



NOTICE OF MEETING

Notice is hereby given the next Ordinary Meeting of Wattle Range Council will be held in the Council Chambers, Civic Centre, George Street, Millicent on **Tuesday 9 April 2019 at 5.00 pm.**



Ben Gower
CHIEF EXECUTIVE OFFICER

Wattle Range - a great place to live and work

GDS20 – 9.24.1
PERMANENT

Disclaimer: Please note that the contents of the Council Agenda has yet to be considered by Council and recommendations contained herein may be altered or changed by the Council in the process of formally making decisions of Council.



MEETING AGENDA

9 April 2019

1. OPENING OF THE MEETING - CIVIC PRAYER – ACKNOWLEDGEMENT OF COUNTRY

2. PRESENT

3. APOLOGIES – CR DALE PRICE

4. DISCLOSURE OF INTERESTS

Any Councillor with one of the following Conflicts of Interest is asked to declare it now and prior to the Item being discussed:

Material – where any of a defined list of persons would gain a benefit, or suffer a loss (whether directly or indirectly, personal or pecuniary) depending on the outcome of the consideration of the matter at the meeting.

Actual – where a Member has a Conflict of Interest (not being a material conflict of interest) between their own interests and the public interest that might lead to a decision that is contrary to the public interest.

Perceived – where from the perspective of an impartial, fair-minded person it could reasonably be perceived that a Member has a Conflict of Interest in a matter.

Where an actual or perceived Conflict of Interest exists, the Member must inform the meeting of the interest and how (if they propose to participate in the meeting) they intend to deal with the actual / perceived Conflict of Interest. This information will be documented by the Minute Taker.

5. CONFIRMATION OF THE MINUTES

- | | | |
|-----|---|---|
| 5.1 | Ordinary Meeting of Council – 12 March 2019 (Folio 8449 – Folio 8455) | 8 |
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RECOMMENDATION

That the Minutes be taken as presented and confirmed.

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|-----|---|----|
| 5.2 | Confidential Minutes of Council – 12 March 2019 (CM 802 – CM 803) | 15 |
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RECOMMENDATION

That the Minutes be taken as presented and confirmed.

GDS20 – 9.24.1
PERMANENT

Disclaimer: Please note that the contents of the Council Agenda has yet to be considered by Council and recommendations contained herein may be altered or changed by the Council in the process of formally making decisions of Council.

5.3	Audit Committee Meeting – 19 March 2019 (Folio 8456 - Folio 8459)	17
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RECOMMENDATION

That the Minutes be taken as presented and confirmed.

5.4	Confidential Audit Committee Meeting – 19 March 2019 (CM 804 - CM 805)	21
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RECOMMENDATION

That the Minutes be taken as presented and confirmed.

6. MATTERS ARISING FROM THE MINUTES

7. ADJOURNMENTS

7.1	Adjourned Report - 15.2.3 Refurbishment Civic & Arts Centre Foyer	24
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At the 12 March 2019 Council Meeting the following was resolved:

Cr Price moved that Council adjourn this item to the April Council Meeting.

Cr McGrath seconded

CARRIED

8. MAYORAL COMMUNICATIONS

8.1	Mayoral Communications	32
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RECOMMENDATION

That the Mayoral Communications be received and noted.

9. DEPUTATIONS

9.1	Regional Development Australia Limestone Coast
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Mr David Wheaton will make a presentation to Council at 5.10 pm introducing RDA to Council.

9.2	Kalangadoo War Memorial Park & Community Sports Club
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Ms Katie Croser, Ms Jayde Peacock and Mr Andre Carlson will attend to make a presentation to Council at 5.30 pm regarding the proposed changeroom facility upgrade.

10. PETITIONS

11. REPORTS FROM COUNCIL MEMBERS

12. QUESTIONS WITH NOTICE

13. QUESTIONS WITHOUT NOTICE

14. REPORTS FROM COUNCIL COMMITTEES

RECOMMENDATION

That the report be received and noted.

15. REPORTS FROM COUNCIL OFFICERS

15.1 Chief Executive Officer

15.1.1 Major Project Status Report 45

15.1.2 CEO's Performance Review Committee 52

15.1.3 Council Office 71

15.2 Director Corporate Services

15.2.1 Monthly Financial Performance Report 83

15.2.2 Wattle Range Youth Development Foundation 87

15.2.3 Human Resources Policy 94

15.2.4 Internal Control Policy 99

15.3 Director Development Services

15.3.1 Timber Resource - Media Strategy 112

15.3.2 Building Fire Safety Committee (BFSC) – Annual Report of Activities 119

15.3.3 Animal Management Plan 122

15.3.4 Revocation of Community Land Classification – 8 and 10 Railway Terrace, Beachport 146

15.3.5 Coonawarra Signage – Proposed Alteration to Budgeted Project 150

15.3.6 Amendment to Fees & Charges Schedule 2018/19 153

15.4 Director Engineering Services

15.4.1 Amendment to Wattle Range Council Road Register 157

15.4.2 Southend Community Meeting on Adaptation Strategy 162

15.4.3 Major Plant Replacement Programme – Budget Adjustment 167

16. CORRESPONDENCE

16.1 Letter from Hon Michelle Lensink MLC, Minister for Human Services re 2019 South Australian Volunteer Awards open on Monday 18 March 2019 and close on Friday, 26 April 2019 171

RECOMMENDATION

That the correspondence be received and noted.

- 16.2 Letter from David Quill, CEO – South Australian Timber Processors Association re Support for Parliamentary Inquiry into Radiata Pine Exports 173

RECOMMENDATION

That the correspondence be received and noted.

- 16.3 Letter from District Council of Grant re Mount Gambier Regional Airport Strategy Committee advising of the membership of Ben Gower, CEO, Wattle Range Council as aviation career and industry contributor 176

RECOMMENDATION

That the correspondence be received and noted.

- 16.4 LGA Circular 13.3 – Local Government Reform Ideas – LGA Discussion Paper (formed after the letter from Hon Stephan Knoll, MP, Minister for Transport, Infrastructure and Local Government, Minister for Planning re potential Local Government Reform) 183

RECOMMENDATION

1. That the correspondence be received and noted.
2. That Council consider if there are any other items above and beyond the LGA Discussion Paper that need to be included in a Wattle Range Council submission.

- 16.5 Letter from Tony Pasin, MP, Federal Member for Barker re Wattle Range Council will receive additional funding of \$547,203 under the Roads to Recovery Program 211

RECOMMENDATION

1. That the correspondence be received and noted.
2. That Council write to Tony Pasin, MP to thank him for the additional funding.

- 16.6 Letter from John Andre, Chair, Millicent & Surrounds Health Support Group Inc re urging the rescission of the decision to close the Millicent Saleyards to provide a more positive atmosphere in which to develop options for the future 214

RECOMMENDATION

That the correspondence be received and noted.

- 16.7 Minutes of the LCLGA Meeting held on 8 February 2019 215

RECOMMENDATION

That the correspondence be received and noted.

- 16.8 Letter from Hon Corey Wingard MP, Minister for Recreation, Sport and Racing re The South Australian Sport and Recreation Infrastructure Plan 225

RECOMMENDATION

That the correspondence be received and noted.

17. MOTIONS ON NOTICE

Nil

18. URGENT MOTIONS WITHOUT NOTICE

Nil

19. ITEMS FOR CONSIDERATION IN CONFIDENCE

19.1 2019 Annual Review of Confidential Orders	228
19.2 Millicent Community Hub Carpark Stage 2	247
19.3 Davenport Street Pedestrian Management – Blackspot Program	253
19.4 Verbal Complaint Report	261



Confirmation of the Minutes

WATTLE RANGE COUNCIL

Minutes of the Ordinary Meeting of Wattle Range Council held in the Council Chambers, Civic Centre, George Street, Millicent on Tuesday 12 March 2019 at 5.06 pm.

1. OPENING OF THE MEETING / CIVIC PRAYER / ACKNOWLEDGEMENT OF COUNTRY

2. PRESENT

His Worship the Mayor D Noll

Cr D Agnew

Cr G Brown

Cr D Burrow

Cr S Cox

Cr J Drew

Cr P Dunnicliff

Cr K McGrath

Cr M Neagle

Cr R Paltridge

Cr D Price

Cr G Slarks

Messrs BJ Gower (Chief Executive Officer)

PA Duka (Director Corporate Services)

PE Halton (Director Engineering Services)

SW Chapple (Director Development Services)

Ms CP Allen (Executive Assistant)

3. APOLOGIES - NIL

4. DISCLOSURE OF INTERESTS - NIL

5. CONFIRMATION OF THE MINUTES

5.1 Ordinary Meeting of Council – 12 February 2019 (Folio 8018 – Folio 8448)

Cr McGrath moved that the minutes be taken as presented and confirmed.

Cr Agnew seconded

CARRIED

5.2 Confidential Meeting of Council – 12 February 2019 (CM 799 – CM 801)

Cr Burrow moved that the minutes be taken as presented and confirmed.

Cr Brown seconded

CARRIED

6. MATTERS ARISING FROM THE MINUTES

7. ADJOURNMENTS

8. MAYORAL COMMUNICATIONS

8.1 Mayoral Communications

Cr Burrow moved that Mayoral Communications be received and noted.

Cr Cox seconded

CARRIED

- 9. DEPUTATIONS - NIL**
- 10. PETITIONS – NIL**
- 11. REPORTS FROM COUNCIL MEMBERS - NIL**
- 12. QUESTIONS WITH NOTICE - NIL**
- 13. QUESTIONS WITHOUT NOTICE**

Cr Dunnicliff requested that Mayor Noll prepare a letter of thanks and acknowledgement for the services provided to the Beachport Community by Brevet Sergeant Timothy Johnson, Beachport Police Station.

Various questions were asked but there was no resolution that entry be made into the Minutes.

14. REPORTS FROM COUNCIL COMMITTEES

14.1 Lake McIntyre Management Committee - Minutes of Meeting held on 12 February 2019

Cr Drew moved that the report be received and noted.

Cr Neagle seconded

CARRIED

15. REPORTS FROM COUNCIL OFFICERS

15.1 Chief Executive Officer

15.1.1 Major Projects Status Report

Cr Neagle moved that Council receive and note the report.

Cr Brown seconded

CARRIED

15.2 Director Corporate Services

15.2.1 Monthly Financial Performance Report

Cr Price moved that Council receive and note the 2019/19 February Financial Performance Report.

Cr Dunnicliff seconded

CARRIED

15.2.2 Wattle Range Youth Development Foundation

Cr Cox moved that Council provide financial assistance of \$200 to Georgia Clarke to assist with costs to attend and compete in the 2019 Under 18 National Hockey Championships in Hobart, Tasmania from 9-17 April 2019.

Cr Agnew seconded

CARRIED

[Cr Neagle left the meeting at 5.40 pm]

15.2.3 Refurbishment Civic & Arts Centre Foyer

Short Term Suspension of Proceedings

The Mayor, with the approval of two-thirds of the members present suspended the meeting procedures pursuant to Regulation 20(1) of the *Local Government (Procedures at Meetings) Regulations 2013*, for a period sufficient to facilitate informal discussion in relation to the refurbishment of the Civic & Arts Centre Foyer.

Cr Price moved that the meeting be suspended until 6.01 pm

Cr Cox seconded

CARRIED

The meeting adjourned at 5.41 pm.

[Cr Neagle resumed the meeting at 5.41 pm]

The meeting reconvened at 6.05 pm.

Cr Price moved that Council adjourn this item to the April Council Meeting.

Cr McGrath seconded

CARRIED

15.3 Director Development Services

15.3.1 Wood Encouragement Policy

Cr Drew moved that Council adopt Policy 3.15 – Wood Encouragement.

Cr Neagle seconded

CARRIED

Cr Price moved that Council write to the Premier and Leader of the Opposition requesting their Members of Parliament support Troy Bell's motion to establish a Select Committee to inquire into the Economic Impact exports of wood fibre is having on the processors of the South East of South Australia.

Cr Brown seconded

CARRIED

ADJOURNMENT OF MEETING

Cr Dunnicliff moved that the meeting be adjourned for dinner until 7.00 pm.

Cr Price seconded

CARRIED

The meeting adjourned at 6.27 pm.

The meeting reconvened at 7.03 pm.

15.3.2 Ask of Government

Cr Dunnicliff moved that Council adopt the 'Ask of Government' document and forward copies to all parties involved in the 2019 Australian Federal Election.

Cr McGrath seconded

CARRIED

15.3.3 Limestone Coast Mixed Dozen Interactive Wine Trails Project – Funding Request

[Paul Duka left the meeting at 7.11 pm due to a Material Conflict of Interest as noted in the Report as his spouse is the Project Manager]

Cr Paltridge moved that Council support the Limestone Coast Mixed Dozen Interactive Wine Trails Project to the value of \$5,000.

Cr Burrow seconded

CARRIED

[Paul Duka resumed the meeting at 7.13 pm]

15.4 Director Engineering Services

15.4.1 Williams Road / Stuckey Street / Holzgreffe Street – Road Safety Report

Cr Drew moved that Council receive and note the report.

Cr Burrow seconded

CARRIED

Cr Dunnicliff moved that Council undertake the installation of 6 new accessible pram crossings as show on Plan 2 and also seal the identified footpath areas shown on Plan 2 utilising the \$12,100 in the 2018/19 budget.

Cr Cox seconded

CARRIED

15.4.2 Dredging of the Beachport Boat Ramp

Cr Neagle moved that Council receive and note the report on dredging of the Beachport Boat Ramp.

Cr Dunnicliff seconded

CARRIED

Cr Neagle moved that Council allocate an additional \$26,790 for dredging of the Beachport Boat Ramp by 18 April 2019.

Cr Agnew seconded

CARRIED

16. CORRESPONDENCE

16.1 Letter from Elizabeth Ho OAM, Chair of Trustees, History Trust of South Australia re 2019 marks 125 years since the granting of suffrage and the right to stand for Parliament to women

Cr Neagle moved that the correspondence be received and noted.

Cr Cox seconded

CARRIED

Cr Cox moved that the correspondence be referred to the Local History Groups to identify and recognise local contributions to the Suffragette movement.

Cr Paltridge seconded

CARRIED

16.2 Letter from Mayor Sam Telfer, President, Local Government Association of South Australia re LGA Value Proposition for Wattle Range Council

Cr Drew moved that the correspondence be received and noted.

Cr Price seconded

CARRIED

- 16.3 Letter from Hon Michelle Lensink MLC, Minister for Human Services re Nominations for the 2019 Premier's Certificate of Recognition for outstanding volunteer service opens on 18 February 2019 and closes on 29 March 2019

Cr Paltridge moved that the correspondence be received and noted.

Cr Price seconded

CARRIED

Mayor Noll moved that Mariska Hawke as Captain of the Kalangadoo CFS Brigade be nominated for the 2019 Premier's Certificate of Recognition for outstanding volunteer service.

Cr Agnew seconded

CARRIED

Cr Dunnicliff moved that Lake McIntyre Management Committee be nominated for the 2019 Premier's Certificate of Recognition for outstanding volunteer service.

Cr Neagle seconded

CARRIED

- 16.4 Letter from Rodney Harrex, Chief Executive Officer re Great Southern Bike Trail

Cr Brown moved that the correspondence be received and noted.

Cr Neagle seconded

CARRIED

- 16.5 LCLGA AGM & GM Meetings – Friday, 8 February 2019 – Key Themes, Outcomes and Actions

Cr Brown moved that the correspondence be received and noted.

Cr Cox seconded

CARRIED

- 16.6 Letter from Hon Corey Wingard MP to Nick McBride re Kalangadoo Country Fire Service facility

Cr Drew moved that the correspondence be received and noted.

Cr Price seconded

CARRIED

17. MOTIONS ON NOTICE

- 17.1 Rating – Cr Peter Dunnicliff

Cr Dunnicliff moved that:

1. Introduce a land use rating system for the 2019/20 Budget;
2. Include extra classifications of Industrial and Commercial use; and
3. Engage a Consultant to assist with the transition if necessary.

Cr Cox seconded

CARRIED**18. URGENT MOTIONS WITHOUT NOTICE****NIL****19. ITEMS FOR CONSIDERATION IN CONFIDENCE****19.1 Records Storage Facility**

Cr Price moved that:

1. Pursuant to Sections 90(2) and 90 (3)(k) of the *Local Government Act, 1999* the Council orders that the public be excluded from attendance at the part of this meeting relating to Item 19.1, excepting the following persons:

- Mr BJ Gower – Chief Executive Officer
- Mr PA Duka – Director Corporate Services
- Mr PE Halton – Director Engineering Services
- Mr SW Chapple – Director Development Services
- Ms C Allen – Executive Assistant / Minute Taker

to enable the Council to consider Item 19.1 in confidence on the basis the Council considers it necessary and appropriate to act in a meeting closed to the public (excepting those persons listed above) in order to receive, discuss or consider in confidence the following information or matter relating to Item 19.1 tenders for the supply of goods, the provision of services or the carrying out of works.

Specifically, the present matter relates to a tender for a records storage facility.

2. Accordingly, on this basis, the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to keep the information or matter confidential.

Cr Burrow seconded

CARRIED

Cr Brown moved that Council Delegate the Chief Executive Officer to enter into a contract with Steplen Constructions Pty Ltd for construction of a records storage facility.

Cr Agnew seconded

CARRIED

Cr Price moved that:

1. Pursuant to Section 91(7) of the *Local Government Act, 1999*, Council orders **that the following document(s) (or part) shall be kept confidential**, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(k) of the Act:

- **The Report of Item No. 19.1 of 12 March 2019**

On the grounds that the document(s) (or part) relates to tenders for the supply of goods, the provision of services or the carrying out of works.

Specifically, the present matter relates to a tender for a records storage facility. This order shall operate until **12 March 2020** and will be reviewed at least annually in accordance with the Act.

2. Pursuant to Section 91 (9)(c) of the Act, the Council delegates to the Chief Executive Officer the power to revoke this order and must advise the Council of the revocation of this order as soon as possible after such revocation has occurred.

Cr Agnew seconded

CARRIED

Meeting closed at 8.13 pm.

Taken as presented and confirmed.

.....
MAYOR

.....
DATE

WATTLE RANGE COUNCIL

Confidential Minutes of the Ordinary Meeting of Wattle Range Council held in the Council Chambers, Civic Centre, George Street, Millicent on Tuesday 12 March 2019 at 5.06 pm.

1. OPENING OF THE MEETING / CIVIC PRAYER / ACKNOWLEDGEMENT OF COUNTRY

2. PRESENT

His Worship the Mayor D Noll
 Cr D Agnew
 Cr G Brown
 Cr D Burrow
 Cr S Cox
 Cr J Drew
 Cr P Dunnicliff
 Cr K McGrath
 Cr M Neagle
 Cr R Paltridge
 Cr D Price
 Cr G Slarks

Messrs BJ Gower (Chief Executive Officer)
 PA Duka (Director Corporate Services)
 PE Halton (Director Engineering Services)
 SW Chapple (Director Development Services)
 Ms CP Allen (Executive Assistant)

19. ITEMS FOR CONSIDERATION IN CONFIDENCE

19.1 Records Storage Facility

Cr Price moved that:

1. Pursuant to Sections 90(2) and 90 (3)(k) of the *Local Government Act, 1999* the Council orders that the public be excluded from attendance at the part of this meeting relating to Item 19.1, excepting the following persons:
 - Mr BJ Gower – Chief Executive Officer
 - Mr PA Duka – Director Corporate Services
 - Mr PE Halton – Director Engineering Services
 - Mr SW Chapple – Director Development Services
 - Ms C Allen – Executive Assistant / Minute Taker

to enable the Council to consider Item 19.1 in confidence on the basis the Council considers it necessary and appropriate to act in a meeting closed to the public (excepting those persons listed above) in order to receive, discuss or consider in confidence the following information or matter relating to Item 19.1 tenders for the supply of goods, the provision of services or the carrying out of works.

Specifically, the present matter relates to a tender for a records storage facility.

2. Accordingly, on this basis, the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to keep the information or matter confidential.

Cr Burrow seconded

CARRIED

CM 803

Cr Brown moved that Council Delegate the Chief Executive Officer to enter into a contract with Steplen Constructions Pty Ltd for construction of a records storage facility.

Cr Agnew seconded

CARRIED

Cr Price moved that:

1. Pursuant to Section 91(7) of the *Local Government Act, 1999*, Council orders **that the following document(s) (or part) shall be kept confidential**, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(k) of the Act:

- **The Report of Item No. 19.1 of 12 March 2019**

On the grounds that the document(s) (or part) relates to tenders for the supply of goods, the provision of services or the carrying out of works.

Specifically, the present matter relates to a tender for a records storage facility. This order shall operate until **12 March 2020** and will be reviewed at least annually in accordance with the Act.

2. Pursuant to Section 91 (9)(c) of the Act, the Council delegates to the Chief Executive Officer the power to revoke this order and must advise the Council of the revocation of this order as soon as possible after such revocation has occurred.

Cr Agnew seconded

CARRIED

Taken as presented and confirmed.

.....
MAYOR

.....
DATE

WATTLE RANGE COUNCIL

Minutes of the Audit & Risk Committee Meeting of Wattle Range Council held in the Committee Room, George Street, Millicent on Tuesday, 19 March 2019 at 2.30 pm.

1. PRESENT

Committee Members

Mr Michael Schultz
His Worship the Mayor (Des Noll)
Cr Glenn Brown
Cr John Drew
Cr Graham Slarks [arrived at 2.45 pm]

Council Staff

Mr Ben Gower (Chief Executive Officer)
Mr Paul Duka (Director Corporate Services)
Mr Aaron Peek (Manager Finance)
Mrs Emily Strother (Finance Officer)

2. ELECTION OF PRESIDING MEMBER

2.1 Nominations called for the Position of Presiding Member

Cr Drew moved that Michael Schultz be nominated as Presiding Member for a term of four years ceasing 11 November 2022.

Cr Brown seconded

CARRIED

3. APOLOGIES

NIL

4. CONFIRMATION OF THE MINUTES

4.1 Audit Committee Meeting – 9 October 2018 (Folio 4974 to Folio 7976)

Cr Brown moved that the Minutes be taken as presented and confirmed.

Cr Drew seconded

CARRIED

5. MATTERS ARISING FROM THE MINUTES

Action: Bring the Motor Vehicle Policy back to the Audit Committee as a priority.

6. DISCLOSURE OF INTERESTS

NIL

7. BUSINESS

[Cr Slarks attended the meeting at 2.45 pm]

7.1 Audit & Risk Committee Charter

Mayor Noll moved that the Committee recommends to Council that it adopt the reviewed Audit & Risk Committee Charter as presented.

Cr Drew seconded

CARRIED

Action: In discussing the Charter, the Audit & Risk Committee asked that a dedicated Risk Management heading and associated functions be integrated into the Audit & Risk Committee Work Plan and that a standard agenda item be added to the Agenda.

7.2 Audit Committee Work Plan

Cr Brown moved that the Committee receive and note the updated Audit & Risk Committee Annual Work Plan.

Mayor Noll seconded

CARRIED

Action: Prepare an annual timetable of legislated compliance of the Audit & Risk Committee.

7.3 2018/19 Mid-Year Budget Review 2

Cr Brown moved that the Committee receive and note the information provided in Mid-Year Budget Review 2 as adopted by Council on 12 February 2019.

Cr Drew seconded

CARRIED

8. CORRESPONDENCE

8.1. Correspondence External Auditor

Cr Brown moved that the Committee receive and note the correspondence from the External Auditor.

Cr Drew seconded

CARRIED

9. IN CONFIDENCE

9.1 Annual Review of Confidential Orders

Mayor Noll moved:

1. Pursuant to Sections 90(2) and 90(3)(e) of the *Local Government Act 1999*, the Audit & Risk Committee orders that the public be excluded from attendance at that part of this meeting relating to Item 9.1 – Annual Review of Confidential Orders, excepting the following persons:

- Mr BJ Gower – Chief Executive Officer
- Mr PA Duka – Director Corporate Services
- Mr AC Peek – Manager Finance
- Mrs EL Strother – Finance Officer

to enable the Audit & Risk Committee to consider Item 9.1 – Annual Review of Confidential Orders in confidence on the basis the Audit & Risk Committee considers it necessary and appropriate to act in a meeting closed to the public (excepting those persons listed above) in order to receive, discuss or consider in confidence the following information or matter relating to Item 9.1 – Annual Review of Confidential Orders:

- Matters affecting the security of the Council members or employees of the Council, or Council property, or the safety of any person

Specifically, the present matters relate to:

- Council's internal controls
2. Accordingly, on this basis, the principle that meetings of the Audit & Risk Committee should be conducted in a place open to the public has been outweighed by the need to keep the information or matter confidential.

Cr Brown seconded

CARRIED

Mayor Noll moved:

1. Pursuant to Section 97(7) of the *Local Government Act, 1999* the Audit & Risk Committee orders **that the following documents (or part) shall be kept confidential** being documents (or part) relating to a matter dealt with by the Audit & Risk Committee on a confidential basis under Sections 90(2) and 90(3)(e) of the Act:

- **The Report and Attachments of Item No. 7.1 Interim Audit Management Letter – Dean Newbery & Associates of 4 October 2016**

On the grounds that the documents (or part) relates to the security of the Council, members or employees of the Council, or Council property or the safety of any person.

Specifically, the present matter relates to Council's internal controls.

This order shall operate until **further order of the Audit & Risk Committee** and will be reviewed at least annually in accordance with the Act.

2. Pursuant to Section 91(9)(c) of the Act, the Council delegates to the Chief Executive Officer the power to revoke this order and must advise the Council of the revocation of this order as soon as possible after such revocation has occurred.

Cr Brown seconded

CARRIED

Mayor Noll moved that having considered Agenda Item 9.1 *Annual Review of Confidential Orders* in confidence under section 90(2) and (3)(e) of the *Local Government Act 1999*, the Audit & Risk Committee pursuant to section 91(7) of that Act orders that the **Minutes, Report and Attachments** related to this item **be released to the public**.

Cr Brown seconded

CARRIED

10. GENERAL BUSINESS

Nil

11. DATE OF NEXT MEETING

Tuesday, 7 May 2019 at 2.30 pm

Meeting closed at 4.30 pm

Taken as presented and confirmed.

.....
CHAIRPERSON

.....
DATE

WATTLE RANGE COUNCIL

Confidential Minutes of the Audit & Risk Committee Meeting of Wattle Range Council held in the Committee Room, George Street, Millicent on Tuesday, 19 March 2019 at 2.30 pm.

1. PRESENT

Committee Members

Mr Michael Schultz
His Worship the Mayor (Des Noll)
Cr Glenn Brown
Cr John Drew
Cr Graham Slarks [arrived at 2.45 pm]

Council Staff

Mr Ben Gower (Chief Executive Officer)
Mr Paul Duka (Director Corporate Services)
Mr Aaron Peek (Manager Finance)
Mrs Emily Strother (Finance Officer)

9. IN CONFIDENCE

9.1 Annual Review of Confidential Orders

Mayor Noll moved:

1. Pursuant to Sections 90(2) and 90(3)(e) of the *Local Government Act 1999*, the Audit & Risk Committee orders that the public be excluded from attendance at that part of this meeting relating to Item 9.1 – Annual Review of Confidential Orders, excepting the following persons:

- Mr BJ Gower – Chief Executive Officer
- Mr PA Duka – Director Corporate Services
- Mr AC Peek – Manager Finance
- Mrs EL Strother – Finance Officer

to enable the Audit & Risk Committee to consider Item 9.1 – Annual Review of Confidential Orders in confidence on the basis the Audit & Risk Committee considers it necessary and appropriate to act in a meeting closed to the public (excepting those persons listed above) in order to receive, discuss or consider in confidence the following information or matter relating to Item 9.1 – Annual Review of Confidential Orders:

- Matters affecting the security of the Council members or employees of the Council, or Council property, or the safety of any person

Specifically, the present matters relate to:

- Council's internal controls

2. Accordingly, on this basis, the principle that meetings of the Audit & Risk Committee should be conducted in a place open to the public has been outweighed by the need to keep the information or matter confidential.

Cr Brown seconded

CARRIED

Mayor Noll moved:

1. Pursuant to Section 97(7) of the *Local Government Act, 1999* the Audit & Risk Committee orders **that the following documents (or part) shall be kept confidential** being documents (or part) relating to a matter dealt with by the Audit & Risk Committee on a confidential basis under Sections 90(2) and 90(3)(e) of the Act:

- **The Report and Attachments of Item No. 7.1 Interim Audit Management Letter – Dean Newbery & Associates of 4 October 2016**

On the grounds that the documents (or part) relates to the security of the Council, members or employees of the Council, or Council property or the safety of any person.

Specifically, the present matter relates to Council's internal controls.

This order shall operate until **further order of the Audit & Risk Committee** and will be reviewed at least annually in accordance with the Act.

2. Pursuant to Section 91(9)(c) of the Act, the Council delegates to the Chief Executive Officer the power to revoke this order and must advise the Council of the revocation of this order as soon as possible after such revocation has occurred.

Cr Brown seconded

CARRIED

Mayor Noll moved that having considered Agenda Item 9.1 *Annual Review of Confidential Orders* in confidence under section 90(2) and (3)(e) of the *Local Government Act 1999*, the Audit & Risk Committee pursuant to section 91(7) of that Act orders that the **Minutes, Report and Attachments** related to this item **be released to the public**.

Cr Brown seconded

CARRIED

Taken as presented and confirmed.

.....
CHAIRPERSON

.....
DATE



Adjournments

15.2.3 Refurbishment Civic & Arts Centre Foyer

Purpose of Report	To seek Councils direction in progressing the renovation designs for the Civic & Arts Centre foyer/bar.
Director	Corporate Services
Author	Director Corporate Services
Disclosure of Interest	No Council officers or contractors have declared a conflict of interest regarding the matter under consideration.
File Ref	GF/16.65.1/22
Strategic Plan Reference	Theme Four – Infrastructure & Asset Sustainability Strategy 4.4 – Plan for and optimise Council's stock of building assets whilst meeting the future and current needs of the community.
Risk Assessment	N/A
Budget Allocation 2018/19	\$80,000
Required Budget Variation	\$ 0
Budget Spent to Date	\$ 0
Attachments	1. Floorplan Design Civic & Arts Centre Foyer

Summary

Council as part of the 2018/19 Annual Budget process resolved to allocate \$80,000 towards the refurbishment of the Civic & Arts Foyer. The aim of the project was to modernise and improve functionality, safety and aesthetics of the foyer, to a point where the area could be utilised for civic functions, and as a formal reception area for functions in the Civic and Arts Centre.

The design specifications have now been qualitatively assessed and the estimated works have been determined to be greater than the \$80,000 budgeted. As the works are greater than the allocated budget, a Council decision is required to, either progress with the full set of works or alternatively to reduce the scope of works to the budgeted amount.

RECOMMENDATIONS

That Council:

1. Increase the 2018/19 budget for the Civic & Arts Centre Foyer refurbishment project from \$80,000 to \$307,000 and tender the works.

OR

2. Maintain the 2018/19 \$80,000 budget and reduce the scope of works to refurbishment of the bar and entry recess and refer the foyer and chair store works for consideration in the 2019/20 budget process.

Background & Analysis

Council as part of the 2017/18 Annual Budget process resolved to allocate \$80,000 towards the refurbishment of the Civic & Arts Foyer. The aim of the project was to modernise and improve functionality, safety and aesthetics of the foyer, to a point where the area could be utilised for civic functions, and as a formal reception area for functions in the Civic and Arts Centre.

This concept arose following the finalisation of the air conditioning project in 2018 and was supported by Council in the Budget process.

In the latter part of 2018, the project was deferred pending final designs and was re-budgeted for in 2018/19. The designs have now been finalised following input from the previous Council and staff.

In summary the designs include:

- Renovation of the bar – Maintain bar at existing site, replace bar and cabinetry, replace splashback above sink, replace roller door to improve security, insert a bulkhead above bar to hide the uprights that support the bar awning and to enclose roller door, new vinyl flooring, painting and electricals.
- Removal of the ticketing booth & change in access to the chair store – These alterations will address current disabled toilet access issues and provide improved utilisation of the area with purpose-built storage cabinets. Other changes in this area will see the current chair store door blocked and a new access to the chair store from two doors in the main foyer inserted. This change will minimise access issues to the disabled toilet and improve access to the chair store making chair ingress and egress easier and safer. To do this some demolition works will be required. Other associated changes in the area will be lighting and electricals and additional structural support.
- Foyer – removal of vinyl floor tiles and replacement with hard wearing carpet tiles. Acoustic panelling and plasterboard will be installed on the walls to improve acoustics. The design also includes for an installation of display cabinet under the stair case with a door access to a small void/store area under the stairs. Lighting will be renewed, and electricals updated. The rock garden at the entry to the foyer will be enclosed and the old gas heater will be removed.
- Entry Recess – The design allows for the ceiling in the recess to be reconstructed to address current issues. The rock garden will be enclosed, and floor matting installed. The glass doors will be changed to electronic doors.

The design specifications have been qualitatively assessed and the works to complete the project have been determined to be greater than the \$80,000 budgeted. The following is a summary of the estimated costings:

- Foyer & Chair Store (ticket booth) areas are \$229,000
- Entry Recess \$33,000
- Bar Area \$45,000

Before the project can commence, Council direction is required to determine if the whole project is progressed or alternatively whether segments of the project are to be progressed.

Risk Management

Nil

Policy Considerations

1.30 Procurement Policy.

Financial Implications

If recommendation 1 is progressed a budget variation of \$227,000 will be required to complete the works. If recommendation 2 is progressed no budget variation would be required.

Legislative Implications

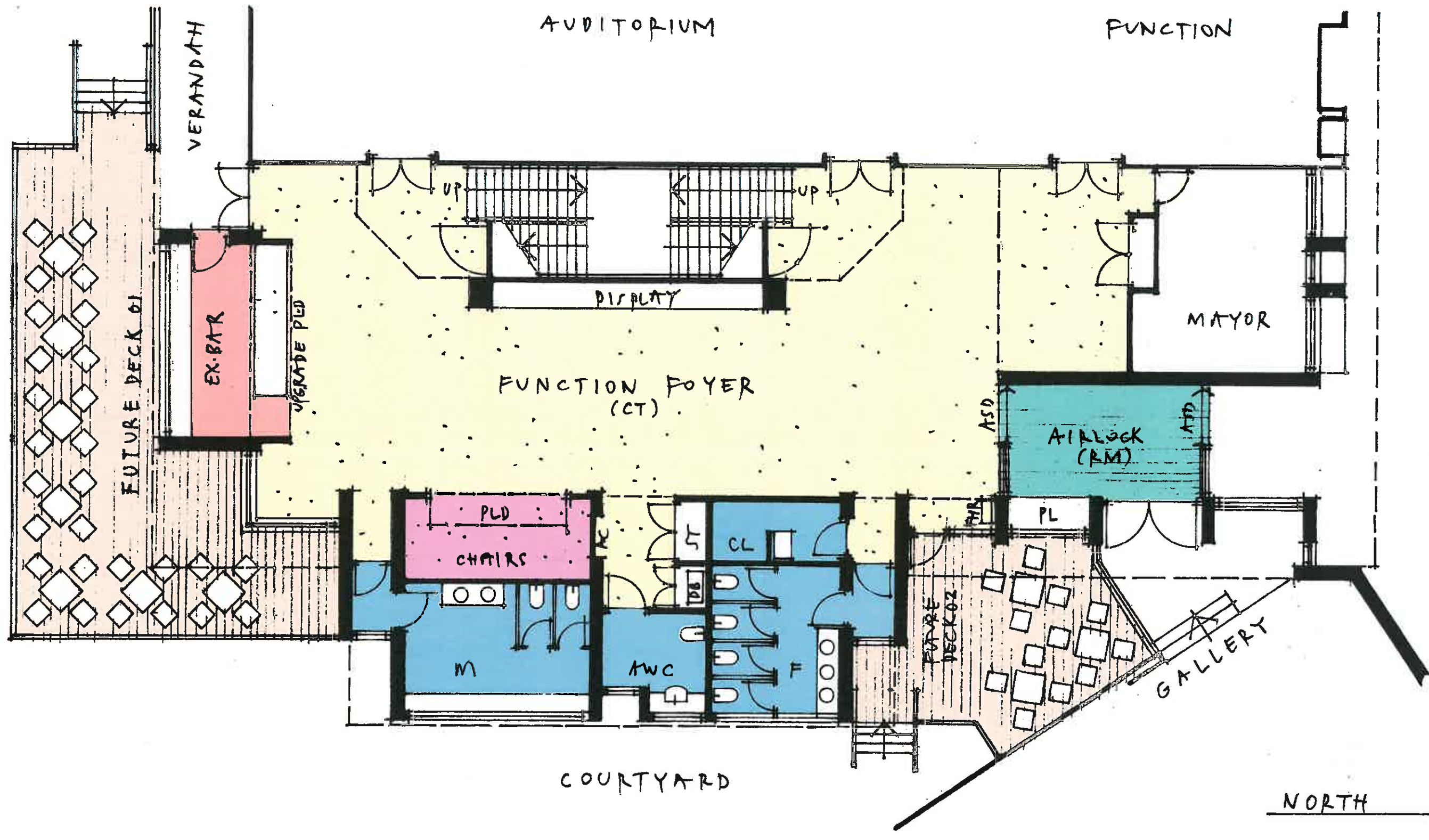
There are no known legislative impacts related to these matters.

Environmental/Sustainability Impacts

There are no known environmental or sustainability impacts related to these matters.

Communication & Consultation

Consultation has occurred with the previous Council and staff having input into the proposed designs.



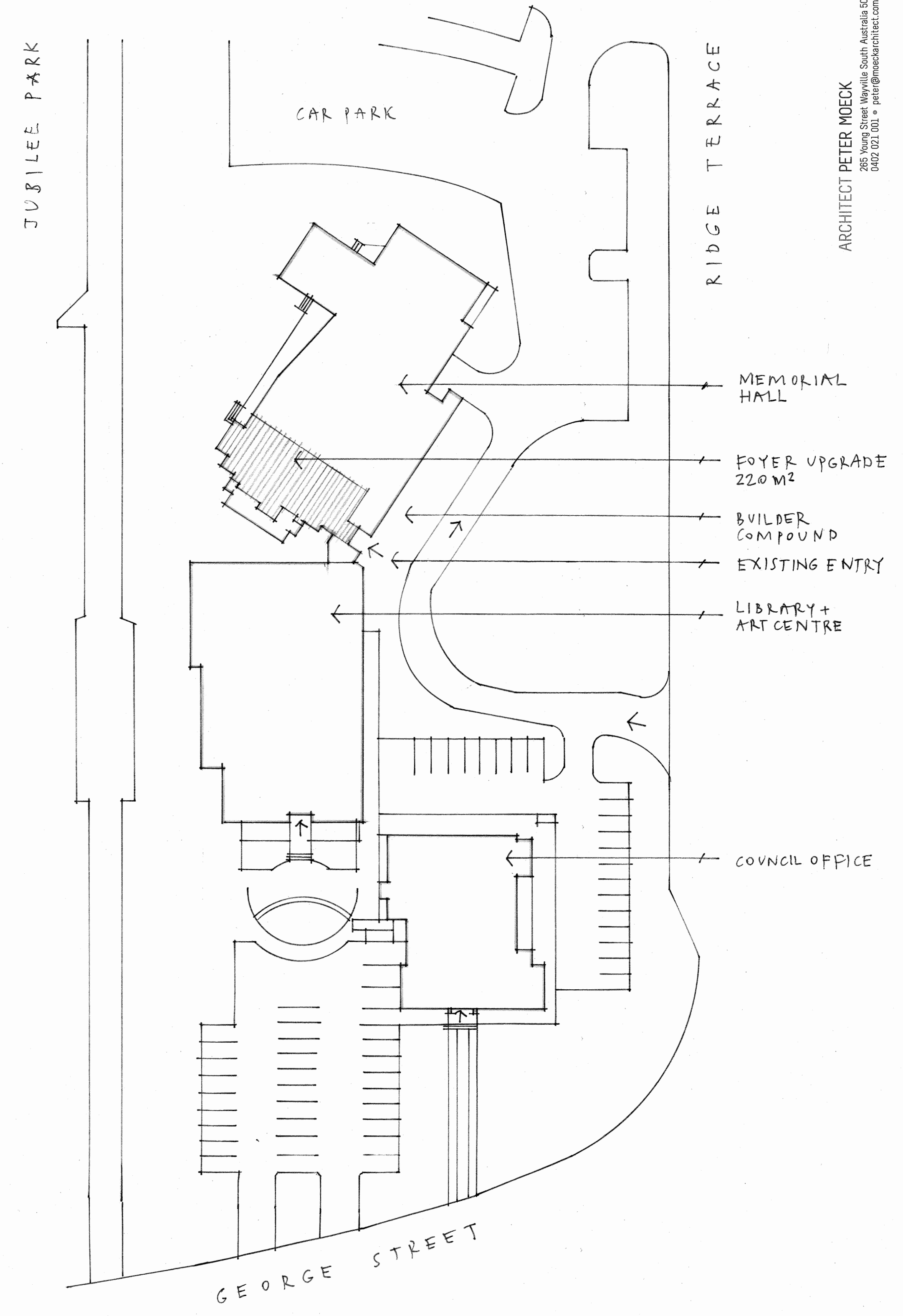
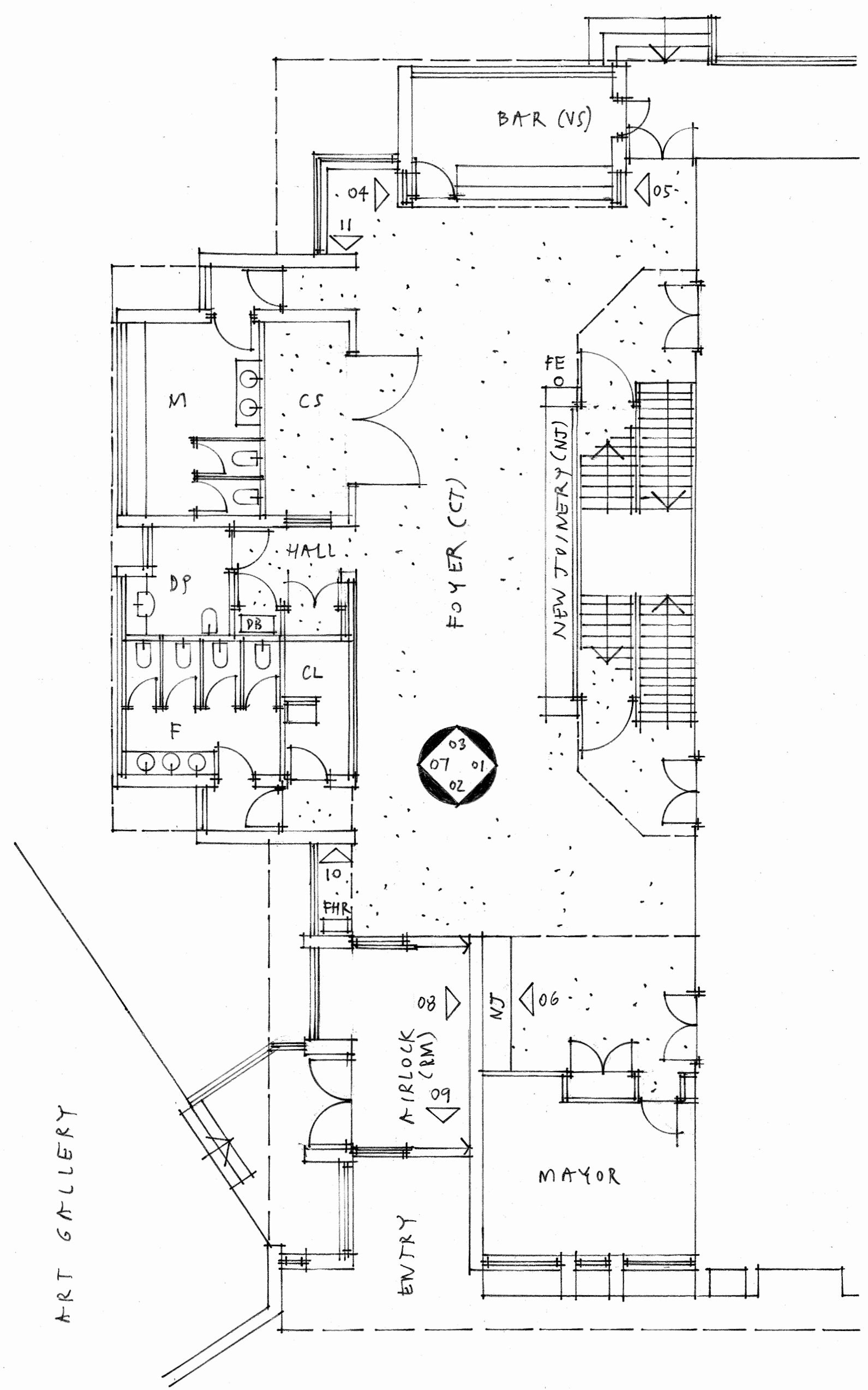
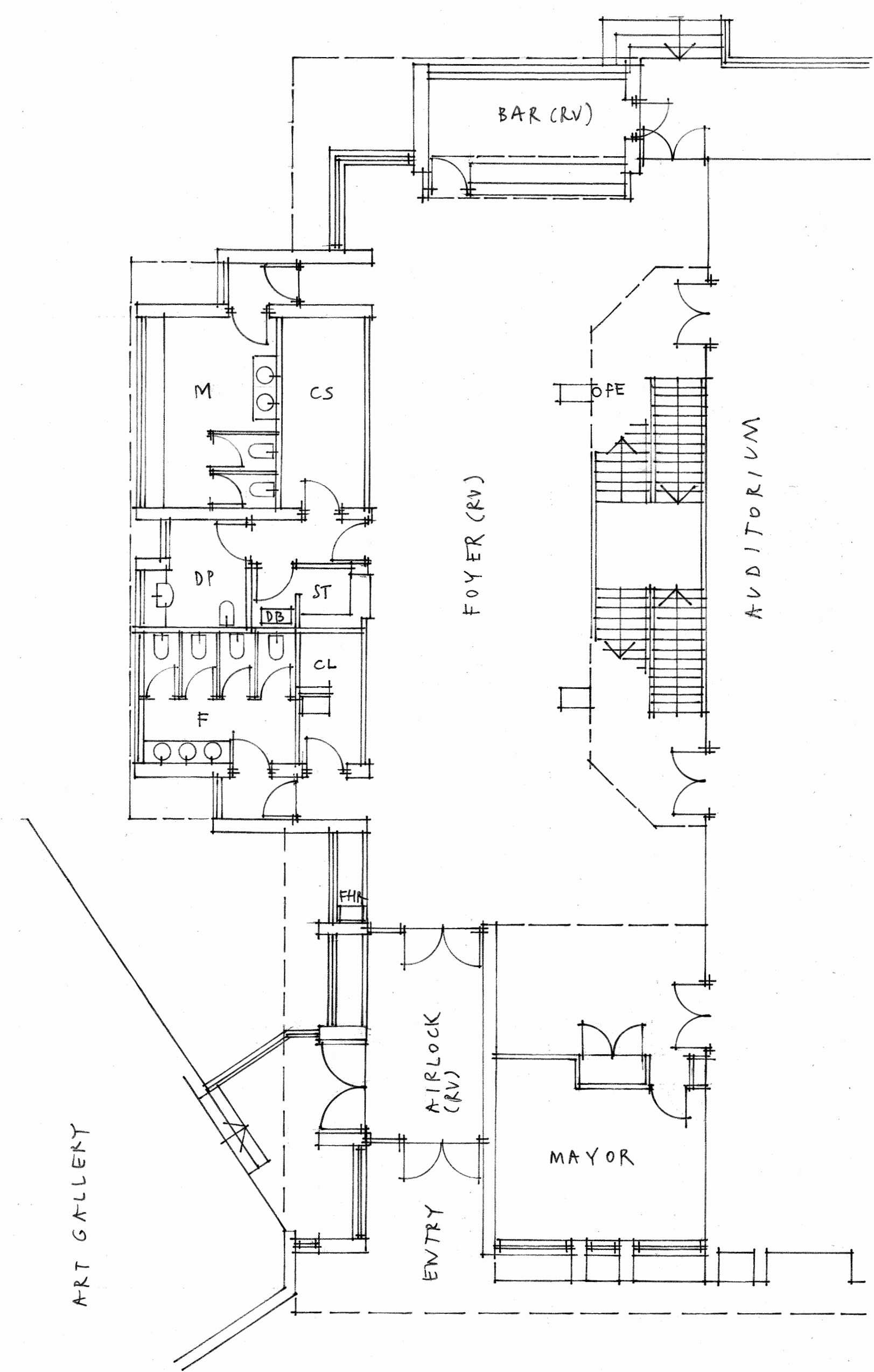
PROPOSED PART FLOOR PLAN 1:100 AT A3

WATTLE RANGE COUNCIL - MILLICENT MEMORIAL HALL

2018002 / SK04A

ARCHITECT PETER MOECK

285 Young Street Wayville South Australia 5034
0402 021 001 • peter@moeckarchitect.com.au



- FLOOR FINISHES
- RV REMOVE VINYL
 - CT NEW CARPET TILES (EXTENT DOTTED)
 - LTD LINE PR PATTERN (N/S)
 - RM RESILIENT MATTING
 - VS NEW VINYL SHEETING

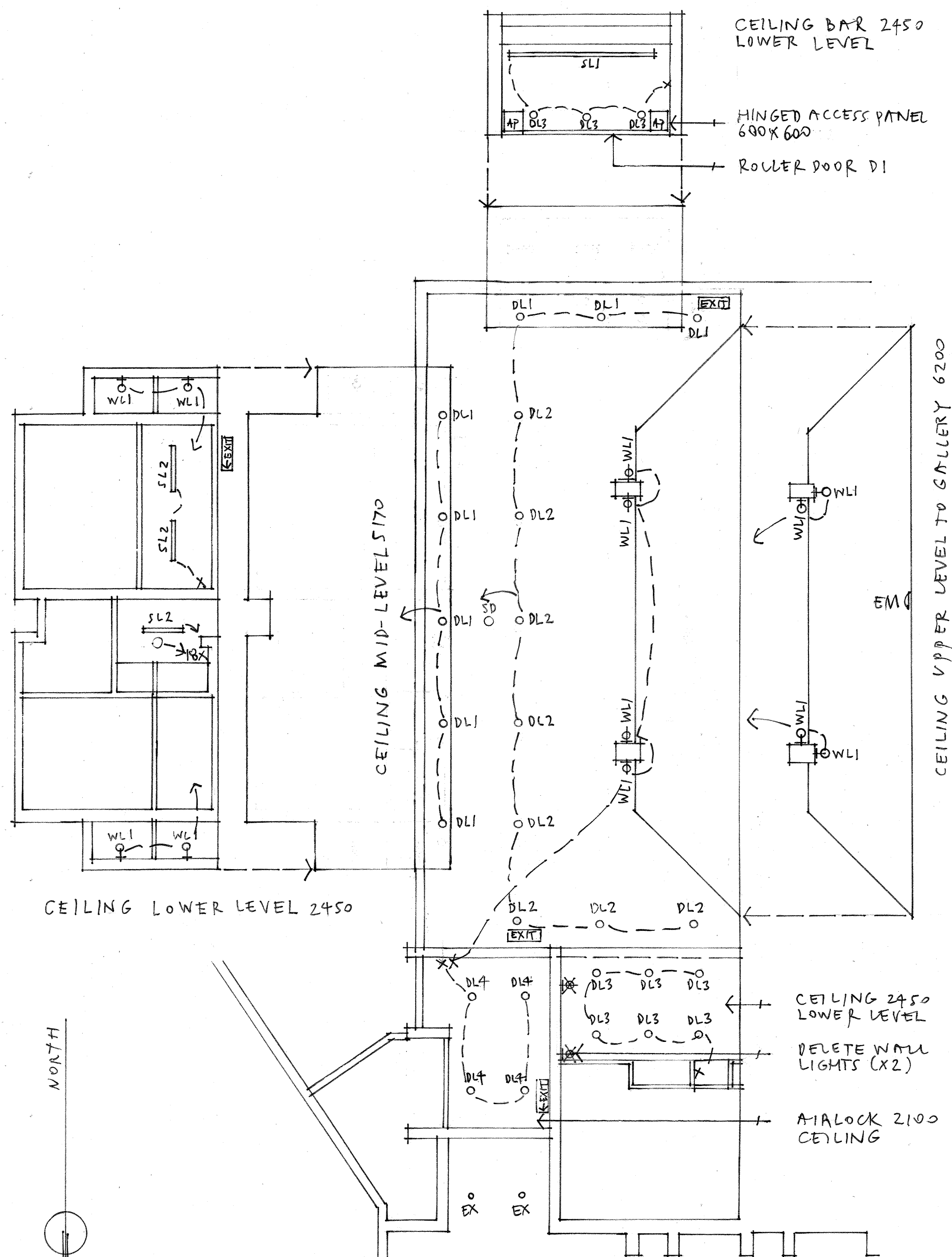
- LEGEND
- CS EXISTING CHAIR STORE
 - CL EXISTING CLEANER
 - DB EXISTING DISTRIBUTION BOARD
 - DP EXISTING ACCESS WC UNISEX
 - F EXISTING FEMALE AMENITIES
 - FE EXISTING PORTABLE FIRE EXTINGUISHER
 - PHR EXISTING FIRE HOSE REEL
 - M EXISTING MALE AMENITIES

NOTE REFER TO 2018006 / WD02 + WD03 FOR ENLARGED FLOOR PLANS + INTERNAL ELEVATIONS

PROPOSED FLOOR PLAN
1:100

EXISTING FLOOR PLAN
1:100

SITE PLAN
1:500



LEGEND LIGHTING

- WL1 WALL LIGHT TYPE 1
- DL1 DOWNLIGHT TYPE 1
- DL2 DOWNLIGHT TYPE 2
- DL3 DOWNLIGHT TYPE 3
- DL4 DOWNLIGHT TYPE 4
- SL1 STRIP LIGHT TYPE 1
- SL2 STRIP LIGHT TYPE 2
- SD EXISTING SMOKE DETECTOR
- EXIT REPLACE ILLUMINATED EXIT
- EXIT REPLACE DIRECTIONAL EXIT
- X EX LIGHT SWITCH
- W EX WIRING
- BX REPOSITIONED 18 SWITCH PANEL
- EM WALL MOUNTED EMERGENCY LIGHT
- EX EX LIGHTS REMAIN

0 1 5
METRES

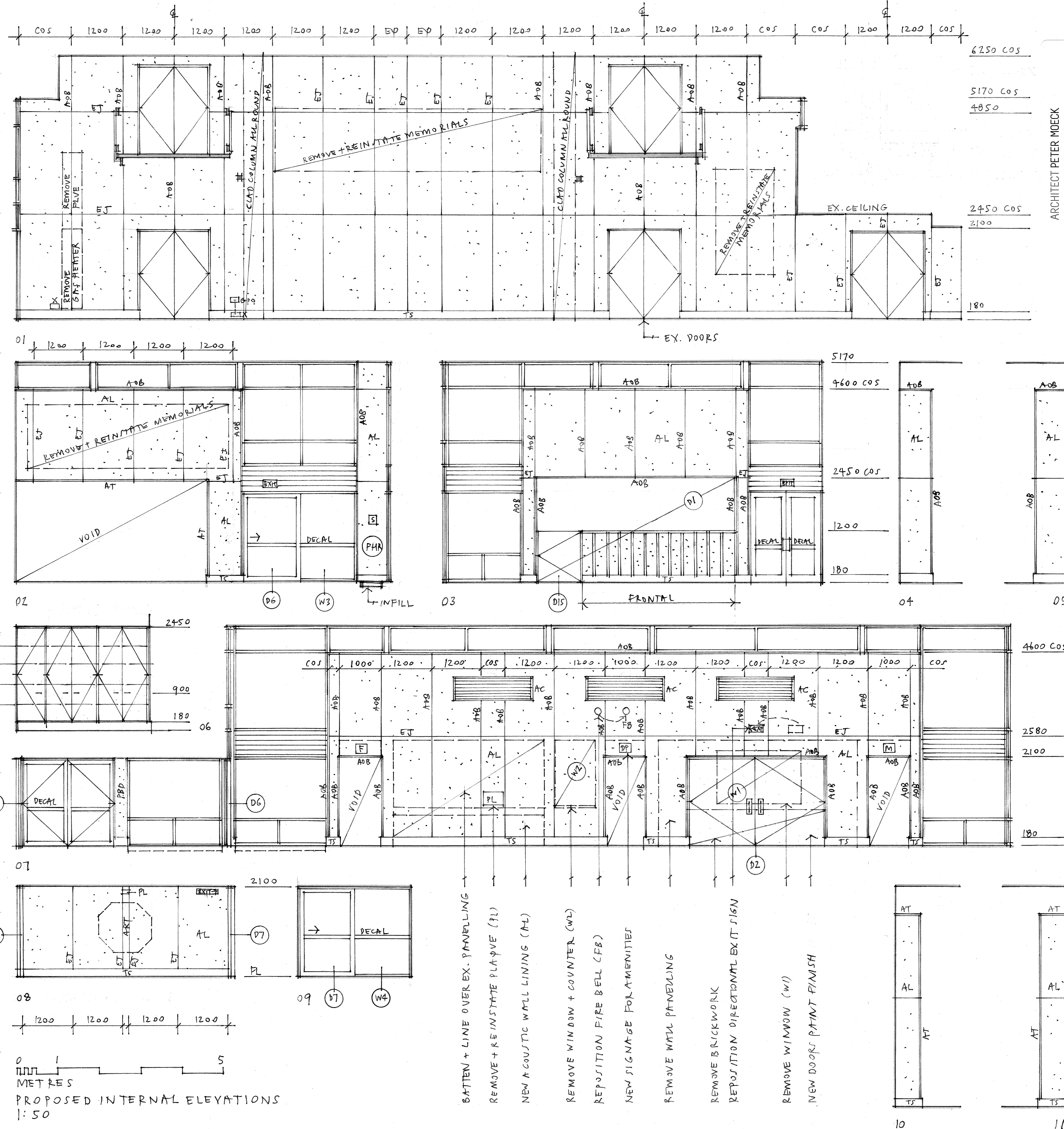
CEILING PLAN • LIGHTING REPLACEMENT
1:100

LEGEND

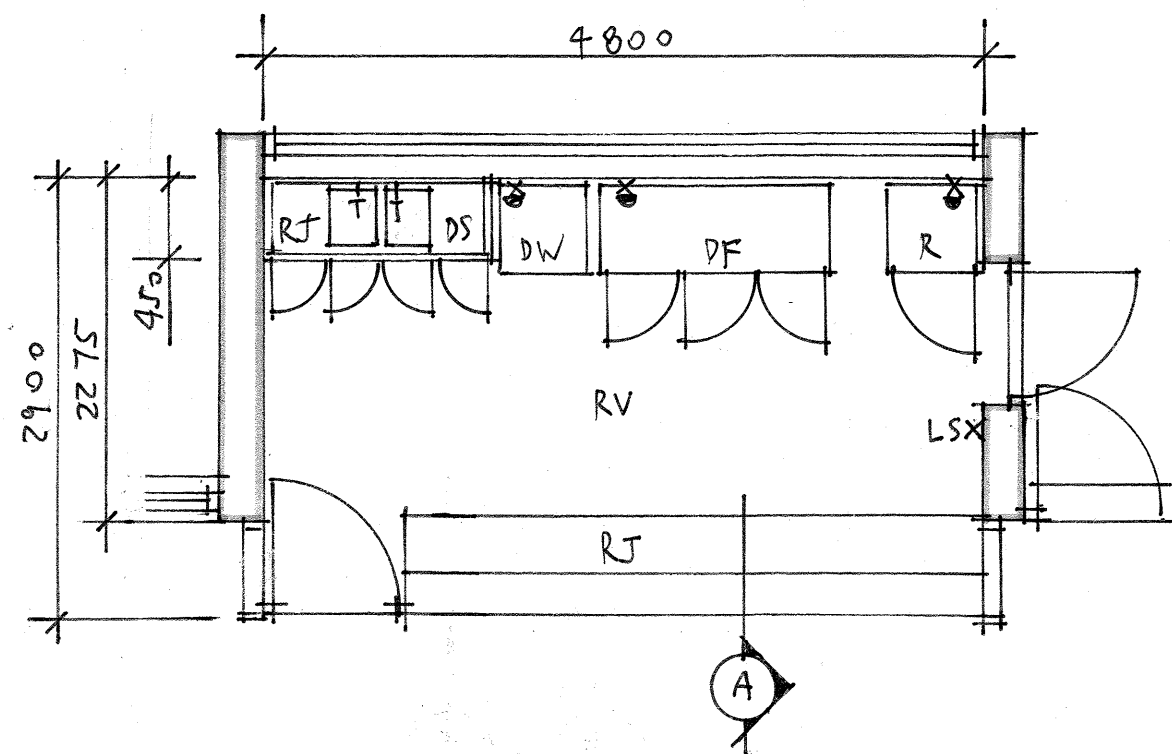
- AC EXISTING AC REGISTER
- AL ACOUSTIC WALL LINING
- AOB AUSTRALIAN OAK BATTEN
- COS CHECK ON SITE
- DECAL NEW GLAZING STRIP
- D1 DOOR 1
- DP ACCESS WC SIGN
- EX EXISTING
- F FEMALE AMENITIES SIGN
- FB EXISTING FIRE BELL
- FHR EXISTING FIRE HOSE REEL
- M MALE AMENITIES SIGN
- PL EXISTING PLAQUE
- S REVISED SIGN FOR FHR
- TS TIMBER SKIRTING
- WI WINDOW 1
- X REMOVE SOCKET/GPO
- NOTE CONCEAL ALL EXPOSED CABLES + CONDUITS.
- PBD PLASTERBOARD
- EJ EXPRESSED JOINT

0 1 5
METRES

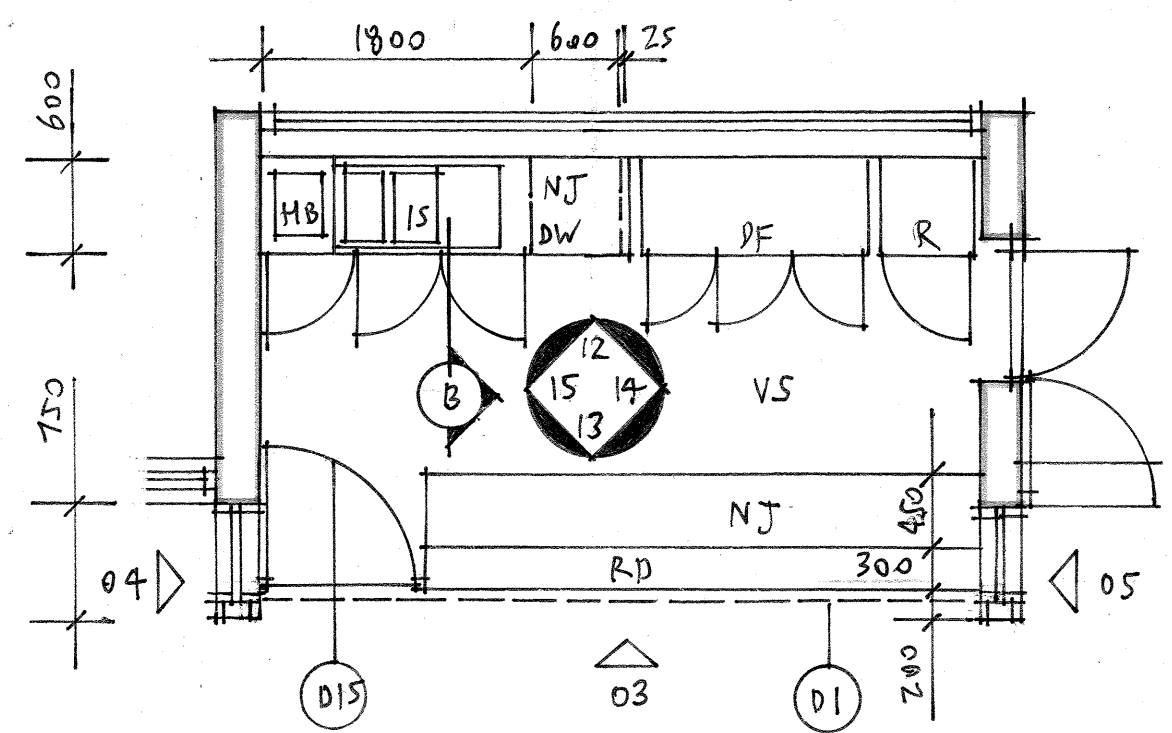
PROPOSED INTERNAL ELEVATIONS
1:50



EXISTING PLAN - BAR



PROPOSED PLAN - BAR



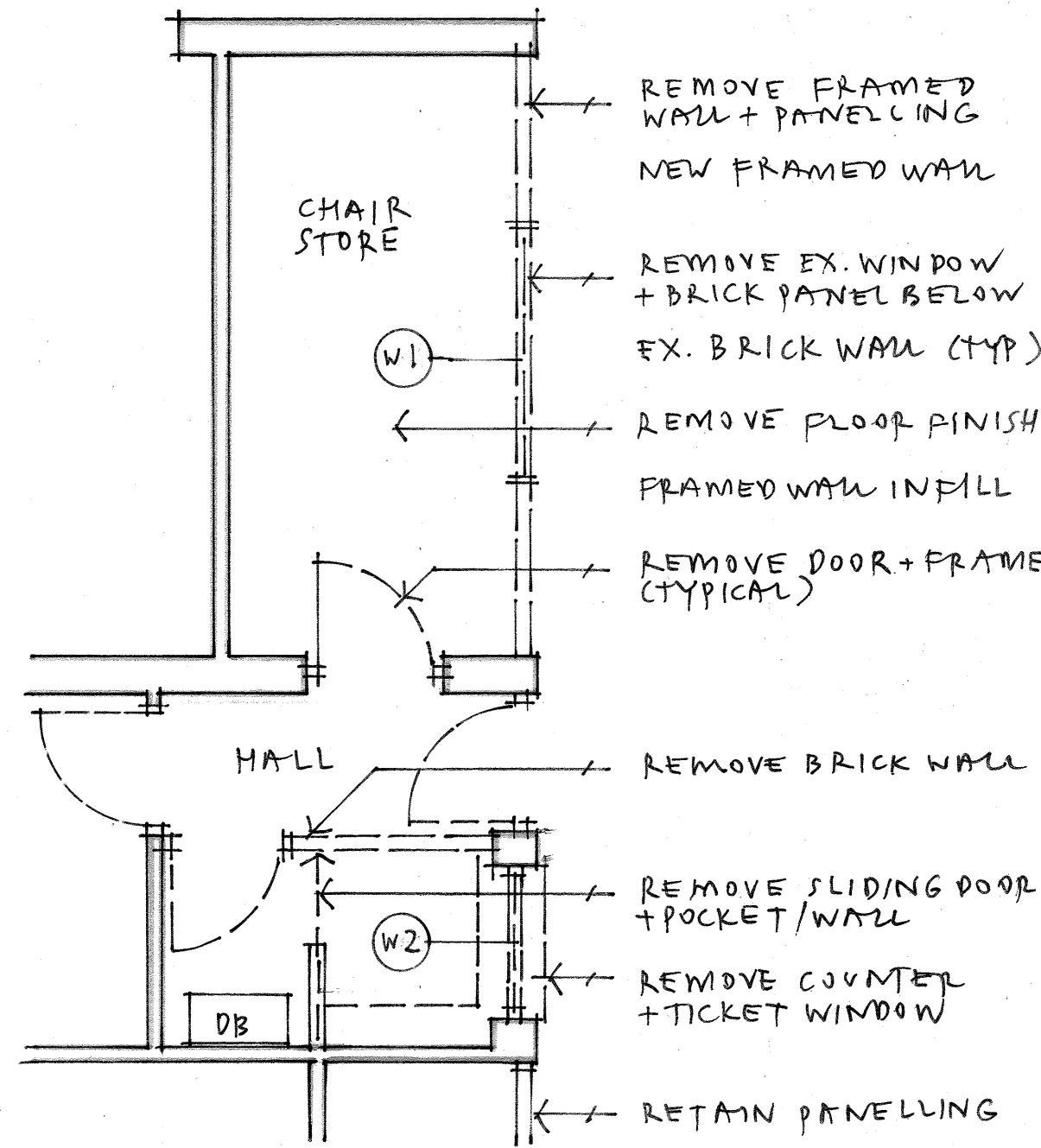
LEGEND

- EX DOUBLE GPO
- T WALL MOUNTED TAPS
- XLS LIGHT SWITCH
- DF DRINKS BRIDGE (REMOVE)
- DS DOUBLE BOWL SINK (REMOVE)
- DW DISHWASHER (REPLACE)
- R REFRIGERATOR (REMOVE)
- RJ REMOVE JOINERY
- RV REMOVE VINYL

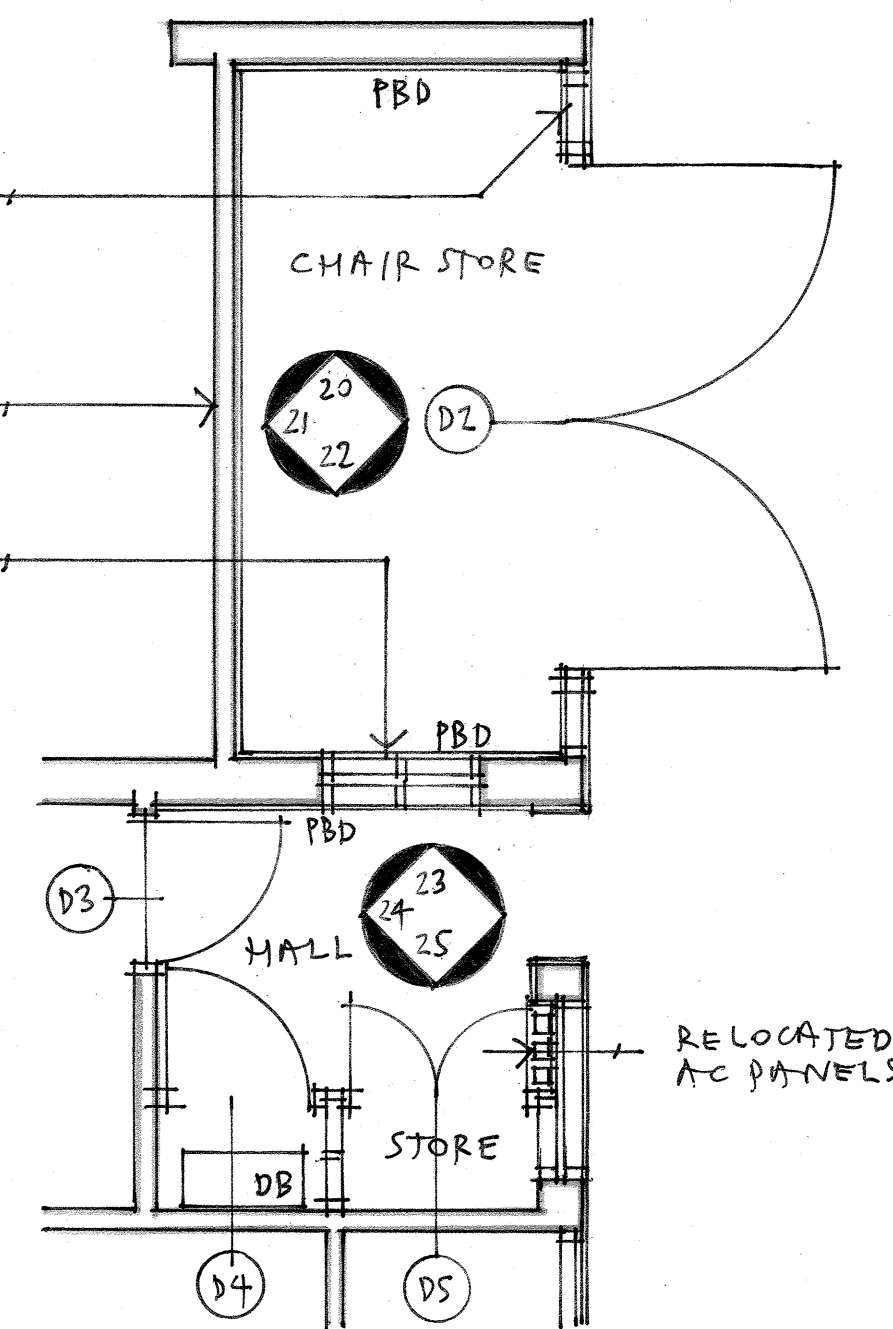
LEGEND

- HB INSET HAND BASIN
- IS INSET SINK
- NJ NEW JOINERY
- RD ROLLER DOOR
- GSB GLASS SPLASHBACK
- PBD DIRECT STICK PLASTERBOARD
- OS OPEN SHELF
- GPO GENERAL PURPOSE OUTLET
- EP EQUAL
- COS CHECK ON SITE
- DB DISTRIBUTION BOARD
- FHR FIRE HOSE REEL (EX)
- PE PORTABLE FIRE EXTINGUISHER
- BH BULKHEAD

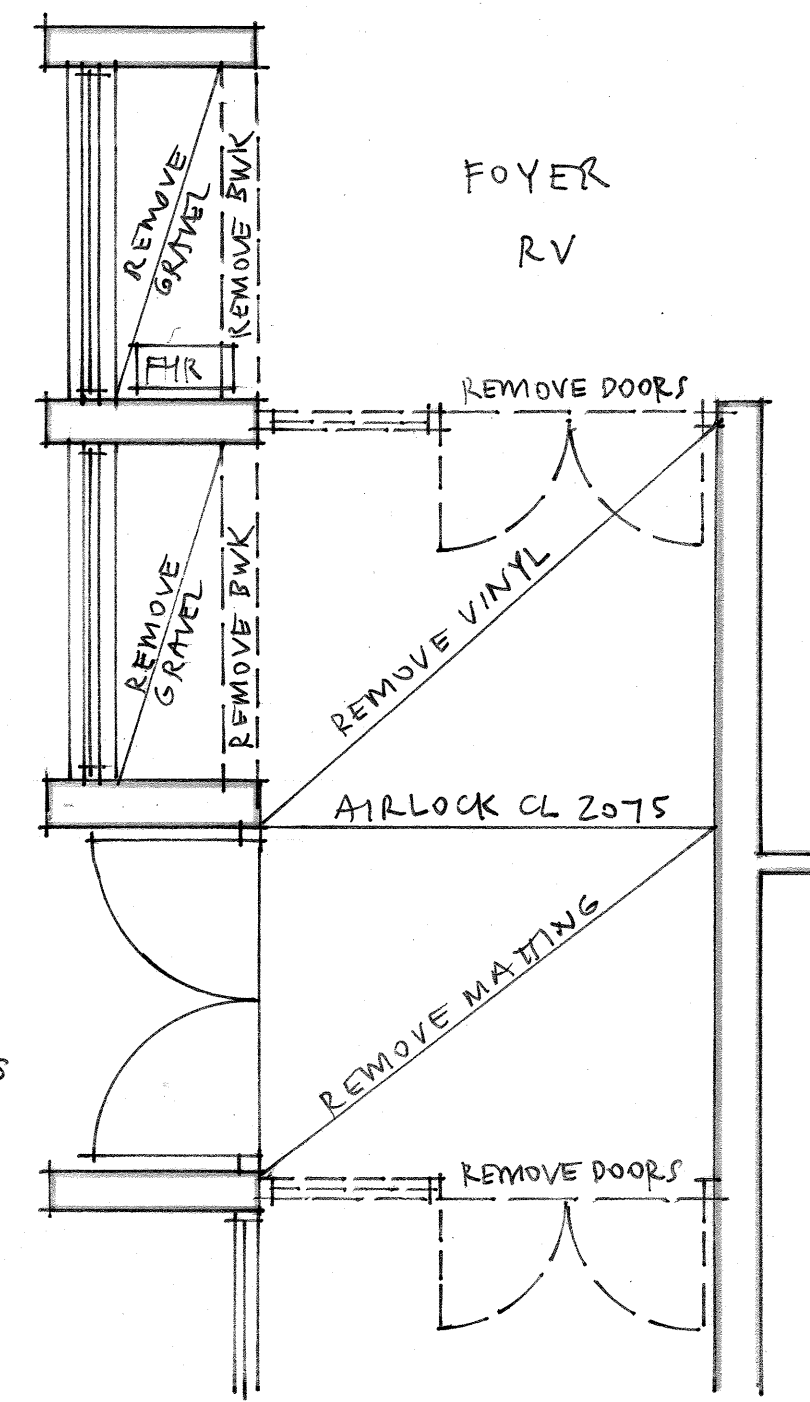
EXISTING PLAN - CHAIR STORE



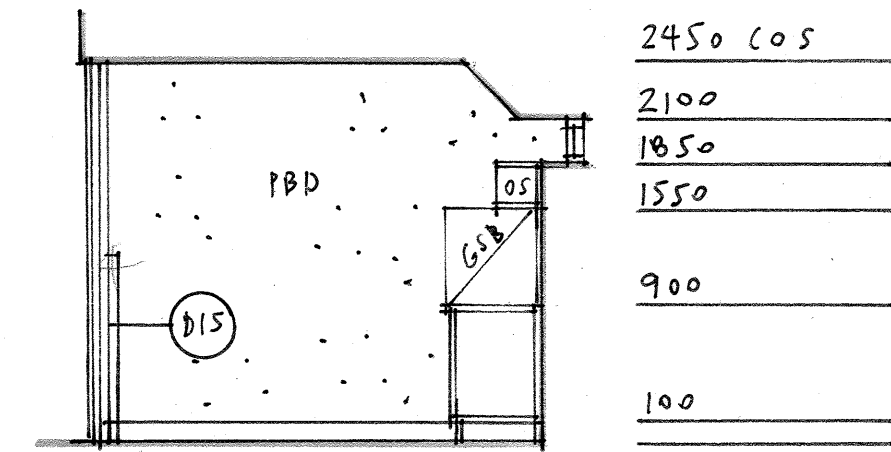
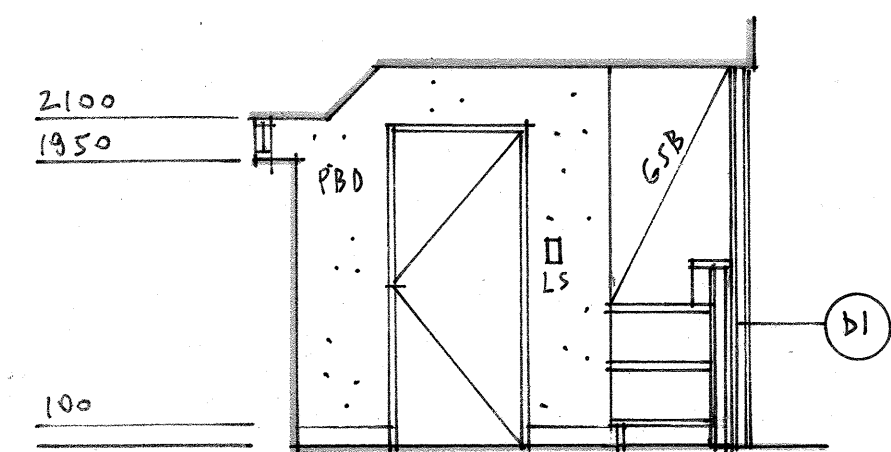
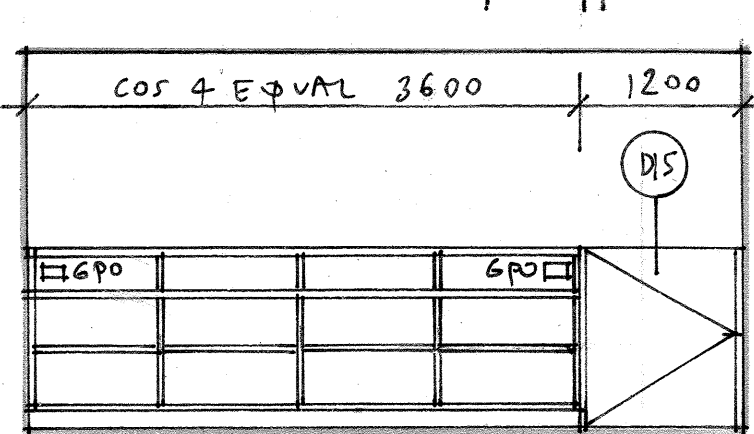
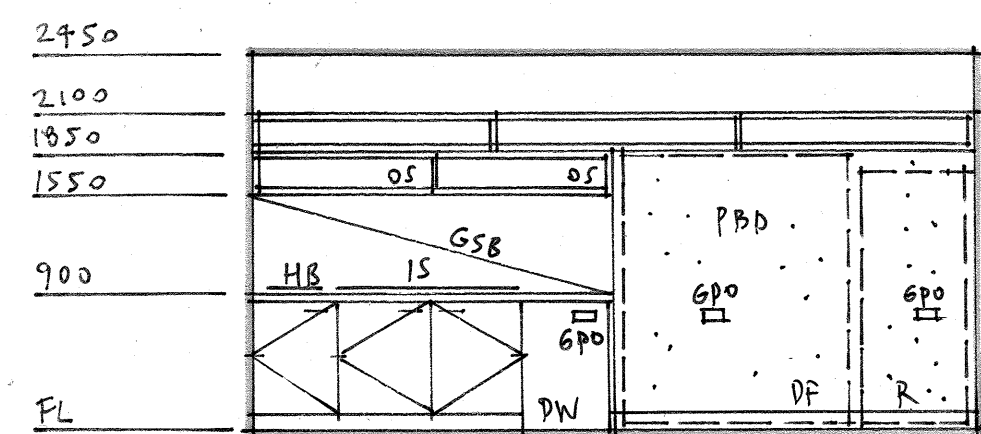
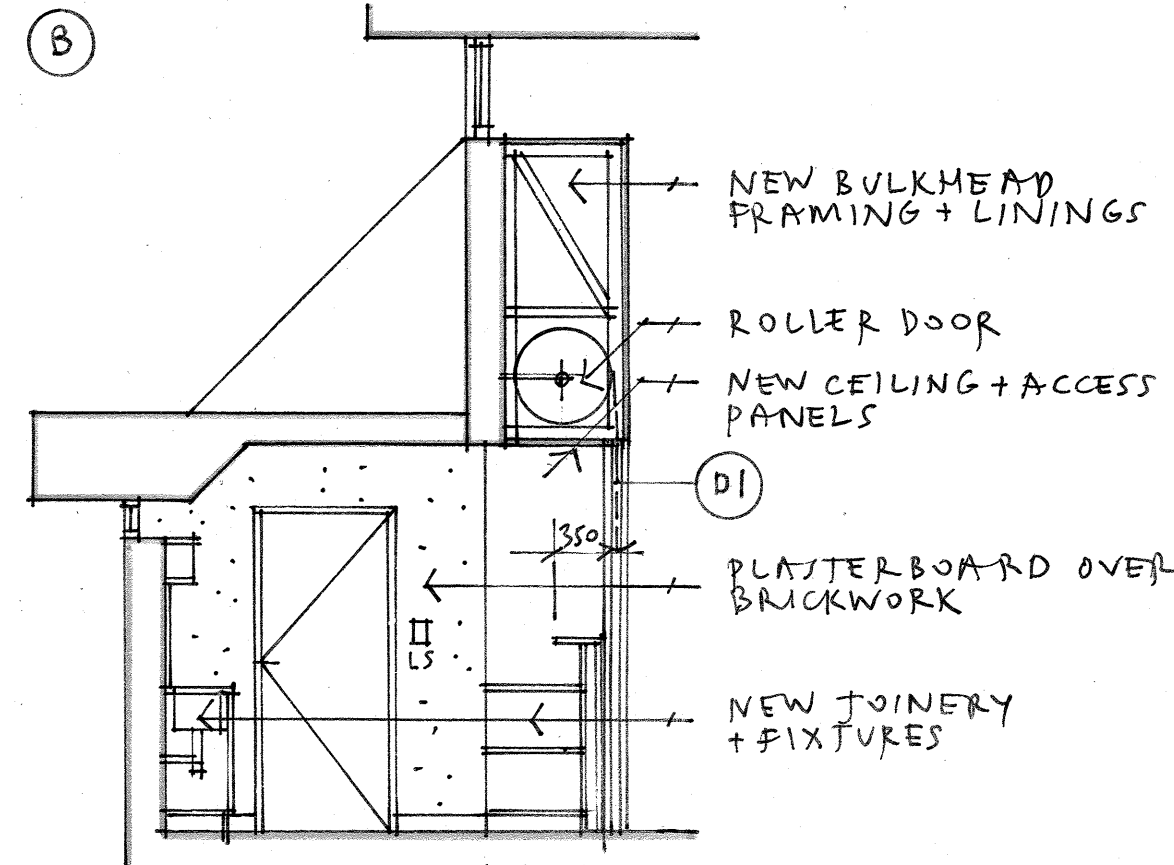
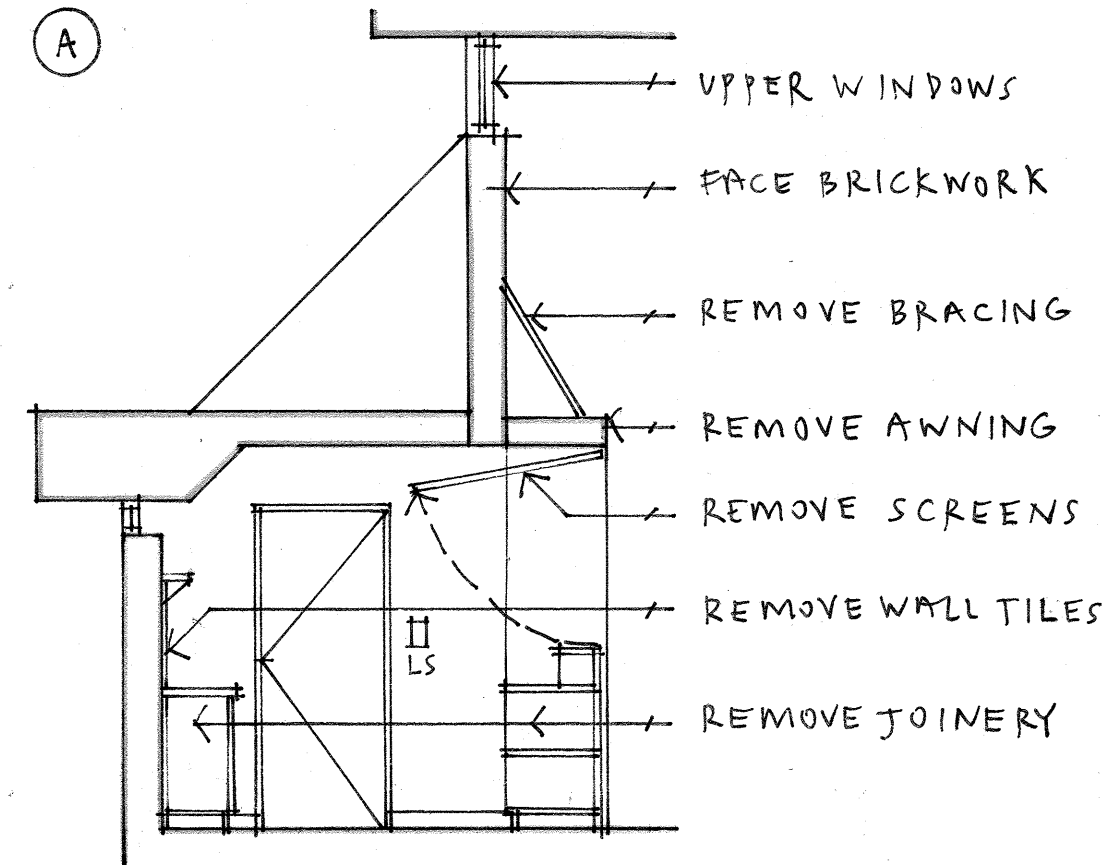
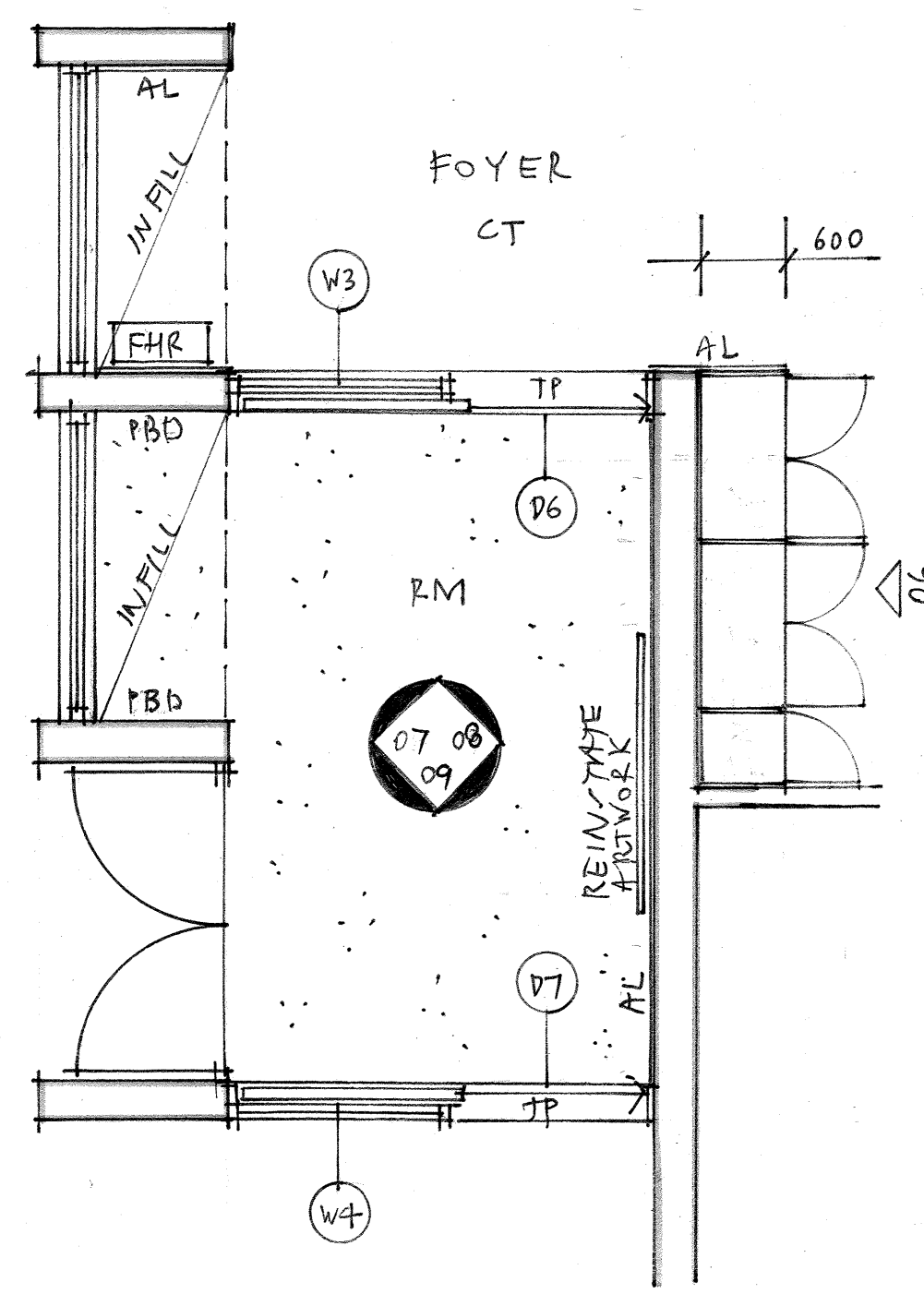
PROPOSED PLAN - CHAIR STORE



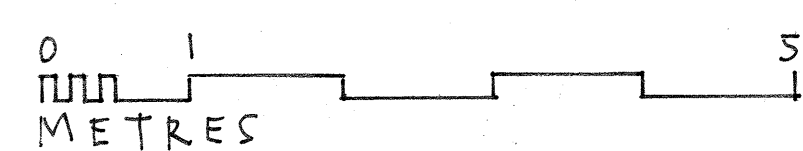
EXISTING PLAN - AIRLOCK



PROPOSED PLAN - AIRLOCK



BAR UPGRADE



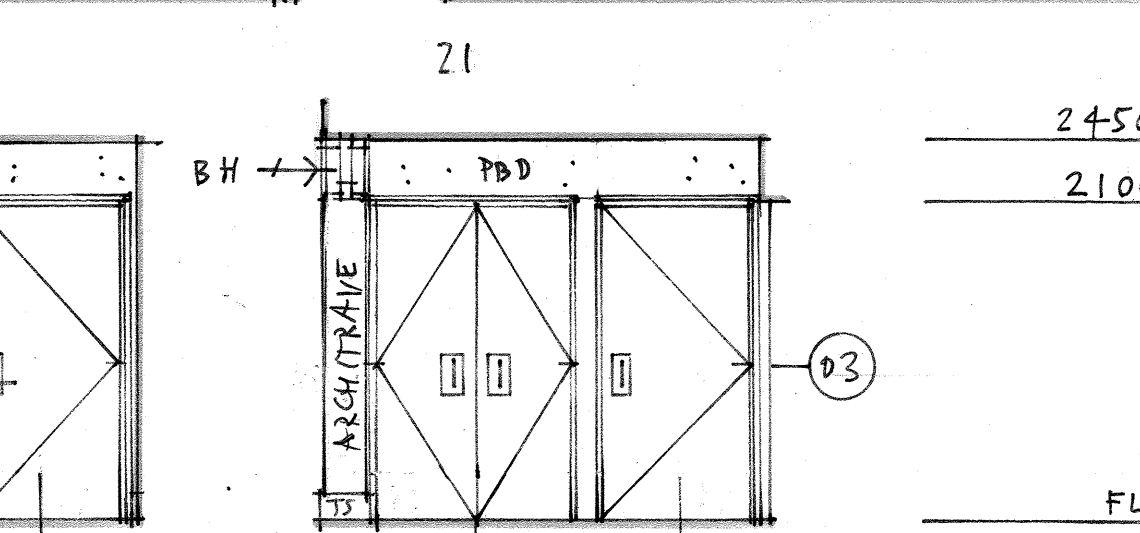
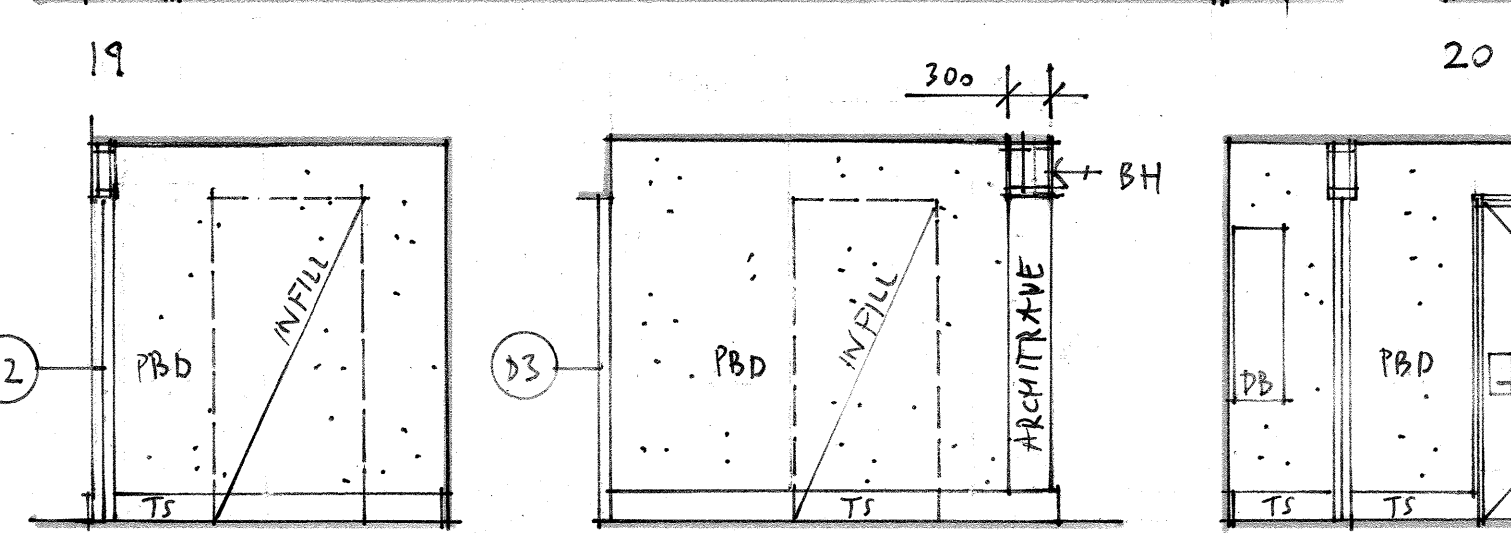
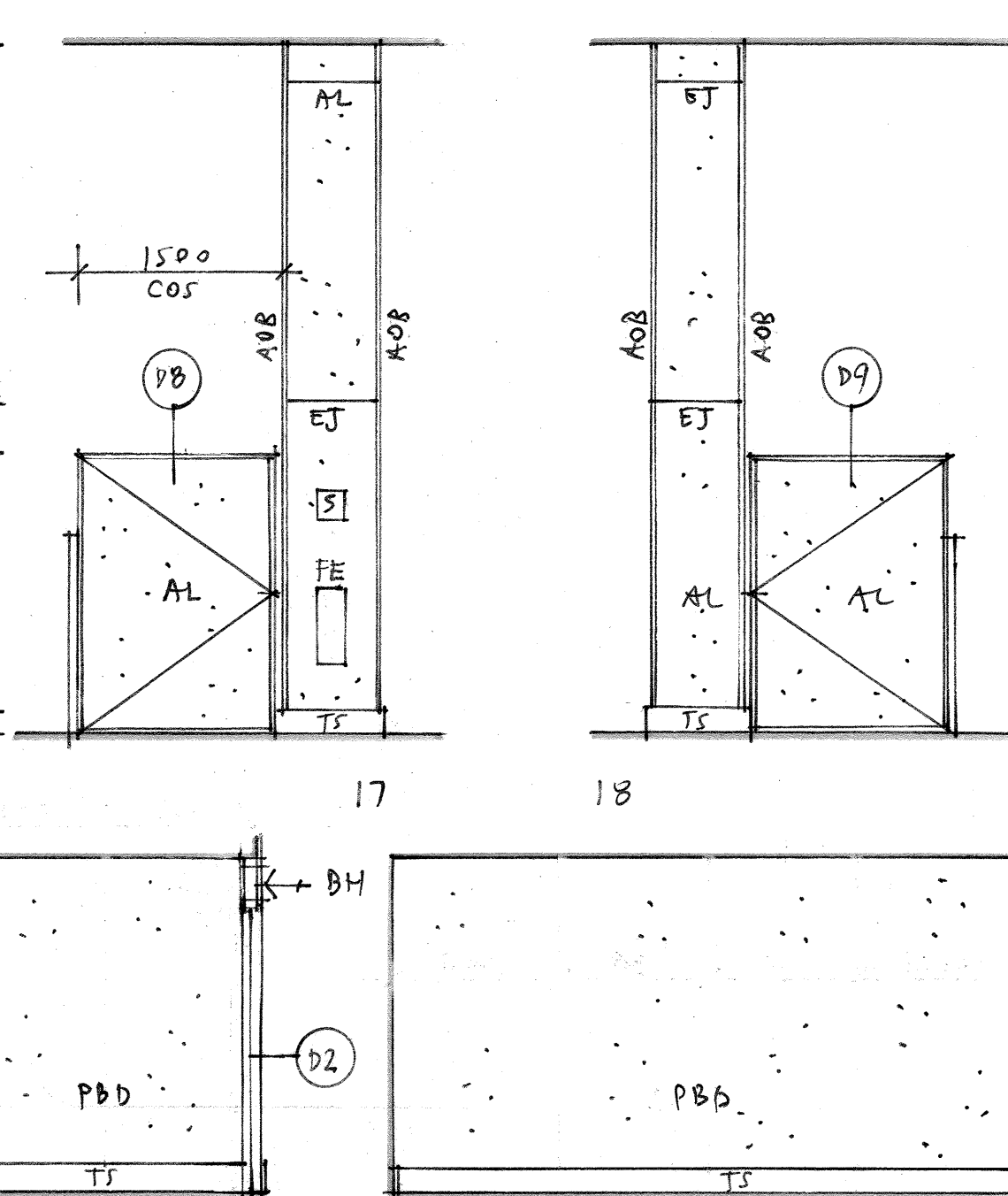
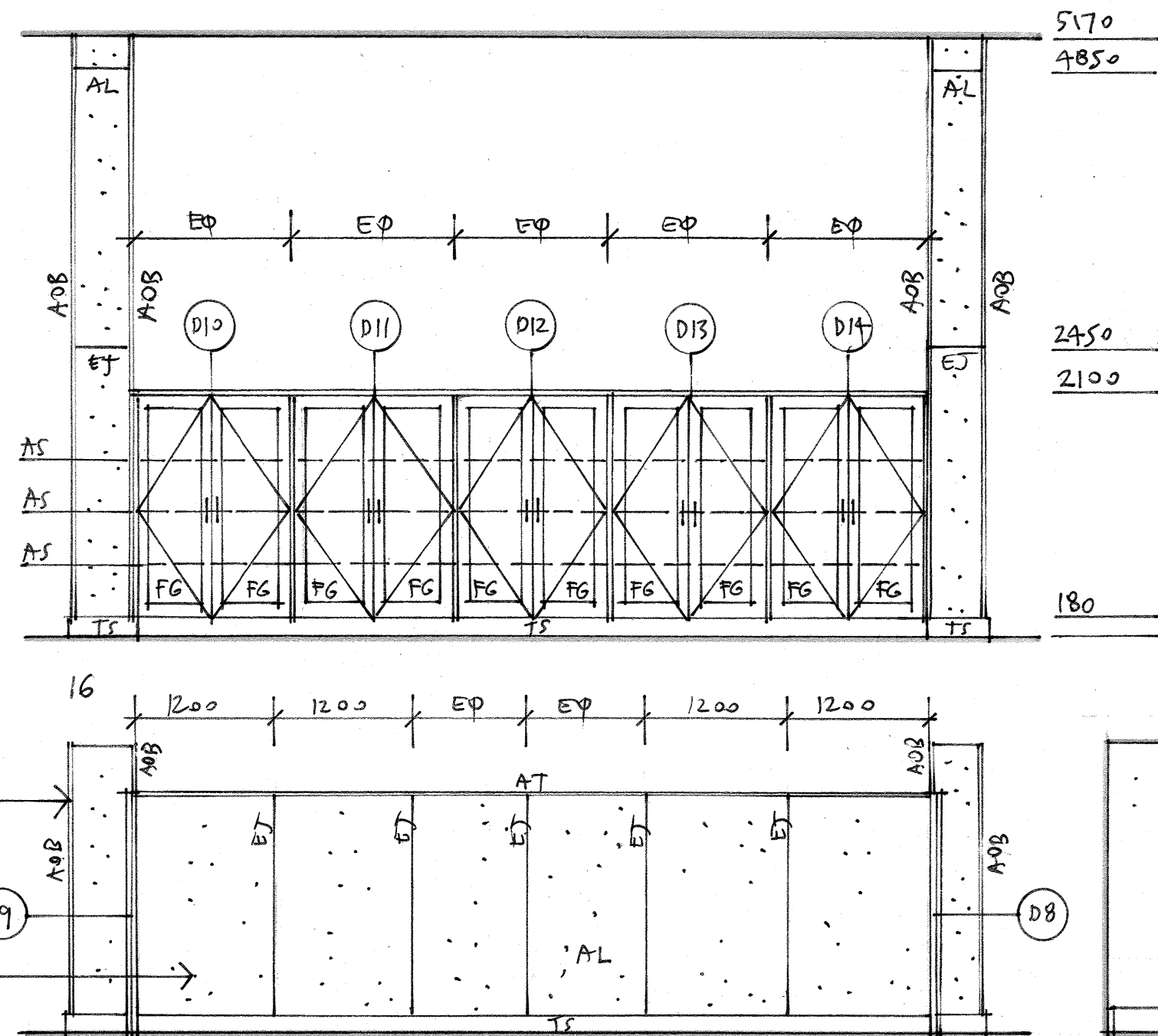
PROPOSED FITOUT + MODIFICATIONS
1:50

ALUMINIUM ANGLE TRIM

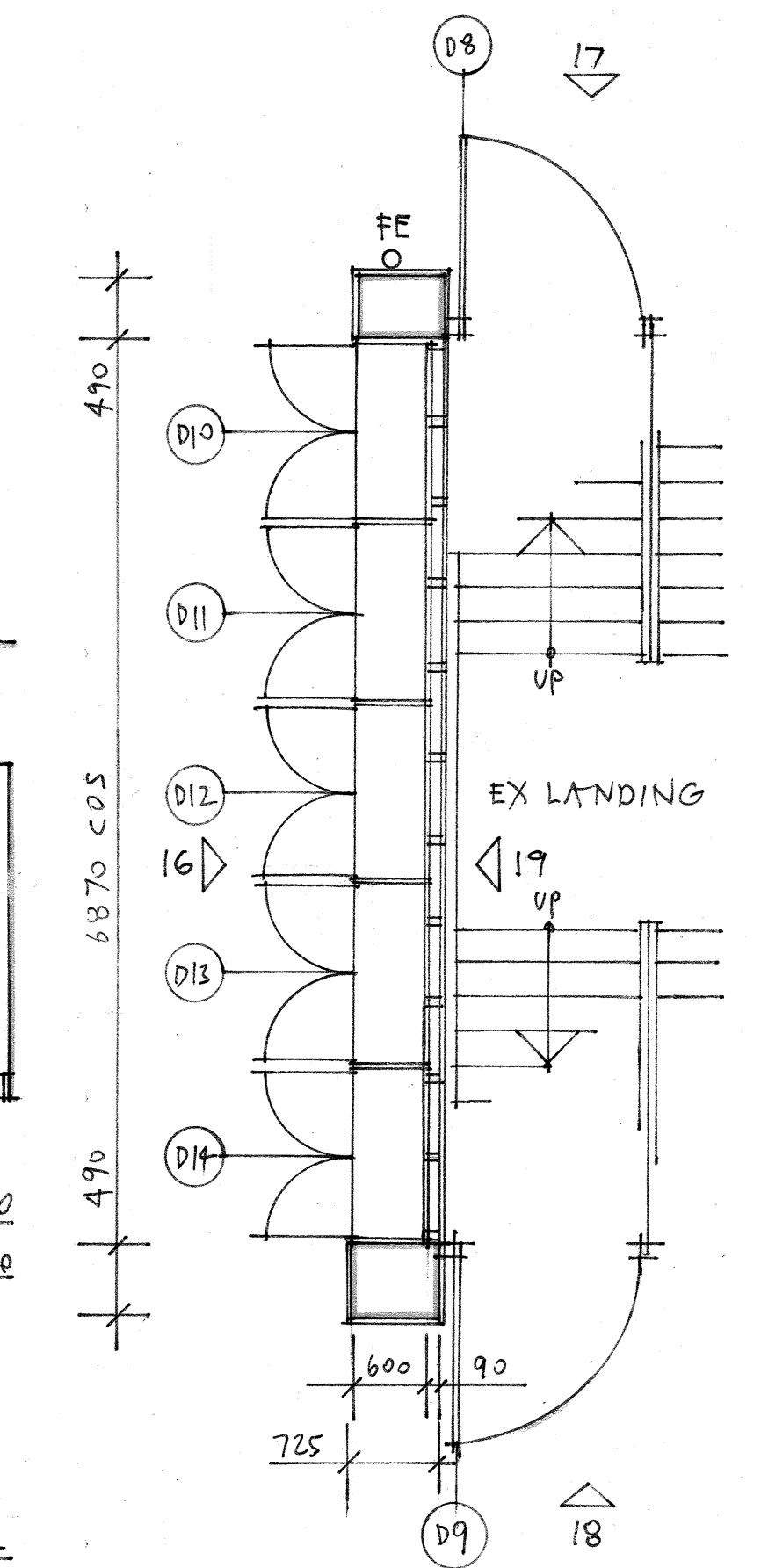
ACOUSTIC WALL LINING

FINISHES

- AT ALU TRIM
- AL ACOUSTIC LINING
- CT CARPET TILES
- RM RESILIENT MATTING
- VS VINYL SHEETING
- TS TIMBER SKIRTINGS
- TP ALUMINIUM THRESHOLD PLATE
- DB EXISTING DISTRIBUTION BOARD
- FG FIXED GLASS
- AS ADJUSTABLE SHELF



CHAIR STORE + HALL UPGRADE



DISPLAY JOINERY



*Mayoral
Communications*

Mayoral Communications

9th April 2019

As a nation and community, we were saddened to learn about the terror attack on the Muslim community in New Zealand at their mosque of prayer. It must be said, that as a community we all walk together and support each other regardless of race, religion or creed and support each other through life's journeys.

Diversity of people is what our great country is built on and we welcome diversity into our community. For those within our communities who silently organise and plan these types of despicable terrorist acts of violence we say, you are not welcome, we do not want you with us. Our communities totally reject terrorism in every form. **We pray for those families who were affected by this cowardly act of violence.**

Gender Equality: I note, whilst conducting the budget process a number of sporting clubs / organisations have lodged submissions for various project funding. Whilst I am very supportive of assisting sporting clubs / organisations and recognising that any sporting club / community organisations are part of the social fabric that drives our communities, it must be remembered that all sporting clubs and community organisations must be delivering gender equality in all areas of their club / organisation. Gender equality must be taken into consideration when distributing ratepayer's money. I stand resolute on this view.

Attended the following:

- Meeting at Penola with "Claude, The Lawn Mower Man, Harvey". Fund Raising for Brave Hearts around Wattle Range Council area. Raised over 1.2 Million dollars over a twelve-year period. Assisted with Claude's fund raising in Penola - 10/3/19.
- Blades of Glencoe "Suicide Prevention" fund raiser - 10/3/19.
- Joint Meeting LCLGA Board and Regional Waste Management Steering Committee - 12/3/19.
- Limestone Coast Regional Development Group Meeting - 12/3/19.
- Meeting with Troy Bell MP, Member for Mount Gambier - 14/3/19.
- Meeting with Leon Rademeyer - Australian Forest Products Association - 14/3/19.
- Meeting with Millicent and District Hospital and Health Service Planning Steering Group - 14/3/19.
- Harmony Day in the Domain with local Primary Schools, Kindergartens and Child Care - 20/3/19.
- Penola / Beachport CFS Assisted Girl Guides / Millicent Soccer Club, BBQ cooking at Soccer Season Opening - 23/3/19.
- Unit Training - Spoke to CFS members.
- Meeting with Zoe Bettison MP, Shadow Minister for Trade, Tourism & Investment and Hon Clare Scriven MLC, D/Leader, Shadow Minister for Industry and Skills, Shadow Minister for Forestry - 25/3/19.
- SA Parliamentary Economic and Financial Committee Public Hearing on inquiry into SA Migration - 26/3/19 held at Penola, Rymill Hall, Cameron Street, Penola.
- Unity Housing - Community Day in Lions Park - Connecting with Residents - 28/3/19.

- WRC Depot, Years of Service recognition for 2 staff members and an upcoming retirement - BBQ presentation - 28/3/19.
- Millicent Racing Cup at Penola Race Course - 31/3/19.
- Combined meeting with Mayor/CEO, Glenelg Shire, Southern Grampians Shire held at Hamilton - 1/4/19.

Mayor Des Noll

9th April 2019

RECOMMENDATION: that the Mayoral Communications be received and noted.



Deputations



Petitions



*Reports
from Council
Members*



*Questions
with Notice*



Reports from Council Committees

LAKE MCINTYRE MANAGEMENT BOARD

Minutes of the Lake McIntyre Management Board Meeting held at the Millicent Public Library
Wednesday 6th March 2019

1. PRESENT: Sheila Boyle, Rosey Pounsett, Noel Boyle, Brian McIntyre, Deirdre Tiddy, Angela Jones, Moira Neagle, John Drew, Peter Halton, Cath Loader.
2. APOLOGIES: Ben Gower, Stewie Pounsett

Election of Office Bearers

John Drew Moved and Deirdre Tiddy Seconded Sheila Boyle for Chairperson. Carried
Brian McIntyre Moved and John Drew Seconded Rosey for Secretary. Carried

3. CONFIRMATION OF THE MINUTES:

3.1 Lake McIntyre Management Board Meeting 12th February 2019

RECOMMENDATION: That the minutes be taken as presented and confirmed.

Dee/Angela

4. MATTERS ARISING FROM THE MINUTES:

- 4.1 BBQ #1 Vent Repair – Brian has this in hand. He will repair it when time permits.
- 4.2 Council Morning Tea – Sheila and John Drew will organise this in April.

5. CORRESPONDENCE

- 5.1 Certificate of Appreciation sent to Graham and Sue Oberlander (ride-on mower)
- 5.2 Information packs and Volunteer Induction Packages from Ben Gower
- 5.3 Letter of appreciation from Naracoorte Historic Vehicle Club.

6. FINANCIALS:

- | | | | | |
|-----|--------------|------------------|----------------------|----------|
| 6.1 | 20.02.2019 | Kemp's Machinery | Chainsaw maintenance | \$193.25 |
| 6.2 | 04.03.2019 | K&S Fuels | Mower fuel | \$32.64 |
| 6.3 | Donations | \$8.45 | | |
| 6.4 | Cans/Bottles | \$4.40 | | |

- 6.5 Sheila queried the Murrumbidgee payment for repairs to large gas bottle - \$200 Peter Halton to follow up
- 6.6 Sheila also queried the cost of the new Lake McIntyre brochures at \$789. This cost was supposed to be shared 50/50 with the Visitor Information Centre budget. Peter Halton to follow up.

7. GENERAL BUSINESS

- 7.1 Meeting Protocol – We are following meeting protocol already, we just need to ensure we follow the correct procedures by moving motions and voting on decisions such as appointing an interim chair, and for new purchases etc. We are encouraged to seek advice from Cath Loader if and/or when required.
- 7.2 Volunteer Induction – Discussions held on the reasons for the paperwork required. General list of duties to be drawn up and volunteers need to be trained/instructed in particular areas. Peter Halton will talk more on this at the next meeting when Claire O'Loughlin will be present.
- 7.3 Charter – This will be addressed in the very near future. Needs to go to Council. We can make a recommendation to Council on this and any other matters that we may want addressed, such as a master plan for the future of the lake, including the existing quarry.
- 7.4 New Safety Vests – With more volunteers now working at the lake, and the existing safety vests showing their age, it was decided it was time to get some new vests. Noel to get numbers and sizes etc required and pass on to Peter Halton for purchase.
- 7.5 Sealing of Road (Budget Submission) – Moved Noel Boyle Seconded John Drew that we recommend to Council that the roundabout and the road up the hill be bituminised. Carried. Peter Halton to bring a plan to our next meeting.
- 7.6 Water Level – 0.94, which is the same as it was this time last year.
- 7.7 Bird Count – 7.30am Saturday 9th Rosey to organise
- 7.8 Meeting Time and Location – Second Wednesday of the month at 7.00pm in the Engineering Office Davenport Street
- 7.9 Funerals – Two on Thursday. “Funeral in Progress” sign – it is up to the Funeral Director to put the sign up at the bottom of the hill to stop caravans etc interrupting the proceedings.
- 7.10 Events – About 100 people expected on Sunday March 24th for the Bandits Baseball Club tea.
- 7.11 New Blower – As the blower vac we have been using at the lake was a borrowed one, and it has now been returned to the owner, Noel moved we purchase a new blower vac. Seconded by Brian. Carried – Noel to organise with Peter.

8 JOBS CARRIED OUT –

- Open and lock the front gate every day
- Check all areas for rubbish regularly
- Liaise with Council RE: 2 funerals taking place Thursday 7th March at Lake McIntyre
- Numerous phone calls and Emails regarding our meeting – the roster etc.
- Leaking tap at toilet fixed by volunteer
- BBQ'S cleaned on non-cleaning days
- Hot water taken to the lake to wash tiles next to BBQ'S and wash the toilet floors.
- Rod Gibbs sharpens and checks Chainsaw at no cost.
- Water level recorded
- Viewing platforms, under tables and chairs etc swept.
- Bird hides checked.
- Bird count monthly – and recorded on E bird
- Footpaths cleared of debris
- Numerous trips to transfer station in Ute
- Weeding ongoing in various parts.
- Gate opened early for a group of 20 for breakfast.
- Mowing of all grassed areas – BBQ area, Downs Island and over the other side – with donated ride on and hand mower.
- Batteries for BBQ checked.
- Numerous trips to the lake to turn on the watering system.
- Time spent with visitors from away – visiting the lake.

The main project this month has been liaising with Council and the removal of non- native vegetation on the roadside of Saleyards Road.

After consultation and permission from WRC this large project has commenced.

At all times safety issues were discussed with the volunteers – each day.

The main invasive plant is Italian Buckthorn. The removal of this plant from the other side of the road will help stop it spreading. It has taken many years to remove it from Lake McIntyre, and it is still ongoing by removing new seedlings.

Other invasive non-native plants are blackberries, Boxthorn, Boneseed, Coastal Wattle and Cotoneaster.

9 SIGHTINGS

Black-fronted Dotterel

Black-winged Stilt

Australasian Shoveler

Freckled Duck

Royal Spoonbill – 2 adults and 3 young

Masked Lapwings in numbers

10 GATE ROSTER –

March 8 th	Pat Open	Brian Close
March 9 th	Pat Open	Pounsetts Close
March 10 th	Johnses Open	Annette Close
March 15 th	Pat Open	Brian Close
March 16 th	Pat Open	Brian Close
March 17 th	Annette Open	Annette Close
March 21 st	Dierdre Open	Deirdre Close
March 22 nd	Pat Open	Johnses Close
March 23 rd	Pat Open	Johnses Close
March 24 th	Johnses Open	Annette Close
March 25 th	Volunteers Open	Phil & Heather Close
March 26 th	Volunteers Open	Phil & Heather Close
March 27 th	Deirdre Open	John Chalmers Close
March 28 th	Deirdre Open	John Chalmers Close
March 29 th	Pat Open	John Chalmers Close
March 30 th	Pat Open	John Chalmers Close
March 31 st	Johnses Open	Annette Close
April 6 th	Pat Open	Brian Close

Meeting Closed 8.30pm

Next Meeting 10th April



*Reports from
Council Officers*



Chief Executive Officer

15.1.1 Monthly Project Status Report

Purpose of Report	Provide an update on the progress and financial status of Council's capital and operational projects
Director	Chief Executive Officer
Author	Project Manager
Disclosure of Interest	No Council officers or contractors have declared a conflict of interest regarding the matter under consideration.
File Ref	GF/7.73.1/4
Strategic Plan Reference	Theme Five – Organisational Excellence Strategy 5.2 – Govern in a responsible and responsive way
Risk Assessment	Medium
Budget Allocation 2018/19	\$8,995,102
Request for Budget Variation	N/A
Budget Spent to Date	\$3,699,972
Attachments	1. Capital Projects Status Report

Summary

Following the adoption of Budget Review 1 by Council in December 2018 and Business Review 2 in February 2019, the current total budget for capital and operating projects is \$8,995,102.

As at 03 April 2019 the overall project completion rate was 55% with a financial expenditure rate of 43%. Broken down further, the completion rate for the 135 capital projects was 57% with a financial expenditure rate of 46%; and the completion rate for the 54 operational projects was 48% with a financial expenditure rate of 23%.

RECOMMENDATION

That Council receive and note the report.

Background & Analysis

In the 2018/19 budget deliberations, Council resolved to fund 175 projects worth \$9.3 million.

This was adjusted and adopted in Budget Review 1 by Council in December 2018.

Budget Review 2 was adopted by council in February 2019.

Some road works projects have been put on their own line in the budget to better reflect their status both financially and physically. This has resulted in there now being 189 Projects worth \$8,995,102.

As at 03 April 2019 the overall completion rate was 55% with a financial expenditure rate of 43%. The completion rate for the 135 capital projects was 57% with a financial expenditure rate of 46%; and the completion rate for the 54 operational projects was 48% with a financial expenditure rate of 23%

Of the 189 capital and operational projects:

- 69 have been completed
- 24 are in the delivery stage
- 0 are in the approval phase
- 42 are in the procurement phase
- 19 are in the design stage
- 23 are in the planning phase
- 3 have not yet commenced
- 9 have been deferred

Individual project status updates are as follows:

Millicent Domain – Adventure Playground

Toilet facilities for the playground and skate park area are complete with sealed pathways surrounding the area due for completion this week.



Domain Parklands

Solar light units have been ordered for the pathways at the Domain Play area.

Bolton Oval

Hand over to council expected in early April with 95% of works completed



Storm Water - Arthur Street Penola

All works by the contractor have now been completed. Council is completing some minor works to do tidy up of some footpaths & kerbing that are not part of the contract works.

CCTV

Millicent Swimming Lake and Penola Visitor Information Centre have surveillance cameras installed. Beachport and Millicent Visitor Information Centres will have cameras installed in the coming month.



Deferred Projects

The Penola Town Entrance project has been deferred to align the works with the completion of Stage 2 of the Penola Bypass.

Willowbank / Mount Gambier Road kerb works have been deferred as the adjacent land owner is uncontactable and the project requires the removal of substantial trees on private property. A range of enforcement options are being explored to progress the project.

Replacement of Semi 30,000ltr Water Tanker has been deferred until next year's budget as this item requires additional funding.

Electronic Records has been deferred pending a replacement for Council's enterprise software system SynergySoft.

The Millicent and Beachport Heritage Plans have been deferred on DPTI advice who has placed planning amendments on hold until the revised legislation and systems are implemented.

At Risk Projects

The Coonawarra Vignerons have requested a significant change in scope for the Coonawarra Township Signage project to include 16 heritage signs which needs to be presented to Council for consideration.

A separate report on the Millicent Civic and Arts Centre Foyer is presented later in the agenda. Regardless of which option is selected there is a reasonable chance the project will not be completed this financial year due to recent experience in securing contract building services.

Work on decommissioning the Tantanoola Hall toilets has not progressed due to a lack of resources.

The Millicent Community Hub Carpark design has been finalised and we have obtained quotes. Site works are likely to commence but not be completed by the end of the financial year.

The McLaughlin Park carpark and internal roads design is still being finalised and site works are at risk of being delayed until next financial year.

The Caltex Service Station flooring project has not commenced due to a lack of resources.

The Millicent Civic Hall Safety Rail project is experiencing difficulties sourcing a suitable contractor.

The Beachport Metocean Data and Modelling projects will continue into the next financial year as data collection will now take place during both summer and winter months to ensure subsequent modelling caters for seasonal variations.

The Millicent Shopping Precinct Rejuvenation Project is likely run into the next financial year as a final decision is yet to be made and implementation of any decision is likely to take greater than three months to execute.

Risk Management

Significant delays to community-based projects may lead to a lack of community confidence. The current risk level has been assessed as medium.

Policy Considerations

There are no known policy impacts related to these matters.

Financial Implications

There are no known financial implications related to these matters.

Legislative Implications

There are no known legislative requirements related to these matters.

Environmental/Sustainability Impacts

There are no known environmental or sustainability impacts related to these matters.

Communication & Consultation

A series of media releases have and will continue to be prepared for Capital Works projects to keep the community informed about their progress.

Project Name	Project Category	Project Manager	Project Status	% Complete	18/19 Budget		18/19 Actual Cost		Planning Commencement Date	Works Commencement Date	Project Completion Date
					55%	\$ 8,986,982	\$	3,859,306			
Millicent Pound	Capital	Mark Clifton	Completed	100%	\$	13,093	\$	212	1/01/2017	1/08/2018	30/11/2018
Penola Town Entrance	Capital	Peter Halton	Deferred	40%	\$	38,419	\$	-	1/07/2017		27/03/2020
Head Office Plan	Capital	Paul Duka	Design	90%	\$	15,000	\$	10,250	1/07/2017		31/12/2017
Railway Land Development	Capital	Peter Halton	Planning	20%	\$	330,000	\$	3,584	1/07/2017	29/01/2018	30/06/2018
Willowbank Road	Capital	Peter Wight	Deferred	0%	\$	2,400	\$	-	1/07/2017	29/03/2019	24/05/2019
Millicent Swimming Lake Plant Room	Capital	Lauren Oxlade	Completed	100%	\$	45,119	\$	38,216	3/07/2017	24/04/2018	30/09/2018
Bolton Oval	Capital	Peter Halton	Delivery	50%	\$	119,800	\$	61,141	3/07/2017	11/02/2019	30/06/2019
Kerb - Mroscotie Street (Millicent)	Capital	Peter Wight	Completed	100%	\$	10,000	\$	-	1/09/2017	29/03/2019	28/06/2019
Main Street Millicent Footpath	Capital	Graham Knaggs	Completed	100%	\$	14,988	\$	14,988	4/09/2017	23/04/2018	15/06/2018
SOTP Camp Kitchen	Capital	Roger Babolka	Completed	100%	\$	12,000	\$	2,160	1/10/2017		30/09/2018
Resheet Wire Paddock Road	Capital	Wayne Thomas	Completed	100%	\$	72,000	\$	57,373	6/11/2017	26/02/2018	26/04/2019
SOTP Solar System	Capital	Roger Babolka	Delivery	80%	\$	45,000	\$	-	1/01/2018		30/09/2018
Road Traffic School	Capital	David Davis	Completed	100%	\$	50,000	\$	13,051	1/01/2018		31/10/2018
Penola Swimming Pool Heating	Capital	Lauren Oxlade	Completed	100%	\$	169,400	\$	144,847	1/01/2018	20/08/2018	30/06/2019
Rendelsham Road Information Bay	Capital	David Davis	Completed	100%	\$	10,000	\$	12,565	1/01/2018	3/09/2018	28/02/2019
Southend Footbridge Inspection	Capital	Peter Halton	Completed	100%	\$	5,000	\$	2,860	1/01/2018	1/02/2019	30/06/2019
Greenrise Pump Shed	Capital	Peter Halton	Procurement	20%	\$	15,000	\$	100	1/01/2018	28/06/2019	28/06/2019
Millicent Civic and Arts Centre	Capital	Paul Duka	Design	90%	\$	80,000	\$	-	15/01/2018		31/05/2018
Resheet Manga Road	Capital	Wayne Thomas	Completed	100%	\$	196,830	\$	139,013	15/01/2018	15/01/2018	16/03/2018
Wandillo Forrest Road	Capital	Wayne Thomas	Completed	100%	\$	600,000	\$	550,479	15/01/2018		29/06/2018
George Street Kalangadoo Footpath	Capital	Peter Wight	Completed	100%	\$	14,000	\$	-	15/01/2018	14/05/2018	8/06/2018
Kerb - Kentish Place	Capital	Graham Knaggs	Completed	100%	\$	1,437	\$	1,437	1/02/2018	23/04/2018	28/05/2018
Rendelsham public toilets, replace soakage area & new water bore	Capital	David Davis	Completed	100%	\$	15,000	\$	20,184	4/02/2018	31/08/2018	30/11/2018
Beach Road Beachport Footpath	Capital	Graham Knaggs	Completed	80%	\$	32,273	\$	7,392	5/02/2018	1/05/2018	30/09/2018
Davenport Street Footpath	Capital	Kerri Baker	Procurement	25%	\$	146,610	\$	206	6/02/2018		28/06/2019
RSL Millicent - Hall Kitchen	Capital	David Davis	Completed	100%	\$	65,000	\$	98,787	1/03/2018	20/10/2018	31/10/2018
Nilsson Street Rendelsham	Capital	Wayne Thomas	Completed	100%	\$	10,500	\$	-	5/03/2018		30/03/2018
Childcare - Blinds and Awnings	Capital	Clara Walker	Completed	100%	\$	11,000	\$	-	1/07/2018	4/12/2017	30/06/2018
Childcare - Shade Structure & Sandpit upgrade	Capital	Clara Walker	Planning	0%	\$	33,000	\$	6,719	1/07/2018		30/06/2018
Beachport SOTP, Playground equipment.	Capital	Roger Babolka	Procurement	25%	\$	24,200	\$	-	1/07/2018		30/11/2018
Computer Replacement	Capital	Jamie Sneddon	Completed	100%	\$	22,000	\$	22,041	1/07/2018		30/06/2019
Beachport Museum - Fire Safety System upgrade	Capital	John Best	Procurement	70%	\$	62,165	\$	6,250	1/07/2018		31/01/2019
Records Storage	Capital	Paul Duka	Delivery	30%	\$	150,000	\$	4,410	1/07/2018		30/06/2019
Council Boundary signs	Capital	Steve Chapple	Delivery	85%	\$	25,000	\$	-	1/07/2018		31/12/2018
Coonawarra Siding Tourism upgrade	Capital	Roger Babolka	Design	20%	\$	24,200	\$	-	1/07/2018		31/12/2018
Fire Danger Sign	Capital	Mark Clifton	Procurement	80%	\$	30,000	\$	-	1/07/2018		31/03/2019
Depot Oil Storageshed	Capital	Tim Whennen	Completed	100%	\$	32,050	\$	32,050	1/07/2018		30/06/2019
Penola CWMS Renewals	Capital	Lauren Oxlade	Completed	100%	\$	16,000	\$	-	1/07/2018		30/06/2019
Pooles Road- 2	Capital	Wayne Thomas	Not Started	0%	\$	125,000	\$	-	1/07/2018		30/06/2019
Millicent Swimming Lake Obstacle Course	Capital	Lauren Oxlade	Completed	100%	\$	10,660	\$	10,660	1/07/2018		30/06/2019
Light Vehicle Replacement 18/19	Capital	Daryl Sexton	Completed	100%	\$	278,000	\$	208,162	1/07/2018	1/07/2018	30/06/2019
Minor Plant	Capital	Tim Whennen	Procurement	25%	\$	40,000	\$	3,577	1/07/2018	1/07/2018	30/06/2019
Road Traffic School	Capital	Peter Halton	Completed	100%	\$	30,000	\$	38,038	1/07/2018	16/07/2018	14/09/2018
Beachport SOTP, new coin operated washing machines	Capital	Roger Babolka	Completed	100%	\$	10,000	\$	9,422	1/07/2018	8/08/2018	30/11/2018
Elected Member Tablets	Capital	Jamie Sneddon	Completed	100%	\$	11,261	\$	11,261	1/07/2018	15/08/2018	31/10/2018
Replace shade structure at Nangwarry Pool	Capital	Lauren Oxlade	Completed	100%	\$	40,000	\$	26,334	1/07/2018	3/10/2018	1/11/2018
Stormwater - Arthur Street Penola	Capital	Daryl Sexton	Completed	100%	\$	773,894	\$	719,222	1/07/2018	5/11/2018	22/02/2019
Millicent Library Furinture	Capital	Janice Nitschke	Procurement	60%	\$	7,500	\$	-	1/07/2018	18/01/2019	28/02/2019
Millicent Domain - Paths, Signage Entrance Statement and Seating	Capital	Peter Halton	Delivery	30%	\$	100,000	\$	18,685	1/07/2018	2/02/2019	28/06/2019
Beachport - Furner Road	Capital	Graham Knaggs	Procurement	15%	\$	124,585	\$	-	1/07/2018	29/03/2019	26/04/2019
Beachport- Penola Road	Capital	Graham Knaggs	Procurement	15%	\$	124,535	\$	-	1/07/2018	29/03/2019	26/04/2019
Alexander Road	Capital	Graham Knaggs	Procurement	15%	\$	57,305	\$	-	1/07/2018	29/03/2019	26/04/2019
Banya Road	Capital	Graham Knaggs	Procurement	15%	\$	56,560	\$	-	1/07/2018	29/03/2019	26/04/2019
Matheson Road	Capital	Graham Knaggs	Procurement	15%	\$	37,830	\$	-	1/07/2018	29/03/2019	26/04/2019
Connurra Road (Furner Lucindale Rd)	Capital	Graham Knaggs	Procurement	15%	\$	31,590	\$	-	1/07/2018	29/03/2019	26/04/2019
Short Street	Capital	Graham Knaggs	Procurement	15%	\$	24,785	\$	-	1/07/2018	29/03/2019	26/04/2019
Stuckey Street	Capital	Graham Knaggs	Procurement	15%	\$	19,570	\$	-	1/07/2018	29/03/2019	26/04/2019
Mowbray Street	Capital	Graham Knaggs	Procurement	15%	\$	16,880	\$	-	1/07/2018	29/03/2019	26/04/2019
Sixth Street (Millicent)	Capital	Graham Knaggs	Procurement	15%	\$	15,180	\$	-	1/07/2018	29/03/2019	26/04/2019
Fourth Street (Millicent)	Capital	Graham Knaggs	Procurement	15%	\$	14,170	\$	-	1/07/2018	29/03/2019	26/04/2019
Parker Close	Capital	Graham Knaggs	Procurement	15%	\$	11,590	\$	-	1/07/2018	29/03/2019	26/04/2019
Poole Street	Capital	Graham Knaggs	Procurement	15%	\$	9,345	\$	-	1/07/2018	29/03/2019	26/04/2019
Ramsay Street	Capital	Graham Knaggs	Procurement	15%	\$	4,116	\$	-	1/07/2018	29/03/2019	26/04/2019
Community Hub Millicent, Traffic Management	Capital	Peter Halton	Procurement	10%	\$	165,000	\$	900	1/07/2018	15/04/2019	28/06/2019

Kennedy Road	Capital	Graham Knaggs	Design	50%	\$	300,000	\$	50,467	1/07/2018	15/04/2019	30/06/2019
Church Street- 2	Capital	Peter Wight	Procurement	15%	\$	58,000	\$	-	1/07/2018	6/05/2019	28/06/2019
Wooden Flooring Millicent Visitor Information Centre	Capital	Tamara North	Procurement	15%	\$	7,920	\$	-	1/07/2018	3/06/2019	28/06/2019
Young Street - Footpath (Penola Primary School)	Capital	Peter Wight	Completed	100%	\$	5,500	\$	7,162	2/07/2018	18/06/2018	24/08/2018
Ladder replacement Millicent Lake	Capital	Lauren Oxlade	Completed	100%	\$	8,200	\$	6,720	2/07/2018	3/09/2018	21/09/2018
Replacement of Cat Loader (Komatsu Loader)	Capital	Daryl Sexton	Completed	100%	\$	260,000	\$	215,300	2/07/2018	18/09/2018	30/11/2018
Replacement of Volvo Primer Mover	Capital	Daryl Sexton	Completed	100%	\$	230,000	\$	198,382	2/07/2018	18/09/2018	2/11/2018
Penola Town Square (Stage 3)	Capital	Peter Halton	Delivery	60%	\$	19,102	\$	21,179	30/07/2018	30/07/2018	26/04/2019
Millicent Domain - Adventure Playground	Capital	David Wallis	Delivery	20%	\$	75,000	\$	83,730	30/07/2018	15/04/2019	28/06/2019
McLaughlin Park - Stage 3 internal roads / carparking	Capital	Daryl Sexton	Procurement	20%	\$	150,000	\$	-	30/07/2018	22/04/2019	28/06/2019
Greenrise - exercise equipment	Capital	Eddy Ros	Design	10%	\$	15,000	\$	-	30/07/2018	13/05/2019	28/06/2019
Beachport Waste Transfer Station	Capital	Lauren Oxlade	Planning	15%	\$	10,000	\$	-	1/08/2018	3/09/2018	15/02/2019
Repairs to Eyre St Beach Access at Southend	Capital	Lauren Oxlade	Completed	100%	\$	11,500	\$	656	1/08/2018	5/11/2018	14/12/2018
Replacement of Mitsubishi Fuso Dual Cab	Capital	Daryl Sexton	Procurement	25%	\$	75,000	\$	-	6/08/2018	-	26/10/2018
North Terrace - Kerbing	Capital	Peter Wight	Completed	100%	\$	1,000	\$	691	6/08/2018	6/08/2018	21/09/2018
Peters Street - Kerbing	Capital	Peter Wight	Completed	100%	\$	27,600	\$	6,580	6/08/2018	6/08/2018	21/09/2018
McRostie Street (Tantanoola) - Kerbing	Capital	Peter Wight	Completed	100%	\$	32,000	\$	8,244	6/08/2018	6/08/2018	21/09/2018
Stormwater Renewals	Capital	Peter Wight	Procurement	15%	\$	32,000	\$	-	6/08/2018	3/09/2018	31/05/2019
New Shoring For Graves.	Capital	Graham Knaggs	Completed	100%	\$	13,200	\$	13,813	6/08/2018	8/10/2018	28/12/2018
Millicent Cemetery New Storage Shed	Capital	David Davis	Completed	100%	\$	15,000	\$	17,141	6/08/2018	8/10/2018	30/11/2018
Mount Gambier Road Kerbing - (deferred from 17/18)	Capital	Peter Wight	Deferred	0%	\$	27,600	\$	-	6/08/2018	4/02/2019	24/05/2019
Billy Goat Corner Landscape (cnr Mt Gambier Road & Williams Road	Capital	Peter Wight	Design	10%	\$	44,000	\$	-	6/08/2018	1/04/2019	28/06/2019
Church Street - Footpath	Capital	Peter Wight	Procurement	10%	\$	20,000	\$	-	6/08/2018	6/05/2019	28/06/2019
Queen St Penola kerb and drainage works - Design	Capital	Kerri Baker	Planning	5%	\$	33,000	\$	-	15/08/2018	-	30/06/2019
Replacement of John Deere Tractor	Capital	Daryl Sexton	Completed	100%	\$	115,000	\$	114,700	3/09/2018	3/09/2018	30/11/2018
Replacement of Gianni Ferrari Turbo 4 Cruiser	Capital	Daryl Sexton	Procurement	10%	\$	65,000	\$	-	3/09/2018	3/09/2018	30/11/2018
Bryant Street - Footpath	Capital	Peter Wight	Completed	100%	\$	9,000	\$	2,733	3/09/2018	3/09/2018	21/12/2018
Ireland Street - Footpath	Capital	Peter Wight	Completed	100%	\$	10,500	\$	6,485	3/09/2018	3/09/2018	21/12/2018
Beachport SOTP, Office Garage/Storage Shed - SOTP	Capital	David Davis	Procurement	20%	\$	22,000	\$	1,400	3/09/2018	3/09/2018	31/01/2019
Beachport Recreational Hall, new roof design	Capital	David Davis	Procurement	90%	\$	11,000	\$	19,050	3/09/2018	3/09/2018	31/12/2018
Millicent Domain - Lighting & Security	Capital	Peter Halton	Procurement	20%	\$	75,000	\$	-	3/09/2018	24/09/2018	28/12/2018
Beachport SOTP, Renovations of A Block	Capital	David Davis	Planning	5%	\$	20,000	\$	-	3/09/2018	3/10/2018	3/11/2018
Agars Road	Capital	Wayne Thomas	Completed	100%	\$	29,250	\$	21,965	3/09/2018	28/01/2019	19/04/2019
Building Maintenance Officer Vehicle	Capital	Peter Halton	Procurement	20%	\$	38,000	\$	33,756	10/09/2018	10/09/2018	28/09/2018
Koorine / Mount Burr / Kalangadoo Rd Intersection	Capital	Wayne Thomas	Completed	100%	\$	40,000	\$	23,333	10/09/2018	10/09/2018	30/11/2018
Aberle Street - Belt Road	Capital	Wayne Thomas	Completed	100%	\$	40,000	\$	33,132	10/09/2018	15/10/2018	28/12/2018
Brooks Road	Capital	Wayne Thomas	Completed	100%	\$	56,250	\$	68,933	10/09/2018	12/11/2018	28/12/2018
Road Upgrade - Border Road	Capital	Wayne Thomas	Design	5%	\$	13,000	\$	-	10/09/2018	14/01/2019	26/04/2019
Pooles Road	Capital	Wayne Thomas	Completed	100%	\$	68,000	\$	80,106	10/09/2018	21/01/2019	22/02/2019
St Clair Road	Capital	Wayne Thomas	Completed	100%	\$	48,220	\$	32,710	10/09/2018	4/02/2019	29/03/2019
Bevilaqua Road	Capital	Wayne Thomas	Completed	100%	\$	88,650	\$	85,953	10/09/2018	25/02/2019	26/04/2019
Construction & Sealing of Car Park - Southend	Capital	Wayne Thomas	Planning	5%	\$	30,000	\$	-	10/09/2018	1/04/2019	31/05/2019
Alleyyn Road	Capital	Wayne Thomas	Completed	100%	\$	20,000	\$	5,304	10/09/2018	1/04/2019	28/06/2019
Rendelsham Parking Bay	Capital	Wayne Thomas	Completed	100%	\$	30,000	\$	14,030	10/09/2018	13/05/2019	29/06/2019
Millicent Swimming Lake - Close Circuit Cameras	Capital	David Wallis	Delivery	75%	\$	15,000	\$	-	30/09/2018	30/09/2018	30/11/2018
Penola Stadium, new roof design for reroofing of toilets and foyer area	Capital	David Davis	Design	40%	\$	10,000	\$	-	1/10/2018	1/11/2018	1/12/2018
Roads - Dust Suppression	Capital	Wayne Thomas	Delivery	50%	\$	50,000	\$	5,559	1/10/2018	14/01/2019	28/06/2019
Southend Signage	Capital	Peter Halton	Procurement	20%	\$	10,000	\$	2,950	1/10/2018	28/01/2019	29/03/2019
Kirip Road Bike Lane	Capital	Peter Wight	Completed	100%	\$	59,150	\$	30,969	8/10/2018	4/02/2019	29/03/2019
Cape Buffon Drive - Footpath design	Capital	Kerri Baker	Planning	15%	\$	25,000	\$	-	8/10/2018	4/02/2019	22/03/2019
Glencoe War Memorial	Capital	Peter Halton	Deferred	15%	\$	5,000	\$	-	9/10/2018	4/12/2018	29/03/2019
Millicent Entrance - Mt Burr	Capital	Peter Halton	Planning	5%	\$	20,000	\$	-	9/10/2018	4/12/2018	5/02/2019
Replacement of Semi 30,000L Water Tanker	Capital	Daryl Sexton	Deferred	0%	\$	50,000	\$	-	22/10/2018	-	25/01/2019
Replacement of Isuzu Crane Truck	Capital	Daryl Sexton	Planning	5%	\$	75,000	\$	-	29/10/2018	-	15/01/2019
Road Safety Improvement Williams Road / Stuckey Street and Holzgreffe Street	Capital	Daryl Sexton	Procurement	100%	\$	12,100	\$	-	5/11/2018	5/11/2018	22/02/2019
Replacement of Cat 906 loader	Capital	Daryl Sexton	Procurement	95%	\$	160,000	\$	-	12/11/2018	3/07/2018	7/08/2018
Poole Street - Kerbing	Capital	Peter Wight	Completed	100%	\$	29,900	\$	31,604	3/12/2018	4/02/2019	29/03/2019
Mount Gambier Road - Footpath	Capital	Peter Wight	Completed	100%	\$	23,500	\$	6,489	3/12/2018	29/03/2019	28/06/2019
Belt Road - Kerbing	Capital	Peter Wight	Planning	5%	\$	5,700	\$	-	3/12/2018	29/03/2019	28/06/2019
Stark Avenue - Kerbing	Capital	Peter Wight	Planning	5%	\$	10,200	\$	-	3/12/2018	29/03/2019	28/06/2019
McCourt Street - Kerbing	Capital	Peter Wight	Planning	5%	\$	5,200	\$	-	3/12/2018	29/03/2019	28/06/2019
Playford Street - Kerbing	Capital	Peter Wight	Planning	5%	\$	5,500	\$	-	3/12/2018	29/03/2019	28/06/2019
Brooks Street - Kerbing	Capital	Peter Wight	Planning	5%	\$	5,500	\$	-	3/12/2018	29/03/2019	28/06/2019
Mount Gambier Road - Kerbing	Capital	Peter Wight	Deferred	0%	\$	8,900	\$	-	3/12/2018	29/03/2019	28/06/2019
Stucky Street - Kerbing	Capital	Peter Wight	Planning	100%	\$	5,500	\$	356	3/12/2018	29/03/2019	28/06/2019
3D Printer for Millicent Library	Capital	Janice Nitschke	Design	80%	\$	3,500	\$	-	4/12/2018	26/02/2019	30/04/2019

Rymill Hall Disabled Toilets	Capital	David Davis	Design	25%	\$	150,000	\$	193	3/01/2019	3/02/2019	30/06/2019
Art Gallery Chair Replacement	Capital	Janice Nitschke	Design	33%	\$	3,500	\$	-	17/01/2019	28/02/2019	28/03/2019
Nangwarry Playground Toilet	Capital	David Davis	Delivery	100%	\$	40,000	\$	34,957	4/02/2019	1/02/2019	26/04/2019
Millicent Civic Hall - Glass safety rail for the Hall balcony area.	Capital	David Davis	Procurement	20%	\$	20,000	\$	-	4/03/2019	4/04/2019	4/06/2019
Caltex Service Station - Replace Flooring	Capital	David Davis	Planning	5%	\$	15,000	\$	-	4/03/2019	3/06/2019	28/06/2019
Tantanoola Post Office	Operational	Daryl Sexton	Procurement	5%	\$	12,000	\$	-		1/03/2019	30/06/2019
Volunteer Matching	Operational	Sarah Marzec	Completed	100%	\$	3,000	\$	-	1/07/2018		30/06/2019
Info Council	Operational	Paul Duka	Procurement	20%	\$	20,000	\$	-	1/07/2018		30/06/2019
Road Asset Management Plan	Operational	Daryl Sexton	Planning	5%	\$	40,000	\$	-	1/07/2018		30/06/2019
Master Key System	Operational	Daryl Sexton	Delivery	75%	\$	48,000	\$	11,790	1/07/2018		30/06/2019
Glencoe Hall Tiling	Operational	Daryl Sexton	Completed	100%	\$	5,000	\$	2,134	1/07/2018		30/06/2019
Tantanoola Hall	Operational	Daryl Sexton	Procurement	15%	\$	7,000	\$	18	1/07/2018		30/06/2019
Southend Dune Rehabilitation	Operational	Lauren Oxlade	Planning	5%	\$	16,500	\$	-	1/07/2018		30/06/2019
Cloud Based Software Systems	Operational	Jamie Sneddon	Completed	100%	\$	7,000	\$	-	1/07/2018		30/06/2019
Online Inductions	Operational	Claire O'Loughlin	Design	0%	\$	30,000	\$	-	1/07/2018		30/06/2019
Risk Management System	Operational	Claire O'Loughlin	Delivery	70%	\$	5,000	\$	-	1/07/2018		30/06/2019
Electronic Records	Operational	Paul Duka	Deferred	0%	\$	10,000	\$	-	1/07/2018		30/06/2019
Gladys Smith Lighting	Operational	David Davis	Completed	100%	\$	1,000	\$	-	1/07/2018		15/02/2019
Gladys Smith Painting	Operational	David Davis	Completed	10%	\$	25,000	\$	3,651	1/07/2018		15/02/2019
Millicent Heritage Plan	Operational	John Best	Deferred	0%	\$	20,000	\$	-	1/07/2018		30/06/2019
Council Assessment Panel IT Equipment	Operational	Jamie Sneddon	Completed	100%	\$	4,000	\$	-	1/07/2018		30/06/2019
Beachport Heritage Plan	Operational	John Best	Deferred	0%	\$	15,000	\$	-	1/07/2018		30/06/2019
Library Roof	Operational	David Davis	Planning	5%	\$	12,000	\$	-	1/07/2018		30/06/2019
Nangwarry Forrestry and Logging Museum	Operational	Steve Chapple	Completed	100%	\$	1,000	\$	1,000	1/07/2018		30/06/2019
Southern Ocean tourist Park Review	Operational	Steve Chapple	Delivery	85%	\$	11,000	\$	10,000	1/07/2018		30/06/2019
Southend Caravan Park Review	Operational	Steve Chapple	Delivery	85%	\$	7,000	\$	10,000	1/07/2018		30/06/2019
Kalangadoo Netball Club Changerooms	Operational	Paul Duka	Not Started	0%	\$	65,000	\$	-	1/07/2018		30/06/2019
Seniors Week	Operational	Sarah Marzec	Completed	100%	\$	3,000	\$	3,909	1/07/2018		30/06/2019
Cultural Arts	Operational	Steve Chapple	Planning	30%	\$	10,000	\$	-	1/07/2018		30/06/2019
Glencoe Woolshed Disabled Access	Operational	Steve Chapple	Completed	100%	\$	3,500	\$	3,182	1/07/2018		30/06/2019
Millicent Soccer Club Irrigation	Operational	Paul Duka	Completed	100%	\$	20,000	\$	17,030	1/07/2018		30/06/2019
Glencoe Tennis Club	Operational	Paul Duka	Not Started	0%	\$	25,000	\$	-	1/07/2018		30/06/2019
Parklett Design	Operational	Steve Chapple	Completed	100%	\$	5,000	\$	5,068	1/07/2018		30/06/2019
Caravan Parking Signs	Operational	Steve Chapple	Design	40%	\$	10,000	\$	-	1/07/2018		30/06/2019
Coonawarra Signage	Operational	Steve Chapple	Planning	20%	\$	15,000	\$	-	1/07/2018		30/06/2019
Admella Discovery Trail	Operational	Roger Babolka	Delivery	80%	\$	1,000	\$	-	1/07/2018		30/06/2019
Snuggery Food Precinct	Operational	Steve Chapple	Delivery	35%	\$	35,000	\$	-	1/07/2018		30/06/2019
Millicent Railway Lands	Operational	Peter Halton	Delivery	65%	\$	32,000	\$	6,395	1/07/2018		30/06/2019
Television Advertising Campaign	Operational	Steve Chapple	Design	50%	\$	33,000	\$	-	1/07/2018		30/06/2019
VIC Security Cameras	Operational	David Wallis	Delivery	60%	\$	10,500	\$	-	1/07/2018		30/06/2019
Millicent VIC Painting	Operational	David Davis	Procurement	15%	\$	9,000	\$	-	1/07/2018		30/06/2019
Social Media Signage	Operational	Steve Chapple	Design	25%	\$	10,000	\$	-	1/07/2018		30/06/2019
VIC Front Counter Doors	Operational	David Davis	Procurement	30%	\$	20,000	\$	-	1/07/2018		30/06/2019
VIC Review	Operational	Roger Babolka	Design	25%	\$	30,000	\$	-	1/07/2018		30/06/2019
Kalangadoo Institute Maintenance	Operational	David Davis	Completed	100%	\$	15,000	\$	-	1/07/2018		30/06/2019
Coastal Access Plan	Operational	Lauren Oxlade	Planning	5%	\$	5,000	\$	-	1/07/2018		30/06/2019
Biodiversity Project Funding	Operational	Lauren Oxlade	Planning	5%	\$	5,000	\$	1,804	1/07/2018		30/06/2019
Penola Memorial Park Basketball Ring	Operational	David Davis	Delivery	40%	\$	5,000	\$	1,850	1/07/2018		30/06/2019
Millicent Shopping Precinct Rejuvenation	Operational	Steve Chapple	Design	30%	\$	100,000	\$	682	1/07/2018		30/06/2019
Asbestos Removal	Operational	David Davis	Completed	100%	\$	8,000	\$	10,700	1/07/2018	2/07/2018	30/06/2019
Council Elections	Operational	Ben Gower	Completed	100%	\$	45,000	\$	54,319	1/07/2018	1/08/2018	30/11/2018
Beachport Boat Ramp Sand Management	Operational	Lauren Oxlade	Delivery	50%	\$	150,000	\$	98,448	1/07/2018	10/09/2018	30/06/2019
McCorquindale Park Female Change Facility	Operational	Peter Halton	Delivery	70%	\$	50,000	\$	31,971	1/07/2018	12/11/2018	28/06/2019
Elected Members Training	Operational	Paul Duka	Delivery	75%	\$	18,000	\$	1,471	1/07/2018	23/11/2018	30/06/2019
Economic Investment Initiatives	Operational	Steve Chapple	Delivery	75%	\$	10,000	\$	578	1/07/2018	8/01/2019	30/06/2019
Aerial Imagery	Operational	Steve Chapple	Completed	100%	\$	20,000	\$	-	1/07/2018	18/01/2019	30/06/2019
Rendelsham Hall Painting	Operational	David Davis	Delivery	25%	\$	15,000	\$	-	1/07/2018	29/04/2019	30/06/2019
Beachport Metocean Data	Operational	Lauren Oxlade	Design	15%	\$	29,000	\$	-	1/07/2018	6/05/2019	31/03/2018
Beachport Boatramp Modelling	Operational	Lauren Oxlade	Design	15%	\$	55,000	\$	-	1/07/2018	6/05/2019	30/06/2019

15.1.2 CEO's Performance Review Committee

Purpose of Report	To seek nominations from Councillors for the formation of the CEO's Performance Review Committee
Director	Chief Executive Officer
Author	Governance Officer
Disclosure of Interest	No Council officers or contractors have declared a conflict of interest regarding the matter under consideration.
File Ref	LP/717 & EF/488
Strategic Plan Reference	Key Theme 5 – Organisational Excellence Strategy 5.2 – Govern in a responsible and responsive way
Risk Assessment	N/A
Budget Allocation 2018/19	\$0
Request for Budget Variation	\$10,000
Budget Spent to Date	\$0
Attachments	1. Council Members and Chief Executive Officer in Local Government Roles Information Paper

Summary

Traditionally, the CEO's contract of employment has required that their performance be reviewed annually and that this review be conducted by a Review Committee consisting of the Mayor, Deputy Mayor and three (3) Councillors elected by Council. The next review is due in April 2019.

The attached LGA Information Paper recommends that monitoring of the performance of the Chief Executive Officer should take place at least annually and preferably at more regular intervals. When undertaken constructively, this process provides the opportunity to develop the relationship between the Chief Executive Officer, the Mayor and Council Members. Many Councils use external professional guidance when conducting the Chief Executive Officer's performance review.

Given the importance of the performance review of the Chief Executive Officer, the LGA Information Paper suggests that it is inappropriate to delegate it to a committee of only some of the Council Members. Given the interest of all Council Members in relation to the performance of the Chief Executive Officer (and the likely feeling of disenfranchisement for those who do not participate – and the inappropriateness of later input from Council Members who did not participate in the review) it is preferable for all Council Members to be involved but subject to assistance from an appropriate Human Resource consultant.

RECOMMENDATION

That Council:

1. Appoints an appropriately qualified Human Resource Consultant to assist with the CEO's annual performance review.
2. Allocates an additional \$10,000 to the 2018/19 budget to fund the appointment of an appropriately qualified Human Resource Consultant.
3. Conducts the CEO's annual performance review.

OR

4. Appoints Mayor Noll, Deputy Mayor Brown and Councillors _____,

_____ and _____ to the CEO's Performance Review Committee to conduct the CEO's annual performance review.
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Risk Management

There are no known risk implications related to this report.

Policy Considerations

There are no known policy implications related to these matters.

Financial Implications

It is anticipated that the engagement of a suitably qualified Human Resource Consultant would cost between \$5,000 and \$10,000.

Legislative Implications

There are no known legislative requirements related to these matters.

Environmental/Sustainability Impacts

There are no known environmental or sustainability impacts related to these matters.



Role of Council Members and Chief Executive Officers in Local Government

A Resource Paper

October 2010

LGA Better Governance Program

DME 59033

Role of Council Members and Chief Executive Officers in Local Government – A Resource Paper has been prepared by the Local Government Association of SA (LGA) with the assistance of Norman Waterhouse Lawyers as part of its Better Governance Program for the guidance of and use by member Councils. The LGA is the statutory peak body for Local Government in South Australia, representing all 68 Councils in the State.

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Context

Councils in South Australia have identified a need to better understand the role of Council Members and Chief Executive Officers in light of the provisions in, and the spirit and intent of, the *Local Government Act 1999* ("the Act"). It is important to note that the Act distinguishes between the respective but complementary roles of the administration and the Council Membership of the Council.

It must also be remembered that for the Adelaide City Council, the *City of Adelaide Act 1998* ("the City Act") is also relevant. The City Act is to be read and construed with the Act and the *Local Government (Elections) Act 1999* as one Act but the City Act will prevail in the event of any inconsistency. Accordingly, in recognition of the additional relevance for the Adelaide City Council of the City Act, this Paper will, as the need arises, refer to the City Act.

It is acknowledged that there are challenges associated with the respective roles of and the relationships between the elected Council and the administration, arising from the statutory definitions and the division of roles and responsibilities in the Act. These challenges are not unique to South Australia but are arising through legislative changes in all States.

The role of Council Members and Chief Executive Officers must be seen in the context of the objects and functions of Local Government. Essentially, Local Government has two general functions - governance and service delivery to the local community.

The "*governance*" function requires extensive policy formulation, strategic planning, regulation, custodianship of public assets, community development, responsible taxing and budgeting, leadership, advocacy, and the capacity, where appropriate, to participate with other Councils and State and Commonwealth Governments in public policy and planning.

The "*service delivery*" function requires consideration of local needs, resources and efficiency measures, accessibility and equity, appropriate "business like" approaches, good management and human resource management and industrial relations practices, and compliance with various legal frameworks, National Competition Policy and the tax system.

It is in this context which makes Local Government increasingly complex and which, at times, places pressure on the relationships between the elected Council, the community and the staff of the Council. It must be acknowledged that there are different levels of resources, aspirations and constraints on individual Councils. There are ever-growing and changing demands placed on Mayors/Chairpersons, Council Members, the Chief Executive Officer and staff to fulfil their functions. Staff of Councils are called upon to operate at a high level of expertise and professionalism and Councils depend on their Chief Executive Officers to give significant guidance and assistance.

The Division of Responsibilities

The final responsibility and accountability for the conduct of a Council, in all of its aspects, rests with the elected Council as the body corporate. There are, however, some constraints on the level of responsibility and accountability of the Council particularly in relation to staffing matters (covered later in this paper).

It is the function of the elected Council to represent local interests, govern local communities and ensure the fulfilment of the statutory duties imposed on the Council by Parliament. There are, however, complementary statutory functions given to the Chief Executive Officer. These functions enable the Chief Executive Officer and Council administration to assist the Council to achieve its strategic policy aims and objectives and carry out its objectives and functions under the Act. Indeed, the Act specifically provides that the role and responsibility

of the Chief Executive Officer includes, amongst other things, advising the Council in relation to its statutory powers and functions and undertaking responsibility for the day-to-day operations and affairs of the Council.

The responsibilities of the Chief Executive Officer are set out in the Act and are generally also reflected in the Chief Executive Officer's employment agreement, often through performance requirements. The Act identifies the minimum powers and functions of the office of the Chief Executive Officer and also provides that the Chief Executive Officer's functions include the exercise, performance or discharge of such other powers, functions and duties conferred under the Act or any other Act and to perform such other functions lawfully directed by the Council.

The principal role of a Council, set out under section 6 of the Act, is to govern and manage its area to:

- Act as a representative, informed and responsible decision-maker in the interest of its community;
- Provide and coordinate various public services and facilities and to develop its community and resources in an ecologically sustainable manner;
- Develop and encourage initiatives to improve quality of life of its community; and
- Exercise, perform and discharge its powers, functions and duties in relation to its area.

To fulfil a Council's role, its functions set out at section 7 of the Act include

- strategic management planning at the local and regional level;
- provision of services and facilities;
- to provide for the welfare, well-being and interests of its community;
- protection of its area from natural and other hazards;
- conservation, protection and development of the environment in an ecologically sustainable manner;
- provision of infrastructure;
- promotion of its area;
- To establish or support organisations or programs that benefit people in its area;
- To manage and if appropriate develop public areas;
- To manage, develop and improve Council resources; and
- To carry out other functions conferred by or under an Act.

A Council's general powers, set out at section 36 of the Act and which enable it to undertake these functions, include:

- Having the legal capacity of a natural person such as to –
 - o Enter into contracts and other arrangements;
 - o Sue and be sued; and
 - o Act in conjunction with other persons;
- Other powers and capacities conferred by the Act or another Act;

- Power to do anything necessary, expedient or incidental to the performance of its functions and duties or to the attainment of its objectives.

In addition a Council may act outside its area to the extent it is considered by the Council necessary or expedient to the performance of its functions or to provide services to an unincorporated part of the State.

All of these provisions have application to the City of Adelaide as they do to all other South Australian Councils.

The Act is the mechanism for the separation of the distinct yet complementary roles and responsibilities of Council Members and the Chief Executive Officer. Their respective functions are clearly set out in the Act. The relationship between the Council Members, as the policy and decision-making body of the Council, and the Chief Executive Officer, as the implementer of Council decisions, is set out in the Act.

Sections 58 and 59 of the Act set out the statutory roles of the Principal Member of the Council and Council Members respectively as follows:

Principal Member (s.58 of the Act)

The roles of the Principal Member of a Council are:

- to preside at meetings of the Council;
- if requested, to provide advice to the Chief Executive Officer between Council meetings on the implementation of Council decisions;
- to act as the principal spokesperson of the Council (subject to any decision of the Council to the contrary);
- to exercise other functions of the Council as the Council determines;
- to carry out the civic and ceremonial duties of the office of the Principal Member.

Section 58(2) of the Act enables the Council to withdraw what would otherwise be the statutory right of the Principal Member to be the Council's spokesperson. This is the only role of the Principal Member under section 58 of the Act which the Council is empowered to alter or take away. The Council may decide to appoint another Council Member to be its principal spokesperson generally or in relation to a particular issue. On the other hand, section 58(1)(d) permits the Council to widen the Principal Member's role to exercise other functions of the Council as determined by the Council but this does not enable the Council to delegate any powers or functions of the Council to the Principal Member. Therefore, it is appropriate to think of the roles and responsibilities of the Principal Member as being both set out in the Act and, to a certain extent, as determined by the Council.

There are, however, certain minimum roles and functions which are allocated to the Principal Member which are the right of the Principal Member by virtue of being an incumbent of that position. The civic and ceremonial duties include the attestation to the use of the common seal. In addition the Principal Member is entitled to facilities and support which may be of a different standard to those provided for other Council Members, has the power to request a special meeting of the Council, has the duty to preside at meetings of electors when present, has the duty to accept the resignation of the Chief Executive Officer and a duty to appoint an acting Chief Executive Officer when there is a vacancy in the position and there is no deputy Chief Executive Officer.

However, without the specific endorsement (by resolution) of the Council, the Principal Member does not have the authority to take “executive action” or to commit the Council to any action. So whilst the Council may authorise the Principal Member to undertake certain functions on behalf of the Council, it cannot do so by way of delegation.

Section 21 of the City Act is a provision within this specific legislation which expressly provides for a role of the Lord Mayor that is more expansive than the provisions of s.58 of the Act but similarly does not authorise delegation to, or “executive action” by, the Lord Mayor, similar to the position for all other South Australian Principal Members.

Council Members (s.59 of the Act)

The roles of Council Members (including the Principal Member) as members of the governing body of the Council are:

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

Similarly, the City Act at section 22 makes specific provision for the role of a Council Member of the Adelaide City Council. Again, whilst in many respects it is similar to section 59 of the Act, it is more expansive than the provisions for all other Council Members.

The roles of Council Members (including the Principal Member) as individuals elected to the Council are to:

- represent the interests of residents and ratepayers;
- provide community leadership and guidance; and
- facilitate communication between the community and the Council.

A Council Member may, with the Principal Member's authorisation, act in place of, or represent the Principal Member.

The Principal Member and/or Council Members whether individually or collectively have no direct authority over a staff member of the Council with respect to the way in which they perform their duties and do not enjoy any authority to take ‘executive action’.

The Chief Executive Officer is given express statutory responsibility for appointing, managing, suspending and dismissing other employees of the Council [s.103 of the Act], and for determining the remuneration and other conditions of service of employees of the Council. [s.104 of the Act] In doing so the Chief Executive Officer is obliged to comply with any relevant Act, award or industrial agreement [s.103 and s.104 of the Act] and to operate within the allocated budget for salaries and wages approved by the Council.

The Principal Member and Council Members have no individual decision making powers or authority other than that provided for under the Act. Decisions of the Council are made by the Council as a whole at properly constituted Council or Council committee meetings and through delegated authorities. However the Council cannot delegate any of its powers or functions to an individual Council Member, including the Principal Member.

The Chief Executive Officer

The Chief Executive Officer is appointed by, and accountable to, the Council and is employed to fulfil the following functions [s.99 of the Act]:

- to implement the lawful decisions and policies of the Council in a timely and efficient manner;
- to take responsibility for the day-to-day operations and affairs of the Council;
- to advise and report to the Council on the exercise and performance of its statutory functions;
- to coordinate proposals for consideration by Council for developing objectives, policies and programs for its area;
- to provide information to the Council to assist it to assess its performance against its strategic management plans;
- to regularly provide timely and accurate information to the community on the Council's policies and programs;
- to ensure the assets and resources of the Council are properly managed and maintained;
- to ensure records required under the Act or another Act are properly kept and maintained;
- to apply management practices and give effect to principles of human resource management prescribed by the Act;
- to exercise, perform or discharge statutory powers, functions or duties and other functions lawful directed by the Council.

The Chief Executive Officer must consult with the Council to a reasonable degree when determining or changing to a significant degree –

- the organisational structure of the Council;
- the processes, terms or conditions applying to the appointment of senior executive officers of the Council; and
- the appraisal scheme applying to senior executive officers of the Council.

In addition the Chief Executive Officer is charged with the responsibility to appoint, manage, suspend and dismiss staff of the Council, and to ensure that any appointment is consistent with strategic policies and budgets approved by the Council. In exercising this function the Chief Executive Officer must comply with any relevant Act, industrial awards or industrial agreements. [s.103 of the Act]

The functions of the Chief Executive Officer as set out at section 99 of the Act are added to by other legislative provisions. For instance, section 15 of the *Local Government (Elections) Act 1999* places responsibility for the maintenance of the voters roll on the Chief Executive Officer. Other legislation such as the *Food Act 2001* and the *Freedom of Information Act 1991* similarly confer functions and responsibilities directly on the Chief Executive Officer for the purpose of those Acts.

As with the Principal Member and Council Members, the City Act makes specific provision at section 27 for the functions of the Chief Executive Officer of the Adelaide City Council.

The other principal responsibility of the Chief Executive Officer is to ensure appropriate staffing of the organisation. Decisions related to staffing are to be made having regard to budgetary constraints and within a structure which is subject to consultation with the Council particularly when significant change is proposed or in relation to terms and conditions of appointment and the appraisal processes for senior executive staff.

In all things, the Chief Executive Officer works both for and with the Council and has both the powers and duties to perform the functions of that office. The Chief Executive Officer is not the leader of the Council but has leadership obligations in relation to staff and will be called upon to represent the interests of the Council at meetings with senior government officials, Members of Parliament, key business and other community leaders and with the media.

Essentially the Chief Executive Officer has the executive function to implement the lawful decisions and policies of the Council evidenced by Council resolutions made at properly constituted Council meetings and decisions made pursuant to the exercise of delegated authorities. Where requested by the Chief Executive Officer, the Principal Member has a role in providing advice to the Chief Executive Officer, between Council meetings, on the implementation of a decision of the Council. [s.58 of the Act] For instance, the Chief Executive Officer has responsibility to implement lawful decisions of the Council but is sometimes faced with the practical and real dilemma of a rescission motion. At law the rescission motion does not suspend the implementation of the lawful Council decision but the Principal Member may be better placed to provide guidance in terms of the practicalities and realities when faced with such a situation. By comparison, section 21 of the City Act leaves the initiative for providing such advice to the Lord Mayor.

The Chief Executive Officer must work towards the effective implementation of Council's lawful decisions and policies and cannot undermine or interfere with the decided direction of the Council. The Council must fulfil its governance and policy-making responsibilities and accountabilities. The Council must also recognise that the Chief Executive Officer has certain functions and responsibilities conferred by the Act which should not and cannot be undermined or interfered with by the Council. For instance, once the direction to implement a decision has been given by the Council the Chief Executive Officer must proceed to implement it without interference by individual members. The Chief Executive Officer is required where appropriate to provide guidance on compliance with the law and in particular on matters that may be considered to be ultra vires.

In some instances individual Council Members may seek advice from the Chief Executive Officer for example regarding whether they have a conflict of interest in a matter as set out in the Act. The Chief Executive Officer should be extremely cautious about providing guidance as to whether a conflict actually exists, not least because of the potential ramifications which could arise from the Council Member relying and acting upon that guidance. It is the responsibility of individual Council Members to determine whether they have a conflict of interest and to seek appropriate legal advice. Council Members can also always access the Conflict of Interest Guidelines on the LGA Net (www.lga.sa.gov.au).

Similar considerations are relevant to the completion of primary and ordinary returns. Certainly, it is within the conspectus of the role and the duties of the Chief Executive Officer to advise Council Members of the requirements to complete and lodge returns within prescribed timeframes. In fact there is a statutory duty upon the Chief Executive Officer to notify Council Members who have failed to lodge returns within the prescribed timeframes and provide advice about the consequences if a return is not submitted. [see s.68 of the Act] It is, however, the responsibility of individual Council Members, to complete their returns and to lodge them with the Chief Executive Officer.

Council Members are not without access to resources such as the Local Government Association's publication "*LGA Guidelines for Primary & Ordinary Returns – Council Members*" on the LGA Net (www.lga.sa.gov.au) and may consult with their own personal advisers. The requirement for honest and accurate completion of the returns is essential given that the Register of Returns is publicly accessible and there are substantial sanctions for including false or misleading information. Again, the Chief Executive Officer should be extremely cautious about giving advice on the content of the returns and in particular as to what detail should and should not be included.

It is appropriate in certain circumstances for the Chief Executive Officer in the performance of his/her functions and duties to seek legal advice. It is also appropriate on occasion for the Council to seek legal advice, on certain matters, by making a resolution to do so. In sensitive matters (such as performance issues related to the Chief Executive Officer) the Council may seek legal advice via the Principal Member. This should properly be orchestrated by passing the appropriate resolution.

The Chief Executive Officer also has a statutory role in relation to the formalities of arranging and conducting Council Meetings. For example, the Chief Executive Officer is required to give Council Members notice of Council meetings and to ensure that agenda items are described with sufficient particularity. The Local Government Association has produced a handbook entitled "*Meeting Procedures - A Handbook for Council Members*" – 2010 Edition (which can be found on LGA net). The Handbook summarises the Chief Executive Officer's role in this regard.

A sufficient and appropriate level of autonomy is required for the Chief Executive Officer to ensure the Council is administratively effective. The intent of the Act is to provide this autonomy whilst not compromising the ability of the Council to ensure the overall efficient and effective operations of the Council. The Council as a body corporate has both the opportunity and responsibility to satisfy itself that the organisation is being managed effectively and to do this it may:

- seek reports on various matters;
- require issues/matters to be investigated or researched;
- require external reviews to be undertaken in key areas; and
- review delegated authorities

The Local Government Association has prepared a range of papers covering individual topics, which it has placed on LGA net to enable Councils to access them easily. For example, a model register for use as an Allowances and Benefits Register (for which the Chief Executive Officer is responsible). The website also contains links to numerous relevant resources, such as the websites of key state bodies and relevant legislation.

The keys to effective functioning of a Council in today's complex and changing environment are clarity about respective functions, honest communication and respectful co-operation between the Council and its Chief Executive Officer. The foundation of an efficient and effective Council is to be found in an open, honest, trusting and respectful relationship between the Chief Executive Officer and the Council. This "team" based approach is underscored by the key relationship between the Chief Executive Officer as the leader of the administration and the Principal Member as the leader of the elected body.

However, there are a number of issues in which uncertainty about the respective responsibilities of the Council and the Chief Executive Officer has arisen. As the details of the different circumstances and questions vary so widely, it is not possible to tailor one response or to identify one panacea to meet all potential issues. It is, however, vital to understand and respect the different functions in order to resolve relationship issues, if and when they arise.

It is important for Council Members to understand that delegations are an important source of authority for the Chief Executive Officer to perform his/her functions of office. The ways in which a Chief Executive Officer derives his/her authority are directly from statute (eg the Act or, relevantly, the City Act), through their contract of employment and by way of delegated authority from Council. A comprehensive scheme of delegation is an essential tool for the proper and efficient conduct of Council business.

Illustrations of Difficult Issues

The Organisational Structure

The Chief Executive Officer has the power and duty to determine and change the organisational structure of the Council.

The constraints on the Chief Executive Officer's powers are several and are discussed below.

In determining the organisational structure, or if significant organisational change is proposed, the Chief Executive Officer **must** consult, to a reasonable degree, with the Council pursuant to section 99(2) of the Act. This does not enable the Council to remove responsibility from the Chief Executive Officer for this function but requires the Chief Executive Officer to fully inform the Council of the proposal and/or the rationale for change and to receive and consider the Council's views as a whole on the merits of the structure or restructure.

This consultation does not require the consent of the Council (or individual Council Members) but requires that the degree of consultation be reasonable, genuine and co-operative. At all times, the Act requires that the Council's organisational structure must be consistent with the Council's strategic management plans, policies and budget. The Act requires the Chief Executive Officer to adopt proper human resource management practices in accordance with relevant Acts, awards and industrial agreements.

The Chief Executive Officer must act within these constraints and take the views of the Council into account. The Council must also take these corporate matters and in particular, the duties and responsibilities of the Chief Executive Officer, into account.

Restructuring is an opportunity to build the relationship between the Council and staff, if it is carried out well with mutual respect and understanding. Whilst Councils sometimes have difficulties in understanding and accepting the statutory role and functions of the Chief Executive Officer and the appropriate level of autonomy required to properly fulfil the role, it must be remembered that the Chief Executive Officer is ultimately accountable to the Council for the development and maintenance of an organisational structure and industrial relations environment that enables the Council's decisions to be implemented efficiently and effectively.

Human Resources and Staffing Issues

The Chief Executive Officer alone is responsible for appointing, managing, suspending and dismissing all staff of the Council including those immediately below the Chief Executive Officer at senior executive level having regard to the points raised later in this section of the paper.

The Chief Executive Officer is also responsible for determining staff remuneration but, clearly, within budgetary constraints set by the Council. The Chief Executive Officer is obliged (under the Act) to follow principles of human resource management in employment matters. In turn, the Council is obliged to ensure that the Chief Executive Officer has sufficient resources to both staff the Council and to undertake the Council's functions in a manner which enables him/her to meet the obligations of office and the Council's expectations. In determining the organisational structure the Act requires that the Chief Executive Officer consult with the Council on whether to have a position that is assigned the responsibility of deputy to the Chief Executive Officer.

There are some restrictions on the Chief Executive Officer's decision making as it relates to senior executive staff. More specific constraints exist where the Council has a Deputy Chief Executive Officer. That is, the concurrence of the Council is required when the Chief Executive Officer makes an appointment to, or removes a person from, the position of Deputy Chief Executive Officer.

Under the Act, the process adopted for the appointment of senior executive staff and the position of Deputy Chief Executive Officer and the terms and conditions of such positions requires the Chief Executive Officer to consult with the Council. So long as the Chief Executive Officer acts consistently with the Council's policies, budget, strategic and long term financial management plans, awards, enterprise agreements, within the law and in accordance with proper human resource management and professional ethics, the Council must not interfere with the exercise by the Chief Executive Officer of these statutory staffing powers. Ultimately it is the Chief Executive Officer who determines these matters giving genuine regard to feedback from the Council.

The Council is entitled to satisfy itself that the industrial and human resource management environment of the Council is appropriate to meet the needs of the Council. This can be achieved through the calling for reports on issues of interest.

Enterprise agreements are a tool used to gain efficiencies for the Council and commensurate rewards for staff. These agreements do not always apply to Chief Executive Officers and senior executive staff. Where enterprise agreements do not cover the Chief Executive Officer or senior executive staff (including a Deputy Chief Executive Officer) a formal decision of the Council agreeing to the terms and conditions of the agreement is **not** required. That is, it is within the statutory power of the Chief Executive Officer in relation to staffing responsibilities to agree to the terms of an enterprise agreement for other members of the staff of the Council. However, there are constraints upon the Chief Executive Officer insofar as the agreement must not deviate from the budget, long term financial management plans, decisions of the Council or other relevant policies.

Even where the formal approval of the Council is not required for an enterprise agreement it is prudent for the Chief Executive Officer to provide information and/or a copy of the enterprise agreement to the Council for information, along with a short report indicating the adherence or implications of the agreement to the budget and other policies of the Council.

In circumstances where agreements do cover Chief Executive Officers and senior executive staff the Chief Executive Officer does not have the same powers to agree to the terms and conditions of an enterprise agreement that will benefit him/her. In these circumstances, the Council must authorise the agreement. In fulfilling this role the Council may obtain its own independent advice or may act in the matter itself or through a committee of Council Members. However, the extent of its consideration of the agreement should be confined to:

- quantum increases relevant to budget allocations
- matters related to the Chief Executive Officer's terms and conditions of employment
- terms and conditions of employment relevant to a Deputy Chief Executive Officer or senior executive staff

Where the Chief Executive Officer is a party to a Council Enterprise Bargaining Agreement he/she will have a conflict of interest in relation to the conduct and outcomes of the relevant negotiations between staff and the Council sufficient to raise concerns about the Chief Executive Officer's ability to impartially represent the Council's interests in those negotiations.

The Chief Executive Officer must disclose his/her interest to the Council pursuant to section 120 of the Act however the Council can resolve at a Council meeting that is open to the public that the Chief Executive Officer is authorised to act in the matter notwithstanding his/her interest. Where the Chief Executive Officer is not party to the Enterprise Bargaining Agreement these same concerns do not arise and the Chief Executive Officer may properly conduct negotiations and certify the Enterprise Bargaining Agreement within the financial parameters (ie the salaries and wages budget) set by the Council.

Use of Consultants and Contractors

In order to meet the resource and budget constraints of the Council in an efficient and effective manner consultants and contractors may be engaged.

Consideration of the requirements of the work need to be taken into account when considering the use of staff or appointing consultants or contractors. Engaging a company to provide a service under a service agreement may create potential legal and taxation exposures for Councils if the service provider is subsequently deemed to be an employee of the Council. Legal advice should be sought in instances where service agreements and contracts are being considered.

Engaging a consultant is similar to a staffing issue in that it should be seen in the context of complying with the requirements of the Council's strategic management plans, policy on the mix of staff and specialist consultants, budgetary allocations for particular projects, the availability of particular expertise and relevant industrial awards and agreements.

When it is necessary and appropriate to engage a consultant, it is generally the function of the Chief Executive Officer to do so, subject to policy (in particular, the Council's contracts and tenders policy), strategic management plans and expenditure constraints. This does not, however, prevent the Council from engaging a consultant eg. to assist in the performance evaluation of the Chief Executive Officer.

A need to engage a consultant for a particular project may be identified by either the Council or the Chief Executive Officer. The Chief Executive Officer, as the principal officer of the executive arm of the Council, is responsible for the preparation of the brief and the Council or the Chief Executive Officer within approved budget lines will determine the financial parameters of the consultancy. Clearly, if the Chief Executive Officer identifies the need, it is necessary for there to be an appropriate budgetary allocation.

The services of a consultant should always be pursuant to a contractual relationship. The work carried out will never be an official function except in relation to financial auditing. Section 49 of the Act requires Councils to adopt a contracts and tenders policy. A Council's policy should make provision for the engagement of consultants and include a delegation, to an appropriate financial level and/or circumstances within which the Chief Executive Officer may make appointments, without reference to Council. The policy may provide clarity regarding the circumstances under which a consultant will be engaged (eg. where access to expertise is limited or not available in the time required).

The selection of a consultant, the terms of engagement, the performance measures, and accountability for performance are all the responsibility of the Chief Executive Officer and must be consistent with the decision and reason for the engagement, Council's strategic directions and policies. The Chief Executive Officer must ensure the contract is entered into with an appropriate person, organisation or other body and does not create a conflict of interest for the person/organisation/body undertaking the work. In addition there should be an awareness of the legal constraints for improper use of information gained through the consultancy or contract. This issue should be specifically provided for in the consultancy or service agreement or contract.

Consultants or companies giving expert advice to the Council should have their own professional indemnity insurance. Each consultant is engaged on a contract basis to supply services to the Council and those services constitute a resource. However, the Chief Executive Officer remains responsible to ensure that Council's decisions and policies are implemented and the Council has appropriate information available to it.

It may well be appropriate for the Chief Executive Officer to inform the Council of the advice of a consultant, in the appropriate forum. The Chief Executive Officer should not interfere with the content of the advice.

Nevertheless, as a consultant's role is always subordinate to the Chief Executive Officer and the Chief Executive Officer is accountable for the quality of services supplied to the Council, the Chief Executive Officer is required to offer an evaluation of the advice and make recommendations to the Council.

Performance of the Chief Executive Officer

Monitoring of the performance of the Chief Executive Officer should take place at least annually and preferably at more regular intervals. When undertaken constructively, this process provides the opportunity to develop the relationship between the Chief Executive Officer, the Principal Member and Council Members. Many Councils use external professional guidance when conducting the Chief Executive Officer's performance review.

Given the importance of the performance review of the Chief Executive Officer it is inappropriate to delegate it to a committee of only some of the Council Members. Given the interest of all Council Members in relation to the performance of the Chief Executive Officer (and the likely feeling of disenfranchisement for those who do not participate – and the inappropriateness of later input from Council Members who did not participate in the review) it is preferable for all Council Members to be involved but subject to assistance from an appropriate Human Resource consultant.

The functions of the Chief Executive Officer are defined by statute and contract. However, the quality of the relationship between the Chief Executive Officer and the Council cannot be prescribed.

At the commencement of the employment of the Chief Executive Officer and at review times, there needs to be specific targets and measures, against which the performance of the Chief Executive Officer can be assessed. The strategic management plans, budget of the Council, and desired outcomes of enterprise agreements are the best guide to what is required of the office of the Chief Executive Officer. These targets and measures are determined by the Council and the Chief Executive Officer in collaboration.

If a Chief Executive Officer's performance does not achieve fulfilment of these plans, within statutory and budgetary constraints, steps need to be taken during the course of the year to alter the expectations or to improve performance. Where a Chief Executive Officer performs beyond the expectations of the Council, acknowledgment should be given.

Delegation of Authority

Whilst the Act (and, relevantly, the City Act) enables delegation of powers and functions of the Council to the Chief Executive Officer, there are also other appropriate levels of financial and non-statutory delegated authorities that need to be provided to enable the Chief Executive Officer to carry out his/her role effectively.

Delegations can be changed, altered or revoked by the Council at any time. In doing so a resolution of the Council is required.

Delegations cannot be used to reduce or alter the statutory responsibilities and functions of the Chief Executive Officer, but rather should be used to provide the appropriate latitude for the Chief Executive Officer to fulfil his/her role to a level and to standards set by the Council.

Provision of Information

The Act provides clarity on the issue of access to information by Council Members. Section 61 of the Act provides a mechanism whereby requests for access to information are to be directed to the Chief Executive Officer (or other officer specified by the Chief Executive Officer) and requires threshold criteria to be satisfied before access is provided. There is often a misunderstanding by Council Members and Council administration alike of what information Council Members may access and what the term "access" means. It is not an unequivocal right exercisable by a Council Member to conduct a "*fishing*" expedition for information which is not "*in connection with the performance or discharge of the functions or duties of the member*". Section 61 cannot be relied upon to seek access to whole files of Council or to documentation that is determined by the Chief Executive Officer to be inappropriate or irrelevant to the Member's functions or duties.

Section 61 of the Act enables Council Members to have access to, which may include viewing, or in appropriate circumstances, obtaining copies of, information in connection with the performance or discharge of their functions or duties. This statutory provision does not detract from the common law position that individual Members do not have a "*roving commission*".

Where a request for access to information is made by a Council Member, it must be for purposes connected to the performance or discharge of the functions and duties of the Council Member **and** be in relation to a matter that is relevant to the role of the Member.

The Chief Executive Officer is responsible to ensure that information provided is relevant to the Council and is not merely to satisfy the individual needs of Council Members on matters not subject to Council debate or not otherwise relevant to the performance/discharge of functions/duties of office. Relevant “*matters*” are generally those included on the formal Council agenda for the meeting or other pending matters. Otherwise, Members may always refer matters to the Chief Executive Officer for investigation and, if appropriate, call for a report to be provided to the Member or to the Council. This is often a more effective and expeditious route than a Member seeking to locate and decipher information in respect of a matter which is not currently under consideration by the Council.

The Council may resolve to seek reports on any matter, for example:

- progress in implementing Council decisions;
- expenditure status against key budget lines;
- staffing matters, including practices and policies adopted by the Chief Executive Officer relevant to recruitment, selection, terms and conditions of employment and the like;
- performance of the Council against its strategic directions and plans;
- the performance of specific services provided by the Council; or
- the outcome of consultancies and final reports (even if the Chief Executive Officer is proposing recommendations that are not consistent with the external advice received).

It is reasonable to expect these reports within an appropriate period of time. However, the timeframe for reporting will be driven, to an extent, by the time required to prepare such a report that responds effectively to the issues raised and the urgency of the matter. In some instances reports may be able to be provided at the next or subsequent meeting following the resolution for the calling of the report. At other times this may not be achievable. Where a Council Member is unable to obtain access to information under section 61 or is otherwise unable to convince the Chief Executive Officer of the Council’s “*need to know*” then the appropriate mechanism is to seek to gain access for all Members of the Council by raising the issue at a Council meeting and seeking the necessary support from the Council by way of resolution.

Implementation of Council Decisions

As discussed above, it is part of the Chief Executive Officer’s role to implement Council’s lawful decisions. Some questions arise as to how the Chief Executive Officer is to fulfil this role when it is known that the decision is going to be subject to a motion for rescission. This situation may require a common sense approach by both the Chief Executive Officer and the Principal Member, considering a range of factors, such as the majority with which the motion was originally passed, the steps involved in implementing the decision and whether implementation of the decision can be delayed. Such situations must be addressed on a case by case basis.

Review procedures

There are several statutory review procedures designed to increase the accountability of Councils and Council Members as follows:

- Pursuant to section 263 of the Act a complaint may be lodged with the District Court against individual Council Members who contravene or fail to comply with the statutory provisions and requirements concerning conflict of interest. The procedure for dealing with alleged breaches of the conflict of interest provisions is now a civil matter where proceedings may be instituted by a public official or some other person with the written approval of a legally qualified person appointed by the Minister in conjunction with the LGA. Whilst a finding by the Court that grounds for the complaint exist will not result in a criminal conviction there are nevertheless a wide range of punitive powers available to the Court including imposing a maximum fine of \$5,000, disqualifying the person from any office under the Act and disqualifying the person from becoming a member of a Council, Council committee or subsidiary for up to 5 years.
- Pursuant to section 272 of the Act, the Minister has powers of review where a Council contravenes the law or otherwise fails to discharge its responsibilities. In particular the Minister may direct not only that the contravention or failure must not be repeated but that action be taken to remedy the contravention or failure.
- Councils are also required pursuant to section 270 of the Act to establish a procedure for the review of their decisions, and those of staff and others acting on behalf of the Council. A Council may delegate to the Chief Executive Officer the power to establish such a procedure. It is advisable for the Council to review (possibly using external support) its own decisions, and decisions of the Chief Executive Officer and to delegate the review of a decision of a staff member to the Chief Executive Officer. It would be inappropriate for the Chief Executive Officer or any other officer to review the Council's decisions.

15.1.3 Council Office

Purpose of Report	Provide an update on the needs analysis and site options for an upgraded / new Council Office
Director	Chief Executive Officer
Author	Chief Executive Officer
Disclosure of Interest	No Council officers or contractors have declared a conflict of interest regarding the matter under consideration.
File Ref	GF/16.65.1/20
Strategic Plan Reference	Strategic Theme 4 – Infrastructure and Asset Sustainability Strategy 4.4 – Plan for and optimise Council’s stock of building assets whilst meeting the future and current needs of community. Strategic Action 4.4.3a - Review future expansion requirements and options for the Main Council Office
Risk Assessment	N/A
Budget Allocation 2018/19	\$50,000
Request for Budget Variation	\$0
Budget Spent to Date	\$0
Attachments	Architectural Concept Plans for Existing Council Office

Summary

During Council’s Ordinary Meeting in February 2019 it was resolved to “... ask the CEO to conduct a needs analysis, site comparisons, due diligence and value on all potential Council Office sites”. This report provides an update on two of those four elements, being the needs analysis and potential site options. This report seeks further guidance from Council on its preferred site option prior to committing to the development of any concept plans that are a prerequisite for the second two elements of the above resolution.

RECOMMENDATION

That Council:

1. Receive and note the report.
2. Authorise the Chief Executive Officer to commission an initial concept plan for a new Council Office at the _____ site.
3. Allocates \$3,500,000 to the Long Term Financial Plan for the design and construction of an upgraded/new Council Office.

Needs Analysis

Council's current main office on George Street in Millicent is a former school building that was constructed in the 1930's. The building was converted to a Council office and chambers in the 1960s and was further extended in the 1970s. It has remained the principle office of the former Millicent and now Wattle Range Council since then. It has not been expanded or significantly modified since amalgamation in 1997, despite a significant increase in staffing levels that occurred at that time.

The building currently houses 35 staff with an additional 12 staff accommodated in a second administrative building on Davenport Street in Millicent. The principal office has not had any major renovations in decades and the layout and facilities are outdated, congested and don't meet a number of recommended workplace health and safety or disability access standards.

There are not enough male or female toilets to cater for the number of staff within the building; the one disabled toilet does not meet modern disability standards; and there are no shower or change room facilities. The kitchen and lunch room is congested and can only cater for a maximum of three people on a meal break at any given time.

As the building was originally constructed as a school, the existing layout is not optimised for office space. Many of the existing walls are structural, limiting options to redesign the internal layout, and there is an unusable void in the middle of the building that used to be an internal courtyard.

The front foyer is not conducive to servicing the needs of more than two customers at any given time. There is only one meeting room, and while executive management offices are often used as alternate meeting spaces, they are small and not fit for that purpose.

Electrical and plumbing infrastructure throughout the building is outdated and worn requiring constant maintenance. A number of safety reports have been received in recent years relating to electrical shocks from light switches, door frames and a bathroom faucet.

In 2018, Council engaged the services of architect Peter Moeck to explore options to renovate and modernise the existing Council Office. Two options were developed, the first being to renovate the existing building to maximise useable space and upgrade the internal facilities to modern building standards. The second was to expand the existing office to accommodate the additional Davenport Street staff and incorporate additional meeting rooms and a modern Council Chamber.

A preliminary estimate for the first option was costed by Heinrich Consulting at \$1,082,000, with an additional \$1,808,000 estimate for the extended option at a total cost of \$2,890,000. These estimates do not include a series of optional items such as the replacement of the existing air conditioning system, workstations, car parks and a pergola and arbour, which would add an additional \$430,000 to the project, taking the total cost estimate to \$3,320,040.

The construction of a new appropriately designed Council office may be a more cost-effective option than renovating the existing building. The selection of an alternate greenfield site would enable far greater design flexibility, better placement and the use of modern building techniques with greater energy efficiency and technology options that would reduce ongoing operating and maintenance costs.

Site Options

A range of site options have been considered for a new Council office based on land availability; location suitability; prominence; and build complexity. Potential site options in townships other than Millicent have not been considered at this point in time.



Figure 1 - Site Options

Existing Site – George Street

The major advantage of the existing site is that Council already owns both the land and the building. That said, any major renovations, extensions, or the construction of a new building on the existing site would pose significant problems, as temporary office facilities would have to be sourced and configured during the construction phase which would significantly impact Council's operational efficiency, complicate the project and add additional cost.

The current building is not ideally suited to its location as it masks the Library and Civic and Arts Centre and its 1930s architecture does not compliment the 1980s design elements of the adjacent civic complex. Carparking is also limited at the site and may become more restrictive if the footprint of the existing building is extended into the current staff carparking area.

It should be noted that if the selection of an alternative green field site is considered, any subsequent demolition and repatriation of the existing Council office site has been estimated to cost around \$350,000.

Lone Pine – Ridge Terrace

The land adjacent to the entrance of the Art Gallery commonly referred to as the Lone Pine area is currently owned by Council. The site may be too congested for a new office building and initial concept designs would need to be explored to confirm site suitability.

Any new design could be tailored to complement the Civic and Arts Centre, and the existing Council Office could be demolished to open up the George Street corner and provide additional carparking and landscaping. While the option of a multi-storied building for this site could be considered, it should be noted that this would add considerable additional cost to construction.

The location is reasonably prominent as it would be visible from a range of major entrance routes at the northern end of the township, and the land is flat without any major encumbrances from a build complexity point of view.

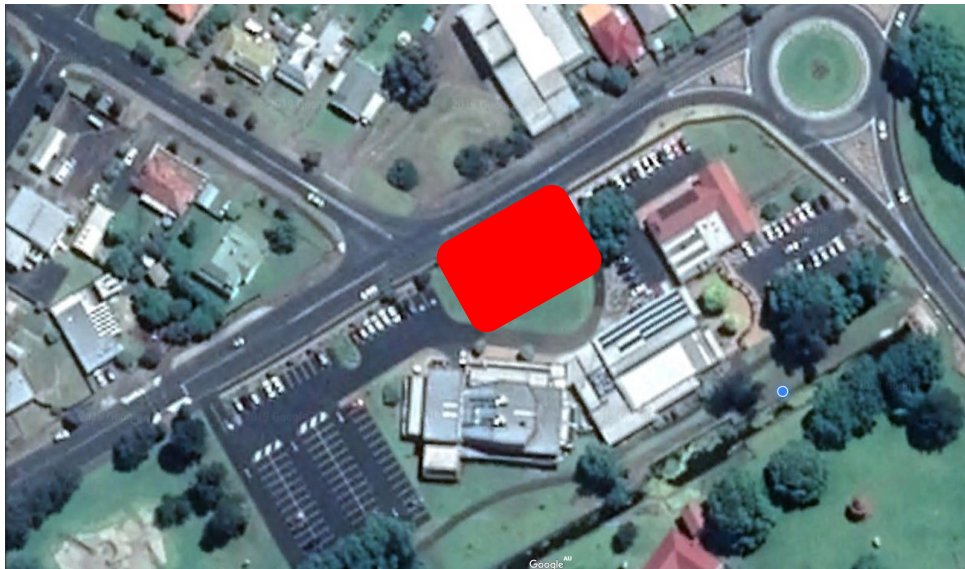


Figure 2 – Lone Pine

Apex Park – Cattle Bridge Road

Apex Park is a road reserve adjacent to the Millicent roundabout that is currently owned by Council. The small parcel of adjoining land along the old rail corridor on Cattle Bridge Road is owned by the Department of Transport, and it is currently on the market for sale.

The area consists of a large open space that is relatively underutilised as community land. An appropriately located Council Office with access and car parking off Cattle Bridge Road would leave a considerable amount of open space for community use. This could be further enhanced through additional landscaping that would complement any new structure.

The location is reasonably prominent as it would be visible from a range of major entrance routes from the northern end of the township, and the land is flat without any major encumbrances from a build complexity point of view.

Should the option of acquiring the former rail corridor from the Department of Transport be contemplated, potential contamination and remediation considerations for that section of land would need to be explored in more detail.

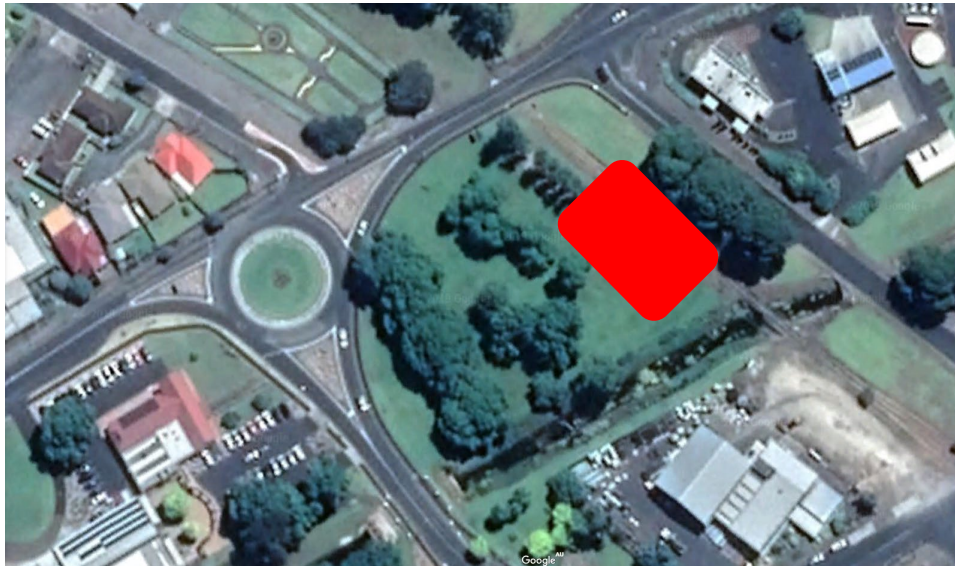


Figure 3 – Apex Park

Community Club – Davenport Street

The Community Club and adjoining land is privately owned and on the market for \$450,000. It is a large commercial site with adequate space for carparking, and it is ideally situated in the heart of the Millicent shopping precinct. In comparison to the other sites discussed in this report, it would require considerable additional investment to acquire the land and improvements.

Preliminary investigations have determined that the building has some significant structural and maintenance issues. Its current layout is not ideally suited for a Council Office and it would need to be extensively renovated. As with the current Council Office, preliminary investigations indicate the cost to renovate would be in the millions of dollars.

As highlighted above, the construction of a new and appropriately designed Council office on this site may be a more cost-effective option than renovating the existing building. This would enable far greater design flexibility, better placement and the use of modern building techniques with greater energy efficiency and technology options that would reduce ongoing operating and maintenance costs. Additional demolition costs would also have to be taken into consideration, and that it is a sloping site which would incur additional construction costs for earthworks and retention walls.

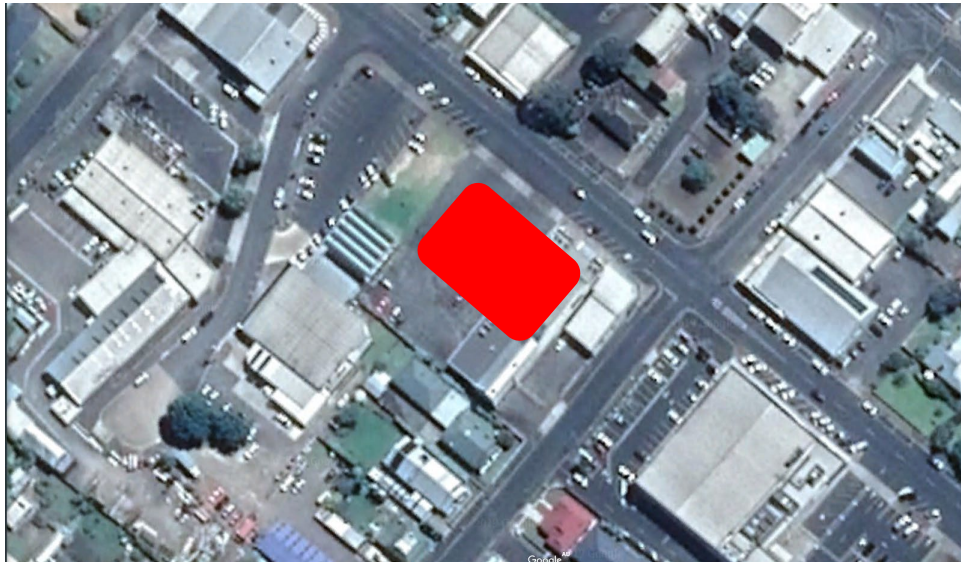


Figure 4 – Community Club

Centennial Park – Mount Gambier Road

Centennial Park is located on Mount Gambier Road between the Millicent Visitor Information Centre, the Museum and the Hospital. It is Crown Land under the care and control of Council.

This area is a large open space that includes a playground, sculpture and an interpretive wind turbine blade. There is ample room for a new Council Office and carparking whilst retaining a considerable amount of public open space. Existing park infrastructure could be relocated within the site and additional landscaping could complement the remaining open spaces in addition to any new structure.

The location is reasonably prominent as it is on the main entrance route from the southern end of the township. It is adjacent to the Visitor Information Centre, the Museum and the Hospital, as well as the main shopping precinct. It is on a moderately sloping site which may incur additional construction costs for earth works.

Consideration would also have to be given to a change in land use from community land to commercial and Council would probably need to acquire the land from the Minister for Environment and Water. The Valuer General has assessed the site value to be \$90,000 with a capital value of \$160,000.



Figure 5 – Centennial Park

Risk Management

There are no known risks associated with these matters.

Policy Considerations

There are no known policy impacts associated with these matters.

Financial Implications

Should Council determine to proceed with further investigations into alternative sites and the development of concept plans for a new Council Office, there are adequate funds within the current budget to draft up those plans. It would also be prudent to allocate at least \$3,500,000 to Council's five-year Long Term Financial Plan for the design and construction of a new Council Office.

Legislative Implications

There are no known legislative requirements related to these matters.

Environmental/Sustainability Impacts

There are no known environmental or sustainability impacts related to these matters.

Communication & Consultation

Should Council determine to proceed with further investigations into alternative sites and the development of concept plans for a new Council Office, it would be prudent to commence consultation with the community once those plans have been developed.

ARCHITECT PETER MOECK

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5
METRES

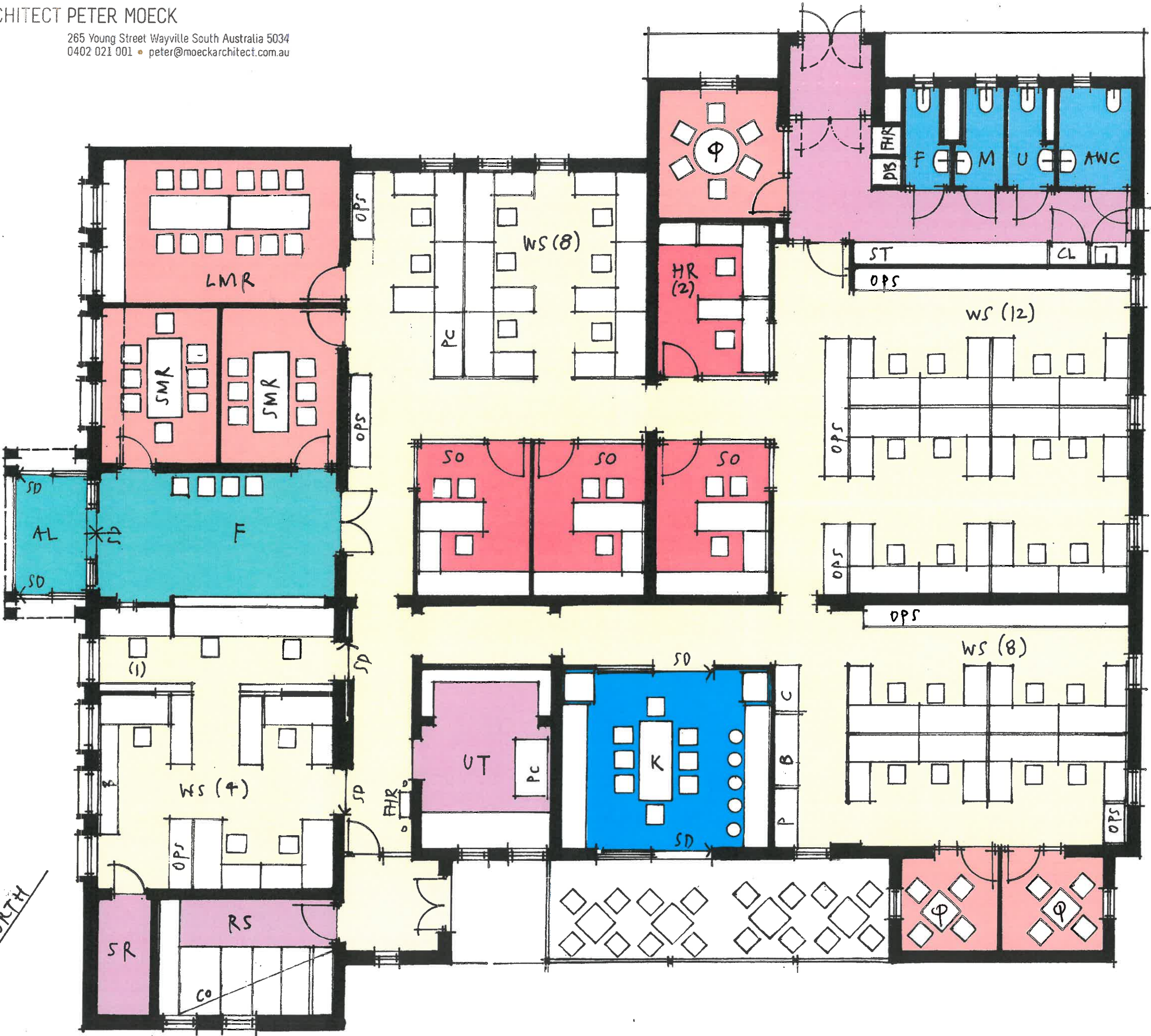
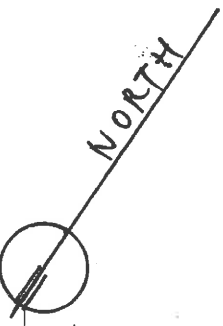
EXISTING FLOOR PLAN 1:100 AT A3

WATTLE RANGE COUNCIL OFFICE

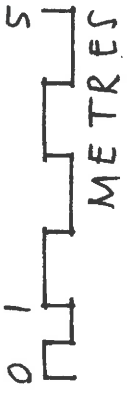
2018002/M02

ARCHITECT PETER MOECK

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PROPOSED FLOOR PLAN 1:100 AT A3



WATTLE RANGE COUNCIL OFFICE 2018002 / SK03A



NORTH

265 Young Street Wayville South Australia 5034
0402 021 001 • peter@mpeckarchitect.com.au



Director Corporate Services



15.2.1 Monthly Financial Performance Report

Purpose of Report	Council consideration of the Monthly Financial Performance Report
Director	Corporate Services
Author	Manager Financial Services
Disclosure of Interest	No Council officers or contractors have declared a conflict of interest regarding the matter under consideration.
File Ref	GF/7.73.1/4
Strategic Plan Reference	Theme Five – Organisational Excellence Strategy 5.2 – Govern in a responsible and responsive way
Risk Assessment	N/A
Budget Allocation 2018/19	N/A
Request for Budget Variation	N/A
Budget Spent to Date	N/A
Attachments	2018/19 March Monthly Financial Performance Report

Summary

The attached Financial Performance report for the year to 31 March 2019 shows that Council is currently within its approved 2018/19 budget based on current expenditure and income trends.

RECOMMENDATION

That Council receive and note the 2018/19 March Financial Performance Report.

Background & Analysis

The attached 2018/19 Financial Performance Report provides a snapshot of Council's financial performance for the year to 31 March 2019. The report compares year to date actual expenditure and income, both operating and capital, for the financial year against the 2018/19 original budget adopted by Council. Key financial indicators used to measure Council's Financial Sustainability are also included.

Operating Expenditure and Revenue

The attached Income Statement shows that after the completion of nine (9) months of the 2018/19 financial year, Council is within its overall budget parameters and is expected to remain so at year end when accounts are completed.

Capital Expenditure

Council's current capital budget is \$7.820M of which \$5.1M has been spent and/or committed for expenditure.

Balance Sheet

Council did not budget to borrow any funds in 2018/19. Repayment of existing loans is scheduled for various times throughout 2018/19. Council's current loan principal is \$5.7M.

Rates Debtors

Aged Rates Debtors constitute 5.85% (\$0.884M) of total rates raised in 2018/2019. It should be noted that the number of properties with rates outstanding more than three years is 22 at this point in time. The amount outstanding is expected to decrease in April due to outstanding amounts from the third quarter instalment being paid.

Risk Management

N/A

Policy Considerations

Information reflected in this report forms part of Council's 2018/19 Annual Business Plan and Budget, which is required to be reviewed periodically by Council, in accordance with the *Local Government Act 1999* and *Local Government (Financial Management) Regulations 2011*.

Financial Implications

The financial implications are as detailed in the attached budget papers.

Legislative Implications

There are no known legislative requirements related to these matters.

Environmental/Sustainability Impacts

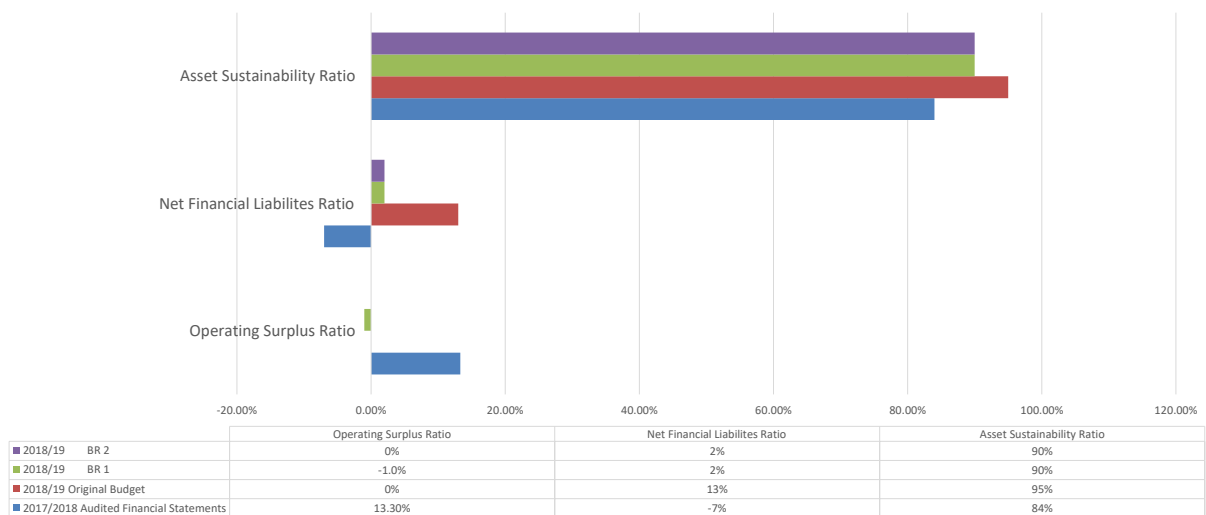
There are no known environmental or sustainability impacts related to these matters.

WATTLE RANGE COUNCIL
2018/19 MONTHLY BUDGET REPORT
AS AT
31-March-2019

OPERATING ACTIVITIES

Adopted 2018/2019 BUDGET \$'000		YTD 2018/2019 BUDGET \$'000	BR 1 2018/2019 BUDGET \$'000	BR 2 2018/2019 BUDGET \$'000	YTD 2018/2019 ACTUAL \$'000	YTD 2018/2019 VARIANCE \$'000	YTD 2018/2019 VARIANCE %	
		A	B	C	D	=A-D		
OPERATING INCOME								
18,557	Rates	18,629	18,592	18,608	18,619	10	-0.1%	
250	Statutory Charges	198	250	264	238	(40)	20.5%	1
1,948	User Charges	1,533	1,952	2,032	1,597	(64)	4.1%	2
3,290	Grants Subsidies and Contributions	2,533	3,403	3,400	1,638	895	-35.3%	3
95	Investment Income	133	95	177	132	0	-0.3%	
444	Other	524	481	683	589	(65)	12.4%	4
24,583	Total Operating Income	23,549	24,773	25,164	22,814	736	3.1%	
OPERATING EXPENSES								
9,105	Wages and Salaries	6,850	9,061	9,054	6,531	(319)	-4.7%	
10,600	Materials, contracts & other expenses	8,162	10,944	11,128	6,169	(1,993)	-24.4%	5
424	Finance Costs	318	424	424	198	(120)	-37.7%	6
4,505	Depreciation, amortisation & impairment	3,404	4,505	4,539	3,347	(57)	-1.7%	
24,634	Total Operating Expenses	18,735	24,934	25,145	16,246	(2,489)	-13.3%	
OPERATING SURPLUS/(DEFICIT)								
(51)	A BEFORE CAPITAL AMOUNTS	4,815	(161)	19	6,568	(1,753)	-36.42%	
CAPITAL ACTIVITIES								
Net Outlays in Existing Assets								
4,589	Capital Expenditure on renewal and replacement of Existing Assets	3,742	4,482	4,456	2,361	(1,381)	-36.9%	7
(4,505)	Depreciation, Amortisation and Impairment	(3,404)	(4,505)	(4,539)	(3,347)	57	-1.7%	
(191)	Proceeds from Sale of Replaced Assets	(64)	(191)	(297)	(133)	(69)	108.9%	
(107)		274	(214)	(381)	(1,120)	1,393	509.3%	
Net Outlays on New and Upgraded Assets								
3,285	Capital Expenditure on New and Upgraded Assets	1,783	3,295	3,365	1,276	(506)	-28.4%	7
(828)	Amounts received specifically for New and Upgraded Assets	(331)	(453)	(525)	(301)	30	-9.0%	
-	Proceeds from Sale of Surplus Assets	-	-	-	(104)	(104)	100%	
2,458		1,452	2,842	2,840	871	580	40.0%	
(2,401)	Net Lending / (Borrowing) for Financial Year (A-B-C)	3,089	(2,789)	(2,441)	6,816	3,727	120.7%	
Net Operating Surplus / Deficit (A+B+C+D)		6,203	2,490	2,561	7,411	(1,208)	-19%	

WRC - Financial Indicators



WATTLE RANGE COUNCIL
2018/19 MONTHLY BUDGET REPORT
AS AT
31-March-2019

NOTES

#	Description	Status	Action Required
1	Dog Registration income received from Dogs & Cats Online (DACO) & Development Application income greater than budgeted for at this time		No Action Required
2	Peak season for Southern Ocean Caravan Park, currently in progress and the shortfall should be rectified at the end of the season. Boatramp & Childcare income greater than budgeted for at this time.		No Action Required
3	Grants Commission income is less than anticipated at this time. The current amount paid to Council is net of the prepayments from the previous year, Council is waiting on advice from the Grants Commission on whether they will prepay funds again this financial year.		No Action Required
4	Insurance claim received, Sale of pine trees, LGAWCS incentive funding received, Climate Award Prize received and Sale of road reserve. All not originally budgeted for.		Adjust at BR 3
5	Other expenses lower than budgeted for at this time.		No Action Required
6	Accrued interest posted at the end of the year will correct the balance.		No Action Required
7	Project completion time frames do not always match the expected budget time lines for completion due to unexpected project lags.		No Action Required

15.2.2 Wattle Range Youth Development Foundation

Purpose of Report	Consider applications for financial assistance through the Wattle Range Youth Development Foundation
Director	Director Corporate Services
Author	Manager Administration
Disclosure of Interest	No Council officers or contractors have declared a conflict of interest regarding the matter under consideration.
File Ref	GF/7.41.3/1
Strategic Plan Reference	Theme One – Community Vibrancy & Presentation Strategy 1.6 – Promote and support the establishment of strong, sustainable clubs and volunteer organisations throughout the Wattle Range Area
Risk Assessment	N/A
Budget Allocation 2018/19	\$5,000
Request for Budget Variation	\$0
Budget Spent to Date	\$3,200
Attachments	1. Wattle Range Youth Development Foundation Charter 2. Wattle Range Youth Foundation Application

Summary

Council is in receipt of an application for financial assistance through the Wattle Range Youth Development Foundation. The application relates to the provision of assistance with costs to attend and compete in a national or international event.

Hayden Crowe has been selected to attend and compete in the Australian Athletics Championships from 1-7 April 2019 in Sydney, NSW.

The application has been evaluated in accordance with the criteria in the Wattle Range Youth Development Foundation Charter (refer attached).

RECOMMENDATION

That Council provide financial assistance of:

1. \$200 to Hayden Crowe to assist with costs to attend and compete in the Australian Athletics Championships in Sydney, NSW from 1-7 April 2019.

Background & Analysis

Council has established the Wattle Range Youth Development Foundation to provide assistance to youth within the Wattle Range Council area who have been selected from locally based community, educational and sporting organisations to participate in an officially accredited event at the State, State Country or National level.

Any financial assistance provided is to assist with expenses incurred in travelling, accommodation, equipment and training towards the principle event.

Council provides an annual allocation of \$5,000 to the Wattle Range Youth Development Foundation to assist with the operation of the Foundation.

An application has been received from Hayden Crowe who has been selected to represent South Australia at the Australian Athletics Championships in the U16 100m and U16 200m events from 1 – 7 April 2019 in Sydney, NSW.

In reviewing the information provided, the application meets the eligibility of the Youth Development Foundation as detailed in the Charter. It is recommended that the provision of financial assistance be granted to the applicant.

Risk Management

N/A

Policy Considerations

There are no known policy requirements related to these matters. Applications has been assessed in line with the Wattle Range Youth Development Foundation Charter.

Financial Implications

	2018/2019 Approved Budget (ex GST) \$	2018/2019 Budget Spent (ex-GST) \$	This Proposal (ex GST) \$	2018/19 Total (Ex GST) \$	Variance to Approved Budget (ex GST) \$
Revenue	\$-	\$0	\$0	\$0	
Expense	\$5,000	\$3,200	\$200	\$3,400	
Net Result	\$5,000	\$3,200	\$200	\$3,400	

Legislative Implications

There are no known legislative requirements related to these matters.

Environmental/Sustainability Impacts

There are no known environmental or sustainability impacts related to these matters.

Communication & Consultation

A cheque presentation following advice to the applicant will be arranged at a mutually convenient time with details distributed to the local media.

CHARTER

WATTLE RANGE YOUTH DEVELOPMENT FOUNDATION

1. Name

The name of the Authority shall be the Wattle Range Youth Development Foundation, (hereinafter called 'the Committee').

2. Establishment

2.1 The Committee is a controlling authority established by the Wattle Range Council (hereinafter called 'the Council') pursuant to Section 199 of the Local Government Act, 1934 on 8th September 1997 (Refer to Folio 129, Item 6.1.4.10).

2.2 The Committee was further reviewed by the Council pursuant to Section 41 of the Local Government Act, 1999 (hereinafter referred to as 'the Act') on 8th November 2005 (Refer to Folio 3569; Item 1.38).

2.3 The Committee was further reviewed by the Council pursuant to Section 41 of the Local Government Act, 1999 (hereinafter referred to as 'the Act') on 13th November 2007 (Refer to Folio 3942; Item 11.2.3).

2.4 The Committee was further reviewed by the Council pursuant to Section 41 of the Local Government Act, 1999 (hereinafter referred to as 'the Act') on 12th June 2012 (Refer to Folio 4766; Item 11.1.2).

3. Purpose

The Wattle Range Youth Development Foundation is established to provide assistance to youth within the Wattle Range Council area who have been selected from locally based Community, Educational and Sporting Organisations to participate in an officially accredited event at the State, State Country or National level.

4. Functions

4.1 To enquire into and report to Council on the possible provision of financial assistance that shall be rendered to youth who have been selected from locally based Community, Educational or Sporting Organisations, association, clubs or leagues etc. (or selected on Individual merit) to represent the State of South Australia (including State Country or Country South Australia) in an officially accredited/recognised state, national or international event, and a statement to that effect is provided by that event's State Administrator (herein referred to as a selected youth).

The financial assistance may be in the form of a cash contribution from the Council towards the expenses involved in travelling, accommodation, equipment and training. It is not envisaged that the Council would pay all expenses but would pay a contribution to defray some of the expenses involved.

4.2 To receive, consider, process and approve applications that shall be rendered to such selected youth.

5. Applications

- 5.1 All applications for financial assistance to any selected youth shall be made in writing using the application form provided by Council, by that youth's local Organisation, association, school, club or league (or in the case of an individual person, by the individual person concerned), and demonstrate that the selected person has:-
- (i) been selected to participate or train in an official team/squad specifically chosen as a state country, state, national or international team;
 - (ii) been selected in a state country, state, national or international team which will compete within Australia or overseas;
 - (iii) the desire to compete in a state country, state, national or international event and has the ability to perform to the standards expected in such championship;
 - (iv) unless the context otherwise requires the terms "state country, state, national or international team" or "state, national or international event" in the foregoing sub-paragraphs means teams or events that have been officially accredited/recognised as being "national or international teams or events" and a statement to that effect is provided by that event's State Administrator.
- 5.2 In the case of an individual youth, the individual youth concerned shall also provide evidence to the Committee that the individual youth cannot be represented by an existing local Organisation, association, school, club or league and that no other avenues are available for that individual youth to make application for financial assistance other than as an individual youth.
- 5.3 All applications as required by clause 5.1 above shall:-
- (i) provide complete details as to the name, residential address and age of the selected youth, and if the youth is under the age of eighteen (18) years, shall be authorised by a parent or guardian of the said youth.
 - (ii) provide complete details as to the event(s) to be competed in by that youth (including proposed or intended dates of practice and training sessions leading up to the principal event); the location of the principal event or practice and training sessions, estimated costs to be incurred in attending such events or sessions, details of other assistance that is or could be available to the selected youth.
 - (iii) provide complete details of all other relevant matters which may assist the Committee in assessing the application.
 - (iv) provide full details of all expenses that could be incurred in the following areas:-
 - (a) Travel costs;
 - (b) Accommodation/meals;
 - (c) Equipment/training.
 - (v) be accompanied by the prescribed non-refundable application fee of an amount determined by the Council on an annual basis.

- 5.4 The Committee will examine all applications and each application will be treated individually and upon its merits. The Committee will inform the Council as to the amount to be paid (if any) which it feels is appropriate to the application, taking into consideration any circumstances.
- 5.5 An application that has been approved by the Committee in one instance may not necessarily be approved in another. A youth who has received assistance from the Committee will be eligible for further assistance, but the decision of the amount to be allocated a second time, if any, will be at the discretion of the Committee.
- 5.6 The Committee will not consider any application for assistance for a past event.

6. **Membership of the Committee**

The Committee shall be the Members of Council.

7. **Meetings of the Committee**

- 7.1 The Committee shall meet as and when determined by the Chairman.
- 7.2 At all meetings of the Committee, one half of members, plus one shall constitute a quorum. If within thirty minutes after the time appointed for any meeting a quorum shall not be present then such meeting shall not be present then such meeting shall be adjourned until such time as may then be determined by the members present. If at any meeting so adjourned a quorum shall not be present the members then present shall be deemed to form a quorum.
- 7.3 In the absence of the Chairman at any meeting, another member of the Committee shall be elected as Chairman and shall preside. The Chairman and Acting Chairman shall be entitled to a casting vote only.
- 7.4 The Committee may act notwithstanding any vacancy in their body.
- 7.5 In addition to the provisions of Clause 7.1, a meeting of the Committee shall be convened at such other time or times upon a request in writing signed by not less than three members being delivered to the Chairman and upon receipt of and such request the Chairman shall call the Committee to hold formal meetings for the purpose of resolving any matter of urgency provided however that any decision taken otherwise than at a formal meeting shall be confirmed and ratified at the meeting of the Committee next ensuring after such decision is taken.
- 7.6 Minutes of all resolutions and proceedings at meetings of the Committee shall be kept for all meetings of the Committee.

8. **Funding**

- 8.1 The Council shall include an amount of money in its annual budget to meet the cost of providing financial assistance to selected persons as approved by the Committee.

- 8.2 All applications for financial assistance must be accompanied by a non refundable application fee, set by Council each Financial Year, which will be used toward funding of financial assistance provided to selected youth.
- 8.3 Council will maintain a Wattle Range Youth Development Foundation investment reserve account into which any unallocated budget amounts for a Financial Year will be credited (net of application fees received).
- 8.4 In the case of Council exceeding the budgeted amount for the provision of financial assistance in a Financial Year (net of application fees received), additional funding will be drawn from the Wattle Range Youth Development Foundation investment reserve account.

9. **Sponsorship**

- 9.1 The Council may seek out and obtain sponsorship, donations and/or assistance from any other individual, group or company which may wish to contribute to the operation of the Foundation upon such terms and conditions agreed upon the Council and the other individual, group or company.
- 9.2 The cash proceeds from any such sponsorship, donations and/or assistance shall be paid to the credit of the investment reserve by Council but Council is not obliged to make a contribution to the investment reserve of an amount equal to the value of the sponsorship, donations and/or assistance.

10. **Powers**

The Council, pursuant to Section 44 (1)(b) of the Act, delegates to the Committee, for the purpose of achieving its Purpose and Functions, and subject always to the provisions of the Act, the following powers ;

- 10.1 Expend funds for the purpose of awarding financial assistance within the limits of the annual Wattle Range Youth Development Foundation budget and the investment reserve.
- 10.2 Establish, alter or amend any fees and charges associated with the operation of the Wattle Range Youth Development Foundation.

11. **Definitions**

"The Committee" means the Committee which has the name "Wattle Range Youth Development Foundation".

"A selected youth" means a youth who has been selected from locally based Community, Educational or Sporting Organisations, association, clubs or leagues, or who has been selected on Individual merits (and is unable to be affiliated with any locally based Organisations), to represent the State of South Australia or the country of Australia in an officially accredited/recognised national or international event (as the case may require) and a statement to that effect is provided by that event's State Administrator. A selected youth must be a resident of the area of Wattle Range Council to qualify for financial assistance from the Wattle Range Youth Development Foundation.

"Individual Youth" means a youth who is resident of the area of Wattle Range Council.

"Youth" means any individual aged between the age 5 years to 25 years.

"In singular" means the plural.

"The Council" means the Wattle Range Council.

"The Chairman" means the Chairman of the Committee.

"Member" means a member of the Committee and includes the Chairman.

"The Secretary" means the Secretary of the Committee.

"Financial Year" means the period of twelve months ending on 30th day of June.

The masculine gender shall include reference to the feminine.

12. **Amendments, Alterations and Additions to the Rules**

These rules may be amended, altered or added to by a resolution of the Council made pursuant to Schedule 2 clause 3(5) of the Local Government Act, 1999.

15.2.3 Human Resources Policy

Purpose of Report	Adoption of the Human Resources Policy
Director	Corporate Services
Author	Human Resources and Risk Officer
Disclosure of Interest	No Council officers or contractors have declared a conflict of interest regarding the matter under consideration.
File Ref	GF/12.63.1/1
Strategic Plan Reference	Theme Five – Organisational Excellence Strategy 5.2 - Govern in a responsible and responsive way
Risk Assessment	Medium
Budget Allocation 2018/19	\$ 0
Request for Budget Variation	\$ 0
Budget Spent to Date	\$ 0
Attachments	1. Policy # – Human Resources

Summary

Following the recent adoption of the Policy framework, a review has commenced in relation to all policies within Council. The first area of focus has been human resources and the array of related policies and procedures within this area.

The Human Resources Policy is a new policy, that once adopted will consolidate a number of existing human resources related policies and become the overarching policy document for human resource related procedures.

RECOMMENDATION

That Council adopt the Human Resources Policy as presented.

Background & Analysis

Following the recent adoption of the Policy framework, a review has commenced in relation to all policies within Council. The first area of focus has been human resources and the array of related policies and procedures within this area.

Council is mandated under Section 107 of the *Local Government Act 1999* (the Act) to maintain the general principles of human resource management for all employees. Human Resource Management is a key element of the organisation and it forms an integral key part of the corporate governance framework of Council.

Furthermore, pursuant to Section 107 of the Act, “the Chief Executive Officer (CEO) will ensure that sound principles of human resource management are applied to employment in the administration of the Council and will take reasonable steps to ensure that these principles are known to all employees.” The development of the Human Resources Policy provides Council with a guiding document for these general principles to be practiced and also an appropriate mechanism for these principles to be known to all employees.

It is envisaged that once the policy is adopted, consolidation of a number of existing human resources related policies will occur and the Human Resources Policy will become the overarching policy document for human resource related procedures.

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigating Action
Non-compliance with review cycles of Legislated Council Policies and Procedures	Possible	Moderate	Medium	Update Legislated Policies and Procedures as a priority. Allocate additional temporary Governance resources until backlog is cleared. Policies and Procedures Register monitored monthly.

Policy Considerations

- Code of Conduct for Employees

Financial Implications

There are no known financial implications related to these matters.

Legislative Implications

- *Local Government Act 1999* Section 107

Environmental / Sustainability Impacts

There are no known environmental or sustainability impacts related to these matters.

Consultation / Community Engagement

The Human Resources Policy has been circulated to all staff and their feedback has been incorporated into the final draft version provided.

 Wattle Range COUNCIL	POLICY INSERT POLICY #	Version:	DRAFT 04022019
	HUMAN RESOURCES	Date Adopted:	
		Next Review Due:	

1. PURPOSE

This Policy provides an overarching document that outlines and supports Council's commitment to the general principles of human resource management for all employees pursuant to the *Local Government Act 1999* (The Act), the *Fair Work Act 2009*, the *Equal Opportunity Act 1984*, the *ICAC Act 2012*.

2. DEFINITIONS

Equal Employment Opportunity Program – is defined as a program designed to ensure that all persons have equal opportunities with others in securing employment at Council and that these same opportunities are available to employees when a promotion, an advancement or a lateral movement opportunity arises.

3. PRINCIPLES

Council's Human Resources Management system is underpinned by the following key principles pursuant to section 107 of The Act;

- a) that selection processes are based on an assessment of merit, and are fair, equitable and inclusive;
- b) that employees are given reasonable access to training and development, and are afforded equal opportunities to secure promotion and advancement;
- c) that employees are treated fairly and consistently, and are not subject to arbitrary or unreasonable decisions;
- d) that employees have access to suitable processes to deal with grievances concerning working conditions or the decisions of supervisors;
- e) that employees are given regular feedback on their performance;
- f) that employees are provided with safe and healthy working conditions;
- g) that an equal employment opportunity program relating to employment with the Council is implemented, and reviewed on a regular basis;
- h) that there is no unlawful discrimination against employees or persons seeking employment with council on the ground of gender, sexual orientation, marital status, pregnancy, nationality, culture, physical or intellectual impairment, age, family or carer's responsibilities, religion or any other ground and that there is no other form of unjustifiable discrimination exercised against employees or persons seeking employment; and
- i) that employees are supported against inappropriate behaviours such as workplace harassment and bullying.

4. SCOPE

This policy applies to all employees of the Wattle Range Council

5. RESPONSIBILITIES

The Chief Executive Officer (CEO) will ensure that sound principles of human resource management are applied to employment in the administration of the Council and will take reasonable steps to ensure that these principles are known to all employees.

Pursuant to s103 The Act – The CEO is responsible for

- (1) Appointing, managing, suspending and dismissing employees of the Council (on behalf of the Council).

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
INSERT FILE #	Public	Corporate Services	Human Resources and Risk Manager	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

	POLICY INSERT POLICY #	Version:	DRAFT 04022019
	HUMAN RESOURCES	Date Adopted:	
		Next Review Due:	

- (2) Ensuring that any appointment is consistent with strategic policies and budgets approved by the Council.
- (3) Compliance with any relevant Act, award or industrial agreement.
- (4) Suspension of an employee and maintaining the right to remuneration for the employee in respect of the period of suspension.

The CEO will implement a number of related procedures, that will assist with the operation, administration and compliance with the guiding principles for Human Resources Management.

The CEO may delegate any or all of these functions to other staff if required to assist administrative operations.

The Human Resources and Risk Manager (HRRM) is responsible for delivery of a wide range of employment support services including;

- the provision of operational advice and human resources support to directors, managers and Council employees on a wide range of employment-related issues,
- the provision of human resources specialist advice and services,
- taking a lead role in recruitment, training and development, and
- maintaining Council's work health and safety systems.

With the assistance of the Executive Leadership Team (ELT) the HRRM will be responsible for the development of programs, procedures and systems that support the human resource function and achievement of Council's organisational development goals.

6. REVIEW

This Policy shall be reviewed by the Council, in consultation with the relevant stakeholders, every four years or earlier if legislation changes impact on the operation of this Policy.

7. AVAILABILITY

This Policy is available for inspection without charge at the following locations during ordinary business hours:

- Principal Office, "Civic Centre", George Street, Millicent
- Council Website: www.wattlerange.sa.gov.au.

A copy of the Policy may be purchased from the Principal Council Office upon payment of a prescribed fee in accordance with Council's Schedule of Fees and Charges.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
INSERT FILE #	Public	Corporate Services	Human Resources and Risk Manager	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	POLICY INSERT POLICY #	Version:	DRAFT 04022019
	HUMAN RESOURCES	Date Adopted:	
		Next Review Due:	

8. REFERENCES & FURTHER READING

References	The ICAC Act - Key Issues for Local Government – Information Paper 9 - Human Resource Managers Local Government Association of SA – October 2013
Relevant Legislation:	- Section 103 & 107 of the <i>Local Government Act (SA,)</i> 1999 <i>Fair Work Act, 2009</i> <i>Equal Opportunity Act, 1984</i> <i>ICAC Act, 2012</i>
Relevant Policies / Procedures / Guidelines	- Code of Conduct for Employees - Industrial Awards - AWU & ASU Enterprise Bargaining Agreements

9. ADOPTION & AMENDMENT HISTORY

The table below sets out the adoption, review and amendment history of the policy.

Version No:	Issue Date:	Authorised by:	Description of Change:	Minutes Reference:

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
INSERT FILE #	Public	Corporate Services	Human Resources and Risk Manager	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				



15.2.4 Internal Control Policy

Purpose of Report	To adopt the reviewed Internal Control Policy
Director	Corporate Services
Author	Director Corporate Services
Disclosure of Interest	No Council officers or contractors have declared a conflict of interest regarding the matter under consideration.
File Ref	GF/7.14.1/1
Strategic Plan Reference	Key Theme 5 – Organisational Excellence Strategy 5.2 – Govern in a responsible and responsive way
Risk Assessment	Medium
Budget Allocation 2018/19	\$ 0
Required Budget Variation	\$ 0
Budget Spent to Date	\$ 0
Attachments	1. Draft Policy 1-46 Internal Control Policy – Clean Copy 2. Draft Policy 1-46 Internal Control Policy – Marked Up

Summary

In July 2015 Council adopted the Internal Control Policy. Council staff have completed their review of the Policy. The reviewed Policy was considered at the Audit Committee meeting held on 9 October 2018. The amended policy has been referred to Council for consideration and adoption.

RECOMMENDATION

That Council adopt the amended Internal Control Policy as presented.

Background & Analysis

Council is committed to maintaining an effective internal control framework and environment, which supports the development of a proactive risk management culture.

Internal Controls form a critical part of Council's risk management and corporate governance framework. These controls cover a broad spectrum of areas and comprise procedures which mitigate risks and provide reasonable assurance that;

- operations are efficient and effective,
- assets are safeguarded,
- legislation and Council policies/rulings are complied with,
- financial reporting is accurate and reliable.

It is recognised that all risks cannot be eliminated however when internal controls are applied effectively, they will reduce the likelihood of a risk occurring to an agreed, acceptable level.

As part of establishing an Internal Control Framework, an Internal Control Policy was developed in July 2015 which is now passed due for review. Council officers have now reviewed the Policy and there are number of suggested changes, which specifically focus on financial management internal controls and their alignment to the Local Government Associations Better Practice Model Internal Financial Controls.

Over the past few years Council staff have undertaken considerable work into the operation of these model financial internal controls, including their incorporation into Council's SharePoint software. Through this mechanism these internal controls are maintained and reported against on a regular basis. The next evolution of the internal Control Policy / framework is to broaden the scope of controls to include a broad spectrum of activities across Council.

In summary the proposed changes to the Policy surround:

- Broadening the scope of use of internal controls from financial management internal controls to internal controls in general.
- Some minor wording changes and abridgment of the content of the Policy making it more concise.
- Change of review cycle from 2 to 4 years for consistency with other policies.

Whilst it was recommended by the Audit Committee that the Policy be referred for Public Consultation, there is no requirement legislatively to do so nor does Council's Community Engagement Policy stipulate that this Policy should be referred for public comment. Given the nature of the Policy is focussed on internal controls and largely operational in nature it would be of little community interest to refer the Policy to public consultation. On that basis it is recommended that the reviewed Policy be adopted as presented.

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigating Action
Non-compliance with review cycles of Legislated Council Policies and Procedures	Possible	Moderate	Medium	Update Legislated Policies and Procedures as a priority. Allocate additional temporary Governance resources until backlog is cleared. Policies and Procedures Register monitored monthly.

Policy Considerations

1-5 Community Engagement Policy
 1-11 Risk Management Policy
 LGA's Better Practice Model – Internal Financial Control

Financial Implications

There are no known financial implications related to these matters. However, the existence of an Internal Control Policy will assist in improving Council's procedures and financial management processes.

Legislative Implications

- *Local Government Act 1999* – Sections 125, 126, 129 and 130;
- *Local Government (Accountability Framework) Amendment Act 2009* – Schedule 1 cl. 2;
- *Local Government (Financial Management) Regulations 2011*.

Environmental/Sustainability Impacts

There are no known environmental or sustainability impacts related to these matters.

Communication & Consultation

The Policy was reviewed by staff and the Audit Committee for comment and review.

	POLICY 1.46	Version:	3
	Internal Control	Date Adopted:	xx xxxx 2018
		Next Review Due:	xxxx 2022

1. STATEMENT

Internal Controls form a critical part of Council's risk management and corporate governance framework. These controls cover a broad spectrum of areas and comprise procedures which mitigate risks and provide reasonable assurance that; operations are efficient and effective, assets are safeguarded, legislation and Council policies/rulings are complied with and financial reporting is accurate and reliable.

2. DEFINITIONS

There are no known definitions related to this Policy.

3. PRINCIPLES

3.1 Scope

Council is committed to maintaining an effective internal control framework and environment which supports the development of a proactive risk management culture. This will be assisted through the development of a set of internal controls that;

- Identifies risks relating to the stewardship of public resources.
- Conveys to staff, their responsibility for establishing, documenting, maintaining and adhering to internal controls across the Council.
- Ensure the propriety of transactions, information integrity, compliance with regulations and achievement of Council objectives through operational efficiency.

It is recognised that all risks cannot be eliminated however when internal controls are applied effectively, they will reduce the likelihood of a risk occurring to an agreed acceptable level.

3.2 Roles and Responsibilities

3.2.1 Chief Executive Officer

Is responsible for developing and maintaining an internal control framework, which ensures Council objectives are achieved efficiently and effectively.

3.2.2 Executive Leadership Team

Is responsible for adopting a risk management approach to identifying and assessing risks and applying cost/benefit analysis in the development of internal controls ensuring that;

- Financial records and other relevant databases completely and accurately reflect the actual operational activities,
- Financial reports are prepared on a timely basis,
- Assets are safeguarded from unauthorised use or disposition,
- Legislative compliance is maintained.

3.2.3 Employees

Are responsible for conducting their duties in accordance with internal control policies, procedures and practices of Council. They are also responsible for reporting to management instances where they consider that internal control procedures are inadequate or are not being met.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 7.14.1/1	Public	Corporate Services	Manager Financial Services	4 Yearly
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	POLICY I.46	Version:	3
	Internal Control	Date Adopted:	xx xxxx 2018
		Next Review Due:	xxxx 2022

Council employees must conduct their duties in accordance with internal control policies procedures and practices of Council.

3.2.4 Audit Committee

Is responsible for reviewing action / work plans and progress reports on the implementation of the internal control framework and providing feedback on the internal control framework.

3.2.5 External Auditor

Is responsible under s129 of the *Local Government Act 1999* to provide an audit opinion on Council's internal controls and whether they have been applied appropriately for the entire financial year.

3.3 Elements of an Internal Control Framework

The essential elements of an effective internal control framework are:

- Structure and culture of Council;
- Delegations of Authority;
- Policies and procedures;
- Trained and properly qualified staff;
- Information Technology controls;
- Review process e.g. internal audit;
- Liaison with auditors and legal advisors;
- Senior Management compliance assurance;
- Risk identification and assessment.

3.4 The Nature of Internal Controls

Policies and procedures which have been put in place as an internal control are either proactive or reactive in nature. They can be described as follows:

- a) Preventative in nature: Processes are put in place to avoid undesirable events from occurring.
- b) Directive in nature: Processes are put in place to encourage a desirable event to occur e.g. Treasury Management Policy.
- c) Detective in nature: Processes are put in place to detect and subsequently correct undesirable events that have already occurred e.g. two signatories for all cheques disbursed.

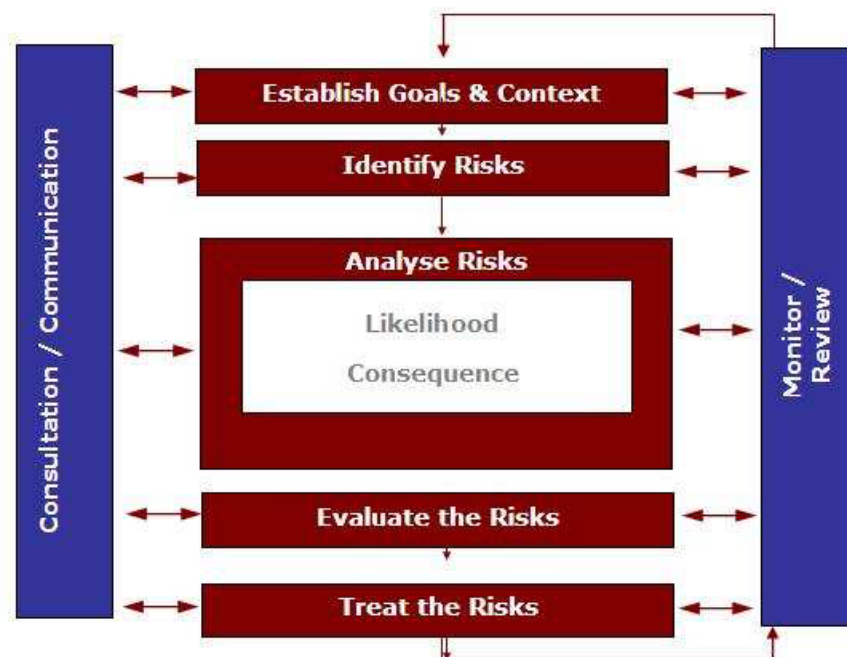
File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 7.14.1/1	Public	Corporate Services	Manager Financial Services	4 Yearly
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 Wattle Range COUNCIL	POLICY I.46	Version:	3
	Internal Control	Date Adopted:	xx xxxx 2018
		Next Review Due:	xxxx 2022

3.5 The Risk Management Process

The process followed by Council in developing the framework appears below in diagrammatic form extracted from Australian/New Zealand Standard AS/NZS ISO 31000:2009.

The Risk Management Process



AS/NZS ISO 31000:2009

Establish Goals & Context – Effective risk management requires a thorough understanding of the goals and context of Council to assist in establishing the assessment criteria for risk management.

Identify Risks – Identify the risks most likely to impact on the achievement of Council's objectives.

Analyse Risks – Assess effectiveness of risks in terms of likelihood and consequence to identify the current risk level.

Evaluate Risks – Determine whether the risks are acceptable or unacceptable and document findings.

Treat Risks – Treat risks by one of the following methods - discontinuing activity that generates it, reducing likelihood of occurrence, reducing consequence of occurrence, transfer the risk or retain the risk.

Consultation/Communication – These are important elements to ensure that all stakeholders understand why actions are required. These stakeholders include all staff and elected members.

Monitor/Review – Responsible officers must be identified for each internal control and provide feedback to managers on progress with controls. The Managers monitor the

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 7.14.1/1	Public	Corporate Services	Manager Financial Services	4 Yearly
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	POLICY 1.46	Version:	3
	Internal Control	Date Adopted:	xx xxxx 2018
		Next Review Due:	xxxx 2022

effectiveness of risk treatments and report progress to the Executive Leadership Team and the Audit Committee at regular intervals.

4. REVIEW

This Policy will be reviewed every four years.

Upon review, ELT, Audit Committee and Council must be consulted.

5. AVAILABILITY

This Policy is available for inspection without charge at the following location during ordinary business hours:

- Principal Office, "Civic Centre", George Street, Millicent
- Council Website: www.wattlerange.sa.gov.au.

A copy of the Policy may be purchased from the Principal Council Office upon payment of a prescribed fee in accordance with Council's Schedule of Fees and Charges.

6. REFERENCES & FURTHER READING

References	•
Relevant Legislation:	• <i>Local Government Act 1999</i> – Sections 125, 126, 129 and 130; • <i>Local Government (Accountability Framework) Amendment Act 2009</i> – Schedule 1 cl. 2; • <i>Local Government (Financial Management) Regulations 2011</i>
Relevant Policies / Procedures / Guidelines	This Policy should be read in conjunction with:- • Council's Internal Control Procedures; • SALFMG – Better Practice Model – Financial Internal Control

7. ADOPTION & AMENDMENT HISTORY

The table below sets out the adoption, review and amendment history of the policy.

Version No:	Issue Date:	Authorised by:	Description of Change:	Minutes Reference:
1	14 July 2015	Council	Adopted	Folio 6115; Item 11.2.8
2	28 June 2017		Adapted into new format	-
3	9 October 2018	Audit Committee	Policy Review – Wording Change	

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 7.14.1/1	Public	Corporate Services	Manager Financial Services	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

	POLICY 1.46	Version: 32
	Internal Control	Date Adopted: 14 July 2018
		Next Review Due: July 2022

1. STATEMENT

Internal Controls ~~form a critical are~~ part of Council's ~~risk management and~~ corporate governance framework. ~~These controls cover a broad spectrum, and they incorporate areas such as strategic management, business development, project management, finance etc. of areas and~~ It comprises procedures ~~which to~~ mitigate risks and provide reasonable assurance that operations are efficient and effective, assets are safeguarded, legislation and Council policies/rulings are complied with and financial reporting is accurate and reliable.

~~As a first step towards developing a complete risk management and corporate governance framework the financial component of internal controls will be addressed and these are required to ensure council resources are used prudently and in an efficient, effective and economical manner. Examples of the types of activities addressed are accounts payable, payroll, budgeting, management reporting, banking and contracting. Financial internal controls are critical to effective risk management of a Council's operations and promote the achievement of its goals and objectives.~~

~~Council is committed to maintaining an effective Internal Control environment.~~

2. DEFINITIONS

There are no known definitions related to this Policy.

3. PRINCIPLES

3.1 Scope

~~Council is committed to maintaining an effective internal control framework and environment which supports the development of a proactive risk management culture. This will be assisted through the development of a set of internal controls that; Council will maintain an internal control framework, which will be based upon a proactive risk management culture. The types of risks identified in the framework will be those which may prevent council from meeting its objectives or not maximising its opportunities.~~

- ~~Identifies risks relating to the stewardship of public resources.~~
- ~~Conveys to staff, their responsibility for establishing, documenting, maintaining and adhering to internal controls across the Council.~~
- ~~Ensure the propriety of transactions, information integrity, compliance with regulations and achievement of Council objectives through operational efficiency.~~

~~It is recognised that all risks cannot be eliminated however when internal controls are applied effectively, they will reduce the likelihood of a risk occurring to an agreed acceptable level.~~

~~The first risk area covered by Council is financial management, for which internal controls will be identified, documented and managed. It is recognised that all risks cannot be eliminated, however the internal controls applied should reduce the likelihood of the risk occurring to within acceptable limits of risk.~~

~~Council will develop a culture that emphasises integrity, ethical values and competence.~~

~~Council's objectives of this Policy are:~~

- ~~Risks relating to the stewardship of public resources are adequately managed through effective internal controls.~~

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 7.14.1/1	Public	Corporate Services	Manager Financial Services	2-4 Yearly

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	POLICY 1.46	Version: 32
	Internal Control	Date Adopted: 14 July 2018
		Next Review Due: July-xxxx 2022

b) ~~A framework for an effective internal control system which conveys to managers that they are responsible for ensuring that internal controls are established, documented, maintained and adhered to across the council and to all employees that they are responsible for adhering to those internal controls.~~

c) ~~To ensure the propriety of transactions, information integrity, compliance with regulations and achievement of Council objectives through operational efficiency.~~

3.2 Risk Management Approach

~~Council will maintain an internal control framework, which will be based upon a proactive risk management culture. The types of risks identified in the framework will be those which may prevent council from meeting its objectives or not maximising its opportunities. The first risk area covered by Council is financial management, for which internal controls will be identified, documented and managed. It is recognised that all risks cannot be eliminated, however the internal controls applied should reduce the likelihood of the risk occurring to within acceptable limits of risk.~~

~~Council will develop a culture that emphasises integrity, ethical values and competence.~~

3.3.2 Roles and Responsibilities

3.3.1 Council

~~The Council is responsible for approval of the Internal Control Policy.~~

3.3.2.1 Chief Executive Officer

~~The Chief Executive Officer is responsible~~ for developing and maintaining an internal control framework, which ensures Council objectives are achieved efficiently and effectively.

~~The Chief Executive Officer and principal member of Council must also sign the financial statements in regard to internal controls as required by Local Government (Financial Management) Regulations 2011 r14.~~

3.3.2.2 Executive Leadership Team

~~The Executive Leadership Team is~~ responsible for adopting a risk management approach to identifying and assessing risks and applying cost/benefit analysis in the development of internal controls ensuring that;

- Financial records and other relevant databases completely and accurately reflect the actual operational activities.
- Financial reports are prepared on a timely basis.
- Assets are safeguarded from unauthorised use or disposition.
- Legislative compliance is maintained.

3.3.2.3 Employees

~~Council employees are~~ responsible for conducting their duties in accordance with internal control policies, procedures and practices of Council. They are also responsible for reporting to management instances where they consider that internal control procedures are inadequate or are not being met.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 7.14.1/1	Public	Corporate Services	Manager Financial Services	2-4 Yearly

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	POLICY 1.46	Version: 32
	Internal Control	Date Adopted: ~~14 July 2015~~ xxxx ~~2018~~
		Next Review Due: ~~July-xxxx~~ ~~2022~~ 17

Council employees must conduct their duties in accordance with internal control policies procedures and practices of Council.

3.3.53.2.4 Audit Committee

~~The Audit Committee is~~ responsible for reviewing action / work plans and progress reports on the implementation of the ~~Internal cControl fFramework~~ and providing feedback on the ~~Internal cControl fFramework~~ ~~on an annual basis.~~

3.3.63.2.5 External Auditor

~~The external auditor must give an audit opinion on the audited financial statements of Council.~~

~~The financial statements must also comply with accounting standards and principles along with information as prescribed in the Local Government (Financial Management) Regulations 2011.~~

~~The external auditor is~~ also responsible under s129 of the *Local Government Act 1999* to provide an audit opinion on Council's internal controls and whether they have been applied appropriately for the entire financial year ~~and will be effective from the 2015/2016 financial year.~~

3.43.3 Elements of an Internal Control Framework

The essential elements of an effective internal control framework are:

- Structure and culture of Council;
- Delegations of Authority;
- Policies and procedures;
- Trained and properly qualified staff;
- Information Technology controls;
- Review process e.g. internal audit;
- Liaison with auditors and legal advisors;
- Senior Management compliance assurance;
- Risk identification and assessment.

3.53.4 The Nature of Internal Controls

Policies and procedures which have been put in place as an internal control are either proactive or reactive in nature. They can be described as follows:

- Preventative in nature: Processes are put in place to avoid undesirable events from occurring.
- Directive in nature: Processes are put in place to encourage a desirable event to occur e.g. Treasury Management Policy.
- Detective in nature: Processes are put in place to detect and subsequently correct undesirable events that have already occurred e.g. two signatories for all cheques disbursed.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 7.14.1/1	Public	Corporate Services	Manager Financial Services	~~2~~ 4 Yearly

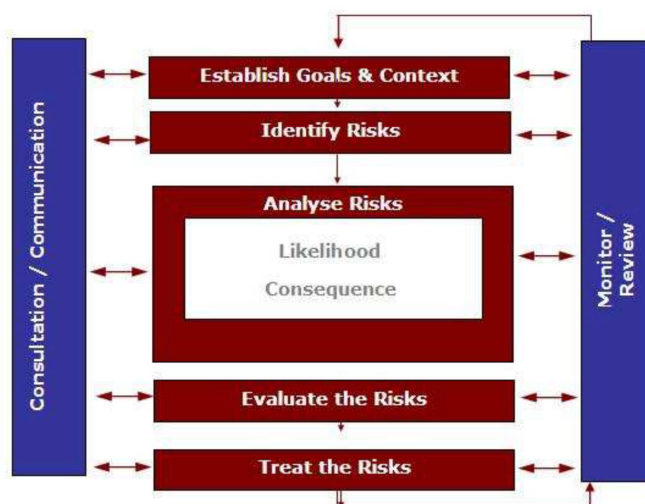
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 Wattle Range COUNCIL	POLICY 1.46	Version: 32
	Internal Control	Date Adopted: 14 July 2018
		Next Review Due: July-xxxx 2022/27

3.63.5 The Risk Management Process

The process followed by Council in developing the framework appears below in diagrammatic form extracted from Australian/New Zealand Standard AS/NZS ISO 31000:2009.

The Risk Management Process



AS/NZS ISO 31000:2009

Establish Goals & Context – Effective risk management requires a thorough understanding of the goals and context of Council to assist in establishing the assessment criteria for risk management.

Identify Risks – Identify the risks most likely to impact on the achievement of Council's objectives.

Analyse Risks – Assess effectiveness of risks in terms of likelihood and consequence to identify the current risk level.

Evaluate Risks – Determine whether the risks are acceptable or unacceptable and document findings.

Treat Risks – Treat risks by one of the following methods - discontinuing activity that generates it, reducing likelihood of occurrence, reducing consequence of occurrence, transfer the risk or retain the risk.

Consultation/Communication – These are important elements to ensure that all stakeholders understand why actions are required. These stakeholders include all staff and elected members.

Monitor/Review – Responsible officers must be identified for each internal control and provide feedback to managers on progress with controls. The Managers monitor the

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GF/ 7.14.1/1	Public	Corporate Services	Manager Financial Services	2-4 Yearly
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	POLICY 1.46	Version: 32
	Internal Control	Date Adopted: 14 July 2015
		Next Review Due: July 2022

effectiveness of risk treatments and report progress to the **Executive Leadership Senior Management** Team and the Audit Committee at regular intervals.

4. REVIEW

This Policy will be reviewed every **two-four** years.

Upon review, ELT, Audit Committee and Council must be consulted.

5. AVAILABILITY

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7. ADOPTION & AMENDMENT HISTORY

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File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 7.14.1/1	Public	Corporate Services	Manager Financial Services	2-4 Yearly

Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.



Director Development Services

15.3.1 Timber Resource – Media Strategy

Purpose of Report	To provide Council with a report on the regional timber resource media strategy.
Director	Director Development Services
Author	Director Development Services
Disclosure of Interest	The CEO has declared a Conflict of Interest as one of the LGASA Media Consultants is his Step-Sister.
File Ref	GF/4.89.1/4
Strategic Plan Reference	Theme Two – Economic prosperity Strategy 2.4 - Strengthen and support the professional and economic growth of local businesses and job creation opportunities for the area Theme Five – Organisational excellence Strategy 5.2 - Govern in a responsible and responsive way
Risk Assessment	Likely / Moderate – High
Budget Allocation 2018/19	\$ Nil
Request for Budget Variation	\$ 5,000
Budget Spent to Date	\$ Nil
Attachments	1. Draft Timber Resource Media Strategy

Summary

The Wattle Range Council Mayor, Deputy Mayor, Chief Executive Officer and staff have held meetings with a range of industry leaders, business operators, professional timber organisations and Councils from the Limestone Coast and Western Victoria, regarding the potential long-term impact on the timber manufacturing industry in the region, caused by a lack of ongoing reliable timber fibre resource contracts.

Council has met with a number of the affected businesses and organisations and a Local Government Association of SA (LGASA) contracted media company to drive the implementation of a regional media strategy aimed at developing an 'Aussie timber jobs first' campaign, in the lead up to the Federal Government election.

RECOMMENDATION

1. That Council endorse and support the regional timber resource media strategy.
2. That Council allocate \$5,000 to the 2018/19 Budget for use in conjunction with the timber media strategy.

Background & Analysis

The Mayor and Deputy Mayor, CEO and Council staff have recently met with a number of the mid-sized timber processing companies, either based in the Council area or with significant staffing levels coming from within our townships.

Those manufacturers have indicated that there is significant difficulty sourcing ongoing timber fibre supply for their operations. This is occurring even though approximately 1.5 million tonnes of raw log and chipped timber is exported with no value adding from the Port of Portland each year. Over 50% of that resource comes from within the Limestone Coast with the remainder from the 'Green Triangle' area of Western Victoria. This lack of resource access has also been confirmed by other companies from within the Limestone Coast and Western Victoria.

Originally a significant volume of the timber plantations in the Limestone Coast and in the wider Green Triangle region were planted by Governments for domestic value adding opportunities, to create and sustain a manufacturing base in the timber milling townships. Much of this timber plantation area has now passed into private ownership with the State Government entering into an agreement on the South Australian resource.

Many of the local processors and timber related companies have already made presentations to State and Australian Government Ministers and the media with little traction. These local operations need secure tenure of fibre resource to ensure sustainability of not only their local businesses but employment in related transport and other sectors across the region. The impact of reliable forward contracts for resource also has implications on harvesting contractors, transport operators, equipment suppliers and other smaller businesses.

Council staff are currently undertaking a review of the economic and social impact of timber processing in the Council area and have received draft documents from the consultancy completing the key elements of that review. Early figures indicate that the forest industry contributes around \$174.8 million in GRP to the Wattle Range economy annually, including \$141.6 million directly and from the balance of flow on effects. The industry supports around 843 jobs in the Wattle Range Council area, including 528 directly.

The City of Mount Gambier has also undertaken a review of the value of the timber industry in its Council area.

Council has the support of other regional Councils both from within the Limestone Coast and Western Victoria to jointly move forward with the media strategy. Several Council's and manufacturers have already committed funding towards the overall strategy.

The proposal is to develop and implement a joint regional media strategy that will allow a strong message to be sent to the relevant authorities, shareholders of major resource companies, Government Ministers and the community. Due to tight timeframes in the leadup to the Federal Election Council staff have been instrumental in developing an agreement with LGASA for the management of an agreement to assist Local Government develop a media and communications strategy surrounding this initiative.

McGuinness Media has developed a draft media strategy after holding preliminary meetings with key stakeholders and Council staff. A copy of that draft strategy is attached to the report.

Key points that have been raised include:

- The lack of understanding by relevant Governments of the value of the local industries and aligned suppliers / contractors to the region and smaller communities related to forestry.
- The risk to the local manufacturing base if ongoing log resource is not forthcoming.
- The possible economic loss as a result of a failure to value add to a resource that is often

being used overseas for production that is imported back into our country – offsetting local domestic sales.

- The social impact on smaller regional townships being affected by recent changes to mill and processing operations.
- The direct impact of recent closures in the manufacturing timber related industries here in the Limestone Coast.

The strategy plans to implement a Limestone Coast wide media campaign to ensure State and Federal Governments are made aware of the critical issue of fibre supply. This proposal would be aimed at gaining national media attention to encourage major resource companies to also ensure local supplies of domestic timber into the future.

The strategy aims to gain regional community support to reinforce the benefits of the timber industry to local communities and to ensure an outcome that guarantees log resource availability for the domestic manufacturing industry into the future.

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigating Action
Failure to assist regional timber manufacturers secure ongoing resource supplies.	Likely	Moderate	High	Implementation of a regional long-term strategy to support the timber industry.

Policy Considerations

There are no known policy requirements related to these matters.

Financial Implications

No budget allocation has been made for the development of the media strategy in 2018/19 Budget. An allocation of \$4,000 would be required to support this Council's financial commitment to the proposal.

Legislative Implications

Nil

Environmental/Sustainability Impacts

There are no known environmental impacts relating to the development of the media strategy, however specific projects or outcomes from the **proposal** may require examination of environment and sustainability impacts if proceeded with.

Communication & Consultation

Consultation has occurred with industry, local members of both State and Federal Parliament, Timber organisations and Councils. General community consultation is proposed as a part of the media strategy.



#aussietimberjobsfirst

March 2019

Objective

To force a policy change at a state and federal level to ensure that the Australian forestry industry has an adequate supply of timber before the valuable resource is exported.

Background

- Several councils in South Australia's South East (and in Western Victoria) have expressed concerns about the future of sourcing local timber for processing in the region amid growing uncertainty of domestic supply.
- Historically, timber processing has been a significant employer in the South-East, offering a range of job opportunities while also supporting a robust and extensive supply chain and, in turn, contributing to the local economy and supporting local communities.
- In many instances, these forests were originally planted over a hundred years ago to create a local industry and supply product to local markets.
- However, in the last few years, the majority of state-owned plantation forests have been privatised.
- The plantations have been bought by large multinational companies and super funds who are now prioritising the sale of unprocessed timber to China.
- Consequently, Australian timber processors are now suffering a dramatic shortfall of supply.
- With exports to China being prioritised over the local industry, timber mills are being closed, jobs are being lost, regional centres are being economically impacted and opportunities for growth are being missed.
- To compound the issue, the export of unprocessed timber has a low value add and does not generate tax revenue.
- Australia is virtually the only nation in the world that allows for the unfettered exportation of its forestry resource.
- The local timber industry is at a critical juncture: the councils and industry stakeholders have formed the view that a fully integrated, strategic communications plan is required to ensure that key stakeholders know what is happening and what is at stake.

Strategy

1. Agree that coordinated action needs to be taken and that the campaign will be led by local councils
2. Agree which councils around Australia will participate
3. Agree the key messaging
4. Identify key spokespeople (probably the Mayors and local employees)
5. Agree the key stakeholders:
 - Federal Government
 - The Hon David Littleproud MP, Minister for Agriculture and Water Resources
 - Senator the Hon Simon Birmingham, Minister for Trade, Tourism and Investment
 - Senator the Hon Bridget McKenzie, Minister for Regional Services, Sport, Local Government and Decentralisation
 - The Hon Michael McCormack MP, Deputy Prime Minister, Minister for Infrastructure, Transport and Regional Development
 - The Hon Josh Frydenberg MP, Treasurer
 - Tony Pasin MP, Member for Barker
 - Federal Opposition
 - The Hon Bill Shorten MP, Opposition Leader
 - The Hon Joel Fitzgibbon MP, Forestry
 - The Hon Anthony Albanese MP, Regional Development NSW
 - Senator the Hon Penny Wong, Opposition Senate Leader SA
 - Senator the Hon Don Farrell, Deputy Opposition Senate Leader SA
 - Lisa Chester MP, Opposition Rural and Regional Development
 - The Hon Jason Clare MP, Resources
 - SA Government
 - Premier Steven Marshall
 - The Hon Tim Whetstone MP, SA Minister for Primary Industries and Regional Development
 - The Hon Stephan Knoll MP, SA Minister for Transport, Infrastructure, Local Government and Planning
 - The Hon David Pisoni MP, SA Minister for Industry and Skills
 - Victorian Government
 - Premier Daniel Andrews
 - The Hon Jaclyn Symes MP, Minister for Regional Development and Minister for Agriculture
 - The Hon Adem Somyurek MP, Minister for Local Government and Minister for Small Business
 - NSW Government
 - Premier Gladys Berejiklian (tbc March 23 election)
 - The Hon John Barilaro MP, Minister for Regional New South Wales
 - The Hon Niall Blair MP, Minister for Primary Industries



6. Agree detailed media plan
7. Execute plan using the May federal election as leverage

Messaging principles

- Overarching narrative is about putting local jobs first.
- This “local” messaging focuses on the importance of supporting regional communities, jobs, supply chains, small businesses and families.
- It is not a negative message or a message of complaint but rather a call to action to agitate and force policy change at the state but ideally, the national legislative level.
- It is targeted to attract the attention of both the Coalition Government and the Federal Opposition in the short window (10-11 weeks) leading up to the Federal election (expected on 18 May or 25 May).
- It is designed to be a rallying call that brings all stakeholders together in a streamlined and organised manner and will be spearheaded by local councils.
- This local government approach will encourage other councils in affected regions around Australia to join the “#aussietimberjobsfirst” campaign.
- The media campaign will have a “launch” inviting key national media.
- The launch will be fronted by as many mayors as possible, ideally with timber workers and their families in the background.
- If possible, we may launch simultaneously in a number of states (SA, VIC, NSW and Tasmania).
- It will involve preparing 1-2 key spokespeople.
- It will occur at a location that presents a very strong visual component (eg Portland).
- It will commence as soon as possible.
- It will encourage state-based politicians to advocate alongside the local timber industry to present a united front to key Federal stakeholders.
- A media strategy will follow this brief overview, identifying timelines and a clear communication action plan.

Key messaging

- #aussietimberjobsfirst
- Australian timber workers want a fair go
- We are not talking about old growth forests
- We are talking about formerly state-owned forests that had trees planted specifically for creating a local industry and supplying local manufacturing
- Since the plantations were privatised, large multinational companies and super funds have bought this valuable resource and are prioritising the sale of unprocessed timber to China
- Australian timber processors are now suffering from a dramatic shortfall of supply
- Local timber mills are closing, jobs are being lost, and regional centres are dying
- Australia’s timber industry is the lifeblood of regional communities across the nation, supporting local economies, families and small businesses



- Australia's forestry industry creates and sustain thousands of local jobs while also supporting a robust and extensive supply chain
- The Australian timber industry needs an ongoing, stable and sustainable supply of good quality sawn logs, pulp and fibre to remain viable
- Australia's local timber industry is ready to grow and expand if it can have timber supply guaranteed now and into the future.
- The pressure to export Australian timber is putting local forestry jobs in jeopardy
- To compound the issue, the export of unprocessed timber has a low value and does not generate tax revenue
- Australia is virtually the only nation in the world that allows for the unfettered exportation of its forestry resource
- The local timber industry is at a critical juncture. If the politicians do not intervene, hundreds more jobs will be lost, another Australian industry will close down and regional centres will suffer
- The Australian timber industry is not looking for a hand-out. It simply wants access to the timber that was originally planted in order to develop a local industry

Next Steps

- Agree strategy
- Development of a detailed media plan
- An all-in media conference at Portland (and possibly other sites)
- Press packs to key journalists and talk back hosts
- Delegation to meet stakeholders
- Letter writing campaign to stakeholders

15.3.2 Building Fire Safety Committee

Purpose of Report	Annual Report of Activities for the Building Fire Safety Committee (BFSC)
Director	Development Services
Author	Manager Development Health and Compliance
Disclosure of Interest	No Council officers or contractors have declared a conflict of interest regarding the matter under consideration.
File Ref	GF/3.14.1/2
Strategic Plan Reference	Theme One – Community Vibrancy & Presentation Strategy 1.2 - Through appropriate planning, develop vibrant presentable townships throughout the Wattle Range area Theme Five – Organisational Excellence Strategy 5.2 - Govern in a responsible and responsive way
Risk Assessment	Unlikely / Moderate - Medium
Budget Allocation 2018/19	\$0
Request for Budget Variation	\$0
Budget Spent to Date	\$0
Attachments	Nil

Summary

The Wattle Range Building Fire Safety Committee (BFSC) is established under *section 71* of the *Development Act 1993* as the 'appropriate authority' for Council's area, as resolved by Council at its Ordinary Meeting dated 17 January 2017.

In accordance with the provisions of clause 14 of the BFSC Terms of Reference an annual report must be provided to Council outlining the activities that the Committee has undertaken.

In the period of time from the 21 March 2018 to 21 March 2019 the Building Fire Safety Committee has carried out meetings and prescribed events in accordance with Table 1 of this report.

RECOMMENDATION

That Council receive and note the report.

Background & Analysis

At the Ordinary meeting of Council held on 17 January 2017, Council resolved to form a Building Fire Safety Committee (Folio 6980-6981; Item 17.2). The Wattle Range Building Fire Safety Committee is established under section 71 of the *Development Act 1993* ('the **Development Act**') as the 'appropriate authority' for Council's area.

The Committee is a stand-alone Committee to serve the Wattle Range Council area only.

In exercising its powers under Section 71 of the *Development Act*, the Committee should seek to achieve the following (in order of priority):

- (a) firstly, a reasonable standard of fire safety for the occupiers of the relevant building;
- (b) secondly, the minimal spread of fire and smoke;
- (c) thirdly, an acceptable firefighting environment,

in accordance with the fire safety objectives and performance criteria of the *Building Code of Australia*.

The Committee is assigned the responsibilities to:

- 1. develop and maintain appropriate building fire safety inspection policies;
- 2. scrutinise and inspect the fire safety of buildings that have been identified as, or are suspected of, having inadequate fire safety provisions;
- 3. issue notices to building owners in accordance with section 71 of the *Development Act*;
- 4. forward information on notices issued to Council administration for the purposes of section 7 enquiries under the *Land and Business Sale (Conveyancing) Act 1994* (which are made by a vendor when a building is available for sale or lease);
- 5. where appropriate, negotiate a cost-effective performance solution with a building owner to reduce fire safety risks to an acceptable level;
- 6. initiate enforcement or other action to ensure a building owner complies with certain notices issued; and
- 7. revoke or vary notices when appropriate.

In accordance with the provisions of clause 14 of the BFSC Terms of Reference an annual report must be provided to Council outlining the activities that the committee has undertaken.

14. Annual Report

1. *At least once per annum, the Committee shall prepare a report to Council including:*

- (a) the number of inspections;*
- (b) the classification of buildings inspected; and*
- (c) the type and number of notices issued.*

2. *The Council representative on the Committee shall table this report at an ordinary meeting of the Council.*

Activity report

In the period of time from the 21 March 2018 to 21 March 2019 the Building Fire Safety Committee has carried out 15 prescribed events in accordance with Table 1 of this report. The BFSC has also conducted 4 meetings including 2 special meetings since March 2018.

Table 1 – annual statistics for BFSC activity

From 21 March 2018 to 21 March 2019

Item	Description	Number of events
1	Section 71(1) inspections conducted	7
2	Notices under Section 71(3) issued (defective fire safety)	4
3	Section 71(6)(a) actions taken by the Committee to require the owner to seek an appropriate development authorisation	3
4	Section 71(6)(b) actions taken by the Committee to prohibit the occupation or use of the building	1
5	Section 71(6)(c) actions taken by the Committee to require the owner to take such other action prescribed by the regulations	0
6	Section 71(12) legal actions taken by the Committee	0

The BFSC has met on the following occasions in the past 12 months:

08 March 2018	Ordinary meeting
15 May 2018	Special meeting
21 June 2018	Special meeting
25 September 2018	Ordinary meeting

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigating Action
Non compliance of high risk buildings in the Council area.	Unlikely	Moderate	Medium	Ongoing meetings of BSFC and identification of at-risk buildings by Council staff.

Policy Considerations

Policy 3.1 Building Inspections Policy
Policy 3.8 Enforcement Policy

Financial Implications

In line with budget projections.

Legislative Implications

Section 71 of the *Development Act 1993* ('the Development Act')

Environmental/Sustainability Impacts

There are no known environmental or sustainability impacts related to these matters.

Communication & Consultation

The Committee has continued to discuss fire safety matters with relevant building owners and have continued to provide advice and guidance.

15.3.3 Animal Management Plan

Purpose of Report	Animal Management Plan
Director	Director Development Services
Author	Manager Development, Health & Compliance
Disclosure of Interest	No Council officers or contractors have declared a conflict of interest regarding the matter under consideration.
File Ref	GF/1.63.2
Strategic Plan Reference	Theme Four – Infrastructure and Asset Sustainability Strategy 4.1 - Create a sustainable stock of assets, with appropriate long-term asset planning and optimal use.
Risk Assessment	Unlikely / Minor – Low
Budget Allocation 2018/19	\$ 0
Request for Budget Variation	\$ 0
Budget Spent to Date	\$ 0
Attachments	1. Animal Management Plan - Draft

Summary

Council is required under Section 26A of the *Dog and Cat Management Act 1995* to submit an Animal Management Plan for each 5-year period to the Dog and Cat Management Board and to regularly review the Plan.

Council's existing Animal Management Plan was for the period 2012 -2017. During 2017 Council sought advice on the submission of a revised plan from the Dog and Cat Management Board and was advised that the submission of the new plan could be delayed.

The Animal Management Plan is subject to public consultation, must be formally adopted by Council and approved by the Dog and Cat Management Board.

RECOMMENDATION

That Council:

1. Receive and note the report.
2. Endorse the draft Animal Management Plan 2017 - 2022 for public consultation in accordance with the requirements of the *Dog and Cat Management Act 1995* and Council's Community Engagement Policy.

Background & Analysis

Council is required under Section 26A of the *Dog and Cat Management Act 1995* to submit an Animal Management Plan for each 5-year period to the Dog and Cat Management Board, for review and approval of the Plan.

Council's existing Animal Management Plan was for the period 2012 -2017. During 2017 Council sought advice on the submission of a revised plan from the Dog and Cat Management Board and was advised that the submission of the new plan could be delayed. This extension was granted due to the due dates falling during the transition period to the amended *Dog & Cat Management Act 1995*.

A draft plan includes the following Objectives, Strategies and Measures for animal management:

- Responsible pet ownership
- Authorised persons
- Access to procedures
- Emergency animal management
- Dog training / obedience
- Registration and identification
- Mandatory microchip identification
- Mandatory desexing
- Breeder registration
- Wandering at large
- Nuisance barking
- Dog incidents (attack / harassment)
- Public safety / dogs in public places
- Exercise and socialisation
- Impounding and pound facilities
- Dog faeces management

The Animal Management Plan is subject to public consultation, must be formally adopted by Council and approved by the Dog and Cat Management Board.

Council's Community Engagement Policy 1.5 outlines the objectives of the community engagement framework for Council. Under that policy Council is required to undertake community engagement when a statutory obligation exists to engage the community.

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigating Action
No Animal Management Plan in place – lack of strategic direction	Unlikely	Minor	Low	Ensure the implementation of a suitable Animal Management Plan

Policy Considerations

Wattle Range Council - Dogs By-Law 2012 No: 5
Policy 1.5 - Community Engagement

Financial Implications

The financial implication from the proposed Animal Management Plan will have minor and ongoing effects within Council's existing budget.

Legislative Implications

The following legislation is applicable to the Animal Management Plan:

- (a) *Food Act 2001*
- (b) *Dog and Cat Management Act 1995*

Environmental/Sustainability Impacts

There are no known environmental or sustainability impacts related to these matters.

Communication & Consultation

Consultation should occur with the community prior to the adoption of the animal management plan.



Plan of management relating to dogs and cats

2017-2022

**DEVELOPED PURSUANT TO
SECTION 26A
OF THE
DOG AND CAT MANAGEMENT ACT 1995**

Approved by Dog and Cat Management Board:

DD/MM/YYYY

Date Plan comes into effect:

DD/MM/YYYY

Review Date:

DD/MM/YYYY

WATTLE RANGE COUNCIL PLAN OF MANAGEMENT RELATING TO DOGS AND CATS Contents

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1. EXECUTIVE SUMMARY

The Wattle Range Council area comprises 13 townships, covering an area of 394,602 hectares and is home to 11,975 residents. The Wattle Range Council was formed on 1 July 1997. The formation was due to the amalgamation between the former District Councils of Beachport, Millicent and Penola. The Council area is one of the most diverse and productive rural areas in South Australia.

This Animal Management Plan (AMP) has been prepared by the Wattle Range Council following consultation with the broader community and in partnership with the Dog and Cat Management Board. The development of the 2018 – 2023 AMP has been shaped by the changes to the *Dog and Cat Management Act 1995* during 2016. This plan will set the direction for the management of urban animals within Wattle Range Council over the next five years.

The plan identifies objectives, strategies and actions to implement the mission, aims and objectives for domestic animal management and to create an environment that encourages responsible pet ownership, where people and pets integrate safely and harmoniously within the Council area.

This plan contains recommendations for a wide range of actions to be undertaken by the Council in a programmed approach. These actions will enable Council to maintain a balance between competing interests and to reposition domestic animal management to accommodate new requirements.

The Wattle Range Council Strategic Plan 2018-2021 requires Council to provide services that enhance a healthy lifestyle and provide social, economic, and environmental benefits to the people of the Wattle Range Council area.

Our vision for this Plan is to:

Create a suitable environment for dog ownership that enables the benefits of companion animals to be realised, while minimising nuisance behaviour and its negative impact on our community.

Objectives of the Plan include the promotion of desexing, microchipping, registration and the introduction of financial disincentives to deter nuisance dog behaviour.

Objectives of the Plan are:

- Responsible dog exercise in public places
- To increase the percentage of registered dogs that are microchipped and desexed
- To encourage responsible dog and cat ownership
- Reduce public and environmental nuisance caused by dogs and cats
- Effective administration of the *Dog and Cat Management Act 1995* (as amended)

2. BACKGROUND

The earlier versions of the Wattle Range Council AMP have focused on increasing the proportion of dogs registered and to encourage the microchipping and desexing of dogs.

In 2004 the South Australian Parliament enacted a number of amendments to the Dog and Cat Management Act 1995 (the Act). Among the changes was the requirement for all councils to prepare a Plan of Management relating to dogs and cats within their area.

In 2016 Parliament commenced a regime of legislative amendments to reduce the number of dogs that are euthanized, to incentivise desexing and microchipping, and to provide greater powers to Authorised Officers, employed by Council, to enforce the Act.

The main changes to the Act include:

- Microchipping – commencing 1 July 2018 all dogs and cats over 3 months of age must be microchipped
- Desexing – commencing 1 July 2018 all new generations of dogs and cats must be desexed by 6 months of age.
- Breeders – introducing a requirement for anyone who breeds dogs and cats for sale to register as a breeder.
- Sellers – introducing a requirement for certain information to be provided to the buyer.
- Council powers – councils have greater powers to administer and enforce the Act.
- Penalties and offences – additional expiable offences and fees and penalties increased.
- Assistance dogs – this new definition replaces guide, hearing and disability dogs and accreditation of assistance dogs has been amended.
- New registration fee structure – mandatory rebates for standard dogs (dogs that are both desexed and microchipped) as opposed to non-standard dogs.

Section 26A of the *Dog and Cat Management Act 1995* creates a statutory obligation on Council to develop a plan relating to the management of dogs and cats in our area.

The plan must include provisions for parks where dogs may be exercised off-leash and for parks where dogs must be under effective control by means of physical restraint and may include provisions for parks where dogs are prohibited.

In addition to the mandatory provisions, this plan outlines Council's approach to dog and cat management, defines roles and responsibilities in this field, and sets performance targets, which staff can monitor and report on.

Current statistics and figures

Dog statistics	2014/15	2015/16	2016/17	2017/18
Official barking dog complaints	25	17	23	27
Official wandering dog complaints	8	15	10	30
Dogs collected and returned before impounded	39	68	64	58
Total number of dogs impounded	110	116	92	97
Dogs impounded and returned to owner	667	74	78	84
Reported dog harassment on human	7	4	2	4
Reported dog attack on human	0	2	1	4
Reported dog attack on animal	3	6	9	6
Dog expiations (fines) issued	48	88	68	88

Organisational Structure

Please refer to Wattle Range Councils Organisational Structure available on Council's website.

3. THE LAW/GUIDELINES

The responsibilities for dog and cat management in South Australia are prescribed in the *Dog and Cat Management Act 1995* (the Act) as well as the *Dog and Cat Management Regulations 2017*. Section 26, "Council responsibility for the management of dogs and cats", outlines civic responsibilities that include the appointment of a Registrar of Dogs, maintenance of a dog register, the appointment of at least one authorised person to make arrangements for dogs and cats seized, and to fulfil other obligations under the Act. A council is also able to make by-laws relating to the management of dogs and cats within its area.

The Act also provides for the appointment of a Dog and Cat Management Board. The Board is responsible for planning, promoting and advising on the effective management of dogs and

cats throughout South Australia, as well as overseeing the administrative provisions of the Act relating to dogs and cats.

Our aim is to cater for all stakeholder needs, and this will benefit not only dogs, cats and their owners as a group with legitimate needs, but also the wider community and those responsible for animal management and enforcing the Act.

The role of the Registrar of Dogs has been delegated to Council's Director of Development Services. The Wattle Range Council also employs two full time Animal Management officers and has a group of rapid response staff who are Authorised Officers for the purpose of animal management.

4. REVENUE

The Wattle Range Council is currently required to contribute 10 per cent of revenue raised through dog registration fees to the Dog and Cat Management Board (DCMB). This contribution will increase to 12 per cent from the 2018 – 2019 dog registration year. Each financial year Council must provide a statement to DCMB that determines the dollar amount of the contribution to be made. This statement must be supported by documentation of income and expenditure, which is audited to confirm compliance with Council's obligations under the Act.

Dog Registrations

Council sets its dog registration fees each year. The fee structure is available within Council's fees and charges register and is available for viewing on Council's website and at Council's main office in Millicent. The DCMB requires all councils to offer two mandatory registration fee categories for 2017-2018. Standard (mandatory legislated rebate) applies only to a dog that is both desexed and microchipped. Councils are required to provide a mandatory 50 per cent rebate off the non-standard 'fee for a 'standard' dog registration. The current standard registration fee is \$25.

Non-standard (full fee) applies to all other kinds of dogs, even if they are exempt from the requirement to desex or microchip (such as dogs belonging to registered breeders, working livestock dogs, etc). The current non-standard registration fee is \$50. Council offers additional discretionary registration fee rebates that are non-mandated by the Act for example concession card holders, working livestock dogs, microchipped only, desexed only, trained dogs or racing greyhounds.

Expiations fees apply for the keeping of unregistered dogs, so it is important that dog owners renew their registrations before 31 August each year. A state-wide database of registered dogs and cats is available through Dog and Cat Online system (DACO), the DACO register contains information relating to dogs and cats throughout the state. DACO can be used to register, transfer, record lost animals, search for owners and search for animals.

Other Revenue

Council also collects fees under section 26 of the *Dog and Cat Management Act 1995*, including fees for the provision of extracts from registers kept under the Act, the registration of dogs or businesses, and for meeting any other requirement imposed on councils under the Act.

5. COUNCIL'S MANAGEMENT OF DOGS

Detention arrangements for seized dogs

Council's dog pound is located at the Works Depot at Millicent (with a short-term overflow facility located at Penola) and has provisions for the housing of dogs only that have been impounded or seized by authorised officers.

The pound:

- Can accommodate 9 dogs (two new Dangerous Dog pens are under construction)
- Have non-slip floor coating. Two of the pens have the ability to isolate unfriendly dogs.
- Provides dogs with beds, food and environment enrichment toys to keep them happy during their stay.
- An area to Exercise dogs

When a dog is found wandering at large and is seized, Council's authorised persons make every effort to identify owners by checking the dog for a microchip or any other visible identification. If the owner can be identified they will be contacted and reunited with their pet as soon as possible. If the owner cannot be located immediately, a photo of the dog will be uploaded to the Council website and details added to the impounded dog register that is displayed at the main Council offices. If an owner cannot be found, the dog will be held at the pound for a period of 72 hours, after which time the dog will be considered to have been surrendered to Council.

Microchipping and desexing of dogs

It is a requirement of the Act that dog owners microchip their dog prior to 1 July 2018. All dogs being sold must be microchipped before they reach 12 weeks of age or within 28 days of the owner taking possession of the dog.

The Act requires dogs to be desexed before they reach six months of age or within 28 days of the owner taking possession of the dog, and that dogs must be desexed by a registered veterinary surgeon.

Owners will not be required to desex dogs born before 1 July 2018; however, Council will encourage this to be undertaken.

6. COUNCIL'S MANAGEMENT OF CATS

Effective management of cat-related issues is dependent on positively identifying the nuisance cat and the associated reasons for the behaviours, followed by determining the ownership of the cat. It is the obligation of cat owners to ensure that their cats can be identified, in order to reduce the impact that nuisance cats have on the community.

Council will:

- Assess all complaints received about cats (except anonymous complaints) and respond accordingly
- Ensure their officers are delegated with the appropriate authority to exercise powers associated with the control and removal of cats
- Scan all trapped cats for microchip identification
- Provide cat management services during Council business hours only.

Prior to Council undertaking any authorised program of trapping nuisance cats (including where the process is managed by residents through the hiring of cages), Council will, as a minimum, provide written advice to adjoining properties detailing the commencement and completion of the program.

A range of options exist for the management of nuisance cats, which are set out in various acts and will be considered by authorised persons.

To support residents in managing nuisance cats Council provides free cat cages for hire. This is subject to a deposit and subject to availability.

Identified cats

Wattle Range Council does not charge a fee for the registration of cats that live in the Council area, however Council does encourage all cat owners to register their animals on DACO. This will assist in the return of lost cats, due to the easier identification through any existing microchip.

If a person traps a cat that has identification (1) or a microchip that can be read, the cat will be deemed as identified. An authorised person will be available during office hours to scan cats for microchip identification. When a person traps an identified cat, they should release it immediately, unharmed, near the location where it was captured or return it to the owner.

(1) Under these circumstances, 'identification' refers to a collar around the cat's neck and/or a tag attached to the collar that is marked with the current address and telephone number of the owner or other person entitled to possession of the cat.

Unidentified cats

Where a person traps (i.e. seizes) an unidentified cat, under section 64(e2) of *the Dog and Cat Management Act 1995* the person should within 12 hours deliver the cat to a Council officer or a specified facility for the care of cats.

It should be noted that Council does not have a pound for holding cats. After every reasonable effort to find the owner has been exhausted, Council staff will photograph the cat and then deliver it to the Animal Welfare League (AWL).

Resourcing

All General Inspectors of Council are also authorised persons, who are responsible for responding to customer requests about cats during Council business hours.

Microchipping and desexing of cats

It is a requirement of the Act that cat owners microchip their cat prior to 1 July 2018. All cats being sold must be microchipped before they reach 12 weeks of age or within 28 days of the owner taking possession of the cat.

The Act requires cats to be desexed before they reach six months of age or within 28 days of the owner taking possession of the cat, and that cats must be desexed by a registered veterinary surgeon.

Owners will not be required to desex cats born before 1 July 2018; however, Council will encourage this to be undertaken.

7. OBJECTIVES/STRATEGIES/MEASURES

The Wattle Range Council has developed a wide range of objectives and strategies to facilitate domestic animal management. These objectives and strategies will ensure that requirements of the Act are met, and provide effective management services and promote responsible animal management practices.

BUSINESS OPERATIONS

Responsible pet ownership

Objective	Strategies	Measures
Educate and inform the community on responsible pet ownership and their rights and responsibilities	- Promote Council services to ensure residents and the community are aware of Council's role and responsibilities and the services provided - Publicise information and educational materials for residents, who may be owners or non-owners of dogs and/or cats - Use social media to improve information and communication for dog and cat management - Provide links to other relevant agencies and web pages to promote dog and cat information - Promote the benefits of owning pets - Ensure new and prospective dog and cat owners are aware of their responsibilities - Provide information to prospective pet owners to help them choose a dog breed appropriate to their current/future lifestyle - Promote the advantages of desexing, microchipping and training for dogs.	Link to GoodDogSA and GoodCatSA websites and Facebook pages on Council's website

Authorised persons

Objective	Strategies	Measures
To ensure relevant staff are provided with the safety equipment to ensure Council's work health and safety obligations are met	• Authorised Persons are provided with safe work procedures and equipment that allows them to work safely • Authorised Persons are provided with 'Lone worker Protection monitoring devices' when working alone • Authorised Persons are provided with material safety data sheets for all products used in their duties, including chemicals at pounds.	Reduction in the number of accident and incident reports relating to the activities of Council's Authorised Persons
Provide Authorised Persons acting under the Dog and Cat Management Act 1995 with appropriate training	• Promote the role of Authorised Persons and ensure they actively promote responsible pet ownership and education of pet owners • Provide Authorised Persons with professional development, education and training opportunities suited to their roles • Promote and encourage Authorised Persons to join relevant professional organisations • Review skills of Authorised Persons to identify areas where additional training would be of benefit to other staff and Council • Review training options regularly to ensure they are relevant and up to date.	Type and number of training sessions attended by Authorised Person Membership numbers of industry peak bodies is achieved by 2022 All Authorised Persons attend at least one professional networking meeting annually
Encourage and support the continuous professional development of Authorised Persons	• Utilise effective IT solutions to improve processes and customer service.	Conduct regular performance reviews

Access to procedures

Objective	Strategies	Measures
Ensure that Authorised Persons enforce and operate within the provisions of the Dog and Cat Management Act 1995	• Ensure that standard operating procedures are developed for dealing with dog and cat matters • Review standard operating procedures regularly and implement changes as part of a continuous improvement program • Develop a procedure manual for use by Authorised Persons.	Standard operating procedures are developed and made accessible for all Authorised Persons by August 2019 Standard operating procedures are reviewed and updated every two years Procedure manual is provided and accessible

Emergency animal management

Objective	Strategies	Measures
Provide a 24-hour, after hours emergency call out service for dog-related matters	Authorised Persons attend to reports of aggressive dogs, dog attacks and dogs detained for collection outside of Council business hours.	Dog management services are available to residents outside of Council's core business hours
Minimise the impact of an emergency or disaster on the animal population of the Council	• Highlight the importance of emergency management plans for pet owners and boarding kennels and catteries in rural and bushfire-prone areas • Encourage animal owners in high-risk areas to consider their pets as part of their Bushfire Survival Plan • Develop guidelines to help animal owners plan for the care and management of their pets before an emergency occurs • Provide relevant advice, information and resources through Council's website.	Council provides rural residents and businesses with annual reminder to update emergency management plans Guidelines are available on Council's website

Dog training/obedience

Objective	Strategies	Measures
Maintain a Council funded dog obedience program and encourage dog owners to socialise and train their dogs	Promote dog training schools, which operate within the Council area and run by volunteers.	- Increase in the number of dog owners eligible to claim the dog registration training concession - Increased number of dogs attending dog obedience school

DOG MANAGEMENT

Registration and identification

Objective	Strategies	Measures
Increase/maintain the number of registered dogs in the Council area	- Provide an effective and efficient service for people renewing their dog registration - Ensure all current and new dog registrations are kept up to date - Educate the community about the importance and requirement for registration and identification of dogs - Advertise the convenience of the DACO online registration system - Offer registration rebates for concession card holders, and for desexing, microchipping and training - Provide information about dog registration on Council's website - Promote dog registration using roadside signage, social media, and local newspaper notices - Educate dog owners about the Council by-law limiting dog numbers on properties.	Council dog registrations do not vary by more than 5% on a year to year basis
Enforce the legal requirements of identification and registration	Issue expiation notices to owners if dogs are unregistered when they are impounded.	Council conducts an annual door knock program to check for dogs that have not

	• Conduct annual door knocks to identify dog registrations that have not been renewed or identify homes where there are unregistered dogs • Encourage residents to register prior to the door knock by placing an advance notice in the local newspaper	been registered from the previous year • Council conducts a minimum of 1 whole of town door knock per annum
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Mandatory microchip identification

Objective	Strategies	Measures
Educate residents about the mandatory microchipping requirements	• Mail out information about mandatory microchipping with dog/cat registration renewals • Use Council website and social media to post information about mandatory microchipping • Place notices in local newspaper about the microchipping requirements.	• Increase in the number of times educational information is distributed • Increase in the number of different formats used to distribute information
Increase in the proportion of microchipped dogs and cats in the local Council area	• Host discount microchipping days • Negotiate discount microchipping with local vets (partially subsidised by Council) • Promote microchipping requirements with posters, flyers, digital signage, roadside signage at dog obedience school, local newspaper, vets and places likely to be visited by dog and cat owners • Promote registration rebates for microchipped dogs • Send emails to dog owners whose dogs are not microchipped to advise of requirements and options.	• Increase in the number of dogs/cats microchipped at a Council-facilitated microchipping day or other promotion. • Increase in the number of microchipped dogs registered in the Council area

Enforce compliance with the mandatory microchipping requirements	• If an un-microchipped dog is impounded, the owner is advised that they are required to microchip their dog • After 1 July 2018 expiation notices will be issued to owners whose dogs and cats are not microchipped.	• Decrease in the number of no microchipped dogs and cats arriving at Council's pound
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Mandatory desexing

Objective	Strategies	Measures
Educate residents about mandatory desexing requirements	• Include information about mandatory desexing with registration renewals • Use Council website and social media to post information about mandatory desexing • Promote desexing requirements with posters, flyers, digital signage, roadside signage at dog obedience school, local newspaper, vets and places likely to be visited by dog and cat owners • Promote registration rebates for desexed dogs.	• Increase in the number of times educational information is distributed • Increase in the number of different formats used to distribute information
Increase the proportion of desexed dogs and cats in the Council area	• Develop partnerships with local vets to offer discounted desexing • Include information about the National desexing network (NDN) on Council's website • Promote the NDNs National desexing month in July.	• Increase in the percentage of desexed dogs that are registered • High proportion of all dogs (born after 1 July 2018) are desexed • Reduction in the number of dogs registered in the 'nonstandard' registration category
Monitor compliance with the mandatory desexing requirement	• Enforce the 'standard dog' registration rebate by	• Reduction in the number of breeders identified as noncompliant with breeder registration

	• requiring proof of desexing for the rebate • Follow up new dog registrations where the dog is registered and is not desexed.	• Increase in the number of desexed dogs.
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Breeder registration

Objective	Strategies	Measures
Educate residents about breeder registration requirements	Communicate with registered 'kennel establishments' and breeding businesses advising they need to be registered as a breeder with the DCMB by 1 July 2018	Reduction in the number of breeders identified as non-compliant with breeder registration
Enforce compliance with the breeder registration requirements	• Monitor adverts in local newspapers and local websites to check if dog and cat advertisements include breeder registration numbers.	Reduction in the number of breeders identified as non-compliant with breeder registration

Wandering at large

Objective	Strategies	Measures
Reduce the number of dogs found wandering at large	• Inform the community (social media and other methods) about events that may cause dogs to wander (e.g. fireworks, severe weather, etc.) • Educate property owners on the requirement to have adequate fencing to contain dogs • Educate the community on safe practices when walking dogs in public places • Ensure all dogs are registered and identified to enable safe return to their owners • Ensure 'on-leash' areas are adequately signed • Display rules at dog parks regarding effective control.	• Number of events/ warnings posted to social media • Reduction in the number of dogs found wandering at large • Reduction in the number of dogs impounded • Reduction in the number of complaints about wandering dogs • Reduction in the number of complaints about dogs not 'on-leash' or under effective control • SMS option is available for use to inform the community/dog owners about events

Nuisance barking

Objective	Strategies	Measures
Reduce the impact of barking dogs in the community	• Educate the community about dealing with a nuisance barking dog in the neighbourhood (e.g. Council's investigation process) • Provide education to dog owners regarding nuisance barking offering suggestions to reduce or redirect unwanted behaviour in their dogs • Investigate nuisance barking complaints using Council's standard operating procedure	• Reduction in the number of complaints received • Increase the number of methods used to distribute information, e.g. website, social media, local paper, at Civic Centre, and local vets.

Dog incidents (attack/harassment)

Objective	Strategies	Measures
Minimise the risk of dog attack/harassment incidents in the Council area	• Provide advice to dog owners on dog behaviour, what to do when they are approached by a dog they are unfamiliar with, or a dog presenting aggressive behaviour • Advise dog owners that no matter what the size or breed of the dog, all dogs have the ability to bite • Encourage dog owners to socialise and train their dogs at recognised dog obedience schools • Fully investigate dog incidents reported to Council within agreed time frames • Use control orders as a tool to prevent re-offending • Require owners to attend training with their dog(s) if a control order is issued • Offer a registration rebate for dogs that are trained to level two or above • Analyse collected dog attack data; identify any trends or common factors and revise management strategies where appropriate.	• Reduction in the number of dog attack/harassment incidents that occur over time • Reduction in the number of repeat offenders through the use of control orders • Link to GoodDogSA and GoodCatSA websites and Facebook pages on Council's website

Public safety/dogs in public places

Objective	Strategies	Measures
Provide areas of open space within the Council where dogs can be exercised 'off-leash', 'on-leash', as well as areas where dogs are prohibited in the interests of the health and safety of the public	- Consider requests for new 'on-leash' or 'off-leash' dog exercise areas - Regularly inform owners of leash provisions through website or media articles - Erection of signage in all 'off-leash', leash required and 'dogs-prohibited' areas - Undertake regular reviews of open space in the townships available for the exercise of dogs 'off-leash'.	- Educate the community on safe practices when walking their dogs in public places - Reduction in the number of dog incidents that occur in public open space - Increase the total number of signs erected and number of different locations where the signs have been installed - Conduct a review of existing 'off-leash', 'on-leash' and dogs-prohibited areas and identify and implement any recommended changes

Exercise and socialisation

Objective	Strategies	Measures
Educate the community on the availability of suitable areas provided for exercising their dogs and the importance of socialising their pets	- Maintain and promote the City's dog-friendly parks - Promote the benefits of training and socialising dogs Erect signage in all dog exercise areas advertising conditions of use, facilities available, etc. - Undertake periodic reviews of 'off-leash' dog exercise areas, regarding suitability and effectiveness of facilities	- Conduct twice-yearly education through multiple media sources - Increase number of visits to dog parks by General Inspectors - Conduct a quarterly review of dog park facilities

Impounding and pound facilities

Objective	Strategies	Measures
Operate and maintain Council's dog pound to a high standard of safety	• Ensure best practice management is followed for the care and transport of seized animals • Ensure the equipment in the pound is maintained to a high standard • Provide the impounded dogs with beds and environment enrichment toys, food and exercise during their stay.	• All impounded dogs are kept in a safe environment • Workplace safety review conducted quarterly
Facilitate the prompt return of animals to their owners	• Educate dog owners about what happens when their dog is impounded and the associated costs • Maintain a daily register of impounded dogs and ensure photographs of the dogs can be viewed on Council's website • Ensure that unclaimed dogs are held for at least 72 hours and that unclaimed dogs are surrendered to the Animal Welfare League.	• 75 percent of impounded dogs are reunited with their owners as soon as possible • Reduction in the number of animals that need to be impounded

Dog faeces management

Objective	Strategies	Measures
Maintain a hygienic outdoor environment for all members of the community	• Educate the community about the responsibilities of dog owners to remove animal faeces from public places • Educate dog owners about the correct way to dispose of dog faeces collected on their properties • Determine sites where dog faeces is a problem and erect appropriate signage • Install dog tidy bag dispensers and waste bins in locations that have been identified as high-use areas.	• Reduction in numbers of complaints received about dog faeces • Increase the total number of signs erected and number of different locations where the signs are installed

CAT MANAGEMENT

Cat management

Objective	Strategies	Measures
Detention of seized / impounded cats Nominate a facility where seized or impounded cats may be delivered	- Hire out cat traps to the community so that residents may capture wandering cats and deliver them to an appropriate facility - Inform the community where they can deliver unidentified cats when they are caught as part of the hire process.	- All cat cage hirers provided with information on Council's Cat Management Policy prior to cage hire - Ensure Council's website provides information on nominated facilities

Nuisance cats

Objective	Strategies	Measures
Provide animal management services that meet the needs of the community and encourage responsible cat ownership	- Assist residents where practical in the management of nuisance cats - Conduct regular reviews of Council's Cat Management Policy.	- Cat Management Policy reviewed every three years - An increased number of customer requests is dealt with in relation to cat management issues

8. APPENDIX: TABLE OF ON-LEASH AND OFF-LEASH PARKS

ON-LEASH PARKS	
Location/Address	Comments

OFF-LEASH PARKS	
Location/Address	Comments

DOG PROHIBITED AREAS	
Location/Address	Comments
Penola playground & skate park and Pool areas (excluding the grass area of Memorial Park)	Dogs prohibited at all times.
Nangwarry Swimming pool	Dogs prohibited at all times.
Tantanoola Playground	Dogs prohibited at all times.
Southend Playground	Dogs prohibited at all times.
Millicent Swimming Lake	Dogs prohibited at all times.
Playground in the Domain, Millicent	Dogs prohibited at all times.
Susan Wilson Playground, Beachport	Dogs prohibited at all times.
Beachport Beaches 5 & 7 (between Sandbag Reef Beach and the Beachport Jetty)	dog free beaches between the hours of 9am and 5pm daily from 1 November to 30 April annually

APPENDICES

Wattle Range Council - Dogs By-Law 2012 No: 5.

15.3.4 Revocation of Community Land Classification – 8 and 10 Railway Terrace, Beachport

Purpose of Report	To provide a report to Council regarding the formal revocation of the community land classification of land situated at 8 and 10 Railway Terrace, Beachport
Director	Director Development Services
Author	Director Development Services
Disclosure of Interest	No Council officers or contractors have declared a conflict of interest regarding the matter under consideration.
File Ref	A8633 and A8632
Strategic Plan Reference	Theme Four – Infrastructure and Asset Sustainability Strategy 4.1 – Create a sustainable stock of assets, with appropriate long-term asset planning and optimal use Strategy 4.4 – Plan for and optimise Council's stock of building assets whilst meeting the future and current needs of the community
Risk Assessment	Unlikely / Minor – Low
Budget Allocation 2018/19	\$ 0
Request for Budget Variation	\$ 0
Budget Spent to Date	\$ 0
Attachments	Nil

Summary

Council has received several enquiries from business and developers regarding the availability of land situated at 8 and 10 Railway Terrace Beachport, for potential commercial development. These are lots situated adjacent to the existing chemist business in Railway Terrace and currently utilised for parking.

Council had previously resolved to exclude these lots from Community land and offer them for sale but as a result of the consultation a motion was adopted to rescind motion to sell.

To enable the potential sale and development of the allotments it is necessary for Council to again formally commence the process to revoke the community land classification of the land.

RECOMMENDATION

That Council:

1. Provide in principal support for the sale of 8 and 10 Railway Terrace, Beachport.
2. Pursuant to Section 194 (2) of the *Local Government Act 1999*, agree to commence the formal public consultation process to revoke the community land classification of land situated at 8 and 10 Railway Terrace, Beachport (Assessment number: A8633 and A8632).

Background & Analysis



Council has received a number of enquiries in the past twelve-month period regarding the potential development of land situated at 8 and 10 Railway Terrace, Beachport for commercial and retail purposes.

The allotments are within the Town Centre Zone.

The objectives of that zone are:

- 1 A centre accommodating a wide range of retail, office, administrative, community, cultural and entertainment facilities to serve residents of the town and the surrounding rural community.
- 2 Conservation and upgrading of buildings of historic character.
- 3 Rationalisation of vehicular access, car parking and major pedestrian movement paths to provide a safer, more efficient and more attractive environment.
- 4 Additions and alterations to buildings in a manner so as to maintain the integrity and prominence of the original facades and in sympathy with the architecture, history, character and scale of the centre.
- 5 Development that contributes to the desired character of the zone.

It is envisaged that any new development would be sympathetic to the scale and form of existing buildings within the town centre and not overwhelm their individual and small-scale nature. There are some larger buildings in the zone, but overall it exhibits a low profile characterised by the wide street and the verandah treatment along the frontage. Development would be encouraged to follow the built form close to the street with car parks and ancillary activities taking place to the rear of the buildings.

Land Use guidelines - The following forms of development are envisaged uses within the zone:

- bulky goods retailing
- café
- consulting room
- cultural centre
- entertainment facility
- fitness studio
- hardware retailing
- hotel
- licensed premises
- meeting room
- motor repair station
- office
- petrol filling station
- restaurant
- retail showroom
- service industry
- service trade premises
- shop
- tourist facility

To proceed Council would be required to commence the process to formally revoke the community land classification of the two allotments. The initial process involves the preparation of a report for public consultation. Section 194 (2) of the *Local Government Act, 1999* details a number of matters that should be addressed within the report.

Following the consultation process, a further report would be prepared for Council to consider the submissions received during the public consultation period and whether it wishes to proceed with the formal revocation process. Subject to Council agreeing to continue the process, it will be necessary to submit the proposal with a report on all submissions made, as part of the public consultation process, to the Minister who will review the matter and make a determination on the proposal.

Risk Management

Low risks have been identified and will be addressed at an operational level.

Policy Considerations

1.5 Community Engagement Policy

Financial Implications

There are no financial implications at this time.

Legislative Implications

Local Government Act 1999 – Section 194 – Revocation of Community Lands

Environmental / Sustainability Impacts

A letter received from Environment Protection Authority (EPA) in 26 April 2013 advised the sites situated on the former railway corridor in beachport have contaminated groundwater. Chemical substances present were arsenic (arsenic based herbicides were commonly used along railway corridors for weed control) and total petroleum hydrocarbons (for which there is evidence of petroleum storage around the former railway corridor). The EPA recommend groundwater is not used for any reason.

Communication & Consultation

The public notification process will involve a number of various communication and consultation methods including the following:

- Public notice being placed in the South Eastern Times and the Beachport Bulletin inviting interested persons to provide a submission;
- Placement of a Notice in the Government Gazette;
- Public signage being located on the Subject Land;
- Letters mailed to the owners of nearby properties of the Subject Land and locality including relevant heritage groups;
- Information relating to the proposal on Council's website and Facebook page;
- Information regarding the proposal being made available at both the Beachport Visitor Information Centre and the Millicent Office; and
- Information relating to the proposal being provided to the Beachport District Development Association.

15.3.5 Coonawarra signage – proposed alteration to budgeted project

Purpose of Report	To provide a report to Council on a proposal by the Coonawarra Vignerons to alter a 2018/19 budgeted project
Director	Director Development Services
Author	Director Development Services
Disclosure of Interest	No Council officers or contractors have declared a conflict of interest regarding the matter under consideration.
File Ref	GF 2.3.2/8
Strategic Plan Reference	Theme One – Community vibrancy and presentation Strategy 1.1 - Enhance public space areas including parks, public places, car parking, street lighting and streetscapes to provide vibrant, attractive areas Theme Two – Economic prosperity. Strategy 2.5 - Promote Wattle Range as a tourism destination through provision of appropriate tourist facilities and advocacy.
Risk Assessment	Unlikely / Minor – Low
Budget Allocation 2018/19	\$ 15,000
Request for Budget Variation	\$ 15,000
Budget Spent to Date	\$ 0
Attachments	1. Wilson Cottage

Summary

During the development of the 2018/19 budget Council resolved to support a project to finance the Coonawarra Vignerons to design, manufacture and install large scale pictorial signage on the Riddoch Highway, promoting the township of Coonawarra. This project was identified from within the Coonawarra Community Town Plan.

The Coonawarra Vignerons have requested that the funding allocation now be used to develop interpretive signage on 15 different locations along the length of the Coonawarra strip to mark and add to the visitor experience while they are in the area.

RECOMMENDATION

That Council approve a variation in the original project scope of signage for Coonawarra to be utilised for the development of interpretive signage throughout the Coonawarra area.

Background & Analysis

The Coonawarra Vignerons have requested a change in the project scope for funding allocated in the 2018/19 budget, for signage at the entrance to the Coonawarra township.

The wine industry is full of virtual regions and or wine companies. Coonawarra has the benefit of having history, pedigree and authenticity, and the Vignerons would like to build on that history to help create a sense of place for the region, and for those who visit the area.

The new proposal is to use signage on 15 different locations along the length of the Coonawarra strip to mark and add to visitor experience while they are in the area.

The Vignerons would manage the project and develop consistent signage to sit on top of limestone plinths in each of the identified locations.

The Coonawarra Vignerons have agreed to manage the project, and have it completed within the existing financial year. They have agreed to obtain relevant land owner permissions and arrange the commissioning of the signs from the National Trust supplier.

The signage will also cover biosecurity issues with a small detailed biosecurity notice attached to the plinth and an amount of gravel will be placed at each site to keep visitors to a designated area.

An example of the type of detail that will be placed on each plaque/sign is attached to this report.

Risk Management

Low risks have been identified and will be addressed at an operational level.

Policy Considerations

Nil.

Financial Implications

An allocation of \$15,000 has been allocated in the 2018/19 budget for a Coonawarra signage project. This money would facilitate the new project without the need for any further funds.

Legislative Implications

Nil.

Environmental/Sustainability Impacts

Biosecurity signs will be placed at each of the fifteen proposed sites lessening the impact of disease spread in the vines.

Communication & Consultation

Meetings have been held with the Coonawarra Vignerons Association Chair and staff on three occasions regarding a variation to the project.

WILSON COTTAGE

William Wilson was born in Fifeshire, Scotland, in 1818. He worked as a gardener before serving in the British Army as a member of the Black Watch Regiment. Wilson with his wife Agnes (nee Barclay) immigrated to Australia in 1849. He arrived in the Penola district where he found employment as a shepherd at Killanoola Station and then at nearby Maaoupe Station.

The discovery of gold in Victoria led to a rush of men to the diggings. William Wilson joined the throng pushing a wheel



barrow with his possessions from Penola to Ballarat. He left his wife and three children for almost two years, during which time he and his mate accumulated a good amount of gold. Unfortunately, while William was planning to return to his family, his mate absconded with the gold. William stayed on for another few months finding

enough gold to return home, pushing his wheel barrow all the way back to Penola.

On his return William purchased this allotment and established a remarkable market garden and orchard on the site. The produce from the fruit trees, vegetable patch and grape vines became extremely well known throughout the South East of the state, and Wilson made regular trips to Naracoorte and Mt Gambier with his spring cart loaded with produce.

In 1890 John Riddoch, owner of Yallum Station, recognised the quality of the fruit and grapes produced on the rich terra rossa soil of the Wilson garden and, after obtaining advice from agricultural experts from Adelaide proceeded with his dream of establishing what became the Coonawarra Fruit Colony. There are many descendants of William Wilson in this district including the Redman, Brand and Balnaves families who are all still involved in the Coonawarra Wine Industry.

In 1985 this cottage was donated to the Penola Branch of the National Trust of South Australia by Mrs Myra Neilson and her daughter, Heatherjean Hetherington on behalf of Mr Ron Neilson, descendant of William Wilson.



NATIONAL TRUST
South Australia

PENOLA BRANCH Interpretive Signs Project

15.3.6 Amendment to Fees & Charges Schedule 2018/19

Purpose of Report	To amend the adopted fees and charges schedule 2018 / 2019 with changes to Millicent Saleyards fees
Director	Development Services
Author	Director Development Services
Disclosure of Interest	No Council officers or contractors have declared a conflict of interest regarding the matter under consideration.
File Ref	GF/4.64.1/4
Strategic Plan Reference	Theme Five – Organisational excellence Strategy 5.4 - Optimise Council operation of businesses and assets, to ensure value for money is returned to the community
Risk Assessment	Unlikely / Minor – Low
Budget Allocation 2018/19	\$ 80,000 (income fees and charges)
Request for Budget Variation	\$ 0
Income to Date	\$ 59,661.82
Attachments	1. Amended Fees & Charges 2018/19

Summary

This report seeks to increase the Millicent Saleyards 2018/19 fees and charges in line with other regional facilities.

Council has resolved to close the Millicent saleyards and a working group has been brought together to examine opportunities for increased throughput and increased income at the saleyards.

Millicent saleyards fees have historically been lower than other facilities at Mount Gambier and Naracoorte in an attempt to attract higher annual throughput.

RECOMMENDATION

That Council adopt the amended fees and charges schedule 2018/19 with the newly amended Millicent saleyards fees and charges.

Background & Analysis

Staff prepared reports for Council in 2018 regarding the outcomes of a review of the Millicent Saleyards.

Council engaged SED Advisory to undertake an independent review of the Saleyards giving regard to the financial sustainability and future of operations. The review included examination of the current fee's and charges structure operating at the saleyards.

The reviewers made a number of recommendations including the amending of fees to bring them in line with regional industry standards.

Council staff have met with a working group consisting of local agents, farmers and community members to examine opportunities for increased income and throughput at the saleyards. One of the early recommendations from that group was to increase the current fees and charges.

Current Millicent saleyards fees and charges and proposed increases are outlined below:

Yards Fees Taxable Per Animal

	Current	Proposed.
Cattle	\$9.00	\$12.00
Sheep / Lambs	\$2.00	\$ 2.00
Bulls	\$9.00	\$12.00
Bobby Calves	\$4.00	\$ 4.50

Other fee's and charges relating to the facility will remain as outlined in the current fees and charges schedule.

Risk Management

No risks were identified.

Policy Considerations

There are no known policy requirements related to these matters.

Financial Implications

There will be some financial impact in the way of increased fees collected that will be assessed and reviewed when Council undertakes its quarterly budget reviews.

Legislative Implications

Section188 the *Local Government Act 1999*.

Environmental/Sustainability Impacts

There are no known environmental or sustainability impacts related to these matters.

Communication & Consultation

Consultation has occurred with a Volunteer Advisory Group who are meeting with Council staff to discuss options for the future use of the Saleyards.

FEE OR CHARGE	DESCRIPTION AND COMMENTS	GST TREATMENT	STATUTORY FEE	2018/19
Millicent Saleyards	Yards Fees	Taxable		Per Animal
	* Cattle			\$12.00
	* Sheep / Lambs			\$2.00
	* Bulls			\$12.00
	* Bobby Calves			\$4.50
	Out of Market Weighing : Cattle (per animal) (minimum number 30)			\$9.00
	Transit (Yarding) Fees	Taxable		Per Animal
	* Cattle			\$3.50
	* Sheep / Lambs / Pigs			\$1.00
	Disposal of Dead Stock	Taxable		Per Animal
	* Cattle			\$156.00
	* Sheep / Lambs / Pigs			\$36.40
	Sale of Manure	Taxable		
	Trailer / Ute Load			\$15.00
	Truck Load			\$60.00
	Agent Fees	Taxable		
	Livestock Agent Annual Licence			\$624.00
	Livestock Agent Annual Office Rental			\$312.00
	Truck Wash	Taxable		
	Use of truck wash facilities & wash down bays - flagfall			\$3.00
	Use of truck wash facilities & wash down bays - per minute			\$0.50
	Truck wash facility & wash down bay - purchase of key			\$25.00



Director Engineering Services

15.4.1 Amendment to Wattle Range Council Road Register

Purpose of Report	Seek to amend the Council Road Register with the inclusion of a section of Weir Lane Maaoupe north of V&A Lane.
Director	Director Engineering Services
Author	Director Engineering Services
Disclosure of Interest	No Council officers or contractors have declared a conflict of interest regarding the matter under consideration.
File Ref	GF/7.7.2
Strategic Plan Reference	Theme Four – Infrastructure & Asset Sustainability Strategy 4.2 – Plan and provide for a safe local road network that meets the future and current needs of our community.
Risk Assessment	High
Budget Allocation 2018/19	\$ 0
Request for Budget Variation	\$ 0
Budget Spent to Date	\$ 0
Attachments	Nil

Summary

Seek to amend the Council Road Register with the addition of a section of Weir Lane Maaoupe north for a length of 1.79km from V&A Lane Penola.

Following consultation with a property owner that operates a farming property on Weir Lane Maaoupe it has been identified that an additional 1.79 km section of the road north of V&A Lane should added to the road register to allow for future maintenance of this section of the road.

RECOMMENDATION

That Council amend the Road Register to include a 1.79km section of Weir Lane, Penola north of V&A Lane.

Background & Analysis

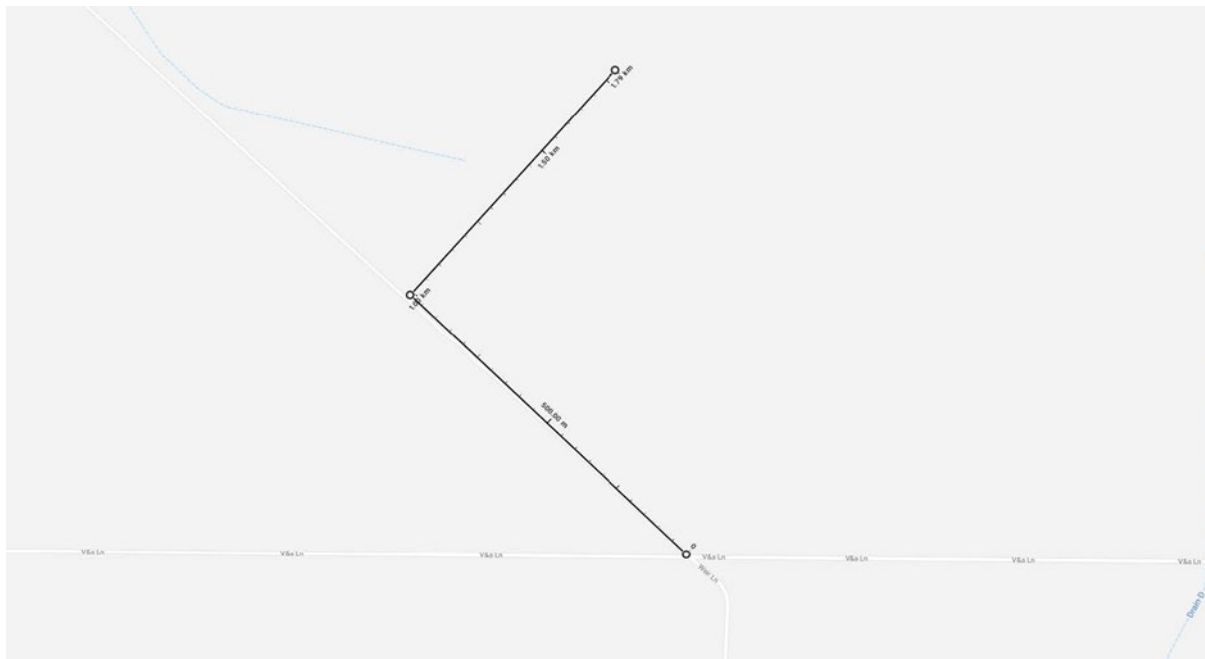
Council was approached late last year by a rural property owner west of Penola in the Maaoupe area seeking additional road maintenance to a section of road known as Weir Lane. The road was inspected and it was confirmed that the road needed some pothole patching to address the concerns raised.

On reviewing the request Council staff noted that the section of road was not on the road register as a road currently maintained by Council. The road register is a list of roads in which Council has decided to maintain the road to a standard of minimum all weather access.

The owner again contacted Council staff following this advice to discuss this matter and to seek a way forward as they expressed concern that the road was critical to the operation of the property they owned. Following this contact a site inspection was undertaken with the resident.

The discussion and inspection confirmed that the section of road was required for access to the property and was critical to the functions of the farming operations. The property owner was advised of the reasons and informed that Council would need to make a decision to amend the road register for the Council staff to undertake maintenance on the road.

The section for inclusion is detailed below.





The section of road has had significant works undertaken to upgrade the road in the past to ensure that it is a trafficable all-weather unsealed road. The resident confirmed that this was Penola Council and included placement of gravel material on the road and installation of several road culverts to drain the road. It would appear that the road was not included in the register as the previous owner also had the land to the south and thus connected all the way to V&A Lane.

It is the Officer's recommendation due to the condition and use of the road that it should be listed in the register and receive regular routine maintenance.



Photo taken of the section of Weir Lane Penola being considered for inclusion in the road register

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigating Action
Unsafe Road condition due to lack of maintenance	Possible	Major	High	Inclusion in the road register and thus receiving inspection and regular routine maintenance

Policy Considerations

There are no known policy requirements related to these matters other than public consultation at the appropriate time in line with Council's Community Engagement Policy.

Financial Implications

There is a minor financial implication in respect to additional routine maintenance and increase in total road network managed by council. The addition of the road will include a slight amendment to depreciation levels for road assets.

Legislative Implications

No legislative implications in making this decision.

Environmental/Sustainability Impacts

There are minor sustainability impacts however this will be reflected in changes to the road's asset plan in terms of the overall length of unsealed roads maintained by Council impacts related to these matters.

Communication & Consultation

Officers have undertaken consultation with the property owner that has raised this matter. The owner has also consulted with adjoining property owners who have verbally confirmed support for this to occur.

15.4.2 Southend Community Meeting on Adaptation Strategy

Purpose of Report	To provide Council with a summary of comments from the community meeting on the Southend Adaptation Strategy
Director	Director Engineering Services
Author	Manager Environmental Services
Disclosure of Interest	No Council officers or contractors have declared a conflict of interest regarding the matter under consideration.
File Ref	GF 5.65.1/10
Strategic Plan Reference	Theme Three - Environmentally Sustainable Strategy 3.1 – Protect Council’s natural assets through proactive planning in climate adaptation and structured infrastructure replacement and enhancements Strategy 3.2 – Maintain strong and positive relationships with Federal and State Government departments, advocating for increased investment in coastal and environmental protection within the Council area
Risk Assessment	Unlikely / Minor – Low
Budget Allocation 2018/19	\$ 14,729
Request for Budget Variation	N/A
Budget Spent to Date	\$ 11,427
Attachments	Nil

Summary

Council received and noted an update on the implementation of the Southend Adaptation Strategy at the meeting held 12 February 2019. On 14 March 2019, a community meeting was held to update residents and stakeholders about the implementation of the Strategy and the next steps.

Around 30 people attended the meeting along with 2 elected members and Council staff. A summary was provided of the actions taken to date and those expected in the next 12 months. The community were briefed on the scope of the Rivoli Bay Data Collection and Modelling project, followed by a question and answer session.

A summary of the questions and statements is attached.

RECOMMENDATION

That Council receive and note the summary from the community meeting held on 14 March 2019 regarding the Southend Adaptation Strategy.

Background & Analysis

Following a report to Council in February 2019, a community meeting was held to update residents and stakeholders on progress made in implementing the Southend Adaptation Strategy.

The Strategy outlines a number of key recommendations for now and in the future (listed in Section 10). A summary of completed actions and next steps was presented to Council on 12 February 2019 and the same information was presented to the community.

An overview of the Rivoli Bay Data Collection and Modelling project was presented, with attendees asked to contact Council prior to Easter with any local knowledge that may assist with scoping the data collection part of the project.

A question and answer session followed and a summary of the questions and comments is attached.

Risk Management

Any risks identified as a result of the report will be addressed at an operational level.

Policy Considerations

The development of the Strategy and the community meeting were consistent with the Community Engagement Policy.

Financial Implications

The Southend Adaptation Strategy outlines expenditure that would be considered by Council as part of normal budget processes.

Legislative Implications

There are no known legislative requirements related to the recommendation.

Environmental/Sustainability Impacts

Implementation of the Southend Adaptation Strategy is intended to minimise the negative impacts on the environment.

Communication & Consultation

The community meeting updated interested parties in the implementation of the Southend Adaptation Strategy.

Southend Adaption Strategy Community Meeting Notes

14 March 2019 held at Southend Community Club

Introduction to Project - Ben Gower

General welcome and thanks for attending, went on to state it is now 12 months since adoption of the plan by Council. The purpose of the meeting was to update community on actions to date.

Also acknowledged the two elected members in attendance with Cr Kevin McGrath (Kintore Ward) and Cr Moira Neagle (Corcoran Ward).

Note: Executive Officer Lee Morgan from the South East Conservation and Drainage Board was also in attendance however was not acknowledged.

Presentation - Lauren Oxlade

Lauren explained that the outcomes from the night would include gathering information to finalise the project scope for the Rivoli Bay model and a summary of comments and questions would be provided to Council. Lauren provided a brief overview of how the Strategy was developed and how Adaptation Pathways work. She then presented the status of actions from the Adaptation Plan (see table below).

Lauren introduced the Rivoli Bay Data Collection and Modelling project and provided the following information:

- One of the criticisms of Council's coastal management has been a lack of scientific evidence to support decision making.
- Prior to investing in changes or additions to existing infrastructure and current management practices, Council is seeking scientific evidence to support its decision making for Beachport and Southend.
- The purpose of the project will be to:
 - Assess potential options to reduce siltation issues at the Beachport boat ramp;
 - Assess potential options to improve beach stability in Beachport; and
 - Assess potential options to improve beach stability in Southend.

The project will consider several scenarios that will be finalised once the contract is awarded.

- One of the recommended actions from the Southend Adaptation Strategy was to encourage the South Eastern Water Conservation and Drainage Board to investigate the optimal design of the Lake Frome Outlet and groynes.

So for Southend, the initial scenario to be considered will be focused on the Outlet groynes and the likely impacts that retaining, shortening or removing them would have on beach stability – both on the West Beach side and on the Caravan Park side.

- A numerical model will be developed for Rivoli Bay that takes into account bathymetry (depth of water) as well as wave data and ocean conditions. This data will be collected as part of the project and will help to calibrate the model.
- We respect the first-hand knowledge that you have of this area, so attendees were asked: Are there any factors unique to Rivoli Bay or Southend that you believe should be considered in the data collection?
- Feedback to be provided to Council before Easter.

At the end of the presentation opportunity was provided for those in attendance provide comment on local knowledge that would assist in data collection or modelling.

Comments and Questions from the floor

- Back in the 1950's the area was very different with more frontal dune. Two large storms in 1956/57 resulted in significant erosion for Beachport including loss of headlands at Glenns Point which reduced protection. Council needs to consider a major break-wall such as at Port McDonald for towns to protect erosion. The assessment needs to extend around the points to determine the full extent of the issue and problem.
- Cr McGrath – Professional Fisherman have logged the depth of the bay over a number of years. He was unsure how this was recorded however data should be available of variations to depth.
- Is State Government aware of the issues, Ben Gower provided response stating that both Peter Halton and he some 3 months ago had on-site meeting with both MP Nick McBride and discussed all the issue around the bay including on site discussion with some residents at Beachport and Southend.
- In the presentation, it was stated that there has been 30 years' worth of beach profile data collected. Do we have access to the 30 years of data and why has nothing been done? Lauren to follow up on whether beach profiles are available to the public.
- What decisions for the Southend Adaptation Plan are final – it seems to be very clear that Council will be closing the Caravan Park and the Sailing Club will need to be removed? Ben said the caravan park is in the final year of the lease and a study is to be presented next month about the future of the Southend Caravan Park to Council. The Sailing Club is not at current risk however at some stage we will need to occur. It a question of timeframe however this needs to be planned for as it is likely to occur.
- We can help by protecting our fore dune. The west beach is better than it has ever been as a result of the groynes and so things can be fixed.
- Lots of discussion about loss of sea grass and the cause. Some discussion about why the sea grass loss occurred since the 1980 when the drains outlet has been in place back to the 1930's. Kingston SE has too much sea grass and they also have a drain.
- Note – we need to bring back some information on this issue with details of possible cause as some did not agree that the drain was the cause of the issue. Some discussion then about the reflow project in which Lee Morgan, General Manager of the South Eastern Water Conservation and Drainage Board, talked about the strategy and the outcome to limit any flow at Southend (still provide environmental flow for Lake Frome) and redirected remainder to Lake George and possibly the Coorong.
- One resident suggested building a parallel reef at the end of the groyne using the existing material from the Lake Frome Drain groyne would be a good trial. It wouldn't cost much as if you did this at low tide and used the existing material it could be a cheap solution and save the beaches.
- The issues along the front of the caravan have been as a result of the second groyne on the east side of the outlet which was lengthened.
- Ben Gower – Funding stream to undertake the works is part of the issue. Some discussion about how funds seems to be available for Glenelg Beaches and mass amount of works have occurred in Adelaide.
- General statement during post meeting supper – Community wants Council to get on with things and get some things done before we have no beaches left.

Actions Discussed

Recommended Action	Action Taken	Next Steps
Annual monitoring of erosion by regular beach profiles by Department of Environment	Letter to Department of Environment outlining the importance of the continuation of the beach monitoring programme	Continued advocacy for the annual monitoring of beaches by State Government
Department of Planning, Transport and Infrastructure (DPTI) to add armour on rock wall on the northern side of boat ramp, upgrade the rock revetment south of boat ramp and upgrade boat ramp surface	Letter to Department of Planning, Transport and Infrastructure outlining actions needed. Follow up meeting with DPTI staff	Continued advocacy for the upgrade of boat ramp facilities and the surrounding area by State Government
Restricting flows from Lake Frome through the Outlet and addressing condition of outlet groynes	Letter to Department of Environment outlining the need to restrict flows from the Lake Frome Outlet, highlighting the need for the Outlet groynes to be addressed and the need for modelling before action is taken. Letter to South Eastern Water Conservation and Drainage Board outlining the recommendations of the Strategy. Advocacy to include recommendations from the Strategy in the South East Wetlands and Drainage Strategy being prepared by the South East NRM Board.	Continue advocacy for State Government to restrict flows from the Lake Frome Outlet and address the condition of the Outlet groynes.
Repair works to Eyre Street beach access stairs	Application for Coast Protection Grant funding was submitted to address long term beach access from Eyre Street, but was not successful. Temporary repairs completed to make the stairs safe and longer term solutions being investigated.	Investigate longer term beach access options and continue to maintain beach access from Eyre Street.
Dune rehabilitation works north of Leake Street	Budget allocation in 2018/19 for dune rehabilitation. This work is in the planning stages	Complete dune rehabilitation works including fencing, signage and controlled access points
Planning decisions are in line with the recommendations of the Strategy	Legal advice sought on the best way to inform potential developers of the recommendations of the Strategy. Strategy available on Council website. Planning staff aware of the report and recommendations. All enquiries regarding development in Southend are directed to the Strategy on the website.	Flood hazard mapping to be completed to inform future floor levels.
Data gaps including data, legal and financial investigations	Updated LiDAR data acquired and coastal hazard maps will be updated with this information. Project scope has been developed for collection of metocean data. The boundaries for the recent and proposed subdivision between the Southend Access Rd and Lake Frome Drain have been provided and a flood assessment completed.	Detailed flood study to determine flooding risk to the subdivision on Southend Access Road. Metocean data and bathymetry to be acquired Base numerical model to be developed and several scenarios assessed (eg. shortening outlet groynes, seawall, repairs to existing groynes).
Planned retreat for Southend Caravan Park and Rivoli Bay Sailing Club	Letters sent outlining the recommendations of the Strategy and inviting meetings. Meetings held with Caravan Park Lessee and works undertaken to make the Caravan Park safe for the 2018/19 summer. Meeting held with Rivoli Bay Sailing Club.	Discussions will continue with both the Caravan Park and Sailing Club to work through a planned retreat strategy for these properties.
Long-term management of Council assets	Strategy recommendations considered in Council asset management plans and in the prioritisation of capital works in Council's budget process	Ongoing
Investigate the viability of planned retreat for private property	Project scope prepared for first stage modelling. Community meeting planned to update on the progress of the Strategy.	Outcomes from modelling to inform next steps. Community and stakeholder engagement throughout.

15.4.3 Major Plant Replacement Program – Budget Adjustment

Purpose of Report	Advise Council of the variation to the budget associated with the purchase of major items of plant as part of the Council replacement program.
Director	Director Engineering Services
Author	Director Engineering Services
Disclosure of Interest	No Council officers or contractors have declared a conflict of interest regarding the matter under consideration.
File Ref	GF/7.81.4/7
Strategic Plan Reference	Theme Four – Infrastructure & Asset Sustainability Strategy 4.1.1 – Biennially Review Council's Plant and Equipment Asset Management Plan
Risk Assessment	Possible / Moderate - Medium
Budget Allocation 2018/19	\$1,030,000
Request for Budget Variation	-\$111,911
Budget Spent to Date	\$
Attachments	Nil

Summary

In 2018/19, Council allocated \$1,030,000 for the replacement of large plant used in the Engineering Operations Unit. Tenders are currently being finalised for the final three purchases for this year's program. Within the overall purchase the total program is well below budget however the Officers wish to confirm that three purchases are greater than the values identified in the budget.

Further to this we wish to highlight that Officers propose to defer the purchase of the water tanker, which is being re-budgeted in the 2019/20 financial year.

RECOMMENDATION

That Council receive and note the report.

Background & Analysis

Council has a number of Asset Renewal programs that identify budget allocations for each financial year. One such area relates to Plant and Equipment, which includes large earthmoving and maintenance machinery and Council's light vehicle fleet.

In this year's program, \$1,030,000 was allocated to replace eight items of major plant, with individual budget allocations for a Small Wheeled Loader, a Large Wheeled Loader, a Prime Mover, a Tractor, Dual Cab Light Truck, Medium Truck, Enclosed Front Deck Mower and Water Tanker.

The water tanker was budgeted for \$50,000 with the intent to replace the item with a second-hand unit used for fuel transport. Unfortunately, the tender did not offer any replacement option in a better condition than the current unit and thus it was decided to defer this item and allocate funds next year to purchase new.

The replacement of the small wheeled loader, prime mover, large wheeled loader and tractor all came in significantly under budget, due to lower than expected purchase price or greater than expected trade in. This has resulted in a budget saving of \$61,911 in capital purchases a further saving in operational savings with the trade-in resulting in an increase of \$47,909 and deferral and future budgeting to procure the water tanker of a further \$50,000. That is an overall capital saving of \$111,911 and operational saving of \$47,909.

Tenders are currently being finalised for the three remaining items however the tendered price for each exceeds the individual item budget. It should be noted that overall, no additional funding is required for the major plant replacement budget in 2018/19, however there will be a variation to the budgets for individual items within the major plant section.

The revised program is listed below. Please note that the purchase of the final three items of plant will be pending the acceptance of receiving and noting this report.

Plant Replacement Program			\$ 1,030,000.00					
Plant Number	Item for Replacement	Replaced Vehicle	Budget	Tendered Amount	difference	Budgeted Trade-in	Tendered Trade-in	difference
P122	Caterpillar 906 Small Wheeled Loader	JCB 407 Wheel Loader	\$160,000	\$118,810	\$41,190	\$24,000	\$0	\$24,000
P538	Volvo Prime Mover	DAF FTT Prime Mover	\$230,000	\$198,382	\$31,618	\$23,000	\$8,727	\$14,273
P3624	Caterpillar 926E Large Loader	JCB 426 Large Wheeled Loader	\$260,000	\$215,300	\$44,700	\$5,000	\$20,000	\$15,000
P4026	John Deere 6830 Tractor	Case Puma 125	\$115,000	\$114,700	\$300	\$17,000	\$55,000	\$38,000
P045	Isuzu Crane Medium Tipping Truck	Hino FC 1124 Tipping Truck	\$75,000	\$98,630	\$23,630	\$6,000	\$10,000	\$16,000
P4018	Mitsubishi Fuso Dual Cab Light Tipping Truck	Hino 917 Crew Cab Tipping Truck	\$75,000	\$91,476	\$16,476	\$11,000	\$18,182	\$7,182
P4039	Gianni Ferrari Cruiser Front Deck	Gianni Ferrari Cruiser Front Deck	\$65,000	\$80,791	\$15,791	\$5,000	\$15,000	\$10,000
	Sub Total		\$980,000	\$918,089	\$61,911	\$79,000	\$126,909	\$47,909
P539	Semi 30,000ltr Water Tanker		\$50,000	Deferred to next year due to insufficient funds				
	Total		\$1,030,000					

Vehicles highlighted in green relate to outstanding purchases

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigating Action
Major plant not being disposed and replaced in a timely manner	Possible	Moderate	Medium	Undertake replacement in accordance with Council asset management plan

Policy Considerations

The purchases have been undertaken in accordance with the Council's Procurement Policy.

Financial Implications

The financial implication are a savings in the overall program for plant replacement.

Legislative Implications

No legislative implications in making this decision.

Environmental/Sustainability Impacts

There are minor sustainability impacts however this will be reflected in changes to the road's asset plan in terms of the overall length of unsealed roads maintained by Council impacts related to these matters.

Communication & Consultation

Nil



Correspondence



**Government
of South Australia**

Minister for Human Services

Level 12 South
1 King William Street
Adelaide SA 5000
GPO Box 2832
Adelaide SA 5001
DX 115
Tel 08 8463 6560
Fax 08 8463 4480

19TDHS/121

Mayor Des Noll
Wattle Range Council
PO Box 27
MILLICENT SA 5280

LETTER NO:		1148877	
FILE OF:	7-3.2/12	REF:	
DATE 14 MAR 2019	RE-ER TO: Mayor		
CEO ✓	DCJ	DCS	DCI
			FILE

Dear Mayor Noll

I am pleased to advise that nominations for the 2019 South Australian Volunteer Awards will open on Monday 18 March and close 5pm, Friday 26 April 2019.

The Awards, which recognise the invaluable work that volunteers, community organisations and businesses contribute to the South Australian community, will be presented at a special Volunteers Day event to be held on 10 June 2019.

Nominations can be made in the following categories:

- **The Joy Noble Medal.** South Australia's highest distinction for an individual volunteer and is open to all individual volunteers across the State.
- **The Premier's Award for Corporate Social Responsibility.** This award recognises the strong contribution the corporate sector makes to our communities in different ways, such as through philanthropy, partnerships and corporate volunteering.
- **'The Andamooka' Community Project Award.** Awarded to a community, or group of volunteers, which has undertaken a community project resulting in significant community benefit.

Any member of the public can nominate eligible recipients for these awards, and self-nominations are accepted.

Guidelines and the online nomination forms are available on the Office for Volunteers' website from 18 March at www.ofv.sa.gov.au. The closing date for nominations is 5pm, Friday 26 April 2019.

Applicants will be notified by the Office for Volunteers of the outcome of their nomination(s) in May 2019.

I trust you will ensure that as many volunteer-involving organisations as possible are made aware of the Awards program.

Yours sincerely



Hon Michelle Lensink MLC
MINISTER FOR HUMAN SERVICES

8 March 2019

SOUTH AUSTRALIAN TIMBER PROCESSORS ASSOCIATION

Ph: 0408 849 751

Email: dtquill2@bigpond.com

Postal Address: PO Box 2726, Mount Gambier 5290



The Mayor and Councillors

Wattle Range Council

via email: council@wattlerange.sa.gov.au

8th March 2019

Support for Parliamentary Inquiry into Radiata Pine exports

Dear Mayor and councillors

Member for Mount Gambier Troy Bell recently gave notice to the Parliament of South Australia that he intends to move a motion in Parliament to establish a Select Committee to investigate various issues facing the timber industry in the South East (copy of motion attached).

The South Australian Timber Processors Association has long held concerns about the amount of log being exported through the Port of Portland to the detriment of economic growth and employment opportunities in the South East. Currently, about 1.5 million tons of Radiata Pine log is being exported overseas by various growers in the region.

While the Association welcomes OFO's recent announcement that it has placed a freeze on exporting 'saw log' until 2020, it should be noted that this does not account for all log that is in demand by local processors.

In the agreement for the sale of the State-owned pine plantations by the State Government, 'saw log' is defined as having a diameter of 200mm or more. An enormous quantity of logs of a smaller diameter continue to be exported by OFO; logs for which there is great unfulfilled local demand. These smaller logs are primarily processed into posts which are used by the viticultural and other farming industries whose demand for posts is outweighing supply. The export of these logs is restricting the supply to local timber processors which is stifling the potential for these processors to grow, employ more people and bring increased prosperity to the region.

It should also be noted that growers other than OFO continue to export logs of 200mm or more which is in demand by local processors for structural timber. Other growers also export smaller log. Therefore, local processors are concerned by the activities of all timber growers and exporters, not just OFO.

Our Association is seeking your Council's support for the motion as it believes the matters to be investigated by the Select Committee are relevant to the future of timber processing in the South East, and as such the prosperity of the region.

As Mr Bell's motion is scheduled to be debated in Parliament on April 3, we seek your urgent support for this motion. If it is of any assistance, I am willing to make a formal presentation to Council through a deputation at your next Council meeting.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'David Quill', is written on a light blue rectangular background.

David Quill CEO

House of Assembly

Procedural guide for

Notice of Motion: Private Members Bills/Committees/Regulations

to be given by

Hon/~~Ms~~/Ms/Mr.....Bell.....
(surname)

****When called by Speaker to give Notices of Motion ****

I give notice that on Wednesday the 3rd of April I will move –
(day) (date) (month)

That a Select Committee of this house be appointed to inquire into the Economic Impact Exports of wood fibre is having on the processors of the South East of South Australia.

That the inquiry in particular examine:

- a. Compliance of the conditions of sale of the Radiata Pine forests in the Limestone Coast sold by the previous State Labor Government.
- b. The volume of Radiata Pine log being exported from the Limestone Coast area.
- c. The economic benefit and employment opportunities through additional wood fibre based industries if current exported logs were made available for processing in South Australia.
- d. Supply agreements between forest growers and processors.
- e. Any other matter the Committee deems relevant to the wood fibre industry in the Limestone Coast.

(Signature of Mover)

(Signature of Seconder)

Ref: 16.14.1/1

21 March 2019

Mr Ben Gower
Chief Executive Officer
Wattle Range Council
MILLICENT SA 5280

Email: bjg@wattlerange.sa.gov.au
cpa@wattlerange.sa.gov.au



Principal Office
324 Commercial Street West, Mount Gambier
PO Box 724, Mount Gambier SA 5290
Telephone (08) 8721 0444
Facsimile (08) 8721 0410
Email info@dcgrant.sa.gov.au
Website www.dcgrant.sa.gov.au

Branch Office
5 Charles Street
Port MacDonnell SA 5291

Dear Ben

Mount Gambier Regional Airport Strategy Committee

At the District Council of Grant Ordinary meeting on Monday 18 March 2019 Council approved the restructured membership of the Mount Gambier Regional Airport Strategy Committee and resolved as follows:

Council accept and endorse the membership of the Mount Gambier Regional Airport Strategy Committee as follows:

- *Dr Judy Nagy, as Board Member nominee of Regional Development Australia Limestone Coast;*
- *Ms Biddie Shearing, Limestone Coast Local Government Association, regional tourism nominee;*
- *Mr Jonathon Cheong, Aviation Consulting Specialist, as Adelaide Airport contact;*
- *Mr Mark Gill, Manager Aviation & Access Destination Development with the SA Tourism Commission as State tourism contact;*
- *Mr Ben Gower, CEO Wattle Range Council, as aviation career and industry contributor*
- *Cr Ben Hood – City of Mount Gambier and letter from the City of Mount Gambier advising of his nomination to the Committee.*
- *Mr David Herbert, Member of the Mount Gambier Aero Club and former Chair of the Mount Gambier Airport Advisory Committee, with both finance and general aviation knowledge.*
- *Regional Express Airlines – nominee to be advised by Regional Express Airlines.*

I am pleased to advise that you are now a member, based on your knowledge and skills in the aviation industry.

Attached for information is the Mount Gambier Regional Airport Strategy Committee Terms of Reference.

I will advise you of a meeting date. The meeting time will be influenced by the members travelling from Adelaide.

If you have any questions please contact me on 87210444.

Yours sincerely

A handwritten signature in dark ink that reads "David Singe".

David Singe
CHIEF EXECUTIVE OFFICER

	District Council of Grant Mount Gambier Regional Airport Strategy Committee Terms of Reference	Version Number:	2.0
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		Review:	December 2022
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The District Council of Grant owns and operates the Mount Gambier Regional Airport (the Airport) to licensed standards in accordance with the Civil Aviation Act 1998, Regulations and orders. The Airport operates within the guidelines provided by Civil Aviation Safety Authority (CASA)¹ and Department of Home Affairs,² Council Policies, Procedures and By-Laws and other relevant legislation.

Council views the Airport and its facilities as a Community Asset, and accordingly takes pride in its presentation to the public. Council also encourages appropriate use and development of this asset by the public and community groups.

1. Name

The name of the Committee shall be the Mount Gambier Regional Airport Strategy Committee.

2. Membership

The membership of the Committee shall comprise:

- The Mayor of the District Council of Grant
- Two (2) Elected Members of the District Council of Grant
- One (1) representative from REX Airlines
- One (1) Finance Industry
- Three (3) regional knowledge
 - Aviation industry
 - City of Mount Gambier
 - Regional Development Australia Limestone Coast
- One (1) General Aviation Strategy
 - Adelaide Airport
- Two (2) Tourism / Business
 - Limestone Coast Local Government Association
 - South Australian Tourism Commission

The Presiding Member shall be elected by the Members of this Committee.

The members of the Committee, by way of a majority vote, are authorised to appoint to the Committee for a period of no more than six months duration, an additional member to advise on a specific purpose or project. Where such a member is appointed, it must be able to be shown that they have sufficient expertise or experience in the subject matter for which they have been appointed. Under this clause, any additional member(s) appointed to the Committee in this regard will be taken to be appointed in a strictly advisory role only, and will have no voting rights at any meetings of the Committee. The attendance of such an additional member under this clause at a Committee meeting will not be taken into account for the

¹ *Civil Aviation Safety Authority* – regulatory body responsible for ensuring airports are operated in a safe manner as per their Manual of Standards Part 139

² *Department of Home Affairs*. Oversees the implementation of airport security procedures as detailed in the Aviation Transport Security Regulations (2005)

	District Council of Grant Mount Gambier Regional Airport Strategy Committee Terms of Reference	Version Number:	2.0
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purposes of the membership of a committee when establishing whether a quorum can be achieved.

3. Term of Office

- Elected Members are appointed by Council for four (4) years following each periodical Council Election.
- Other organisations, in accordance with the required skills/knowledge, will determine their nominees and the term of office for those persons, and will advise Council of such arrangements in writing.
- A person may be removed from membership of the Committee by resolution of the Council.

4. Administrative Support

The Chief Executive Officer, Airport Manager, and Airport Compliance Officer will provide administrative support, reports, and advice to the Committee, and shall attend each meeting of the Committee.

5. Role of the Presiding Member

The Presiding Member of the Committee shall:

- Preside at all meetings of the Committee and in the event of the Presiding Member being absent from a meeting, the members present shall appoint a member to preside for that meeting or until the Presiding Member is present.
- Preserve order at meetings so that the business may be conducted in due form and with propriety.
- Upon confirmation of the minutes, sign them in the presence of the meeting.
- Be an official spokesperson for the Committee.

6. Aims and Objectives

The aims and objectives of the Committee are to consider in a strategic framework, issues and initiatives and recommend actions to Council to:-

- Maintain and improve the Airport infrastructure.
- Provide services and amenities at the Airport for the improved use and enjoyment by users of the facilities.
- Encourage public interest and support for the development and growth and management of the Airport and its amenities.
- Co-ordinate and facilitate all efforts towards further development and growth of the Airport and its facilities.
- Consider and advise on the care, protection, management, operation and improvement of the Airport and its amenities.
- Consider and plan for the long term financial objectives of the Airport

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- Carry out such other matters, purposes and things incidental to and in furtherance of the aims and objectives as set out above.

7. Functions

The functions of the Committee are to undertake actions in strategic pursuance of the above objects. Such actions shall include, but not be limited to, the following:-

- To consider any research, investigation, survey or inquiry relative to the existing or proposed services, facilities or amenities within the Airport.
- To consider the requirements of all users of the Airport facilities.
- To review the existing services and facilities provided at the Airport, and to keep them under review, including fees and charges.
- To liaise and consult with persons, groups and organisations in relation to the Airport operations.
- To actively promote the Airport within the region.
- To regularly report to, and consult with, the Council on the progress and performance of the Committee and the Airport operations.
- To consider compliance matters associated with all users of the Airport, By-Laws, Regulations or Rules applicable within the Airport, and to advise the Council in respect of any suggested By-Laws, Regulations or Rules, or amendments to any existing By-Laws, Regulations or Rules applicable to the Airport operation.
- To consider such other acts, as are incidental to, or conducive to the attainment of the aims and objectives of the Committee.

8. Calling and Timing of Meetings

- Ordinary meetings of the Committee shall be held up to four times a year and at least twice, or as required, at times and places determined by the Committee, taking into account the availability and convenience of Members of the Committee.
- Each Member of the Committee, at the time that notice of a meeting is given, is to be supplied with a copy of any documents or reports that are to be considered at the meeting, so far as this is practicable.

9. Proceedings of Meetings

- The Meetings of the Committee shall be conducted in accordance with Sections 87- 91 of the Local Government Act 1999 and the Local Government (Procedures at Meetings) Regulations 2013. Further, the Committee is subject to the operation of Part 2 of the Regulations.
- The meetings of the Committee are open to the public.
- All members of the Committee will have equal voting rights in respect of all motions put to a Committee Meeting.

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- The Presiding Member of the Committee or the Member of the Committee appointed to preside over the meeting in the absence of the Presiding Member, has a deliberative vote on any matter arising for decision at the meeting, but does not have a casting vote in the event of an equality of votes.
- No business can be transacted at a Committee meeting unless a quorum is present.
- A quorum is ascertained by dividing the total number of Members of the Committee by two, ignoring any fraction resulting from the division, and adding one.
- If at any meeting there is not a quorum present within 30 minutes after the time appointed for the commencement of the meeting, or if at any time after the meeting has commenced and before any business to be transacted is completed, there is not a quorum present, the meeting shall be adjourned to another time and date in accordance with the provisions of the Local Government Act.

10. Members to Disclose Interest

- A Member of the Committee has an interest in a matter before the Committee if the member or a person with whom the member is closely associated would, if the matter were decided in a particular manner, receive or have a reasonable expectation of receiving a direct or indirect pecuniary or non-pecuniary benefit or suffer or have a reasonable expectation of suffering a direct or indirect pecuniary or non-pecuniary detriment.
- A Member of the Committee who has an interest in a matter before the Committee of which he or she is a member must declare the interest to the Committee.
- A disclosure made must be recorded in the minutes of the Committee.
- A Member of the Committee who has an interest in a matter before the Committee must not :-
 - i. Propose or second a motion relating to the matter
 - ii. Take part in discussion by the Committee relating to that matter.
 - iii. While such discussion is taking place, be in, or in the close vicinity of the room in which the matter is being discussed.
 - iv. Vote in relation to the matter.
- A Member of the Committee who has disclosed an interest in a matter may, by permission of the Committee, attend during proceedings of the Committee on the relevant matter in order to ask or answer questions, provided that the meeting is open to the public, the Member withdraws from the room after asking or answering the questions, and the Member does not in any other way take part in any debate or vote on the matter.

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11. Reporting to Council

The Committee Minutes will be provided to Council for consideration and/or endorsement of recommendations of the Committee.

12. Financial Responsibility

- The Committee has no authority to expend funds in relation to the Airport operations.
- The Committee shall each year consider a report from the Airport Manager on the financial requirements for the operation of the Airport during the financial year next.
- The Council shall maintain records of all income and expenditure incurred in relation to the Airport operation in accordance with all Australian Accounting Standards and these records will be incorporated into the Council's Financial Records and Statutory Reports.

13. Delegation of Powers

The Council pursuant to Section 44 (2)(a) of the Local Government Act, 1999, delegates to the Committee, for the purpose of achieving its aims and objectives, and subject always to the provisions of the Local Government Act, the following powers:-

- To call tenders as required for the Airport operations, in accordance with the provisions of the Local Government (Financial Management) Regulations 2011, and Council's Procurement and Tender Policy, but this delegation does not extend to awarding of any tender or contract.
- To establish Sub-Committees for specific purposes. Each Sub-Committee must have at least one Member of the Committee as part of its membership.

14. Dissolution

In accordance with Section 41 (12) and (13) of the Local Government Act 1999, no civil liability attaches to a member of the Committee for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the member's or Committee's powers, functions or duties. Further, a liability that would, but for this clause attach to a member of the Committee attaches instead to the Council.

15. Liability of Members

In accordance with Section 41(12) and (13) of the Local Government Act 1999, no civil liability attaches to a member of a committee for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the member's or committee's powers, functions or duties. Further, a liability that would, but for this clause attach to a member of a committee attaches instead to the Council.

16. Alteration of Terms of Reference

The Council may at any time, either on its own initiative or at the request of the

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Committee, alter, delete or add to any provisions of these Terms of Reference. In doing so, the Council will consult with the Committee prior to adoption.

Action	Date	Minute Reference
Adopted by Council	16/06/1989	DCMG
Amended	07/05/2001	0116 (4)
Amended	15/09/2014	14117.1.2
Amended	01/12/2014	14140.1.7
Amended	06/06/2016	16066.1
Amended	04/06/2018	18080.1.2
Amended	21/01/2019	19004.5
Amended	18/03/2019	19037.1.4

Circulars

Local Government Reform Ideas — LGA Discussion Paper - Circular 13.3

To

Chief Executive Officer
Community Services Staff
Corporate Services Staff
Customer Service - Reception Staff
Economic Development and Tourism Staff
Elected Members
Emergency and Risk Management Staff
Employee Relations - Human Resources
Environment Staff
Environmental Health Staff
Finance and Accounting Staff
General Inspector
Governance Officers
Information - Engineering Staff
Information - Technology Staff
Librarian - Information Staff
Marketing and Public Relations Staff
Parks and Recreation Staff
Planning - Building Staff
Policy and Strategic Planning Staff
Procurement Staff
Recycling - Waste Management
Returning Officer
Sustainability Officers

Date

26 March 2019

Contact

Alicia Stewart

Email: alicia.stewart@lga.sa.gov.au

Response Required

No

Summary

The LGA is seeking feedback from members on local government reform ideas to inform a sector-wide submission to the State Government on the sensible and effective changes that are supported by the local government sector.

The Local Government Association welcomes the opportunity to partner with the South Australian Parliament to progress sensible and effective reform within local government. This is a pivotal time for the local government sector to work in collaboration with the State Government and the Parliament on meaningful reform that will deliver lasting benefits to the community and drive downward pressure on council rates.

This will build on previous work undertaken by the LGA and council to develop a [local government reform agenda](#) prior to the 2018 State Election.

The State Government's reform program will focus on changes to the *Local Government Act 1999* and the *Local Government (Elections) Act 1999* across four theme areas, being:

- strong council member capacity and better conduct
- efficient and transparent local government representation
- lower costs and enhanced financial accountability, and
- simpler regulation

The LGA has prepared a **Discussion Paper, available [here](#)**, to continue the reform discussion with member councils. The paper shares some preliminary reform ideas and seeks feedback from members on these ideas and other reform opportunities that members would like to see further explored. This is an opportunity for you to tell your Association what change you want to see, what that change should look like and what it should achieve for councils and communities.

Feedback on reform issues is requested by **5pm on Friday 26 April 2019** in order for your ideas to be considered by the LGA and form part of the Association's initial response to the State Government. However, we appreciate that some councils may require additional time and we would gratefully accept your feedback at any stage as we will continue to submit ideas and issues to the Government and all members of Parliament throughout the entire reform process.

The Discussion Paper includes an indicative timeline for the reform process, including further consultation that will be undertaken by the LGA.

Please provide feedback to Alicia Stewart by emailing alicia.stewart@lga.sa.gov.au

Local Government Reform

Discussion Paper

March 2019

Note: This Discussion Paper has been prepared by the LGA Secretariat for consultation purposes only. The content of this paper has not been endorsed by the LGA Board of Directors.

About the LGA

The LGA is a membership organisation for all councils in South Australia and is the voice of local government in this State. All 68 councils are members of the Association.

The LGA is recognised by the South Australian Parliament through the *Local Government Act 1999*.

The mission of the LGA is to provide leadership to councils for the benefit of the South Australian community.

The LGA provides representation, quality service and leadership relevant to the needs of member councils. The LGA also operates specific units/entities providing:

- All public liability and professional indemnity cover for all South Australian councils;
- All workers compensation cover for all South Australian council employees and associated local government bodies;
- Asset cover for South Australian councils; and
- Extensive education and training; procurement; online services and a research and development scheme.

The LGA is a constituent member of the Australian Local Government Association.

Introduction

The Local Government Association welcomes the opportunity to partner with the South Australian Parliament to progress sensible and effective reform within local government. This is a pivotal time for the local government sector to work in collaboration with the State Government and the Parliament on robust and meaningful reform that will deliver lasting benefits to the community and drive downward pressure on council rates.

The Government's reform program will focus on changes to the *Local Government Act 1999* and the *Local Government (Elections) Act 1999* across four theme areas, being:

- strong council member capacity and better conduct
- efficient and transparent local government representation
- lower costs and enhanced financial accountability, and
- simpler regulation

The LGA has its own ideas for change that have been developed in consultation with members, as well as a range of issues and ideas raised and supported by members at previous LGA general meetings. These reform ideas are outlined within this Discussion Paper.

The purpose of this Paper is for the LGA to continue the reform discussion with member councils. The paper shares some preliminary reform ideas and seeks feedback from members on these ideas and other reform opportunities that members would like to see further explored. This is an opportunity for you to tell your Association what change you want to see, what that change should look like and what it should achieve for councils and communities.

While the LGA acknowledges the State Government has placed parameters on its review, the LGA invites feedback from councils on local government reform issues that fall outside the *Local Government Act 1999* and the *Local Government (Elections) Act 1999*, which could form part of the LGA's broader advocacy agenda.

Feedback on reform issues is requested **by 5pm on Friday 26 April 2019**. All feedback received will be carefully considered by the LGA Board of Directors and the positions that have high levels of support from members will be put forward to the State Government as part of a sector-wide submission. To ensure that all member views are considered, we would also appreciate a copy of any submissions made directly to the State Government.

The LGA looks forward to working with members and representing the views of the sector throughout all stages of the reform program.

Timeline and Reform Process

The LGA will use best endeavours to provide as much opportunity as possible for councils to contribute ideas, feedback and influence to the reform process. However, we will be working within the ambitious timelines that have been set by the Government, which may not always be best suited to council meeting cycles, and may be subject to change. The chart below provides a broad outline of the LGA's reform program, including consultation with councils highlighted in green.

	March 19	April 19	May 19	June	Jul 19	Aug 19	Sept 19	Oct 19	Nov 19	Dec 19	Q1 2020	Q2 2020
Release LGA Reform Discussion Paper												
Call for feedback and ideas from members												
Further investigations and research on the sector's ideas												
Advocacy and representation - State Government Reform Discussion Papers and Potential Reform Bill 1												
Consult members on potential Reform Bill 1												
Consultation with members on Reform Discussion Papers – workshops, focus groups, submissions												
Advocacy and representation – Development of Reform Bill 2												
Consult members on Reform Bill 2												
Advocacy and representation – parliamentary process												

Preliminary Reform Ideas

Reform issue	LGA's preliminary comments
STRONGER COUNCIL MEMBER CAPACITY AND BETTER CONDUCT	
Strengthening the Code of Conduct for Council Members	For a number of years the LGA has advocated for a review of the conduct framework for council members, including amendments to the statutory Code of Conduct for Council Members that would result in meaningful changes to the way complaints against councillors are considered, investigated, determined, and prosecuted. The LGA has also advocated for a clear and uncomplicated framework that makes it easier for councillors to understand their obligations and avoid offending conduct. It is important the Code of Conduct for Council Members produces timely and effective outcomes through cost-efficient and transparent processes that are fair and reasonable, and reflect councillors' status as democratically elected representatives. It is also important that local government is empowered to self-determine the expectations of acceptable behaviour that align with community expectations. Proposals marked in earlier LGA advocacy included: (1) increased devolution of responsibility to councils to handle behaviour matters internally, with expedient ways to escalate serious misconduct matters as appropriate, (2) broadening the range of penalties so that effective action can be taken commensurate with the circumstances of each case, and (3) clearer classifications of misconduct, in particular a specific definition of bullying and harassment. Other reform proposals could include, for example: • Temporary exclusion powers of the presiding member to enable better management of council member behaviour at meetings (with associated accountability measures for how those powers may be used) • Clear classification of sexual harassment • Suspension or exclusion mechanisms to protect the health and safety of council members and council employees while serious misconduct allegations are investigated, where a potential ongoing threat is identified

Reform issue	LGA's preliminary comments
	• Powers for an appropriate oversight body to dismiss individual council members following an investigation into serious misconduct • Effective deterrents for frivolous and vexatious complaints that abuse the processes available and waste public resources.
Prevention to Intervention	While it is important to have a strong ethical framework to address instances of inappropriate behaviour and serious misconduct by elected members, it is also important to recognise that council behaviour and morale cannot be solely managed through intervention mechanisms like a Code of Conduct. In accordance with the LGA's <i>Prevention to Intervention</i> strategies, it is important that behaviour strategies are seen as a continuum beginning with prevention and ending with intervention. Prevention strategies should be focused on policies and procedures that councils and council members can use to promote good governance and avoid non-constructive behaviour and/or fractured relationships within council or the wider community. Statistics show that approximately half of all Code of Conduct complaints are lodged by a council member against another council member. Some behaviour or conduct of a council member may make a complaint unavoidable, but in other instances there is merit in (1) strengthening the skills of councillors to deal with conflict, de-escalate disagreement and find ways to work constructively and respectfully with each other, and (2) providing access to early-intervention mechanisms, such as internal conciliation. Clear and consistent processes that assist communication between parties and the rapid resolution of disagreements could assist in maintaining healthy council dynamics.
General duties of council members (section 62 <i>Local Government Act 1999</i>)	There are a number of general duties prescribed in section 62 of the <i>Local Government Act 1999</i> with which council members must comply. These are based on the principle that council members should at all times behave in a way that generates community trust and confidence in them as individuals, which will in turn reflect positively on the council and help to maintain and enhance the role and image of council. In summary, the general duties in section 62 of the Act include: • A council member must at all times act honestly and with reasonable care and diligence in the performance and discharge of official functions and duties

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	• A council member, or former council member, must not make improper use of information acquired by virtue of their position to gain directly or indirectly an advantage for them or another person or to cause detriment to the council • A council member must not make improper use of their position to gain directly or indirectly an advantage for them or another person or to cause detriment to council • A council member, or former council member, must not disclose information or a document to which a confidentiality order applies (unless required by law). While the prescribed general duties are reasonable expectations of a council member, enforcement of breaches of the general duties is in some instances unclear, and in other cases, requires court intervention. If these duties are to truly be a general expectation of council members, there should be clear and proportionate mechanisms for addressing council member actions that breach these general expectations. One possible solution is to provide for enforcement within the statutory Code of Conduct for Council Members.
Mandatory Training Requirements	Currently, the <i>Local Government Act 1999</i> and the <i>Local Government (General) Regulations 2013</i> require councils to have a training and development policy that complies with LGA <i>training standards for council members</i> approved by the Minister. The LGA training standards for council members includes mandatory training requirements for council members. The imposition of mandatory requirements via a training standard that must be adopted into a council policy, makes enforcement against non-participating council members difficult for councils. Provision of minimum mandatory requirements in the regulations would simplify and solidify the expectations on council members to participate in certain mandatory training. The elevation of minimum mandatory training requirements to statute would be reflective of the value the local government sector places on ongoing training and development for council members. Previous LGA advocacy on Code of Conduct reform also included a proposal for a failure to comply with mandatory training requirements to be treated as misconduct under the Code of Conduct for Council Members, to enable enforcement where training requirements were not met by a council member.
EFFICIENT AND TRANSPARENT LOCAL GOVERNMENT REPRESENTATION	
2014 Elections Review &	Local government participated in a lengthy review of the <i>Local Government (Elections) Act 1999</i> following the 2014 local government elections, but the resulting amendment bill was not passed by Parliament prior to the 2018 State Government election. The LGA supports the reintroduction and passage of the reforms outlined in

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the Local Government (Elections) Amendment Bill 2017	the <i>Local Government (Elections) Amendment Bill 2017</i> , which mostly provides for technical changes that will simplify processes and provide relief from some of the frustrations again felt at the 2018 elections, such as allowing all candidates to access an electronic copy of the voters roll. A copy of the bill can be found on www.legislation.sa.gov.au , here: Local Government (Elections) Amendment Bill 2017
2018 Elections Review	In the LGA's <i>delivering the LGA 2018 State Election Agenda: Local Government Reform Package</i>, which was provided to all parties and independent members prior to the 2018 State Government elections, a number of reforms to local government elections were proposed including requirements for all candidates to disclose: • certain information, such as political interests, which is currently required to be disclosed by sitting councillors on primary and ordinary returns • whether or not the candidate resides in the council area of the council for which he or she is standing. The 2018 local government elections, raised a number of new policy and technical difficulties that could be remedied through legislative change. Some of the issues the LGA has identified through its own elections experience, and preliminary feedback from councils, are the need for the: • simplification of the process for the submission of candidate statements, by allowing candidates to provide a website/social media link as part of their nomination • simplification of the process for enrolment on the supplementary roll with a view to providing a full online option • simplification of the process for nomination with a view to providing a full online option for candidates • incorporation of a provision to deal with the death or withdrawal of a candidate after nominations close • requirement for unsuccessful candidates to remove social media accounts related to the election • reconsidering how the deadline for close of votes is calculated to minimise receipt of late votes • alternatives to voters roll purging to increase non-residential ratepayer participation • improvements to the presentation and useability of the supplementary roll supplied to councils.
Representation Reviews	The <i>Local Government Act 1999</i> requires councils to carry out "representation reviews" as scheduled by the Minister under the regulations (approximately every 8 years). During these reviews councils must consider

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	options relating to (1) the composition of the council, including the number of council members, (2) whether or not the council should be divided into wards, and (3) the size and boundary areas of wards, if they exist. A council may also use this process to change its name or change the name of a ward. Based on advice from the Electoral Commission of South Australia (ECSA), the LGA understands that some councils have experienced difficulty obtaining the services of appropriately qualified consultants to assist them with the workload. Some councils have had to undertake multiple public consultation processes as a result of community feedback and changing options. Council members also face the challenge of having to make controversial decisions on potential changes to the composition of a council that might affect their own positions. Most councils required assistance from ECSA to comply with the extensive technical requirements set out in section 12 of the <i>Local Government Act 1999</i> in order to enable them to achieve certification by the deadline date. Representation reviews are an important feature of local democracy. ECSA has been reviewing the efficacy of current processes and its role in supporting councils to undertake representation reviews, and the LGA considers it prudent to use this reform program as a vehicle for revising the procedural and decision-making processes prescribed in the <i>Local Government Act 1999</i> for representation reviews.
Electronic voting in local government elections	The LGA will continue to advocate for electronic voting for local government elections. It is considered that the legal framework should enable electronic voting in anticipation of a secure and cost effective technical solution being available in the future. At the LGA's 2017 OGM members asked the Association to investigate trialling electronic voting in local government elections. Following consultation with ECSA it was determined that a cost-effective and feasible model is not yet available (with commercially available solutions presenting a number of risks that make them unsuitable at this time). In 2017 the Electoral Council of Australia and New Zealand (ECANZ) (comprising electoral commissioners of Aus, NZ, and each state and territory) established a national electronic voting working group, which has committed to creating a purpose-built internet voting system for federal, state, territory and local government elections. Development of the government-specific internet voting model is considered a 4-5 year project and the LGA Board determined to keep a 'watching brief' on its progress. The LGA has recently asked the Electoral Commissioner for an update on the working group and will advise members of his response when received.

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	The LGA notes with interest recommendation 4 of the ECSA's 2018 State Election Report, which recommends the electronic delivery and return of ballot papers for overseas, interstate or remote South Australian voters in State elections. Consultation can be undertaken with ECSA to determine if a similar procedure can be applied to local government elections. A copy of ECSA's State Election Report is available on its website at https://ecsa.sa.gov.au
Supplementary Elections	Where a council is unable to carry a casual vacancy, the <i>Local Government (Elections) Act 1999</i> requires a council to undertake a supplementary election. Supplementary elections must be funded by council and can involve substantial expense. Where a supplementary election is required more than once during a term of the council, costs for a council can be significant. The LGA is aware that other Australian local government jurisdictions have other types of arrangements for filling casual vacancies and these could be investigated, with necessary changes made to the <i>Local Government (Elections) Act 1999</i> to accommodate more cost-effective and efficient measures for replacing council members who leave office during the course of their term.
Caretaker Policy and Code of Conduct	Section 91A(7) of the <i>Local Government (Elections) Act 1999</i> says "the caretaker policy of a council is to be taken to form part of each code of conduct required to be prepared and adopted in relation to council members and staff under the <i>Local Government Act 1999</i> or the <i>City of Adelaide Act 1998</i>." Firstly, the language 'required to be prepared and adopted' no longer accurately reflects that Codes of Conduct are prescribed by regulation. If prescribed codes of conduct are to remain, the language should be changed to refer to their prescription. Secondly, the Code of Conduct for Council Employees was changed on 2 April 2018 to deal solely with gifts and benefits and no longer deals with general workplace behaviour of employees. A link to the behaviour-type issues to arise in relation to a caretaker policy seem to no longer be an appropriate fit within the Code of Conduct for Council Employees and consideration should be given to changing this section.
LOWER COSTS AND ENHANCED FINANCIAL ACCOUNTABILITY	
Audit Committees	The <i>Local Government Act 1999</i> requires a council to have an audit committee to review the financial statements of the council, provide advice on council's Strategic Management Plan and Annual Business Plan and review the adequacy of council's internal controls and financial management systems. Audit committees

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	have become embedded as an important part of local government's financial and governance performance measurement framework. Many councils have voluntarily expanded the role of their audit committee beyond what is legally required. Each audit committee must have at least one independent member and it is widely acknowledged within the sector that having more than one independent member, including an independent Chair is best practice. The role of audit committees can be strengthened by use of a best practice model that includes: • requiring a majority of independent members • diversifying the skill sets and knowledge of audit committee members • appointing an independent chair • expanding responsibilities to include greater oversight of strategic management plans, rating practices, performance monitoring, quality of financial management, and the council's use of public resources • empowering the Chair to make public statements on the audit committee's work and findings. Contemplation of legislative change should include review of the availability and costs of attracting qualified and skilled members to council audit committees, particularly in country areas, and to propose solutions that assist all councils to achieve best practice standards. This might include the option of a 'shared service' approach to establishing audit committees in regional areas, or providing exclusions from some requirements for regional or remote councils. The way in which many councils have established their audit committees demonstrates that a heavy-handed legislative response is not always required to achieve positive change within local government. The legislative framework should enable a best practice approach without unnecessary heavy prescription, and provide appropriate exemptions to assist regional councils.
Standardising external audits	All councils must appoint an external auditor to review and provide an opinion on the council's financial statements and a separate opinion on the adequacy of internal controls to provide reasonable assurance that the financial transactions of the council have been conducted properly and in accordance with law. In some other states, the external auditing of councils falls within the remit of the state's Auditor General. The LGA has commissioned research and consulted with councils about the option of adopting this model in

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	South Australia. We have found that while it may lead to some greater degree of consistency, the benefits would not outweigh the considerable additional costs to ratepayers. An alternative approach to achieving greater standardisation would be allowing or requiring the Auditor-General to issue binding interpretations of auditing standards applicable to local government. This would ensure consistency between private sector auditors. The LGA provides interpretation of accounting standards to the sector through the Model Financial Statements, the use of which are mandated in Regulations. However these standards apply to local governments, not to auditors, who have their own professional standards to observe.
Fee for lodgement of a section 270 complaint	At the LGA Annual General Meeting on 26 October 2018 members asked the LGA to <i>request the Government consider placement of a small 'lodgement fee' on all section 270 complaints made to various councils. Should a complaint be upheld then the fee would be refunded in full.</i> Section 270 of the <i>Local Government Act 1999</i> requires a council to develop and maintain policies, practices and procedures for dealing with complaints about the actions of the council, employees of the council, or other persons acting on behalf of council. Currently, section 270(3) of the Act provides that a council is not entitled to charge a fee on an application for review. The operation of section 270 furthers council commitment to open, responsive and accountable government by providing a process by which persons adversely affected by a decision or action of council can have their grievances considered. That said, an investigation of complaints can be costly and require the reallocation of administrative resources and a reasonable fee may provide an effective deterrent to frivolous or vexatious complaints.
Increasing the maximum penalty for breach of a by-law	At the LGA Annual General Meeting on 26 October 2018 members requested the LGA to <i>advocate for an amendment to section 246(3)(g) of the Local Government Act 1999 to increase the maximum penalty that can be fixed for any breach of a by-law and by extension the maximum expiation fee that can be fixed under section 246(5) of the Act.</i> Section 246(3)(g) of the Act provides councils with a power to fix a maximum penalty for any breach of a by-law provided that the maximum penalty does not exceed \$750. The prescribed \$750 maximum has not been amended since commencement of the Act in 1999. Section 246(5) of the Act provides councils with the power to fix an expiation fee for alleged offences against by-laws provided that the expiation fee for alleged offences against by-laws does not exceed 25 per cent of the maximum fine for the offence to which it relates. As the maximum penalty for a breach of a by-law is set at \$750, the maximum expiation fee is \$187.50. For

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	particular by-law offences this maximum expiation fee may not be a commensurate penalty or cause sufficient deterrent. A proposal to increase the maximum penalty for a by-law, thereby allowing a higher expiation fee, will need to consider the relationship between the <i>Local Government Act 1999</i> and the <i>Expiation of Offences Act 1999</i>. If the expiation fee is to be expiated in accordance with the <i>Expiation of Offences Act 1999</i>, section 5(3) of that Act provides power to fix an expiation fee in a by-law that does not exceed \$315 or 25 per cent of the maximum fine prescribed for the offence, whichever is lesser.
Benchmarking	While there is a considerable amount of information already available to communities about what their council is doing, this information is often spread across multiple documents and platforms, can be difficult to find, and is not easy to compare with other councils. There is merit in developing a sophisticated online platform for councils to share and compare meaningful data about their performance, and enhance the transparency and accessibility of council data for the community. Having access to up to date, consistent and reliable data from across the sector will enable local government to monitor trends, identify future challenges and make evidence-based decisions about reform and practice improvement. Gathering information about councils and how they are operating is beneficial for a number of reasons, including: • determining if councils are performing well, being fiscally responsible and are financially sustainable • assessing the relative efficiency of the sector and the value for money being delivered to communities • measuring and evaluating the outcomes that are being achieved and whether the community is satisfied with what councils are delivering • identifying opportunities for continuous improvement and reform programs to strengthen the sector. In developing a benchmarking framework, care needs to be taken to reflect that councils are as diverse as the communities they serve. Not all measures will be comparable across all councils and financial information will tell only one side of the story. It is important that there be a suite of meaningful performance measures that build a more complete picture of the financial and governance health of the sector and the public value of the services and programs delivered by councils.

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Prescribed format for Asset Management Plans and Long-Term Financial Plans	There is currently no standard format prescribed in the Local Government Act or in regulations that provide for a consistent approach to asset management planning and long-term financial planning. This makes it difficult to synthesise information from different councils or to apply a minimum standard for these documents. A prescribed format in regulations that sets minimum standards could be considered.
SIMPLER REGULATION	
Informal gatherings	The LGA is aware the legislative requirements regarding informal gatherings are a cause of frustration for many councils and that legislative change could result in more practical mechanisms for council discussions on projects, services and other matters involving council. Section 90(8) of the <i>Local Government Act 1999</i> allows informal gatherings or discussions to be held provided that the gathering or discussion does not obtain, or effectively obtain, a decision on a matter outside a formally constituted meeting of the Council or Council committee. Informal gatherings provide a valuable opportunity to enhance council decision making processes, by providing opportunity for council members to become better informed on issues and seek further clarification, and increase community opportunity for participation. Open and transparent council activities underpin representative democracy and ensure public confidence in council decision-making. Thus, the argument isn't that gatherings outside formal council meetings should be prohibited, but that the statutory requirements provide for their effective operation. The common areas of frustration that members communicate to the LGA include the difficulty in distinguishing between an informal gathering and a 'designated informal gathering' as well as whether the rules are intended to apply to informal gatherings of a few councillors or only all councillors (with the LGA receiving differing legal advice from the stated intentions of the previous State Government).
Conflict of interest	The conflict of interest provisions were introduced to the <i>Local Government Act 1999</i> as part of the <i>Local Government (Governance and Accountability) Amendment Act 2015</i>, and commenced on 31 March 2016. The provisions are based on provisions that operate in Queensland. There were a number of immediate teething problems with the provisions that the previous State Government attempted to rectify via amendment to the regulations following strong LGA advocacy. However, the overall complexity and rigidity of the rules in the Act continue to cause problems for council members.

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	The LGA wrote to the previous State Government consistently following the introduction of the provisions in 2016 to raise various concerns on behalf of members. The LGA continues to receive feedback from councillors about the complexity of the rules and the difficulties they face in ensuring adherence to the complicated rules. There is also continuing concern that application of the conflict of interest rules to council committees is prohibitive to community participation, especially by local business owners. This reform process provides an opportunity for the sector to consider a new and contemporary approach that is both simple for council members to apply and reinforces transparency and integrity within our sector. Reform could include simpler prescribed exclusion, or an ability for council or committee members to declare a material conflict of interest and stay in a meeting and debate/vote where it is in the public interest.
Suspension of allowances during state or federal elections	The suspension of an elected member from council while campaigning for state or federal election has featured in a number of notices of motion at recent LGA general meetings, and members have strongly supported LGA advocacy on this issue. Thus the policy position of the LGA is to support enforced leave for council members standing for state or federal election, including the suspension of allowances, subject to councils being permitted to meet inquorate where it is a consequence of the enforced leave. The proposal was included in the LGA's <i>delivering the LGA 2018 State Election Agenda: Local Government Reform package</i>, which was provided to members of the government, opposition, minor party and independent candidates prior to the 2018 State Government Election.
Mobile food vendors (food trucks)	In 2017, the previous State Government introduced mobile food vendor rules, which imposed state-wide requirements upon all South Australian councils irrespective of their local circumstances. The mobile food vendor rules prescribe that a council: • Must establish guidelines around approved locations for mobile food vendors ('location rules') • Must approve all permit applications that comply with the local rule guidelines • Restrict the maximum amount a council may charge for a mobile food vendor permit. The Small Business Commissioner has been given the role of umpire where there are disputes between vendors and councils.

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	Implementation of the rules has been a prime example of the difficulties and pitfalls in prescribing a one-size-fits all legislative approach for all councils. Councils in regional South Australia are rate income dependant for the majority of their revenue. Councils are required to balance the needs of their bricks and mortar “fixed” established rate paying businesses against the flexibility and vibrancy of pop-up mobile food vendors. In some areas that experience a large temporary population, such as seasonal high tourism, mobile food vendors are able to enhance the supply offering and satisfy the unusually high consumer demand. However, in other regional areas the business profile is one of fixed micro type businesses that rely on the high season for the majority of their cash flow and are at extreme risk due to pop up competitors that are perceived to have an unfair advantage. At its meeting in May 2018, the South Australian Regional Organisation of Councils (SAROC) Committee asked the LGA to advocate to the State Government for a review of the legislation governing mobile food vendors (<i>Local Government Mobile Food Vendors Amendment Act 2017</i>) particularly in regard to regional impact. The LGA consulted councils and was told: • Flexibility is required to allow councils to balance support for both bricks and mortar business and catering for temporary seasonal demand and events held in council areas • Consideration should be given to allowing regional South Australia to have a more flexible regime than metropolitan Adelaide.
Public consultation requirements in the <i>Local Government Act 1999</i>	In general, public consultation requirements throughout the <i>Local Government Act 1999</i> lack consistency and clarity. There is opportunity to review the approach to public consultation throughout the Act to remove uncertainty, and in turn, provide the best outcomes for both councils and the communities they consult. In particular, there is an opportunity to review and clarify the requirements set out in section 50 of the <i>Local Government Act 1999</i> following judicial interpretation of section 50 in the decision of <i>Coastal Ecology Protection Group Inc & Ors v City of Charles Sturt</i> [2017] SASC 136 (Coast Park decision).
Requirements to publish in newspapers	A review of public consultation requirements should be broadened to also consider requirements throughout the <i>Local Government Act 1999</i> to publish various notices in newspapers. Not only is publication in

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	newspapers very expensive for councils, it doesn't necessarily reflect a contemporary approach to community engagement that is seeing communities increasingly rely on internet-based and/or social media communication. Each community is different so it may be a matter of providing councils with greater flexibility to determine the communication methods that suit their community and the context of the matter at hand.
Public consultation requirements for permits under sections 221 and 222 of the <i>Local Government Act 1999</i>	The <i>Local Government Act 1999</i> empowers councils to evaluate and where appropriate issue permits for applications received to close public roads and footpath areas for a 'business purpose' to enable commercial activities to be undertaken pursuant to sections 221 and 222 of the Act. Examples of what may be considered a 'business purpose' are prescribed in section 222(1) of the <i>Local Government Act 1999</i>, but this is not an exhaustive list; a common basis for receiving an application to close roads, which is not prescribed on that list, is to enable construction companies to undertake concrete pours or receive deliveries of large building materials via crane. A council has faced challenge by a ratepayer regarding the requirement to undertake public consultation, in accordance with section 223 of the Act and regulation 25(1) of the Local Government (General) Regulations 2013, in relation to any proposal to issue a permit that authorises the use of a public road for a business purpose, where any part of the road is to be fenced, enclosed or partitioned so as to impede passage of traffic to a material degree. Competing legal opinions have been received regarding the meaning of impeding the passage of traffic to a material degree. If the complete enclosure of a public road for an extended period of time, that prevents vehicle and/or pedestrian traffic from travelling through the road, was found to impede the passage of traffic to a material degree, public consultation would be required to be undertaken for a period of 21 days in relation to every such permit application. This issue was presented to the State Local Government Red Tape Reduction Taskforce, and the Office of Local Government committed to seeking Crown legal advice on the matter (which is pending). Notwithstanding what the Crown advice may say, the fact there are differing legal opinions is sufficient reason to seek legislative change to place the public consultation requirements in relation to permits for the purposes of section 221 and 222 of the <i>Local Government Act 1999</i> beyond doubt.
Developer contributed assets	There is a perception that councils have to accept an asset when it is offered for free from a developer, but councils do not have to accept an asset and may undertake a prudential report to ensure it is up to standard and financially viable for council to maintain. Accepting an asset has long-term financial implications for a council and prudential management issues should be considered prior to a council accepting an asset.

Reform issue	LGA's preliminary comments
Rating equity for commercial and/or industrial land uses	Section 48 of the <i>Local Government Act 1999</i> could clarify the right of council to undertake a prudential report and/or decline an asset.
	Council rates are generally considered a proportional land tax in terms of social 'fairness', in that tax payers contribute proportionally based on the value of their property. Currently South Australian councils face considerable rating constraints for selected major developments (e.g. wind farms, feedlots, solar farms and mines) and exempt properties, resulting in local communities paying more than their fair share to subsidise the cost of servicing certain land uses. These constraints include: - the inability to levy appropriate and equitable rates on electricity generators (including wind farms and solar farms) as a result of the exclusion of improvements such as electricity generating plant and equipment from capital valuations under legislation; and - the inability to effectively categorise intensive land uses for differential rating purposes given the limited permitted rating categories available under legislation. A report on this issue, commissioned by the Legatus Group, highlights considerable differences in the manner in which properties are valued and categorised, and in which rates are able to be levied in other mainland States. SA councils are significantly disadvantaged when compared to the approaches adopted in Queensland, WA and NSW with respect to the rating of resources sector (mining) properties. SA councils are also disadvantaged when compared to the approaches adopted in Queensland and Victoria with respect to the rating of electricity generation sites (including wind and solar farms). The report can be found on the Legatus Group website at: https://legatus.sa.gov.au/wp-content/uploads/2018/07/Final-Report-Rating-Equity-for-CommercialIndustrial-Land-Uses-Outside-Towns-in-SA-1.pdf The following changes in legislation could be considered to address these constraints and ensure equity between ratepayers: - allow councils to recover appropriate payments in lieu of rates directly from electricity generators – rather than landowners – under a regulated formula subject to indexation (a similar system currently exists in Victoria where Councils receive payments based on a methodology under State legislation); and

Reform issue	LGA's preliminary comments
	enable additional flexibility in the categorisation of different land uses for differential rating purposes to provide councils with greater capacity to levy appropriate rates based on intensity of land use (e.g. mining/resources, feedlots). As outlined in the Report, the resulting additional revenue would allow the redistribution of the tax rating burden on a broader ratepayer base. In other words, case studies show that addressing this issue could put downward pressure on the rates paid by households. These changes would likely require consequential change to Acts outside the responsibility of the Minister for Local Government (e.g. the <i>Electricity Corporations Restructuring and Disposal Act 1999</i> is the responsibility of the Treasurer), so further consultation will be required with other Ministers as necessary.
Regulations for section 245A of the Local Government Act 1999 (Development Bonds)	In 2009, section 245A was inserted into the <i>Local Government Act 1999</i> with the intention of enabling a council to require a developer to enter into an agreement - that complies with any requirements prescribed by regulations - to cover the cost of potential damage to council infrastructure. This agreement could take the form of a bond or other security, which would be called upon only if damage occurred during development works. Shortly after insertion of section 245A it became apparent that without the development of regulations section 245A could not be enforced. Thus, should damage occur, there is no security to councils to oblige developers to pay for damage caused to infrastructure without court action. Since this time, the LGA has been seeking to have relevant regulations made but this has previously been met with opposition by both industry and the previous State Government. The LGA proposes to continue to seek the making of appropriate regulations, to safeguard council's infrastructure and enable councils to recoup the cost or repairing related to development damage.
Regulation 21 of the Local Government (Procedures at Meetings) Regulations 2013 (CEO may submit report recommending revocation or amendment of council decision)	Regulation 21 of the Local Government (Procedures at Meetings) Regulations 2013 allows a CEO to submit a report to the council recommending the revocation or amendment of a resolution passed since the last general election of the council. It is believed the intention of the drafters of regulation 21 was to provide an alternative process to regulation 12(3) which requires a council member to place a notice of motion to amend or revoke a council resolution passed since the last general election. However, regulation 21 has not been integrated appropriately with regulation 12(3) and the requirement for a council member to place a written notice of motion remains in force in relation to a CEO recommendation for revocation or amendment of a resolution. Thus, at present the CEO report recommendation needs to be brought back to council at the next meeting through a notice of motion put forward by a council member under regulation 12(3). This means, at

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	best regulation 21 empowers the CEO to draw a council's attention that he/she considers a revocation or amendment would be appropriate, after which a written notice of motion must be lodged by a council member at a second meeting before the council could pass a rescission motion based on the recommendation of the CEO. The LGA has previously requested amendment to regulation 21 to ensure proper integration between regulation 21 and regulation 12(3) so that a written notice of motion by a council member (therefore necessary to wait for a second meeting) is not required. Amendment has not yet occurred and the LGA recommends continued advocacy to remedy the anomaly.
OTHER REFORM ISSUES	
Management of unmade roads	The <i>Local Government Act 1999</i> and the <i>Road Traffic Act 1961</i> do not give councils appropriate powers to manage unmade public roads, especially in rural areas. There are many 'public roads' laid out in old rural subdivisions which have never been formed, or are no longer used, and over time have been occupied by adjacent landowners. In some cases, there is remnant public infrastructure in place, including culverts and bridges. While some are required/used as fire trails, many are purely used for private access or private purposes. The increase in four wheel drive enthusiasts has seen an increase in complaints from adjacent landowners, and exposes council to a potential liability for the use or misuse, and damage to either the user's vehicle or the road and road infrastructure. Clearer statutory provisions are needed so council can effectively close a road to all, or certain classes of vehicles, and be able to effectively enforce the road closures.
Community housing	The State Government is transferring public housing properties to Community Housing Providers to facilitate their upgrade and renewal. This transfer makes properties eligible for a mandatory 75% rebate on council rates, whereas the State Government previously paid full rates on these properties. The State Government transferred 4,000 public housing properties to CHPs in September 2017. This followed the transfer of 1,100 properties in 2015. The approximate annual revenue loss across the 17 councils impacted is approximate \$4.4 million for every 5,000 properties that are transferred through a long-term lease to community housing providers. Public housing is a State Government responsibility. Applying the mandatory rebate to the transferred properties leads to an inequitable burden on other ratepayers in affected councils, often in lower socio economic communities that can least afford the additional impost.

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	The LGA advocates for legislative change to remove the 75% rebate on council rates for community housing providers.
Fees and charges	Cost shifting also occurs when councils are required by legislation or an agreement with the state government to provide a service, but the regulated fee for providing that service falls well below costs. Many of the fees and charges that council can raise are set in Regulations. Some are set at cost recovery, others are not. Some are indexed annually, others are not. There are some activities for which councils are not permitted to charge any fee. Councils and community need more clarity and certainty about fees and charges. The LGA advocates for review of local government fees and charges regulated by the state government to establish modern price setting principles which promote efficiency, flexibility and fairness in service delivery. This will cover a number of Acts outside the <i>Local Government Act 1999</i> and the <i>Local Government (Elections) Act 1999</i> and will require consultation with other Ministers.

Member Feedback

Members are invited to provide feedback on these preliminary ideas, which have been identified through previous member feedback. We also welcome the submission of further ideas for positive reform based on the expertise and experiences of member councils. As a guide, the following key questions may be considered in providing feedback.

Will these ideas contribute positively to local government and provide benefits to the community?

What would be the barriers or issues that would need to be overcome in order to successfully implement these ideas?

Are there alternative solutions to the problems that have been identified that should be further explored?

What are the other issues that should be addressed through this reform program, and what are the potential solutions?

What are the areas of the Local Government Act and Local Government (Elections) Act that are working well and should not be altered through this reform program?

Feedback on reform issues is requested by **5pm on Friday 26 April 2019** in order for your ideas to be considered by the LGA and form part of the Association's initial response to the State Government. However, we appreciate that some councils may require additional time and we would gratefully accept your feedback at any stage as will continue to submit ideas and issues to the Government and all members of Parliament throughout the entire reform process.

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The Hon Stephan Knoll MP
Member for Schubert

2018/23560/T01

Mayor Des Noll
Wattle Range Council
PO Box 27
MILLICENT SA 5280

LETTER NO: 1/148982	
FILE NO: 10.85.1	PH:
DATE RCVD: 18 MAR 2019	REFERTO: Mayor
☒ C/O ☐ M/S ☐ D/L ☐ D/S ☐ P/E	

Dear Mayor  Noll

On 20 February 2019, the Premier and I held a roundtable discussion with 45 Mayors from across South Australia to discuss potential local government reform. I found the discussion at the Roundtable on local government reform most valuable as I consider legislative review over the course of 2019.

As I mentioned on the day, there are several areas of local government and activity that I think could benefit from a fresh look and sensible reform. These are:

Stronger council member capacity and better conduct

I am aware that the Code of Conduct for Council Members needs to be reviewed. This is an important tool that can assist all council members to act in the best interests of their communities, and to ensure that their decisions are always made with the highest standards of integrity. However, I would like the legislative review to extend beyond the role of a formal Code to consider what tools councils need to ensure that relationships amongst their members are constructive, and that all council members have the knowledge and skills to perform their roles.

Lower costs and enhanced financial accountability

I also aim to ensure that the legislative provisions that guide all councils' financial accountability deliver a system of local government that your constituents see as robust, sustainable and transparent. This will ensure that the people who provide the taxes you rely on are both fully informed of your council's performance, and feel confident in your operations and position.

Efficient and transparent local government representation

I will also incorporate a review of the 2018 local government elections within this broader reform program. This review may consider all aspects of local government elections, including voting methods, timing of elections, the role of candidate donations and information provided to voters.

Simpler regulation

Finally, I also see a broad based review of the *Local Government Act 1999* as an opportunity to identify statutory requirements whose costs outweigh their public benefits. I would appreciate hearing of any ideas you may have on possible legislative improvements that allow your council to better focus on the services that your community values most.

Minister for Transport, Infrastructure and Local Government
Minister for Planning

Roma Mitchell House Adelaide SA 5000 | GPO Box 1533 Adelaide SA 5001 DX 171
Tel 08 7109 8430 | Email ministerknoll@sa.gov.au



Prior to developing any proposals for legislative reform, I would like to hear all ideas for improvements from across the local government sector. I therefore invite you and your council to submit any feedback on the above four reform areas, or suggestions for other improvements that you think should be considered.

I would appreciate receiving any submissions by Friday 26 April 2019. Information on the reform program is available from the OLG website, www.dpti.sa.gov.au/local_govt.

To maximise the value of your contribution, I would appreciate your considered ideas for reform that include an appropriate level of detail and identifies possible solutions that focus on real benefits to your ratepayers and communities.

You may wish to note that I will also request ideas for local government reform from the community more widely. I encourage your community to contribute to the reform conversation at YourSAy.

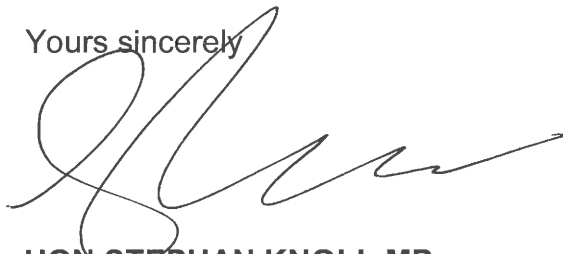
Following the consideration of all ideas, it is my intention to release a paper in mid-2019 that discusses ideas and opportunities within the four reform areas and other reforms that may arise through consultation with the sector and communities. This will enable further discussion proposals for reform before a Local Government Reform Amendment Bill is developed in early 2020.

However, if matters are identified that can bring immediate benefit to councils and their communities, I will consider taking an initial reform Bill forward in mid-2019. You may wish to comment on such improvements in any submission you make.

You may also wish to note that I have written to all South Australian council members, as I am keen to highlight the opportunity this reform program brings to improve local government, and to maximise my engagement with all councils.

I look forward to working with you, your council and your communities as we identify and progress real improvements to the system of local government in our State.

Yours sincerely



HON STEPHAN KNOLL MP
MINISTER FOR TRANSPORT, INFRASTRUCTURE AND LOCAL GOVERNMENT
MINISTER FOR PLANNING

7 March 2019

The CEO

Wattle Range Council

Dear Sir/Madam

LETTER NO:		1148821	
FILE NO:		9.34.11/12	
DATE RECD	13 MAR 2019		REFER TO:
☒ CEO	☐ CCG	☐ CDS	☐ CEC
			FILE

Prior to the last Council elections, very few people were aware of a clause in the Local Government Act which provides for non-Australian citizens to vote at Council elections.

It was well known that every Australian citizen in SA, over the age of 18 years was on the State Electoral roll and was therefore automatically enrolled to vote at Council elections. It was only when the banners about the election were displayed that it became evident that people other than those automatically enrolled, may also be entitled to vote.

To qualify, a non-Australian citizen would need to meet the Council CEO and verify that he or she had been living at a residence within the Council area for at least 30 days.

The generally accepted protocol across all administrative bodies in Australia is that it is the members alone who are entitled to vote and elect the personnel who administer the body. This applies to sporting clubs, trade unions, industry groups, service clubs and corporations etc.

Our State and Federal elections are open only to Australian citizens.

Why would Council elections be different? Those desiring a vote are welcome to become citizens.

There is a campaign to amend the Local Government Act to be consistent with voting for the other levels of Government which require voters to be Australian citizens. It will require State Parliamentary approval.

I would appreciate the matter being placed on your meeting agenda because your elected members are closest to the scene. I would hope they prefer to see consistency across voting for all levels of Government and I encourage your Council to contact the local MP and Minister Knoll seeking the amendment.

Yours faithfully

Ken Grundy

Box 177

Naracoorte SA 5271

March 4 2019



TONY PASIN MP

Federal Member for Barker



29 March 2019

Mayor Des Noll
Wattle Range Council
PO Box 27
MILLICENT SA 5280

By email: des.noll@wattlerange.sa.gov.au

Dear Mayor Noll *Des,*

I write to advise that the Federal Government has today announced measures that will help keep drivers safe on local roads by delivering an additional \$2.2 billion in road safety funding.

Road safety is everyone's responsibility but the Government has a key role to play in delivering safer roads and vehicles.

I am proud to be part of a Government that is committed to play its part in getting Australians get home safely from every journey on our roads.

The Government has announced an additional \$1.1 billion in funding for local governments under the Roads to Recovery program, as well as an extra \$550 million for the successful Black Spot Program, which targets known high-risk locations and reduces serious crashes by 30 per cent on average.

I am pleased to advise that as a result, the Wattle Range Council will receive additional funding of \$547,203 under the Roads to Recovery program, bringing your total 5 year allocation to \$2,736,013.

We will deliver a further \$571.1 million to improve the safety and efficiency of heavy vehicle operations through the Bridges Renewal Program, Heavy Vehicle Safety and Productivity Program and Heavy Vehicle Safety Initiatives (HVSIs).

The Budget also delivers safer roads through a variety of further initiatives, including establishing a new Office of Road Safety to facilitate a greater leadership role for the Federal Government.

Safer roads and bridges mean safer heavy vehicle operations, which is critical to our goal of reducing road trauma on the nation's roads.

The Government has also announced a new \$12 million Road Safety Innovation Fund to support research and development in priority areas such as regional road safety, driver distraction from mobile devices, protecting vulnerable road users and reducing drug driving.

Murray Bridge Office

Shop 5, Murray Bridge Green, Riverview Road, Murray Bridge SA 5253
Phone (08) 8531 2466 **Freecall** 1300 301 648

Mount Gambier Office

27 Commercial Street East, Mount Gambier SA 5290
Phone (08) 8724 7730 **Freecall** 1300 723 935

Email tony.pasin.mp@aph.gov.au **Web** tonypasin.com **f** [TonyPasinMP](https://www.facebook.com/TonyPasinMP) **t** [@TonyPasin](https://twitter.com/TonyPasin)

In addition, a new Road Safety Awareness and Enablers Fund will offer \$4 million in targeted and competitive grants to fund road safety awareness, education and collaboration initiatives.

We are also backing local governments to prioritise safety, providing a further \$2.55 million to the Australian Road Research Board to help councils keep abreast of the latest road safety design and maintenance innovations when managing their local road assets.

This is in addition to renewed commitments to fostering the skills of new drivers through the Keys2drive program, continued funding to the Australasian New Car Assessment Program (ANCAP) to encourage the purchase of safer vehicles, and an ongoing commitment to safer vehicle design through rigorous and globally harmonised Australian Design Rules.

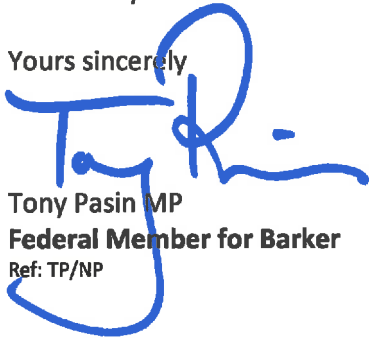
The Government will also place road safety at the heart of its infrastructure investment program by prioritising safe system principles in line with the National Road Safety Strategy.

The Government is committed to working in a bipartisan spirit to progress the 12 recommendations made by the National Road Safety Strategy Inquiry in September 2018.

The additional funding announced today builds on the Federal Government's current investment of around \$2.6 billion in safety-enhancing projects, bringing the total investment to \$3.1 billion per year over the period 2019–20 to 2022–23.

If there is anything further I, or my staff, can do to assist you at any time, please do not hesitate to contact my office.

Yours sincerely



Tony Pasin MP
Federal Member for Barker
Ref: TP/NP

From: [MASHsg](#)
To: [Mayor](#)
Subject: EI2019/148665 - 4.37.1/3 - Millicent Saleyard Closure
Date: Wednesday, 6 March 2019 8:06:00 PM
Attachments: [MASHSG letterhead.jpg](#)
[Mayor Des Noll Millicent Saleyard Closure.pdf](#)

MASHSG letterhead.jpg



Dear Mayor Des Noll,

At our March meeting the Millicent & Surrounds Health Support Group discussed Wattle Range Councils recent decision to close the Millicent Saleyards and the public forum held to discuss the planned closure.

Our members passed the following resolution:

Motion to meeting

MASHSG write to Mayor Noll advising that Millicent & Surrounds Health Support Group believe that the Millicent Sale Yards can play a significant role in maintaining good mental health of our farming community and urges the rescission of the decision to close the saleyards in line with the views strongly put at the public meeting.

Please find attached our correspondence to yourself as Mayor and the Wattle Range Council.

Yours sincerely

John Andre
Chair
Millicent & Surrounds Health Support Group Inc
PO Box 686
Millicent SA 5280



Millicent & Surrounds Health Support Group

"A local initiative supporting & advocating for the improvement of health services"

Mayor Des Noll OAM
Wattle Range Council

6/03/2019

Subject: Millicent Saleyard Closure

Dear Mayor,

The Millicent & Surrounds Health Support Group believe that the Millicent Saleyards has in the past and can into the future play a significant role in maintaining good mental health of our farming communities within the Wattle Range Council area.

Mental health for farming families in today's constantly changing world is well documented as being a critical issue for rural families, isolation and difficulty accessing support services are some of the challenges facing our community.

Social inclusion opportunities that present at the Saleyard markets allow for engaging with friends and peers, it is well documented that this is a key component in mental well being.

Our understanding is that following the public forum of 31st January a small group was to pursue opportunities raised at the forum to address the current declining trend in use of the saleyards, but that the Council plan remains in place for closure in mid 2020. The closure resolution in itself is a negative influence on peoples' thinking.

Millicent & Surrounds Health Support Group urge the rescission of the decision to close the saleyards to provide a more positive atmosphere in which to develop options for the future.

We cannot overstate the importance of the social inclusion opportunities that operating saleyards provide to the farming community.

Yours Sincerely,

John Andre AM
Chair Millicent & Surrounds Health Support Group

PO Box 686
Millicent
SA 5280

MINUTES FROM THE GENERAL MEETING OF THE LIMESTONE COAST LOCAL GOVERNMENT ASSOCIATION FRIDAY 8TH FEBRUARY 2019 HELD AT KINGSTON DISTRICT COUNCIL, HOLLAND STREET, KINGSTON.

Presentations from Guest Speakers

Frank Brennan – Chairman, SANFL Regional Football Council – South East and Matthew Duldig, SANFL Community Football Manager.

- A merger between SACFL and the SANFL will now allow greater focus on football in regional areas
- Sustainability of clubs is the critical issue
- *For every \$1 invested in Community Football there is at least \$4.40 social return*
- Ultimate competition on the field, Ultimate collaboration off the field
- Regional Re-Structure - Build the capacity of the region, enhance competitions structures, Consolidate the administration & management activities of many Leagues, Promote the image of the game
- SANFL Regional Council will take ultimate responsibility for football in the region
- Football Operations Coordinator
- First Implementation – Limestone Coast
- A change of governance structure for Country football which will provide greater strategic focus, more effective decision-making at a regional level, and an investment of resources directly in regions.
- Approx. \$100K to implement Football Operations Role & Regional
- State Infrastructure Audit Findings
- SE - Field Lighting, SE – Unisex change rooms, SE – Umpire facilities, Addressing the Gaps for female facilities.
- Regional Planning Project, SANFL Modular Construction Project
- Football, Cricket and Netball Facility Fund
- Working Together and Council Engagement
- Partnership Request to councils \$500 per club per council \$12k total for LC Councils

Pippa Pech - Zone Emergency Management Program Officer, SES

- LCLGA delegates encouraged to attend meetings – 4 meetings per year
- State Emergency Management plan - strategic level management of emergency management in the Limestone Coast
- ZEMC – Monitoring
- National Government Guidelines Risk Assessments
- LC Emergency Management Plan – 3 levels of information. Public Summary, 2 Page Summary and Full risk assessment

Please links below for further information;

[Local Emergency Management Arrangements](#)

[State Emergency Management Plan](#)

[Natural Disaster Resilience Program.](#)

John Chapman - Small Business Commissioner, South Australia

- Council Friendly Initiative
- \$195 per party per day
- Fair Trading – Industry Codes
- 2 new priorities September 2018 / Mediation
- Farmers & the Mining Act, Geothermal Act
- Retail Act, Debts to Government, Food Truck Rules and Local Government Act. Process is now set out under the act.
- Building & Construction Industry – eg Royal Adelaide hospital
- Roadworks – working with Councils, LGA to assist with the impact on small business during roadworks.
- Procurement Support for Small Business – working with Ian Nightingale

Please links below for further information;

[Small Business Commissioner](#)

[Small Business Friendly Council](#)

Meeting opened at 12.10pm

1.0 MEMBERS/DEPUTY MEMBERS

1.1 Present

Naracoorte Lucindale Council	Mayor Erika Vickery (LC LGA President)
City of Mount Gambier	Mayor Lynnette Martin
Wattle Range Council	Mayor Des Noll Cr Glenn Brown
District Council of Grant	Mayor Richard Sage (LCLGA Vice President)
Kingston District Council	Mayor Kay Rasheed Cr Jodie Gluyas
District Council of Robe	Mayor Alison Nunan
Tatiara District Council	Mayor Graham Excell

1.2 In Attendance

LC LGA	Mrs Biddie Shearing (Interim EO)
City of Mount Gambier	Mr Mark McShane (CEO)
District Council of Grant	Mr David Singe (CEO)
Wattle Range Council	Mr Ben Gower (CEO)
Naracoorte Lucindale Council	Mr Trevor Smart (CEO)
District Council of Robe	Mr Roger Sweetman (CEO)
Kingston District Council	Mr Andrew MacDonald (CEO)
Tatiara District Council	Ms Anne Champness (CEO)

1.3 Guests and Observers

UniSA	Mr Ian McKay
LGA SA	Mr Stephen Smith (Director – Policy)
Coorong District Council	Mayor Paul Simmons Deputy Mayor Jeff Arthur
PIRSA	Ms Peta Crewe (Regional Manager – Limestone Coast)
RDA Limestone Coast	Mr David Wheaton (CEO)
Small Business Commissioner	Mr John Chapman
SANFL Regional Football Council – South East	Mr Frank Brennan (Chairman) Mr Matthew Duldig (SANFL Community Football Manager) Ms Jessica Wainwright (SANFL Projects & Government Relations Officer)
NRM SE	Mrs Fiona Rasheed (Presiding Member)
SES	Pippa Pech (Zone Emergency Management Program Officer)
LC LGA	Mr Tony Elletson (STARCLUB Field Officer & LC Regional Sporting Academy Manager) Mrs June Saruwaka (Regional Waste Management Coordinator) Ms Ali Auld (Special Projects Officer – Road Safety & Leadership) Ms Mae Steele (Executive Support Officer)

1.4 Apologies

Federal Member for Barker	Mr Tony Pasin MP
Member for Mount Gambier	Mr Troy Bell MP Mr Travis Fatchen (Office Manager)
Member for MacKillop	Mr Nick McBride MP
City of Mount Gambier	Cr Sonya Mezinac
Kingston District Council	Cr Jodie Gluyas



Tatiara District Council	Cr Robert Mock
Substance Misuse Limestone Coast	Ms Sophie Bouchier (Project Officer)
Limestone Coast Leadership Program	Miss Kirsty Starling (Participant)
LC LGA	Mrs Prae Wongthong (Regional Waste/Climate Adaptation Project Officer) Mrs Michaela Bell (Project Manager)

“That the apologies be accepted.”

Moved, District Council of Grant

Seconded, Tatiara District Council

CARRIED

2.0 DISCLOSURE OF INTERESTS

Any Delegate or staff member with a potential conflict of interest is asked to declare the interest on the supplied **Conflict of Interests Declaration Form** detailing what the conflict is and why they will not be participating in any item relating to that issue.

3.0 MINUTES OF MEETINGS

- 3.1 Confirmation of the Minutes of the December LC LGA General Meeting held in the Naracoorte Lucindale Council on 14th December 2018

“That the Minutes of the LC LGA General Meeting held on 14th December 2018 be taken as read and confirmed as a true and correct record of the proceedings at that meeting.”

Moved, Tatiara District Council **Seconded,** Wattle Range Council

CARRIED

4.0 MATTERS ARISING FROM THE MINUTES

Business arising from the Minutes of the General Meeting, 14th December 2018.

5.0 ACTION SHEET

7th December Actions

5.0.3 LCLGA Selection Panel is progressing with applications and the process for the recruitment of a new LCLGA Executive Officer. Shortlisting completed and Interviews to be held with in two weeks.

12th October 2018

8.3.2 SEGRA Conference Subcommittee met to progress the application process and familiarisation planning.

6.0 CORRESPONDENCE

6.1 Inwards and Outwards

Correspondence register to 2nd February 2019.

Many of these correspondence items will have been received directly by member councils. Should any delegate wish to access any correspondence items listed, but not included with this agenda, they can be made available by contacting the LC LGA Executive Officer.



“That correspondence be received and noted by LC LGA delegates.”

Moved, Tatiara District Council

Seconded, City of Mount Gambier

CARRIED

7.0 REPORTS

7.1 LC LGA President’s Report

- Attended meetings with Dominic Testoni, Andy Stott, Biddie Shearing and David Wheaton.
- Attended and gave speech at the Limestone Coast Leadership Program Launch at Struan House on 23rd January.
- LGA Board Meeting 31st January.
- AMRC Board meeting 6th February – Community Settlement and Community Services meeting will be held in the Limestone Coast region 21-22 February. AMRC provide migrant support in Mount Gambier, Naracoorte and Bordertown.

7.1.1 LGA Board

- (i) Draft Minutes of LGA Board of Directors Meeting held on Thursday 29th November 2018 & 31st January 2019.

Key outcomes Endorsement of the LGA’s submission on the Local Government (ratepayer Protection and Related matters) Amendment Bill, Approval of the R7D Scheme 2019-20 Annual Business Plan, Support for Dog and Cat Management Board to waive dog registration fees for prescribed accreditation bodies, agreement for the LGA President to write to the Premier requesting an LGASA Board Director be invited onto the Board of Infrastructure SA on an ex-officio basis.

7.1.2 SAROC

- (ii) Draft Minutes of SAROC Special Meetings held on Friday 26th October 2018 and Wednesday 19th December 2018.

7.2 Local Government Association of SA

Regional Topical

Stephen Smith

- Small Business Commissioner – LGA Advocate for changes on behalf of councils.
- Federal Election Opportunity for SA to unite for fair funding eg Supplementary Road Funding & non road infrastructure funding. Encouraged LCLGA Councils to talk to your Federal Member.
- Supplementary Road Funding – Short Fall
- LGA Board of Directors – Regional consultation for Strategic Plan
-

7.3 Report from Coastal Alliance Project Coordinator

Prae Wongthong

7.4 Report LC LGA Climate Adaptation Project Officer

Prae Wongthong

- Successful 2015-18 Natural Disaster Resilience Program funding for \$30,000 for Planning for Flood Inundation and Sea Level Rise in the Limestone Coast.

7.5 Report from LC LGA Starclub Field Officer



Tony Elletson

- LC Regional Sporting Academy grown from 12 to 42 athletes in second year
- Partnerships with Hockey SA & Athletics SA
- Sponsors – M7G Hotel Group
- New partnership with Tennis SA
- Wished Mark McShane & Roger Sweetman all the best for their retirements

7.6 Report from LC LGA Tourism Industry Development Manager

Biddie Shearing

- SATC Winter Campaign featuring Limestone Coast
- Corporate and Business Travelers Update – Attendance at the Destination SA Trade Event
- SA Life, ARB & Postcards in region or visiting soon
- Mixed Dozen Interactive Trails Project progress update - one of 21 projects across Australia and LCLGA 34% completed.

7.7 Report LC LGA Regional Waste Management Coordinator

June Saruwaka

- LC Region Waste and Resource Recovery Infrastructure Plan & Implementation Planning.

7.8 Report from LC LGA Regional Community Road Safety Officer

Ali Auld

- Motor Accident Commission (MAC) to be wound down from July 2019.

7.9 Report from Limestone Coast Leadership Development Program Coordinator

Ali Auld

- Leadership Program Update including budget, sponsorship and participants.

7.10 Report from LC LGA Project Manager

Michaela Bell

“That the reports from the LC LGA President, Local Government Association SA, Coastal Alliance Project Coordinator, Climate Adaptation Project Officer, Starclub Field Officer, Tourism Industry Development Manager, Regional Waste Management Coordinator, Regional Community Road Safety Officer, Limestone Coast Leadership Development Program Coordinator and Project Manager be received and noted.”

Moved,

Seconded,

CARRIED

8.0 RECOMMENDATION REPORTS

8.1 Substance Misuse Limestone Coast

Interim Executive Officer

It is recommended that LC LGA:

1. Receive and note the report.
2. Substance Misuse Limestone Coast comes under the auspices of the LCLGA.
3. Authorise the LCLGA President and Interim Executive Officer to make the financial/contractual arrangements and sign related.



Moved, City of Mount Gambier **Seconded**, District Council of Robe

CARRIED

8.2 Limestone Coast - Use of Terminology

Interim Executive Officer

It is recommended that LC LGA;

1. Receive and note the report.
2. Authorise the President and Executive Officer to write to the Stand Like Stone Foundation and outline the LCLGA's intention to advocate for the State Government to make this change across all departments.

Moved, Wattle Range Council **Seconded**, Tatiara District Council

CARRIED

8.3 Independent Commissioner against Corruption (ICAC)

Mayor Martin

It is recommended that LCLGA;

1. Receive and note the report.
2. The Presiding Member of the LCLGA write to the ICAC Commissioner inviting him, the Ombudsman and the Auditor-General to present the forum on their office's role in the Limestone Coast Region, to ensure regional Councils can access this important information

Moved, City of Mount Gambier **Seconded**, Wattle Range Council

CARRIED

With the leave of the meeting LCLGA president deferred item 8.4 to the end of the meeting.

9.0 FINANCIAL

9.1 Financial Statements

It is recommended that LC LGA:

1. Receive and note the reports:
 - a. The Consolidated Profit and Loss Budget Analysis for the period 1st July 2018 to 31st December 2018 be received and noted.
 - b. The Balance Sheet for the period ending 31st December 2018 be received and noted.
 - c. The Jobs Profit and Loss Report to the 31st December 2018 be received and noted.



Moved, District Council of Grant **Seconded**, Wattle Range Council

CARRIED

10.0 OUTSIDE ORGANISATIONS AND COMMITTEES

10.1 **Regional Development Australia Limestone Coast**
David Wheaton - Chief Executive Officer

10.2 **South East NRM Board**
Fiona Rasheed

- Local Government Review
- Department of Environment Restructure
- Landscapes SA

10.3 **Limestone Coast Substance Misuse Project Officer**
Sophie Bouchier

10.3 **Limestone Coast Bushfire Management Committee**

It is recommended that LC LGA:

“Receives and note the Reports.”

Moved, District Council of Grant **Seconded**, Robe District Council

CARRIED

11.0 LCLGA SUB-COMMITTEE MINUTES

11.1 **LCLGA Tourism Management Group – 21st January 2019**

11.2 **LCLGA Roads & Transport Management Group – 21st January 2019**

It is recommended that LC LGA:

“The Minutes of the LCLGA Tourism Management Group and the LCLGA Roads and Transport Management Group having first been circulated amongst members, be adopted.”

Moved, Tatiara District Council

Seconded, District Council of Grant

CARRIED

1.0 Late Report

Regional Development Australia Limestone Coast (RDALC) – Funding Agreement

It is recommended that LC LGA:

1. Receive and note the report.
2. Endorse the Terms of Reference.
3. Authorise the LCLGA President and Interim Executive Officer to formalise the funding agreement between RDALC & LCLGA for FY 2018/2019.
4. Authorise the Interim Executive Officer to facilitate joint meeting with RDALC & LCLGA Boards during March 2019.



Moved, Tatiara District Council**Seconded,** District Council of Grant**CARRIED****12.0 OTHER BUSINESS****12.1 Electoral Office Closure – Mount Gambier**

Motion without notice

It is recommended that LCLGA;

1. Authorise the LCLGA President to write to the Electoral Commission to advocate for the reinstatement of the Mount Gambier Electoral Office.

Moved, District Council of Grant **Seconded,** City of Mount Gambier**CARRIED****12.2 Letter of Thanks**

Motion without notice

It is recommended that LCLGA;

1. Authorise the LCLGA President to write to Mr David Hood thanking him for his service to outside organisations representing LCLGA.

Moved, District Council of Grant **Seconded,** Tatiara District Council**CARRIED**

- Ian McKay Uni SA - Update
- Peta Crewe, PIRSA – Fruit Fly Border Control in place, Fisheries have been busy, 2017 primary Industries Scorecard – LC Region performing very well.
- Mayors discussed having an informal gathering regarding LCLGA on a regular basis.
- Mayor Kay Rasheed – Kingston SE Update
 - o Successful summer season with great weather, Christmas and Events on each weekend.
 - o Largest Regional Triathlon in SA held in Kingston
 - o Both boat ramps operating
 - o Rock Seawall at Pinks Beach has been completed

Farewell Presentations

LCLGA President Erika Vickery thanked Mark McShane and Roger Sweetman for their support of and contributions to LCLGA and the Limestone Coast Region. Wish them well in the new endeavors and retirement plans.

8.4 Limestone Coast Region Waste and Resource Recovery Infrastructure Plan and Technical Appendices (Confidential)Interim Executive Officer

Circulated under a separate cover

1. Pursuant to Section 3.6.18 of the LCLGA Charter, and Section 90 of the Local Government Act 1999, the Association orders that the public with the exception of:

Mr Mark McShane (CEO) City of Mount Gambier
 Mr David Singe (CEO) District Council of Grant
 Mr Ben Gower (CEO) Wattle Range Council
 Mr Trevor Smart (CEO) Naracoorte Lucindale Council
 Mr Roger Sweetman (CEO) District Council of Robe
 Mr Andrew MacDonald (CEO) Kingston District Council
 Ms Anne Champness (CEO) Tatiara District Council
 Mrs June Saruwaka (Regional Waste Management Coordinator), LCLGA
 Mrs Biddie Shearing (Interim EO) LCLGA

be excluded from attendance at the meeting in order to consider and discuss Confidential Item No 8.4 LCLGA Limestone Coast Region Waste and Resource Recovery Infrastructure Plan and Technical Appendices.

2. Is satisfied that the principle that meetings of LCLGA should be conducted in a place open to the public has been outweighed in relation to this matter because it relates to information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person.

Moved, Kingston District Council **Seconded,** Tatiara District Council

CARRIED

RECOMMENDATION

1. The LCLGA Board receives noting the 'Limestone Coast Region Waste and Resource Recovery Infrastructure Plan' and the 'Technical Appendices'.
2. The LCLGA Board resolves that the 'Limestone Coast Region Waste and Resource Recovery Infrastructure Plan and Technical Appendices' remain In Confidence.
3. The LCLGA President and Interim Executive Officer to arrange an informal workshop with LCLGA Board Members and the Regional Waste Management Steering Committee with Rawtec to present prior to approving the development of an implementation plan.

Moved: Tatiara District Council

Seconded: District Council of Robe

Moved for the reports to stay in confidence

Moved, District Council of Grant **Seconded,** Tatiara District Council

CARRIED

13.0 MEETING CLOSURE – 1.55pm



The next LC LGA General Meeting is to be held at City Hall in the City of Mount Gambier on **Friday 5th April**. Acceptances and apologies to Mae Steele, LC LGA Executive Support Officer Phone 8723 7310 or Email admin@lclga.sa.gov.au

LC LGA CALENDAR

Date	Meeting	Location
11 th & 12 th April 2019	Council Best Practice Showcase LGA Ordinary GM	Adelaide Entertainment Centre
TBA May 2019	SAROC	TBA
14 th June 2019	LC LGA GM	Wattle Range Council
TBA July 2019	SAROC	TBA
9 th August 2019	LC LGA GM	District Council of Robe
14 th - 16 th August 2019	LGA Roads & Works Conference	Renmark.
TBA September 2019	SAROC	TBA
11 th October 2019	LC LGA	Grant District Council
31 st October 2019	LGA Conference & AGM	Adelaide Oval, Adelaide.
TBA November 2019	SAROC	TBA
13 th December 2019	LC LGA GM & Christmas Lunch	Tatiara District Council
TBA January 2020	SAROC	TBA
14 th February 2020	LG LGA AGM & GM	Naracoorte Lucindale Council



Hon Corey Wingard MP



**Government
of South Australia**

**Minister for Police,
Emergency Services and
Correctional Services**

**Minister for Recreation,
Sport and Racing**

GPO Box 668
ADELAIDE SA 5001
DX 450

T: (08) 8463 6641
F: (08) 8463 6642

E: MinisterWingard@sa.gov.au

19EXT0240

Mayor Des Noll
Wattle Range Council
PO Box 27
MILLICENT SA 5280

LETTER NO: 1/149824	
FILE QF/ 10-85-1	PF/
DATE RCVD 03 APR 2019	REFER TO: Mayor
CEO	DCG
DCG	DES
	FILE

Dear Mayor Noll *Des*

As you know the Marshall Government has announced that we want to lead South Australia into a sporting golden era through a bold and wide-ranging new plan.

The South Australian Sport and Recreation Infrastructure Plan will change the game of sport in our state - from grassroots through to the elite level. It will do this by investigating and identifying the building blocks we need to strengthen sport participation, offer pathways for those chasing their sporting dreams through to attracting exciting sporting events from across the nation and the world.

This Plan will allow us, as a state, to set our sporting future and show our competitors that South Australia is open for sporting business. I truly believe South Australia can be the number one place for athletes to live, train and compete.

As the Minister for Recreation, Sport and Racing I want to look at potential upgrades, and improvements to recreational facilities such as trails and parks, community infrastructure like swimming pools, courts and playing fields as well as assets such as State Sports Park and major stadiums including Adelaide Oval and Coopers Stadium.

I also want to dive deeply into technology and the role it can play in sport – with a particular focus on para sports.

A key component of developing the plan will be wide ranging community engagement which focusses on the needs of sport and recreation associations and clubs, local government, private providers and the public.

Community engagement on the State Sport and Recreation Infrastructure Plan will commence in early April 2019 and I will keep you informed of specific details. I look forward to working with you and your community as we consider the future of sport and recreation in South Australia.

Yours sincerely

Hon Corey Wingard MP
Minister for Recreation, Sport and Racing

27 / 3 / 2019



Motions on Notice



*Items for
Consideration in
Confidence*