



Civic Centre, 10 Watson Terrace
Mount Gambier SA 5290

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

Date: Tuesday, 16 November 2021
Time: 6.00 p.m.
Location: Council Chamber
Civic Centre
10 Watson Terrace
Mount Gambier

AGENDA

Ordinary Council Meeting 16 November 2021

A handwritten signature in black ink, appearing to read "Sarah Philpott".

Sarah Philpott
Chief Executive Officer
12 November 2021

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1 ACKNOWLEDGEMENT OF COUNTRY

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

2 APOLOGIES

That the apology(ies) from Cr Kate Amoroso and Cr Steven Perryman be received.

3 LEAVE OF ABSENCE

That leave of absence from Cr Ben Hood be received and accepted.

4 CONFIRMATION OF COUNCIL MINUTES

[Ordinary Council Meeting - 19 October 2021](#)

RECOMMENDATION

That the minutes of the Ordinary Council meeting held on 19 October 2021 be confirmed as an accurate record of the proceedings of the meeting.



5 MAYORAL REPORT

5.1 MAYORAL REPORT - NOVEMBER 2021 – REPORT NO. AR21/42649

- Citizenship Ceremony
- LC Wine Show LCLGA Trophy Dinner – Presentation of Colin Kidd Trophy
- Monthly LCLGA Mayor’s Virtual Meeting
- Tour of Wulanda with Premier Marshall
- Lunch Meeting with Senior Executive, Elected Members and Premier Marshall
- Generations in Jazz – Launch of Strategy Plan and Benefactor
- Radio Interview with Llew Jones – 5GTR-FM
- Funeral of Jack Hopgood OAM
- Elected Members Workshop – Next Stage – Committee Structures
- Wulanda Media Site Tour
- Regional Mayor’s Roundtable – Adelaide
- 2021 LGA Conference – Adelaide
- 2021 LGA AGM and LGFA AGM – Adelaide
- Presentation with CEO to Shadow Country Cabinet – Mount Gambier
- Economic and Environment Committee Meeting
- Elected Member Workshop – Budget Process and LTFFP
- 25 Year Anniversary – Kevin Paisley Fashion Eyewear
- Official Opening – St Martin’s Lutheran College – Stage 2 Building
- Meeting with Mayor Erika Vickery OAM
- Photos with Lions Ladies – decorating of Christmas Tree in front of Old Town Hall
- UniSA Alumni & Networking Event
- Mount Gambier Science Fair
- Kmart Wishing Tree Appeal Launch
- Introductory Meeting – CEO and Peter Gandolfi – The Border Watch
- Citizenship Ceremony at District Council of Grant



6 REPORTS FROM COUNCILLORS

7 QUESTIONS WITH NOTICE

Nil

8 QUESTIONS WITHOUT NOTICE

9 PETITIONS

Nil

10 DEPUTATIONS

Nil

11 NOTICE OF MOTION TO RESCIND OR AMEND

Nil



12 ELECTED MEMBERS WORKSHOPS






12.1 ELECTED MEMBER WORKSHOPS FROM 15/10/2021 TO 11/11/2021 – REPORT NO. AR21/42562

Meeting: Council
CM9 Reference: AF20/446
Author: Sally Wilson, Executive Administrator City Infrastructure

REPORT RECOMMENDATION

That the Record of Proceedings for the listed Workshops be received and noted.

ATTACHMENTS

1. Designated Informal Gathering - Member Workshop - Record of Proceedings - Country Arts SA Master Plan for Sir Robert Helpmann Theatre - 19/10/2021 [↓](#) 
2. Designated Informal Gathering - Members Workshop - Record of Proceedings - Next Stage - Committee Structures - 25/10/2021 [↓](#) 
3. Designated Informal Gathering - Member Workshop - Record of Proceedings - CEO Councillor Briefing - 01/11/2021 [↓](#) 
4. Designated Informal Gathering - Member Workshop - Record of Proceedings - Budget Process and LTFP - 02/11/2021 [↓](#) 
5. Information or Briefing Session - Member Workshop - Record of Proceedings - Audit Committee - 08/11/2021 [↓](#) 



**DESIGNATED INFORMAL GATHERING
COUNTRY ARTS SA MASTER PLAN FOR SIR ROBERT HELPMANN THEATRE
5:23 PM, TUESDAY 19 OCTOBER 2021**

RECORD OF PROCEEDINGS
5:23 PM, TUESDAY 19 OCTOBER 2021
Council Chamber, Civic Centre
10 Watson Terrace, Mount Gambier

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

GUESTS:-

Anthony Peluso, Chief Executive / Executive Director - Country Arts SA
Caitlin Murphy, Architect - Grieve Gillett Andersen (*via electronic means*)
Michael Bloyce, Sustainability Leader - Country Arts SA
Paul Gillett, Director - Grieve Gillett Andersen (*via electronic means*)

MEMBERS PRESENT:-

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

STAFF PRESENT:-

Chief Executive Officer
General Manager City Infrastructure
General Manager Shared Services
General Manager City Growth
Acting General Manager Community Wellbeing

MEMBERS APOLOGIES:-

Nil

LEAVE OF ABSENCE:-

Cr Hood

DISCUSSION:

- Discussion on the master plan for Country Arts SA Sir Robert Helpmann Theatre.

Discussion closed at 5:57 pm



**DESIGNATED INFORMAL GATHERING
NEXT STAGE - COMMITTEE STRUCTURES
5:30 PM MONDAY 25 OCTOBER 2021**

RECORD OF PROCEEDINGS
5:30 pm, Monday 25 October 2021
Council Chamber, Civic Centre
10 Watson Terrace, Mount Gambier

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

MEMBERS PRESENT:-

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

STAFF PRESENT:-

Chief Executive Officer
General Manager Shared Services
General Manager City Infrastructure
Acting General Manager Community Wellbeing
Manager Governance and Property

MEMBERS APOLOGIES:-

LEAVE OF ABSENCE:-

Cr Hood

DISCUSSION:

Further discussion regarding Council committees and decision-making structures:

- Options for frequency and type of meeting structures
- Procedural matters for conducting Council meetings
- Strategic topics and "forward agenda" of workshop items
- Next steps including report to Council in November

Discussion closed at 6:54 pm



**INFORMATION OR BRIEFING SESSION
CEO COUNCILLOR BRIEFING
6.20 P.M. MONDAY 1 NOVEMBER 2021**

RECORD OF PROCEEDINGS
6.20 P.M. MONDAY 1 NOVEMBER, 2021
Council Chamber, Civic Centre
10 Watson Terrace, Mount Gambier

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

The session will not be held at a place open to the public as the matter to be discussed is:

- of a confidential nature within the ambit of section 90(3) of the Local Government Act 1999 being:
 - (a) unreasonable disclosure of information concerning the personal affairs of any person

GUESTS:-

Nil

MEMBERS PRESENT:-

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

STAFF PRESENT:-

Chief Executive Officer
General Manager City Infrastructure
General Manager Shared Services
General Manager City Growth
Acting General Manager Community Wellbeing

MEMBERS APOLOGIES:-

Cr Amoroso

LEAVE OF ABSENCE:-

Cr Hood

DISCUSSION:

Consultation with Councillors for purposes of Section 99(2) of the Local Government Act 1999:

- organisational arrangements

Discussion closed at 7.30 p.m.



**DESIGNATED INFORMAL GATHERING
BUDGET PROCESS AND LTFP
5:30 PM, TUESDAY 2 NOVEMBER 2021**

RECORD OF PROCEEDINGS
5:30 PM, TUESDAY 2 NOVEMBER 2021
COUNCIL CHAMBER, Civic Centre
10 Watson Terrace, Mount Gambier

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

MEMBERS PRESENT:-

Mayor Martin
Cr Mezinac
Cr Perryman
Cr Jenner
Cr Morello
Cr Bruins

STAFF PRESENT:-

Chief Executive Officer
General Manager Shared Services
General Manager City Growth
General Manager City Infrastructure
Manager Finance

MEMBERS APOLOGIES:-

Cr Greco
Cr Amoroso

LEAVE OF ABSENCE:-

Cr Hood

DISCUSSION:

- Budget Review 1
- LTFP Review
- Elected Member information session

Discussion closed at 7:35 p.m.



**INFORMATION OR BRIEFING SESSION
AUDIT COMMITTEE
4:30 PM, MONDAY 8 NOVEMBER 2021**

RECORD OF PROCEEDINGS
4:30 PM, MONDAY 8 NOVEMBER 2021
COUNCIL CHAMBER, Civic Centre
10 Watson Terrace, Mount Gambier

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

MEMBERS PRESENT:-

Cr Mezinec
Paul Duka

STAFF PRESENT:-

Chief Executive Officer
General Manager Shared Services
Manager Finance

MEMBERS APOLOGIES:-

Nil

LEAVE OF ABSENCE:-

DISCUSSION:

Long Term Financial Plan (LTFP) and Budget Review 1 (BR1)

Discussion closed at 5:30 p.m.



13 ELECTED MEMBERS TRAINING AND DEVELOPMENT

Nil



14 COUNCIL ACTION ITEMS


14.1 COUNCIL ACTION ITEMS - 19/10/2021 – REPORT NO. AR21/42564

Meeting: Council
CM9 Reference: AF20/446
Author: Sally Wilson, Executive Administrator City Infrastructure

REPORT RECOMMENDATION

1. That Council Report No. AR21/42564 titled 'Council Action Items - 19/10/2021' as presented on 16 November 2021 be noted.

ATTACHMENTS

1. Council Action Items - 19/10/2021 [↓](#) 



Division:	Date From: 19/10/2021
Meeting:	Date To: 19/10/2021
Officer:	
Action Sheets Report	
Printed: 11 November 2021 12:03 PM	

Meeting	Officer/Authoriser	Section	Subject
Council 19/10/2021	Lavia, Ashlee Davison, Georgina	Elected Members Workshops	Elected Member Workshops from 19/09/2021 to 14/10/2021
RESOLUTION 2021/302			
Moved: Cr Paul Jenner			
Seconded: Cr Max Bruins			
That the Record of Proceedings for the listed Workshops be received and noted.			
CARRIED			
25 Oct 2021 5:09pm Lavia, Ashlee - Completion			
Action completed by Lavia, Ashlee			

Meeting	Officer/Authoriser	Section	Subject
Council 19/10/2021	Wilson, Sally Cemovskis, Barbara	People and Place Committee Minutes and Recommendation	Minutes of the People and Place Committee held on 7 October 2021
RESOLUTION 2021/304			
Moved: Cr Frank Morello			
Seconded: Cr Sonya Meziniec			
That the Minutes of the People and Place Committee meeting held on 7 October 2021 as attached be noted.			
CARRIED			
29 Oct 2021 3:22pm Wilson, Sally - Completion			
Action completed by Wilson, Sally			



Division:	Date From: 19/10/2021
Meeting:	Date To: 19/10/2021
Officer:	
Action Sheets Report	Printed: 11 November 2021 12:03 PM

Meeting	Officer/Authoriser	Section	Subject
Council 19/10/2021	Coofe, Tim Philpott, Sarah	Reports	Partnership Priorities and Advocacy
RESOLUTION 2021/305			
Moved: Cr Frank Morello			
Seconded: Cr Sonya Meziniec			
1. That People and Place Committee Report No. AR21/62944 titled 'Partnership Priorities and Advocacy' as presented on 07 October 2021 be noted. CARRIED			
Cr Sonya Meziniec called a division.			
The declaration was set aside.			
Voting by division being:			
<u>In Favour:</u> Crs Sonya Meziniec, Kate Amoroso, Max Bruins, Christian Greco, Paul Jenner, Frank Morello and Steven Perryman			
<u>Against:</u> Nil			
The Mayor declared the motion CARRIED 7/0			

Meeting	Officer/Authoriser	Section	Subject
Council 19/10/2021	Lavia, Ashlee Davison, Georgina	Reports	Creative Arts Fund 2021/2022 Applications
RESOLUTION 2021/306			
Moved: Cr Frank Morello			
Seconded: Cr Sonya Meziniec			
1. That People and Place Committee Report No. AR21/57404 titled 'Creative Arts Fund 2021/2022 Applications' as presented on 07 October 2021 be noted.			
2. That Council notes the total funding request from applicants was \$186,285.15 and shortlisted applicants was \$63,865.00 which exceeds the budgeted amount of funding available.			
3. That \$50,000 be endorsed for distribution for the 2021/2022 Creative Arts Fund as follows:			



Division: Meeting: Officer:	Date From: 19/10/2021 Date To: 19/10/2021 Printed: 11 November 2021 12:03 PM
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Includes \$177.00 Planning SA lodgement fee for Development Application 4. That all applicants be notified accordingly, advising that the provision and acquittal of these grant funds will always be subject to: <ul style="list-style-type: none"> • all necessary land holder and development approvals being obtained; and • all works being completed in accordance with all relevant legislative and compliance standards. 	<table border="1"> <thead> <tr> <th>Project Name</th> <th>Applicant</th> <th>Requested</th> <th>Approved</th> </tr> </thead> <tbody> <tr> <td>The Portrait Project</td> <td>April Hague</td> <td>\$ 16,885.00</td> <td>\$ 17,000.00</td> </tr> <tr> <td>Return</td> <td>Henry Wolff</td> <td>\$ 26,350.00</td> <td>\$ 18,000.00</td> </tr> <tr> <td>Mount Gambier Theatre Group</td> <td>Mount Gambier Theatre Group</td> <td>\$ 5,000.00</td> <td>\$ 5,000.00</td> </tr> <tr> <td>Railway Lands Interactive</td> <td>Yunita Manfrin</td> <td>\$ 15,630.00</td> <td>\$ 10,000.00</td> </tr> <tr> <td></td> <td></td> <td>\$ 63,865.00</td> <td>\$ 50,000.00</td> </tr> </tbody> </table>	Project Name	Applicant	Requested	Approved	The Portrait Project	April Hague	\$ 16,885.00	\$ 17,000.00*	Return	Henry Wolff	\$ 26,350.00	\$ 18,000.00	Mount Gambier Theatre Group	Mount Gambier Theatre Group	\$ 5,000.00	\$ 5,000.00	Railway Lands Interactive	Yunita Manfrin	\$ 15,630.00	\$ 10,000.00			\$ 63,865.00	\$ 50,000.00
Project Name	Applicant	Requested	Approved																						
The Portrait Project	April Hague	\$ 16,885.00	\$ 17,000.00*																						
Return	Henry Wolff	\$ 26,350.00	\$ 18,000.00																						
Mount Gambier Theatre Group	Mount Gambier Theatre Group	\$ 5,000.00	\$ 5,000.00																						
Railway Lands Interactive	Yunita Manfrin	\$ 15,630.00	\$ 10,000.00																						
		\$ 63,865.00	\$ 50,000.00																						

CARRIED

02 Nov 2021 2:15pm Lavia, Ashlee - Completion
 Action completed by Lavia, Ashlee

Meeting	Officer/Authoriser	Section	Subject
Council 19/10/2021	Lavia, Ashlee Davison, Georgina	Audit Committee Minutes and Recommendations	Minutes of the Audit Committee held on 20 September 2021

RESOLUTION 2021/307
 Moved: Cr Sonya Meziniec
 Seconded: Cr Steven Perryman
 That the Minutes of the Audit Committee meeting held on 20 September 2021 as attached be noted.

CARRIED

25 Oct 2021 5:10pm Lavia, Ashlee - Completion
 Action completed by Lavia, Ashlee



Division:	Date From: 19/10/2021
Meeting:	Date To: 19/10/2021
Officer:	
Action Sheets Report	Printed: 11 November 2021 12:03 PM

Meeting	Officer/Authoriser	Section	Subject
Council 19/10/2021	Scoggins, Julie Barber, Darren	Reports	2020/21 Financial Statements
RESOLUTION 2021/308			
Moved: Cr Sonya Mezinec			
Seconded: Cr Steven Perryman			
<ol style="list-style-type: none"> 1. That Audit Committee Report No. AR21/58199 titled '2020/21 Financial Statements' as presented on 20 September 2021 be noted. 2. That in accordance with Section 126 (4) (a) of the Local Government Act 1999, the draft annual financial statements of Council for the financial year 2020/21 have been reviewed and 'they present fairly the state of affairs of the council'. 3. That for the financial year ended 30 June 2021, the Audit Committee recommends that: <ol style="list-style-type: none"> (a) Council adopts the annual financial statements and as presented at the meeting held 20 September 2021 as final. (b) The Chief Executive Officer and the Mayor of the City of Mount Gambier be authorised to certify the financial statements. 4. That the Presiding Member of the Audit Committee and the Chief Executive Officer of the City of Mount Gambier be authorised to sign Council's Certification of Auditor Independence Statement that will accompany the financial statements for the financial year ended 30 June 2021. 5. That the Auditor's representative, Mr Tim Mulhausler's verbal report providing an overview of the audit report as presented to the Audit Committee Meeting on 20 September 2021 be noted. 6. The Audit Completion Report, Management Representation Letter and Interim Management Letter be noted. 			
			CARRIED



Division: Meeting: Officer: Action Sheets Report	Date From: 19/10/2021 Date To: 19/10/2021 Printed: 11 November 2021 12:03 PM
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Meeting	Officer/Authoriser	Section	Subject
Council 19/10/2021	Scoggins, Julie Barber, Darren	Reports	Comparison of Actual to Budget for the year ending 30 June 2021
<p>RESOLUTION 2021/309</p> <p>Moved: Cr Sonya Meziniec Seconded: Cr Max Bruins</p> <ol style="list-style-type: none"> That Audit Committee Report No. AR21/58235 titled 'Comparison of Actual to Budget for the year ending 30 June 2021' as presented on 20 September 2021 be noted. That the estimates comparison for the financial year ending 30 June 2021 be adopted. <p style="text-align: right;">CARRIED</p>			

Meeting	Officer/Authoriser	Section	Subject
Council 19/10/2021	Barber, Darren Philpott, Sarah	Reports	Review of Draft Audit and Risk Committee Terms of Reference
<p>RESOLUTION 2021/310</p> <p>Moved: Cr Sonya Meziniec Seconded: Cr Steven Perryman</p> <ol style="list-style-type: none"> That Audit Committee Report No. AR21/58970 titled 'Review of Draft Audit and Risk Committee Terms of Reference' as presented on 20 September 2021 be noted. That the Draft Audit and Risk Committee terms of reference be reviewed with any amendments recommended by the committee to be forwarded to Council for consideration. <p style="text-align: right;">CARRIED</p>			



<p>Division: Meeting: Officer:</p> <p>Action Sheets Report</p>	<p>Date From: 19/10/2021 Date To: 19/10/2021</p> <p>Printed: 11 November 2021 12:03 PM</p>
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Meeting	Officer/Authoriser	Section	Subject
Council 19/10/2021	McCarthy, Michael Barber, Darren	Reports	Local Government Act 2021 Changes
<p>RESOLUTION 2021/311</p> <p>Moved: Cr Sonya Meziniec Seconded: Cr Max Bruins</p> <p>1. That Audit Committee Report No. AR21/58959 titled 'Local Government Act 2021 Changes' as presented on 20 September 2021 be noted.</p> <p style="text-align: right;">CARRIED</p>			

Meeting	Officer/Authoriser	Section	Subject
Council 19/10/2021	Barber, Darren Philpott, Sarah	Reports	Risk Report
<p>RESOLUTION 2021/312</p> <p>Moved: Cr Sonya Meziniec Seconded: Cr Paul Jenner</p> <p>1. That Audit Committee Report No. AR21/58960 titled 'Risk Report' as presented on 20 September 2021 be noted.</p> <p>2. That Council's Audit Committee receives a further Risk Evaluation Report in February 2022 following the November 2021 Risk Management Evaluation, detailing findings, recommendations, and associated action plan.</p> <p style="text-align: right;">CARRIED</p>			



Division: Meeting: Officer: Action Sheets Report	Date From: 19/10/2021 Date To: 19/10/2021 Printed: 11 November 2021 12:03 PM
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Meeting	Officer/Authoriser	Section	Subject
Council 19/10/2021	Barber, Darren Philpott, Sarah	Reports	Work Health, Safety and Wellbeing
RESOLUTION 2021/313			
Moved: Cr Sonya Mezinec			
Seconded: Cr Frank Morello			
1. That Audit Committee Report No. AR21/58962 titled 'Work Health, Safety and Wellbeing' as presented on 20 September 2021 be noted.			
2. That Council's Audit Committee receives a regular Work Health Safety and Wellbeing report presenting a quarterly update on performance, compliance and initiatives.			
			CARRIED

Meeting	Officer/Authoriser	Section	Subject
Council 19/10/2021	Lavia, Ashlee Davison, Georgina	Chief Executive Officer Performance Review Committ	Minutes of the Chief Executive Officer Performance Review Committee held on 12 October 2021
RESOLUTION 2021/314			
Moved: Mayor Lynette Martin			
Seconded: Cr Paul Jenner			
That the Minutes of the Chief Executive Officer Performance Review Committee meeting held on 12 October 2021 as attached be noted.			
			CARRIED
25 Oct 2021 5:10pm Lavia, Ashlee - Completion			
Action completed by Lavia, Ashlee			



<p>Division: Meeting: Officer:</p> <p>Action Sheets Report</p>	<p>Date From: 19/10/2021 Date To: 19/10/2021</p> <p>Printed: 11 November 2021 12:03 PM</p>
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Meeting	Officer/Authoriser	Section	Subject
Council 19/10/2021	McCarthy, Michael Barber, Darren	Reports	Chief Executive Officer Performance Review Committee - Terms of Reference
<p>RESOLUTION 2021/315</p> <p>Moved: Mayor Lynette Martin Seconded: Cr Christian Greco</p> <p>1. That Chief Executive Officer Performance Review Committee Report No. AR21/59971 titled 'Chief Executive Officer Performance Review Committee - Terms of Reference' as presented on 12 October 2021 be noted.</p> <p style="text-align: right;">CARRIED</p>			

Meeting	Officer/Authoriser	Section	Subject
Council 19/10/2021	McCarthy, Michael Barber, Darren	Reports	Chief Executive Officer Performance Review Committee - Independent Specialist Support
<p>RESOLUTION 2021/316</p> <p>Moved: Mayor Lynette Martin Seconded: Cr Steven Perryman</p> <p>1. That Chief Executive Officer Performance Review Committee Report No. AR21/59986 titled 'Chief Executive Officer Performance Review Committee - Independent Specialist Support' as presented on 12 October 2021 be noted.</p> <p>2. That Council endorse the procurement process for the 'Independent Specialist Support' for the Chief Executive Officer Performance Review Committee.</p> <p style="text-align: right;">CARRIED</p>			



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Meeting	Officer/Authoriser	Section	Subject
Council 19/10/2021	Scoggins, Julie Barber, Darren	Council Reports	Statutory Financial Statements for the Year Ending 30 June 2021
RESOLUTION 2021/317			
Moved: Cr Sonya Meziniec			
Seconded: Cr Kate Amoroso			
<ol style="list-style-type: none"> 1. That Council Report No. AR21/60125 titled 'Statutory Financial Statements for the Year Ending 30 June 2021' as presented on 19 October 2021 be noted. 2. That the Council adopts the audited Financial Statements for the year ending 30 June 2021 (Attachment 1). 3. That the Council notes the Management Representation Letter signed by the Chief Executive Officer (Attachment 2). 4. That the Chief Executive Officer and the Mayor of the City of Mount Gambier be authorised to certify the financial statements. 			
			CARRIED

Meeting	Officer/Authoriser	Section	Subject
Council 19/10/2021	Kisby, Ben Coote, Tim	Council Reports	Local Government Reform - Community Engagement
RESOLUTION 2021/318			
Moved: Cr Sonya Meziniec			
Seconded: Cr Max Bruins			
<ol style="list-style-type: none"> 1. That Council Report No. AR21/60286 titled 'Local Government Reform - Community Engagement' as presented on 19 October 2021 be noted. 			
			CARRIED



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Meeting	Officer/Authoriser	Section	Subject
Council 19/10/2021	Solly, Elisa Barber, Darren	Council Reports	Periodic Review of Confidential Items - October 2021
RESOLUTION 2021/319			
Moved: Cr Max Bruins			
Seconded: Cr Kate Amoroso			
1. That Council Report No. AR21/62829 titled 'Periodic Review of Confidential Items - October 2021' as presented on 19 October 2021 be noted.			
2. That the following Confidential Orders as specified in Attachment 1 to Report AR21/62829, having been reviewed by Council, be amended to alter their duration and release conditions:			
Nil			
3. That the following Confidential Orders as specified in Attachment 1 to Report AR21/62829, having been reviewed by Council, be released as soon as practicable following the Council meeting on 19 October 2021:			
Nil			
4. That all Confidential Orders as specified in Attachment 1 to Report AR21/62829, excluding those amended or released in resolutions (2) and (3) above, having been reviewed by Council remain in operation on the grounds provided.			
CARRIED			
28 Oct 2021 9:20am Solly, Elisa - Completion			
Action completed by Solly, Elisa			



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Meeting	Officer/Authoriser	Section	Subject
Council 19/10/2021	Philpott, Sarah Philpott, Sarah	Motions with Notice	Notice of Motion - Mental Health Services
RESOLUTION 2021/320			
Moved: Cr Paul Jenner			
Seconded: Cr Kate Amoroso			
<ol style="list-style-type: none"> That Council Report No. AR21/65768 titled 'Notice of Motion - Mental Health Services' as presented on 19 October 2021 be noted. That Council organise a meeting with key mental health stakeholders including Ngaire Buchanan, Chief Executive Officer and Pauline Beach, Director of Mental Health at the Mount Gambier and Districts Hospital and Ruth McPhail - Rural and Remote - Glenside. That Council organise a meeting with the Hon. Stephen Wade, SA Health Minister for discussion on drug and alcohol services for the region. That Council organise a meeting with Dr John Brayley, Chief Psychiatrist for South Australia in relation to a suicide prevention plan for the region. 			
CARRIED			

Meeting	Officer/Authoriser	Section	Subject
Council 19/10/2021	Philpott, Sarah Philpott, Sarah	Motions with Notice	Notice of Motion - Regional Ambulance SA
RESOLUTION 2021/321			
Moved: Cr Paul Jenner			
Seconded: Cr Kate Amoroso			
<ol style="list-style-type: none"> That Council Report No. AR21/65982 titled 'Notice of Motion - Regional Ambulance SA' as presented on 19 October 2021 be noted. Council organise urgently a workshop with regional Ambulance SA management to find out any issues they currently have for service provision with the Limestone Coast region. 			
CARRIED			



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Meeting	Officer/Authoriser	Section	Subject
Council 19/10/2021	Philpott, Sarah Philpott, Sarah	Motions with Notice	Notice of Motion - ABC South East
RESOLUTION 2021/322			
Moved: Cr Steven Perryman Seconded: Cr Sonya Meziniec			
<ol style="list-style-type: none"> 1. That Council Report No. AR21/66052 titled 'Notice of Motion - ABC South East' as presented on 19 October 2021 be noted. 2. Council notes the changes to the format of the ABC South East local news segments on the week day Morning Program. 3. Council writes to Regional Editor for ABC South Australia, Northern Territory and Broken Hill Mr Anthony Gerace, expressing disappointment with the loss of local news coverage in the weekday local news bulletins on ABC South East, and the substitution of local news content in the 6:30am and 7:30am local news bulletins with 'stories of state and national interest'. 4. Council asserts it's view that: <ol style="list-style-type: none"> (a) The five minute news bulletins at 6:30am and 7:30am ought to be reserved for locally relevant news content only, and not usurped by state and national stories. (b) The introduction of non-local content during these bulletins effectively robs the South East community of twenty percent of its broadcast bulletin coverage time. (c) National news bulletins run on ABC South East on the hour, and listeners already hear these stories throughout the morning, and often as part of the daily 'Early AM' program. (d) Furthermore, people seeking state and national lead stories can easily access them via a number of other ABC platforms such as ABC News 24 radio, ABC News 24 TV, the ABC Listen App, the ABC iView App, ABC News website, or commercial television news services. (e) ABC has a responsibility to maintain locally relevant broadcast news content in the South East of South Australia, especially given the absence of locally based commercial radio and television news services since 2013. 5. Council protests the erosion of local content via these important daily news bulletins and calls on the ABC to reverse its decision to cut local news bulletin content by twenty percent, and return to providing two full five minute bulletins of locally relevant news content. 6. Council respectfully acknowledges the efforts of the ABC to support the increase of local news and storytelling via online content, and encourages continued effort in this area. 7. Council refer this issue to the Limestone Coast LGA, South Australian Regional Organisation of Councils and the Local Government Association of South Australia and requests their support with lobbying on this issue. 			



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8. CC of the letter to be sent to ABC South East Chief of Staff Sandra Morello, Member for Barker Mr Tony Pasin MP, ABC South Australian Manager, Minister for Communications Hon Paul Fletcher MP, Hon Mr Alex Antic Senator for South Australia) and the Shadow Minister for Communications. **CARRIED**

Meeting	Officer/Authoriser	Section	Subject
Council 19/10/2021	Philpott, Sarah Philpott, Sarah	Motions with Notice	Notice of Motion - Local Government Association SA AGM - ABC News
<p>RESOLUTION 2021/323</p> <p>Moved: Cr Steven Perryman Seconded: Cr Kate Amoroso</p> <p>1. That Council Report No. AR21/66117 titled 'Notice of Motion - Local Government Association SA AGM - ABC News' as presented on 19 October 2021 be noted.</p> <p>2. Council submit the following motion to SAROC for consideration, and if agreed by SAROC, request motion be forwarded to the next available LGA Board Meeting, or alternatively for inclusion on the agenda for the next LGASA general meeting to be held in early 2022:</p> <p><i>"The LGA of SA Council notes with concern recent changes to ABC local news bulletins in regional South Australia which effectively erode local content via these important daily news bulletins by twenty percent.</i></p> <p><i>The LGA of SA calls on the ABC to reverse its decision to cut local news bulletin content by twenty percent, and return to providing two full five minute bulletins of locally relevant news content and reminds the ABC of its responsibility to provide local news content in regional areas where local commercial radio and television news services do not exist."</i></p> <p style="text-align: right;">CARRIED</p>			



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Meeting	Officer/Authoriser	Section	Subject
Council 19/10/2021	McCarthy, Michael Barber, Darren	Motions with Notice	Notice of Motion - Meeting by Electronic Means
RESOLUTION 2021/324			
Moved: Cr Kate Amoroso			
Seconded: Cr Christian Greco			
<ol style="list-style-type: none"> 1. That Council Report No. AR21/65995 titled 'Notice of Motion - Meeting by Electronic Means' as presented on 19 October 2021 be noted. 2. That Council Officers review the current Council Policy C410 - Conduct of Meetings (s92 Code of Practice) to determine flexible arrangements for attendance by electronic means to Council, Committee and Information / Briefing Sessions where the Local Government Act 1999 allows. 3. In undertaking the review, a draft policy be prepared to enable any Councillor the option to attend an information workshop by electronic means (including telephone) "on request" and not need the approval of the Presiding Member or CEO. Further, that the requirement to request electronic attendance be amended to reflect that at least 12 hours notice be provided by a Councillor of the requirement to attend via electronic means in order for equipment to be in place for the relevant meeting. 			
			CARRIED
Cr Kate Amoroso called a division.			
The declaration was set aside.			
Voting by division being:			
<u>In Favour:</u> Crs Sonya Meziniec, Kate Amoroso, Christian Greco, Paul Jenner and Steven Perryman			
<u>Against:</u> Crs Max Bruins and Frank Morello			
The Mayor declared the motion			CARRIED 5/2



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Meeting	Officer/Authoriser	Section	Subject
Council 19/10/2021	McCarthy, Michael Barber, Darren	Motions with Notice	Notice of Motion - Review of Confidential Item

RESOLUTION 2021/325

Moved: Cr Kate Amoroso
Seconded: Cr Max Bruins

1. That Council Report No. AR21/66040 titled 'Notice of Motion - Review of Confidential Item' as presented on 19 October 2021 be noted.
2. The full confidential minutes of the Special Council meeting held on 1 July 2020 considering Community and Recreation Hub Procurement Report No. AR20/39192 be released.

CARRIED



15 ECONOMIC AND ENVIRONMENT COMMITTEE MINUTES AND RECOMMENDATIONS

15.1 MINUTES OF THE ECONOMIC AND ENVIRONMENT COMMITTEE HELD ON 1 NOVEMBER 2021 - [Go to Attachment](#)

RECOMMENDATION

That the Minutes of the Economic and Environment Committee meeting held on 1 November 2021 as attached be noted.

15.2 [Strategic Sustainability Report](#) – Report No. AR21/62236

RECOMMENDATION

1. That Economic and Environment Committee Report No. AR21/62236 titled 'Strategic Sustainability Report' as presented on 01 November 2021 be noted.
2. That a Strategic Sustainability briefing be scheduled for Council to discuss opportunities and prioritise key result areas.

15.3 [Registration of Riddoch Arts and Cultural Trust](#) – Report No. AR21/52752

RECOMMENDATION

1. That Economic and Environment Committee Report No. AR21/52752 titled 'Registration of Riddoch Arts and Cultural Trust' as presented on 01 November 2021 be noted.
2. That, in accordance with The Riddoch Arts and Cultural Trust Constitution, Council appoints the following persons for their areas of professional knowledge and expertise as Council Board Observers for The Riddoch Arts and Cultural Trust Incorporated to provide oversight on behalf of Council during the establishment and initial Board operation stages:
 - *Tim Coote*
 - *Georgina Davison*
 - *Michael McCarthy*The Riddoch Arts and Cultural Trust Board be notified of the Board Observer appointments at their next available Board meeting.
3. That Council continue to support the establishment of The Riddoch Arts and Cultural Trust and that further reports be presented to update Council on progress of the establishment of the Trust and Board in accordance with previous resolutions.



15.4 [Rail Corridor Licence](#) – Report No. AR21/67626

RECOMMENDATION

1. That Economic and Environment Committee Report No. AR21/67626 titled 'Rail Corridor Licence' as presented on 01 November 2021 be noted.
2. That the Chief Executive Officer (or representative) finalise documentation with the Department for Infrastructure and Transport as is necessary to secure tenure of the railway corridor lands listed in Attachment 1 for shared use path purposes, and the Mayor and Chief Executive Officer be authorised to affix the Common Seal to such documentation.
3. That, in accordance with section 193(4) of the Local Government Act 1999 the railway corridor lands listed in Attachment 1 to Report No. AR21/67626 be excluded from classification as community land.

15.5 [Joint Planning Board](#) – Report No. AR21/68151

RECOMMENDATION

1. That Economic and Environment Committee Report No. AR21/68151 titled 'Joint Planning Board' as presented on 01 November 2021 be noted.



16 PEOPLE AND PLACE COMMITTEE MINUTES AND RECOMMENDATIONS

Nil



17 COUNCIL ASSESSMENT PANEL MINUTES

17.1 MINUTES OF THE COUNCIL ASSESSMENT PANEL HELD ON 21 OCTOBER 2021

RECOMMENDATION

That the Minutes of the Council Assessment Panel meeting held on 21 October 2021 as previously circulated be noted.



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

18.1 MINUTES OF THE JUNIOR SPORTS ASSISTANCE FUND HELD ON 27 OCTOBER 2021
- [Go to Attachment](#)

RECOMMENDATION

That the Minutes of the Junior Sports Assistance Fund meeting held on 27 October 2021 as attached be noted.

18.2 [Payment to Member Organisations](#) – Report No. AR21/48591

RECOMMENDATION

1. That Junior Sports Assistance Fund Report No. AR21/48591 titled 'Payments to Member Organisations' as presented on 27 October 2021 be noted.
2. That the allocation be calculated based on 10% of the total cost of the principle event and capped at \$200 minimum and \$500 maximum.
3. That in the event of extenuating circumstances the determination will be at the discretion of the Committee.

18.3 [Statement of Revenue and Expenditure - Year Ended 30/06/2021](#) – Report No. AR21/48595

RECOMMENDATION

1. That Junior Sports Assistance Fund Report No. AR21/48595 titled 'Statement of Revenue and Expenditure - Year Ended 30/06/2021' as presented on 27 October 2021 be noted.
2. The Statement of Income and Expenditure for period ended 30 June, 2021 detailing payments to or payments from the Fund with a 30 June 2021 cash balance of \$112,036.64 be received.



18.4 [Member Organisation Contributions 2021/2022](#) – Report No. AR21/48602

RECOMMENDATION

1. That Junior Sports Assistance Fund Report No. AR21/48602 titled 'Member Organisation Contributions 2021/2022' as presented on 27 October 2021 be noted.
2. Members Organisations be advised that to continue assist its members during the COVID-19 crisis, member contributions to the Junior Sports Assistance Fund for the 2021/2022 financial year be waived.

18.5 [General Developments of the Fund Since the Thirty-Fifth Annual General Meeting](#) – Report No. AR21/48596

RECOMMENDATION

1. That Junior Sports Assistance Fund Report No. AR21/48596 titled 'General Developments of the Fund Since the Thirty-Fifth Annual General Meeting' as presented on 27 October 2021 be noted.

18.6 [Committee Appointments](#) – Report No. AR21/48607

RECOMMENDATION

1. That Junior Sports Assistance Fund Report No. AR21/48607 titled 'Committee Appointments' as presented on 27 October 2021 be noted.



18.1 MINUTES OF THE JUNIOR SPORTS ASSISTANCE FUND HELD ON 27 OCTOBER 2021
- [Go to Attachment](#)

RECOMMENDATION

That the Minutes of the Junior Sports Assistance Fund meeting held on 27 October 2021 as attached be noted.

18.8 [Correspondence Received](#) – Report No. AR21/63251

RECOMMENDATION

1. That Junior Sports Assistance Fund Report No. AR21/63251 titled 'Correspondence Received' as presented on 27 October 2021 be noted.

18.9 [Statement of Revenue and Expenses - 01/05/2021 - 30/09/2021](#) – Report No. AR21/63255

RECOMMENDATION

1. That Junior Sports Assistance Fund Report No. AR21/63255 titled 'Statement of Revenue and Expenses - 01/05/2021 - 30/09/2021' as presented on 27 October 2021 be noted.
2. The financial statement of the Fund as 30 September 2021 be received, noting a cash balance of \$126,036.64.

18.10 [Applications for Financial Assistance for Juniors and Payments from the Fund - 01/05/2021 to 30/09/2021](#) – Report No. AR21/66259

RECOMMENDATION

1. That Junior Sports Assistance Fund Report No. AR21/66259 titled 'Applications for Financial Assistance for Juniors and Payments from the Fund - 01/05/2021 to 30/09/2021' as presented on 27 October 2021 be noted.

18.11 Disadvantaged Junior Program 2021

RECOMMENDATION

1. The Program for 2021 be amended allowing Member Organisations to submit more than two applications to be accepted at the discretion of the Committee.



19 AUDIT COMMITTEE MINUTES AND RECOMMENDATIONS

19.1 [MINUTES OF THE AUDIT COMMITTEE HELD ON 8 NOVEMBER 2021 - Go to Attachment](#)

RECOMMENDATION

That the Minutes of the Audit Committee meeting held on 8 November 2021 as attached be noted.

19.2 [Correspondence Received](#) – Report No. AR21/71204

RECOMMENDATION

1. That Audit Committee Report No. AR21/71204 titled 'Correspondence Received' as presented on 08 November 2021 be noted.

19.3 [Self-assessment of Performance Audit Committee](#) – Report No. AR21/62432

RECOMMENDATION

1. That Audit Committee Report No. AR21/62432 titled 'Self-assessment of Performance Audit Committee' as presented on 08 November 2021 be noted.
2. That the Audit Committee:
 - (a) Authorise the General Manager Shared Services in liaison with the Presiding Member to make any minor amendments to the attached draft Audit Committee Self-Assessment Annual Report 2020/2021 that the Committee identifies and to then finalise the document; and
 - (b) Recommend to Council that the Audit Committee's Self-Assessment Report for 2020/21 be adopted.

19.4 [Policy Review - B300 Budget Framework](#) – Report No. AR21/62434

RECOMMENDATION

1. That Audit Committee Report No. AR21/62434 titled 'Policy Review - B300 Budget Framework' as presented on 08 November 2021 be noted.
2. That the Audit Committee:
 - (a) Determine if it wishes to make any adjustments to the draft revised policy.
 - (b) Recommend to Council that Council adopts the proposed revised B300 Budget Framework Policy.

19.5 [Policy Review - T150 - Treasury Management](#) – Report No. AR21/62435

RECOMMENDATION

1. That Audit Committee Report No. AR21/62435 titled 'Policy Review - T150 - Treasury Management' as presented on 08 November 2021 be noted.
2. That the Audit Committee:
 - (a) Determine if it wishes to make any adjustments to Council with regard to the updated policy.
 - (b) Recommend to Council that Council adopts the updated Treasury Management Policy as presented.

19.6 [Council Investments & Borrowings](#) – Report No. AR21/71874

RECOMMENDATION

1. That Audit Committee Report No. AR21/71874 titled 'Council Investments & Borrowings' as presented on 08 November 2021 be noted.

19.7 [Review of Draft Audit and Risk Committee Terms of Reference](#) – Report No. AR21/67856

RECOMMENDATION

1. That Audit Committee Report No. AR21/67856 titled 'Review of Draft Audit and Risk Committee Terms of Reference' as presented on 08 November 2021 be noted.
2. That the Audit Committee:
 - (a) Authorises the General Manager Shared Services in liaison with the Presiding Member to make any minor amendments to the draft Audit and Risk Committee Terms of Reference that the Committee identifies and to then finalise the document; and
 - (b) Recommend to Council that the draft Audit and Risk Committee Terms of Reference be adopted.



20 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MINUTES AND RECOMMENDATIONS

20.1 MINUTES OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE HELD ON 9 NOVEMBER 2021 - [Go to Attachment](#)

RECOMMENDATION

That the Minutes of the Chief Executive Officer Performance Review Committee meeting held on 9 November 2021 as attached be noted.



21 BUILDING FIRE SAFETY COMMITTEE MINUTES

Nil



22 COUNCIL REPORTS

22.1 2022/23 ANNUAL BUSINESS PLAN PROCESS – REPORT NO. AR21/62437

Committee:	Council
Meeting Date:	16 November 2021
Report No.:	AR21/62437
CM9 Reference:	AF20/446
Author:	Julie Scoggins, Manager Finance
Authoriser:	Darren Barber, General Manager Shared Services
Summary:	2021/22 Annual Business Plan Process Post Implementation Review – A review was undertaken following the completion of the process, gathering feedback from Council staff and feedback previously received from Elected Members. Proposed 2022/23 Annual Business Plan process - Has been developed in consultation with the Executive Leadership Team and Council staff.
Strategic Plan Reference:	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage
	Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR21/62437 titled '2022/23 Annual Business Plan Process' as presented on 16 November 2021 be noted.
2. That Council:
 - (a) Note the 2022/23 Annual Business Plan process as outlined in this report.
 - (b) Note the budget information to be provided to Council Members illustrated in this report.
 - (c) Note the key milestones and meeting dates included in this report.



TYPE OF REPORT

Other

BACKGROUND

1. The proposed 2022/23 Annual Business Plan and Budget process and 2021/22 program for finance activities (i.e. Long Term Financial Plan, Asset Management Plan and Annual Business Plan and Budget) was communicated to the following stakeholders:
 - **Council Executive Review** – The forward finance program was presented to the Executive in August 2021 with feedback provided and considered in the further development of processes.
 - **Audit Committee** – The finance program for 2021/22 and the first half of 2022/23 including the LTFP, Annual Business Plan and budget reviews was presented at a Designated Informal Gathering for members on 20 September 2021.
 - **Elected Member Workshop** – The finance program was presented and Elected Member priorities were requested for further consideration as part of the 2022/23 Annual Business Plan process at an Information & Briefing Session on 2 November 2021.

PROPOSAL

2. The proposed 2022/23 Annual Business Plan process includes the following improvements:
 - **Long Term Financial Plan (LTFP)** – Will be pivotal in the development of the Annual Business Plan and Budget. Prior to starting the detailed budget and draft LTFP review process, Council staff have developed key parameters such as CPI and capital expenditure that will form budget targets.
 - **Process Efficiencies:**
 - **LTFP** - By developing the LTFP and ranking projects early in the budget process, efficiencies have been created in the budget build and review stages.
 - **Projects** – The development of the draft capital works program and operating initiatives early in the budget process before Christmas and engagement with Elected Members in February has also been scheduled to occur earlier in the process.
 - **Strategic Management Documents** – The next iteration of the LTFP, the Asset Management Plan and Annual Business Plan and Budget will be developed and presented and consulted on together which will create a more efficient process and reiterate the link between the strategic management documents.
 - **Project Ranking** - The following improvements have been incorporated in the development of the 2022/23 Annual Business Plan and Budget:
 - **Elected Member Priorities** - We have engaged with Elected Members and requested priorities for consideration as part of the budget process at the LTFP Information & Briefing Session on 2 November 2021.
 - **Project Summaries** - Standard forms have been created for staff to prepare business cases for potential projects.
 - **Ranking Criteria** – Standard ranking criteria will be applied to proposed projects that focus on strategic alignment, value for money and deliverability and benefits realisation risk (ease of deliverability)
 - **Budget Information** - Outlines of the sessions will be sent out in advance. The following information will be provided:



- **Project Information** – Will be provided including full life costs and revenue and project ranking information that shows the projects that have been proposed for inclusion in the proposed budget i.e. “above the line” and those projects that have either been deferred or not proposed for inclusion in the 2022/23 budget i.e. “below the line”;
- **Operating Budget** – Key driver analysis will be provided, underlying assumptions and principles. Elected Members will also be provided with a view of key budget information e.g. rates, other revenue, FTEs, employee costs, materials, contracts and other (with key activities such as contractor and consultancy expenditure, and materials including utilities).
- **Simplified Funding Statement** - Financial information will be presented at the budget workshops in a simplified funding statement format.

3. Taking account of the above the following key dates are proposed:

Deliverable/Meeting	Date
<i>Long Term Financial Plan:</i>	
Council Members LTFP Workshop	Tuesday 2 November 2021
Audit Committee LTFP Review	Monday 8 November 2021
LTFP to Council	Tuesday 16 November 2021
Adopt LTFP at the Council Meeting	Tuesday 14 December 2021
<i>Annual Business Plan:</i>	
Elected Members (EMs) Budget Workshop (Projects)	Tuesday 8 February 2022
EMs Budget Workshop (General Operations)	Tuesday 5 April 2022
EMs Budget Workshop (Wrap Up)	Tuesday 12 April 2022
Approval of Draft Annual Business Plan, LTFP and AMP for public consultation	Tuesday 17 May 2022
Public Meeting	Tuesday 14 June 2022
Adopt Annual Business Plan, LTFP and AMP at the Council Meeting	Tuesday 28 June 2022

LEGAL IMPLICATIONS

Section 123 of the Local Government Act 1999 requires Council to have an annual business plan and budget.

STRATEGIC PLAN

The Annual Business Plan is developed in alignment with Council’s Strategic Plan.

COUNCIL POLICY

[B300 Budget Framework Policy](#)

[T150 Treasury Management Policy](#)

[R105 Rating Policy](#)

[R155 Rates - Rebate](#)



ECONOMIC IMPLICATIONS

Will be considered in the development of the Long Term Financial Plan, Asset Management Plan and Annual Business Plan and Budget.

ENVIRONMENTAL IMPLICATIONS

Will be considered in the development of the Long Term Financial Plan, Asset Management Plan and Annual Business Plan and Budget.

SOCIAL IMPLICATIONS

Will be considered in the development of the Long Term Financial Plan, Asset Management Plan and Annual Business Plan and Budget.

CULTURAL IMPLICATIONS

Will be considered in the development of the Long Term Financial Plan, Asset Management Plan and Annual Business Plan and Budget.

RESOURCE IMPLICATIONS

The Annual Business Plan will be developed within the existing budget and using existing resources.

VALUE FOR MONEY

The Annual Business Plan will be developed within the existing budget and using existing resources.

RISK IMPLICATIONS

The Local Government Act 1999 requires that Council assesses the financial requirements of Council for the financial year and sets out a summary of its proposed operating expenditure, capital expenditure and sources of revenue, and takes into account Council's long-term financial plan and relevant issues relating to the management and development of infrastructure and major assets by Council.

EQUALITIES AND DIVERSITY IMPLICATIONS

Nil

ENGAGEMENT AND COMMUNICATION STRATEGY

Informing only	Council's Annual Business Plan, Budget Framework and Treasury Management Policies are available on Council's website.
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IMPLEMENTATION STRATEGY

The 2022/23 Annual Business Plan and Budget process and 2021/22 finance program has been rolled out via detailed guidelines, workshops and follow up sessions with Council staff.

The 2021/22 finance program has been presented to the Audit Committee and Elected Members.

CONCLUSION AND RECOMMENDATION

The 2022/23 Annual Business Plan process has been developed taking into account feedback from Council staff, and Elected Members. The changes to the process, and materials/analysis provided to Elected Members should ensure an improved process with the provision of timely information to support evidence based decision making.

ATTACHMENTS

Nil



22.2 2020/2021 CITY OF MOUNT GAMBIER ANNUAL REPORT – REPORT NO. AR21/64554

Committee:	Council
Meeting Date:	16 November 2021
Report No.:	AR21/64554
CM9 Reference:	AF20/446
Author:	Ashlea Watson, Communications Officer
Authoriser:	Barbara Cernovskis, General Manager City Infrastructure
Summary:	This report seeks adoption of the 2020/2021 City of Mount Gambier Annual Report as required under Section 131 of the Local Government Act 1999.
Strategic Plan Reference:	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage
	Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR21/64554 titled '2020/2021 City of Mount Gambier Annual Report' as presented on 16 November 2021 be noted.
2. That the City of Mount Gambier 2020/2021 Annual Report as tabled be adopted.
3. That the Chief Executive Officer be authorised to make any non-material changes as considered necessary prior to publication.
4. That copies of the City of Mount Gambier be distributed to the bodies/persons referred to in Section 131 of the *Local Government Act 1999*.



TYPE OF REPORT

Legislative

BACKGROUND

A draft proof of Council's Annual Report in respect of the 2020/2021 financial year has been circulated to Members and is now recommended for adoption in its final draft form.

The Annual Report includes the material and specific reports on the matters specified by the *Local Government Act 1999* and Regulations.

As required under Schedule 2, Clause 28 (3) of the Act, a regional subsidiary must furnish to the constituent councils a report on the work and operations of the subsidiary for the preceding financial year, therefore the Limestone Coast Local Government Association (LCLGA) 2020/2021 Annual Report will be added to the electronic version of the City of Mount Gambier Annual Report that will be published Council's website upon finalisation.

The Annual Report is now presented for endorsement. Should Council seek any material amendments or time, the Annual Report may be deferred to a special meeting, noting the publication deadlines as set out in the *Local Government Act*.

PROPOSAL

The purpose of this report is to present the 2020/2021 Annual Report for adoption. Following adoption, the report will be printed and distributed to the bodies/persons referred to in Section 131 of the Act, prior to the 30 December deadline.

LEGAL IMPLICATIONS

Section 131 of the *Local Government Act 1999* requires Council to prepare and adopt on or before 30 November of each year an Annual Report containing prescribed information relating to the operations of Council for that financial year.

STRATEGIC PLAN

This report delivers a level of transparency to the community on Council's commitment to delivery against the Strategic Plan.

COUNCIL POLICY

[C700 – Corporate Branding and Identity](#)

ECONOMIC IMPLICATIONS

The cost of the 2020/2021 Annual Report design and printing has been accounted for in the 2021/2022 budget.

ENVIRONMENTAL IMPLICATIONS

Nil

SOCIAL IMPLICATIONS

Nil

CULTURAL IMPLICATIONS

Nil

RESOURCE IMPLICATIONS

Nil – previously accounted for.



VALUE FOR MONEY

A minimum of three quotes were sought for design and printing of the publication.

RISK IMPLICATIONS

Council must ensure it is meeting its obligations under the *Local Government Act 1999* by adopting the report on or prior to the 30 November deadline and be printed and distributed to the relevant bodies/persons prior to the 30 December deadline.

EQUALITIES AND DIVERSITY IMPLICATIONS

Nil

ENGAGEMENT AND COMMUNICATION STRATEGY

Nil

IMPLEMENTATION STRATEGY

The 2020/2021 Annual Report will be printed and distributed to all relevant parties and bodies as outlined and will be available on Council's website and in hard copy format from the Customer Service counter.

CONCLUSION AND RECOMMENDATION

This report recommends that the City of Mount Gambier 2020/2021 Annual Report as tabled be adopted to ensure Council meets the required deadlines as set out in the *Local Government Act 1999*.

ATTACHMENTS

Nil



22.3 REVIEW OF COMMITTEE / DECISION MAKING STRUCTURE – REPORT NO. AR21/70507

Committee:	Council
Meeting Date:	16 November 2021
Report No.:	AR21/70507
CM9 Reference:	AF20/446
Author:	Michael McCarthy, Manager Governance and Property
Authoriser:	Sarah Philpott, Chief Executive Officer
Summary:	To consider the Chief Executive Officers recommendations arising from an information session on Council’s Committee / Decision Making Structure.
Strategic Plan Reference:	Goal 1: Our People Goal 2: Our Location Goal 3: Our Diverse Economy Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR21/70507 titled ‘Review of Committee / Decision Making Structure’ as presented on 16 November 2021 be noted.
2. That Council adopt a committee / decision-making structure comprising the following components:
 - (a) Monthly Council meetings on 3rd Tuesday of the month commencing at 5:30 / 6:00m (*delete as necessary*).
 - (b) The following statutory committees:
 - (i) Audit (and Risk) Committee
 - (ii) Council Assessment Panel (until replaced by a Regional Assessment Panel)
 - (iii) Building Fire Safety Committee
 - (c) The following special purpose committees:
 - (i) Chief Executive Officer Performance Review Committee
 - (ii) Junior Sports Assistance Fund
 - (d) Information and briefing sessions to be held wherever possible on other Tuesday evenings (*or other evening as determined by Council*) commencing at 5:30pm, held in accordance with section 90A (except where section 90A does not apply).
3. That Terms of Reference, membership and meeting dates and times for the committees referenced in resolution (2) remain unchanged until reviewed/amended by Council.
4. That the committee / decision -making structure in resolution (2) take effect as follows:
 - (a) New committees commence from a first meeting date in the first quarter 2022.
 - (b) Any demised committees (i.e. not referenced in resolution 2) cease forthwith.



- | |
|--|
| <p>(c) Council meetings commence at 5:30 / 6:00 pm (<i>delete as necessary</i>) from the January 2022 Ordinary meeting.</p> <p>5. That amendments to Presiding Member allowances and/or sitting fees arising from committee / decision-making structure changes be noted.</p> <p>6. That the Presiding Members and Members of demised committees be thanked for their contributions over the course of the committees operation.</p> |
|--|

TYPE OF REPORT

Other

BACKGROUND

At the meeting held on 17 November 2020 Council resolved:

“Council refers to an Elected Member's workshop, Council's committee structure and meeting schedule, noting the issue of Standing Committees meeting only every 2 months, and having the full membership appointed to each Standing Committee.”

Several informal discussions have ensued with the holding of the resolved workshop deferred pending the commencement and input from the newly appointed Chief Executive Officer, Ms Sarah Philpott.

An information session fulfilling the November 2020 resolution was held on 25 October 2021 which presented six committee / decision making structure options, summarised/differentiated as follows:

- Option 1 – Retain existing structure, with reduced membership of ‘standing’ committees.
- Option 2 – Monthly Council meetings, retain statutory/special purpose committees (Audit, CAP, Building Fire Safety, CEO Performance, Junior Sports Assistance), allocate other Tuesday evenings for information and briefing sessions.
- Option 3 – Twice monthly (fortnightly) Council meetings, statutory/special purpose committees, allocate other Tuesday evenings for information and briefing sessions.
- Option 4 – Monthly Council meetings, as needs ‘specific and time limited’ committees for key topics, projects, or priorities, retain statutory/special purpose committees, allocate other Tuesday evenings for information and briefing sessions.
- Option 5 – Monthly Council meetings, quarterly/special ‘strategy and policy’ committee for strategic planning, development of new strategies, policy setting and review, retain statutory/special purpose committees, allocate other Tuesday evenings for information and briefing sessions.
- Option 6 – Monthly Council meetings and new committee structure determined by Council, retain statutory/special purpose committees, information and briefing sessions.

A visual representation of the base structure common to each option is attached. **(Attachment 1)**

Discussion at the information session also referenced procedures/flow of meetings, including:

- Introduction of agenda items - by Presiding Member, GM's
- Procedural advice - by/through CEO and Presiding Member



- Suspension of proceedings - specified period, where Presiding Member considers benefit
- Information and briefing sessions – notes and presentations
- Committee delegations
- Timing of Council and information/briefing session – days, commencement, what works best.

PROPOSAL

The Chief Executive Officer proposed recommendations for the abovementioned Options 2 and 5, with the following reasoning:

- Option 2 – Simplify the process, allow discussion as needed and doesn't call for ongoing meetings of the whole, gives time back, makes clear the time to preserve (with potential blend with Option 4 – ('specific and time limited' committees).
- Option 5 – One committee focussed on specific purpose, allows focus to be strategic, gives back some time, makes clear the time to preserve.

It is for the Council to determine its preferred decision making structure within the constraints of the Local Government Act 1999 which makes specific provision for Council to meet at least monthly, and to establish committees (and for committees to establish sub-committees) under section 41, subsidiaries ()or regional subsidiaries) under sections 42 and 43, and to hold information and briefing sessions under section 90A.

Any other variants or subsets of Council and committees (such as 'working groups' - by any naming convention) may only be established within the same abovementioned statutory framework.

Council may however co-opt community members and other professional advisors to supplement the membership of committees or sub-committees, or to attend and participate in information or briefing sessions, proposed to be held on Tuesday or such other evenings as determined by Council, subject to compliance with the confidentiality provisions in sections 90 and 90A of the Local Government Act 1999.

In consideration of the current point in the Council term, with some 12 months until the November 2022 local government elections and 10 months until the commencement of the election caretaker period, it is proposed that the Council focus on a simplified and strategic structure for the final year of it's term.

This report also presents the option of scheduling Council meetings to commence at 5:30 or 6:00pm.

However, nothing established now prevents this or the incoming Council from altering the structure to suit future or emerging needs to assist in its informed decision making function.

LEGAL IMPLICATIONS

The following legal implications in the Local Government Act 1999 (and associated regulations) are noted in relation to the proposals in this report:

- Council must hold at least one Council meeting per month
- The establishment of committee (and sub-committee) meetings is governed by section 41.
- Information and briefing sessions are governed by section 90A
- The Local Government (Procedures at Meetings) Regulations govern procedural matters associated with Council and Committee meetings.



Whilst not proposed by this report, a decision to commence Council meetings prior to 5:00pm must be made by a unanimous resolution of Council.

The extent and intricacies within the Local Government Act 1999 and associated regulations should be noted, including that this commentary cannot anticipate every possible scenario or variable that Council might consider in a proposed committee / decision-making structure. Accordingly, any determination of a structure should anticipate that the Chief Executive Officer may need to apply variations to ensure legislative compliance whilst keeping in accordance with Council's intentions.

STRATEGIC PLAN

Nil

COUNCIL POLICY

Depending on any decisions made as a result of this report, Council Policy C410 which includes meeting procedural matters may necessitate further review to ensure consistency between Council's resolved and adopted policy position.

ECONOMIC IMPLICATIONS

Nil

ENVIRONMENTAL IMPLICATIONS

Nil

SOCIAL IMPLICATIONS

Nil

CULTURAL IMPLICATIONS

Nil

RESOURCE IMPLICATIONS

A simplified committee / decision making structure would be expected to lessen financial implications associated with Allowances and/or Sitting Fees for Presiding Members of prescribed and non-prescribed committees (as defined in the Remuneration Tribunal Determination relating to Council Members and committees).

A simplified committee / decision-making structure with less formal committees will also reduce the administrative 'overheads' associated with preparing formal agendas and minutes and associated reports, notices, lead times and other implications associated with a more complex and escalating committee structure.

As discussed in the information session, re-allocation of resources might be toward informing Elected Members (and/or the community) through informal information or briefing sessions that support formal decision-making processes.

VALUE FOR MONEY

Nil

RISK IMPLICATIONS

Nil

EQUALITIES AND DIVERSITY IMPLICATIONS

Nil

ENGAGEMENT AND COMMUNICATION STRATEGY

In the event that Council alter any scheduled meetings or structure as a result of this report, such changes will be communicated through Council's ordinary channels.




IMPLEMENTATION STRATEGY

It is proposed that any changes arising from consideration of this report will have application from December 2021 / January 2022 as may be reasonably accommodated with adequate lead time.

CONCLUSION AND RECOMMENDATION

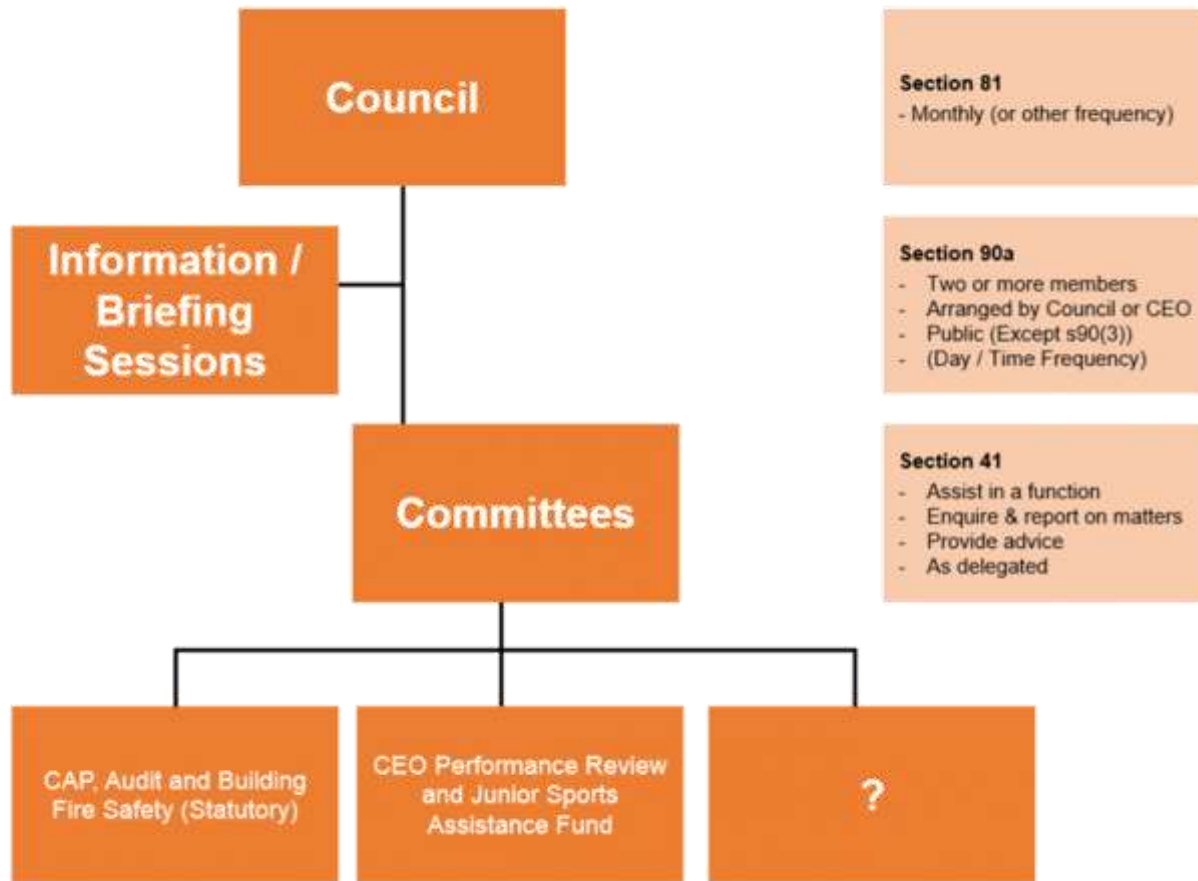
This report presents recommendation based on Option 2 as presented to the information session held on 25 October 2021, with an option to change the commencement time of Council meetings from 6:00pm to 5:30pm.

ATTACHMENTS

1. Base Decision Making / Committee Structure [↓](#) 



Base Decision-Making / Committee Structure



22.4 COUNCIL AND COMMITTEE MEETING ARRANGEMENTS FOR DECEMBER 2021 / JANUARY 2022 – REPORT NO. AR21/44964

Committee:	Council
Meeting Date:	16 November 2021
Report No.:	AR21/44964
CM9 Reference:	AF20/446
Author:	Michael McCarthy, Manager Governance and Property
Authoriser:	Darren Barber, General Manager Shared Services
Summary:	To seek clarity from Elected Members their preferred Council and Committee meeting arrangements for December 2021/January 2022
Strategic Plan Reference:	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage
	Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR21/44964 titled 'Council and Committee Meeting Arrangements for December 2021 / January 2022' as presented on 16 November 2021 be noted.
2. That the December 2021 Ordinary Council meeting be held on Tuesday 14 December 2021 commencing at 5:30pm / 6:00pm (*delete as required*) rather than on the 3rd Tuesday of the month.
3. Subject to any decision arising from Report No. AR21/70507 titled 'Review of Committee / Decision Making Structure', that there be no Economic and Environment Committee meeting in January 2022, with relevant agenda items being presented directly to the January 2022 Ordinary Council Meeting.
4. The Council meeting calendar be updated / prepared reflecting the changes in resolution 2 /3 (*delete as required*), and appropriate notification be given of meeting dates.



TYPE OF REPORT

Other

BACKGROUND

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

In considering meeting frequencies, it is important to note that pursuant to section 81(2) of the Local Government Act 1999, there must be at least one ordinary Council meeting per month. There is no legal requirement (beyond requirements for Committees with regulatory functions and compliance with Council resolutions which establish Committee meeting frequencies) to schedule a certain number of Committee meetings.

At an information session held on 25 October 2021 Council discussed committee structure options with a view to receiving a report to formally review Council's decision-making structure. That report is attached to this agenda, and any decisions arising from its consideration may influence the recommended outcomes arising from this report.

PROPOSAL

Council and Committees require lead time to prepare reports and collate agendas for meetings.

Christmas Day 2021 and New Year's Day 2021 both occur on a Saturday, Proclamation Day occurs on a Sunday meaning there will be three declared Public Holidays during the December 2021 and January 2022 Council and Committee meeting preparation period, being Monday 27 December, Tuesday 28 December 2021 and Monday 3 January 2022.

In line with recent years the Council Offices will be closed from 2.00 pm Friday 24 December 2021 and will re-open on Tuesday 4 January 2022.

Dependent on Council's consideration of future Committee and Information/Briefing Session structure, the ordinary scheduling of the Economic and Environment Committee on the 1st Monday of the month would require the meeting agenda to be prepared and published during the holiday closedown period. Irrespective of any changes arising from this report, a meeting on the first Monday would necessarily require re-scheduling to avoid the public holiday on that day.

It would be more practical, as has occurred in other years, to not hold committee meetings in January, with any relevant items being presented directly to the Council meeting scheduled for 18 January 2022, or to subsequent committee meetings in February or March 2022.

Further, the December Council meeting, ordinarily held on the 3rd Tuesday of the month, is scheduled for Tuesday 21 December 2021, being three days before the holiday closedown period. This report proposes that the December 2021 Council meeting be held on the 2nd Tuesday, being 14 December 2021.

LEGAL IMPLICATIONS

With the exception of the requirement to hold at least one Council meeting per month, and to give adequate notice of meeting dates and times, there are no other legal implications associated with the proposals in this report.

STRATEGIC PLAN

Nil



COUNCIL POLICY

Nil

ECONOMIC IMPLICATIONS

Nil

ENVIRONMENTAL IMPLICATIONS

Nil

SOCIAL IMPLICATIONS

Nil

CULTURAL IMPLICATIONS

Nil

RESOURCE IMPLICATIONS

Nil

VALUE FOR MONEY

Nil

RISK IMPLICATIONS

Nil

EQUALITIES AND DIVERSITY IMPLICATIONS

Nil

ENGAGEMENT AND COMMUNICATION STRATEGY

In the event that Council alter any scheduled meetings as a result of this report, such changes will be communicated through Council's ordinary channels.

IMPLEMENTATION STRATEGY

Nil

CONCLUSION AND RECOMMENDATION

Given the limited timeframe and impracticalities for the preparation of reports and agenda, and actioning resolutions preceding/during/following the Christmas and New Year holiday period, it is recommended, subject to any other resolved amendments to Council's decision making structure, that:

- The December Council meeting be re-scheduled to the 2nd Tuesday – 14 December 2021
- No Economic and Environment Committee Meeting be held in January 2022
- All relevant items be prepared for presentation directly to the January 2022 Council Meeting
- The Council meeting calendar be prepared / updated to reflect the change.

ATTACHMENTS

Nil



22.5 LOCAL GOVERNMENT REFORM - MOBILE FOOD VENDORS – REPORT NO. AR21/69573

Committee:	Council
Meeting Date:	16 November 2021
Report No.:	AR21/69573
CM9 Reference:	AF20/446
Author:	Michael McCarthy, Manager Governance and Property
Authoriser:	Darren Barber, General Manager Shared Services
Summary:	This report presents the repeal of mobile food vendor provisions as a result of local government reform changes.
Strategic Plan Reference:	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage
	Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR21/69573 titled 'Local Government Reform - Mobile Food Vendors' as presented on 16 November 2021 be noted.
2. That, notwithstanding the repeal of the legislative provisions relating to mobile food vending business and location rules, that location rules for mobile food vendors endorsed in 2018 and published on the Council website be updated to reflect legislative amendments (repeal) and be retained for the purpose of permit terms and conditions.



TYPE OF REPORT

Legislative

BACKGROUND

In 2018 Council endorsed mobile food vending business location rules in compliance with (then new) provisions of the Local Government Act 1999 and regulations.

The current local government reform repealed the provisions dealing specifically with mobile food vending businesses in sections 224-225A of the Act from 20 September 2021.

PROPOSAL

The repeal of the mobile food vending business provisions warrants a review of the location rules.

This report recommends the amendment and retention of location rules as currently published on the Council website [here](#), with all references to the repealed legislative provisions to be removed.

It is further proposed that the mobile food vending business location rules be retained as guidelines to be applied as terms/conditions to authorisations/permits under section 224 of the Act or Council By-Laws, similar to what applied prior to the introduction of the location rules provisions.

In the absence of prescribed requirements in this regard Council will be at liberty to amend or remove the location rules (terms/conditions) at any time should they become incompatible with community expectations.

LEGAL IMPLICATIONS

With the legislative provisions repealed, there is no requirement for Council to retain mobile food vendor location rules, or any specific requirements if such rules are maintained.

It is proposed that Council retain the existing provisions for administration with Council permits, with reference to the repealed legislative provisions removed.

STRATEGIC PLAN

N/A

COUNCIL POLICY

N/A

ECONOMIC IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

N/A

CULTURAL IMPLICATIONS

N/A

RESOURCE IMPLICATIONS

N/A

VALUE FOR MONEY

N/A

RISK IMPLICATIONS

N/A



EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

N/A

IMPLEMENTATION STRATEGY

Other than replacing the location rules with the repealed legislative provisions removed and applying standard permit arrangements no further implementation requirements are anticipated.

CONCLUSION AND RECOMMENDATION

This report recommends that the mobile food vendor location rules currently published on the Council website be amended to remove repealed legislative provisions and retained as permit terms/conditions.

ATTACHMENTS

Nil



**22.6 LOCAL GOVERNMENT REFORM - ROUND 2 REGULATIONS - FEEDBACK – REPORT
NO. AR21/64930**

Committee:	Council
Meeting Date:	16 November 2021
Report No.:	AR21/64930
CM9 Reference:	AF20/446
Author:	Michael McCarthy, Manager Governance and Property
Authoriser:	Darren Barber, General Manager Shared Services
Summary:	This report presents the draft regulations for the 2nd round of local government reform changes from 10 November 2021.
Strategic Plan Reference:	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage
	Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR21/64930 titled 'Local Government Reform - Round 2 Regulations - Feedback' as presented on 16 November 2021 be noted.
2. That Council supports the position of the Local Government Association on the round 2 local government reform draft regulations as set out in the Discussion Paper referenced in Report No. AR21/64930.
3. That the City of Mount Gambier support an amendment to Regulation 4 of the Local Government (General) (Annual Report) Variation Regulations 2021 to include in the definition of 'prescribed interstate travel' an exemption for a council with a boundary that is 'proximate in distance' to a State Border, noting that the City of Mount Gambier boundary is located only some 20 kilometres from the Victorian State border.



TYPE OF REPORT

Legislative

BACKGROUND

Members are aware of the local government reforms of which some commenced on 20 September 2021 and further commence on 10 November 2021.

Separate reports address matters associated with these changes.

PROPOSAL

The Office of Local Government is seeking feedback on the second round of draft regulations which will support the implementation of the Statutes Amendment (Local Government Review) Act 2021.

Proposed changes are to the General, Financial Management and Transitional Provisions Regulations. The proposed variation regulations and marked-up versions of the impacted regulations are accessible on the Local Government Association website [here](#) (Member login required).

The Local Government Association (“LGA”) has reviewed the proposed Round 2 Regulations and has prepared a discussion paper to assist councils to understand the purpose of the Regulations and provide feedback. The discussion paper addresses each of the following draft regulation changes:

- Setting out inclusions required in a council’s Long Term Financial Plan (“LTFP”), requiring a statement which sets out the basis on which the LTFP has been prepared and key assumptions used for preparation of the LTFP.
- defining the prescribed period for section 122(1c) (ESCOSA arrangements) as three years.
- setting out additional requirements to be included in annual business plans, summarised as:
 - Total expected revenue from general rates compared to the total revenue from general rates for the previous financial year (excluding mandatory rebates and remissions).
 - The percentage change in the total expected revenue from general rates compared to the total revenue from general rates for the previous financial year (excluding mandatory rebates and remissions). Note: this must not include growth relating to increased property value, but may include an increase in the number of rateable properties.
 - The average change in the expected rates for the financial year for each land use category compared to the rates for each category for the previous financial year (if relevant).
- Identifies that council policies, practices and procedures of internal financial control must be in accordance with as the ‘Better Practice Model—Internal Financial Control’ (BPM).
- changes reference to ‘audit committee’ to ‘audit and risk committee’.
- providing that regional audit and risk committees must have between 3 and 5 members and must not include (as a member) the Council’s auditor.
- setting out the requirements to liaise with a council auditor, including on at least 1 occasion per year on a confidential basis with a majority of members of the committee present and no (non-audit and risk committee) members or employees of the Council present.
- New prescribed information to be included in Annual Reports:
 - the report that a council must already produce annually on reviews of council decisions (pursuant to section 270(8));
 - a summary of the details (including the cost) of any interstate and international travel (excluding prescribed interstate travel) undertaken by members of the council during the relevant financial year funded in whole or in part by the council;



- a summary of the details (including the cost) of any interstate and international travel (excluding prescribed interstate travel) undertaken by employees of the council during the relevant financial year funded in whole or in part by the council;
- a summary of the details (including the cost) of any gifts above the value of \$50 provided to members of the council during the relevant financial year funded in whole or in part by the council;
- a summary of the details (including the cost) of any gifts above the value of \$50 provided to employees of the council during the relevant financial year funded in whole or in part by the council;
- a statement of the total amount of expenditure incurred using credit cards provided by the council for use by members or employees of the council during the relevant financial year;
- If the council is divided into wards, the council's ward quota.
- public consultation requirements in relation to:
 - a 'Representation Report' produced as part of a process to alter the representation of a council or to change its ward structure (section 12 of the Local Government Act),
 - a code of practice adopted pursuant to section 92 of the Local Government Act – Access to meetings and documents.
- Transitional provisions for satisfaction of obligations pursuant to section 122(1e) by providing ESCOSA with *“all relevant information on the intended sources of the council's projected total revenue for the period to which its long-term financial plan relates (such as revenue from rates, grants and other fees and charges)”*.
- Transitional provision authorising existing members of council audit committees to remain on the new audit and risk committee until the expiration of their current term of office.
- Transitional provision providing that, if audit firm comprises at least one registered company auditor, changes not commence until the end of the current contract with that audit firm.

The discussion paper can be accessed [here](#) (Member login required).

The proposed regulations are generally supported by the LGA, with some further negotiation intended on certain provisions, subject to feedback from Council's sought by 24 November 2021.

Of some relevance to the City of Mount Gambier and councils that share a border with another State is the proposed regulation 4 of the Local Government (General) Annual Reports Variation Regulations. This provision provides an exemption for border Councils from including the cost of interstate travel associated with 'ordinary business' in their Annual Report. Under the provisions the cost of meetings with proximate interstate counterparts may be exempt, but does not apply to travel to attend conferences training or development in another State which must be published.

As the City of Mount Gambier does not share a border with its nearby cross-border neighbours, all cross-border travel incurred by Council must be included in the Annual Report.

It is recommended that feedback be provided to seek alteration to the definitions to accommodate the City of Mount Gambier as a border Council despite the absence of a shared State border.

LEGAL IMPLICATIONS

As legislative/regulatory changes, Council is obliged to comply with any amended provisions in the Local Government Act 1999 and Regulations and other legislation governing its activities.

STRATEGIC PLAN

N/A

COUNCIL POLICY

N/A



ECONOMIC IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

N/A

CULTURAL IMPLICATIONS

N/A

RESOURCE IMPLICATIONS

To be determined based on the final regulations as enacted.

VALUE FOR MONEY

N/A

RISK IMPLICATIONS

N/A

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

N/A

IMPLEMENTATION STRATEGY

Any implantation requirements associated with the updated regulations will be determined when they are finalised and enacted in their final form.

CONCLUSION AND RECOMMENDATION

This report recommends that Council support the position of the Local Government Association in relation to the proposed round 2 regulations, including a request for the definition of prescribed interstate travel to be altered to capture a Council located proximate to a State border without sharing a State border.

ATTACHMENTS

Nil



22.7 LOCAL GOVERNMENT REFORM - ROUND 2 COMMENCEMENT – REPORT NO. AR21/69834

Committee: Council
Meeting Date: 16 November 2021
Report No.: AR21/69834
CM9 Reference: AF20/446
Author: Michael McCarthy, Manager Governance and Property
Authoriser: Darren Barber, General Manager Shared Services
Summary: This report presents the 2nd round of local government reform changes that came into effect from 10 November 2021.
Strategic Plan Reference: Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR21/69834 titled 'Local Government Reform - Round 2 Commencement' as presented on 16 November 2021 be noted.



TYPE OF REPORT

Legislative

BACKGROUND

At the September 2021 meeting Council considered Report No, AR21/55283 presenting initial local government reform changes that commenced on 20 September 2021 and further changes to commence in November 2021.

Members are referred to the [Local Government Reform](#) page on the Local Government Association website for information on the reforms that commenced on 20 September 2021. Information Sheets on the first round changes are accessible [here](#) (LGA Member Login required to access).

The proclamations associated with the first round changes included variations to regulations published in the [SA Government Gazette](#) on 16 September 2021.

This report presents the second round of changes to commence from 10 November 2021.

A separate report deals with another matter for decision arising from the reform changes, regarding policy updates arising from the repeal of mobile food vendor location rules provisions.

PROPOSAL

The second round changes that commenced on 10 November 2021 are mostly administrative in nature. The Local Government Association has provided a summary of each change on its website [here](#) (LGA Member Login required to access).

A list of the provisions in the Statutes Amendment (Local Government Review) Act 2021 that commenced on 10 November 2021 and the relevant provisions of the Local Government Act 1999 that are affected is provided at Attachment 1.

In addition, a range of changes to the Local Government (Elections) Act 1999 also commenced on 10 November 2021. These changes have been commenced in preparation for the 2022 local government elections and have little to no effect on this Council at this time. A summary of these changes and the effect leading up to the November 2022 elections will be provided in the new year.

Some changes to other ancillary acts also commenced on 10 November 2021, which are similarly administrative in nature.

Members may refer to the detail of the changes by reviewing the [Amendment Act](#) in conjunction with the relevant provisions in the [Local Government Act](#).

A significant proportion of the current changes relate to the removal of provisions entitling a person to inspect (without charge) various policies, registers and documents at the principal office of Council and, on payment of a fee fixed by the council, to a copy of those documents. Instead, Council must now ensure certain documents are available on the Council website and if requested, provide a person with a printed copy on payment of a fixed fee (if any). Council already publishes most of the required policies, registers and documents on the Council website. Others as required will now be published in accordance with the new provisions. Copies are available in accordance with Council's Fees and Charges Schedule.

Other changes include:

- amended public display requirements for notices of Council and Committee meetings;
- new provisions relating to appointment, performance review and termination of Chief Executive Officer;
- an increase in the maximum by-law penalty;
- a new prescribed application fee for internal review of a Council decision under section 270 and ability to decide not to review a matter already reviewed by Council or another authority.

Of particular interest to Members will be:



- the prohibition of electoral advertising posters (e.g. corflutes) relating to local government elections on public roads;
- the requirement for the website publication of (Member) Register (of Interests). This is an expansion of the existing provisions that required the website publication of members incomes sources, membership of any political party or association or any trade or professional organisation, and any gifts received. The new provisions require the publication of the full register (i.e. the full contents of the primary/ordinary return) except for a person's residential address or any other address suppressed under section 68(4)(a).
- the commencement of changes to regulations 9 and 12 of the Local Government (Procedures at Meetings) Regulations increasing the number of clear days before a meeting that Questions and Motions With Notice must be given, in writing to the Chief Executive Officer, from 5 days to 7 days.

LEGAL IMPLICATIONS

As legislative/regulatory changes, Council is obliged to comply with any amended provisions in the Local Government Act 1999 and Regulations and other legislation governing its activities.

STRATEGIC PLAN

N/A

COUNCIL POLICY

N/A

ECONOMIC IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

N/A

CULTURAL IMPLICATIONS

N/A

RESOURCE IMPLICATIONS

To be determined based on the final regulations as enacted.

VALUE FOR MONEY

N/A

RISK IMPLICATIONS

N/A

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

N/A

IMPLEMENTATION STRATEGY


N/A

CONCLUSION AND RECOMMENDATION

This report presents the round 2 local government reform changes for noting



ATTACHMENTS

1. List of legislative changes commencing 10/11/2021 [↓](#) 



List of Legislative amendments commencing 10 November 2021

Provision Statutes Amendment (Local Government Review) Act (Commencement) Proclamation (Gazetted 16 September 2021) and Section of LG Review Act 2021	Section of Local Government Act 1999 inserted, deleted, altered
(a) section 12(2);	section 44(7) and (8)—Delegations Section 44(7) and (8)
(b) sections 14 and 15;	section 48(5) and (6)—Prudential requirements for certain activities section 49(4) and (5)—Contracts and tenders policies
(c) section 18(3);	section 54(2a)(b)(ii)—Casual vacancies
(d) section 34;	section 70 (a1), (a2), (1) and (2)—Publication of (Member) Register (of Interests)
(e) section 40;	section 77(3) and (4)—Reimbursement of expenses
(f) section 42;	section 79(3) and (4)—Register of allowances and benefits
(g) section 43(2);	section 80A(4) and (5)—(Member) Training and development
(h) section 45(2);	section 83(8)—Notice of ordinary or special meetings
(i) section 46;	section 84(1a), (3), (4) and (5)(a)—Public notice of council meetings
(j) section 50;	section 88(1a), (3), (4) and (5)—Public notice of committee meetings
(k) sections 53 and 54;	section 91(4) to (6)—Minutes and release of documents section 92(5) to (7)—Access to meetings and documents—code of practice
(l) sections 56 to 58 (inclusive);	section 93(2) and (6)(a)—Meetings of electors Repeal of section 94A section 97(1)(a)(i), (3a) and (6)—Vacancy in office
(m) sections 61 and 62;	Section 102A—Chief executive officer—performance review section 105(3) and (4)—Register of remuneration, salaries and benefits
(n) section 79(7);	section 122(7)—Strategic management plans
(o) section 80(6);	section 123(9)(b) and (c)—Annual business plans and budgets



List of Legislative amendments commencing 10 November 2021

(p) section 86;	section 127(5) and (6)—Financial statements
(q) section 90(3);	section 131(8)—Annual report to be prepared and adopted
(r) section 92;	section 132(1) to (3a) and (4a)—Access to documents
(s) section 100;	section 188(6) and (7)—Fees and charges
(t) section 105;	section 207(3) and (4)—Register (of Community Land)
(u) sections 115 and 116;	section 226(2a), (3)(ca) and (5)—Moveable signs section 231(3) and (4)—Register
(v) section 121(1);	section 246(3)(g)—Power to make by-laws
(w) section 122(1);	section 249(1)—Passing by-laws
(x) section 124;	section 252(3) and (4)—Register of by-laws and certified copies
(y) section 125(3);	section 259(6) and (7)—Councils to develop policies
(z) section 135;	section 270—Procedures for review of decisions and requests for services
(za) section 144(2) and (3);	Schedule 5—Documents to be made available by councils (Meeting Papers)



**22.8 SPORT AND RECREATION CAPITAL WORKS PROGRAM 2021/2022 - APPLICATIONS
 – REPORT NO. AR21/68825**

Committee: Council
Meeting Date: 16 November 2021
Report No.: AR21/68825
CM9 Reference: AF20/446
Author: Sally Wilson, Executive Administrator City Infrastructure
Authoriser: Barbara Cernovskis, General Manager City Infrastructure
Summary: The enclosed applications have been received, to seek Council endorsement for the distribution of funds for the 2021/2022 Sport and Recreation Capital Works Program.
Community Plan Reference: Goal 1: Our People
 Goal 3: Our Diverse Economy

REPORT RECOMMENDATION

1. That Council Report No. AR21/68825 titled ‘Sport and Recreation Capital Works Program 2021/2022 - Applications’ as presented on 16 November 2021 be noted.
2. That \$100,000 be endorsed for distribution for the 2021/2022 Sport and Recreation Capital Works Program as follows:

<u>Applicant</u>	<u>Priority (Score)</u>	<u>Requested</u>	<u>Approved</u>
Blue Lake Golf Club Incorporated	12	\$ 21,993.00	\$ 12,750 .00
East Gambier Cricket Club	14	\$ 5,307.00	\$ 3,750.00
Mount Gambier Bowls Inc	15	\$ 14,000.00	\$ 10,750.00
Mount Gambier Gun Club	15	\$ 17,915.00	\$ 13,750.00
Mount Gambier RSL & District Bowling Club	11	\$ 3,950.00	\$ 2,000.00
North Gambier Football / Netball Club	11	\$ 35,000.00	\$ 24,750.00
South Gambier Football Club Inc	14	\$ 25,000.00	\$ 17,750.00
South Gambier Netball Club Incorporated	14	\$ 9,431.00	\$ 7,750.00
West Gambier Football Club Incorporated	9	\$ 13,150.00	\$ 6,750.00
		\$ 145,747.00	\$ 100,000.00

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



BACKGROUND

Council resolved to provide an allocation in the annual budget for ongoing support for a Sport and Recreation Capital Works Program and to publicly call for applications. The 2021/2022 Budget provides an amount of \$100,000 for this Program.

The Sport and Recreation Capital Works Program was publicly advertised during September and October, with the following applications received:

Applications Received – Overview

1. Blue Lake Golf Club Incorporated
Project Title: Install Electrical and Golf Ball Dispensing to the Blue Lake Golf Club Driving Range
Total Project Cost: \$ 35,073.10
Contribution Requested: \$ 21,993.10 (63% of project)
2. East Gambier Cricket Club
Project Title: Repair and Seal Scott Park Roadway
Total Project Cost: \$ 7,307.62
Contribution Requested: \$ 5,307.62 (73% of project)
3. Mount Gambier Bowls Inc
Project Title: Re-furbish Ladies Toilets
Total Project Cost: \$ 19,690.00
Contribution Requested: \$ 14,000.00 (71% of project)
4. Mount Gambier Gun Club
Project Title: Clay Target Trap Upgrade
Total Project Cost: \$ 28,345.30
Contribution Requested: \$ 17,915.30 (63% of project)
5. Mount Gambier RSL & District Bowling Club
Project Title: External Lighting Improvements
Total Project Cost: \$ 5,267.51
Contribution Requested: \$ 3,950.63 (75% of project)
6. North Gambier Football / Netball Club
Project Title: North Gambier Female Change Room Facility
Total Project Cost: \$ 322,000.00
Contribution Requested: \$ 35,000.00 (11% of project)
7. South Gambier Football Club Inc
Project Title: Solar System 30KW Installation
Total Project Cost: \$ 55,000.00
Contribution Requested: \$ 25,000.00 (45% of project)
8. South Gambier Netball Club Incorporated
Project Title: Courtside Shelter Installation
Total Project Cost: \$ 14,931.00
Contribution Requested: \$ 9,431.00 (63% of project)
9. West Gambier Football Club Incorporated
Project Title: Installation of Macerator Pumps for Sewage System
Total Project Cost: \$ 17,500.00
Contribution Requested: \$ 13,150.00 (75% of project)



An application was received from Basketball Mount Gambier requesting a contribution of \$100,000.00 towards roof repairs (court 1 and canteen) and roof replacement (courts 2 and 3).

In accordance with the guidelines, any application over \$50,000 requires a separate business case and should be provided prior to 30 November to be considered in Council's annual budget process for funding in the next financial year.

Basketball Mount Gambier has been advised their application is ineligible and to provide a business case for further consideration as part of Council's budget process.

DISCUSSION

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

- as a general rule, a minimum total project cost of \$10,000 and a maximum of \$50,000
- preference to high incidence of self help
- preference to matching funds or significant in-kind contribution by the applicant (minimum 25% of total project costs)
- priority for capital renewal or upgrade of existing assets rather than enhancement/additions or new assets
- for projects aimed at increasing community usage of sport and recreation facilities
- not for operating costs, the purchase of land or repayment of loans
- not for projects already commenced or completed
- not for projects submitted by individuals
- projects completed and claims for payment to be submitted prior to 30 June 2021 to enable the release of funds before the end of financial year.

A copy of the guidelines (Attachment 1) developed for the 2021/2022 Program are provided for further information.

Section 1: Membership Details

		Junior		Senior		Total		Grand Total
		M	F	M	F	M	F	
1	Blue Lake Golf Club Incorporated	5	1	255	40	260	41	301
2	East Gambier Cricket Club	35	2	40	0	75	2	77
3	Mount Gambier Bowls Inc	0	0	86	85	86	85	171
4	Mount Gambier Gun Club	3	2	99	7	102	9	111
5	Mount Gambier RSL & District Bowling Club	0	1	133	60	133	61	194
6	North Gambier Football / Netball Club	150	80	60	70	210	150	360
7	South Gambier Football Club Inc	250	100	100	50	350	150	500
8	South Gambier Netball Club Incorporated	0	54	0	36	0	90	90



9	West Gambier Football Club Incorporated	110	50	275	145	385	195	580
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Section 2: The Project ✓

	Community Benefit	High	Average	Low
1	Blue Lake Golf Club Incorporated		✓	
2	East Gambier Cricket Club		✓	
3	Mount Gambier Bowls Inc	✓		
4	Mount Gambier Gun Club	✓		
5	Mount Gambier RSL & District Bowling Club		✓	
6	North Gambier Football / Netball Club	✓		
7	South Gambier Football Club Inc		✓	
8	South Gambier Netball Club Incorporated	✓		
9	West Gambier Football Club Incorporated		✓	

Location

1	Blue Lake Golf Club Incorporated	Blue Lake Golf Club Driving Range (Council Owned) Grant Avenue, Mount Gambier
2	East Gambier Cricket Club	McDonald Park Sporting Complex - Scott Park section (Council Owned) 12 Comaum Avenue, Mount Gambier
3	Mount Gambier Bowls Inc	Vansittart Park (Council Owned) 172 Commercial Street West, Mount Gambier
4	Mount Gambier Gun Club	24-28 Gladigau Road, Mount Gambier
5	Mount Gambier RSL & District Bowling Club	2 Jubilee Highway East, Mount Gambier
6	North Gambier Football / Netball Club	Vansittart Park (Council Owned) Wehl Street North, Mount Gambier
7	South Gambier Football Club Inc	Blue Lake Sports Park (Council Owned) 200 Jubilee Highway East, Mount Gambier
8	South Gambier Netball Club Incorporated	Blue Lake Sports Park (Council Owned)



		200 Jubilee Highway East, Mount Gambier
9	West Gambier Football Club Incorporated	Malseed Park Complex (Council Owned) 50 White Avenue, Mount Gambier

Development Requirements:

	Applicant	Planning Approval Required	Building Approval Required
1	Blue Lake Golf Club Incorporated	x	x
2	East Gambier Cricket Club	x	x
3	Mount Gambier Bowls Inc	x	✓
4	Mount Gambier Gun Club	x	x
5	Mount Gambier RSL & District Bowling Club	x	x
6	*North Gambier Football / Netball Club	✓	✓
7	South Gambier Football Club Inc	✓	✓
8	South Gambier Netball Club Incorporated	✓	✓
9	West Gambier Football Club Incorporated	x	x

*A Development Application has already been approved.

Environmental Health Requirements:

	Applicant	Requirements
1	Blue Lake Golf Club Incorporated	Nil
2	East Gambier Cricket Club	Nil
3	Mount Gambier Bowls Inc	Ensure if toilet facilities are used by food handlers at the club, that warm water is available (via a single nozzle) in the toilet hand basins for hand washing.
4	Mount Gambier Gun Club	Nil
5	Mount Gambier RSL & District Bowling Club	Nil
6	North Gambier Football / Netball Club	If toilets have the potential to be used by food handlers at the club, then warm water must be available at hand wash basins.
7	South Gambier Football Club Inc	Nil



8	South Gambier Netball Club Incorporated	Ensure no structures encroach on any existing on-site wastewater system infrastructure (e.g. tanks, disposal trenches).
9	West Gambier Football Club Incorporated	Nil

Governance / Property Requirements:

	Applicant	Requirements
1	Blue Lake Golf Club Incorporated	<ul style="list-style-type: none"> The provision of full detailed plans and specifications of any infrastructure to be installed upon Council land, including as-constructed drawings following completion. Work to be undertaken and completed by, or under the supervision of suitably qualified, experienced, and inducted contractors/tradespersons in a proper workmanlike manner. The Blue Lake Golf Club is to be responsible for all risk, safety and liability matters associated with the works, and indemnifying and releasing Council. The preparation (and having accessible on the worksite at all times) of WHS documentation. Evidence of public liability insurance for a value of \$50 Million (for works). The asset(s) remaining in the ownership of and the full responsibility of the Blue Lake Golf Club.
2	East Gambier Cricket Club	<ul style="list-style-type: none"> The applicant to confirm the written consent and agreement of East Gambier Sportsmens Club, as head lessee, to be responsible for any supervision, financial or in-kind resource shortfall, risk, safety and liability matters associated with the works, and indemnifying and releasing Council. Work to be undertaken and completed by, or under the supervision of suitably qualified, experienced and inducted contractors/tradespersons in a proper workmanlike manner. Evidence of public liability insurance for a value up to \$50 Million (for works). Current formal documented (sub)tenancy arrangements between the applicant (EGCC), the Mount Gambier & District Cricket Association (as sub-tenant) and the East Gambier Sportsmens Club (as head lessee) as a prerequisite for release of funds under this program. The applicant to confirm the written consent of the East Gambier Sportsmens Club (as head lessee) to retain the ownership of and the full responsibility of the works.
3	Mount Gambier Bowls Inc	<ul style="list-style-type: none"> Building Rules Consent to be first obtained and to be constructed in accordance with such plans.



		<ul style="list-style-type: none"> • The provision of full detailed plans and specifications. • Work to be undertaken and completed by, or under the supervision of suitably qualified, experienced and inducted contractors/tradespersons in a proper workmanlike manner. • Mount Gambier Bowls Club to be responsible for all risk, safety and liability matters associated with the works, indemnifying and releasing Council. • The preparation (and having accessible on the worksite at all times) of WHS documentation. • Evidence of public liability insurance for a value up to \$50 Million for works • The asset(s) remaining in the ownership of and the full responsibility of the Mount Gambier Bowls Club.
4	Mount Gambier Gun Club	<ul style="list-style-type: none"> • Private Land - No conditions.
5	Mount Gambier RSL & District Bowling Club	<ul style="list-style-type: none"> • Private land - No conditions.
6	North Gambier Football / Netball Club	<ul style="list-style-type: none"> • To be constructed in accordance with Development approvals. • North Gambier Football / Netball Club, as seasonal licensee, to be responsible for any supervision, financial or in-kind resource shortfall, risk, safety and liability matters associated with the works, and indemnifying and releasing Council. • The provision of full detailed plans and specifications. • Work to be undertaken and completed by, or under the supervision of suitably qualified, experienced and inducted contractors/tradespersons in a proper workmanlike manner. • The preparation (and having accessible on the worksite at all times) of WHS documentation. • Evidence of public liability insurance for a value up to \$50 Million (for works). • The North Gambier Football / Netball Club (as seasonal licensee) to retain the ownership of and the full responsibility of the works. • The North Gambier Football / Netball Club (as seasonal licensee) to provide full access to the resulting works/facility to Council and its invitees during the summer sporting season from 1 October to 31 March. • The North Gambier Football / Netball Club enter into a replacement winter season licence arrangement, including provisions consistent with the above conditions, prior to the commencement of the 2022 winter season and any release of fund under this grant program.
7	South Gambier Football Club Inc	<ul style="list-style-type: none"> • Development approval to be first obtained if required and to be constructed in accordance with such approvals.



		<ul style="list-style-type: none"> • The provision of full detailed plans and specifications. • Work to be undertaken and completed by, or under the supervision of suitably qualified, experienced and inducted contractors/tradespersons in a proper workmanlike manner. • South Gambier Football Club to be responsible for all risk, safety and liability matters associated with the works, and indemnifying and releasing Council. • The preparation (and having accessible on the worksite at all times) of WHS documentation. • Evidence of public liability insurance for a value up to \$50 Million (for works). • The asset(s) remaining in the ownership of and the full responsibility of the South Gambier Football Club.
8	South Gambier Netball Club Incorporated	<ul style="list-style-type: none"> • Development Approval to be first obtained and to be constructed in accordance with such plans. • The provision of full detailed plans and specifications. • Work to be undertaken and completed by, or under the supervision of suitably qualified, experienced and inducted contractors/tradespersons in a proper workmanlike manner. • The applicant to confirm the written consent and agreement of South Gambier Football Club, as head lessee, to be responsible for any supervision, financial or in-kind resource shortfall, risk, safety and liability matters associated with the works, and indemnifying and releasing Council. • The preparation (and having accessible on the worksite at all times) of WHS documentation. • Evidence of public liability insurance for a value up to \$50 Million (for works). • Evidence of current sub-lease/licence granted to the applicant by the South Gambier Football Club. • The asset(s) remaining in the ownership of and the full responsibility of the South Gambier Football Club (as head lessee).
9	West Gambier Football Club Incorporated	<ul style="list-style-type: none"> • The provision of full detailed plans and specifications. • Work to be undertaken and completed by, or under the supervision of suitably qualified, experienced and inducted contractors/tradespersons in a proper workmanlike manner. • West Gambier Football Club to be responsible for all risk, safety and liability matters associated with the works, and indemnifying and releasing Council. • The preparation (and having accessible on the worksite at all times) of WHS documentation. • Evidence of public liability insurance for a value up to \$50 Million (for works).



	<ul style="list-style-type: none"> The asset(s) remaining in the ownership of and the full responsibility of the West Gambier Football Club.
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Section 3: Project Funding

	Funding Breakdown	Cash	In Kind	Voluntary	Grant Funding	Grant Requested	Total
1	Blue Lake Golf Club Incorporated	\$ 10,000.00	-	\$ 3,140.00	-	\$ 21,933.10	\$ 35,073.10
2	East Gambier Cricket Club	\$ 2,000.00	-	-	-	\$ 5,307.62	\$ 7,307.62
3	Mount Gambier Bowls Inc	\$ 3,050.00	-	\$ 2,640.00	-	\$ 14,000.00	\$ 19,690.00
4	Mount Gambier Gun Club	\$ 10,000.00	-	\$ 430.00	-	\$ 17,915.30	\$ 28,345.30
5	Mount Gambier RSL & District Bowling Club	\$ 1,316.88	-	-	-	\$ 3,950.63	\$ 5,267.51
6	North Gambier Football / Netball Club	\$ 30,000.00	\$ 24,900.00	\$ 6,300.00	\$ 225,800.00	\$ 35,000.00	\$ 322,000.00
7	South Gambier Football Club Inc	\$ 24,200.00	\$ 4,000.00	\$ 1,800.00	-	\$ 25,000.00	\$ 55,000.00
8	South Gambier Netball Club Incorporated	\$ 5,000.00	\$ 500.00	-	-	\$ 9,431.00	\$ 14,931.00
9	West Gambier Football Club Incorporated	\$ 1,210.00	\$ 1,320.00	\$ 1,820.00	-	\$ 13,150.00	\$ 17,500.00

	Funding Breakdown	Cash	In Kind	Voluntary	Grant Funding	Total
1	Blue Lake Golf Club Incorporated	29%	-	9 %	-	38 %
2	East Gambier Cricket Club	27 %	-	-	-	27 %
3	Mount Gambier Bowls Inc	15 %	-	13 %	-	28 %
4	Mount Gambier Gun Club	35 %	-	2 %	-	37 %
5	Mount Gambier RSL & District Bowling Club	25 %	-	-	-	25 %
6	North Gambier Football / Netball Club	9 %	8 %	2 %	70 %	89 %
7	South Gambier Football Club Inc	44 %	7 %	3 %	-	54 %



8	South Gambier Netball Club Incorporated	33 %	3 %	-	-	36 %
9	West Gambier Football Club Incorporated	7 %	8 %	10 %	-	25 %

		Star Club Rating	Financial Statements	Current Bank Statements	Quotations Received	Financial Capacity (to proceed with reduced funding)
1	Blue Lake Golf Club Incorporated	3	✓	✓	✓	✓
2	East Gambier Cricket Club	3	✓	✓	✓	x
3	Mount Gambier Bowls Inc	3	✓	✓	✓	x
4	Mount Gambier Gun Club	2	✓	✓	✓	✓
5	Mount Gambier RSL & District Bowling Club	2	✓	✓	✓	✓
6	North Gambier Football / Netball Club	2	✓	✓	✓	x
7	South Gambier Football Club Inc	4	✓	✓	✓	✓
8	South Gambier Netball Club Incorporated	4	✓	✓	✓	x
9	West Gambier Football Club Incorporated	1	✓	✓	✓	x

Section 4: Selection Rationale

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

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

ASSESSMENT





Application	Community Benefit	Infrastructure Assessment	Contribution of Club/ Other Contributions		Guidelines Compliance				Score
			Infrastructure Priority	% Club Contribution	Other Contributions	Financial/Bank Statements	Quotations Provided	Previous / Level of Grants	
Blue Lake Golf Club Incorporated	2	1	2	0	1	1	2	3	12
East Gambier Cricket Club	2	3	2	0	1	1	2	3	14
Mount Gambier Bowls Inc	3	3	2	0	1	1	2	3	15
Mount Gambier Gun Club	3	3	2	0	1	1	3	2	15
Mount Gambier RSL & District Bowling Club	2	2	1	0	1	1	2	2	11
North Gambier Football / Netball Club	3	1	1	1	1	1	1	2	11
South Gambier Football Club Inc	2	2	3	0	1	1	1	4	14
South Gambier Netball Club Incorporated	3	1	2	0	1	1	2	4	14
West Gambier Football Club Incorporated	2	2	1	0	1	1	1	1	9

CONCLUSION

A copy of the list of previous recipients of the funding has been attached (Attachment 2) to this report for Elected Members information.

ATTACHMENTS

1. Sport and Recreation Capital Works Program 2021/2022 - Guidelines [↓](#) 
2. Sport and Recreation Capital Works Program - Projects Previously Funded - 2010-2020 [↓](#) 





2021/2022 Program Guidelines:

The aim of the City of Mount Gambier Sport and Recreation Capital Works Program is to foster and assist in the development and/or capital renewal of Sport and Recreation infrastructure, within the City.

An allocation of \$100,000 has been made in Councils 2021/2022 budget for distribution in this annual program. Applications for funding under the Sport and Recreation Capital Works Program, as a general rule, should be for projects with a minimum total project cost of \$10,000 and a maximum project cost of \$50,000. *For any application for over \$50,000, a separate business case should be provided prior to 30 November to be considered in Council's annual budget process for funding in the next financial year.*

Preference will be given to applications which can demonstrate a high incidence of self- help by either matching funds or significant in kind contributions by the organisation, towards the project evidenced by bank statements or written commitment from funding partner/s.

The applicant's contributions for this purpose may include cash from the organisation's own resources, grants or funds from sponsors or other sources or in kind support in the form of labour or services. If the applicant's contribution includes a grant from another source, the applicant must provide evidence that the grant has been awarded or confirmed with the application.

The Applicants 'Self Help' contribution, as defined, must equate to a minimum contribution of at least 25% of the total project costs.

What Types of Projects are eligible for Program Funding?

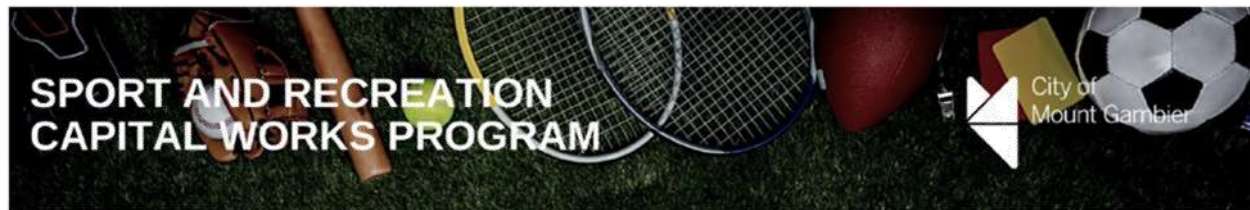
- ▲ Capital renewal of existing asset infrastructure e.g. replace lighting, pitches, upgrade courts, capital repair of buildings, grounds etc.
- ▲ Capital upgrades to enhance existing asset infrastructure e.g. building extensions, rebuild structures, upgrade lighting, additional new facilities etc.
- ▲ New capital assets - to build/develop assets not previously provided e.g. new clubrooms, toilets, lighting, change rooms etc.
- ▲ Projects which are aimed at increasing the community usage of specific sport or recreation facilities.
- ▲ Projects that improve matters of building, fire or public safety to current standards including disability access and inclusion.

In respect of projects involving buildings or infrastructure, preference will be given to applications which aim to renovate, overhaul or repair existing buildings or facilities, rather than the construction of new or additional facilities.

What is not eligible for Program Funding?

- ▲ Routine or ongoing operating costs (staff wages, rent, electricity, water, insurance etc), the purchase of land or the repayment of financial loans.
- ▲ Projects which have already commenced or completed prior to grants being awarded.
- ▲ Projects submitted by individuals.





Who can apply for Grant Funding?

- ▲ Any Sport or Recreation organisation, which is based in the City of Mount Gambier area and who's activities are predominantly conducted within the City of Mount Gambier.
- ▲ Be an existing Starclub Member with a 4* rating or demonstrate the achievement of a 4* rating as a pre-condition for release of funds or
- ▲ Be a new Starclub Member - registered prior to closing date for applications with demonstrated achievement of a 2* rating as a pre-condition for release of funds.

Starclub ratings must be validated by the Limestone Coast Local Government Association (LCLGA), STARCLUB Field Officer & Sporting Academy Coordinator, Tony Elletson - starclubse@lclga.sa.gov.au.

- ▲ Applicants must have a current Australian Business Number (ABN) issued by the Australian Taxation Office (ATO). Applications will not be considered unless the applicant has an ABN at the time of submitting the grant application.

Any individual or organisation can apply for an ABN very easily on-line via the Australian Business Register at <http://www.abr.gov.au/>

- ▲ An organisation may only submit one application per financial year.

Primary and Secondary schools are generally excluded from applying, unless they can demonstrate that their project is predominantly for the benefit of the wider community.

Assessment:

Council may seek additional information and support from a Local, Regional or State Association, or equivalent, when and if required for assessment of application.

Preference will be given to applications that demonstrate use of local suppliers, contractors and Australian made products or improve safety and access for the Community.

Council grant funding is subject to landowner/council consent including any engineering/building requests.

Development Approval:

Applicants are encouraged to proactively review the need for Development Approval for their project ahead of lodging their application where possible, and to provide their application for Development Approval at the same time as their grant application.

Applicants are expected to lodge the Development Application with required information within 7 days of being advised that it is required. Works on the project should not commence until Development Approval has been obtained, if required.

Further information regarding Development Application requirements can be found at the below link, or by contacting Council direct by phone on 08 8721 2555:

<https://www.mountgambier.sa.gov.au/services/development/building-and-planning>

Applicants are encouraged to engage with Council early in the process to ensure their applications receive the appropriate support including to complete the Development Application process, and that the progress of the project and grant funding is not delayed.





Applications which are not accompanied by the following documents will not be considered:

- ▲ Written Quotes - x2 for works >\$5,000, x3 for works >\$20,000
- ▲ Most recent audited annual financial statements and current financial statements.
- ▲ All bank statements for the last 3 months up to the current date.
- ▲ Evidence of registration for the Starclub program and validated Starclub member rating.
- ▲ Evidence of current tenure (lease/licence/ownership) for the land where the project is proposed.

Payment Conditions of Grants:

Grant funds will be paid to successful applicants following receipt by Council of evidence clearly demonstrating that the project has been completed that include:

Invoices for completed works
Development approvals / landowner consent

- ▲ Evidence of completed works (i.e. Photos, Certificate/Statement of Completion, Electrical or Plumbing Certificates)
- ▲ Validated Starclub Member rating of 4* for existing members or a rating of 2* for members who signed up in 2022.
- ▲ Starclub ratings must be validated by the Limestone Coast Local Government Association (LCLGA), Sport & Recreation Development Officer, Tony Elletson - starclubse@lclga.sa.gov.au.
- ▲ Warranty Certificates/documentation
- ▲ As-Constructed plans including specifications and service locations
- ▲ Financial summary of completed project
- ▲ Payment will not be made for a completed project which is not the project detailed in the grant application.
- ▲ An invoice must accompany the claim for payment.

Acquittal documentation must be submitted by 30 June 2022 to enable the release of funds before the end of the financial year.

Funds that are not acquitted by 30 June 2022 will be forfeited unless an extension has been sought and granted in writing by 31 May 2022. The applicant must demonstrate that the project is or will be substantively complete at the time of submitting an extension request.

Applications must be received by the Chief Executive Officer, City of Mount Gambier by no later than 5:00pm on the advertised closing date for the program.





SECTION 1 - INFORMATION ABOUT YOUR ORGANISATION

Name of Organisation												
ABN												
Registered for GST?	YES						NO					
Address of Organisation												
Postal Address of Organisation (If different to street address)												
Is the organisation registered for the StarClub Development Program? If so, which level?	YES				NO							
	1	2	3	4								
Is your Club/Association registered as a Good Sports Club? If so, which level?	YES				NO							
	1	2	3									
	0 (accreditation Level for clubs without a Liquor Licence)											
About Your Membership <small>(Indicate numbers under each heading)</small>	Junior				Senior				Total			
Male												
Female												
Total												





SECTION 2 - INFORMATION ABOUT YOUR PROJECT

Project Title	
Project Summary	
Why are you completing this project?	
Describe how the wider community will benefit from your project?	
Where will the project be conducted?*	
Where will the project be conducted?*	

**If the construction is to occur on land owned by City of Mount Gambier, you MUST obtain approval from Council PRIOR to submitting this application, or your application will not be considered.*





SECTION 3 - PROJECT COSTS, FUNDING SOURCES AND GRANT SOUGHT

PROJECT COSTS

A. Project Cash Expenses

Item (List all items and expenses you will have to pay for with cash)	Amount (Inc GST)
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Sub Total (A)

B. Project In Kind Contributions

Item (List all items which are to be provided IN KIND toward your Project)	Estimated Value
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Sub Total (B)





C. Project Voluntary Labour Contributions

Item (Provide an estimate of any voluntary labour directly involved in your Project)			Estimated Value
Skilled (Trade) Voluntary Labour	(hours)	X \$45/hour =	\$
Unskilled Voluntary Labour	(hours)	X \$20/hour =	\$

Sub Total (C) \$

D. Total Project Cost (A + B + C)

Sub Total (D) \$

Project Funding	Amount
E. Your Organisation's Cash Contribution	\$
F. Grant/s from other sources (Attach evidence that other grants have been awarded)	\$
G. Value of In Kind Contributions (Sub Total B from previous page)	\$
H. Value of Voluntary Labour (Sub Total C from previous page)	\$

I. Value of Grant Requested from Council	\$
J. Total Project Funding (E + F + G + H + I)	\$

[The Total Costs at (D) must equal the Total Funding at (J)]
 [Please ensure that the total of (e), (f), (g) and (h) equate to at least 25% of (j)].

REDUCED GRANT VALUE

If a lower value grant is awarded will your Organisation be able to proceed with the project?	YES	NO
If your project can still proceed, how will you meet the funding shortfall for the Project?		





SECTION 4 - CONTACT INFORMATION**

Contact Person	Mr	Mrs	Miss	Ms	Dr
Position					
Phone					
Mobile					
Email					

***The above contact details will not published within a Council agenda.*

In submitting this application, I certify that, to the best of my knowledge:

- ▲ the statements in this application are true
- ▲ I have read and understood the City of Mount Gambier Sport and Recreation Capital Works Program Guidelines
- ▲ I acknowledge that the City of Mount Gambier cannot guarantee funding for any application.
- ▲ that the applicant has the capacity and will manage and supervise the project to completion.

If the grant is successful, I agree to acknowledge the contribution and support of the City of Mount Gambier in our publicity, including all media, literature and promotional activities relating to the project, as well as in speeches during the course of any event.

I also agree to submit the required acquittal form, as well as two digital photographs relating to my project, that can be used by the City of Mount Gambier for promotional purposes, by the due date.

Applications may be lodged at the Council Office, Civic Centre, 10 Watson Terrace, posted to PO Box 56, Mount Gambier SA 5290 or emailed to city@mountgambier.sa.gov.au but must be received by Council by **5:00 pm on Monday, 11 October 2021**.





SECTION 5 - APPLICATION CHECKLIST

I have attached a copy of the following supporting documents:

Written Quotes - x2 for works >\$5,000, x3 for works >\$20,000

Most recent audited annual financial statements and current financial statements.

All bank statements for the last 3 months up to the current date.

Validated Starclub Member rating or evidence of being registered for the Starclub program.

Evidence of current tenure (lease/licence/ownership) for the land where the project is proposed.





**SPORT AND RECREATION MAJOR CAPITAL WORKS PROGRAM
PROJECTS PREVIOUSLY FUNDED**

Year	Organisation	Project Description	Allocation \$	Total Annual Allocation \$
2010	MG Little Athletics	Purchase of timing gate	10,000	45,000
	Basketball Mount Gambier	Canteen/viewing area upgrade (stage 1)	20,000	
	Suttontown Tennis	Court fencing upgrade	15,000	
2011	Apollo Soccer	Fencing	12,242	100,000
	MG Softball League	Fencing	25,000	
	Basketball Mount Gambier	Clubroom upgrade (stage 2)	31,046	
	West Gambier Cricket	Turf wicket development	22,312	
	MG Tennis Club	Kitchen upgrade	9,400	
2012	LSE Hockey Association	Upgrade/replace playing surface	40,000	100,000
	MG Croquet	Upgrade kitchen & watering system	10,000	
	MG Netball Association	Netball shelters	20,000	
	Basketball Mount Gambier	Clubroom upgrade (stage 3)	30,000	
2013	West Gambier Football Club	Clubroom air-conditioning	11,000	100,000
	MG Greyhound	Well construction	11,000	
	MG Softball League	Clubroom upgrade	18,000	
	MG Tennis Club	Safety fencing / sun shelters	10,000	
	North Gambier Football/Netball	Vansittart Park Infrastructure Upgrades (Special Allocation)	50,000	
2014	West Gambier Football Club	Purchase/Install Rainwater Tanks	10,000	70,000
	East Gambier Sportsmen's Club	Re-roof Clubrooms	20,000	
	North Gambier Football Club	Upgrade Canteen/BBQ Shed	8,000	
	Mount Gambier Little Athletics	Upgrade Athletic Track	24,000	
	Blue Lake BMX Club	Re-roof Clubrooms	8,000	
2015	Apollo Soccer Club	Water Reduction Program	15,000	70,000
	MG Harness Racing Club	Lighting Upgrade	20,000	
	MG Cricket Association	Sight Screens & Covers Upgrade	30,000	
	East Gambier Netball Club	Resurfacing of courts	5,000	
2016	West Gambier Football Club	Upgrade Flood Lighting and Tower	40,000	70,000
	South Gambier Football Club	Renovation Public Toilet Block	9,000	
	MG District Baseball League	Lighting Upgrade	14,000	
	Blue Lake Soccer Club	Storage Shed (Extension)	7,000	
2017	South Gambier Football Club	Home Change Room Renovations	15,000	56,450
	Mil-Lel Cricket Club	Upgrade Frew Park Nets	6,360	
	MG Harness Racing Club	Lighting and PA system upgrade	20,000	
	Basketball Mount Gambier	Upgrade Entrance	15,090	
2018	South Gambier Netball Club	Resurfacing of courts and new shelters	27,000	92,000
	Blue Lake Sports Club Inc.	Upgrade fences, seating, lighting and security	17,000	
	South Gambier Football Club	Modernise Change Rooms	15,500	
	MG District Baseball League	Upgrade of Batting Cages	10,500	
	Mount Gambier Golf Club	Community access pathways	11,000	

Last updated 24 August 2021



2019	East Gambier Cricket Club	construct a shelter / pergola over the canteen facility	11,000	80,531
	Blue Lake Golf Club	redevelop the existing driving range / construct shelter	14,965	
	South Gambier Football Club	relocate and modernise the umpires change rooms	10,467	
	West Gambier Football Club	for building fire safety upgrades	13,102	
	Mount Gambier Cycling Club	for building fire safety upgrades	1,061	
	North Gambier Football / Netball Club	construct a netball changeroom facility	10,467	
	Mount Gambier Netball Association	install new LED light fittings	19,469	
2020	North Gambier Football Club	construct a netball changeroom and shelter facility	10,000	86,000
	Apollo Football Club	upgrades to pitch lighting	35,000	
	Mount Gambier Bowls Club	convert existing toilet to assessable toilet	14,000	
	Mount Gambier RSL & District Bowling Club	upgrades to community bowling clubhouse	12,000	
	Blue Lake BMX Club	construct a track perimeter fence	12,000	
	Mount Gambier Golf Club	repairs to clubhouse entry and lighting upgrade	3,000	

Last updated 24 August 2021



22.9 QUEEN ELIZABETH PARK TRUST (QEPT) CONSTITUTION – REPORT NO. AR21/70516

Committee:	Council
Meeting Date:	16 November 2021
Report No.:	AR21/70516
CM9 Reference:	AF20/446
Author:	Michael McCarthy, Manager Governance and Property
Authoriser:	Darren Barber, General Manager Shared Services
Summary:	This report presents a proposal to amend the Constitution of the Queen Elizabeth Park Trust to lessen the meeting frequency.
Strategic Plan Reference:	Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR21/70516 titled 'Queen Elizabeth Park Trust (QEPT) Constitution' as presented on 16 November 2021 be noted.
2. That Council endorse proposed changes to the Queen Elizabeth Park Trust Incorporated Constitution, to:

amend 10(a) to read:

“Ordinary meetings of the Trust shall be held at times and places appointed by the Chairperson. But there must be at least one ordinary meeting in each year.”

insert new 10(h):

“A meeting of the Trust may be held with one or more of the Trustees taking part by telephone, video link or other similar technologies. Such attendees are regarded as being present at the meeting only whilst all attendees are able to hear the proceedings of the entire meeting and to be heard by all others attending the meeting.”



TYPE OF REPORT

Corporate

BACKGROUND

The purpose of this report is to present a request from the QEPT to approve minor alteration to their Constitution/Rules to lessen the frequency of formal Board/Trustee meetings.

PROPOSAL

The Constitution/Rules of the Queen Elizabeth Park Trust, an incorporated association under the Associations Incorporations Act 1985, were last reviewed in 2007 and currently require the Board/Trustee meetings to be held monthly. Whilst making some provision for making decisions outside formally constituted meetings, it does not have any provisions enabling meetings where all members are not physically present such as using telephone or video/web type facilities.

The Constitution/Rules provide that an amendment may be made by unanimous resolution so long as it has first been approved by both the Mount Gambier Chamber of Commerce and the City of Mount Gambier, being the two founding and sole members of the QEPT.

It is proposed that clause 10 of the Constitution/Rules be varied as follows:

Amend 10(a):

“Ordinary meetings of the Trust shall be held at times and places appointed by the ~~Trust~~ Chairperson. But there must be at least one ordinary meeting in each ~~month~~ year.”

Insert new 10(h):

“A meeting of the Trust may be held with one or more of the Trustees taking part by telephone, video link or other similar technologies. Such attendees are regarded as being present at the meeting only whilst all attendees are able to hear the proceedings of the entire meeting and to be heard by all others attending the meeting.”

These changes will lessen the administrative burden of holding formal meetings on a monthly basis, and allow more flexibility in the holding of formal meetings.

LEGAL IMPLICATIONS

N/A

STRATEGIC PLAN

N/A

COUNCIL POLICY

N/A

ECONOMIC IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

N/A

CULTURAL IMPLICATIONS

N/A



RESOURCE IMPLICATIONS

N/A

VALUE FOR MONEY

N/A

RISK IMPLICATIONS

N/A

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

N/A

IMPLEMENTATION STRATEGY

If endorsed by both the Council and the Mount Gambier Chamber of Commerce, and a unanimous decision of the Board/Trustees, then the QEPT would proceed to notify the Corporate Affairs Commission of its change to Constitution/Rules.

CONCLUSION AND RECOMMENDATION

Having considered the presented information, this report recommends that the proposed changes the Queen Elizabeth Park Trust Constitution/Rules be endorsed to alter the meeting provisions.

ATTACHMENTS

Nil



22.10 ACTING ARRANGEMENTS IN ABSENCE OF CEO – REPORT NO. AR21/70686

Committee:	Council
Meeting Date:	16 November 2021
Report No.:	AR21/70686
CM9 Reference:	AF20/446
Author:	Sarah Philpott, Chief Executive Officer
Authoriser:	Sarah Philpott, Chief Executive Officer
Summary:	To provide Council with recommendations with regard to acting arrangements in instances of planned or unplanned leave of the CEO
Strategic Plan Reference:	Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR21/70686 titled 'Acting arrangements in absence of CEO' as presented on 16 November 2021 be noted.
2. That, having consulted with the Council in accordance with Section 102(b) of the *Local Government Act, 1999*, it is noted that, in the instance of unplanned or unanticipated urgent leave, the Chief Executive Officer (CEO) appoints Ms Barbara Cernovskis (General Manager City Infrastructure), to act in the position of Chief Executive Officer.
3. That, should the acting arrangements for unplanned or unanticipated urgent leave of the CEO, as set out in resolution 2, be unsuitable due to the absence or unavailability of Ms Barbara Cernovskis, that Mr Darren Barber (General Manager Shared Services), will be appointed to act in the position of Chief Executive Officer, and failing his availability, then Mr Tim Coote (General Manager City Growth) will be appointed to act in the position of Chief Executive Officer.
4. That it is noted that, in the instance of planned or anticipated leave by the Chief Executive Officer, the Chief Executive Officer will make an appointment from amongst the three General Manager positions, namely, the General Manager City Infrastructure, the General Manager Shared Services or the General Manager City Growth.
5. That it is intended that these arrangements remain in place, including should incumbents in the General Manager roles change (excepting short-term acting arrangements of other officers not named in resolution 3), or the executive position titles change in subsequent organisational structures, until such time as Council has been further consulted and notified of any alternative appointments.



TYPE OF REPORT

Corporate

BACKGROUND

The *Local Government Act 1999*, states that:

S 102—Person to act in absence of chief executive officer

In the absence of the chief executive officer, the following provisions apply:

.....(b) if there is no deputy or the deputy is absent—a suitable person appointed by the chief executive officer after consultation with the council must act in the office

At the Council meeting held 17 December 2019, Council considered a report on acting arrangements in the absence of the CEO, and resolved as follows:

2. *That, having consulted with the Council, it is noted that the Chief Executive Officer appoints General Manager Community Wellbeing, Ms Barbara Cernovskis to act in the position of Chief Executive Officer during any planned or unplanned leave or absence of the Chief Executive Officer.*
3. *That the appointment in resolution (2) shall apply until Council has been consulted and notified of any alternative appointment.*

This report outlines an alternative option for acting arrangements in the instances of unplanned unanticipated urgent leave, or instances of planned leave for the Chief Executive Officer.

PROPOSAL

At a recent information session with Councillors, informal consultation occurred with Councillors about the proposed acting arrangements outlined within the resolution to this report.

In the instance of unplanned or unanticipated urgent leave (for instance, sudden illness or accident), Council needs a degree of assurance and certainty about acting Chief Executive arrangements, in order to ensure continuity of service and organisational performance. To that end, this report recommends that in such instances, the General Manager City Infrastructure, Ms Barbara Cernovskis, assume acting responsibilities. In the unlikely event that arrangement cannot be fulfilled (for instance, Ms Cernovskis is herself on leave), then it is proposed that the acting fall in the first instance to General Manager Shared Services, Mr Darren Barber, and then (should that not be possible) to General Manager City Growth, Mr Tim Coote.

The situation is somewhat different when absences are planned or anticipated (such as annual leave). In these situations, this report recommends that the Chief Executive Office will periodically appoint one of the three General Managers named in recommendation 4, to be acting Chief Executive Officer, for the duration of such planned leave.

The Chief Executive Officer will make that determination based on the current priorities of Council business, the respective work being undertaken by each General Manager, and the development opportunity that is presented by the period of acting. In such instances, there are opportunities for “hand over” to the relevant General Manager to assist in transition to acting arrangements.

The three General Managers have significant executive experience, and are able to fulfill the duties and responsibilities of the role of Acting Chief Executive Officer.

Councillors would be advised of such acting arrangements by email or memo prior to the planned leave commencing.

There will be from time to time, situations where the CEO is away from the office but is still working and exercising the duties and functions of the CEO (for instance, away at an LGA AGM). In these instances, an acting arrangement is not required, as the CEO is not absent from the role. However,



a member of the Executive Team may be allocated as an informal “go to” person, to deal with anything urgent that may occur on site.

LEGAL IMPLICATIONS

Council is required to have a Chief Executive Officer by virtue of section 96 of the *Local Government Act*.

As required by the *Local Government Act, 1999*, the appointment of acting arrangements in the absence of the CEO is required under section 102 (b).

STRATEGIC PLAN

Sound leadership of the Council’s Administration is required both by virtue of legal obligations under the *Local Government Act*, and also by virtue of Goal 5 (Our Commitment) of Council’s Strategic Plan 2020 – 2024.

COUNCIL POLICY

Nil

ECONOMIC IMPLICATIONS

Nil

ENVIRONMENTAL IMPLICATIONS

Nil

SOCIAL IMPLICATIONS

Nil

CULTURAL IMPLICATIONS

Nil

RESOURCE IMPLICATIONS

Acting arrangements can be accommodated within budget parameters. Generally these are shorter term arrangements and do not have a significant “flow on” effect in terms of budget or human resources.

VALUE FOR MONEY

Nil

RISK IMPLICATIONS

Council’s resolution with regard to acting arrangements provides a degree of certainty during times of the CEO’s absence. This mitigates risk around continuity of organisational operations and community services and ensures delegations to the CEO can still be exercised.

EQUALITIES AND DIVERSITY IMPLICATIONS

Acting arrangement during planned leave provide a basis for equitable access to development opportunities for the three General Managers.

ENGAGEMENT AND COMMUNICATION STRATEGY

Councillors were informally engaged around the proposed acting arrangements at an information session. The General Managers named have also been engaged in the proposed arrangements.

IMPLEMENTATION STRATEGY

Once Council has noted the intentions outlined in the recommendation, implementation will occur on an “as needs” basis when the CEO is absent.



CONCLUSION AND RECOMMENDATION

This report recommends a number of arrangements to be put in place in the absence of the CEO. It differentiates arrangements between unplanned or unanticipated absences, and those that are planned.

Council is requested to consider and note the arrangements outlined in this report and recommendation.

ATTACHMENTS

Nil



22.11 BUDGET REVIEW 1 2021/22 – REPORT NO. AR21/70386

Committee:	Council
Meeting Date:	16 November 2021
Report No.:	AR21/70386
CM9 Reference:	AF20/446
Author:	Julie Scoggins, Manager Finance
Authoriser:	Darren Barber, General Manager Shared Services
Summary:	The purpose of the budget review as at 30 September 2021 is to provide Council, the community and other interested parties, a record of the budgeted financial activities and the financial position of the Council, compared to the adopted budget for the year ending 30 June 2021.
Strategic Plan Reference:	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage
	Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR21/70386 titled 'Budget Review 1 2021/22' as presented on 16 November 2021 be noted.
2. That Council adopts the attached revised budget for the year ending 30 June 2022 as at 30 September 2021 (Budget Review 1).



TYPE OF REPORT

Legislative

BACKGROUND

1. **Legislation** - The *Local Government Financial Regulations 2011* Part 2 Section 9 requires Council to reconsider its budget at least three times between 30 September and the 31 May.
2. **Approach** - Budget Review 1 is the first forecast for 2021/22, following the adoption of the Annual Business Plan and Budget in June 2021. The full year forecast has been developed in consultation with staff across the organisation for known material changes to operating revenue, expenditure and capital revenue and expenditure.
3. **Informal Sessions** - A number of sessions were held with key stakeholder groups in the development and communication of the draft Budget Review 1:
 - **Designated Informal Gathering** - A session was held to present the initial draft capital expenditure forecast to Elected Members on 9 August 2021.
 - **Information & Briefing Sessions** – The draft Budget Review 1 forecast operating surplus/(deficit), capital expenditure and capital revenue for new/upgrade numbers were presented to Elected Members at a session on 2 November 2021 and to the Audit Committee members on 8 November 2021. It should be noted that changes were made following that session and that the changes to the draft operating result forecast have been summarised in Attachment 2.

PROPOSAL

1. **Budget Review 1** - This report includes an update of operating revenue and expenditure, and changes to the budgeted capital revenue and expenditure for the financial year with key numbers shown in the table below:

\$'k	Adopted Budget	Restated Budget	Budget Review 1	Variance to Restated Budget
Budget Adopted/Presented at the Council Meeting	Jun-21	Nov-21	Nov-21	N/A
Operating Deficit	(571)	(571)	183	754
Capital Revenue for New/Upgrade	18,355	18,355	21,249	2,894
Capital Expenditure	55,787	55,787	61,774	(5,987)
Net (Borrowing)	(11,398)	(29,866)	(32,313)	(2,447)

Draft Budget Review Statement of Uniform Presentation Of Finances:

2. **Full Year Forecast** - The Draft Budget Review for the end of financial year is now forecast to be as follows (as per the Uniform Presentation of Finances (UPF)):

The major variances contributing to the net (borrowings) are as follows:

Operating Result of \$183k is \$754k higher than the Adopted Budget (favourable variance) - The material variances for operating revenue and expenditure are detailed below:

Operating Revenue – \$1,236k or 3.6% higher than Adopted Budget (favourable variance):

- **Statutory Charges (\$100k) lower than the adopted budget (unfavourable variance)** – Mainly due to a decrease for dog registration fees to reflect prior year and current year to date actual performance.



- **Grants, Subsidies and Contributions \$1,394k higher than the Adopted Budget (favourable variance)** – Including timing of recognition of grants for Local Roads and Community Infrastructure (LRCI) Phases 1 and 2 \$845k, reintroduction of Special Local Roads Fund/reinstatement of Financial Assistance Grant \$364k, additional Roads to Recovery funding drawn down of \$164k, Regional Transport Subsidies program \$45k and Grass Roots grant \$50k, partly offset by the transfer of the Library grant to capital grants (\$74k).

Operating Expenditure – (\$482k) or (1.4%) higher than the Adopted Budget (unfavourable variance):

- **Materials, Contracts, Other (\$529k) or (4.2%) higher than the Adopted Budget (unfavourable budget)** - Including the following significant variances:
 - **Masterplan Carry Forwards (\$150k)** - Crater Lakes masterplan \$100k, and City Signage Masterplan \$50k;
 - **PLEC \$118k** - Reduction in expenditure as per latest estimate from SAPN;
 - **Caroline (\$257k)** - Including solid waste levy increase (\$141k), and compliance monitoring (\$104k).
 - **Council Decision (\$75k)** - East Gambier Sportsmans Club toilet demolition project \$75k;
 - **Other (\$187k)** – Including street light electricity increase based on actual performance (\$130k), and delays in 2020/2021 Capital Works and Creative Arts Fund Grants (\$53k).
- **Depreciation \$135k or 1.7% lower than the Adopted Budget** – Saving driven by additional Caroline depreciation, more than offset by anticipated savings from the capping of Cells 3a and 3b.

The Budget Review 1 operating surplus of \$183k is \$754k favourable to the (\$571k) operating deficit included in the Adopted Budget, driven by additional grant revenue (including grants relating to the delivery of capital projects and the reinstatement of the Special Local Roads Fund in 2021/22), offset by additional pressures identified during the first quarter of FY 2022.

Draft Capital Expenditure & Revenue:

Capital Expenditure of \$61,774k is (\$5,987k) higher than the Adopted Budget (unfavourable variance) - The key drivers for the (\$5,987k) increase in this year's capital works program (compared to the Adopted Budget) are:



Asset Class	Adopted Budget \$'000	Budget Review 1 \$'000	Variance BR1 favourable / (unfavourable) \$'000
Buildings	\$ 2,782	\$ 2,679	\$ 103
Caroline Landfill	\$ 2,009	\$ 1,082	\$ 927
Information Technology	\$ 182	\$ 259	\$ (77)
Infrastructure	\$ 3,960	\$ 4,420	\$ (460)
Land Improvements	\$ 80	\$ 80	\$ -
Other	\$ 388	\$ 1,346	\$ (958)
Plant and Equipment	\$ 1,192	\$ 1,416	\$ (224)
Sub total excl Wulanda	\$ 10,593	\$ 11,282	\$ (689)
Wulanda	\$ 45,194	\$ 50,492	\$ (5,298)
Total	\$ 55,787	\$ 61,774	\$ (5,987)

- **Capital Expenditure** – The increase from \$55.8m in the Restated Adopted Budget to \$61.8m at BR1 is mainly due to the following:
 - **Wulanda (\$5.3m)** – Timing of delivery between 2020/21 and 2021/22.
 - **Carry Forwards From 2020/21 (\$2.1m)** - Including the LED Lighting Project (\$958k) (partly funded by LRCI grant Phase 1) and Plant (\$615k).
 - **LRCI Phase 2 (LRCI) Phase 2 Capital Projects (\$1.0m)** - As presented at the Council meeting in August 2021.
 - **Additional Budget (\$0.8m)** - Rail Trail solar lighting project \$0.8m additional funding required to match the grant.
 - **Proposed Project Cancellations/Savings \$0.8m** - Depot Office Extension \$0.4m, Rail Trail Extension \$0.3m, Plant \$68k and Level 4 Office \$50k.
 - **Carry Forward to 2022/23 \$2.7m** - Including Valley Lake Public Amenities/Water Quality \$576k, Railway MOSH Playground \$300k, Riddoch Crate Loader \$190k, Caroline Cell 5A Construction \$1.0m, and Garbage Compactor \$360k.
- **Capital Revenue For New/Upgraded Assets of \$21,249k is \$2,894k higher than the Adopted Budget (favourable variance)** The key driver for the increase for this year's capital revenue is:
 - **Wulanda \$3.0m** - Timing of grant payments.
 - **Special Local Roads Program (SLRP) (\$380k)** - Where SLRP grant of (\$380k) (for Pinehall O'Leary Road) was received in 2020/21;
 - **OHSC contribution \$150k** - Received in 2021/22 for the MOSH Playground;
 - **Library Grants \$74k** - Recognition of library grant as capital grant (offset by reduction in operating grants); and
 - **Bicycle Action Plan \$50k** - Additional grant awarded for Rail Trail Road Crossing Treatments.

3. **Review of 2021/22 Adopted Business Plan and Budget** - During the review of the FY 2022 position in preparation for the Budget Review 1 and LTFP financial statements, some inconsistencies were discovered with the capital expenditure budget included in the Uniform Presentation of Finances (UPF) and the Cash Flow Statement. The UPF and Cashflow Statement have been restated to ensure that consistent capital expenditure numbers are included in the financial statements and are aligned with numbers included in the Annual Business Plan document and Council report (as shown in the attached financial statements).



- **Integrity of Key Statements** - The budgeted statement of comprehensive income (including the operating deficit), statement of financial position (in particular the level of borrowings), and statement of equity as shown in the Adopted 2021/22 Annual Business Plan and Budget were unaffected by this inconsistency.
 - **Capital Works Program** - The overall capital works budget of \$55.8m included throughout the Annual Business Plan and Budget in commentary and detailed tables were unaffected by this inconsistency. A formulae error meant that an inconsistent capital expenditure number was included in the cashflow statement (that did not impact the cash at bank) and also in the UPF that increased the net (borrowings) number from c\$11m to c\$30m (as per the restated budget number included in the statements).
 - **Looking Forward** - The LG Solutions model used for the Long Term Financial Plan will be utilised for budgets and budget reviews. This is an integrated model that produces financial statements i.e. statements that are linked to each other.
4. **Audit Committee Information & Briefing Session** – A presentation was provided to Audit Committee members on 8 November 2021 where the Audit Committee were briefed on the above matters.
5. **Draft Budget Review Financial Indicators:**
Compared to the Adopted Budget, the key financial indicators which measure the financial sustainability and performance of Council are as follows:
- **Operating Surplus Ratio** - 2.2% higher than the Adopted Budget due to the variances detailed above (favourable variance).
 - **Net Financial Liabilities Ratio** - Is broadly in line with the Adopted Budget.
 - **Asset Renewal Funding Ratio** - Is broadly in line with the Restated Budget.

Financial Indicator	Adopted Budget	Restated Budget	Budget Review 1	Adopted LTFF
Operating Surplus Ratio	-1.7%	-1.7%	0.5%	-1.5%
Net Financial Liabilities Ratio	154%	154%	153%	132%
Asset Renewal Funding Ratio	101%	106%	108%	94%

6. **Draft Budget Loan Funded Borrowings:**

The loan funded borrowings of \$46,643k forecast for the year-end at Budget Review 1 are \$668k lower than Adopted Budget of \$47,311k (favourable variance).

LEGAL IMPLICATIONS

The Local Government Financial Regulations 2011 Part 2 Section 9 requires Council to reconsider its budget at least three times between 30 September and the 31 May.

STRATEGIC PLAN

As per budget/strategic plan – no comment applicable to this report.



COUNCIL POLICY

The Annual Business Plan assesses the financial requirements of the Council for the financial year and sets out a summary of its proposed operating expenditure, capital expenditure and sources of revenue and takes into account Council's long-term financial plan.

[B300 Budget Framework Policy](#)

ECONOMIC IMPLICATIONS

As per budget/strategic plan – no comment applicable to this report.

ENVIRONMENTAL IMPLICATIONS

As per budget/strategic plan – no comment applicable to this report

SOCIAL IMPLICATIONS

As per budget/strategic plan – no comment applicable to this report

CULTURAL IMPLICATIONS

As per budget/strategic plan – no comment applicable to this report

RESOURCE IMPLICATIONS

As per budget/strategic plan – no comment applicable to this report

VALUE FOR MONEY

Budget adjusted as per the details of this report.

RISK IMPLICATIONS

The *Local Government Act 1999* requires that Council assesses the financial requirements of the Council for the financial year and sets out a summary of its proposed operating expenditure, capital expenditure and sources of revenue and takes into account the Council's long-term financial plan and relevant issues relating to the management and development of infrastructure and major assets by the Council.

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

N/A



IMPLEMENTATION STRATEGY

N/A

CONCLUSION AND RECOMMENDATION

Budget Review 1 - It is a legislative requirement that Council reconsiders its budget at regular intervals during the year. The budget assesses the financial requirements of Council for the financial year, it provides stability and certainty of financial outcomes and ensures continuation of delivery of essential community services and the efficient operation of infrastructure while maintaining a sound financial position.

ATTACHMENTS

1. Budget Review 1 Statements [↓](#) 
2. Operating Budget Bridging Analysis [↓](#) 



City of Mount Gambier - Uniform Presentation of Finances Budget Review 1 2022

2021 Actual	\$'000s	2022 Draft BR1	2022 Adopted Budget	2022 Restated Budget	2022 Adopted LTFP
33,495	Income	35,181	33,945	33,945	35,553
35,242	Expenses	34,998	34,516	34,516	36,086
(1,747)	Operating surplus / (deficit)	183	(571)	(571)	(534)
Net outlays on existing assets					
5,326	Capital expenditure on renewal and replacement of existing assets	7,699	6,401	7,554	7,140
(7,940)	Depreciation, amortisation and impairment	(7,729)	(7,864)	(7,864)	(7,823)
(393)	Proceeds from sale of replaced assets	(299)		(273)	
(3,007)	Net outlays on existing assets	(329)	(1,463)	(583)	(683)
Net outlays on new and upgraded assets					
16,298	Capital expenditure on new and upgraded assets <i>(including investments property & real estate developments)</i>	54,074	30,645	48,233	38,562
(555)	Amounts received specifically for new and upgraded assets Proceeds from sale of surplus assets <i>(including investment property and real estate developments and non-current assets held for resale)</i>	(21,249)	(18,355)	(18,355)	(17,175)
15,743	Net outlays on new and upgraded assets	32,825	12,290	29,878	21,387
(14,483)	Net lending / (borrowing) for financial year	(32,313)	(11,398)	(29,866)	(21,237)



City of Mount Gambier - Statement of Comprehensive Income Budget Review 1 2022					
2021 Actuals	\$'000s	2022 Draft BR1	2022 Adopted Budget	2022 Restated Budget	2022 Adopted LTFP
Income					
22,769	Rates	23,762	23,750	23,750	23,811
621	Statutory Charges	502	602	602	328
4,880	User Charges	5,000	5,058	5,058	5,773
4,505	Grants, Subsidies and Contributions	5,485	4,091	4,091	4,793
25	Investment Income	0	0	0	0
60	Reimbursements	67	79	79	53
635	Other Income	365	365	365	796
	Net gain - equity accounted Council businesses				
33,495	Total Income	35,181	33,945	33,945	35,553
Expenses					
13,058	Employee Costs	13,962	13,875	13,875	14,163
14,018	Materials, Contracts & Other Expenses	13,124	12,595	12,595	13,636
7,940	Depreciation, Amortisation & Impairment	7,729	7,864	7,864	7,823
226	Finance Costs	183	182	182	464
	Net loss - Equity Accounted Council Businesses				
35,242	Total Expenses	34,998	34,516	34,516	36,086
(1,747)	Operating Surplus / (Deficit)	183	(571)	(571)	(534)
(730)	Asset Disposal & Fair Value Adjustments	(87)	(113)	(113)	(13)
2,677	Amounts Received Specifically for New or Upgraded Assets	19,127	18,355	18,355	17,175
1,230	Physical Resources Received Free of Charge				
	Operating Result from Discontinued Operations				
1,430	Net Surplus / (Deficit)	19,223	17,671	17,671	16,628
Other Comprehensive Income					
Amounts which will not be reclassified subsequently to operating result					
	Changes in Revaluation Surplus - I,PP&E	2,373			3,443
0	Total Other Comprehensive Income	2,373	0	0	3,443
1,430	Total Comprehensive Income	21,595	17,671	17,671	20,071



City of Mount Gambier - Statement of Financial Position Budget Review 1 2022					
2021 Actuals	\$'000s	2022 Draft BR1	2022 Adopted Budget	2022 Restated Budget	2022 Adopted LTFP
ASSETS					
Current Assets					
1,893	Cash & Cash Equivalents	500	2,421	2,421	5,601
4,181	Trade & Other Receivables	1,770	2,125	2,125	1,313
47	Inventories	42	57	57	43
6,121	Total Current Assets	2,311	4,603	4,603	6,957
Non-Current Assets					
243,964	Infrastructure, Property, Plant & Equipment	298,801	318,597	318,597	312,334
19,458	Other Non-Current Assets	19,458			2,581
263,422	Total Non-Current Assets	318,259	318,597	318,597	314,915
269,543	TOTAL ASSETS	320,571	323,200	323,200	321,872
LIABILITIES					
Current Liabilities					
5,765	Trade & Other Payables	3,697	2,977	2,977	3,437
447	Borrowings	232	2,311	2,311	2,311
3,013	Provisions	2,981	2,672	2,672	2,548
9,225	Total Current Liabilities	6,910	7,960	7,960	8,297
Non-Current Liabilities					
13,502	Borrowings	46,411	45,000	45,000	41,700
4,064	Provisions	2,902	3,863	3,863	3,912
17,566	Total Non-Current Liabilities	49,313	48,863	48,863	45,612
26,791	TOTAL LIABILITIES	56,223	56,823	56,823	53,909
242,752	Net Assets	264,347	266,377	266,377	267,963
EQUITY					
66,406	Accumulated Surplus	85,629	90,041	90,041	88,183
175,462	Asset Revaluation Reserves	177,835	175,462	175,462	178,905
884	Other Reserves	884	874	874	874
242,752	Total Equity	264,347	266,377	266,377	267,963



City of Mount Gambier - Statement of Cashflows Budget Review 1 2022

2021 Actuals	\$'000s	2022 Draft BR1	2022 Adopted Budget	2022 Restated Budget	2022 Adopted LTFP
Cash Flows from Operating Activities					
Receipts:					
22,978	Rates Receipts	23,500	23,750	23,750	23,781
621	Statutory Charges	534	602	602	327
5,214	User Charges	5,220	5,058	5,058	5,757
5,210	Grants, Subsidies and Contributions (operating purpose)	5,119	0	0	0
26	Investment Receipts	2	4,091	4,091	4,468
66	Reimbursements	70	79	79	53
3,517	Other Revenue	637	365	365	1,341
Payments:					
(13,005)	Payments to Employees	(13,677)	(13,875)	(13,875)	(14,130)
(17,433)	Payments for Materials, Contracts & Other Expenses	(15,083)	(12,558)	(12,445)	(13,705)
(212)	Finance Payments	(183)	(182)	(182)	(464)
6,982	Net Cash provided (or used in) Operating Activities	6,139	7,330	7,443	7,430
Cash Flows from Investing Activities					
Receipts:					
555	Amounts Received Specifically for New/Upgraded Assets	21,249	18,355	18,355	17,175
393	Sale of Replaced Assets	299		273	
Payments:					
(5,326)	Expenditure on Renewal/Replacement of Assets	(7,699)	(6,401)	(7,554)	(7,140)
(16,298)	Expenditure on New/Upgraded Assets	(54,074)	(30,645)	(48,233)	(38,562)
(20,676)	Net Cash provided (or used in) Investing Activities	(40,226)	(37,046)	(37,159)	(28,527)
Cash Flows from Financing Activities					
Receipts:					
11,550	Proceeds from Borrowings	32,913	28,759	28,759	29,300
Payments:					
(206)	Repayments of Borrowings	(219)	(195)	(195)	(1,030)
(163)	Repayment of Principal Portion of Lease Liabilities	0	0	0	0
11,181	Net Cash Flow provided (used in) Financing Activities	32,694	28,564	28,564	28,270
(2,513)	Net Increase/(Decrease) in Cash & Cash Equivalents	(1,393)	(1,152)	(1,152)	7,173
4,406	plus: Cash & Cash Equivalents - beginning of year	1,893	3,573	3,573	(1,572)
1,893	Cash & Cash Equivalents - end of the year	500	2,421	2,421	5,601



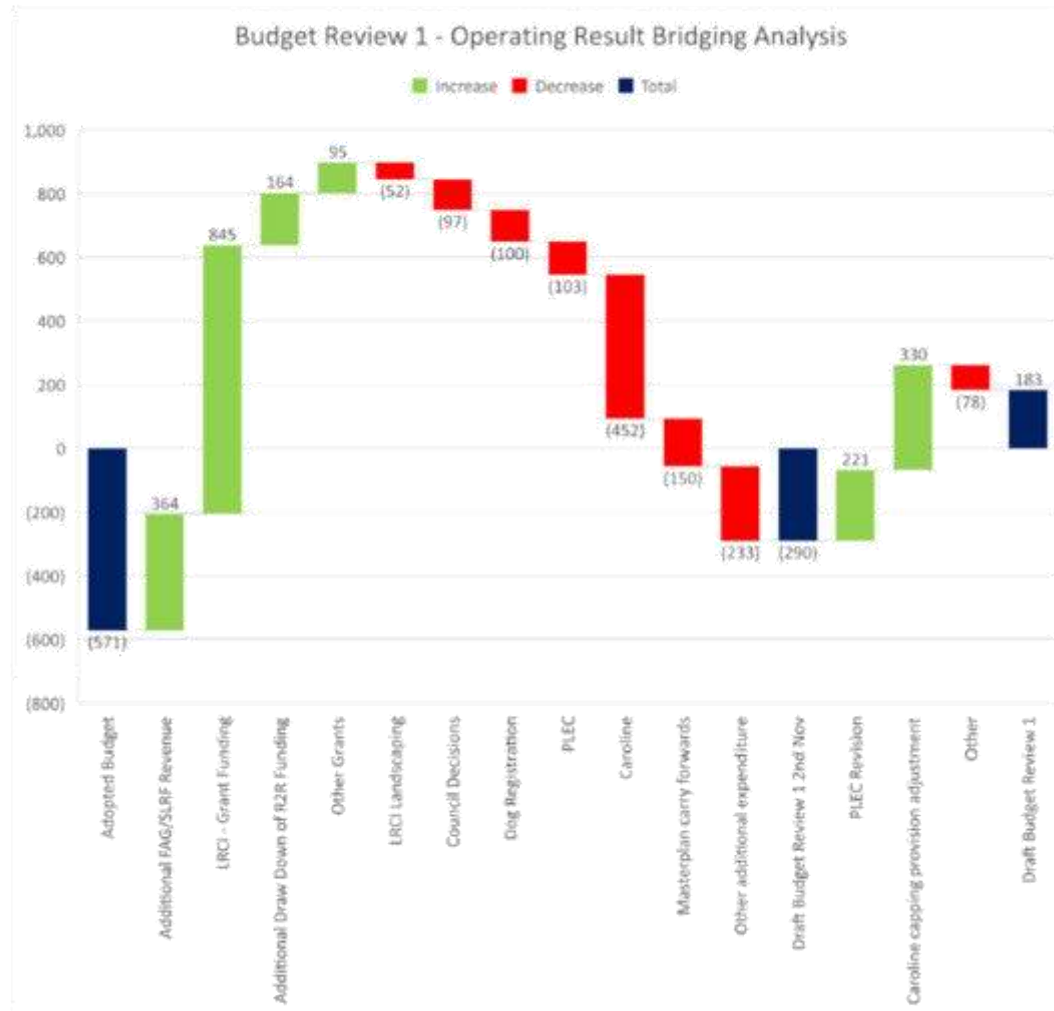
City of Mount Gambier - Statement of Equity Budget Review 1 2022					
2021 Actuals	\$'000s	2022 Draft BR1	2022 Adopted Budget	2022 Restated Budget	2022 Adopted LTFP
241,322	Opening Balance	242,752	248,706	248,706	247,891
1,430	Net Surplus / (Deficit) for Year	19,223	17,671	17,671	16,628
	Other Comprehensive Income				
	- Gain (Loss) on Revaluation of I,PP&E	2,373			3,443
	- Available for Sale Financial Instruments: change in fair value				
	- Impairment (loss) reversal relating to I,PP&E				
	- Transfer to Accumulated Surplus on Sale of I,PP&E				
	- Transfer to Acc. Surplus on Sale of AFS Financial Instruments				
	- Share of OCI - Equity Accounted Council Businesses				
	- Other Equity Adjustments - Equity Accounted Council Businesses				
	- Other Movements				
	Other Comprehensive Income				
1,430	Total Comprehensive Income	21,595	17,671	17,671	20,071
	Transfers between Equity				
242,752	Equity - Balance at end of the reporting period	264,347	266,377	266,377	267,963



City of Mount Gambier -Key Financial Ratios Budget Review 1 2022

2021 Actuals	\$'000s	2022 Draft BR1	2022 Adopted Budget	2022 Restated Budget	2022 Adopted LTFP
-5.2%	Operating surplus ratio	0.5%	-1.7%	-1.7%	-1.5%
	<u>Operating surplus</u>				
	<u>Total operating revenue</u>				
62%	Net financial liabilities ratio	153%	154%	154%	132%
	<u>Net financial liabilities</u>				
	<u>Total operating revenue</u>				
84%	Asset renewal funding ratio	108%	101%	106%	94%
	<u>Expenditure on renewal/replacement of assets</u>				
	<u>Optimal level of such expenditure as per IAMP</u>				





22.12 DRAFT LONG TERM FINANCIAL PLAN – REPORT NO. AR21/62433

Committee:	Council
Meeting Date:	16 November 2021
Report No.:	AR21/62433
CM9 Reference:	AF20/446
Author:	Julie Scoggins, Manager Finance
Authoriser:	Darren Barber, General Manager Shared Services
Summary:	Legislation – Council is required to develop and adopt a Long Term Financial Plan in accordance with the Local Government Act and Regulations.
Strategic Plan Reference:	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage
	Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council note the presentation as provided by the Manager Finance, Julie Scoggins.
2. That Council adopt the Draft Long Term Financial Plan 2022-2032 (attached) for community consultation.
3. Authorises the Chief Executive Officer to make any necessary changes to the draft Long Term Financial Plan 2022-32 document arising from this meeting, together with any editorial amendments and finalisation of the document's formatting and graphic design.



TYPE OF REPORT

Legislative

BACKGROUND

1. **Legislation** - Under Section 122 of the Local Government Act 1999 a Council must develop and adopt a Long Term Financial Plan for a period of at least 10 years. A Council may review its strategic management plans at any time, but must undertake a review of its long-term financial plan as soon as practicable after adopting the Council's Annual Business Plan (ABP) for a particular financial year; and in any event, undertake a comprehensive review within 2 years after each general election of the Council.
2. **Previously Adopted LTFFP** - The LTFFP was previously adopted by Council in February 2021.
3. **Elected Member LTFFP Information & Briefing Session** - The Manager, Finance presented an overview of the process to be undertaken to develop the Long Term Financial Plan and the key parameters on 2 November 2021.
4. **Audit Committee LTFFP Information & Briefing Session** - The Manager, Finance presented an overview of the process to be undertaken to develop the Long Term Financial Plan and the key parameters on 8 November 2021.

PROPOSAL

1. **Purpose of the LTFFP** - The LTFFP is a road map that illustrates financially the needs and aspirations of our community which supports and is supported by such documents as the Asset Management Plan, Strategic Plan (Community Plan) and Futures Paper.
2. **Target Setting For Future Annual Business Plan and Budgets** - Council uses the LTFFP to frame its Annual Business Plan and Budget by setting high-level parameters and targets that will assist Council in maintaining and improving the level of services of its existing assets whilst also delivering strategic new major projects such as the Wulanda Recreation and Convention Centre.
3. **Key Objective** - The key objective of Council's LTFFP is financial sustainability in the medium to long term, while still achieving the objectives detailed in Council's suite of strategic management plans.
4. **LTFFP Baseline** – The LTFFP has been updated to include 2020/21 year end actuals as adopted by Council in October 2021 and draft Budget Review 1 (the previous version of the LTFFP was adopted in February 2021, prior to the adoption of the ABP in June 2021).
5. **Revised LTFFP** - The draft Long Term Financial Plan has been updated to consider changes from 2021/22 onwards.
6. **Sensitivity Analysis** - Detailed modelling has been undertaken with sensitivity analysis undertaken to highlight the impact of potential changes to key assumptions on the financial ratios and Council's financial sustainability (with highlights shown in the table below).
 - **Scenario 1** - 1% reduction in the increase in rate revenue (from 4.5% p.a. to 3.5% p.a.).
 - **Scenario 2** - 50% decrease in the forecast revenue for Wulanda.
 - **Scenario 3** - 1.0% increase in interest rates on all debt.



Operating Surplus Ratio				Net Financial Liabilities Ratio				
%	Average Ratio	Minimum Target	Number of Years Above Minimum	Average Ratio	Maximum Target	Peak Rate	Peak Year	Number of Years Below Maximum
Adopted LTFP	1.2%	0.0%	5	93.3%	100.0%	132.2%	2021/22	5
Draft LTFP	3.0%	0.0%	6	89.5%	100.0%	132.4%	2022/23	6
Scenario 1	-1.0%	0.0%	3	107.9%	100.0%	133.8%	2022/23	3
Scenario 2	0.2%	0.0%	5	106.0%	100.0%	135.9%	2022/23	4
Scenario 3	2.2%	0.0%	6	94.0%	100.0%	133.2%	2022/23	5

Based upon the analysis summarised in the table above it can be seen that the Draft LTFP achieves (over the long term) the Key Financial Indicators (KFI) targets as included in the Draft Treasury Management Policy (on average over the LTFP) and by the target date of FY 2027:

- **Operating Surplus Ratio** - The average operating surplus ratio over the ten years is 3% (target of positive ratio by FY 2027).
- **Net Financial Liabilities Ratio (NFL)** - The target of a ratio of lower than 100% by FY 2027 is achieved and on average the target of lower than 100% is achieved over the 10 years of the LTFP.
- **Asset Renewal Funding Ratio** – The expenditure planned on renewing and maintaining assets in the LTFP results in Council achieving an average Asset Renewal Funding ratio of more than 100% over the 10 years of the LTFP. It should be noted that the Asset Management Plan and associated forward works program will be reviewed in the second half of FY 2022 for incorporation in the next draft of the LTFP to be adopted in June.

7. **Inflation Assumptions** - The draft Long Term Financial Plan 2022-2032 key assumptions are based upon the Local Government Price Index (LGPI) which is a financial indicator of the escalation in the cost of goods purchased by Local Government entities. The indicator for future years is unavailable and as such the historic variance of 0.30% has been added to the Forecast CPI for some assumptions (which has been sourced from Deloitte Access Economics).

8. **Key Assumptions** - The draft Long Term Financial Plan key assumptions are as follows:

- **Annual General Rate Revenue 4.5%** - Total revenue increase including growth is in line with the previously adopted LTFP.
- **Operating Revenue** - Is expected to increase by forecast CPI.
- **Employee Costs** - As per Council's EA, and then CPI.
- **Operating Expenditure** - Forecast LGPI (Forecast CPI + 0.30%).
- **Forward Capital Works Program** - Based on the previously adopted Asset Management Plan with the exception of plant and equipment and Caroline. It should be noted that the forward works program is inflated each year by estimated LGPI.
- **Debt structure assumptions** - The mix of borrowings between fixed debt and flexible debt and the term of the loans used to fund Council's activities have been considered in the context of the draft Treasury Management Policy (T150) for this version of the LTFP. A report will be brought to Council outlining the proposed borrowings structure prior to Council entering into future credit foncier loans.
- **Wulanda** – Is based on the latest approved business case and grant deeds.

9. **Excluded from the LTFP** – It is appropriate to note that there are a number of significant matters that have been excluded from this version of the LTFP at this time:

- **PLEC** - Further investment in PLEC beyond current agreement (\$0.5m p.a. FY 2022 and FY 2023).



- **Open Space Strategy** – This is currently under development.
 - **Asset Management** – Further review to be undertaken in preparation for the development of the AMP/LTFP and ABP to be brought to Council in May and June.
10. **Local Government Reform** – The LTFP will become a primary document for review by ESCOSA every three years.
11. **The draft LTFP (Attached)** - Is presented as a set of financial statements and includes the following statements for years FY 2021 to FY 2032;
- Statement of Comprehensive Income
 - Statement Of Financial Position (Balance Sheet)
 - Statement of Changes in Equity
 - Statement of Cash Flow
 - Uniform Presentation of Finances
 - Key Financial Indicators.

LEGAL IMPLICATIONS

Under Sec 122 LG Act a Council must develop and adopt a Long Term Financial Plan for a period of at least 10 years.

Local Government Act 1999 – Section 122

Local Government (Financial Management) Regulations – 2011 – Regulations 5 & 7.

STRATEGIC PLAN

The LTFP as a strategic management document is informed by and informs the Strategic Plan and Futures paper.

COUNCIL POLICY

[B300 Budget Framework Policy](#)

[T150 Treasury Management Policy](#)

ECONOMIC IMPLICATIONS

The LTFP models Council to be financially sustainable over the long term.

ENVIRONMENTAL IMPLICATIONS

As determined in the Strategic Plan.

SOCIAL IMPLICATIONS

As determined in the Strategic Plan.

CULTURAL IMPLICATIONS

As determined in the Strategic Plan.

RESOURCE IMPLICATIONS

Completed within staff resources.

VALUE FOR MONEY

The LTFP models Council to be financially sustainable over the long term.

RISK IMPLICATIONS

The LTFP models Council to be financially sustainable over the long term.



EQUALITIES AND DIVERSITY IMPLICATIONS

Nil

ENGAGEMENT AND COMMUNICATION STRATEGY

Decision to be made	Make a recommendation that the Long Term Financial Plan be adopted for public consultation.
Key factors to be considered in decision (dot points)	<ul style="list-style-type: none"> • Annual Business Plan • Asset Management Plans • Community Plan • Local Government Act 1999
Area of community influence	<p>Aspects that are fixed:</p> <ul style="list-style-type: none"> - Legislative Factors <p>Key areas for community input:</p> <ul style="list-style-type: none"> - Community may make submissions on all sections of the Draft Long Term Financial Plan.
Method of consultation, informing community & cost	<p>Copies of the draft LTFP will be available at:</p> <ul style="list-style-type: none"> - The City of Mount Gambier Library; - Civic Centre; - Council's Your Say platform. - <p>A facility will be available for the community to ask questions and receive submissions on Council's website during the consultation period.</p>
Feedback to stakeholders/Council	A written response will be made to all submissions once the Long Term Financial Plan 2020-2030 has been adopted by Council.
Timeframe for consultation	Commencing on 17 November and concluding on 8 December 2021.
Community input	Commentary on the Draft LTFP

The Draft Long Term Financial Plan 2022-2032 will be available for public consultation for a period of 3 weeks.

IMPLEMENTATION STRATEGY

Targets from the LTFP will be communicated to Council staff to inform the 2022/23 Annual Business Plan and Budget process.

CONCLUSION AND RECOMMENDATION

The Long Term Financial Plan is a high level strategic planning document which is a key aid to Council's budgeting and planning process. It will assist Council staff and Elected Members in



planning for the delivery of facilities and services to meet the expectations of the community in a sustainable manner.

Council's Strategic Plan includes significant additional infrastructure and services, planning which includes consideration for the timing of revenue and expenditure, and the feasibility of each project. Proactive planning and modelling is vitally important to the ongoing financial sustainability of Council.

While Council uses the LTFP to inform its Annual Business Plan and budget, the plan is a roadmap and as such does not determine the rates or charges in each year.

ATTACHMENTS

1. Draft LTFP 2022-32 [↓](#) 





Long Term Financial Plan

2022 - 2032



Long Term Financial Plan 2022-2032

1. Acknowledgement of Country
2. Executive Statement
3. Significant Influences and Challenges
4. Strategic Financial Framework
5. Key Assumptions
6. Key Financial Ratios
7. Sensitivity Analysis

Appendix:

Assumptions

Financial Statements



The City of Mount Gambier recognises the Boandik people as the traditional owners and custodians of the land Mount Gambier sits upon today.

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

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

Image: Belinda Bonney, Reconciliation of the Nation: we all walk together as one (detail).



Long Term Financial Plan 2022-2032

2. Executive Summary

Purpose - The purpose of a Long Term Financial Plan (LTFP) is to guide the future direction of Council in a financially sustainable manner. The LTFP is designed as a 'high-level' summarised document focusing on the future planning of Council's financial operations, particularly in relation to key components such as rate increases, service levels to our community, asset replacement/renewal and loan indebtedness.

Legislation – Section 122 (1) of the Local Government Act 1999 ("the Act") requires that Councils must develop and adopt Strategic Management Plans including the LTFP which is a moving document updated on a rolling basis over a ten year term.

Financial Capacity Framework - City of Mount Gambier Council's LTFP provides the forward financial capacity framework to resource the community's needs and aspirations. Through the alignment of this plan with the Strategic Plan, Futures Paper and the Asset Management Plan, Council is able to plan, manage and communicate its future objectives in a sustainable way for the long term.

Previous Versions - The Council's LTFP was adopted in March 2019 and subsequently reviewed and adopted in June 2020 and February 2021.

Roadmap - The LTFP is a roadmap for the future and provides a target for future Annual Business Plans and Budgets. As such it provides guidance in terms of direction and financial capacity, and does not determine the rates and charges for the future. If key assumptions such as growth, capital investment or interest rates change then this may drive changes in the annual budget.

Financial Position - Over the life of this Plan, Council has planned to achieve its financial targets by FY2027. Over the medium to long term, Council is expected to be financially sustainable in accordance with the information contained within this Plan.

Financial Sustainability - Financial sustainability in local government ensures that each generation pays their way rather than any one generation living off their assets and leaving the responsibility for infrastructure/asset renewal to future generations.

Financial Statements - At a high level, the LTFP projects:

- **Statement of Comprehensive Income** - Details the profit and loss account (operating surplus (deficit) and capital transactions);
- **Statement Of Financial Position** - This presents the financial position of Council at a given date. It comprises three main components: assets, liabilities and equity;
- **Statement Of Cashflows** - This shows the amount of cash and cash equivalents entering and leaving the Council;
- **Uniform Presentation Of Finances** - The Net Lending/(Borrowing) for Financial Year result is a measure that takes account of both operating and capital activities for the financial year; and
- **Statement of Changes in Equity** - This reflects the movement in equity reserves during the period, being the financial performance of the year plus any other comprehensive income gains.

Wulanda Recreation & Convention Centre - With the construction of the Community and Recreation Hub that commenced in 2020, the assumptions for the construction and the operating model for this facility have been updated in this version of the LTFP model.



Long Term Financial Plan 2022-2032

3. Significant Influences and Challenges

Overview - The LTFP is a long-term forecast and as such it is supported by many assumptions, for example: community aspirations, needs and wants, growth, inflation, service levels, federal and state government policy settings and interventions. Many of these factors inevitably are external to Council and as such outside of its control.

Strategic Financial Framework - The Plan complements and is complemented by other important Council plans and strategies:

- Futures Paper;
- Strategic (Community) Plan 2020-2024;
- Asset Management Plan; and
- Annual Business Plan.

Wulanda Recreation & Convention Centre (WRCC) - The Wulanda Recreation and Convention Centre is a multi-purpose facility designed to be a community space, with facilities and activities for all ages and abilities. This development will provide substantial year round indoor facilities, addressing many community needs both now and for future generations to come. The Wulanda Recreation and Convention Centre will increase the ability for Mount Gambier to host major sporting competitions, conferences, events and performances providing significant social and economic benefits.

Local Government Reform – The LTFP will become a primary document for review by ESCOSA every three years.

Rate Revenue - Council's major source of income is rates, which accounts for c68% of operating revenue over the ten years and is an important part of the planned long-term strategy. They contribute towards the delivery of WRCC and the Asset Management Plan (both the renewals and new/upgrade) and funding to meet the expectations of the Community, by maintaining services, roads, waste management, footpaths, buildings, etc.

Inflation - This Long Term Financial Plan has incorporated two inflation indices being the Consumer Price Index (CPI) applied to rates that reflects ability to pay, and the Local Government Price Index (LGPI), which forecasts inflation applicable to local government sector expenditure. These have been updated as at the end of September 2021.

Asset Management Plan – The Asset Management Plan was adopted in February 2021. This is aligned with the LTFP which allows Council to factor in the new and ongoing costs associated with renewals required to maintain our asset base at the required standard and investment in new assets.

Updated Assumptions - It should be noted the following assumptions have been updated:

- **Base Year** – The LTFP has been updated to include the actual results for FY 2021 and the proposed Budget Review 1 position for FY 2022.
- **Indexation** – Forecast CPI and LGPI assumptions have been updated to reflect the latest view as at 30 September 2021 with an expected differential between CPI and LGPI of 0.3%.



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- **Capital Works Program** – This program has been updated to include indexation, changes to the plant and Caroline renewal programs to reflect latest practices, carry forwards identified as part of Budget Review 1, the latest view for Wulanda Recreation & Convention Centre and new projects including those funded by grants such as Local Roads and Community Infrastructure.

Sensitivity Analysis – Detailed modelling has been undertaken with sensitivity analysis undertaken to highlight the impact of potential changes to key assumptions on the financial ratios and Council's financial sustainability (with more detail included later in this document).

- **Scenario 1** - 1% reduction in the increase in rate revenue (from 4.5% p.a. to 3.5% p.a.).
- **Scenario 2** - 50% decrease in the forecast revenue for Wulanda.
- **Scenario 3** - 1.0% increase in interest rates on all debt.

Key Financial Indicators:

The following targets have been set in line with the draft Treasury Management Policy:

- **Operating Surplus Ratio %** - Positive surplus ratio by FY 2027.
- **Net Financial Liabilities Ratio %** - Net Financial Liabilities Ratio of lower than 100% to be achieved by FY 2027.
- **Asset Renewal Funding Ratio %** - 100% or greater throughout the duration of the LTFP.

If any of the targets are not achieved (i.e. if growth or CPI is lower than planned), this will mean that other assumptions will need to be changed to ensure that the targets set by the LTFP are achieved.

Risks – The LTFP is updated annually and needs to have regard to relevant risk, opportunities and mitigation strategies. During the development of this LTFP we have identified the following:

- **State Government** – Elections, Local Government reforms and funding/cost shifting.
- **Council Elections** – Could lead to new priorities.
- **Climate Change Impact** – The future impact on the way in which Council operates will need to be considered.
- **Indexation** – Escalation of expenditure and revenue.
- **Service Levels** – Adjusting service levels may result in increased cost of renewal/upgrade, maintenance and depreciation for example new footpaths.
- **Grant Revenue** – Whilst grant revenue may fund additional capital works, additional maintenance/renewal expenditure will be incurred as a result.
- **Procurement Market Conditions** – Current market conditions have either driven up costs, or less availability of contractors which will also impact on the capacity to deliver.
- **Wulanda** – Impact on the organisation to support activation and operations.
- **AMP** – Further analysis is required for next version of LTFP.



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Opportunities – The following potential opportunities have also been identified:

- **Efficiencies** – Efficiencies will be investigated in operating expenditure to support capital works expenditure or through strategic procurement activities (where like activities are 'bundled up').
- **Timing** – Needs to consider capacity to deliver.
- **Commercial Partnerships/Grant Funding** – Seek greater contributions from others to fund current activities/additional projects.
- **Borrowings** – Have been assessed and the structure has been reviewed for this version of the LTFP. In line with our Treasury Management Policy the intent will be to have an optimal structure that ensures that the net interest costs associated with borrowing and investing are reasonably likely to be minimised on average over the longer term. It should be noted that prior to future credit foncier loans being appropriated a report will be brought to Council to obtain approval.
- **Grant Revenue** – Attracting further grant revenue will improve ratios if used to fund works already in LTFP.

Exclusions – The following potential significant investment is excluded from this version of the LTFP:

- **PLEC** – Further investment in PLEC beyond current agreement (\$0.5m p.a. FY22 and FY23).
- **Open Space Strategy** – This is currently under development.

- **Asset Management** – Further review to be undertaken in preparation for the development of the Asset Management Plan/LTFP and Annual Business Plan to be brought to Council in May and June 2022.

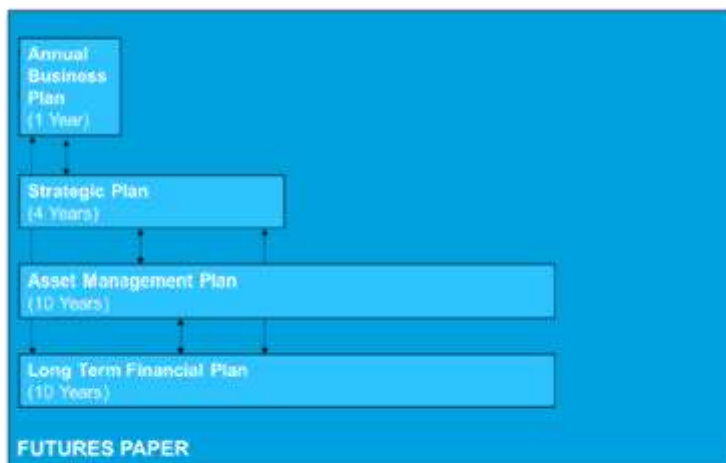


Long Term Financial Plan 2022-2032

4. Strategic Financial Framework

The Strategic Financial Framework - Brings together the key strategic management documents to ensure that the vision, goals and objectives set by the Futures Paper are implemented in the Long Term Financial Plan, Asset Management Plan, Strategic Plan, and Annual Business Plan.

The Long Term Financial Plan - Guides and is guided by other key strategic management documents as shown below:



- **Futures Paper** - The paper outlines strategies for action at the individual, organisation and community level that will enable the community to achieve their collective aspirations.
- **Long Term Financial Plan (10 Years)** - The Long Term Financial Plan shows the financial impact of the implementation of the Strategic Plan over the next 10 years and incorporates key assumptions from the Strategic Plan and Asset Management Plan. The LTFP will be reviewed by Council on an annual basis.
- **Asset Management Plan (10 Years)** - Identifies the required future expenditure on infrastructure and funding required to maintain service levels. It is aligned with the LTFP.
- **Strategic Plan (4 Years)** - Represents the vision, aspirations and priorities of our community now and into the future. The Strategic Plan is informed by the Futures Paper and identifies the outcomes Council seeks to achieve and the strategies Council will put in place to get there.
- **Annual Business Plan (1 Year)** - Each year, Council develops an Annual Business Plan guided by Council's strategic financial framework which sets strategic directions over the medium and long term and converts these into annual actions and outcomes. This shows the outcomes Council expects to achieve in the year, the services, the key measures of success and the budget required to deliver these outcomes.



Long Term Financial Plan 2022-2032

5. Key Assumptions

OPERATING REVENUE:

- **General Rates** – Revenue has been indexed by 4.5% p.a. over the life of the LTFP.
- **Council Operations User Charges** – CPI increases have been applied over the remaining 10 years aligned with the user pays principle.
- **Waste Service Charges** – Have been indexed by 4.5% p.a. in line with the increase in general rate revenue.
- **Grant Funding (Recurrent)** – Such as the Financial Assistance Grant (FAG) and Roads to Recovery (RTR) and Local Roads and Community Infrastructure (LRCI) have been assumed to be received within the year they are paid. Indexation applied is in line with forecast CPI increases over the period of the plan.
- **Grant Funding (One-off)** – Is applied in the same year that tied expenditure is planned.

OPERATING EXPENDITURE:

- **Materials, Contracts & Other Expenditure** - Has been indexed in line with forecast LGPI increases over the period of the plan.
- **Employee Costs** – In the first instance has been indexed in line with the current Administration Staff Enterprise Agreement. Post this period an increase of CPI has been allowed for. Superannuation costs have been assumed to increase in line with legislation i.e. to reach 12% (+1%) by 2025/26.

- **FTEs** – The number of FTEs employed by Council over the life of the LTFP are assumed to be consistent with no forecast increase.
- **Finance Costs** – Have been modelled factoring in the projected debt Council will hold in each year of the plan, and the forecast interest rate to be charged by the Local Government Finance Authority. In this plan the interest rate used has been modelled based on indicative rates provided by the LGFA for credit foncier loans and for Convertible Cash Advance Debentures (flexible borrowings) forecasts provided by Deloitte Access Economics and historical data.

CAPITAL EXPENDITURE

- **Asset Renewal** – Is provisioned to allow for Council to meet the renewal requirements per the adopted Asset Management Plan. Renewal, maintenance and depreciation of new and upgraded assets have been included in the plan to ensure these are funded.
- **New Capital/Upgrade** – Has been included in the plan and are based on Council's Asset Management Plan, with the exception of projects funded by recent grant funding such as Local Roads and Community Infrastructure.
- **WRCC** – Is based upon the latest approved business case and approved grant deeds.



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CAPITAL REVENUE

- **Grants** – Grants have been incorporated based on current grant deeds.

STATEMENT OF FINANCIAL POSITION (BALANCE SHEET)

- **Assets** such as trade & other receivables, inventories and equity accounted investments have all been modelled based on historical averages, with no significant variances expected over the period of the plan.
- **Infrastructure, Property, Plant and Equipment** are modelled based on the cumulative effect of depreciation, capital expenditure, asset disposals and adjustments made to maintain valuations at fair value.
- **Liabilities** such as trade and other payables and provisions, have been modelled based on historical averages of Council, with no significant variances expected over the period of the plan.
- **Borrowings** provide an alternative source of funding to enable Council to achieve its objectives and in particular the funding of the Wulanda Recreation & Convention Centre. Borrowing requirements have been modelled based on the cumulative effect of operating deficits/surpluses, capital expenditure and revenue. The debt structure and allocation between fixed (credit foncier) and flexible (CADs) has been reviewed for this version of the LTFP. Prior to entering into any credit foncier loan agreements, a report will be brought to Council for approval.



Long Term Financial Plan 2022-2032

6. Key Financial Ratios

OVERVIEW

Local Government Sector Performance - The following Key Financial Indicators are deemed by the Local Government Sector to be the best indicators for determining financial sustainability:

- Operating surplus / (deficit) ratio;
- Net financial liabilities ratio; and
- Asset renewal funding ratio.

Legislative Requirement - These indicators are also a requirement of Council's annual financial reporting in accordance with Local Government legislation and regulations.

Section 122 of the Local Government Act 1999 states that Councils should assess:

"...The sustainability of the Council's financial performance and position, and... The extent of levels of services that will be required to be provided by the council to achieve its objectives and to the extent to which any infrastructure will need to be maintained, replaced or developed by the Council..."

Treasury Management Policy - The following graphs and accompanying commentary are set against targets included in the draft "Treasury Management Policy".

Additional Ratio – The borrowing to income ratio has been incorporated in the LTFP as an additional measure of financial sustainability.



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OPERATING SURPLUS RATIO

What is the purpose of this ratio?

This financial indicator is useful in determining if current ratepayers are paying enough to cover products and services provided in each period.

How is this ratio calculated?

Operating surplus before capital revenues as a percentage of total operating revenue.

What is the target?

The target to be achieved by FY2027 is that Council will achieve a positive ratio.



Result:

Council expects to return to a surplus ratio in FY 2027, aligned with the target, delivering a positive ratio for 6 years of the LTFP. The average ratio over the life of the LTFP is 3.0%.

It should be noted that the surplus is required in future years for the repayment of debt.



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NET FINANCIAL LIABILITIES RATIO

What is the purpose of this ratio?

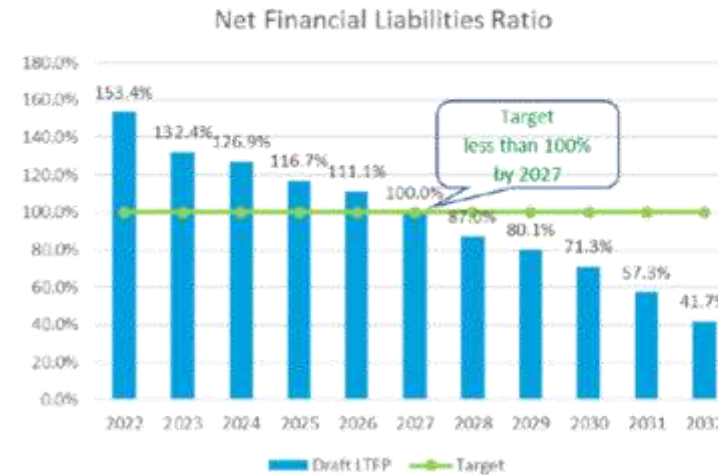
This financial indicator is useful in determining the level of indebtedness that Council has in comparison to its operating revenue.

How is this ratio calculated?

Net financial liabilities as a percentage of total operating revenue.

What is the target?

"Council will achieve a net financial liabilities ratio of less than 100% of total operating revenue by FY 2027".



Result:

Council achieves its target of less than 100% Net Financial Liabilities Ratio by FY 2027 (99.96%), with a ratio of below the target for 6 out of the 10 years, an average ratio of 89.5% and a peak ratio of 132.4% in FY 2023 over the forward 10 years, driven by the funding of the Wulanda Recreation and Convention Centre.



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ASSET RENEWAL FUNDING RATIO

What is the purpose of this ratio?

This financial indicator is useful in determining if Council is maintaining all of its assets.

This is best demonstrated by comparing total Capital Renewal expenditure planned against Strategic Asset Management Plan requirements.

How is this ratio calculated?

Capital expenditure on renewal or replacement of existing assets as a percentage of asset management plan allocations.

What is the target?

"Council will maintain an asset renewal funding ratio of greater than or equal to 100% of Asset Management Plans".

Asset Renewal Funding Ratio



Result:

Council will achieve over the period of the plan the required expenditure that is set out in the Asset Management Plan adopted in February 2021.

The expenditure planned on renewing and maintaining assets in the LTFP results in Council achieving an average Asset Renewal Funding ratio of more than 100% over the 10 years of the LTFP.

The peak ratio of 142.9% in FY 2023 is driven by carry forwards. The variability for future years is due to the revised approach for plant and the change in timing for Caroline.

It should be noted that the Asset Management Plan and associated forward works program will be reviewed in the second half of FY 2022 for incorporation in the next draft of the LTFP to be adopted in June.



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BORROWING TO INCOME RATIO

What is the purpose of this ratio?

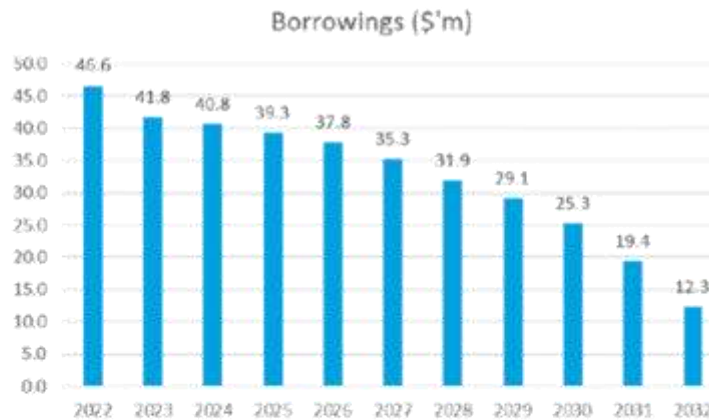
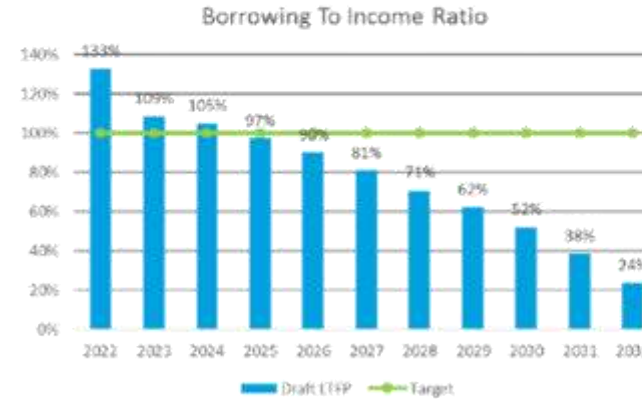
This is a way to measure Council's ability to make loan repayments comfortably without putting the organisation in financial hardship.

How is this ratio calculated?

Total borrowings including CAD divided by total operating revenue.

What is the target?

"Council will maintain a target of less than 100%".



Result:

For 8 out of the 10 years of the LTFP the borrowing to income ratio is lower than the 100% target.

Debt structure assumptions i.e. the mix of borrowings between fixed debt and flexible debt and the term of the loans used to fund Council's activities have been considered in the context of the draft Treasury Management Policy (T150).



Long Term Financial Plan 2022-2032

7. Sensitivity Analysis

Detailed modelling has been undertaken with sensitivity analysis undertaken to highlight the impact of changes to key assumptions on the financial ratios and ultimately Council's financial sustainability:

SCENARIO 1 – 1% REDUCTION IN THE INCREASE IN RATE REVENUE (FROM 4.5% P.A. TO 3.5% P.A.).

- **Operating Surplus Ratio:**
 - **Achievement of Target** - The target of a positive operating surplus is not achieved until FY 2030 (3 years later than the draft LTFP).
 - **Average Ratio** - The average over the 10 years of the LTFP is (1.0%).
 - **Target Achieved** - The target is achieved for 3 years out of the 10 years.
- **Net Financial Liabilities Ratio:**
 - **Achievement of Target** - The target of a net financial liabilities ratio of less than 100% is not achieved until FY 2030 (3 years later than the draft LTFP).
 - **Average Ratio** - The average over the 10 years of the LTFP is 107.9% (i.e. above the target (unfavourable)).
 - **Target Achieved** - The target is achieved for 3 years out of the 10 years.

SCENARIO 2 – 50% DECREASE IN THE FORECAST OPERATING REVENUE FOR WULANDA.

- **Operating Surplus Ratio:**
 - **Achievement of Target** - The target of a positive operating surplus is still achieved in FY 2028 (1 year later than the target).

- **Average Ratio** - The average over the 10 years of the LTFP is 0.2%.
- **Target Achieved** - The target is achieved for 5 years out of 10 years.

- **Net Financial Liabilities Ratio:**

- **Achievement of Target** - The target of a net financial liabilities ratio of less than 100% is not achieved until FY 2029 (2 years later than the draft LTFP).
- **Average Ratio** - The average over the 10 years of the LTFP is 106.0% (i.e. above the target (unfavourable)).
- **Target Achieved** - The target is achieved for 4 years out of the 10 years.

SCENARIO 3 – 1.0% INCREASE IN INTEREST RATES FOR ALL YEARS.

- **Operating Surplus Ratio:**

- **Achievement of Target** - The target of a positive operating surplus is achieved FY 2027 (in line with the draft LTFP).
- **Average Ratio** - The average over the 10 years of the LTFP is 2.2%.
- **Target Achieved** - The target is achieved for 6 years out of 10 years.

- **Net Financial Liabilities Ratio:**

- **Achievement of Target** - The target of a net financial liabilities ratio of less than 100% is not achieved until FY 2028 (1 year later than the draft LTFP).
- **Average Ratio** - The average over the 10 years of the LTFP is 94.0% (i.e. below the target (favourable)).
- **Target Achieved** - The target is achieved for 5 years out of the 10 years.



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Assumptions

Key Assumptions	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/2
General Rates Revenue Increase	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%
Consumer Price Index (South Australian CPI)	1.79%	2.22%	2.30%	2.37%	2.30%	2.40%	2.50%	2.31%	2.31%	2.31%
Local Government Price Index	2.09%	2.52%	2.60%	2.67%	2.60%	2.70%	2.80%	2.61%	2.61%	2.61%

- **Council Election costs** – FY2023 \$130k, FY2027 \$140k, and FY2031 \$150k.



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Financial Statements – Uniform Presentation Of Finances

2021 Actual	\$'000s	2022 Draft BR 1	2023 Draft LTFP	2024 Draft LTFP	2025 Draft LTFP	2026 Draft LTFP	2027 Draft LTFP	2028 Draft LTFP	2029 Draft LTFP	2030 Draft LTFP	2031 Draft LTFP	2032 Draft LTFP
33,495	Income	35,181	38,432	38,882	40,453	41,970	43,522	45,137	46,831	48,586	50,370	52,248
35,242	Expenses	34,998	39,463	40,077	41,180	42,085	43,087	43,693	44,674	45,391	46,360	46,938
(1,747)	Operating surplus / (deficit)	183	(1,032)	(1,196)	(727)	(115)	436	1,444	2,158	3,174	4,010	5,310
Net outlays on existing assets												
5,326	Capital expenditure on renewal and replacement of existing assets	7,699	7,452	7,142	7,393	7,811	7,509	7,662	9,370	9,375	8,454	8,429
(7,940)	Depreciation, amortisation and impairment	(7,729)	(9,355)	(9,453)	(9,784)	(9,828)	(9,866)	(10,011)	(10,255)	(10,289)	(10,437)	(10,475)
(393)	Proceeds from sale of replaced assets	(299)	(424)	(436)	(355)	(200)	(360)	(277)	(377)	(474)	(580)	(419)
(3,007)	Net outlays on existing assets	(329)	(2,327)	(2,748)	(2,746)	(2,217)	(2,716)	(2,626)	(1,262)	(1,388)	(2,563)	(2,465)
Net outlays on new and upgraded assets												
16,298	Capital expenditure on new and upgraded assets (including investments property & real estate developments)	54,074	2,363	701	719	738	757	778	800	820	842	798
(555)	Amounts received specifically for new and upgraded assets Proceeds from sale of surplus assets (including investment property and real estate developments and non-current assets held for resale)	(21,249)	(5,074)	(74)	(74)	(74)	(74)	(74)	(74)	(74)	(74)	(74)
15,743	Net outlays on new and upgraded assets	32,825	(2,711)	627	645	664	683	704	726	746	768	724
(14,483)	Net lending / (borrowing) for financial year	(32,313)	4,007	926	1,375	1,438	2,469	3,366	2,694	3,816	5,805	7,052



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Financial Statements – Statement of Comprehensive Income

2021 Actuals	\$'000s	2022 Draft BR1	2023 Draft LTFF	2024 Draft LTFF	2025 Draft LTFF	2026 Draft LTFF	2027 Draft LTFF	2028 Draft LTFF	2029 Draft LTFF	2030 Draft LTFF	2031 Draft LTFF	2032 Draft LTFF
Income												
22,769	Rates	23,762	24,798	25,886	27,023	28,211	29,451	30,747	32,103	33,516	34,992	36,533
621	Statutory Charges	502	510	522	534	546	559	572	587	600	614	628
4,880	User Charges	5,000	6,361	7,147	7,449	7,655	7,845	8,032	8,233	8,422	8,616	8,814
4,505	Grants, Subsidies and Contributions	5,485	6,126	4,685	4,799	4,903	5,006	5,115	5,232	5,343	5,457	5,573
25	Investment Income	0	0	0	0	0	0	0	0	0	0	0
60	Reimbursements	67	68	70	71	73	75	76	78	80	82	84
635	Other Income	365	568	573	577	583	588	593	599	604	610	615
33,495	Total Income	35,181	38,432	38,882	40,453	41,970	43,522	45,137	46,831	48,566	50,370	52,248
Expenses												
13,058	Employee Costs	13,962	14,255	14,631	15,030	15,448	15,804	16,184	16,589	16,973	17,366	17,767
14,018	Materials, Contracts & Other Expenses	13,124	14,967	14,795	15,217	15,633	16,292	16,473	16,923	17,353	17,944	18,247
7,940	Depreciation, Amortisation & Impairment	7,729	9,355	9,453	9,784	9,828	9,866	10,011	10,255	10,289	10,437	10,475
226	Finance Costs	183	866	1,198	1,148	1,177	1,125	1,025	908	776	613	448
35,242	Total Expenses	34,998	39,463	40,077	41,180	42,065	43,087	43,693	44,674	45,391	46,360	46,938
(1,747)	Operating Surplus / (Deficit)	183	(1,032)	(1,196)	(727)	(115)	436	1,444	2,158	3,174	4,010	5,310
(730)	Asset Disposal & Fair Value Adjustments	(87)	(13)	(13)	(13)	(13)	(13)	(13)	(13)	(13)	(13)	(13)
2,677	Amounts Received Specifically for New or Upgraded Assets	19,127	5,074	74	74	74	74	74	74	74	74	74
1,230	Physical Resources Received Free of Charge											
1,430	Net Surplus / (Deficit)	19,223	4,029	(1,135)	(666)	(54)	497	1,505	2,219	3,235	4,071	5,371
Other Comprehensive Income												
Amounts which will not be reclassified subsequently to operating result												
	Changes in Revaluation Surplus - IPP&E	2,373	15	8,940	13	72	2,399	6,253	0	2,498	27	5,922
0	Total Other Comprehensive Income	2,373	15	8,940	13	72	2,399	6,253	0	2,498	27	5,922
1,430	Total Comprehensive Income	21,595	4,044	7,805	(653)	18	2,896	7,758	2,219	5,734	4,098	11,293



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Financial Statements – Statement of Financial Position (Balance Sheet)

2021 Actuals	\$'000s	2022 Draft BR1	2023 Draft LTFF	2024 Draft LTFF	2025 Draft LTFF	2026 Draft LTFF	2027 Draft LTFF	2028 Draft LTFF	2029 Draft LTFF	2030 Draft LTFF	2031 Draft LTFF	2032 Draft LTFF
ASSETS												
Current Assets												
1,893	Cash & Cash Equivalents	500	500	500	500	500	500	500	500	500	500	500
4,181	Trade & Other Receivables	1,770	1,430	1,323	1,376	1,427	1,480	1,533	1,589	1,647	1,708	1,770
47	Inventories	42	48	47	48	50	52	52	54	55	57	58
6,121	Total Current Assets	2,311	1,978	1,871	1,924	1,976	2,032	2,085	2,143	2,203	2,266	2,328
Non-Current Assets												
243,964	Infrastructure, Property, Plant & Equipment	298,801	299,778	306,035	303,234	302,666	302,454	305,994	306,441	309,306	307,599	311,840
19,458	Other Non-Current Assets	19,458	19,458	19,458	19,458	19,458	19,458	19,458	19,458	19,458	19,458	19,458
263,422	Total Non-Current Assets	318,259	319,236	325,493	322,692	322,124	321,912	325,452	325,899	328,764	327,057	331,298
269,543	TOTAL ASSETS	320,571	321,214	327,363	324,616	324,100	323,944	327,537	328,043	330,966	329,322	333,626
LIABILITIES												
Current Liabilities												
5,765	Trade & Other Payables	3,697	4,231	4,209	4,318	4,428	4,585	4,645	4,762	4,874	5,020	5,107
447	Borrowings	232	3,068	1,392	1,437	1,483	1,532	1,581	1,633	1,685	1,740	1,502
3,013	Provisions	2,981	2,981	2,981	2,981	2,981	2,981	2,981	2,981	2,981	2,981	2,981
9,225	Total Current Liabilities	6,910	10,280	8,582	8,736	8,892	9,098	9,207	9,375	9,540	9,741	9,590
Non-Current Liabilities												
13,502	Borrowings	46,411	38,701	39,366	37,890	36,349	33,730	30,308	27,503	23,581	17,638	10,800
4,084	Provisions	2,902	3,841	3,219	2,446	3,298	2,659	1,807	2,730	3,677	3,677	3,677
17,586	Total Non-Current Liabilities	49,313	42,542	42,585	40,336	39,647	36,389	32,115	30,233	27,258	21,315	14,477
26,791	TOTAL LIABILITIES	56,223	52,822	51,166	49,072	48,539	45,487	41,322	39,608	36,798	31,056	24,067
242,752	Net Assets	264,347	268,392	276,197	275,544	275,562	278,458	286,216	288,434	294,168	298,266	309,559
EQUITY												
66,406	Accumulated Surplus	85,629	89,658	88,523	87,858	87,803	88,300	89,805	92,024	95,259	99,330	104,701
175,462	Asset Revaluation Reserves	177,835	177,850	186,790	186,802	186,874	189,274	195,527	195,527	198,025	198,052	203,974
884	Other Reserves	884	884	884	884	884	884	884	884	884	884	884
242,752	Total Equity	264,347	268,392	276,197	275,544	275,562	278,458	286,216	288,434	294,168	298,266	309,559



Long Term Financial Plan 2022-2032

Financial Statements – Cashflow Statement

2021 Actual	\$'000s	2022 Draft	2023 Draft	2024 Draft	2025 Draft	2026 Draft	2027 Draft	2028 Draft	2029 Draft	2030 Draft	2031 Draft	2032 Draft
		LTFP	LTFP	LTFP	LTFP	LTFP	LTFP	LTFP	LTFP	LTFP	LTFP	LTFP
Cash Flows from Operating Activities												
Receipts:												
22,978	Rates Receipts	23,500	24,769	25,855	26,991	28,177	29,416	30,711	32,065	33,476	34,950	36,490
621	Statutory Charges	534	510	521	533	546	559	572	586	600	614	628
5,214	User Charges	5,220	6,320	7,123	7,440	7,648	7,839	8,027	8,227	8,416	8,610	8,808
5,210	Grants, Subsidies and Contributions (operating purpose)	5,119	6,557	4,848	4,796	4,900	5,003	5,112	5,229	5,340	5,453	5,569
26	Investment Receipts	2	0	0	0	0	0	0	0	0	0	0
66	Reimbursements	70	68	70	71	73	75	76	78	80	82	84
3,517	Other Revenue	637	694	575	580	586	591	596	602	607	613	619
Payments:												
(13,005)	Payments to Employees	(13,677)	(14,245)	(14,619)	(15,017)	(15,434)	(15,792)	(16,172)	(16,576)	(16,960)	(17,353)	(17,754)
(17,433)	Payments for Materials, Contracts & Other Expenses	(15,083)	(14,617)	(14,833)	(15,133)	(15,550)	(16,161)	(16,437)	(16,833)	(17,267)	(17,827)	(18,187)
(212)	Finance Payments	(183)	(886)	(1,198)	(1,148)	(1,177)	(1,125)	(1,025)	(908)	(778)	(613)	(448)
6,982	Net Cash provided (or used in) Operating Activities	6,139	9,199	8,344	9,113	9,770	10,404	11,461	12,471	13,517	14,530	15,810
Cash Flows from Investing Activities												
Receipts:												
555	Amounts Received Specifically for New/Upgraded Assets	21,249	5,074	74	74	74	74	74	74	74	74	74
393	Sale of Replaced Assets	299	424	436	355	200	360	277	377	474	580	419
Payments:												
(5,326)	Expenditure on Renewal/Replacement of Assets	(7,699)	(7,452)	(7,142)	(7,393)	(7,811)	(7,509)	(7,662)	(9,370)	(9,375)	(8,454)	(8,429)
(16,298)	Expenditure on New/Upgraded Assets	(54,074)	(2,363)	(701)	(719)	(738)	(757)	(778)	(800)	(820)	(842)	(798)
(20,676)	Net Cash provided (or used in) Investing Activities	(40,226)	(4,317)	(7,332)	(7,663)	(8,275)	(7,833)	(8,089)	(9,718)	(9,647)	(8,642)	(8,734)
Cash Flows from Financing Activities												
Receipts:												
11,550	Proceeds from CAD	32,913	0	2,057	0	0	0	0	0	0	0	0
0	Proceeds from Borrowings	0	25,000	0	0	0	0	0	0	0	0	0
Payments:												
0	Repayments of CAD	0	(28,984)	0	(39)	(58)	(1,088)	(1,841)	(1,172)	(2,237)	(4,203)	(5,336)
(206)	Repayments of Borrowings	(219)	(890)	(3,068)	(1,392)	(1,437)	(1,483)	(1,532)	(1,581)	(1,633)	(1,685)	(1,740)
(163)	Repayment of Principal Portion of Lease Liabilities	0	0	0	0	0	0	0	0	0	0	0
11,181	Net Cash Flow provided (used in) Financing Activities	32,694	(4,874)	(1,011)	(1,430)	(1,495)	(2,571)	(3,373)	(2,753)	(3,869)	(5,888)	(7,876)
(2,513)	Net Increase/(Decrease) in Cash & Cash Equivalents	(1,393)	(0)	(0)	0	0	0	0	0	(0)	0	0
4,406	plus: Cash & Cash Equivalents - beginning of year	1,893	500	500	500	500	500	500	500	500	500	500
1,893	Cash & Cash Equivalents - end of the year	500	500	500	500	500	500	500	500	500	500	500



Long Term Financial Plan 2022-2032

Financial Statements – Statement of Equity

2021 Actuals	\$'000s	2022 Draft BR 1	2023 Draft LTFP	2024 Draft LTFP	2025 Draft LTFP	2026 Draft LTFP	2027 Draft LTFP	2028 Draft LTFP	2029 Draft LTFP	2030 Draft LTFP	2031 Draft LTFP	2032 Draft LTFP
241,322	Opening Balance	242,752	264,347	268,392	276,197	275,544	275,562	278,458	286,216	288,434	294,168	298,266
1,430	Net Surplus / (Deficit) for Year	19,223	4,029	(1,135)	(666)	(54)	497	1,505	2,219	3,235	4,071	5,371
	Other Comprehensive Income											
	- Gain (Loss) on Revaluation of I,PP&E	2,373	15	8,940	13	72	2,399	6,253	0	2,498	27	5,922
0	Other Comprehensive Income	2,373	15	8,940	13	72	2,399	6,253	0	2,498	27	5,922
1,430	Total Comprehensive Income	21,596	4,044	7,805	(653)	18	2,896	7,758	2,219	5,734	4,098	11,293
	Transfers between Equity											
242,752	Equity - Balance at end of the reporting period	264,347	268,392	276,197	275,544	275,562	278,458	286,216	288,434	294,168	298,266	309,559



Long Term Financial Plan 2022-2032

Glossary

Term	Definition
Asset Renewal Funding Ratio	Indicates whether the Council is renewing or replacing existing non-financial assets at the same rate as its assets are used or 'consumed'. The ratio is calculated by measuring capital expenditure on renewal and replacement of assets relative to the level of depreciation. Where a Council has soundly based Asset Management Plans, a more meaningful asset sustainability ratio would be calculated by measuring the actual level of capital expenditure on renewal and replacement of assets (or proposed in the budget) with the optimal level identified in the plan.
Financial Assets	Financial Assets include cash, investments, loans to community groups, receivables and prepayments, but excludes equity held in Council businesses, inventories and land held for resale.
Financial Sustainability	Financial Sustainability is where planned long-term service and infrastructure levels and standards are met without unplanned and disruptive increases in rates or cuts to services.
Asset Management Plans (AMPs)	An operational plan for Council's Landfill, Building and Structures, Infrastructure (Roads), Plant and Equipment and Library, IT & other physical assets with the objective of providing the required level of service, maintenance and renewal of such assets in the most cost effective and efficient manner.
Net Financial Liabilities Ratio (NFLR)	Is Net Financial Liabilities as a percentage of total operating revenue. The ratio allows interested parties to readily equate the outstanding level of the Council's accumulated financial obligations against the level of one-year's operating revenue. Where the ratio reduces over time, it generally indicates that the Council's capacity to meet its financial obligations is strengthening.
Net lending / (borrowing)	Net Lending / (Borrowing) equals Operating surplus / (deficit), less net outlays on non-financial assets. The Net lending / (borrowing) result is a measure of the Council's overall (i.e. Operating and Capital) budget. Achieving a zero result on the Net lending / (borrowing) measure in any one year essentially means that the Council has met its expenditure (both operating and capital) from the current year's revenues.
Non-financial or physical asset	Non-financial or physical assets refers to infrastructure, land, buildings, plant, equipment, furniture and fittings, library books and inventories.
Operating deficit	Where operating revenues are less than operating expenses (i.e. operating revenue is therefore not sufficient to cover all operating expenses).
Operating expenses	Operating expenses are operating expenses shown in the Income Statement, including depreciation, but excluding losses on disposal or revaluation of non-financial assets.



Long Term Financial Plan 2022-2032

Operating revenues	Operating revenues are incomes shown in the Income Statement but exclude profit on disposal of non-financial assets and amounts received specifically for new/upgraded assets (e.g. from a developer).
Operating surplus	Operating surplus is where operating revenues are greater than operating expenses (i.e. operating revenue is therefore sufficient to cover all operating expenses).
Operating Surplus Ratio (OSR)	Operating Surplus Ratio expresses the operating surplus (deficit) as a percentage of general and other rates.



22.13 CAROLINE LANDFILL - COMMUNITY LAND MANAGEMENT PLAN – REPORT NO. AR21/71347

Committee:	Council
Meeting Date:	16 November 2021
Report No.:	AR21/71347
CM9 Reference:	AF20/446
Author:	Elisa Solly, Property Support Officer
Authoriser:	Darren Barber, General Manager Shared Services
Summary:	This report provides a summary of Crown Land comments and the Community Consultation on the Draft Community Land Management Plan for Caroline Landfill, for adoption by Council.
Strategic Plan Reference:	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage
	Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR21/71347 titled 'Caroline Landfill - Community Land Management Plan' as presented on 16 November 2021 be noted.
2. That, having conducted the necessary consultation in accordance with section 197 of the Local Government Act 1999, Council adopt the (amended) Community Land Management Plan for Caroline Landfill presented with Report AR21/71347 as **Attachment 1**.



TYPE OF REPORT

Legislative

BACKGROUND

Caroline Landfill (Kain Road, Yahl – Allotment 101 in Deposited Plan 45751 – Crown Record Volume 5586 Folio 233) is Crown Land located within the District Council of Grant dedicated to the City of Mount Gambier by Gazette Notice on 25 July 1996 ([Gazette Notice 25/7/1996 page 174](#)), and an earlier gazettal notice in 1993, for refuse purposes.

At its meeting held on 15 June 2021, Council resolved to conduct public consultation in accordance with Council's [Community Consultation and Engagement Policy P195](#) for the following three processes in relation to Caroline Landfill:

- a draft Community Land Management Plan (CLMP),
- proposed Lease over portion of Caroline Landfill for landfill gas extraction service purposes,
- proposed revocation of Community Land classification.

The public consultation process commenced on Tuesday, 29 June 2021 and invited submissions from interested persons. It was advertised via the following platforms:

- Public Notice displayed at Council's principal office,
- Advertised on Council's 'Have Your Say' website,
- Public Notice placed in the Lifestyle 1 Newspaper on 30 June and 14 July 2021.

The public consultation concluded at 5.00 p.m. on Tuesday 20 July 2021 with no submissions received in relation to any of the processes outlined above.

The draft community land management plan, proposed lease agreement for landfill gas extraction services, and proposed revocation of Community Land classification (Draft Report to Minister) were forwarded to the Department of Environment and Water (DEW - Crown Lands) on 30 August 2021 for their concurrence and any landowner inclusions or provisions required to be added to the proposed community land management plan.

On 3 November 2021, a response was received from DEW - Crown Lands in regard to the community land management plan suggesting a minor change to the Governance section in part **10. Management Objectives, Performance Targets and Measures** in relation to the leasing and licensing aspect of the plan. The change has no material impact on the Management of the land.

Crown Lands advised that they have no further amendment to the proposed community land management plan.

Once adopted, the Community Land Management Plan will meet the requirements of the Local Government Act 1999 and allow Council the power to grant a lease or licence over the community land provided that it is in accordance with Section 22 (5) of the [Crown Land Management Act 2009](#).

Crown Lands also provided written approval to seek the revocation of the Community Land status over the Crown Land, this process is still progressing with a report on the revocation proposal being submitted to the Minister for consideration.

PROPOSAL

As no submissions were received in relation to the proposed community land management plan as presented to the community, and the subsequent concurrence of Crown Lands with only a minor change to the Governance implications, Council may now consider adopting the proposed community land management plan (as amended) presented with this report as **Attachment 1**.



LEGAL IMPLICATIONS

The provisions of the Local Government Act 1999 clearly set out the requirements of Council for the management of community land, with dedicated Crown Land being subject to further provisions contained in the Crown Land Management Act 2009.

Council has a legal obligation to comply with legislative provisions applicable to its activities.

STRATEGIC PLAN

The management of Caroline Landfill is linked to Goal 3.5 in Council's Strategic Plan 2020-2024 – 'Reusing, recycling and waste management', and more particularly 3.5.1 relating to investing in sustainable waste management practices and progressive technology at the Council's Caroline Landfill facility including methane collection and solar power options.

COUNCIL POLICY

The management of this proposal is linked to Council's [Risk Management Policy](#), [Prudential Management Policy P415](#), and [Community Consultation and Engagement Policy P195](#).

ECONOMIC IMPLICATIONS

The proposed community land management plan has no significant economic implications, being statutory and administrative in nature.

ENVIRONMENTAL IMPLICATIONS

The proposed community land management plan has no direct environmental implications, being statutory and administrative in nature.

Waste management matters are the subject of continuing reports to Council.

SOCIAL IMPLICATIONS

The proposed community land management plan has no direct social implications, being statutory and administrative in nature.

The necessary public consultation process invited submissions from the community to identify any social or other implications of which none were received.

CULTURAL IMPLICATIONS

The proposed community land management plan has no direct cultural implications, being statutory and administrative in nature.

The necessary public consultation process invited submissions from the community to identify any cultural or other implications of which none were received.

RESOURCE IMPLICATIONS

The proposed community land management plan has no significant resource implications, being statutory and administrative in nature.

VALUE FOR MONEY

The proposed community land management plan is purely statutory and administrative in nature and expenditure is relatively minimal while ensuring that Council meets its obligations under the *Local Government Act 1999*.

RISK IMPLICATIONS

The absence of a management plan for Caroline Landfill presents a risk to Council as it contravenes the provisions of the *Local Government Act 1999* which state that Council must prepare and adopt a management plan for its community land, and that it must manage the land in accordance with a relevant community land management plan.



EQUALITIES AND DIVERSITY IMPLICATIONS

The proposed community land management plan has no direct equality or diversity implications, being statutory and administrative in nature.

The necessary public consultation process invited submissions from the community to identify any equality, diversity, or other implications of which none were received.

ENGAGEMENT AND COMMUNICATION STRATEGY

The necessary community consultation process and communications with Crown Lands as landowner have been completed. The District Council of Grant and immediately adjacent landowners and occupiers were also directly targeted in the consultation process.

Should Council be satisfied with the proposed plan (as amended) then no further engagement is considered necessary in relation to the management plan.

IMPLEMENTATION STRATEGY

As the process outlined in Council's [Community Consultation and Engagement Policy P195](#) has been completed, and the concurrence of Crown Lands has been received, all that remains is that Council endorse and adopt the proposed community land management plan.


Once adopted Council will manage the land in accordance with the management plan, including the granting of the proposed lease for gas extraction purposes, as referenced in the earlier report and consultation process to which no submissions were received and Crown Lands have approved.

CONCLUSION AND RECOMMENDATION

Council review the minor change requested by Crown Lands to the Governance implications in the 'Management Objectives, Performance Targets and Measures' table within the proposed plan.

As no submissions were received from the community in relation to the proposed community land management plan, if Council is satisfied that the plan is consistent with the current and future use of and aspirations for Caroline Landfill, it may endorse and adopt the proposed community land management plan as attached to this report.

ATTACHMENTS

1. Community Land Management Plan - Caroline Landfill - Council Report Attachment 16/11/2021 [↓](#) 





Community Land Management Plan Caroline Landfill

1. INTRODUCTION

This community land management plan (**the CLMP**) has been prepared by the City of Mount Gambier (**the Council**) in fulfilment of its obligations under Section 196 of the *Local Government Act 1999* (**the Act**).

2. IDENTITY OF LAND TO WHICH THIS PLAN APPLIES

Common Name	Location	Asset No.	Ownership
Caroline Landfill	Kain Road, Yahl	275	The Crown (under the care, control and management of the City of Mount Gambier)

Legal Description

Lot 101 in Deposited Plan 45751 - Crown Record Volume 5586 Folio 233

3. NATURE OF ANY TRUST, DEDICATION OR RESTRICTION

The Land is dedicated for refuse purposes pursuant to the *Crown Lands Act 1929* (SA), by Government Gazette dated 25 July 1996. The dedication of the Land continues in force under the provisions of the *Crown Land Management Act 2009* (SA).

4. REASON WHY MANAGEMENT PLAN IS REQUIRED

4.1. This CLMP is required for the Land because:

- 4.1.1. portion of the Land is, or is to be, occupied under a lease or licence;
- 4.1.2. portion of the Land has been, or is to be, specifically modified or adapted for the benefit or enjoyment of the community.

5. PROVISIONS REQUIRED BY OWNER

The Council must manage the Land in accordance with the dedicated purpose, pursuant to the *Crown Land Management Act 2009* (SA).

6. PURPOSE FOR WHICH THE LAND IS HELD BY COUNCIL

6.1. The Land identified as Asset No. 275 is held for the following purpose consistent with its dedication:

- 6.1.1. Waste Landfill site.

7. POLICIES AND PROPOSALS FOR MANAGEMENT OF THE LAND

7.1. Council Policies

The following policies have some direct or indirect application to the Land as at the date of this CLMP. Council policies undergo regular review, and may be amended, superseded or replaced:

- Community Consultation and Engagement Policy
- Waste Management – receipt of Waste – Caroline Landfill
- Asset Management Policy
- Prudential Management Policy
- Risk Management Policy
- Strategic Plan 2020 – 2024



7.2. Council By-laws

The Council has established by-laws under the Act. The following by-laws have been identified as relevant to the management of the Land:

- By-Law 1 - Permits and Penalties; and
- By-Law 2 - Local Government Land;

The Council may from time to time revoke and/or replace its by-laws.

7.3. Proposals for Management of the Land

7.3.1. The Land is to be managed consistently with its dedication and with any applicable Council policies and plans.

8. OBJECTIVES FOR MANAGEMENT OF THE LAND

8.1. The objectives for the management of the portion of the Land identified as Asset No. 275 are:

- 8.1.1. to provide an area of land for use as a landfill for the disposal of waste;
- 8.1.2. to provide lease / licences for ancillary purposes that are consistent with or ancillary to landfill management;

9. LEASES, LICENCES AND PERMITS

9.1. Subject to the provisions of the Act and the *Crown Land Management Act 2009*, the granting of exclusive and non-exclusive leases and licences over the Land or part of the Land for the following purposes (in no particular order) is consistent with this CLMP and is authorised for the purposes of Section 202(3) of the Act:

9.1.1. in relation to the portion of the Land identified as Asset No. 275:

- 9.1.1.1. to support ongoing occupation of the Land for the purposes of landfill for the disposal and management of waste;
- 9.1.1.2. to support ongoing occupation, use, management and upkeep of buildings and other assets;
- 9.1.1.3. to allow for the provision of essential infrastructure for the provision of electricity, gas, water, internet and telecommunications services; and
- 9.1.1.4. to allow for business uses of the Land that are consistent with or ancillary to the above purposes;

9.2. The granting of permits for one or more of the following purposes (in no particular order) is consistent with this CLMP and is authorised for the purposes of Section 202(3) of the Act:

9.2.1. in relation to portion of the Land identified as Asset No. 275:

- 9.2.1.1 to support controlled access to the Land for purposes associated with managing the landfill and waste;
- 9.2.1.2 to allow for business uses of the Land that are consistent with or ancillary to the dedicated use as a landfill as part of the waste management stream; and

9.4. Other than where rights of occupation or access are granted in leases, licences and permits, community and public access is restricted to the land at all times.



10. MANAGEMENT OBJECTIVES, PERFORMANCE TARGETS AND MEASURES

The portion of the Land identified as Asset No. 275

Objective	Performance Target	Performance Measure
Access and Use		
To provide an area of land for use as a landfill for the disposal of waste from municipal, commercial and industrial sectors.	To manage the land in accordance with the Asset Management Plan – Caroline Landfill – 2019-2028 and the Environment Management Plan.	Three yearly review and update.
Community Involvement		
To ensure the community is provided the opportunity to be informed and contribute to the management of and decisions about community land.	Council consults with the community before adopting any new or amending its Community Land Management Plans in accordance with legislation and Council policy.	Plans and land register is publicly available and consultation is undertaken in accordance with Council policy.
Environment		
To maintain the land and manage potential hazards to the environment relative to the dedicated use.	To effectively manage the groundwater, landfill gas, litter, odours, dust, mud, pests and vermin, leachate, noise and asbestos disposal.	Regular inspections of groundwater, landfill gas and leachate. Annual audits of environmental compliance. Annual Mass Balance reporting to EPA SA.
To maintain the Land and the vegetation on the Land, specifically minimising fire hazards	Fire hazards in the area are reduced and managed, particularly in the lead- up to and during the fire danger season.	Review of fire incidents to assess management of fire hazard.
Governance		
In accordance with Section 202 of the Local Government Act 1999 and Section 22(5) of the Crown Land Management Act 2009, grant or renew lease or licence agreements, and grant or accept easements and rights of way over the land in accordance with the relevant legislation and Council policy, plans and by-laws detailed within this management plan (as amended from time to time).	Lease or licence agreements are in place and periodical reviews of agreements are undertaken to ensure terms and conditions are met.	Periodical reviews of agreements identify that terms and conditions are being complied with.
To meet legislative and Council policy and legal requirements regarding community land.	Council's Community Land Management Plan meets the requirements of all applicable legislation and due consideration has been given to all relevant Council policies and by-laws during their development.	Council endorsed management plan and register for community land.
Safety and Enjoyment		
To minimise real and perceived adverse impacts to the community.	No adverse impacts are reported by the community.	Maintain a register (and action) all complaints received in relation to the land.
To identify potential hazards in a timely manner to minimise Council exposure to complaints, compensation claims and litigation.	Potential hazards are identified and eliminated and damaged equipment and infrastructure is repaired as soon as practicable or removed if damaged beyond repair and dangerous.	An appropriate inspection and maintenance program of built infrastructure and the land has been implemented.



11. NOTES

The sequence of dot points and numbering of purposes, objectives, policies, proposals and performance targets and measures listed within this CLMP do not infer a hierarchy or order of priority.

This Community Land Management Plan was considered at the Ordinary Meeting of Council on 15 June 2021 to be published for public consultation with the landowner and the community (minute reference 2021/146). This Community Land Management Plan was further considered at the Ordinary Meeting of Council on **INSERT DATE** and endorsed (minute reference **INSERT MINUTES REFERENCE**).



12. MAP



22.14 NOVEMBER 2022 LOCAL GOVERNMENT ELECTIONS – REPORT NO. AR21/71567

Committee:	Council
Meeting Date:	16 November 2021
Report No.:	AR21/71567
CM9 Reference:	AF20/446
Author:	Michael McCarthy, Manager Governance and Property
Authoriser:	Darren Barber, General Manager Shared Services
Summary:	A report to update Council on preparations underway for the 2022 local government elections to be held in November 2022.
Strategic Plan Reference:	Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR21/71567 titled 'November 2022 Local Government Elections' as presented on 16 November 2021 be noted.



TYPE OF REPORT

Legislative

BACKGROUND

Members will recall the period leading up to the local government elections held in November 2018, either as an existing Member or as a newly nominating candidate.

Leading up to and following the elections, a range of administrative activities occur to inform and enrol eligible voters, inform potential candidates, post, receive and count voting papers. Following the election induction of the new council ensuring Elected Members receive appropriate access to training and development on the respective roles of Council, Mayor, Councillor and Administration.

With the 2022 local government elections now less than one year away, and with local government reform that includes some changes associated with elections, it is anticipated that the Local Government Association (LGA) will begin liaising with the State Electoral Commissioner to prepare election support resources to assist councils during this period.

It should be noted that both State and Federal elections are anticipated to be held in the earlier part of 2022. Attention can be expected to be on these election processes in the first instance.

The Council administration has commenced preparations to ensure that necessary election associated activities are conducted in a planned, organised and timely manner during the 2022 calendar year. This report is the first of numerous communications with Council and the community in this regard.

PROPOSAL

Many of the activities associated with the local government elections are undertaken by or on behalf of the State Electoral Commissioner who is the Returning Officer for Council elections. Local government reform changes emphasise the Commissioners role in Council elections.

Whilst the Council contributes physical, financial and human resources for election activities, including a local contact officer, the timeframes/deadlines and processes are strictly regulated and oversighted by the State Electoral Commission and local Deputy Returning Officers.

Accordingly, the Council has limited discretion with regard to election activities and is required to adopt and follow a Caretaker Policy that prohibits the making of 'designated decisions' during the election period, commencing no later than the day that nominations close for the election. A separate report will present the Council's Caretaker Policy for review, pending any changes that might arise from updates to the LGA Model Caretaker Policy.

Attached to this report is a summary of key dates for the 2022 local government elections (Attachment 1).

For past elections the LGA has published a Council Elections webpage. It is anticipated that the LGA (and/or the State Electoral Commission) will provide similar online resources for the 2022 local government elections, however these are yet to be announced. It is noted that the State Electoral Commission is still dealing with several supplementary Council elections through the October to December 2021 period.

The Council administration will publish on Council's website various links to notices, flyers, booklets and other resources promoting election participation to the community and ratepayers, as they become available.

Noting that the 2022 State Elections will be held in March 2022, it is proposed that any discretionary promotion of the local government elections be deferred until after that election.

LEGAL IMPLICATIONS

Local government elections are administered in accordance with the Local Government (Elections) Act 1999, as amended in the recent local government reform, with primary responsibility and oversight provided by the SA Electoral Commissioner.



STRATEGIC PLAN

N/A

COUNCIL POLICY

As mentioned in the background, Council's Caretaker Policy will be presented separately for review pending updates to the LGA Model Caretaker Policy in light of recent legislative amendments.

The elections also give rise to the review of other Council policies, which have discretionary review periods linked to the term of Council, or otherwise expire or require review following the election. Such policy reviews will be presented separately to Council for consideration.

ECONOMIC IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

N/A

CULTURAL IMPLICATIONS

N/A

RESOURCE IMPLICATIONS

An election budget allocation will be presented in the 2022/2023 Budget process for consideration, noting that the election costs are a non-discretionary expense.

In addition to election costs, the election also impacts on administrative resources, with a range of officers and roles impacted by the election and associated activities, and by prohibited and otherwise controlled activities during the election caretaker period.

VALUE FOR MONEY

N/A

RISK IMPLICATIONS

It is imperative that the election processes and associated activities, including Council activities during the election caretaker period, are conducted in compliance with relevant legislative and policy requirements, to ensure the validity and probity of the election process and any Council/Administrative decisions or activities during the election caretaker period.

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

The community should become increasingly aware of the upcoming 2022 local government elections as promotional material is released progressively over the next 12 months.

IMPLEMENTATION STRATEGY

An election plan is under preparation which identifies some 200 line items of election related activities to be administered over the next 12-15 months leading up to and following the November 2022 elections.

CONCLUSION AND RECOMMENDATION

This report recommends that the 2022 local government election update be noted. Further reports on particular election related matters for information, decision or action will be presented to Council in due course.



ATTACHMENTS

- 1. 2022 Local Government Election - Key Dates [↓](#) 





2022 Local Government Election – Key Dates

Date/Time	Action
<i>1 January</i>	<i>Council/CEO Voters Roll 'resets'</i>
<i>1st/2nd Qtrs</i>	<i>Flyers/Promotion re: necessity to enrol to vote</i>
<i>12th August</i>	<i>Close of Roll</i>
<i>6th Sept</i>	<i>Nominations Open</i>
<i>20th Sept - 12noon</i>	<i>Nominations Close (last date for caretaker period to commence)</i>
<i>20th Sept - pm</i>	<i>Candidate Draw (Ballot Paper Order)</i>
<i>14th-21st October</i>	<i>Issue of Voting Papers</i>
<i>5pm Thurs 10th Nov</i>	<i>Close of Voting</i>
<i>Sat 12th Nov</i>	<i>Scrutiny Count</i>
<i>Fri 18th Nov</i>	<i>Conclusion of Election</i>
<i>By 30th Nov</i>	<i>1st Meeting of 2022-2026 Council</i>
<i>Late 2022-2023</i>	<i>Elected Member Development Program</i>



22.15 PARTNERSHIP PRIORITIES AND ADVOCACY – REPORT NO. AR21/72290

Committee:	Council
Meeting Date:	16 November 2021
Report No.:	AR21/72290
CM9 Reference:	AF20/446
Author:	Tim Coote, General Manager City Growth
Authoriser:	Sarah Philpott, Chief Executive Officer
Summary:	The City of Mount Gambier 2021-22 Partnership Priorities and Advocacy document status update to be presented to Council for noting.
Strategic Plan Reference:	Goal 1: Our People Goal 2: Our Location Goal 3: Our Diverse Economy Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR21/72290 titled 'Partnership Priorities and Advocacy' as presented on 16 November 2021 be noted.
2. That Council note the status of the City of Mount Gambier 2021/22 Partnership Priorities and Advocacy document.
3. That the final City of Mount Gambier 2021/22 Partnership Priorities and Advocacy document be presented back to December Meeting of Council following further consultation with Councillors.
 - (a) [Type Recommendation here](#)
 - (i) [Type Recommendation here](#)



TYPE OF REPORT

Corporate

BACKGROUND

Australian and South Australian Government electoral calendars will mean Mount Gambier will experience two elections in 2022. Although advocacy and funding opportunities are actively sought through all times in the electoral cycle, this impetus provides an opportunity to bring to attention a number of streams of work which summarise the City of Mount Gambier's current areas of focus.

The City of Mount Gambier has a demonstrated history of Government partnership and delivery. After two workshops with Council on the 7 and 11 October 2021 and subsequent input; funding and advocacy opportunities in alignment with the City of Mount Gambier Strategic Plan are articulated through a document entitled - City of Mount Gambier 2021-22 Partnership Priorities and Advocacy.

PROPOSAL

The City of Mount Gambier 2021-22 Partnership Priorities and Advocacy document articulates the City of Mount Gambier's strategic positioning as a credible Government partner which delivers shared outcomes for both Government partners and for the community.

The City of Mount Gambier initiatives identified will facilitate the growth and prosperity of the local community, the Limestone Coast region and South Australia. The City of Mount Gambier 2021-22 Partnership and Priorities and Advocacy document ensures the initiatives identified in the document form the base for present and future work to maximise funding and advocacy opportunities as they arise to deliver sustainable economic, social, and environmental benefits for the community.

LEGAL IMPLICATIONS

The work to date on the document has already informed important discussions with State Government and other parliamentary representatives.

Given the discussions to date with Councillors, a draft along with sample pages has been separately supplied to Councillors for feedback in order to finalise the document.

STRATEGIC PLAN

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

These provide the strategic base from which the priorities the City of Mount Gambier are built and the opportunities outlined in this Partnership Priorities and Advocacy document to partner are sought with all levels of government.

COUNCIL POLICY

Nil

ECONOMIC IMPLICATIONS

Nil

ENVIRONMENTAL IMPLICATIONS

Nil

SOCIAL IMPLICATIONS

Nil



CULTURAL IMPLICATIONS

Nil

RESOURCE IMPLICATIONS

Nil

VALUE FOR MONEY

Nil

RISK IMPLICATIONS

Nil

EQUALITIES AND DIVERSITY IMPLICATIONS

Nil

ENGAGEMENT AND COMMUNICATION STRATEGY

Nil

IMPLEMENTATION STRATEGY

Nil

CONCLUSION AND RECOMMENDATION

Although the work streams identified in the document are part of ongoing advocacy and funding partnership opportunities, the City of Mount Gambier 2021-22 Partnership Priorities and Advocacy document will be presented to Council in its final form for consideration.

ATTACHMENTS

Nil



22.16 UPDATED SELF-ASSESSMENT OF PERFORMANCE AUDIT COMMITTEE – REPORT NO. AR21/73100

Committee:	Council
Meeting Date:	16 November 2021
Report No.:	AR21/73100
CM9 Reference:	AF20/446
Author:	Julie Scoggins, Manager Finance
Authoriser:	Darren Barber, General Manager Shared Services
Summary:	To present the updated Audit Committee Self-Assessment Annual Report for consideration and adoption.
Strategic Plan Reference:	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage
	Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR21/73100 titled 'Updated Self-assessment of Performance Audit Committee' as presented on 16 November 2021 be noted.
2. That Council Authorise the General Manager Shared Services in liaison with the Presiding Member to make any minor amendments to the Audit Committee Self-Assessment Annual Report 2020/2021 that the Committee identifies and to then finalise the document; and
3. That Council adopt the Audit Committee's Self-Assessment Report for 2020/21.



TYPE OF REPORT

Other

BACKGROUND

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

The Committee shall:

13.1.5 At least once per year, review its own performance.

- 2. Performance Review** - The Audit Committee Terms of Reference requires the Committee to review its own performance to seek to ensure that it is operating at maximum effectiveness and recommend any desired changes to Council.
- 3. The Local Government Act Financial Sustainability Information Paper 3** - On Audit and Risk Committees recommends that the Committee provide an annual report to Council.
- 4. Committee Minutes** - The Minutes of each Committee meeting are provided to each Council Member and Committee Member and recommendations from the Committee are provided to the following Council meeting for consideration/adoption. All Committee recommendations in 2020/21 have been adopted by Council.
- 5. Meetings** - The Committee met 3 times during 2020/21 and considered reports on topics including but not limited to: The Annual Financial Statements, Annual Work Plan, Long Term Financial Plan and Asset Management Plans, Audit Engagement, Annual Report, Quarterly Budget Reviews, and the Self-Assessment of the Audit Committee.

PROPOSAL

Self-assessment

Following from the Audit Committee meeting held on Monday 8 November 2021, the updated Audit Committee's self-assessment is shown below in Table 1.

Table 1: Self performance considerations

AREA	COMMENT
Role & Terms of Reference	The audit committee is of the view that functions and extent of authority as defined under S126 (4) Local Government Act are adequately defined in the <i>Terms of Reference</i> established by Council. The latest review of the Terms of Reference was performed 12 April 2021.
	The audit committee is of the view that its role and function includes the monitoring of Financial Reporting and Management, Internal controls and Risk Management Systems, the effectiveness of internal audit functions and the external audit arrangements.
Independence	Independent Opinions/Views - The audit committee is of the view that it is able to form opinions and express views independently without perceiving a conflict of interest based on their current position within or outside Council.
	Council Staff Attendance - The audit committee believes the invited attendance of the CEO, a General Manager, the Manager Finance and the Management Accountant, or other Council staff at times, provides direction without influence. Continued attendance is desirable.



AREA	COMMENT								
Committee Skills/Training	Selection - The audit committee is of the view that its members have been selected due to their qualifications and expertise and their combined qualifications and experience allow it to perform its role appropriately.								
	Skills/Experience - Members' background includes a (combination of) accounting, risk management, internal control and/or external audit experience and exposure. Members have access to relevant and ongoing professional training.								
Work Program	2020/21 Program - The audit committee's work program for 2020/21 met its areas of focus and the audit committee recognises that its work program can be updated based on changing expectations and/or to address topical issues and emerging trends. The program included: <ul style="list-style-type: none"> • liaison with external auditor • reviewing and recommending policy changes • reviewing and significant update of the terms of reference; and • increased emphasis on corporate risk management 								
	Future Development - The audit committee's work program will be expanded for 2021/22 in alignment with Council policies and the proposed Audit & Risk Committee Terms of Reference if adopted.								
Council Structure and Decision Making	Council - The audit committee are aware of the processes of Council, Council's organisational structure and decision-making processes.								
	Documentation - Audit committee members are provided with copies of financial statements, policies and reports of Council if and when relevant. In the 2021/22 Financial Year Council staff will continue to present and discuss relevant financial processes to promote transparency and understanding.								
Meeting Operation and Frequency	Previous Frequency – Prior to 2020/21 when it met 3 times:								
	<table border="1" style="width: 100%;"> <thead> <tr> <th data-bbox="536 1261 890 1294">Date</th> <th data-bbox="890 1261 1452 1294">Attendees</th> </tr> </thead> <tbody> <tr> <td data-bbox="536 1294 890 1357">8 October 2020</td> <td data-bbox="890 1294 1452 1357">Cr Sonya Meziniec, Paul Duka, Angela Kain and Tim Muhlhausler</td> </tr> <tr> <td data-bbox="536 1357 890 1420">14 December 2020</td> <td data-bbox="890 1357 1452 1420">Cr Sonya Meziniec, Paul Duka and Angela Kain</td> </tr> <tr> <td data-bbox="536 1420 890 1496">12 April 2021</td> <td data-bbox="890 1420 1452 1496">Mayor Lynette Martin, Cr Sonya Meziniec, Paul Duka and Angela Kain</td> </tr> </tbody> </table>	Date	Attendees	8 October 2020	Cr Sonya Meziniec, Paul Duka, Angela Kain and Tim Muhlhausler	14 December 2020	Cr Sonya Meziniec, Paul Duka and Angela Kain	12 April 2021	Mayor Lynette Martin, Cr Sonya Meziniec, Paul Duka and Angela Kain
	Date	Attendees							
	8 October 2020	Cr Sonya Meziniec, Paul Duka, Angela Kain and Tim Muhlhausler							
14 December 2020	Cr Sonya Meziniec, Paul Duka and Angela Kain								
12 April 2021	Mayor Lynette Martin, Cr Sonya Meziniec, Paul Duka and Angela Kain								
The audit committee has been meeting regularly, and at a minimum four times a year.									
Future Frequency – The work program for 2021/22 following the proposed adoption of the Audit & Risk Terms of Reference by Council will ensure that future frequency and duration is adequate to address issues timely and diligently.									
Resources available to the Audit Committee	Staff Resources - The audit committee utilises the resources of Council through the attendance of the external audit service provider, the CEO, the Manager Finance and the Management Accountant and other employees as requested.								
	External Auditors - The audit committee has liaised with external auditors and Council employees as required in order to meet its role and terms of reference. The audit committee has been able meet with the auditor without Council Administration representatives, when requested.								



AREA	COMMENT
Audit Committee's working relationship with Council and the senior management team	Role & Function - Council appears to be aware of role and function of audit committee. Presence of CEO, the Manager Finance and the Management Accountant assists the audit committee in decision achievement.
	Support - No issues of conflict have arisen. The audit committee recognises the significant role played by Council employees to address and advise the Committee.
The Audit Committee's access to appropriate Council information	Oversight - The audit committee notes its oversighting role regarding financial and risk management within Council. Although it has no operational responsibility it has access to necessary information to perform its review role around the policies, procedures and compliance related to policies and procedures guiding decisions with major financial or risk implications.
	Works Program - The audit committee is able to contribute to the Annual Works Program incorporating any subjects it determines to be either topical or of consistent interest to the committee.
The extent to which the Audit Committee's advice is contributing to the effective operation of the Council	Terms of Reference - The audit committee recognises that its role and terms of reference are a requirement of the Local Government Act. Members are cognisant of their requirements, roles and responsibilities.
	The audit committee holds the view that its function and role will be increasingly viewed as complimentary to Council in its activities for ratepayers.
	Annual Report – Council's Annual Report includes a summary of the annual works program undertaken for the year, the number of meetings held and meeting attendance.

LEGAL IMPLICATIONS

Local Government Act Sections 126 and 41.

Local Government (Financial Management) Regulations 2011

Terms of Reference – Audit Committee

STRATEGIC PLAN

N/A

COUNCIL POLICY

N/A

ECONOMIC IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

N/A

CULTURAL IMPLICATIONS

N/A

RESOURCE IMPLICATIONS

N/A



VALUE FOR MONEY

N/A

RISK IMPLICATIONS

N/A

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

N/A

IMPLEMENTATION STRATEGY

N/A

CONCLUSION AND RECOMMENDATION

The recommendation to Council is that they adopt the Audit Committee's Self-Assessment Report based on the information contained in this report.

ATTACHMENTS

Nil



23 MOTIONS WITH NOTICE

23.1 NOTICE OF MOTION - MOUNT GAMBIER DEVELOPERS MEETING

Meeting: Council
CM9 Reference: AF20/446
Member: Frank Morello, Councillor

I, Councillor Frank Morello, give notice that at the next Ordinary Meeting of Council to be held on 16 November 2021, I intend to move the following motion:

MOTION

1. That Council Report No. AR21/72659 titled 'Notice of Motion - Mount Gambier Developers Meeting' as presented on 16 November 2021 be noted.
2. Council invites Mount Gambier developers to a briefing session next month to discuss planning and development matters.
3. Council prepares an agenda and circulates to attendees in advance of the meeting.

RATIONALE

On April 10, 2021, elected members and the council executive team participated in a strategic planning day at the Lakes Hotel. During discussion, members flagged a desire to meet with Mount Gambier developers to gain their perspectives on planning and development matters.

Given recent conversations regarding affordable housing, open spaces, CBD activation and the new SA planning portal, now is an opportune time to engage developers and seek their views and feedback on a range of issues.

I commend this Notice of Motion to Council.

ATTACHMENTS

Nil



23.2 NOTICE OF MOTION - COUNCIL PROVISION OF A QUESTION STYLE EVENT FOR STATE ELECTION CANDIDATES

Meeting: Council
CM9 Reference: AF20/446
Member: Paul Jenner, Councillor

I, Councillor Paul Jenner, give notice that at the next Ordinary Meeting of Council to be held on 16 November 2021, I intend to move the following motion:

MOTION

1. That Council Report No. AR21/72687 titled 'Notice of Motion - Council provision of a question style event for state election candidates' as presented on 16 November 2021 be noted.
2. that Council explores options for a Question style event for the State Election candidates early in 2022.

RATIONALE

The intent of this Motion is that our local community can hear from candidates about their positions on matters and policy of importance to local people.

A former forum of this nature was quite successful.

I commend this Notice of Motion to Council.

ATTACHMENTS

Nil



24 URGENT MOTIONS WITHOUT NOTICE



25 CONFIDENTIAL ITEMS OF COMMITTEES

25.1 CONFIDENTIAL ITEMS OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE HELD ON 9 NOVEMBER 2021

25.2 Chief Executive Officer - Performance Update

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and (Council Officers) be excluded from attendance at the meeting for the receipt, discussion and consideration in confidence of Agenda Item 25.2 AR21/71607 Chief Executive Officer - Performance Update.

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

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

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information to be presented and discussed relates to the performance review of the Chief Executive Officer, the disclosure of which would be unreasonable disclosure of personal information relating to the employment of the Chief Executive Officer, Sarah Philpott.

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 5.1 AR21/71607 Chief Executive Officer - Performance Update and its attachments, the discussion and the resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (a) be kept confidential and not available for public inspection until 2 years after the initial appointment term and any renewal term of the Chief Executive Officer, Sarah Philpott has elapsed.
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.



25.3 Chief Executive Officer Probationary Period

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and (Council Officers) be excluded from attendance at the meeting for the receipt, discussion and consideration in confidence of Agenda Item 25.3 AR21/70965 Chief Executive Officer Probationary Period.

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

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

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information to be presented and discussed relates to the performance review of the Chief Executive Officer, the disclosure of which would be unreasonable disclosure of personal information relating to the employment of the Chief Executive Officer, Sarah Philpott.

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 5.2 AR21/70965 Chief Executive Officer Probationary Period and its attachments, the discussion and the resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (a) be kept confidential and not available for public inspection until 2 years after the initial appointment term and any renewal term of the Chief Executive Officer, Sarah Philpott has elapsed.
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.



25.4 CONFIDENTIAL ITEMS OF THE AUDIT COMMITTEE HELD ON 8 NOVEMBER 2021

25.5 City of Mount Gambier - IT Entity Controls Review 2020/21

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and (Council Officers) be excluded from attendance at the meeting for the receipt, discussion and consideration in confidence of Agenda Item 25.5 AR21/71285 City of Mount Gambier - IT Entity Controls Review 2020/21.

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

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

In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information.

- matters affecting the security of
 - the Council, or
 - Council Members, or
 - employees of the Council, or
 - Council property, or
 - the safety of any person
- information concerning matters that must be considered in confidence in order to ensure that the Council does not:
 - breach any law, order or direction of a court or tribunal constituted by law,
 - breach any duty of confidence, or
 - breach any other legal obligation or duty

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information to be considered with this item relates to the security of Council property comprising information, data and information systems, including information of a commercial nature relating to Council systems, and provided on a confidential basis by Council's Auditors. The disclosure of this information would breach the confidence of the party that provided the information and could reasonably be expected to create a security risk for Council and potential advantage to 3rd party service providers and prejudice the commercial position of Council in service negotiations. The public interest in the non-disclosure of this information lies in protecting the community from unnecessary and avoidable costs associated with managing data security.

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 6.1 AR21/71285 City of Mount Gambier - IT Entity Controls Review 2020/21 and its attachments, the discussion and the resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (b), (e) and (g) be kept confidential and not available for public inspection until the matters contained in the report have been satisfactorily addressed.
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.



26 NEW CONFIDENTIAL ITEMS

26.1 AF21/68 TENDER - PROCUREMENT - CAROLINE LANDFILL - CAPPING OF CELLS 3A & B – REPORT NO. AR21/70391

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and (Council Officers) be excluded from attendance at the meeting for the receipt, discussion and consideration in confidence of Agenda Item 26.1 AR21/70391 AF21/68 Tender - Procurement - Caroline Landfill - Capping of Cells 3A & B.

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

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

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

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 26.1 AR21/70391 AF21/68 Tender - Procurement - Caroline Landfill - Capping of Cells 3A & B and its attachments, the discussion and the resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (k) be kept confidential and not available for public inspection until 12 months after the completion of the tender works, with the name of the successful tenderer and the tender contract value to be disclosed following execution of a contract.
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

26.2 WULANDA RECREATION AND CONVENTION CENTRE - MANAGEMENT AND OPERATION OF MOUNT GAMBIER COMMUNITY AND RECREATION HUB UPDATE – REPORT NO. AR21/71835

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and (Council Officers) be excluded from attendance at the meeting for the receipt, discussion and consideration in confidence of Agenda Item 26.2 AR21/71835 Wulanda Recreation and Convention Centre - Management and Operation of Mount Gambier Community and Recreation Hub Update.

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

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

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

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 26.2 AR21/71835 Wulanda Recreation and Convention Centre - Management and Operation of Mount Gambier Community and Recreation Hub Update and its attachments, the discussion and the resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (b), (d) and

(g) be kept confidential and not available for public inspection until a further order of Council to release.

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

**26.3 PROJECT CONTROL GROUP (PCG) PROGRESS REPORT #12 - AS AT 02/11/2021 –
REPORT NO. AR21/71837**

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and (Council Officers) be excluded from attendance at the meeting for the receipt, discussion and consideration in confidence of Agenda Item 26.3 AR21/71837 Project Control Group (PCG) Progress Report #12 - As at 02/11/2021.

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

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

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

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 26.3 AR21/71837 Project Control Group (PCG) Progress Report #12 - As at 02/11/2021 and its attachments, the discussion and the resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (b), (d) and (g) be kept confidential and not available for public inspection until 12 months after completion of the project.

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

27 MEETING CLOSE



COMMITTEE MINUTES

AND

REPORTS / ATTACHMENTS

**MINUTES OF CITY OF MOUNT GAMBIER
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, CIVIC CENTRE, 10 WATSON TERRACE, MOUNT
GAMBIER
ON TUESDAY, 19 OCTOBER 2021 AT 6.00 P.M.**

PRESENT: Mayor Lynette Martin (OAM), Cr Sonya Meziniec, Cr Kate Amoroso, Cr Max Bruins, Cr Christian Greco, Cr Paul Jenner, Cr Frank Morello, Cr Steven Perryman

OFFICERS IN ATTENDANCE:	Chief Executive Officer	- Mrs S Philpott
	General Manager City Infrastructure	- Ms B Cernovskis
	General Manager Shared Services	- Mr D Barber
	General Manager City Growth	- Mr T Coote
	Acting General Manager Community Wellbeing	- Mrs G Davison
	Manager Governance and Property	- Mr M McCarthy
	Media and Communications Coordinator	- Ms S McLean
	Manager Organisational Development	- Ms R Datta
	Manager Finance	- Mrs J Scoggins
	Executive Administrator Community Wellbeing	- Ms A Lavia

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 APOLOGIES

Nil

3 LEAVE OF ABSENCE

RESOLUTION 2021/298

Moved: Cr Sonya Meziniec

Seconded: Cr Max Bruins

That leave of absence from Cr Ben Hood be received and accepted.

CARRIED

4 CONFIRMATION OF COUNCIL MINUTES

RESOLUTION 2021/299

Moved: Mayor Lynette Martin

Seconded: Cr Frank Morello

That the minutes of the Ordinary Council meeting held on 21 September 2021 be confirmed as an accurate record of the proceedings of the meeting.

CARRIED

5 MAYORAL REPORT

5.1 MAYORAL REPORT - OCTOBER 2021

Meetings / Commitments

- Audit Committee Workshop
- Audit Committee Meeting
- Quarterly Elected Member Briefing with Member for Barker
- Virtual presentation to SAROC Meeting – Motion for Submission to LGA AGM re Regional Homelessness (and Housing Affordability)
- Localis Data Presentation
- Weekly LCLGA Mayor's Virtual Meeting
- 2021 LCLHN Awards Presentations
- Radio Interview – 5GTR-FM
- Migrant Resource Centre – Connecting Settlement and Community Services Stakeholders' Forum
- Meeting with representatives from Department of Home Affairs re Multicultural Community
- Weekly LCLGA Mayor's Virtual Meeting
- Trident Tyres South East Street Machines Show 'n' Shine
- Mount Gambier Model Train and Hobby Show
- People and Place Committee Meeting
- Weekly LCLGA Mayor's Virtual Meeting
- With CEO meeting with Liberal Candidate
- Elected Members Workshop – CBD Guiding Principles
- Elected Members Workshop – Partnership Priorities and Advocacy (Part 2)
- CEO Performance Review Committee Meeting
- Elected Member Tour of Wulanda Site
- Chamber of Commerce – Mix and Mingle – Business Crime Prevention and Safety Evening
- Veterans Health Week at Mount Gambier Community RSL
- LCLGA GM at Wattle Range

RESOLUTION 2021/300

Moved: Mayor Lynette Martin

Seconded: Cr Christian Greco

That the Mayoral report made on 19 October 2021 be received.

CARRIED

6 REPORTS FROM COUNCILLORS

Cr Sonya Mezinec WiBRD breakfast with former magistrate, Mount Gambier & District Health Advisory Council, represented Council at the International Day of Rural Women Lunch and Christmas Parade Advisory Group meeting.

RESOLUTION 2021/301

Moved: Cr Christian Greco

Seconded: Cr Paul Jenner

That the reports made by Councillors on 19 October 2021 be received.

CARRIED**7 QUESTIONS WITH NOTICE**

Nil

8 QUESTIONS WITHOUT NOTICE

Nil

9 PETITIONS

Nil

10 DEPUTATIONS

Nil

11 NOTICE OF MOTION TO RESCIND OR AMEND

Nil

12 ELECTED MEMBERS WORKSHOPS**12.1 ELECTED MEMBER WORKSHOPS FROM 19/09/2021 TO 14/10/2021****RESOLUTION 2021/302**

Moved: Cr Paul Jenner

Seconded: Cr Max Bruins

That the Record of Proceedings for the listed Workshops be received and noted.

CARRIED**13 ELECTED MEMBERS TRAINING AND DEVELOPMENT**

Nil

14 COUNCIL ACTION ITEMS**14.1 COUNCIL ACTION ITEMS - 21/09/2021****RESOLUTION 2021/303**

Moved: Cr Max Bruins
 Seconded: Cr Frank Morello

1. That Council Report No. AR21/42552 titled 'Council Action Items - 21/09/2021' as presented on 19 October 2021 be noted.

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

Nil

16 PEOPLE AND PLACE COMMITTEE MINUTES AND RECOMMENDATIONS**16.1 MINUTES OF THE PEOPLE AND PLACE COMMITTEE HELD ON 7 OCTOBER 2021****RESOLUTION 2021/304**

Moved: Cr Frank Morello
 Seconded: Cr Sonya Meziniec

That the Minutes of the People and Place Committee meeting held on 7 October 2021 as attached be noted.

CARRIED**16.2 PARTNERSHIP PRIORITIES AND ADVOCACY – REPORT NO. AR21/62944****RESOLUTION 2021/305**

Moved: Cr Frank Morello
 Seconded: Cr Sonya Meziniec

1. That People and Place Committee Report No. AR21/62944 titled 'Partnership Priorities and Advocacy' as presented on 07 October 2021 be noted.

CARRIED

Cr Sonya Meziniec called a division.

The declaration was set aside.
 Voting by division being:

In Favour: Crs Sonya Meziniec, Kate Amoroso, Max Bruins, Christian Greco, Paul Jenner, Frank Morello and Steven Perryman

Against: Nil

The Mayor declared the motion

CARRIED 7/0

Pursuant to Section 75A of the Local Government Act 1999, Cr Max Bruins disclosed a perceived conflict of interest in Item 16.3:

"I have close personal friendships with a number of the applicants.

Cr Max Bruins informed the meeting of the manner in which they *intend to deal with the perceived conflict of interest in Item 16.3 as follows:*

- I will leave the meeting and not participate in the debate"

In accordance with Section 75A of the Local Government Act 1999 Cr Max Bruins did not participate in the meeting for Item 16.3.

Cr Max Bruins left the meeting at 6:13 pm

16.3 CREATIVE ARTS FUND 2021/2022 APPLICATIONS – REPORT NO. AR21/57404

RESOLUTION 2021/306

Moved: Cr Frank Morello

Seconded: Cr Sonya Meziniec

1. That People and Place Committee Report No. AR21/57404 titled 'Creative Arts Fund 2021/2022 Applications' as presented on 07 October 2021 be noted.
2. That Council notes the total funding request from applicants was \$186,285.15 and shortlisted applicants was \$63,865.00 which exceeds the budgeted amount of funding available.
3. That \$50,000 be endorsed for distribution for the 2021/2022 Creative Arts Fund as follows:

<u>Project Name</u>	<u>Applicant</u>	<u>Requested</u>	<u>Approved</u>
The Portrait Project	April Hague	\$ 16,885.00	\$ 17,000.00*
Return	Henry Wolff	\$ 26,350.00	\$ 18,000.00
Mount Gambier Theatre Group	Mount Gambier Theatre Group	\$ 5,000.00	\$ 5,000.00
Railway Lands Interactive	Yunita Manfrin	\$ 15,630.00	\$ 10,000.00
		\$ 63,865.00	\$ 50,000.00

*Includes \$177.00 Planning SA lodgement fee for Development Application

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

CARRIED

17 COUNCIL ASSESSMENT PANEL MINUTES

Nil

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

Nil

Cr Max Bruins returned to the meeting at 6:17 pm

19 AUDIT COMMITTEE MINUTES AND RECOMMENDATIONS**19.1 MINUTES OF THE AUDIT COMMITTEE HELD ON 20 SEPTEMBER 2021****RESOLUTION 2021/307**

Moved: Cr Sonya Meziniec
Seconded: Cr Steven Perryman

That the Minutes of the Audit Committee meeting held on 20 September 2021 as attached be noted.

CARRIED

19.2 2020/21 FINANCIAL STATEMENTS – REPORT NO. AR21/58199**RESOLUTION 2021/308**

Moved: Cr Sonya Meziniec
Seconded: Cr Steven Perryman

1. That Audit Committee Report No. AR21/58199 titled '2020/21 Financial Statements' as presented on 20 September 2021 be noted.
2. That in accordance with Section 126 (4) (a) of the Local Government Act 1999, the draft annual financial statements of Council for the financial year 2020/21 have been reviewed and 'they present fairly the state of affairs of the council'.
3. That for the financial year ended 30 June 2021, the Audit Committee recommends that:
 - (a) Council adopts the annual financial statements and as presented at the meeting held 20 September 2021 as final.
 - (b) The Chief Executive Officer and the Mayor of the City of Mount Gambier be authorised to certify the financial statements.
4. That the Presiding Member of the Audit Committee and the Chief Executive Officer of the City of Mount Gambier be authorised to sign Council's Certification of Auditor Independence Statement that will accompany the financial statements for the financial year ended 30 June 2021.
5. That the Auditor's representative, Mr Tim Mulhausler's verbal report providing an overview of the audit report as presented to the Audit Committee Meeting on 20 September 2021 be noted.
6. The Audit Completion Report, Management Representation Letter and Interim Management Letter be noted.

CARRIED

19.3 COMPARISON OF ACTUAL TO BUDGET FOR THE YEAR ENDING 30 JUNE 2021 – REPORT NO. AR21/58235

RESOLUTION 2021/309

Moved: Cr Sonya Meziniec

Seconded: Cr Max Bruins

1. That Audit Committee Report No. AR21/58235 titled 'Comparison of Actual to Budget for the year ending 30 June 2021' as presented on 20 September 2021 be noted.
2. That the estimates comparison for the financial year ending 30 June 2021 be adopted.

CARRIED**19.4 REVIEW OF DRAFT AUDIT AND RISK COMMITTEE TERMS OF REFERENCE –
REPORT NO. AR21/58970****RESOLUTION 2021/310**

Moved: Cr Sonya Meziniec

Seconded: Cr Steven Perryman

1. That Audit Committee Report No. AR21/58970 titled 'Review of Draft Audit and Risk Committee Terms of Reference' as presented on 20 September 2021 be noted.
2. That the Draft Audit and Risk Committee terms of reference be reviewed with any amendments recommended by the committee to be forwarded to Council for consideration.

CARRIED**19.5 LOCAL GOVERNMENT ACT 2021 CHANGES – REPORT NO. AR21/58959****RESOLUTION 2021/311**

Moved: Cr Sonya Meziniec

Seconded: Cr Max Bruins

1. That Audit Committee Report No. AR21/58959 titled 'Local Government Act 2021 Changes' as presented on 20 September 2021 be noted.

CARRIED

19.6 RISK REPORT – REPORT NO. AR21/58960**RESOLUTION 2021/312**

Moved: Cr Sonya Meziniec

Seconded: Cr Paul Jenner

1. That Audit Committee Report No. AR21/58960 titled 'Risk Report' as presented on 20 September 2021 be noted.
2. That Council's Audit Committee receives a further Risk Evaluation Report in February 2022 following the November 2021 Risk Management Evaluation, detailing findings, recommendations, and associated action plan.

CARRIED**19.7 WORK HEALTH, SAFETY AND WELLBEING – REPORT NO. AR21/58962****RESOLUTION 2021/313**

Moved: Cr Sonya Meziniec

Seconded: Cr Frank Morello

1. That Audit Committee Report No. AR21/58962 titled 'Work Health, Safety and Wellbeing' as presented on 20 September 2021 be noted.
2. That Council's Audit Committee receives a regular Work Health Safety and Wellbeing report presenting a quarterly update on performance, compliance and initiatives.

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

Chief Executive Officer, Mrs Sarah Philpott, declared a conflict of interest and left meeting.

20.1 MINUTES OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE HELD ON 12 OCTOBER 2021**RESOLUTION 2021/314**

Moved: Mayor Lynette Martin

Seconded: Cr Paul Jenner

That the Minutes of the Chief Executive Officer Performance Review Committee meeting held on 12 October 2021 as attached be noted.

CARRIED**20.2 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE - TERMS OF REFERENCE – REPORT NO. AR21/59971**

RESOLUTION 2021/315

Moved: Mayor Lynette Martin

Seconded: Cr Christian Greco

1. That Chief Executive Officer Performance Review Committee Report No. AR21/59971 titled 'Chief Executive Officer Performance Review Committee - Terms of Reference' as presented on 12 October 2021 be noted.

CARRIED**20.3 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE -
INDEPENDENT SPECIALIST SUPPORT – REPORT NO. AR21/59986****RESOLUTION 2021/316**

Moved: Mayor Lynette Martin

Seconded: Cr Steven Perryman

1. That Chief Executive Officer Performance Review Committee Report No. AR21/59986 titled 'Chief Executive Officer Performance Review Committee - Independent Specialist Support' as presented on 12 October 2021 be noted.
2. That Council endorse the procurement process for the 'Independent Specialist Support' for the Chief Executive Officer Performance Review Committee.

CARRIED

Mrs Sarah Philpott returned to the meeting.

21 BUILDING FIRE SAFETY COMMITTEE MINUTES

Nil

22 COUNCIL REPORTS

22.1 STATUTORY FINANCIAL STATEMENTS FOR THE YEAR ENDING 30 JUNE 2021

RESOLUTION 2021/317

Moved: Cr Sonya Meziniec

Seconded: Cr Kate Amoroso

1. That Council Report No. AR21/60125 titled 'Statutory Financial Statements for the Year Ending 30 June 2021' as presented on 19 October 2021 be noted.
2. That the Council adopts the audited Financial Statements for the year ending 30 June 2021 (Attachment 1).
3. That the Council notes the Management Representation Letter signed by the Chief Executive Officer (Attachment 2).
4. That the Chief Executive Officer and the Mayor of the City of Mount Gambier be authorised to certify the financial statements.

CARRIED

22.2 LOCAL GOVERNMENT REFORM - COMMUNITY ENGAGEMENT

RESOLUTION 2021/318

Moved: Cr Sonya Meziniec

Seconded: Cr Max Bruins

1. That Council Report No. AR21/60286 titled 'Local Government Reform - Community Engagement' as presented on 19 October 2021 be noted.

CARRIED

22.3 PERIODIC REVIEW OF CONFIDENTIAL ITEMS - OCTOBER 2021

RESOLUTION 2021/319

Moved: Cr Max Bruins

Seconded: Cr Kate Amoroso

1. That Council Report No. AR21/62829 titled 'Periodic Review of Confidential Items - October 2021' as presented on 19 October 2021 be noted.
2. That the following Confidential Orders as specified in Attachment 1 to Report AR21/62829, having been reviewed by Council, be amended to alter their duration and release conditions:

Nil
3. That the following Confidential Orders as specified in Attachment 1 to Report AR21/62829, having been reviewed by Council, be released as soon as practicable following the Council meeting on 19 October 2021:

Nil

4. That all Confidential Orders as specified in Attachment 1 to Report AR21/62829, excluding those amended or released in resolutions (2) and (3) above, having been reviewed by Council remain in operation on the grounds provided.

CARRIED

23 MOTIONS WITH NOTICE

Pursuant to Section 75A of the Local Government Act 1999, Cr Paul Jenner disclosed a perceived conflict of interest in Item 23.1:

"I am a volunteer at the Mount Gambier Regional Hospital.

Cr Paul Jenner informed the meeting of the manner in which they *intend to deal with the perceived conflict of interest in Item 23.1 as follows:*

- I wish to participate and stay in the room"

In accordance with Section 75A of the Local Government Act 1999 Cr Paul Jenner remained in the meeting for Item 23.1.

23.1 NOTICE OF MOTION - MENTAL HEALTH SERVICES

RESOLUTION 2021/320

Moved: Cr Paul Jenner

Seconded: Cr Kate Amoroso

1. That Council Report No. AR21/65768 titled 'Notice of Motion - Mental Health Services' as presented on 19 October 2021 be noted.
2. That Council organise a meeting with key mental health stakeholders including Ngaire Buchanan, Chief Executive Officer and Pauline Beach, Director of Mental Health at the Mount Gambier and Districts Hospital and Ruth McPhail - Rural and Remote - Glenside.
3. That Council organise a meeting with the Hon. Stephen Wade, SA Health Minister for discussion on drug and alcohol services for the region.
4. That Council organise a meeting with Dr John Brayley, Chief Psychiatrist for South Australia in relation to a suicide prevention plan for the region.

CARRIED

Having participated in the meeting for Item 23.1 under s75A Cr Jenner voted in favour of the motion.

Pursuant to Section 75A of the Local Government Act 1999, Cr Paul Jenner disclosed a perceived conflict of interest in Item 23.2:

"I am a volunteer with the CFS.

Cr Paul Jenner informed the meeting of the manner in which they *intend to deal with the perceived conflict of interest in Item 23.2 as follows:*

- I wish to stay in the room and participate"

In accordance with Section 75A of the Local Government Act 1999 Cr Paul Jenner remained in the meeting for Item 23.2.

23.2 NOTICE OF MOTION - REGIONAL AMBULANCE SA**RESOLUTION 2021/321**

Moved: Cr Paul Jenner
Seconded: Cr Kate Amoroso

1. That Council Report No. AR21/65982 titled 'Notice of Motion - Regional Ambulance SA' as presented on 19 October 2021 be noted.
2. Council organise urgently a workshop with regional Ambulance SA management to find out any issues they currently have for service provision with the Limestone Coast region.

CARRIED

Having participated in the meeting for Item 23.2 under s75A Cr Jenner voted in favour of the motion.

Pursuant to Section 75A of the Local Government Act 1999, Cr Frank Morello disclosed an actual conflict of interest in Item 23.3 and 23.4:

"ABC South East chief of staff, Sandra Morello, is my wife.

Cr Frank Morello informed the meeting of the manner in which they intend to deal with the *actual conflict of interest in Item 23.3 and 23.4* as follows:

- I will leave the chamber and not participate in discussion or debate"

In accordance with Section 75A of the Local Government Act 1999 Cr Frank Morello did not participate in the meeting for Item 23.3 and 23.4.

Cr Frank Morello left the meeting at 6:55 pm

23.3 NOTICE OF MOTION - ABC SOUTH EAST**RESOLUTION 2021/322**

Moved: Cr Steven Perryman
Seconded: Cr Sonya Meziniec

1. That Council Report No. AR21/66052 titled 'Notice of Motion - ABC South East' as presented on 19 October 2021 be noted.
2. Council notes the changes to the format of the ABC South East local news segments on the week day Morning Program.
3. Council writes to Regional Editor for ABC South Australia, Northern Territory and Broken Hill Mr Anthony Gerace, expressing disappointment with the loss of local news coverage in the weekday local news bulletins on ABC South East, and the substitution of local news content in the 6:30am and 7:30am local news bulletins with 'stories of state and national interest'.
4. Council asserts it's view that:
 - (a) The five minute news bulletins at 6:30am and 7:30am ought to be reserved for locally relevant news content only, and not usurped by state and national stories.
 - (b) The introduction of non-local content during these bulletins effectively robs the South East community of twenty percent of its broadcast bulletin coverage time.

- (c) National news bulletins run on ABC South East on the hour, and listeners already hear these stories throughout the morning, and often as part of the daily 'Early AM' program.
- (d) Furthermore, people seeking state and national lead stories can easily access them via a number of other ABC platforms such as ABC News 24 radio, ABC News 24 TV, the ABC Listen App, the ABC iView App, ABC News website, or commercial television news services.
- (e) ABC has a responsibility to maintain locally relevant broadcast news content in the South East of South Australia, especially given the absence of locally based commercial radio and television news services since 2013.
5. Council protests the erosion of local content via these important daily news bulletins and calls on the ABC to reverse its decision to cut local news bulletin content by twenty percent, and return to providing two full five minute bulletins of locally relevant news content.
6. Council respectfully acknowledges the efforts of the ABC to support the increase of local news and storytelling via online content, and encourages continued effort in this area.
7. Council refer this issue to the Limestone Coast LGA, South Australian Regional Organisation of Councils and the Local Government Association of South Australia and requests their support with lobbying on this issue.
8. CC of the letter to be sent to ABC South East Chief of Staff Sandra Morello, Member for Barker Mr Tony Pasin MP, ABC South Australian Manager, Minister for Communications Hon Paul Fletcher MP, Hon Mr Alex Antic Senator for South Australia) and the Shadow Minister for Communications.

CARRIED

23.4 NOTICE OF MOTION - LOCAL GOVERNMENT ASSOCIATION SA AGM - ABC NEWS

RESOLUTION 2021/323

Moved: Cr Steven Perryman

Seconded: Cr Kate Amoroso

1. That Council Report No. AR21/66117 titled 'Notice of Motion - Local Government Association SA AGM - ABC News' as presented on 19 October 2021 be noted.
2. Council submit the following motion to SAROC for consideration, and if agreed by SAROC, request motion be forwarded to the next available LGA Board Meeting, or alternatively for inclusion on the agenda for the next LGASA general meeting to be held in early 2022:

"The LGA of SA Council notes with concern recent changes to ABC local news bulletins in regional South Australia which effectively erode local content via these important daily news bulletins by twenty percent.

The LGA of SA calls on the ABC to reverse its decision to cut local news bulletin content by twenty percent, and return to providing two full five minute bulletins of locally relevant news content and reminds the ABC of its responsibility to provide local news content in regional areas where local commercial radio and television news services do not exist."

CARRIED

Cr Frank Morello returned to the meeting at 7:08 pm

23.5 NOTICE OF MOTION - MEETING BY ELECTRONIC MEANS

RESOLUTION 2021/324

Moved: Cr Kate Amoroso
Seconded: Cr Christian Greco

1. That Council Report No. AR21/65995 titled 'Notice of Motion - Meeting by Electronic Means' as presented on 19 October 2021 be noted.
2. That Council Officers review the current Council Policy C410 - Conduct of Meetings (s92 Code of Practice) to determine flexible arrangements for attendance by electronic means to Council, Committee and Information / Briefing Sessions where the Local Government Act 1999 allows.
3. In undertaking the review, a draft policy be prepared to enable any Councillor the option to attend an information workshop by electronic means (including telephone) "on request" and not need the approval of the Presiding Member or CEO. Further, that the requirement to request electronic attendance be amended to reflect that at least 12 hours notice be provided by a Councillor of the requirement to attend via electronic means in order for equipment to be in place for the relevant meeting.

CARRIED

Cr Kate Amoroso called a division.

The declaration was set aside.
Voting by division being:

In Favour: Crs Sonya Meziniec, Kate Amoroso, Christian Greco, Paul Jenner and Steven Perryman

Against: Crs Max Bruins and Frank Morello

The Mayor declared the motion

CARRIED 5/2

23.6 NOTICE OF MOTION - REVIEW OF CONFIDENTIAL ITEM

RESOLUTION 2021/325

Moved: Cr Kate Amoroso
Seconded: Cr Max Bruins

1. That Council Report No. AR21/66040 titled 'Notice of Motion - Review of Confidential Item' as presented on 19 October 2021 be noted.
2. The full confidential minutes of the Special Council meeting held on 1 July 2020 considering Community and Recreation Hub Procurement Report No. AR20/39192 be released.

CARRIED

24 MOTIONS WITHOUT NOTICE

Nil

25 CONFIDENTIAL ITEMS OF COMMITTEES**25.1 CONFIDENTIAL ITEMS OF THE PEOPLE AND PLACE COMMITTEE HELD ON 7 OCTOBER 2021****25.2 MOUNT GAMBIER HEALTH PRESENTATION – REPORT NO. AR21/62736****RESOLUTION 2021/326**

Moved: Cr Max Bruins

Seconded: Cr Sonya Mezinec

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Elected Members and Council Officers S Philpott, B Cernovskis, D Barber, T Coote, G Davison, M McCarthy, S McLean and A Lavia be excluded from attendance at the meeting for the receipt, discussion and consideration in confidence of Agenda Item 25.2 AR21/62736 Mount Gambier Health Presentation.

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

- information concerning matters that must be considered in confidence in order to ensure that the Council does not:
 - breach any law, order or direction of a court or tribunal constituted by law,
 - breach any duty of confidence, or
 - breach any other legal obligation or duty
- information the disclosure of which would divulge information provided on a confidential basis by or to:
 - a Minister of the Crown, or
 - another Public Authority or official (not being an employee or a person engaged by the Council) that would on balance be contrary to the public interest

In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information.

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information to be presented is on a confidential basis by a public official the receipt of which creates a duty of confidence and which on balance the disclosure of which would be contrary to the public interest in best representing the community.

CARRIED

RESOLUTION 2021/327

Moved: Cr Max Bruins
Seconded: Cr Sonya Meziniec

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 6.1 AR21/62736 Mount Gambier Health Presentation and its attachments, the discussion and the resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (g) and (j) be kept confidential and not available for public inspection until Council has been released from its duty of confidence by the provider of the information.
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

CARRIED**25.3 CONFIDENTIAL ITEMS OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE HELD ON 12 OCTOBER 2021**

Chief Executive Officer, Mrs Sarah Philpott, declared a conflict of interest and left meeting.

25.4 CHIEF EXECUTIVE OFFICER KPI'S – REPORT NO. AR21/59974**RESOLUTION 2021/328**

Moved: Cr Sonya Meziniec
Seconded: Cr Paul Jenner

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Elected Members and Council Officers S Philpott, B Cernovskis, D Barber, T Coote, G Davison, M McCarthy, S McLean and A Lavia be excluded from attendance at the meeting for the receipt, discussion and consideration in confidence of Agenda Item 25.4 AR21/59974 Chief Executive Officer KPI's.

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

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

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information to be considered relates to the performance review measures for the Chief Executive Officer, the disclosure of which would be an unreasonable disclosure of personal information relating to the employment of the Chief Executive Officer, Sarah Philpott.

CARRIED**RESOLUTION 2021/329**

Moved: Cr Paul Jenner
 Seconded: Cr Max Bruins

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 6.1 AR21/59974 Chief Executive Officer KPI's and its attachments, the discussion and the resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (a) be kept confidential and not available for public inspection until 2 years after the initial appointment term and any renewal term of the Chief Executive Officer, Sarah Philpott has elapsed.
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

CARRIED

Mrs Sarah Philpott returned to the meeting.

26 NEW CONFIDENTIAL ITEMS

26.1 PROJECT CONTROL GROUP (PCG) PROGRESS REPORT #11 - AS AT 05/10/2021 – REPORT NO. AR21/64848

RESOLUTION 2021/330

Moved: Cr Frank Morello
 Seconded: Cr Max Bruins

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Elected Members and Council Officers S Philpott, B Cernovskis, D Barber, T Coote, G Davison, M McCarthy, S McLean and A Lavia be excluded from attendance at the meeting for the receipt, discussion and consideration in confidence of Agenda Item 26.1 AR21/64848 Project Control Group (PCG) Progress Report #11 - As at 05/10/2021.

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

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

- information concerning matters that must be considered in confidence in order to ensure that the Council does not:
 - breach any law, order or direction of a court or tribunal constituted by law,
 - breach any duty of confidence, or
 - breach any other legal obligation or duty

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

CARRIED

The Mayor sought the approval of at least two-thirds of the members present at the meeting to suspend meeting procedures:

Purpose of the Suspension: to discuss Project Control Group (PCG) Progress Report #11

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

Meeting Procedures were suspended at 7:46 pm

The Mayor determined that the period of suspension should be brought to an end;

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

The Period of Suspension came to an end and Meeting Procedures resumed at 8:01 pm

RESOLUTION 2021/331

Moved: Cr Sonya Meziniec

Seconded: Cr Max Bruins

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 26.1 AR21/64848 Project Control Group (PCG) Progress Report #11 - As at 05/10/2021 and its attachments, the discussion and the resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (b), (d) and (g) be kept confidential and not available for public inspection until 12 months after completion of the project.
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

CARRIED

26.2 WULANDA RECREATION AND CONVENTION CENTRE - MANAGEMENT AND OPERATION OF MOUNT GAMBIER COMMUNITY AND RECREATION HUB UPDATE – REPORT NO. AR21/64857

RESOLUTION 2021/332

Moved: Cr Paul Jenner

Seconded: Cr Sonya Mezinec

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Elected Members and Council Officers S Philpott, B Cernovskis, D Barber, T Coote, G Davison, M McCarthy, S McLean and A Lavia be excluded from attendance at the meeting for the receipt, discussion and consideration in confidence of Agenda Item 26.2 AR21/64857 Wulanda Recreation and Convention Centre - Management and Operation of Mount Gambier Community and Recreation Hub Update.

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

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

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

CARRIED

RESOLUTION 2021/333

Moved: Cr Max Bruins
Seconded: Cr Christian Greco

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 26.2 AR21/64857 Wulanda Recreation and Convention Centre - Management and Operation of Mount Gambier Community and Recreation Hub Update and its attachments, the discussion and the resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (b), (d) and (g) be kept confidential and not available for public inspection until a further order of Council to release.
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

CARRIED**27 MEETING CLOSE**

The Meeting closed at 8:04 pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 16 November 2021.

.....
PRESIDING MEMBER

**MINUTES OF CITY OF MOUNT GAMBIER
JUNIOR SPORTS ASSISTANCE FUND ANNUAL GENERAL MEETING
HELD AT THE LEVEL 1 CONFERENCE ROOM , CIVIC CENTRE , MOUNT GAMBIER
ON WEDNESDAY, 27 OCTOBER 2021 AT 5.30 P.M. AGM**

PRESENT: Cr Christian Greco, Cr Megan Dukalskis, Mrs Jeanette Elliott, Ms Karen Cunningham, Ms Felicity Walker, Ms Jenny Burston

OFFICERS IN ATTENDANCE: Acting General Manager Community Wellbeing - Mrs G Davison
Executive Administration Officer - Mrs M Telford

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 APOLOGY(IES)

Nil

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Karen Cunningham
Seconded: Felicity Walker

That the minutes of the Junior Sports Assistance Annual General meeting held on 20 October 2020 be confirmed as an accurate record of the proceedings of the meeting.

CARRIED

4 QUESTIONS WITHOUT NOTICE

Nil

5 REPORTS

5.1 PAYMENTS TO MEMBER ORGANISATIONS

COMMITTEE RESOLUTION

Moved: Karen Cunningham
Seconded: Jenny Burston

1. That Junior Sports Assistance Fund Report No. AR21/48591 titled 'Payments to Member Organisations' as presented on 27 October 2021 be noted.

2. That the allocation be calculated based on 10% of the total cost of the principle event and capped at \$200 minimum and \$500 maximum.
3. That in the event of extenuating circumstances the determination will be at the discretion of the Committee.

CARRIED

5.2 STATEMENT OF REVENUE AND EXPENDITURE - YEAR ENDED 30/06/2021

COMMITTEE RESOLUTION

Moved: Karen Cunningham

Seconded: Cr Megan Dukalskis

1. That Junior Sports Assistance Fund Report No. AR21/48595 titled 'Statement of Revenue and Expenditure - Year Ended 30/06/2021' as presented on 27 October 2021 be noted.
2. The Statement of Income and Expenditure for period ended 30 June, 2021 detailing payments to or payments from the Fund with a 30 June 2021 cash balance of \$112,036.64 be received.

CARRIED

5.3 MEMBER ORGANISATION CONTRIBUTIONS 2021/2022

COMMITTEE RESOLUTION

Moved: Jeanette Elliott

Seconded: Karen Cunningham

1. That Junior Sports Assistance Fund Report No. AR21/48602 titled 'Member Organisation Contributions 2021/2022' as presented on 27 October 2021 be noted.
2. Members Organisations be advised that to continue assist its members during the COVID-19 crisis, member contributions to the Junior Sports Assistance Fund for the 2021/2022 financial year be waived.

CARRIED

5.4 GENERAL DEVELOPMENTS OF THE FUND SINCE THE THIRTY-FIFTH ANNUAL GENERAL MEETING

COMMITTEE RESOLUTION

Moved: Felicity Walker

Seconded: Jeanette Elliott

1. That Junior Sports Assistance Fund Report No. AR21/48596 titled 'General Developments of the Fund Since the Thirty-Fifth Annual General Meeting' as presented on 27 October 2021 be noted.

CARRIED

5.5 COMMITTEE APPOINTMENTS

COMMITTEE RESOLUTION

Moved: Jeanette Elliott

Seconded: Jenny Burston

1. That Junior Sports Assistance Fund Report No. AR21/48607 titled 'Committee Appointments' as presented on 27 October 2021 be noted.

CARRIED

6 MEETING CLOSE

The Meeting closed at 5.36 pm

The minutes of this meeting were confirmed at the Junior Sports Assistance Fund held on

.....
PRESIDING MEMBER

18.2 PAYMENT TO MEMBER ORGANISATIONS – REPORT NO. AR21/48591

Committee:	Junior Sports Assistance Fund
Meeting Date:	27 October 2021
Report No.:	AR21/48591
CM9 Reference:	AF11/725
Author:	Melissa Telford, Councillor Support Officer
Authoriser:	Georgina Davison, Acting General Manager Community Wellbeing
Summary:	This report provides Members with an insight into the formula used to determine payments made to Member Organisations for their nominees to ensure consistency and fairness.
Strategic Plan Reference:	Goal 1: Our People

REPORT RECOMMENDATION

1. That Junior Sports Assistance Fund Report No. AR21/48591 titled 'Payment to Member Organisations' as presented on 27 October 2021 be noted.
2. To be determined at the meeting.



TYPE OF REPORT

Other

BACKGROUND

The Junior Sports Assistance Fund was 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. Council joined 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.

The Fund assists those who already have ability and have shown natural skills, commitment and advancement to, as a minimum, selection to a State team.

Council oversees the administrative procedures to receive, consider and process funding applications and then distribute funds to the relevant Member Organisations to assist their junior.

PROPOSAL

To ensure all applications are processed in a fair manner and to ensure juniors are receiving the same amount with respect to the money outlaid the funding formula of 10% of the cost of the principal event is used to determine the contribution paid. There are minimal applications received that fall below the \$200 mark or above the \$500 mark. The terms of reference allow the Committee the discretion to review and amend the distribution policy annually.

The current funding formula is as follows:

1. Allocations are calculated based on 10% of the total cost of the principle event and capped at \$200 minimum and \$400 maximum.
2. That in the event of extenuating circumstances the determination will be at the discretion of the Committee.

LEGAL IMPLICATIONS

N/A

STRATEGIC PLAN

The Junior Sports Assistance Fund supports its member sporting organisations to develop and grow to achieve their aspirations and encourage and support participation.

- 1.1.1 Fostering and supporting community-based organisations.
- 1.1.2 Supporting programs that allow our community groups to be more effective in achieving their goals.
- 1.2.2 Helping community groups to help themselves by providing support for effective networks to develop and grow.
- 1.3.2 Providing opportunities to enable our community to be supported and involved.

COUNCIL POLICY

N/A

ECONOMIC IMPLICATIONS

N/A



ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

The Junior Sports Assistance Fund provides 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 to aid in the financial burden these events place on regional families.

The Fund provides an ongoing pool of money for distribution to those juniors selected to represent the State or to represent Australia or equivalent and it also provides additional funding sourced from external sponsorship which is awarded to an exceptional junior on an annual basis.

CULTURAL IMPLICATIONS

N/A

RESOURCE IMPLICATIONS

The Junior Sports Assistance Fund places no additional financial implications for Council.

VALUE FOR MONEY

N/A

RISK IMPLICATIONS

N/A

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

Communication with Member Organisations is ongoing. Applications for funding for State or National Funding can be received at any time. Specialised programs run on an annual basis such as Specialised Coaching Clinics, Disadvantaged Juniors and Exceptional Junior and these Programs are promoted to Member Organisations of the Fund as they arise.

IMPLEMENTATION STRATEGY

N/A

CONCLUSION AND RECOMMENDATION

The current funding formula is as follows:

1. Allocation are calculated based on 10% of the total cost of the principle event and capped at \$200 minimum and \$400 maximum.
2. That in the event of extenuating circumstances the determination will be at the discretion of the Committee.

Any changes to the funding formula to be determined at the meeting.

ATTACHMENTS

Nil



18.3 STATEMENT OF REVENUE AND EXPENDITURE - YEAR ENDED 30/06/2021 - REPORT NO. AR21/48595

Committee:	Junior Sports Assistance Fund
Meeting Date:	27 October 2021
Report No.:	AR21/48595
CM9 Reference:	AF11/725
Author:	Melissa Telford, Councillor Support Officer
Authoriser:	Georgina Davison, Acting General Manager Community Wellbeing
Summary:	This report presents the financial position of the Junior Sports Assistance Fund for period 1 July 2019 to 30 June 2020.
Community Plan Reference:	Goal 1: Our People

REPORT RECOMMENDATION

1. That Junior Sports Assistance Fund Report No. AR21/48595 titled 'Statement of Revenue and Expenditure - Year Ended 30/06/2021' as presented on 27 October 2021 be noted.
2. The Statement of Income and Expenditure for period ended 30 June, 2021 detailing payments to or payments from the Fund with a 30 June 2021 cash balance of \$112,036.64 be received.



BACKGROUND

The statement of income and expenditure of the Junior Sports Assistance Fund for the period 1 July 2020 to 30 June 2021 is reported for information.

DISCUSSION

The report provides the Junior Sports Assistance Fund statement of income and expenditure for financial year 2020/2021, detailing payments to or payments from the Fund as at 30 June 2021. Revenue from the member sporting organisations, Council contributions, bank interest and any donations received during the reporting period are also listed. Also, payments to junior sportspersons, coaching clinics, exceptional and financially disadvantaged juniors are also provided to inform the members of the expenditure incurred during this reporting period.

CONCLUSION

The financial position of the Junior Sports Assistance Fund as at 30 June 2021 is sound. The consolidated balance of the fund as at 30 June 2021 is \$112,036.64.

ATTACHMENTS

1. Junior Sports Assistance Fund - Audited Financial Statements



Galpins

Accountants, Auditors
& Business Consultants

David Chant CA, FCMA
Simon Smith CA, FCMA
David Sullivan CA, CPA
Jason Seidel CA
Renee Nicholson CA
Tim Muhlhauser CA
Aaron Coonan CA
Luke Williams CA, CPA
Daniel Moon CA



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under Professional Standards Legislation

INDEPENDENT ASSURANCE PRACTITIONER'S REVIEW REPORT

To the members of City of Mount Gambier Junior Sports Assistance Fund

Report on the Financial Report

We have reviewed the accompanying financial report of City of Mount Gambier Junior Sports Assistance Fund (the association), which comprises the Statement of Income and Expenditure and accompanying notes for the year ended 30th June 2021.

Responsibility of the Committee for the Financial Report

The committee of the fund is responsible for the preparation and fair presentation of the financial report in accordance with the *Associations Incorporations Act 1985 (SA)*. This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Assurance Practitioner's Responsibility

Our responsibility is to express a conclusion on the financial report based on our review. We conducted our review in accordance with Standard on Review Engagements ASRE 2400 *Review of a Financial Report Performed by an Assurance Practitioner Who is Not the Auditor of the Entity*, in order to state whether, on the basis of the procedures described, anything has come to our attention that causes us to believe that the financial report is not presented fairly, in all material respects, in accordance with the *Associations Incorporations Act 1985 (SA)* and relevant accounting standards. ASRE 2400 requires us to comply with the requirements of the applicable code of professional conduct of a professional accounting body.

A review of a financial report consists of making enquiries, primarily of persons responsible for financial and accounting matters, and applying analytical and other review procedures. A review is substantially less in scope than an audit conducted in accordance with Australian Auditing Standards and consequently does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in an audit. Accordingly, we do not express an audit opinion.

Independence

In conducting our review, we have complied with the independence requirements of the Australian professional accounting bodies.

Basis for Qualified Conclusion

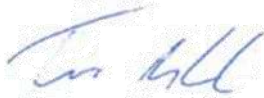
It is not practicable for City of Mount Gambier Junior Sports Assistance Fund to maintain an effective system of internal control over donations, subscriptions and other fundraising activities until their initial entry in the accounting records. Our review in relation to fundraising was limited to amounts recorded. Consequently, we were unable to determine whether any adjustments to these amounts were necessary.

Qualified Conclusion

Based on our review, which is not an audit, except for the possible effects of the matters described in the Basis for Qualified Conclusion paragraph, nothing has come to our attention that causes us to believe that the financial report of City of Mount Gambier Junior Sports Assistance Fund does not present fairly, in all material respects, the financial position of the fund as at 30 June 2021, and of its financial performance for the year ended on that date, in accordance with the *Associations Incorporations Act 1985 (SA)*.

Basis of Accounting and Restriction on Distribution

Without modifying our conclusion, we draw attention to Note 1 to the financial statements, which describes the basis of accounting. The financial report has been prepared to assist City of Mount Gambier Junior Sports Assistance Fund to meet the requirements of the *Associations Incorporation Act SA 1985*. As a result, the financial report may not be suitable for another purpose.

GALPINS ACCOUNTANTS AUDITORS & BUSINESS CONSULTANTS

Tim Muhlhausler CA, Registered Company Auditor

Partner

22 / 09 / 2021



CITY OF MOUNT JUNIOR SPORTING FUND**STATEMENT OF REVENUE AND EXPENDITURE**
For the year ended 30 June 2021**REVENUE**

Task 984	Member Contributions		\$	-
Task 985	Council Contributions		\$	16,000.00
	City of Mount Gambier	\$ 12,000.00		
	District Council of Grant	\$ 4,000.00		
Task 1160	Donations Income - General		\$	1,500.00
	Commercial Club	\$ 1,500.00		
Task 1161	Donations Income - Coaching Clinics		\$	-
Task 1162	Donations Income Exceptional Juniors		\$	1,000.00
	Commercial Club	\$ 1,000.00		
Task 1163	Donations Income - Disadvantaged Junior		\$	1,500.00
	Rotary Club Mount Gambier	\$ 1,500.00		
Task 1165	Interest - Income		\$	376.08
TOTAL REVENUE			\$	20,376.08

LESS EXPENDITURE

TASK 986	Payment to Sportsperson		\$	2,550.00
	Lower South East Hockey Association – Mercedes Theobald	\$ 450.00		
	Mount Gambier Cycling Club – Bertus Daniel van Niekerk	\$ 300.00		
	Basketball Mount Gambier – Young / Bryant	\$ 600.00		
	Lower South East Hockey Association – Cameron / Earle / Milhouse	\$ 1,200.00		
TASK 987	Payment to Coaching Clinic		\$	14,300.00
	Basketball Mount Gambier	\$ 3,200.00		
	Blue Lake Y Swim Club	\$ 4,000.00		
	Mount Gambier & District Pony Club	\$ 2,100.00		
	Mount Gambier Cycling Club	\$ 3,000.00		
	Mount Gambier Swimming Club Inc	\$ 2,000.00		
TASK 988	Payment to Exceptional Junior		\$	1,000.00
	Mount Gambier Cycling Club – Tess White	\$ 1,000.00		
TASK 989	Payment to Financially Disadvantaged Junior		\$	1,500.00
	Basketball Mount Gambier Inc	\$ 600.00		
	East Gambier Sportsmens Football Club	\$ 600.00		
	Limestone Coast Football Association	\$ 300.00		
TOTAL EXPENDITURE			\$	19,350.00
SURPLUS (DEFICIT)			\$	1,026.08

CITY OF MOUNT JUNIOR SPORTING FUND**STATEMENT OF NET ASSETS**
For the year ended 30 June 2021**This is represented by:**

Opening Balance Bendigo Bank Term Deposit (633-000 152962106) as at 1 July 2021	\$ 63,671.10
Opening Balance Bendigo Bank Account (633-000 148372071) as at 1 July 2021	\$ 42,969.46
Add: Surplus/Deficit (Year Ended 30 June 2021)	\$ 1,026.08
Add: Outstanding Debtor invoices as at 30 June 2020	\$ 5,170.00
Less: Outstanding Creditor payments as at 30 June 2020	\$ 800.00
Net Assets as at 30 June 2021	\$ 112,036.64

City of Mount Gambier Reserve Account

8900.9950.9970 Junior Sports Assistnace Fund Reserve	\$ 112,036.64
TOTAL ASSETS	\$ 112,036.64

Prepared by:



Kyle Harradine
TEAM LEADER FINANCE
15/09/2021

CITY OF MOUNT GAMBIER JUNIOR SPORTS ASSISTANCE FUND

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30th JUNE 2021

NOTE 1: STATEMENT OF ACCOUNTING POLICIES

The financial statements are a special purpose financial report prepared for use by members of the Association. The committee have determined that the Association is not a reporting entity and therefore there is no requirement to apply Australian Accounting Standards, Australian Accounting Interpretations and other authoritative pronouncements of the Australian Accounting Standards Board in the preparation and presentation of these financial statements.

The financial statements have been prepared from historical cost records and do not take into account changing money values or, except where stated, current valuations of non-current assets. The cash basis of accounting has been adopted. The financial statements have been prepared on the going concern basis, and the concept of materiality has been applied. No accounting standards, accounting interpretations or other authoritative pronouncements have been applied.

The following material accounting policies which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial statement.

- (a) **Income Tax**
The association is exempt from Income Tax.



18.4 MEMBER ORGANISATION CONTRIBUTIONS 2021/2022- REPORT NO. AR21/48602

Committee:	Junior Sports Assistance Fund
Meeting Date:	27 October 2021
Report No.:	AR21/48602
CM9 Reference:	AF11/725
Author:	Melissa Telford, Councillor Support Officer
Authoriser:	Georgina Davison, Acting General Manager Community Wellbeing
Summary:	This report reflects Member Organisation contributions to be paid to the Fund for financial year 2020/2021.
Community Plan Reference:	Goal 1: Our People

REPORT RECOMMENDATION

1. That Junior Sports Assistance Fund Report No. AR21/48602 titled 'Member Organisation Contributions 2021/2022' as presented on 27 October 2021 be noted.
2. The Member Organisation contributions for the 2021/2022 financial year continue to be based on the funding formula as adopted at the Annual Meeting of Members held on 2nd August 2005 and as attached to this agenda.
3. The "previous five (5) year annual average" be interpreted and calculated on a rolling basis i.e. the previous five (5) year annual average include the then financial year just ended so that the Member Organisation contributions reflect the most current figures and the minimum payment of \$400 and the maximum payment of \$800 apply for the 2021/2022 financial year.

(Committee to consider and make final decision re (3))

OR

1. That Junior Sports Assistance Fund Report No. AR21/48602 titled 'Member Organisation Contributions 2021/2022' as presented on 27 October 2021 be noted.
2. Members Organisations be advised that to continue assist its members during the COVID-19 crisis, member contributions to the Junior Sports Assistance Fund for the 2021/2022 financial year be waived.

OR

1. That Junior Sports Assistance Fund Report No. AR21/48602 titled 'Member Organisation Contributions 2021/2022' as presented on 27 October 2021 be noted.
2. Member Organisations be advised that to continue to assist members during the COVID-19 crisis, member contributions to the Junior Sports Assistance Fund for the 2021/2022 financial year reduced by 50%.



BACKGROUND

The Junior Sports Assistance Funds affiliated sporting organisations 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.

DISCUSSION

Member Organisation Contributions 2021/2022

The Secretary reported that the continued implications associated with the COVID-19 crisis continue to have an impact on our sporting community.

The Junior Sports Assistance Fund does have the capacity provide some relief of certain financial obligations during this time to our sporting community. To assist our sporting members an option to waive member contributions for the 2021/2022 financial year totalling \$8,500 to assist Clubs rebuild may be a form of financial assistance that could be offered to its Members. Alternatively a reduction of 50% of the 2021/2022 Member Contributions could be another option.

With this in mind, the Junior Sports Assistance Fund has three options for consideration.

Option 1:

The Member Contributions remain in place:

The Secretary report that Member Organisation contributions for the 2021/2022 year continue to be based on the same formula.

For the 2021/2022 financial year it is suggested that the financial contributions by Member Organisations be retained at:

(i) *minimum of \$400*

(ii) *maximum of \$800*

For the information of Members the last change to the financial contributions was made in 2014/2015 i.e.

	<u>2013/2014</u>	<u>2014/2015</u>
<i>Minimum</i>	\$350	\$400
<i>Maximum</i>	\$800	\$800

Option 2:

The Fund being in a very sound financial position suggests member contributions for the 2021/2022 financial year totalling approximately \$8,500 be waived to provide relief to its members organisations giving them further opportunity to rebuild and lessen any financial burden they may be experiencing due to the COVID crisis.

Option 3:

The Fund being in a very sound financial position offer a 50% reduction to member contributions calculated on the same funding formula as previous years providing member organisations the opportunity to continue to rebuild and lessen any financial burden they may be experiencing due to the COVID crisis.



CONCLUSION

The Junior Sports Assistance Fund Committee to determine:

Option 1: The Member Organisation contributions for the 2021/2022 financial year be retained at:

- (i) minimum of \$400
- (ii) maximum of \$800

Option 2: Members Organisations be advised that to continue to assist its members during the COVID-19 crisis, member contributions to the Junior Sports Assistance Fund for the 2021/2022 financial year be waived.

Option 3: Member Organisations be advised that to continue to assist members during the COVID-19 crisis, member contributions to the Junior Sports Assistance Fund for the 2021/2022 financial year reduced by 50%.

ATTACHMENTS

Nil



18.5 GENERAL DEVELOPMENTS OF THE FUND SINCE THE THIRTY-FIFTH ANNUAL GENERAL MEETING- REPORT NO. AR21/48596

Committee:	Junior Sports Assistance Fund
Meeting Date:	27 October 2021
Report No.:	AR21/48596
CM9 Reference:	AF11/725
Author:	Melissa Telford, Councillor Support Officer
Authoriser:	Georgina Davison, Acting General Manager Community Wellbeing
Summary:	The report provides details on applications received for financial assistance from Members of the Junior Sports Assistance Fund and payments made from the Fund for financial year 2020/2021. It also provides general information in relation to membership.
Community Plan Reference:	Goal 1: Our People

REPORT RECOMMENDATION

1. That Junior Sports Assistance Fund Report No. AR21/48596 titled 'General Developments of the Fund Since the Thirty-Fifth Annual General Meeting' as presented on 27 October 2021 be noted.



BACKGROUND

The report provides details on applications received for financial assistance from Members of the Junior Sports Assistance Fund, payments made from the Fund and general information in relation to Membership of the Fund for financial year 2020/2021 and is reported for information.

DISCUSSION

General Developments since the Thirty-Second Annual Meeting

(a) Seventeen (17) individual sporting organisations are formal Members of the Fund as at June 2020.

(b) The Committee that manages the Fund comprises the following members as at 30 June 2021:

Cr Christian Greco (Presiding Member)
 Cr Kate Amoroso
 Cr Megan Dukalskis
 Mrs Jeanette Elliott
 Mrs Jenny Burston
 Mrs Karen Cunningham
 Mrs Felicity Walker
 Mrs Georgina Davison (Secretary)

and the Committee met formally on 28 October 2020, 9 December 2020 and 19 May 2021.

(c) The Committee's current policies are that the payments from the Fund for support to juniors in any one financial year should not exceed 30% of the value of the Fund calculated as at 1st day of July of that financial year and that \$5,000 be made available in any one financial year for specialised coaching clinics.

(d) The Committee has appointed small specific sub-committees for its Members to consider all applications for financial assistance from the Fund and for the sub-committees to act on those applications in consultation with the Secretary.

(e) The following applications for financial assistance to Juniors from the Fund had been approved and paid during the 2020/21 year:

Basketball Mount Gambier Inc.	600
Blue Lake Y Swim Club	-
Lower South East Hockey Association Inc.	1,650
Mount Gambier & District Baseball League Inc.	-
Lakes Junior Tennis Inc.	-
Mount Gambier & District Pony Club	-
Mount Gambier Golf Club Inc.	-
Mount Gambier Netball Association Inc.	-
North Gambier Football/Netball Clubs	-
South Gambier Football/Netball Clubs	-
Mount Gambier & District Junior Cricket Association	-
Mount Gambier & District Little Athletics Club	-
Mount Gambier Touch Association	-
South East Women's Football Association	-
Mount Gambier Swimming Club	-
Mount Gambier Cycling & Triathlon Club	300
Limestone Coast Football Association (formerly Western Border Soccer)	-
Discretionary	-



\$2,550

- (f) The following applications for specialised Coaching Clinic funding had been approved and/or paid during the 2020/2021 year:

Basketball Mount Gambier	3,200
Blue Lake Y Swim Club	4,000
Mount Gambier & District Pony Club	2,100
Mount Gambier Cycling Club	3,000
Mount Gambier Swimming Club Inc.	<u>2,000</u>
	<u>\$14,300</u>

- (g) The following applications for Disadvantaged Junior funding had been approved and/or paid during the 2020/2021 year:

Basketball Mount Gambier	600
East Gambier Sportsmens Football Club	600
Limestone Coast Football Association	<u>300</u>
	<u>\$1,500</u>

Funded entirely from the generous sponsorship of the Rotary Club of Mount Gambier Lakes from Blue Lake Fun Run proceeds.

- (h) Commercial Club Exceptional Junior Award

The Commercial Club Inc. has continued to provide a generous donation of \$2,500 to the Fund with \$1,000 of this donation supporting the Exceptional Junior Program. The donation of \$1,000 is awarded to a young person (or two) who has demonstrated exceptional commitment and skills to achieve excellence in their chosen sport (the Exceptional Junior Award was previously funded by Blue Ribbon Insurance Services with the Commercial Club taking over naming rights to the Program in 2013).

The awardees of over the past eight (10) years of the initiative are:

- 2010 Jack Pudney (Cricket)
- 2011 Jaime McInerney (Athletics)
- 2012 Matthew Markiewicz (Basketball)
- 2013 Connor Prior (Karate)
- 2014 Dylan Ridding (Baseball)
-



- 2015 Lachlan Hunter (Basketball)
- 2016 Isabella Stratford (Basketball/Cricket)
- 2017 Mitchell Hunter and Emily Close (Basketball)
- 2018 Georgia Clark (Hockey)
- 2019 Tess White (Cycling)

(i) Of the total incomes of the Fund for the 2020/21 financial year:

Council's contributions	16,000	78%
Member organisation contributions *	-	-
Bank Interests	376	2%
Donations	1,500	8%
Sponsorship	2,500	12%
	<u>\$20,376</u>	<u>100%</u>

* 2020/2021 Member Contributions waived due to COVID

(j) The following TOTAL payments have been made to Junior sportspersons from the Fund - 1st July 1988 to 30th June 2021:

Mount Gambier and District Little Athletics	22,400
Mount Gambier Netball Association	2,150
Blue Lake Y Swimming Club	12,065
Basketball Mount Gambier	91,460
Mount Gambier Cycling & Triathlon Club	11,850
Mount Gambier & District Baseball League	86,270
Lakes Junior Tennis Association	2,100
North Gambier Football and Netball Clubs	3,950
Lower South East Hockey Association	89,675
South Gambier Football and Netball Clubs	6,650
Mount Gambier Golf Club	4,650
Mount Gambier & District Pony Club	2,600
Mount Gambier Touch Association	4,150
Mount Gambier & District Junior Cricket	7,950
South East Women's Football Association	13,525
Limestone Coast Football Assoc. (formerly Western Border Soccer Association)	9,600
Mount Gambier Swimming Club	300
Discretionary	10,460
Blue Lake Sports Club *	1,500
Gambier Centrals Soccer Club *	1,150
Mount Gambier Pistol Club *	4,800
Blue Lake City Roller Skating Club *	11,550
Mount Gambier Ten Pin Bowling *	700
Mount Gambier Junior Motorcycle *	5,100
Blue Lake Gymnastic Club *	1,300
Shingokan Go Ju Ryu Karate *	15,720
West Gambier Football Junior Colts *	800
Mount Gambier Athletics Talent & Development *	8,350
Blue Lake BMX Club Inc. *	22,620
Australian Karate - Do Seishikan *	4,400
East Gambier Football and Netball Clubs *	1,500
Mount Gambier Show Jumping Association *	350
Mount Gambier Softball League *	33,450
	<u>\$495,095</u>

*No longer a Member



- (k) The following TOTAL payments have been made to Member Organisations for specialised Coaching Clinics from the Fund - 1st July 1991 to 30th June 2021:

Mount Gambier Cycling & Triathlon Club	4,315
Basketball Mount Gambier	7,837
Lakes Junior Tennis Association	7,625
Mount Gambier Netball Association	4,900
Blue Lake Y Swimming Club	10,100
Mount Gambier & District Baseball League	6,750
Lower South East Hockey Association	3,050
Mount Gambier & District Pony Club	10,634
North Gambier Football and Netball Clubs	1,790
Mount Gambier & District Junior Cricket	600
Mount Gambier Little Athletics	2,100
Mount Gambier Golf Club	2,800
South East Women's Football Association	4,500
Limestone Coast Football Association	2,700
Mount Gambier Swimming Club	3,050
Mount Gambier Golf Club	2,000
Mount Gambier Ten Pin Bowling *	1,000
Mount Gambier District Korfball Club *	1,140
Mount Gambier Pistol Club *	1,200
Mount Gambier Junior Motorcycle *	862
Shingokan Go Ju Ryu Karate *	8,040
Blue Lake Gymnastic Club *	2,500
Mount Gambier Athletics Talent Squad *	1,000
Blue Lake City Roller Skating Club *	300
Mount Gambier Table Tennis Association *	3,850
Blue Lake BMX Club *	2,000
Mount Gambier Showjumping Club *	2,450
Mount Gambier Softball League *	5,590
	<u>\$104,683</u>

* *No longer a Member*

- (l) The following TOTAL payments have been made to Member Organisations for Disadvantaged Junior from the Fund - 1st July, 2012 to 30th June, 2021:

Mount Gambier & District Baseball League	900
South East Women's Football Association	2,400
Mount Gambier Cycling and Triathlon Club	600
Basketball Mount Gambier	5,110
Mount Gambier Athletics Talent & Development Squad	300
Blue Lake Y Swim Club	800
Limestone Coast Football Association	3,690
Mount Gambier Softball League	300
Mount Gambier Netball Association	600
Mount Gambier Golf Club	300
Special Olympics SA (Discretionary)	1,500
East Gambier Sportsmens Football Club	600
Discretionary	300
	<u>\$17,400</u>

Non Resident Applications



The Secretary reported that a previous amendment to the operating guidelines now allows persons not resident of the area of the two local Councils (but who are Members of a Member Organisation of the Fund) to now apply for financial assistance, the Committee wished to be informed of the number of applications received on an annual basis.

During 2020/21 there were no non-resident applications received.

Applications for Financial Assistance - Discretionary Assistance

(a) that the Annual Meeting of Members held on 27th July, 2004 resolved:

“as a matter of Policy this Annual Meeting of Members hereby adopts and delegates the power to the Committee to make a discretionary donation to a local junior sportsperson when in the opinion of the Committee any such application deserves the Committee’s support based on special merit and circumstances and where the application is not able to be processed under the current procedures of the Fund.”

(b) During the 2020/21 year there were no discretionary applications received.

Applications for Assistance Denied

The Secretary reported that during the 2020/2021 there were no applications for financial assistance denied.

Resigned (Suspended) and new Member Organisations

(a) During 2020/2021 no Member Organisations were suspended from the Fund for non-payment of their Member Contribution.

(b) During 2020/2021 no Members Organisations withdrew from the Fund.

(c) During 2020/2021 no new Members were admitted.

Financial Position

With the number of applications for support to juniors, the Fund was able to cope with demand. The financial position will need to be continually reviewed.

This 2021 Annual Meeting of Members will again be required to reflect upon the reforms necessary to stabilise and sustain the financial position of the Fund to achieve our aspirations in the 2021/2022 year.

Interest rates on our small investment continue to be at a low level.



Suggested 2021/2022 reforms can be summarised as:

- Reductions or increase in individual financial support to junior sportspersons (if the Committee deems necessary)
- Sustain the current annual minimum payment of \$400 from Member Organisations but the Committee review the current annual maximum payment of \$800 from Member Organisations and determine ceiling limit.
- **The Secretary reported that the continuing implications associated with the COVID-19 crisis have had an immediate impact on our sporting community. To assist our sporting members an option to waive member contributions for the 2021/2022 financial year to assist Clubs rebuild may be a form of financial assistance offered to its Members.**
- **The Fund is in a very sound financial position and the consideration to waive the member contributions of approximately \$8,500 to provide relief to its sporting members is viable.**
- **An alternative option to assist members during the COVID-19 crisis is to reduce member contributions to the Junior Sports Assistance Fund for the 2021/2022 financial year by 50%.**
- Individual Member contributions continue to be calculated to have regard to returns to that Member Organisation from the Fund based on applications granted and not on the number of juniors.

Unpaid Membership 2020/2021

All Member contributions have been paid for 2020/2021.

Financial Support to Juniors not able to attend the National Event due to Illness /Injury

From time to time it can occur that a junior who has received financial support from the Fund to attend a National event is not able to finally participate due to injury, illness.

Depending on the timing of the need to withdraw the family could have purchased equipment, special purpose clothing or paid other non-refundable costs.

In the past the Funds contribution to a junior who has been required to withdraw from a State Team has been refunded in full back to the Fund.

The question is whether some or all of the Funds contribution to a junior (via a Member Organisation) can be retained by the family to cover some of the non-refundable costs incurred by the family.

The City of Mount Gambier Junior Sports Assistance Fund Committee at its meeting held on 31st July, 2013 resolved:

- (a) *the report be received;*
- (b) *“(i) as a matter of Policy, should it occur that within the twenty one (21) days prior to the actual event date, a junior sportsperson(s) is forced through injury or illness to withdraw from the principal event for which funds have been provided to the junior sportsperson(s) (via their Member Organisation) by the Fund, then the Secretary may negotiate with the family for the family to retain some of the donation provided by the Fund should the family prove that they have incurred and paid non-refundable costs;*



- (ii) *in all other cases a full refund of the original donation should be returned to the Fund by the recipient Member Organisation/family if a junior sportsperson(s) is not able to attend the principal event due to illness or injury."*

CONCLUSION

This report is provided for information purposes.

ATTACHMENTS

Nil



18.6 COMMITTEE APPOINTMENTS - REPORT NO. AR21/48607

Committee:	Junior Sports Assistance Fund
Meeting Date:	27 October 2021
Report No.:	AR21/48607
CM9 Reference:	AF11/725
Author:	Melissa Telford, Councillor Support Officer
Authoriser:	Georgina Davison, Acting General Manager Community Wellbeing
Summary:	This report reflects the appointment of members of the Committee who are authorised to consider and approve applications for Junior Sports Fund assistance.
Community Plan Reference:	Goal 1: Our People

REPORT RECOMMENDATION

1. That Junior Sports Assistance Fund Report No. AR21/48607 titled 'Committee Appointments' as presented on 27 October 2021 be noted.



BACKGROUND

The Junior Sports Assistance Fund appoints Committee Members to consider and approve applications for funding from Member Organisations. This report reflects the appointments made.

DISCUSSION

The following appointments have been made of members of the Committee who are hereby authorised to consider and approve applications for Junior Sports Fund assistance:

APPLICATIONS FROM	COMMITTEE MEMBERS EMPOWERED TO CONSIDER
1. SWIMMING	KAREN CUNNINGHAM FELICITY WALKER
2. FOOTBALL	JEANETTE ELLIOTT JENNY BURSTON
3. HOCKEY	KAREN CUNNINGHAM JEANETTE ELLIOTT
4. BASKETBALL	FELICITY WALKER JENNY BURSTON
5. NETBALL – MGT NETBALL ASSOCIATION <u>AND</u> (those Netball Clubs associated with Mount Gambier WBFL Football Clubs provided those Football Clubs are Members of the Fund i.e. <ul style="list-style-type: none"> • South Gambier • North Gambier) 	JEANETTE ELLIOTT JENNY BURSTON
6. BASEBALL	KAREN CUNNINGHAM FELICITY WALKER
7. TENNIS	KAREN CUNNINGHAM FELICITY WALKER
8. PONY CLUB	JEANETTE ELLIOTT JENNY BURSTON
9. GOLF	JENNY BURSTON FELICITY WALKER
10. CRICKET	KAREN CUNNINGHAM JEANETTE ELLIOTT
11. ATHLETICS	KAREN CUNNINGHAM JEANETTE ELLIOTT
12. TOUCH FOOTBALL	JENNY BURSTON FELICITY WALKER
13. WOMEN'S FOOTBALL	KAREN CUNNINGHAM JENNY BURSTON



APPLICATIONS FROM	COMMITTEE MEMBERS EMPOWERED TO CONSIDER
14. CYCLING & TRIATHLON	JEANETTE ELLIOTT FELICITY WALKER
15. SOCCER	KAREN CUNNINGAM JENNY BURSTON

CONCLUSION

The committee appointments referenced above to consider and approve applications to the Junior Sports Fund Assistance Fund be presented for adoption.

ATTACHMENTS

Nil



**MINUTES OF CITY OF MOUNT GAMBIER
JUNIOR SPORTS ASSISTANCE FUND COMMITTEE MEETING
HELD AT THE LEVEL 1 CONFERENCE , CIVIC CENTRE, 10 WATSON TERRACE,
MOUNT GAMBIER ON WEDNESDAY, 27 OCTOBER 2021 AT 6.00 P.M.**

PRESENT: Cr Christian Greco, Cr Megan Dukalskis, Mrs Jeanette Elliott, Ms Karen Cunningham, Ms Felicity Walker, Ms Jenny Burston

OFFICERS IN ATTENDANCE: Acting General Manager Community Wellbeing - Mrs G Davison
Executive Administration Officer - Mrs M Telford

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 APOLOGY(IES)

Nil

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Cr Megan Dukalskis
Seconded: Felicity Walker

That the minutes of the Junior Sports Assistance Fund held 18 August 2021 and 19 August 2021 be confirmed as an accurate record of the proceedings of the meeting.

CARRIED

4 QUESTIONS WITHOUT NOTICE

Nil

5 REPORTS

5.1 CORRESPONDENCE RECEIVED

COMMITTEE RESOLUTION

Moved: Jenny Burston
Seconded: Jeanette Elliott

1. That Junior Sports Assistance Fund Report No. AR21/63251 titled 'Correspondence Received' as presented on 27 October 2021 be noted.

CARRIED

5.2 STATEMENT OF REVENUE AND EXPENSES - 01/05/2021 - 30/09/2021**COMMITTEE RESOLUTION**

Moved: Cr Megan Dukalskis

Seconded: Karen Cunningham

1. That Junior Sports Assistance Fund Report No. AR21/63255 titled 'Statement of Revenue and Expenses - 01/05/2021 - 30/09/2021' as presented on 27 October 2021 be noted.
2. The financial statement of the Fund as 30 September 2021 be received, noting a cash balance of \$126,036.64.

CARRIED**5.3 APPLICATIONS FOR FINANCIAL ASSISTANCE FOR JUNIORS AND PAYMENTS FROM THE FUND - 01/05/2021 TO 30/09/2021****COMMITTEE RESOLUTION**

Moved: Jenny Burston

Seconded: Jeanette Elliott

1. That Junior Sports Assistance Fund Report No. AR21/66259 titled 'Applications for Financial Assistance for Juniors and Payments from the Fund - 01/05/2021 to 30/09/2021' as presented on 27 October 2021 be noted.

CARRIED**5.4 DISADVANTAGED JUNIOR PROGRAM 2021****COMMITTEE RESOLUTION**

Moved: Jeanette Elliott

Seconded: Jenny Burston

1. The Rotary Club of Mount Gambier Lakes - Donation to Financially Disadvantaged Junior Sportspersons Program for 2021 be amended allowing Member Organisations to submit more than two applications to be accepted at the discretion of the Committee.

CARRIED**6 MEETING CLOSE**

The Meeting closed at 5.41 pm.

The minutes of this meeting were confirmed at the Junior Sports Assistance Fund held on

.....
PRESIDING MEMBER

18.8 CORRESPONDENCE RECEIVED – REPORT NO. AR21/63251

Committee:	Junior Sports Assistance Fund
Meeting Date:	27 October 2021
Report No.:	AR21/63251
CM9 Reference:	AF11/725
Author:	Melissa Telford, Administration Officer - Executive Support
Authoriser:	Georgina Davison, Acting General Manager Community Wellbeing
Summary:	The report provides details on correspondence received since the last general meeting of the Fund dated 19 May 2021.
Strategic Plan Reference:	Goal 1: Our People

REPORT RECOMMENDATION

1. That Junior Sports Assistance Fund Report No. AR21/63251 titled 'Correspondence Received' as presented on 27 October 2021 be noted.



TYPE OF REPORT

Other

BACKGROUND

The report provides details of correspondence received since the previous general meeting of the Fund held 19 May 2021 and is provided for information.

PROPOSAL

The Secretary reported that the following correspondence has been received thanking the Fund for payments made since the last general meeting dated 19 May 2021:-

- Blue Lake Y Swim Club (letter of appreciation for Coaching Clinic Funding)
- Blue Lake Y Swim Club (Coaching Clinic Update)

LEGAL IMPLICATIONS

N/A

STRATEGIC PLAN

The Junior Sports Assistance Fund supports its member sporting organisations to develop and grow to achieve their aspirations and encourage and support participation.

- 1.1.1 Fostering and supporting community-based organisations.
- 1.1.2 Supporting programs that allow our community groups to be more effective in achieving their goals.
- 1.2.2 Helping community groups to help themselves by providing support for effective networks to develop and grow.
- 1.3.2 Providing opportunities to enable our community to be supported and involved.

COUNCIL POLICY

N/A

ECONOMIC IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

The Junior Sports Assistance Fund provides 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 to aid in the financial burden these events place on regional families.

The Fund provides an ongoing pool of money for distribution to those juniors selected to represent the State or to represent Australia or equivalent and it also provides additional funding sourced from external sponsorship which is awarded to an exceptional junior on an annual basis.

CULTURAL IMPLICATIONS

N/A



RESOURCE IMPLICATIONS

The Junior Sports Assistance Fund places no additional financial implications for Council.

VALUE FOR MONEY

N/A

RISK IMPLICATIONS

N/A

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

Communication with Member Organisations is ongoing. Applications for funding for State or National Funding can be received at any time. Specialised programs run on an annual basis such as Specialised Coaching Clinics, Disadvantaged Juniors and Exceptional Junior and these Programs are promoted to Members Organisations of the Fund as the arise.

IMPLEMENTATION STRATEGY

N/A

CONCLUSION AND RECOMMENDATION

This report presents correspondence received for presentation to the Junior Sports Assistance Fund Committee for noting.

ATTACHMENTS

1. Blue Lake Y Swim Club - Appreciation for Coaching Clinic Funding
2. Blue Lake Y Swim Club - Coaching Clinic Update



Melissa Telford

From: BLY Secretary <blysecretary@gmail.com>
Sent: Wednesday, 26 May 2021 12:15 PM
To: Melissa Telford
Subject: Re: Letter to Helen Bignell of Blue Lake Swim Club - Junior Sports Assistance Fund - Coaching ~ Successful

Hi Melissa,

Thank you so much! The last clinic was such a great success. Our swimmers and coaches learnt a lot and we appreciate the support from Council through JSAF in helping us to continue developing through the knowledge and experience of Georgine and John Luscombe.

Regards

Helen Bignell
BLY Secretary
0432 635 972

On Wed, May 26, 2021 at 12:06 PM Melissa Telford <MTelford@mountgambier.sa.gov.au> wrote:

Please find attached correspondence from the Junior Sports Assistance Fund Committee.

Kind regards,

Melissa Telford

Administration Officer / Executive Support

Civic Centre 10 Watson Terrace Mount Gambier

D 08 8721 2500 / T 08 8721 2555

PO Box 56 Mount Gambier SA 5290

www.mountgambier.sa.gov.au

Monday to Wednesday 9.00am to 3.00pm



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Melissa Telford

From: BLY Secretary <blysecretary@gmail.com>
Sent: Wednesday, 6 October 2021 5:20 PM
To: Melissa Telford
Subject: Re: JSAF - BLY Clinic

Hi Melissa,

Unfortunately due to current restrictions Georgine and John Luscombe won't be able to come down this weekend for the clinic. We have postponed at this stage. Georgine has proposed two separate weekends for the clinic: one is in December, the other in February. Once we finalise the dates I will let you know. Thank you.

Regards

BLY Secretary

On Tue, Oct 5, 2021 at 10:36 AM Melissa Telford <MTelford@mountgambier.sa.gov.au> wrote:

Thank you for the update.

Kind regards,

Melissa Telford

Councillor Support Officer

Civic Centre 10 Watson Terrace Mount Gambier

D 08 8721 2500 / T 08 8721 2555

PO Box 56 Mount Gambier SA 5290

Tues 8.45 am - 3.00 pm

Wed 9.00 am - 5.00 pm

Thurs 8.45 am - 3.00 pm

www.mountgambier.sa.gov.au



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From: BLY Secretary <blysecretary@gmail.com>
Sent: Friday, 1 October 2021 7:52 PM
To: Melissa Telford <MTelford@mountgambier.sa.gov.au>
Subject: JSAF - BLY Clinic

Hi Melissa,

Sorry for the late notice. Thank you to the City of Mount Gambier for the JSAF grant to run a coaching clinic.

We are running a clinic during the upcoming weekend, Saturday, 9th October and Sunday, 10th October at Swimskool. As Georgine and John Luscombe were not able to come to Mount Gambier to run a three day clinic due to work commitments in Adelaide on Friday nights and Saturday mornings, we have decided to run two clinics with the funding we have received from JSFA on Saturday afternoons and Sunday mornings.

So the first clinic will run next weekend. We will be looking at running the second clinic some time during the summer season.

The format for the clinic will be as follows:

Saturday, 9th October - 1pm-2pm Yoga/Pilates/Dryland session at The Nourish Nook

3pm-6pm Junior and Senior pool sessions at Swimskool - coached by Georgine and John Luscombe

11.30am-1pm session at Swimskool - coached by Georgine and John Luscombe

Thanks again.

Regards

BLY Secretary



18.9 STATEMENT OF REVENUE AND EXPENSES - 01/05/2021 - 30/09/2021 – REPORT NO. AR21/63255

Committee: Junior Sports Assistance Fund
Meeting Date: 27 October 2021
Report No.: AR21/63255
CM9 Reference: AF11/725
Author: Melissa Telford, Councillor Support Officer
Authoriser: Georgina Davison, Acting General Manager Community Wellbeing
Summary: This report presents the financial position of the Junior Sports Assistance Fund for period 1 May 2021 - 30 September 2021.
Strategic Plan Reference: Goal 1: Our People

REPORT RECOMMENDATION

1. That Junior Sports Assistance Fund Report No. AR21/63255 titled 'Statement of Revenue and Expenses - 01/05/2021 - 30/09/2021' as presented on 27 October 2021 be noted.
2. The financial statement of the Fund as 30 September 2021 be received, noting a cash balance of \$126,036.64.



TYPE OF REPORT

Other

BACKGROUND

The financial position of the Junior Sports Assistance Fund is reported for the information of the Committee detailing revenue and expenses since the previous general meeting of the Fund.

PROPOSAL

This report provides the Junior Sports Assistance Fund Committee with details of the balance of funds at 30 September 2021. Provided is the revenue from the member sporting organisations, Council contributions, bank interest and any donations received during the reporting period. Payments to junior sportspersons, coaching clinics, exceptional and financially disadvantaged juniors are also provided to inform the members of the expenditure incurred during this period. This allows the Committee the ability to assess current funds and to determine whether any adjustment is necessary in relation to payments to member organisations.

LEGAL IMPLICATIONS

N/A

STRATEGIC PLAN

The Junior Sports Assistance Fund supports its member sporting organisations to develop and grow to achieve their aspirations and encourage and support participation.

- 1.1.1 Fostering and supporting community-based organisations.
- 1.1.2 Supporting programs that allow our community groups to be more effective in achieving their goals.
- 1.2.2 Helping community groups to help themselves by providing support for effective networks to develop and grow.
- 1.3.2 Providing opportunities to enable our community to be supported and involved.

COUNCIL POLICY

N/A

ECONOMIC IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

The Junior Sports Assistance Fund provides 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 to aid in the financial burden these events place on regional families.

The Fund provides an ongoing pool of money for distribution to those juniors selected to represent the State or to represent Australia or equivalent and it also provides additional funding sourced from external sponsorship which is awarded to an exceptional junior on an annual basis.



CULTURAL IMPLICATIONS

N/A

RESOURCE IMPLICATIONS

The Junior Sports Assistance Fund places no additional financial implications for Council.

VALUE FOR MONEY

N/A

RISK IMPLICATIONS

N/A

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

Communication with Member Organisations is ongoing. Applications for funding for State or National Funding can be received at any time. Specialised programs run on an annual basis such as Specialised Coaching Clinics, Disadvantaged Juniors and Exceptional Junior and these programs are promoted to Members Organisations of the Fund as the arise.

IMPLEMENTATION STRATEGY

N/A

CONCLUSION AND RECOMMENDATION

The financial position of the Junior Sports Assistance Fund as at 30 September 2021 is very sound. The consolidated balance of the fund is \$126,036.64 which is more than sufficient to cover future commitments. This report is presented for noting.

ATTACHMENTS

1. Junior Sports Assistance Fund - Financial Statement as at 30/09/2021



CITY OF MOUNT JUNIOR SPORTING FUND
 Work Order 64845
STATEMENT OF REVENUE AND EXPENDITURE
 For Financial Year 2021 - As at 30/09/2021

REVENUE

Task 984	Member Contributions		\$ -
Task 985	Council Contributions		\$ 16,000.00
	City of Mount Gambier	#####	
	District Council of Grant	\$ 4,000.00	
Task 1160	Donations Income - General		\$ -
Task 1161	Donations Income - Coaching Clinics		\$ -
Task 1162	Donations Income Exceptional Juniors		\$ -
Task 1163	Donations Income - Disadvantaged Junior		\$ -
Task 1165	Interest - Income		\$ -
TOTAL REVENUE			\$ 16,000.00

LESS EXPENDITURE

TASK 986	Payment to Sportsperson		\$ -
TASK 987	Payment to Coaching Clinic		\$ -
TASK 988	Payment to Exceptional Junior		\$ 2,000.00
	Mount Gambier & Districts Junior Cricket Association – Elwood Geary	\$ 1,000.00	
	Mount Gambier & Districts Little Athletics – Emily Lynch	\$ 1,000.00	
TASK 989	Payment to Financially Disadvantaged Junior		\$ -
TOTAL EXPENDITURE			\$ 2,000.00
SURPLUS (DEFICIT)			\$ 14,000.00



CITY OF MOUNT JUNIOR SPORTING FUND**STATEMENT OF NET ASSETS**
As at 30 September 2021**This is represented by:**

Net Assets as at 30 June 2021	\$ 112,036.64
Add Surplus/Deficit year ending 30 June 2022	\$ 14,000.00
	\$ 126,036.64

City of Mount Gambier Reserve Account	
8900.9950.9970 Junior Sports Assistance Fund Reserve	\$ 126,036.64
TOTAL ASSETS	\$ 126,036.64



18.10 APPLICATIONS FOR FINANCIAL ASSISTANCE FOR JUNIORS AND PAYMENTS FROM THE FUND - 01/05/2021 TO 30/09/2021 - REPORT NO. AR21/66259

Committee:	Junior Sports Assistance Fund
Meeting Date:	27 October 2021
Report No.:	AR21/66259
CM9 Reference:	AF11/725
Author:	Melissa Telford, Councillor Support Officer
Authoriser:	Georgina Davison, Acting General Manager Community Wellbeing
Summary:	This report provides detail on applications received for financial assistance from Members of the Fund and payments made from the Fund for period 01/05/2021 to 30/09/2021.
Strategic Plan Reference:	Goal 1: Our People

REPORT RECOMMENDATION

1. That Junior Sports Assistance Fund Report No. AR21/66259 titled 'Applications for Financial Assistance for Juniors and Payments from the Fund - 01/05/2021 to 30/09/2021' as presented on 27 October 2021 be noted.



TYPE OF REPORT

Other

BACKGROUND

This report provides details on applications received for financial assistance from Members of the Junior Sports Assistance Fund and payments made from the Fund from meeting to meeting and is provided for information.

PROPOSAL

Applications for Financial Assistance

The following applications have been received and payments made from the Fund for period 1 May 2021 to 30 September 2021:

- (a) Mount Gambier Netball Association
Nil
- (b) Basketball Mount Gambier
Nil
- (c) Lower South East Hockey Association
Nil
- (d) Mount Gambier and District Baseball League
Nil
- (e) Blue Lake Y Swim Club
Nil
- (f) South Gambier Football/Netball Clubs
Nil
- (g) North Gambier Football/Netball Clubs
Nil
- (h) Mount Gambier Touch Association
Nil
- (i) Mount Gambier and District Junior Cricket
Nil
- (j) Mount Gambier Golf Club
Nil
- (k) Mount Gambier District Little Athletics



Nil

(l) Discretionary

Nil

(m) Mount Gambier and District Pony Club

Nil

(n) South East Women's Football

Nil

(o) Mount Gambier Cycling Club

Nil

(p) Limestone Coast Football Association

Nil

(q) Lakes Junior Tennis

Nil

(r) Mount Gambier Swimming Club

Nil

Payments from the Fund - Since 1 July 2015

Payments to Member Organisations for Junior Sports person's financial assistance for period 1 July 2020 to 30 September 2021 amounts to \$2,550 and total payments since 1 July 1988 to 30 September 2021 amounts to \$495,095.

Actual payments to Member Organisations for Coaching Clinics for the period 1 July 2020 to 30 April 2021 amounts to \$14,300 and total actual payments since 1 July 1991 to 30 September 2021 amounts to \$104,683.

Payments to Member Organisations for Financially Disadvantaged Juniors for period 1 July 2020 to 30 September 2021 amounts to \$1,500 and total payments since 22 May 2013 to 30 September 2021 amounts to \$17,400.

Payments to Member Organisations for Exceptional Juniors for period 1 July 2020 to 30 September 2021 amounts to \$3,000 and total payments since 20th November 2013 to 30 September 2021 amounts to \$12,000. Note: this initiative was previously funded by a sponsor direct to the awardee.



Payments from the Junior Sports Fund on a quarterly basis over previous quarters for Juniors - State Selection only (not coaching etc.) is as follows:

<i>Financial year</i>	<i>Quarter</i>	<i>Totals each quarter \$</i>	<i>Accumulative Totals \$</i>
2021/2022	J - S	Nil	Nil
2020/2021	J - S	Nil	Nil
	O - D	Nil	Nil
	J - M	\$750	\$750
	A - J	\$1,800	\$2,550
2019/2020	J - S	7,050	7,050
	O - D	1,700	8,750
	J - M	3,400	10,550
	A - J	Nil	10,550
2018/2019	J - S	5,500	5,500
	O - D	3,750	9,250
	J - M	2,325	11,575
	A - J	4,620	16,195
2017/2018	J - S	4,100	4,100
	O - D	4,600	8,700
	J - M	2,100	10,800
	A - J	2,650	13,450
2016/2017	J - S	6,750	6,750
	O - D	2,250	9,000
	J - M	8,500	17,500
	A - J	2,850	20,350
2015/2016	J - S	3,450	3,450
	O - D	9,950	13,400
	J - M	3,900	17,300
	A - J	3,300	20,600

Other Applications Received

Since the previous general meeting of 19 May 2021 to 30 September 2021:

- (a) no non-resident applications were received during this period.
- (b) no applications for financial assistance were declined during this period.
- (c) no discretionary donation was made during this period.

LEGAL IMPLICATIONS

N/A

STRATEGIC PLAN

The Junior Sports Assistance Fund supports its member sporting organisations to develop and grow to achieve their aspirations and encourage and support participation.

- 1.1.1 Fostering and supporting community-based organisations.
- 1.1.2 Supporting programs that allow our community groups to be more effective in achieving their goals.
- 1.2.2 Helping community groups to help themselves by providing support for effective networks to develop and grow.



1.3.2 Providing opportunities to enable our community to be supported and involved.

COUNCIL POLICY

N/A

ECONOMIC IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

The Junior Sports Assistance Fund provides 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 to aid in the financial burden these events place on regional families.

The Fund provides an ongoing pool of money for distribution to those juniors selected to represent the State or to represent Australia or equivalent and it also provides additional funding sourced from external sponsorship which is awarded to an exceptional junior on an annual basis.

CULTURAL IMPLICATIONS

N/A

RESOURCE IMPLICATIONS

The Junior Sports Assistance Fund places no additional financial implications for Council.

VALUE FOR MONEY

N/A

RISK IMPLICATIONS

N/A

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

Communication with Member Organisations is ongoing. Applications for funding for State or National Funding can be received at any time. Specialised programs run on an annual basis such as Specialised Coaching Clinics, Disadvantaged Juniors and Exceptional Junior and these Programs are promoted to Members Organisations of the Fund as the arise.

IMPLEMENTATION STRATEGY

N/A

CONCLUSION AND RECOMMENDATION

The Junior Sports Assistance Fund Report 'Applications for Financial Assistance for Juniors and Payments from the Fund - 01/05/2021 to 30/09/2021' is provided for the information and noting of the Committee.



ATTACHMENTS

Nil



**MINUTES OF CITY OF MOUNT GAMBIER
ECONOMIC AND ENVIRONMENT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, CIVIC CENTRE, 10 WATSON TERRACE,
MOUNT GAMBIER ON MONDAY, 1 NOVEMBER 2021 AT 5.30 P.M.**

PRESENT: Mayor Lynette Martin (OAM), Cr Christian Greco (Presiding Member), Cr Max Bruins, Cr Paul Jenner, Cr Sonya Meziniec, Cr Frank Morello, Cr Steven Perryman (arrived at 5.57 p.m.)

OFFICERS IN ATTENDANCE:	Chief Executive Officer	- Mrs S Philpott
	General Manager City Infrastructure	- Ms B Cernovskis
	General Manager Shared Services	- Mr D Barber
	General Manager City Growth	- Mr T Coote
	Acting General Manager Community Wellbeing	- Mrs G Davison
	Manager Governance and Property	- Mr M McCarthy
	Councillor Support Officer	- Mrs M Telford

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 APOLOGY

COMMITTEE RESOLUTION

Moved: Cr Frank Morello

Seconded: Cr Paul Jenner

That the apology from Cr Kate Amoroso be received.

CARRIED

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Cr Sonya Meziniec

Seconded: Mayor Lynette Martin

That the minutes of the Economic and Environment Committee meeting held on 6 September 2021 be confirmed as an accurate record of the proceedings of the meeting.

CARRIED

4 QUESTIONS WITHOUT NOTICE

Nil

5 REPORTS

5.1 STRATEGIC SUSTAINABILITY REPORT

COMMITTEE RESOLUTION

Moved: Cr Paul Jenner

Seconded: Cr Max Bruins

1. That Economic and Environment Committee Report No. AR21/62236 titled 'Strategic Sustainability Report' as presented on 01 November 2021 be noted.
2. That a Strategic Sustainability briefing be scheduled for Council to discuss opportunities and prioritise key result areas.

CARRIED

5.2 REGISTRATION OF RIDDOCH ARTS AND CULTURAL TRUST

COMMITTEE RESOLUTION

Moved: Cr Sonya Mezinec

Seconded: Cr Max Bruins

1. That Economic and Environment Committee Report No. AR21/52752 titled 'Registration of Riddoch Arts and Cultural Trust' as presented on 01 November 2021 be noted.
2. That, in accordance with The Riddoch Arts and Cultural Trust Constitution, Council appoints the following persons for their areas of professional knowledge and expertise as Council Board Observers for The Riddoch Arts and Cultural Trust Incorporated to provide oversight on behalf of Council during the establishment and initial Board operation stages:
 - *Tim Coote*
 - *Georgina Davison*
 - *Michael McCarthy*

The Riddoch Arts and Cultural Trust Board be notified of the Board Observer appointments at their next available Board meeting.

3. That Council continue to support the establishment of The Riddoch Arts and Cultural Trust and that further reports be presented to update Council on progress of the establishment of the Trust and Board in accordance with previous resolutions.

CARRIED

5.3 RAIL CORRIDOR LICENCE

COMMITTEE RESOLUTION

Moved: Cr Max Bruins

Seconded: Cr Paul Jenner

1. That Economic and Environment Committee Report No. AR21/67626 titled 'Rail Corridor Licence' as presented on 01 November 2021 be noted.
2. That the Chief Executive Officer (or representative) finalise documentation with the Department for Infrastructure and Transport as is necessary to secure tenure of the railway corridor lands listed in Attachment 1 for shared use path purposes, and the Mayor and Chief Executive Officer be authorised to affix the Common Seal to such documentation.
3. That, in accordance with section 193(4) of the Local Government Act 1999 the railway corridor lands listed in Attachment 1 to Report No. AR21/67626 be excluded from classification as community land.

CARRIED

Cr Steven Perryman arrived at 5.57 p.m.

Pursuant to Section 75A of the Local Government Act 1999, Cr Paul Jenner disclosed a perceived conflict of interest in Item 5.4:

"I am a member of the Council Assessment Panel"

Cr Jenner informed the meeting of the manner in which he intends to deal with the perceived conflict of interest in Item 5.4 as follows:

"Nothing will be moved to change, only noted. A question was asked to do with Regional Assessment Panel. I intend to remain in the chamber for discussion and vote."

In accordance with Section 75A of the Local Government Act 1999 Cr Jenner stayed in the chamber for Item 5.4.

5.4 JOINT PLANNING BOARD

COMMITTEE RESOLUTION

Moved: Mayor Lynette Martin

Seconded: Cr Max Bruins

1. That Economic and Environment Committee Report No. AR21/68151 titled 'Joint Planning Board' as presented on 01 November 2021 be noted.

CARRIED

Cr Jenner voted in favour of the item.

6 MEETING CLOSE

The Meeting closed at 6.15 p.m.

The minutes of this meeting were confirmed at the Economic and Environment Committee held on

.....
PRESIDING MEMBER

15.2 STRATEGIC SUSTAINABILITY REPORT – REPORT NO. AR21/62236

Committee:	Economic and Environment Committee
Meeting Date:	1 November 2021
Report No.:	AR21/62236
CM9 Reference:	AF20/456
Author:	Aaron Izzard, Environmental Sustainability Officer
Authoriser:	Barbara Cernovskis, General Manager City Infrastructure
Summary:	This report provides a summary of actions undertaken that are congruent with Councils strategic commitment to environmentally sustainable practice.
Strategic Plan Reference:	Goal 1: Our People Goal 2: Our Location Goal 3: Our Diverse Economy Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Economic and Environment Committee Report No. AR21/62236 titled 'Strategic Sustainability Report' as presented on 01 November 2021 be noted.
2. That a Strategic Sustainability briefing be scheduled for Council to discuss opportunities and prioritise key result areas.



TYPE OF REPORT

Corporate

BACKGROUND

At the 17 August 2021 Council meeting a motion was passed “That Council Officers prepare a report on our current strategic sustainability direction including energy efficiency initiatives and associated budget allocation.” The intent behind the request is for Council to have a better understanding of its sustainability direction into the future.

The City of Mount Gambier has a history of strong support for Environmental Sustainability. 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 adoption of the Natural Step Framework.

Council’s strategic plans since 2008 have all strongly featured environmental sustainability. The City of Mount Gambier Futures Paper, and the 2020-2024 Strategic Plan, both have environment as one of their core goals.

PROPOSAL

This report provides a summary of actions undertaken that are congruent with Councils strategic commitment to environmentally sustainable practice.

Renewable Energy

Council has the following solar power systems on its facilities:

- Library 57.5 kW
- Depot 29.9 kW
- Carinya 10.4 kW
- Transfer Station 5.2 kW

The former Aquatic Centre had a 68.5 kW system. Options for reusing this system are currently being investigated. Options include the Riddoch Arts and Cultural Centre, Visitor Information Centre (VIC) or Caroline Landfill. The former Aquatic Centre also had the heat for the pools supplied by a biomass boiler, which used biomass from the local forestry industry. Council does not have any facilities that could use this boiler, therefore it is being sold.

To date Council’s solar systems have generated over 830 MWh of electricity. That’s enough to power over 125 South Australian homes for an entire year.

Energy Efficiency

As a result of a Council resolution, since 2014/15 Council allocates an annual amount of \$50,000 for energy efficiency and renewable energy measures. Since that time the funds have been used for the following projects:

- Solar system installed on the Library
- LED lights fitted throughout the Council areas of the Civic Centre, the VIC and the Library
- HVAC audit undertaken to assess the efficiency of Councils heating and cooling systems
- Solar systems installed at the Aquatic Centre, Depot, Waste Transfer Station and Carinya Gardens

Council made the decision to invest heavily in sustainability measures for the Wulanda Recreation and Convention Centre such as a fully electric heating and cooling system, supplied by 720 kW solar power system that, while increasing the initial capital cost, will reduce the whole of life costs of the



building - for example, the solar capacity will enable the electricity to be cost neutral within seven years of the expected 50 year lifespan of the facility.



Electric Vehicle Charging Stations

The South Australian Government is investing up to \$13.4 million to leverage approximately \$25 million of private investment in the statewide public electric vehicle charging network. The Government sought Registrations of Interest from property owners and tenants interested in hosting electric vehicle chargers that are part of the public, statewide network.

Potential sites included:

- shopping centres, supermarkets and carparks
- town centres
- council-owned sites
- public amenities
- hotels, motels and holiday parks in metropolitan, regional and remote areas.

Proposals have also been sought from prospective charge point operators to develop a section or sections of South Australia's EV Charging Network. Applications for funding closed on 30 August 2021 and an evaluation process is currently underway.

Council submitted a Registration of Interest that included Commerce Place car park, the Visitor Information Centre, the Sturt Street car park and Frew Park. This does not mean chargers will be installed at all of these sites, they have just been presented as possible options. Normally a third party installs and operates the chargers, and Council would pay for the electricity with a cost recovery process in place to recoup the electricity costs.

Following the Registration of Interest Council was contacted by Linga Network, who deploy charging infrastructure in regional Australia. Council nominated the above sites for Linga's fast, up to 22kW AC, electric vehicle charging stations. Linga put in a grant application to the State Government program. Applications are now being assessed, and Council will be advised in due course. Council's nomination was non-exclusive and non-binding.

Council Fleet

The electric vehicle and machinery industry is constantly developing. Council operates a variety of plant and fleet vehicles. There may be an opportunity for incorporating electric vehicles into Council's fleet. In order to pursue this avenue though, EV charging infrastructure would be required. This infrastructure would be separate from the public charging network referred to above.

Opportunities for incorporating hybrid and electric vehicles into the fleet are being actively explored as opportunities arise, and consideration is included in the tender specifications for new vehicles.

Waste Management

Waste is one of the main services that Council offers the community. It is also a major cost. Caroline Landfill in particular requires significant financial and material resources to maintain and operate. Over the years Council has endeavoured to implement programs and projects to divert materials away from landfill. This began with the collection of greenwaste and recycling. In recent years the inclusion of food waste in the greenwaste bin (FOGO bin), the establishment of the ReUse Market (RUM), and expansion of items collected at the Waste Transfer Station (WTS), have collectively diverted large amounts of materials away from landfill. The WTS now collects a wide variety of items and materials for re-use or recycling, such as polystyrene, liquid paint, re-use items, metals, cardboard, timber, green waste, cooking oil, car batteries, mattresses etc. The ReUse Market has been particularly popular with the community and gives them both an avenue to dispose of many items for free, as well as reducing waste to landfill.

In 2020/21 Council operations diverted over 6,500 tonnes away from landfill – to organics, recycling and re-use. Conversely, 8,930 tonnes from Council operations went to landfill. That includes kerbside general waste collection, general waste received at the WTS and from Council's operations including construction activities and street sweepings. Approximately 19,270 tonnes of waste from contractors went to landfill, for an annual total of 28,200 tonnes.



The rebranding of the greenwaste/organics bin to the FOGO bin (Food Organics Garden Organics) has been undertaken to emphasise that this bin also accepts food waste. Bin audits have shown that 36% of the content of the average Mount Gambier general waste bin is food waste, and 9% is garden waste. It is not only better for the environment to divert this material away from landfill, it is also much more cost effective. Commercial composting is a much cheaper option for Council than waste to landfill.

Education on the appropriate disposal and recycling of items is very important in reducing waste to landfill. Council has engaged a creative agency to design a contemporary education campaign to engage residents with simple but effective messages and information. The campaign should be ready for release by the end of the calendar year.

In addition to this, environmental sustainability staff regularly give talks to community and school groups on waste and recycling, as well as run tours of Council's three waste facilities. These talks and tours are very effective in conveying information to the community, as well as helping them see where their waste ends up, and the importance of proper waste management. Over the past year staff have given talks and tours to over 800 people in the local community, mostly to school and community groups.

Council is currently in the process of doing a trial utilising broken glass from the kerbside recycling process. This involves removing contamination, then crushing the glass for use in construction projects.

Council has supported local plastic recycling projects through the collection of materials. Plastic lids and bread tags are collected at the Civic Centre. The bread tags go to Transmutation in Robe. The lids go to the Precious Plastic program at Tenison Woods College. These materials are recycled into new products in our region. Additionally, Council has supported a local recycling start up "Ecoplas". This company recycles plastics like milk bottles and wheelie bins, and turns them into park benches, stakes, fencing materials etc. Council has provided space at the WTS for Ecoplas to test the business concept.

Active Transport

Active transport relates to walking and cycling. This can be for recreation, or for transport. Travelling around by foot or by bike has many benefits. To name just a few:

- It improves physical health, reducing the risk of many health issues like heart disease and obesity.
- Improves mental health. Cycling has been shown to reduce anxiety and depression.
- Studies show homes located close to bike paths are more valuable.
- Regular cyclists have 55% lower health costs and 32% fewer sick days.
- For every \$1 spent on cycling infrastructure there is a return on investment of \$4-\$12.
- Improves community connections, as well as passive surveillance to reduce crime.

The Rail Trail has proven very popular with the local community. People of all ages are using it for walking and cycling, for recreation, fitness and transport. It has built upon the extensive network of footpaths throughout the city, and gives residents a place to cycle safely, away from motor traffic. Cycling has a lot of benefit for assisting the community to be more active, be healthier and reduce their impact on the environment. It is a much quicker form of transport than walking. The largest barrier to the uptake of cycling is the lack of infrastructure that separates cyclists from motor traffic.

LEGAL IMPLICATIONS

This report presents no legal implications.



STRATEGIC PLAN

Goal 4 – Our Climate, Natural Resources, Arts, Culture and Heritage is one of the five main goals of the 2020-2024 Strategic Plan.

COUNCIL POLICY

This report does not have any immediate impact on any Council policies.

ECONOMIC IMPLICATIONS

As referenced in the Proposal.

ENVIRONMENTAL IMPLICATIONS

As referenced in the Proposal.

SOCIAL IMPLICATIONS

As referenced in the Proposal.

CULTURAL IMPLICATIONS

As referenced in the Proposal.

RESOURCE IMPLICATIONS

Environmental sustainability is a growth area. Future planning for Council will require financial consideration, training programs and specialist skillsets to be progressive in this area.

VALUE FOR MONEY

As reference in the Proposal.

RISK IMPLICATIONS

Retaining environmental sustainability as a strategic focus and key result area for Council will mitigate the risk implications to operations and the community.

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

As referenced in Proposal.

IMPLEMENTATION STRATEGY

As referenced in Proposal.



CONCLUSION AND RECOMMENDATION

As a major waste collector, Council has opportunities to participate in a local circular economy approach. Council has had input into the Circular Economy blueprint project being run by Regional Development Australia Limestone Coast (RDALC) and Green Industries SA (GISA). This is an emerging area with much potential for job creation and waste reduction.

There are many current and emergent opportunities for Council to consider implementing in the space of environmental sustainability. Given our unique location, natural assets and underground aquifer system, strategically prioritising environmental sustainability is critical for the future of our community.

ATTACHMENTS

Nil



15.3 REGISTRATION OF RIDDOCH ARTS AND CULTURAL TRUST – REPORT NO. AR21/52752

Committee:	Economic and Environment Committee
Meeting Date:	1 November 2021
Report No.:	AR21/52752
CM9 Reference:	AF20/456
Author:	Michael McCarthy, Manager Governance and Property
Authoriser:	Georgina Davison, Acting General Manager Community Wellbeing
Summary:	This report presents an update on the establishment of the Riddoch Arts and Cultural Trust as an incorporated association.
Strategic Plan Reference:	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Economic and Environment Committee Report No. AR21/52752 titled 'Registration of Riddoch Arts and Cultural Trust' as presented on 01 November 2021 be noted.
2. That, in accordance with The Riddoch Arts and Cultural Trust Constitution, Council appoints the following persons for their areas of professional knowledge and expertise as Council Board Observers for The Riddoch Arts and Cultural Trust Incorporated to provide oversight on behalf of Council during the establishment and initial Board operation stages:
 - *Tim Coote*
 - *Georgina Davison*
 - *Michael McCarthy*The Riddoch Arts and Cultural Trust Board be notified of the Board Observer appointments at their next available Board meeting.
3. That Council continue to support the establishment of The Riddoch Arts and Cultural Trust and that further reports be presented to update Council on progress of the establishment of the Trust and Board in accordance with previous resolutions.



TYPE OF REPORT

Corporate

BACKGROUND

In August 2020 in consideration of People and Place Committee Report AR20/42200 titled 'The Riddoch Arts and Cultural Trust Incorporated' Council resolved, amongst other things:

4. *That Council hereby forms The Riddoch Arts and Cultural Trust Incorporated which is to operate under the Constitution endorsed in resolution 3 for educational, charitable and recreational purposes and for the purpose of promoting art, with the defined objects and purpose of the operation of the Riddoch Art Gallery in order to provide inspiration, and to challenge, educate and present the visual arts in a way that promotes an understanding of the world with a local, national and international perspective for the benefit of the public.*
5. *That application be made to the Corporate Affairs Commission under the Associations Incorporations Act 1985 for registration of The Riddoch Arts and Cultural Trust Incorporated with Council as the sole member to operate in accordance with the Constitution endorsed in resolution 3.*
8. *That, in accordance with the Constitution, Council appoints the following persons for their areas of professional knowledge and expertise as Council Board Observers for The Riddoch Arts and Cultural Trust Incorporated to provide oversight on behalf of Council during the establishment and initial Board operation stages:*
 - *Ms Barbara Cernovskis*
 - *Dr Judy Nagy*
 - *Mr Michael McCarthy*
9. *That, subject to registration of The Riddoch Arts and Cultural Trust Incorporated as an association and the issuance of a certificate of incorporation and any other requisite activities of the association;*
 - *All applications necessary (including for Deductible Gift Recipient status) be made to any relevant regulatory body (including the Australian Taxation Office and/or Australian Charities and Not-for-Profit Commission); and,*
 - *Eligibility, application and appointment procedures be prepared for non-voting associates including Friends of the Riddoch, Riddoch Ambassadors and Patrons; and,*
 - *Administration documentation be prepared for the holding of Ordinary and Special Board Meetings, Committee Meetings and Special and Annual General Meetings; and,*
 - *Such other activities as are necessary to ensure the proper administration of the association including but not limited to financial and insurance arrangements.*
10. *That the costs and expenses associated with the establishment, registration and application for Deductible Gift Recipient status for The Riddoch Arts and Cultural Trust Incorporated and in its first two years of operation, or until the earlier arrangement of alternate arrangements, be borne by Council from within the existing Riddoch Art Gallery operational budget.*
12. *That further reports be presented to Council on:*
 - *The progress of the establishment, registration and application for Deductible Gift Recipient status for The Riddoch Arts and Cultural Trust Incorporated; and,*
 - *Incurred expenses (and revenues received – if applicable) that are solely attributable to The Riddoch Arts and Cultural Trust Incorporated in the first two years of operation; and*
 - *Proposed arrangements for the transition of the Riddoch Art Gallery, Main Corner and associated business unit activities into The Riddoch Arts and Cultural Trust Incorporated Board's Annual Plan.*

This report provides an update on the establishment of the Riddoch Arts and Cultural Trust.



PROPOSAL

On 19 August 2021, after some delay, the Corporate Affairs Commission confirmed the certification of The Riddoch Arts and Cultural Trust Incorporated as an Association.

Accordingly, the necessary steps to establish the operations of The Riddoch Arts and Cultural Trust may now be progressed, which will include the convening of an inaugural meeting of The Riddoch Arts and Cultural Trust Board.

Board Observers

Members will note that Council previously appointed the following Officers as Board Observers for The Riddoch Arts and Cultural Trust Incorporated to provide oversight on behalf of Council during the establishment and initial Board operation stages:

- Ms Barbara Cernovskis
- Dr Judy Nagy
- Mr Michael McCarthy

Dr Judy Nagy ceased employment as a Council Officer in late 2020 and in accordance with clause 11.6 of The Riddoch Arts and Cultural Trust Constitution her term of office as a Board Observer ceased. It is therefore proposed that Council appoint a replacement Board Observer. This report recommends that Council's General Manager City Growth, Tim Coote be appointed to provide oversight.

Also, since the above appointments were made, Georgina Davison is currently acting in the role of General Manager Community Wellbeing that includes the Council business unit comprising the Riddoch Arts and Cultural Centre. Noting the current vacancy in the position of Gallery Director Council might consider appointing Georgina Davison to replace Barbara Cernovskis as a Board Observer.

It is proposed that Michael McCarthy remain as a Board Observer during the initial establishment period in his position as Manager Governance and Property.

Administration and associated activities

In accordance with parts 9 and 10 of the August 2020 resolution and in Council's capacity as the sole Member of the Riddoch Arts and Cultural Trust the administration will now proceed with providing administrative support:

- to ensure the proper administration of the association including but not limited to financial and insurance arrangements and administration documentation for the holding of Ordinary and Special Board Meetings, Committee Meetings and Special and Annual General Meetings; and
- to establish eligibility, application and appointment procedures for non-voting associates including Friends of the Riddoch, Riddoch Ambassadors and Patrons; and
- to make necessary applications (including for Deductible Gift Recipient status) to relevant regulatory body (including the Australian Taxation Office and/or Australian Charities and Not-for-Profit Commission).
- with the costs and expenses associated, including for application for Deductible Gift Recipient status for The Riddoch Arts and Cultural Trust Incorporated and in its first two years of operation or earlier arrangement of alternate arrangements, to be borne by Council from within the existing Riddoch Arts and Cultural Centre operational budget.



As noted in earlier reports presenting The Riddoch Arts and Cultural Trust model, Council support to the initial board operations including associated costs/expenses are to be on a fee for service basis, whereby an administrative service level agreement is to be established to clearly set out the scope and extent of services provided to the Trust through the Riddoch Arts and Cultural Centre business unit (and other Council business units – as appropriate) to assist both the Riddoch Arts and Cultural Centre (Council business unit) and The Riddoch Arts and Cultural Trust to begin developing their own co-dependent business plans and budgets into the future.

In the immediate period the focus for The Riddoch Arts and Cultural Trust is to be on establishing necessary governance and administrative requirements, including bank accounts and record keeping, deductible gift recipient (DGR) status, non-voting associate (Friends, Ambassadors and Patron) membership arrangements, and any inaugural collection policy, promotional and commercial arrangements as may be necessary or opportune to set a foundation for future success.

Future arrangements between Council and The Riddoch Arts and Cultural Trust, via Council's Riddoch Arts and Cultural Centre business unit, are anticipated to include art co-collection access and sharing agreements and other promotional arrangements to support the coordinated management of both entities toward the objects and purposes as set out in The Riddoch Arts and Cultural Trust Constitution.

LEGAL IMPLICATIONS

As an incorporated association and separate legal entity to Council (although inextricably linked to Council by the terms of the Constitution and Council as the sole founding member) it is imperative that the operation of The Riddoch Arts and Cultural Trust, its Board and its activities are in accordance with the Associations Incorporation Act 1985, and that Council support activities are also appropriately managed in accordance with the Local Government Act 1999 and relevant obligations.

To ensure the appropriateness of such arrangements is the reason for an initial board focus on governance and administrative matters to ensure The Riddoch Arts and Cultural Trust has a solid grounding for its future activities.

STRATEGIC PLAN

As the background and objectives that led to the establishment The Riddoch Arts and Cultural Trust identified, this newly created entity shares common arts and cultural objectives with Council, and the Constitution has been specifically drafted to align it's business planning and budgeting with Council's Riddoch Arts and Cultural Centre business unit planning and budget, so that each entity is working collaboratively toward these common objectives. It is anticipated that future business plans, budgets and activities of the Riddoch Arts and Cultural Centre and Trust will be developed in a co-operative manner.

COUNCIL POLICY

N/A

ECONOMIC IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

N/A



SOCIAL IMPLICATIONS

N/A

CULTURAL IMPLICATIONS

N/A

RESOURCE IMPLICATIONS

As previously reported and resolved the resourcing of initial Board operations for The Riddoch Arts and Cultural Trust will be borne from within the Riddoch Arts and Cultural Centre business unit operating budget, supplemented by in-kind support in the form of administrative resources for essential Board administration.

Future reporting will be necessary to meet the resolved position of Council in relation to

- The progress of the establishment, registration and application for Deductible Gift Recipient status for The Riddoch Arts and Cultural Trust Incorporated; and,
- Incurred expenses (and revenues received – if applicable) that are solely attributable to The Riddoch Arts and Cultural Trust Incorporated in the first two years of operation; and
- Proposed arrangements for the transition of the Riddoch Art Gallery, Main Corner and associated business unit activities into The Riddoch Arts and Cultural Trust Incorporated Board's Annual Plan.

VALUE FOR MONEY

N/A

RISK IMPLICATIONS

As referenced under the heading of 'Legal Implications', as a new entity it is necessary to ensure the establishment of appropriate practices and mechanisms to ensure the activities of both Council and The Riddoch Arts and Cultural Trust are compliant with their respective legislative requirements.

Legal support has been engaged in the drafting and registration of The Riddoch Arts and Cultural Trust Constitution, and to guide the initial Board operations.

The initial Board meeting agenda will include risk related items to ensure a risk management focus of the Trust activities.

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

As a separate legal entity, The Riddoch Arts and Cultural Trust will commence its own engagement and communication with its stakeholders independent of Council, albeit with in-kind administrative support from Council in the initial stages and consistent with the Riddoch Arts and Cultural Centre business unit plan.



By way of example, the establishment of non-voting associates in the form of Friends of the Riddoch, Patrons and Ambassadors are Board activities intended to support Council's Riddoch Arts and Cultural Centre business unit and the Trust through the engagement of interested community participants. Such activities would be Board/Trust led with the administrative support of the Council administration.

IMPLEMENTATION STRATEGY

The Riddoch Arts and Cultural Trust and Board activities will be supported by Council resources in a manner that aligns with the Riddoch Arts and Cultural Centre business unit plan. As mentioned elsewhere in this report, the immediate focus being on establishing necessary governance and administrative requirements, including bank accounts and record keeping, deductible gift recipient (DGR) status, non-voting associate (Friends, Ambassadors and Patron) membership arrangements, and other arrangements as may be necessary or opportunistic to set a foundation for future success.

CONCLUSION AND RECOMMENDATION

Having provided an update on the registration of The Riddoch Arts and Cultural Trust, this report recommends the appointment of replacement Board Observers to oversight initial Board meetings on behalf of Council and that Council continue to support the establishment of The Riddoch Arts and Cultural Trust in accordance with previous resolutions.

ATTACHMENTS

Nil



15.4 RAIL CORRIDOR LICENCE – REPORT NO. AR21/67626

Committee:	Economic and Environment Committee
Meeting Date:	1 November 2021
Report No.:	AR21/67626
CM9 Reference:	AF20/456
Author:	Michael McCarthy, Manager Governance and Property
Authoriser:	Darren Barber, General Manager Shared Services
Summary:	This report presents a proposal to execute documentation to secure tenure of the railway corridor lands for shared use path purposes, and to exclude the subject lands from classification as community land.
Strategic Plan Reference:	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage
	Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Economic and Environment Committee Report No. AR21/67626 titled 'Rail Corridor Licence' as presented on 01 November 2021 be noted.
2. That the Chief Executive Officer (or representative) finalise documentation with the Department for Infrastructure and Transport as is necessary to secure tenure of the railway corridor lands listed in Attachment 1 for shared use path purposes, and the Mayor and Chief Executive Officer be authorised to affix the Common Seal to such documentation.
3. That, in accordance with section 193(4) of the Local Government Act 1999 the railway corridor lands listed in Attachment 1 to Report No. AR21/67626 be excluded from classification as community land.



TYPE OF REPORT

Corporate

BACKGROUND

At the Council meeting on 15 September 2015 in relation to the first stage of the rail corridor shared use path Council resolved:

(b) Council authorise the Mayor and Chief Executive Officer to execute lease documentation for the lease of the railway corridor from Pick Avenue to White Avenue (excluding Bay Road to Wehl Street South) when such documentation becomes available.

To-date, no formal tenure has been secured for the rail corridor sections upon which the Shared Use Path has been constructed, including for the further extensions to Tollner Road and Wandillo Road.

PROPOSAL

On 20 October 2021 Council received a draft *Shared Use Path Head Agreement* and *Shared Use Path Licence Agreement* for the purpose of formalising the use of the railway corridor for this purpose.

The intent of the documentation is to provide a standard head agreement applicable to any railway corridor land within the City that is to be used for shared use path purposes, with an associated licence (or licences) to identify each relevant land parcel(s) subject to the head agreement.

The commencing term of the agreements is proposed to be nine (9) years.

Upon review the documentation has been found to be essentially in a satisfactory form for execution on behalf of Council, with only minor contractual provisions identified that warrant some further negotiation and amendment to ensure Council is not liable for pre-existing assets or site conditions.

LEGAL IMPLICATIONS

As with any contractual arrangement, the Shared Use Path Head Agreement and Shared Use Path Licence Agreement are drafted to identify the intended use, conditions, obligations, and manage the risks and liabilities of each party.

Accordingly, the documentation exposes Council to the risk and liability associated with the use of the railway corridor for the shared use path purpose and the management of the lands and Council's assets located upon the lands. Council assumed these risks when it entered into the shared use path projects and constructed the assets on the subject lands.

The further negotiation and amendments to be undertaken are to ensure that Council does not assume liability associated with pre-existing assets and site conditions, beyond the extent to which Council may contribute to any such liabilities through its management and use of the land and assets.

To avoid the railway corridor lands being captured by the community land implications of the Local Government Act 1999, it is further proposed that the land to be held under licence only be excluded from classification as community land. Unless validly excluded, Council will be required to prepare, conduct public/stakeholder consultation and adopt a community land management plan (or plans) for the DIT railway corridor lands.

Whilst this may not alter the manner in which the land is to be managed for permitted purpose, it provides administrative and statutory obligations and constraints on potential further uses of the subject lands, which is unnecessary and may be validly avoided under the provisions of the Act.

STRATEGIC PLAN

The rail corridor shared use path is specifically identified within several objectives in Council's Strategic Plan 2020 – 2024, under Goal 2 'Our Location' and Goal 4 'Our Climate, Natural Resources, Arts, Culture and Heritage':



2.1.3 Consolidating, upgrading and seeking funding for a number of walking and cycling trails throughout the city, including the Rail Trail and the Crater Lakes precinct [Owner / Custodian, Advocate, Partnership].

2.2.2 Taking an active role in regional working groups to realise major regional initiatives such as the delivery of a recycling facility, improved regional procurement and cohesive infrastructure planning including regional rail trails [Partnership].

4.4.1 Delivering a network of safe and convenient walking trails and cycle paths linking relevant land uses and recreation opportunities [Owner / Custodian, Information Provider / Promoter].

4.5.3 Create spaces in major developments, the Railway Lands and our reserves for public art and work with our community to fill these spaces and work with DPTI to include these along the Rail Trail [Owner / Custodian, Service Provider (Part Funder)].

Securing appropriate land tenure is a significant aspect of being able to deliver on these objectives into the future.

The land comprising the railway corridor associated with this report are listed in **Attachment 1**.

COUNCIL POLICY

Council's [Prudential Management Policy](#) and [Risk Management Policy](#) are relevant to this proposal.

ECONOMIC IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

N/A

CULTURAL IMPLICATIONS

N/A

RESOURCE IMPLICATIONS

Council's exposure to the continuing management of the railway corridor lands was committed when Council previously progressed the construction and management of the shared use paths upon the railway corridor lands. No additional resource implications are anticipated as a result of formalising the tenure arrangements associated with these lands.

VALUE FOR MONEY

N/A

RISK IMPLICATIONS

A licence only for the railway corridor land upon which Council is investing in community infrastructure is at the risk that the land could be resumed for rail purposes in the future, however unlikely that such circumstances might arise. Ownership of the railway corridor would provide more secure tenure. DIT have affirmed in recent verbal discussions their policy position to retain rail corridors in DIT ownership.

Other risk matters have been addressed under the heading of Legal Implications'.

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

No engagement or communication activities are anticipated as a result of the proposal in this report. However subsequent activities associated with the railway corridor lands may require such activities.



IMPLEMENTATION STRATEGY

Should Council endorse the proposal in this report then the administration will progress to finalise the associated documentation for execution by the Mayor and Chief Executive Officer under the Common Seal.

CONCLUSION AND RECOMMENDATION

This report recommends that, following finalisation of negotiations and associated amendments to a *Shared Use Path Head Agreement* and *Shared Use Path Licence Agreement* for the railway corridor lands, that the Mayor and Chief Executive Officer be authorised to affix the Common Seal to such agreements, and that the railway corridor lands be excluded from classification as community land.

ATTACHMENTS

1. Railway Corridor Shared Use Path (DIT) Land Parcels



(DIT) Railway Corridor Land Parcels for Shared Use Path

DCDBID	LOT_NO	STREET_NAM	STREET_TYP	SUBURB	PREFIX	VOLUME	FOLIO	LOCATION
F194377AL575	Lot 575	White	Ave	Mount Gambier	CT	5962	699	White Avenue to Wehl St South
F217337AL17	Lot 575	White	Ave	Mount Gambier	CT	5962	699	
D49151AL26	40A	Bertha	ST	Mount Gambier	CT	5962	699	
F171490AL92	38A	Bertha	ST	Mount Gambier	CT	5962	699	
D22507AL1	9	Hammer	CT	Mount Gambier	CT	5962	699	
D33040AL28	20	Webb	ST	Mount Gambier	CT	5962	699	
F217335AL56	70	Shepherdson	RD	Mount Gambier	CT	5962	699	
F194415AL613	15B	Bertha	ST	Mount Gambier	CT	5962	699	
F194416AL614	40A	Bertha	ST	Mount Gambier	CT	5962	699	
F194417AL615	40A	Bertha	ST	Mount Gambier	CT	5962	699	
F194418AL616	40A	Bertha	ST	Mount Gambier	CT	5962	699	
F206483AL93	40A	Bertha	ST	Mount Gambier	CT	5962	699	
D32683AL4	38	Wehl	ST	Mount Gambier	CT	5962	699	
D32346QP2	Lot 2	Heriot	ST	Mount Gambier	CT	5962	700	Bay Rd to Crouch St South
D32346QP7	Lot 2	Heriot	ST	Mount Gambier	CT	5962	700	
D32346QP9	Lot 2	Heriot	ST	Mount Gambier	CT	5962	700	
D32346QP10	Lot 2	Heriot	ST	Mount Gambier	CT	5962	700	
D22618AL100	21	Heriot	ST	Mount Gambier	CT	5962	700	
F194010AL208	20A	Crouch	ST	Mount Gambier	CT	5962	700	Crouch St South to Pick Ave
D48960AL6	Lot 6	Sturt	ST	Mount Gambier	CT	5962	700	
F193614AL622	Lot 622	Sturt	ST	Mount Gambier	CT	5962	700	Pick Av to end of Telford St
F217195AL59	Lot 59	Pick	Av	Mount Gambier	CT	5962	700	
F217216AL75	Lot 59	Pick	AV	Mount Gambier	CT	5962	700	White Av to Jubilee Hwy West
F38297AL10	1	Oak	ST	Mount Gambier	CT	6089	38	
F194667AL865	Lot 864	Graham	RD	Mount Gambier	CT	6089	38	
F194666AL864	Lot 864	Graham	RD	Mount Gambier	CT	6089	38	
F206337AL110	241	Jubilee	HWY	Mount Gambier	CT	6089	38	
F194710AL98	241	Jubilee	HWY	Mount Gambier	CT	6089	38	
F194711AL99	241	Jubilee	HWY	Mount Gambier	CT	6089	38	
F194629AL827	Lot 827	Avey	Rd	Mount Gambier	CT	5848	60	
D194650AL848	Lot 848	White	Av	Mount Gambier	CT	5848	60	Avey Rd to Toliner Rd
F194713AL101	Lot 101	Jubilee	HWYW	Suttontown	CT	6089	38	Jubilee Hwy West to Wandilo Rd
F217266AL194	Lot 194	Jubilee	HWYW	Suttontown	CT	6089	38	
F194734AL122	Lot 122	Jubilee	HWYW	Suttontown	CT	6089	38	



15.5 JOINT PLANNING BOARD – REPORT NO. AR21/68151

Committee:	Economic and Environment Committee
Meeting Date:	1 November 2021
Report No.:	AR21/68151
CM9 Reference:	AF20/456
Author:	Tracy Tzioutziouklaris, Manager Development Services
Authoriser:	Tim Coote, General Manager City Growth
Summary:	A report proving an update on the formation of a Joint Planning Board
Strategic Plan Reference:	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage
	Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Economic and Environment Committee Report No. AR21/68151 titled 'Joint Planning Board' as presented on 01 November 2021 be noted.



TYPE OF REPORT

Legislative

BACKGROUND

Council at its meeting in March 2020 considered the opportunity to form a Joint Planning Board incorporating the seven councils within the Limestone Coast Local Government Association. At this meeting Council determined:

“That Council endorses the draft Joint Planning Board Agreement (at attachment 1) and agrees that the Mayor and Chief Executive Office execute the agreement on behalf of the City of Mount Gambier.

That the Mayor be the City of Mount Gambier representative on the Joint Planning Board, with the Deputy Mayor appointed as proxy.”

The Planning, Development and Infrastructure Act 2016 provides councils with the ability to enter Planning Agreements to form Joint Planning Boards (JPBs) which are intended to foster collaborative arrangements between Council and the State.

JPBs can form a range of functions, including the core function of preparing a Regional Plan for the area, in this case a Regional Plan for the Limestone Coast which provides opportunity to drive strategic planning at a regional level and set the vision and objectives for the region. In circumstances where there is no JPB established the State Planning Commission will lead the preparation of the Regional Plan.

The formation of a Joint Planning Board for the Limestone Coast was being facilitated and managed by the Limestone Coast Local Government Association on behalf of the seven member Councils.

PROPOSAL

The formation of a Joint Planning Board for the Limestone Coast was discussed at the Limestone Coast Local Government Association meeting held on 15th October, 2021.

At this meeting the Limestone Coast LGA have determined to not proceed with the formation of a Joint Planning Board for the Limestone Coast Councils with the Limestone Coast LGA investigating alternative opportunities to partner with the State Government in the development of the Regional Plan for the Limestone Coast.

Some of the reasons for not proceeding with the formation of a Joint Planning Board included:

- Councils can still be involved in the development of a Regional Plan without forming a JPB
- It is unclear if insurance could be obtained to cover the Joint Planning Board
- The Joint Planning Board is an additional level of governance requiring additional funding
- Other opportunities are available to development with the State Government to develop a Regional Plan, such as a partnership arrangement with the Limestone Coast LGA

LEGAL IMPLICATIONS

N/A

STRATEGIC PLAN

N/A

COUNCIL POLICY

N/A

ECONOMIC IMPLICATIONS

Council will still have the ability to provide input in the preparation of a Regional Plan for the Limestone Coast on behalf of the community.



ENVIRONMENTAL IMPLICATIONS

Council will still have the ability to provide input in the preparation of a Regional Plan for the Limestone Coast on behalf of the community.

SOCIAL IMPLICATIONS

Council will still have the ability to provide input in the preparation of a Regional Plan for the Limestone Coast on behalf of the community.

CULTURAL IMPLICATIONS

Council will still have the ability to provide input in the preparation of a Regional Plan for the Limestone Coast on behalf of the community.

RESOURCE IMPLICATIONS

N/A

VALUE FOR MONEY

Council will no longer need to consider funding support for the operation of a Joint Planning Board.

RISK IMPLICATIONS

Council will still have the ability to provide input in the preparation of a Regional Plan for the Limestone Coast on behalf of the community.

EQUALITIES AND DIVERSITY IMPLICATIONS

Council will still have the ability to provide input in the preparation of a Regional Plan for the Limestone Coast on behalf of the community.

ENGAGEMENT AND COMMUNICATION STRATEGY

There may be some involvement from Council to encourage input and/or feedback from the community in respect to the formation of the Regional Plan. At this time, this process has not been determined.

IMPLEMENTATION STRATEGY

Yet to be determined.

CONCLUSION AND RECOMMENDATION

At this time there is no further action required from Council.

ATTACHMENTS

Nil



**MINUTES OF CITY OF MOUNT GAMBIER
AUDIT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, CIVIC CENTRE, 10 WATSON TERRACE, MOUNT
GAMBIER
ON MONDAY, 8 NOVEMBER 2021 AT 5.30 P.M.**

PRESENT: Cr Sonya Meziniec, Mr Paul Duka

IN ATTENDANCE: Tim Muhlhausler, Galpins

OFFICERS IN ATTENDANCE:	Chief Executive Officer	- Mrs S Philpott
	General Manager City Infrastructure	- Ms B Cernovskis
	General Manager Shared Services	- Mr D Barber
	Manager Finance	- Mrs J Scoggins
	Manager Organisational Development	- Ms R Datta
	Executive Administrator Community Wellbeing	- Ms A Lavia

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 APOLOGY(IES)

COMMITTEE RESOLUTION

Moved: Cr Sonya Meziniec

Seconded: Paul Duka

That the apology(ies) from Mayor Lynette Martin be received.

CARRIED

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Cr Sonya Meziniec

Seconded: Paul Duka

That the minutes of the Audit Committee meeting held on 20 September 2021 be confirmed as an accurate record of the proceedings of the meeting.

CARRIED

4 QUESTIONS WITHOUT NOTICE

Nil

5 REPORTS

5.1 CORRESPONDENCE RECEIVED

COMMITTEE RESOLUTION

Moved: Paul Duka
Seconded: Cr Sonya Meziniec

1. That Audit Committee Report No. AR21/71204 titled 'Correspondence Received' as presented on 08 November 2021 be noted.

CARRIED

The Presiding Member sought the approval of at least two-thirds of the members present at the meeting to suspend meeting procedures:

Purpose of the Suspension: To discuss the self-assessment of performance for the Audit Committee

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

Meeting Procedures were suspended at 5:45 pm.

The Presiding Member determined that the period of suspension should be brought to an end;

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

The Period of Suspension came to an end and Meeting Procedures resumed at 5:52 pm.

5.2 SELF-ASSESSMENT OF PERFORMANCE AUDIT COMMITTEE

COMMITTEE RESOLUTION

Moved: Cr Sonya Meziniec
Seconded: Paul Duka

1. That Audit Committee Report No. AR21/62432 titled 'Self-assessment of Performance Audit Committee' as presented on 08 November 2021 be noted.
2. That the Audit Committee:
 - (a) Authorise the General Manager Shared Services in liaison with the Presiding Member to make any minor amendments to the attached draft Audit Committee Self-Assessment Annual Report 2020/2021 that the Committee identifies and to then finalise the document; and
 - (b) Recommend to Council that the Audit Committee's Self-Assessment Report for 2020/21 be adopted.

CARRIED

5.3 POLICY REVIEW - B300 BUDGET FRAMEWORK

COMMITTEE RESOLUTION

Moved: Paul Duka
Seconded: Cr Sonya Meziniec

1. That Audit Committee Report No. AR21/62434 titled 'Policy Review - B300 Budget Framework' as presented on 08 November 2021 be noted.
2. That the Audit Committee:
 - (a) Determine if it wishes to make any adjustments to the draft revised policy.
 - (b) Recommend to Council that Council adopts the proposed revised B300 Budget Framework Policy.

CARRIED

5.4 POLICY REVIEW - T150 - TREASURY MANAGEMENT

COMMITTEE RESOLUTION

Moved: Cr Sonya Meziniec
Seconded: Paul Duka

1. That Audit Committee Report No. AR21/62435 titled 'Policy Review - T150 - Treasury Management' as presented on 08 November 2021 be noted.
2. That the Audit Committee:
 - (a) Determine if it wishes to make any adjustments to Council with regard to the updated policy.
 - (b) Recommend to Council that Council adopts the updated Treasury Management Policy as presented.

CARRIED

5.5 COUNCIL INVESTMENTS & BORROWINGS

COMMITTEE RESOLUTION

Moved: Paul Duka
Seconded: Cr Sonya Meziniec

1. That Audit Committee Report No. AR21/71874 titled 'Council Investments & Borrowings' as presented on 08 November 2021 be noted.

CARRIED

5.6 REVIEW OF DRAFT AUDIT AND RISK COMMITTEE TERMS OF REFERENCE

COMMITTEE RESOLUTION

Moved: Paul Duka

Seconded: Cr Sonya Mezinac

1. That Audit Committee Report No. AR21/67856 titled 'Review of Draft Audit and Risk Committee Terms of Reference' as presented on 08 November 2021 be noted.
2. That the Audit Committee:
 - (a) Authorises the General Manager Shared Services in liaison with the Presiding Member to make any minor amendments to the draft Audit and Risk Committee Terms of Reference that the Committee identifies and to then finalise the document; and
 - (b) Recommend to Council that the draft Audit and Risk Committee Terms of Reference be adopted.

CARRIED

6 MOTIONS WITHOUT NOTICE

Nil

7 CONFIDENTIAL ITEMS

6.1 CITY OF MOUNT GAMBIER - IT ENTITY CONTROLS REVIEW 2020/21 – REPORT NO. AR21/71285

COMMITTEE RESOLUTION

Moved: Cr Sonya Mezinec

Seconded: Paul Duka

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Audit Committee orders that all members of the public, except Councillor S Mezinec, Independent Member P Duka, Auditor T Muhlhausler and Council Officers S Philpott, B Cernovskis, D Barber, J Scoggins, R Datta and A Lavia be excluded from attendance at the meeting for the receipt, discussion and consideration in confidence of Agenda Item 6.1 AR21/71285 City of Mount Gambier - IT Entity Controls Review 2020/21.

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

- information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the Council is
 - conducting business; or
 - proposing to conduct business; or
 - to prejudice the commercial position of the Council
- matters affecting the security of
 - the Council, or
 - Council Members, or
 - employees of the Council, or
 - Council property, or
 - the safety of any person
- information concerning matters that must be considered in confidence in order to ensure that the Council does not:
 - breach any law, order or direction of a court or tribunal constituted by law,
 - breach any duty of confidence, or
 - breach any other legal obligation or duty

The Audit Committee is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information to be considered with this item relates to the security of Council property comprising information, data and information systems, including information of a commercial nature relating to Council systems, and provided on a confidential basis by Council's Auditors. The disclosure of this information would breach the confidence of the party that provided the information and could reasonably be expected to create a security risk for Council and potential advantage to 3rd party service providers and prejudice the commercial position of Council in service negotiations. The public interest in the non-disclosure of this information lies in protecting the community from unnecessary and avoidable costs associated with managing data security.

CARRIED

The Presiding Member sought the approval of at least two-thirds of the members present at the meeting to suspend meeting procedures:

Purpose of the Suspension: To discuss the City of Mount Gambier IT Entity Controls Review 2020/21
Carried by more than two-thirds of the members present at the meeting.
Meeting Procedures were suspended at 6:21 pm.

The Presiding Member determined that the period of suspension should be brought to an end;
Carried by more than two-thirds of the members present at the meeting.
The Period of Suspension came to an end and Meeting Procedures resumed at 6:34 pm.

COMMITTEE RESOLUTION

Moved: Cr Sonya Meziniec
Seconded: Paul Duka

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 6.1 AR21/71285 City of Mount Gambier - IT Entity Controls Review 2020/21 and its attachments, the discussion and the resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (b), (e) and (g) be kept confidential and not available for public inspection until the matters contained in the report have been satisfactorily addressed.
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

CARRIED**8 MEETING CLOSE**

The Meeting closed at 6:41 pm.

The minutes of this meeting were confirmed at the Audit Committee held on 7 February 2022.

.....
PRESIDING MEMBER

19.2 CORRESPONDENCE RECEIVED – REPORT NO. AR21/71204

Meeting: Audit Committee
CM9 Reference: AF11/863
Author: Ashlee Lavia, Executive Administrator Community Wellbeing
Authoriser: Darren Barber, General Manager Shared Services

REPORT RECOMMENDATION

1. That Audit Committee Report No. AR21/71204 titled 'Correspondence Received' as presented on 08 November 2021 be noted.



BACKGROUND

The report provides details of correspondence received since the previous meeting of the Audit Committee held 20 September 2021 and is provided for information.

DISCUSSION

The following correspondence has been received since the last meeting dated 20 September 2021:

- [Independent Commission Against Corruption \(ICAC\) SA Report - Facilities Maintenance in Local Government](#)

CONCLUSION

This report presents correspondence received for presentation to the Audit Committee for noting.

ATTACHMENTS

Nil



19.3 SELF-ASSESSMENT OF PERFORMANCE AUDIT COMMITTEE – REPORT NO. AR21/62432

Committee:	Audit Committee
Meeting Date:	8 November 2021
Report No.:	AR21/62432
CM9 Reference:	AF11/863
Author:	Julie Scoggins, Manager Finance
Authoriser:	Darren Barber, General Manager Shared Services
Summary:	To present for consideration and adoption, the draft Audit Committee Self-Assessment Annual Report.
Strategic Plan Reference:	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage
	Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Audit Committee Report No. AR21/62432 titled 'Self-assessment of Performance Audit Committee' as presented on 08 November 2021 be noted.
2. That the Audit Committee:
 - (a) Authorise the General Manager Shared Services in liaison with the Presiding Member to make any minor amendments to the attached draft Audit Committee Self-Assessment Annual Report 2020/2021 that the Committee identifies and to then finalise the document; and
 - (b) Recommend to Council that the Audit Committee's Self-Assessment Report for 2020/21 be adopted.



TYPE OF REPORT

Other

BACKGROUND

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

The Committee shall:

13.1.5 At least once per year, review its own performance.

- 2. Performance Review** - The Audit Committee Terms of Reference requires the Committee to review its own performance to seek to ensure that it is operating at maximum effectiveness and recommend any desired changes to Council.
- 3. The Local Government Act Financial Sustainability Information Paper 3** - On Audit and Risk Committees recommends that the Committee provide an annual report to Council.
- 4. Committee Minutes** - The Minutes of each Committee meeting are provided to each Council Member and Committee Member and recommendations from the Committee are provided to the following Council meeting for consideration/adoption. All Committee recommendations in 2020/21 have been adopted by Council.
- 5. Meetings** - The Committee met 3 times during 2020/21 and considered reports on topics including but not limited to: The Annual Financial Statements, Annual Work Plan, Long Term Financial Plan and Asset Management Plans, Audit Engagement, Annual Report, Quarterly Budget Reviews, and the Self-Assessment of the Audit Committee.

PROPOSAL**Self-assessment**

The Audit Committee's self-assessment are drafted in Table 1. This table is consistent with the review table included in the 14 December 2020 audit committee report.

The audit committee members are encouraged to provide any additional or alternative input into the drafted response for inclusion before finalisation.

Table 1: Self performance considerations

AREA	COMMENT
Role & Terms of Reference	The audit committee is of the view that functions and extent of authority as defined under S126 (4) LOCAL GOVERNMENT ACT are adequately defined in the <i>Terms of Reference</i> established by Council. The latest review of the Terms of Reference was performed 12 April 2021.
	The audit committee is of the view that its role and function includes the monitoring of Financial Reporting and Management, Internal controls and Risk Management Systems, the effectiveness of internal audit functions and the external audit arrangements.
Independence	Independent Opinions/Views - The audit committee is of the view that it is able to form opinions and express views independently without perceiving a conflict of interest based on their current position within or outside Council.
	Council Staff Attendance - The audit committee believes the invited attendance of the CEO, a General Manager, the Manager Finance and the Management Accountant, or other Council staff at times, provides direction without influence. Continued attendance is desirable.



AREA	COMMENT
Committee Skills/Training	Selection - The audit committee is of the view that its members have been selected due to their qualifications and expertise and their combined qualifications and experience allow it to perform its role appropriately.
	Skills/Experience - Members' background includes a (combination of) accounting, risk management, internal control and/or external audit experience and exposure. Members have access to relevant and ongoing professional training.
Work Program	2020/21 Program - The audit committee's work program for 2020/21 met its areas of focus and the audit committee recognises that its work program can be updated based on changing expectations and/or to address topical issues and emerging trends.
	Future Development - The audit committee's work program will be expanded for 2021/22 in alignment with Council policies and the proposed Audit & Risk Committee Terms of Reference if adopted.
Council Structure and Decision Making	Council - The audit committee are aware of the processes of Council, Council's organisational structure and decision-making processes.
	Documentation - Audit committee members are provided with copies of financial statements, policies and reports of Council if and when relevant. In the 2021/22 Financial Year Council staff will continue to present and discuss relevant financial processes to promote transparency and understanding.
Meeting Operation and Frequency	Previous Frequency – Prior to 2020/21 when it met 3 times, the audit committee has been meeting regularly, and at a minimum four times a year.
	Future Frequency – The work program for 2021/22 following the proposed adoption of the Audit & Risk Terms of Reference by Council will ensure that future frequency and duration is adequate to address issues timely and diligently.
Resources available to the Audit Committee	Staff Resources - The audit committee utilises the resources of Council through the attendance of the external audit service provider, the CEO, the Manager Finance and the Management Accountant and other employees as requested.
	External Auditors - The audit committee has liaised with external auditors and Council employees as required in order to meet its role and terms of reference. The audit committee has been able meet with the auditor without Council Administration representatives, when requested.
Audit Committee's working relationship with Council and the senior management team	Role & Function - Council appears to be aware of role and function of audit committee. Presence of CEO, the Manager Finance and the Management Accountant assists the audit committee in decision achievement.
	Support - No issues of conflict have arisen. The audit committee recognises the significant role played by Council employees to address and advise the Committee.
The Audit Committee's access to appropriate Council information	Oversight - The audit committee notes its oversighting role regarding financial and risk management within Council. Although it has no operational responsibility it has access to necessary information to perform its review role around the policies, procedures and compliance related to policies and procedures guiding decisions with major financial or risk implications.



AREA	COMMENT
	Works Program - The audit committee is able to contribute to the Annual Works Program incorporating any subjects it determines to be either topical or of consistent interest to the committee.
The extent to which the Audit Committee's advice is contributing to the effective operation of the Council	Terms of Reference - The audit committee recognises that its role and terms of reference are a requirement of the LOCAL GOVERNMENT ACT. Members are cognisant of their requirements, roles and responsibilities.
	The audit committee holds the view that its function and role will be increasingly viewed as complimentary to Council in its activities for ratepayers.
	Annual Report – Council's Annual Report includes a summary of the annual works program undertaken for the year, the number of meetings held and meeting attendance.

LEGAL IMPLICATIONS

Local Government Act Sections 126 and 41.

Local Government (Financial Management) Regulations 2011

Terms of Reference – Audit Committee

STRATEGIC PLAN

N/A

COUNCIL POLICY

N/A

ECONOMIC IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

N/A

CULTURAL IMPLICATIONS

N/A

RESOURCE IMPLICATIONS

N/A

VALUE FOR MONEY

N/A

RISK IMPLICATIONS

N/A

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

N/A



IMPLEMENTATION STRATEGY

N/A

CONCLUSION AND RECOMMENDATION

The recommendation to Council is that they adopt the Audit Committee's Self-Assessment Report based on the information contained in this report.

ATTACHMENTS

Nil



19.4 POLICY REVIEW - B300 BUDGET FRAMEWORK – REPORT NO. AR21/62434

Committee: Audit Committee

Meeting Date: 8 November 2021

Report No.: AR21/62434

CM9 Reference: AF11/863

Author: Julie Scoggins, Manager Finance

Authoriser: Darren Barber, General Manager Shared Services

Summary: Legislation - The Local Government Act 1999 prescribes that a council must adopt for each financial year: An annual business plan and budget. This policy seeks to endorse these requirements to ensure compliance with the Act.

Due For Review – The policy was last reviewed and adopted in February 2020 and is due for review and adoption by December 2021.

Strategic Plan Reference:

Goal 1: Our People

Goal 2: Our Location

Goal 3: Our Diverse Economy

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

Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Audit Committee Report No. AR21/62434 titled 'Policy Review - B300 Budget Framework' as presented on 08 November 2021 be noted.
2. That the Audit Committee:
 - (a) Determine if it wishes to make any adjustments to the draft revised policy.
 - (b) Recommend to Council that Council adopts the proposed revised B300 Budget Framework Policy.



TYPE OF REPORT

Corporate

BACKGROUND

1. **Review** – B300 Budget Framework Policy was reviewed and adopted by Council on 18 February 2020 and is due to be reviewed and adopted by Council by December 2021.
2. **Audit Committee Terms of Reference** - The following sections of the Audit Committee Terms of Reference are relevant to this report:

The Committee shall:

11.1.2 Review and challenge where necessary:

11.1.2.1 The consistency of, and/or any changes to accounting policies

3. **Benchmarking** - Policies from a number of SA Councils were reviewed including: Mount Barker District Council, City of Campbelltown, City of Charles Sturt, City of Marion, District Council of Grant, Wattle Range and Alexandrina and Gawler Councils.
4. **High Level Policy** – Following the review and benchmarking the revised policy is proposed to set a high level framework for how the annual budget is set and reviewed/revised. This will be underpinned by a number of procedures. This approach was reviewed with and endorsed by the Executive Leadership Team and Chief Executive Officer.
5. **Strategic Financial Framework** - The annual budget will be developed with regard to the Key Financial Indicator (KFI) targets included in Council's Long Term Financial Plan (LTFP), and Council's Treasury Management Policy. It will also be developed in alignment with the Futures Paper; Strategic Plan; Asset Management Plan and Annual Business Plan.

PROPOSAL

1. **Proposed Council Policy** – This revised Council policy is proposed for adoption by Council (Attachment 1 – it should also be noted that Attachment 2 includes the current policy). It outlines the following:
 - **Legislation** - In terms of key requirements, timing and format for the budget and budget reviews (Including the model financial statements and KFIs).
 - **Budget Development** - Budgets will be developed aligned with procedures and detailed guidelines provided to key internal stakeholders for each year's process.
 - **Budget Reviews and Adjustments** - Budgets will be adjusted in alignment with supporting procedures.
2. **Policy Structure** – The structure and contents of the policy have been changed to ensure that it is more accessible to staff and the community via the inclusion of definitions, roles and responsibilities and training and education.
3. **Policy Statements** - The policy provides an overview of the factors to be taken into consideration when preparing the annual budget including:
 - Timing;
 - Revenue and Expenditure;
 - Annual Business Plan;
 - Key Financial Indicators;
 - Budget Development; and
 - Budget Reviews.



4. **Policy Principles** – The policy includes a number of principles with regard to the following to be taken into consideration when preparing the annual budget:
 - Service Levels;
 - Robust and Rigorous Processes;
 - Realistic Assumptions;
 - Asset Management Plans;
 - New Assets/Major Upgrades Service Levels;
 - Financial Sustainability & KFI's;
 - Legislative Obligations; and
 - Financial Control.

5. **Supporting Procedures/Documents** - The policy will be supported by a number of procedures/guidelines as follows:
 - **Budget Process Guidelines** - The details of the budget process/approach to be undertaken and timelines for each year will be detailed in presentations/guidelines issued each year to staff and Elected Members as part of the annual budget process.
 - **Budget Ranking Procedure** - This procedure will detail the role of the Budget Steering Group (General Managers and Managers) that rank projects during the budget process and will include details of the ranking methodology, ranking criteria and their application.
 - **Operating Budget, Budget Review/Adjustment Procedure** – This procedure will detail the process of creating budgets and adjusting operating revenue and expenditure budgets for emerging priorities, and budget variations. This will also include the process for adjusting new initiative budgets including emerging priorities, budget variations and cancellations.
 - **Capital Budget, Budget Review/Adjustment Procedure** – This procedure will detail the process of creating budgets and adjusting capital renewal and new/upgrade budgets for emerging priorities, budget variations, carry forwards and cancellations.

LEGAL IMPLICATIONS

Local Government Act 1999 – Section 123

Local Government (Financial Management) Regulations – 2011 – Regulations 7 and 9.

STRATEGIC PLAN

Is aligned to the Strategic Plan.

COUNCIL POLICY

[A900 – Asset Management](#)

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

[R105 – Rates Rating Policy 2021-2022](#)

[T150 – Treasury Management](#)

ECONOMIC IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

N/A

CULTURAL IMPLICATIONS

N/A



RESOURCE IMPLICATIONS

The B300 Budget Framework Policy will be implemented using current resources.

VALUE FOR MONEY

N/A

RISK IMPLICATIONS

The B300 Budget Framework policy ensures that the budget is constructed in a manner that is underpinned by key budget principles and is aligned with KFI's.

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

N/A

IMPLEMENTATION STRATEGY

This policy is aligned with current processes of Council and the 2022/23 budget currently being constructed.

CONCLUSION AND RECOMMENDATION

The Budget Framework Policy has been reviewed and changed following a review undertaken by the Manager Finance in consultation with Council's Executive Team. The policy is aligned with the requirements outlined in The Local Government Act 1999 that prescribes that a council must adopt for each financial year an annual business plan and a budget. It is recommended that this policy be adopted by Council.

ATTACHMENTS

1. Proposed B300 Budget Framework Policy
2. B300 Budget Framework Policy (Current)



 City of Mount Gambier	B300 BUDGET FRAMEWORK POLICY	Version No:	1
		Issued:	Month, 20##
		Next Review:	Month, 20##

1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier ("Council") for the preparation, review and report on its budget every financial year.

2. SCOPE:

This Policy is applicable to all employees and Council Members and covers the annual budget requirements for City of Mount Gambier Council.

3. PURPOSE:

The Local Government Act 1999 prescribes that a council must adopt for each financial year.

- An annual business plan; and
- A budget.

This policy endorses these requirements to ensure compliance with the Act.

The purpose of this policy is to provide a framework for Council and Management in relation to the preparation, consideration, adoption and review of the Annual Budget / Business Plan in compliance with the Local Government Act.

4. DEFINITIONS:

Key Term – Acronym	Definition
Model Financial Statements	Prescription endorsed in the Local Government Act regarding presentation of the annual financial statements, budget and long term financial plan.
Operating surplus ratio	This ratio expresses the operating surplus (operating revenues less operating expenses) as a percentage of operating revenue.
Asset renewal funding ratio	This ratio indicates whether council's capital expenditure on asset renewal/replacement of existing assets is what is needed to cost effectively maintain service levels as prescribed in Council's adopted Asset Management Plans.
Net financial liabilities ratio	This ratio indicates the extent to which the net financial liabilities or council's indebtedness can be met by councils total operating revenues.
'Approved Budget'	Adopted capital budget adjusted for year-end carry forwards.
Operating Budget	Identifies the amount of money Council will receive in income and spend on expenses in the course of its normal operating (non-capital) activities. The operating budget includes items such as rates, user charges, specific operating grant revenue, salaries and wages, utility and administrative costs.

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 City of Mount Gambier	B300 BUDGET FRAMEWORK POLICY	Version No:	1
		Issued:	Month, 20##
		Next Review:	Month, 20##

Key Term – Acronym	Definition
Capital Budget	Is the amount of money Council will invest in the creation of new assets or renewal/upgrade of our current assets. Associated revenue can include grant revenue supporting the delivery of capital projects or developer contributions.
Asset Renewals	Is the amount of money Council will invest in Capital maintenance programs for renewal and replacement to prevent costly deterioration of infrastructure and maintaining an adequate level of investment on existing assets to maintain satisfactory levels of service on an annual average basis. Aligned with asset management plans.
New & Upgraded Capital	Assets that are added to Council's existing complement or where an existing asset is replaced with an asset that provides additional capabilities or services. Expected funding source is capital grants and contributions, sale of surplus assets and or borrowings.
Executive Management Team (EMT)	The Executive group of Council including the Chief Executive Officer, and General Managers.

5. ROLES & RESPONSIBILITIES

Council:

Is responsible for approving the policy and for ensuring that a budget is adopted that achieves the key budget principles.

Audit & Risk Committee:

The Committee shall review and provide advice on Council's Annual Business Plan and Budget (at the time of their preparation and scheduled review).

Chief Executive Officer:

Is responsible for the following:

- **Recommendation** – Recommend the budget position to be presented to Council for adoption and further revisions as part of the Budget Review process in accordance with the Local Government Act.
- **Provision of Information** - Provide information to Council to support Council decision making.

General Managers:

Are responsible for the following:

- **Executive (EMT)** - The Executive will recommend a budget position and subsequent budget review positions to the Chief Executive Officer.

Manager, Finance:

Is responsible for the following:

- **Leadership Of Budget & Budget Review Process** - Designing the process, setting of key financial deadlines, inputs and reporting to the CEO and Executive on progress.

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 City of Mount Gambier	B300 BUDGET FRAMEWORK POLICY	Version No:	1
		Issued:	Month, 20##
		Next Review:	Month, 20##

- **Provision of Information** - Provide information to the Executive and Council to support evidence based decision making with regard to the budget and budget reviews throughout the year.

Budget Officers:

- **Budget Delivery** – Budget Officers are responsible for the following:
 - Preparation of budget inputs;
 - Attendance at budget workshops;
 - Presentation of budget; and
 - Achievement of deadlines as agreed and quality of inputs for the budget and subsequent budget reviews in alignment with budget guidelines.

6. POLICY STATEMENTS:

- 6.1 **Timing** – The budget must be considered in conjunction with the Council's Annual Business Plan and be adopted after 31 May and before 31 August for the ensuing financial year. The budget must comply with the standards and principles prescribed by the regulations under the Local Government Act 1999. The budget shall include budgeted financial statements, which must be presented, other than notes and other explanatory documentation, in a manner consistent with the Model Financial Statements.
- 6.2 **Revenue & Expenditure** - The budget must also state whether the projected operating income is sufficient to meet projected operating expenses for the relevant financial year and include a summary of operating and capital investment activities presented in a manner consistent with the note in the Model Financial Statements entitled Uniform Presentation of Finances.
- 6.3 **Annual Business Plan** - As part of the budget process Council will prepare an Annual Business Plan which will address the activities the Council intends to undertake in the ensuing year to achieve its objectives and the key performance indicators that Council will use to assess its performance against its objectives.
- 6.4 **Key Financial Indicators (KFI)s** - Council's key financial indicators will include as a minimum a forecast with respect to the councils operating surplus ratio, asset renewal funding ratio and net financial liabilities presented in a manner consistent with the note in the Model Financial Statements entitled Financial Indicators.
- 6.5 **Budget Development** - The basis for Council's budget each year will, in its initial stages of development, be based upon budget guidelines issued to staff prior to the start of each year's process. The result will be evaluated and refined in terms of the Council's Long Term Financial Plan, annual objectives, KPIs and within the framework of Council budget assumptions and Strategic Plan Outcomes.
- 6.6 **Budget Reviews** - In accordance with the Local Government (Financial Management) Regulations 2011, Regulation 9 requires Council to prepare and consider the uniform presentation of finances relating to the review of budgets at least twice, between 30 September and 31 May, and between 30 November and 15 March (dates inclusive) prepare and consider a report that compares the revised forecast for each item of the financial statements to the adopted budget in a manner consistent with the Model Financial Statements. A report must also include a report that includes the key financial ratios (operating surplus ratio, net financial liabilities ratio and asset sustainability ratio) in a manner consistent with the Model Financial Statements.

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 City of Mount Gambier	B300 BUDGET FRAMEWORK POLICY	Version No:	1
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		Next Review:	Month, 20##

Budget reviews should be undertaken by Manager, Finance with the Chief Executive Officer and Executive Management Team during the year as at the following dates and taken to Council at the appropriate time:

Table 1: Budget Review Schedule

Budget Review	Inclusive Dates
Budget Review 1 (BR1)	1 July to 30 September
Budget Review 2 (BR2)	1 October to 31 December
Budget Review 3 (BR3)	1 January to 31 March

7. POLICY PRINCIPLES

A number of principles are to be taken into consideration when preparing the annual budget, including:

- 7.1 **Service Levels** - Recurrent income and expenses should ensure maintenance of agreed service levels for all existing services to the community.
- 7.2 **Robust and Rigorous Processes** - Are undertaken to establish the budget and ensure that it is consistent with the initiatives and objectives of the following strategic management documents including accountability and transparency in the decision-making process:
 - Futures Paper
 - Strategic Plan;
 - Asset Management Plan; and
 - Annual Business Plan.
- 7.3 **Realistic Assumptions** - All budget figures will be based on the best available information and the provision of value for money for the services provided.
- 7.4 **Asset Management Plans** - Will inform budget capital maintenance programs for renewal and replacement to prevent costly deterioration of infrastructure and to maintain an adequate level of investment on existing assets to ensure satisfactory levels of service on an annual average basis.
- 7.5 **Asset Renewals** – Expenditure on the renewal of assets will be informed by asset management plans taking into consideration the results of condition audits and other information to ensure that assets are maintained at an appropriate standard.
- 7.6 **New Assets/Major Upgrades** - Expenditure on new assets and/or major upgrades to the service levels of existing infrastructure assets will be the result of strategic planning decisions and generally funded from capital grants and contributions, sale of surplus assets rates, and or borrowings. New sources of ongoing revenue will be identified for additional maintenance and annual operating costs resulting from new or upgraded assets.

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 City of Mount Gambier	B300 BUDGET FRAMEWORK POLICY	Version No:	1
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		Next Review:	Month, 20##

7.7 **Financial Sustainability** - The budget will be developed in accordance with the key financial targets included in Council's Long Term Financial Plan (LTFP), and Council's Treasury Management Policy.

7.8 **Key Financial Indicators (KFIs)** - The budget and subsequent budget reviews will be developed and have regard to Council's key financial indicator targets.

7.9 **Legislative Obligations** - The Annual Budget and Budget Reviews will comply with the relevant requirements of the Local Government Act (1999) and associated Financial Management Regulations.

7.10 **Financial Control** – Council is committed to ensuring that financial and other resources under Council's control will be used only for approved purposes and within Council's strategic framework and that all risks to Council's finances are properly managed.

8. TRAINING / EDUCATION:

Training is provided to key members of staff, the Executive Management Team and Elected Members when communicating the details of the Long Term Financial Plan and annual budget process.

9. REVIEW & EVALUATION

This Policy is scheduled for review by Council in December 2025; however, it will be reviewed as required. This Policy will be reviewed:

- every four years; or
- the frequency dictated in legislation, or
- earlier in the event of changes to legislation or related Policies and Procedures; or
- if deemed necessary by the Manager Finance

10. AVAILABILITY OF POLICY

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



 City of Mount Gambier	B300 BUDGET FRAMEWORK POLICY	Version No:	1
		Issued:	Month, 20##
		Next Review:	Month, 20##

File Reference:	AF11/893
Applicable Legislation:	Local Government Act 1999 Section 123. Local Government (Financial Management) Regulations 2011 Regulations 7 and 9.
Reference: Strategic Plan – Beyond 2015	Goal 3, Our Diverse Economy.
Related Policies:	A900 ASSET MANAGEMENT T150 TREASURY MANAGEMENT POLICY P420 PROCUREMENT AND DISPOSAL OF LAND AND ASSETS R105 RATING POLICY
Related Procedures:	OPERATING BUDGET, BUDGET REVIEW AND ADJUSTMENT PROCEDURE CAPITAL BUDGET, BUDGET REVIEW AND ADJUSTMENT PROCEDURE BUDGET RANKING PROCEDURE
Related Documents:	LGA Financial Sustainability Information Paper 25: Monitoring Council Budget Performance Annual Business Plan Guidelines (Rolled out to staff annually).

DOCUMENT DETAILS

Responsibility:	GENERAL MANAGER SHARED SERVICES
Version:	6.0
Last revised date:	18 FEBRUARY, 2020
Effective date:	## th Month, 201#
Minute reference:	## th Month, 201# Operational/Corporate & Community Services, Item #
Next review date:	November, 2025

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 City of Mount Gambier	B300 BUDGET FRAMEWORK POLICY	Version No:	1
		Issued:	Month, 20##
		Next Review:	Month, 20##

<u>Document History</u>	
First Adopted By Council:	21 August 2012
Reviewed/Amended:	March 2014, April 2015, 16 January 2018, 18 February 2020

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 City of Mount Gambier	B300 BUDGET FRAMEWORK POLICY	Version No:	5
		Issued:	18 February 2020
		Next Review:	December 2021

1. Introduction

In accordance with the Local Government Act 1999, Section 123, and the Local Government (Financial Management) Regulations 2011, Council is required to prepare, review and report on its budget every financial year.

2. Purpose

The purpose of this policy is to provide guidance and clarity in relation to budget preparation, review and reporting performance against Council's approved budget. In particular the:

- content, timing and process to be followed for reporting to Council a revised forecast (or Budget Review) against the approved budget;
- scope and conditions associated with the Chief Executive Officer approving variations in activity (that are within the scope of the approved budget) without obtaining Council approval; and
- process to be followed in relation to the carrying forward of expenditure (work in progress) associated with projects included in the budget for the previous year.

3. Policy Statements

3.1 Strategic Framework

The City of Mount Gambier is committed to an integrated approach to strategic planning and budgeting, formalised in the City of Mount Gambier's Integrated Planning and Budget Framework.

3.2 Budget Lifecycle - Timing and content of budget reporting to Council

Annual - budget

The Local Government Act 1999, Section 123 states that Council must have, for each financial year an annual business plan and a budget.

Planning and establishing the annual business plan and budget for the next financial year begins in November and continues until the budget is approved i.e. after 31 May and before 31 August. The budget process includes, but is not limited to:

- Workshops with Elected Members to determine strategic priorities and forward direction of Council;
- Review of Council's strategic management plans including the Infrastructure and Asset Management Plan and the Long Term Financial Plan; and
- Determination of key assumptions and drivers, including for example: service levels, rating increases, consumer price index, etc.

An annual business plan and budget for the next financial year must be adopted by Council after 31 May and before the 31 August.



 City of Mount Gambier	B300 BUDGET FRAMEWORK POLICY	Version No:	5
		Issued:	18 February 2020
		Next Review:	December 2021

Budget Reviews

Monitoring of Council's annual budget against actual performance at regular intervals and making informed adjustments to align the budget to changes in expectations and new information is an important tool of Council in managing the risk that its strategic management plans will not be achieved or may be exceeded.

In accordance with the Local Government (Financial Management) Regulations 2011, Regulation 9 requires Council to prepare and consider the following reports relating to the review of budgets:

"9.1(a) At least twice, between 30 September and 31 May (both dates inclusive) in the relevant financial year (where at least 1 report must be considered before the consideration of the report under sub regulation (1)(b), and at least 1 report must be considered after consideration of the report under sub regulation (1)(b)) - a report showing a revised forecast of its operating and capital investment activities for the relevant financial year compared with the estimates for those activities set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled Uniform Presentation of Finances;

9.1(b) Between 30 November and 15 March (both dates inclusive) in the relevant financial year – a report showing a revised forecast of each item shown in its budgeted financial statements for the relevant financial year compared with estimates set out in the budget presented in a manner consistent with the Model Financial Statements.

9.2 A council must also include in a report under sub regulation (1)(b) revised forecasts for the relevant financial year of the council's operating surplus ratio, net financial liabilities ratio and asset sustainability ratio compared with estimates set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled Financial Indicators."

Additionally, any rollover of capital works from one year to the next is to be presented for Council adoption as soon as possible after the finalisation of the previous year's financial statements.

Council has scheduled to undertake and present the capex rollover and the budget reviews /revised forecasts as follows:

Table 1: Budget Review Schedule

Budget Review	Inclusive Dates	Council Meeting
Work in Progress	1 July to 30 June	August-September
Quarter One (BR1)	1 July to 30 September	November
Quarter Two (BR2)	1 October to 31 December	February
Quarter Three (BR3)	1 January to 31 March	May

Section 123 7(a)(b) of the Local Government Act 1999 (the 'Act) states that each budget of council must:

"7(a) Be considered in conjunction with the council's annual business plan (and must be consistent with that plan, as adopted); and

7(b) Be adopted by the council after the council has adopted its annual business plan."

 City of Mount Gambier	B300 BUDGET FRAMEWORK POLICY	Version No:	5
		Issued:	18 February 2020
		Next Review:	December 2021

Budget review reports highlight, at summary level, year to date actuals, original budget, as well as the latest revised forecast for the year.

Council's endorsement of the Budget Review revisions implies adoption of the variances compared to the original budget.

3.3 Approval of variations outside the scope of the budget

The Local Government (Financial Management) Regulations 2011 (the Regulations) (Part 2 para 9) states that the review of budgets includes '*a revised forecast of its operating and capital investment activities*' and does not address budget revisions, which formally adjust the originally approved budget.

The Local Government Act 1999 states (Section 123 para 13) that '*a council must, as required by the Regulations, and may at any time, reconsider its annual business plan or its budget during the course of a financial year and, if necessary and appropriate, make any revisions*'.

Council approval must be obtained before commitments are made that would result in material activity outside of the original approved budget.

In considering a request for a revision to its approved budget, Council will consider the impact the approval would have on the achievement of the targets for financial indicators established in Council's original budget. Council will also consider the capacity to increase other revenue or reduce other expenditure (either of a corresponding operating and/or capital nature as appropriate) to offset the variation and the merit of so doing.

3.4 Approval of variations within the scope of the budget

Where circumstances warrant, the Chief Executive Officer may authorise variations in activity that are within the approved budget and subsequent budget review revisions providing that variations made do not:

- In aggregate, exceed threshold value limits for functions outlined in the Budget;
- Materially impact on the quality, quantity, frequency, range or level of service previously provided for or implicitly intended in the original budget allocation; and
- Impact on any explicit proposal(s) Council has included in its Annual Business Plan or has otherwise publicly committed to and accommodated in its budget.

Whenever such changes are made, the following Budget Review must include information from the CEO explaining the rationale for the decision.

3.5 Carrying forward of expenditure for projects included in the budget for the previous financial year.

Funding approval for budgeted activity not completed at the end of the financial year is forfeited unless identified and adopted by the Council as a carry-over/work in progress.

The scope and funding requirements of capital projects and major operating-type activities that are committed or underway but not completed at the end of the financial year, need to be reviewed and the projects/activities identified for carrying forward as soon as practical after the end of the financial year to ensure inclusion in the Financial Statements.

 City of Mount Gambier	B300 BUDGET FRAMEWORK POLICY	Version No:	5
		Issued:	18 February 2020
		Next Review:	December 2021

4. REVIEW & EVALUATION

This Policy is scheduled for review by Council's Audit Committee biennially, however, will be reviewed as required by any legislative changes which may occur.

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 City of Mount Gambier	B300 BUDGET FRAMEWORK POLICY	Version No:	5
		Issued:	18 February 2020
		Next Review:	December 2021

File Reference:	AF18/48
Applicable Legislation:	Local Government (Financial Management) Regulations 2011 - Regulations 7, 9 and 10.
Reference: Community Plan 2016-2020	Goal 3, Our Diverse Economy.
Related Policies:	I105 Internal Controls T150 Treasury Management
Related Procedures:	Nil
Related Documents:	LGA Financial Sustainability Information Paper 25: Monitoring Council Budget Performance AR17/32233[v3] Integrated Planning and Budgeting Framework (3)

DOCUMENT DETAILS

Responsibility:	GENERAL MANAGER COUNCIL BUSINESS SERVICES AUDIT COMMITTEE
Version:	5.0
Last revised date:	18 February 2020
Effective date:	18 February 2020
Minute reference:	18 February 2020 - Item 20.8
Next review date:	December 2021
<u>Document History</u>	
First Adopted By Council:	21 August 2012
Reviewed/Amended:	March 2014, April 2015, 16 January 2018, 18 February 2020

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19.5 POLICY REVIEW - T150 - TREASURY MANAGEMENT – REPORT NO. AR21/62435

Committee:	Audit Committee
Meeting Date:	8 November 2021
Report No.:	AR21/62435
CM9 Reference:	AF11/863
Author:	Julie Scoggins, Manager Finance
Authoriser:	Darren Barber, General Manager Shared Services
Summary:	Key Financial Policy – The Treasury Management Policy underpins Council’s funding policy and decision-making process regarding the financing of its operations as documented in its annual budget and long-term financial plan and associated projected and actual cash flow receipts and outlays.
	Due For Review – The policy was last reviewed and adopted in February 2020 and is due for review and adoption by December 2021.
Strategic Plan Reference:	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage
	Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Audit Committee Report No. AR21/62435 titled ‘Policy Review - T150 - Treasury Management’ as presented on 08 November 2021 be noted.
2. That the Audit Committee:
 - (a) Determine if it wishes to make any adjustments to Council with regard to the updated policy.
 - (b) Recommend to Council that Council adopts the updated Treasury Management Policy as presented.



TYPE OF REPORT

Other

BACKGROUND

1. **Review** - The Treasury Management Policy was last adopted by Council on 18 February 2020 and is due for review and adoption by December 2021.
2. **Borrowings** - The main legislative provisions in the Local Government Act covering borrowings are:
 - **Section 44** - a Council must approve all borrowings and the legislation clearly states that the power to borrow cannot be delegated.
 - **Section 122** - a Council's strategic management plans must include an assessment of a Council's proposals with respect to debt levels.
 - **Section 134** - empowers a Council to borrow and requires a Council to consider expert advice before entering into financial arrangements for the purpose of managing, hedging or protecting against interest rate movements and other risks associated with borrowing money.
 - **Section 135** – A Council may provide various forms of security, including:
 - (a) Guarantees (including guarantees relating to the liabilities of a subsidiary of the Council);
 - (b) Debentures charged on the general revenue of the council; and
 - (c) Bills of sale, mortgages or other charges.
3. **Investments** - The main Local Government Act provisions covering investments are:
 - **Section 47** - prohibits a Council from directly acquiring shares in a company.
 - **Section 139** - empowers a Council to invest and requires that the power of investment be exercised with the care, diligence and skill that a prudent person of business would exercise in managing the affairs of other persons. Section 139 also requires a Council to avoid investments that are speculative or hazardous in nature.
 - **Section 140** - requires that a Council review the performance of its investments at least annually.

PROPOSAL

1. **Treasury Management** - Is the management of investments and debt, in order to make the best possible use of funds, maintain financial sustainability, maximise the returns from investments, reduce the overall cost of borrowings, and mitigate operational and financial risk.
2. **Treasury Management Policy** - This is a key financial policy that underpins Council's funding policy and decision-making process regarding the financing of its operations as documented in its annual budget and long-term financial plan and associated projected and actual cash flow receipts and outlays.
3. **Decision Framework** – This policy establishes a decision framework to ensure that:
 - **Funding** - Funds are available as required to support approved outlays. Significant expenditure is supported by either a business case or prudential report (subject to the value of the project). The priority of significant expenditure is assessed and timing of expenditure and associated funding is considered;
 - **Risks** - Interest rate and other risks (e.g. liquidity and investment credit risks) are acknowledged and responsibly managed; and
 - **Net Interest Costs** - The net interest costs associated with borrowing and investing are reasonably likely to be minimised on average over the longer term.



4. **Holistic Financial Management** - The Treasury Management Policy is a key driver of financial sustainability over the life of the LTFP and as such Council manages its finances holistically in accordance with its overall financial sustainability strategies and targets:
- (a) **Quarantine** - will not retain and quarantine money for particular future purposes unless required by legislation or agreement with other parties;
 - (b) **LTFP** - will borrow funds in accordance with the requirements set out in its Long Term Financial Plan;
 - (c) **Fund Application** - apply any funds that are not immediately required to meet approved expenditure (including funds that are required to be expended for specific purposes but are not required to be kept in separate bank accounts) to reduce its level of borrowings or to defer and/or reduce the level of new borrowings that would otherwise be required; and;
 - (d) **Cashflow Shortfalls** - meeting immediate cash flow shortfalls initially by redeeming invested funds. Where there are no (or insufficient) funds invested they may be drawn down against Council's Convertible Cash Advance Debenture (CAD) facilities at the LGFA approved in accordance with the supporting procedure.
5. **Key Financial Indicators (KFIs)** - Council will ensure long term financial sustainability using key financial indicators in its ten year financial plan. Council will:
- (a) **Operating Surplus Ratio** – Aim to achieve a positive operating surplus ratio by FY 2027.
 - (b) **Net Financial Liabilities Ratio** – Achieve a net financial liabilities ratio of 100% or lower by FY 2027; and
 - (c) **Asset Renewal Funding Ratio** - Maintain asset sustainability renewal funding ratio of greater than or equal to 100% of Asset Management Plans.
6. **Borrowings** - Are not a form of income and do not replace the need for Council to generate sufficient operating income to service its operating requirements. Undertaking borrowings gives rise to both an asset (the cash it provides) and a liability (the obligation to repay the money borrowed). There are many types of borrowings available and Council will consider these when borrowing to minimise net interest costs on average over the longer term and to manage interest rate movement risks.
7. **Investments** - To maximise returns to Council for funds invested, the bank account balance of Council is assessed on a regular basis and be set at a level that meets Council's operational requirements.
8. **Policy Review** – A review of the policy has been undertaken with a focus on the following:
- **Amendments** – It should be noted that new sections have been highlighted in red and items that have been removed have been highlighted in red and strikethrough has been applied.
 - **Benchmarking** – This policy was compared to a number of other South Australian Councils with definitions to improve understanding of technical terms.
 - **Finance Leases** – Have been included in this policy recognition of the change in accounting standards (AASB 16 Leases).

LEGAL IMPLICATIONS

- **Borrowings** - Local Government Act 1999 – Sections 44, 122, 134, 135.
- **Investments** - Local Government Act 1999 – Sections 47, 139, 140.

STRATEGIC PLAN

Aids in the delivery of the Strategic Plan.



COUNCIL POLICY

[B300 Budget Framework Policy](#)

ECONOMIC IMPLICATIONS

Aids in the delivery of economic outcomes.

ENVIRONMENTAL IMPLICATIONS

Aids in the delivery of environmental outcomes.

SOCIAL IMPLICATIONS

Aids in the delivery of social outcomes

CULTURAL IMPLICATIONS

Aids in the delivery of cultural outcomes

RESOURCE IMPLICATIONS

N/A

VALUE FOR MONEY

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

RISK IMPLICATIONS

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

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

N/A

IMPLEMENTATION STRATEGY

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

CONCLUSION AND RECOMMENDATION

The Treasury Management Policy is a key financial policy that underpins Council's funding strategy and decision-making process regarding the financing of its operations and documented in its annual budget and LTFP, and associated projected and cash flow receipts and outlays.

The opportunity has been taken to benchmark this policy with other South Australian councils and to update the policy to reflect the change in debt requirements following the approval of the Wulanda Recreation and Convention Centre project.

ATTACHMENTS

1. Draft T150 Treasury Management Policy



 City of Mount Gambier	COUNCIL POLICY		Version No:	9.0
	T150 TREASURY MANAGEMENT POLICY		Issued:	Month, 20##
			Next Review:	Month, 20##

1. INTRODUCTION:

This document sets out the policy of the City of Mount Gambier ("Council") in relation to the treasury management function.

~~This Policy provides direction to Council in relation to the treasury function.~~

~~Council is committed to adopting and maintaining a Long Term Financial Plan (LTFP) and operating in a financially sustainable manner to assist it to determine affordable service levels and revenue raising needs. The LTFP also provides projections of future cash flow availability and needs.~~

2. PURPOSE:

~~The purpose of this policy is to underpin Council's decision-making in the financing of its operations in the context of its annual budget, LTFP, cash flow, borrowings and investments.~~

The purpose of this policy is to:

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

3. SCOPE:

This policy is applicable to all employees and all Elected Members.

The Treasury Management Policy establishes a decision-making framework to ensure that:

- Funds are available to support approved outlays;
- Interest rates and other risks (e.g. liquidity and investment credit risks) are acknowledged and responsibly managed; and
- The net interest costs associated with borrowing and investing are reasonably likely to be minimised on average over the longer term.

4. DEFINITIONS:

Key Term – Acronym	Definition
Treasury Management	Is the management of investments and debt, in order to make the best possible use of funds, maintain financial sustainability, maximise the returns from investments, reduce the overall cost of borrowings, and mitigate operational and financial risk.
Asset Renewal Funding Ratio	Capital expenditure on renewal or replacement of existing assets as a percentage of asset management plans allocation. <i>Capital expenditure on renewal or replacement of existing assets / Asset Management Plan.</i>

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 City of Mount Gambier	COUNCIL POLICY T150 TREASURY MANAGEMENT POLICY	Version No:	9.0
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Key Term – Acronym	Definition
Borrowing	Cash received from another party in exchange for future payment of the principle, which would normally include interest and other finance charges.
Convertible Cash Advance Debenture	A loan where principal amounts can be repaid at any time and calculation of interest payable is based on the amounts of principal outstanding i.e. an interest only loan. The principal is not repaid until maturity.
Credit Foncier	A loan for a fixed term with regular repayments comprising principal and interest, such that at the end of the term the total principal would have been repaid.
Direct Benefits	Are expenditure which provides direct benefits to persons or categories of persons in a manner which matches the extent to which the direct benefits accrue to persons or categories of persons.
Financial Sustainability	Where planned long-term service and infrastructure levels and standards are met without unplanned increases in rates or disruptive cuts to services.
General Benefits	Are defined as expenditure which: <ul style="list-style-type: none"> ➤ provide benefits which are independent of the number of persons who benefit from the expenditure; ➤ or generate benefits which do not accrue to identifiable persons or groups of persons; or generates benefits to the community generally.
Inter-Generational Equity	When assessing investment and borrowing decisions, consideration should be given to the “generation of rate payers” who will derive the substantive benefits versus those who will ultimately pay (through Council rates and user charges).
Net Financial Liabilities Ratio	Net Financial Liabilities (total liabilities less financial assets) as a percentage of total operating revenue. <i>Net Financial Liabilities/Total operating revenue.</i>

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Key Term – Acronym	Definition
Operating Surplus Ratio	<p>Operating surplus before capital revenues as a percentage of total operating revenue</p> <p><i>Operating surplus / Total operating revenue.</i></p>

5. ROLES & RESPONSIBILITIES:

5.1 Council:

Council is responsible for approving the policy and for using their revenue raising powers responsibly by raising sufficient revenue to ensure financial sustainability.

5.2 Chief Executive Officer:

The Chief Executive Officer is responsible to Council for managing the funds of Council to ensure that the objectives of Council are achieved in an effective and efficient manner.

5.3 Manager Finance:

Manager Finance is responsible for promoting a best practice approach in support of effective financial management practices and properly functioning controls.

5.4 Employees:

Employees are responsible for adhering to the policy.

6. POLICY STATEMENTS:

Treasury Management Strategy:

6.1 Council's operating and capital expenditure decisions are made on the basis of:

- **Community Need** - Identified community needs and benefits relative to other expenditure options;
- **Cost Effectiveness** - Cost effectiveness of the proposed means of service delivery;
- **Affordability** - Of projects and proposals having regard to Council's long term financial sustainability, including consideration of the cost of capital and the impact of the project or proposal on Council's financial and sustainability ratios.
- **Delivery and Maintenance Of Assets** – Based on asset management plans.
- **Strategic Partnerships** – Where the "multiplier effect" will mean that more can be delivered supported by Council funds and contribution from partners e.g. federal or state government grants or commercial organisation contributions.

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6.2 The treasury management policy is a key driver of financial sustainability over the life of the LTFP and as such Council manages its finances holistically in accordance with its overall financial sustainability strategies and targets:

- **Retention of funds** - Will not retain and quarantine money for particular future purposes unless required by legislation or agreement with other parties;
- **LTFP** - Will borrow funds in accordance with the requirements set out in its Long Term Financial Plan;
- **Offset** - Will apply any funds that are not immediately required to meet approved expenditure (including funds that are required to be expended for specific purposes but are not required to be kept in separate bank accounts) to reduce its level of borrowings or to defer and/or reduce the level of new borrowings that would otherwise be required; and
- **Cash flow shortfalls** - Meeting immediate cash flow shortfalls initially by redeeming invested funds. Where there are no (or insufficient) funds invested they may be drawn down against Council's Convertible Cash Advance Debenture (CAD) facilities at the LGFA approved in the short to medium-term in accordance with delegations.

~~The consideration whether borrowings are required to fund the operating or capital expenditure will be addressed as a separate decision to the commitment to the operating/capital expenditure. However, overall potential impact on the Council's debt and/or equity position will be considered for all major operating and capital expenditure decisions. The treasury management decision will be in accordance with the criteria specified in this policy.~~

~~Council manages its finances holistically in accordance with its overall financial sustainability strategies, ratios and targets. This means Council will only borrow funds when it needs funds corporately, rather than basing this decision on the funding requirements of the particular operating or capital project.~~

~~Council recognises that on average the rate of return it can receive from investing money is less than the interest rate charged on borrowed funds. For this reason, it will not retain and/or quarantine money for particular funding purposes (except where so required by legislation or agreement with other parties). Instead, Council will seek to apply any funds it has that are not immediately required to meet approved expenditure, to reduce its level of borrowings or to defer and/or reduce the level of new borrowings that would otherwise be required.~~

~~For example: where funds are received for specific purposes, these funds will be pooled by Council based on its treasury management policy, independent of the need to use these funds at a later stage for the specific purposes for which the funding was received.~~

6.3 Key Financial Indicators (KFIs)

- Council ensures long term financial sustainability using key financial indicators in its LTFP. Council has the following targets:
 - **Operating Surplus Ratio** – To achieve a positive operating surplus ratio by FY 2027.
 - **Net Financial Liabilities Ratio** – Achieve a target of greater than zero but less than or equal to 100% of total operating revenue by FY 2027; and

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- **Asset Renewal Funding Ratio** - Maintain asset renewal funding ratio of greater than or equal to 100% of Asset Management Plan.

7. BORROWINGS:

Borrowings are not a form of income and do not replace the need for Council to generate sufficient operating income to service its operating requirements.

Undertaking borrowings gives rise to both an asset (the cash it provides) and a liability (the obligation to repay the money borrowed).

There are many types of borrowings available and Council **will does** consider these when borrowing to minimise net interest costs on average over the longer term and to manage interest rate movement risks.

Council **does** manages its cash holistically within the constraints of its overall financial strategies and key financial indicators aligned with this policy in the medium to long term (as modelled in the LTFP).

7.1 Annual Debt Limit:

- On an annual basis, Council will consider its debt limit to ensure that funds are available as required to support approved outlays and to account for working capital requirements.
- The annual debt level will vary from the opening and closing debt disclosed in the Annual Business Plan and Budget due to the timing of receipt of funds from income and the timing of payments for the provision of goods and services.

7.2 Fixed and Variable Interest Rate Borrowings:

- **Annual Review** - Council recognises that future movements in interest rates are uncertain. It considers that by having a combination of different termed fixed and variable interest rate borrowings it is, in the longer term, well positioned to limit its interest rate risk and therefore its net interest costs over the longer term. Council will review its mix of fixed verses variable borrowings / loans on an annual basis.
- **Maturity Dates** - In order to spread its exposure to interest rate movements, Council aims, subject to its overall debt level, to have a variety of maturity dates on its borrowings.
- **Fixed Interest Rate Borrowings** - May be either of a:
 - **Credit foncier basis** - That is incorporating regular principal and interest repayments; or
 - **Fixed interest rate payments only** - with or without terms that allow the full amount of principal to be repaid, or rolled over at maturity.
- **Debt Structure** - Council recognises that there is usually a margin between borrowing and investment rates and that it can generate savings by structuring its portfolio of borrowings so that cash inflows that are surplus to short or medium term needs can be applied, in the first instance, to reduce the level of borrowings that would otherwise be necessary. For this reason Council will, as necessary,

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restructure its portfolio of borrowings, as old borrowings mature and new ones are raised to provide for this level of flexibility.

- **Flexible Borrowings** - Council will make use of variable interest rate borrowings facility (for example the Local Government Financing Authority's (LGFA) Cash Advance Debenture (CAD) facility) that requires interest payments only and that enables any amount of principal to be repaid or redrawn at call. The redraw facility will provide Council with access to liquidity when needed. The outstanding level of draw-downs on the facility may vary significantly during a year and between years with the timing and extent of cash inflows and outflows.

7.3 Finance Leases:

- Where Council enters into a Finance Lease this is in essence a borrowing transaction and should be considered holistically in accordance with Council's overall borrowing policy. An evaluation of lease versus debt will be performed to determine the best return to Council.
- Disclosure of lease costs is to be provided in the annual financial statements in accordance with Australian Accounting Standards.

8. INVESTMENTS:

- 8.1 **Risk Management** - Council is committed to openness and transparency in its financial management practices and sets out to ensure that investments are made in such a way as to maximise returns, while ensuring that risks are minimised and maintaining compliance with appropriate legislation.
- 8.2 **Legislation** - The *Local Government Act 1999* sets requirements for councils to review and report on the performance of their investments. All investments are to be made in accordance with the provisions of the *Local Government Act 1999*, in particular attention to Sections 139 and 140. These requirements obligate the officers who are responsible for investing Council's funds to act with care, diligence and skill that a prudent person of business would exercise in managing the affairs of other persons and be aware of their responsibilities.
- 8.3 **Review** - To maximise returns to Council for funds invested, the bank account balance of Council is assessed on a regular basis and be set at a level that meets Council's operational requirements. Council management may from time to time invest surplus funds with the LGFA or other financial institutions subject to these investments being capital-guaranteed.
- 8.4 **Investment Type** - Council funds available for investment will be lodged 'at call' or, having regard to differences in interest rates for fixed term investments of varying maturity dates, may be invested for a fixed term. In the case of fixed term investments the term should not exceed a point in time where the funds otherwise could be applied cost-effectively either by deferring the need to raise a new borrowing or by reducing the level of Council's variable interest rate borrowing facility.
- 8.5 **Best Value** - When investing funds, Council will select the investment type which delivers the best value, having regard to investment returns, transaction costs and other relevant and objectively quantifiable factors.

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8.6 **Approval** - Investments fixed for a period greater than 12 months are to be approved by Council.

9. REPORTING:

At least once a year Council shall receive a specific report regarding treasury management performance relative to this policy document. The report shall highlight:

- For each Council borrowing and investment, the quantum of funds, its interest rate and maturity date, interest income/expense and changes in the quantum since the previous report; and,
- The proportion of fixed interest rate (split between interest-only borrowings and credit foncier borrowings) and variable interest rate borrowings at the end date of the reporting period and an estimate of the average of these proportions across the period along with key reasons for significant variances compared with the targets specified in this policy.

10. EDUCATION/TRAINING:

Training is provided to the Executive and Elected Members when communicating the details of the annual budget and LTFP.

11. REVIEW & EVALUATION

This Policy is scheduled for review by Council in Month 20##; however, will be reviewed as required by any legislative changes which may occur.

12. AVAILABILITY OF POLICY

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

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File Reference:	AF18/48
Applicable Legislation:	Local Government Act 1999 Local Government (Financial Management) Regulations 2011
Reference: Strategic Plan – Beyond 2015	Goal 3, Strategic Objective Our Diverse Economy
Related Policies:	B300 Budget Framework Policy
Related Procedures:	Nil
Related Documents:	Financial Sustainability Information Papers: <ul style="list-style-type: none"> • 01 Financial Sustainability • 08 Long Term Financial Plans • 09 Financial Indicators • 10 Debt • 15 Treasury Management

DOCUMENT DETAILS

Responsibility:	GENERAL MANAGER SHARED SERVICES
Version:	9.0
Last revised date:	18 February 2020
Effective date:	## th Month, 201#
Minute reference:	## th Month, 201# Operational/Corporate & Community Services, Item #
Next review date:	Month, 201#
<u>Document History</u>	
First Adopted By Council:	15 th April, 2008
Reviewed/Amended:	June 2008, April 2009, December 2012, November 2013, October, 2016, 16 January 2018, 18 February 2020

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19.6 COUNCIL INVESTMENTS & BORROWINGS – REPORT NO. AR21/71874

Meeting: Audit Committee
CM9 Reference: AF11/863
Author: Julie Scoggins, Manager Finance
Authoriser: Darren Barber, General Manager Shared Services

REPORT RECOMMENDATION

1. That Audit Committee Report No. AR21/71874 titled 'Council Investments & Borrowings' as presented on 08 November 2021 be noted.



SUMMARY

1. **Investments** - Council's investments earned \$325 of interest in 2020/21, and the LGFA bonus paid was \$17,019.
2. **Borrowings** - At 30 June 2021 were \$13,720,914, with additional budgeted borrowings not required due to the timing of the Wulanda Recreation and Convention Centre construction and of some other planned capital works expenditure.

BACKGROUND

1. **Legislation** - In accordance with Section 140 of the Local Government Act,
A council must, at least once in each year, review the performance (individually and as a whole) of its investments.
2. **Treasury Management Policy Required Reporting** - As detailed in T150 Treasury Management Policy:
At least once a year Council shall receive a specific report regarding treasury management performance relative to this policy document. The report shall highlight:
 - *For each Council borrowing and investment, the quantum of funds, its interest rate and maturity date, interest income/expense and changes in the quantum since the previous report; and,*
 - *The proportion of fixed interest rate (split between interest-only borrowings and credit foncier borrowings) and variable interest rate borrowings at the end date of the reporting period and an estimate of the average of these proportions across the period along with key reasons for significant variances compared with the targets specified in this policy.*
3. **Holistic Management of Funds** - In accordance with Council's Treasury Policy, funds are managed holistically in accordance with its overall financial sustainability strategies and targets. Funds are not quarantined for particular future purposes, unless required by legislation.
4. **Investments** - Any funds that are not immediately required for operational needs and cannot be applied to either reduce existing borrowings or avoid the raising of new borrowings, are invested either with the Local Government Finance Authority (LGFA) or in interest bearing deposits at Westpac.
5. **Banking Services** - Westpac is the current provider of Council's transactional banking services.
6. **LGFA** - The LGFA is administered by a Board of Trustees, and works for the benefit of Councils and other Local Government Bodies within South Australia. It is not part of the Crown, nor is it an agency or instrumentality of the Crown. All South Australian Councils are automatically members of the LGFA, but use of LGFA services for investments and loans is entirely voluntary. In accordance with Section 24 of the *Local Government Finance Authority Act 1983*, the *Treasurer of South Australia guarantees all of the Authority's liabilities, including monies accepted on deposit from clients.*
7. **Annual Distribution** - Member Councils who support the Authority with deposits, or who use their loan facilities, receive an annual distribution (known as the LGFA Bonus) based on deposit and loan utilisation.
8. **Loan Facilities** - Council loan facilities as at 30 June 2021 were as follows:



Facility	Expiry Date	Interest Date	Facility Limit	Drawn Down at 30/06/21
CAD 104	15/12/2023	1.30%	\$3,200,000	\$3,200,000
CAD 104	17/05/2024	1.30%	\$800,000	\$800,000
CAD 106	15/04/2026	2.05%	\$10,000,000	\$1,550,000
CAD 104	17/06/2028	2.05%	\$1,000,000	\$1,000,000
CAD 105	17/08/2030	2.05%	\$5,000,000	\$5,000,000
Library Credit Foncier	15/06/2024	5.97%	\$2,170,914	\$2,170,914
Total			\$22,170,914	\$13,720,914

9. **Accounting Adjustments** – This report provides a summary of the performance of Council's investments and borrowings and as such does not include accounting adjustments for AASB 16 Leases and AASB 9 Financial Instruments.

DISCUSSION

Investments:

Investment Accounts - Council held funds with both the LGA and Westpac.

1. **LGFA Funds** -The balance of Council funds held at 30 June 2021 was \$1,797,608. This represented a decrease of \$1,812,016 on 30 June 2020.
2. **LGFA Interest/Bonus** - Bonus payment from the LGFA paid in 2020/21 was \$17,019.
3. **Westpac Account** - Funds are held with the Westpac.
4. **Westpac Funds** - The balance of funds held at 30 June 2021 was \$123,132, a decrease of \$562,710 from 30 June 2020.

Borrowings:

1. **Borrowings** - Council borrowing at 30 June 2021 was \$13,720,914, including \$11,550,000 in cash advance debentures at varying rates (as above), and in a fixed term loan of \$2,170,914 used to finance the library upgrade.
2. **Cash Advance** - An additional CAD (106) was approved in April 2021.
3. **CAD Interest Rate** - The CAD interest rates at 30 June 2021 were as shown in the table included in the background.
4. **Credit Foncier** - The only current fixed term loan was raised to finance the library upgrade.

ATTACHMENTS

Nil



19.7 REVIEW OF DRAFT AUDIT AND RISK COMMITTEE TERMS OF REFERENCE – REPORT NO. AR21/67856

Committee:	Audit Committee
Meeting Date:	8 November 2021
Report No.:	AR21/67856
CM9 Reference:	AF11/863
Author:	Julie Scoggins, Manager Finance
Authoriser:	Darren Barber, General Manager Shared Services
Summary:	This report is presented to enable the Audit Committee to review the Draft Audit and Risk Committee Terms of Reference and provide a recommendation to Council to adopt at the next Council meeting.
Strategic Plan Reference:	Goal 1: Our People Goal 2: Our Location Goal 3: Our Diverse Economy Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Audit Committee Report No. AR21/67856 titled 'Review of Draft Audit and Risk Committee Terms of Reference' as presented on 08 November 2021 be noted.
2. That the Audit Committee:
 - (a) Authorises the General Manager Shared Services in liaison with the Presiding Member to make any minor amendments to the draft Audit and Risk Committee Terms of Reference that the Committee identifies and to then finalise the document; and
 - (b) Recommend to Council that the draft Audit and Risk Committee Terms of Reference be adopted.



TYPE OF REPORT

Other

BACKGROUND

1. **Decision Making Structure** - Council adopted at its meeting held on 22 November 2018 a decision making structure that included the Audit Committee (a Committee established under s41 of the Local Government Act 1999).
2. **Current Terms of Reference** - The Audit Committee's Terms of Reference - (under 14.2) indicate that the Committee shall at least once every two years review its terms of reference. In addition to the requirement in the Terms of Reference, the Audit Committee works program suggests a yearly review of the Terms of Reference.
3. **Prior Formal Review** - The last formal review by the Committee was on 12 April 2021 and the Terms of Reference were adopted at the Council meeting held on 20 April 2021.
4. **Initial Review** – It was recognised that the initial Draft Terms of Reference presented to the Audit Committee included significant changes for the committee's consideration, and therefore the document was provided as a first draft at the Audit Committee meeting on 20 September 2021 .
5. **Legislative Changes** – It should be noted that these changes will assist the committee in the transition to an Audit and Risk Committee as prescribed in the new Local Government Act Statutes Amendment (Local Government Review) Act 2021.
6. **Initial Review** - An initial review of the Audit & Risk Committee Terms of Reference was undertaken at the Audit Committee meeting on 20 September 2021.
7. **Further Review/Benchmarking** – Following feedback and review of Terms of Reference for other South Australian Councils, further changes were made to the draft Audit & Risk Committee Terms of Reference.
8. **Consultation** - The Office of Local Government is seeking feedback on the second round of draft regulations which will support the implementation of the Statutes Amendment (Local Government Review) Act 2021. This includes items that relate to Audit & Risk Committees.
9. **Audit Committee Member Review** – The draft Terms of Reference was issued to Committee Members in advance of the agenda to enable them to provide further feedback if required.

PROPOSAL

1. **New Legislation** - The new Local Government Act Statutes Amendment (Local Government Review) Act 2021 provides the following provisions:
 - (5) Section 126(2)—delete subsection (2) and substitute:
 - (2) The following provisions apply to the membership of a council audit and risk committee:
 - (a) the majority of the members of the committee must be persons who are not members of any council;
 - (b) the members of the committee (when considered as a whole) must have skills, knowledge and experience relevant to the functions of the committee, including in financial management, risk management, governance and any other prescribed matter;
 - (c) the membership of the committee—
 - (i) may not include an employee of the council (although an employee may attend a meeting of the committee if appropriate); and



- (ii) may include, or be comprised of, members of another council audit and risk committee or a regional audit and risk committee; and
 - (iii) must otherwise be determined in accordance with the requirements of the regulations.
- (6) Section 126(4)—delete subsection (4) and substitute:
- (4) The functions of a council audit and risk committee include—
 - (a) reviewing annual financial statements to ensure that they present fairly the state of affairs of the council; and
 - (b) proposing, and providing information relevant to, a review of the council's strategic management plans or annual business plan; and
 - (c) monitoring the responsiveness of the council to recommendations for improvement based on previous audits and risk assessments, including those raised by a council's auditor; and
 - (d) proposing, and reviewing, the exercise of powers under section 130A; and
 - (e) liaising with the council's auditor in accordance with any requirements prescribed by the regulations; and
 - (f) reviewing the adequacy of the accounting, internal control, reporting and other financial management systems and practices of the council on a regular basis; and
 - (g) —
 - (i) if the council has an internal audit function—
 - (A) providing oversight of planning and scoping of the internal audit work plan; and
 - (B) reviewing and commenting on reports provided by the person primarily responsible for the internal audit function at least on a quarterly basis; or
 - (ii) if the council does not have an internal audit function, reviewing and commenting on an annual report provided by the chief executive officer in relation to the policies and processes adopted by the council to evaluate and improve the effectiveness of its internal control practices and procedures; and
 - (h) reviewing and evaluating the effectiveness of policies, systems and procedures established and maintained for the identification, assessment, monitoring, management and review of strategic, financial and operational risks on a regular basis; and
 - (i) reviewing any report obtained by the council under section 48(1); and
 - (j) performing any other function determined by the council or prescribed by the regulations.
 - (5) There must be at least 1 meeting of a council audit and risk committee in each quarter.



- (6) Subject to this Act, the procedure to be observed at a meeting of a council audit and risk committee will be—
 - (a) as prescribed by regulation; or
 - (b) insofar as the procedure is not prescribed by regulation—as determined by the committee.
 - (7) Without limiting subsection (6)(a), regulations under that subsection may provide for circumstances in which the public may be excluded from attendance at a meeting of a council audit and risk committee.
 - (8) A council audit and risk committee must—
 - (a) provide a report to the council after each meeting summarising the work of the committee during the period preceding the meeting and the outcomes of the meeting; and
 - (b) provide an annual report to the council on the work of the committee during the period to which the report relates.
 - (9) A council must ensure that the annual report of its audit and risk committee is included in its annual report.
2. **Implementation Of Amendments** - Whilst the indicative dates for implementation of the amendments is 2022/2023, many Councils have adopted as best practice an Audit and Risk Committee. The provisions in the Local Government Act 1999 allow for an Audit Committee. However, Council may adopt an Audit and Risk Committee providing the provisions in the act are maintained.
 3. **Review** - The Draft Terms of Reference of the Audit and Risk Committee are presented for review by the Audit Committee prior to recommendation for Council to adopt.

LEGAL IMPLICATIONS

As outlined in this report, the Local Government Act Statues Amendment (Local Government Review) Act 2021 has been considered in the development of these recommendations.

STRATEGIC PLAN

Nil

COUNCIL POLICY

[T150 Treasury Management Policy](#)

[B300 Budget Framework Policy](#)

[F225 Fraud and Corruption Prevention Policy](#)

[P415 Prudential Management](#)

[R105 Rating](#)

ECONOMIC IMPLICATIONS

Nil

ENVIRONMENTAL IMPLICATIONS

Nil

SOCIAL IMPLICATIONS

Nil

CULTURAL IMPLICATIONS

Nil



RESOURCE IMPLICATIONS

Nil

VALUE FOR MONEY

Nil

RISK IMPLICATIONS

A high functioning Audit and Risk Committee is a valuable resource in Council's overall risk strategy and management.

EQUALITIES AND DIVERSITY IMPLICATIONS

Nil

ENGAGEMENT AND COMMUNICATION STRATEGY

Nil

IMPLEMENTATION STRATEGY

The terms of reference once adopted will be uploaded onto Council's website. Audit & Risk Committee reports will also include details of their alignment to the Terms of Reference.

CONCLUSION AND RECOMMENDATION

This report recommends that the Audit Committee consider its draft terms of reference with the intent of recommending that this final draft is adopted at the next Council meeting.

ATTACHMENTS

1. Draft Audit and Risk Committee Terms of Reference





Audit and Risk Committee

TERMS OF REFERENCE

A Committee of Council
established pursuant to the provisions of
Sections 126 and 41
of the Local Government Act 1999

Terms of Reference for the conduct of the business of the Audit and Risk Committee were approved and adopted by the City of Mount Gambier at its meeting held on XXXX 2021.



Audit and Risk Committee

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1. ESTABLISHMENT:

- 1.1 **Legislation** - Pursuant to Sections 41 and 126 of the Local Government Act 1999 the Council has established a Committee to be known as the City of Mount Gambier Audit & Risk Committee ("the Committee").
- 1.2 **Functions** - The functions of the Audit and Risk Committee include, per the Local Government Act 1999, Division 2, Section 126 (4):
- (a) reviewing annual financial statements to ensure that they present fairly the state of affairs of the council; and
 - (b) proposing and providing information relevant to, a review of the council's strategic management plans or annual business plan; and
 - (c) proposing and reviewing, the exercise of powers under section 130A; and
 - (d) liaising with the council's auditor; and
 - (e) reviewing the adequacy of the accounting, internal control, reporting and other financial management systems and practices of the council on a regular basis.
- 1.3 **Delegation** - The Committee has no delegation to act, with all recommendations of the Committee (and of any Sub-Committees established by the Committee) to be considered by full Council for final decision and resolution.

2. INTERPRETATION:

- 2.1 For the purpose of these Terms of Reference, unless inconsistent with the subject matter or context:

Term	Interpretation
Act	The Local Government Act 1999 and includes all Regulations and Schedules.
Committee	The Committee of Council established pursuant to clause 3.
Committee Member	The persons appointed by the Council to the Committee pursuant to clause 4.
Commencement Date	The date on which the Committee is established and becomes operative pursuant to clause 3.
Council	The City of Mount Gambier that established the Committee and to which the Committee reports.
Chair Person	The person appointed to that position pursuant to clause 5.
Observers	Those persons attending any meeting of the Committee of Council, but not having a vote on any matter to be determined by the Committee and not having been appointed as Committee Members.
Sub-Committee	A sub-committee established in accordance with the Act.

- 2.2 Any words, phrases or terms used in these Terms of Reference that are defined in the Act shall have the same meaning as are given in the Act.
- 2.3 A reference in these Terms of Reference to a "singular" includes a reference to the "plural" and a reference to a "plural" includes a reference to the "singular".
- 2.4 These Terms of Reference shall be interpreted in line with the provisions of the Act.
- 2.5 **Notices** - All communications to be given to the Committee shall be addressed to:
- City of Mount Gambier Audit and Risk Committee



PO Box 56
MOUNT GAMBIER SA 5290
Email: city@mountgambier.sa.gov.au

3. **AUTHORITY:**

- 3.1 **Overall Objective** - The Committee is created with the express objective of providing considered advice to Council within the scope of its purpose and reasons for establishment.
- 3.2 **Delegation Status** - The Committee does not have delegated powers or delegated financial responsibilities or authority to implement actions in areas over which management has responsibility.
- 3.3 **Management Function** - Therefore, the Committee does not have any management function and is independent to management.
- 3.4 **Council Authorisation** - Within its scope of responsibility, Council authorises the Committee to:
 - (a) perform activities within the scope of this Terms of Reference;
 - (b) require the attendance of Senior Council Officers at meetings as required;
 - (c) have access to members of Executive Leadership Team, employees and relevant information;
 - (d) oversee the performance and meet with both the external auditor and the internal auditor;
 - (e) request necessary financial resources to be provided to enable the Committee to receive any necessary legal, accounting or other professional advice.

4. **MEMBERSHIP/COMPOSITION:**

- 4.1 **Membership** - Members of the Audit & Risk Committee are appointed by Council. The size of the Committee be between three (3) and five (5) members (inclusive) consistent with any Regulations and shall consist of:
 - At least one (1) Councillor;
 - At least two (2) Independent members.
- 4.2 **Appointment to Committee** - Appointments to the Committee shall be for a period of at least two years, reviewed at a common appointment date every two years. The common appointment date for existing appointees is 31 December. Appointees may be reappointed by Council.
- 4.3 **Resignation** - Of the appointment must be in writing.
- 4.4 **Confidentiality** - Committee members shall not directly or indirectly release or make available to any person any information relating to the work or discussions of the Committee of which he or she is a member or was in his or her possession except in accordance with such terms and in such a manner as stipulated by City of Mount Gambier Council.
- 4.5 **Vacancies** – A vacancy in the membership of the committee will not invalidate any decisions of the committee, provided a quorum is maintained during meetings.



- 4.6 **Advisors** - The Chief Executive Officer (CEO), the General Manager Shared Services (GMSS) and the Manager Finance are not members of the Committee, but should attend meetings in an advisory capacity.
- 4.7 **Role Of Mayor** - Is an ex officio member of the Committee.
- 4.8 **Council Members** - The Council members of the Committee shall be appointed by Council at its Statutory Meeting, unless otherwise determined by the Chairperson of the Committee.
- 4.9 **External Auditors** - Council's external auditors shall be invited to attend a minimum of two (2) meetings of the Committee each financial year. Attendance is at the external auditor's discretion.
- 4.10 **Voting Rights** - Only members of the Committee are entitled to vote (move and second) in Committee meetings.
- 4.11 **Role of Council Staff** - Members of Council's staff may attend any meeting as observers and be responsible for preparing papers for the Committee.
- 4.12 **Committee Meeting Location** - In accordance with the principles of open, transparent and informed decision making, Committee meetings must be conducted in a place open to the public.

5 INDEPENDENT MEMBERS

Independent Members are external members who are neither Councillors or a member of Council staff, as outlined in section 126(2) of the Act.

- 5.1 **Required Skills & Experience** - Independent Members shall have senior business or financial management/reporting knowledge and expertise, and be conversant with the financial, risk management and governance issues, and have extensive accounting, auditing or legal skills and other reporting requirements of Local Government.
- 5.2 **Appointment** - The appointment of external independent members shall be made by Council resolution following public advertisement in the local newspaper and Council website.
- 5.3 **Tenure** - Independent members shall be appointed for a term of two years, after which time Council can choose to exercise an option to renew the appointment for another term. Independent members can only serve for two consecutive terms without public advertisement, however, members may re-apply at the end of their term(s) and be re-appointed for further terms through the public advertisement process.
- 5.4 **Remuneration** - Remuneration paid to independent members will be a set fee per meeting with an additional amount paid to the Chairperson. Travelling costs will also be reimbursed.
- 5.5 **Resignation** - In the event of a resignation of an external independent member or statutory change, the Committee has the option to review unsuccessful applicants from the initial recruitment process and recommend to Council to appoint an applicant, if this occurs within the previous 12 month period.



6. COUNCIL MEMBERS

- 6.1 **Appointment** - The Council member(s) of the Committee shall be appointed by Council at its Statutory Meeting, unless otherwise determined by the Chairperson of the Committee.

7. COMMITTEE CHAIRPERSON:

- 7.1 **Role** – The role of the Chairperson is to:

- **Meeting Conduct** - Oversee the orderly conduct of meetings in accordance with the *Local Government Act 1999*, the *Local Government (Procedures at Meetings) Regulations 2013* and the Council's Code of Conduct for Meeting Procedures;
- **Guiding Principles** - Ensure that the Guiding Principles in Regulation 4 are observed and that all Committee Members have an opportunity to participate in discussions in an open and responsible manner.
- **Voting Rights** - The Chairperson of the Committee shall have a casting vote on occasions where there is an equal number of votes on a matter.

- 7.2 **Appointment** - The Chairperson of the Committee must be appointed by Council resolution and be an independent member. The Chairperson will be appointed for two years.

- 7.3 **Tenure** - After serving two years, the Committee may choose to appoint the Chairperson for a further one year term or the Committee may choose to nominate another Chairperson from the independent membership for a one year term. The process will be dependent on the Committee seeking nominations from the current independent membership and providing a report for noting to the Council.

- 7.4 **Acting Chairperson** - In the absence of the appointed Chairperson from a meeting, the meeting will appoint an acting Chairperson from the Independent members present at the meeting.

8. NOTICE OF MEETINGS:

- 8.1 The Committee shall conduct its meetings in the Council Chamber, 10 Watson Terrace, Mount Gambier.

- 8.2 In accordance with Section 87 of the Act a notice of each meeting confirming the venue, date and time, 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.

9. MEETINGS AND DOCUMENTATION:

- 9.1 **Number of Meetings** - The Committee have an ordinary meeting at least four times a year at appropriate times in the reporting and audit cycle and otherwise as required.

- 9.2 **Additional Meetings** – Shall be convened at the discretion of the Chairperson or at the written request of a Committee member, the CEO or the internal or external auditors.



- 9.3 **Quorum** - At all meetings of the Committee a quorum must be present, noting the following:
- No business shall be transacted at any meeting of the Committee unless a quorum of Members is present.
 - A quorum will be determined by dividing by 2 the number of Members formally appointed to the Committee ignoring any fraction and adding 1. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any authorities, powers and discretions vested in or exercisable by the Committee.
- 9.4 **Role of Chairperson** - The Chairperson, when physically present, shall preside at all meetings of the Committee and at any other time the Committee shall appoint an Acting Chairperson who shall preside at that meeting.
- 9.5 **Voting Rights** - Each Member of the Committee including the Chairperson 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.
- 9.6 **Deliberate Vote** - Each Member of the Committee including the Chairperson present at any meeting of the Committee shall have one deliberate vote only.
- 9.7 **Meeting Access** - 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.
- 9.8 **Documents** - Members of the public shall have access to all documents related to the Committee unless prohibited by resolution of the Committee under the confidentiality provisions of Section 90 and 91 of the Local Government Act 1999.

10. MINUTES OF MEETINGS:

- 10.1 **Role of The CEO** - The CEO shall ensure that the proceedings and resolutions of all meetings of the Committee, including recording the names of those present are minuted and that the minutes otherwise comply with the requirements of the *Local Government (Procedure at Meetings) Regulations 2013*.
- 10.2 **Minutes Review** - The Chairperson will review the minutes within one week of the meeting and these will be presented to the next practicable Council meeting. The minutes will then be formally approved at the subsequent meeting of the Committee.
- 10.3 **Minutes Availability** – Minutes shall be made available to all Members of the Committee, Council and the public.
- 10.4 **Minutes Confirmation** - Minutes of the Committee Meeting shall be submitted for confirmation at the next meeting of the Committee and if confirmed, shall be signed by the Chairperson or other person presiding at the subsequent meeting.
- 10.5 **Submission To Council** - Minutes of the Committee Meeting and any recommendations (including the minutes and recommendations of any Sub-Committee established by the Committee) shall be submitted to Council and shall be of no effect until endorsed as a resolution of Council.



11. MEETING PROCEDURE:

- 11.1 **Legislation** - The Committee shall conduct meetings in accordance with the *Local Government Act 1999* and *Local Government (Procedures at Meetings) Regulations 2013*.
- 11.2 **Conflict of Interest** – Conflict of Interest declarations pursuant to S 73 – 75B of the Local Government Act 1999.

12. ROLE OF THE AUDIT AND RISK COMMITTEE:**12.1 Financial Reporting:**

The Committee shall:

- 12.1.1 **Financial Statements** - 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.
- 12.1.2 **Review and challenge** - where necessary:
- The consistency of, and/or any changes to accounting policies.
 - The methods used to account for significant or unusual transactions where different approaches are possible.
 - The compliance with appropriate accounting standards and use of appropriate estimates and judgements, taking into account the views of the external auditor.
 - The clarity of disclosure in the Council's financial reports and the context in which statements are made; and
 - 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).

12.2 Internal Controls and Risk Management Systems

The Committee shall:

- 12.2.1 **Effectiveness** - Monitor the effectiveness of the Council's internal controls and risk management systems; and
- 12.2.2 **Review and recommend the approval** - Where appropriate, of statements to be included in the annual report concerning internal controls and risk management.
- 12.2.3 **Risk Profile** - Keep under review Council's overall risk profile and monitor risk exposure.
- 12.2.4 **Risk Management** - Monitor the risk exposure of Council by determining if management has appropriate risk management processes and adequate management information systems.
- 12.2.5 **Risk Management Framework** - Review Council's Risk Management Policy and Framework and risk profile. Monitor the process of review of Council's risk profile to ensure that material risks are dealt with appropriately.
- 12.2.6 **Risk Register** - Receive status reports on a regular basis of the risk register and actions being taken to manage identified risks.



12.3 Public Interest Disclosure Act

The Committee shall:

12.3.1 **Council's Arrangements** - Review the Council's arrangements for its employees to raise concerns, in confidence, about possible wrongdoing in financial reporting or other matters.

12.3.2 The Committee shall ensure these arrangements allow independent investigation of such matters and appropriate follow-up action.

12.4 Internal Audit (where Council does not have a separate internal audit function)

The Committee shall:

12.4.1 **Monitor and Review** - The effectiveness of the Council's internal audit function in the context of the Council's overall risk management system.

12.4.2 **Program** - 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.

12.4.3 **Reports** - Review all reports on the Council's operations from the internal auditors.

12.4.4 **Findings and Recommendations** - Review and monitor management's responsiveness to the findings and recommendations of the Internal Auditor; and

12.4.5 **Direct Access** - Provide the internal Auditor with the right of direct access to the Mayor of the Council and to the Chairperson of the Committee.

12.5 External Audit:

The Committee shall:

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

12.5.2 **Selection/Resignation Process** - The Committee shall oversee the selection process for a new external auditor and if an auditor resigns the Committee shall investigate the issues leading to this and decide whether any action is required.

12.5.3 **Relationship** - Oversee Council's relationship with the external auditors including, but not limited to:

- **Remuneration** - 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.
- **Terms of Engagement** - 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.



- **Independence & Objectivity** - 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.
 - **Relationships** - Satisfying itself that there are no relationships (such as family, employment, investment, financial or business) between the external auditor and the Council (other than in the ordinary course of business).
 - **Assessment** - Assessing the external auditor's qualifications, expertise and resources and the effectiveness of the audit process (which shall include a report from the external auditors on the Committee's own internal quality procedures).
 - **Follow up** - Action(s) to follow up on matters raised by the external auditors.
- 12.5.4 **Meeting** - Meet as needed with the external auditor. The Committee shall meet the external auditor at least once a year to discuss the external auditor's report and any issues arising from the audit.
- 12.5.5 **Annual Audit Plan** - Review and make recommendations on the annual audit plan, and in particular its consistency with the scope of the external audit engagement.
- 12.5.6 **Audit Findings** - Review the findings of the audit with the auditor. This shall include, but not be limited to, the following:
- A discussion of any major issues which arose during the external audit;
 - Any accounting and audit judgements; and
 - Levels of errors identified during the external audit.
- 12.5.7 **Effectiveness** - The Committee shall also review the overall effectiveness of the external auditor.
- 12.5.8 **Representation Letter(s)** - Review any representation letter(s) requested by the auditor before they are signed by management.
- 12.5.9 **Management Letter** - Review the management letter and management's response to the external auditor's findings and recommendations. Subsequent to the initial review the Committee will oversee action to follow up on matters raised by the external auditors.
- 12.6 **Review of Strategic Management and Business Plans:**
The Committee shall review and provide advice on Council's strategic management plans (at the time of their preparation and scheduled review), which include the following:
- Strategic Plan;
 - Key principles and assumptions of the Long Term Financial Plan;
 - Various Asset Management Plans; and
 - Annual Business Plan.

12.7 **Prudential Reports:**



12.7.1 **Review** - The Committee shall provide advice on the management of any prudential reports prepared for Council and provide advice to Council.

13. OTHER MATTERS:

The Committee:

- 13.1 **Annual Work Program** - The Committee must adopt an annual work program.
- 13.2 **Oversee Investigations** - Shall oversee any investigation of activities that are within its Terms of Reference.
- 13.3 **Other Matters** - Shall give consideration to:
- **Relevant Audits** – Consider the findings and recommendations of relevant audits undertaken by the SA Auditor General's Office, the South Australian Ombudsmen, Independent Commissioner Against Corruption (ICAC) and other agencies to ensure Council considers the relevant recommendations.
 - **Any Other Matters** - any other matters referred to it by Council meeting resolution or the CEO.
- 13.4 **Resources** - Shall have access to reasonable resources to carry out its duties.
- 13.5 **Training** - Be provided with appropriate and timely training, both in the form of an induction program for new members and an ongoing basis for all members.
- 13.6 **Insurance** - Shall advise Council's insurers of any civil liability or risk management issue. It should also be noted that Members of the Committee will be covered by Council's insurance policies while engaged in the business of the Committee.
- 13.7 **Legislation** - Give due consideration to the *Local Government Act 1999* and regulations made under the Act.

14. REVIEW/REPORTING:

- 14.1 **Recommendations** - The Committee shall make whatever recommendations to Council it deems appropriate on any area within these Terms of Reference where in its view action or improvement is needed.
- 14.2 **Self Assessment Reports** - The Committee will at least once a year, review its own performance and provide a Self Assessment Report to the CEO for tabling at the next Council meeting.
- 14.3 **Biannual Report** – The Committee must prepare a biannual report to Council describing the activities of the Committee including its findings and recommendations. This report will be provided to the CEO for tabling at the next Council meeting.
- 14.3 **Terms of Reference** – The Committee shall at least once every two years review its terms of reference.
- 14.4 **Council Review** - Council may review and amend the Committee Terms of Reference at any time, providing that the Committee has an opportunity to provide Council with any concerns that arise.



15. **ACCESS TO TERMS OF REFERENCE:**

- 15.1 The Audit and Risk Committee Terms of Reference is available for public inspection at the Customer Centre, 10 Watson Terrace, Mount Gambier, South Australia and on the Council's website www.mountgambier.sa.gov.au



**MINUTES OF CITY OF MOUNT GAMBIER
CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, CIVIC CENTRE, 10 WATSON TERRACE, MOUNT
GAMBIER
ON TUESDAY, 9 NOVEMBER 2021 AT 12.00 P.M.**

PRESENT: Cr Christian Greco, Cr Frank Morello, Cr Sonya Mezinec

OFFICERS IN ATTENDANCE: General Manager Shared Services - Mr D Barber
Executive Administrator Community Wellbeing - Ms A Lavia

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 APOLOGY(IES)

COMMITTEE RESOLUTION

Moved: Cr Christian Greco

Seconded: Cr Frank Morello

That the apologies from Mayor Lynette Martin and Cr Paul Jenner be received.

CARRIED

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Cr Sonya Mezinec

Seconded: Cr Frank Morello

That the minutes of the Chief Executive Officer Performance Review Committee meeting held on 12 October 2021 be confirmed as an accurate record of the proceedings of the meeting.

CARRIED

4 QUESTIONS WITHOUT NOTICE

Nil

5 CONFIDENTIAL ITEMS

5.1 CHIEF EXECUTIVE OFFICER - PERFORMANCE UPDATE – REPORT NO. AR21/71607

COMMITTEE RESOLUTION

Moved: Cr Frank Morello
 Seconded: Cr Sonya Meziniec

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Chief Executive Officer Performance Review Committee orders that all members of the public, except Councillors and Council Officers S Philpott, D Barber and A Lavia be excluded from attendance at the meeting for the receipt, discussion and consideration in confidence of Agenda Item 5.1 AR21/71607 Chief Executive Officer - Performance Update.

The Chief Executive Officer Performance Review Committee is satisfied that, pursuant to section 90(3) (a) of the Act, the information to be received, discussed or considered in relation to the Agenda Item is:

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

The Chief Executive Officer Performance Review Committee is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information to be presented and discussed relates to the performance review of the Chief Executive Officer, the disclosure of which would be unreasonable disclosure of personal information relating to the employment of the Chief Executive Officer, Sarah Philpott.

CARRIED

Sarah Philpott, Chief Executive Officer joined the meeting at 12:05 pm.

Sarah Philpott, Chief Executive Officer left the meeting at 12:23 pm and did not return.

COMMITTEE RESOLUTION

Moved: Cr Christian Greco
 Seconded: Cr Sonya Meziniec

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 5.1 AR21/71607 Chief Executive Officer - Performance Update and its attachments, the discussion and the resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (a) be kept confidential and not available for public inspection until 2 years after the initial appointment term and any renewal term of the Chief Executive Officer, Sarah Philpott has elapsed.
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

CARRIED

5.2 CHIEF EXECUTIVE OFFICER PROBATIONARY PERIOD – REPORT NO. AR21/70965

COMMITTEE RESOLUTION

Moved: Cr Christian Greco
 Seconded: Cr Frank Morello

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Chief Executive Officer Performance Review Committee orders that all members of the public, except Councillors and Council Officers D Barber and A Lavia be excluded from attendance at the meeting for the receipt, discussion and consideration in confidence of Agenda Item 5.2 AR21/70965 Chief Executive Officer Probationary Period.

The Chief Executive Officer Performance Review Committee is satisfied that, pursuant to section 90(3) (a) of the Act, the information to be received, discussed or considered in relation to the Agenda Item is:

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

The Chief Executive Officer Performance Review Committee is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information to be presented and discussed relates to the performance review of the Chief Executive Officer, the disclosure of which would be unreasonable disclosure of personal information relating to the employment of the Chief Executive Officer, Sarah Philpott.

CARRIED

COMMITTEE RESOLUTION

Moved: Cr Christian Greco

Seconded: Cr Frank Morello

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 5.2 AR21/70965 Chief Executive Officer Probationary Period and its attachments, the discussion and the resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (a) be kept confidential and not available for public inspection until 2 years after the initial appointment term and any renewal term of the Chief Executive Officer, Sarah Philpott has elapsed.
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

CARRIED

6 MEETING CLOSE

The Meeting closed at 12:33 pm.

The minutes of this meeting were confirmed at the Chief Executive Officer Performance Review Committee held on

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PRESIDING MEMBER