL REGISTER MOTORCYCLE NATIONAL RALLY

28, 29, 30 & 31 March 2014

Mount Gambier hosted the Ariel Register National Rally with 97 enthusiastic participants visiting Mount Gambier. The Ariel is a much loved English made motorcycle. The oldest machine at the rally was made in 1929 with the last production of the marquee ceasing in 1964.

Many had accompanying family members visit our City. There were visitors from – Qld 12%; NSW 28%; Vic 26%; SA 25%; 2 each from ACT and TAS and 1 from WA.

Not all rode their motorcycles to the rally; some made the long trip by towing their bikes in a trailer to the event.

The gathering brought many visitors to this area who had never been this far south before and gave them a great taste of our lovely City of Mount Gambier and surrounds. Positive comments from the visitors suggest many will return for a holiday.

The rally included highlights such as visits to McNamara Park on the Friday afternoon, a barbecue at the Umpherston Sinkhole with the City Band playing, and various runs to attractions within Mount Gambier and District. Apart from a few breakdowns with some of the older machines, the rally was a great success.

Some participants stated “This is the best Rally ever held” which is a real credit to Colin and Mavis Thompson who were the Rally coordinators.

TOUR OF THE GREAT SOUTH COAST BIKE RACE

12 August 2013

This amazing event was held during the wettest, coldest, windiest weather imaginable accompanied by thunderstorms and rain, but the elite cyclists managed it all and put on a spectacular show of professional bike racing.

The high-profile sporting event threw the spotlight on the City. Circuits included a 30 lap Criterium of 1.2km around the streets enclosing picturesque Vansittart Park. This included 11 sprints and a very fast finish which unfortunately left five cyclists bearing the scars of gravel rash after a major collision.

The second stage was 10 lap road race of a 6.5km circuit starting on O’Halloran Tce, then along Lake Tce, around the iconic Blue Lake and a very fast descent on Bay Rd before a sharp left turn back into O’Halloran Tce. This circuit included 4 sprints and 4 hillclimbs.

The city’s backdrop certainly provided a spectacular course for the elite riders and this was live-streamed through SBS to the world.

This event was a rare opportunity for residents to see up close the cream of Australia’s up-coming young talent in the professional National Road Series which is considered just one level below the Tour Down Under.

The schools embraced the second stage and gave their full support with a lot of cheering when the cyclists raced past in a blur of colour. The organisers loved the involvement of the children and have named Mount Gambier as one of their favourite locations to hold the Tour.

FORK & CORK, MOUNT GAMBIER FOOD AND WINE FESTIVAL

1 March 2014

The inaugural Mount Gambier Food and Wine Festival was held on a beautiful sunny day in the Cave Garden and Main Corner precinct. Thirteen hundred visitors enjoyed a day of fine wine, (and some local beers & ciders) top quality entertainment and scrumptious food.

The day involved local chefs preparing and demonstrating their skills in making “chocolate delice” using regional flavours, also preparing the superb local Mayura Wagyu beef, cooking local trout, showing how to use Kalangadoo organic apples and local olive oil, and preparing a salad of foraged and found herbs to partner with local produce.

Local Cider and Craft Beer workshops were very popular amongst the locals and visitors attending the festival.

Tasting classes were held by wine makers from both Mount Gambier and Coonawarra. Noted Australian wine critic Nick Stock, also conducted Pinot Noir and Cabernet Sauvignon master classes at a variety of tasting sessions.

Former Masterchef contestant and celebrity Chef, Justine Schofield, well-known for her television show “Everyday Gourmet”, was guest Chef at the Festival. Two Penola High School students who recently competed in the International Culinary Challenge in Japan, assisted Justine in the production of her masterpieces on the day.

MAJOR EVENTS 2013/2014

Several local schools were heavily involved in pre-event programs to grow fresh food and then involve students in food preparation. They were part of the Stephanie Alexander and Jamie Oliver schools programs. So in the week leading up to the major event, these students at various schools across the lower South East had the opportunity to learn about healthy consumption based on local fresh produce. The week's program for students included sessions on Making great coffee, Unconventional afternoon teas, Greek food traditions; an Italian food Workshop and French pastry traditions.

Musical entertainment from the Generations in Jazz Academy and band Foxhow also added to the festival's success. The bands created a great atmosphere in the Cave Garden.

A celebration gourmet dinner was held on the Saturday night with celebrity chef Justine Schofield explaining the steps taken in preparing the feast and how the mix of foods and flavours complimented each other.

Nick Stott also evaluated the wines chosen to compliment the food. Everyone enjoyed a delicious meal, fantastic local wines and again, great music on the night.



FINANCIAL STATEMENT

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OUR *facilities*

SELECTED GENERAL STATISTICS FOR YEAR ENDED 30 JUNE 2014

Area	3,388 ha or 34 km ²
Length of Roads	222 km
Number of Properties coded Residential	11,782
Median Age	37
Unemployment	7.1%
Capital Value (July 2013)	\$3,167,914,030

	2010	2011	2012	2013	2014
Residents of the City of Mount Gambier	26,128	25,247	25,911	25,911	26,092
Eligible Voters	17,854	17,843	17,411	18,050	18,379
No. of employees (full time equivalent)	106.1	110.4	111.4	116	118
Development Applications (Blg & Plan)					
Applications and Land Divisions (No.)	540	472	444	363	442
Dwellings (No.)	128	104	104	75	112
Flats/Units (No.)	5(15)	0	0	0	0
Business/Commercial /Industrial (No.)	35	36	51	56	35
Additions and Alterations (No.)	281	240	220	191	189
Other, signs, divisions	91	92	69	43	80
Estimated Expenditure (Value \$m)	50.9	43.6	93.1	31.9	46
No. of Dogs Registered	4,310	4,813	4,837	4,818	4,945
No. of Assessments	12,857	13,309	13,395	13,499	13,584
Rateable Capital Value of Assessments (value \$m)	2,829	3,070	3,207	3,139	3,167
Rates foregone on non rateable property (value \$thous)	457	567	599	610	649
Rate Rebates and Remissions (value \$thous)	51	119	137	153	163
Value of Pensioner Concessions (value \$thous)	423	417	426	465	424
No. of non-rateable 100% rebate assessments	467	497	501	504	510
Fixed Charge	\$428.90	\$456.00	\$480.00	\$516.40	\$544.80

SELECTED GENERAL STATISTICS FOR YEAR ENDED 30 JUNE 2014

HOW YOU CAN HELP

What you can do as a public minded citizen to make your City a better place:

- a. Keep any overhanging branches from your property over the footpath neatly trimmed to a minimum height of 2.2m above the footpath.
- b. Report street trees that require trimming for safe sight distance and safe to walk under.
- c. Care for your own street footpath. Some residents are unable. Can you assist them?
- d. Report to Council or the Police any acts of vandalism, graffiti or damage to any public or private property. Remember you are a 'shareholder' in your City.
- e. Report to Council any dangerous pot holes in roads or footpaths.

- f. Take your visitors for a walk through our parks, gardens, the Crater Lakes area, Cave Garden, Umpherston Sinkhole and public facilities such as the Main Corner, Library and 'The Lady Nelson' complex. Show them that you are proud of your City.
- g. If you see any Council's safety signs on road works down, please stand them up or report to Council.
- h. Report to the ETSA Utilities or to Council, any street lights which are not working. Phone 13 13 66.

You have a duty to yourself and the community, to keep your property clean and tidy at all times. The simple commitment to the presentation of your property will make you a good neighbour and a good citizen.

We owe it to everyone to play our part in making Mount Gambier the tidiest and friendliest City in Australia.

POPULATION CHANGE

The population of Mount Gambier City over the years:-

1961	15,388
1966	17,146
1971	17,934
1976	19,292
1991	19,880
1996	20,813
2001	22,720
2006	23,922
2011	25,257
2013	26,092 (ABS - ERP)



STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 30 JUNE 2014

	NOTES	2014 \$'000	2013 \$'000
INCOME			
Rates	2	16,826	15,772
Statutory charges	2	378	357
User charges	2	3,530	3,393
Grants, subsidies and contributions	2	1,278	2,232
Investment income	2	32	31
Reimbursements	2	229	191
Other income	2	467	476
Total Income		22,740	22,452
EXPENSES			
Employee costs	3	8,772	8,318
Materials, contracts & other expenses	3	8,467	7,837
Depreciation, amortisation & impairment	3	5,907	5,662
Finance costs	3	262	336
Total Expenses		23,408	22,153
OPERATING SURPLUS / (DEFICIT)		(668)	299
Asset disposal & fair value adjustments	4	(3,227)	(1,838)
Amounts received specifically for new or upgraded assets	2	3,064	835
NET SURPLUS / (DEFICIT)			
transferred to Equity Statement		(831)	(704)
Other Comprehensive Income		-	-
TOTAL COMPREHENSIVE INCOME		(831)	(704)

This Statement is to be read in conjunction with the Notes commencing page 117.

STATEMENT OF FINANCIAL POSITION

AS AT 30 JUNE 2014

	NOTES	2014 \$'000	2013 \$'000
ASSETS			
Current Assets			
Cash and cash equivalents	5	1,173	675
Trade & other receivables	5	1,132	1,149
Inventories	5	37	40
Total Current Assets		2,342	1,864
Non-current Assets			
Financial assets	6	154	248
Infrastructure, property, plant & equipment	7	195,144	194,011
Total Non-current Assets		195,298	194,259
Total Assets		197,640	196,123
LIABILITIES			
Current Liabilities			
Trade & other payables	8	2,643	1,116
Borrowings	8	243	356
Provisions	8	1,742	1,723
Total current liabilities		4,628	3,195
Non-current Liabilities			
Borrowings	8	4,538	3,618
Provisions	8	252	257
Total Non-current Liabilities		4,790	3,875
Total Liabilities		9,418	7,070
NET ASSETS		188,222	189,053
EQUITY			
Accumulated Surplus		46,307	48,060
Asset Revaluation Reserves	9	131,574	131,574
Other Reserves	9	10,341	9,419
TOTAL EQUITY		188,222	189,053

This Statement is to be read in conjunction with the Notes commencing page 117.

STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2014

	ACCUMULATED SURPLUS \$'000	ASSET REVALUATION RESERVE \$'000	AVAILABLE FOR SALE FINANCIAL ASSETS \$'000	OTHER RESERVES \$'000	TOTAL EQUITY \$'000
2014					
Balance at end of previous reporting period	48,060	131,574	-	9,419	189,053
Restated opening balance	48,060	131,574	-	9,419	189,053
Net Surplus / (Deficit) for Year	(831)				(831)
Other Comprehensive Income					
Transfers between reserves	(922)			922	-
Balance at end of period	46,307	131,574	-	10,341	188,222
2013					
Balance at end of previous reporting period	52,707	131,574	-	5,476	189,757
Restated opening balance	52,707	131,574	-	5,476	189,757
Net Surplus / (Deficit) for Year	(704)				(704)
Other Comprehensive Income					
Transfers between reserves	(3,943)			3,943	-
Balance at end of period	48,060	131,574	-	9,419	189,053

This Statement is to be read in conjunction with the Notes commencing page 117.

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2014

	NOTES	2014 \$'000	2013 \$'000
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
Rates - general & other		16,808	15,754
Fees & other charges		408	385
User charges		3,993	3,676
Investment receipts		69	63
Grants utilised for operating purposes		1,374	2,399
Reimbursements		252	210
Other revenues		2,748	2,022
Payments			
Employee costs		(8,719)	(8,407)
Materials, contracts & other expenses		(9,935)	(10,049)
Finance payments		(230)	(342)
Net Cash provided by (or used in) Operating Activities		6,768	5,711
CASH FLOWS FROM INVESTING ACTIVITIES			
Receipts			
Amounts specifically for new or upgraded assets		3,064	835
Sale of replaced assets		276	212
Repayments of loans by community groups		126	106
Payments			
Expenditure on renewal/replacement of assets		(6,574)	(5,010)
Expenditure on new/upgraded assets		(3,969)	(1,022)
Net Cash provided by (or used in) Investing Activities		(7,077)	(4,879)
CASH FLOWS FROM FINANCING ACTIVITIES			
Receipts			
Proceeds from borrowings		1,163	-
Payments			
Repayments of borrowings		(356)	(1,138)
Net Cash provided by (or used in) Financing Activities		807	(1,138)
Net Increase (Decrease) in cash held		498	(306)
Cash & cash equivalents at beginning of period	10	675	981
Cash & cash equivalents at end of period	10	1,173	675

This Statement is to be read in conjunction with the Notes commencing page 117.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2014

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

The principal accounting policies adopted in the preparation of the financial report are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

1 Basis of Preparation

1.1 Compliance with Australian Accounting Standards

This general purpose financial report has been prepared in accordance with Australian Accounting Standards as they apply to not-for-profit entities, other authoritative pronouncements of the Australian Accounting Standards Board, Interpretations and relevant South Australian legislation.

The financial report was authorised for issue by certificate under regulation 14 of the *Local Government (Financial Management) Regulations 2011*.

1.2 Historical Cost Convention

Except as stated below, these financial statements have been prepared in accordance with the historical cost convention.

1.3 Critical Accounting Estimates

The preparation of financial statements in conformity with Australian Accounting Standards requires the use of certain critical accounting estimates, and requires management to exercise its judgement in applying Council's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are specifically referred to in the relevant sections of this Note.

1.4 Rounding

All amounts in the financial statements have been rounded to the nearest thousand dollars (\$'000).

2 The Local Government Reporting Entity

The City of Mount Gambier is incorporated under the SA Local Government Act 1999 and has its principal place of business at 10 Watson Terrace, Mount Gambier. These financial statements include the Council's direct operations and all entities through which Council controls resources to carry on its functions. In the process of reporting on the Council as a single unit, all transactions and balances

between activity areas and controlled entities have been eliminated.

3 Income recognition

Income is measured at the fair value of the consideration received or receivable. Income is recognised when the Council obtains control over the assets comprising the income, or when the amount due constitutes an enforceable debt, whichever first occurs.

Where grants, contributions and donations recognised as incomes during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the amounts subject to those undischarged conditions are disclosed in these notes. Also disclosed is the amount of grants, contributions and receivables recognised as incomes in a previous reporting period which were obtained in respect of the Council's operations for the current reporting period.

In the month of June in recent years the Federal Government has paid amounts of untied financial assistance grants, which are recognised on receipt, in advance of the year of allocation. In June 2011, one quarter of the 2011/12 allocation amounting to \$552 was paid in advance; in June 2012, two quarters of the 2012/13 allocation: \$1,196; and in June 2013, again two quarters of the 2013/14 allocation: \$1,267. Accordingly, in the reporting period ended 30 June 2013, Council's operating surplus was effectively overstated by \$1,267.

The actual amounts of untied grants received during the reporting periods (including the advance allocations) are disclosed in Note 2.

4 Cash, Cash Equivalents and other Financial Instruments

Cash Assets include all amounts readily convertible to cash on hand at Council's option with an insignificant risk of changes in value with a maturity of three months or less from the date of acquisition.

Receivables for rates and annual charges are secured over the subject land, and bear interest at rates determined in accordance with the Local Government Act 1999. Other receivables are generally unsecured and do not bear interest.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2014

All receivables are reviewed as at the reporting date and adequate allowance made for amounts the receipt of which is considered doubtful.

All financial instruments are recognised at fair value at the date of recognition. A detailed statement of the accounting policies applied to financial instruments forms part of Note 12.

5 Inventories

Inventories held in respect of stores have been valued by using the weighted average cost on a continual basis, after adjustment for loss of service potential. Inventories held in respect of business undertakings have been valued at the lower of cost and net realisable value.

6 Infrastructure, Property, Plant & Equipment

6.1 Land under roads

Council has elected not to recognise land under roads acquired prior to 1 July 2008 as an asset in accordance with AASB 1051 Land under Roads. Land under roads acquired after 30 June 2008 has not been recognised as in the opinion of Council it is not possible to reliably attribute a fair value, and further that such value if determined would be immaterial.

6.2 Initial Recognition

All assets are initially recognised at cost. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition.

All non-current assets purchased or constructed are capitalised as the expenditure is incurred and depreciated as soon as the asset is held "ready for use". Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including architects' fees and engineering design fees and all other costs incurred. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Capital works still in progress at balance date are recognised as other non-current assets and transferred to *infrastructure, property, plant & equipment* when completed ready for use.

6.3 Materiality

Assets with an economic life in excess of one year are only capitalised where the cost of acquisition exceeds materiality thresholds established by Council for each type of asset. In determining (and in annually reviewing) such thresholds, regard is had to the nature of the asset and its estimated service life. Examples of capitalisation thresholds applied during the year are given in Note 7. No capitalisation threshold is applied to the acquisition of land or interests in land.

6.4 Subsequent Recognition

All material asset classes are revalued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. Further detail of existing valuations, methods and valuers are provided at Note 7.

6.5 Depreciation of Non-Current Assets

Other than land, all infrastructure, property, plant and equipment assets recognised are systematically depreciated over their useful lives on a straight-line basis which, in the opinion of Council, best reflects the consumption of the service potential embodied in those assets.

Depreciation methods, useful lives and residual values of classes of assets are reviewed annually.

Major depreciation periods for each class of asset are shown in Note 7. Depreciation periods for infrastructure assets have been estimated based on the best information available to Council, but appropriate records covering the entire life cycle of these assets are not available, and extreme care should be used in interpreting financial information based on these estimates.

6.6 Impairment

Assets that have an indefinite useful life are not subject to depreciation and are reviewed annually for impairment. Assets that are subject to depreciation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDING 30 JUNE 2014

which the asset's carrying amount exceeds its recoverable amount (which is the higher of the present value of future cash outflows or value in use).

For assets whose future economic benefits are not dependent on the ability to generate cash flows, and where the future economic benefits would be replaced if Council were deprived thereof, the value in use is the depreciated replacement cost. In assessing impairment for these assets, a rebuttable assumption is made that the current replacement cost exceeds the original cost of acquisition.

Where an asset that has been revalued is subsequently impaired, the impairment is first offset against such amount as stands to the credit of that class of assets in Asset Revaluation Reserve, any excess being recognised as an expense.

6.7 Borrowing Costs

Borrowing costs in relation to qualifying assets (net of offsetting investment revenue) have been capitalised in accordance with AASB 123 "Borrowing Costs". The amounts of borrowing costs recognised as an expense or as part of the carrying amount of qualifying assets are disclosed in Note 3, and the amount (if any) of interest revenue offset against borrowing costs in Note 2.

7 Payables

7.1 Goods & Services

Creditors are amounts due to external parties for the supply of goods and services and are recognised as liabilities when the goods and services are received. Creditors are normally paid 30 days after the month of invoice. No interest is payable on these amounts.

7.2 Payments Received in Advance & Deposits

Amounts received from external parties in advance of service delivery, and security deposits held against possible damage to Council assets, are recognised as liabilities until the service is delivered or damage reinstated, or the amount is refunded as the case may be.

8 Borrowings

Loans are carried at their principal amounts which represent the present value of future cash flows associated with servicing the debt. Interest is accrued over the period to which it relates, and is recorded as part of "Payables". Interest free loans

are carried at their nominal amounts; interest revenues foregone by the lender effectively being a reduction of interest expense in the period to which it relates.

9 Employee Benefits

9.1 Salaries, Wages & Compensated Absences

Liabilities for employees' entitlements to salaries, wages and compensated absences expected to be paid or settled within 12 months of reporting date are accrued at nominal amounts (including payroll based oncosts) measured in accordance with AASB 119.

Liabilities for employee benefits not expected to be paid or settled within 12 months are measured as the present value of the estimated future cash outflows (including payroll based oncosts) to be made in respect of services provided by employees up to the reporting date. Present values are calculated using government guaranteed securities rates with similar maturity terms.

Weighted average discount rate	2.44% (2013, 3.06%)
Weighted average settlement period	1 year 2013, 1 year

No accrual is made for sick leave for ASU employees as Council experience indicates that, on average, sick leave taken in each reporting period is less than the entitlement accruing in that period, and this experience is expected to recur in future reporting periods. Council does not make payment for untaken sick leave for ASU employees.

AWU employees are entitled to the payment of sick leave under the AWU Enterprise Agreements No. 8 of 2012, on the following basis:-

- Annual Cash-Out – Clause 25.5
- Termination Pay-Out – Clause 25.4

A provision has been raised in 2014 for \$22 and will be increased over a 5 year period to match the maximum in any one year that would need to be paid by Council. Currently that figure is \$120, however to date only two employees have qualified for this benefit with \$22 being paid since the introduction of this benefit in 2012.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2014

9.2 Superannuation

The Council makes employer superannuation contributions in respect of its employees to the Local Government Superannuation Scheme. The Scheme has two types of membership, each of which is funded differently. No changes in accounting policy have occurred during either the current or previous reporting periods. Details of the accounting policies applied and Council's involvement with the schemes are reported in Note 16.

10 Provision for Carbon Taxation

Council operates a landfill facility, which operates below the taxation threshold of 25,000 tonnes of carbon dioxide equivalent (CO₂e) gas emissions.

Council considers that it has no current or likely future liability for this tax.

11 Leases

Lease arrangements have been accounted for in accordance with Australian Accounting Standard AASB 117.

In respect of finance leases, where Council substantially carries all of the risks incident to ownership, the leased items are initially recognised as assets and liabilities equal in amount to the present value of the minimum lease payments. The assets are disclosed within the appropriate asset class, and are amortised to expense over the period during which the Council is expected to benefit from the use of the leased assets. Lease payments are allocated between interest expense and reduction of the lease liability, according to the interest rate implicit in the lease.

In respect of operating leases, where the lessor substantially retains all of the risks and benefits incident to ownership of the leased items, lease payments are charged to expense over the lease term.

12 GST Implications

In accordance with UIG Abstract 1031 "Accounting for the Goods & Services Tax"

- Receivables and Creditors include GST receivable and payable.
- Except in relation to input taxed activities, revenues and operating expenditures exclude GST receivable and payable.

- Non-current assets and capital expenditures include GST net of any recoupment.
- Amounts included in the Statement of Cash Flows are disclosed on a gross basis.

13 Pending Accounting Standards

Certain new accounting standards and UIG interpretations have been published that are not mandatory for the 30 June 2012 reporting period and have not been used in preparing these reports.

AASB 7	Financial Instruments – Disclosures
AASB 9	Financial Instruments
AASB 10	Consolidated Financial Statements
AASB 11	Joint Arrangements
ASB 12	Disclosure of Interests in Other Entities
AASB 127	Separate Financial Statements
AASB 128	Investments in Associates and Joint Ventures
AASB 132	Financial Instruments: Presentation

Standards containing consequential amendments to other Standards and Interpretations arising from the above - AASB 2010-7, AASB 2011-7, AASB 2012-2, AASB 2012-3, AASB 2012-5, AASB 2012-6, AASB 2012-10, AASB 2013-3, AASB 2013-8 and AASB 2013-9.

(Standards not affecting local government have been excluded from the above list.)

Council is of the view that none of the above new standards or interpretations will affect any of the amounts recognised in the financial statements, but that they may impact certain information otherwise disclosed.

The Australian Accounting Standards Board is currently reviewing AASB 1004 Contributions. It is anticipated that the changes resulting from this review may have a material effect on the timing of the recognition of grants and contributions, but the financial consequences cannot be estimated until a revised accounting standard is issued.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2014

NOTE 2 - INCOME *cont.*

	NOTES	2014 \$'000	2013 \$'000
RATES REVENUES			
General Rates		16,383	15,479
Less: Discretionary rebates, remissions & write offs		(163)	(153)
		16,220	15,326
Other Rates (including service charges)			
Natural Resource Management levy		550	536
		550	536
Other Charges			
Penalties for late payment		56	63
		56	63
Less: Discretionary rebates, remissions & write offs			(153)
		16,826	15,772
STATUTORY CHARGES			
Development Act fees		108	90
Town planning fees		101	105
Animal registration fees & fines		122	121
Parking fines/expiation fees		38	29
Other licences, fees, & fines		9	12
		378	357
USER CHARGES			
Cemetery/crematoria fees		608	643
Green Waste Collection		274	360
Hall & equipment hire		70	42
Sales - general		2,396	2,126
Sundry		182	222
		3,530	3,393
INVESTMENT INCOME			
Interest on investments			
Local Government Finance Authority		29	21
Banks & other		1	8
Loans to community groups		2	2
		32	31

Continued...

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2014

NOTE 2 - INCOME *cont.*

	NOTES	2014 \$'000	2013 \$'000
REIMBURSEMENTS			
for roadworks		72	52
for private works		55	56
other		102	83
		229	191
OTHER INCOME			
Insurance & other recoupments (infrastructure, property, plant & equipment)		246	399
Donations		75	53
Sundry		146	24
		467	476
GRANTS, SUBSIDIES, CONTRIBUTIONS			
Amounts received specifically for new or upgraded assets		3,064	835
Other grants, subsidies and contributions		1,278	2,232
		4,342	3,067
<i>The functions to which these grants relate are shown in Note 11.</i>			
Sources of grants			
Commonwealth Government		2,581	189
State Government		1,760	2,878
Other		1	0
		4,342	3,067



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2014

NOTE 2 - INCOME *cont.*

	NOTES	2014 \$'000	2013 \$'000
Conditions over grants & contributions			
<i>Grants and contributions which were obtained on the condition that they be expended for specified purposes or in a future period, but which are not yet expended in accordance with those conditions, are as follows:</i>			
<i>Unexpended at the close of the previous reporting period</i>		1,000	1,000
<i>Less: expended during the current period from revenues recognised in previous reporting periods</i>			
<i>Railway Lands</i>		(1,000)	
Subtotal		(1,000)	
<i>Plus: amounts recognised as revenues in this reporting period but not yet expended in accordance with the conditions</i>			
<i>Roads Infrastructure</i>			
<i>Heritage & Cultural Services</i>			
Subtotal			
<i>Unexpended at the close of this reporting period</i>			1,000
<i>Net increase (decrease) in assets subject to conditions in the current reporting period</i>		(1,000)	



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2014

NOTE 3 - EXPENSES

	NOTES	2014 \$'000	2013 \$'000
EMPLOYEE COSTS			
Salaries and Wages		8,055	7,770
Employee leave expense		149	37
Superannuation - defined contribution plan contributions	16	802	744
Workers' Compensation Insurance		227	211
Other		45	67
Less: Capitalised and distributed costs		(506)	(511)
Total Operating Employee Costs		8,772	8,318
Total Number of Employees			
<i>Full time equivalent at end of reporting period</i>		118	116
MATERIALS, CONTRACTS & OTHER EXPENSES			
Prescribed Expenses			
Auditor's Remuneration			
Auditing the financial reports		19	19
Elected members' expenses		272	284
Subtotal - Prescribed Expenses		291	303
Other Materials, Contracts & Expenses			
Contractors		2,886	2,887
Energy		877	845
Maintenance		6	6
Legal Expenses		18	46
Levies paid to government - NRM levy		544	532
Parts, accessories & consumables		1,738	1,507
Professional services		171	80
Sundry		1,936	1,631
Subtotal - Other Materials, Contracts & Expenses		8,176	7,534
		8,467	7,837

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2014

NOTE 3 - EXPENSES

	NOTES	2014 \$'000	2013 \$'000
DEPRECIATION, AMORTISATION & IMPAIRMENT			
Depreciation			
Buildings & Other Structures		2,563	2,606
Infrastructure		2,140	1,953
Plant & Equipment		683	591
Minor Plant		31	22
Office Equipment		258	258
Other		232	232
		5,907	5,662
FINANCE COSTS			
Interest on Loans		262	336
		262	336

NOTE 4 - ASSET DISPOSAL & FAIR VALUE ADJUSTMENTS

	NOTES	2014 \$'000	2013 \$'000
INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT			
<i>Assets renewed or directly replaced</i>			
Proceeds from disposal		276	212
Less: Carrying amount of assets sold		3,503	2,050
Gain (Loss) on disposal		(3,227)	(1,838)
NET GAIN (LOSS) ON DISPOSAL OR REVALUATION OF ASSETS		(3,227)	(1,838)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2014

NOTE 5 - CURRENT ASSETS

	NOTES	2014 \$'000	2013 \$'000
CASH & EQUIVALENT ASSETS			
<i>Cash on Hand and at Bank</i>		647	167
Deposits at Call		526	508
		1,173	675
TRADE & OTHER RECEIVABLES			
Rates - General & Other		411	393
Rates postponed for State Seniors		-	-
Accrued Revenues		4	41
Debtors - general		539	537
GST Recoupment		118	86
Loans to community organisations		60	92
		1,132	1,149
INVENTORIES			
Stores & Materials		15	24
Trading Stock		22	16
		37	40

Aggregate write-downs and other losses recognised as an expense, and reversals of these, were not material in amount in either year. All such reversals occurred principally as a result of clerical inaccuracies during stores operations.

NOTE 6 - NON-CURRENT ASSETS

	NOTES	2014 \$'000	2013 \$'000
FINANCIAL ASSETS			
Receivables			
Loans to community organisations		154	248
TOTAL FINANCIAL ASSETS		154	248

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2014

NOTE 7 - INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT

FAIR VALUE LEVEL	2013 \$'000				2014 \$'000			
	AT FAIR VALUE	AT COST	ACCUM DEP'N	CARRYING AMOUNT	AT FAIR VALUE	AT COST	ACCUM DEP'N	CARRYING AMOUNT
Land - 2	7,546	-	-	7,546	7,451	-	-	7,451
Land - 3	31,913	1,729	-	33,642	33,318	89	-	33,407
Buildings & Other Structures - 2	53,425	-	(2,945)	50,480	53,425	1,075	(4,387)	50,113
Buildings & Other Structures - 3	65,349	-	(28,489)	36,860	65,349	958	(29,610)	36,697
Infrastructure	75,559	3,515	(20,888)	58,186	75,559	7,812	(23,028)	60,343
Plant & Equipment	4,685	349	(583)	4,451	4,685	1,065	(1,177)	4,573
Minor plant	155	43	(22)	176	155	74	(53)	176
Office Equipment	-	1,716	(894)	822	-	1,775	(1,144)	631
Other	1,926	154	(232)	1,848	1,926	291	(464)	1,753
TOTAL INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT	240,558	7,506	(54,053)	194,011	241,868	13,139	(59,863)	195,144
Comparatives	241,342	3,223	(48,874)	195,691	240,558	7,506	(54,053)	194,011

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2014

NOTE 7 - INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT cont.

	CARRYING AMOUNT MOVEMENTS DURING YEAR							2014 \$'000	
	2013 \$'000		\$'000						CARRYING AMOUNT
	CARRYING AMOUNT	Additions	Disposals	Depreciation	Impairment	Transfers	Net Revaluation		
	New/ Upgrade	Renewals							
Land - 2	7,546	1,657	-	(957)	-	(795)	-	7,451	
Land - 3	33,642	89	-	-	-	(324)	-	33,407	
Buildings & Other Structures - 2	50,480	795	280	-	(1,442)	-	-	50,113	
Buildings & Other Structures - 3	36,860	200	1,966	(2,316)	(1,121)	1,108	-	36,697	
Infrastructure	58,186	1,168	3,118	-	(2,140)	11	-	60,343	
Plant & Equipment	4,451	5	1,026	(226)	(683)	-	-	4,573	
Minor plant	176	-	32	(1)	(31)	-	-	176	
Office Equipment	822	55	14	(2)	(258)	-	-	631	
Other	1,848	-	137	-	(232)	-	-	1,753	
TOTAL INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT	194,011	3,969	6,573	(3,502)	(5,907)	-	-	195,144	
Comparatives	195,691	1,022	5,010	(2,050)	(5,662)	-	-	194,011	

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2014

NOTE 7 - INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT

VALUATION OF ASSETS

General Valuation Principles

Accounting procedure

Upon revaluation, the current new replacement cost and accumulated depreciation are re-stated such that the difference represents the fair value of the asset determined in accordance with AASB 13 Fair Value Measurement: accumulated depreciation is taken to be the difference between current new replacement cost and fair value. In the case of land, fair value is taken to be the current replacement cost.

Highest and best use

For land which Council has an unfettered right to sell, the “highest and best use” recognises the possibility of the demolition or substantial modification of some or all of the existing buildings and structures affixed to the land.

Much of the land under Council’s care and control is Crown land or has been declared as community land under the provisions of the Local Government Act 1999. Other types of restrictions also exist.

For land subject to these restrictions, the highest and best use is taken to be the “highest and best use” available to Council, with a rebuttable presumption that the current use is the “highest and best use”. The reason for the current use of a large proportion of Council’s assets being other than the “highest and best use” relates to Council’s principal role as the provider of services to the community, rather than the use of those assets for the generation of revenue.

For buildings and other structures on and in the land, including infrastructure, “highest and best use” is determined in accordance with the land on and in which they are situated.

Transition to AASB 13

The requirements of AASB 13 Fair Value Measurement have been applied to all valuations undertaken since 1 July 2013 as shown by the valuation dates by individual asset classes below.

Fair value hierarchy level 2 valuations

Certain land, and the buildings and structures thereon, are shown above as being based on fair value hierarchy level 2 valuation inputs. They are based on prices for similar assets in an active market, with directly or indirectly observable adjustments for specific advantages or disadvantages attaching to the particular asset.

Fair value hierarchy level 3 valuations of land

Valuations of Crown land, community land and land subject to other restrictions on use or disposal, shown above as being based on fair value hierarchy level 3 valuation inputs, are based on prices for similar assets in an active market, but include adjustments for specific advantages or disadvantages attaching to the particular asset that are not directly or indirectly observable in that market, or the number and / or amount of observable adjustments of which are so great that the valuation is more fairly described as being based on level 3 valuation inputs.

Fair value hierarchy level 3 valuations of buildings, infrastructure and other assets

There is no known market for these assets and they are valued at depreciated current replacement cost. This method involves:

The determination of the cost to construct the asset (or its modern engineering equivalent) using current prices for materials and labour, the quantities of each being estimated based on recent experience of this or similar Councils, or on industry construction guides where these are more appropriate.

The calculation of the depreciation that would have accumulated since original construction using current estimates of residual value and useful life under the prime cost depreciation method adopted by Council.

This method has significant inherent uncertainties, relying on estimates of quantities of materials and labour, residual values and useful lives, and the possibility of changes in prices for materials and labour, and the potential for development of more efficient construction techniques.

Capitalisation thresholds used by Council for a representative range of assets are shown below. No capitalisation threshold is applied to the acquisition of land or interests in land.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2014

Office Furniture & Equipment	\$1,000
Other Plant & Equipment	\$1,000
Buildings - new construction/extensions	\$10,000
Park & Playground Furniture & Equipment	\$2,000
Road construction & reconstruction	\$10,000
Paving & footpaths, Kerb & Gutter	\$2,000
Drains & Culverts	\$5,000
Reticulation extensions	\$5,000
Sidelines & household connections	\$5,000
Artworks	\$5,000

Estimated Useful Lives

Useful lives are estimated for each individual asset. In estimating useful lives, regard is had to technical and commercial obsolescence, as well as legal and other limitations on continued use. The range of useful lives for a representative range of assets is shown below, although individual assets may have an estimated total useful life of greater or lesser amount:

Plant, Furniture & Equipment	
Office Equipment	5 to 10 years
Office Furniture	10 to 20 years
Vehicles and Road-making Equip	5 to 8 years
Other Plant & Equipment	
Building & Other Structures	5 to 15 years
Buildings – masonry	50 to 100 years
Buildings – other construction	20 to 40 years
Park Structures – masonry	50 to 100 years
Park Structures – other construction	20 to 40 years
Playground equipment	5 to 15 years
Benches, seats, etc	10 to 20 years
Infrastructure	
Sealed Roads – Surface	15 to 25 years
Sealed Roads – Structure	20 to 50 years
Unsealed Roads	10 to 20 years
Bridges – Concrete	50 years
Paving & Footpaths, Kerb & Gutter	10 to 70 years
Drains	70 years
Other Assets	
Library Books	10 to 15 years
Artworks	indefinite

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2014

NOTE 7 - INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT

LAND & LAND IMPROVEMENTS

Council being of the opinion that it is not possible to attribute a value sufficiently reliably to qualify for recognition, land under roads has not been recognised in these reports. Land acquired for road purposes during the year is initially recognised at cost, but transferred to fair value at reporting date, effectively writing off the expenditure.

Freehold land and land over which Council has control, but does not have title, is recognised on the cost basis. No capitalisation threshold is applied to the acquisition of land or interests in land.

Land improvements, including bulk earthworks with an assessed unlimited useful life, are recognised on the cost basis, originally deriving from a valuation at 30 June 2012 by Mr Martin Oldfield, BBus Property (Val) AAPI Certified Practising Valuer of Maloney Field Services at current replacement cost. Additions are recognised at cost.

BUILDINGS & OTHER STRUCTURES

Buildings and other structures were revalued as at 30 June 2012 by Mr Martin Oldfield, BBus Property (Val) AAPI Certified Practising Valuer of Maloney Field Services at current replacement cost. As at 30 June 2013 Building and Structures that are 'Not Council Controlled' were identified and were removed from our financial statements.

INFRASTRUCTURE

Transportation assets were valued by Council officers at depreciated current replacement cost during the reporting period ended 30 June 2012, based on actual costs incurred during the reporting periods ended 30 June 2011 and 2012. All acquisitions made after the respective dates of valuation are recorded at cost.

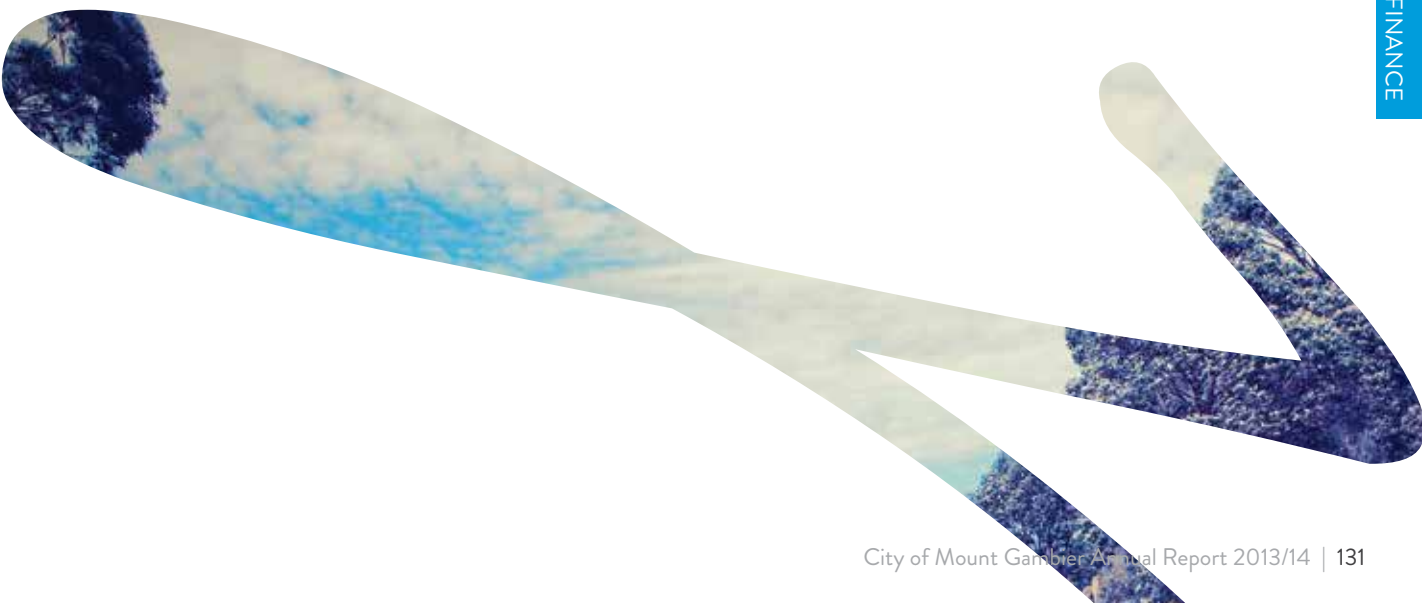
Stormwater drainage infrastructure was valued by Council officers as at 30 June 2012 at depreciated current replacement cost, based on actual costs incurred during the reporting period ended 30 June 2012. All acquisitions made after the respective dates of valuation are recorded at cost.

PLANT, FURNITURE & EQUIPMENT

These assets were valued by Council officers as at 30 June 2012 at depreciated current replacement cost, based on actual costs incurred during the reporting period ended 30 June 2012. All acquisitions made after the respective date of valuation are recorded at cost.

ALL OTHER ASSETS

These assets are recognised on the cost basis. Library books and other lending materials were valued by Council officers as at 30 June 2012 at depreciated current replacement cost, based on actual costs incurred during the reporting period ended 30 June 2012. All acquisitions made after the respective date of valuation are capitalised in bulk, and written out when fully depreciated.



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2014

NOTE 8 - LIABILITIES

	NOTES	2014 \$'000		2013 \$'000	
		CURRENT	NON-CURRENT	CURRENT	NON-CURRENT
TRADE & OTHER PAYABLES					
Goods & Services		2,222		1,001	
Payments received in advance		189		33	-
Accrued expenses - employee entitlements		59		20	-
Accrued expenses - other		50		18	-
Deposits, Retentions & Bonds		123	-	44	-
		2,643		1,116	-
BORROWINGS					
Loans		243	4,538	356	3,618
		243	4,538	356	3,618
<i>All interest bearing liabilities are secured over the future revenues of the Council.</i>					
PROVISIONS					
Employee entitlements (including oncosts)		1,742	252	1,723	257
		1,742	252	1,723	257

NOTE 9 - RESERVES

	NOTES	1/7/2013	NET INCREMENTS (DECREMENTS)	TRANSFERS, IMPAIRMENTS	30/6/2014
		\$'000	\$'000	\$'000	\$'000
ASSET REVALUATION RESERVE					
Land		30,511			30,511
Buildings & Other Structures		73,182			73,182
Infrastructure		23,718			23,718
Minor plant		495			495
Office Equipment		3,668			3,668
TOTAL		131,574			131,574
<i>Comparatives</i>		131,574			131,574

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2014

NOTE 9 - RESERVES *cont.*

	NOTES	1/7/2013	TRANSFERS TO RESERVE	TRANSFERS FROM RESERVE	30/6/2014
OTHER RESERVES					
Long Service Leave		724			724
Off Street Car Park		267			267
Plant Replacement		1,561			1,561
Lady Nelson Park Development		6			6
Asset Replacement		1,296			1,296
Land Divison - Outstanding Work		232			232
Downstream Drainage		116	55		171
Work In Progress		3,537	4,385	(3,537)	4,385
City Centre Improvement		688			688
Major Capital Works		482			482
Mount Gambier Cemetery Trust		466	12		478
Junior Sporting Fund		44	7		51
TOTAL OTHER RESERVES		9,419	4,459	(3,537)	10,341
<i>Comparatives</i>		<i>5,476</i>	<i>3,951</i>	<i>(8)</i>	<i>9,419</i>

PURPOSES OF RESERVES

Asset Revaluation Reserve

The asset revaluation reserve is used to record increments and decrements arising from changes in fair value of non-current assets (less any subsequent impairment losses, where applicable).

Other Reserves

Long Service Leave

- Established to fund City of Mount Gambier employee long service entitlements
- Ongoing Reserve Fund
- Transfers from the Fund are made as required
- Transfers to the Fund include Council budgetary allocations, interest received and funds from other employers in respect of transferred employees

Off Street Parking Reserve

- Established to fund off street parking initiatives in to Mount Gambier City Centre precinct

- Ongoing Reserve Fund

- Transfers from the Fund are made as and when required

- Transfers to the Fund include Council budgetary allocations and Interest received

Plant Replacement

- Established to fund Council's plant and machinery fleet requirements

- Ongoing Reserve Fund

- Transfers from the Fund are made as and when required

- Transfers to the Fund include Council budgetary allocations and interest received

Lady Nelson Park Development

- Established to fund any development works that may occur at The Lady Nelson suite

- Ongoing Reserve Fund

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2014

NOTE 9 - RESERVES *cont.*

- Transfers from the Fund are made as and when required
- Transfers to the Fund include Council budgetary allocations and interest received

Asset Replacement

- Established to fund the City of Mount Gambier Asset replacement/renewal requirements
- Ongoing Reserve Fund
- Transfers from the Fund are made as and when required
- Transfers to the Fund include Council budgetary allocations, interest received, any sales etc.

Land Division Outstanding Works

- Funds held in trust to ensure land divisions are completed
- Ongoing Reserve Fund
- Transfers from the Fund are made as and when land division obligations are certified as completed
- Transfers to the Fund are funds deposited by developers in respect of their land division obligations

Downstream Drainage

- Funds contributed by developers and held by Council to complete drainage obligations
- Ongoing Reserve Fund
- Transfers from the Fund are made as and when required
- Transfers to the Fund are developer contributions and interest received

Work in Progress

- Established to fund Council works and projects that are carried over from one budgetary year to the next
- Ongoing Reserve Fund
- Transfers from the Fund are made as and when required with works and projects normally completed in the year following
- Transfers to the Fund include funds for work and projects that have been allocated in one budget year but not completed in that year

City Centre Improvement

- Established to fund improvements and initiatives in the Mount Gambier City Centre precinct
- Ongoing Reserve Fund
- Transfers from the Fund are made as and when required
- Transfer to the Fund include Council budgetary allocations and interest received

Major Capital Works

- Established to assist Council fund impending major capital works projects
- Ongoing Reserve Fund
- Transfers from the Fund are made as and when required
- Transfers to the Fund include budgetary allocations and interest received

Mount Gambier Cemetery Trust

- Established to fund any development works or projects that may be required at the Carinya Gardens Cemetery and Crematorium
- Ongoing Reserve Fund
- Transfers from the Fund are made as and when required
- Transfers to the Fund include Cemetery Trust budgetary allocations and interest received

Junior Sporting Fund

- Established to fund the operations of the Mount Gambier Junior Sporting Fund
- Ongoing Reserve Fund

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2014

NOTE 10 - RECONCILIATION TO CASH FLOW STATEMENT

(a) Reconciliation of cash

Cash Assets comprise highly liquid investments with short periods to maturity subject to insignificant risk of changes of value. Cash at the end of the reporting period as shown in the Cash Flow Statement is reconciled to the related items in the Balance Sheet as follows:

	NOTES	2014 \$'000	2013 \$'000
Total cash & equivalent assets	5	1,173	675
Less: Short-term borrowings	8	-	-
Balances per Cash Flow Statement		1,173	675
(b) Reconciliation of Change in Net Assets to Cash from Operating Activities			
Net Surplus (Deficit)		(831)	(704)
Non-cash items in Income Statement			
Depreciation, amortisation & impairment		5,907	5,662
Net increase (decrease) in unpaid employee benefits		53	(89)
Grants for capital acquisitions treated as Investing Activity		(3,064)	(835)
Net (Gain) Loss on Disposals		3,227	1,838
		5,292	5,872
Add (Less): Changes in Net Current Assets			
Net (increase) decrease in receivables		(15)	(33)
Net (increase) decrease in inventories		3	7
Net increase (decrease) in trade & other payables		1,488	(135)
Net Cash provided by (or used in) operations		6,768	5,711
(c) Financing Arrangements			
Unrestricted access was available at balance date to the following lines of credit:			
Bank Overdrafts		-	-
Corporate Credit Cards		21	27
LGFA Cash Advance Debenture facility		12,000	12,000

The bank overdraft facilities may be drawn at any time and may be terminated by the bank without notice.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2014

NOTE 11 - FUNCTIONS

	INCOMES, EXPENSES AND ASSETS HAVE BEEN DIRECTLY ATTRIBUTED TO THE FOLLOWING FUNCTIONS & ACTIVITIES									
	INCOME		EXPENSES		OPERATING SURPLUS (DEFICIT)		GRANTS INCLUDED IN INCOME		TOTAL ASSETS HELD (CURRENT & NON-CURRENT)	
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	2014 \$'000	2013 \$'000	2014 \$'000	2013 \$'000
Administration / Support Services	17,992	17,858	4,968	4,790	13,024	13,068	1,494	2,584	21,770	21,602
Community Support	859	826	2,246	1,831	(1,387)	(1,005)	16	44	13,817	13,711
Culture	554	527	2,873	2,851	(2,319)	(2,324)	209	234	51,888	51,491
Economic Development	408	407	1,402	1,293	(994)	(886)	-	-	5,858	5,813
Environment	1,899	1,888	4,070	3,065	(2,171)	(1,177)	-	10	5,531	5,488
Recreation	109	105	2,722	2,179	(2,613)	(2,074)	-	-	44,013	43,676
Regulatory Services	396	357	406	1,161	(10)	(804)	-	-	-	-
Transport	108	177	2,761	2,486	(2,653)	(2,309)	2,623	195	40,345	40,035
Engineering / Indirect	-	-	1,281	1,883	(1,281)	(1,883)	-	-	8,197	8,134
Unclassified Activities	415	307	679	614	(264)	(307)	-	-	6,221	6,173
TOTALS	22,740	22,452	23,408	22,153	(668)	299	4,342	3,067	197,640	196,123

Revenues and expenses exclude net gain (loss) on disposal or revaluation of assets, net gain (loss) from joint ventures & associated entities, amounts received specifically for new or upgraded assets and physical resources received free of charge.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2014

NOTE 11 - COMPONENTS OF FUNCTIONS

The activities relating to Council functions are as follows:

ADMINISTRATION / SUPPORT SERVICES

Governance, Elected Members, Organisational, Support Services, Accounting/Finance, Payroll, Human Resources, Information Technology, Communication, Rates Administration, Records, Occupancy, Contract Management, Customer Service, Other Support Services, Revenues, Separate and Special Rates.

COMMUNITY SERVICES

Public Order and Safety, Crime Prevention, Emergency Services, Other Fire Protection, Other Public Order and Safety, Health Services, Pest Control – Health, Immunisation, Preventive Health Services, Other Health Services, Community Support, Other Services for the Aged and Disabled, Children and Youth Services, Community Assistance, Other Community Support, Community Amenities, Bus Shelters, Cemeteries / Crematoria, Public Conveniences, Car Parking – non-fee-paying and Other Community Amenities.

CULTURE

Library Services, Other Library Services, Cultural Services, Cultural Venues, Heritage, Museums and Art Galleries, and Other Cultural Services.

ECONOMIC DEVELOPMENT

Regional Development, Tourism, and Other Economic Development and activities.

ENVIRONMENT

Animal/Plant Boards, Waste Management, Domestic Waste, Green Waste, Recycling, Transfer Station, Other Waste Management, Other Environment, Stormwater and Drainage, Street Cleaning, Street Lighting, Streetscaping, Natural Resource Management Levy, and Other Environment.

RECREATION

Parks and Gardens, Sports Facilities – Indoor, Sports Facilities – Outdoor, Swimming Centres – Outdoor, and Other Recreation.

REGULATORY SERVICES

Dog and Cat Control, Building Control, Town Planning, Clean Air/Pollution Control, Litter Control, Health Inspection, Parking Control, and Other Regulatory Services.

TRANSPORT

Footpaths and Kerbing, Roads – sealed, Roads – formed, Roads – natural formed, Roads – unformed, Traffic Management and Other Transport.

ENGINEERING / INDIRECT

Engineering office expenses, AWU employee's expenses and entitlements, depot expenses, plant and machinery expenses.

UNCLASSIFIED ACTIVITIES

Finance charges and investment revenue, private works and sundry property maintenance.



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2014

NOTE 12 - FINANCIAL INSTRUMENTS

All financial instruments are categorised as loans and receivables.

ACCOUNTING POLICIES - RECOGNISED FINANCIAL INSTRUMENTS

Bank, Deposits at Call, Short Term Deposits	Accounting Policy: Carried at lower of cost and net realisable value; Interest is recognised when earned.
	Terms & conditions: Deposits are returning fixed interest rates of 2.50% (2013: 2.75%). Short term deposits have an average maturity of 1 day and an average interest rates of 2.50% (2013: 1 day, 2.75%).
	Carrying amount: approximates fair value due to the short term to maturity.
Receivables - Rates & Associated Charges (including legals & penalties for late payment)	Accounting Policy: Carried at nominal values less any allowance for doubtful debts. An allowance for doubtful debts is recognised (and re-assessed annually) when collection in full is no longer probable.
<i>Note: These receivables do not meet the definition of “financial instruments” and have been excluded from the following disclosures.</i>	Terms & conditions: Secured over the subject land, arrears attract interest of 0.666% (2013: 0.708%) Although Council is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Council’s boundaries in the State.
	Carrying amount: approximates fair value (after deduction of any allowance).
Receivables - Fees & other charges	Accounting Policy: Carried at nominal values less any allowance for doubtful debts. An allowance for doubtful debts is recognised (and re-assessed annually) when collection in full is no longer probable.
	Terms & conditions: Unsecured, and do not bear interest. Although Council is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Council’s boundaries.
	Carrying amount: approximates fair value (after deduction of any allowance).
Receivables - Other levels of government	Accounting Policy: Carried at nominal value.
	Terms & conditions: Amounts due have been calculated in accordance with the terms and conditions of the respective programs following advice of approvals, and do not bear interest. All amounts are due by Departments and Agencies of State and Federal Governments.
	Carrying amount: approximates fair value.
Liabilities - Creditors and Accruals	Accounting Policy: Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Council.
	Terms & conditions: Liabilities are normally settled on 30 day terms.
	Carrying amount: approximates fair value.
Liabilities - Interest Bearing Borrowings	Accounting Policy: Carried at the principal amounts. Interest is charged as an expense as it accrues.
	Terms & conditions: secured over future revenues, borrowings are repayable (Principal and interest over a fixed term); interest is charged at fixed (or variable - describe) rates between 5.05% and 7.90% (2013: 5.05% and 7.90%)
	Carrying amount: approximates fair value.
Liabilities - Finance Leases	Accounting Policy: accounted for in accordance with AASB 117.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2014

NOTE 12 - FINANCIAL INSTRUMENTS

Liquidity Analysis

2014	DUE < 1 YEAR	DUE > 1 YEAR; ≤ 5 YEARS	DUE > 5 YEARS	TOTAL CONTRACTUAL CASH FLOWS	CARRYING VALUES
	\$'000	\$'000	\$'000	\$'000	\$'000
Financial Assets					
Cash & Equivalents	1,173			1,173	1,173
Receivables	543			543	543
Other Financial Assets	60	154		214	214
TOTAL	1,776	154	-	1,930	1,930
Financial Liabilities					
Payables	2,534			2,534	2,534
Current Borrowings	243			243	243
Non-Current Borrowings	-	803	3,735	4,538	4,538
	2,777	803	3,735	7,315	7,315
2013					
	DUE < 1 YEAR	DUE > 1 YEAR; ≤ 5 YEARS	DUE > 5 YEARS	TOTAL CONTRACTUAL CASH FLOWS	CARRYING VALUES
	\$'000	\$'000	\$'000	\$'000	\$'000
Financial Assets					
Cash & Equivalents	675			675	675
Receivables	578	-	-	578	578
Other Financial Assets	92	212	35	339	339
TOTAL	1,345	212	35	1,592	1,592
Financial Liabilities					
Payables	1,078	-	-	1,078	1,078
Current Borrowings	356	-	-	356	356
Non-Current Borrowings	-	828	2,790	3,618	3,618
	1,434	828	2,790	5,052	5,052

The following interest rates were applicable to Council's borrowings at balance date:

	30 JUNE 2014		30 JUNE 2013	
	WEIGHTED AVERAGE INTEREST RATE %	CARRYING VALUE \$'000	WEIGHTED AVERAGE INTEREST RATE %	CARRYING VALUE \$'000
Other Variable Rates	4.78	-	5.00	-
Fixed Interest Rates	6.48	4,781	6.55	3,974

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2014

NOTE 12 - FINANCIAL INSTRUMENTS

NET FAIR VALUE

All carrying values approximate fair value for all recognised financial instruments. There is no recognised market for the financial assets of the Council.

RISK EXPOSURES

Credit Risk represents the loss that would be recognised if counterparties fail to perform as contracted. The maximum credit risk on financial assets of the Council is the carrying amount, net of any allowance for doubtful debts. All Council investments are made with the SA Local Government Finance Authority and are guaranteed by the SA Government. Except as detailed in Notes 5 & 6 in relation to individual classes of receivables, exposure is concentrated within the Council's boundaries, and there is no material exposure to any individual debtor.

Market Risk is the risk that fair values of financial assets will fluctuate as a result of changes in market prices. All of Council's financial assets are denominated in Australian dollars and are not traded on any market, and hence neither market risk nor currency risk apply.

Liquidity Risk is the risk that Council will encounter difficulty in meeting obligations with financial liabilities. In accordance with the model Treasury Management Policy (LGA Information Paper 15), liabilities have a range of maturity dates. Council also has available a range of bank overdraft and standby borrowing facilities that it can access.

Interest Rate Risk is the risk that future cash flows will fluctuate because of changes in market interest rates. Council has a balance of both fixed and variable interest rate borrowings and investments. Cash flow fluctuations are managed holistically in seeking to minimise interest costs over the longer term in a risk averse manner.



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2014

NOTE 13 - FINANCIAL INDICATORS

	2014	2013	2012
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.			
Operating Surplus Ratio			
Operating Surplus	(4%)	2%	(4%)
Rates - general & other less NRM levy			
<i>This ratio expresses the operating surplus as a percentage of general and other rates, net of NRM levy.</i>			
Adjusted Operating Surplus Ratio			
	(4%)	2%	(4%)
<i>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.</i>			
Net Financial Liabilities Ratio			
Net Financial Liabilities	31%	23%	27%
Total Operating Revenue less NRM levy			
<i>Net Financial Liabilities are defined as total liabilities less financial assets (excluding equity accounted investments in Council businesses). These are expressed as a percentage of total operating revenue (excluding NRM levy).</i>			
Asset Sustainability Ratio			
Net Asset Renewals	107%	85%	52%
Infrastructure & Asset Management Plan required expenditure	*	*	*
<i>Net Financial Liabilities are defined as total liabilities less financial assets (excluding equity accounted investments in Council businesses). These are expressed as a percentage of total operating revenue (excluding NRM levy).</i>			
<i>Amounts shown above an asterisk (*) indicate that the depreciation expense has been used as a proxy, pending finalisation of the Infrastructure & Asset Management Plan.</i>			

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2014

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.

These arrangements ensure that all Councils provide a common 'core' of financial information, which enables meaningful comparisons of each Council's finances.

	2014 \$'000	2013 \$'000
Income	22,740	22,452
<i>less</i> Expenses	23,408	22,153
Operating Surplus / (Deficit)	(668)	299
<i>less</i> Net Outlays on Existing Assets		
Capital Expenditure on renewal and replacement of Existing Assets	6,574	5,010
Depreciation, Amortisation and Impairment	(5,907)	(5,662)
Proceeds from Sale of Replaced Assets	(276)	(212)
	391	(864)
<i>less</i> Net Outlays on New and Upgraded Assets		
Capital Expenditure on New and Upgraded Assets (including investment property & real estate developments)	3,969	1,022
Amounts received specifically for New and Upgraded Assets	(3,064)	(835)
Proceeds from Sale of Surplus Assets (including investment property and real estate developments)	-	-
	905	187
Net Lending / (Borrowing) for Financial Year	(1,964)	976

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2014

NOTE 15 - OPERATING LEASES

LEASE PAYMENT COMMITMENTS OF COUNCIL

Council has entered into non-cancellable operating leases for various items of computer and other plant and equipment.

No lease imposes any additional restrictions on Council in relation to additional debt or further leasing.

Leases in relation to computer and office equipment permit Council, at expiry of the lease, to elect re-lease, return or acquire the equipment leased.

No lease contains any escalation clause.

Commitments under non-cancellable operating leases that have not been recognised in the financial statements are as follows:

	2014 \$'000	2013 \$'000
Not later than one year	26	63
Later than one year and not later than 5 years	13	39
Later than 5 years	-	-
	39	102

NOTE 16 - SUPERANNUATION

The Council makes employer superannuation contributions in respect of its employees to Statewide Super (formerly Local Government Superannuation Scheme). There are two types of membership, each of which is funded differently. Permanent and contract employees of the South Australian Local Government sector with Salarylink benefits prior to 24 November 2009 have the option to contribute to Marketlink and/or Salarylink. All other employees (including casuals) have all contributions allocated to Marketlink.

MARKETLINK (ACCUMULATION FUND) MEMBERS

Marketlink receives both employer and employee contributions on a progressive basis. Employer contributions are based on a fixed percentage of employee earnings in accordance with superannuation guarantee legislation (9.25% in 2013/14; 9.00% in 2012/13). No further liability accrues to the Council as the superannuation benefits accruing to employees are represented by their share of the net assets of the Fund.

SALARYLINK (DEFINED BENEFIT FUND) MEMBERS

Salarylink is a defined benefit scheme where the benefit payable is based on a formula determined by the member's contribution rate, number of years and level of contribution and final average salary. Council makes

employer contributions to Salarylink as determined by the Trustee based on advice from the appointed Actuary. The rate is currently 6.3% (6.3% in 2012/13) of "superannuation" salary.

In addition, Council makes a separate contribution of 3% of salary for Salarylink members to their Marketlink account. Employees also make member contributions to the Fund. As such, assets accumulate in the Fund to meet the member's benefits, as defined in the Trust Deed, as they accrue.

The Salarylink section is a multi-employer sponsored plan. As the Fund's assets and liabilities are pooled and are not allocated by each employer, and employees may transfer to another employer within the local government sector and retain membership of the Fund, the Actuary is unable to allocate benefit liabilities, assets and costs between employers. As provided by AASB 119.32(b), Council does not use defined benefit accounting for these contributions.

The most recent actuarial investigation was conducted by the Scheme's actuary, A C Miller, FIAA, of Russell Employee Benefits Pty Ltd as at 30 June 2011. The Trustee has determined that the current funding arrangements are adequate for the expected Salarylink liabilities. However, future financial and economic circumstances may require changes to Council's contribution rates at some future time.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2014

NOTE 17 - CONTINGENCIES, ASSETS & LIABILITIES NOT RECOGNISED IN THE BALANCE SHEET

The following assets and liabilities do not qualify for recognition in the Balance Sheet but knowledge of those items is considered relevant to user of the financial report in making and evaluating decisions about the allocation of scarce resources.

1. LAND UNDER ROADS

As reported elsewhere in these Statements, Council is of the opinion that it is not possible to attribute a value sufficiently reliably for these assets to qualify for recognition, and accordingly land under roads has not been recognised in these reports. Land acquired for road purposes during the year is initially recognised at cost, but transferred to fair value at reporting date, effectively writing off the expenditure.

At reporting date, Council controlled 222 km of road reserves of average width 20 metres.

2. POTENTIAL INSURANCE LOSSES

Council is a multi-purpose organisation providing a large range of building, parks infrastructure, playgrounds and other facilities accessible to the public. At any time, it is likely that claims will have been made against Council that remain unsettled.

Council insures against all known insurable risks using a range of insurance policies, each of which is subject to a deductible "insurance excess", the amount of which varies according to the class of insurance.

Council has recognised the potential losses arising from claims known at reporting date based on average historical net cost (including insurance excess) of similar types of claims. Other potential claims not reported to Council may have existed at reporting date.

3. BANK GUARANTEES

Council has guaranteed certain loans and other banking facilities advanced to community organisations and sporting bodies, amounting to \$210,000 (2013: \$210,000) at reporting date.

Council does not expect to incur any loss arising from these guarantees.

4. LEGAL EXPENSES

Council is the planning consent authority for its area under the Development Act 1993 (as amended). Pursuant to that Act, certain persons aggrieved by a planning decision of the Council may appeal. It is normal practice that parties bear their own legal costs. At the date of these reports, Council had notice of one appeal against planning decisions made prior to reporting date. All known costs have been recognised, but the amount of further costs cannot be known until the appeals are determined.

5. "CARBON" TAX

From 1 July 2012 a new tax on emissions of certain "greenhouse" gases commenced operation. Council has a number of garbage landfill facilities which emit, and will continue for many years to emit, gases of this type.

Using current calculation methods, emissions from Council's landfill facilities are substantially below current taxable thresholds. This situation is expected to continue while thresholds remain at current levels.

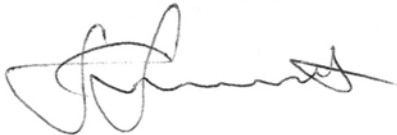
Information currently available provides assurances that "legacy emissions" from garbage placed in landfills prior to commencement of the tax will not subsequently become liable to the tax. However, should taxable thresholds be substantially reduced Council may be subject to taxation on landfill deposits made after 1 July 2013. No liability has been recognised in these reports.

CITY OF MOUNT GAMBIER
ANNUAL FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 June 2014

STATEMENT BY AUDITOR

I confirm that, for the audit of the financial statements of City of Mount Gambier for the year ended 30 June 2014, I have maintained my independence in accordance with the requirements of APES 110 – Code of Ethics for Professional Accountants, Section 290, published by the Accounting Professional and Ethical Standards Board, in accordance with the *Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011* made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22 (5) *Local Government (Financial Management) Regulations 2011*.



Simon Smith

Galpins Accountants, Auditors & Business Consultants

Dated this 30th day of September 2014

CITY OF MOUNT GAMBIER

**ANNUAL FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 June 2014**

CERTIFICATION OF AUDITOR INDEPENDENCE

To the best of our knowledge and belief, we confirm that, for the purpose of the audit of City of Mount Gambier for the year ended 30 June 2014, the Council's Auditor, Galpins Accountants, Auditors & Business Consultants, has maintained its independence in accordance with the requirements of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22(3) *Local Government (Financial Management) Regulations 2011*.



Mark McShane
CHIEF EXECUTIVE OFFICER



Donald Currie
**PRESIDING MEMBER
AUDIT COMMITTEE**

Date: 30/9/2014

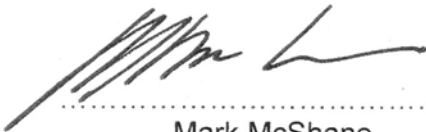
CITY OF MOUNT GAMBIER

ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 June 2014

CERTIFICATION OF FINANCIAL STATEMENTS

We have been authorised by the Council to certify the financial statements in their final form. In our opinion:

- the accompanying financial statements comply with the *Local Government Act 1999*, *Local Government (Financial Management) Regulations 2011* and Australian Accounting Standards.
- the financial statements present a true and fair view of the Council's financial position at 30 June 2014 and the results of its operations and cash flows for the financial year.
- internal controls implemented by the Council provide a reasonable assurance that the Council's financial records are complete, accurate and reliable and were effective throughout the financial year.
- the financial statements accurately reflect the Council's accounting and other records.



Mark McShane
CHIEF EXECUTIVE OFFICER



Steve Perryman
MAYOR

Date: 21st October, 2014.



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