

14 December 2018

**MAYOR
COUNCILLORS
CITY OF MOUNT GAMBIER**

1. **NOTICE** is given that a meeting of the Council of the City of Mount Gambier will be held at the Council Chamber, Civic Centre, 10 Watson Terrace, Mount Gambier **on Tuesday, 18 December 2018 at 6.00 p.m.**
2. **NOTICE** is given that the Standing Committees (Committee Room and Level 1 Conference Room) and Council Assessment Panel (Level 1 Conference Room) will meet at the Civic Centre, 10 Watson Terrace, Mount Gambier on the days and dates as follows:

Strategic Standing Committee	Pending Council Resolution, no meeting in January
Operational Standing Committee	Pending Council Resolution, no meeting in January
Council Assessment Panel	Thursday, 17 January 2019

An agenda for the meeting is enclosed.



Mark McSHANE
CHIEF EXECUTIVE OFFICER

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AGENDA OF ORDINARY COUNCIL MEETING

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

PRESENT Mayor Lynette Martin OAM

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

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

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

1. APOLOGY(IES)

Apology(ies) received from Cr

That the apology from Cr be received.

Moved: Seconded:

2. LEAVE OF ABSENCE

Nil

3. CONFIRMATION OF COUNCIL MINUTES

Ordinary Meeting held on 16 October 2018

Statutory Meeting held on 22 November 2018

Special Meeting held on 4 December 2018



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

Moved:

Seconded:

4. MAYORAL REPORT - Ref. AF11/881

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

Moved:

Seconded:

5. REPORTS FROM COUNCILLORS - Ref. AF11/882

Member

.....

.....

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

Moved:

Seconded:

6. QUESTIONS

6.1. With Notice

Nil submitted.

6.2. Without Notice

7. PETITIONS

Nil

8. DEPUTATIONS

Nil

9. NOTICE OF MOTION TO RESCIND

Nil

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

4/12/2018	Strategic Planning Session Workshop

Records of proceedings are attached.

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

Moved:

Seconded:



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

Nil submitted.

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

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

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

Moved:

Seconded:



13. COMMITTEE MINUTES AND RECOMMENDATIONS

13.1. Minutes of Strategic Standing Committee - 10 December 2018

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

Moved:

Seconded

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

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

Moved:

Seconded:

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

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

Moved:

Seconded:



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

COMMITTEE RECOMMENDATION

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

Moved:

Seconded:

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

COMMITTEE RECOMMENDATION

- (a) That Strategic Standing Committee Report No. AR18/49523 titled '*Review of Confidentiality Orders*' as presented to the Strategic Standing Committee on 10 December 2018 be noted.
- (b) That the following Confidential Orders as specified in Attachment 1 to Report AR18/49523, having been reviewed by Council, remain in operation on the grounds provided:
 - i. Council 18/06/2013 - Corporate and Community Services Committee 11/06/2013 - Item 6 SOCIAL, CULTURAL AND COMMUNITY SERVICES - Committees - City of Mount Gambier Junior Sports Assistance Fund (Section 41) Committee - Minutes of Meeting held 22nd May, 2013 - Ref. AF11/725.
 - ii. Council 17/12/2013 - Corporate and Community Service Committee - 10/12/2013 - Junior Sports Assistance Fund Committee - 20/11/2013 - Item 15 - ROTARY CLUB OF MOUNT GAMBIER LAKES - Donations to Financially Disadvantaged Junior Sportspersons.
 - iii. Council 17/12/2013 - Corporate and Community Service Committee - 10/12/2013 - Junior Sports Assistance Fund Committee - 20/11/2013 - Item 15 - COMMERCIAL CLUB INC. - Donation to exceptional junior sportsperson.
 - iv. Council 15/04/2014 - Corporate and Community Services Committee - 08/04/2014 - GOVERNANCE - Committees - City of Mount Gambier Junior Sports Assistance Fund (Section 41) - Minutes of Meeting held 2nd April, 2014 - Ref. AF11/725.
 - v. Council 18/08/2015 - Railway Lands Development and Management Committee - 11/08/2015 - Item 8 - PROPERTY MANAGEMENT - Railway Lands - Expression of Interest - Occupation and Use Of Old Railway Station Building - Ref. AF15/262.
 - vi. Council 18/08/2015 - Railway Lands Development and Management Committee - 11/08/2015 - Item 7 - PROPERTY MANAGEMENT -



Railway Lands - Expression of Interest - Management of Community Markets - Ref. AF15/261.

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

Moved:

Seconded:



13.6. Minutes of Operational Standing Committee - 11 December 2018

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

Moved:

Seconded

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

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

Moved:

Seconded:

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

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

Moved:

Seconded:



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

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

Moved:

Seconded:

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

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

Moved:

Seconded:

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

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

Moved:

Seconded:



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

COMMITTEE RECOMMENDATION

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

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

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

Moved:

Seconded:

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

COMMITTEE RECOMMENDATION

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

Moved:

Seconded:



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

COMMITTEE RECOMMENDATION

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

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

Moved:

Seconded:

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

COMMITTEE RECOMMENDATION

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

Moved:

Seconded:



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

COMMITTEE RECOMMENDATION

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

Moved:

Seconded:



13.17. Regional Sport and Recreation Centre Committee – 3 December 2018

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

Moved:

Seconded

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

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

Moved:

Seconded:

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

COMMITTEE RECOMMENDATION
(a) That Regional Sport and Recreation Centre Committee Report No. AR18/49977 titled '<i>Regional Sport and Recreation Centre Committee – Ordinary Meeting Day/Time</i>' as presented to the Regional Sport and Recreation Centre Committee on 3 December 2018 be noted. (b) That the Regional Sport and Recreation Centre Committee hold ordinary meetings on the first Monday of each month commencing at 5:30 pm. (c) That ordinary meetings in accordance with resolution (b) commence from mid-January 2019.

Moved:

Seconded:



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

COMMITTEE RECOMMENDATION

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

Moved:

Seconded:

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

COMMITTEE RECOMMENDATION

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

Moved:

Seconded:

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

COMMITTEE RECOMMENDATION

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

Moved:

Seconded:

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

COMMITTEE RECOMMENDATION

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

Moved:

Seconded:



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

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

Moved: Seconded

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

COMMITTEE RECOMMENDATION
(a) That Junior Sports Assistance Fund Committee Report No. AR18/49728 titled ' <i>Junior Sports Assistance Fund - Selection of Presiding Member</i> ' as presented to the Junior Sports Assistance Fund Committee on 5 December 2018 be noted.
(b) The term of office for the position of Junior Sports Assistance Fund Presiding Member be 2 years.
(c) That Cr Greco be Presiding Member of the Junior Sports Assistance Fund Committee on and from 18 December, 2018.

Moved: Seconded:

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

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

Moved: Seconded:



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

COMMITTEE RECOMMENDATION

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

Moved:

Seconded:

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

COMMITTEE RECOMMENDATION

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

Moved:

Seconded:



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

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

Moved:

Seconded:

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

Hanna Persello was the City of Mount Gambier representative and Presiding Member to the City of Mount Gambier Junior Sports Assistance Fund.

Following the recent Local Government Elections, new Council appointments have been made to Section 41 Committees with the newly Elected Members.

Hanna has been a reliable and fair representative, chairing the meetings and providing a committed and invaluable contribution to Junior Sport which has contributed to the success of the Fund. The Committee wishes Hanna all the very best in her future endeavours.

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

Moved:

Seconded:



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

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

Moved:

Seconded

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

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

Moved:

Seconded:



13.33. Minutes of Council Assessment Panel – 15 November 2018

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

Moved:

Seconded:

14. COUNCIL REPORTS

Council Reports commence on the In Confidence Section.



15. MOTION(S) - With Notice

Nil Submitted

16. MOTION(S) - Without Notice



17. CONFIDENTIAL ITEMS

17.1. Consideration for Exclusion of the Public

Item No. 17.2

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

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

- (b) information the disclosure of which
 - could reasonably be expected to confer a commercial advantage on a person with whom the Council is conducting or proposing to conduct, business or to prejudice the commercial position of the Council.
 - would on balance, be contrary to the public interest
- (d) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party, and
 - would on balance, be contrary to the public interest
- (g) matters that must be considered in confidence in order to ensure that the Council does not breach any law, order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty.

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

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

Moved:

Seconded:



17.4. Consideration for Exclusion of the Public

Item No. 17.5

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

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

(k) tender for the provision of services.

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

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

Moved:

Seconded:



Meeting closed at p.m.

AR18/50809



18. REPORT ATTACHMENTS

Report attachments commence on the next page.



MINUTES OF ORDINARY COUNCIL MEETING

Meeting held at the Council Chamber, Civic Centre, 10 Watson Terrace, Mount Gambier
on Tuesday, 16 October 2018 at 6.00 p.m.

PRESENT

Mayor Andrew Lee
Cr Christian Greco
Cr Mark Lovett
Cr Josh Lynagh
Cr Sonya Meziniec
Cr Frank Morello
Cr Des Mutton
Cr Steven Perryman (arrived at 6:02 p.m.)
Cr Hanna Persello
Cr Penny Richardson
Cr Ian Von Stanke

COUNCIL OFFICERS

Chief Executive Officer	-	Mr M McShane
General Manager Community Wellbeing	-	Ms B Cernovskis
General Manager Council Business Services	-	Mrs P Lee
General Manager City Growth	-	Dr J Nagy
General Manager City Infrastructure	-	Mr N Serle
Manager Executive Administration	-	Mr M McCarthy
Media and Communications Coordinator	-	Ms S McLean
Customer Service Officer	-	Ms S Moretti

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

1. APOLOGY(IES)

Nil

2. LEAVE OF ABSENCE

Nil

3. CONFIRMATION OF COUNCIL MINUTES

Ordinary Meeting held on 18 September 2018



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

Moved: Cr Morello

Seconded: Cr Greco

Carried

4. MAYORAL REPORT - Ref. AF11/881

That the Mayoral report made on 16 October 2018 be received.

- Limestone Coast Football Association – Senior Presentation Night
- Limestone Coast National Police Remembrance Day Memorial Service – Wreath Laying
- Flinders University Rural Health SA – 2018 Community Engagement Meeting
- With CEO meeting with Mayor Joe McCracken – Colac Otway Council
- With CEO, LCLGA Meeting with Minister Stephan Knoll, in Naracoorte
- Operational Standing Committee Meeting
- SA Water Stakeholder Meeting
- Headspace Day
- LCLGA General Meeting
- Rotary Club of Mount Gambier – 90 Years of Service Celebratory Dinner
- Members Workshop – Induction Feedback and Update Regional Sport and Rec Centre

Moved: Cr Greco

Seconded: Cr Persello

Carried

Cr Perryman arrived at 6:02 p.m.

Cr Perryman left the room at 6:02 p.m.

Cr Morello left the room at 6:02 p.m.

Cr Perryman resumed the meeting at 6:03 p.m.

Cr Morello resumed the meeting at 6:04 p.m.



5. REPORTS FROM COUNCILLORS - Ref. AF11/882

Member

Cr Greco International Soccer Club Presentations

Cr Persello Mental Health Week "Do You See What I See", Community Meet & Greet with Neale Daniher – Drive for MND

That the reports made by Councillors on 16 October 2018 be received.

Moved: Cr Von Stanke

Seconded: Cr Lynagh

Carried

6. QUESTIONS

6.1. With Notice

Nil submitted.

6.2. Without Notice

Nil submitted.

7. PETITIONS

Nil

8. DEPUTATIONS

Nil

9. NOTICE OF MOTION TO RESCIND

Nil

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

Nil

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

Nil submitted.



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

Items referred to the Council Meeting held 18 September 2018.

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

Moved: Cr Perryman

Seconded: Cr Persello

Carried

13. COMMITTEE MINUTES AND RECOMMENDATIONS

13.1. Minutes of Operational Standing Committee - 9 October 2018

That the minutes of the Operational Standing Committee meeting held 9 October 2018 as previously circulated be noted.

Moved: Cr Lovett

Seconded: Cr Mutton

Carried

13.2. Heritage Adviser Report - August 2018 - Report No. AR18/38770

- (a) That Heritage Sub-Committee Report No. AR18/38770 titled '*Heritage Adviser Report - August 2018*' as presented to the Operational Standing Committee on 9 October 2018 be noted.

Moved: Cr Lovett

Seconded: Cr Greco

Carried

13.3. Lake Terrace Cemetery 150 Year Anniversary Celebration - Report No. AR18/37578

- (a) That Heritage Sub-Committee Report No. AR18/37578 titled '*Lake Terrace Cemetery 150 Year Anniversary Celebration*' as presented to the Operational Standing Committee on 9 October 2018 be noted.

Moved: Cr Lovett

Seconded: Cr Lynagh

Carried



13.4. Rook Walk 100 Year Celebration Update - September 2018 - Report No. AR18/38072

- (a) That Heritage Sub-Committee Report No. AR18/38072 titled '*Rook Walk 100 Year Celebration Update September 2018*' as presented to the Operational Standing Committee on 9 October 2018 be noted.

Moved: Cr Lovett

Seconded: Cr Meziniec

Carried

13.5. Minutes of Audit Committee – 26 September 2018

That the minutes of the Audit Committee meeting held 26 September 2018 as previously circulated be noted.

Moved: Cr Lovett

Seconded: Cr Meziniec

Carried

13.6. Capital Work in Progress Budget Carry Overs from 2017/2018 - Report No. AR18/37381

- (a) That Audit Committee Report No. AR18/37381 titled '*Capital Work in Progress Budget Carry Overs from 2017/2018*' as presented to the Audit Committee on 26 September 2018 be noted.

Moved: Cr Lovett

Seconded: Cr Meziniec

Carried

13.7. Control Track Continuous Improvement as at September 2018 - Report No. AR18/38581

- (a) That Audit Committee Report No. AR18/38581 titled '*Control Track Continuous Improvement September 2018*' as presented to the Audit Committee on 26 September 2018 be noted.

Moved: Cr Lovett

Seconded: Cr Meziniec

Carried



13.8. Annual Financial Statements for 2017/2018 - Report No. AR18/38407

The Audit Committee acknowledges:

- Comments by Council's Audit Partner Tim Muhlhausler from Galpin's regarding the annual financial statements including:
 - o Good standard of underlying financial data and financial statements
 - o Quality of work on the assets including the asset revaluation internal process, calculations and assumptions is of a high and impressive standard
 - o Comprehensive and quality the flow of asset revaluation data to Authority and to the financial standards
 - o Audit clearance with unqualified financial statements for the financial year ended 30 June 2018.
- The caliber of expertise, effort and time by staff in preparing the EOFY and annual financial statements and working with Council's Auditors and Audit Committee members to provide / resolve / clarify queries regarding the annual financial statements leading up to and at the Audit Committee meeting.

- (a) That Audit Committee Report No. AR17/38407 titled '*Annual Financial Statements for 2017/2018*' as presented to the Audit Committee on 26 September 2018 be noted.
- (b) That in accordance with Section 126 of the Local Government Act 1999, the Audit Committee advises that it has reviewed the draft annual financial statements of Council for the financial year 2017/2018 and is satisfied 'they present fairly the state of affairs of Council'.
- (c) That the Audit Committee recommends to Council for the financial year ended 30 June 2018 that:
 - i. Council adopts the annual financial statements and as presented at the meeting held 26 September 2018 as final.
 - ii. The Chief Executive Officer and the Mayor of the City of Mount Gambier be authorised to certify the financial statements.
- (d) That the Presiding Member of the Audit Committee and the Chief Executive Officer of the City of Mount Gambier be authorised to sign Council's *Certification of Auditor Independence Statement* that will accompany the financial statements for the financial year ended 30 June 2018.
- (e) That the Auditor's representative, Mr Tim Muhlhausler's verbal report providing an overview of the audit report as presented to the Audit Committee Meeting on 26 September 2018 be noted.

Moved: Cr Lovett

Seconded: Cr Meziniec

Carried



13.9. Treasury Management - Annual Review - Report No. AR18/38413

- (a) That Audit Committee Report No. AR18/38413 titled '*Treasury Management – Annual Review*' as presented to the Audit Committee on 26 September 2018 be noted.

Moved: Cr Lovett

Seconded: Cr Mezinec

Carried

13.10. Resignation of Ms Vanessa McDonald from the Audit Committee - Report No. AR18/37443

- (a) That Audit Committee Report No. AR18/3443 titled '*Resignation of Ms Vanessa McDonald from Audit Committee*' as presented to the Audit Committee on 26 September 2018 be noted.
- (b) That Ms McDonald resignation be noted.
- (c) That a letter of appreciation be sent to Ms McDonald for her service to the Audit Committee.

Moved: Cr Lovett

Seconded: Cr Mezinec

Carried

13.11. Recruitment of an Independent Member of the Audit Committee - Report No. AR18/37454

- (a) That Audit Committee Report No. AR18/37454 titled '*Recruitment of an Independent Member of the Audit Committee*' as presented to the Audit Committee on 26 September 2018 be noted.
- (b) That the Audit Committee recommend to Council a recruitment process be undertaken by the Chief Executive Office for a new independent member of the Audit Committee for Council's consideration.

Moved: Cr Lovett

Seconded: Cr Mutton

Carried



13.12. Works in Progress - City Infrastructure - Report No. AR18/40177

- (a) That Operational Standing Committee Report No. AR18/40177 titled '*Works in Progress - City Infrastructure*' as presented to the Operational Standing Committee on 9 October 2018 be noted.

Moved: Cr Lovett

Seconded: Cr Greco

Carried

13.13. Implementation of Agenda / Minute System - Report No. AR18/40177

- (a) That Operational Standing Committee Report No. AR18/39908 titled '*Implementation of Agenda / Minute System*' as presented to the Operational Standing Committee on 9 October 2018 be noted.

Moved: Cr Lovett

Seconded: Cr Morello

Carried

13.14. 29 Ferrers Street Tree Retainment - Report No. AR18/39868

- (a) That Operational Standing Committee Report No. AF17/421 titled '*29 Ferrers Street Tree Retainment*' as presented to the Operational Standing Committee on 9 August 2018 be noted.
- (b) That Council approves to remove a car parking space adjacent to 29 Ferrers Street and establish a no standing zone to be able to retain the tree adjacent to this property as per the attached parking resolution.
- (c) The Traffic Impact Statement attached to the Report be endorsed by Council;
- (d) The City of Mount Gambier, pursuant to Ministerial delegation resolves the following:
- Prohibited Area NO PARKING
- 1.2.073
- FERRERS STREET (Eastern Side) From 72.19 metres south of the intersection with Heriot Street to 82.0 metres south of the said intersection. To apply at all times.
- To be effective on the installation of appropriate linemarking.

Moved: Cr Lovett

Seconded: Cr Greco

Carried



13.15. GOVERNANCE – Committees – Statutory Committee – Council Assessment Panel CAP 2018 Ref. AF17/507

- (a) A report be presented to the Operational Standing Committee detailing the requirements for referral to the Heritage Adviser in Development Applications.

Moved: Cr Lovett

Seconded: Cr Lynagh

Carried

13.16. INFORMATION MANAGEMENT – Project Management – Agenda Management System and Implementation Ref. AF18/141

- (a) Coinciding with the InfoCouncil project that Standing Committee and Council Agendas be prepared in such a way that all reports and correspondence pertaining to the items are included as attachments to said Agendas.
- (b) An opt in system be made available to Councillors to collect a hard copy of the full Agenda.

Moved: Cr Lovett

Seconded: Cr Perryman

Carried

13.17. Minutes of Council Assessment Panel - 20 September 2018

That the minutes of the Council Assessment Panel meeting held 20 September 2018 as previously circulated be noted.

Moved: Cr Lovett

Seconded: Cr Greco

Carried

14. COUNCIL REPORTS

Nil



15. MOTION(S) - With Notice

15.1. Heritage Sub-Committee - Decision Making Structure - AF14/283

COUNCIL RESOLUTION
(a) That the Heritage Sub-Committee be placed into recess until after the November 2018 Local Government Elections and the subsequent confirmation of Council's decision making structure and Committee Membership.

Moved: Cr Richardson

Seconded: Cr Persello

Carried

16. MOTION(S) - Without Notice

Nil

Meeting closed at 6:50 p.m.

AR18/41854



MINUTES OF SPECIAL STATUTORY COUNCIL MEETING

Meeting held at the Council Chamber, Civic Centre, 10 Watson Terrace, Mount Gambier on
Thursday, 22 November 2018 at 6:00 p.m.

PRESENT: Mayor Lynette Martin OAM

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

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

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

1. DECLARATION OF OFFICE - Mayor Lynette Martin OAM - Ref. AF11/858

The Chief Executive Officer read out the result of the City of Mount Gambier November 2018 Mayoral Election.

Following the allocation of preferences Lynette Martin was declared elected as Mayor of the City of Mount Gambier with a total of 5286 votes.



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

Mayor Lynette Martin OAM read out her Declaration of Office.

Mayor Lynette Martin OAM took the Chair for the following business:

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

The Chief Executive Officer read out the results of the City of Mount Gambier November 2018 Councillor Election.

Following the allocation of preferences the following were declared elected to fill the 8 Councillor positions:

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

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

The following Members read out their respective Declarations of Office:

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

3. APOLOGY(IES)

Nil



4. MAYORAL WELCOME - Ref. AF13/111

Mayor Lynette Martin OAM welcomed all in the gallery. Congratulations to all Members and welcome to Council.

(a) That the Mayoral Welcome be received.

Moved: Mayor Martin

Seconded: Cr Jenner

Carried

5. RETURNING OFFICER'S REPORT - Outcomes from November 2018 General Elections - Letter from Electoral Commission SA dated 16 November 2018 - Ref. AF18/67

The Chief Executive Officer presented the Returning Officer's report on the outcomes of the November 2018 Mayoral and Councillor Elections:

(a) That the Returning Officer's report on the outcome of the November 2018 General Elections be noted.

Moved: Cr Meziniec

Seconded: Cr Jenner

Carried

6. POLICY S400 - SUPPLEMENTARY ELECTIONS - Ref. AF18/56

The Chief Executive Officer reported:

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

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

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



- (a) That the Chief Executive Officer's report on Supplementary Elections be noted.
- (b) That Council adopt the Policy S400 Supplementary Elections as attached to the Agenda.

Moved: Cr Greco

Seconded: Cr Amoroso

Carried

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

The Chief Executive Officer reported;

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

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

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

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

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

General Manager City Infrastructure
General Manager Community Wellbeing
General Manager Council Business Services
General Manager City Growth
Manager Executive Administration
Manager Development Services
Manager Engineering Design & Contracts
Manager Finance and Customer Service
Manager Tourism and Economic Development
Manager Arts & Cultural Development
Manager Library



Media and Communications Coordinator
CEO & Mayoral Executive Support

For the purpose of clause 2.18 of Part 2 of the Code of Conduct for Council Members the Chief Executive Officer has nominated the Manager Executive Administration and General Managers as delegates to whom Council Members may refer complaints about behaviour alleged to have breached the Behavioural Code.

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

(a) That the Chief Executive Officer's report on the Code of Conduct for Council Members be received.

Moved: Cr Jenner

Seconded: Cr Morello

Carried

8. **CONFLICT OF INTEREST - Ref. AF11/897**

The Chief Executive Officer reported;

- that Members need to familiarise themselves and comply with the material, actual and perceived Conflict of Interest provisions as contained the Local Government Act (Sections 73-75B inclusive);
- an extract of Sections 73-75B inclusive of the Act was attached to this Agenda for the information of Members.
- Members should note that the Conflict of Interest provisions extend to committees and to members of committees established by Council as if:
 - i. a committee were a Council; and
 - ii. a member of a committee were a member of a Council.
 - iii. Further information and training will be provided to Members in relation to this important matter.

(a) That the Chief Executive Officer's report on Conflict of Interest be received.

Moved: Cr Perryman

Seconded: Cr Hood

Carried



9. STATUTORY RETURNS - Members to complete statutory forms - Ref. AF18/512

The Chief Executive Officer reported:

- pursuant to the provisions of the Local Government Act 1999, Members are required to complete and provide to the Chief Executive Officer of the Council certain statutory returns:
 - i. Campaign Donation Returns for all candidates at the 2018 Local Government Elections
 - in the prescribed form.
 - within 30 days of the conclusion of the election (i.e. by no later than 14 December 2018)
 - ii. Register of Interests, to be submitted to the Chief Executive Officer of the Council:
 - In accordance with Schedule 3 of the Local Government Act 1999
 - Primary Return - within six (6) weeks of election (i.e. by no later than 28 December, 2018)
 - Ordinary Return – on or within 60 days after the 30 June in each year

Members must note that an updated return must be provided within one month should any material change in Member's interest occur.

- Members are required to provide to the Chief Executive Officer details of where Council papers, notices, agendas and other business documents are to be sent. A form will be provided for the purpose of each individual member authorising these details in writing.

(a) That the Chief Executive Officer's report on Member's Statutory Returns be received.

Moved: Cr Bruins

Seconded: Cr Amoroso

Carried

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

The Chief Executive Officer reported:

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



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

Civil Liability Protection – Council Members and Council Committee Members

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

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

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

Single & Regional Subsidiaries

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

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

External Committees and Boards

The protections under the Act and LGAMLS do not extend to “external” Committees, Boards or Groups not formally established by Council under the Local Government Act 1999 as they are independent bodies and are usually formulated under other legislation or without any legal recognition. Under the Rules of the LGAMLS civil liability protection cannot be extended beyond the Membership base for the benefit of an external body.

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

Limitation of Protections

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

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



Importantly, therefore the LGAMLS will not provide advice or support if they deem that a Member is acting outside their functions as governed by the Local Government Act 1999 and/or not acting in good faith.

(a) That the Chief Executive Officer's report on Civil Liability be noted.

Moved: Cr Meziniec

Seconded: Cr Jenner

Carried

11. MEMBER ALLOWANCES - Remuneration Tribunal Determination 6 of 2018 - Ref. AF11/894

The Chief Executive Officer reported:

Allowances:

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

In making its determination, the Tribunal has regard to:

- the role of Members of Council as Members of the Council's governing body and as representatives of the Council's area;
- the size, population and revenue of the Council, and any relevant economic, social, demographic and regional factors in the Council area;
- such an allowance is not intended to amount to a salary for a Member;
- such an allowance should reflect the nature of a Member's office; and
- the Act's provisions to provide for reimbursement of Member's expenses.

The current determination for the City of Mount Gambier (Determination 6 of 2018 made on 30 August 2018 is as follows:

COUNCIL:	Group 2 classification (out of 6 Groups)
GROUP 2:	Base is \$17,270
Mayoral Allowance:	4 times the \$17,270 = \$69,080
Deputy Mayoral Allowance:	1.25 times the \$17,270 = \$21,587.50
Presiding Member Allowance: (Prescribed Committee)	as for Deputy Mayoral Allowance



Councillors: \$17,270

NOTE: *A Council Member is entitled to decline payment of the Allowance (see section 76(7) of the Act). If a Council Member does decline payment of the allowance it must still be recorded in the Register of Allowances and Benefits.*

Council's prescribed committees, being committees of an enduring nature that perform or provide assistance and advice to Council in prescribed areas, prior to the election were the:

- Strategic Standing Committee, and;
- Operational Standing Committee.

In the past Member Allowances have been paid monthly (2 weeks in advance/2 weeks in arrears). For efficiency allowances are paid via Electronic Funds Transfer direct to the Elected Member's bank account.

The Determination includes a Sitting Fee to a Councillor (other than the Mayor, Deputy Mayor or Presiding Member of a prescribed committee) who is the Presiding Member of a committee that is not a prescribed committee, as follows:

- \$170 per meeting limited to an aggregate amount of allowance of \$1,020 per annum.

It is proposed that Sitting Fees for the Presiding Member of a committee that is not a prescribed committee be paid quarterly in arrears with the first payment being made at the end of the first quarter 2019.

The Allowances set out in the Determination will be adjusted annually on the first, second and third anniversaries of the 2018 local government elections to reflect changes in the Consumer Price Index as defined at section 76(15) of the Local Government Act 1999.

- (a) That the Chief Executive Officer's report on the Remuneration Tribunals Determination on Member Allowances be received.
- (b) That Member Allowances be paid monthly (2 weeks in advance/2 weeks in arrears) commencing from the conclusion of the November 2018 elections.
- (c) That Sitting Fees for a Councillor (other than the Mayor, Deputy Mayor or Presiding Member of a prescribed committee) who is the Presiding Member of a committee that is not a prescribed committee be paid quarterly in arrears.

Moved: Cr Jenner

Seconded: Cr Morello

Carried



12. TAXATION OF ALLOWANCES - Ref. AF11/894

The Chief Executive Officer reported:

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

(a) That the Chief Executive Officer's report on Taxation of Allowances be received.

Moved: Cr Perryman

Seconded: Cr Bruins

Carried

13. POLICY M405 - MEMBERS ALLOWANCES AND BENEFITS - Ref. AF18/56

The Chief Executive Officer reported:

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

Section 77(2) provides that a policy under Section 77(1)(b) lapses at a general election of the Council, accordingly the former Member Allowances, Re-imbursements, Benefits and Facilities Policy M405 has expired and has no further application.

An Elected Member Workshop was held in October 2018 during which the benefits and facilities provided under the former Policy M405 were discussed and the feedback provided has been incorporated into an updated Member Allowances and Benefits Policy as attached to the Agenda.

It is recommended that Council adopt the updated Policy M405 to enable any Elected Member re-imbursements, benefits and facilities to commence, noting that the provision of discretionary reimbursements and other benefits and facilities is reliant on the adoption of a policy or the passing of specific resolutions and that Council may review the Policy at any time.

The Local Government Act 1999 provides that a Member must not use a facility or service provided by the Council for a purpose unrelated to the performance or discharge of official functions or duties (unless the use has been approved by the Council and the Member has agreed to reimburse the Council for any additional costs or expenses associated with the use).



It is further recommended that the Council approve the Mayors private use of the Mayoral vehicle conditional upon reimbursement at the cents per kilometre rate determined by the Australian Taxation Office (currently 66 cents per kilometre) to account for fuel and consumables, servicing and wear and tear.

- (a) That the Chief Executive Officer's report on Member Allowances and Benefits Policy be noted.
- (b) That the updated Policy M405 Member Allowances and Benefits as attached (Attachment 9) to this Agenda be adopted to replace the lapsed Policy.
- (c) The Mayor be approved to use the Mayoral vehicle for private purposes on the condition that all private journeys are recorded in the provided logbook and the Mayor will reimburse Council for private journeys at the cents per kilometre rate determined by the Australian Taxation Office from time to time.
- (d) That necessary amendments be made to Council's Policy Index.

Moved: Cr Mezinec

Seconded: Cr Hood

Carried

14. POLICY M500 - MEMBER TRAINING & DEVELOPMENT - Ref. AF18/56

The Chief Executive Officer reported:

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

Council Policy M500 Members Training & Development recognises a range of delivery methods to support the training needs of Council Members, including:

- In-house workshops, seminars and briefing sessions conducted by the Council with appropriate staff, trainers and guest speakers;
- Attendance at workshops, seminars and conferences offered by training providers and industry bodies including the Local Government Association of SA and other industry bodies and/or private providers offering courses for Members to gain new skills and knowledge and to network with other Council Members;
- Printed material, including training booklets and discussion papers, that may be distributed for information;
- On-line learning;
- Audio/Visual information; and
- Tours & visits to other Councils to gain new knowledge & understanding.

Policy M500 also provides a hierarchy of training/development opportunities and approval/reporting requirements as a guide for Members, as follows:



Training/Development Category	Authorisation	Reporting
Local Training (hosted locally within City or Limestone Coast Region)	By Application	General Listing in Annual Report
SA LGA Training, Conferences, Meetings (Adelaide Based)	Generic Council Resolution (for any Councillor to attend)	Submission of Evaluation Pro-Forma for circulation in Friday Edition
All Other Training (e.g. Technical, Professional, Specialist, Non-LGA/Non-Local/Interstate Seminars, Conferences etc)	Specific Council Resolution (via pro-forma application) • Name of Councillor • Description of Training • Location • Training Cost • Benefits	Submission of Evaluation Pro-Forma/Report for presentation at the Member Reports Council Agenda Item.

It is recommended that Council re-adopt Policy M500 to enable any immediate post-Election training/development requirements to be addressed, noting that Council may review the Policy at any time.

- (a) That the Chief Executive Officer's report on Member Training and Development be noted.
- (b) That the updated Policy M500 Members Training & Development as attached (Attachment 10) to this Agenda be adopted.

Moved: Cr Morello

Seconded: Cr Bruins

Carried

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

The Chief Executive Officer reported:

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

- (a) That the Chief Executive Officer's report on Principal Office and Hours of Business be noted.



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| <p>(b) That pursuant to Section 45 of the Local Government Act 1999, the Principal Office of the Council be the Council Office, Civic Centre, 10 Watson Terrace, Mount Gambier.</p> <p>(c) That the Council Office (being its Principal Office) shall be open to the public for the transaction of business during the hours of 8.30 a.m. and 5.15 p.m. Monday to Friday inclusive (excluding Public Holidays and an identified period over Christmas/New Year).</p> |
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Moved: Cr Amoroso

Seconded: Cr Jenner

Carried

16. MEETINGS OF COUNCIL - Meeting Days and Times. - Ref. AF11/871

The Chief Executive Officer reported:

Section 81 of the Local Government Act 1999 provides that ordinary meetings of the Council will be held at times and places appointed by resolution of the Council. Other prescribed requirements that apply to Council meetings include:

- There must be at least one ordinary meeting in each month
- If a time and place has not been appointed for the holding of an ordinary meeting during a month, the Chief Executive Officer must appoint the time and place at which the ordinary meeting for the month is to be held.
- Ordinary meetings of a Council may not be held on Sundays, or on public holidays.
- Ordinary meetings of the Council may not be held before 5.00 p.m. unless the Council resolves by a resolution supported unanimously by all Members of the Council.

Council has previously held its ordinary meetings on the third Tuesday of each month at 6.00 p.m. It is recommended that Council resolve to continue this arrangement to enable meeting notices to be given for the coming month and New Year noting Council may review this at any time.

In accordance with s82 of the Local Government Act 1999 Special Meetings of Council may be held at any time at the request of the Mayor, at least three Members of the Council, or a Council Committee at which at least three Members of the Council vote in favour of making the request. The Chief Executive Officer must be provided with an agenda for the Special Meeting at the time that a request is made and if an agenda is not provided then the request has no effect.



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| <p>(a) That the Chief Executive Officer's report on Council Meeting Days and Times be noted.</p> <p>(b) That pursuant to Section 81 of the Local Government Act 1999, Ordinary Meetings of Council be held on the THIRD TUESDAY OF EACH MONTH commencing at 6.00 p.m. at the Council Chamber, Civic Centre, 10 Watson Terrace, Mount Gambier.</p> |
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Moved: Cr Mezinec

Seconded: Cr Bruins

Carried

17. POLICY C410 - CONDUCT OF MEETINGS - Ref. AF18/56

The Chief Executive Officer reported:

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

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

Section 92 of the Act also requires Council to adopt (and must review within 12 months after the conclusion of each periodic election) a Code of Practice for the purposes of public access to meetings and public release of minutes and documents (Sections 90 & 91).

Section 90(8a) also provides that an informal gathering or discussion may only be held if Council has adopted a policy on the holding of informal gatherings and discussions and the informal gathering or discussion complies with the policy. A policy under s90(8a) must also comply with any requirements prescribed by Regulations.

The following examples of informal gatherings or discussions are set out in s8 of the Local Government Act 1999:

- planning sessions associated with development of policies or strategies
- briefing or training sessions
- workshops
- social gatherings to encourage informal communications between members or between members and staff.

The Local Government (General) Regulations 2013 makes specific provisions including publication of details on Council's website in relation to '*designated informal gatherings or discussions*' which are defined as:



“An event organised and conducted by or on behalf of the Council or Chief Executive Officer to which Members of the Council or Council Committee (as the case may be) have been invited and that involves discussion of a matter that is, or is intended to be, part of an agenda for a formal meeting of the Council or Council Committee.”

The Regulations contain specific provisions regarding designated informal gatherings or discussions being held in a place open to the public unless the Council or Chief Executive Officer has declared (in certain limited circumstances) that the informal gathering or discussion be held in confidence.

Council Policy C410 *Conduct of Meetings* addresses a wide range of matters associated with the Conduct of (Council and Committee) Meetings, including the required policy provisions as set out above. Council also has a practice of adopting Terms of Reference for Committees and Sub-Committees that comprise its decision making structure that also provide guidance in meeting procedural matters.

It is recommended that Council re-endorse Policy C410 Conduct of Meetings noting that it may review the policy at any time provided public consultation is undertaken on any alteration or substitution of the policy provisions relating to public access to meetings and release of minutes and documents provisions in accordance with s92 of the Act prior to adoption.

In the absence of any policy amendments, re-endorsement of the existing Policy is not considered grounds for public consultation in accordance with s92 of the Act.

- (a) That the Chief Executive Officer's report on Conduct of Meetings Policy be noted.
- (b) That policy C410 Conduct of Meetings as attached to the agenda (Attachment 11) be endorsed noting no material changes to the policy provisions.

Moved: Cr Hood

Seconded: Cr Jenner

Carried

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

The Chief Executive Officer reported:

Regulation 12 (sub-regulation 19) of the Local Government (Procedures at Meetings) Regulations 2013 provides that any question that lies on the table as a result of a successful formal motion under sub-regulation (14)(c) lapses at the next general election.

Sub-regulation 20 provides that the Chief Executive must report on each question that lapses under sub-regulation 19 to the Council at the first ordinary meeting of the Council after the general election.



Whilst several motions containing similar wording to the formal motion '*the question lie on the table*' were carried during the 2014 to 2018 term of Council, each of these motions contained additional actions with the practical effect of 'deferring' the matters to other meetings and/or until further information had been prepared for consideration. These matters were subsequently addressed by Council.

Accordingly, no questions have been left to lie on the table as a result of a successful formal motion under sub-regulation (14)(c)

Members should note that in accordance with Regulation 12(13), a formal motion must be in the form of a motion set out in sub-regulation (14) and no other formal motion to a different effect will be recognised.

(a) That the Chief Executive Officer's report on Items Laid on the Table be noted.

Moved: Cr Greco

Seconded: Cr Amoroso

Carried

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

The Chief Executive Officer reported:

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

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

(a) That the Chief Executive Officer's report on Deputy Mayor be noted.

(b) That pursuant to the powers contained in Section 51 (3) and (4) of the Local Government Act 1999 Council hereby resolves to appoint a Deputy Mayor for the term of 2 years.

Moved: Cr Jenner

Seconded: Cr Morello

Carried



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

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

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

Where more than one nomination is received resolutions are to be passed to endorse voting process and appoint the Chief Executive Officer (or any other Senior Officer present at the meeting) as Returning Officer to conduct a secret ballot and draw lots (if/as necessary) and to declare the result.

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

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

The Mayor invites nominations for the position of Deputy Mayor.

The following nominations were received:

- (i) Cr Jenner nominated Cr Meziniec to be Deputy Mayor.
- (ii) Cr Greco nominated himself to be Deputy Mayor.

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

If more than one nomination received and accepted:

- (a) That the voting process for the position of Deputy Mayor be:
 - (i) the term of office for the position of Deputy Mayor for the City of Mount Gambier Council be 2 years.
 - (ii) Council determines that the method of choosing a Deputy Mayor be by an election process undertaken by secret ballot.



- (iii) the successful candidate will be the candidate with the highest number of votes.
- (iv) where two or more candidates have an equal number of votes one of those candidates will be determined as successful from a drawing of lots by the Returning Officer.
- (v) the Chief Executive Officer be appointed Returning Officer for the election.
- (vi) upon the completion of the election, the Returning Officer be authorised to declare the successful candidate elected to the position of Deputy Mayor.
- (vii) upon the declaration of the Returning Officer the candidate is appointed to the position of Deputy Mayor for the term of office determined by this resolution.

Moved: Cr Greco

Seconded: Cr Morello

Carried

The Returning Officer conducted the secret ballot

Then -

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

- (a) That the declaration of Cr Meziniec as Deputy Mayor be endorsed.

Moved: Cr Greco

Seconded: Cr Jenner

Carried

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

The Chief Executive Officer reported:

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

This representation includes at SA Local Government Association (LGA) Annual General Meetings and other LGA, Australian Local Government Association, and Limestone Coast Local Government Association functions.

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



Attendances by the Mayor (or Deputy Mayor) may be supported by the Chief Executive Officer, Acting Chief Executive Officer, or Chief Executive Officer's representative.

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

- (a) That the Chief Executive Officer's report on Mayor and Chief Executive Officer as Council Representatives be noted.
- (b) That Council hereby authorises the Mayor, Deputy Mayor, Chief Executive Officer, Acting Chief Executive Officer, and Chief Executive Officer's representative to represent Council, including at SA Local Government Association Annual General Meetings and other Local Government Association, Australian Local Government Association, and Limestone Coast Local Government Association functions.
- (c) That voting privileges associated with representing Council are restricted to the Mayor, Deputy Mayor, Chief Executive Officer and Acting Chief Executive Officer, unless such rights are exercised in accordance with Council's C410 Conduct of Meetings Policy or to give effect to a resolution of Council.
- (d) That resolutions (b) & (c) are to be applied to compliment and not to override or undermine any delegate/representative of Council duly nominated/appointed in accordance with the provisions of Council's C410 Conduct of Meetings Policy or by any subsequent resolution of Council.

Moved: Cr Hood

Seconded: Cr Bruins

Carried

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

The Chief Executive Officer reported:

During any scheduled or unscheduled leave of the Chief Executive Officer a suitable person appointed by the Chief Executive Officer after consultation with the Council must act in the office.

- (a) That the Chief Executive Officer's report on Acting Chief Executive be noted.
- (b) That the Chief Executive Officer shall periodically appoint (and shall notify the Mayor and Councillors of such appointment) any person holding one of the following Senior Officer positions to act in the office of Chief Executive Officer during any scheduled or unscheduled leave or absence of the Chief Executive Officer:



- General Manager – Community Wellbeing
- General Manager – City Infrastructure
- General Manager – City Growth
- General Manager – Council Business Services

- (c) That the current appointment of the General Manager City Growth, Dr Judy Nagy to act as in the office of Chief Executive Officer during any scheduled or unscheduled leave is noted.

Moved: Cr Jenner

Seconded: Cr Greco

Carried

23. COUNCIL DECISION MAKING STRUCTURE/COMMITTEES - Ref. AF14/283

The Chief Executive Officer reported:

Council's Decision Making Structure (comprising statutory committees and discretionary s41 Committees and Sub-Committees) and Appointments (including appointments to Outside Organisations) as reviewed and adopted during the 2014-2018 Council Term is set out in the following agenda items including the provision of the Terms of Reference for each committee.

Council may consider adopting the current or alternate structure for decision making in the new Council term noting that the structure may be reviewed and altered at any time.

- (a) That the Chief Executive Officer's report on Council Decision Making Structure/Committees be noted.

Moved: Cr Greco

Seconded: Cr Meziniec

Carried

24. SECTION 41 COMMITTEES - Ref. AF11/858

The Chief Executive Officer reported:

Council has established the following Committees under Section 41 of the Local Government Act 1999 to assist the decision making of Council.

- Strategic Standing Committee
- Operational Standing Committee
- Mount Gambier Junior Sports Assistance Fund
- Regional Sport and Recreation Centre Committee
- Environmental Sustainability Sub-Committee
- Community Engagement and Social Inclusion Sub-Committee
- Heritage Sub-Committee
- Chief Executive Officer Review Committee



The current Terms of Reference of these Section 41 Committees were attached.

Summary information on each of the Section 41 Committees is provided as follows:

Strategic Standing Committee

The Strategic Standing Committee was been established with a Strategic 'forward planning' focus on the matters set out in the committee terms of reference.

The Strategic Standing Committee serves a dual purpose also being Council's Strategic Planning & Policy Committee, a statutory committee under Section 101A of the Development Act 1993.

The Strategic Standing Committee is one of Council's two 'prescribed committees' being of an enduring nature that performs or provide assistance and advice to Council in prescribed areas.

Prior to the November 2018 Mayoral and Area Councillor elections the membership of Council's Section 41 Standing Committees comprised one half of the Council Members as follows:

- Cr Morello (Presiding Member)
- Cr Mezinec
- (former) Cr Lynagh
- (former) Cr Persello
- (former) Cr Richardson
- Mayor (ex-officio)

With Council comprising 8 Councillors and a Mayor from November 2018 Council may wish to consider the membership composition of the Strategic Standing Committee should it be endorsed as part of Council's continuing decision making structure.

Operational Standing Committee

The Operational Standing Committee was been established with a broad Operational 'business' focus on the matters set out in the committee terms of reference.

Several sub-committees (see below) report to Council via the Operational Standing Committee and this Committee has also served as a reporting and review committee for the minutes and recommendations of several other committees to Council, including Audit Committee and Junior Sports Assistance Fund.

The Operational Standing Committee is one of Council's two 'prescribed committees' being of an enduring nature that performs or provide assistance and advice to Council in prescribed areas.



Prior to the November 2018 Mayoral and Area Councillor elections the membership of Council's Section 41 Standing Committees comprised one half of the Council Members, as follows:

- (former) Cr Lovett (Presiding Member)
- Cr Greco
- Cr Perryman
- (former) Cr Mutton
- (former) Cr Von Stanke
- Mayor (ex-officio)

With Council comprising 8 Councillors and a Mayor from November 2018 Council may wish to consider the membership composition of the Operational Standing Committee it be endorsed as part of Council's continuing decision making structure.

Mount Gambier Junior Sports Assistance Fund

The Junior Sports Assistance Fund has the express purpose of providing financial assistance to local junior sportspersons of Mount Gambier and District and is established in collaboration with member sporting organisations and the District Council of Grant.

The Terms of Reference for the Junior Sports Assistance Fund were attached.

Having been in operation for over 30 years the Junior Sports Assistance Fund has distributed more than \$500,000 to support junior sportspersons, disadvantaged youth and specialised coaching clinics over this time.

Prior to the November 2018 Mayoral and Area Councillor elections the membership of the Junior Sports Assistance Fund was:

- (former) Cr Persello (Presiding Member)
- Mayor (ex-officio)
- Cr Barry Kuhl (DC Grant)

Secretary

- Barbara Cernovskis (General Manager Community Wellbeing)

Community Members

- Karen Cunningham
- Jenny Burston
- Jeanette Elliott
- Felicity Walker

The Secretary (administrative position) and Community Members (appointed by member organisations) are not affected by the conduct of the local government elections.



Council may however wish to consider the elected membership composition of the Junior Sports Fund should it be endorsed as part of Council's continuing decision making structure.

Regional Sport and Recreation Centre Committee

The Regional Sport and Recreation Centre Committee has been established to provide considered advice to assist Council on matters associated with the grant application and potential development of a regional sport and recreation centre, to conduct and/or assist with stakeholder and community engagement, and to assist with advocacy that supports Council's resolved position on the Regional Sport and Recreation Centre.

The Terms of Reference for the Regional Sport and Recreation Centre Committee were attached.

Prior to the November 2018 Mayoral and Area Councillor elections the membership of the Regional Sport and Recreation Centre Committee was:

- (former) Cr Von Stanke (Presiding Member)
- Mayor (ex-officio)
- Cr Frank Morello
- Cr Sonya Meziniec
- (former) Cr Hanna Persello

Council may wish to consider the membership composition of the Regional Sport and Recreation Centre Committee should it be endorsed as part of Council's continuing decision making structure.

Environmental Sustainability Sub-Committee

The Environmental Sustainability Sub-Committee has been established to assist Council achieve its environmental sustainability goals and objectives and associated advices, monitoring and promotion.

The Terms of Reference for the Environmental Sustainability Sub-Committee were attached.

Prior to the November 2018 Mayoral and Area Councillor elections the membership of the Environmental Sustainability Sub-Committee was:

- (former) Cr Richardson (Presiding Member)
- Cr Meziniec
- (former) Cr Von Stanke
- (former) Cr Mutton
- Mayor (ex-officio)



Council may wish to consider the membership composition of the Environmental Sustainability Sub-Committee should it be endorsed as part of Council's continuing decision making structure.

Community Engagement and Social Inclusion Sub-Committee

The Community Engagement and Social Inclusion Sub-Committee has been established in line with the City of Mount Gambier Social Inclusion Charter and the Community Engagement policy document to support Councils strategic framework and delivery of the Community Plan.

The Terms of Reference for the Community Engagement and Social Inclusion Sub-Committee were attached.

Prior to the November 2018 Mayoral and Area Councillor elections the membership of the Community Engagement and Social Inclusion Sub-Committee was:

- (former) Cr Persello (Presiding Member)
- (former) Cr Lovett
- (former) Cr Richardson
- Mayor (ex-officio)

Community Members (appointed until 2020 in accordance with Terms of Reference)

- Judy McKay
- Mel Stephenson
- Kate Amoroso (in capacity as a community member)

The Community Members (appointed for four years in accordance with the Sub-Committee Terms of Reference) are not affected by the conduct of the local government elections.

Council may however wish to consider the elected membership composition of the Community Engagement and Social Inclusion Sub-Committee should it be endorsed as part of Council's continuing decision making structure.

Heritage Sub-Committee

The Heritage Sub-Committee was been established to assist Council with a range of heritage related matters as set out in the sub-committee terms of reference.

Prior to the November 2018 Mayoral and Area Councillor elections the membership of the Heritage Sub-Committee was:

- (former) Cr Richardson (Presiding Member)
- (former) Cr Lovett



Community Members (appointed until 2020 in accordance with Terms of Reference)

- Brian Sims
- Richard Woods
- Ken Jones
- Lynn Lowe
- Brian Brooksby
- David Burt
- Alexandra Nicholson

The Community Members (appointed for a three years in accordance with the Sub-Committee Terms of Reference) are not affected by the conduct of the local government elections.

At the Council meeting held on 16 October 2018 the Heritage Sub-Committee was placed into recess until after the November 2018 local government elections and the subsequent confirmation of Council's decision making structure and Committee Membership.

Council may wish to consider the elected membership composition of the Heritage Sub-Committee should it be endorsed as part of Council's continuing decision making structure.

Chief Executive Officer Review Committee

The Chief Executive Officer Review Committee is authorised by Council to carry out of the CEO's performance development and review.

Prior to the November 2018 Mayoral and Area Councillor elections the membership of the Chief Executive Officer Review Committee was:

- (former) Mayor Lee (Presiding Member - as Mayor)
- (former) Cr Persello (as Deputy Mayor)
- Cr Morello (as Presiding Member of Strategic Standing Committee)
- (former) Cr Lovett (as Presiding Member of Operational Standing Committee)

The membership of the Chief Executive Review Committee is fixed by position (being the Mayor, Deputy Mayor and Presiding Member of Council's 'prescribed' Standing Committees).

Section 41 Committee Recommendations

To enable the continuity of the functions performed by Council's existing Section 41 Committees it is recommended that Council re-endorse and appoint membership for the existing Committee structure.

Council may also consider whether to re-endorse existing Sub-Committees or to refer such matters to the Standing Committees for determination if/as considered necessary.



Should it be necessary to conduct a voting process for contested positions on one or more Committees it is recommended that those positions be left vacant and for nominations to be sought and presented to the December Council meeting with accompanying recommendations for the conduct of the ballot.

The Mayor sought the approval of at least two-thirds of the members present at the meeting to suspend meeting procedures:

Purpose of the Suspension: To discuss Section 41 Committee membership

Carried by more than two-thirds of the members present at the meeting.

Meeting Procedures were suspended at 6:30 p.m.

At least two-thirds of the members present at the meeting resolved that the period of suspension should be brought to an end.

Carried by more than two-thirds of the members present at the meeting.

The Period of Suspension came to an end and Meeting Procedures resumed at 6:40 p.m.

- (a) That the Chief Executive Officers report on Section 41 Committees be noted.
- (b) That Council endorse the continued operation of established Section 41 Committees under their existing Terms of Reference as previously adopted by Council, as follows:
 - Strategic Standing Committee
 - Operational Standing Committee
 - Mount Gambier Junior Sports Assistance Fund
 - Regional Sport and Recreation Centre Committee
 - Chief Executive Officer Review Committee
- (c) That the Committees endorsed in resolution (b) shall report directly to Council as part of Council's decision making structure. Sub-Committees shall report via their establishing Committee.
- (d) That the first items of business for the first meeting of each Committee established in resolution (b) shall be:
 - i. Acting Presiding Member for initial meeting
 - ii. Committee Presiding Member for recommendation to Council.



- iii. Meetings days and times (noting lead times for agenda preparation)
- iv. Review of Committee Terms of Reference
- v. Consideration of Sub-Committees

(e) That the membership of the Section 41 Committees specified in resolution (b) be as follows:

Strategic Standing Committee

- Cr Morello
- Cr Bruins
- Cr Hood
- Cr Meziniec
- Mayor Martin (ex-officio)

Operational Standing Committee

- Cr Greco
- Cr Amoroso
- Cr Jenner
- Cr Perryman
- Mayor Martin (ex-officio)

Mount Gambier Junior Sports Assistance Fund

- Cr Greco
- Cr Amoroso
- Cr (to be determined by District Council of Grant)
- Mayor Martin (ex-officio)
- Community Members as set out in the Agenda Report

Regional Sport and Recreation Centre Committee

- Cr Morello
- Cr Bruins
- Cr Meziniec
- Cr Hood
- Mayor Martin (ex-officio)

Chief Executive Officer Review Committee

- Mayor Martin (Presiding Member)
- Deputy Mayor
- Presiding Member of Strategic Standing Committee
- Presiding Member of Operational Standing Committee



- (f) That the following Sub-Committees be placed in recess pending consideration of their necessity by Councillor Workshop:
- Environmental Sustainability Sub-Committee
 - Community Engagement and Social Inclusion Sub-Committee
 - Heritage Sub-Committee
- (g) The first meeting of the Strategic Standing Committee will be at 5:30 pm Monday 10 December. The first meeting of the Operational Standing Committee will be 5:30 pm Tuesday 11 December.

Moved: Cr Mezinec

Seconded: Cr Morello

Carried

25. STATUTORY COMMITTEES - Ref. AF11/858

The Local Government Act 1999, Development Act 1993 and Planning, Development and Infrastructure (PDI) Act 2016 provide for Council to establish certain statutory committees:

- Audit Committee (s126 of LG Act)
- Council Assessment Panel (s82/83 of PDI Act)
- Building Fire Safety Committee (s71 of Devt Act)
- Strategic Planning & Policy Committee (s101A of Devt Act)

The current Terms of Reference of these Committees were attached and summary information on each of these Committees is provided as follows:

Audit Committee - s126 of LGA1999

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

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



The Terms of Reference as adopted for Council's Audit Committee in December 2017 were attached.

Prior to the November 2018 Mayoral and Area Councillor elections the membership of Council's Audit Committee comprised:

- Cr Sonya Meziniec (Presiding Member)
- Vanessa McDonald
- Angela Kain
- Mayor (ex-officio)

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

Council may determine to confirm the existing independent membership of the Audit Committee and to retain Cr Sonya Meziniec as a Member for the time being until Council Member positions on the Audit Committee are considered at this or a subsequent meeting.

Council Assessment Panel – s82 and 83 of Planning, Development and Infrastructure Act 2016

Section 82 and 83 of the Planning Development and Infrastructure Act 2016 establishes an assessment panel appointed by Council to act as a relevant authority pursuant to the Act. The role of the Council Assessment Panel is to:

- *to act in accordance with the requirements of the Act and to make decisions in respect to applications pursuant to the Planning Development and Infrastructure Act 2016; and*
- *as it thinks fit, to provide advice and reports to the council on trends, issues and other matters relating to planning or development that have become apparent or arisen through its assessment of applications under this Act; and*
- *to perform other functions as prescribed by the Planning Development and Infrastructure Act 2016.*

The Terms of Reference for Council's Assessment Panel were attached.

Prior to the November 2018 Mayoral and Area Councillor election the membership of Council's Assessment Panel comprised:

- Mrs E Travers (Presiding Member)
- Mr P Seebohm
- Ms M Trotter
- Vacant
- (former) Cr Von Stanke

The term of the current Council Assessment Panel membership expires in February 2019.



In preparation Expressions of Interest have been sought for the Independent Members (including Presiding Member) of the Council Assessment Panel for the 2 year term commencing February 2019.

Expressions of Interests close on Friday 14 December 2018 and will be presented to the January 2019 Council meeting for consideration and determination.

Nominations for the Council Member position on the Council Assessment Panel may also be sought for consideration at this or a subsequent meeting.

Council Building Fire Safety Committee – S71 of Development Act 1993

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

The Terms of Reference for Council's Building Fire Safety Committee were attached to the agenda for information.

Prior to the November 2018 Mayoral and Area Councillor elections the membership of Council's Building Fire Safety Committee comprised:

- (former) Cr I Von Stanke (Presiding Member)
- Mr A Sharrad (MFS) (or another representative)
- Mr G Riches

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

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

Nominations for the Council Member position on the Building Fire Safety Committee may also be sought for consideration at this or a subsequent meeting.

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

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

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



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

The Terms of Reference for Council's Strategic Standing Committee include provisions that meet the committee requirements for a Strategic Planning and Policy committee under s101A(1) of the Development Act 1993.

Accordingly, if Council endorses the Strategic Standing Committee as part of its decision making structure including relevant provisions within its Terms of Reference, then the establishment of a separate committee for this purpose will not be necessary.

Appointment to Statutory Committees - Recommendations

To enable the continuity of the functions performed by Council's statutory committees Council may, with respect to each statutory Committee:

- endorse the statutory committee as part of Council's decision making structure.
- confirm the interim continuation of membership on any statutory committee of any former or continuing Council Member, until nominations have been considered and appointments made by Council.

Should it be necessary to conduct a voting process for contested positions on one or more Statutory Committees it is recommended that those positions be left vacant and for nominations to be sought and presented to the December Council meeting with accompanying recommendations for the conduct of the ballot.

(a) That the Chief Executive Officers report on Statutory Committees be noted.



- (b) That Council endorse the continued operation of established Statutory Committees under their existing Terms of Reference as previously adopted by Council, as follows:
- Audit Committee
 - Strategic Planning and Policy Committee (refer Strategic Standing Committee)
 - Council Assessment Panel
 - Building Fire Safety Committee
- (c) That the Audit Committee, Council Assessment Panel and Building Fire Safety Committee and Strategic Planning and Policy Committee (refer Strategic Standing Committee) shall report directly to Council as part of Council's decision making structure.
- (d) That all Council Member positions on a Statutory Committee be considered as vacant and nominations be sought for consideration of appointment at this or a subsequent meeting.
- (e) That the membership of the Section 41 Committees specified in resolution (b) be as follows:
- Audit Committee
- Cr Mezinac
 - Mayor Martin (ex-officio)
- Independent Members (until a formal replacement process has occurred)
- V McDonald
 - A Kain
- Pursuant to Section 41 (6) of the Local Government Act 1999 the Mayor be appointed an ex-officio member of Council's Audit Committee noting that the Mayor will not be taken to be included in the committee membership (and in the quorum determination) unless actually present at a meeting of the Audit Committee.*
- Council Assessment Panel
- Cr Jenner
- Independent Members (until a formal replacement process has occurred)
- E Travers (Presiding Member)
 - P Seebohm
 - M Trotter
- Building Fire Safety Committee
- Cr Jenner (Presiding Member)
 - A Sharrad (MFS) (or another representative)
 - G Riches
- Strategic Planning and Policy Committee (refer Strategic Standing Committee)



- (f) That in the interim, until any membership vacancies are filled:
- i. notwithstanding resolution (d) and subject to any appointment determined in resolution (e) the appointment of former Council Member Ian von Stanke to the Council Assessment Panel and Building Fire Safety Committee and re-elected Member Cr Sonya Meziniec to the Audit Committee shall continue until replacement appointments have been considered and made by Council.
 - ii. the Statutory Committees of Council may continue to meet as required and able in accordance with their existing Terms of Reference despite any vacancy in membership.
 - iii. each Statutory Committee be authorised to act as it sees fit and necessary (including at variance to its Terms of Reference) to address any discrepancy or vacancy in membership.
- (g) That pursuant to the powers contained in Section 41(4) of the Act and in accordance with the Committee Terms of Reference (and notwithstanding any appointments made in resolution (e)) Council shall determine the Presiding Member/Chairperson of each of Council's Statutory Committees.
- (h) That pursuant to Section 41(8) of the Local Government Act 1999:
- the Audit Committee will:
 - (i) meet and prepare recommendations for presentation to Council for Council to formally consider and adopt or otherwise;
 - (ii) provide the Minutes of each meeting to Council;
 - (iii) operate in accordance with the Local Government (Procedures at Meetings) Regulations 2013 or such other meeting procedures as may be determined by Council or otherwise determined by the Audit Committee.
 - the minutes only of Council Assessment Panel and Building Fire Safety Committee meetings, being committees with separate authority established under the Development Act 1993, will be noted periodically by Council.
- (i) That pursuant to Section 72(1) of the Local Government Act, Division 2 - Register of Interests provisions will extend to all Members of Council's Statutory Committees.

Moved: Cr Greco

Seconded: Cr Bruins

Carried



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

The Chief Executive Officer reported:

Council (together with the six other Councils in the Limestone Coast Region) is a constituent member of a Section 43 Regional Subsidiary, Limestone Coast Local Government Association (LCLGA).

The Limestone Coast Local Government Association Board comprises representatives of each of the seven constituent Councils and also has a range of committees and external bodies to whom it appoints representatives.

For the purpose of transitional operations following the 2018 local government elections and to enable various positions to be filled at the Limestone Coast Local Government Association Annual General Meeting on 9 February 2018 constituent Councils have been asked to confirm their Board/Deputy Board Members before 7 December 2018 and nominations for other positions before 28 January 2019.

Council's Board and Deputy Board Members (Mayor and Deputy Mayor) will be confirmed in accordance with Item 21 of this agenda.

Further information on other Limestone Coast Local Government Association position vacancies will be circulated to Members with a call for nominations for presentation to the January 2019 Council meeting for consideration and endorsement.

- (a) That the Chief Executive Officers report on membership of Regional Subsidiaries be noted.
- (b) That Council confirm its constituent membership of Limestone Coast Local Government Association, a regional subsidiary established pursuant to Section 43 of the Local Government Act 1999.
- (c) That further information on Limestone Coast Local Government Association position vacancies be circulated with a call for Member nominations for presentation to the January 2019 Council meeting for consideration and endorsement.

Moved: Cr Greco

Seconded: Cr Hood

Carried



27. GOVERNANCE Council Representatives to Outside Committees - Ref. AF11/854

The Chief Executive Officer reported:

In addition to the Council representation set out in Items 21 and 26 of this agenda other opportunities also arise for Council to nominate or appoint Elected Member and Council Officer representatives to various external committees and bodies.

Council ordinarily endorse nominees for any vacant positions that arise for Elected Members and the Chief Executive Officer appoints Council Officers where the membership requirements of the position are consistent with an Officer's job role, qualifications and experience.

Further information on external positions available to Elected Members will be circulated with a call for nominations for presentation to the January 2019 Council meeting for consideration and endorsement.

- (a) That the Chief Executive Officers report on Council representatives to outside Committees be noted.
- (b) That further information on external position vacancies available to Members be circulated with a call for Member nominations for presentation to the January 2019 Council meeting for consideration and endorsement.

Moved: Cr Morello

Seconded: Cr Meziniec

Carried

28. AUTHORISED BANKING SIGNATORIES - Ref. AF11/636

The Chief Executive Officer reported:

To ensure the continuity of Council business activities it is appropriate to have sufficient authorised banking signatories to ensure adequate coverage in ordinary circumstances and to provide back-up for known and unplanned absences of authorised officers.

Council last endorsed authorised banking signatories in February 2017. The following list of authorised banking signatories takes into account officer changes that have occurred in the intervening period:

- Mayor
- Deputy Mayor
- Chief Executive Officer
- General Manager Council Business Services
- General Manager City Growth



- General Manager City Infrastructure
- General Manager Community Wellbeing
- Manager Executive Administration
- Manager Development Services
- Manager Engineering Design & Contracts

The Chief Executive Officer has been specifically empowered to add/amend/revoke officer bank signatories as necessary to align with organisational structure and position titles/appointments and in accordance with any relevant Internal Controls.

- (a) That the Chief Executive Officer's report on Authorised Banking Signatories be noted.
- (b) That the authorised signatories for the Council's general accounts and financial bank accounts and transactions etc be any two (2) of the following:
- Mayor
 - Deputy Mayor
 - Chief Executive Officer
 - General Manager Council Business Services
 - General Manager City Growth
 - General Manager City Infrastructure
 - General Manager Community Wellbeing
 - Manager Executive Administration
 - Manager Development Services
 - Manager Engineering Design & Contracts
- (c) That the Chief Executive Officer may by written instrument add/amend/revoke the bank signatory authorisation of officers listed in resolution (b) as necessary to align with the organisational structure, position titles/appointments, and absence/availability of officers.

Moved: Cr Mezinec

Seconded: Cr Amoroso

Carried

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

The Chief Executive Officer reported:

Council's External Auditor is Galpins Accountants, Auditors and Business Consultants.



The appointment is for a term of five (5) years as from the completion of the Statutory Audit of the 2016/2017 financial year, to and including the completion of the Statutory Audit of the 2020/2021 financial year.

(a) the Chief Executive Officers report on Council's external auditor be received.

Moved: Cr Mezinec

Seconded: Cr Greco

Carried

30. STRATEGIC MANAGEMENT PLANS - Ref. AF11/1789

The Chief Executive Officer reported:

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

The following plans previously adopted by Council constitute the Strategic Management Plans of Council:

- Strategic Plan (Community Plan – The Futures Paper 2016-2020);
- Long Term Financial Plan (LTFP 2018/2019 to 2027/2028)
- Infrastructure & Asset Management Plan (I&AMP 2016/2017 – 2026/2027)
- Annual Business Plan and Budget (ABP&B 2018/2019)

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

Council's suite of Strategic Management Plans are supported by a range of other strategic documents that have been developed and endorsed by Council since 2016, including:

- Digital Strategy
- City Growth Strategy
- Signage Strategy
- Tourism Data Collection
- Visitor Information Servicing
- Youth Engagement Strategy
- Culture and Heritage Plan
- Public Art Strategy



These seven strategy documents endorsed by Council contained a total of 159 recommendations which have since been prioritised to a list of 78 of which 17 had been completed or commenced prior to the November 2018 Local Government elections and the remaining list further refined and ranked for scheduling of project commencement and completion for 2019 and beyond.

Further information and the schedule for review of Council's Strategic Management Plans will be presented to Council in 2019 including other current and emerging issues that the new Council may wish to consider focusing attention and resources toward.

- (a) That the Chief Executive Officers report on Strategic Management Plans be received.
- (b) That the following plans be affirmed as constituting the Strategic Management Plans of the Council as:
- Strategic Plan (Community Plan)
 - Long Term Financial Plan
 - Infrastructure & Asset Management Plan
 - Annual Business Plan and Budget

Moved: Cr Meziniec

Seconded: Cr Bruins

Carried

31. COUNCIL POLICY REVIEW - Ref. AF18/56

The Chief Executive Officer reported:

The City of Mount Gambier has a suite of approximately 80 formal Council policies. Review of policies is a continuing process and Members will note that several policies have been presented with this agenda for endorsement.

The administration schedules each Council policy for review at least once during each term of Council and with greater frequency when it is necessary to review policy content to accommodate legislative or administrative changes.

The review of any particular Council policy may be sought by Council at any time, noting that time may be required to prepare a policy options and a discussion report, certain policies are required by legislation to include certain prescribed provisions and subject of public consultation prior to adoption, and policy changes may have community, resource or other implications.



Members should note that several Council policies are based upon Local Government Association policy templates that have been carefully drafted to provide a policy position that meets legislative requirements and avoids the need for Council to engage professional technical and legal services on a range of relatively standard local government matters.

- (a) The Chief Executive Officers report on Council Policy Review be noted.

Moved: Cr Greco

Seconded: Cr Hood

Carried

32. 2017/18 ANNUAL REPORT - Ref. AF17/179

The Chief Executive Officer reported:

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

The final draft proof of Council's Annual Report in respect of the 2017/18 financial year has been circulated to Members in hardcopy and is now recommended for adoption.

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

Should Council seek any further amendments or time, the Annual Report may be deferred to a special meeting, noting the publication deadlines as set out in the Local Government Act.

- (a) That the Chief Executive Officers report on the City of Mount Gambier 2017/18 Annual Report be received.

(b) That the Annual Report of the City of Mount Gambier 2017/18 as tabled be adopted.

(c) That the Chief Executive Officer be authorised to make any non-material amendments as considered necessary prior to publication.

(d) That copies of the 2017/18 Annual Report be made available to those bodies and persons referred to at Section 131 of the said Act.

Moved: Cr Jenner

Seconded: Cr Greco

Carried



33. REPLACEMENT CHIEF EXECUTIVE OFFICER SELECTION AND RECRUITMENT PROCESS - Ref. AF12/36

The Mayor reported:

The Chief Executive Officer (CEO) Mark McShane formally announced his retirement from Council on 8 November 2018 to take effect mid February 2019. This triggers the need to commence a replacement CEO selection and recruitment process.

To guide this process it is recommended that a Council Committee (Section 41 Committee) be formed as soon as possible to carry out a number of tasks that include but may go beyond:

- Development of a tender specification for the engagement of a suitably qualified and experienced (including Local Government experience) professional recruitment consulting company to assist the Committee and Council.
- Assessment of tenders and selection of a company.
- Managing information to and from the selected company (for example, job specifications and employment engagement documents) including candidate shortlist, selection and approval.
- Involvement with interviews.
- Providing formal and informal reports from the Committee to Council as necessary.
- Involvement with final selection and interview process and reporting outcomes to the Council for endorsement.
- Managing the overall selection and recruitment process in partnership with the selected company including timeframe and scheduling.
- Consider and provide direction to Council regarding the appointment of an external interim Chief Executive Officer.

It is recommended that the CEO Selection and Recruitment Committee is disbanded following the appointment of the new CEO. Following the commencement of the new CEO, Council's CEO Performance Development and Review Committee will, in collaboration with the CEO, develop KPI's and conduct regular performance reviews including during the probation period.

Recommendation



- (a) That Council establish a Chief Executive Officer Selection and Recruitment Committee to engage a replacement CEO. Members of the Committee should include the Mayor plus four Councillors.

The Mayor invites nominations for Members of the CEO Selection and Recruitment Committee;

The following nominations were received:

- (i) Cr Hood
- (ii) Cr Meziniec
- (iii) Cr Perryman
- (iv) Cr Morello

- (a) the Mayor's Report be received;
- (b) There being only four candidates the Returning Officer declared Cr Hood, Cr Perryman, Cr Meziniec and Cr Morello to be elected to the CEO Selection and Recruitment Committee plus Mayor Martin.

Moved: Cr Greco

Seconded: Cr Morello

Carried

34. MINUTES OF COUNCIL ASSESSMENT PANEL - 18 October 2018

That the minutes of the Council Assessment Panel meeting held 18 October 2018 as attached be noted.

Moved: Cr Jenner

Seconded: Cr Bruins

Carried

35. MINUTES OF COMMUNITY ENGAGEMENT AND SOCIAL INCLUSION SUB-COMMITTEE - 18 October 2018

That the minutes of the Community Engagement and Social Inclusion Sub-Committee meeting held 18 October 2018 as attached be noted.

Moved: Cr Meziniec

Seconded: Cr Hood

Carried



36. YERKALAPATA - LEADING THE WAY: CITY OF MOUNT GAMBIER RECONCILIATION ACTION PLAN UPDATE - REPORT NO. AR18/41319

- (a) That Community Engagement and Social Inclusion Sub-Committee Report No. AR18/41319 titled '*Yerkalapata – Leading the Way: City of Mount Gambier Reconciliation Action Plan*' as presented to the Community Engagement and Social Inclusion Sub-Committee meeting on 18 October 2018 be noted.

Moved: Cr Meziniec

Seconded: Cr Amoroso

Carried

Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of a *perceived* conflict of interest in Item 37:

"I am a board member of Basketball Mount Gambier an organisation which is a member of the Community Reference Group".

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

"Stay in the meeting, debate and vote."

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

37. MINUTES OF MOUNT GAMBIER REGIONAL SPORT & RECREATION CENTRE MEETING - 22/10/2018 - Ref. AR18/43298

That the minutes of the Mount Gambier Regional Sport and Recreation Centre meeting held 22 October 2018 as attached be noted.

Moved: Cr Hood

Seconded: Cr Morello

Carried

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

Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of a *perceived* conflict of interest in Item 38:

"I am a board member of Basketball Mount Gambier an organisation which is a member of the Community Reference Group".



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

“Stay in the meeting, debate and vote.”

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

38. COMMUNITY AND RECREATION HUB OVERVIEW - REPORT NO. AR18/41402

- (a) That Regional Sport and Recreation Centre Committee Report No. AR18/41402 titled '*Community and Recreation Hub Overview*' as presented to the Regional Sport and Recreation Centre Committee on 22 October 2018 be received and noted.

Moved: Cr Bruins

Seconded: Cr Meziniec

Carried

Having participated in the meeting in relation to Item 38 Cr Perryman voted in favour of the motion.

Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of a *perceived* conflict of interest in Item 39:

“I am a board member of Basketball Mount Gambier an organisation which is a member of the Community Reference Group”.

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

“Stay in the meeting, debate and vote.”

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

39. COMMUNITY AND RECREATION HUB DESIGN - REPORT NO. AR18/41729

- (a) That Regional Sport and Recreation Centre Committee Report No. AR18/41729 titled '*Community and Recreation Hub Design*' as presented to the Regional Sport and Recreation Centre Committee on 22 October 2018 be received and noted.

Moved: Cr Jenner

Seconded: Cr Perryman

Carried

Having participated in the meeting in relation to Item 39 Cr Perryman voted in favour of the motion.



Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of a *perceived* conflict of interest in Item 40:

"I am a board member of Basketball Mount Gambier an organisation which is a member of the Community Reference Group".

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

"Stay in the meeting, debate and vote."

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

40. COMMUNITY AND RECREATION HUB CAPITAL COST ESTIMATE - REPORT NO. AR18/41772

- (a) That Regional Sport and Recreation Centre Committee Report No. AR18/41772 titled '*Community and Recreation Hub Capital Cost Estimation*' as presented to the Regional Sport and Recreation Centre Committee on 22 October 2018 be received and noted.

Moved: Cr Mezinec

Seconded: Cr Hood

Carried

Having participated in the meeting in relation to Item 40 Cr Perryman voted in favour of the motion.

Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of a *perceived* conflict of interest in Item 41:

"I am a board member of Basketball Mount Gambier an organisation which is a member of the Community Reference Group".

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

"Stay in the meeting, debate and vote."

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



41. COMMUNITY AND RECREATION HUB CAPITAL FUNDING - REPORT NO. AR18/37859

- (a) That Regional Sport and Recreation Centre Committee Report No. AR18/37859 titled '*Community and Recreation Hub Capital Funding*' as presented to the Regional Sport and Recreation Centre Committee on 22 October 2018 be noted.

Moved: Cr Greco

Seconded: Cr Morello

Carried

Having participated in the meeting in relation to Item 41 Cr Perryman voted in favour of the motion.

Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of a *perceived* conflict of interest in Item 42:

"I am a board member of Basketball Mount Gambier an organisation which is a member of the Community Reference Group".

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

"Stay in the meeting, debate and vote."

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

42. COMMUNITY AND RECREATION HUB OPERATIONS - REPORT NO. AR18/42536

- (a) That Regional Sport and Recreation Centre Committee Report No. AR18/42536 titled '*Community and Recreation Hub Operations*' as presented to the Regional Sport and Recreation Centre Committee on 22 October 2018 be noted.

Moved: Cr Jenner

Seconded: Cr Greco

Carried

Having participated in the meeting in relation to Item 42 Cr Perryman voted in favour of the motion.

Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of a *perceived* conflict of interest in Item 43:

"I am a board member of Basketball Mount Gambier an organisation which is a member of the Community Reference Group".



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

“Stay in the meeting, debate and vote.”

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

43. COMMUNITY AND RECREATION HUB COMMUNITY SURVEY - REPORT NO. AR18/37052

- (a) That Regional Sport and Recreation Centre Committee Report No. AR18/37052 titled ‘*Community and Recreation Hub Community Survey*’ as presented to the Regional Sport and Recreation Centre Committee on 22 October 2018 be noted.

Moved: Cr Jenner

Seconded: Cr Meziniec

Carried

Having participated in the meeting in relation to Item 43 Cr Perryman voted in favour of the motion.

Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of a *perceived* conflict of interest in Item 44:

“I am a board member of Basketball Mount Gambier an organisation which is a member of the Community Reference Group”.

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

“Stay in the meeting, debate and vote.”

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

44. COMMUNITY AND RECREATION HUB COMMUNITY ENGAGEMENT AND COMMUNICATION - REPORT NO. AR18/41567

- (a) That Regional Sport and Recreation Centre Committee Report No. AR18/41567 titled ‘*Community and Recreation Hub Community Engagement and Communication*’ as presented to the Regional Sport and Recreation Centre Committee on 22 October 2018 be noted.

Moved: Cr Hood

Seconded: Cr Morello

Carried



Having participated in the meeting in relation to Item 44 Cr Perryman voted in favour of the motion.

45. MINUTES OF BUILDING FIRE SAFETY COMMITTEE - 23 October 2018

That the minutes of the Building Fire Safety Committee meeting held 23 October 2018 as attached be noted.

Moved: Cr Jenner

Seconded: Cr Greco

Carried

Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of a *perceived* conflict of interest in Item 46:

"Basketball Mount Gambier is a member association of the Junior Sports Assistance Fund".

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

"I will stay in the meeting, debate and vote."

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

46. MINUTES OF JUNIOR SPORTS ASSISTANCE FUND THIRTY THIRD ANNUAL GENERAL MEETING - 24 October 2018

That the minutes of the Junior Sports Assistance Fund Thirty Third Annual General Meeting held 24 October 2018 as attached be noted.

Moved: Cr Meziniec

Seconded: Cr Greco

Carried

Having participated in the meeting in relation to Item 46 Cr Perryman voted in favour of the motion.

Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of a *perceived* conflict of interest in Item 47:

"Basketball Mount Gambier is a member association of the Junior Sports Assistance Fund".

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



"I will stay in the meeting, debate and vote."

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

47. STATEMENT OF REVENUE AND EXPENDITURE FOR YEAR ENDED 30/06/2018 - REPORT NO. AR18/39959

- (a) That Junior Sports Assistance Fund Committee Report No. AR18/39959 titled '*Statement of Revenue and Expenditure for Year Ended 30/06/2018*' dated 10 October 2018 as presented to the Junior Sports Assistance Fund Committee on 24 October 2018 be noted.
- (b) The Statement of Income and Expenditure for period ended 30 June, 2018 detailing payments to or payments from the Fund with a 30 June 2018 cash balance of \$86,049.62 be received.

Moved: Cr Greco

Seconded: Cr Morello

Carried

Having participated in the meeting in relation to Item 47 Cr Perryman voted in favour of the motion.

Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of a *perceived* conflict of interest in Item 48:

"Basketball Mount Gambier is a member association of the Junior Sports Assistance Fund".

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

"I will stay in the meeting, debate and vote."

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

48. GENERAL DEVELOPMENTS OF THE FUND SINCE THIRTY SECOND ANNUAL GENERAL MEETING - REPORT NO. AR18/40042

- (a) That Junior Sports Assistance Fund Committee Report No. AR18/40042 titled '*General Developments of the Fund since Thirty Second Annual General Meeting*' dated 10 October 2018 as presented to the Junior Sports Assistance Fund Committee on 24 October 2018 be noted.

Moved: Cr Greco

Seconded: Cr Amoroso

Carried



Having participated in the meeting in relation to Item 48 Cr Perryman voted in favour of the motion.

Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of a *perceived* conflict of interest in Item 49:

"Basketball Mount Gambier is a member association of the Junior Sports Assistance Fund".

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

"I will stay in the meeting, debate and vote."

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

49. MEMBER ORGANISATION CONTRIBUTIONS 2018/2019 - REPORT NO. AR18/40044

- (a) That Junior Sports Assistance Fund Committee Report No. AR18/40044 titled '*Member Organisations Contributions 2018/2019*' dated 10 October 2018 as presented to the Junior Sports Assistance Fund Committee on 24 October 2018 be noted;
- (b) the Member Organisation contributions for the 2018/2019 financial year continue to be based on the funding formula as adopted at the Annual Meeting of Members held on 2nd August 2005 and as attached to the agenda (in respect of the required 2018/2019 contributions);
- (c) the "previous five (5) year annual average" be interpreted and calculated on a rolling basis i.e. the previous five (5) year annual average include the then financial year just ended so that the Member Organisation contributions reflect the most current figures and the minimum payment of \$400 and the maximum payment of \$800 apply for the 2018/2019 financial year.

Moved: Cr Perryman

Seconded: Cr Greco

Carried

Having participated in the meeting in relation to Item 49 Cr Perryman voted in favour of the motion.

Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of a *perceived* conflict of interest in Item 50:

"Basketball Mount Gambier is a member association of the Junior Sports Assistance Fund".



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

"I will stay in the meeting, debate and vote."

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

50. COMMITTEE APPOINTMENTS - REPORT NO. AR18/40050

- (a) That Junior Sports Assistance Fund Committee Report No. AR18/40050 titled '*Committee Appointments*' dated 10 October 2018 as presented to the Junior Sports Assistance Fund Committee on 24 October 2018 be noted.

Moved: Cr Jenner

Seconded: Cr Amoroso

Carried

Having participated in the meeting in relation to Item 50 Cr Perryman voted in favour of the motion.

Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of a *perceived* conflict of interest in Item 51:

"Basketball Mount Gambier is a member association of the Junior Sports Assistance Fund".

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

"I will stay in the meeting, debate and vote."

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

51. MINUTES OF JUNIOR SPORTS ASSISTANCE FUND COMMITTEE MEETING - 24 October 2018

That the minutes of the Junior Sports Assistance Fund Committee Meeting held 24 October 2018 as attached be noted.

Moved: Cr Greco

Seconded: Cr Meziniec

Carried

Having participated in the meeting in relation to Item 51 Cr Perryman voted in favour of the motion.



Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of a *perceived* conflict of interest in Item 52:

"Basketball Mount Gambier is a member association of the Junior Sports Assistance Fund".

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

"I will stay in the meeting, debate and vote."

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

52. CORRESPONDENCE RECEIVED - REPORT NO. AR18/40600

- (a) That Junior Sports Assistance Fund Committee Report No. AR18/40600 titled '*Correspondence Received*' dated 15 October 2018 as presented to the Junior Sports Assistance Fund Committee on 24 October 2018 be noted.

Moved: Cr Greco

Seconded: Cr Hood

Carried

Having participated in the meeting in relation to Item 52 Cr Perryman voted in favour of the motion.

Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of a *perceived* conflict of interest in Item 53:

"Basketball Mount Gambier is a member association of the Junior Sports Assistance Fund".

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

"I will stay in the meeting, debate and vote."

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

53. STATEMENT OF REVENUE AND EXPENSES - 1/3/2018 TO 30/9/2018 - REPORT NO. AR18/40602

- (a) That Junior Sports Assistance Fund Committee Report No. AR18/40602 titled '*Statement of Revenue and Expenses - 1/3/2018 to 30/09/2018*' dated 15 October 2018 as presented to the Junior Sports Assistance Fund Committee on 24 October 2018 be noted.



- | |
|--|
| (b) The financial statement of the Fund as at 30 September 2018 be received noting a cash balance of \$85,826.00 |
|--|

Moved: Cr Perryman

Seconded: Cr Greco

Carried

Having participated in the meeting in relation to Item 53 Cr Perryman voted in favour of the motion.

Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of a *perceived* conflict of interest in Item 54:

"Basketball Mount Gambier is a member association of the Junior Sports Assistance Fund".

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

"I will stay in the meeting, debate and vote."

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

54. APPLICATIONS FOR FINANCIAL ASSISTANCE FOR JUNIORS AND PAYMENTS FROM THE FUND FROM 1/4/2017 TO 30/9/2018 - REPORT NO. AR18/40626

- | |
|--|
| (a) That Junior Sports Assistance Fund Committee Report No. AR18/40626 titled ' <i>Applications for Financial Assistance for Juniors from 1/4/2018 to 30/9/2018</i> ' dated 15 October 2018 as presented to the Junior Sports Assistance Fund Committee on 24 October 2018 be noted. |
|--|

Moved: Cr Perryman

Seconded: Cr Greco

Carried

Having participated in the meeting in relation to Item 54 Cr Perryman voted in favour of the motion.

Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of a *perceived* conflict of interest in Item 55:

"Basketball Mount Gambier is a member association of the Junior Sports Assistance Fund".

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



"I will stay in the meeting, debate and vote."

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

55. COACHING CLINIC PROGRAM - REPORT NO. AR18/40676

- (a) That Junior Sports Assistance Fund Committee Report No. AR18/40676 titled '*Coaching Clinic Program*' dated 15 October 2018 as presented to the Junior Sports Assistance Fund Committee on 24 October 2018 be noted.
- (b) That Junior Sports Assistance Fund Committee Report No. AR18/40676 titled '*Coaching Clinic Program*' dated 15 October 2018 as presented to the Junior Sports Assistance Fund Committee on 24 October 2018 be noted.
- (c) the 2018 Coaching Clinic Program be funded in its entirety of \$5,000 by the City of Mount Gambier Junior Sports Assistance Fund;
- (d) the City of Mount Gambier Junior Sports Assistance Fund Sponsorship Proposal be endorsed and the Secretary and a Member of the Committee be authorised to liaise with external organisations secure new sponsorship for 2019 and beyond.

Moved: Cr Meziniec

Seconded: Cr Morello

Carried

Having participated in the meeting in relation to Item 54 Cr Perryman voted in favour of the motion.

Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Perryman informed the meeting of a *perceived* conflict of interest in Item 56:

"Basketball Mount Gambier is a member association of the Junior Sports Assistance Fund".
Cr Perryman informed the meeting of the manner in which they intend to deal with the *perceived* conflict of interest as follows:

"I will stay in the meeting, debate and vote."

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



56. RESIGNATION OF KAREN MCGREGOR FROM THE JUNIOR SPORTS ASSISTANCE FUND - REPORT NO. AR18/40700

- (a) That Junior Sports Assistance Fund Committee Report No. AR18/40700 titled '*Resignation of Mrs Karen McGregor from the Junior Sports Assistance Fund Committee*' as presented to the Junior Sports Assistance Fund Committee on 24 October 2018 be noted.
- (b) That Mrs McGregor's resignation be noted.
- (c) A letter of appreciation has been sent to Mrs Karen McGregor for her service to the Junior Sports Assistance Fund Committee.
- (d) The City of Mount Gambier Junior Sports Assistance Fund authorise Mrs Barbara Cernovskis to action the replacement of Mrs Karen McGregor to the Junior Sports Assistance Fund.

Moved: Cr Amoroso

Seconded: Cr Morello

Carried

Having participated in the meeting in relation to Item 56 Cr Perryman voted in favour of the motion.

57. COMMUNITY AND RECREATION HUB – CAPITAL COST CONTRIBUTION FROM DISTRICT COUNCIL OF GRANT – Ref: AF18/112

The District Council of Grant has received two presentations from Council regarding the Community and Recreation Hub. The first on 4 April 2018 by the CEO focused on Council's EOI Grant Application and the second on 10 September 2018 by Mayor Lee and the CEO provided further detail on the interim design, capital and operating costs. To date Council has not sought a funding contribution from District Council of Grant.

It is evident that the residents of District Council of Grant will use and gain benefit from the Community and Recreation Hub. With a Council population of approximately 8,000, all within easy reach of Mount Gambier, the facilities such as aquatics, health and fitness, courts, entertainment, events and meeting rooms will be well utilised by District Council of Grant residents.

The District Council of Grant sought financial contribution from Council to support their application to the Building Better Regions fund for the Mount Gambier Airport Redevelopment Project. At a Special Council Meeting on 12 December 2017 Council resolved:



- “(a) That the correspondence from the District Council of Grant detailing the airport upgrade and the application to Building Better Regions Fund and requesting support from City of Mount Gambier either as a funding partner or a non-funding partner, be noted.*
- (b) That Council provide a letter of support to the District Council of Grant for the Mount Gambier Airport Redevelopment Project.*
- (c) That Council provide a financial contribution of \$500,000 to assist the total cost of the District Council of Grant Mount Gambier Airport Redevelopment Project that reduces the funds sought from the Federal Government.*
- (d) That the City of Mount Gambier contribution demonstrates our willing partnership for this important regional project.”*

Federal (and State) funding for the Airport has now been confirmed and along with our Council's contribution the Airport Upgrade will soon commence. Council's \$500,000 contribution will be paid in 2019/20 and 2020/21 financial years. The City of Mount Gambier's contribution recognised the regional importance of the Airport. Likewise the Community and Recreation Hub is a regional facility providing services and opportunities for the South East community.

To support the full application to the Federal Government by 24 January 2019 and Council's request to the State Government, it is recommended that Council seek a financial contribution to the Community and Recreation Hub reflective of and recognising the anticipated \$39 million capital cost.

- | |
|---|
| <ul style="list-style-type: none"> (a) That the CEO's report on the Community and Recreation Hub capital cost contribution from District Council of Grant be noted. (b) That Council formally writes to the District Council of Grant seeking a one million dollar contribution to assist with the capital cost of the Community and Recreation Hub and requesting a response by end of December 2018 to enable that contribution to be incorporated into the Full Business Case to the Federal Government. (c) That the Mayor and CEO provide a further project update to the District Council of Grant in December 2018. |
|---|

Moved: Cr Jenner

Seconded: Cr Greco

Carried

The meeting closed at 7:10 p.m.

AL



MINUTES OF SPECIAL COUNCIL MEETING

Meeting held at the Council Chamber, Civic Centre, 10 Watson Terrace, Mount Gambier
on Tuesday, 4 December 2018 at 5:15 p.m.

PRESENT

Mayor Lynette Martin OAM
Cr Ben Hood
Cr Steven Perryman
Cr Sonya Meziniec
Cr Kate Amoroso
Cr Max Bruins
Cr Christian Greco
Cr Frank Morello

COUNCIL OFFICERS

Chief Executive Officer	-	Mr M McShane
General Manager Council Business Services	-	Mrs P Lee

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

1. APOLOGY(IES)

Apology(ies) received from Cr Jenner

That the apology from Cr Jenner be received.

Moved: Cr Hood

Seconded: Cr Meziniec

Carried

2. COUNCIL REPORTS

Council Reports commence on the following page.



2.1. Endorsement of the Minutes from the CEO Selection and Recruitment Committee dated 3 December 2018.

- (a) That the Minutes from the CEO Selection and Recruitment Committee dated 3 December 2018 be noted and endorsed.

Moved: Cr Greco

Seconded: Cr Hood

Carried

2.2. CEO Selection and Recruitment Committee Presiding Member - Report No. AR18/49575

- (a) That CEO Selection and Recruitment Committee Report No. AR18/49575 titled '*CEO Selection and Recruitment Committee Presiding Member*' as presented to the CEO Selection and Recruitment Committee on 3 December 2018 be noted.
- (b) That Mayor Martin be Presiding Member of the CEO Selection and Recruitment Committee on and from Monday 3 December 2018.

Moved: Cr Bruins

Seconded: Cr Greco

Carried

2.3. CEO Selection and Recruitment Committee Ordinary Meetings - Report No. AR18/49572

- (a) That CEO Selection and Recruitment Committee Report No. AR18/49572 titled 'CEO Selection and Recruitment Committee – Ordinary Meetings' as presented to the CEO Selection and Recruitment Committee on 3 December 2018 be noted.
- (b) That the CEO Selection and Recruitment Committee hold ordinary meetings monthly commencing in December 2018 and Special Meetings as called by the Presiding Member in accordance with the Local Government Act to suit the selection and recruitment process.

Moved: Cr Hood

Seconded: Cr Bruins

Carried



2.4. CEO Selection and Recruitment Committee Terms of Reference - Report No. AR18/49576

- (a) That CEO Selection and Recruitment Committee Report No. AR18/49576 titled 'CEO Selection and Recruitment Committee Report – Terms of Reference' as presented to the CEO Selection and Recruitment Committee on 3 December 2018 be noted.
- (b) That the CEO Selection and Recruitment Committee Terms of Reference be adopted as contained within CEO Selection and Recruitment Committee Report No. AR18/49576.

Moved: Cr Morello

Seconded: Cr Greco

Carried

2.5. CEO Selection and Recruitment Committee Engagement of Recruitment Company - Report No. AR18/49573

- (a) That CEO Selection and Recruitment Committee Report No. AR18/49573 titled '*CEO Selection and Recruitment Committee Report – Engagement of Recruitment Company*' as presented to the CEO Selection and Recruitment Committee on 3 December 2018 be noted.
- (b) That the Request for Quotes (RFQ) document as attached be recommended to Council for endorsement and released as a public RFQ once resolved by Council.

Moved: Cr Meziniec

Seconded: Cr Bruins

Carried

2.6. HUMAN RESOURCE MANAGEMENT - CEO Selection and Recruitment Authorisation / Delegation by Council - Ref. AF18/584

- (a) That the CEO Selection and Recruitment Committee are authorised and delegated by Council to, if needed, seek, engage and negotiate the terms for an interim Chief Executive Officer for a period of time between the departure of the current Chief Executive Officer and the commencement of the new Chief Executive Officer.

Moved: Cr Meziniec

Seconded: Cr Hood



Amendment

Cr Greco moved:

- (a) That the CEO Selection and Recruitment Committee are authorised and delegated by Council to, if needed seek and negotiate the terms for an interim Chief Executive Officer for a period of time between the departure of the current Chief Executive Officer and the commencement of the new Chief Executive Officer with the interim appointment endorsed by Council.

Cr Amoroso seconded

The amendment was put and Lost

Formal Motion

Cr Perryman moved the original Motion be put:

Seconded by Cr Morello Carried

The Motion was put and Carried

Cr Greco called a division

The Mayor declared the vote set aside.

Members voting in the Affirmative	Members Voting in the Negative

Cr Perryman	Cr Amoroso
Cr Hood	Cr Greco
Cr Meziniec	
Cr Bruins	
Cr Morello	

The Mayor declared the Motion Carried

Meeting closed at 5:30 p.m.

AR18/50777



**DESIGNATED INFORMAL GATHERING
STRATEGIC PLANNING SESSION
5.30 P.M.TUESDAY 4 DECEMBER 2018**

RECORD OF PROCEEDINGS
5.30 p.m. Tuesday 4 December 2018
Reception Area, Civic Centre
10 Watson Terrace, Mount Gambier

GUESTS:-

Nil

MEMBERS PRESENT:-

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

STAFF PRESENT:-

Chief Executive Officer, Mark McShane
General Manager Council Business Services, Pamela Lee
General Manager City Infrastructure, Nick Serle
General Manager Community Wellbeing, Barbara Cernovskis
Manager Development Services, Tracy Tzioutziouklaris
Manager Executive Administration, Michael McCarthy

MEMBERS APOLOGIES:-

Cr Jenner

LEAVE OF ABSENCE:-

DISCUSSION:

Discussions regarding Strategic Planning documents and Decision Making Structure/Sub-Committees.

Discussion closed at 8:15 p.m.

Council Action Items					
Report Title	Report Number	Author	Item	Action	Status
Council Meeting 16/10/2018					
Heritage Sub-Committee Minutes - 26 September 2018	N/A	Judy Nagy	13.1	That the minutes of the Operational Standing Committee meeting held 9 October 2018 as previously circulated be noted.	No Action
Heritage Adviser Report - August 2018	AR18/38770	Judy Nagy	13.2	(a) That Heritage Sub-Committee Report No. AR18/38770 titled 'Heritage Adviser Report - August 2018' as presented to the Operational Standing Committee on 9 October 2018 be noted.	No Action
Lake Terrace Cemetery 150 Year Anniversary Celebration Summary	AR18/37578	Judy Nagy	13.3	(a) That Heritage Sub-Committee Report No. AR18/37578 titled 'Lake Terrace Cemetery 150 Year Anniversary Celebration' as presented to the Operational Standing Committee on 9 October 2018 be noted.	No Action
Rook Walk 100 Year Celebration Update September 2018	AR18/38072	Judy Nagy	13.4	(a) That Heritage Sub-Committee Report No. AR18/38072 titled 'Rook Walk 100 Year Celebration Update September 2018' as presented to the Operational Standing Committee on 9 October 2018 be noted.	No Action
Audit Committee Minutes - 26 September 2018	N/A	Pamela Lee	13.5	That the minutes of the Audit Committee meeting held 26 September 2018 as previously circulated be noted.	No Action
Capital Work in Progress Budget Carry Overs from 2017/2018	AR18/37381	Kahli Rolton	13.6	(a) That Audit Committee Report No. AR18/37381 titled 'Capital Work in Progress Budget Carry Overs from 2017/2018' as presented to the Audit Committee on 26 September 2018 be noted.	Completed
Control Track Continuous Improvement as at September 2018	AR18/38581	Kahli Rolton	13.7	(a) That Audit Committee Report No. AR18/38581 titled 'Control Track Continuous Improvement September 2018' as presented to the Audit Committee on 26 September 2018 be noted.	No Action

Council Action Items					
Report Title	Report Number	Author	Item	Action	Status
Annual Financial Statements including Authorisation by Presiding Member	AR18/38407	Jeroen Z	13.8	(a) That Audit Committee Report No. AR17/38407 titled 'Annual Financial Statements for 2017/2018' as presented to the Audit Committee on 26 September 2018 be noted. (b) That in accordance with Section 126 of the Local Government Act 1999, the Audit Committee advises that it has reviewed the draft annual financial statements of Council for the financial year 2017/2018 and is satisfied 'they present fairly the state of affairs of Council'. (c) That the Audit Committee recommends to Council for the financial year ended 30 June 2018 that: i. Council adopts the annual financial statements and as presented at the meeting held 26 September 2018 as final. ii. The Chief Executive Officer and the Mayor of the City of Mount Gambier be authorised to certify the financial statements. (d) That the Presiding Member of the Audit Committee and the Chief Executive Officer of the City of Mount Gambier be authorised to sign Council's Certification of Auditor Independence Statement that will accompany the financial statements for the financial year ended 30 June 2018. (e) That the Auditor's representative, Mr Tim Muhlhausler's verbal report providing an overview of the audit report as presented to the Audit Committee Meeting on 26 September 2018 be noted.	Completed
Treasury Management - Annual Review	AR18/38413	Jeroen Z & Kahli R	13.9	(a) That Audit Committee Report No. AR18/38413 titled 'Treasury Management – Annual Review' as presented to the Audit Committee on 26 September 2018 be noted.	No Action
Resignation of Vanessa McDonald from the Audit Committee	AR18//37443	Pamela Lee	13.10	(a) That Audit Committee Report No. AR18/3443 titled 'Resignation of Ms Vanessa McDonald from Audit Committee' as presented to the Audit Committee on 26 September 2018 be noted. (b) That Ms McDonald resignation be noted. (c) That a letter of appreciation be sent to Ms McDonald for her service to the Audit Committee.	Completed

Council Action Items					
Report Title	Report Number	Author	Item	Action	Status
Recruitment of a new Independent Member of the Audit Committee	AR18/37454	Pamela Lee	13.11	(a) That Audit Committee Report No. AR18/37454 titled 'Recruitment of an Independent Member of the Audit Committee' as presented to the Audit Committee on 26 September 2018 be noted. (b) That the Audit Committee recommend to Council a recruitment process be undertaken by the Chief Executive Office for a new independent member of the Audit Committee for Council's consideration.	In Progress
Works in progress City Infrastructure	AR18/40177	Daryl Morgan	13.12	(a) That Operational Standing Committee Report No. AR18/40177 titled 'Works in Progress - City Infrastructure' as presented to the Operational Standing Committee on 9 October 2018 be noted.	No Action
Implementation of Agenda / Minutes System	AR18/39908	Michael McCarthy	13.13	(a) That Operational Standing Committee Report No. AR18/39908 titled 'Implementation of Agenda / Minute System' as presented to the Operational Standing Committee on 9 October 2018 be noted.	No Action
29 Ferrers Street Tree Retainment	AR18/39868	Sinaway Georgiou	13.14	(a) That Operational Standing Committee Report No. AF17/421 titled '29 Ferrers Street Tree Retainment' as presented to the Operational Standing Committee on 9 August 2018 be noted. (b) That Council approves to remove a car parking space adjacent to 29 Ferrers Street and establish a no standing zone to be able to retain the tree adjacent to this property as per the attached parking resolution. (c) The Traffic Impact Statement attached to the Report be endorsed by Council; (d) The City of Mount Gambier, pursuant to Ministerial delegation resolves the following: Prohibited Area NO PARKING 1.2.073 FERRERS STREET (Eastern Side) From 72.19 metres south of the intersection with Heriot Street to 82.0 metres south of the said intersection. To apply at all times. To be effective on the installation of appropriate linemarking.	
Council Assessment Panel - CAP	AF17/507	Tracy Tzioutziouklaris	13.15	(a) A report be presented to the Operational Standing Committee detailing the requirements for referral to the Heritage Adviser in Development Applications.	In Progress

Council Action Items					
Report Title	Report Number	Author	Item	Action	Status
Agenda Management and Implementation	AF18/141	Mark McShane	13.16	(a) Coinciding with the InfoCouncil project that Standing Committee and Council Agendas be prepared in such a way that all reports and correspondence pertaining to the items are included as attachments to said Agendas. (b) An opt in system be made available to Councillors to collect a hard copy of the full Agenda.	In Progress
Heritage Sub-Committee - Decision Making Structure	AF14/283	Mark McShane	15.1	(a) That the Heritage Sub-Committee be placed into recess until after the November 2018 Local Government Elections and the subsequent confirmation of Council's decision making structure and Committee Membership.	Completed
Statutory Meeting - 22/11/2018					
Members Declaration of Office - Mayor	N/A	Michael McCarthy	1	The Chief Executive Officer read out the result of the City of Mount Gambier November 2018 Mayoral Election. Following the allocation of preferences Lynette Martin was declared elected as Mayor of the City of Mount Gambier with a total of 5286 votes. The Chief Executive thanked unsuccessful candidates for their nominations and participation in the mayoral election process. Mayor Lynette Martin OAM read out her Declaration of Office. Mayor Lynette Martin OAM took the Chair for the following business:	No Action
Members Declaration of Office - Councillors	N/A	Michael McCarthy	2	The Chief Executive Officer read out the results of the City of Mount Gambier November 2018 Councillor Election. Following the allocation of preferences the following were declared elected to fill the 8 Councillor positions: Ben Hood Steven Perryman Sonya Meziniec Kate Amoroso Max Bruins Christian Greco Frank Morello Paul Jenner The Chief Executive thanked unsuccessful candidates for their nominations and participation in the councillor election process. The following Members read out their respective Declarations of Office: Cr Ben Hood Cr Steven Perryman Cr Sonya Meziniec Cr Kate Amoroso Cr Max Bruins Cr Christian Greco Cr Frank Morello Cr Paul Jenner	No Action
Returning Officers Report - Outcomes from 2018 General Elections - AF18/67	N/A	Michael McCarthy	5	(a) That the Returning Officer's report on the outcome of the November 2018 General Elections be noted.	No Action

Council Action Items					
Report Title	Report Number	Author	Item	Action	Status
Policy Review - S400 Supplementary Elections - Ref AF818/56	N/A	Michael McCarthy	6	(a) That the Chief Executive Officer's report on Supplementary Elections be noted. (b) That Council adopt the Policy S400 Supplementary Elections as attached to the Agenda.	Completed
Code of Conduct for Council Members - Ref. AF14/448	N/A	Michael McCarthy	7	(a) That the Chief Executive Officer's report on the Code of Conduct for Council Members be received.	No Action
Conflict of Interest - Ref AF11/897	N/A	Michael McCarthy	8	(a) That the Chief Executive Officer's report on Conflict of Interest be received.	No Action
Statutory Returns - Ref. AF18/512	N/A	Michael McCarthy	9	(a) That the Chief Executive Officer's report on Member's Statutory Returns be received.	No Action
Civil Liability (Protection of Member) - Ref. AF11/773	N/A	Michael McCarthy	10	(a) That the Chief Executive Officer's report on Civil Liability be noted.	No Action
Members Allowances - Remuneration Tribunal Determination 6/2018 - Ref. AF11/894	N/A	Michael McCarthy	11	(a) That the Chief Executive Officer's report on the Remuneration Tribunals Determination on Member Allowances be received. (b) That Member Allowances be paid monthly (2 weeks in advance/2 weeks in arrears) commencing from the conclusion of the November 2018 elections. (c) That Sitting Fees for a Councillor (other than the Mayor, Deputy Mayor or Presiding Member of a prescribed committee) who is the Presiding Member of a committee that is not a prescribed committee be paid quarterly in arrears.	Completed
Taxation of Allowances - Ref. AF11/894	N/A	Michael McCarthy	12	(a) That the Chief Executive Officer's report on Taxation of Allowances be received.	No Action
Policy Review M405 - Member Allowances and Benefits - Ref. AF18/56	N/A	Michael McCarthy	13	(a) That the Chief Executive Officer's report on Member Allowances and Benefits Policy be noted. (b) That the updated Policy M405 Member Allowances and Benefits as attached (Attachment 9) to this Agenda be adopted to replace the lapsed Policy. (c) The Mayor be approved to use the Mayoral vehicle for private purposes on the condition that all private journeys are recorded in the provided logbook and the Mayor will reimburse Council for private journeys at the cents per kilometre rate determined by the Australian Taxation Office from time to time. (d) That necessary amendments be made to Council's Policy Index.	Completed
Policy Review M500 - Member Training and Development - Ref. AF18/56	N/A	Michael McCarthy	14	(a) That the Chief Executive Officer's report on Member Training and Development be noted. (b) That the updated Policy M500 Members Training & Development as attached (Attachment 10) to this Agenda be adopted.	Completed
Principal Office - Place and Hours of Business - Ref. AF11/176	N/A	Michael McCarthy	15	(a) That the Chief Executive Officer's report on Principal Office and Hours of Business be noted. (b) That pursuant to Section 45 of the Local Government Act 1999, the Principal Office of the Council be the Council Office, Civic Centre, 10 Watson Terrace, Mount Gambier. (c) That the Council Office (being its Principal Office) shall be open to the public for the transaction of business during the hours of 8.30 a.m. and 5.15 p.m. Monday to Friday inclusive (excluding Public Holidays and an identified period over Christmas/New Year).	No Action

Council Action Items					
Report Title	Report Number	Author	Item	Action	Status
Meetings of Council - Meeting Days and Times - Ref. AF11/871	N/A	Michael McCarthy	16	(a) That the Chief Executive Officer's report on Council Meeting Days and Times be noted. (b) That pursuant to Section 81 of the Local Government Act 1999, Ordinary Meetings of Council be held on the THIRD TUESDAY OF EACH MONTH commencing at 6.00 p.m. at the Council Chamber, Civic Centre, 10 Watson Terrace, Mount Gambier.	In Progress
Policy Review - C410 Conduct of Meetings (s92 Code of Practice) - Ref. AF18/56	N/A	Michael McCarthy	17	(a) That the Chief Executive Officer's report on Conduct of Meetings Policy be noted. (b) That policy C410 Conduct of Meetings as attached to the agenda (Attachment 11) be endorsed noting no material changes to the policy provisions.	Completed
Items Laid on the Table - Ref. AF11/879	N/A	Michael McCarthy	18	(a) That the Chief Executive Officer's report on Items Laid on the Table be noted.	No Action
Deputy Mayor - Resolution to Appoint and Determine the Term for the Position of Deputy Mayor - Ref. AF11/858	N/A	Michael McCarthy	19	(a) That the Chief Executive Officer's report on Deputy Mayor be noted. (b) That pursuant to the powers contained in Section 51 (3) and (4) of the Local Government Act 1999 Council hereby resolves to appoint a Deputy Mayor for the term of 2 years.	Completed
Deputy Mayor - Nominations/Appointments Ref. AF11/858	N/A	Michael McCarthy	20	(a) That the voting process for the position of Deputy Mayor be: (i) the term of office for the position of Deputy Mayor for the City of Mount Gambier Council be 2 years. (ii) Council determines that the method of choosing a Deputy Mayor be by an election process undertaken by secret ballot. (iii) the successful candidate will be the candidate with the highest number of votes. (iv) where two or more candidates have an equal number of votes one of those candidates will be determined as successful from a drawing of lots by the Returning Officer. (v) the Chief Executive Officer be appointed Returning Officer for the election. (vi) upon the completion of the election, the Returning Officer be authorised to declare the successful candidate elected to the position of Deputy Mayor. (vii) upon the declaration of the Returning Officer the candidate is appointed to the position of Deputy Mayor for the term of office determined by this resolution. (a) That the declaration of Cr Mezinec as Deputy Mayor be endorsed.	In Progress

Council Action Items					
Report Title	Report Number	Author	Item	Action	Status
Mayor and Chief Executive Officer as Council Representatives - Ref. AF11/858	N/A	Michael McCarthy	21	(a) That the Chief Executive Officer's report on Mayor and Chief Executive Officer as Council Representatives be noted. (b) That Council hereby authorises the Mayor, Deputy Mayor, Chief Executive Officer, Acting Chief Executive Officer, and Chief Executive Officer's representative to represent Council, including at SA Local Government Association Annual General Meetings and other Local Government Association, Australian Local Government Association, and Limestone Coast Local Government Association functions. (c) That voting privileges associated with representing Council are restricted to the Mayor, Deputy Mayor, Chief Executive Officer and Acting Chief Executive Officer, unless such rights are exercised in accordance with Council's C410 Conduct of Meetings Policy or to give effect to a resolution of Council. (d) That resolutions (b) & (c) are to be applied to compliment and not to override or undermine any delegate/representative of Council duly nominated/appointed in accordance with the provisions of Council's C410 Conduct of Meetings Policy or by any subsequent resolution of Council.	In Progress
Acting Chief Executive Officer - Leave of Absense - Ref. AF11/1100, Pers	N/A	Michael McCarthy	22	(a) That the Chief Executive Officer's report on Acting Chief Executive be noted. (b) That the Chief Executive Officer shall periodically appoint (and shall notify the Mayor and Councillors of such appointment) any person holding one of the following Senior Officer positions to act in the office of Chief Executive Officer during any scheduled or unscheduled leave or absence of the Chief Executive Officer: • General Manager – Community Wellbeing • General Manager – City Infrastructure • General Manager – City Growth • General Manager – Council Business Services (c) That the current appointment of the General Manager City Growth, Dr Judy Nagy to act as in the office of Chief Executive Officer during any scheduled or unscheduled leave is noted.	No Action
Council Decision Making Structure/Committees - Ref. AF14/283	N/A	Michael McCarthy	23	(a) That the Chief Executive Officer's report on Council Decision Making Structure/Committees be noted.	No Action

Council Action Items					
Report Title	Report Number	Author	Item	Action	Status
Section 41 Committees - Ref. AF11/858	N/A	Michael McCarthy	24	(a) That the Chief Executive Officers report on Section 41 Committees be noted. (b) That Council endorse the continued operation of established Section 41 Committees under their existing Terms of Reference as previously adopted by Council, as follows: • Strategic Standing Committee • Operational Standing Committee • Mount Gambier Junior Sports Assistance Fund • Regional Sport and Recreation Centre Committee • Chief Executive Officer Review Committee (c) That the Committees endorsed in resolution (b) shall report directly to Council as part of Council's decision making structure. Sub-Committees shall report via their establishing Committee. (d) That the first items of business for the first meeting of each Committee established in resolution (b) shall be: - Acting Presiding Member for initial meeting - Committee Presiding Member for recommendation to Council. - Meetings days and times (noting lead times for agenda preparation) - Review of Committee Terms of Reference - Consideration of Sub-Committees (e) That the membership of the Section 41 Committees specified in resolution (b) be as follows: Strategic Standing Committee • Cr Morello • Cr Bruins • Cr Hood • Cr Mezinec • Mayor Martin (ex-officio) Operational Standing Committee • Cr Greco • Cr Amoroso • Cr Jenner	In Progress

Council Action Items					
Report Title	Report Number	Author	Item	Action	Status
Statutory Committees - Ref. AF11/858	N/A	Michael McCarthy	25	(a) That the Chief Executive Officers report on Statutory Committees be noted. (b) That Council endorse the continued operation of established Statutory Committees under their existing Terms of Reference as previously adopted by Council, as follows: • Audit Committee • Strategic Planning and Policy Committee (refer Strategic Standing Committee) • Council Assessment Panel • Building Fire Safety Committee (c) That the Audit Committee, Council Assessment Panel and Building Fire Safety Committee and Strategic Planning and Policy Committee (refer Strategic Standing Committee) shall report directly to Council as part of Council's decision making structure. (d) That all Council Member positions on a Statutory Committee be considered as vacant and nominations be sought for consideration of appointment at this or a subsequent meeting. (e) That the membership of the Section 41 Committees specified in resolution (b) be as follows: Audit Committee • Cr Mezinac • Mayor Martin (ex-officio) Independent Members (until a formal replacement process has occurred) • V McDonald • A Kain Pursuant to Section 41 (6) of the Local Government Act 1999 the Mayor be appointed an ex-officio member of Council's Audit Committee noting that the Mayor will not be taken to be included in the committee membership (and in the quorum determination) unless actually present at a meeting of the Audit Committee. Council Assessment Panel • Cr Jenner Independent Members (until a formal replacement process has occurred) • E Travers (Presiding Member)	In Progress
Subsidiaries - Membership of Regional Subsidiaries - Ref. AF14/447	N/A	Michael McCarthy	26	(a) That the Chief Executive Officers report on membership of Regional Subsidiaries be noted. (b) That Council confirm its constituent membership of Limestone Coast Local Government Association, a regional subsidiary established pursuant to Section 43 of the Local Government Act 1999. (c) That further information on Limestone Coast Local Government Association position vacancies be circulated with a call for Member nominations for presentation to the January 2019 Council meeting for consideration and endorsement.	In Progress
Governance - Council Representatives to Outside Committees - Ref. AF11/854	N/A	Michael McCarthy	27	(a) That the Chief Executive Officers report on Council representatives to outside Committees be noted. (b) That further information on external position vacancies available to Members be circulated with a call for Member nominations for presentation to the January 2019 Council meeting for consideration and endorsement.	In Progress

Council Action Items					
Report Title	Report Number	Author	Item	Action	Status
Authorised Banking Signatories - Ref. AF11/636	N/A	Michael McCarthy	28	(a) That the Chief Executive Officer's report on Authorised Banking Signatories be noted. (b) That the authorised signatories for the Council's general accounts and financial bank accounts and transactions etc be any two (2) of the following: • Mayor • Deputy Mayor • Chief Executive Officer • General Manager Council Business Services • General Manager City Growth • General Manager City Infrastructure • General Manager Community Wellbeing • Manager Executive Administration • Manager Development Services • Manager Engineering Design & Contracts (c) That the Chief Executive Officer may by written instrument add/amend/revoke the bank signatory authorisation of officers listed in resolution (b) as necessary to align with the organisational structure, position titles/appointments and absence/availability of officers	Completed
Auditor - Confirmation of Appointment of Council's External Auditor - Ref. AF11/729	N/A	Michael McCarthy	29	(a) the Chief Executive Officers report on Council's external auditor be received.	No Action
Strategic Management Plans - AF11/1789	N/A	Michael McCarthy	30	(a) That the Chief Executive Officers report on Strategic Management Plans be received. (b) That the following plans be affirmed as constituting the Strategic Management Plans of the Council as: • Strategic Plan (Community Plan) • Long Term Financial Plan • Infrastructure & Asset Management Plan • Annual Business Plan and Budget	No Action
Council Policy Review - Ref. AF18/56	N/A	Michael McCarthy	31	(a) The Chief Executive Officers report on Council Policy Review be noted.	No Action
2017/2018 Annual Report - Ref. AF13/97	N/A	Michael McCarthy	32	(a) That the Chief Executive Officers report on the City of Mount Gambier 2017/18 Annual Report be received. (b) That the Annual Report of the City of Mount Gambier 2017/18 as tabled be adopted. (c) That the Chief Executive Officer be authorised to make any non-material amendments as considered necessary prior to publication. (d) That copies of the 2017/18 Annual Report be made available to those bodies and persons referred to at Section 131 of the said Act.	In Progress
Replacement Chief Executive Officer Selection and Recruitment Process	N/A	Mark McShane	33	(a) the Mayor's Report be received; (b) There being only four candidates the Returning Officer declared Cr Hood, Cr Perryman, Cr Mezinac and Cr Morello to be elected to the CEO Selection and Recruitment Committee plus Mayor Martin.	In Progress
Minutes of Council Assessment Panel - 18 October 2018	N/A	Tracy Tzioutziouklaris	34	That the minutes of the Council Assessment Panel meeting held 18 October 2018 as attached be noted.	No Action
Minutes of Community Engagement and Social Inclusion Sub-Committee - 18 October 2018	N/A	Barbara Cernovskis	35	That the minutes of the Community Engagement and Social Inclusion Sub-Committee meeting held 18 October 2018 as attached be noted.	No Action

Council Action Items					
Report Title	Report Number	Author	Item	Action	Status
Yerkalapata - Leading the Way - City of Mount Gambier Reconciliation Action Plan Update -	AR18/41319	Barbara Cernovskis	36	(a) That Community Engagement and Social Inclusion Sub-Committee Report No. AR18/41319 titled 'Yerkalapata – Leading the Way: City of Mount Gambier Reconciliation Action Plan' as presented to the Community Engagement and Social Inclusion Sub-Committee meeting on 18 October 2018 be noted.	No Action
Mount Gambier Regional Sport and Recreation Centre Committee Minutes	N/A	Judy Nagy	37	That the minutes of the Mount Gambier Regional Sport and Recreation Centre meeting held 22 October 2018 as attached be noted.	No Action
Community and Recreation Hub Overview	AR18/41402	Mark McShane	38	(a) That Regional Sport and Recreation Centre Committee Report No. AR18/41402 titled 'Community and Recreation Hub Overview' as presented to the Regional Sport and Recreation Centre Committee on 22 October 2018 be received and noted.	No Action
Community and Recreation Hub Design	AR18/41729	Mark McShane	39	(a) That Regional Sport and Recreation Centre Committee Report No. AR18/41729 titled 'Community and Recreation Hub Design' as presented to the Regional Sport and Recreation Centre Committee on 22 October 2018 be received and noted.	No Action
Community and Recreation Hub Capital Cost Estimate	AR18/41772	Mark McShane	40	(a) That Regional Sport and Recreation Centre Committee Report No. AR18/41772 titled 'Community and Recreation Hub Capital Cost Estimation' as presented to the Regional Sport and Recreation Centre Committee on 22 October 2018 be received and noted.	No Action
Community and Recreation Hub Capital Funding	AR18/37859	Judy Nagy	41	(a) That Regional Sport and Recreation Centre Committee Report No. AR18/37859 titled 'Community and Recreation Hub Capital Funding' as presented to the Regional Sport and Recreation Centre Committee on 22 October 2018 be noted.	No Action
Community and Recreation Hub Operations	AR18/42536	Judy Nagy	42	(a) That Regional Sport and Recreation Centre Committee Report No. AR18/42536 titled 'Community and Recreation Hub Operations' as presented to the Regional Sport and Recreation Centre Committee on 22 October 2018 be noted.	No Action
Community and Recreation Hub Community Survey	AR18/37052	Judy Nagy	43	(a) That Regional Sport and Recreation Centre Committee Report No. AR18/37052 titled 'Community and Recreation Hub Community Survey' as presented to the Regional Sport and Recreation Centre Committee on 22 October 2018 be noted.	No Action
Community and Recreation Hub Community Engagement and Communication	AR18/41567	Barbara Cernovskis	44	(a) That Regional Sport and Recreation Centre Committee Report No. AR18/41567 titled 'Community and Recreation Hub Community Engagement and Communication' as presented to the Regional Sport and Recreation Centre Committee on 22 October 2018 be noted.	No Action
Minutes of Building Fire Safety Committee - 23 October 2018	N/A	Nick Serle	45	That the minutes of the Building Fire Safety Committee meeting held 23 October 2018 as attached be noted.	No Action
Minutes of Junior Sports Assistance Fund Annual General Meeting - 24 October 2018	N/A	Melissa Telford	46	That the minutes of the Junior Sports Assistance Fund Thirty Third Annual General Meeting held 24 October 2018 as attached be noted.	No Action
Statement of Revenue and Expenditure for Year Ended 30/06/2018	AR18/39959	Melissa Telford	47	(a) That Junior Sports Assistance Fund Committee Report No. AR18/39959 titled 'Statement of Revenue and Expenditure for Year Ended 30/06/2018' dated 10 October 2018 as presented to the Junior Sports Assistance Fund Committee on 24 October 2018 be noted. (b) The Statement of Income and Expenditure for period ended 30 June, 2018 detailing payments to or payments from the Fund with a 30 June 2018 cash balance of \$86,049.62 be received.	No Action

Council Action Items					
Report Title	Report Number	Author	Item	Action	Status
General Developments of the Fund since Thirty Second Annual Meeting	AR18/40042	Melissa Telford	48	(a) That Junior Sports Assistance Fund Committee Report No. AR18/40042 titled 'General Developments of the Fund since Thirty Second Annual General Meeting' dated 10 October 2018 as presented to the Junior Sports Assistance Fund Committee on 24 October 2018 be noted.	No Action
Member Organisation Contributions 2018/2019	AR18/40044	Melissa Telford	49	(a) That Junior Sports Assistance Fund Committee Report No. AR18/40044 titled 'Member Organisations Contributions 2018/2019' dated 10 October 2018 as presented to the Junior Sports Assistance Fund Committee on 24 October 2018 be noted; (b) the Member Organisation contributions for the 2018/2019 financial year continue to be based on the funding formula as adopted at the Annual Meeting of Members held on 2nd August 2005 and as attached to the agenda (in respect of the required 2018/2019 contributions); (c) the "previous five (5) year annual average" be interpreted and calculated on a rolling basis i.e. the previous five (5) year annual average include the then financial year just ended so that the Member Organisation contributions reflect the most current figures and the minimum payment of \$400 and the maximum payment of \$800 apply for the 2018/2019 financial year.	Completed
Committee Appointments	AR18/40050	Melissa Telford	50	(a) That Junior Sports Assistance Fund Committee Report No. AR18/40050 titled 'Committee Appointments' dated 10 October 2018 as presented to the Junior Sports Assistance Fund Committee on 24 October 2018 be noted.	No Action
Minutes of Junior Sports Assistance Fund General Meeting - 24 October 2018	N/A	Melissa Telford	51	That the minutes of the Junior Sports Assistance Fund Committee Meeting held 24 October 2018 as attached be noted.	No Action
Correspondence Received	AR18/40600	Melissa Telford	52	(a) That Junior Sports Assistance Fund Committee Report No. AR18/40600 titled 'Correspondence Received' dated 15 October 2018 as presented to the Junior Sports Assistance Fund Committee on 24 October 2018 be noted.	No Action
Statement of Revenue and Expenses - 1/3/2018 to 30/9/2018	AR18/40602	Melissa Telford	53	(a) That Junior Sports Assistance Fund Committee Report No. AR18/40602 titled 'Statement of Revenue and Expenses - 1/3/2018 to 30/09/2018' dated 15 October 2018 as presented to the Junior Sports Assistance Fund Committee on 24 October 2018 be noted. (b) The financial statement of the Fund as at 30 September 2018 be received noting a cash balance of \$85,826.00	No Action
Applications for Financial Assistance for Juniors and Payments from the Fund from 1/4/2017 to 30/9/2018	AR18/40626	Melissa Telford	54	(a) That Junior Sports Assistance Fund Committee Report No. AR18/40626 titled 'Applications for Financial Assistance for Juniors from 1/4/2018 to 30/9/2018' dated 15 October 2018 as presented to the Junior Sports Assistance Fund Committee on 24 October 2018 be noted.	No Action
Coaching Clinic Program	AR18/40676	Melissa Telford	55	(a) That Junior Sports Assistance Fund Committee Report No. AR18/40676 titled 'Coaching Clinic Program' dated 15 October 2018 as presented to the Junior Sports Assistance Fund Committee on 24 October 2018 be noted. (b) That Junior Sports Assistance Fund Committee Report No. AR18/40676 titled 'Coaching Clinic Program' dated 15 October 2018 as presented to the Junior Sports Assistance Fund Committee on 24 October 2018 be noted. (c) the 2018 Coaching Clinic Program be funded in its entirety of \$5,000 by the City of Mount Gambier Junior Sports Assistance Fund; (d) the City of Mount Gambier Junior Sports Assistance Fund Sponsorship Proposal be endorsed and the Secretary and a Member of the Committee be authorised to liaise with external organisations secure new sponsorship for 2019 and beyond.	In Progress

Council Action Items					
Report Title	Report Number	Author	Item	Action	Status
Resignation of Karen McGregor from the Junior Sports Assistance Fund	AR18/40700	Melissa Telford	56	(a) That Junior Sports Assistance Fund Committee Report No. AR18/40700 titled 'Resignation of Mrs Karen McGregor from the Junior Sports Assistance Fund Committee' as presented to the Junior Sports Assistance Fund Committee on 24 October 2018 be noted. (b) That Mrs McGregor's resignation be noted. (c) A letter of appreciation has been sent to Mrs Karen McGregor for her service to the Junior Sports Assistance Fund Committee. (d) The City of Mount Gambier Junior Sports Assistance Fund authorise Mrs Barbara Cernovskis to action the replacement of Mrs Karen McGregor to the Junior Sports Assistance Fund.	Completed
Community and Recreation Hub - Capital Cost Contribution from District Council of Grant	N/A	Mark McShane	57	(a) That the CEO's report on the Community and Recreation Hub capital cost contribution from District Council of Grant be noted. (b) That Council formally writes to the District Council of Grant seeking a one million dollar contribution to assist with the capital cost of the Community and Recreation Hub and requesting a response by end of December 2018 to enable that contribution to be incorporated into the Full Business Case to the Federal Government. (c) That the Mayor and CEO provide a further project update to the District Council of Grant in December 2018.	In Progress
Special Meeting - 04/12/2018					
Minutes - CEO Recruitment & Selection Committee - 03/12/2018	N/A	Mayor Martin	2.1	(a) That the Minutes from the CEO Selection and Recruitment Committee dated 3 December 2018 be noted and endorsed.	No Action
CEO Recruitment & Selection Committee - Selection of Presiding Member	AR18/49575	Mayor Martin	2.2	(a) That CEO Selection and Recruitment Committee Report No. AR18/49575 titled 'CEO Selection and Recruitment Committee Presiding Member' as presented to the CEO Selection and Recruitment Committee on 3 December 2018 be noted.	No Action
CEO Recruitment & Selection Committee - Ordinary Meetings	AR18/49572	Mayor Martin	2.3	(a) That CEO Selection and Recruitment Committee Report No. AR18/49572 titled "CEO Selection and Recruitment Committee – Ordinary Meetings" as presented to the CEO Selection and Recruitment Committee on 3 December 2018 be noted. (b) That the CEO Selection and Recruitment Committee hold ordinary meetings monthly commencing in December 2018 and Special Meetings as called by the Presiding Member in accordance with the Local Government Act to suit the selection and recruitment process	In Progress
CEO Recruitment & Selection Committee - Terms of Reference	AR18/49576	Mayor Martin	2.4	(a) That CEO Selection and Recruitment Committee Report No. AR18/49576 titled 'CEO Selection and Recruitment Committee Report – Terms of Reference' as presented to the CEO Selection and Recruitment Committee on 3 December 2018 be noted. (b) That the CEO Selection and Recruitment Committee Terms of Reference be adopted as contained within CEO Selection and Recruitment Committee Report No. AR18/49576.	In Progress

Council Action Items					
Report Title	Report Number	Author	Item	Action	Status
CEO Recruitment & Selection Committee - Engagement of Recruitment Company	AR18/49573	Mayor Martin	2.5	(a) That CEO Selection and Recruitment Committee Report No. AR18/49573 titled 'CEO Selection and Recruitment Committee Report – Engagement of Recruitment Company' as presented to the CEO Selection and Recruitment Committee on 3 December 2018 be noted. (b) That the Request for Quotes (RFQ) document as attached be recommended to Council for endorsement and released as a public RFQ once resolved by Council.	In Progress
CEO Recruitment & Selection Committee - Human Resource Management - Authorisation/Delegation	AR18/584	Mayor Martin	2.6	(a) That the CEO Selection and Recruitment Committee are authorised and delegated by Council to, if needed, seek, engage and negotiate the terms for an interim Chief Executive Officer for a period of time between the departure of the current Chief Executive Officer and the commencement of the new Chief Executive Officer.	In Progress

MINUTES OF ORDINARY STRATEGIC STANDING COMMITTEE MEETING

Meeting held in the Committee Room, Civic Centre, 10 Watson Terrace, Mount Gambier
on Monday, 10 December 2018 at 5:30 p.m.

PRESENT Mayor Lynette Martin OAM

Cr Frank Morello
Cr Max Bruins
Cr Ben Hood
Cr Sonya Meziniec

**COUNCIL MEMBERS
AS OBSERVERS** Cr Steve Perryman (arrived at 5:36 pm)

COUNCIL OFFICERS	Chief Executive Officer	- Mr M McShane
	General Manager Community Wellbeing	- Ms B Cernovskis
	General Manager Council Business Services	- Mrs P Lee
	General Manager City Infrastructure	- Mr N Serle
	Manager Executive Administration	- Mr M McCarthy
	Administration Officer	- Mrs M Telford

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

APPOINTMENT OF ACTING PRESIDING MEMBER:

Mayor Martin be appointed as Acting Presiding Member of the Strategic Standing Committee for the commencement of the meeting.

Moved: Cr Bruins

Seconded: Cr Meziniec

Carried

1. APOLOGY(IES)

Nil

2. CONFIRMATION OF STRATEGIC STANDING COMMITTEE MINUTES

Meeting held on 10 September 2018.

That the minutes of the Strategic Standing Committee meeting held on 10 September 2018 as attached be confirmed.

Moved: Cr Meziniec

Seconded: Cr Morello

Carried

3. QUESTIONS

3.1. With Notice

Nil submitted.

3.2. Without Notice

Nil submitted.

4. DEPUTATIONS

Nil

5. STRATEGIC STANDING COMMITTEE REPORTS

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

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

Moved: Cr Mezinec

Seconded: Cr Hood

Carried

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

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

Moved: Cr Morello

Seconded: Cr Bruins

Carried



5.3. Strategic Standing Committee Terms of Reference - AR18/49386

COMMITTEE RECOMMENDATION

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

Moved: Cr Hood

Seconded: Mayor Martin

Carried

5.4. Review of Confidentiality Order - Report No. AR18/49523

COMMITTEE RECOMMENDATION

- (a) That Strategic Standing Committee Report No. AR18/49523 titled '*Review of Confidentiality Orders*' as presented to the Strategic Standing Committee on 10 December 2018 be noted.
- (b) That the following Confidential Orders as specified in Attachment 1 to Report AR18/49523, having been reviewed by Council, remain in operation on the grounds provided:
 - i. Council 18/06/2013 - Corporate and Community Services Committee 11/06/2013 - Item 6 SOCIAL, CULTURAL AND COMMUNITY SERVICES - Committees - City of Mount Gambier Junior Sports Assistance Fund (Section 41) Committee - Minutes of Meeting held 22nd May, 2013 - Ref. AF11/725.
 - ii. Council 17/12/2013 - Corporate and Community Service Committee - 10/12/2013 - Junior Sports Assistance Fund Committee - 20/11/2013 - Item 15 - ROTARY CLUB OF MOUNT GAMBIER LAKES - Donations to Financially Disadvantaged Junior Sportspersons.
 - iii. Council 17/12/2013 - Corporate and Community Service Committee - 10/12/2013 - Junior Sports Assistance Fund Committee - 20/11/2013 - Item 15 - COMMERCIAL CLUB INC. - Donation to exceptional junior sportsperson.
 - iv. Council 15/04/2014 - Corporate and Community Services Committee - 08/04/2014 - GOVERNANCE - Committees - City of Mount Gambier Junior Sports Assistance Fund (Section 41) - Minutes of Meeting held 2nd April, 2014 - Ref. AF11/725.
 - v. Council 18/08/2015 - Railway Lands Development and Management Committee - 11/08/2015 - Item 8 - PROPERTY MANAGEMENT - Railway Lands - Expression of Interest - Occupation and Use Of Old Railway Station Building - Ref. AF15/262.



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

Moved: Cr Morello

Seconded: Cr Meziniec

Carried

6. MOTION(S) - With Notice

Nil submitted.

7. MOTION(S) - Without Notice

Nil submitted.

Meeting closed at 5:44 pm

AR18/51612

CONFIRMED THIS

DAY OF

2018.

.....
PRESIDING MEMBER



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

COMMITTEE	Strategic Standing Committee
MEETING DATE:	10 December 2018
REPORT NO.	AR18/49385
RM8 REFERENCE	AF17/288
AUTHOR	Michael McCarthy
SUMMARY	This report is presented to enable the recommendation of a Presiding Member for the Strategic Standing Committee.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION

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

Moved:

Seconded:



Background

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

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

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

Discussion

The selection of a Presiding Member is from amongst its own membership.

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

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

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

Conclusion

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

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

Attachments

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



A handwritten signature in black ink, appearing to read 'M McCarthy', written over a light blue rectangular background.

Michael McCARTHY
MANAGER EXECUTIVE ADMINISTRATION

A handwritten signature in black ink, appearing to read 'Pamela Lee', written over a light blue rectangular background.

Pamela LEE
GENERAL MANAGER, COUNCIL BUSINESS SERVICES

26 November 2018
MMcC



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

COMMITTEE	Strategic Standing Committee
MEETING DATE:	10 December 2018
REPORT NO.	AR18/49387
RM8 REFERENCE	AR17/228
AUTHOR	Michael McCarthy
SUMMARY	This Report is presented to enable the Strategic Standing Committee to confirm the day and time of its ordinary meetings.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION

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

Moved:

Seconded:



Background

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

Amongst the first items of business for Council's s41 Committees is the appointment of a day, time and place ordinary meetings of the Committee are to be held.

In accordance with the provisions of s87(1) of the Local Government Act 1999 the appointment of ordinary meeting day and time for Committee is by Council, or subject to a decision of Council, by the Committee.

The Council resolution of 22 November 2018 included that Committees note the lead time for Council agenda preparation in considering meeting days/times.

Discussion

The decision making structure adopted by Council includes all s41 Committees (excepting Sub-Committees) reporting directly to Council.

For efficient administration to enable consideration and making of decisions by Council it is necessary for Committee meeting days and time of Committees to align appropriately with the ordinary meeting schedule of Council and other Committees.

Special Meetings may be called as and when required to consider matters of business that cannot be deferred until the next scheduled ordinary Committee meeting.

Conclusion

This report recommends that the Strategic Standing Committee hold ordinary meetings on the Monday in the week preceding each monthly Council meeting commencing at 5:30pm.

It is further recommended that ordinary Committee meetings commence from February 2019 due to insufficient lead time for report and agenda preparation and conduct of Committee meetings between the 18 December 2018 and 15 January 2019 Council meetings as a result of Christmas and New Year.

The (Acting) Presiding Member may consider it beneficial to invoke a short-term suspension of proceedings, with the approval of at least two-thirds of the Members present, to enable Members to discuss appropriate day, time and place for meetings of the Strategic Standing Committee.

Attachments

Nil



Michael McCARTHY
MANAGER EXECUTIVE ADMINISTRATION



A handwritten signature in black ink, appearing to read 'Pamela Lee', followed by a period.

Pamela LEE
GENERAL MANAGER, COUNCIL BUSINESS SERVICES

26 November 2018
MMcC



5.3. Strategic Standing Committee Terms of Reference - AR18/49386

COMMITTEE	Strategic Standing Committee
MEETING DATE:	10 December 2018
REPORT NO.	AR18/49386
RM8 REFERENCE	AF17/288
AUTHOR	Michael McCarthy
SUMMARY	This Report is presented to enable the Strategic Standing Committee to review its Terms of Reference.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION

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

(b) That the Strategic Standing Committee Terms of Reference be adopted as attached to Strategic Standing Committee Report No. AR18/49386.

OR

(b) That the Strategic Standing Committee Terms of Reference be adopted as attached to Strategic Standing Committee Report No. AR18/49386 with the following alterations:

- Insert alteration
- Insert alteration

OR

(b) That the Strategic Standing Committee Terms of Reference be re-presented to the next ordinary/special meeting of the Strategic Standing Committee for consideration with the following alterations:

- Insert alteration
- Insert alteration

Moved:

Seconded:



Background

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

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

In considering any changes to the Strategic Standing Committee Terms of Reference, the Committee should consider the extent to which any Committee terms should remain consistent for the benefit of administration and the Members of Council's decision making structure.

Discussion

The decision making structure adopted by Council includes all s41 Committees (excepting Sub-Committees) reporting directly to Council.

In considering any changes to the Strategic Standing Committee Terms of Reference, the Committee should consider its scope and objectives and the extent to which the Terms of Reference of Committees within Council's decision making structure should remain consistent for the benefit of Members and to maintain administrative consistency.

Conclusion

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

The (Acting) Presiding Member may consider it beneficial to invoke a short-term suspension of proceedings, with the approval of at least two-thirds of the Members present) to enable Members to review; and if necessary note any proposed alterations to the Strategic Standing Committee Terms of Reference.

Attachments

[Attachment 1 \(AR18/51023\): DRAFT Terms of Reference - Strategic Standing Committee](#)



Michael McCARTHY
MANAGER EXECUTIVE ADMINISTRATION



Pamela LEE
GENERAL MANAGER, COUNCIL BUSINESS SERVICES

26 November 2018
MMcC



5.4. Review of Confidentiality Order - Report No. AR18/49523

COMMITTEE	Strategic Standing Committee
MEETING DATE:	10 December 2018
REPORT NO.	AR18/49523
RM8 REFERENCE	AF17/506
AUTHOR	Michael McCarthy
SUMMARY	A report to review Confidentiality Orders with a duration exceeding 12 months in accordance with Section 91(9) of the Local Government Act 1999.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION

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



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

Moved:

Seconded:



Background

Section 90(9) of the Local Government Act requires that any order to retain a matter 'in-confidence' that operates for a period exceeding 12 months must be reviewed at least once in every year.

Further, Section 91(9)(ab) provides that:

- (i) The duration of an order cannot be extended after the order has ceased to apply; and
- (ii) An order extending the duration of such an order cannot be delegated by the relevant Council or Council Committee.

Over the previous two terms of Council considerable effort has been put toward reducing the number of Council Agenda Items considered and retained in-confidence. The following statistics show a downward trend and consistency of items considered in-confidence over 4 of the past 5 financial year periods.

2010/2011 - 72 instances
2011/2012 - 34 instances
2012/2013 - 38 instances
2013/2014 - 18 instances
2014/2015 - 9 instances
2015/2016 - 19 instances
2016/2017 - 20 instances
2017/2018 - 19 instances

During the first 5 months of the current financial year to November 2018, three Agenda Items have been considered in-confidence, consistent with the 2014/2015 election year with nine instances.

A Register of Confidential Items, including web links to the released items is published on the Council website, including the grounds, duration, and release conditions for items that remain subject to the operation of a Confidentiality Order.

Discussion

The matters contained within the table in Attachment 1 to this Report are subject to Confidential Orders made previously by Council that remain operational and are presented for review in accordance with Section 90(9).

Upon review, Council may consider that the Confidential Orders for each of these matters should remain in operation and continue to be reviewed in accordance with the Local Government Act. No further action is required for these existing Confidential Orders to continue in operation.

Alternatively, Council may determine that one or more of the Confidential Orders should be amended or cease to operate; and so Order that the Confidential Item be partially or fully released, or that conditions for release be amended.

Members should note that the review of Confidentiality Orders is conducted in an open meeting session and discussion of the subject matter of the protected items may breach the Orders.

Accordingly, questions regarding the content of the protected items may be addressed to the report author prior to the commencement of the public meeting.

If Council wish to formally discuss the subject matter of the protected items in the conduct of its review it is recommended to do so in closed session after making a s90(3) Order.



Conclusion

This report recommends that the duration and conditions for release for one of these Confidential Orders, having been reviewed by Council be amended with the remainder to continue in operation until the specified release criteria, if any, have been met and to be reviewed at least once in every year in accordance with Section 90(9) of the Local Government Act 1999.

Attachments

[Attachment 1 \(AR18/19755\): Review of Confidentiality Orders - December 2018](#)



Michael McCARTHY
MANAGER, EXECUTIVE ADMINISTRATION



Pamela LEE
GENERAL MANAGER, COUNCIL BUSINESS SERVICES

27 November 2018
MMcC



MINUTES OF ORDINARY STRATEGIC STANDING COMMITTEE MEETING

Meeting held in the Committee Room, Civic Centre, 10 Watson Terrace, Mount Gambier
on Monday, 10 September 2018 at 5:30 p.m.

PRESENT Cr Frank Morello (Presiding Member)
Cr Josh Lynagh
Cr Hanna Persello
Cr Penny Richardson

COUNCIL OFFICERS	General Manager Community Wellbeing	- Ms B Cernovskis
	General Manager Council Business Services	- Mrs P Lee
	General Manager City Growth	- Dr J Nagy
	Manager Executive Administration	- Mr M McCarthy
	Customer Service Officer	- Ms S Moretti

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

1. APOLOGY(IES)

Apology received from Cr Sonya Mezinec

That the apology from Cr Mezinec be received.

Moved: Cr Persello

Seconded: Cr Lynagh

Carried

2. CONFIRMATION OF STRATEGIC STANDING COMMITTEE MINUTES

Meeting held on 13 August 2018.

That the minutes of the Strategic Standing Committee meeting held on 13 August 2018 as previously circulated be confirmed as an accurate record of the proceedings of that meeting.

Moved: Cr Morello

Seconded: Cr Lynagh

Carried

3. QUESTIONS

3.1. With Notice

Nil submitted.

3.2. Without Notice

Nil received.

4. DEPUTATIONS

Nil

5. STRATEGIC STANDING COMMITTEE REPORTS

Strategic Standing Committee Reports commence on the following page.



5.1. Member Allowance, Re-imbursements, Benefits and Facilities - Report No. AR18/36005

COMMITTEE RECOMMENDATION

- (a) That Council Report No. AR18/36005 titled '*Member Allowance, Re-imbursements, Facilities and Benefits*' as presented to the Strategic Standing Committee on 10 September 2018 be noted.
- (b) That Members give thought to the benefits and facilities that they consider would be beneficial for presentation to the incoming Council, for discussion at an Elected Member Workshop to be held on Monday 15 October 2018.

Moved: Cr Morello

Seconded: Cr Persello

Carried

5.2. Elected Member's Planning Day - Report No. AR18/33042

COMMITTEE RECOMMENDATION

- (a) That Strategic Standing Committee Report No. AR18/33042 titled '*Elected Member's Planning Day*' as presented to the Strategic Standing Committee on 10 September 2018 be noted.
- (b) That a workshop be held early in the new term of Council to receive this report and discuss the reports that were generated at the Elected Member Planning Day.

Moved: Cr Morello

Seconded: Cr Persello

Carried

6. MOTION(S) - With Notice

Nil submitted

7. MOTION(S) - Without Notice

Nil received

Meeting closed at 5:34 p.m.

AR18/37312

CONFIRMED THIS

DAY OF

2018.

.....
PRESIDING MEMBER



Recommended resolutions for endorsement of secret ballot

RESOLUTIONS FOR SECRET BALLOT (These do not need to be reproduced in Council Agenda)

- (b) Council determines that the method of choosing a Presiding Member for the XYZ Committee be by a secret ballot.
- (c) the successful candidate will be the candidate with the highest number of votes.
- (d) where two or more candidates have an equal number of votes one of those candidates will be determined as successful from a drawing of lots by the Returning Officer.
- (e) the Chief Executive Officer (or other Senior Officer present at the meeting) be appointed Returning Officer for the ballot.
- (f) upon the completion of the ballot, the Returning Officer be authorised to declare the successful candidate for the position of XYZ Committee Presiding Member.
- (g) upon the declaration of the Returning Officer the candidate will be recommended to Council for the position of XYZ Presiding Member for the term of office determined by Council.

PROCESS / SAMPLE MINUTES FOR SECRET BALLOT

Nominations called for the position of XYZ Committee Presiding Member:

The following nominations were received:

- (i) Cr _____ nominated to be XYZ Committee Presiding Member.
- (ii) Cr _____ nominated to be XYZ Committee Presiding Member.

If more than one nomination received:

The Returning Officer conducted the secret ballot.

Then –

There being only one candidate the Returning Officer declared Cr _____ to be the successful candidate to be recommended to Council for the position of XYZ Committee Presiding Member.

OR

The Returning Officer declared the successful candidate with the highest number of votes as Cr _____ to be the successful candidate to be recommended to Council for the position of XYZ Committee Presiding Member.

OR

Cr _____ and Cr _____ each having an equal highest number of votes, the Returning Officer drew a lot and declared the successful candidate being the first name drawn as Cr _____ to be the successful candidate to be recommended to Council for the position of XYZ Committee Presiding Member.

OPTIONAL RESOLUTION TO ENDORSE RESULT

move a motion to endorse the result of the ballot that Cr _____ selected as the successful candidate to be recommended to Council for the position of XYZ Committee Presiding Member.



City of
Mount Gambier

Strategic Standing Committee

TERMS OF REFERENCE

A Committee of Council
established pursuant to the provisions of
Section 41
of the Local Government Act 1999
and
Section 101A
of the Development Act 1993.

Terms of Reference for the conduct of the business of the Council Committee were approved and adopted by the City of Mount Gambier at its meeting held on ##th Month, 2018.

Strategic Standing Committee

The Strategic Standing Committee has been established with a Strategic 'forward planning' focus on the following matters:

- Strategic Direction
- Strategic Plans:
 - (Futures Paper/Community Plan, Cultural Development Plan, Reconciliation Action Plan, Youth Strategy, Tourism Strategy, City Growth, Digital Strategy)
 - Long Term Financial Plan
 - Budget & Annual Business Plan
 - Asset & Infrastructure Management Plan
- Council Policies
- By-Laws
- Annual Report
- Development Plan Amendments
- Seeking of Grant Funding
- Unsolicited/New Proposals (strategic nature)

and for the purpose of Section 101A of the Development Act 1993, to:

- provide advice to Council in relation to the extent to which Council's strategic planning and development policies accord with the planning strategy.
- To assist Council in undertaking strategic planning and monitoring directed at achieving:
 - orderly and efficient development within City of Mount Gambier Council area;
 - high levels of integration of transport and land use planning;
 - relevant targets set out in the planning strategy within the City of Mount Gambier Council area;
 - the implementation of affordable housing policies set out in the planning strategy within the area of Council;
 - other outcomes of a prescribed kind (if any).
 - To provide advice to Council (or to act as its delegate) in relation to strategic planning and development policy issues when Council is preparing:
 - a Strategic Directions Report; or
 - a Development Plan Amendment proposal.
 - Other functions (other than functions relating to development assessment or compliance) assigned to the committee by Council.

Strategic Standing Committee

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1. NAME

The name of the Council Committee shall be the Strategic Standing Committee (in these Terms of Reference referred to as “the Committee”).

2. DEFINITIONS

2.1 For the purpose of these Terms of Reference, unless inconsistent with the subject matter or context: -

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

2.1.2 “Committee” means the Committee of Council established pursuant to clause 3.

2.1.3 “Committee Member” means the persons appointed by the Council to the Committee pursuant to clause 5.

2.1.4 “Commencement Date” means the date on which the Committee is established and becomes operative pursuant to clause 3.

2.1.5 “Council” means the City of Mount Gambier that established the Committee and to which the Committee reports.

2.1.6 “Prescribed Committee” means a Prescribed Committee as defined in the Remuneration Tribunal Determination 6 of 2018 (or any replacement determination)

2.1.7 “Presiding Member of the Committee of Council” means the person appointed to that position pursuant to clause 5.

2.1.8 “Observers” means those persons attending any meeting of the Committee of Council, but not having a vote on any matter to be determined by the Committee and not having been appointed as Committee Members.

2.1.9 “Sub-Committee” means a sub-committee established in accordance with the Act.

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

2.3 A reference in these Terms of Reference to a “singular” includes a reference to the “plural” and a reference to a “plural” includes a reference to the “singular”.

2.4 These Terms of Reference shall be interpreted in line with the provisions of the Act.

2.5 Notices

All communication to be given to the Committee shall be addressed to: -

City of Mount Gambier Strategic Standing Committee
PO Box 56
MOUNT GAMBIER SA 5290
Email: city@mountgambier.sa.gov.au

3. ESTABLISHMENT

3.1 The Strategic Standing Committee is established under Section 41 of the Local Government Act 1999 and Section 101A of the Development Act 1993.

3.2 The Committee will be established and become operative from the time a resolution of the Council is passed.

3.3 The Committee is established by the Council with:

3.3.1 a Strategic 'forward planning' focus on the following matters:

- Strategic Direction
- Strategic Plans:
 - o (Futures Paper/Community Plan, Cultural Development Plan, Reconciliation Action Plan, Youth Strategy, Tourism Strategy, City Growth, Digital Strategy)
 - o Long Term Financial Plan
 - o Budget & Annual Business Plan
 - o Asset & Infrastructure Management Plan
- Council Policies
- By-Laws
- Annual Report
- Development Plan Amendments
- Seeking of Grant Funding
- Unsolicited/New Proposals (strategic nature)

and for the purposes of Section 101A of the Development Act 1993, for:

3.3.2 provision of advice to Council in relation to the extent to which Council's strategic planning and development policies accord with the planning strategy.

3.3.3 assisting Council in undertaking strategic planning and monitoring directed at achieving:

- orderly and efficient development within City of Mount Gambier Council area;
- high levels of integration of transport and land use planning;
- relevant targets set out in the planning strategy within the City of Mount Gambier Council area;
- the implementation of affordable housing policies set out in the planning strategy within the area of Council;
- other outcomes of a prescribed kind (if any).

3.3.4 provision of advice to Council (or to act as its delegate) in relation to strategic planning and development policy issues when Council is preparing:

- a Strategic Directions Report; or
- a Development Plan Amendment proposal.

3.3.5 other functions (other than functions relating to development assessment or compliance) assigned to the committee by Council.

3.4 The Committee shall be a Prescribed Committee that is enduring to perform, assist and provide advice to Council on matters described in these Terms of Reference.

4. OBJECTIVES

The Committee is created with the express objective of providing considered advice to Council within the scope of its purpose and reasons for establishment

5. MEMBERSHIP

- 5.1 Membership of the Committee will comprise Elected Members as determined by resolution of Council in accordance with Council policy guiding appointment to committees.
- 5.2 The Council reserves the right from time to time to remove any Member of the Committee and appoint another Committee Member in their stead.
- 5.3 All Strategic Standing Committee Members hold office at the pleasure of the Council.
- 5.4 The Mayor has Ex-Officio membership on this Committee.
- 5.5 The Committee will determine the Committee Member to be appointed to the position of Presiding Member of the Committee, which appointment will be reviewed by the Committee every 12 months.

6. CASUAL VACANCIES AND REPLACEMENT MEMBERS

- 6.1 If a Committee Member is absent from 3 or more consecutive meetings of the Committee without an apology accepted by the Committee then that Committee Member's position shall be considered vacant.
- 6.2 The Council will determine the filling of any vacancy in the Committee Membership in accordance with clause 5.

7. NO PROXY

- 7.1 The appointment of a person as proxy for any Strategic Standing Committee Member on the Committee is not permissible.

8. RESIGNATION OF COMMITTEE MEMBER

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

9. QUORUM

- 9.1 At all Meetings of the Committee a quorum must be present.
- 9.2 A quorum will be determined by dividing by 2 the number of Strategic Standing Committee Members formally appointed to the Committee ignoring any fraction and adding 1.

10 ATTENDANCE AT MEETINGS BY TELEPHONE OR OTHER ELECTRONIC MEANS

A Committee Member (including, subject to the operation of clause 11.2, the Presiding Member) may be considered as being present at a Committee Meeting despite not being physically present at the meeting, subject to the following conditions:

- 10.1 Written approval to participate in the meeting by telephone or other electronic means has been sought and obtained from the Committees Presiding Member and confirmed to the Chief Executive Officer not less than 24 hours prior to the meetings scheduled commencement time, and;
- 10.2 The Chief Executive Officer having confirmed prior to the scheduled commencement time of that meeting that the necessary technologies are available to accommodate the Committee Members participation in the meeting and compliance with the Act, and;
- 10.3 A Committee Member participating by such means being for the specified meeting only and not for 2 or more consecutive meetings of the Committee, and;
- 10.4 All Committee Members being able to hear each other Committee Member whilst a Committee Member is participating by telephone or other electronic means, and;
- 10.5 The Committee Member that is participating by telephone or other electronic means expressing their vote on each and every question in a manner that can be identified by all other persons present at the meeting (whether all other persons at the meeting are physically present or present by telephone or other electronic means), and;
- 10.6 The Presiding Member (or Acting Presiding Member) being authorised to disconnect the Committee Member in the event that the technology causes any disruption or inconvenience to the Committee meeting, and;
- 10.7 Should the telephone or other electronic connection fail, any attempt(s) to re-connect are made at the discretion of the Presiding Member, and;

Whilst participating in a Committee Meeting in accordance with this clause a Committee Member shall be considered as being present at the meeting for all purposes.

11 MEETINGS OF THE COMMITTEE

- 11.1 The Committee shall meet in accordance with its ordinary meeting schedule or otherwise in accordance with this clause.
- 11.2 The Presiding Member, when physically present, shall preside at all meetings of the Committee and at any other time the Committee shall appoint an Acting Presiding Member who shall preside at that meeting.
- 11.3 No business shall be transacted at any meeting of the Committee unless a quorum of Strategic Standing Committee Members is present.
- 11.4 Each Strategic Standing Committee Member of the Committee including the Presiding Member present at any meeting of the Committee must vote on any matter requiring determination and all decisions shall be decided on a simple majority of votes cast.
- 11.5 Each Strategic Standing Committee Member of the Committee including the Presiding Member present at any meeting of the Committee shall have one deliberate vote only.

12 PROCEDURES AT MEETINGS

- 12.1 The procedure to be observed in relation to the conduct of meetings of the Committee is in accordance with the Act and the Local Government (Procedures at Meetings) Regulations 2013.
- 12.2 In accordance with s89 of the Act, insofar as a procedure is not prescribed by regulation, it shall be as determined by the Council, and insofar as a procedure is not determined by the Council, it shall be as determined by the Committee itself.

13 LIABILITY OF THE COMMITTEE

- 13.1 A liability incurred by the Committee rests against Council.
- 13.2 No liability attaches to a Strategic Standing Committee Member of the Committee for an honest act or omission by that Strategic Standing Committee Member of the Committee in the performance or discharge, or purported performance or discharge, of the Member's or the Committee's functions or duties.

14 DELEGATION

- 14.1 The Committee has no delegation to act with all recommendations of the Committee (and of any Sub-Committees established by the Committee) to be considered by full Council for final decision and resolution.

15 SUB-COMMITTEES

- 15.1 The Committee may establish a subcommittee to assist it in a matter.
- 15.2 When establishing a subcommittee the Committee must set out the Terms of Reference for the subcommittee.
- 15.3 The Committee may appoint to a Sub-Committee Council Members who are not members of the Committee, Council Officers and members of the public with skills or expertise in a field relevant to the matters which the Sub-committee is established to assist with.
- 15.4 A Sub-Committee established in accordance with this clause will report to the Committee and will have the same meeting notice, minute keeping and procedural obligations as the Committee as defined in the Act.
- 15.5 If a Sub-Committee Member is absent from 2 or more consecutive meetings of the Sub-Committee without an apology accepted by the Committee and Council then that Sub-Committee Members position shall be considered vacant.
- 15.6 If a Sub-Committee established under this Clause 15 fails to achieve quorum on 3 consecutive occasions then the Sub-Committee will be considered to be in recess and the Chief Executive Officer is to present a report to the Strategic Standing Committee for consideration.

16 MINUTES OF THE COMMITTEE

16.2 Administration

- 16.1.1 The CEO or his appointee must cause minutes to be kept of the proceedings of the Committee.
- 16.1.2 Minutes of the Committee shall be available to all Strategic Standing Committee Members of the Committee, Council and the public.
- 16.1.3 The Minutes of the proceedings of a meeting are to comply with the requirements of the Act
- 16.1.4 Minutes of the Committee Meeting shall be submitted for confirmation at the next meeting of the Committee and if confirmed, shall be signed by the Presiding Member or other person presiding at the subsequent meeting.
- 16.1.5 Minutes of the Committee Meeting and any recommendations (including the minutes and recommendations of any Sub-Committee established by the Committee) shall be submitted to Council and shall be of no effect until endorsed as a resolution of Council.

17 AMENDMENTS TO THESE TERMS OF REFERENCE

- 17.1 It will be lawful for the Council by resolution of the Council to revoke, vary or add to any of the provisions of these Terms of Reference at its own discretion within the parameters of the Local Government Act and other relevant legislation.
- 17.2 Notwithstanding 17.1 hereof before the Council resolves to revoke, vary or add to any of the provisions of these Terms of Reference the opinion of the Committee shall be obtained.

18 INTERPRETATION OF THESE TERMS OF REFERENCE

- 18.1 Should there be any dispute as to the definition and/or interpretation of these Terms of Reference, or any part thereof or any irregularities whatsoever, then the Council shall determine the dispute and the decision of the Council shall be final and binding.

19 WINDING UP

- 19.1 Subject to the making of alternate arrangements to fulfill it's obligations under Section 101A of the Development Act 1993 the Council may cease the operation of the Committee and the Committee may make such recommendation to the Council on the completion of its function.

REVIEW OF CONFIDENTIALITY ORDERS – DECEMBER 2018

Item	Council Meeting Date	Source Meeting	Subject	S90(3) Grounds	Confidential Element	Duration
(i)	18/06/2013	Corporate and Community Services Committee	SOCIAL, CULTURAL AND COMMUNITY SERVICES - Committees - City of Mount Gambier Junior Sports Assistance Fund (Section 41) Committee - Minutes of Meeting held 22nd May, 2013 – Ref. AF11/725	(a)	Retain all information concerning the personal and financial affairs and identify of donation recipients. All other information to be released.	On-going.
(ii)	17/12/2013	City of Mount Gambier Junior Sports Fund Assistance Committee	ROTARY CLUB OF MOUNT GAMBIER LAKES - Donations to Financially Disadvantaged Junior Sportspeople	(a)	All information, details concerning the personal, financial circumstances and identity of each nominee.	On-going, to be reviewed annually in accordance with the provisions of the Local Government Act.
(iii)	17/12/2013	City of Mount Gambier Junior Sports Fund Assistance Committee	COMMERCIAL CLUB INC. - Donation to exceptional junior sportsperson	(a)	All information, details concerning the personal circumstances and identity of each nominee.	On-going, to be reviewed annually in accordance with the provisions of the Local Government Act.
(iv)	15/04/2014	City of Mount Gambier Junior Sports Fund Assistance Committee	GOVERNANCE – Committees – City of Mount Gambier Junior Sports Assistance Fund (Section 41) - Minutes of Meeting held 2nd April, 2014 – Ref. AF11/725	(a)	All information, details concerning the personal, financial circumstances and identity of each nominee.	On-going, to be reviewed annually in accordance with the provisions of the Local Government Act.
(v)	18/08/2015	Operational Services Committee	PROPERTY MANAGEMENT - Railway Lands - Expression of Interest - Occupation and Use of Old Railway Station Building	(b)	All details	Until a contractual arrangement has been entered into with a respondent(s), to be reviewed in 12 months in accordance with S91(9).

REVIEW OF CONFIDENTIALITY ORDERS – DECEMBER 2018

(vi)	18/08/2015	Operational Services Committee	PROPERTY MANAGEMENT - Railway Lands - Expression of Interest - Management of Community Markets	(b)	All details.	Until a contractual arrangement has been entered into with a respondent(s), to be reviewed in 12 months in accordance with S91(9).
(vii)	16/02/2016	Corporate and Community Services Committee	CORPORATE AND COMMUNITY SERVICES REPORT NO. 14/2016 – Frew Park Ambulance Station Development - Ref. AF16/11	(d)	CCS Report 14/2016 (attachments 1 & 2).	Until the details contained in Attachments 1 and 2 to CCS Report 14/2016 have been made publicly available by the respective proponents.
(viii)	21/02/2017	Operational Services Committee	Item 13 - DEVELOPMENT CONTROL - Illegal Development - Operation of a Storage Yard - Ref. AF11/304	(a) (i)	All Details.	Until the matter is resolved or abandoned, to be reviewed at least once in every year.
(ix)	18/04/2017	Council	COUNCIL ITEM 1 - CEO REPORT ON CONFIDENTIAL MATTERS - Ref. AF11/1894	(g)	All details (including report, tabled attachment, discussion and resolution).	Ongoing; To be reviewed at least once in every year.

MINUTES OF ORDINARY OPERATIONAL STANDING COMMITTEE MEETING

Meeting held in the Conference Room, Civic Centre, 10 Watson Terrace, Mount Gambier
on Tuesday, 11 December 2018 at 5:30 p.m.

PRESENT Mayor Lynette Martin OAM

Cr Christian Greco
Cr Kate Amoroso
Cr Paul Jenner
Cr Steven Perryman (arrived at 5:33 pm)

COUNCIL OFFICERS	Chief Executive Officer	- Mr M McShane
	General Manager Community Wellbeing	- Ms B Cernovskis
	General Manager Council Business Services	- Mrs P Lee
	General Manager City Infrastructure	- Mr N Serle
	Manager Executive Administration	- Mr M McCarthy
	Executive Administration Officer	- Ms A Lavia

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

APPOINTMENT OF ACTING PRESIDING MEMBER:

Mayor Martin be appointed as Acting Presiding Member of the Operational Standing Committee for the commencement of the meeting.

Moved: Cr Greco

Seconded: Cr Amoroso

Carried

1. APOLOGY(IES)

Nil

2. CONFIRMATION OF OPERATIONAL STANDING COMMITTEE MINUTES

Meeting held on 9 October 2018

That the minutes of the Operational Standing Committee meeting held on 9 October 2018 as attached be confirmed.

Moved: Cr Greco

Seconded: Cr Jenner

Carried

3. QUESTIONS

3.1. With Notice

Nil submitted.

3.2. Without Notice

Nil submitted.

Cr Perryman entered the meeting at 5:33 pm.

4. DEPUTATIONS

Nil



5. OPERATIONAL STANDING COMMITTEE REPORTS

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

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

Moved: Cr Jenner

Seconded: Cr Amoroso

Carried

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

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

Moved: Cr Perryman

Seconded: Cr Amoroso

Carried



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

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

Moved: Cr Greco

Seconded: Cr Perryman

Carried

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

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

Moved: Cr Greco

Seconded: Cr Jenner

Carried

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

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

Moved: Cr Greco

Seconded: Cr Jenner

Carried



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

COMMITTEE RECOMMENDATION

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

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

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

Moved: Cr Jenner

Seconded: Cr Amoroso

Carried

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

COMMITTEE RECOMMENDATION

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

Moved: Cr Perryman

Seconded: Cr Jenner

Carried



5.8. 2018/2019 Local Heritage Restoration Fund - Report No. AR18/49881**COMMITTEE RECOMMENDATION**

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

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

Moved: Cr Greco

Seconded: Cr Perryman

Carried

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

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

Moved: Cr Greco

Seconded: Cr Jenner

Carried



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

COMMITTEE RECOMMENDATION

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

Moved: Cr Jenner

Seconded: Cr Greco

Carried

6. MOTION(S) - With Notice

Nil submitted.

7. MOTION(S) - Without Notice

Nil submitted.

Meeting closed at 6:09 p.m.

AR18/51241

CONFIRMED THIS

DAY OF

2018

.....
PRESIDING MEMBER



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

COMMITTEE	Operational Standing Committee
MEETING DATE:	11 December 2018
REPORT NO.	AR18/49396
RM8 REFERENCE	AF17/225
AUTHOR	Michael McCarthy
SUMMARY	This report is presented to enable the recommendation of a Presiding Member for the Operational Standing Committee.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

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

Moved:

Seconded:



Background

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

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

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

Discussion

The selection of a Presiding Member is from amongst its own membership.

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

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

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

Conclusion

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

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

Attachments

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





Michael McCARTHY
MANAGER EXECUTIVE ADMINISTRATION



Pamela LEE
GENERAL MANAGER COUNCIL BUSINESS SERVICES

26 November 2018
MMcC



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

COMMITTEE	Operational Standing Committee
MEETING DATE:	11 December 2018
REPORT NO.	AR18/49394
RM8 REFERENCE	AF17/225
AUTHOR	Michael McCarthy
SUMMARY	This report is presented to enable the Operational Standing Committee to confirm the day and time of its ordinary meetings.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION
(a) That Operational Standing Committee Report No. AR18/49394 titled '<i>Operational Standing Committee Ordinary Meeting Day/Time</i>' as presented to the Strategic Standing Committee on 11 December 2018 be noted. (b) That the Operational Strategic Standing Committee hold ordinary meetings on the Tuesday in the week preceding each monthly Council meeting commencing at 5:30pm in the Civic Centre, 10 Watson Terrace, Mount Gambier. (c) That ordinary meetings in accordance with resolution (b) commence in February 2019.

Moved:

Seconded:



Background

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

Amongst the first items of business for Council's s41 Committees is the appointment of a day, time and place ordinary meetings of the Committee are to be held.

In accordance with the provisions of s87(1) of the Local Government Act 1999 the appointment of ordinary meeting times for Committee is by Council, or subject to a decision of Council, by the Committee.

The Council resolution of 22 November 2018 included that Committees note the lead time for Council reports and agenda preparation in considering meeting days and times.

Discussion

The decision making structure adopted by Council includes all s41 Committees (excepting Sub-Committees) reporting directly to Council.

For efficient administration to enable consideration and making of decisions by Council it is necessary for Committee meeting days and time of Committees to align appropriately with the ordinary meeting schedule of Council and other Committees.

Special Meetings may be called as and when required to consider matters of business that cannot be deferred until the next scheduled ordinary Committee meeting.

Conclusion

This report recommends that the Operational Standing Committee hold ordinary meetings on the Tuesday in the week preceding each monthly Council meeting commencing at 5:30pm.

It is further recommended that ordinary Committee meetings commence from February 2019 due to insufficient lead time for agenda preparation and conduct of Committee meetings between the 18 December 2018 and 15 January 2019 Council meetings as a result of Christmas and New Year.

The (Acting) Presiding Member may consider it beneficial to invoke a short-term suspension of proceedings, with the approval of at least two-thirds of the Members present, to enable Members to discuss appropriate day, time and place for meetings of the Operational Standing Committee.

Attachments

Nil



Michael McCARTHY
MANAGER EXECUTIVE ADMINISTRATION



A handwritten signature in black ink, appearing to read 'Pamela Lee', followed by a period.

Pamela LEE
GENERAL MANAGER COUNCIL BUSINESS SERVICES

26 November 2018
MMcC



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

COMMITTEE	Operational Standing Committee
MEETING DATE:	11 December 2018
REPORT NO.	AR18/49395
RM8 REFERENCE	AF17/225
AUTHOR	Michael McCarthy
SUMMARY	This Report is presented to enable the Operational Standing Committee to review its Terms of Reference.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION

(a) That Operational Standing Committee Report No. AR18/49395 titled '*Operational Standing Committee – Review of Terms of Reference*' as presented to the Operational Standing Committee on 11 December 2018 be noted.

(b) That the Operational Standing Committee Terms of Reference be adopted as attached to Operational Standing Committee Report No. AR18/49395.

OR

(b) That the Operational Standing Committee Terms of Reference be adopted as attached to Operational Standing Committee Report No. AR18/49395 with the following alterations:

- Insert alteration
- Insert alteration

OR

(b) That the Operational Standing Committee Terms of Reference be re-presented to the next ordinary/special meeting of the Operational Standing Committee for consideration with the following alterations:

- Insert alteration
- Insert alteration

Moved:

Seconded:



Background

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

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

In considering any changes to the Operational Standing Committee Terms of Reference, the Committee should consider the extent to which any Committee terms should remain consistent for the benefit of administration and the Members of Council's decision making structure.

Discussion

The decision making structure adopted by Council includes all s41 Committees (excepting Sub-Committees) reporting directly to Council.

In considering any changes to the Operational Standing Committee Terms of Reference, the Committee should consider its scope and objectives and the extent to which the Terms of Reference of Committees within Council's decision making structure should remain consistent for the benefit of Members and to maintain administrative consistency.

Conclusion

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

The (Acting) Presiding Member may consider it beneficial to invoke a short-term suspension of proceedings, with the approval of at least two-thirds of the Members present, to enable Members to review; and if necessary, note any proposed alterations to the Operational Standing Committee Terms of Reference.

Attachments

[Attachment 1 \(AR18/51027\): Operational Standing Committee - DRAFT Terms of Reference](#)



Michael McCARTHY
MANAGER EXECUTIVE ADMINISTRATION



Pamela LEE
GENERAL MANAGER COUNCIL BUSINESS SERVICES

26 November 2018



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

COMMITTEE	Operational Standing Committee
MEETING DATE:	11 December 2018
REPORT NO.	AR18/44529
RM8 REFERENCE	AF17/505
AUTHOR	Daryl Morgan
SUMMARY	Update of works that are currently being undertaken and/or completed by the City Infrastructure Department.
COMMUNITY PLAN REFERENCE	Goal 2: Our Location

REPORT RECOMMENDATION
(a) That Operational Standing Committee Report No. AR18/44529 titled ' <i>Works in Progress - City Infrastructure</i> ' as presented to the Operational Standing Committee on 11 December 2018

Moved:

Seconded:



Background

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

Discussion

The following projects have field work currently in progress:

Commenced Tasks	% Completed
• Hart Street Concrete footpath	90%
• Wireless Rd West (Acacia St to Matthew Flinders Way) Road Rec	40%
• Rail Trail shared path construction (Jub Hwy East to Pick Ave)	95%
• Crouch St South (Griffiths St to Gwendoline St) Road Reconstruction	20%
• Footpath resurfacing program	50%

Completed Tasks

- Swallow Drive Concrete Footpath
- Sturt St (Bay Rd to Compton St) Road reconstruction
- Helen Street Road reconstruction
- Reuse Market 3 Eucalypt Dr fit-out works
- Hotmix intersections (various locations)
- Resurfacing of path to Centenary Tower

Notes:

The extension of the Rail Trail east of Pick Ave has extended the trail by an additional 1.2kms and connects the trail to the existing path along Jubilee Hwy East (Via the easement that runs between the Show Grounds and the Timber Mill). Works will now commence on the western extension from Jubilee Hwy to Wandilo Rd.

The resurfacing of the centenary Tower path has created an all-weather (non slip) asphalt path of approximate length of 500m over the existing worn out bitumen path.

Conclusion

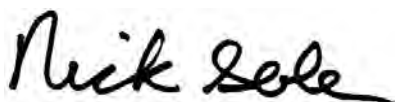
It is recommended that this report be received and noted for information by Council.

Attachments

[Attachment 1 \(AR18/49884\): Project photos](#)



Daryl MORGAN
MANAGER ENGINEERING DESIGN & CONTRACTS



Nick SERLE
GENERAL MANAGER CITY INFRASTRUCTURE

26 November 2018



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

COMMITTEE	Operational Standing Committee
MEETING DATE:	11 December 2018
REPORT NO.	AR18/49403
RM8 REFERENCE	AF11/505
AUTHOR	Daryl Morgan
SUMMARY	This report is intended to update Members on the recent EPA approval granted to Council to undertake a research trial for the onsite disposal of leachate at Caroline landfill via irrigation onto Vetiver grass
COMMUNITY PLAN REFERENCE	Goal 2: Our Location

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

Moved:

Seconded:



Background

The management of engineered landfills requires waste water (referred to as Leachate) to be managed in accordance with Councils EPA licence for operation of landfill facilities. Leachate is generated as a result of either rainfall coming into contact with buried waste or via the process of the waste breaking down, which then results in generation of contaminated water (leachate).

Leachate is current stored onsite at the landfill in composite clay / poly lined ponds and evaporates off over the summer months.

However, in 2016 Council was forced to implement emergency management measures to either store or dispose of excess leachate from landfill and council resolved in that year to undertake measures necessary to action this so as to avoid environmental harm. This was a result of a number of above average rainfall years (where rainfall exceeded evaporation) which resulted in excessive volumes of leachate not being able to be stored in the onsite ponds.

These measures involved the temporary storage of leachate in onsite bladders, building up the height of the dam walls and also transporting offsite and disposing to sewer.

Whilst these options were successful at the time and managed to mitigate against any risks associated from leachate pollution, these practices are not sustainable in the longer term and will place a financial burden on Council if continued.

Council has spent approximately \$160,000 in previous years to manage leachate through these alternative measures and this could be potentially required in the future if rainfall continues to exceed evaporation.

Discussion

Extensive research into alternative leachate disposal methods has been undertaken by the Manager Engineering Design and Contracts and in February 2018 a proposal was submitted to the Environmental Protection Agency (EPA) for a trial site to be established on one of the capped cells at Caroline landfill.

The trial involves planting out an area with a specialised grass (Vetiver grass) that has an affinity for leachate. If successful, this trial may provide a long term solution to the management and disposal of leachate onsite and once established will have minimal ongoing costs. (Approximately \$40,000 per annum for pump running costs and testing and monitoring). The 18/19 budget has an allocation of funds to undertake the trial and cover the operational and monitoring costs with the setup and planting costs being previously funded from the 17/18 budget.

Council has just been advised that the EPA has approved the trial for a 2 year period and if this trial is successful then council may have a reliable and environmentally sound onsite treatment and disposal solution that has minimal ongoing costs. In addition, this method of leachate treatment and disposal has not been used in South Australia before so Council is potentially at the forefront of ground breaking technology for onsite treatment and disposal of leachate and this technology also has the potential to benefit many other Councils longer term.

Attached are the reports that were prepared and submitted to the EPA to gain approval which provides some more background on the vetiver grass and the trial.



This type of system is not currently supported under the South Australian EPA - landfill guidelines but EPA are very interested in the trial outcomes and subsequently have granted a 2 year trial approval. This trial has the potential to change the leachate management practices in SA if successful.

Conclusion

The trial period will be from 26th November 2018 to 26th November 2020 with various reporting periods to EPA / Council throughout the trial.

Attachments

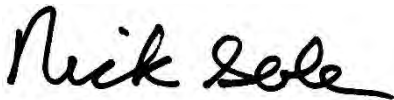
[Attachment 1 \(AR18/49402\): Proposal to EPA](#)

[Attachment 2 \(AR18/49400\): Environmental Management Plan for irrigation trial](#)

[Attachment 3 \(AR18/49399\): Letter of approval from EPA](#)



Daryl MORGAN
MANAGER ENGINEERING DESIGN AND CONTRACTS



Nick SERLE
GENERAL MANAGER CITY INFRASTRUCTURE

26 November 2018
DM



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

COMMITTEE	Operational Standing Committee
MEETING DATE:	11 December 2018
REPORT NO.	AR18/50206
RM8 REFERENCE	AF17/225
AUTHOR	Barbara Cernovskis
SUMMARY	To seek Council endorsement for the distribution of funds for the 2018/19 Sport and Recreation Major Capital Works Program 2018/19
COMMUNITY PLAN REFERENCE	Goal 1: Our People
	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION

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

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

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

Moved:

Seconded:



Background

Council resolved to provide an allocation in the annual budget for ongoing support for a Sport and Recreation Major Capital Works Program and to publically call for applications. The 2018/19 Budget provides an amount of \$70,000 for this Program.

The Sport and Recreation Major Capital Works Program was publicly advertised during October and November 2018 and at close of business 30 November 2018 the following applications were received:

Applications Received – Overview

1. South Gambier Netball Club Association
 Project Title: Resurfacing of netball courts, installation of court shelters
 Total Project Cost: \$ 54,196
 Contribution Requested: \$ 30,000 (55% of project)
2. Mount Gambier and District Baseball League Inc
 Project Title: Upgrade of Batting Cages
 Total Project Cost: \$ 11,320
 Contribution Requested: \$ 10,980 (97% of project)
3. South Gambier Football Club Incorporated
 Project Title: Modernise Change Rooms
 Total Project Cost: \$ 450,000
 Contribution Requested: \$ 50,000 (11% of project)
4. Blue Lake Sports Club Incorporated
 Project Title: Fencing, seating, lighting and security upgrade
 Total Project Cost: \$ 29,015
 Contribution Requested: \$ 20,625 (71% of project)

Discussion

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

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

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



Section 1: Membership Details

		Junior		Senior		Total		Grand Total
		M	F	M	F	M	F	
1	South Gambier Netball Club Association	0	54	0	38	0	92	92
2	Mount Gambier and District Baseball League	174	0	180	0	354	0	354
3	South Gambier Football Club	187	62	150	50	337	112	449
4	Blue Lake Sports Club Incorporated	80	18	40	15	120	33	153

Section 2: The Project ✓

	Community Benefit	High	Average	Low
1	South Gambier Netball Club Association	✓		
2	Mount Gambier and District Baseball League	✓		
3	South Gambier Football Club	✓		
4	Blue Lake Sports Club Incorporated		✓	

Location

1	South Gambier Netball Club Association	Blue Lake Sports Park (Council owned)
2	Mount Gambier and District Baseball League	Blue Lake Sports Park (Council owned)
3	South Gambier Football Club	Blue Lake Sports Park (Council owned)
4	Blue Lake Sports Club Incorporated	Malseed Park (Council owned)

Section 3: Project Funding

	Funding Breakdown	Cash \$	In Kind \$	Voluntary \$	Grant Funding \$	Grant Requested \$	Total
1	South Gambier Netball Club Association	16,211	0	7,985	0	30,000	\$54,196
2	Mount Gambier and District Baseball League	0	0	340	0	10,980	\$11,320
3	South Gambier Football Club	347,400	40,000	7,600	5,000	50,000	\$450,000
4	Blue Lake Sports Club Incorporated	5,000	1,310	2,080	0	20,625	\$29,015

	Funding Breakdown	Cash	In Kind	Voluntary	Grant Funding	Total
1	South Gambier Netball Club Association	30%	-	15%	-	45%
2	Mount Gambier and District Baseball League	-	-	3%	-	3%
3	South Gambier Football Club	77%	9%	2%	1%	89%
4	Blue Lake Sports Club Incorporated	17%	5%	7%	-	29%



		Star Club Rating	Financial Statement s	Current Bank Statement s	Quotations Received	Financial Capacity (to proceed with reduced funding)
1	South Gambier Netball Club Association	5	✓	✓	-	Yes (with restrictions)
2	Mount Gambier and District Baseball League	3	-	✓	-	Yes
3	South Gambier Football Club	4	✓	✓	-	Yes
4	Blue Lake Sports Club Incorporated	5	✓	✓	✓	Yes

Section 4: Selection Rationale

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

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

ASSESSMENT									
	Community Benefit	Infrastructure Assessment	Contribution of Club/ Other Contributions		Guidelines Compliance				Score
Application		Infrastructure Priority	% Club Contribution	Other Contributions	Financial/Bank Statements	Quotations Provided	Previous / Level of Grants	Star Club Rating	
South Gambier Netball Club Association	3	3	2	0	1	0	3	4	16
Mount Gambier and District Baseball League	3	3	1	0	1	0	3	2	13
South Gambier Football Club	3	2	3	1	1	0	1	3	14
Blue Lake Sports Club Incorporated	2	3	2	0	1	1	2	4	15

Conclusion

A copy of the funding applications have been attached (Attachment 3) to this report for Elected Members information along with a list of previous recipients of the funding (Attachment 4). ***Given the number of applications received it is recommended that each of the projects be supported.***



Attachments

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

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

[Attachment 3 \(AR18/50677\): Sport and Recreation Major Capital Works Program Applications 2018/19](#)

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



Barbara Cernovskis
GENERAL MANAGER COMMUNITY WELLBEING



Mark McShane
CHIEF EXECUTIVE OFFICER

30 November 2018
DL



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

COMMITTEE	Operational Standing Committee
MEETING DATE:	11 December 2018
REPORT NO.	AR18/41818
RM8 REFERENCE	AR17/505
AUTHOR	Simon Wiseman
SUMMARY	A report detailing the requirements for referral to the Heritage Advisor in Development Applications.
COMMUNITY PLAN REFERENCE	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION

- (a) That Operational Standing Committee Report No. AR18/41818 titled '*Heritage Advisor role in Development Applications*' as presented to the Operational Standing Committee on 11 December 2018 be noted.

Moved:

Seconded:



Background

The Operational Standing Committee meeting held on the 9th October 2018 requested the following information;

“(a) A report be presented to the Operational Standing Committee detailing the requirements for referral to the Heritage Adviser in Development Applications.”

Discussion

The Heritage Advisor provides a service to Council, Council employees and the community by providing conservation and architectural advice for development on heritage listed places and within Historic (Conservation) Policy Areas.

Development on a heritage place is regulated by the following legislation:

- The Heritage Places Act 1993;
- The Development Act 1993 and Regulations; and
- The Development Plan.

The Development Act identifies that:

- Any development which may materially affect a State Heritage Place must be referred to the State Government for advice and comment.

The Heritage Advisor is engaged by the State Government to provide advice on State Heritage listed properties and/or State Heritage Areas.

In addition to providing advice on development associated with State Heritage Places, the Limestone Coast Local Government Association has negotiated on behalf of the seven Member Councils to be able to access the expertise provided by the heritage advisor for Local Heritage Places and Historic Conservation Areas. This is a service provided throughout the Limestone Coast. The Heritage Advisor formally and informally assists with interpreting and managing the heritage requirements and guidelines within the Development Plan's. This advice is provided for:

- Local Heritage Places;
- Historic (Conservation) Policy Areas;
- Contributory Places.

There is no specific Council Policy that informs Council officers when to refer development applications to Council's Heritage Advisor. However, it is the practice of Council to seek advice from the heritage adviser in relation to applications that are listed in Council's Development Plan, as being a local Heritage Place or within a Historic (Conservation) Policy Area.

Applicants are advised of this process when lodging a Development Application with Council.

As shown in Table 1 below, Council's Heritage Advisor's expertise is used to give two types of advice, formal and informal.



TABLE 1		Heritage advisor role - scale of influence		
Types of Heritage values listed within the City of Mount Gambier	Specific Legislation	Formal Advice	Informal advice	Planning Authority
State Heritage Places and Policy Areas	Development Act and Development Regulations.	YES	YES	Minister (Heritage Advisor) and Council
Local Heritage Places	Development Regulations and Council's Development Plan	NO	YES	Council
Contributory Places	Council's Development Plan	NO	YES	Council
Historic Conservation Areas	Council's Development Plan	NO	YES	Council

Conclusion

Council provides access to the expertise of the Heritage Advisor to the community to assist in the conservation of heritage places. The expertise provided by the Heritage Advisor is used in both a formal and informal way depending on the legislative requirements and the nature of the heritage listing of a place.

Attachments

Nil



Simon WISEMAN
SENIOR PLANNER



Barbara CERNOVSKIS
GENERAL MANAGER COMMUNITY WELLBEING

19 November 2018
SBW



5.8. 2018/2019 Local Heritage Restoration Fund - Report No. AR18/49881

COMMITTEE	Operational Standing Committee
MEETING DATE:	11 December 2018
REPORT NO.	AR18/49881
RM8 REFERENCE	AR18/49881, PR18/9911
AUTHOR	Simon Wiseman
SUMMARY	An outline and summary of the applications received as part of the 2018/2019 Heritage Restoration Fund.
COMMUNITY PLAN REFERENCE	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage
	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION

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

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

Moved:

Seconded:



Background

Since October 1999, the City of Mount Gambier's Development Plan has contained heritage policies including a register of State and Local Heritage Places, Local Heritage Conservation Areas and a schedule of Contributory Places.

As part of Council's commitment to the conservation and management of the City's heritage assets, a Heritage Restoration Fund has been established by Council. Each year owners of a Local Heritage property can apply to Council for a grant to be used for the following conservation work:

- Painting and repairs of woodwork and windows
- Repair or replacement of heritage fences
- Re-roofing and new gutters
- Stonework restoration and salt damp repairs
- Verandah repairs or reconstruction

The value of the grant is dependent on the number of applications received and the budget allocation by Council. The 2018-19 budget for the fund is a total of \$20,000. Generally the maximum amount of any grant available is \$2,000, although this amount can vary. The grant will be issued to successful applicants after the specified work is completed. All works are required to be completed within six months of approval of the grant.

In certain circumstances where works may be urgent, retrospective approval may be granted. These circumstances require discussion with Council staff to ensure appropriate evidence is provided for reimbursement.

Discussion

After notification to Local Heritage property owners of the grant, Council received a total of 15 applications. All the applications vary, in both conservation works proposed and in value. A summary table of applicants and their proposed works and estimated cost of the project has been attached for the Members further information.

As there is quite a number of applicants some may not be successful in gaining a Council Grant.

All of the applications seeking a grant from the Local Heritage Fund were considered by Members of Council's Heritage Sub Committee at a meeting held on Tuesday 27th November, 2018. The recommended value of grant for this year of Local Heritage Fund grants is contained within the recommendation of this report.

For the Committee's general information and comparison purposes, the following is a run-down of the 2017/18 successful applicants:

Sylvia Corker	\$795
Darren & Tanya Coxon	\$2,000
Ryan & Kirsty Turner	\$2,000
Andrew Buchulka	\$2,000
Catherine Rymill	\$1,000



Julie & Rob Forgan	\$2,000
Fiona Smith	\$500
Graeme Garrod & Anita Penna	\$1500
Key 2 Sale Pty Ltd	\$700
Garry & Tracey Schloithe	\$2,000
Stephen Dunn	\$300
George Haskas	\$2,000
Daryl & Julie Sexton	\$2,000

Attachment 1 provides a summary and more details of the work the grant is being used towards.

Conclusion

The succession Applicants and the Value of the Grants as determined by the Members of the Heritage Committee and as outlined within the recommendation of this report be endorsed and supported by Council.

Attachments

[Attachment 1 \(PR18/9911\): Local Heritage Restoration Fund 2018/2019 - Summary Table of Applications](#)



Simon WISEMAN
SENIOR PLANNER



Barbara CERNOVSKIS
GENERAL MANAGER COMMUNITY WELLBEING

29 November 2018
SBW



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

COMMITTEE	Operational Standing Committee
MEETING DATE:	11 December 2018
REPORT NO.	AR18/48619
RM8 REFERENCE	AF18/227
AUTHOR	Kahli Rolton and Jeroen Zwijnenburg
SUMMARY	This report provides the Quarter One Budget Review for the period ending 30 September 2018 within the financial year ending 30 June 2019 for consideration by the Committee.
COMMUNITY PLAN REFERENCE	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION

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

Moved:

Seconded:



Background

In accordance with the Local Government (Financial Management) Regulations 2011, Regulation 9 requires Council to prepare and consider the following reports relating to the review of budgets:

- 9.1(a) *At least twice, between 30 September and 31 May (both dates inclusive) in the relevant financial year (where at least 1 report must be considered before the consideration of the report under sub regulation (1)(b), and at least 1 report must be considered after consideration of the report under sub regulation (1)(b)) - a report showing a revised forecast of its operating and capital investment activities for the relevant financial year compared with the estimates for those activities set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled Uniform Presentation of Finances;*
- 9.1(b) *Between 30 November and 15 March (both dates inclusive) in the relevant financial year - a report showing a revised forecast of each item shown in its budgeted financial statements for the relevant financial year compared with estimates set out in the budget presented in a manner consistent with the Model Financial Statements.*
- 9.2 *A council must also include in a report under sub regulation (1)(b) revised forecasts for the relevant financial year of the council's operating surplus ratio, net financial liabilities ratio and asset sustainability ratio compared with estimates set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled Financial Indicators.*

Council has scheduled to undertake and present the budget reviews as follows:

Budget Review	Inclusive Dates	Council Meeting in
Quarter One (BR1)	1 July to 30 September	November (December due to elections)
Quarter Two (BR2)	1 October to 31 December	February
Quarter Three (BR3)	1 January to 31 March	May

Section 123 7(a)(b) of the Local Government Act 1999 (the 'Act') states that each budget of council must:

- 7(a) *Be considered in conjunction with the council's annual business plan (and must be consistent with that plan, as adopted); and*
- 7(b) *Be adopted by the council after the council has adopted its annual business plan.*

Table 1: Financial matters resolved by Council since adoption of the original 2018/2019 Budget and indication of inclusion of the financial implications in a Budget Reviews for this financial year.

Council Meeting Item	Description	Resolution	Note
13.12	New Year's Eve Event	(b) That the Operational Standing Committee notes the application for Events funding from Mount Gambier Community Events for \$10,000 cash and \$5,000 in kind to assist running the New Year's Eve event in 2018. (c) That Council provide \$5,000 in cash and \$3,000 in-kind on the condition that other funding support is forthcoming.	Relocated from within Existing Budget
17.02	Architectural Design Stage One – Mount Gambier Sport and Recreation Centre	(b) That Council accept the tender of Design Inc Adelaide for the completion of Intermediate Design Stage One for \$40,000 and Detailed Design Stage 2 (subject to securing future funding) for the Mount Gambier Regional Sport and Recreation Centre (as identified in Tender AF18/244) for funding applications.	Included in Original Budget



13.14	Joint Boundary Roads Advisory Group – 5 year Work Plan	(b) That Council adopt the five year works program and proceed, with the concurrence of the District Council of Grant, with the following projects in 2018/2019 to be funded out of carry over funds and budgeted 2018/2019 boundary roads contributions of \$30,000 from each of District Council of Grant and City of Mount Gambier; - Tollner Road (reseal) \$18,000 - Hawkins Road (reseal) \$10,000 - McCormick Road (reseal) \$39,000 - Pinehall Avenue (reseal) \$11,000 - Kennedy Avenue/Bishop Road staggered \$50,000 T junction (surveying, land acquisition, fencing)	WIP Original Original Original WIP
13.19	CBD Footpath Sweeping Options	(b) Extend footpath sweeping to Commercial Street from Ferrers Street to Krummel St twice per week and the footpath sweeping program be monitored subject to review in 6 months.	Reallocated from with Existing Budget
13.20	2018 Fringe Festival	(b) That Council write to the relevant State Government Minister seeking a \$20,000 funding commitment as a matter of urgency to support the Mount Gambier Fringe Festival in 2019. (c) The Council contribute an additional \$15,000 to the 2019 Mount Gambier Fringe Festival subject to the State Government confirming a financial commitment of \$20,000	BR2
14.02	Mount Gambier Regional Sport and Recreation Centre	(e) To meet the requirements of a comprehensive elector survey seeking feedback from the Mount Gambier community an estimated budget of \$65,000 is required and the CEO is authorised to expend up to this amount with adjustments in the 2018/2019 budget being made from the operating surplus at Budget Review Number 3.	BR3
13.15	Capital Work in Progress Budget Carry Overs from 2017/2018	(b) That the capital works in progress budget carry overs from 2017/2018 of \$1,108,500 be adopted and reflected in the 2018/2019 budget.	WIP

Discussion

Comparison to the adopted Annual Business Plan and Budget 2018/2019

	BR1 2018/2019 \$	Original 2018/2019 \$
Revenues - City Growth	1,434,000	1,434,000
Revenues - City Infrastructure	4,115,000	4,115,000
Revenues - Community Wellbeing	436,000	436,000
Revenues - Council Business Services	24,590,000	24,590,000
Revenues - Total	30,575,000	30,575,000
Expenses - City Growth	4,327,000	4,238,000
Expenses - City Infrastructure	14,474,000	14,524,000
Expenses - Community Wellbeing	4,852,000	4,852,000
Expenses - Council Business Services	4,788,000	4,847,000
Expenses - Office of CEO	1,806,000	1,786,000
Expenses - Total	30,247,000	30,247,000



Council - Total	328,000	328,000

The original adopted 2018/2019 Annual Business Plan and Budget included:

- An operating surplus of \$328,000
- Net capital expenditure (Capex) \$8,159,000

Subsequently, \$1,108,500 capex carried forward from 2017/2018 financial year.

The 2018/2019 Quarter One Budget Review has resulted in no net changes to the budget position of the forecast operating surplus or net capex.

Commentary on Quarter One Budget Review for 2018/2019

The Quarter One Budget Review reflects a \$328,000 forecast operating surplus. This represents no change from the Original Budget forecast operating surplus.

There were no material changes as at Quarter One Budget Review.

Conclusion

The Quarter One Budget Review forecasts an operating surplus for the financial year of \$328,000 and this is consistent with the original budget adopted by Council on 3 July 2018.

This budget review allows for the delivery of the 2018/2019 Annual Business Plan adopted by Council on 3 July 2018.

Attachments

[Attachment 1 \(AR18/50299\):](#)

[City of Mount Gambier Proforma Comprehensive Financial Statements as at 30 September 2018](#)



Kahli ROLTON
MANAGEMENT ACCOUNTANT



Jeroen Zwijnenburg
MANAGER FINANCE AND CUSTOMER SERVICE



Pamela LEE
GENERAL MANAGER COUNCIL BUSINESS SERVICES

28 November 2018
KR/JZ



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

COMMITTEE	Operational Standing Committee
MEETING DATE:	11 December 2018
REPORT NO.	AR18/49986
RM8 REFERENCE	AF17/225
AUTHOR	Dr Judy Nagy
SUMMARY	To seek sponsorship of the Great Victorian Bike Ride event which incorporates the City of Mount Gambier in 2019.
COMMUNITY PLAN REFERENCE	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy

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

Moved:

Seconded:



Background

The Great Victorian Bike ride was held in November 2013, incorporating Mount Gambier as a starting point for the course. Participants camped at Hastings Cunningham Reserve with local sporting groups and service clubs who have sheds on the grounds given the opportunity to cater for the event. The event organisers Cycling Network estimate that participants spend over \$30 per day on average. With approximately 5,000 participants at the 2013 event that equates to an injection of approximately \$150,000 into the community without factoring in money spent by support staff and others in attendance.

The City of Mount Gambier also received significant exposure from the 2013 event through integrated marketing campaigns and exposure to the organizer's members and followers. Details of potential exposure from the Bicycle Network as at December 2019 is as follows:

Bicycle Network membership (paid)	55,000
Bicycle Network newsletter database	155,000
Bicycle Network Facebook following	28,000
Bicycle Network Twitter following	12,300
Bicycle Network Instagram following	4,600

The City of Mount Gambier provided support to the 2013 event by way of a \$5,000 cash donation and a large amount of in kind support, such as the supply of bins, rubbish removal, road closures and provision of additional catering at the camping site.

Discussion

Council has received a request from the event organisers Bicycle Network to again help support the inclusion of Mount Gambier for the Great Victorian Bike Ride in 2019. The event will be held from Friday 22 November to Sunday 1 December. Riders will descend into Mount Gambier on Sunday 24 November from Millicent, departing for Port Fairy on Monday 25 November.

The Bicycle Network are seeking support from the City of Mount Gambier by way of:

- \$12,000 cash sponsorship.
- In kind support such as waiver of site fees at the nominated camp site and power access, supply of bins, removal of rubbish, community engagement support and advice, and support and advice on local roads and logistics.

Local community groups will again be offered extensive opportunities to fund raise on the camp site selected by Bicycle Network, with Council negotiating an appropriate site for their consideration.

There will again be significant media exposure through an integrated marketing campaign, which will provide Council with the opportunity to have their logo included in promotional material and packs, an article in the Great Vic Rider eNews, provision of City of Mount Gambier hard copy promotional collateral to riders, a section for Council content in the ride guide and the opportunity to present a video highlighting all that Mount Gambier has to offer, which will be shared on Bicycle Network's social media.

Conclusion

Given the significant exposure from the event held in 2013 and the benefits delivered to the community by hosting a leg of the Great Victorian Bike Ride, it is recommended that Council approve the allocation of \$12,000 sponsorship funding and up to \$5,000 in kind support.



Attachments

[Attachment 1 \(AR18/50676\): 2019 Great Victorian Bike Ride Proposal](#)

[Attachment 2 \(AR18/50675\): Event Sponsorship Application Great Victorian Bike Ride](#)



Dr Judy Nagy
GENERAL MANAGER CITY GROWTH



Mark McShane
CHIEF EXECUTIVE OFFICER

29 November 2018
DL



Recommended resolutions for endorsement of secret ballot

RESOLUTIONS FOR SECRET BALLOT (These do not need to be reproduced in Council Agenda)

- (b) Council determines that the method of choosing a Presiding Member for the XYZ Committee be by a secret ballot.
- (c) the successful candidate will be the candidate with the highest number of votes.
- (d) where two or more candidates have an equal number of votes one of those candidates will be determined as successful from a drawing of lots by the Returning Officer.
- (e) the Chief Executive Officer (or other Senior Officer present at the meeting) be appointed Returning Officer for the ballot.
- (f) upon the completion of the ballot, the Returning Officer be authorised to declare the successful candidate for the position of XYZ Committee Presiding Member.
- (g) upon the declaration of the Returning Officer the candidate will be recommended to Council for the position of XYZ Presiding Member for the term of office determined by Council.

PROCESS / SAMPLE MINUTES FOR SECRET BALLOT

Nominations called for the position of XYZ Committee Presiding Member:

The following nominations were received:

- (i) Cr _____ nominated to be XYZ Committee Presiding Member.
- (ii) Cr _____ nominated to be XYZ Committee Presiding Member.

If more than one nomination received:

The Returning Officer conducted the secret ballot.

Then –

There being only one candidate the Returning Officer declared Cr _____ to be the successful candidate to be recommended to Council for the position of XYZ Committee Presiding Member.

OR

The Returning Officer declared the successful candidate with the highest number of votes as Cr _____ to be the successful candidate to be recommended to Council for the position of XYZ Committee Presiding Member.

OR

Cr _____ and Cr _____ each having an equal highest number of votes, the Returning Officer drew a lot and declared the successful candidate being the first name drawn as Cr _____ to be the successful candidate to be recommended to Council for the position of XYZ Committee Presiding Member.

OPTIONAL RESOLUTION TO ENDORSE RESULT

move a motion to endorse the result of the ballot that Cr _____ selected as the successful candidate to be recommended to Council for the position of XYZ Committee Presiding Member.



City of
Mount Gambier

Operational Standing Committee

TERMS OF REFERENCE

A Committee of Council

established pursuant to the provisions of

Section 41
of the Local Government Act 1999

Terms of Reference for the conduct of the business of the Council Committee were approved and adopted by the City of Mount Gambier at its meeting held on ##th Month, 2018.

Operational Standing Committee

The Operational Standing Committee has been established with a broad Operational 'business' focus on the following matters:

- Tenders
- Projects
- Legal Matters
- Road Closures
- Events
- Traffic Management
- Financial Management
- Quarterly Budget Reviews
- Leasing/Licensing
- Infrastructure
- Community Liaison
- Allocation & Delivery of Grants
- Regulatory Function
- Compliance

Operational Standing Committee

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1. NAME

The name of the Council Committee shall be the Operational Standing Committee (in these Terms of Reference referred to as “the Committee”).

2. DEFINITIONS

2.1 For the purpose of these Terms of Reference, unless inconsistent with the subject matter or context: -

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

2.1.2 “Committee” means the Committee of Council established pursuant to clause 3.

2.1.3 “Committee Member” means the persons appointed by the Council to the Committee pursuant to clause 5.

2.1.4 “Commencement Date” means the date on which the Committee is established and becomes operative pursuant to clause 3.

2.1.5 “Council” means the City of Mount Gambier that established the Committee and to which the Committee reports.

2.1.6 “Prescribed Committee” means a Prescribed Committee as defined in the Remuneration Tribunal Determination 6 of 2018 (or any replacement determination)

2.1.7 “Presiding Member of the Committee of Council” means the person appointed to that position pursuant to clause 5.

2.1.8 “Observers” means those persons attending any meeting of the Committee of Council, but not having a vote on any matter to be determined by the Committee and not having been appointed as Committee Members.

2.1.9 “Sub-Committee” means a sub-committee established in accordance with the Act.

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

2.3 A reference in these Terms of Reference to a “singular” includes a reference to the “plural” and a reference to a “plural” includes a reference to the “singular”.

2.4 These Terms of Reference shall be interpreted in line with the provisions of the Act.

2.5 Notices

All communication to be given to the Committee shall be addressed to: -

City of Mount Gambier Operational Standing Committee
PO Box 56
MOUNT GAMBIER SA 5290
Email: city@mountgambier.sa.gov.au

3. ESTABLISHMENT

- 3.1 The Operational Standing Committee is established under Section 41 of the Local Government Act 1999.
- 3.2 The Committee will be established and become operative from the time a resolution of the Council is passed.
- 3.3 The Committee is established by the Council with:
- 3.3.1 a Operational 'forward planning' focus on the following matters:
- Tenders
 - Projects
 - Legal Matters
 - Road Closures
 - Events
 - Traffic Management
 - Financial Management
 - Quarterly Budget Reviews
 - Leasing/Licensing
 - Infrastructure
 - Community Liaison
 - Allocation & Delivery of Grants
 - Regulatory Function
 - Compliance
- 3.4 The Committee shall be a Prescribed Committee that is enduring to perform, assist and provide advice to Council on matters described in these Terms of Reference.

4. OBJECTIVES

The Committee is created with the express objective of providing considered advice to Council within the scope of its purpose and reasons for establishment

5. MEMBERSHIP

- 5.1 Membership of the Committee will comprise Elected Members as determined by resolution of Council in accordance with Council policy guiding appointment to committees.
- 5.2 The Council reserves the right from time to time to remove any Member of the Committee and appoint another Committee Member in their stead.
- 5.3 All Operational Standing Committee Members hold office at the pleasure of the Council.
- 5.4 The Mayor has Ex-Officio membership on this Committee.
- 5.5 The Committee will determine the Committee Member to be appointed to the position of Presiding Member of the Committee, which appointment will be reviewed by the Committee every 12 months.

6 CASUAL VACANCIES AND REPLACEMENT MEMBERS

- 6.1 If a Committee Member is absent from 3 or more consecutive meetings of the Committee without an apology accepted by the Committee then that Committee Member's position shall be considered vacant.
- 6.2 The Council will determine the filling of any vacancy in the Committee Membership in accordance with clause 5.

7 NO PROXY

- 7.1 The appointment of a person as proxy for any Operational Standing Committee Member on the Committee is not permissible.

8 RESIGNATION OF COMMITTEE MEMBER

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

9 QUORUM

- 9.1 At all Meetings of the Committee a quorum must be present.
- 9.2 A quorum will be determined by dividing by 2 the number of Operational Standing Committee Members formally appointed to the Committee ignoring any fraction and adding 1.

10 ATTENDANCE AT MEETINGS BY TELEPHONE OR OTHER ELECTRONIC MEANS

A Committee Member (including, subject to the operation of clause 11.2, the Presiding Member) may be considered as being present at a Committee Meeting despite not being physically present at the meeting, subject to the following conditions:

- 10.1 Written approval to participate in the meeting by telephone or other electronic means has been sought and obtained from the Committees Presiding Member and confirmed to the Chief Executive Officer not less than 24 hours prior to the meetings scheduled commencement time, and;
- 10.2 The Chief Executive Officer having confirmed prior to the scheduled commencement time of that meeting that the necessary technologies are available to accommodate the Committee Members participation in the meeting and compliance with the Act, and;
- 10.3 A Committee Member participating by such means being for the specified meeting only and not for 2 or more consecutive meetings of the Committee, and;
- 10.4 All Committee Members being able to hear each other Committee Member whilst a Committee Member is participating by telephone or other electronic means, and;
- 10.5 The Committee Member that is participating by telephone or other electronic means expressing their vote on each and every question in a manner that can be identified by all other persons present at the meeting (whether all other persons at the meeting are physically present or present by telephone or other electronic means), and;
- 10.6 The Presiding Member (or Acting Presiding Member) being authorised to disconnect the Committee Member in the event that the technology causes any disruption or inconvenience to the Committee meeting, and;

- 10.7 Should the telephone or other electronic connection fail, any attempt(s) to re-connect are made at the discretion of the Presiding Member, and;

Whilst participating in a Committee Meeting in accordance with this clause a Committee Member shall be considered as being present at the meeting for all purposes.

11 MEETINGS OF THE COMMITTEE

- 11.1 The Committee shall meet in accordance with its ordinary meeting schedule or otherwise in accordance with this clause.
- 11.2 The Presiding Member, when physically present, shall preside at all meetings of the Committee and at any other time the Committee shall appoint an Acting Presiding Member who shall preside at that meeting.
- 11.3 No business shall be transacted at any meeting of the Committee unless a quorum of Operational Standing Committee Members is present.
- 11.4 Each Operational Standing Committee Member of the Committee including the Presiding Member present at any meeting of the Committee must vote on any matter requiring determination and all decisions shall be decided on a simple majority of votes cast.
- 11.5 Each Operational Standing Committee Member of the Committee including the Presiding Member present at any meeting of the Committee shall have one deliberate vote only.

12 PROCEDURES AT MEETINGS

- 12.1 The procedure to be observed in relation to the conduct of meetings of the Committee is in accordance with the Act and the Local Government (Procedures at Meetings) Regulations 2013.
- 12.2 In accordance with s89 of the Act, insofar as a procedure is not prescribed by regulation, it shall be as determined by the Council, and insofar as a procedure is not determined by the Council, it shall be as determined by the Committee itself.

13 LIABILITY OF THE COMMITTEE

- 13.1 A liability incurred by the Committee rests against Council.
- 13.2 No liability attaches to a Operational Standing Committee Member of the Committee for an honest act or omission by that Operational Standing Committee Member of the Committee in the performance or discharge, or purported performance or discharge, of the Member's or the Committee's functions or duties.

14 DELEGATION

- 14.1 The Committee has no delegation to act with all recommendations of the Committee (and of any Sub-Committees established by the Committee) to be considered by full Council for final decision and resolution.

15 SUB-COMMITTEES

- 15.1 The Committee may establish a subcommittee to assist it in a matter.
- 15.2 When establishing a subcommittee the Committee must set out the Terms of Reference for the subcommittee.
- 15.3 The Committee may appoint to a Sub-Committee Council Members who are not members of the Committee, Council Officers and members of the public with skills or expertise in a field relevant to the matters which the Sub-committee is established to assist with.
- 15.4 A Sub-Committee established in accordance with this clause will report to the Committee and will have the same meeting notice, minute keeping and procedural obligations as the Committee as defined in the Act.
- 15.5 If a Sub-Committee Member is absent from 2 or more consecutive meetings of the Sub-Committee without an apology accepted by the Committee and Council then that Sub-Committee Members position shall be considered vacant.
- 15.6 If a Sub-Committee established under this Clause 15 fails to achieve quorum on 3 consecutive occasions then the Sub-Committee will be considered to be in recess and the Chief Executive Officer is to present a report to the Operational Standing Committee for consideration.

16 MINUTES OF THE COMMITTEE

16.2 Administration

- 16.1.1 The CEO or his appointee must cause minutes to be kept of the proceedings of the Committee.
- 16.1.2 Minutes of the Committee shall be available to all Operational Standing Committee Members of the Committee, Council and the public.
- 16.1.3 The Minutes of the proceedings of a meeting are to comply with the requirements of the Act
- 16.1.4 Minutes of the Committee Meeting shall be submitted for confirmation at the next meeting of the Committee and if confirmed, shall be signed by the Presiding Member or other person presiding at the subsequent meeting.
- 16.1.5 Minutes of the Committee Meeting and any recommendations (including the minutes and recommendations of any Sub-Committee established by the Committee) shall be submitted to Council and shall be of no effect until endorsed as a resolution of Council.

17 AMENDMENTS TO THESE TERMS OF REFERENCE

- 17.1 It will be lawful for the Council by resolution of the Council to revoke, vary or add to any of the provisions of these Terms of Reference at its own discretion within the parameters of the Local Government Act and other relevant legislation.

- 17.2 Notwithstanding 17.1 hereof before the Council resolves to revoke, vary or add to any of the provisions of these Terms of Reference the opinion of the Committee shall be obtained.

18 INTERPRETATION OF THESE TERMS OF REFERENCE

- 18.1 Should there be any dispute as to the definition and/or interpretation of these Terms of Reference, or any part thereof or any irregularities whatsoever, then the Council shall determine the dispute and the decision of the Council shall be final and binding.

19 WINDING UP

- 19.1 The Council may cease the operation of the Committee and the Committee may make such recommendation to the Council on the completion of its function.

6th December, 2018
Ref: AF11/1718



Figure 1: Centenary Tower Walking Path



Figure 2: Rail Trail looking West to Pick Ave



Figure 3: Rail Trail looking north to Jubilee Hwy



Environment Protection Authority
GPO Box 2607 Adelaide SA 5001
211 Victoria Square Adelaide SA 5000
T (08) 8204 2004
Country areas 1800 623 445

PROPOSED VARIATION OF ENVIRONMENTAL AUTHORISATION BY CONSENT

CITY OF MOUNT GAMBIER
PO BOX 56
MOUNT GAMBIER SA 5290

RE: Proposed amendments to conditions of Environmental Authorisation – EPA 2504

To Authorisation Holder,

The Environment Protection Authority (EPA) has reviewed your Licence and proposes to vary your Licence during the term of authorisation, as set out in Attachment A to this Notice.

The reason(s) for the proposed variation is/are:

Irrigation of landfill leachate onto vetiver grass trial plot on top of partially capped landfill cell under controlled conditions

You may, as a suitably authorised representative of CITY OF MOUNT GAMBIER, indicate your response to the proposed variation to your Licence on or before 10 Dec 2018 by:

- ticking the appropriate selection on the following page, or
- you may contact the EPA as follows to discuss the proposed variation –*Carl Smith* -
Email: carl.smith@epa.sa.gov.au

Naomi Grey

Delegate

ENVIRONMENT PROTECTION AUTHORITY

Date: 26 Nov 2018

**PROPOSED VARIATION OF ENVIRONMENTAL
AUTHORISATION 2504
BY CONSENT**

- ☐ I consent to all proposed variations
- ☐ I do not consent to any of the proposed variations
- ☐ I consent to all the proposed variations other than those set out below

If you do not consent to the proposed variation/s, you may provide details and/or reasons in the box below:

Name:

Signed:

Position Title:

Date:

ATTACHMENT A

Environmental Authorisation - EPA 2504 ("your Licence")

The EPA proposes to add the following conditions of your Authorisation:

VETIVER IRRIGATION TRIAL (U - 949)

The Licensee must implement and comply with the approved Vetiver Irrigation Trial Plan entitled "Caroline Landfill - Leachate Irrigation of Vetiver Trial" or any revised Plan approved in writing by the EPA.

Caroline Landfill - Leachate Irrigation of Vetiver Trial

Environmental Management and Sampling Plan



Caroline Landfill - Leachate Irrigation of Vetiver Trial

Environmental Management and Sampling Plan

Client: City of Mount Gambier

ABN: 17330264425

Prepared by

AECOM Australia Pty Ltd

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ABN 20 093 846 925

In association with

City of Mount Gambier

15-Nov-2018

Job No.: 60452384 (42658044)

AECOM in Australia and New Zealand is certified to ISO9001, ISO14001 AS/NZS4801 and OHSAS18001.

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Quality Information

Document Caroline Landfill - Leachate Irrigation of Vetiver Trial

Ref 60452384 (42658044)

Date 15-Nov-2018

Prepared by Heather Wincer / Cip Wingrove

Reviewed by Andrew Piggin

Revision History

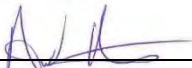
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			Name/Position	Signature
A	24 Oct 2018	Draft for EPA review	Andrew Piggin Associate Director	
B	15 Nov 2018	Final	Andrew Piggin Associate Director	

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1.0 Introduction

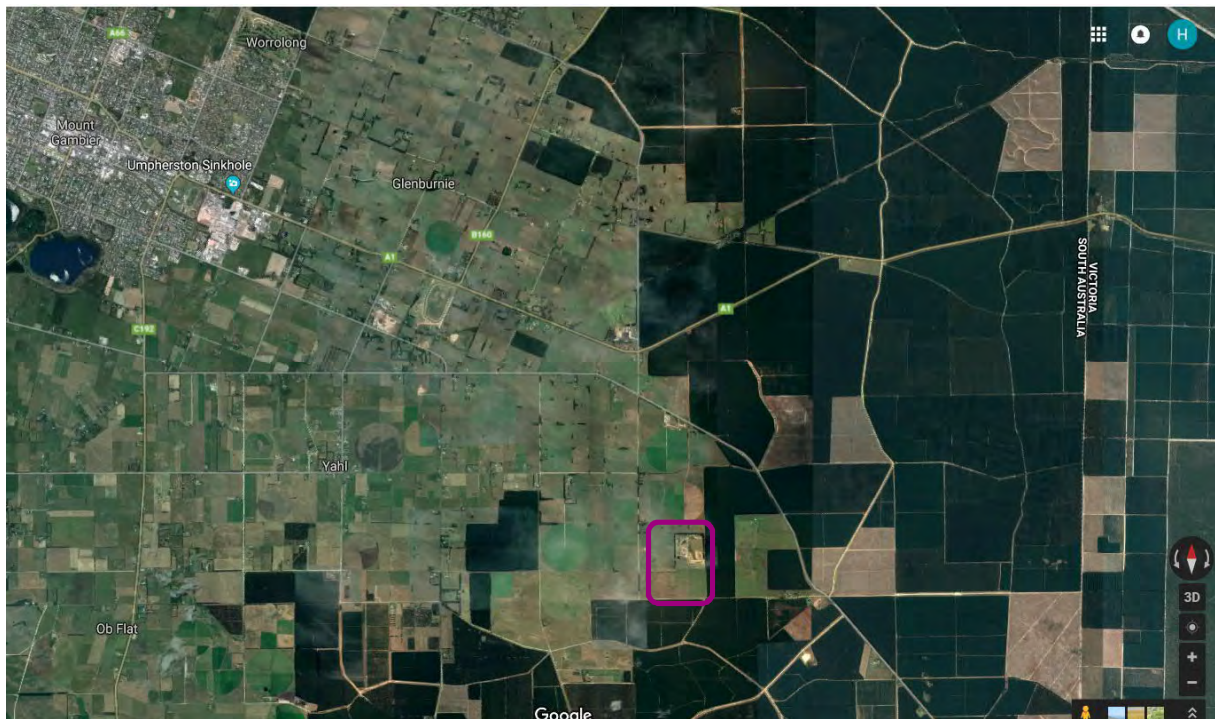
AECOM Australia Pty Ltd (AECOM), in consultation with the City of Mount Gambier (CoMG), CoMG contractors/suppliers and the South Australia Environment Protection Authority (EPA) have prepared this Environmental Management and Sampling Plan (EMP) for the proposed Leachate Irrigation of Vetiver Trial (the Vetiver Trial) at the Caroline Landfill site. The Vetiver Trial is proposed to occur over a 2 year period, subject to ongoing monitoring observations and results.

The landfill is a fully engineered landfill owned and operated by the City of Mount Gambier and has been and continues to be developed in accordance with landfill guidelines. The EPA has issued an EPA License for the site that along with the site LEMP and the WQEPP sets the operational guidelines for the site.

This EMP is focussed solely on the Vetiver Trial and further details of overall site management can be found in the latest version of the Caroline Landfill Environmental Management Plan¹ (LEMP).

1.1 General

Caroline Landfill is located approximately 12km south east of the City of Mount Gambier (CoMG) and 6.5km west of the South Australian/Victorian border.



The landfill is closed to public access and receives waste from CoMG as well as surrounding Council areas.

Leachate management at Caroline landfill has been an ongoing concern for the City of Mount Gambier for some time and will continue to cause issues if not managed in an environmentally sustainable manner. As the landfill continues to grow, there will be more pressure placed on Council to find alternative treatment and disposal solutions that are both sustainable in the long term and financially affordable.

¹ AECOM, Landfill Environment Management Plan - Caroline Landfill, Mount Gambier (ref 42657539-R004-A dated 21 June 2013)

As Caroline landfill is the sole engineered landfill in the south east, the City of Mount Gambier needs to ensure that the landfill remains available for refuse disposal for the City but also for its neighbouring councils.

Due to the amount of rainfall experienced in the South East of the state, the landfill is continually combatting surplus leachate volumes. CoMG have undertaken a series of methods to manage leachate, such as building an additional evaporation pond and utilising evaporation sprinklers/misters.

In recent years, CoMG has had to resort to transporting leachate offsite and disposing to sewer. This practice cannot be sustained long term due to the high costs involved and CoMG is now investigating alternative leachate management solutions. One of those solutions could be the irrigation of leachate onto a planted grassed area on top of capped cells, with the selected grass species (vetiver grass) being tolerant to landfill leachate.

1.2 Use of Vetiver for Leachate Management

The City of Mount Gambier has proposed the Vetiver grass trial to sustainably manage their leachate, as an alternative to discharging to sewer and other less suitable leachate management measures.

Vetiver grass (native to India) has been used across Australia and overseas to successfully manage excess leachate volumes. Leachate is used to irrigate the Vetiver that is planted into the final capping layer of landfill cells. The Vetiver can grow up to 5ft high requiring a significant amount of liquid for growth and evapotranspiration. Additional leachate losses can occur with the direct evaporation of liquid from the leaves and ground surface at the time of irrigation.

Vetiver is also resistant to heavy metals and highly efficient at removing heavy metals and nutrients from contaminated soils, storing biomass within the plants itself for later disposal. Documented research has proven the success of soil remediation through phytoextraction whereby the uptake of heavy metals from the surrounding soil occurs and the metals are stored in the plant biomass.

Vetiver is highly tolerant of leachate and therefore planting of Vetiver is a sustainable method to manage leachate volumes where evaporation is failing to meet the requirements.

1.3 Vetiver Trial Scope & Objectives

The purpose of the vetiver grass leachate disposal trial is to continue CoMGs commitment to find more sustainable practices in leachate management. More specifically, this trial is aimed at achieving the following objectives;

- a. Development of an onsite leachate management system that could be employed longer term.
- b. Reduce current onsite leachate volumes in an environmentally sensitive and sustainable way.
- c. Avoid costs of carting and disposing leachate offsite.
- d. Reduce council's environmental footprint associated with offsite disposal of leachate.
- e. Reduce the financial burden for leachate management and disposal.
- f. Employ an alternative use for capped landfill cells.

It is envisaged that the vetiver trial will be conducted over a 2 year period (e.g. November 2018 to October 2020 depending on date of approval) in order to assess the effect on leachate balances over several summer/winter seasons. The trial may be terminated earlier depending on the progressive observations and findings.

This EMP is applicable to the trial period only. If the trial is successful, management requirements will be discussed further within the updated review of the Caroline Landfill Environmental Management Plan (LEMP) or other separate documentation.

The objectives of this Vetiver Trial EMP are to provide:

- a. Background to the Vetiver trial;
- b. Details of proposed environmental management during the trial period;
- c. Sampling requirements; and,
- d. Clear and concise documented processes for conducting and evaluating the trial.

2.0 Site Conditions

A brief summary of key site conditions is provided below for background and context. Further site condition and management details can be referenced in the site LEMP.

2.1 Site Setting

Surrounding land use includes forestry, grazing land, piggery, municipal livestock yards with irrigation of wastewater on adjoining land (located approximately 3 km north of the landfill) and low density country living mixed with general farm living.

The site geology, based on drilling and installation of groundwater bores and review of published information, consists of:

- Siliceous Dune Sheet approximately 2 to 4m in thickness consisting of orange sandy clays overlain by sand and topsoil.
- Bridgewater Formation consisting of 3 units; the 3 to 9m thick upper unit of calcarenite overlying the 5 to 9m thick middle consisting of a sequence of calcareous clays and sands which overlies the 1 to 3m thick basal unit consisting of reworked limestone which transitions to the underlying Gambier Limestone.
- Gambier Limestone – the top of the unit occurs at depths of approximately 16 to 19m.

The site hydrogeology is summarised as the localised perched Bridgewater Formation Aquifer, the Bridgewater Formation Aquitard underlain by the Gambier Limestone Aquifer.

2.2 Climatic Conditions

The data presented in Table 1 has been sourced from the Bureau of Meteorology: Climate Statistics. This data has been averaged across the last 80 years of data collection.

Table 1 Climatic Conditions

Season	Temperature (Max/Min)	Monthly Rainfall (mm)	Daily Evaporation (mm)	Monthly Evaporation (mm)	Wind Speed (9am-km/hr)	Wind Speed (3pm-km/hr)
Summer (Jan-Mar)	24.6/13.5	29.6	5.7	159	16.8	22.9
Autumn (May-Jun)	16.5/8.4	54.5	1.8	18	12.8	17.6
Winter (Jul-Sep)	14.4/7.7	89.7	1.9	57	15.9	20.8
Spring (Oct-Dec)	20.5/11.6	48.3	4.6	138	19.0	23.1

2.3 Landfill Layout

The landfill consists of two closed and partially capped landfill cells 1 and 2 and two active / uncapped sub cells 3A and 3B, with a new sub cell 3C proposed for construction in 2018/2019. The site location and general site plan and landfill cell layout are shown in the attached Figure 1 in Appendix A.

2.4 Landfill Cap Properties

The final landfill cap comprises of four layers which are from the surface down:

- **Topsoil Layer** – an upper layer designed to promote and sustain the development of vegetation. Established vegetation serves to reduce infiltration through catching of precipitation and evaporation and moisture uptake and evapotranspiration.

- **Subsoil Layer** – to support vegetation and provide enhanced soil moisture storage and evapotranspiration
- **Clay Barrier Layer** – an underlying compacted clay layer to act as a barrier to infiltration of surface waters and emission of landfill gas.
- **Interim Cover** – a layer of cover placed directly on the waste and daily cover once a cell is filled to provide an interim cover prior to placement of the final capping.

The top of the clay barrier layer and the final landfill surface are graded to divert subsurface water flow and surface water flow respectively, thereby further reducing the potential for infiltration into the landfill waste body.

The diagram below shows the landfill capping materials and nominal thicknesses:

Figure 1 Typical Final Landfill Capping Profile



2.5 Stormwater Management

The objective of the site stormwater management is to limit potential impacts to the surrounding environment from stormwater runoff and reduce the potential for generating leachate.

The existing stormwater system at Caroline Landfill includes the following:

- an earthen bund and swale drain constructed around the landfill perimeter to divert stormwater runoff away from the cell;
- stormwater drains and bunds surrounding each cell to divert stormwater from the active cell;
- an earthen bund constructed between sub cells to divert stormwater from the active subcell.

It should be noted that no surface water courses run through the landfill site or are located in the adjacent properties.

As part of the Vetiver trial, additional stormwater/leachate management practices will be incorporated into the works and these are described further in Section 4.0 below.

2.6 Leachate Management

Leachate is any liquid that, in the course of passing through matter, extracts soluble or suspended solids, or any other component of the material through which it has passed. Leachate is a widely used term in the environmental sciences where it has the specific meaning of a liquid that has dissolved or entrained potentially environmentally harmful substances that may then enter the environment. It is most commonly used in the context of land-filling of putrescible or industrial waste.

The objectives of leachate management at the site include:

- Limit the amount of leachate generated;
- Collection and removal of leachate from the active and closed landfill cells; and
- Limit the potential for leachate to impact upon the surrounding environment, including stormwater, soil and groundwater.

The management of leachate at Caroline Landfill is facilitated through the installation of a compacted landfill liner and leachate collection system at the base of the landfill, which is sloped towards leachate collection sumps. The leachate is pumped via air driven pumps to a series of leachate storage and evaporation ponds (Leachate ponds 1,2 and 3 in series – refer to attached Figure 1) which have been constructed with a clay / HDPE liner system. The total storage capacity within the current leachate ponds is approximately 7.4ML.

Placement of interim and final landfill capping, as well as the diversion of clean stormwater from entering the active landfill cells further serves to reduce infiltration and leachate generation.

As part of the Vetiver trial, additional leachate management practices will be incorporated into the works and these are described further in Section 4.0 below.

3.0 Roles and Responsibilities

The organisational chart (Plate 1) summarises the management and implementation of the trial with further details of the key contacts, roles and responsibilities provided in Table 2.



Plate 1 Vetiver Trial Organisation Chart

The roles and responsibilities for key organisations involved in the Vetiver Trial are summarised below:

Table 2 Roles and Responsibilities

Organisation (key contacts)	Contact Details	Responsibility
City of Mount Gambier (Daryl Morgan)	0418 810 523 DMorgan@mountgambier.sa.gov.au	- Overall management and coordination of the Vetiver Trial - Collation and management of trial data - EPA liaison and reporting - Reporting to Council
AECOM (Andrew Piggin/ Cip Wingrove)	0417 834 996 / 0408 080 311 andrew.piggin@aecom.com / cip.wingrove@aecom.com	- Principal consultant - Independent of Council - Environmental sampling and advice - Interpretation and reporting
SA EPA (Carl Smith)	0427 800 170 carl.smith@sa.gov.au	- EPA License Officer – Caroline Landfill - Government Environmental Regulator - Review of monitoring and reports
SA EPA (Ashley Natt)	0439 475 147 ashley.natt@sa.gov.au	- Vetiver trail – EPA Advisor - Review of Vetiver trail monitoring and reports
Integrated Irrigation (Tim Powell)	0459 231 028 tim@integratedirrigation.com.au	- Irrigation monitoring - Modifying irrigation rates as required - Irrigation system maintenance & repair - Interpretation of results and reporting
Rick Jordan & Associates (Rick Jordan)	0427 447 753 rick@advantageag.net.au	- Horticultural sampling and advice - Assessment of soil quality & plant health - Interpretation of results and reporting

4.0 Proposed Vetiver Trial Methodology

4.1 Site Layout and Irrigation Trial Area

The Vetiver trial site has been specifically selected and modified in order to minimise the potential for impact to the environment, to efficiently utilise the final capped landfill surface and to conduct a trial at a suitable scale.

The trial will be conducted in two trial plots in Cell 2 of the Caroline Landfill as shown in the attached Figures 1 and 2 in Appendix A. Each trial plot is 50m x 50m in size with plants at 0.5m spacing in rows at 1m centres (5000 plants per plot) This trial is proposing a maximum of 2 plots (total area of 5000m²).

A surface run-off bund was installed north of the trial area to redirect surface run-off to the west, with excess run-off being collected by the existing leachate collection system (refer to the attached Figure 2).

4.2 Irrigation Methodology

The trial plots will be irrigated by an above ground irrigation system that is designed to irrigate the area with a uniform measured irrigation rate that can be easily adjusted to change the rate of irrigation as required. Irrigation is initially proposed to occur in summer months (approx. November to March, depending on actual weather conditions) when soil moisture content is at an acceptable level (as progressively assessed through the trial) and on days when rainfall is not forecast.

Leachate will be pumped from leachate ponds 1 and 2 (with additional leachate provided from leachate pond 3 as required) using a 3LFS/200 (5.5kW 3 phase) pump via nominal 75mm dia HDPE pipework or a suitable alternate pumping system. The system will be controlled using an automated Evo 40 evolution control system, which will control 11 separate irrigation zones over the 0.5 Ha trial area. The controller will initially be pre-programmed to irrigate 3 days per week for 30 minutes per zone/day (for a total of 5.5 hrs of irrigation per day) with approximately 40,000 litres of irrigation per day. The application rate and volume of leachate irrigation will be measured via a flow meter and will be compared with controller run times at known standard flow rates. The flow rates will be collected and displayed in the site specific database (refer to Section 5.1.2). Indicative irrigation rates and the corresponding daily volumes of leachate irrigated are summarised in Table 3 below.

Table 3 Daily Leachate Irrigation Rates and Volumes

Irrigation Rate over Trial Area (mm/day)	Leachate Volumes (L/day)
2	10,000
4	20,000
6	30,000
8 (initial irrigation rate)	40,000
10	50,000
12	60,000
14	70,000
16	80,000

Note: At the start of the trial the maximum proposed irrigation rate is not known and will be assessed based on ongoing monitoring.

Robust and reliable impact sprinklers will be installed initially on 1.5m risers so the throw of the spray will not be impeded by grass growth. The risers will be designed to be adjusted to a greater height if required without having any impact on the irrigation rate or the vetiver grass can be cut as required. The design of the sprinkler system is set out so that only the trial plot is irrigated, and that trial area receives a uniform application rate. Quarter, half and full spray nozzles are changed to suit the output and ensure the uniform application rate (refer to the attached Figure 3).

It is noted that due to the effects of wind (speed and direction) there will need to be some allowance for overspray beyond the trial plots (but within the bunded containment area surrounding the trial plots) so as to ensure that the edge of the trial plots remain irrigated.

The proposed initial irrigation rate of approximately 8mm/day was proposed by Integrated Irrigation based on:

- their irrigation experience;
- review of the site;
- consideration of possible losses (vetiver condition, vetiver uptake, evaporation, etc.); and,
- irrigation for approximately 5.5 hours per day over the trial area for 3 days per week.

The trial (at the proposed initial irrigation rates) will not be commenced until the trial is approved by the EPA and Integrated Irrigation has reviewed the soil moisture content data and assessed the site conditions to be suitable for irrigation.

The irrigation rates will be set at this initial lower rate of 8 mm/day and progressively increased once onsite monitoring confirms that the trial area has additional capacity to evaporate/uptake more moisture. Once the trial operation is established, there have been some irrigation rate changes and there is a reasonable baseline of irrigation data and vetiver uptake/evapotranspiration response (minimum 4 weeks but to be assessed by Integrated Irrigation) the trial area will be 'stressed' by applying significant irrigation quantities. The intention of stressing the system is to assess what application rates will drive infiltration to the clay barrier and/or create excessive runoff. This will be done in order to assess the capacity of the overall system and thereby optimise the amount of leachate that can be irrigated and managed. This will be done at several stages under varying vetiver and site conditions.

Soil moisture will be measured using onsite moisture probes and remote telemetry, with output sent to a database which can be accessed online (see Section 5.1.2 below). Moisture levels in the soil profile will be continuously monitored throughout the trial using the *AddVantage Irrigation Control Program*. If the data suggests there will be an over saturation of the soil profile with the combined watering of irrigation and rainfall; irrigation will be delayed or irrigation rates reduced. Conversely, if the site observations, weather and soil moisture conditions indicate that additional leachate could be applied then the irrigation rate may be increased. Relevant trigger levels for modifying irrigation will be progressively developed during the trial based on ongoing review of the data.

If there is a fault in the irrigation system, the repair works will be carried out by either CoMG staff or the contractor who installed the system.

The landfill leachate trial weekly checks flow chart, showing onsite and offsite duties, for assessing and modifying irrigation rates is attached as Appendix B.

4.3 Trial Area Leachate Management

The vetiver trial area is essentially a closed loop leachate management system with:

- Leachate pumped from the lined leachate evaporation ponds to the trial area where it is irrigated;
- Leachate loss through evaporation of irrigated leachate from plant and ground surfaces;
- Infiltration of moisture into the capping layer with leachate losses via plant uptake and evapotranspiration;
- Infiltration of moisture into the capping layer past the vetiver root uptake zone and to the clay barrier (the trial will aim to optimise irrigation to avoid saturated conditions at the landfill cap clay barrier)
- Possible, subsurface migration of leachate along the sloping compacted clay barrier in the landfill cap, distributing the moisture for subsequent uptake and/or infiltration. (It is noted that one of the objectives of the trial is to identify a sustainable balance of soil moisture content profile vs leachate irrigation and there are significant controls in place to assess and manage this).

- Trial area surface runoff to the west, including excessive leachate irrigation (if any), runs over the completed portion of the final landfill capping to the interim cover along the western toe of Cell 2 and is captured by cell 2 leachate cut off drain. Runoff to the north/northwest of the trial plots is redirected by a trial area bund to the west to cell 2 leachate cut off drain. The cell 2 cut-off drain flow is redirected to the leachate collection blanket underlying cell 2. It is worth noting that small amounts of runoff are progressively distributed and infiltrated into the cap, before reaching the leachate cut-off drain, and are subject to the same processes as noted above.
- Any runoff/leachate captured in the cell 2 leachate collection blanket is drained to the cell 1/ 2 sump where it is pumped back into the leachate evaporation pond system.

4.4 Vetiver Management

Vetiver plants have been and will be sourced from the Vetiver nursery in Ashby Heights, NSW. When Vetiver is harvested, a portion will be retained for sampling (refer to Section 5.2.1) and the remainder will be disposed of to landfill.

Vetiver use or disposal, other than to the landfill, will not proceed without the review and approval of the EPA.

Chemical testing undertaken will be used to assess possible future uses or disposal options, which would require the review and written approval of the EPA prior to implementation. Possible future harvested vetiver uses may include:

- Use as mulch on the closed trial area;
- Other suitable options as identified during or after the trial.

5.0 Monitoring & Sampling Methodology

Monitoring and sampling will be undertaken in order to identify issues (if any) and to measure the success of the trial.

Monitoring and sampling will be completed in 3 phases:

- Pre-Trial
- During the Trial
- Post-Trial

The monitoring and sampling results will be analysed and regularly reported as detailed within Section 8.0.

5.1 Monitoring

Close monitoring of the weather, leachate irrigation, soil profile and vetiver conditions will be conducted during the trial.

Monitoring results including rainfall, irrigation flow rates, soil temperature and soil moisture content through the capping profile will be automatically uploaded to an online database and graphically presented. This database will be accessible at any time to Integrated Irrigation, CoMG, AECOM, Rick Jordan & Associates and the EPA, to allow for regular review as required.

The monitoring parameters, frequency, equipment/approach, review and information provided to the SA EPA are summarised below.

5.1.1 Weather Conditions

Weather conditions will be measured through the combined use of the irrigation system rain gauge, CoMG landfill site based weather station data (located between leachate pond 1 and leachate pond 2) and, if required, the Bureau of Meteorology (BOM) weather station data.

The weather conditions to be monitored during the trial are summarised in Table 4 below:

Table 4 Weather Monitoring

Parameter	Monitoring Frequency	Monitoring Equipment/Approach	Project Team Review Frequency	Info provided to EPA
Rainfall	Continuously	Rainfall gauge linked with the soil moisture probes (remotely uploaded) and CoMG site weather station	Weekly or as required	Summarised Monthly or as agreed (continuous access to database)
Temperature	Continuously	Site Weather Station – CoMG site weather station	Monthly or as required	Monthly or as required
Wind speed and direction	Continuously	Site Weather Station – CoMG weather station	Quarterly or as required	Quarterly or as required

5.1.2 Leachate Irrigation

Leachate irrigation will be monitored as summarised below:

Table 5 Irrigation Monitoring

Parameter	Monitoring Frequency	Monitoring Equipment/Approach	Project Team Review Frequency	Info provided to EPA
Leachate Quality refer to Sec 5.2.2	Pre-Trial, during the Trial and Post-Trial (part of bi-annual site monitoring)	As outlined in the LEMP and GW monitoring plans	After each monitoring round	Final Trial report
Flow Rate	Continuously	Flow meter	Weekly	Monthly
	Monthly	Crude cross check via pond volumes and pump run time	Monthly	
Volume used	Continuously	Daily application rate and time will be known and set Cross check calculation-from flow meter rate and run hours	Monthly	
	Monthly	Leachate pond levels measurement and volume estimates	Monthly	
Excess Surface Runoff	Weekly when irrigating	Site Observations	Weekly when irrigating	

5.1.3 Soil Profile

Soil profile monitoring includes assessment of the physical, chemical and soil moisture properties of the soil primarily in the topsoil and subsoil layers for vegetation establishment but also extending part way into the compacted clay barrier in the final landfill cap.

The soil profile monitoring and recording system has been designed and installed by Integrated Irrigation. Soil moisture probes have been installed at 4 locations with 2 probes for each monitoring probe controller (refer to the attached Figure 2) with a rain gauge on one controller (see Plate 2).

Plate 2 Solar powered data logger/controller with rain gauge



Each probe has 12 sensors measuring soil moisture content at approximately 100mm intervals from approximately 0.1m to 1.2m below the surface. The probes were installed on April 2018 and soil moisture monitoring results have been collected since 27 May 2018 as a baseline for the trial.

The soil profile will be monitored as summarised below:

Table 6 Soil Profile Monitoring

Parameter	Monitoring Frequency	Monitoring Equipment/ Approach	Project Team Review Frequency	Info provided to EPA
Soil quality and chemistry– Environmental & Horticultural refer to Section 5.2.3	Pre-Trial & Post-Trial	Hand auger and sample uphill, downhill and in trial area	After each monitoring round	Final Trial report
	During the trial – as required depending on site observations (~ six monthly)	Hand auger and sample as required	After each monitoring round	
Soil moisture content	Hourly but can be modified	4 probes with sensors at 0.1m intervals	Weekly	Continuous –EPA given access to database Also summarised in monthly report
Temperature	Hourly but can be modified	4 probes with sensors at 0.1m intervals	Weekly	Continuous –EPA given access to database Also summarised in monthly report
Soil structure	At end of trial and/or when harvesting Vetiver	Testpits and observations	Review of draft report	Final Trial report

The relevant trigger levels for optimising irrigation rates will be progressively developed based on ongoing review of the data including rainfall, soil moisture at various depths in the profile, run off and vetiver health.

5.1.4 Vetiver

Vetiver monitoring includes assessing the overall health, height, changes in plant chemistry due to absorption/uptake of leachate and the plant rooting depth and distribution. The monitoring plan is summarised below:

Table 7 Vetiver Monitoring Requirements

Parameter	Monitoring Frequency	Monitoring Equipment/Approach	Project Team Review Frequency	Info provided to EPA
Plant Tissue Analysis Refer to Sec 5.2.4	Pre-trial and post-trial (as part of ongoing site monitoring)	Hand sampling of plant matter	After each monitoring round	Final Trial report
	During the trial – as required depending on site observations (~ six to twelve monthly)	Hand sampling of plant matter as required		
Height	Monthly	Tape measure plants at same 4 locations (see R1A, R1B, R2A and R2B on Figure 2)	Monthly	Monthly or as agreed
Plant Health	As required (initially Quarterly)	Observations by Agronomist	Quarterly	Quarterly or as agreed
Harvest yield	Time of harvest	Estimation of volume by observation and truck loads	At time of harvest	Final Trial report
Vetiver root length and distribution	Time of harvest	Testpits and observations	Review of draft report	Final Trial report

5.2 Sampling

As part of the EPA licence requirements and as outlined in the Caroline LEMP, the CoMG conducts a bi-annual environmental monitoring of leachate, groundwater and landfill gas. Sampling is typically conducted in October/November and March/April each year, with an annual monitoring report compiled from the two rounds. Sampling is to be carried out by a qualified consultant in accordance with accepted environmental sampling practices (as outlined in the Caroline LEMP and annual Caroline monitoring reports).

Sampling will be separated into four medias:

- Leachate;
- Soil;
- Vetiver plant tissue; and,
- Groundwater (PFAS analysis only)

There will be 3 phases of sampling, these are discussed in the tables below:

- **Pre- Trial** – leachate, soil, vetiver plant tissue, groundwater (PFAS)
- **During the Trial** – leachate as part of bi-annual landfill environmental monitoring program. Soil and plant sampling will be assessed for possible inclusion during the trial based on site observations of vetiver health and growth. Groundwater sampling for PFAS during the trial is not proposed at this stage, but may be included based on initial results and duration of the trial.
- **Post-Trial** - leachate, soil, vetiver plant tissue, groundwater (PFAS)

Bi-annual monitoring was conducted the week of 8 to 11 October 2018 and served as the pre-trial test program for leachate, soil, plant tissue and groundwater.

5.2.1 Proposed Analysis

As part of the sampling program, the following analytes are proposed by media type:

Table 8 Analytes by Media

Analyte	Leachate	Soil *	Vetiver *	Groundwater
Environmental				
Major Constituents - pH, calcium (Ca), magnesium (Mg), sodium (Na), potassium (K), chloride (Cl), sulphate (SO ₄), total dissolved solids (TDS) or electrical conductivity	X	X		O
Major Constituents - suspended solids	X			
Major Constituents - carbonate (CO ₃), bicarbonate (HCO ₃)				O
Nutrients - nitrate (NO ₃), nitrite (NO ₂), ammonia (NH ₃), Total Kjeldahl Nitrogen (TKN), and total phosphorus.	X	X		O
Organics Speciated phenolic compounds	X	X		O
Organics - volatile organic compounds (VOCs)	X	X		
Organics - total organic carbon (TOC)	X			O
Filtered Metals – dissolved (filtered) iron (Fe), cadmium (Cd), chromium (Cr), copper (Cu), lead (Pb), and zinc (Zn).	X			O
Total Metals – Standard suite of cadmium (Cd), chromium (Cr), copper (Cu), iron (Fe), total lead (Pb), zinc (Zn).	X	X	X	O
Total Metals – Further standard suite of arsenic (As), boron (B), mercury (Hg), total nickel (Ni), selenium (Se. Additional metals: total aluminium (Al), barium (Ba), hexavalent Chromium (Cr ⁶⁺), manganese (Mn), silver (Ag), tin (Sn)	X	X	X	
Chemical Characteristics and Other Substances –cyanide as CN, formaldehyde as HCHO, herbicides, pesticides, TPH	X	X		O
Chemical Characteristics and Other Substances – BOD, suspended solids, grease and oil	X			
PFAS – 28 Analytes	X	X	X	X
Horticultural *				
Phosphorus (Colwell), Phosphorous (Olsen), Potassium (Colwell), Sulphur (KCl 40), Organic Carbon (Walkley Black), Nitrate Nitrogen, Ammonium Nitrogen, Electrical Conductivity, pH (Water), pH (CaCl) Boron, Trace elements (DTPA - Copper, Zinc, Manganese, Iron), Exchangeable Cations - Calcium, Magnesium, Sodium, Potassium, Aluminium Chloride Heavy metals – Cadmium, Molybdenum, Selenium, Lead, Chromium, Arsenic		X		
Standard Test Nitrogen, phosphorus, potassium, sulphur, copper, zinc, manganese, calcium, magnesium, sodium, iron, boron, nitrate and chloride. Heavy metals – Cadmium, Molybdenum, Selenium, Lead, Chromium, Arsenic			X	

Note:

* -Not included in the Caroline landfill bi-annual environmental sampling and reporting program

X – Analysed and reported under the Vetiver trial program

O – Sampled and analysed under the bi-annual environmental program and not proposed for reporting under the Vetiver trial program (though will be reported in the annual monitoring report and can be referenced as required)

This analyte list may be revised and updated following review of initial and ongoing data.

5.2.2 Leachate Sampling

As leachate is produced, its chemical composition and concentrations vary with the types of waste disposed of within the landfill, changes in leachate generation over time and the addition of rainwater in the leachate evaporation ponds. The leachate will be sampled and analysed in order to assess which chemicals are present within the irrigated leachate which will identify chemicals which may accumulate in the trial area soil and vetiver. Leachate sampling has been conducted at the Caroline landfill site as part of the environmental monitoring program and therefore there is established baseline of leachate composition. Some analytes proposed have not been detected but remain in this trial program as a precaution.

The leachate that will be used for the vetiver irrigation trial will be pumped from leachate evaporation ponds 1, 2 and 3 at the Caroline Landfill site (see Figure 1 attached).

The leachate sampling program will include:

- Pre-trial (October 2018) and post-trial sampling and analysis for the analytes as noted in Section 5.2.1 above.
- Obtaining field parameters at the time of sampling
- Leachate samples will be obtained from the cell 1/2 leachate sump, cell 3 sump and one sample from each of the three leachate ponds 1, 2 and 3 (5 samples in total)

At the request of the EPA, initial pre-trial sampling of leachate for per-and poly-fluoroalkyl substances (PFAS) was conducted. Samples from each of the 3 leachate ponds and 1 leachate sump sample were obtained on 3 August 2018 with the subsequent raw laboratory reports (with no assessment or quality control review) provided to the EPA as part of the discussions in developing this EMP. The leachate will also be re-analysed for PFAS as part of the October 2018 pre-trial sampling program.

5.2.3 Soil Sampling

The purpose of the soil sampling program is to assess:

- the baseline soil chemistry for key parameters;
- the change in soil chemistry due to the application and build-up of chemicals in the leachate;
- the effect of infiltration /water movement through the soil profile;
- the potential effect of runoff and irrigation spray drift; and,
- nutrient addition and removal.

The 6 soil sampling locations (SS01 to SS06) are shown on the attached Figure 2 and the sampling areas, sampling depths, purposes of sampling at each sampling depth and which samples will be submitted for environmental or horticultural analysis are summarised in Table 9 below.

Table 9 Soil Sampling Locations and Depths

Soil Sampling Area	Sampling Depth (~ meters below surface)	Purpose	Environmental	Horticultural
Upgradient/Uphill outside Trial Area (SS01)	Surface Soil (~0 -0.1m)	Background / Upgradient of Trial	X	
	Subsoil Water Use /Storage (~0.4-0.5m)		X	
	Above Clay Barrier (~0.8-0.9m)		X	
Trial Area (SS02, SS03, SS04)	Surface Soil (~0 -0.1m)	Changes in surficial soil chemistry during the trial	X	X
	Subsoil Water Use /Storage (~0.4-0.5m)	Changes in soil chemistry in the zone of expected water utilisation by the Vetiver	X	X
	Above Clay Barrier (~0.8-0.9m)	Changes in soil chemistry in the subsoil just above the barrier / zone of reduced infiltration	X	X
Downgradient/ downhill outside trail area (SS05, SS06)	Surface Soil (~0 -0.1m)	Changes in surficial soil chemistry potentially due to runoff / spray drift	X	
	Above Clay Barrier (~0.8-0.9m)	Changes in soil chemistry in the subsoil just above the barrier / zone of reduced infiltration potentially due to surface or subsurface runoff/drainage	X	

5.2.4 Vetiver Plant Tissue Sampling

The purpose of the plant sampling is to assess:

- the baseline plant tissue chemistry for key parameters;
- the change in plant tissue chemistry due to the application and surficial build-up and uptake of chemicals in the leachate; and,
- horticultural properties including nutrient addition and removal.

Table 10 Plant Sampling Locations

Plant Sampling Area	Purpose	Environmental	Horticultural
On site but away from trial area and watered with site bore water.	Background	X	X
Trial Area (Adjacent to SS02, SS03, SS04)	Changes in plant chemistry due to uptake of heavy metals and PFAS. Potential for reuse or alternate disposal	X	
	Assess nutrient removal per hectare		X

5.2.5 Groundwater Sampling

Groundwater sampling and analysis, for the purposes of this leachate irrigation trial, will be limited to the addition and reporting of PFAS, primarily as a baseline indication of the presence (if any) of PFAS compounds.

All of the site monitoring wells will be sampled and analysed for PFAS (at the same time as the bi-annual monitoring program) including the following wells:

- MGS1 and MGD1
- MGS2 and MGD2
- MGS3 and MGD3
- MGS4 and MGD4
- MGS5 and MGD5
- MGS6 and MGD6
- MGS7 and MGD7
- MGS10 and MGD10
- MGS11
- MGS12
- MGS13
- MGS14
- MGS15

Historical and current groundwater monitoring results can still be considered and referenced from the annual monitoring reports, as required.

6.0 Risks and Control Measures

The proposed irrigation of vetiver for leachate management is not without risk, hence the need for this trial period with clear management, monitoring and sampling approaches. Possible risks have been identified in the following categories:

- Trial Location
- Irrigation Approach
- Growth and Health of Vetiver
- Potential for Contamination
- Erosion

Possible risks have been summarised with an assumed qualitative risk rating (low, medium, high) along with proposed control measures for each risk item and the estimated resulting qualitative residual risk. This summary is included in Appendix C.

7.0 Health & Safety

Due to the heavy metals, minerals and nutrients present in leachate, it can be harmful if exposed to humans without the appropriate safety controls. The hierarchy of control, shown in plate 3 is to be adhered to during the trial. Processes are to be assessed for risks to safety by conducting a Safe Work Method Statement (SWMS) prior to carrying out the tasks required.

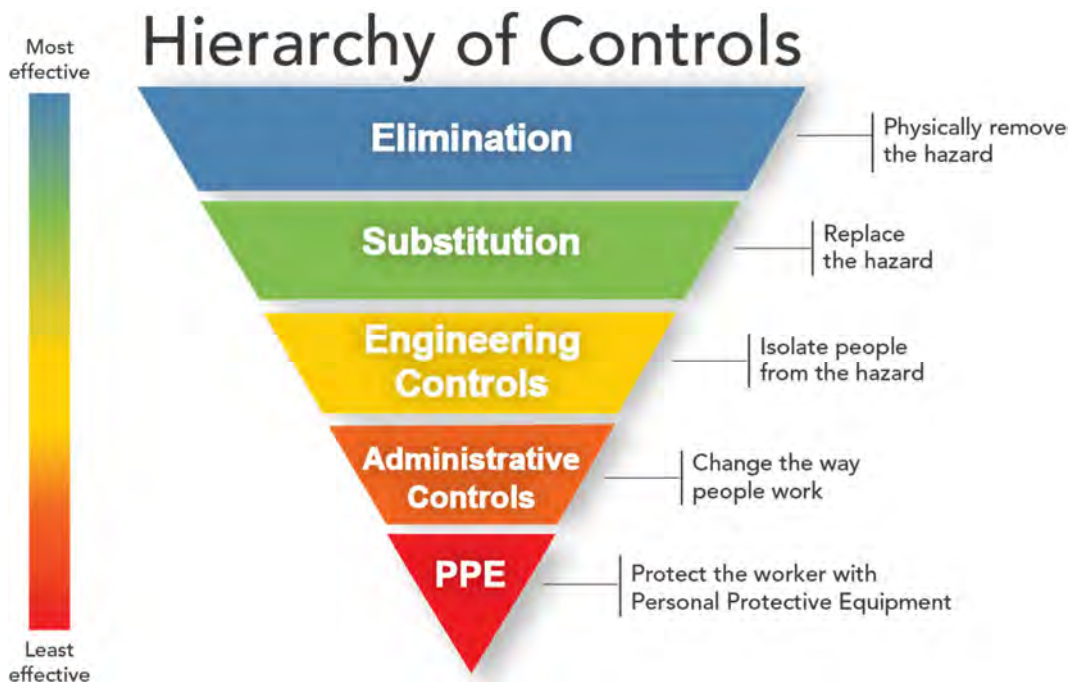


Plate 3 Hierarchy of Control

The site is currently closed to the public with access limited to approved commercial delivery of waste and Council employees. The irrigation area is to be clearly identified and Council employees will be advised of the trial program and requirements, including Health and Safety.

Leachate will be sprayed by an adjustable sprinkler system with automated timers and remote turn off valves to eliminate the need for human contact with the leachate during the irrigation process.

Access to the trial area (e.g. for sampling or measuring) will only occur when irrigation is not in progress and it is considered safe to enter the area. Soil moisture testing is to be completed by automated soil meters, allowing data to be remotely collected for analysis.

Sampling is to be carried by a suitably qualified environmental technician/consultant that has experience in working within a similar environment.

CoMG will prepare a separate trial specific Health and Safety plan, which will be a live document which can be updated in the field as required. Council workers and others working in the vicinity of the leachate trial area, will be inducted into the Health and Safety Plan.

As a minimum, the following PPE is to be worn if sampling or maintenance needs to occur in the trial area:

- Industry appropriate rated gloves
- Safety glasses
- Long sleeve pants
- Long sleeve high vis shirt

8.0 Review, Communications and Reporting

8.1 EMP Review

This EMP is required for the relatively short duration of the Vetiver Trial and therefore the EMP review will be less formal and imbedded in ongoing monitoring and reporting. Significant changes to the EMP will be noted to the EPA in the monthly (or as required) email reporting or other EPA communications and will be circulated to the applicable trial project team members.

If upon completion of the Vetiver Trial it is considered that the leachate irrigation of vetiver will be adopted as long term site practice, then the Vetiver EMP will be reviewed and updated for inclusion in the site LEMP or as a standalone document.

8.2 EPA Communications and Reporting

8.2.1 Pre-Trial

Communications and reporting to the EPA in the Pre-Trial period will include:

- Submission of preliminary lab reports for PFAS testing of leachate (completed).
- Submission of the draft version of this EMP for review and discussion.
- Meeting with EPA (if required) to discuss the draft EMP and agreed revisions.
- Submission of the final version of this EMP for EPA approval prior to commencing the trial.
- CoMG will provide access details to the EPA for the soil moisture content monitoring database, so they may check the latest results at any time.

8.2.2 During the Trial

Communications and reporting to the EPA during the Trial period will include:

- Provision of monthly (or as agreed with the EPA) email update reports summarising the status and findings since the previous update report. Further details of the monthly email update reports are summarised below.
- Ongoing and continuous access to the soil moisture content monitoring database. so that they may check the latest results at any time.
- Conducting a site visit and discussions of the Vetiver trial, if required, during the course of the trial.
- EPA representatives will be invited to conduct a site visit at the time of vetiver harvest and test pit assessment of the soil profile and vetiver root distribution.

The email update reports will include a summary of the following:

- Weather condition ranges – rainfall, temperature, wind speed & direction, evaporation
- Irrigation system run times
- Irrigation system maintenance and repair (if any)
- Leachate Irrigation flow rates
- Estimated leachate irrigation volumes
- Leachate pond levels
- General discussion and interpretation around the changes in the soil profile (e.g. moisture content, uptake, infiltration, etc.) with reference to the soil moisture content monitoring database.
- Vetiver height and health observations
- Proposed changes to the Vetiver trial approach (if any) based on observations and data.
- Selected site photos

8.2.3 Post-Trial

It is envisaged that the vetiver trial will be conducted over a 2 year period (e.g. November 2018 to October 2020, subject to timing of EPA written approval) in order to assess the effect on leachate balances over several summer/winter seasons. The trial may be terminated earlier depending on the progressive observations and findings.

It is noted that the 'Post-Trial' period is when CoMG considers that there is enough information to prepare a report and conclusions about the findings from the trial and/or when the Vetiver is completely harvested and not proposed to be replanted in the near future. The CoMG may continue to gather data in the post-trial period, depending on the circumstances.

Communications and reporting to the EPA after the Trial period will include:

- Advise EPA when the irrigation system is shut down and estimated timing for system restart and/or replanting of Vetiver.
- Provision of the draft Vetiver Trial Assessment report for review
- Meeting with EPA (if required) to discuss the draft Vetiver Trial Assessment report and agreed revisions

The Vetiver Trial Assessment final report will include:

- Background information regarding the Vetiver Trial objectives and approach
- Summary of weather condition ranges – rainfall, temperature, wind speed & direction, evaporation
- Summary of irrigation system (run times, flow rates, volumes, pond levels, etc.)
- Irrigation system maintenance and repair (if any)
- Interpretation of the changes in the soil profile (e.g. moisture content, uptake, infiltration, etc.)
- Summary of changes in Vetiver during the trial (height/health observations, growth rates, horticultural/ environmental chemistry assessment including metals and PFAS, yield, root distribution, etc.)
- Discussion and conclusions (e.g. success or failure, scaling potential, etc.)
- Lessons Learned
- Recommendations

9.0 Contingency

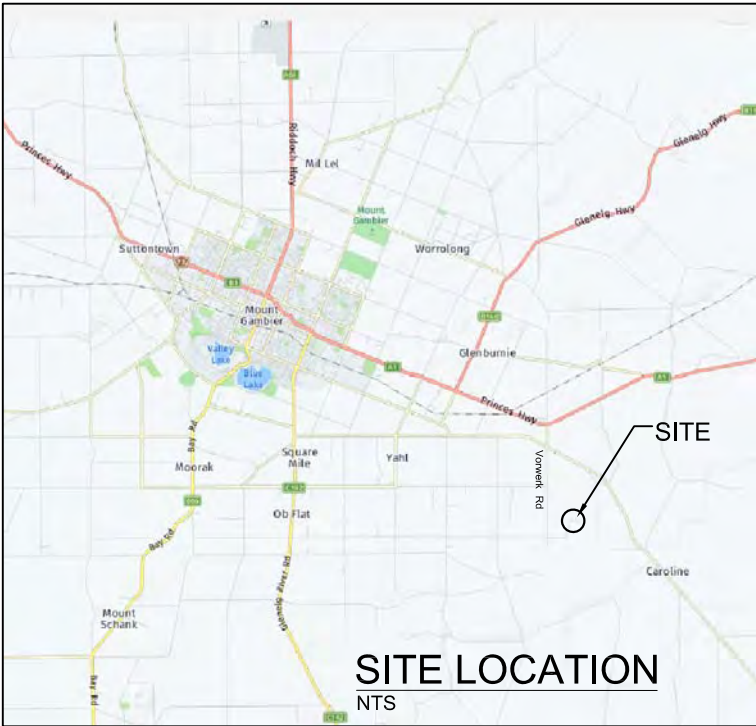
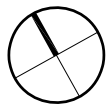
In the event that the Vetiver Trial is not successful, the CoMG will consider a number of other leachate management contingency actions including, but not limited to (and in no particular order):

- Extension of the Vetiver Trial if results indicate that significant modification of the trial approach may result in more successful outcomes.
- Consideration of other plant species for leachate irrigation.
- Further consideration of other enhanced evaporation options
- Review of the latest leachate/water balance data, including current landfill cell and capping configurations (and potentially updated water balance modelling and calibration with site conditions) in order to estimate the quantity of leachate to be managed under various conditions.
- Review of leachate generation reduction options (e.g. further cell size optimisation, runoff assessment, etc.).
- Installation of additional leachate storage (e.g. tanks, covered ponds, etc.) that can allow for evaporation of excess leachate in the summer months.
- Installation of seasonal leachate pond covers / roofing which would allow for shedding rainfall in the winter and could be removed to enhance evaporation in the summer months.
- Leachate treatment and/or offsite disposal.
- Other as identified during the trial or after further contingency review.

The CoMG is not currently committing to any further leachate management options until the Vetiver Trial findings have been finalised.

Appendix A

Figures

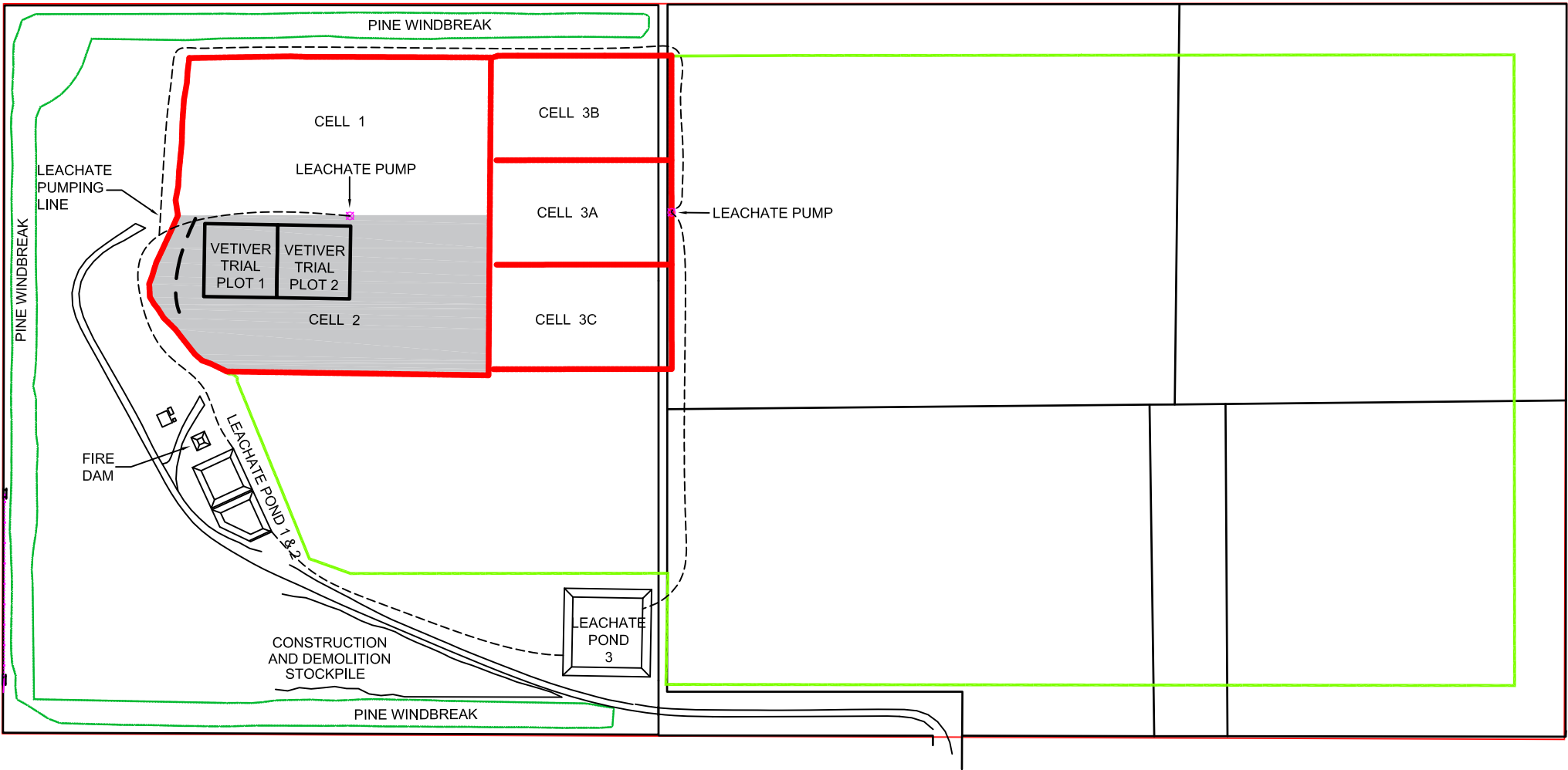
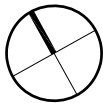


LEACHATE IRRIGATION OF VETIVER TRIAL

Drawing No.	DRAWING TITLE
1 of 3	SITE LAYOUT AND GENERAL NOTES
2 of 3	CELL 2 TRIAL PLOTS
3 of 3	VETIVER GRASS LAYOUT PLAN

GENERAL NOTES

1. THE DESIGN DRAWINGS ARE TO BE READ AS A SET AND IN CONJUNCTION WITH VETIVER TRIAL EMP PROVIDED.



SITE PLAN
SCALE 1:4

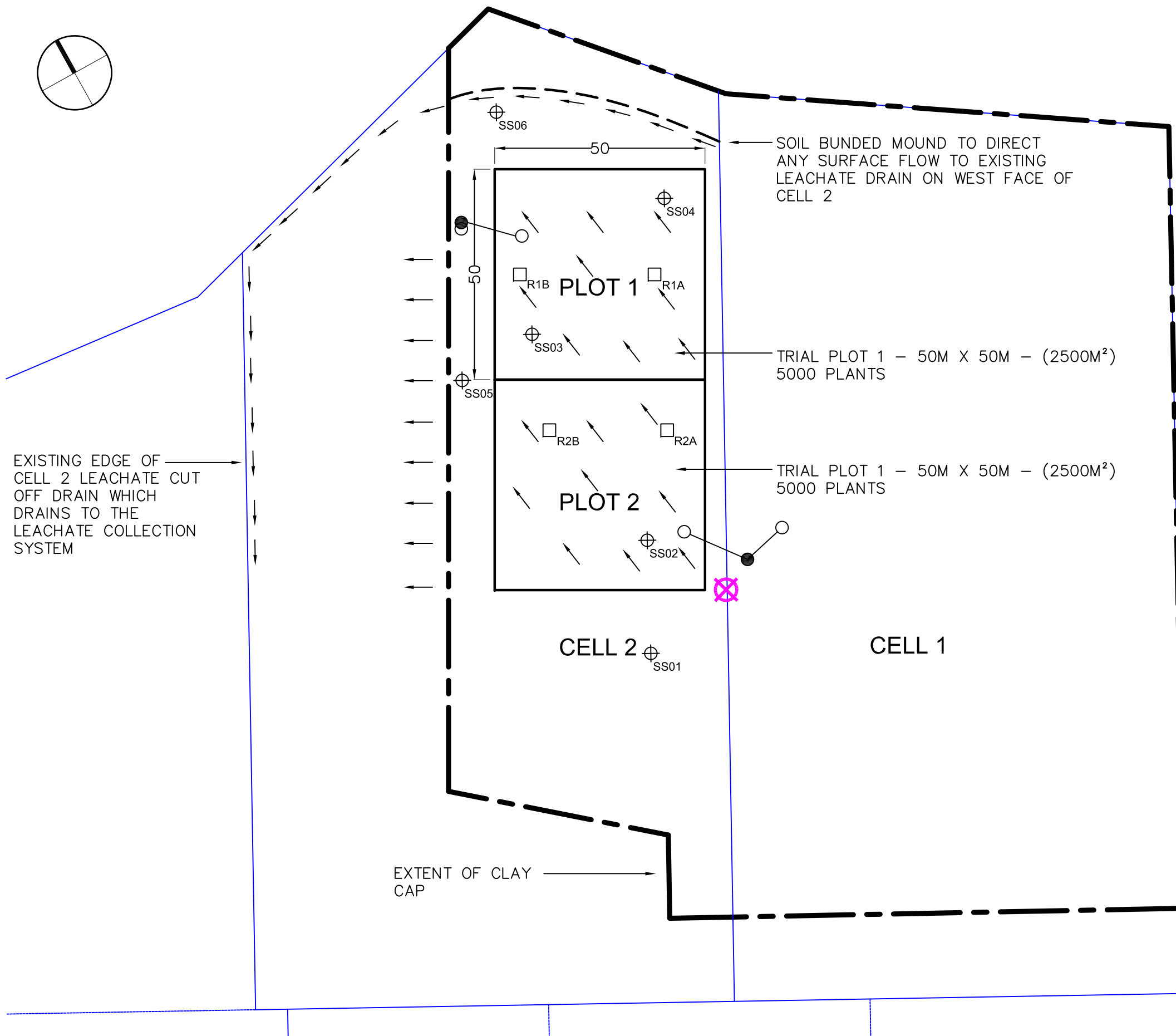
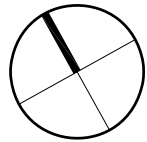
 City of Mount Gambier BLUE LAKE CITY	Approved by
	Co-ordinates
	Height Datum
	Level book
	CAD ref
Drawn by SG FEB 2018	Survey ref
Designed by	

CITY OF MOUNT GAMBIER

CAROLINE LANDFILL

VETIVER GRASS TRIAL

Scale as shown	Sheet No 1 OF 3
Plan No FIGURE 1	



LEGEND

- CELL BOUNDARY
- EXISTING CAPPING (CELL 1)
- CAPPING EXTENT
- SOIL BUND
- EXISTING CELL 1 AND 2 LEACHATE PUMP
- APPROXIMATE SOIL SAMPLING LOCATION
- SOIL MOISTURE MONITORING CONTROLLER
- SOIL MOISTURE MONITORING PROBE
- VETIVER GRASS SAMPLE TRIAL

NOTES

- VETIVER GRASS TO BE PLANTED IN ROWS AT 1M SPACING WITH GRASSES PLANTED AT 0.5m CENTRES.
- STORMWATER BUND 0.3m HIGH AND 0.5M WIDE TO BE GRADED TO DIRECT WATER TO THE WEST SIDE OF THE CELL AND LEACHATE COLLECTION SYSTEM.

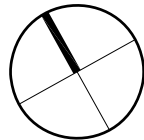


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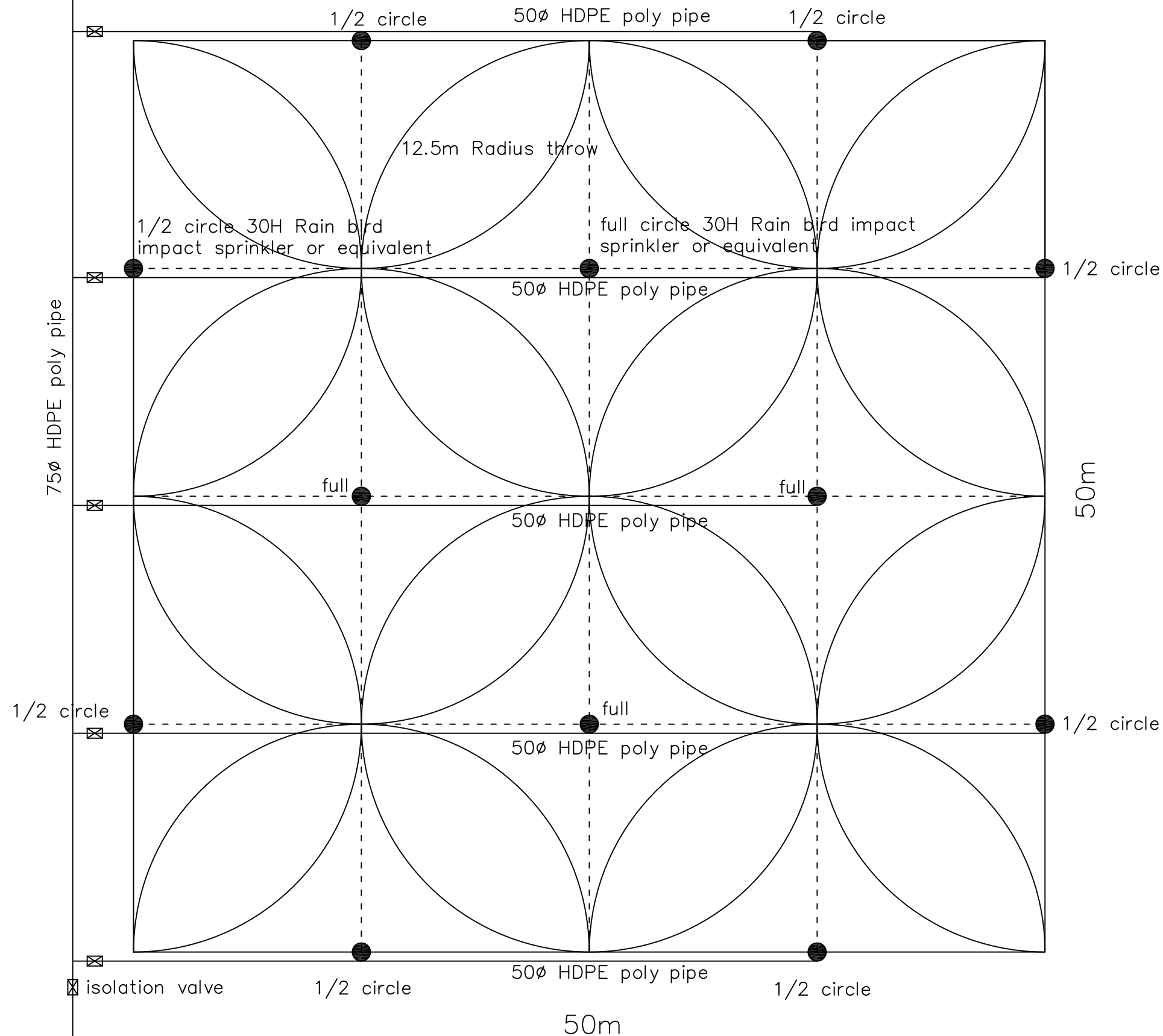
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CITY OF MOUNT GAMBIER
CAROLINE LANDFILL
VETIVER TRIAL PLOT LOCATION

Scale 1:1000
Sheet No 2 OF 3
Plan No
FIGURE 2



grass planted in rows at 1.0m centres. Plant spacing at 0.5m centres.



NOTES

1. SPRAY IRRIGATION SYSTEM DESIGNED TO DELIVER 10mm/HOUR TO IRRIGATION AREA VIA OVERHEAD SPRAYS.



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Designed by

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Height Datum
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CITY OF MOUNT GAMBIER
CAROLINE LANDFILL
VETIVER TRIAL IRRIGATION LAYOUT

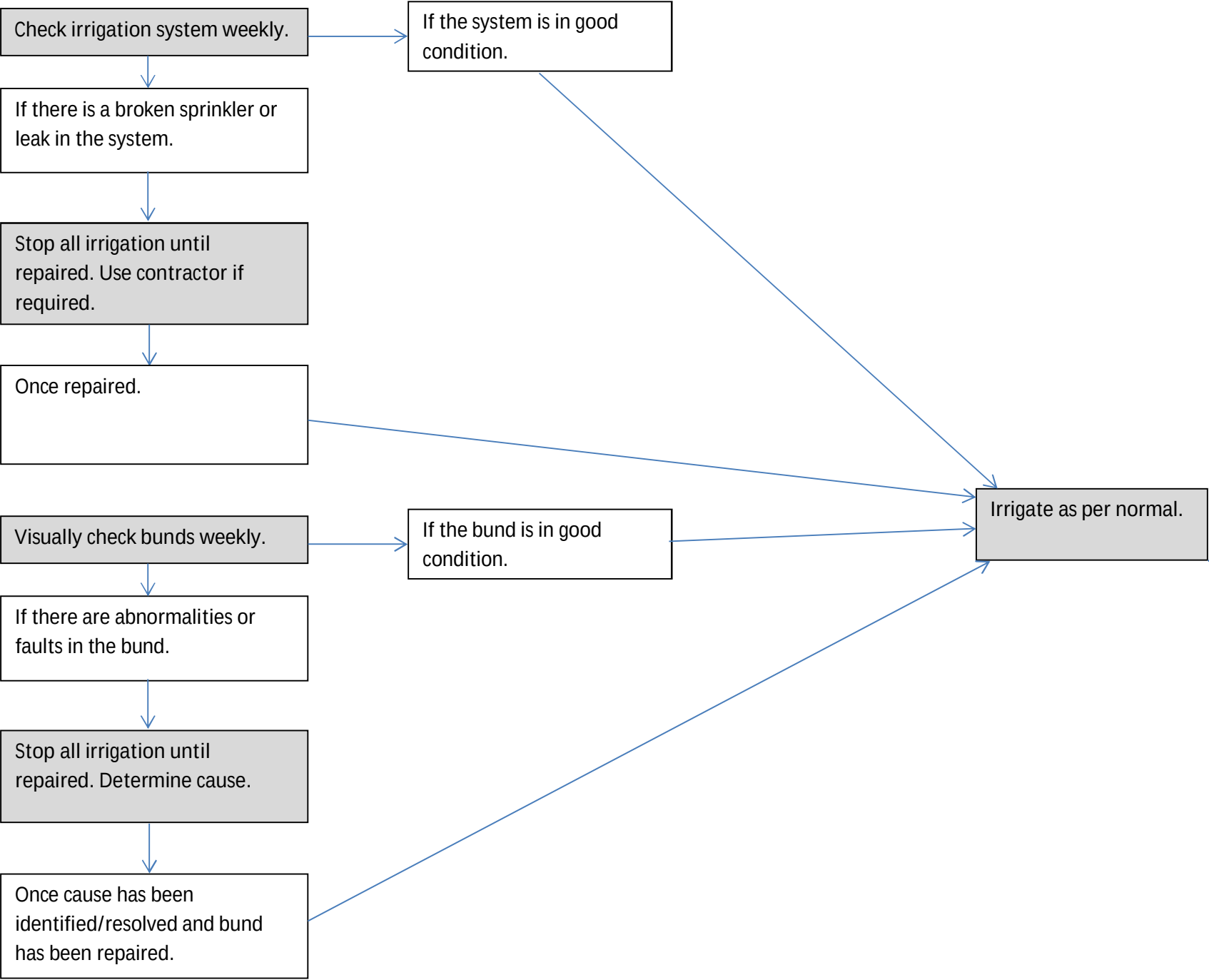
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Plan No
FIGURE 3

Appendix B

Weekly Checks Flow Chart

CAROLINE LANDFILL VETIVER TRIAL WEEKLY CHECKS FLOW CHART

ONSITE DUTIES

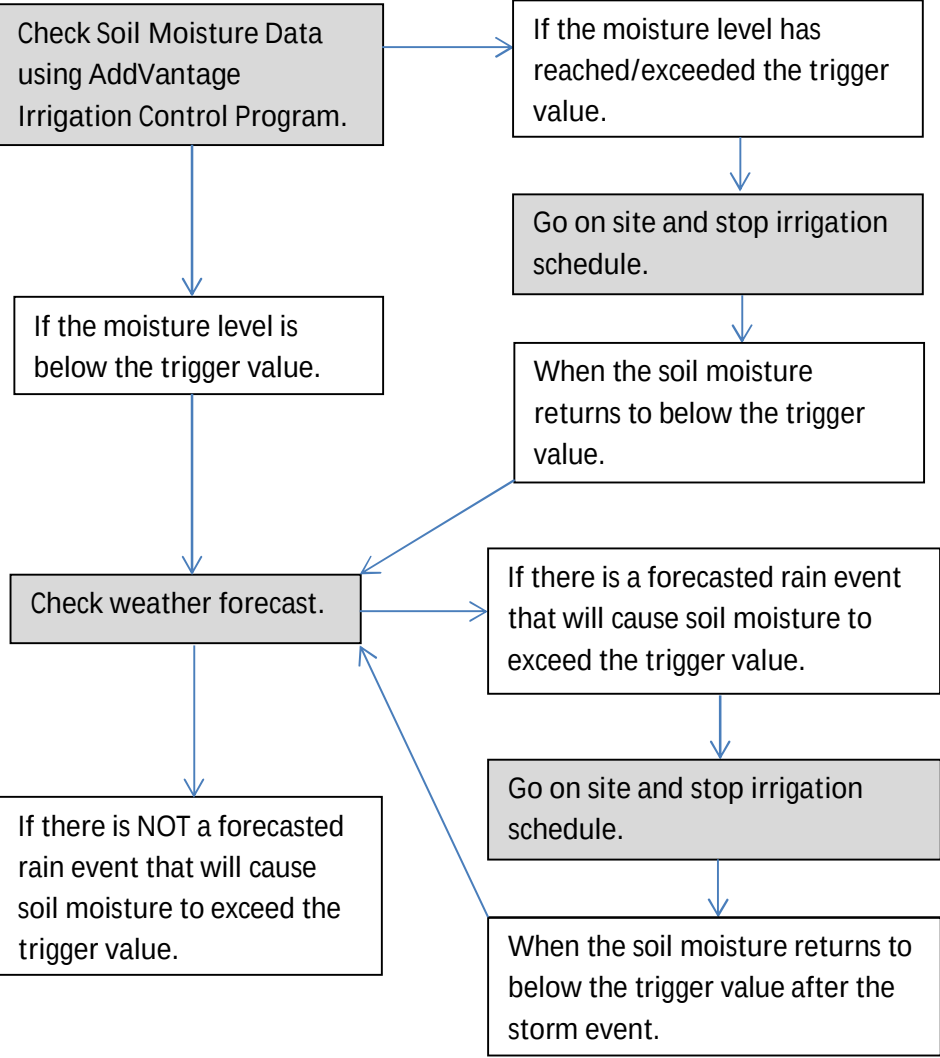


Onsite duties will be carried out by the responsible officer:
Integrated Irrigation representative.

If the responsible officer is unavailable, the responsibility of the onsite duties will transfer to the CoMG Landfill Operator or CoMG Engineer.

If the Landfill Operator is also unavailable, the responsibility will escalate to the CoMG Manager Engineering Design & Contracts.

OFFSITE DUITES



Offsite duties will be carried out by the responsible officer:
Integrated Irrigation representative

If the responsible officer is unavailable, the responsibility of the onsite duties will transfer to the CoMG Engineer or Technical Officer.

If the Technical officer is also unavailable, the responsibility will escalate to the CoMG Manager Engineering Design & Contracts.

Appendix C

Risks and Control Measures

Appendix C Risks and Control Measures

The proposed vetiver irrigation method is not without risks, hence the need for a vetiver trial period. Key risks have been identified along with their corresponding control measures.

Risk Element	Risk	Qualitative Risk Rating	Control measure	Qualitative Residual Risk
Location				
	Trial plot located outside of capped landfill cell	High	Locate trial plot by geographic survey to ensure it is located in confines of cell 2 engineered cap.	Low
	Vetiver grass spreads to other areas of landfill site and becomes uncontrollable	Medium	Vetiver grass is a non – invasive plant. It produces neither stolons nor rhizomes and has to be established vegetatively by root subdivisions or slips. Vetiver can be killed easily by spraying with glyphosate or uprooting and drying out.	Low
Irrigation				
	Irrigation rates may be higher or lower than required	Medium	Monitor trial plots via flowmeter / moisture probes and site observations and adjust irrigation rate to suit climatic conditions	Low
	Lack of irrigation	Medium	Ensure irrigation system is setup and is functional before planting grass. Have backup watering system available, i.e. water cart or onsite irrigation bore.	Low
	Trail grass required more moisture than leachate storage	Medium	Use onsite bore system or council water cart.	Low
Growth of Vetiver				
	Weather conditions including frost	Medium	Ensure planting time period avoids frost periods and the grass has time to establish before onset of frosty weather. No irrigation is planned for the winter months.	Low
	Mount Gambier climate may not be suitable for vetiver grass growth	Medium	Research indicates that vetiver grass has a great tolerance to extreme climatic variations such as prolonged drought, flood, submergence and temperature levels ranging from -20oC to 55oC (ref Truong et al 2004, report extract from Vetiver phytoremediation technology for rehabilitating Shiraz landfill, Iran)	Low
	Competition from other grasses/weeds	Medium	Manage other grasses and weeds through regular weeding programs by the application of herbicides, mowing or hand weeding (if required). Note, once the vetiver grass is established and growing, other grasses such as kikuya will only grow if they can tolerate the leachate. It may be proven that leachate is the only control measure for weed / grass management that is required.	Low
	Grass grows higher than expected and disrupts overhead sprinkler system	Low to Medium	Design sprinkler system to be vertically adjustable to raise sprinklers above grass height, if required. Cutting grass height to below sprinklers.	Low
	Dormancy of grass plot through winter months leading to no photosynthesis and moisture uptake	High	Trial plot not to be irrigated during winter (dormant) periods. Monitor grass growth to determine periods of dormancy.	Medium
Potential for Contamination				
	Runoff of leachate from irrigated area	High	Reduce irrigation and ensure application rates of leachate are monitored daily. Monitoring to include flow meters, moisture probes and physical inspections of trial site. Only irrigate when Landfill operator is present onsite. Install soil bund on northern face of cell 2 to direct surface runoff to leachate drain on west side of cell 2 which will capture excess leachate and return it to leachate collection system and leachate ponds.	Low
	Grass contains high levels of heavy metals and will be evident in biomass of cut grass	High	Dispose of cut grass to landfill cell Investigate alternative offsite disposal options (if necessary)	Low
	Leachate not suitable for irrigation onto Vetiver grass	High	Leachate chemical analysis from Caroline Landfill has been compared to the leachate used in the Stott's Creek Landfill disposal system, with all Caroline landfill leachate values well below the target values reported in the Stott's Creek system. Stott's Creek landfill leachate disposal system has not caused any adverse concerns for vetiver grass growth due to toxicity of leachate so there is no reason why the leachate at Caroline landfill should cause any issues. As part of this trial, Vetiver health will be monitored.	Low
	Buildup of contaminants in the capping profile due to long term irrigation of leachate	High	Vetiver grass is highly efficient at removing heavy metals and nutrients from contaminated soil and storing within the plant biomass for later use or disposal. Documented research has proven the success of soil remediation through phytoextraction whereby the uptake of heavy metals from the surrounding soil occurs and the metals are stored in the plant biomass. Vetiver is very effective at this due to its high tolerance to landfill leachate. In addition, research has also shown that vetiver can reduce soluble Phosphorous by up to 97% after 3 weeks and soluble Nitrogen by up to 74% after 5 weeks. As part of the trial, soil material from with the trial cap will be chemically tested for heavy metals and other concentrates (as part of the groundwater monitoring program for the landfill) in order to assess no significant buildup of material within the soil capping layers that is likely to cause environmental harm. Testing of the biomass will also occur to determine the vetiver grasses ability to store various metals, etc. within the plant biomass. For the trial the biomass shall be removed from the cap and safely disposed of within the active landfill cell. Likewise, should the soil within the clay cap become contaminated to the point of increased risk of environmental harm occurring, then this material shall be removed from the cap and used within the active landfill cell as daily / intermediate cover.	Low to Medium
Erosion				
	Erosion of cap due to long term irrigation combined with effects of rain events	High	Soil moisture probes installed within the trial plot will establish baseline moisture levels and combined with visual inspections, allow for the determination of the optimum irrigation rates of leachate in order to prevent erosion occurring. Soil moisture will be used to control application of leachate (in periods where rainfall is likely to increase moisture levels which could lead to erosion). No irrigation to occur on days where rainfall is forecast or where soil moisture levels have increased to levels that may lead to erosion. Vetiver grass has long been proven to be effective in trapping silts and sediments from being washed off un-vegetated embankments and this is one of the main applications of the grass species. Given that vetiver grass is predominantly used to stabilize soil and prevent erosion, this material will greatly assist in preventing erosion of the landfill cap irrespective of whether leachate is being irrigated or not. The application of leachate via a controlled irrigation system is unlikely to cause erosion on its own, unlike rainfall events that can be unpredictable and highly intense which can cause soil erosion. The use of vetiver grass will help to stabilize the soil cap and minimize the potential for erosion to occur and combined with monitoring of soil moisture for the duration of the trial, is likely to reduce the risk of erosion of the cap.	Low to Medium
	Slope stability issues from furrow planting and root intrusions into capping profile	High	Vetiver grass is used extensively worldwide to stabilize embankments and prevent soil erosion. This occurs due to the high tensile strength in the plants roots which act to bind the soil particles together. Whilst the vetiver roots are fast growing and can grow up to 3 metres in depth when in search of moisture, by maintaining soil moisture within the upper layers of the cap profile (ie the layers above the clay) then it is not expected that the roots will go down into the densely compacted clay layers searching for moisture. Monitoring of root growth will be undertaken as part of the trial by regularly removing a number of vetiver slips to measure the root growth. Should extensive root growth start to compromise the clay cap, then grasses will be either sprayed with glyphosate to kill them off or physically removed from the cap and safely disposed. A geotechnical assessment of the trial area has been conducted by AECOM and is reported seperately.	Low

Landfill Leachate Treatment and Disposal Trial Using Vetiver Grass on Capped Cell - Caroline Landfill Cell – City of Mount Gambier

Introduction

Leachate management at Caroline landfill has been an ongoing concern for the City of Mount Gambier for some time and will continue to cause issues if not managed in an environmentally sustainable manner. As the landfill continues to grow there will be more pressure placed on Council to find alternative treatment and disposal solutions that are both sustainable in the long term and financially affordable.

As Caroline landfill is the only engineered landfill in the south east, the City of Mount Gambier needs to ensure that the landfill remains available for refuse disposal for the City but also for its neighbor councils.

In recent years, Council has had to resort to transporting leachate offsite and disposing to sewer. This practice cannot be sustained long term due to the high costs involved and Council is now investigating alternative leachate management solutions. One of those solutions could be the irrigation of leachate onto a planted grassed area on top of capped cells, with the selected grass species (vetiver grass) being tolerant to landfill leachate.

Background

Caroline Landfill is located approximately 12km south east of the City of Mount Gambier and receives waste from the City as well as surrounding Council areas. The landfill is a fully engineered landfill owned and operated by the City of Mount Gambier and being developed in accordance with landfill guidelines and managed in accordance with an approved Landfill Environmental Management Plan (LEMP).

On average, approximately 20,000 tonnes per annum are received at the landfill site, with the landfill receiving the first load of refuse in May 1997.

Cell 2, the site for the proposed vetiver grass trial has recently been capped with a clay / subsoil engineered cap and received the last load of waste in November 2014. After landfilling was ceased in cell 2 in late 2014, an interim soil cap was placed on the cell with the subsequent engineered final clay / soil cap being placed in summer 2017 - 2018.

The engineered clay / soil cap consists of the following soil profile.

100mm topsoil layer comprising sandy, silty, or clayey material with organic matter
800mm subsoil layer comprising sandy - silty or sandy - clayey material
600mm compacted clay layer of permeability $\leq 1 \times 10^{-9} \text{m/s}$
300mm Interim cap (site soil)
Refuse

Leachate is managed onsite by collection and storage in evaporation ponds constructed with a clay / HDPE liner system. Evaporation is the primary method of leachate volume reduction but in past years due to above average rainfall, Council has had to transport and dispose of surplus leachate offsite to sewer. This practice is unsustainable for Council in the long term due to the significant costs involved but also because the process of transporting creates a larger environmental footprint than compared to other onsite disposal methods (such as the proposed vetiver grass trial).

The total storage capacity within the current leachate ponds is approximately 7.4ML with the cost to dispose of leachate to sewer @ \$35,000/ML

Accordingly, Council is now investigating other leachate reduction methods which have also included enhanced evaporation through spray misting and evaporation panels. Whilst these systems have a positive impact on leachate reduction, they are however not significant enough to provide a full reduction to the extent that Council would not be faced with future risk of storage ponds overtopping and having to resort to leachate transport and disposal to sewer.

Mount Gambier climate:

- annual daily temperature is 18.8°C
- mean annual rainfall 711.5mm, decile 9 rainfall 856mm
- mean annual pan evaporation 1341mm
- 9am mean wind speed 15.9km/h, 3pm mean wind speed 20.9km/h

Whilst Mount Gambier's climate has a yearly evaporation greater than average rainfall, because of the combined area of active tipping faces and pond surface areas, leachate ponds can contain some residual leachate at the end of summer in some years.

Council is now investigating alternative leachate reduction methods that are cost effective and environmentally sustainable and is now exploring in more detail, the possibility of a trial utilising vetiver grass as an irrigated surface on top of part of cell 2.

This document outlines in more detail the proposed vetiver grass trial and will be used to gain EPA approval for the trial.

Proposal

- Location – Caroline landfill cell 2 (refer to attached locality plan)
- Size – trial plots to be 50m x 50m (2500m²) with plants at 0.5m spacing in rows at 1.0m centres (5000 plants per plot). This trial is proposing a maximum of 2 plots (total area of 5000m²)
- Timing (commencement, trial period) – March 2018 to March 2021. Once EPA approval is obtained, commencement on establishment of the trial plots will occur immediately. Depending on the timing, initially only one plot may be established prior to winter 2018, with the second plot established in early spring when weather conditions are not likely to impact on the vetiver grass slips. However, Council is hopeful of being able to establish the 2 plots immediately this side of winter if all necessary approvals can be obtained.

Technical parameters

- Vetiver slips (*Vetiveria zizanioides*) are proposed to be purchased from *The Vetiver Nursery* (Ashby Heights, NSW) which is a nursery that specialises in growing vetiver grass for commercial applications. Upon transportation to Mount Gambier, the slips will be immediately transported to site for planting, with slips being watered with onsite bore water (if necessary) whilst awaiting planting (so that they do not dry out).
- Irrigation system. The trial plots will be irrigated by an above ground irrigation system that is designed to irrigate the area with a uniform measured irrigation rate that can be easily adjusted to change the rate of irrigation if required.

Robust and reliable impact sprinklers will be installed initially on 1.5m risers so the throw of the spray will not be impeded by grass growth. The risers will be designed to be adjusted to a greater height if required without having any impact on the irrigation rate.

The location of sprinklers shall be set out so that only the trial plot is irrigated with minimal irrigation designed to occur outside the plot area. However, it is noted that due to the effects of wind (speed and direction) there will need to be some allowance for overspray so as to ensure that the edge of the trial plot(s) remain irrigated.

The application rate of leachate irrigation will be measured via a flow meter and recorded as part of the monitoring and reporting for the trial period. Initially application rates will be set at a lower level and progressively increased once onsite monitoring confirms that the trial has additional capacity to absorb more moisture.

Irrigation will only occur in summer months when soil moisture is low and on days when rainfall is not forecast. Rate of irrigation will typically be established after a trial period to determine what is the most effective rate (i.e. delivering enough moisture without saturating the soil profile or causing surface runoff).

Whilst the soil moisture holding capacity of the soil can be typically measured based on soil analysis, insitu conditions may produce different values due to field compaction density and field moisture etc. Therefore, it has been suggested to initially increase the frequency of monitoring at the commencement of the trial in order to guard against soil saturation occurring and until such time as the soil / grass moisture saturation point is determined.

Soil moisture will be measured using onsite moisture probes and irrigation rates measured via a flow meter.

- Irrigation rates. As an example, an initial irrigation rate of approximately 10mm/day will be used with adjustments made accordingly. Therefore, over a trial plot area of 2500m² and watering over 5 days per 7 days, this will deliver 125KL of leachate per plot/week. Assuming that irrigation can occur over the period November to March, this will allow for a possible irrigation of approximately 1ML/month or 4ML/ 4 month summer period. This equates to approximately 54% of total leachate storage for Caroline Landfill.

In past years, Council has experienced a maximum residual leachate storage volume of around 45%, so this trial has the potential to cater for all residual leachate. However, it should be noted that 10mm/day may not be achievable and actual values could be significantly higher or lower and also the irrigation period may be longer or shorter. Therefore, considering the variability of the factors in this trial, a reasonable irrigation range should be suggested based on a percentage plus or minus (say +/- 30%). It is therefore suggested that a typical summer period could dispose of between 2.8 – 5.2ML of leachate through this trial system.

- Monitoring of the trial will occur by installing moisture sensors throughout the plot area and also down gradient of the plot site in order to monitor soil

moisture levels. It is proposed to install sensors in 2 separate locations per plot, plus one down gradient and outside each plot area. Moisture sensors will be set at various depths to enable measurement and comparison of soil moisture through the soil profile. Digital soil moisture sensors are very effective at logging moisture data that can be periodically downloaded with a plug in data logger or even read in real time through wireless technology.

Weather conditions (wind speed and direction, temperature, precipitation) will be monitored using the existing weather station located at Caroline Landfill.

- Recording of measurements. All measurements and readings from site data will be recorded either electronically or manually (i.e. plant growth) and entered into a spreadsheet for better reporting purposes (i.e. graphical representation of various trends over time).
- Items regularly recorded will include irrigation volumes and rates, grass growth rates, soil moisture, harvest yields and analysis.
- Reporting of site measurements for various trends will be reported in a 3 monthly report submitted to the EPA for information, but with other data being available on an as needs basis. These reports will be prepared in-house by Council staff.
- Post-trial (expectations, learnings, modifications, continuation of trial). Whilst ongoing monitoring and reporting will occur during the trial period, on completion of the trial, a final report will be prepared with the findings of the trial and a recommended course of action for either continuing on with the leachate treatment and disposal system or altering or abandoning for another system
- Expansion of additional plot area. It is not proposed to expand the trial plot area beyond the 5000m², until there is sufficient evidence that the trial is successful and that the EPA approves any expansion or continuance of the disposal system.

Objectives of trial

The purpose of the vetiver grass leachate disposal trial is to continue Council's commitment to find more sustainable practices in leachate management. More specifically, this trial is aimed at achieving the following objectives;

- Onsite leachate management & disposal system that could be employed longer term
- Reduce current onsite leachate volumes in an environmentally sensitive way
- Avoid costs of carting and disposing leachate offsite
- Reduce council's environmental footprint associated with offsite disposal of leachate
- Reduce the financial burden for leachate management and disposal

- Employ an alternative use for capped landfill cells

Risks and risk control measures

As with any trial, there are numerous risks that Council needs to be aware of. The following table is a list of the identified risks with the vetiver grass trial and a suggested control measure to reduce the consequence of any identified risk to an acceptable and manageable level.

Risk	Control Measure
Grass doesn't grow – frost, lack of water, competition from other grasses / weeds	Ensure planting time period avoids frost periods and the grass has time to establish before onset of frosty weather. Manage other grasses and weeds through regular weeding programs by the application of herbicides, mowing or hand weeding (if required). Note, once the vetiver grass is established and growing, other grasses such as kikuyu will only grow if they can tolerate the leachate. It may be proven that leachate is the only control measure for weed / grass management that is required. Ensure irrigation system is setup and is functional before planting grass. Have backup watering system available, i.e. water cart or onsite irrigation bore.
Runoff of leachate from irrigated area	Reduce irrigation and ensure application rates of leachate are monitored daily. Monitoring to include meters, moisture probes and physical inspections of trial site. Only irrigate when Landfill operator is present onsite Install soil bund on northern face of cell 2 to direct surface runoff to leachate drain on west side of cell 2 which will capture excess leachate and return it to leachate ponds.
Trial grass requires more moisture than is available from leachate storage	Use onsite bore system or council water cart. Note. Given that vetiver grass is highly drought tolerant, it is not expected that lack of moisture will be a high risk for this trial.
Grass grows higher than expected and disrupts overhead irrigation system	Design sprinkler system to be vertically adjustable to raise sprinklers above grass height Maintain grass height to below sprinklers
Grass contains high levels of heavy metals and will be evident in biomass of cut	Dispose of cut grass to landfill cell Investigate alternative offsite disposal options (if necessary)

grass	
Dormancy of grass plot through winter months leading to no photosynthesis and moisture uptake	Trial plot not to be irrigated during winter (dormant) periods. Monitor grass growth to determine periods of dormancy.
Irrigation rates may be higher or lower than required	Monitor trial plots via flowmeter / moisture probes and adjust irrigation rate to suit climatic conditions
Trial plot located outside of capped landfill cell	Locate trial plot by geographic survey to ensure it is located in confines of cell 2 engineered cap.
Leachate not suitable for irrigation onto Vetiver grass	Leachate chemical analysis from Caroline Landfill has been compared to the leachate used in the Stott's Creek Landfill disposal system, with all Caroline landfill leachate values well below the target values reported in the Stott's Creek system. Stott's Creek landfill leachate disposal system has not caused any adverse concerns for vetiver grass growth due to toxicity of leachate so there is no reason why the leachate at Caroline landfill should cause any issues
Mount Gambier climate may not be suitable for vetiver grass growth	Research indicates that vetiver grass has a great tolerance to extreme climatic variations such as prolonged drought, flood, submergence and temperature levels ranging from -20°C to 55°C (ref Truong et al 2004, report extract from <i>Vetiver phytoremediation technology for rehabilitating Shiraz landfill, Iran</i>)
Vetiver grass spreads to other areas of landfill site and becomes uncontrollable	Vetiver grass is a non – invasive plant. It produces neither stolons nor rhizomes and has to be established vegetatively by root subdivisions or slips. Vetiver can be killed easily by spraying with glyphosate or uprooting and drying out.

Trial period, measurements and reporting

In order to measure the success of the trial it is important to report on the final outcomes but also to be able to gauge the success (or otherwise) of the trial as it progresses over time. An ongoing monitoring and measuring program will be used to provide data for future discussion and consideration with the following parameters setting the basis for data capture and reporting:

- Measure & record daily irrigation rates to trial plot – via flow meter
- Measure & record moisture in soil profile (at various depths) in trial plot
- Measure and record moisture in soil profile (at various depths) down gradient of trial plot
- Measure and record growth rate of vetiver grass above ground
- Measure and record rainfall values at site (via onsite weather station)

- Lab assessment of biomass to determine heavy metals etc. (harvest yields and analysis)

Cost of proposed trial

• Supply of 10,000 Vetiver grass slips	\$39,000
• Preparation and planting of grasses	\$4,500
• Supply and Installation of irrigation system	\$26,000
• Supply and installation of moisture monitoring system	\$8,500/yr
Total	<u>\$78,000</u>

Attachments

- Plan of plot layout
- Chemical analysis of landfill leachate – Caroline
- Stott's Creek landfill extract report & additional information

Additional Information for EPA

Risk assessment for issues surrounding long term irrigation of cap with leachate

Risk	Control Measures
Erosion of cap due to long term irrigation combined with effects of rain events	Soil moisture probes installed within the trial plot will establish baseline moisture levels and combined with visual inspections, allow for the determination of the optimum irrigation rates of leachate in order to prevent erosion occurring. Soil moisture will be used to control application of leachate (in periods where rainfall is likely to increase moisture levels which could lead to erosion). No irrigation to occur on days where rainfall is forecast or where soil moisture levels have increased to levels that may lead to erosion. Vetiver grass has long been proven to be effective in trapping silts and sediments from being washed off un-vegetated embankments and this is one of the main applications of the grass species. Given that vetiver grass is predominantly used to stabilize soil and prevent erosion, this material will greatly assist in preventing erosion of the landfill cap irrespective of whether leachate is being irrigated or not. The application of leachate via a controlled irrigation system is unlikely to cause erosion on its own, unlike rainfall events that can be unpredictable and highly intense which can cause soil erosion. The use of vetiver grass will help to stabilize the soil cap and minimize the potential for erosion to occur and combined with monitoring of soil moisture for the duration of the trial, is likely to reduce the risk of erosion of the cap.
Slope stability issues from furrow planting and root intrusions into capping profile	Vetiver grass is used extensively worldwide to stabilize embankments and prevent soil erosion. This occurs due to the high tensile strength in the plants roots which act to bind the soil particles together. Whilst the vetiver roots are fast growing and can grow up to

	3 metres in depth when in search of moisture, by maintaining soil moisture within the upper layers of the cap profile (ie the layers above the clay) then it is not expected that the roots will go down into the densely compacted clay layers searching for moisture. Monitoring of root growth will be undertaken as part of the trial by regularly removing a number of vetiver slips to measure the root growth. Should extensive root growth start to compromise the clay cap, then grasses will be either sprayed with glyphosate to kill them off or physically removed from the cap and safely disposed.
Buildup of contaminants in the capping profile due to long term irrigation of leachate	Vetiver grass is highly efficient at removing heavy metals and nutrients from contaminated soil and storing within the plant biomass for later use or disposal. Documented research has proven the success of soil remediation through phytoextraction whereby the uptake of heavy metals from the surrounding soil occurs and the metals are stored in the plant biomass. Vetiver is very effective at this due to its high tolerance to landfill leachate. In addition, research has also shown that vetiver can reduce soluble Phosphorous by up to 97% after 3 weeks and soluble Nitrogen by up to 74% after 5 weeks. As part of the trial, soil material from with the trial cap will be chemically tested for heavy metals and other concentrates (as part of the groundwater monitoring program for the landfill) in order to ensure no significant buildup of material within the soil capping layers that is likely to cause environmental harm. Testing of the biomass will also occur to determine the vetiver grasses ability to store various metals and nutrients within the plant biomass. Should levels within the biomass exceed safe levels and be considered to be classed as hazardous, then the biomass shall be removed from the cap and safely disposed of within the active landfill cell. Likewise, should the soil within the clay cap become contaminated to the point of increased risk of environmental harm occurring, then this material shall be removed from the cap and used within the active landfill cell as daily / intermediate cover.

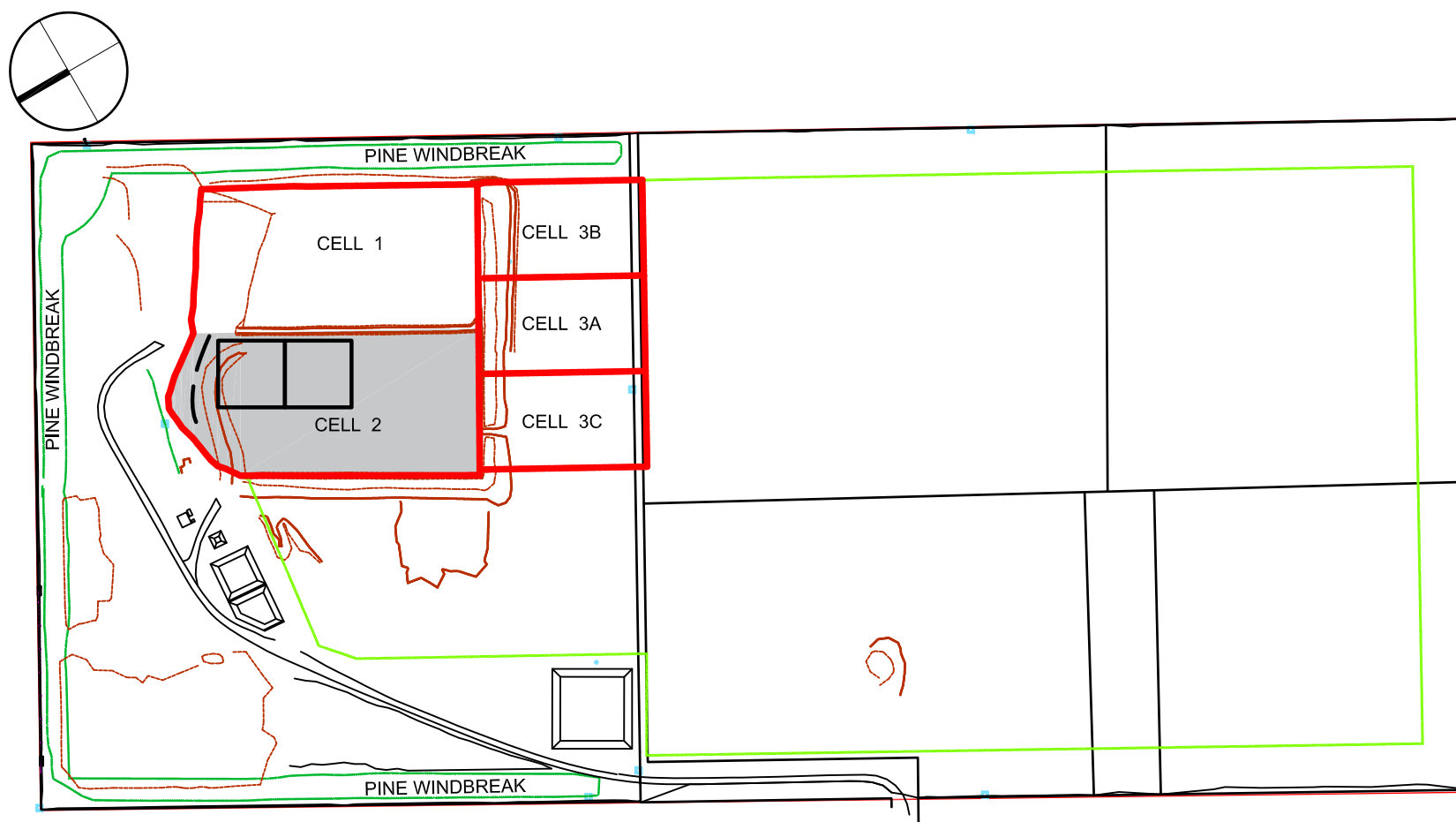


VETIVER GRASS LEACHATE DISPOSAL SYSTEM

Drawing No.	DRAWING TITLE
1 of 3	SITE LAYOUT AND GENERAL NOTES
2 of 3	CELL 2 TRIAL PLOTS
3 of 3	VETIVER GRASS LAYOUT PLAN

GENERAL NOTES

1. THE DESIGN DRAWINGS ARE TO BE READ AS A SET AND IN CONJUNCTION WITH CONSTRUCTION QUALITY PLAN AND SPECIFICATIONS PROVIDED.



SITE PLAN
SCALE 1:5

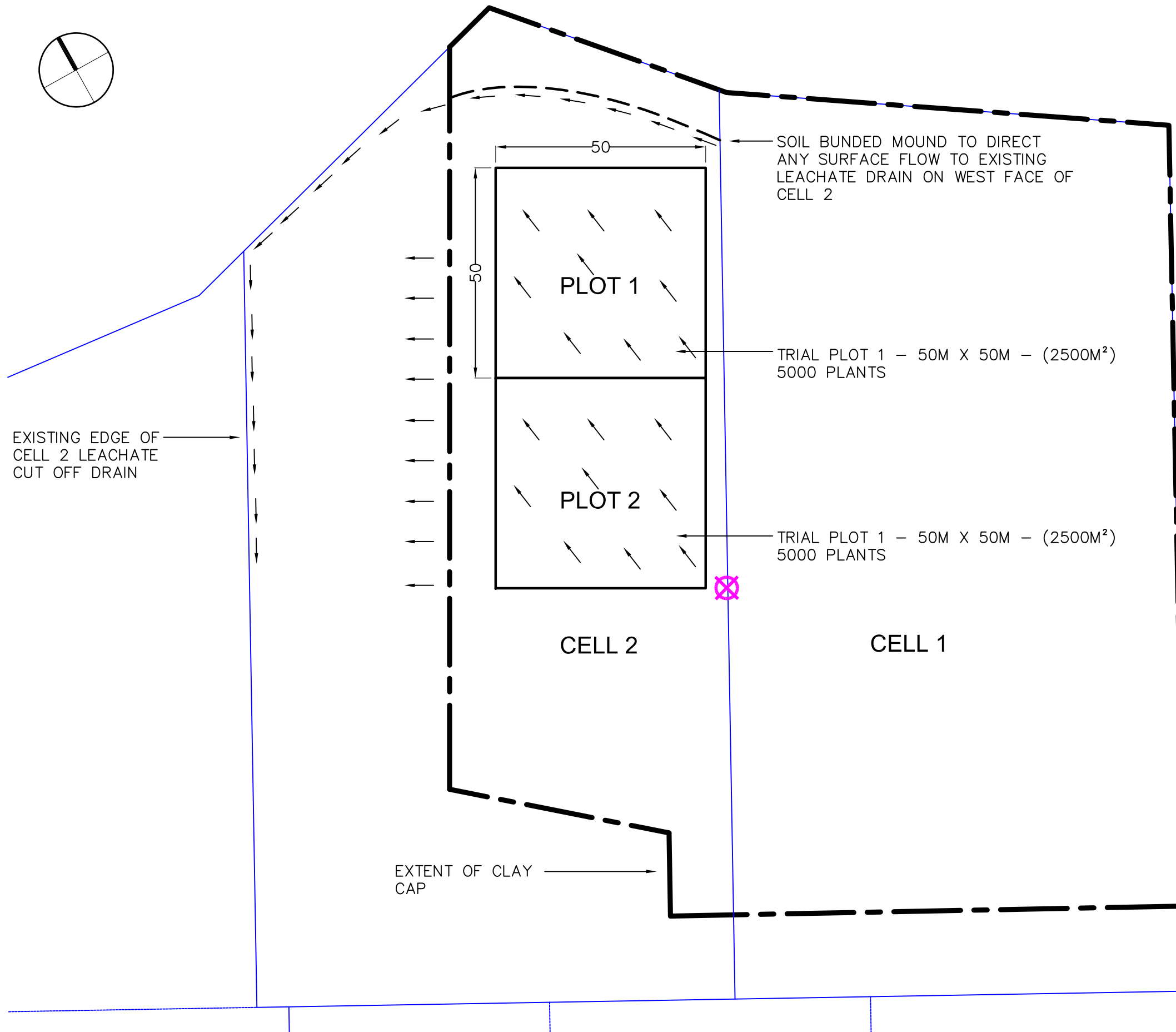
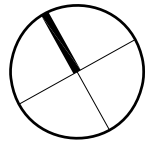


Drawn by SG FEB 2018
Designed by

Approved by
Co-ordinates
Height Datum
Level book
CAD ref
Survey ref

CITY OF MOUNT GAMBIER
CAROLINE LANDFILL
VETIVER GRASS TRIAL

Scale as shown	Sheet No 1 OF 3
Plan No	



LEGEND

- CELL BOUNDARY
- EXISTING CAPPING (CELL 1)
- CAPPING EXTENT
- SOIL BUND
- EXISTING CELL 1 AND 2 LEACHATE PUMP

NOTES

- VETIVER GRASS TO BE PLANTED IN ROWS AT 1M SPACING WITH GRASSES PLANTED AT 0.5m CENTRES.
- STORMWATER BUND 0.3m HIGH AND 0.5M WIDE TO BE GRADED TO DIRECT WATER TO THE WEST SIDE OF THE CELL.
- SPRAY IRRIGATION SYSTEM DESIGNED TO DELIVER 10mm/HOUR TO IRRIGATION AREA VIA OVERHEAD SPRAYS.



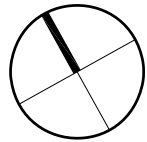
Drawn by SG FEB 2018
Designed by

Approved by
Co-ordinates
Height Datum
Level book
CAD ref
Survey ref

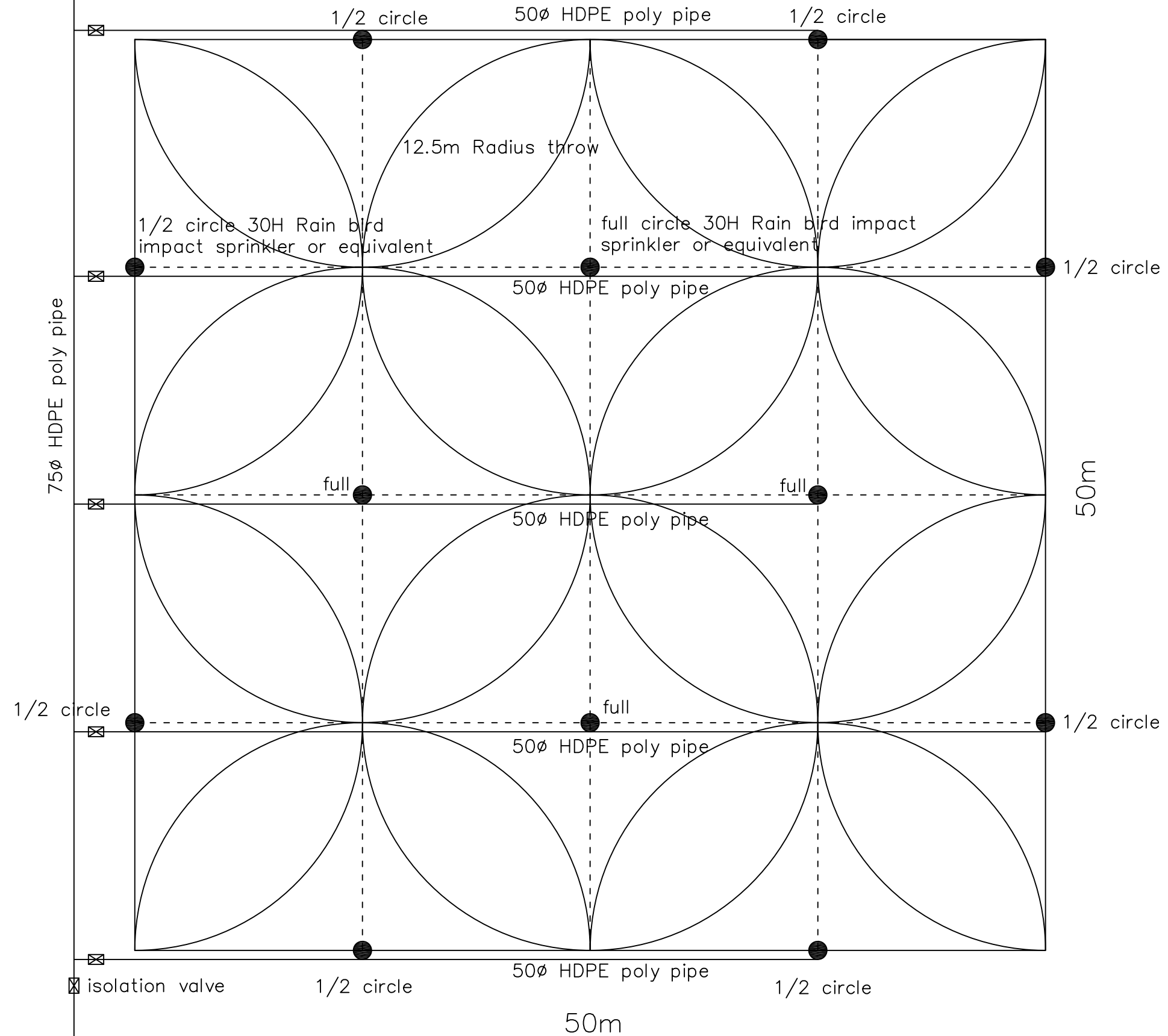
CITY OF MOUNT GAMBIER
CAROLINE LANDFILL
PLOT LOCATION

Scale 1:1000
Sheet No 2 OF 3

Plan No



grass planted in rows at 1.0m centres. Plant spacing at 0.5m centres.



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Survey ref

CITY OF MOUNT GAMBIER
CAROLINE LANDFILL
GRASS TRIAL LAYOUT PLAN

Scale 1:250
Sheet No 3 OF 3
Plan No



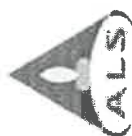
Pond 1 Pond 2 Pond 3

Analytical Results

Sub-Matrix: WATER (Matrix: WATER)

Average

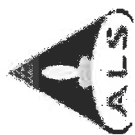
Compound	C/S Number	LOR	Unit	Client sample ID	LP1_1/5/13 01-MAY-2013 14:00 EMI1304572-001	LP2_1/5/13 01-MAY-2013 14:00 EMI1304572-002	LP3_1/5/13 01-MAY-2013 14:00 EMI1304572-003	SUMP_1/5/13 01-MAY-2013 14:00 EMI1304572-004
pH Value		0.01	pH Unit		8.47	9.23	9.07	7.85
Total Dissolved Solids @ 180 °C								
		10	mg/L		8450	1300	1640	8870
Suspended Solids (SS)								
		5	mg/L		98	314	92	54
Anion: Alkalinity by DC Titration								
Hydroxide Alkalinity as CaCO ₃	DMO-210-001	1	mg/L		<1	<1	<1	<1
Carbonate Alkalinity as CaCO ₃	3812-32-6	1	mg/L		108	84	87	<1
Bicarbonate Alkalinity as CaCO ₃	71-52-3	1	mg/L		3070	302	404	4850
Total Alkalinity as CaCO ₃		1	mg/L		3180	386	491	4850
Sulfate as SO ₄ - Turbidimetric								
	14805-79-9	1	mg/L		191	18	13	580
Chloride Discrete analyser								
	16987-90-1	1	mg/L		1630	516	670	1810
Dissolved Major Cations								
Calcium	7440-70-2	1	mg/L		38	18	11	59
Magnesium	7439-95-4	1	mg/L		89	35	43	91
Sodium	7440-23-5	1	mg/L		1330	306	425	1480
Potassium	7440-09-7	1	mg/L		624	127	168	681
Dissolved Metals by ICP-AES								
Cadmium	7440-43-9	0.001	mg/L		0.0001	<0.0001	<0.0001	0.0002
Chromium	7440-47-3	0.001	mg/L		0.026	<0.001	<0.001	0.030
Copper	7440-50-8	0.001	mg/L		0.002	0.002	<0.001	0.008
Lead	7439-92-1	0.001	mg/L		<0.001	<0.001	<0.001	<0.001
Zinc	7440-66-6	0.005	mg/L		0.047	<0.005	0.006	0.260
Iron	7439-89-6	0.05	mg/L		0.90	0.19	<0.05	0.91
Dissolved Metals by ICP-AES								
Aluminium	7429-90-5	0.01	mg/L		0.21	0.71	0.04	0.09
Barium	7440-39-3	0.001	mg/L		0.046	0.038	0.005	0.086
Cadmium	7440-43-9	0.001	mg/L		0.0003	<0.0001	<0.0001	0.0004
Chromium	7440-47-3	0.001	mg/L		0.027	0.002	<0.001	0.037
Copper	7440-50-8	0.001	mg/L		0.006	0.005	0.002	0.015
Lead	7439-92-1	0.001	mg/L		0.002	0.002	<0.001	<0.001



Analytical Results

Sub-Matrix: WATER (Matrix: WATER)							
Client sample ID		Client sampling date / time		LP1_1/5/13	LP2_1/5/13	LP3_1/5/13	SUMP_1/5/13
CAS Number	LOR	Unit		01-MAY-2013 14:00 EM1304572-001	01-MAY-2013 14:00 EM1304572-002	01-MAY-2013 14:00 EM1304572-003	01-MAY-2013 14:00 EM1304572-004
EQ0201: Total Metals by ICP-MS - Continued							
Manganese	7439-96-5	0.001	mg/L	0.083	0.144	0.023	0.162
Nickel	7440-02-0	0.001	mg/L	0.149	0.011	0.015	0.204
Silver	7440-22-4	0.001	mg/L	<0.001	<0.001	<0.001	<0.001
Tin	7440-31-5	0.001	mg/L	0.003	<0.001	<0.001	0.006
Zinc	7440-66-6	0.005	mg/L	0.100	0.088	0.008	0.392
Boron	7440-42-8	0.05	mg/L	1.64	0.35	0.33	1.82
Iron	7439-89-6	0.05	mg/L	2.10	2.27	0.21	1.46
EQ0351: Total Recoverable Mercury by FIMS							
Mercury	7439-97-6	0.0001	mg/L	<0.0001	<0.0001	<0.0001	<0.0001
EQ0501: Total Hexavalent Chromium							
Hexavalent Chromium	18540-23-3	0.01	mg/L	<0.01	<0.01	<0.01	<0.01
EX0205F: Total CN by Segmented Flow Analyser							
Total Cyanide	57-12-5	0.004	mg/L	<0.004	<0.004	<0.004	0.007
EX055G: Ammonia as N by Discrete Analyser							
Ammonia as N	7664-41-7	0.01	mg/L	286	1.46	1.46	743
EX067G: Nitrite as N by Discrete Analyser							
Nitrite as N		0.01	mg/L	0.30	<0.01	<0.01	16.1
EX058G: Nitrate as N by Discrete Analyser							
Nitrate as N	1479-55-8	0.01	mg/L	<0.01	<0.01	<0.01	1.70
EX058G: Nitrite plus Nitrate as N (NOx) by Discrete Analyser							
Nitrite + Nitrate as N		0.01	mg/L	0.30	<0.01	<0.01	17.8
EX061G: Total Kjeldahl Nitrogen By Discrete Analyser							
Total Kjeldahl Nitrogen as N		0.1	mg/L	844	45.4	20.0	1710
EX067G: Total Phosphorus as P by Discrete Analyser							
Total Phosphorus as P		0.01	mg/L	3.55	3.02	0.88	1.09
EQ0201: Total Metals by ICP-MS - Continued							
Total Anions		0.01	meq/L	113	22.6	29.0	160
Total Cations		0.01	meq/L	114	20.3	26.9	160
Total Cations		0.01	meq/L	114	6.37	3.79	4.88
Ionic Balance		0.01	%	2.98			
Ionic Balance		0.01	%				
EP006: Total Organic Carbon (TOC)							
Total Organic Carbon		1	mg/L	302	140	92	274

2.42



Analytical Results

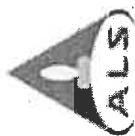
Sub-Matrix: WATER (Matrix: WATER)				Client sample ID		LP1_1/5/13		LP2_1/5/13		LP3_1/5/13		SUMP_1/5/13	
Client sampling date / time		CAS Number		LOR	Unit	01-MAY-2013 14:00		01-MAY-2013 14:00		01-MAY-2013 14:00		01-MAY-2013 14:00	
Compound						EM1304572-001	EM1304572-002	EM1304572-003	EM1304572-004				
EP010: Formaldehyde													
Formaldehyde	50-00-0	0.1	mg/L	0.3	0.2	0.1	0.2						
EP020: Oil and Grease (O&G)													
Oil & Grease		5	mg/L	<5	<5	<5							
EP030: Biochemical Oxygen Demand (BOD)													
Biochemical Oxygen Demand		2	mg/L	21	22	29	41						
EP068A: Organochlorine Pesticides (OC)													
alpha-BHC	319-84-8	0.5	µg/L	<0.5	<1.0	<0.5							
Hexachlorobenzene (HCB)	118-74-1	0.5	µg/L	<0.5	<1.0	<0.5							
beta-BHC	319-85-7	0.5	µg/L	<0.5	<1.0	<0.5							
gamma-BHC	58-89-9	0.5	µg/L	<0.5	<1.0	<0.5							
delta-BHC	319-86-8	0.5	µg/L	<0.5	<1.0	<0.5							
Heptachlor	76-44-8	0.5	µg/L	<0.5	<1.0	<0.5							
Aldrin	309-00-2	0.5	µg/L	<0.5	<1.0	<0.5							
Heptachlor epoxide	1024-57-3	0.5	µg/L	<0.5	<1.0	<0.5							
trans-Chlordane	5103-74-2	0.5	µg/L	<0.5	<1.0	<0.5							
alpha-Endosulfan	959-98-8	0.5	µg/L	<0.5	<1.0	<0.5							
cis-Chlordane	5103-71-9	0.5	µg/L	<0.5	<1.0	<0.5							
Dieldrin	6057-1	0.5	µg/L	<0.5	<1.0	<0.5							
4,4'-DDE	72-55-9	0.5	µg/L	<0.5	<1.0	<0.5							
Endrin	72-20-8	0.5	µg/L	<0.5	<1.0	<0.5							
beta-Endosulfan	33213-65-9	0.5	µg/L	<0.5	<1.0	<0.5							
4,4'-DDD	72-54-8	0.5	µg/L	<0.5	<1.0	<0.5							
Endrin aldehyde	7421-93-4	0.5	µg/L	<0.5	<1.0	<0.5							
Endosulfan sulfate	1031-07-8	0.5	µg/L	<0.5	<1.0	<0.5							
4,4'-DDT	50-29-3	2.0	µg/L	<2.0	<4.0	<2.0							
Endrin ketone	53494-70-5	0.5	µg/L	<0.5	<1.0	<0.5							
Methoxychlor	72-43-5	2.0	µg/L	<2.0	<4.0	<2.0							
Total Chlordane (sum)		0.5	µg/L	<0.5	<1.0	<0.5							
Sum of DDD + DDE + DDT		0.5	µg/L	<0.5	<1.0	<0.5							
Sum of Aldrin + Dieldrin	309-00-2/60-57-1	0.5	µg/L	<0.5	<1.0	<0.5							
EP068B: Organophosphorus Pesticides (OP)													
Dichlorvos	62-73-7	0.5	µg/L	<0.5	<1.0	<0.5							
Demeton-S-methyl	919-86-8	0.5	µg/L	<0.5	<1.0	<0.5							



Analytical Results

Substrate: WATER (Main: WATER)

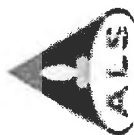
Compound	CAS Number	LOR	Client sample ID	Client sampling date / time	LP1_1/5/13	LP2_1/5/13	LP3_1/5/13	SUMP_1/5/13
EPO74A: Monocyclic Aromatic Hydrocarbons - Continued								
n-Butylbenzene	101-81-8	5	µg/L		<5	<5	<5	<5
EPO74B: Oxygenated Compounds								
Vinyl Acetate	108-05-4	50	µg/L		<50	<50	<50	<50
2-Butanone (MEK)	78-93-3	50	µg/L		<50	<50	<50	<50
4-Methyl-2-pentanone (MIBK)	108-10-1	50	µg/L		<50	<50	<50	<50
2-Hexanone (MEK)	591-78-6	50	µg/L		<50	<50	<50	<50
EPO74C: Sulfonated Compounds								
Carbon disulfide	75-15-0	5	µg/L		<5	<5	<5	<5
EPO74D: Fumigants								
2,2-Dichloropropane	594-20-7	5	µg/L		<5	<5	<5	<5
1,2-Dichloropropane	78-87-5	5	µg/L		<5	<5	<5	<5
cis-1,3-Dichloropropylene	10061-01-5	5	µg/L		<5	<5	<5	<5
trans-1,3-Dichloropropylene	10061-02-6	5	µg/L		<5	<5	<5	<5
1,2-Dibromoethane (EDB)	106-93-4	5	µg/L		<5	<5	<5	<5
EPO74E: Halogenated Aliphatic Compounds								
Dichlorodifluoromethane	75-71-8	50	µg/L		<50	<50	<50	<50
Chloromethane	74-87-3	50	µg/L		<50	<50	<50	<50
Vinyl chloride	75-01-4	50	µg/L		<50	<50	<50	<50
Bromomethane	74-83-9	50	µg/L		<50	<50	<50	<50
Chloroethane	75-00-3	50	µg/L		<50	<50	<50	<50
Trichlorofluoromethane	75-69-4	50	µg/L		<50	<50	<50	<50
1,1-Dichloroethene	75-35-4	5	µg/L		<5	<5	<5	<5
Iodomethane	74-88-4	5	µg/L		<5	<5	<5	<5
trans-1,2-Dichloroethene	156-60-5	5	µg/L		<5	<5	<5	<5
1,1-Dichloroethane	75-34-3	5	µg/L		<5	<5	<5	<5
cis-1,2-Dichloroethene	156-59-2	5	µg/L		<5	<5	<5	<5
1,1,1-Trichloroethane	71-55-6	5	µg/L		<5	<5	<5	<5
1,1-Dichloropropylene	563-58-6	5	µg/L		<5	<5	<5	<5
Carbon Tetrachloride	56-23-5	5	µg/L		<5	<5	<5	<5
1,2-Dichloroethane	107-08-2	5	µg/L		<5	<5	<5	<5
Trichloroethene	79-01-6	5	µg/L		<5	<5	<5	<5
Dibromomethane	74-95-3	5	µg/L		<5	<5	<5	<5
1,1,2-Trichloroethane	79-00-5	5	µg/L		<5	<5	<5	<5



Analytical Results

Sub-Matrix: WATER (Matrix: WATER)

Compound		CAS Number	LOR	Client sample ID	Client sampling date / time	LP1_1/5/13	LP2_1/5/13	LP3_1/5/13	SUMP_1/5/13
EP074/E: Halogenated Aliphatic Compounds - Continued									
1,3-Dichloropropane		142-28-9	5	µg/L		<5	<5	<5	<5
Tetrachloroethene		127-18-4	5	µg/L		<5	<5	<5	<5
1,1,1,2-Tetrachloroethane		630-20-6	5	µg/L		<5	<5	<5	<5
trans-1,4-Dichloro-2-butene		110-57-6	5	µg/L		<5	<5	<5	<5
cis-1,4-Dichloro-2-butene		1476-11-5	5	µg/L		<5	<5	<5	<5
1,1,2,2-Tetrachloroethane		78-34-5	5	µg/L		<5	<5	<5	<5
1,2,3-Trichloropropane		96-18-4	5	µg/L		<5	<5	<5	<5
Pentachloroethane		76-01-7	5	µg/L		<5	<5	<5	<5
1,2-Dibromo-3-chloropropane		96-12-8	5	µg/L		<5	<5	<5	<5
Hexachlorobutadiene		87-68-3	5	µg/L		<5	<5	<5	<5
EP074/F: Halogenated Aromatic Compounds									
Chlorobenzene		108-90-7	5	µg/L		<5	<5	<5	<5
Bromobenzene		106-86-1	5	µg/L		<5	<5	<5	<5
2-Chlorotoluene		95-49-8	5	µg/L		<5	<5	<5	<5
4-Chlorotoluene		106-43-4	5	µg/L		<5	<5	<5	<5
1,3-Dichlorobenzene		541-73-1	5	µg/L		<5	<5	<5	<5
1,4-Dichlorobenzene		106-46-7	5	µg/L		<5	<5	<5	<5
1,2-Dichlorobenzene		95-50-1	5	µg/L		<5	<5	<5	<5
1,2,4-Trichlorobenzene		120-82-1	5	µg/L		<5	<5	<5	<5
1,2,3-Trichlorobenzene		87-61-6	5	µg/L		<5	<5	<5	<5
EP074/G: Halogenated Aromatic Compounds									
Chloroform		67-66-3	5	µg/L		<5	<5	<5	<5
Bromodichloromethane		75-27-4	5	µg/L		<5	<5	<5	<5
Dibromochloromethane		124-48-1	5	µg/L		<5	<5	<5	<5
Bromoform		75-25-2	5	µg/L		<5	<5	<5	<5
EP074/H: Naphthalene									
Naphthalene		81-20-3	7	µg/L		<7	<7	<7	<7
EP074/I: Phenolic Compounds									
Phenol		108-95-2	1.0	µg/L		<1.0	<1.0	<1.0	<1.0
2-Chlorophenol		95-57-8	1.0	µg/L		<1.0	<1.0	<1.0	<1.0
2-Methylphenol		95-48-7	1.0	µg/L		<1.0	<1.0	<1.0	<1.0
3- & 4-Methylphenol		1319-77-3	2.0	µg/L		<2.0	<2.0	<2.0	<2.0
2-Nitrophenol		88-75-5	1.0	µg/L		<1.0	<1.0	<1.0	<1.0



Analytical Results

Sub-Matrix: WATER (Matrix: WATER)

Compound	CAS Number	LOR	Client sample ID	LP1_1/5/13	LP2_1/5/13	LP3_1/5/13	SUMP_1/5/13
Phenolic Compounds - Continued							
2,4-Dimethylphenol	105-67-9	1.0	µg/L	<1.0	<1.0	<1.0	<1.0
2,4-Dichlorophenol	120-83-2	1.0	µg/L	<1.0	<1.0	<1.0	<1.0
2,6-Dichlorophenol	87-65-0	1.0	µg/L	<1.0	<1.0	<1.0	<1.0
4-Chloro-3-Methylphenol	59-50-7	1.0	µg/L	<1.0	<1.0	<1.0	<1.0
2,4,6-Trichlorophenol	88-06-2	1.0	µg/L	<1.0	<1.0	<1.0	<1.0
2,4,5-Trichlorophenol	95-95-4	1.0	µg/L	<1.0	<1.0	<1.0	<1.0
Pentachlorophenol	87-86-5	2.0	µg/L	<2.0	<2.0	<2.0	<2.0
EP0801071: Total Petroleum Hydrocarbons							
C6 - C9 Fraction		20	µg/L	<20	<20	<20	30
C10 - C14 Fraction		50	µg/L	640	<50	<50	800
C15 - C28 Fraction		100	µg/L	1840	580	210	2600
C29 - C38 Fraction		50	µg/L	180	400	80	170
C10 - C38 Fraction (sum)		50	µg/L	2660	980	270	3570
EP0801071: Total Recoverable Hydrocarbons - NEPM 2010 Draft							
C6 - C10 Fraction		20	µg/L	<20	<20	<20	<20
>C10 - C16 Fraction		100	µg/L	950	210	<100	1230
>C16 - C34 Fraction		100	µg/L	1660	740	240	2270
>C34 - C40 Fraction		100	µg/L	<100	170	<100	<100
C6 - C40 Fraction (sum)		100	µg/L	2610	1120	240	3500
EP06688: Organochlorine Pesticide Surrogate							
Dibromodioxin	21655-73-2	0.1	%	68.0	62.0	87.0	68.0
EP06687: Organophosphorus Pesticide Surrogate							
DEF	78-45-5	0.1	%	73.0	88.0	90.0	109
EP0745: VOC Surrogates							
1,2-Dichloroethane-D4	17060-07-0	0.1	%	123	113	110	124
Toluene-D8	2037-20-5	0.1	%	111	104	102	126
4-Bromobromobenzene	460-00-4	0.1	%	94.3	86.9	85.6	103
EP0751S1M1S: Phenolic Compound Surrogates							
Phenol-d5	13127-82-3	0.1	%	36.4	17.7	20.5	12.0
2-Chlorophenol D4	93951-73-6	0.1	%	60.0	32.3	27.9	38.8
2,4,6-Tribromophenol	118-79-5	0.1	%	114	63.5	99.7	93.9
EP0751S1M1T: PAH Surrogates							
2-Fluorobiphenyl	321-80-8	0.1	%	83.8	57.8	86.5	92.6

Table 1 Long term average levels of pollutants in Stotts Creek Leachate

Test	Units	Levels (ranges)	Caroline maximum levels
pH	-	7.2 - 9.3	~~8.92~~ 9.23
Conductivity	μScm^{-1}	199 - 11,150	
Alkalinity (Total)		256 - 1 262	
Redox Potential	Mv	-86 - +144	
Dissolved Oxygen	mg/L	0.2 - 30	
Nitrate	mg/L	<0.01 - 10.5	0.30
Nitrite	mg/L	1.4 - 5.9	0.30
Ammonia	mg/L	0.01 - 410	286
Total N	mg/L	31.8 - 48.1	
* Total Phosphorus	mg/L	0.04 - 3.5	~~2.42~~ 3.55
Chloride	mg/L	215 - 1700	11630
Fluoride	mg/L	0.2 - 1.1	
Sodium	mg/L	153 - 2680	1330
Calcium	mg/L	<1 - 658	38
Potassium	mg/L	78 - 1650	624
Magnesium	mg/L	20 - 96	29
Sulphate	mg/L	3.8 - 134	191
BOD	mg/L	<2 - 640	29
Total Suspended Solids	mg/L	6 - 3243	314
Total Organic Carbon	mg/L	43 - 1440	302
Aluminum	mg/L	<0.1 - 1.0	0.71
Arsenic	mg/L	<0.01 - 0.12	
Boron	mg/L	0.5 - 2.1	1.64
Cadmium	mg/L	<0.01 - 0.03	0.0003
Copper	mg/L	<0.01 - 0.06	0.006
Chromium	mg/L	0.01 - 0.34	0.026
Iron	mg/L	0.09 - 7.0	0.19
Lead	mg/L	<0.01 - 0.03	0.002
Manganese	mg/L	0.01 - 1.74	0.144
Mercury	mg/L	<0.0001 - 0.001	<0.0001
Zinc	mg/L	<0.1 - 0.4	0.10

Table 2 ANZECC guideline levels as compared with average levels of pollutants in leachate

Test	Units	Levels (ranges)	ANZECC
pH	-	7.2 - 9.3	4 - 9
Conductivity	μScm^{-1}	199 - 11,150	750
Total N	mg/L	31.8 - 48.1	0.35
Total Phosphorus	mg/L	0.04 - 3.5	0.025
Chloride	mg/L	215 - 1700	700
Fluoride	mg/L	0.2 - 1.1	4
Sodium	mg/L	153 - 2680	460
Sulphate	mg/L	3.8 - 134	1 000
BOD	mg/L	<2 - 640	20
Aluminum	mg/L	<0.1 - 1.0	20
Arsenic	mg/L	<0.01 - 0.12	2
Cadmium	mg/L	<0.01 - 0.03	0.5
Copper	mg/L	<0.01 - 0.06	5
Chromium	mg/L	0.01 - 0.34	1
Iron	mg/L	0.09 - 7.0	10
Lead	mg/L	<0.01 - 0.03	2
Manganese	mg/L	0.01 - 1.74	10
Mercury	mg/L	<0.0001 - 0.001	0.002
Zinc	mg/L	<0.1 - 0.4	5
Total Suspended Solids	mg/L	6 - 3 243	30

* limit exceeded stotts creek values

Landfill Leachate Disposal with Irrigated Vetiver Grass

Ian Percy¹, and Paul Truong²

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²*Veticon Consulting, Brisbane, Queensland, Australia*

Abstract: Stotts Creek Landfill is a major waste depot of the Tweed Shire receiving wastes from both Tweed Heads and Murwillumbah townships and neighboring local government areas. Disposal of leachate is a major concern of the Shire as the landfill site is close to agricultural areas. An effective and low cost leachate disposal system is needed, particularly during summer high rainfall season.

As vetiver grass has a very high water use and nutrient uptake rates, and it is tolerant to elevated levels of heavy metals and other adverse conditions, it is best suited for effluent and leachate disposal.

Leachate quality at Stotts Creek Landfill is low in heavy metals but relatively high in salts and nutrients. Currently leachate and runoff from the landfill site are stored in ponds at the foot of the mound. During dry periods the leachate is irrigated onto the top of the completed waste mound where it evaporates or transpires into the atmosphere. During heavy rainfall the leachate overflows into a system of wetlands and then to a local creek.

Following capping and topsoiling, vetiver has been planted on the surface of the completed waste mound and irrigated with leachate from collecting ponds. So far an area of 3.5 ha has been planted with vetiver and the land area will be extended to about 6 ha in total late in 2003.

Results to date has been excellent, as soon as an area was planted it was irrigated with leachate by overhead spray irrigation and almost 100% establishment was achieved.

Key words: Vetiver, leachate disposal, irrigation, nutrient, phytoremediation

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1 INTRODUCTION

The Tweed Shire is situated on the most northern shire of New South Wales and covers an area of 1300 km², with a total population of about 75,000 people, which scattered over most of the shire. There are several large to medium size towns in the shire, including Tweed Heads and Murwillumbah, the capital of the shire. The main business activities of the shire are tourism and agriculture production, tourism is a rapidly expanding industry.

2 THE PROJECT

2.1 Stotts Creek landfill Site

Stotts Creek landfill site is one of the major landfills currently being operated by the Waste Management Section of the Tweed Council. This site receives wastes from the towns of Tweed Heads and Murwillumbah, and also from the adjacent Byron Shire and City of Gold Coast in Queensland.

This site was started 20 years ago, where both dry and wet wastes were dumped together, compacted with heavy machinery and covered with a thin layer of clay to control odor and vermin. Therefore over the years the mound has gradually built up to the present size of about 35 m high and 300 m long, with many layers of waste and clay.

2.2 Current Treatment System

Currently both leachate and surface water are separated where possible to reduce the volume of leachate. The surface water is discharged to local streams via an artificial wetland, which was constructed to help improve the water quality leaving the site. The leachate is stored in a dam in the lower portion of the site and is irrigated onto completed and partially completed sections of the landfill to provide for evaporation and transpiration into the atmosphere. The amount of leachate able to be disposed of by this method is limited, particularly during high rainfall periods. During periods of heavy rainfall, excess leachate has to be transported off site to Council's effluent treatment plan. Although this practice is very inefficient and costly, it has to be done for Council to comply with Environment Protection Authority License Conditions. Therefore effective disposal of leachate is a major concern to Council (Photo 1).

Photo 1 Leachate pond and excess leachate is taken away during high rainfall period



2.3 Anticipated Future Need

The tourist industry and population growth in the Shire is expected to grow substantially in the near future; hence an expanded landfill facility is required to service the Shire. The Council is therefore looking for a cost effective and more efficient leachate treatment method than the existing irrigation / transport system to cope with this future need. After looking at various options, Vetiver System is considered to be a more appropriate solution to the Shire requirement.

2.4 Leachate Quality

The levels of pollutants in leachate varied greatly due to rainfall and seasonal changes. In general, monitoring over a five year period from 1998 to the end of 2002 indicates that the leachate is high in pH, Chloride and Sulphate salts, mainly sodium chloride; high in nutrients particularly N and relatively low in heavy metals (Table1). However some of these exceed the guideline levels set up by ANZECC (Table 2).

2.5 License Limit

The License Conditions permits the discharge of leachate offsite after a rainfall event of 430 mm over 5 days. Leachate is not permitted to be discharged during lesser rainfall events.

3 VETIVER SYSTEM FOR LEACHATE CONTROL

Application of the Vetiver System (VS) for wastewater treatment is a new and innovative phytoremedial technology developed in Queensland by the Department of Natural Resources and Mines,

Table 1 Long term average levels of pollutants in Stotts Creek Leachate

Test	Units	Levels (ranges)
pH	-	7.2 – 9.3
Conductivity	μScm^{-1}	199 – 11,150
Alkalinity		256 – 1 262
Redox Potential	Mv	-86 – +144
Dissolved Oxygen	mg/L	0.2 – 30
Nitrate	mg/L	<0.01 – 10.5
Nitrite	mg/L	1.4 – 5.9
Ammonia	mg/L	0.01 – 410
Total N	mg/L	31.8 – 48.1
Total Phosphorus	mg/L	0.04 – 3.5
Chloride	mg/L	215 – 1700
Fluoride	mg/L	0.2 – 1.1
Sodium	mg/L	153 – 2680
Calcium	mg/L	<1 – 658
Potassium	mg/L	78 – 1650
Magnesium	mg/L	20 – 96
Sulphate	mg/L	3.8 – 134
BOD	mg/L	<2 – 640
Total Suspended Solids	mg/L	6 – 3243
Total Organic Carbon	mg/L	43 – 1440
Aluminum	mg/L	<0.1 – 1.0
Arsenic	mg/L	<0.01 – 0.12
Boron	mg/L	0.5 – 2.1
Cadmium	mg/L	<0.01 – 0.03
Copper	mg/L	<0.01 – 0.06
Chromium	mg/L	0.01 – 0.34
Iron	mg/L	0.09 – 7.0
Lead	mg/L	<0.01 – 0.03
Manganese	mg/L	0.01 – 1.74
Mercury	mg/L	<0.0001 – 0.001
Zinc	mg/L	<0.1 – 0.4

Table 2 ANZECC guideline levels as compared with average levels of pollutants in leachate

Test	Units	Levels (ranges)	ANZECC
pH	-	7.2 - 9.3	4 – 9
Conductivity	μScm^{-1}	199 – 11,150	750
Total N	mg/L	31.8 – 48.1	0.35
Total Phosphorus	mg/L	0.04 – 3.5	0.025
Chloride	mg/L	215 – 1700	700
Fluoride	mg/L	0.2 – 1.1	4
Sodium	mg/L	153 – 2680	460
Sulphate	mg/L	3.8 - 134	1 000
BOD	mg/L	<2 – 640	20
Aluminum	mg/L	<0.1 – 1.0	20
Arsenic	mg/L	<0.01 – 0.12	2
Cadmium	mg/L	<0.01 – 0.03	0.5
Copper	mg/L	<0.01 – 0.06	5
Chromium	mg/L	0.01 – 0.34	1
Iron	mg/L	0.09 – 7.0	10
Lead	mg/L	<0.01 – 0.03	2
Manganese	mg/L	0.01 – 1.74	10
Mercury	mg/L	<0.0001 – 0.001	0.002
Zinc	mg/L	<0.1 – 0.4	5
Total Suspended Solids	mg/L	6 – 3 243	30

3.1 Vetiver Grass

VS is based on the use of vetiver grass (*Vetiveria zizanioides* (L.) Nash) for various applications, ranging from erosion and sediment control to phytoremediation. Research conducted by NRM showed that Monto vetiver grass has a fast and very high capacity for absorption of nutrients, particularly nitrogen and phosphorus in wastewater. In addition it has a very high water use rate and tolerant to elevated levels of salts, heavy metals and agrochemicals in the effluent or leachate (Tables 3 and 4). As a result of these findings, presently VS has been used successfully for these purposes in Australia, China, Thailand and Vietnam (Anon., 1997; Truong and Hart, 2001; Truong, 2000; Truong and Baker, 1998; Xia *et al.*, 2000; Zheng *et al.*, 1997).

3.2 Australian Research Results

A demonstration site was set up in Brisbane to treat effluent discharged from a septic system. Vetiver grass was selected after the failure of other plants including a variety of fast growing tropical grasses and trees, and crops such as sugar cane and banana to absorb the effluent discharge from the septic tank on a public park. After five-month growth, vetiver was more than 2 m tall and a stand of about 100 vetiver plants in an area less than 50 m² have completely dried up the effluent discharge (Photo 2).

Groundwater monitoring (collected at 2m depth) showed that after passing through 5 rows of vetiver the levels of total N reduced by 99% (from 93 to 0.7 mg/L), total P by 85% (from 1.3 to 0.2 mg/L), and faecal coliforms by 95% (from 500 to 23 organisms/100 ml). These levels are well below the following thresholds set out in ARMCANZ and ANZECC (1997).

- Total Nitrogen <10 mg/L
- Total Phosphorus <1 mg/L
- *E. coli* <100 organisms/100ml

Photo 2 Left, new vetiver planting to treat sewage effluent from a septic tank, Right, 8 months later, vetiver completely absorbed all the effluent discharge



3.3 High Water Use Rate

Research conducted to determine water use capacity of vetiver grass showed under wetland conditions, vetiver had the highest water use rate as compared with other wetland plants such as *Iris pseudacorus*, *Typha spp.*, *Schoenoplectus validus*, and *Phragmites australis*. At the average consumption rate of 600 ml/day/pot over a period of 60 days, vetiver used 7.5 times more water than *Typha* (Cull *et al.*, 2000).

The water use rate of vetiver is also strongly correlated to its dry matter yield. From this correlation it was estimated that for 1 kg of dry shoot biomass, vetiver would use 6.86 L/day. Under favourable growing conditions, a mature stand of vetiver is expected to yield 41 t/ha/2 months, so a hectare of

Table 3 Threshold levels of heavy metals to vetiver growth as compared with other species

Heavy Metals	Threshold levels in soil (mg kg ⁻¹) ^a		Threshold levels in plant (mg kg ⁻¹)	
	Vetiver	Other plants	Vetiver	Other plants
Arsenic	100-250	2.0	21-72	1-10
Cadmium	20-60	1.5	45-48	5-20
Copper	50-100	Not available	13-15	15
Chromium	200-600	Not available	5-18	0.02-0.20
Lead	>1 500	Not available	>78	Not available
Mercury	>6	Not available	>0.12	Not available
Nickel	100	7-10	347	10-30
Selenium	>74	2-14	>11	Not available
Zinc	>750	Not available	880	Not available

^a Available elements

Table 4 Salt tolerance level of vetiver grass as compared with some crop and pasture species grown in Australia (Truong *et al.*, 2002)

Plant Species	Saline Threshold	Soil EC _{se} (dSm ⁻¹)
		50%Yield Reduction
Bermuda Grass (<i>Cynodon dactylon</i>)	6.9	14.7
Rhodes Grass (C.V. Pioneer) (<i>Chloris guyana</i>)	7.0	22.5
Tall Wheat Grass (<i>Thynopyron elongatum</i>)	7.5	19.4
Cotton (<i>Gossypium hirsutum</i>)	7.7	17.3
Barley (<i>Hordeum vulgare</i>)	8.0	18.0
Vetiver (<i>Vetiveria zizanioides</i>)	8.0	20.0

3.4 VS for Landfill Leachate Control

Vetiver grass was first recognised early in the 1990s for having a “super absorbent” characteristics suitable for the treatment of wastewater and leachate generated from landfill in Queensland (Truong and Stone, 1996). Although this technology was used to treat landfill leachate in the past, recently it has been used in a large scale in China and Australia.

3.4.1 Landfill leachate treatment overseas

In Guangdong Province, China, the Datianshan landfill was built in 1985; it has a surface area over 23 ha and currently takes 2500 t of waste a day from Guangzhou City. This landfill is built at a nearby valley, where two earthen walls built across the valley floor with semi-weathered rocks and clay but they are not properly designed and well built as normal dam walls. The city garbage was then dumped and compressed into the space between the two walls. When the garbage reached few meters high, the surface was covered with earth then with heavy plastic sheets to cover the whole surface. When the space was completely filled with wastes the two walls were raised to take more garbage. The walls are now 75 m high and 100 m long, which had very high pressure caused by both large amount of garbage and heavy machinery working on the surface layer. As a result, large quantity of leachate seeped through the wall causing slippage and erosion in rainy season. Previous attempts to stabilise the wall with both native and imported vegetation have failed because of the toxic nature of the leachate.

Vetiver was planted in November 2000 to stabilise the dam wall and to reduce seeping leachate. Despite the extremely poor soil (crushed weathered rock, highly compacted and extremely poor in nutrients) vetiver established and not only succeeded in stabilizing the dam wall, it has also dried up leachate seepage. Vetiver also grew well on the edge of highly toxic leachate pools; both native and introduced plants were killed (Photo 3) (Xia *pers. com.*). In Thailand vetiver was also used successfully to treat landfill leachate seepage.

Photo 3 *Left, Vetiver planted for leachate seepage control and dam wall stabilisation*
Right, Vetiver grew well in toxic leachate pool while other plants died



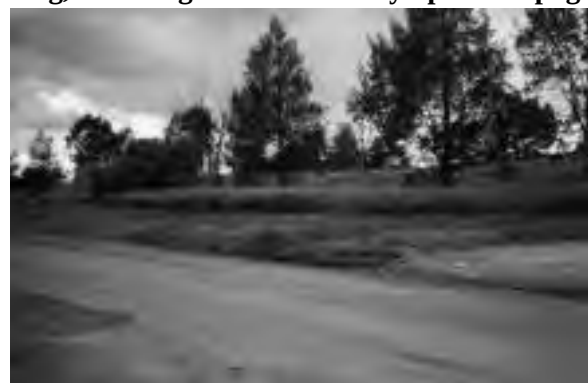
3.4.2 Landfill leachate treatment in Australia

VS has also been used successfully to treat leachate from landfill seepage in Cleveland (Photo 4) and Port Douglas in Queensland; Armidale City (Photo 5) and Lithgow City in New South Wales.

Photo 4 *Left, Toxic leachate seepage at the foot of an old landfill at Cleveland*
Right, One year after planting, Vetiver grew well and dry up the seepage



Photo 5 *Left, Toxic leachate seepage at the foot of an working landfill at Armidale*
Right, One and half year after planting, Vetiver grew well and dry up the seepage



4 TREATMENT PROCESS

The treatment process involves:

- Some evaporation loss by a high pressure and fine irrigation system and
- Mainly on the extensive land area planted with vetiver grass.

Due to its high water use rate, high absorption of nutrients and high level of tolerance to salinity, alkalinity and pollutants including heavy metals, vetiver is expected dispose of all leachate produced at this site. Based on the water use date presented above, at the peak of its growth stage, 6ha of vetiver planting would use up to 1.68 ml/day, without any surface runoff or deep drainage.

5 IMPLEMENTATION

5.1 The Site

When the designed height was reached, the mound top surface was first capped with a thick layer of impervious clay and then topped up with topsoil and organic mulch. The planting area consists of a short northern slope (100 m) of about 15% gradient and a longer (300 m) southern slope of 10% gradient, both slopes drain to a flat area near the middle where excess rain water will be collected and drain off the mound to the storage ponds (Fig.1 and Photo 6). Because of this gradient vetiver was planted on contour lines to spread irrigated and rain water evenly down slope.

Fig. 1 Cross section (left) and longitudinal section (right) of the Stotts Creek landfill mound

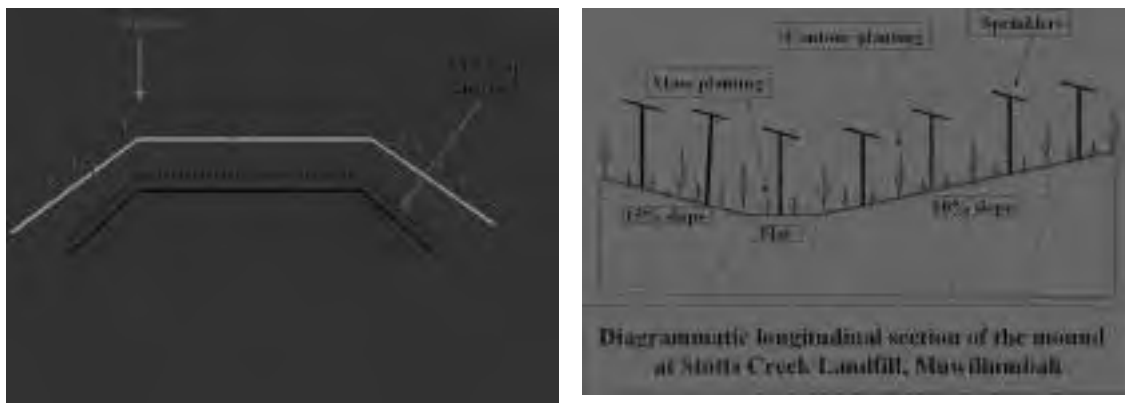


Photo 6 Side view (left) and top view (right) of the landfill mound, which has been mulched



5.2 Ground Preparation

The whole area was first surveyed and contour lines marked out before planting. Due to the thick layer of mulch, a small backhoe was used to mix up the mulch and topsoil for planting (Photo 7).

Photo 7 Contour lines marked before planting (left) and after planting (right) on the mound



5.3 Planting

The total land area on the top of the mound is about 6 ha, but so far only 3.5 ha has been planted, as the will be planted when the site is ready. Vetiver was planted in two patterns:

- Thick contour hedges (10 plants/m) to spread runoff and irrigation water, the contour lines were planted at 0.5 m Vertical Interval. Vetiver tube stock was used for the contour lines planting.
- Random pattern in the areas between the hedges planted with bare root slips (Photo 8).

The overall planting density is at 5 plants per square metre. Due to the variation in nutrient levels of the leachate, Di-Ammonium Phosphate was used at the rate of 500 kg/ha at planting.

Photo 8 Random planting between contour lines



5.4 Irrigation System

An overhead spray irrigation system was installed and used immediately after planting each day. This system has a capacity of delivering 1300 L/min (Photo 9).



5.5 Weeds Control and Maintenance

Under the nutrient rich and irrigated conditions, weed control is needed on this site. After planting, pre-emergent herbicide Atrazine was used to control weed. To ensure best growth occasional fertiliser application may be required in the future.

6 RESULTS SO FAR

6.1 Establishment and Growth

Excellent establishment was obtained on the contour lines with potted vetiver (100%) and very good rate (90%) were also achieved with bare root slips (Photo 10).

Photo10 Excellent establishment and growth three months after planting



6.2 Unexpected Problem

An unexpected problem occurred after planting. As a large population of Ibis lives at this landfill site, the birds often rest on the top of the mound. In some newly planted sections, up to 30% of bare root slip planting were lost when the birds pulled up the slips from the ground. The birds also damaged some

older plants when they sat on them. As no solution has been found for this problem, replanting was done using potted plants.

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A Brief Introduction to the First Author

Ian Percy has been employed in Local Government in New South Wales, Australia for almost 25 years in the fields of Environmental Health, Building Control and Waste Management, the last 16 years at Tweed Shire and the last 7 years in Waste Management. His major responsibilities include the supervision of the waste collection and disposal contractor and the improvement of the environmental performance of Council's Landfill Operations.

Removal of nutrient and heavy metal loads from sewage effluent using vetiver grass, *Chrysopogon zizanioides* (L.) Roberty

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ABSTRACT

Urban cities in many developing nations face the challenge of relieving the pressure exerted on overloaded sewage treatment works. Apart from limited financial capacity, complementary treatment methods like phyto-extraction of pollutants from the effluent have not been fully exploited, particularly in southern Africa. A study was conducted in Harare, Zimbabwe, to assess the potential of vetiver grass, *Chrysopogon zizanioides*, in removing N, P, Zn, Mn and Ni loads in sewage effluent from primary clarification, under hydroponic conditions. Vetiver grass was grown from tillers on floating trays suspended in effluent, and the total concentrations of selected parameters were monitored in both effluent and vetiver grass at 0, 7, 14 and 21 days of retention in effluent. Higher pollutant reduction (62–100%) in effluent, with respect to all parameters, under vetiver grass compared to no vetiver treatment (9–27%), was recorded by Day 21. Effluent pH remained stable at 7.44–7.64. Smaller changes were found for N (9.8 from 27.5 mg·ℓ⁻¹) and P (2.0 from 5.3 mg·ℓ⁻¹) than for the heavy metals. Vetiver grass dry biomass accumulated at 3.8–4.7 g·tiller⁻¹·week⁻¹, while heavy metal extraction (up to 6.2 mg Zn, 3.3 mg Mn and 0.06 mg Ni tiller⁻¹) by root uptake increased with time at an exponential rate (R^2 , 0.73–0.83). The study established that, while root uptake was a significant feature of the clean-up process, the corresponding high reduction of heavy metals in effluent suggests multiple removal mechanisms, including bio-sorption by microorganisms producing an immobilised microbial biomass on the container wall. A deliberate lowering of effluent pH may increase root uptake thereby possibly reducing the clean-up time and improving effluent quality. There is potential for application of this technology in cities struggling with the cost of conventional sewage treatment.

Keywords: bio-accumulation, bio-sorption, heavy metals, hydroponic, nitrogen, phosphorus

INTRODUCTION

The primary objective of wastewater treatment is to allow human and industrial effluents to be disposed of without danger to human health or unacceptable damage to the natural environment (Pescod, 1992). Apart from safe disposal, treatment of wastewater reduces the cost of water purification, especially in cases where the catchment basins receiving treated effluent are also the main sources of domestic water. This is largely the case of Lake Chivero in Harare, Lake Mutirikwi in Masvingo, and many other catchments within which the major cities of Zimbabwe are located. Many studies have reported considerable damage to the natural environment and potential health risks that were attributed to inadequate treatment and poor disposal of sewage in Zimbabwe (Nyamangara and Mzezewa, 1999; Madyiwa et al., 2002; Mapanda et al., 2005; 2007; Ndebele and Mzime, 2012). On the same note, the attempts to relieve pressure on the overloaded sewage treatment works have been hindered by lack of financial capacity, more than lack of technical capacity (Thebe and Mangore, 2012). However, it is apparent that limited research on cheaper complementary sewage treatment methods could also have diminished the hope of finding sustainable solutions to the wastewater treatment problem.

Most conventional sewage treatment methods incorporate mechanical and chemical processes that are labour-intensive, require large amounts of energy resources, and are costly

(Prasad, 2011). The restructuring of existing sewage and water plants and their pumping stations, which came into effect in June 2013, is projected to cost about ZAR1 440 million (ZAR10 ≈ USD1 as at June 2013) for Harare alone (CMEC, 2013).

However, there are a number of sewage treatment methods that can perform a complementary function for a centralised sewage treatment system. Gutterer et al. (2009) described some decentralised wastewater treatment systems designed by planners and engineers in developing countries to reduce system overloading and overall generation of wastewater. One of the key components of these systems is the use of plants to remove nutrient loads from wastewater that has gone through the initial sedimentation process.

The extraction of nutrients from sewage using a free-floating plant, water hyacinth, *Eichhornia crassipes*, may have been one of the earliest attempts to decentralise wastewater treatment in Zimbabwe. It, however, became problematic when the noxious weed colonised large areas of waterways, mainly because *E. crassipes* had no natural enemies in Zimbabwe, and caused anoxic conditions upon its decomposition (Mahamadi, 2011). Many studies worldwide have given a non-invasive plant, vetiver grass, *Chrysopogon zizanioides* (L.) Roberty, as an answer to low-cost complementary technology in sewage treatment systems (Boonsong and Chansiri, 2008; Gerrard, 2008; Roongtanakiat, 2009; Gupta et al., 2012; Paz-Alberto and Sigua, 2013). In their support, researchers argue that vetiver grass has a high absorption rate for nutrients and heavy metals in wastewater, and a high adaptive capacity under different climatic and growth media conditions. However, the plant is not free-floating, like most waterweeds. Truong and Baker (1998) reported on a water purification study in China, which showed that vetiver grass can reduce soluble P by up to 99% after 3 weeks,

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and soluble N by up to 74% after 5 weeks, and had potential to remove up to 102 t N and 54 t P per hectare of vetiver per year. Such properties could make this plant suitable as a cheaper and more effective complementary treatment option for sewage effluent in Harare.

The objective of the current study was to assess the potential of vetiver grass in removing nutrient and heavy metal loads from wastewater composed of both domestic and industrial sewage effluent in Harare, Zimbabwe. Many researchers have used vetiver grass for the removal of water contaminants but the responses differed with climatic conditions as well as the concentration of the contaminants (Gupta et al., 2012). It was therefore hypothesised that vetiver grass grown on floating platforms in sewage effluent without soil media can accumulate significant biomass while effecting significant extraction of nutrients and heavy metals through its root system under the local conditions in Harare.

MATERIALS AND METHODS

Study sites, floating platform installation and treatments

The study was conducted between February and May 2013 in a glasshouse at the University of Zimbabwe in Harare, using untreated sewage effluent from the Firlse Sewage Treatment Works (FST-Works) and propagated vetiver grass cuttings from Environment Africa in Harare. A glasshouse was used to avoid effluent dilution by incoming rainfall but allowed free movement of ambient air to reduce the differences in temperature and humidity between the inside and outside. The FST-Works extends from 30° 55.97' E to 30° 56.33' E, and lies between 17° 55.78' S and 17° 56.20' S in south-west Harare. It processes more than 180 000 m³·day⁻¹ of mixed domestic-and-industrial sewage, while its design capacity is about 144 000 m³·day⁻¹ (Nhapi, 2009). Thus the system has been overloaded. Currently, the treatment works uses the conventional biological trickling filtration system and the activated sludge biological nutrient removal system for sewage treatment.

Hydroponic stations were constructed from floating rafts and plastic containers using a procedure adapted from Truong and Hart (2001), Boonsong and Chansiri (2008), and Gerrard (2008). A total of 16 floating raft trays were designed from kay-lite material, each measuring 0.5 m in diameter and having 6 cells. The rafts were overlaid on 16 plastic containers, each with a capacity of 9 ℓ and a height of 0.2 m. The experiment was a 2 (with and without vetiver grass) x 4 (effluent retention time: 0, 7, 14 and 21 days) factorial, laid out in a completely randomised design with 4 replicates.

Untreated effluent from FST-Works was collected into a 200-ℓ plastic drum. The effluent was collected soon after the primary sedimentation and before biological nutrient removal. The effluent was added into the 16 containers to a volume of 9 ℓ each. Before adding the effluent, a total of 64 vetiver grass tillers were collected from a nursery and their roots were dipped in distilled water for 21 days in the glasshouse. This was meant to make the plants adapt from being xerophytes to hydrophytes, as recommended by Maffei (2002) and Truong (2007). After 21 days, the aerial part of each tiller was cut at 4 cm from the crown area, taking care not to damage the roots. In all treatments that had vetiver grass the plants were fixed in positions by their crowns on the floating raft trays, with one tiller per cell. The trays were then overlaid on the containers to float, with the roots submerged in effluent and sticking out from the tray bottom. This set up was maintained for up to 21 days.

Sampling and sample preparation

Two replicate samples of untreated effluent, each measuring 0.5 ℓ, were collected for initial characterisation from the 200-ℓ drum with bulk effluent from FST-Works. The samples were collected after mixing using a plastic plunger. Effluent from containers under the floating platforms with and without vetiver grass was also sampled at 0, 7, 14 and 21 days of retention. To facilitate sample collection, the float trays were temporarily removed at each sampling occasion and 0.2 ℓ of effluent was extracted after thorough mixing of the effluent using a plastic plunger. The effluent samples were immediately taken to the laboratory for analysis.

Vetiver grass was sampled just before fixing on the floating trays, and at 7, 14 and 21 days of retention on the floating trays. At each sampling 2 plants from each tray were randomly selected and pulled out as whole plants including their roots. The samples were first air-dried in an open shed for 7 days to remove much of the water in the tissues, then oven-dried at 70°C for 24 h (Campbell and Plank, 1998) and weighed. After oven drying the samples were ground and passed through a 2-mm mesh sieve before their analysis in the laboratory.

Analysis of samples

Effluent from FST-Works was analysed for pH, total dissolved solids, electrical conductivity and total concentrations of N, P, Zn, Ni and Mn, immediately after collection, and for the same nutrients and heavy metals at 0, 7, 14 and 21 days of effluent retention using the methods of water analysis described by Sauter and Stoub (1990) and APHA (1999). All the glassware and crucibles used in the analysis of samples were acid-washed prior to analyses. Effluent pH was measured using a pH meter (model: Mettler Toledo EL-20) calibrated using buffer pH 4 and 7. Electrical conductivity was measured using the conductivity meter (model: WTW Inolab Cond Level 1) calibrated using 0.1 M KCl, after the sample was filtered into a beaker. Total dissolved solids were measured gravimetrically by evaporating 0.1 ℓ of filtered effluent in a previously weighed beaker at 100°C to a constant weight. The difference between the initial and final beaker weight represented the total dissolved solids.

Total N in effluent was measured using the Kjeldhal method in which the sample was digested using concentrated H₂SO₄ followed by steam distillation after alkalination with NaOH in the presence of Devarda's alloy. The amount of N in the sample was determined colorimetrically using the UV-Vis Spectrophotometer after nesslerisation. Total P was determined colorimetrically after the effluent sample was digested using concentrated H₂SO₄. Total Zn, Ni and Mn were determined using the atomic absorption spectrophotometric method (AAS model: Varian AA50), after dissolving suspended metals by digestion using aqua regia (mixture of concentrated HCl and HNO₃ at a ratio of 3:1) with external heating, obtaining a supernatant solution after centrifuging. The detection limits for Zn, Ni and Mn were 0.002, 0.02 and 0.005 mg·ℓ⁻¹, respectively.

Vetiver grass was analysed for dry biomass, and total concentrations of Zn, Ni and Mn at 7, 14 and 21 days of effluent retention. At each respective retention time, dry mass of the vetiver grass was weighed using analytical balance before being ground and passed through a 2-mm sieve. The total concentration of Zn, Ni and Mn in vetiver grass were determined using the atomic absorption spectrophotometric method after ashing each ground plant sample in a crucible in a muffle furnace (Model: Wildbarfield M1354) at 450°C for 24 h. The ash was digested using aqua regia and a supernatant solution was obtained by centrifuging before reading on an AAS.

Data analysis

Sample analysis data were subjected to homogeneity of variance and normality tests using the Levene's and Kolmogorov-Smirnov's tests, respectively, at the 5% level. One-way multivariate analysis of variance was carried out on data from plant analysis to establish any significant treatment effects ($P < 0.05$). However, effluent data did not meet all assumptions of normality and homogeneity of variance, even after transformation; hence the Kruskal-Wallis one-way analysis of variance was used, while a pair-wise separation of significantly different treatment means was done using the Mann-Witney test. Bivariate correlation analysis (two-tailed) was performed using the Spearman's Rank Correlation Coefficient (rs). Genstat 14 Edition (Lawes Agricultural Trust, UK) and SPSS 16.0 (SPSS Inc., USA) statistical packages were used in data analysis.

RESULTS

Characteristics of sewage effluent

The selected properties of untreated effluent from FST-Works were in the red (high hazard) category in terms of total N, P, Zn, Mn, Ni and total dissolved solids, according to the Effluent and

Solid Waste Disposal Regulations in Zimbabwe (Table 1). The heavy metals deviated from the prescribed limits more than a 100-fold, followed by P and total dissolved solids (>10-fold), and, lastly, N which was more than twice the permissible limit.

Removal of pollutants from effluent

The resultant characteristics of effluent at different retention periods with and without vetiver grass are presented in Table 2. All parameters responded to both vetiver and time of retention with the exception of pH. No Zn and Mn could be detected in the effluent by Day 14 of retention under vetiver grass, while the treatment without vetiver had only lost 9 and 11% of initial Zn and Mn, respectively, in the same period of retention. By Day 21 of retention total Ni in effluent was significantly reduced ($P < 0.05$), by 77%, under vetiver treatment, although the remaining concentration was still above the permissible limit. Total P in the effluent under vetiver treatment had decreased ($P < 0.05$) by 62% at Day 21 of retention, compared with a 22% decrease under no vetiver grass for the same period.

Vetiver grass was able to reduce the amount of total N and total dissolved solids in effluent to levels that were acceptable for disposal at Day 21 of retention. This translated to a 64 and

TABLE 1
Selected properties of untreated sewage effluent from FST Sewage Treatment Works in Harare compared to permissible limits according to the national regulations* ($n = 2$).

Parameter	Mean total concentration $\pm$ std. dev.	Permissible limit
pH	7.6 $\pm$ 0.1	6.0–9.0
Electrical conductivity ($\text{dS}\cdot\text{m}^{-1}$)	6.6 $\pm$ 4.5	10
Total dissolved solids ($\text{g}\cdot\text{L}^{-1}$)	7.0 $\pm$ 0.0	0.5
Total nitrogen ($\text{mg}\cdot\text{L}^{-1}$)	27.5 $\pm$ 0.2	10
Total P ($\text{mg}\cdot\text{L}^{-1}$)	5.3 $\pm$ 0.3	0.5
Zinc ($\text{mg}\cdot\text{L}^{-1}$)	63.7 $\pm$ 0.2	0.5
Nickel ($\text{mg}\cdot\text{L}^{-1}$)	51.4 $\pm$ 0.1	0.3
Manganese ($\text{mg}\cdot\text{L}^{-1}$)	31.0 $\pm$ 0.3	0.1

*Environmental Management (Effluent and Solid Waste Disposal) Regulations (2007)

TABLE 2
Mean effluent pH, electrical conductivity (EC), total dissolved solids (TDS) and total concentrations of selected nutrients and heavy metals under different treatments ($n = 4$).

Treatment	pH	EC	TDS	N	P	Zn	Ni	Mn
		$\text{dS}\cdot\text{m}^{-1}$	$\text{mg}\cdot\text{L}^{-1}$					
– Vetiver, 00 day	7.62	6.6 ^f	7 025 ^c	27.5 ^g	5.3 ^d	63.7 ^d	51.4 ^e	31.5 ^e
07 day	7.59	6.5 ^f	6 695 ^c	25.6 ^f	4.6 ^c	59.3 ^c	47.6 ^d	28.6 ^d
14 day	7.60	6.2 ^e	5 603 ^d	24.3 ^e	4.1 ^b	58.1 ^c	46.1 ^c	27.8 ^d
21 day	7.61	6.0 ^d	5 138 ^c	23.2 ^d	4.1 ^b	58.2 ^c	43.4 ^b	26.0 ^c
+ Vetiver, 00 day	7.62	6.6 ^f	7 025 ^c	27.5 ^g	5.3 ^d	63.7 ^d	51.4 ^e	31.5 ^e
07 day	7.64	5.1 ^c	1 745 ^b	21.8 ^c	4.0 ^b	21.3 ^b	14.8 ^a	16.3 ^b
14 day	7.53	4.7 ^b	473 ^a	16.8 ^b	2.8 ^a	n/d ^a	13.0 ^a	n/d ^a
21 day	7.44	3.9 ^a	367 ^a	9.8 ^a	2.0 ^a	n/d ^a	12.0 ^a	n/d ^a
Significance	n/s	*	*	*	*	*	*	*
CV%	1.1	1.7	11.4	6.1	11.8	2.4	6.6	8.8
SED	0.06	0.1	348	0.9	0.3	0.7	1.6	1.3
Permissible limit	6–9	10	500	10	0.5	0.5	0.3	0.1

* Significant at 0.05 probability level; n/d = not detected; n/s = not significant; different letters within a column denote significant differences.

Detection limits ($\text{mg}\cdot\text{L}^{-1}$): Zn = 0.002, Ni = 0.02 and Mn = 0.005

95% reduction in total N and total dissolved solids, respectively, at 21 days of retention. However, at this time the treatment without vetiver had only 16 and 27% reduction in the levels of these respective parameters.

Results showed significant negative correlation ($P < 0.01$) between retention time and the amounts of N, P, Zn, Mn and electrical conductivity (r_s range: -0.93 to -0.97), total dissolved solids (r_s , -0.77), Ni (r_s , -0.69) and pH (r_s , -0.61) in the effluent under vetiver treatments. In the treatments with no vetiver the correlation was also significant for all parameters ($P < 0.01$, r_s range: -0.78 to -0.97), except for pH ($P > 0.05$). The regression analysis revealed distinct relationships between the period of retention under vetiver treatment and the levels of the measured parameters in effluent (Table 3). The relationships were linear for electrical conductivity,

N and P, and curvilinear (polynomial, second order) with quadratic terms for total dissolved solids, Zn, Ni and Mn.

Vetiver grass biomass production and heavy metal uptake

Survival rate of all vetiver grass tillers on the effluent was 100%. The average dry mass of vetiver grass tillers increased ($P < 0.05$) from 8.9 g at the start of the experiment to 26.5 g at Day 21 of effluent retention under vetiver grass (Fig. 1a). A lag phase in biomass accumulation was observed between Day 7 and Day 14, where the mean biomass reached 18.3 and 18.9 g, respectively. Before this phase the biomass had accumulated at an average rate of $4.7 \text{ g-tiller}^{-1}\text{-week}^{-1}$, and after this phase the biomass accumulation rate was about $3.8 \text{ g-tiller}^{-1}\text{-week}^{-1}$. The

Parameter	Relationship	r^2 value	Y data range and units
EC	$Y = 6.3 - 0.12[X]$	0.94	$3.8\text{--}6.6 \text{ dS}\cdot\text{m}^{-1}$
TDS	$Y = 0.027[X]^2 - 0.86[X] + 6.9$	0.95	$0.1\text{--}7.2 \text{ g}\cdot\text{L}^{-1}$
N	$Y = 27.6 - 0.85[X]$	0.96	$7.0\text{--}27.7 \text{ mg}\cdot\text{L}^{-1}$
P	$Y = 5.3 - 0.17[X]$	0.91	$1.4\text{--}5.6 \text{ mg}\cdot\text{L}^{-1}$
Zn	$Y = 0.22[X]^2 - 7.57[X] + 63.7$	0.99	$0\text{--}63.9 \text{ mg}\cdot\text{L}^{-1}$
Ni	$Y = 0.182[X]^2 - 5.53[X] + 49.6$	0.92	$8.0\text{--}51.5 \text{ mg}\cdot\text{L}^{-1}$
Mn	$Y = 0.078[X]^2 - 3.22[X] + 32.4$	0.95	$0\text{--}31.9 \text{ mg}\cdot\text{L}^{-1}$

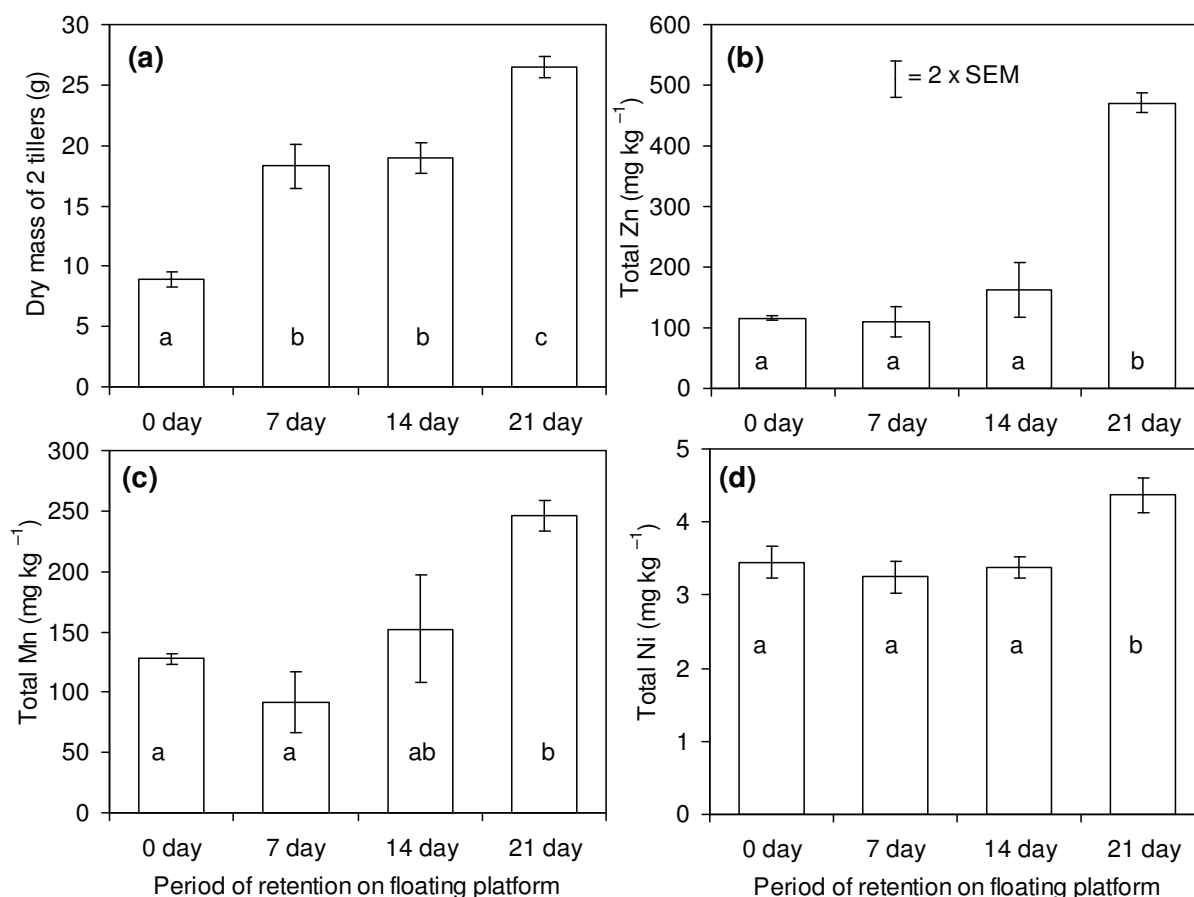


Figure 1

(a) Vetiver grass tiller weight; (b) total concentration of Zn; (c) total concentration of Mn; and (d) total concentration of Ni; under 4 periods of retention on floating platforms above sewage effluent from Firlie Sewage Treatment Works. Different letters inside the bars denote significant differences between times at the 0.05 probability level ($n = 4$).

amounts of Zn, Mn and Ni that accumulated per unit weight of vetiver grass biomass at different effluent retention periods are shown in Figs 1b,c,d. Zinc concentration (means range: 116–471 mg·kg⁻¹) showed a significant increase from the initial value only at Day 21 of effluent retention. This trend was also observed with Mn (128–246 mg·kg⁻¹) and Ni (3.5–4.4 mg·kg⁻¹). Nickel had the lowest concentration in vetiver grass, despite the fact that its concentration in effluent was higher than that of Mn (Tables 1 and 2).

In terms of total heavy metal extraction per tiller of vetiver grass (i.e. accumulated biomass multiplied by heavy metal concentration in the biomass), results showed an exponential increase in the bioaccumulation of heavy metals by vetiver grass with time (Fig. 2). The highest extraction was that of Zn (means: 0.5, 1.0, 1.5 and 6.2 mg·tiller⁻¹ at Days 0, 7, 14 and 21, respectively) (Fig. 2a), followed by Mn (means: 0.6, 0.8, 1.4 and 3.3 mg·tiller⁻¹ at the same respective days) (Fig. 2a) and lastly Ni (means: 0.02, 0.03, 0.03 and 0.06 mg·tiller⁻¹ also at the same respective days) (Fig. 2b). These averages amounted to net heavy metal removals of 16.4 mg Zn, 9.9 mg Mn and 0.21 mg Ni from the 9 l of effluent through summed harvests of Days 7, 14 and 21, against the initial concentrations of 63.7, 31.5 and 51.4 mg·l⁻¹ for Zn, Mn and Ni in the effluent (Table 2).

DISCUSSION

The significant biomass accumulation over time supported the hypothesis that vetiver grass can be effective on sewage effluent in a floatation system under the local conditions in Harare, tolerating relatively high pollutant levels. However, it was not convincing to attribute the larger fraction of the purification process to plant uptake within the studied 21 days of effluent retention under vetiver grass, as many researchers

have demonstrated (e.g. Chomchalow, 2003; Gupta et al., 2012; Aksorn and Chitsomboon, 2013). This was mainly because the reduction in heavy metal amounts in the effluent was considerably higher than the corresponding plant uptake of the heavy metals, especially for Ni. Thus, there could have been other mechanisms responsible for effluent cleaning, which were favoured more in the presence of vetiver grass. One such mechanism could be bio-sorption in which the microorganisms and colloidal sludge particles exhibit metal-binding capacities related to metabolic or physico-chemical processes (Ahalya et al., 2003). This mechanism may also explain why the effluent under no vetiver grass showed some natural self-purification over time, although at a considerably lower rate than the effluent under vetiver grass.

The lack of a simple linear relationship between the reduction in heavy metal concentration in effluent and the retention time suggests multiple heavy metal removal mechanisms. According to Prasad (2011), experimental evidence showing nonlinear kinetics of disappearance of metals from solutions suggests that several different mechanisms, of differing speeds, operate simultaneously. The researcher added that the fastest mechanism is surface absorption by roots, followed by bio-sorption in which microbial, fungal or other biomass, living or dead, is used to take away large quantities of heavy metals. Microorganisms exhibit a strong ability to accumulate (bio-accumulate) metal and metalloids from substrates containing extremely low concentrations of these elements (Bolan et al., 2010). Over time a film of microorganisms develops on the support surfaces, which Ahalya et al. (2003) referred to as 'adsorption on inert supports'. In this study the support surface could imply the inside walls of effluent containers. Das et al. (2008) referred to it as an 'immobilised microbial biomass' that can be reused in extracting more pollutants in a bioreactor setup. In their study on phytoextraction of Cu, Zn, and Pb enhanced by chelators with vetiver grass, Chen et al. (2012) also attributed some discrepancies in their data to metal adherence to the experimental tank. This mechanism could be largely responsible for heavy metal reduction in the effluent. The roots of vetiver grass could have supported microbial life through provision of a habitat in the rhizosphere.

The roots of grasses can produce exudates that can increase the bio-availability of heavy metals, e.g., phytosiderophores that are biosynthesised from nicotinamide (Jabeen et al., 2009), or exudates that precipitate heavy metals from solution (Prasad, 2011). There was no clear evidence of exudation by vetiver grass roots as the effluent pH was maintained at a stable level above neutral. Phytosiderophores are a family of acid-producing chelators produced by roots to solubilise the external insoluble metal nutrients, especially iron (Shojima et al., 1990). Prasad (2011) referred to plant removal of heavy metals from solutions through exudates as the slowest mechanism in comparison with surface absorption and bio-sorption. Under acidic conditions the solubility of most heavy metals is increased, while alkaline conditions generally result in precipitation of heavy metals. A low uptake of heavy metals would therefore be expected from the studied effluent considering that its pH was above neutral. In some batch experiments by Kumar et al. (2013) it was noted that higher pH (4–8) has no effect on Cr (VI) removal from effluents by vetiver grass, but that at pH 3.5, Cr (VI) removal increased to 55%, and at pH 2.5 metal bio-sorption was maximum around 97%. Thus, it would be necessary to make the local effluent slightly acidic in order to improve the availability of heavy metals for uptake by vetiver grass.

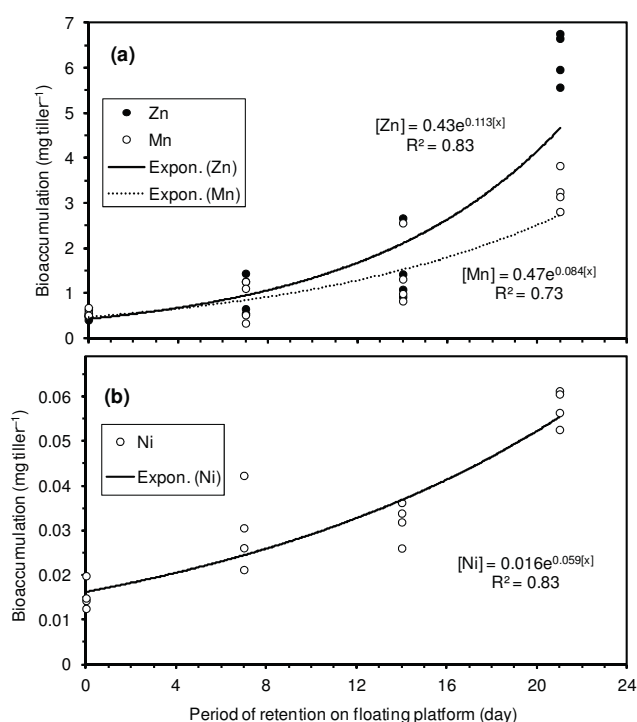


Figure 2

Total extraction of (a) Zn, Mn, and (b) Ni per tiller of vetiver grass on 9 l of sewage effluent and its relationships with the period of retention on the floating platform.

The results showed an exponential increase in heavy metal extraction by the grass as time progressed, which is encouraging as it reflected the contribution of increased root biomass that could be achieved by increasing the retention time. Zinc had the highest uptake rates and this was consistent with a study by Aksorn and Chitsomboon (2013) that established that all vetiver ecotypes display a high capability for Zn uptake in both shoots and roots after 7 days of retention. The Aksorn and Chitsomboon (2013) study reported Zn uptake by vetiver grass (*Vetiveria zizanioides* and *V. nemoralis*) in the range of 8 714 to 23 285 mg·kg⁻¹, from an aqueous solution containing 500 mg kg⁻¹ of Zn, and concluded that vetiver grass is a good hyperaccumulator only for Zn. However, in many studies the level of uptake depended on the amount of Zn in the media and the retention time; e.g., Chen et al. (2012) found an average Zn uptake of 229 mg·kg⁻¹ at Day 7 of retention time, from a solution containing only 5 mg·kg⁻¹ Zn.

There have been relatively few studies on the uptake of Mn and Ni by vetiver grass, as the choice of most researchers has largely been on Zn, Cd and Pb. In a study by Roongtanakiat et al. (2007), Mn was recorded in higher concentrations (125 mg·kg⁻¹ in shoot, 188 mg·kg⁻¹ in root) than Zn (26 mg kg⁻¹ in shoot, 140 mg·kg⁻¹ in root), despite the higher concentrations of Zn (13.8–126.4 mg·ℓ⁻¹) than Mn (0.2–8.3 mg·ℓ⁻¹) in the wastewater. According to Truong (1999), the distribution of heavy metals in vetiver grass can be divided into 3 groups: (i) very little of the As, Cd, Cr and Hg absorbed was translocated to the shoots (1–5%); (ii) a moderate proportion of Cu, Pb, Ni and Se was translocated to shoots (16–33%); and (iii) Zn was almost evenly distributed between shoot and root (40%). In the current study, it was, however, difficult to explain why the uptake of Ni was more than 10 times lower than that of Mn and Zn, despite the exponential accumulation with retention time.

The information contained in the study can be implemented in other parts of the world. The City of Johannesburg used floating wetlands to deal with sewage in Bruma Lake, a small artificial lake located northeast of the Johannesburg CBD (Reid, 2014). The efficacy of these wetlands was, however, never tested. There is therefore also a need for proven cost-effective technologies outside of Harare.

CONCLUSION

This study confirmed that bioremediation of sewage effluent using vetiver grass under hydroponic conditions is a feasible complementary treatment method that can reduce the amounts of total dissolved solids, N, Zn and Mn within 21 days to levels that are acceptable for direct discharge into streams according to the wastewater discharge standards in Zimbabwe. In addition to plant uptake via the roots, other heavy metal removal mechanisms, particularly bio-sorption by microorganisms forming an immobilised microbial biomass on supporting surfaces, would be required to account for the effluent clean-up within 21 days of effluent retention under vetiver grass. There was no evidence to support heavy metal precipitation through root exudates as a mechanism of heavy metal removal since vetiver grass treatment maintained a stable effluent pH within a very narrow range above neutral. In future, a deliberate lowering of effluent pH might increase root uptake thereby lowering the effluent residence time under vetiver grass. A longer study covering the changes in redox states and speciation of nutrients and heavy metals in wastewater under vetiver grass treatment is recommended to improve understanding of the absolute contribution of bio-sorption to wastewater treatment.

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Vetiver Phytoremediation for Heavy Metal Decontamination

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ABSTRACT

Heavy metal contamination commonly results from human activities which has become a serious environmental problem today. Phytoremediation, a cost effective green technology, appears promising for cleaning up environment. Vetiver, a “Miracle Grass” for soil and water conservation, has great potential to apply this technology because of its characteristic tolerance to heavy metals. Successful vetiver phytoremediation, however, depends on various factors such as vetiver behavior, chemical and physical properties of growth media as well as agronomic practice, all of which must be carefully investigated and properly considered for site specific conditions. This paper describes the application, research experience and future prospects of utilizing vetiver phytoremediation as an appropriate natural tool in promoting sustainable environment.

Keywords: *miracle grass, soil and water conservation, agronomic practice, sustainable environment, wastewater treatment, hyperaccumulator, Chrysopogon nemoralis, Chrysopogon zizanioides*

1. INTRODUCTION

Phytoremediation is a technology of using plant to clean up pollutants in the environment. Besides being an economical, energy efficient and environmental friendly method, phytoremediation can be applied to large areas and is useful for solving a wide variety of contaminants (metal, radionuclide and organic substances) and growth media (soil, sludge, sediment and water). Phytoremediation can be specified into many applications including: phytoextraction, in which plants decontaminate soil through uptake of heavy metals into aerial part and then can be

harvested and removed from the site; Phytostabilization, in which plants are used to minimize heavy metal mobility in contaminated soil; and Phytovolatilization, in which plants extract volatile metals from soil and volatilize them from foliage (Cunningham *et al.*, 1995).

Vegetation is important for all phytoremediation applications. It is necessary to use plants that tolerate high levels of toxic pollutants. Vetiver grass is widely known for its effectiveness in erosion and sediment control. After it was found that vetiver can tolerate extreme climatic variations and soil conditions, including heavy metals (Truong and Baker, 1998; Truong, 1999; Roongtanakiat and Chairaj, 2001a; Roongtanakiat and Chairaj, 2001b), the concept of using vetiver for phytoremediation occurred. Many researches reported the potential of utilizing vetiver to decontaminate heavy metals from soil (Truong and Baker, 1998; Roongtanakiat and Chairaj, 2001a; Roongtanakiat and Chairaj, 2001b), garbage leachate (Xia *et al.*, 2000; Roongtanakiat *et al.*, 2003), wastewater (Kong *et al.*, 2003; Roongtanakiat *et al.*, 2007) and mine tailings (Truong, 1999; Yang *et al.*, 2003; Roongtanakiat *et al.*, 2007). Application of vetiver for phytoremediation, however, depends upon various factors such as physical and chemical properties of growth media as well as agronomic practice. They should be carefully investigated and properly considered in applying for site specific conditions to achieve the desired goal.

2. VETIVER ECOTYPE AND GROWTH PERFORMANCE

There are two species of vetiver in Thailand, namely *Chrysopogon nemoralis* (Balansa) Holttum and *Chrysopogon zizanioides* (L.) Roberty. Both species have distinct ecological characteristics which make them adapt to different habitats. They are commonly found in all regions of Thailand and there are many ecotypes. Thai vetiver ecotypes have been named after the provinces where they were first found, for example, Ratchaburi, Surat Thani, Roi Et, Loei, Kamphaeng Phet. The Department of Land Development has performed a comparative study of 28 vetiver ecotypes, 11 ecotypes of *Chrysopogon nemoralis* and 17 ecotypes of *Chrysopogon zizanioides*. As the result, 10 ecotypes have proven suitable to grow in various soil types and regions (Tables 1 and 2) (ORDPB, 2000).

For remediation purposes, a high heavy metal uptake by plant is needed. Therefore, vetiver ecotype used for this technology has to develop well in contaminated sites, and give high biomass. The experiment conducted to evaluate the Mn, Cu, Cd and Pb uptake potential of three vetiver ecotypes grown in five different levels of artificially contaminated soils, showed that three vetiver ecotypes could grow

Table 1. Suitability of vetiver ecotypes in various soil types

Soil type	<i>Chrysopogon nemoralis</i>	<i>Chrysopogon zizanioides</i>
Sandy soil	Nakhon Sawan, Kamphaeng Phet 1, Roi Et, Ratchaburi	Kamphaeng Phet 2, Songkhla 3
Clay loam soil	Loei, Nakhon Sawan, Ratchaburi, Kamphaeng Phet 1, Prachuap Khiri Khan	Surat Thani, Songkhla 3
Leterite soil	Prachuap Khiri Khan, Loei	Kamphaeng Phet 2, Songkhla 3, Surat Thani, Sri Lanka

Table 2. Suitability of vetiver ecotypes in different regions

Region	<i>Chrysopogon nemoralis</i>	<i>Chrysopogon zizanioides</i>
North	Nakhon Sawan, Kamphaeng Phet 1	Sri Lanka
Northeast	Roi Et	Songkhla 3
Central and East Region	Ratchaburi, Kamphaeng Phet 1, Prachuap Khiri Khan	Kamphaeng Phet 2, Songkhla 3, Surat Thani
South		Songkhla 3, Surat Thani

well in soil with all tested levels of heavy metal contamination (Fig. 1). Height of Surat Thani ecotype was significant greater than those of Ratchaburi and Kamphaeng Phet ecotypes. However, Ratchaburi ecotype gave the highest shoot dry weight but there was no significant difference among vetiver ecotypes regarding shoot dry weight. (Roongtanakiat and Chairaj, 2001a). In 2006, an experiment was conducted at Padaeng Industry Public Company Limited in Tak province in order to compare development of two *Chrysopogon nemoralis* ecotypes, Nakhon Sawan and Prachuap Khiri Khan, and two *Chrysopogon zizanioides* ecotypes, Kamphaeng Phet 2 and Surat Thani, grown in zinc mining area (Fig. 2). It was found that both *Chrysopogon zizanioides* ecotypes gave better growth performance than that of *Chrysopogon nemoralis*, while Kamphaeng Phet 2 gave the highest plant height and shoot dry weight.

Similar results were obtained from the experiment of wastewater treatment conducted by Roongtanakiat *et al.* (2007). Three vetiver ecotypes were hydroponically cultured in four samples of industrial wastewater taken from a dairy factory, a battery manufacturing plant, an electric lamp plant and an ink manufacturing facility. The results showed that Kamphaeng Phet 2 and Sri Lanka ecotypes had significantly higher average plant height and total dry weight than Surat Thani ecotype (Fig. 3 and 4).

3. PRIMARY NUTRIENT CONTENT IN VETIVER

Primary nutrients are needed in large quantities for plant growth. LDD (1994) reported that concentrations of N, P and K in vetiver shoot were 2.5, 0.17 and 1.5%, respectively. Our previous studies indicated that vetiver grown in iron ore tailings, had concentrations of 5.31-5.42, 0.45-0.50 and 1.27-1.46%, respectively for N, P and K in shoot. However, the vetiver grown in zinc mine soil, which has lower fertility than iron ore tailings, had lower concentrations of primary nutrients in shoot of 2.12-2.55, 0.44-0.50, and 1.26-1.40%, respectively. Primary nutrient concentrations in shoot and root of three vetiver ecotypes hydroponically cultured in four sources of industrial wastewater which have different contents of nutrients and heavy metals are shown in Table 3 and 4. The data obviously showed that wastewater sources affected the nutrient content in vetiver plant more than the tested ecotypes.

Table 3. Primary nutrient concentrations in shoot and root of vetiver grown in industrial wastewaters from milk factory (W1), battery manufacturing plant (W2), electric lamp plant (W3) and ink manufacturing facility (W4).

Wastewater Source	Nitrogen ^{1/} (%)		Phosphorus ^{1/} (%)		Potassium ^{1/} (%)	
	Shoot	Root	Shoot	Root	Shoot	Root
W1	0.47 b	0.52 b	0.18 b	0.15 b	1.26 a	0.77 a
W2	0.33 c	0.44 c	0.14 c	0.70 d	1.24 a	0.76 a
W3	0.40 bc	0.46 bc	0.46 a	0.22 a	1.15 a	0.66 b
W4	0.49 a	1.60 a	0.14 c	0.09 c	1.20 a	0.39 c

^{1/} Figures in the same column with a common letter are not significantly different at 0.05 probability by DMRT.

Table 4. Primary nutrient concentrations in shoot and root of Kamphaeng Phet 2 (K), Sri Lanka (L) and Surat Thani (S) vetiver ecotypes grown in industrial wastewaters.

Vetiver Ecotype	Nitrogen ^{1/} (%)		Phosphorus ^{1/} (%)		Potassium ^{1/} (%)	
	Shoot	Root	Shoot	Root	Shoot	Root
K	0.58 a	0.60 b	0.21 b	0.13 a	1.17 a	0.62 a
L	0.49 b	0.59 b	0.25 a	0.14 a	1.19 a	0.69 a
S	0.57 a	0.66 a	0.23 ab	0.14 a	1.27 a	0.62 a

^{1/} Figures in the same column with a common letter are not significantly different at 0.05 probability by DMRT.



Fig. 1 Surat Thani vetiver ecotype grown in soil contaminated with five levels of heavy metals.

Fig. 2 Vetiver grew well on zinc mine area at Padaeng Industry Public Company Limited, Tak province, Thailand.

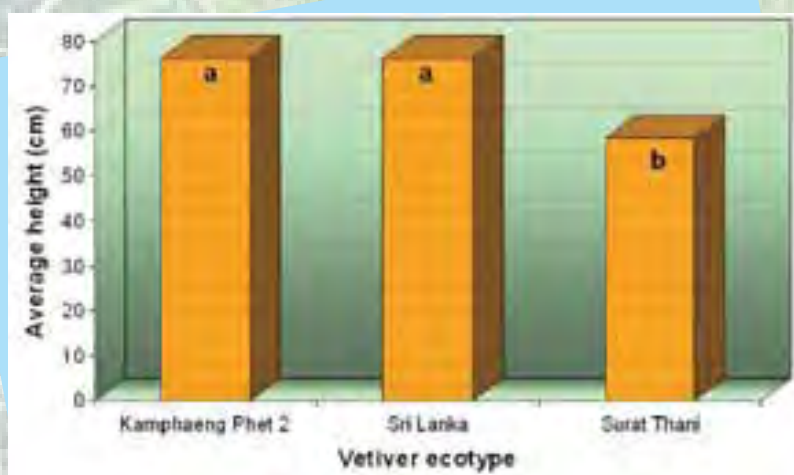


Fig. 3 Average height of Kamphaeng Phet 2, Sri Lanka and Sura Thani vetiver ecotypes grown in industrial wastewaters. Bars associated with a common letter are not significantly different at 0.05 probability by DMRT.

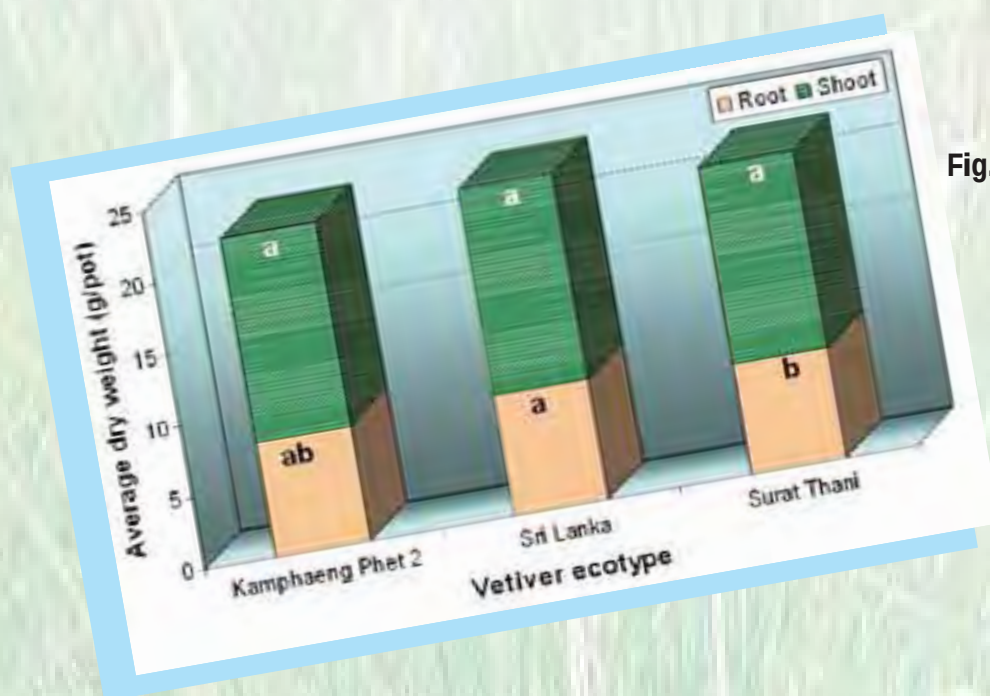


Fig. 4 Average shoot and root dry weight of Kamphaeng Phet 2, Sri Lanka and Sura Thani vetiver ecotypes grown in industrial wastewaters. Bars associated with a common letter are not significantly different at 0.05 probability by DMRT.

Fig. 5 Shoot and root dry weight of vetiver grown in lead and zinc mine soils treated with compost and inorganic fertilizers. Bars associated with a common letter are not significantly different at 0.05 probability by DMRT.

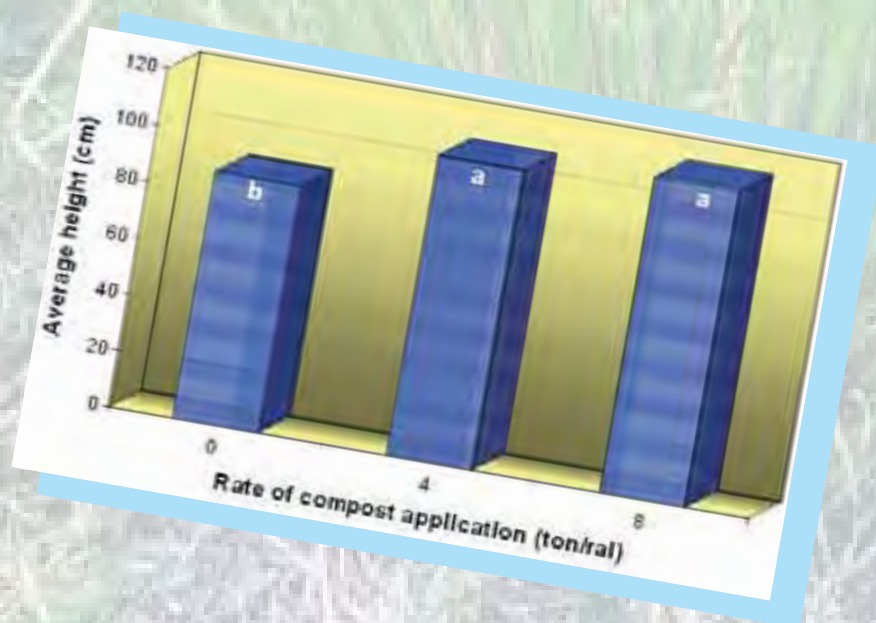
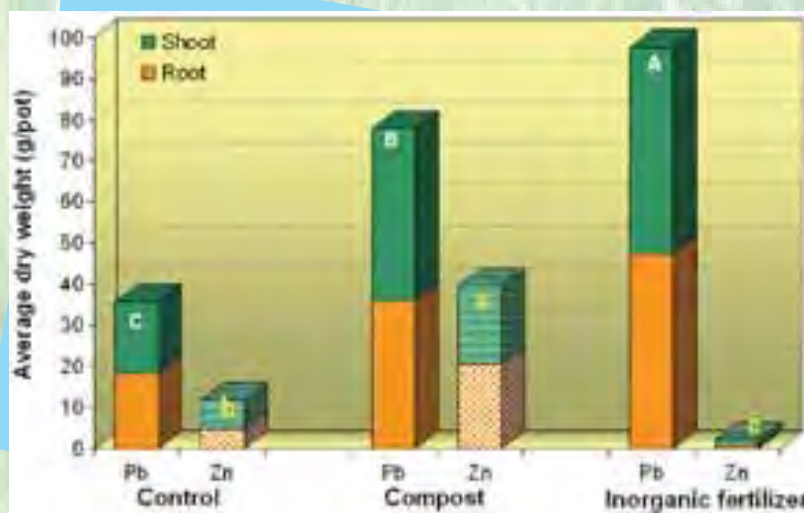


Fig. 6 Average height of vetiver grown in zinc mine area applied with compost at rate of 0, 4 and 8 ton/rai. Bars associated with a common letter are not significantly different at 0.05 probability by DMRT.

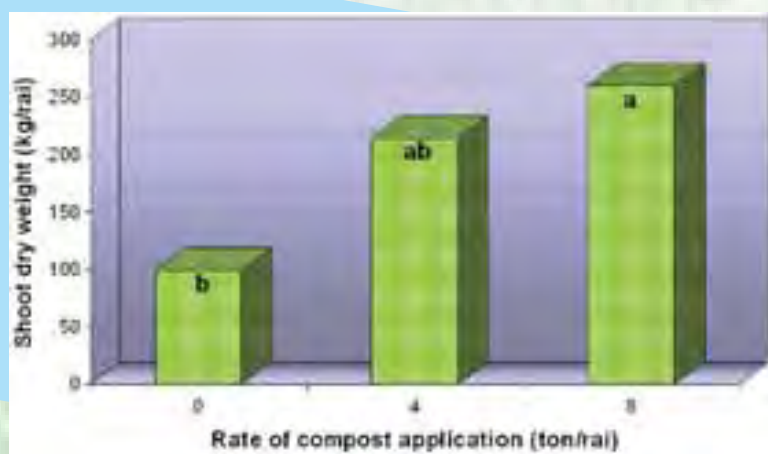


Fig. 7 Average shoot dry weight of vetiver grown in zinc mine area applied with compost at rate of 0, 4 and 8 ton/rai. Bars associated with a common letter are not significantly different at 0.05 probability by DMRT.

Fig. 8 Influence of soil amendment on height of vetiver grown on iron tailings and zinc mine soil. Bars associated with a common letter are not significantly different at 0.05 probability by DMRT.

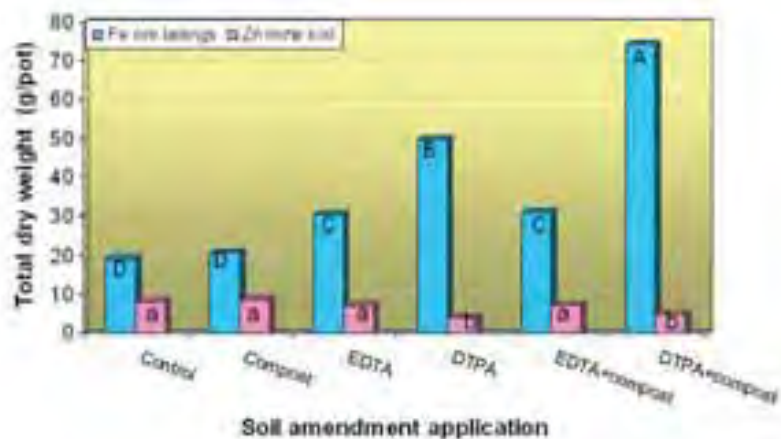
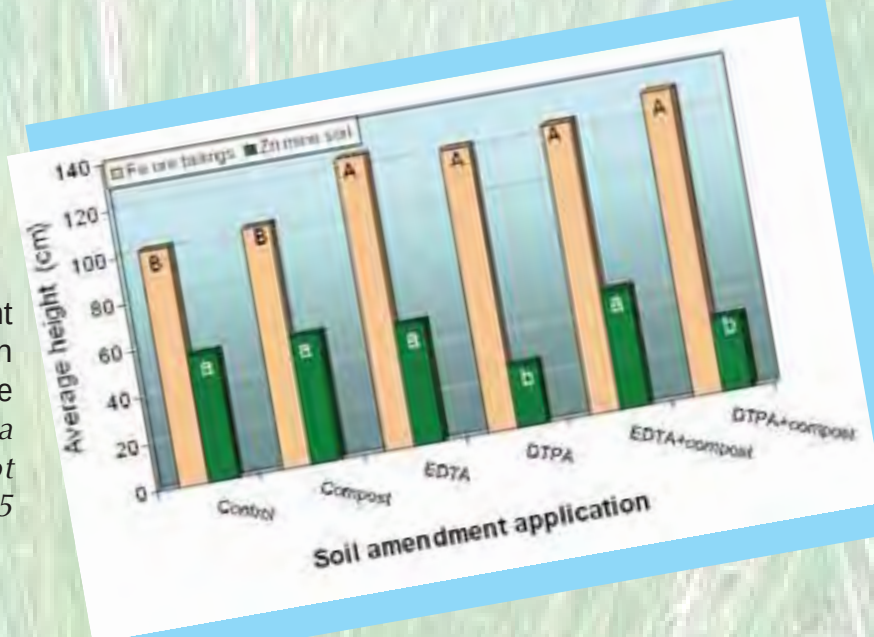


Fig. 9 Influence of soil amendment on biomass of vetiver grown on iron tailings and zinc mine soil. Bars associated with a common letter are not significantly different at 0.05 probability by DMRT.

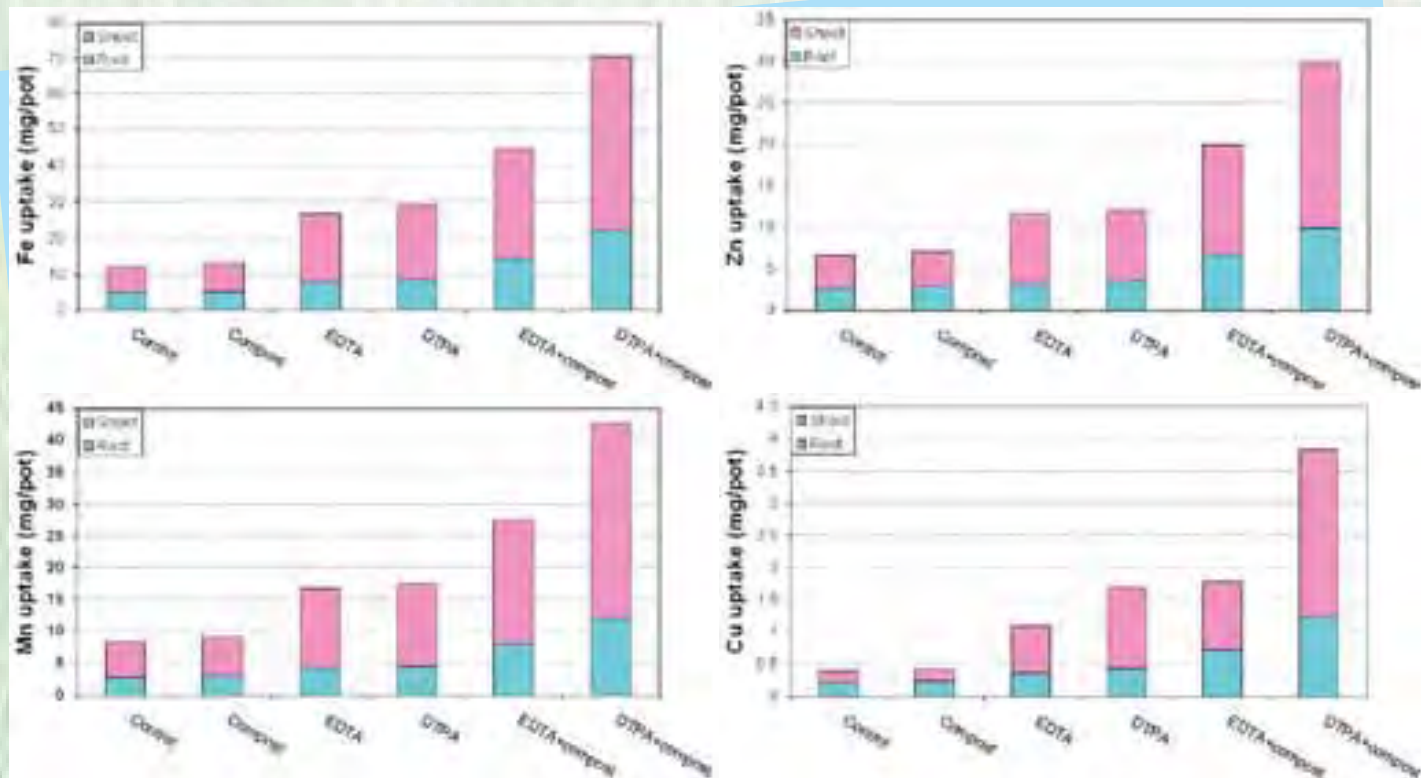


Fig. 10 Uptake of Fe, Zn, Mn and Cu in shoot and root of vetiver grown in iron ore tailings.

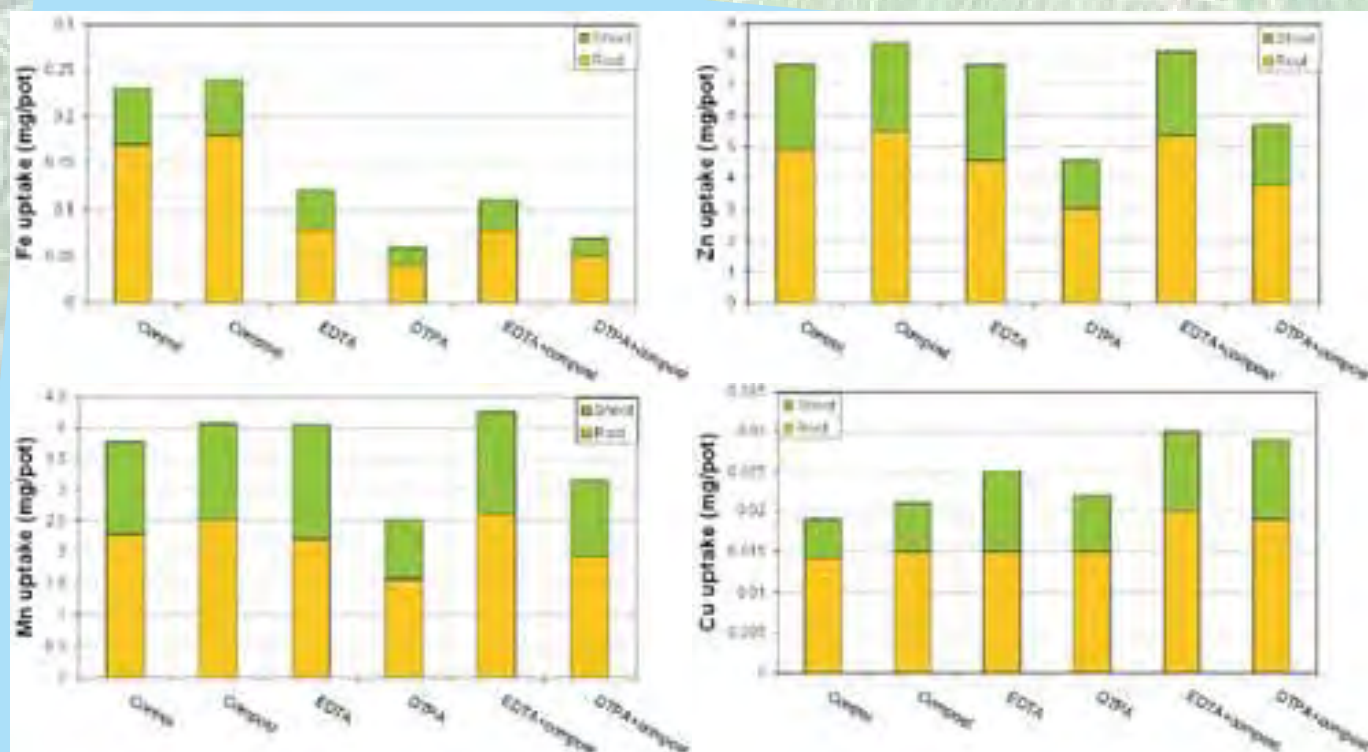


Fig. 11 Uptake of Fe, Zn, Mn and Cu in shoot and root of vetiver grown on zinc mine soil.

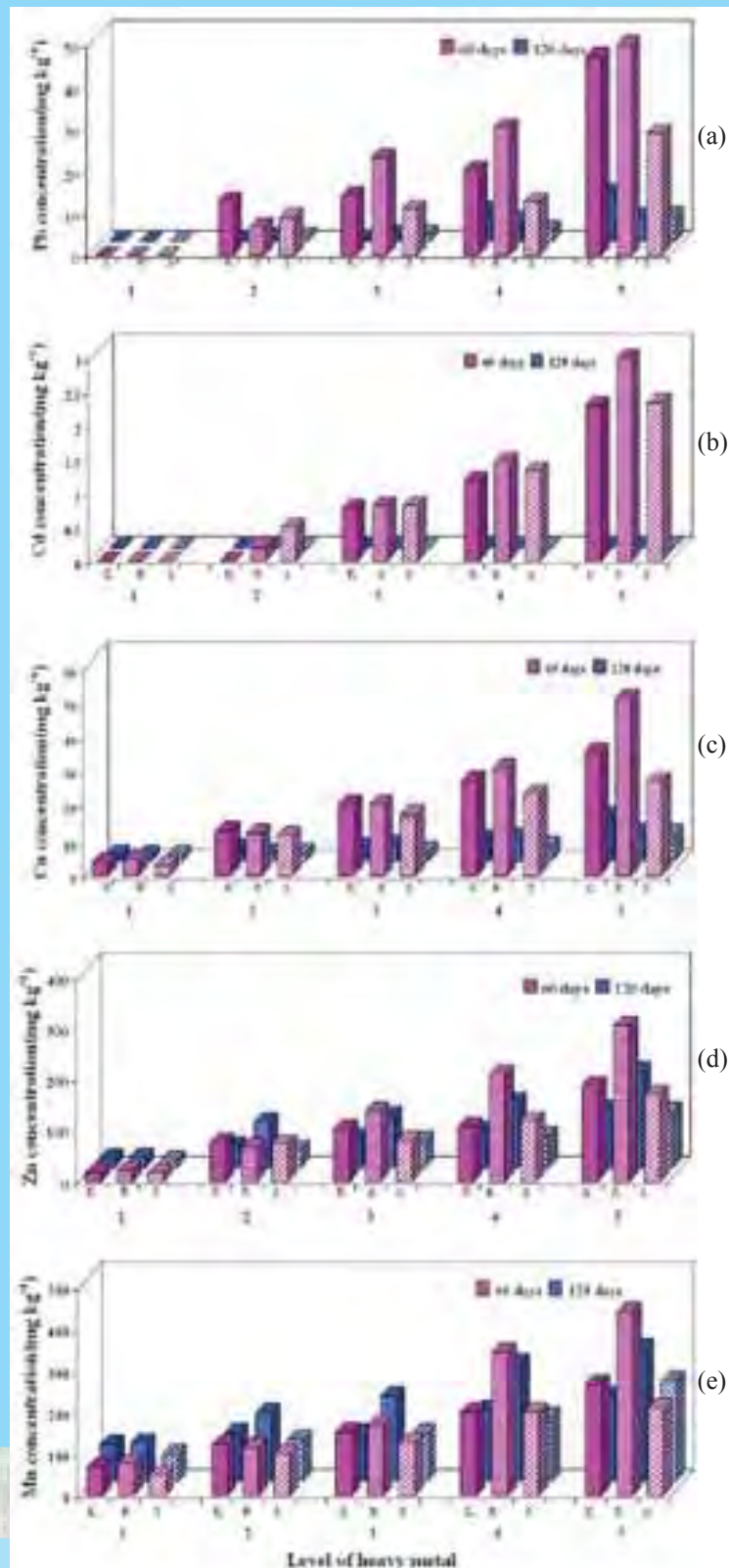


Fig. 12 Concentration of Mn (a), Zn (b), Cu (c), Pb (d) and Cd (e) in shoot of three vetiver ecotypes (Kamphaeng Phet, K; Ratchaburi, R; Surat Thani, S) planted in soils contaminated with different levels of heavy metals at 60 and 120 day harvest.

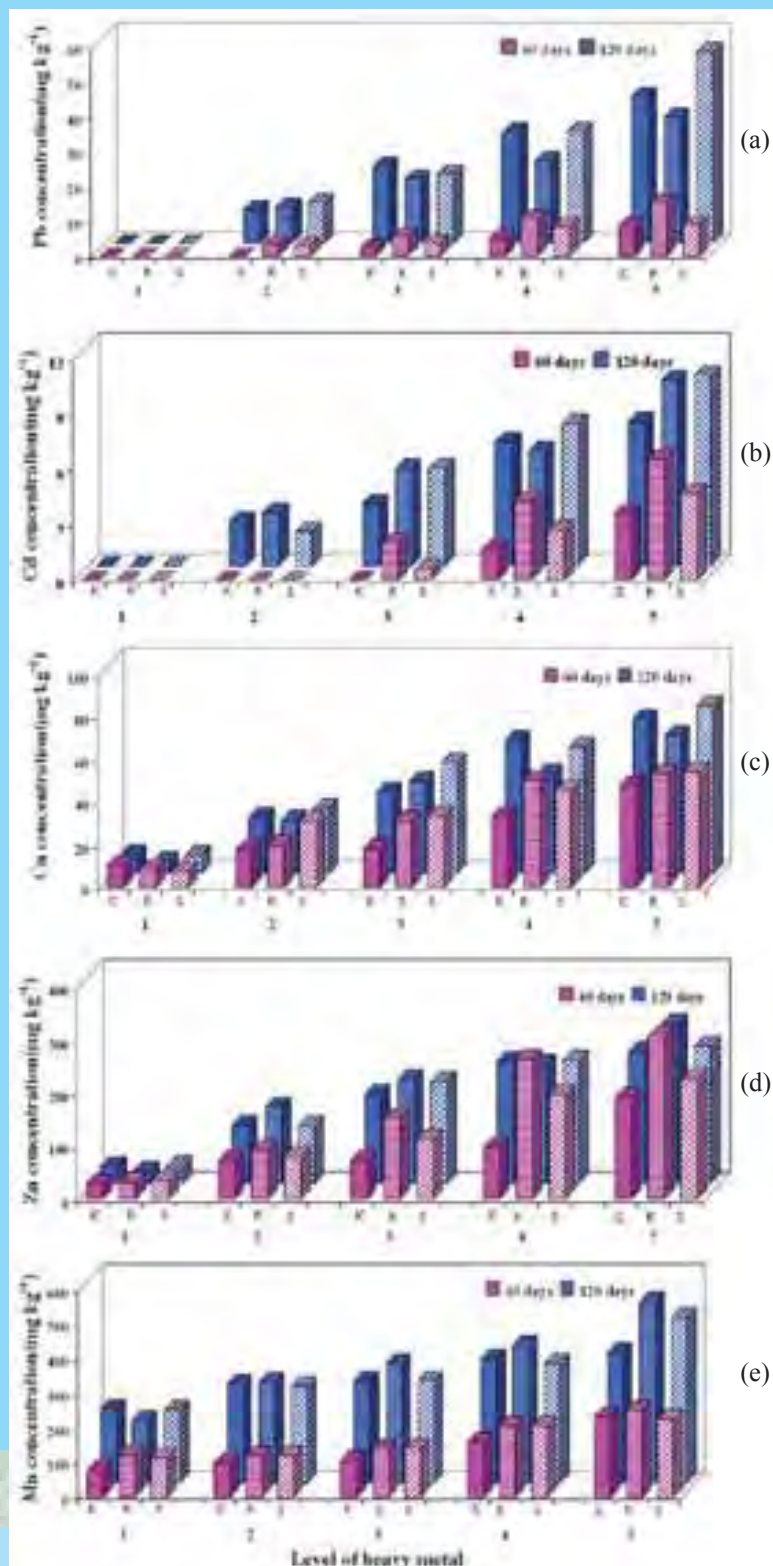


Fig. 13 Concentration of Mn (a), Zn (b), Cu (c), Pb (d) and Cd (e) in root of three vetiver ecotypes (Kamphaeng Phet, K; Ratchaburi, R; Surat Thani, S) planted in soils contaminated with different levels of heavy metals at 60 and 120 day harvest.

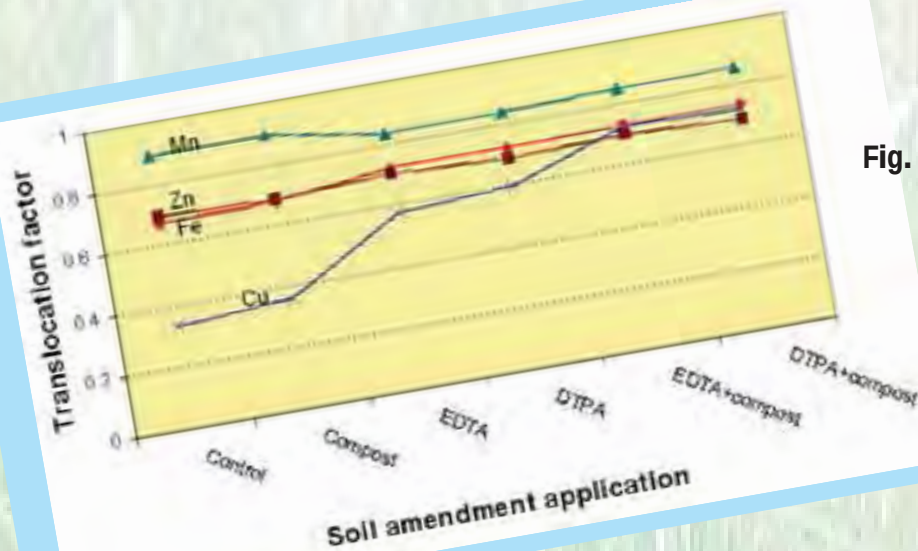


Fig. 14 Translocation factor of Mn, Zn, Cu and Fe for vetiver grown in iron ore tailings amended with chelating agent and compost.

Fig. 15 Translocation factor of Mn, Zn, Cu and Fe for vetiver grown in zinc mine soil amended with chelating agent and compost.

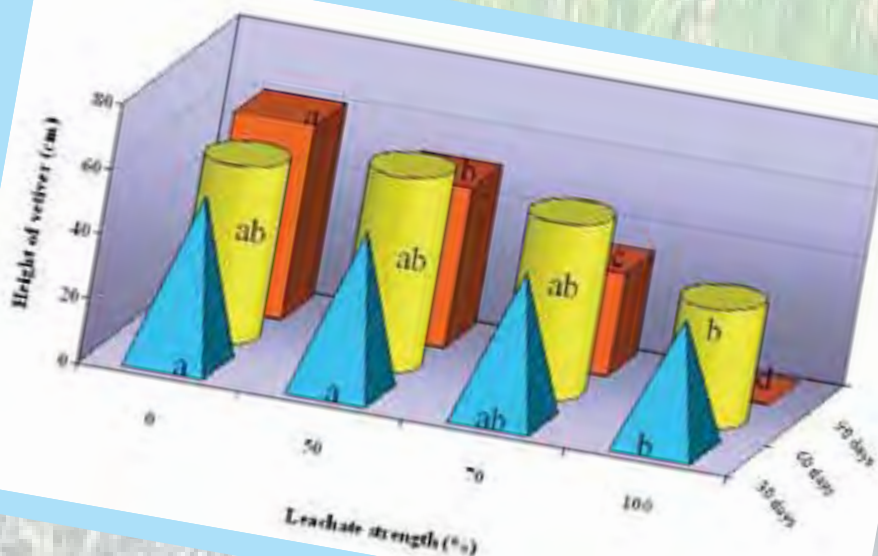
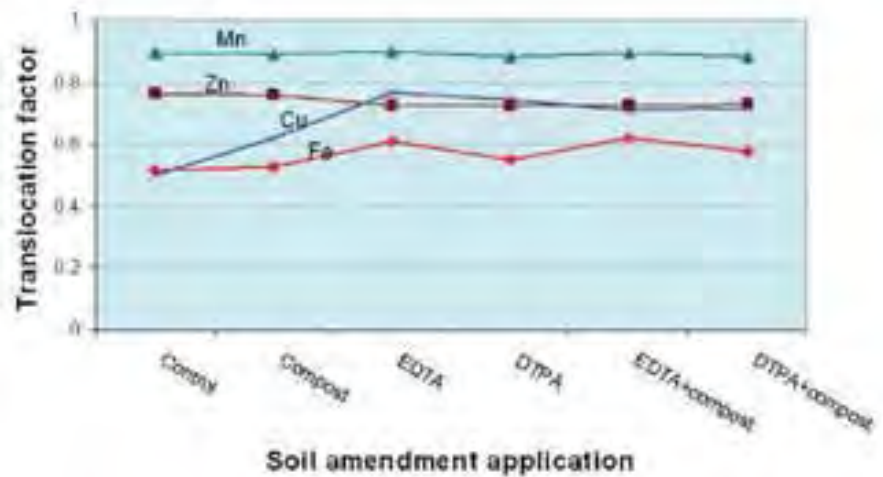


Fig. 16 Average height of vetiver plants treated with 0, 50, 70 and 100 % leachate strength at 30, 60 and 90 days after planting.



Fig. 17 Effect of landfill leachate (a) on growth of vetiver planted at landfill site, Kamphaeng Saen, Nahon Phathom province. Vetiver height of the two top rows were higher than those in the three lower rows which received greater leachate strength (b).

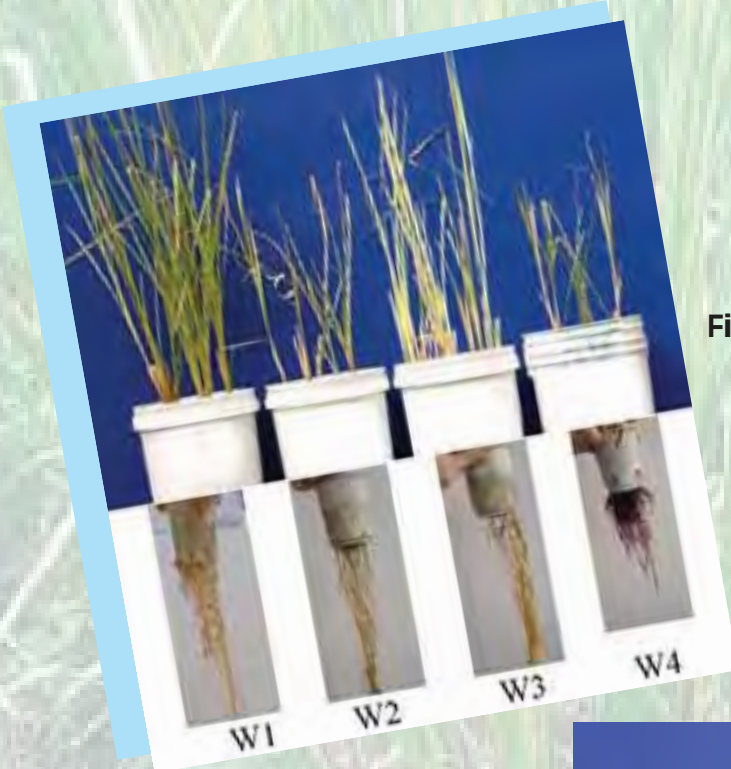


Fig. 18 Growth of vetiver grown in industrial wastewaters from milk factory (W1), battery manufacturing plant (W2), electric lamp plant (W3) and ink manufacturing facility (W4).

Fig. 19 Chlorosis caused by heavy metal toxicity in vetiver grown in zinc mine soil (T1), amended with DTPA (T4), and amended with combination of compost and DTPA (T6).



4. FERTILIZER AND SOIL AMENDMENTS

Nutrient availability is an important factor governing the success of phytoremediation and can be regulated through the addition of fertilizers (Hutchinson *et al.*, 2001). The influence of organic and inorganic fertilizers on growth of vetiver grown in lead and zinc mine soils had been compared in pot experiment. It demonstrated that in lead mine soil, both organic (compost) and inorganic fertilizer applications could significantly improve vetiver biomass while inorganic fertilizer gave better result than that of compost (Fig. 5). Contrary result occurred to the vetiver grown in zinc mine soil; the compost elevated vetiver biomass while the inorganic fertilizer decreased vetiver growth which gave biomass significantly different to those in control and compost treatments. However, the study of Rotkittikhun *et al.*, 2007 showed that organic fertilizer (pig manure) could improve the biomass of vetiver grown in lead mine soil while inorganic fertilizer application did not effectively improve vetiver growth. For vetiver cultivation on deteriorated land with low fertility, the Land Development Department recommended to fill the bottom of the plant holes with manure or compost. Once the tillers start to sprout, the 15-15-15 inorganic fertilizer should be added to accelerate growth at the rate of 25 kg/rai (0.4 acre), along the contour (ORDPB, 2000).

Besides increasing organic matter and nutrient content in soil, application of organic amendments, e.g., compost to mine tailings, is known to increase water holding capacity, cation exchange capacity and to improve the structure of mine tailings by forming stable aggregates (Ye *et al.*, 2000; Stevenson and Cole, 1999; Krzaklewski and Pietrzykowski, 2002). These amendments also mitigate the toxicity of heavy metals and plant failure to grow in their absence (Brown *et al.*, 2003). Nevertheless, the rate of application should be considered to achieve beneficial results. A field experiment performed at Padaeng Industry Public Company Limited revealed that application of compost could significantly increase growth and shoot dry weight of vetiver, however, there was no significant difference between 4 ton/rai and 8 ton/rai applications (Fig. 6 and 7). Hence, the application 4 ton/rai of compost was suggested for vetiver plantation in this area, as recommended by LDD (1998).

Since plant uptake requires metals in an environmentally mobile form, the negative charges of various soil particles tend to attract and bind heavy metals which are cations and prevent them from becoming soluble and diffuse to root surface. This causes the lower metal bioavailability in soil, which is the major limiting factor for phytoremediation. Using chelating agents such as ethylenediaminetetraacetic acid (EDTA), diethylenetriaminepentaacetic acid (DTPA), nitrilotriacetic acid (NTA) and cyclohexanediaminetetraacetic acid (CDTA) have been developed to overcome these problems (Huang and Cunningham 1996; Robinson *et al.*, 1999; Cooper *et*

al., 1999). However, the effects of chelating agents on growth performance and heavy metal uptake can differ among chelating agents, heavy metals and soils. A study by Roongtanakiat *et al.* (2009) showed that amended iron ore tailings with compost and chelating agents (EDTA and DTPA), especially the combination of DTPA and compost, could improve vetiver growth (Fig. 8 and 9) and heavy metal (Fe, Zn, Mn and Cu) uptakes (Fig. 10). However, contrary results were obtained in the zinc mine soil with the same treatments. The combination of DTPA and compost application actually reduced growth of vetiver in both height and biomass (Fig. 8 and 9). The EDTA could enhance concentration and uptakes of Zn, Mn and Cu but not Fe while DTPA increased the mentioned heavy metal concentrations but not uptakes (Fig. 11). These studies also revealed that sole compost application to iron ore tailings and zinc mine soil did not affect to heavy metal uptakes by vetiver.

5. TRANSLOCATION OF HEAVY METAL IN VETIVER

Plants absorb contaminants through root systems and store them in the root biomass and/or transport them to the stem and/or leaves. They may continue to absorb contaminants until they are harvested and disposed of safely. For phytoextraction purpose, this process is repeated several times to reduce contamination to acceptable levels. Therefore, apart from taking up large amounts of contaminants, plants should be able to transport the contaminants to the shoots, which then enable their removal. Truong (1999) reported that the distribution of heavy metals in vetiver plant can be divided into three groups: (i) Very little of the arsenic, cadmium, chromium and mercury absorbed, were translocated to the shoots (1-5%); (ii) A moderate proportion of copper, lead, nickel and selenium were translocated (16-33%); (iii) Zinc was almost evenly distributed between shoot and root (40%). However, numerous investigators (Yang *et al.*, 2003, Roongtanakiat *et al.*, 2007 and Singh *et al.*, 2007) concluded that vetiver root accumulated higher heavy metal concentrations than shoot. When vetiver plants were more mature, they could not concentrate higher heavy metal in the shoot. On the contrary the shoot heavy metal concentrations decreased, possibly due to dilution effect of increasing biomass, whilst the root heavy metal concentrations increased (Roongtanakiat and Chairaj, 2001b). These results were illustrated in Fig. 12 and 13 which compared heavy metal concentrations in shoot and root of three vetiver ecotypes planted in different levels of contaminated soils at 60 and 120 day harvest.

The ratio of metal concentrations in shoot to root is defined as translocation factor (TF) which refers to the ability of plant to translocate metals from the root to the shoot. The heavy metal translocation ability of vetiver grown in industrial wastewaters varied depending on the characteristic of growth media and metal

types as shown in Table 5. The ability of vetiver to translocate heavy metal was quite low when hydroponically cultured in wastewaters with average TFs of 0.07-0.67. However, vetiver grown on iron tailings and zinc mine soils could translocate higher quantities of heavy metal from root to shoot with TFs of 0.55-0.86 and 0.50-0.89, respectively.

Soil amendments applied to iron ore tailings and zinc mine soil affected the ability of some heavy metal translocations by vetiver (Fig. 14 and 15). It was obviously shown that chelating agents (EDTA and DTPA), especially in combination with compost, could elevate Cu translocation in both mine soils. Application of soil amendments increased Fe translocation slightly in iron ore tailings while Mn

Table 5. Concentration of heavy metal in shoot and root parts and translocation factor of vetiver grown in industrial wastewater from milk factory (W1), battery manufacturing plant (W2), electric lamp plant (W3) and ink manufacturing facility (W4).

Heavy metal	Wastewater source	Concentration of heavy metal (mg kg ⁻¹) in		Translocation factor
		Shoot	Root	
Mn	W1	48.12	121.55	0.40
	W2	64.76	88.65	0.73
	W3	58.24	68.73	0.85
	W4	330.26	473.21	0.70
	Average	125.35	188.04	0.67
Fe	W1	62.31	1430.07	0.04
	W2	83.13	791.18	0.11
	W3	64.02	977.36	0.07
	W4	165.75	3688.30	0.05
	Average	93.80	1721.73	0.07
Cu	W1	2.45	4.30	0.57
	W2	4.07	17.95	0.23
	W3	4.23	5.88	0.72
	W4	8.46	87.54	0.10
	Average	4.80	28.92	0.41
Zn	W1	14.27	82.31	0.17
	W2	25.28	192.76	0.13
	W3	18.97	134.76	0.14
	W4	46.58	148.90	0.31
	Average	26.28	139.68	0.19
Pb	W1	0.69	4.50	0.15
	W2	3.76	109.57	0.03
	W3	2.02	5.51	0.36
	W4	2.25	4.88	0.46
	Average	2.18	31.12	0.07

translocation was slightly decreased. The compost and chelating agents did not affect the Zn translocation of vetiver grown in both mine soils. Even soil amendments could enhance some metal translocations; the TFs for studied heavy metals were all less than one.

Plants used for phytoextraction purpose should have the ability to concentrate metals in their tissue, especially in the aerial part. This type of plants is called hyperaccumulator. Baker and Brooks (1989) have defined metal hyperaccumulator as plants that can take up and concentrate in excess of 0.1% a given element (pollutant involved) in their tissues i.e. more than 1000 mg g⁻¹ of Cu, Cd, Cr, Pb, Ni, Co or 1% (>10000 mg g⁻¹) of Zn or Mn in the dry matter. These ratios are 10-500 times higher than those in ordinary plants. Some researches identified a plant as hyperaccumulator using the translocation factor. This factor is more than one for hyperaccumulator and less than one for ordinary plant (Raskin and Ensley, 2000; Yanqun *et al.*, 2005). Therefore, many authors concluded that vetiver is a non-hyperaccumulator plant (Truong, 1999; Greenfield, 2002; Roongtanakiat, 2006).

6. DEGREE OF HEAVY METAL CONTAMINATION

Phytoremediation process depends on the tolerance of the plant to the contaminant. Truong (1999) demonstrated that vetiver is highly tolerant to many heavy metals. For vetiver growth, the shoot threshold level of As, Cd, Cu, Cr and Zn are 21-72, 45-48, 13-15, 5-18 and > 880 mg kg⁻¹, respectively. Vetiver grown in iron ore tailings could accumulate high concentrations of Cu in shoot (47 mg kg⁻¹) and in root (66 mg kg⁻¹) which was higher than the threshold level (Roongtanakiat *et al.*, 2008). Even so, an extremely high degree of heavy metal concentration, in the growth media, could influence the plant and play an important role in vetiver growth, as can be noted from the following experiments.

- An experiment treated with landfill leachate indicated that the growth of vetiver was reduced as the landfill leachate strength increased (Fig. 16). The vetiver treated with 100% leachate could not survive at 80-85 days after planting. At the landfill site in Kamphaeng Saen, Nahon Phathom province, vetiver grew well during the first 1-2 months after planting. They showed a good resistance to the poor environment of the garbage landfill. The average plant heights of the two top rows were higher than those in the three lower rows which received greater leachate strength. The toxicity of leachate was more serious at the fourth month, especially in the lower rows, in which some vetiver plants gradually wilted and finally died as shown in Fig. 17.

- Industrial wastewater treatment by vetiver experiment, vetiver grown in W1 (wastewater from milk factory) had the best growth due to less content of heavy

metals, while the worst growth was found in W4 (ink manufacturing facility) in which was not only contaminated with Mn, Fe but also contained Cu as high as 118.92 mg kg⁻¹ above the industrial effluent standard (≤ 20 mg kg⁻¹). They appeared unhealthy with stunted plant, few tillers and whitish-yellow old leaves. Roots were stunted, cracked and brown (Fig. 18). This was probably caused by Cu toxicity as its principal effect is on root growth (Osotsapa, 2003; Sheldon and Menzies, 2005).

- In zinc mine soil with extremely high concentration of multi-heavy metals, vetiver appeared with severe chlorosis with light yellowish to white in color on young leave (Fig. 19). It may be the symptom of Zn toxicity due to the concentration of Zn in soil which was as high as 5,039 mg kg⁻¹ which is very much higher than the toxic concentration level (900 mg kg⁻¹) in soil (Alloway, 1995).

7. HEAVY METAL UPTAKE

Two factors involving the heavy metal uptake, are the concentration of heavy metal in plant and plant biomass. Suitable vetiver ecotype and agricultural practice for a specific heavy metal are needed to obtain high heavy metal concentration in plant and biomass as previously described. For non-hyperaccumulator like vetiver, improving biomass and propagation are necessary for high efficiency of phytoremediation. Application of organic fertilizer can increase vetiver yield (Fig. 5-7) and may reduce toxicity of heavy metal through the adsorption of the toxic compounds to the organic matter. If chelating agents are needed for enhanced bioavailability of heavy metals, establishment of vetiver growth is required before application. Once the vetiver is fully grown, the aerial growth should be harvested periodically to remove the heavy metals from contaminated site and accelerate new growth for more uptakes.

8. CONCLUSION

Phytoremediation is an interesting alternative to current environmental cleanup methods that are energy intensive and expensive. However, it required hyperaccumulator plants such as alpine pennycress (*Thlaspi caerulescens*), Indian mustard (*Brassica juncea*), Chinese brake (*Pteris vittata* L.) as they concentrate high pollutants. However, some characteristics of these plants, for example, slow growth, low biomass and shallow root system, can limit phytoremediation efficiency. With vetiver phytoremediation, the long and dense root system of vetiver, can absorb heavy metals from the deep soil layers, then transfer to aerial part for harvest and thus reduce the metals concentration in soil. At the same time, vetiver roots can prevent leaching and runoff of heavy metals to nearby areas and ground water by immobilizing and stabilizing heavy metals. Moreover, on land affected by degradation and contamination, this plant can be an excellent pioneer plant to

conserve water and improve soil quality. When hydroponic culture is applied for wastewater treatment, vetiver shoots and roots can be harvested easily to remove the pollutants. To clean up soil, the aerial part can be harvested occasionally without replanting. An important advantage of harvested vetiver is that it is not considered hazardous waste, unlike hyperaccumulator residual. It can be used safely for bio-energy production, compost or even as material for handicrafts.

This versatile technology is applicable to sites with low to moderate contamination. For extremely polluted sites, it is more suitable to use in conjunction with other remediation method. However, as previously mentioned, factors affecting vetiver growth and metal uptake must be considered before introducing vetiver. Further studies should be site based and focused on optimizing agronomic management practice. Genetic engineering and mutation breeding to modify vetiver characteristics can also be beneficial to increase utilization of vetiver technology for environmental sustainability.

9. ACKNOWLEDGEMENTS

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SPORT AND RECREATION MAJOR CAPITAL WORKS PROGRAM

2018/2019 GUIDELINES

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

For the 2018/2019 year, Council will again make available significant funds for allocation to eligible Sport and Recreation groups and organisations.

Applications for funding under the Sport and Recreation Major Capital Works Program, as a general rule, should be for projects with a minimum total project cost of \$10,000. An allocation of \$70,000 has been made in Council's 2018/2019 budget for distribution in this annual program.

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

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

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

The following guidelines are provided to assist in the preparation of applications.

What Types of Projects are eligible for Program Funding?

The types of projects which would be considered appropriate for Sport and Recreation Major Capital Works Program funding include:

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

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

What is not eligible for Program Funding?

Grants will not be awarded to fund:

- Routine or ongoing operating costs (staff wages, rent, electricity, water, insurance etc), the purchase of land or the repayment of financial loans.

- Projects which have already been commenced or completed prior to grants being awarded.
- Projects submitted by individuals.

Who can apply for Grant Funding?

In recognition of Council's support of the Office of Recreation and Sport Starclub Program to be eligible grant applicants must:

- Be an existing Starclub Member - minimum 4* with commitment to achieving 5* rating as pre-condition for release of funds, or
- Be a new Starclub Member - registered prior to closing date for applications with commitment to achieving 2* rating as a pre-condition for release of funds.
- Any Sport or Recreation organisation, which is based in the City of Mount Gambier area and who's activities are predominantly conducted within the City of Mount Gambier.
- Applicants **must** have a current Australian Business Number (**ABN**) issued by the Australian Taxation Office (ATO). Applications will not be considered unless the applicant has an ABN at the time of submitting the grant application.

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

An organisation may only submit one application per annum.

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

Assessment:

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

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

Payment Conditions of Grants:

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

- Written Quotes – x 2 for works >\$5,000, x3 for works >\$20,000
- Invoices for completed works
- Development approvals / landowner consent
- Evidence of completed works (ie. Photos, Certificate/Statement of Completion, Electrical or Plumbing Certificates)
- Warranty Certificates/documentation
- As-Constructed plans including specifications and service locations
- Financial summary of completed project
- Payment will not be made for a completed project which is not the project detailed in the grant application.

- If the grant recipient is registered for GST, a tax invoice must accompany the Claim for payment.

Acquittal documentation must be submitted by 14th June 2019 to enable the release of funds before the end of the financial year.

Funds that are not acquitted by 30 June 2019 will be forfeited unless an extension has been sought and granted in writing by 31 May 2019. The applicant must demonstrate that the project is substantively complete at the time of submitting an extension request.

Claims for payment of a Grant which are received by Council after 30 June 2019 will not be considered under any circumstances.

Applications must be received by the Chief Executive Officer, City of Mount Gambier by 5.00 p.m. on the advertised closing date for the program.

Mark McSHANE
CHIEF EXECUTIVE OFFICER
City of Mount Gambier
Civic Centre
10 Watson Terrace
(P O Box 56)
MOUNT GAMBIER SA 5290
Email: city@mountgambier.sa.gov.au



SPORT AND RECREATION MAJOR CAPITAL WORKS PROGRAM

2018/2019 APPLICATION

SECTION 1 - INFORMATION ABOUT YOUR ORGANISATION

1. Name of Organisation			
2. ABN (Mandatory)			
3. Registered for GST ?	Yes ☐ No ☐		
4. Address of Organisation	Street Address :		
	Suburb/Town :		Postcode :
5. Postal Address (If different to Street Address)	Address :		
	Suburb/Town :		Postcode :
6. Contact Person	Title : Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐		
	First Name :		
	Surname :		
	Position :		
	Phone :		
	Mobile :		
	Email :		
7. Is your Club/Association registered for the StarClub Development Program	Yes ☐ No ☐		
8. Is your Club/Association registered as a Good Sports Club?	Yes ☐ No ☐		
	If yes, which Level: Level 1 ☐ Level 2 ☐ Level 3 ☐		
	Level 0 ☐ (accreditation Level for clubs without a Liquor Licence)		
9. About Your Membership (Indicate numbers under each heading)			
	Junior	Senior	Total
Male			
Female			
Total			

SECTION 2 - INFORMATION ABOUT YOUR PROJECT

(Please attach extra pages if insufficient space is provided)

1. Title of your Project

2. Describe what you are planning to do

3. Describe why you are doing it

4. Will the wider community benefit from your project, and how will they benefit?

5. Where will the project be conducted? (If the project involves construction)

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

Address:

SECTION 3 - PROJECT COSTS, FUNDING SOURCES AND GRANT SOUGHT

PROJECT COSTS

A. Project Cash Expenses

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

Sub Total (A)

\$

B. Project In Kind Contributions

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

Sub Total (B)

\$

C. Project Voluntary Labour Contributions

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

Sub Total (C)

\$

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

\$

PROJECT FUNDING

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

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

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

The following documents for your organisation must be attached to this application :

1. Most recent annual financial statements (do not have to have been audited).
2. All bank statements for the last 3 months up to the current date.
3. Starclub Membership of minimum 4* (with commitment to achieving 5* rating), or
4. Starclub Membership registered prior to closing date for applications with evidence of commitment to achieving 2* rating

REDUCED GRANT VALUE

1. Will your Organisation be able to proceed with the Project if Council awards a Grant of a lower value than that requested in (I) above ?

Yes ☐ No ☐
2. If your Project can still proceed with a lower value Grant, how will you meet the funding shortfall for the Project ?

Signature :	
Name :	
Position :	
Date :	

Applications may be lodged at the Council Office, Civic Centre, 10 Watson Terrace, posted to P O Box 56, Mount Gambier SA 5290 or emailed to city@mountgambier.sa.gov.au but must be received by Council by **5.00 p.m. on Friday, 30 November, 2018.**

SPORT AND RECREATION MAJOR CAPITAL WORKS PROGRAM 2018/2019 APPLICATION

SECTION 1 - INFORMATION ABOUT YOUR ORGANISATION

1. Name of Organisation	South Gambier Netball Club Association																		
2. ABN (Mandatory)	90 748 040 883																		
3. Registered for GST ?	No																		
4. Address of Organisation	Street Address: Commercial Street West Suburb/Town: Mt Gambier Postcode: 5290																		
5. Postal Address (If different to Street Address)	Address: P.O. Box 8666 Suburb/Town : Mt Gambier East Postcode : 5291																		
6. Contact Person	Title : Mrs First Name : Michaela Surname : Bell Position : Committee Member Phone : Mobile : 0423399407 Email : joirjac@gmail.com																		
7. Is your Club/Association registered for the StarClub Development Program	Yes																		
8. Is your Club/Association registered as a Good Sports Club?	No If yes, which Level: Level 1 ☐ Level 2 ☐ Level 3 ☐ Level 0 ☐ (accreditation Level for clubs without a Liquor Licence)																		
9. About Your Membership (Indicate numbers under each heading)	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>Junior</th> <th>Senior</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Male</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Female</td> <td>54</td> <td>38</td> <td>92</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td>92</td> </tr> </tbody> </table>				Junior	Senior	Total	Male				Female	54	38	92	Total			92
	Junior	Senior	Total																
Male																			
Female	54	38	92																
Total			92																

SECTION 2 - INFORMATION ABOUT YOUR PROJECT

(Please attach extra pages if insufficient space is provided)

1. Title of your Project

Resurfacing of two existing Netball Courts and upgrade and installation of Netball Court Shelters at the South Gambier Netball Club

2. Describe what you are planning to do

The South Gambier Netball Club (SGNC) has experienced significant growth in recent years and currently have over 90 active members competing in the Western Border Netball Association.

The SGNC plans to do the following:

1. Resurface the two existing netball courts to obtain adequate court dimensions, install kerb and channel drainage, court resealing and line marking to meet the required standards set by Netball Australia. The current SGNC court surfaces are an old asphalt surface which is over 30 years old.
2. Upgrade Court 1 Shelter: Extend the Court 1 Shelter to enable 2 teams, along with officials, coaches, and playing equipment to remain dry and safe, away from the harsh elements of a Mount Gambier Winters.
3. Install Court 2 Shelter: Install two Court Shelters to enable each team, along with officials, coaches, and playing equipment to have their own separate shelter enabling them to remain dry and safe, away from the harsh elements of a Mount Gambier Winters. Currently our younger Juniors play on this Court and are often having to sit exposed to the elements of wind and rain.

3. Describe why you are doing it

The South Gambier Netball Club (SGNC) is a thriving community sporting club that currently has 6 Junior Teams & 4 Senior Teams in the Western Border Netball Association, spanning South Australia and Victoria and has been an important part of the community for over 30 years. However, as the SGNC has continued to grow and succeed the facilities have unfortunately deteriorate over the years with the club receiving an increasing number of complaints from netball players, umpires, officials, parents and spectators due to the poor playing surfaces and lack of safe and secure shelters made available.

Resurfacing of existing Netball Courts

The current court surfaces are deteriorating, slippery in wet conditions and unforgiving to fall on and failing to meet netball court standards. The asphalt surface is quite tired and worn with cracks and dents that can cause injuries and accidents and represents a safety issue for not only players but umpires and spectators as well. Poor court drainage results in excess water on the courts with games regularly stopped as the courts become inundated with water making it unsafe for games to continue. If the SGNC can provide a smooth, even and safe playing surface and insure the court run off is now compliant, we will be able to increase access to the courts and allow other community groups and sporting organisations to access the courts. Improved court surfaces will assist us in attracting new users to the club and utilise our facilities, improve the professionalism of the game along with the standard of the games and skill level of players.

Shelters

Currently the SGNC is the only Western Border Netball Club with inadequate Shelters, with just one small shelter available. This shelter can only be used by one court and then needs to be shared by players, coaches, officials, parents and spectators. The provision of shelters along the sidelines of the two netball courts is needed as netball is a wet weather sport and play often continues when it is raining and windy. Shelter from the weather needs to be provided for game officials, scorers, coaches, first aid trainers, spectators and interchange and injured players. Provisions to keep game day equipment dry is also required. Items such as the player's bags, team game day equipment, score sheets, first aid equipment, game day checklists and paperwork are required courtside during the game.

Currently the teams that are required to play on Court 2 have no shelter provided to them at all, with Coaches, Officials etc and young children being forced to sit in the rain and wind to watch their game. With no Shelter available people also become reluctant to become involved in the sport, especially if the weather is wet and windy. It can become difficult to find volunteers on a Saturday who are prepared to sit in the rain for an hour, such as the responsible person or timer.

Teams on Court 1, fair no better with the home team being provide a small amount of shelter that is limited to only a

couple of people with little remaining room for equipment and players bags. Visiting teams are required to sit on a bench exposed to the weather. There are some quite large trees that run parallel to the Court and on windy days falling branches and leaves make this area a hazard, as teams & officials can be potentially injured by falling branches.

Presently the SGNC shelter facilities are not adhering to the recommendations of Netball Australia.

4. Will the wider community benefit from your project, and how will they benefit?

As a result of the facilities upgrade, the SGNC will be able to provide a better quality, safer and more accessible sporting facility for the over 500 players that compete in the Western Border Netball Association and the greater Limestone Coast community. Improving our facilities through the resurfacing of our Courts and upgrading of our Clubs shelters will benefit the community by;

- Bringing us in line with Netball Australia's National Facilities Policy which has been adopted by Netball SA & the Western Border Netball Association enabling us to host elite athletes at the club which is a real boost for the club, and extremely important for its viability.
- Increasing the number of players who will and can now play sport utilising our new facilities, leading to healthier, more active community.
- Increasing the number of games that can be played on the courts and the number of people who can access and utilise the courts, in both Summer & Winter due to improved facilities.
- Maintaining a consistent standard of facilities across the Western Border Netball Association enabling us to attract regional/state and national events to the City of Mount Gambier.
- Increasing usage of the Courts by schools and community organisations due to improved and safer facilities.
- Providing a more professional environment and facilities potential new users can be attracted.
- The South Gambier Football Club, men's & women's league will also be able to access the facilities for exercising, particularly when the oval surface is unavailable due to wet weather.

Facilities play a vital role in the vibrancy of community sport. Providing access to high quality facilities that meet the needs and demands of netball is a critical component of growing and sustaining participation as well as supporting the sustainability of associations, leagues and clubs.

5. Where will the project be conducted? (If the project involves construction)

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

Address: Blue Lake Sports Park, Commercial Street West, Mount Gambier SA

SECTION 3 - PROJECT COSTS, FUNDING SOURCES AND GRANT SOUGHT

PROJECT COSTS

A. Project Cash Expenses

Item (List all items and expenses you will have to pay for with cash)	Amount (Inc GST)
Mobile required plant site	\$596.00
Retaining wall construction	\$2,354
Profile edges to 155m2	\$950.00
Application of 30mm of AC7 asphalt to a total area of 1,523m2	\$27,782
20m x 2 m Shed (Court 1)	\$6,633
2 x 6m x 2 m Shed (Court 2)	\$4,000
Supply material to set out and mark lines to 2 netball courts	\$3,300

Sub Total (A)

\$46 211

B. Project In Kind Contributions

Item (List all items which are to be provided IN KIND toward your Project)	Estimated Value
We have had to include In Kind contribution in the Project Cash Expenses as the quotes received where from businesses that are supporters of SGNC so have therefor offered discounts in their quotes.	\$
	\$
	\$
	\$
	\$
	\$
	\$

Sub Total (B)

\$

C. Project Voluntary Labour Contributions

Item (Provide an estimate of any voluntary labour directly involved in your Project)	Estimated Value
Skilled (Trade) Voluntary Labour (hours) 133X \$45/hour =	\$5985
Unskilled Voluntary Labour (hours) 100X \$20/hour =	\$2000

Sub Total (C)

\$7,985

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

\$ 54 196

PROJECT FUNDING

	Amount
E. Your Organisation's Cash Contribution	\$16 211
F. Grant/s from other sources (Attach evidence that other grants have been awarded)	\$
G. Value of In Kind Contributions (Sub Total B from previous page)	\$
H. Value of Voluntary Labour (Sub Total C from previous page)	\$7 985
I. Value of Grant Requested from Council	\$30 000
J. Total Project Funding (E + F + G + H + I)	\$54 196

[The Total Costs at (D) must equal the Total Funding at (J)]

[Please ensure that the total of (e), (f), (g) and (h) equate to at least 25% of (j)].

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

The following documents for your organisation must be attached to this application :

1. Most recent annual financial statements (do not have to have been audited).
2. All bank statements for the last 3 months up to the current date.
3. Starclub Membership of minimum 4* (with commitment to achieving 5* rating), or
4. Starclub Membership registered prior to closing date for applications with evidence of commitment to achieving 2* rating

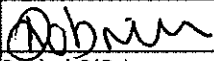
REDUCED GRANT VALUE

1. Will your Organisation be able to proceed with the Project if Council awards a Grant of a lower value than that requested in (I) above ?

Yes, with restrictions
2. If your Project can still proceed with a lower value Grant, how will you meet the funding shortfall for the Project?

Potentially our Project can proceed if we receive a lesser amount, however we would have to review proceeding with both the Courts resurfacing and the Shelter upgrade and potentially select one. This project can be broken down into stages and any funding received will go towards the upgrading of our facilities

Signature :

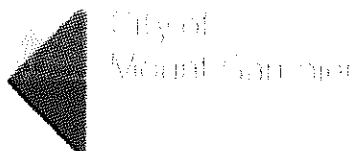

Name : Rachel O'Brien
Position : SGNC Vice President
Date : Thursday 15 th November

Name :

Position :

Date :

Applications may be lodged at the Council Office, Civic Centre, 10 Watson Terrace, posted to P O Box 56, Mount Gambier SA 5290 or emailed to city@mountgambier.sa.gov.au but must be received by Council by 5.00 p.m. on Friday, 16 November, 2018.



SPORT AND RECREATION MAJOR CAPITAL WORKS PROGRAM

2018/2019 APPLICATION

SECTION 1 - INFORMATION ABOUT YOUR ORGANISATION

1. Name of Organisation

Mount Gambier And District Baseball League Inc.

2. ABN (Mandatory)

27 657 057 895

3. Registered for GST ?

Yes ☐ No ☒

4. Address of Organisation

Street Address : Blue Lake Sports Park

Suburb/Town : Mt Gambier Postcode : 5240

5. Postal Address

(If different to Street Address)

Address :

Suburb/Town :

Postcode :

6. Contact Person

Title : Mr ☒ Mrs ☐ Miss ☐ Ms ☐ Dr ☐

First Name : BEN

Surname : GREEN

Position : PRESIDENT

Phone :

Mobile : 0428838663

Email : greenog.5@hotmail.com

7. Is your Club/Association registered for the StarClub Development Program

Yes ☒ No ☐

8. Is your Club/Association registered as a Good Sports Club?

Yes ☒ No ☐

If yes, which Level: Level 1 ☐ Level 2 ☐ Level 3 ☐
Level 0 ☐ (accreditation Level for clubs without a Liquor Licence)

9. About Your Membership

(Indicate numbers under each heading)

	Junior	Senior	Total
Male	174	180	
Female			
Total			354

SECTION 2 - INFORMATION ABOUT YOUR PROJECT

(Please attach extra pages if insufficient space is provided)

1. Title of your Project

UPGRADE OF BATTING CAGES

2. Describe what you are planning to do

REPLACE INTERVAL BATTING CAGE NETS

INSTALL SYNTHETIC GRASS TO COVER CONCRETE SLAB

3. Describe why you are doing it

THE CURRENT NETS HAVE MULTIPLE HOLES AND TEARS WHICH ALLOWS THE BASEBALL TO SHOOT THROUGH TO THE OTHER SIDE WHICH COULD HIT AND INJURE THE PEOPLE ON THE OTHER SIDE. WE ONLY HAVE SMALL PIECES OF SYNTHETIC GRASS WHICH ALLOWS PEOPLE TO SLIP ON THE CONCRETE WHEN WET OR DRY.

4. Will the wider community benefit from your project, and how will they benefit?

ALL MEMBERS OF THE BASEBALL LEAGUE AND SOFTBALL LEAGUE WILL BENEFIT FROM BEING ABLE TO USE THESE BATTING CAGES IN A SAFE MANNER. ALSO WE ARE Hoping to Host more ABL GAMES IN THE FUTURE, & PROVIDE A PROFESSIONAL FACILITY FOR THE GAMES IN DECEMBER.

5. Where will the project be conducted? (If the project involves construction)

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

Address: BLUE LAKE SPORTS PARK IN THE PRE-EXISTING BATTING CAGES NEXT TO THE CLUBROOMS

SECTION 3 - PROJECT COSTS, FUNDING SOURCES AND GRANT SOUGHT

PROJECT COSTS

A. Project Cash Expenses

Item (List all items and expenses you will have to pay for with cash)	Amount (Inc GST)
Synthetic Grass & TAPE	\$ 4,726
Custom made netting for inside the batting cages	\$ 6054
EPOXY GLUE	\$ 200
	\$
	\$

Sub Total (A) **\$ 10,980**

B. Project In Kind Contributions

Item (List all items which are to be provided IN KIND toward your Project)	Estimated Value
Stripping out the old nets 1 hr	\$
Stripping out the old synth grass 3 hrs	\$
Scrub clean the concrete slab 5 hrs	\$
Glue down the new synth grass 5 hrs	\$
HANG The new nets 3 hrs	\$
	\$
	\$

Sub Total (B) **\$**

C. Project Voluntary Labour Contributions

Item (Provide an estimate of any voluntary labour directly involved in your Project)	Estimated Value
Skilled (Trade) Voluntary Labour	(hours) X \$45/hour = \$
Unskilled Voluntary Labour	17 (hours) X \$20/hour = \$ 340

Sub Total (C) **\$ 340**

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

\$ 11,320

PROJECT FUNDING

E. Your Organisation's Cash Contribution

F. Grant/s from other sources (Attach evidence that other grants have been awarded)

G. Value of In Kind Contributions (Sub Total B from previous page)

H. Value of Voluntary Labour (Sub Total C from previous page)

Amount
\$
\$
\$
\$ 340

I. Value of Grant Requested from Council

\$ 10980

J. Total Project Funding (E + F + G + H + I)

\$ 11320

[The Total Costs at (D) must equal the Total Funding at (J)]

[Please ensure that the total of (e), (f), (g) and (h) equate to at least 25% of (j)].

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

The following documents for your organisation must be attached to this application :

1. Most recent annual financial statements (do not have to have been audited).
2. All bank statements for the last 3 months up to the current date.
3. Starclub Membership of minimum 4* (with commitment to achieving 5* rating), or
4. Starclub Membership registered prior to closing date for applications with evidence of commitment to achieving 2* rating

REDUCED GRANT VALUE

1. Will your Organisation be able to proceed with the Project if Council awards a Grant of a lower value than that requested in (I) above ?

Yes ☒ No ☐

2. If your Project can still proceed with a lower value Grant, how will you meet the funding shortfall for the Project ?

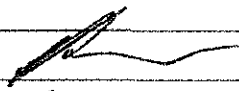
Pay the shortfall out of the MGDRL Account

Signature :

Name :

Position :

Date :


BEN GREEN
PRESIDENT
28.11.18

Applications may be lodged at the Council Office, Civic Centre, 10 Watson Terrace, posted to P O Box 56, Mount Gambier SA 5290 or emailed to city@mountgambier.sa.gov.au but must be received by Council by 5.00 p.m. on Friday, 16 November, 2018.



**SPORT AND RECREATION MAJOR CAPITAL WORKS PROGRAM
2018/2019 APPLICATION**

SECTION 1 - INFORMATION ABOUT YOUR ORGANISATION

1. Name of Organisation

SOUTH GAMBIER FOOTBALL CLUB INC

2. ABN (Mandatory)

83 850 824 916

3. Registered for GST?

Yes ☒ No ☐

4. Address of Organisation

Street Address: 200 JUBILEE HWY EAST

Suburb/Town: MT GAMBIER Postcode: 5290

5. Postal Address

(If different to Street Address)

Address: PO Box 362

Suburb/Town: MT GAMBIER Postcode: 5290

6. Contact Person

Title: Mr ☒ Mrs ☐ Miss ☐ Ms ☐ Dr ☐

First Name: WAYNE

Surname: GLYNN

Position: PRESIDENT

Phone: 08 87250952

Mobile: 0407 928 753

Email: wayneglynn@bigpond.com

7. Is your Club/Association registered for the StarClub Development Program

Yes ☒ No ☐

8. Is your Club/Association registered as a Good Sports Club?

Yes ☒ No ☐

If yes, which Level: Level 1 ☐ Level 2 ☐ Level 3 ☐
Level 0 ☐ (accreditation Level for clubs without a Liquor Licence)

9. About Your Membership

(Indicate numbers under each heading)

	Junior	Senior	Total
Male	187	150	337
Female	62	50	112
Total			449

SECTION 2 - INFORMATION ABOUT YOUR PROJECT

(Please attach extra pages if insufficient space is provided)

1. Title of your Project

MODERNISE CHANGE ROOMS

2. Describe what you are planning to do

ENLARGE & MODERNISE HOME & AWAY CHANGE ROOMS

ENLARGE & MODERNISE UMPIRE CHANGE ROOMS

MAKE ALL CHANGE ROOMS SUITABLE FOR MALE / FEMALE /
CHILDREN.

INCLUDE GYM & DISABLED TOILET UNDER MAIN ROOF

RESURFACE NETBALL COURTS & CRICKET PITCH.

3. Describe why you are doing it

CLUB ROOM IS 45 YEARS OLD & DESPERATELY NEEDS TO BE
MODERNISED TO MEET AFL STANDARD. WE WANT TO
MAKE THE CLUB SUITABLE & ATTRACTIVE TO ALL - MEN,
WOMEN, CHILDREN, NON-TRADITIONAL PARTICIPANTS, FAMILIES

4. Will the wider community benefit from your project, and how will they benefit?

THE CLUB IS ALREADY USED BY MANY SPORTS IN THE
COMMUNITY (FOOTBALL, CRICKET, NETBALL, TENNIS, SOFTBALL,
EQUESTRIAN, DOG OBEDIENCE, RUGBY ETC). BY MAKING THESE
CHANGES MORE PEOPLE CAN BE INVOLVED SAFELY AND
SECURELY.

5. Where will the project be conducted? (If the project involves construction)

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

Address: 200 JUBILEE HWY EAST, MT GAMBIER

BLUE LAKE SPORTS PARK.

SECTION 3 - PROJECT COSTS, FUNDING SOURCES AND GRANT SOUGHT

PROJECT COSTS

A. Project Cash Expenses

Item (List all items and expenses you will have to pay for with cash)	Amount (Inc GST)
DESIGN & SUPERVISION	\$ 20 000
DEMOLITION & EARTHWORKS	\$ 30 000
ELECTRICAL	\$ 30 000
PLUMBING & ROOFING	\$ 50 000
CARPENTRY & JOINERY	\$ 60 000
CONCRETE & OTHER	\$ 162 000
RESURFACE NETBALL COURTS, CRICKET PITCH	\$ 50 400

Sub Total (A)

\$ 402 400

B. Project In Kind Contributions

Item (List all items which are to be provided IN KIND toward your Project)	Estimated Value
DESIGN & SUPERVISION	\$ 10 000
TILING	\$ 5 000
PAINTING	\$ 15 000
PLASTER / CLADDING / INSULATION	\$ 10 000
	\$
	\$
	\$

Sub Total (B)

\$ 40 000

C. Project Voluntary Labour Contributions

Item (Provide an estimate of any voluntary labour directly involved in your Project)	Estimated Value
Skilled (Trade) Voluntary Labour	80 (hours) X \$45/hour = \$ 3 600
Unskilled Voluntary Labour	200 (hours) X \$20/hour = \$ 4 000

Sub Total (C)

\$ 7 600

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

\$ 450 000

PROJECT FUNDING

E. Your Organisation's Cash Contribution

Amount

\$ 347 400

F. Grant/s from other sources (Attach evidence that other grants have been awarded)

\$ 5000 SANFL

G. Value of In Kind Contributions (Sub Total B from previous page)

\$ 40000

H. Value of Voluntary Labour (Sub Total C from previous page)

\$ 7600

I. Value of Grant Requested from Council

\$ 50000

J. Total Project Funding (E + F + G + H + I)

\$ 450 000

[The Total Costs at (D) must equal the Total Funding at (J)]

[Please ensure that the total of (e), (f), (g) and (h) equate to at least 25% of (i)].

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

The following documents for your organisation must be attached to this application :

1. Most recent annual financial statements (do not have to have been audited).
2. All bank statements for the last 3 months up to the current date.
3. Starclub Membership of minimum 4* (with commitment to achieving 5* rating), or
4. Starclub Membership registered prior to closing date for applications with evidence of commitment to achieving 2* rating

REDUCED GRANT VALUE

1. Will your Organisation be able to proceed with the Project if Council awards a Grant of a lower value than that requested in (I) above ?

Yes ☒ No ☐

2. If your Project can still proceed with a lower value Grant, how will you meet the funding shortfall for the Project ?

WE WILL SELF-FUND AS MUCH OF THE PROJECT AS WE CAN. WE HAVE APPLIED FOR A \$25,000 GRANT FROM ORSA GRASSROOTS FOOTBALL, CRICKET & NETBALL FACILITY PROGRAM.

Signature :

Name :

Position :

Date :


WAYNE GYNN
PRESIDENT
13.11.18

Applications may be lodged at the Council Office, Civic Centre, 10 Watson Terrace, posted to P O Box 56, Mount Gambier SA 5290 or emailed to city@mountgambier.sa.gov.au but must be received by Council by 5.00 p.m. on Friday, 15 November, 2018.



**SPORT AND RECREATION MAJOR CAPITAL WORKS PROGRAM
2018/2019 APPLICATION**

SECTION 1 - INFORMATION ABOUT YOUR ORGANISATION

1. Name of Organisation

BLUE LAKE SPORTS CLUB INCORPORATED

2. ABN (Mandatory)

28 736 209 156

3. Registered for GST ?

Yes ☐ No ☒

4. Address of Organisation

Street Address : SD WHITE AVENUE

Suburb/Town : MT GAMBIER Postcode : 5290

5. Postal Address

(If different to Street Address)

Address : PO BOX 324

Suburb/Town : MT GAMBIER Postcode : 5290

6. Contact Person

Title : Mr ☒ Mrs ☐ Miss ☐ Ms ☐ Dr ☐

First Name : JEREMY

Surname : BUTLER

Position : VICE PRESIDENT

Phone :

Mobile : 0415 868 571

Email : BLUELAKE.Soccer.Club@outlook.com

7. Is your Club/Association
registered for the StarClub
Development Program

Yes ☒ No ☐

8. Is your Club/Association
registered as a Good
Sports Club?

Yes ☒ No ☐

If yes, which Level: Level 1 ☐ Level 2 ☐ Level 3 ☐

Level 0 ☒ (accreditation Level for clubs without a
Liquor Licence)

9. About Your Membership

(Indicate numbers under each heading)

	Junior	Senior	Total
Male	80	40	120
Female	18	15	33
Total			153

SECTION 2 - INFORMATION ABOUT YOUR PROJECT

(Please attach extra pages if insufficient space is provided)

1. Title of your Project

FENCING, SEATING, LIGHTING + SECURITY UPGRADE

2. Describe what you are planning to do

SECURE GROUNDS TO PROTECT FROM UNAUTHORISED USE (EG. 'HOONS')
ENSURE PLAYING FIELD MEETS FULL REGULATIONS (FENCING)
UPGRADE SPECTATOR SEATING
UPGRADE LIGHTING FOR SAFER TRAINING/GAMES
GENERAL GROUNDS BEAUTIFICATION

3. Describe why you are doing it

WE HAVE HAD SEVERAL INCIDENTS WITH 'HOONS' ON GRASED AREAS
AS FIELD + SURROUNDS ARE NOT PROPERLY SECURE
INCREASED LIGHTING OUTPUT FOR SAFER TRAINING/GAME PLAY
ENHANCE VISUAL APPEARANCE OF OVERALL FACILITY

4. Will the wider community benefit from your project, and how will they benefit?

ATTRACT ADDITIONAL COMMUNITY INVOLVEMENT (WE ALREADY HAVE A
LARGE REFUGEE/MIGRANT CONTINGENT + HOST ALL ABILITIES SOCCER)
AND THIS UPGRADE WILL SUPPORT ADDITIONAL PLAYERS

5. Where will the project be conducted? (If the project involves construction)

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

Address: NOT APPLICABLE - LIGHTING TO BE PLACED ON EXISTING
POLES + GATES ADDED TO EXISTING FENCING

SECTION 3 - PROJECT COSTS, FUNDING SOURCES AND GRANT SOUGHT

PROJECT COSTS

A. Project Cash Expenses

Item (List all items and expenses you will have to pay for with cash)	Amount (Inc GST)
PLAYING FIELD FENCE - 14 GATES	\$ 2141
GATES - EASTERN, WESTERN + CRICKET ENTRANCES	\$ 2327
POST + RAIL FENCE 45m	\$ 2539
LABOUR - FENCING	\$ 1500
LIGHTS - 2 x LED PER POLE	\$ 10,824
LABOUR + PLANT HIRE FOR LIGHTING	\$ 2,673
SEATING	\$ 1,354
TURF	950

Sub Total (A)

\$ 25,625
1317

SHRUBS

B. Project In Kind Contributions

Item (List all items which are to be provided IN KIND toward your Project)	Estimated Value
DINGO HIRE	\$ 1,000
SEATING / SECURITY BOLLARDS	\$ 310
	\$
	\$
	\$
	\$
	\$
	\$

Sub Total (B)

\$ 1,310

C. Project Voluntary Labour Contributions

Item (Provide an estimate of any voluntary labour directly involved in your Project)	Estimated Value
Skilled (Trade) Voluntary Labour	32 (hours) X \$45/hour = \$ 1,440
Unskilled Voluntary Labour	32 (hours) X \$20/hour = \$ 640

Sub Total (C)

\$ 2,080

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

\$ 29,015

PROJECT FUNDING

	Amount
E. Your Organisation's Cash Contribution	\$ 5,000
F. Grant/s from other sources (Attach evidence that other grants have been awarded)	\$
G. Value of In Kind Contributions (Sub Total B from previous page)	\$ 1,310
H. Value of Voluntary Labour (Sub Total C from previous page)	\$ 2,080
I. Value of Grant Requested from Council	\$ 20,625
J. Total Project Funding (E + F + G + H + I)	\$ 29,015

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

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The following documents for your organisation must be attached to this application :

1. Most recent annual financial statements (do not have to have been audited).
2. All bank statements for the last 3 months up to the current date.
3. Starclub Membership of minimum 4* (with commitment to achieving 5* rating), or
4. Starclub Membership registered prior to closing date for applications with evidence of commitment to achieving 2* rating

REDUCED GRANT VALUE

1. Will your Organisation be able to proceed with the Project if Council awards a Grant of a lower value than that requested in (I) above ?
Yes ☒ No ☐
2. If your Project can still proceed with a lower value Grant, how will you meet the funding shortfall for the Project ?

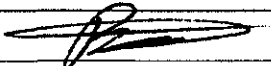
REDUCE LIGHTING UPGRADE TO 1 LED PER POLE (REDUCES COST BY OVER \$6,000)
NOT UNDERTAKE HEDGING
ALTERNATIVE REPLACEMENT OF SOUTH WEST FENCE

Signature :

Name :

Position :

Date :


JEREMY BUTLER
VICE PRESIDENT
30/11/2018

Applications may be lodged at the Council Office, Civic Centre, 10 Watson Terrace, posted to P O Box 56, Mount Gambier SA 5290 or emailed to city@mountgambier.sa.gov.au but must be received by Council by 5.00 p.m. on Friday, 16 November, 2018.

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

Year	Organisation	Project Description	Allocation \$	Total Annual Allocation \$
2010	MG Little Athletics	Purchase of timing gate	10,000	45,000
	Basketball Mount Gambier	Canteen/viewing area upgrade (stage 1)	20,000	
	Suttontown Tennis	Court fencing upgrade	15,000	
2011	Apollo Soccer	Fencing	12,242	100,000
	MG Softball League	Fencing	25,000	
	Basketball Mount Gambier	Clubroom upgrade (stage 2)	31,046	
	West Gambier Cricket	Turf wicket development	22,312	
	MG Tennis Club	Kitchen upgrade	9,400	
2012	LSE Hockey Association	Upgrade/replace playing surface	40,000	100,000
	MG Croquet	Upgrade kitchen & watering system	10,000	
	MG Netball Association	Netball shelters	20,000	
	Basketball Mount Gambier	Clubroom upgrade (stage 3)	30,000	
2013	West Gambier Football Club	Clubroom air-conditioning	11,000	100,000
	MG Greyhound	Well construction	11,000	
	MG Softball League	Clubroom upgrade	18,000	
	MG Tennis Club	Safety fencing / sun shelters	10,000	
	North Gambier Football/Netball	Vansittart Park Infrastructure Upgrades (Special Allocation)	50,000	
2014	West Gambier Football Club	Purchase/Install Rainwater Tanks	10,000	70,000
	East Gambier Sportsmen's Club	Re-roof Clubrooms	20,000	
	North Gambier Football Club	Upgrade Canteen/BBQ Shed	8,000	
	Mount Gambier Little Athletics	Upgrade Athletic Track	24,000	
	Blue Lake BMX Club	Re-roof Clubrooms	8,000	
2015	Apollo Soccer Club	Water Reduction Program	15,000	65,000
	MG Harness Racing Club	Lighting Upgrade	20,000	
	MG Cricket Association	Sight Screens & Covers Upgrade	30,000	
2016	West Gambier Football Club	Upgrade Flood Lighting and Tower	40,000	70,000
	South Gambier Football Club	Renovation Public Toilet Block	9,000	
	MG District Baseball League	Lighting Upgrade	14,000	
	Blue Lake Soccer Club	Storage Shed (Extension)	7,000	
2017	South Gambier Football Club	Home Change Room Renovations	15,000	56,450
	Mil-Lel Cricket Club	Upgrade Frew Park Nets	6,360	
	MG Harness Racing Club	Lighting and PA system upgrade	20,000	
	Basketball Mount Gambier	Upgrade Entrance	15,090	

2018 HERITAGE RESTORATION FUND - SUMMARY OF APPLICATIONS

APPLICATION NO.	APPLICANT	PROPERTY	DESCRIPTION OF WORK	ESTIMATED COST	RECOMMENDED VALUE OF GRANT	DATE APPLICANT RECEIVED FUNDING
	Adrian Robert & Tracy Pearl Koop	93 Penola Road	Repairs and re-roofing of back section of the house. Leaking roof has damaged inside ceilings and needs full replacement.	\$7700	\$1500	
	*George Haskas	16 Eglington Terrace	Repair south bay window frame bottom sashes as they are rotted and glass is cracked. Replace broken glass above front door Replace glass east top window	\$1,679.50 Quote 1 \$425.50 Quote 2 \$427.90	\$800	
	Mount Gambier Club Inc	7 Penola Road	Restoration of wood work and gutters. Install rain head and down pipes. Remove ability of moisture of inner walls. Restore roof parapet wall on east side of roof.	\$13,399.03 Quotes to the value of \$9,157.50	\$2000	
	Kiri Fleming	35 Jubilee Highway West	External painting after repainting store work. Restore iron fretwork and repaint. Repair sash windows x4. Reinstate front entry gate and driveway gate.	\$12,635.87	\$2000	
	Georgina Jones	12 Canavan Road	Repair of eaves/woodwork and rotten guttering.	\$4,000 (Quotes range from \$1,148.25 - \$2,815)	\$700	
	Jo & David Glover	33 O'Halloran Terrace	Propose to install wooden boards over existing concrete to return to original state.	\$4,500	\$500	
	Darren & Yvette Sims	82 Penola Road	Current return verandah and cast iron posts are in danger of collapsing. The wall has bowed 100mm and the verandah slab has dropped 50mm.	Quote 1 \$13,057 Quote 2 \$13,530	\$2500	
	Kathryn Zvirgzdins	7 Jardine Street	Painting front verandah, pressure clean verandah, sand down fascias, gap fill, repair pillars, replace pillars, ceiling panels and beams painted.	Quote 1 \$2,293 Quote 2 \$2,250	\$800	
	*Ryan & Kirsty Turner	58 Bay Road	Supply and install emu wire fence, gutters to be replaced and improve drainage away from stone walls. Repair and paint timber	\$35,000+	\$2000	

* These Applicants received funding as part of the 2016 Local Heritage Restoration Fund

2018 HERITAGE RESTORATION FUND - SUMMARY OF APPLICATIONS

			windows and stonework at front of house. Reinststate stone chimneys in style appropriate to era of the house.	Quote \$9,600 – fence		
	*Darren & Tanya Coxon	55 Bay Road	Replace existing verandah with new bull nose as per Richard Wood's advice. Repair finial x2 (Remove, repair and install) as per Richard Woods advice.	\$5,000	\$1500	
	John & Wendy Pocock	45 Crouch Street North	Replacement of rotted/broken cords in 8 sash-windows \$132/set	\$1,056	\$500	
	John William Ancell & Raspati Suciati Louis	36 Elizabeth Street	Replace shed roof and gutters	\$11,150.49	\$2000	
	Fiona Smith	17 O'Halloran Terrace	Remove cracked pointing to front of home and patch with matching coloured mortar e.g. Dolomite, to match in with dolomite stone. Also painting to limestone where required.	\$950	\$500	
	Margaret Kaethner	93 Crouch Street South	Repairing of stone and woodwork. Repair of salt damp. Removing and replacing the original wiring in the front half of the house.	Quote for painting etc. - \$10,365 Quote for rewiring - \$2,076.67	\$2000	
	Joe & Sue Clements	24 Fairlie Street	Paint of fascias, barge board, verandah posts and front of carport in existing colours.	Quote 1 \$3,621.98 Quote 2 \$1,850	\$700	

* These Applicants received funding as part of the 2016 Local Heritage Restoration Fund

City of Mount Gambier

PROFORMA STATEMENT OF COMPREHENSIVE INCOME

Budget FY2019 and BR1 FY2019

	FY Budget 2019 \$'000	FY BR1 2019 \$'000	2018 \$'000
INCOME			
Rates	21,486	21,486	20,597
Statutory charges	462	512	447
User charges	4,855	4,855	4,484
Grants, subsidies and contributions	3,321	3,321	3,906
Investment income	48	48	62
Reimbursements	85	85	83
Other income	269	269	522
Total Income	30,525	30,575	30,102
EXPENSES			
Employee costs	11,575	11,596	11,034
Materials, contracts & other expenses	11,433	11,462	10,023
Depreciation, amortisation & impairment	7,032	7,032	7,004
Finance costs	157	157	236
Total Expenses	30,197	30,247	28,296
OPERATING SURPLUS / (DEFICIT)	328	328	1,805
Asset disposal & fair value adjustments	399	399	(243)
Amounts received specifically for new or upgraded assets	-	-	445
Physical resources received free of charge	-	-	463
NET SURPLUS / (DEFICIT)	727	727	2,470
transferred to Equity Statement			
Other Comprehensive Income			
<i>Amounts which will not be reclassified subsequently to operating result</i>			
Changes in revaluation surplus - infrastructure, property, plant & equipment			22,325
Impairment (expense) / recoupments offset to asset revaluation reserve			(1,217)
Total Other Comprehensive Income	-	-	21,108
TOTAL COMPREHENSIVE INCOME	727	727	23,578

City of Mount Gambier

PROFORMA STATEMENT OF FINANCIAL POSITION Budget FY2019 and BR1 FY2019

	FY Budget 2019 \$'000	FY BR1 2019 \$'000	2018 \$'000
ASSETS			
Current assets			
Cash and cash equivalents	5,314	5,314	4,587
Trade & other receivables	1,524	1,524	1,524
Other financial assets	-	-	-
Inventories	304	304	304
	<u>7,142</u>	<u>7,142</u>	<u>6,415</u>
Non-current Assets held for Sale	-	-	-
Total current assets	<u>7,142</u>	<u>7,142</u>	<u>6,415</u>
Non-current assets			
Financial assets	-	-	-
Equity accounted investments in Council businesses	-	-	-
Investment property	-	-	-
Infrastructure, property, plant & equipment	246,964	246,964	246,964
Other non-current assets	-	-	-
Total non-current assets	<u>246,964</u>	<u>246,964</u>	<u>246,964</u>
Total assets	<u>254,106</u>	<u>254,106</u>	<u>253,379</u>
LIABILITIES			
Current liabilities			
Trade & other payables	2,429	2,429	2,429
Borrowings	218	218	218
Provisions	2,332	2,332	2,332
Other current liabilities	-	-	-
	<u>4,979</u>	<u>4,979</u>	<u>4,979</u>
Liabilities relating to Non-current Assets held for Sale	-	-	-
Total current liabilities	<u>4,979</u>	<u>4,979</u>	<u>4,979</u>
Non-current liabilities			
Trade & Other Payables	-	-	-
Borrowings	2,572	2,572	2,572
Provisions	3,593	3,593	3,593
Liability - Equity accounted Council businesses	-	-	-
Other Non-current Liabilities	-	-	-
Total non-current Liabilities	<u>6,165</u>	<u>6,165</u>	<u>6,165</u>
Total liabilities	<u>11,144</u>	<u>11,144</u>	<u>11,144</u>
NET ASSETS	<u>242,962</u>	<u>242,962</u>	<u>242,235</u>
EQUITY			
Accumulated surplus	65,495	65,496	64,768
Asset revaluation reserves	176,619	176,619	176,619
Available for sale Financial Assets	-	-	-
Other reserves	848	848	848
Total Council Equity	<u>242,962</u>	<u>242,962</u>	<u>242,235</u>
Minority Interest	-	-	-
TOTAL EQUITY	<u>242,962</u>	<u>242,962</u>	<u>242,235</u>

City of Mount Gambier

PROFORMA STATEMENT OF CHANGES IN EQUITY Budget FY2019 and BR1 FY2019

	Accumulated surplus	Asset revaluation reserve	Other reserves	Total equity
	\$'000	\$'000	\$'000	\$'000
2019				
Balance at end of previous reporting period	64,768	176,619	848	242,235
Restated opening balance	64,768	176,619	848	242,235
Net surplus / (deficit) for the year	727			727
Other Comprehensive Income				
Transfers between reserves	-		-	-
Balance at end of period	65,496	176,619	848	242,962
2018				
	\$'000	\$'000	\$'000	\$'000
Balance at end of previous reporting period	61,333	155,509	3,030	219,872
Net surplus / (deficit) for the year	1,253			1,253
Other Comprehensive Income				
Gain on revaluation of infrastructure, property, plant & equipment		22,325		22,325
Impairment (expense) / recoupments offset to asset revaluation res		(1,217)		(1,217)
Other equity adjustments	(0)	2	0	2
Transfers between reserves	2,183		(2,183)	-
Balance at end of period	64,768	176,619	848	242,235
2017				
	\$'000	\$'000	\$'000	\$'000
Balance at end of previous reporting period	54,680	168,966	4,382	228,028
Net surplus / (deficit) for the year	5,301			5,301
Other Comprehensive Income				
Gain on revaluation of infrastructure, property, plant & equipment		(13,457)		(13,457)
Transfers between reserves	1,352		(1,352)	-
Balance at end of period	61,333	155,509	3,030	219,872

City of Mount Gambier

PROFORMA STATEMENT OF CASH FLOWS

Budget FY2019 and BR1 FY2019

	FY Budget 2019	FY BR1 2019	2018
	\$'000	\$'000	\$'000
CASH FLOWS FROM OPERATING ACTIVITIES			
<u>Receipts</u>			
Rates - general & other	20,370	20,370	19,522
Fees & other charges	462	512	447
User charges	4,855	4,855	4,322
Investment receipts	-	-	62
Grants utilised for operating purposes	3,321	3,321	3,906
Reimbursements	85	85	83
Other revenues	269	269	597
<u>Payments</u>			
Employee costs	(11,575)	(11,596)	(11,715)
Materials, contracts & other expenses	(10,317)	(11,479)	19,115
Finance payments	(157)	(157)	(172)
Net cash provided by (or used in) Operating Activities	7,312	6,180	36,167
CASH FLOWS FROM INVESTING ACTIVITIES			
<u>Receipts</u>			
Amounts specifically for new or upgraded assets	-	-	445
Sale of replaced assets	399	352	146
Sale of surplus assets	-	-	71
Repayments of loans by community groups	-	-	35
<u>Payments</u>			
Expenditure on renewal/replacement of assets	(4,374)	(4,678)	(3,919)
Expenditure on new/upgraded assets	(2,610)	(1,126)	(31,179)
Net cash provided by (or used in) Investing Activities	(6,585)	(5,453)	(34,402)
CASH FLOWS FROM FINANCING ACTIVITIES			
<u>Payments</u>			
Repayments of borrowings	-	-	(206)
Net cash provided by (or used in) Financing Activities	-	-	(206)
Net increase / (decrease) in cash held	727	727	1,559
Cash & cash equivalents at beginning of period	4,587	4,587	3,028
Cash & cash equivalents at end of period	5,314	5,314	4,587



GREAT VIC BIKE RIDE

2019 Partnership Proposal

Prepared by the Bicycle Network Events Team



22nd November - 1st December 2019

Overview



The most iconic, supported bicycle holiday in the Southern Hemisphere

Event: Great Victorian Bike Ride

Dates: Friday 22nd November - Sunday 1st December

Location: Limestone Coast to the Great Ocean Road

Anticipated Audience Numbers: 4500 - 5000 Riders

Ticket Types: First 4 days, Last 4 days, 9 day

The Great Victorian Bike Ride is a fully supported cycle touring holiday. 2019 will be the event's 36th year and we're going to make it the most epic yet!

The Great Victorian Bike Ride provides bike riders with an affordable, supported cycling and camping holiday visiting iconic rural destinations. The event is challenging and fun with a friendly community environment. It's a week in another world.

For 2019



Riders will be able to choose
First 4 days, last 4 days or the full 9 days



We are seeking to begin the ride in Robe, travel through the Limestone Coast to the Great Ocean Road before heading east through the Otways concluding in Torquay

Robe - Torquay



Riders will challenge themselves on distances between
50km - 107km per day

The ride

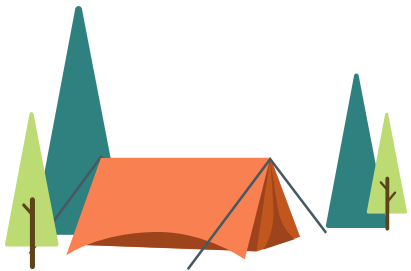


Destination

Great Ocean Road- Our Most Popular Destination

We know our riders love heading to the Great Ocean Road, in fact each time we have visited the region we achieve the largest rider numbers. By starting from South Australia and including the iconic town of Robe and the stunning Limestone Coast we predict 2019 to continue this trend.

A Great Ocean Road ride will on average bring an extra 39.5% of riders to the ride.



Who are the riders?



The majority of our riders are male
60% male / 40% female



Out of our non school riders
85% are aged between 40-70



Most of our riders are local with
80% of riders from Victoria

The Riders

Rider Population

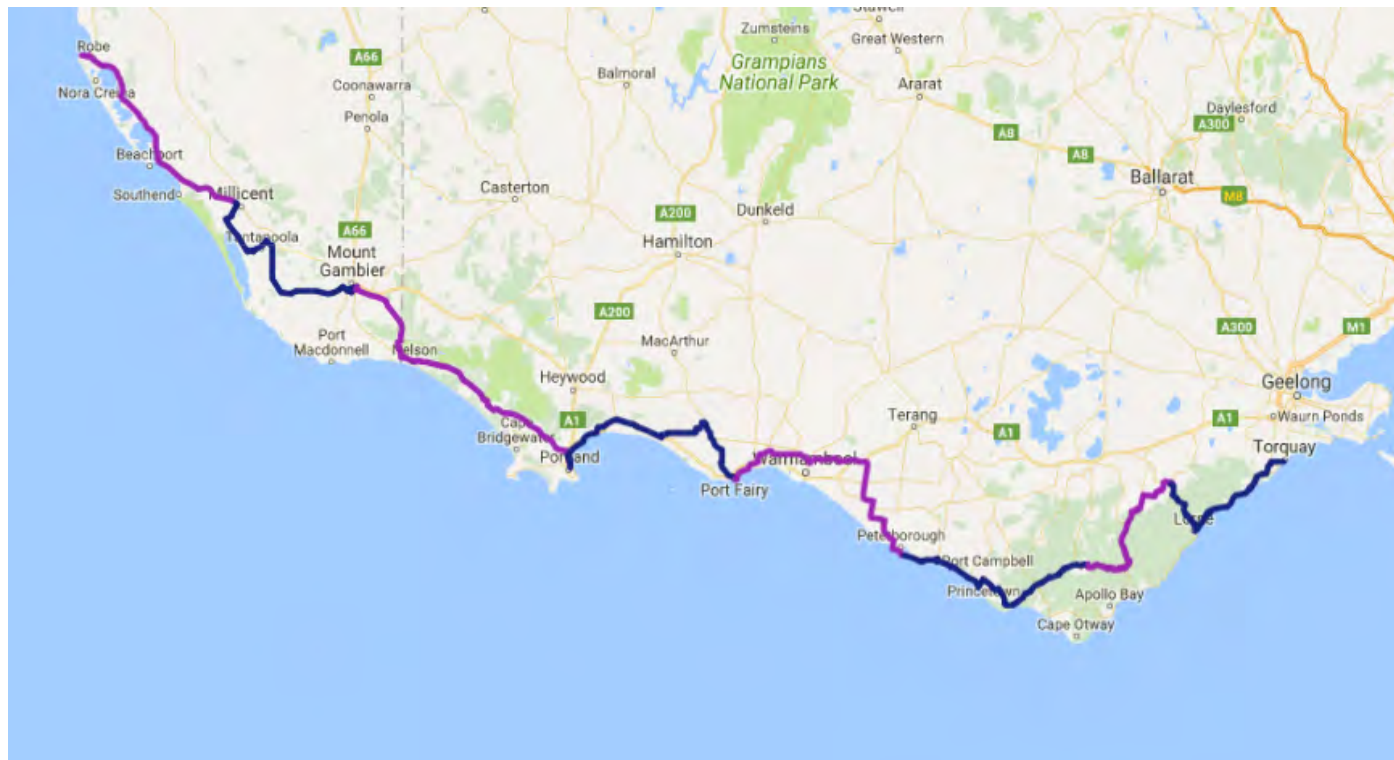


The event has three distinct target markets:

- School groups, who we anticipate will make up approximately 40% of event attendees.
- 50-70 year olds, residing in Victoria, with an interest in camping, travelling and cycling.
- 40-50 year olds, interested in the festival feel of the event and ticking this must do ride off their bucket list.



Route Proposal



Route Proposal

For the 2019 event Bicycle Network are proposing a challenging yet spectacular route taking in South Australia's Stunning Limestone Coast and making it's way through to the iconic Great Ocean Road and the Otways. Starting the ride in Robe we will trek to Millicent via the coast, the next day take us to a Great Vic favourite, Mt Gambier. Riders will then make the journey back to Victoria arriving in Portland which will be the longest day of riding on the event. Port Fairy is our next destination and our rest day, here we will farewell the first 4 day ticket holders and welcome the second group of riders.

From Port Fairy we will continue heading east heading to the small town of Peterborough. Notorious Lavers Hill will follow Peterborough. Riders will tackle this challenging climb before finishing in Beech Forest. Continuing through the magical Otway's riders will make it to Deans Marsh for their last night in their tents. The final day of riding will conclude in the beautiful surf coast town of Torquay.

Route Proposal - In Detail



Challenging, yet achievable

Our proposal will see riders on the 9 day route with a 651km journey. The longest distance ridden in a single day is 107km and the average day is 81km



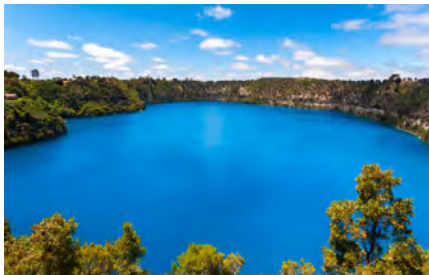
1. Start Site - Robe

Fri 22nd Nov - 9 day & first 4 day ride option start



2. Robe - Millicent (79km)

Sat 23 November



3. Millicent - Mt Gambier (77km)

Sun 24 November



4. Mt Gambier - Portland (107km)

Mon 25 November



5. Portland - Port Fairy (85km)

Tue 26 November

Route Proposal - In Detail

6. Port Fairy Rest Day
Wednesday 27 November
First 4 day ride finish / Second 4 day ride
start



7. Port Fairy - Peterborough
(95km)
Thu 28 November



8. Peterborough - Beech
Forrest (81km)
Fri 29 November



9. Beech Forest - Deans
Marsh (62km)
Sat 30 November



10. Deans Marsh - Torquay
(66km)
Sun 1 Dec

Campsites

We'd love to make your home our home!

The Great Vic is a community on the move! Operationally, we are fully self-sufficient but we do require a site equivalent in size to 3-4 football ovals to set-up on. We'll use this site to accommodate the Riders camping areas, catering operations, toilets and showers, etc. While 3 or 4 actual ovals would be perfect, we know that's hard to come by in regional areas, so we're experienced in making any combination of public space (reserves, show grounds, golf clubs, etc.) and private land work.

If power and water aren't available on-site, that's ok too – we bring it all with us!



"3 to 4 football ovals is a good guideline"

The Benefits of Having Us

Economic impact



In 2017, > 60% of riders spent over \$20/day, and 37% spent over \$40/day



That's an injection of approximately \$140,000 per day into the local community



Increased off peak trading for local traders

Repeat Visitation



66% of respondents said they were likely to return one of the towns visited within 12 months.



43% said they would bring an additional person, 53% said they would bring more than one.



This equates to an extra 7,400 possible visits!

Destination Marketing



The Great Vic towns get exposure to markets in Victoria and beyond through integrated marketing campaigns that incorporate both above the line and below the line platforms.



Each town has a video produced showcasing what the destination has to offer which is shared on social media platforms.

Community Fundraising Opportunities



Bicycle Network offer extensive opportunities for local community groups to fund raise at both campsite and rest stops.

Community Benefits

There's a huge host of benefits for the region when the Great Vic comes to town!

Rider Communications

-  Logo acknowledgement on our ride guide, brochure, website, poster and other printed collateral
 -  Dedicated section for the hosting community on the website
 -  A section for council content within ride guide
 -  An article in the Great Vic rider Enews to registered riders
 -  3mx3m tourism information stand at each campsite
 -  Opportunity to present at the rider briefing the night preceeding our visit to your town.
 -  A digital copy of a short professional promotional video showcasing each host town
 -  Opportunity to provide hard copy promotional collateral in our rider pack
-

Event Marketing

Marketing for the Great Victorian Bike Ride is primarily via direct marketing to our database of over 300,000 names.

This includes communicating to our target markets through our website, posters, flyers, sales emails and inbound/outbound calling. An individual campaign with focus on the towns and region visited will be created by our marketing team.

In the Loop

Fortnightly newsletter sent to our members and friends with information from all over the bike riding world

Audience - 130,000 recipients

Open rate - 37%

Click through rate - 29%

Sales EDMs

Weekly segmented emails sent to our 'cyclist' and 'rider' demographics about upcoming events

Audience - 150,000 recipients

Open rate - 27%

Click through rate - 9%



Facebook - 20,000+ likes



Twitter - 2,000+ followers



Instagram - 3,500+ followers



Website - 340,000 unique visitors p/month

Collateral Examples:

**BRIGHT
BEECHWORTH
TALLANGATTA
RUTHERGLEN
YARRAWONGA
GLENROWAN
BENALLA**

EARLY BIRD CLOSING
SUNDAY 19 AUG 2018

**24 NOVEMBER
- 2 DECEMBER
2018**

ENTRIES
OPEN
from Monday
21 May 2018

**MOUNTAINS
TO
MURRAY**

**GREAT VIC
BIKE RIDE**

VISIT GREATVIC.COM.AU

PRICES

Ticket category	Early bird	Standard
RACV GREAT VICTORIAN BIKE RIDE - 9 DAY RIDE		
Adult	\$1020	\$1020
Concession	\$960	\$1060
Youth 13-17 years	\$750	\$850
Child 12 and under	\$399	\$499
Infant 5 and under	FREE	FREE
RACV GREAT VIC ADVENTURE - 5 DAY RIDE		
Adult	\$729	\$829
Concession	\$649	\$749
Youth 13-17 years	\$529	\$629
Child 12 and under	\$289	\$379
Infant 5 and under	FREE	FREE
RACV GREAT VIC GETAWAY - 3 DAY RIDE		
Adult	\$520	\$620
Concession	\$460	\$560
Youth 13-17 years	\$399	\$499
Child 12 and under	\$219	\$319
Infant 5 and under	FREE	FREE

Hosts

Sun Country WARRAGUTTA INDIGO RUTHERGLEN ALPINE

towongshires BENALLA RURAL CITY RIDE HIGH COUNTRY

**JOIN OUR
EVENT TEAM**

Friday 23 November to
Sunday 3 December 2018

Register now at
bicyclenetwork.com.au/volunteer

**GREAT VIC
BIKE RIDE**

CELEBRATING
35
YEARS

WHAT'S INCLUDED

- All meals
- All transportation
- Accommodation
- Daily music & entertainment
- Volunteer appreciation party
- Bicycle Network uniform

PARTNER

HOSTS

towongshire

BENALLA RURAL CITY

WARRAGUTTA

INDIGO RUTHERGLEN

Sun Country

RIDE HIGH COUNTRY

BRIGHT & SURROUNDS



Media Exposure



In 2018, the Great Vic Bike Ride attracted over 300 media hits with over 14 million views in print media alone! This was combined with successful distribution across radio, print, TV and online. The value of all editorial in Print Media Alone was estimated at \$758,000.



Don't miss

SEE VICTORIA ON TWO WHEELS

• Hundreds of cyclists will take part in the 34th BACV Great Victorian Bike

Ride from November 25 to December 3. The 539km ride will take riders from Wilson's Promontory through the spectacular scenery of Gippsland's countryside and coast to the foothills of the Great Dividing Range. Nine-, five- and three-day rides available. Visit greatvic.com.au.



Home and Holiday



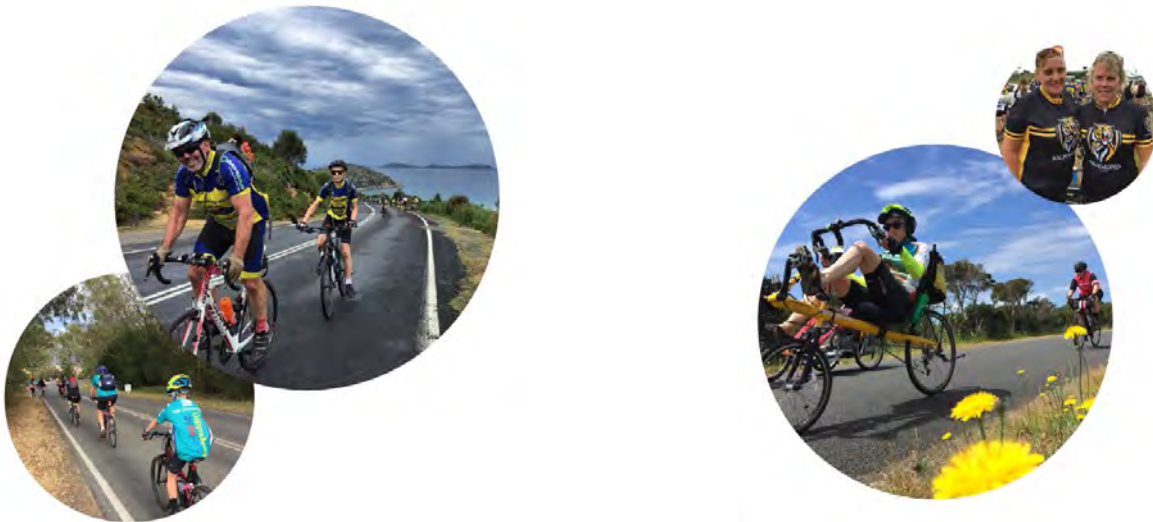
Council Investment

We're excited to offer you the opportunity to join the 2019 Great Vic as a Host Council.

With an investment of \$12,000 per overnight stay, plus some in-kind support, you can expect to see a direct economic injection to into local businesses and community groups, high repeat visitation and a unique destination marketing opportunity.

The cash investment can be split across both the 18/19 and 19/20 Financial Year, if required, and from an in-kind perspective we justask for support with:

- Waiver of site fees related to nominated campsites (rec reserves etc.) and rest stops
- Waiver of fees in relation to power at nominated sites
- Supply of 140 wheely bins for the campsite (Bicycle Network responsible is responsible for removing refuse)
- Support and advice for local roads
- Community engagement support and advice



We'd love to chat more:

Kahlia Dix

Event Manager

Bicycle Network

P: (03) 8376 8845

M: 0427 300 823

E: kahliad@bicyclenetwork.com.au



BICYCLE
NETWORK®

Tier 2 Sponsorship Guidelines and Application Form

City of
Mount Gambier



Sponsorship Program Overview

Tier 1 Sponsorship - Up to \$2000

Funding provided to events held within the City of Mount Gambier that meets the aims of Council's Sponsorship Program and supports the Community Plan.

Tier 2 Sponsorship - Over \$2000

Funding provided to major/significant events held within the City of Mount Gambier that meet the aims of Council's Sponsorship Program and supports the Community Plan. The event must also attract substantial economic benefit and visitation to the City of Mount Gambier and include strategic and targeted marketing.

Which category should I apply for?

All applicants should apply under the Tier 1 Sponsorship, unless it can be proved that the proposed event will:

- attract substantial visitation to the City
- deliver substantial and measurable economic benefit to the City
- incorporate strategic and targeted marketing practices in its planning and implementation
- The event being held is that of State, National or International significance.

NOTE unsuccessful Tier 2 sponsorship applications are automatically considered under Tier 1 Sponsorship.

Aims of the Sponsorship Program

The aims of the City of Mount Gambier's Event Sponsorship Program are to support the four pillars of the Community Plan in helping to:

- Support the development of vibrant, creative and innovative events that enhance the economic, social and cultural life of the City of Mount Gambier
- Increase tourist visitation and deliver measurable economic benefits to the City
- Facilitate community involvement in events and activities
- Attract new and diverse events to the City of Mount Gambier
- Support events that build and reinforce the unique and positive attributes of the City of Mount Gambier.

Assessment

If funding requested exceeds \$5,000 the application is referred to a committee/ council for consideration. A decision regarding the level of assistance will be considered at the next available Council meeting. A decision will be reached within approximately **two months** of the application being proposed at the Council meeting. Notification of the decision will be made in writing.

Applicant Eligibility Criteria

Before submitting your application, please check that you meet the following eligibility criteria – all boxes must be ticked or your application will not be progressed.

- ☒ The organisation is an incorporated body or, if not incorporated, is being auspiced by an incorporated body
- ☒ The proposed event is covered by a current Public Liability Insurance Policy to the minimum value of \$10,000,000.
- ☒ Provide either an Australian Business Number (ABN) or complete the Australian Taxation Office “Statement by a Supplier” form
- ☒ Addresses the criteria outlined in the Event Sponsorship Guidelines and Application Form
- ☐ Any sporting organisation must be a registered STARCLUB – for more information visit <https://www.recsport.sa.gov.au/starclub/index.php> or contact your local STARCLUB Field Officer.

Your proposal is INELIGIBLE for funding if:

- ☐ Your proposal is for funding towards the operating costs associated with running an organisation (e.g. salaries, equipment)
- ☐ Your proposal is for retrospective funding or funding of budget deficits
- ☐ Your proposed event is not open to the general public
- ☐ Your organisation has not fulfilled previous sponsorship obligations, including provision of post event evaluation/report and financial acquittal
- ☐ Your organisation is not an incorporated body, or your proposal is not auspiced by an incorporated body

If you ticked any of the six boxes above your proposal is ineligible for funding.

Assessment Criteria

All applicants must address the following criteria in their application:

- Ability to increase tourist visitation to the City of Mount Gambier including intra and interstate visitors
- Demonstrate the ability to deliver significant and measurable economic benefit to the City of Mount Gambier.
- Ability to facilitate community involvement in the event/activities.
- Ability for the event to add to the diversity of the City’s event calendar.
- Marketing plan and promotional strategies.
- Demonstrated capacity of the event organisers to successfully manage the event.
- Risk management and event accessibility planning
- Event sustainability planning and strategies
- Involvement of and consultation with local businesses, artists and community groups.
- Acknowledgement of the City of Mount Gambier’s sponsorship in all event publicity and promotions (please provide a proof for approval prior to printing).

Evaluation

Post-event you will be required to complete an Event Evaluation form & provide a copy of your final budget, along with any additional information that will help support your evaluation. A form outlining evaluation requirements will be issued upon confirmation of the City of Mount Gambier sponsorship.

Additional Council Support

In addition to cash sponsorship, you may wish to apply for additional support from the City of Mount Gambier. Please refer to the attached fee schedule for estimated value of additional support. Your event may also be eligible for:

- Free publication in the 'What's On' Column published weekly in The Border Watch
- Free listing of your event on the City of Mount Gambier online events calendar found at www.mountgambier.sa.gov.au/whatson
- Display of posters, flyers &/or programs at The Lady Nelson Visitor & Discovery Centre.
- Use of City of Mount Gambier's promotional bali banners, corflute &/or canvas signs pull- up display banners (all subject to availability).
- Visitor information packs

Submission of Applications

Please return completed form via email city@mountgambier.sa.gov.au or contact (08) 8723 1025 or (08) 8723 3901



Event Sponsorship Program

Application for Tier 2 Sponsorship (over \$2000)

Office Use Only	
CM	
Forwarded	
Approved	
PO #	
G/L Code	
1 st Instalment	
2 nd Instalment	
EE	

Title of Event: Great Victorian Bike Ride
Name of Organisation/s: Bicycle Network
Postal Address: Level 4 246 Bourke Street Melbourne 3000

Details of Key Personnel for the event:

Name	Role/Responsibility	Contact Phone	Email Address
N/A	President		
N/A	Secretary		
Kahlia Dix	PR/Events Coordinator	(03) 8376 8845	kahliad@bicyclenetwork.com.au

Is your organisation registered for GST?	☒	YES	☐	NO							
Please provide your organisation's Australian Business Number (ABN)	4	1	0	2	6	8	3	5	9	0	3

Event Dates: 22/11/2019 - 1/12/2019 (Mount Gambier 24th and 25th November 2019)
Event Venue: TBC
Is this is a new event or continuation of existing? Yes (The event is in it's 36th year)
Are you considering applying for use of a council venue? i.e City Hall, Cave Garden etc ☒ YES ☐ NO
If yes, please specify which venue you are considering: TBC
Have you submitted your Special Events Permit for use of council land or Hire Permit for The Main Corner? ☐ YES ☒ NO

****Please note –** If you are in the process of negotiating access to a Council venue, you will need to complete the hire permit before we can consider this application for sponsorship (please include copy of permit/application with your sponsorship application)

Anticipated Event Attendance			
Number of <u>local residents</u> you anticipate your event will attract:			0
Number of <u>visitors</u> you anticipate your event will attract:			5000
Please provide a percentage breakdown of the anticipated attendees: 5000			
Local Residents	% Include in SA total	Surrounding Areas	% Included in SA total
Interstate	% 4,750	Other SA	% 200
Overseas	% 50		
Provide an indication of the percentage of non-local participants and spectators expected to stay in paid accommodation within the region			% 10

Estimated total budget for event: (please attach itemised budget including funding from other sources)	\$ TBC

Please detail below any cash &/or additional support you are seeking from Council

Cash Amount Requested	\$ 12,000
Describe how your funding will be expended:	
Funding is used to market the event. As the towns are one of the biggest selling point for this ride we market in both Victoria and beyond through integrated marketing campaigns that incorporate both above the line and below the line platforms. Another fun thing we do for each town is produce a video showcasing the destination available for council use.	
Other Council Support (Refer to Fee Schedule for an estimated cost)	Amount Requested \$ TBC
Please detail any other assistance you are requesting (eg. supply of rubbish bins, hire of bollards, bunting, witches hats, tiered seating, road closures, road signage etc)	
In addition to the \$12,000, we ask for council to waiver site fees for the nominated campsite and and rest areas. Waiver fees for power and water (if available at the site), provide 140 wheelie bins for the event, assist in local engagement with the community and also provide advice on local roads.	

When assessing your application, a cost will be applied to the support/assistance sought. Local Government account for all costs for the organisation whether they be direct or in-direct. Please note that any additional requests for support not included in this application will incur a cost as determined by the Event Support Fee Schedule.

Event Description & Program Outline
Please attach detailed program if available. Please include activities, entertainment, catering and other relevant information
The Great Victorian Bike Ride is a camping and cycling holiday. Going into its 36th year in 2019 the event takes on a new spectacular destination each year. In 2019 approximately 5,000 will embark of what we are calling the Greatest Great Vic from the Limestone Coast to the Great Ocean Road. More information on next years event can be found here: https://www.bicyclenetwork.com.au/rides-and-events/great-victorian-bike-ride/great-vic-2019/

Event History

Please provide a brief history of the event, including number of times the event has been held in the past, including number of participants, spectators and key event outcomes

The event is going into its 36th year in 2019 and is still going strong. The first Great Vic was a trip from Wodonga to Melbourne and from there it has traveled to many destinations around Victoria, this year tackling Bright to Benalla. In 2019 we are going further out of Victoria and into South Australia starting in Robe on the Limestone Coast and traveling to the Great Ocean Road finishing in Torquay. The Great Ocean Road has proven to be our most popular destination to visit for the ride, having the highest ticket sales in comparison to other areas (the highest being 8,000).

Event Objectives

Please list the aims and objectives of the proposed event

- To put an event on for riders to spend a week in another world and visit spectacular locations and to travel the road less traveled

Event Sustainability

What strategies do you have in place to ensure the event is sustainable?

The event is going into its 36th year and has no sign of slowing down. The event is a school camp and consistently has over 1,200 students attend each year. We have a high percentage of returning riders and also attract new riders each year.

Economic Impact

Provide detailed examples of the economic impacts that are likely to result from the event. Include estimations ie. Increase in tourism/retail/hospitality/business trade, new economic opportunities, tourism growth etc.

For the local community there is a huge contribution to the community. In 2017 we surveyed our riders and 60% spent over \$20 a day and 37% spent over \$40 a day. That works out to be a contribution of approximately \$140,000 per community per day. This is through avenues such as spending money at local businesses, fundraising for community groups, local accommodation providers etc. In this survey 66% also said they would return to a destination within the next 12 months and 96% of them said they would bring one or more people with them. This means the opportunity for economic impact after the event will be fantastic for the local community.

Sponsorship Acknowledgement

Outline how you intend to recognise the support provided by City of Mount Gambier

When using the City of Mount Gambier Logo please provide a proof for approval prior to printing.

Local Council will get logo acknowledgment on collateral and online, dedicated section for their community on the website, council content in the ride guide, an article in the Great Vic Enews, a digital copy of the video showcasing their town, opportunity to have hard copy promotional collateral in the rider pack, opportunity to present at the rider briefings and a marquee on site for the event.

Community Involvement & Consultation

How will your event involve local businesses, artists and community groups? eg. markets, entertainment, food, security etc.

At campsite and rest areas we encourage and love having local community groups fund raise at the sites (sausage sizzle, icy poles etc.). By doing this it adds to the community atmosphere that the event embraces. In the past we have had street parties, local businesses open later etc. that have been welcomed by our riders.

Marketing Plan and Advertising Schedule

Please provide a detailed schedule of marketing and advertising activities to be undertaken. Please specify what media outlets you are using. When using the City of Mount Gambier Logo please provide a proof for approval prior to finalising media.

Date	Media	Activity	Cost (estimate)
eg. 4-15 Dec	Radio – 5SE	On Air spots x 3	\$
eg 6-15 Dec	Newspaper – Border Watch	Display ads x 5	\$
TBC			

Accessibility How will you address accessibility for people with disabilities?
The Great Victorian Bike Ride is an event for everyone. We provide disability related facilities (toilets, access points etc.) and work with individuals to ensure they are provided with a great environment on the event.
Environmental Impact Briefly outline how you intend to manage the environmental impact of your event. This may include elements from your Traffic Management Plan, Occupational Health & Safety Plan, Waste Management Plan and Risk Assessment. Factors to consider will include waste management, noise levels, pollution/rubbish, impact on community infrastructure etc. Also identify any environmental benefits arising from the event.
All details will be provided in event plan due in 2019.

Event Evaluation

How will you know if you have achieved the aims and the objectives of the event? eg. Customer surveys, local business surveys, community surveys, participant surveys, attendance data-registrations etc.

Our biggest measure for evaluating include registration data (rider numbers, ticket types, add ons etc.) and also we survey all our riders and volunteers at the end of the event. This provides us with details on how much money they spent, favourite destinations etc. If council would like to do any local surveys, Bicycle Network would be happy to assist.

City of Mount Gambier Community Plan

Please identify the area/s in which your event supports the City of Mount Gambier Community Plan?



Our People

A safe inclusive City where access to quality services & facilities supports a socially connected, vibrant & healthy community



Our Location

A perfectly centered place where people aspire to live, work, visit & invest



Our Diverse Economy

A diversified, innovative & resilient economy that generates jobs & services



Our Climate, Natural Resources, Arts, Culture & Heritage

A culturally-inspired City that strives to minimise its ecological footprint

To download a copy of the Community Plan, please visit: www.mountgambier.sa.gov.au/CommunityPlan-TheFuturesPaper2016-2020.pdf

Please explain how your event supports these pillars

As previously stated, one of our main sellers for this event are the destinations we travel to. This means it is a great opportunity to showcase the region whether that be out on the road by riding past iconic locations or at campsite where riders want to go into town and explore and visit what Mt Gambier has to offer. The Great Vic also has the opportunity to have a real positive economic contribution to the even. That could look like a punter buying a sausage from the local football club, a group of riders dining at a local restaurant or even a group joining in on a tour of the town, the possibilities are endless. Having the town back the Great Vic and having the people get involved in fundraising, providing activities and really showcasing the great community of Mount Gambier will result in the Great Vic having support all four pillars of the Mount Gambier Community Plan.

Risk Management Planning

Please attach details of Risk Management Planning to be undertaken for the event, including pre-event liaison with emergency services and any emergency services to be present at your event. Your event planning should include a Risk Management Plan, Occupational Health & Safety considerations, and Emergency Response Plan. If you anticipate your event will attract large numbers, you should also consider completing a SAPOL Safety Assessment for Crowded Places – this only takes a few minutes and can be accessed online at www.police.sa.gov.au/online-services/mass-gatherings.

Please ensure you make contact with the following organisations to inform them about your event;

- SAPOL
- St John First Aid - requests completed online at www.stjohnsa.com.au/EventsQuoteRequest.aspx
- Security
- Mount Gambier Hospital if necessary.
- SA Ambulance Service regarding access to your event if required
- Metropolitan Fire Service

If you need information in regard to establishing a Risk Management Plan, please contact the Community Events Division.

Digital Photos

Council requires digital photos to help promote your event. On completion of event please submit post photos to help with promotion the following year.

Event Evaluation

If you are successful with your application Council will require a completed Event Evaluation form & reconciled budget post-event providing declarations that the funding has been spent only for the purposes for which you applied.

I acknowledge that the above information provided in this application is true and correct. I have read the "Events Sponsorship Guidelines" and understand that should this application be approved by the City of Mount Gambier I will be required to enter into a Sponsorship Agreement with the City in order to receive the funds.

In order for your application to be considered please attach a clear event budget including breakdown of income and expenditure

Signature: Kahlia Dix  Digitally signed by Kahlia Dix
Date: 2018.12.03 16:46:47 +11'00' Date: 03/12/2018

Name: Kahlia Dix

Before submitting your application, please ensure you have attached the following;

☐ Full Event Budget showing all income & expenditure
☐ Proof of Public Liability Insurance
☐ List of all funding partners for event
☐ Copy of Hire permit/Special Event Permit – if applicable
☐ Your Business Plan and/or Marketing Plan
☐ Copy of your organisation's most recent audited annual financial statement
☐ Completed Risk Assessment for your event

Please return completed form via email city@mountgambier.sa.gov.au or contact 8723 3901 or 8723 1025

Event Support Fee Schedule

Local Government account for all costs for the organisation whether they be direct or in-direct, as a result a cost will be applied to any support sought from Council.

Labour	Monday – Friday	\$100 per hour per person
	Saturday, Sunday & Public Holidays	\$150 - \$180 per hour per person
	Call-out Fee	\$ as determined
Plant Hire	Light Vehicle - each additional hour	\$26 per hour \$10 per hour
	Heavy Vehicle	\$36 per hour
	Other Machinery (inc Street Sweeper)	\$60 per hour
Waste	Removal – Labour & Truck	\$170 per hour
	Bin Hire	\$2 per bin/event
Equipment Hire	Loading/Delivery/Collection	Refer labour/plant hire charge
	Witches Hats/Bollards/Bunting	\$1 per unit
	Seating	\$20 per unit
	Stage	\$20 per unit
	Inflatable Screen	\$50 per event
	Crowd Control Fencing	\$5 per unit
Advertisements	Road Closures – The Border Watch	\$100 per ad

Unless otherwise indicated, all charges are independent and will be aggregated (ie Equipment Hire requiring delivery/collection by Council will also incur hourly rates for labour (driver/operator) and plant hire.

All fees are inclusive of GST.

MINUTES OF REGIONAL SPORT AND RECREATION CENTRE COMMITTEE MEETING

Meeting held in the Committee Room, Civic Centre, 10 Watson Terrace, Mount Gambier on
Monday, 3 December 2018 at 5:30 pm

PRESENT Mayor Lynette Martin OAM (ex-officio)

Cr Frank Morello
Cr Max Bruins
Cr Sonya Meziniec
Cr Ben Hood

**COUNCIL MEMBERS
AS OBSERVERS:** Cr Steven Perryman

COUNCIL OFFICERS	Chief Executive Officer	- Mr M McShane
	General Manager Community Wellbeing	- Ms B Cernovskis
	Project Officer	- Mrs D Leckie
	Management Accountant	- Ms K Rolton

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

The Chief Executive Officer took the chair.

APPOINTMENT OF ACTING PRESIDING MEMBER:

Cr Ben Hood be appointed as Acting Presiding Member of the Regional Sport and Recreation Centre Committee for this meeting.

Moved: Cr Morello

Seconded: Cr Bruins

Carried

1. APOLOGY(IES)

Nil

2. CONFIRMATION OF REGIONAL SPORT AND RECREATION CENTRE COMMITTEE MINUTES

Meeting held on 22 October 2018

That the minutes of the Regional Sport and Recreation Centre Committee meeting held on 22 October 2018 as previously circulated be confirmed as an accurate record of the proceedings of that meeting.

Moved: Cr Meziniec

Seconded: Cr Morello

Carried

3. QUESTIONS

3.1. With Notice

Nil submitted.



3.2. Without Notice

Nil submitted.

4. DEPUTATIONS

Nil

5. REGIONAL SPORT AND RECREATION CENTRE COMMITTEE REPORTS

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

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

Moved: Cr Mezinec

Seconded: Cr Bruins

Carried

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

COMMITTEE RECOMMENDATION
(a) That Regional Sport and Recreation Centre Committee Report No. AR18/49977 titled ' <i>Regional Sport and Recreation Centre Committee – Ordinary Meeting Day/Time</i> ' as presented to the Regional Sport and Recreation Centre Committee on 3 December 2018 be noted.
(b) That the Regional Sport and Recreation Centre Committee hold ordinary meetings on the first Monday of each month commencing at 5:30 pm.
(c) That ordinary meetings in accordance with resolution (b) commence from mid-January 2019.

Moved: Cr Mezinec

Seconded: Cr Morello

Carried



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

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

Moved: Cr Mezinec

Seconded: Cr Bruins

Carried

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

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

Moved: Cr Morello

Seconded: Cr Mezinec

Carried

5.5. Community Engagement Program - Report No. AR18/48934

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

Moved: Cr Bruins

Seconded: Cr Mezinec

Carried



5.6. Elector Survey Update - Report No. AR18/48941

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

Moved: Cr Mezinec

Seconded: Cr Morello

Carried

6. MOTION(S) - With Notice

Nil submitted.

7. MOTION(S) - Without Notice

Nil submitted.

Meeting closed at 6:36 p.m.

AR18/50004

CONFIRMED THIS

DAY OF

2018

.....
PRESIDING MEMBER



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

COMMITTEE	Regional Sport and Recreation Centre Committee
MEETING DATE:	3 December 2018
REPORT NO.	AR18/49978
RM8 REFERENCE	AF18/175
AUTHOR	Dr Judy Nagy
SUMMARY	This report is presented to enable the recommendation of a Presiding Member for the Regional Sport and Recreation Centre Committee.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION

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

Moved:

Seconded:



Background

At its meeting held on 22 November 2018 Council adopted a decision making structure that included the Regional Sport and Recreation Centre Committee (a Committee established under s41 of the Local Government Act 1999).

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

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

Discussion

The selection of a Presiding Member is from amongst its own membership.

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

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

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

Conclusion

The Committee may now accept nominations (and conduct a ballot – if necessary) to determine a Presiding Member recommendation.

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



Attachments

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



Dr Judy Nagy
GENERAL MANAGER CITY GROWTH



Mark McSHANE
CHIEF EXECUTIVE OFFICER

29 November 2018
DL



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

COMMITTEE	Regional Sport and Recreation Centre Committee
MEETING DATE:	3 December 2018
REPORT NO.	AR18/49977
RM8 REFERENCE	AF18/175
AUTHOR	Dr Judy Nagy
SUMMARY	This Report is presented to enable the Regional Sport and Recreation Centre Committee to confirm the day/time of ordinary meetings.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION
(a) That Regional Sport and Recreation Centre Committee Report No. AR18/49977 titled '<i>Regional Sport and Recreation Centre Committee – Ordinary Meeting Day/Time</i>' as presented to the Regional Sport and Recreation Centre Committee on 3 December 2018 be noted. (b) That the Regional Sport and Recreation Centre Committee hold ordinary meetings monthly on the ____ day preceding each monthly Council meeting (or the ____ day of each month) commencing at __:__ am/pm. (c) That ordinary meetings in accordance with resolution (b) commence from mid-January 2019.

Moved:

Seconded:



Background

At its meeting held on 22 November 2018 Council adopted a decision making structure that included the Regional Sport and Recreation Centre Committee (a Committee established under s41 of the Local Government Act 1999).

Amongst the first items of business for Council's s41 Committees is the appointment of a time and place ordinary meetings of the Committee are to be held.

In accordance with the provisions of s87(1) of the Local Government Act 1999 the appointment of ordinary meeting times for Committee is by Council, or subject to a decision of Council, by the Committee.

The Council resolution of 22 November 2018 included that Committees note the lead time for Council agenda preparation in considering meeting days/times.

Discussion

The decision making structure adopted by Council includes all s41 Committees (excepting Sub-Committees) reporting directly to Council.

For efficient administration to enable consideration and making of decisions by Council it is necessary for Committee meeting days/time of Committees to align appropriately with the ordinary meeting schedule of Council and other Committees.

Other Council Committees may hold ordinary meetings with such frequency as determined by Council and the Committee and in accordance with the Committee Terms of Reference and any legislative requirements (Committees with a regulatory function should meet at least quarterly).

Accordingly, Council Committees may hold ordinary meetings quarterly or more or less often.

Special Meetings may be called as and when required to consider matters of business that cannot be deferred until the next scheduled ordinary Committee meeting.

Conclusion

This report recommends that the Regional Sport and Recreation Centre Committee hold ordinary meetings monthly on the ____ day preceding each monthly Council meeting (or the ____ day of each month) commencing at ____:____ am/pm.

It is further recommended that ordinary Committee meetings commence from mid-January 2019 in line with the anticipated date of the Community Survey outcome.

The Presiding Member may consider it beneficial to invoke a short-term suspension of proceedings (with the approval of at least two-thirds of the Members present) to enable Members to discuss appropriate day, time and place for meetings of the Regional Sport and Recreation Centre Committee.

Attachments

Nil





Dr Judy Nagy
GENERAL MANAGER CITY GROWTH



Mark McSHANE
CHIEF EXECUTIVE OFFICER

21 November 2018
MMcC



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

COMMITTEE	Regional Sport and Recreation Centre Committee
MEETING DATE:	3 December 2018
REPORT NO.	AR18/49975
RM8 REFERENCE	AF18/175
AUTHOR	Dr Judy Nagy
SUMMARY	This Report is presented to enable the Regional Sport and Recreation Centre Committee to review its Terms of Reference.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION

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

Moved:

Seconded:



Background

At its meeting held on 22 November 2018 Council adopted a decision making structure that included the Regional Sport and Recreation Centre Committee (a Committee established under s41 of the Local Government Act 1999).

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

In considering any changes to the Regional Sport and Recreation Centre Committee Terms of Reference, the Committee should consider the extent to which any Committee terms should remain consistent for the benefit of administration and the Members of Council's decision making structure.

Discussion

The decision making structure adopted by Council includes all s41 Committees (excepting Sub-Committees) reporting directly to Council.

In considering any changes to the Regional Sport and Recreation Centre Committee Terms of Reference, the Committee should consider its scope and objectives and the extent to which the Terms of Reference of Committees within Council's decision making structure should remain consistent for the benefit of Members and to maintain administrative consistency.

Conclusion

This report recommends that the Regional Sport and Recreation Centre Committee review its Terms of Reference with a view to recommending their adoption as presented with the report, with specified alterations, or after they have been re-presented to a subsequent meeting of the Committee with specified alterations.

The Presiding Member may consider it beneficial to invoke a short-term suspension of proceedings (with the approval of at least two-thirds of the Members present) to enable Members to review (and if necessary - note any proposed alterations to) the Regional Sport and Recreation Centre Committee Terms of Reference.

Attachments

[Attachment 1 \(AR18/50022\): Regional Sport and Recreation Centre Committee Terms of Reference](#)



Dr Judy Nagy
GENERAL MANAGER CITY GROWTH



A handwritten signature in black ink, appearing to read 'Mark McSHANE', is positioned above the printed name.

Mark McSHANE
CHIEF EXECUTIVE OFFICER

21 November 2018
MMcC



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

COMMITTEE	Regional Sport and Recreation Centre Committee
MEETING DATE:	3 December 2018
REPORT NO.	AR18/48937
RM8 REFERENCE	AF18/175
AUTHOR	Dr Judy Nagy
SUMMARY	Consolidation of internal and external information from numerous reports has been added to Council's long term financial plans to show the projected financial position after inclusion of the Community and Recreation Hub.
COMMUNITY PLAN REFERENCE	Goal 1: Our People
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION

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

Moved:

Seconded:



Background

The documentation required by Council to validate that commitments to the Community and Recreation Hub are within Council's financial capabilities have been detailed and numerous. A combination of internal and external expertise, benchmarked against similar facilities in other locations, has provided a robust framework for evaluation of the potential impacts of the Community and Recreation Centre on Council's long term financial plans.

Particular assumptions about the future underpin the financial modelling and while it is important to make the assumptions clear for effective interpretation of modelling outcomes, it should be noted that changes in the assumptions have consequences for the modelling. For example, changes in inflation, adoption of new projects not included in the forecasts, additions to the building design or significant changes to the proposed operating model will have flow on consequences for the long term financial plan.

Discussion

Preparation of long term plan forecasts for 10 years requires that Council model revenues, expenses and cash flows using information we currently have. Modelling is a predictor and as such provides a level of confidence about where Council finances may be in future years.

Internal input for the modelling comes from Council's own budget and financial management systems that have included maintaining asset sustainability ratios, existing services and standards of service, community support facilities and commitments for capital expenditure. Council staff and Elected Member's viewpoints also benefitted from discussions with the Community Reference Group and many meetings with sporting clubs and associations at local, state and national levels.

While Council is well experienced in operational financial management, financial modelling has been subjected to peer review by Mark Booth of BRM Holdich. The review by BRM Holdich has validated our internal position to which the costs of building and operating the Community and Recreation Hub can be added.

External information about the costs of building and operating the Community and Recreation Hub has come from numerous sources that have been added to the long term financial plans to provide information about the project's financial viability. These include:

- Appointed cost consultants, Rider Levett Bucknall, working with the architects Design Inc Adelaide and CO-OP Studio have provided the capital cost of construction including escalation and contingency costs of \$3,175,000 (8%).
- Simply Great Leisure (SGL who have many years of experience in aquatic and leisure centre management and operations) were requested to update a previously completed feasibility study done for Council in 2006. Using updated data obtained from meetings with local stakeholders, SGL provided data on aquatic and court facility projected usage and costs of operation with outcomes representing a portion of the information required for inclusion in the business case.
- Mark Booth of BRM Holdich (who have worked with many Councils in South Australia to prepare business cases for recreation facilities) prepared a detailed analysis of projected costs for the whole facility including court, events, café and other spaces. The report has focused on a moderate view of demand and potential revenues for the Community and



Recreation Hub with utilisation that may come from new uses still to be explored. The report identifies potential utilisation options through a sensitivity analysis that adopts a base line option and also details low, medium low, medium high and high use options.

The business case prepared by BRM Holdich is included as Attachment 1.

Conclusion

Consolidation of internal and external information from numerous reports has been added to the long term financial plan to show Council's financial position after inclusion of the Community and Recreation Hub. The financial position is currently robust with the addition of the Community and Recreation Hub demonstrating that the project is viable.

Attachments

[Attachment 1 \(AR18/49779\): BRM Holdich Business Case Nov 2018](#)



Dr Judy NAGY
GENERAL MANAGER CITY GROWTH



Mark McSHANE
CHIEF EXECUTIVE OFFICER

27 November 2018
JN



5.5. Community Engagement Program - Report No. AR18/48934

COMMITTEE	Regional Sport and Recreation Centre Committee
MEETING DATE:	3 December 2018
REPORT NO.	AR18/48934
RM8 REFERENCE	AF18/175
AUTHOR	Barbara Cernovskis
SUMMARY	This report provides an update on the Community Engagement and Communication strategy for the Community and Recreation Hub.
COMMUNITY PLAN REFERENCE	Goal 1: Our People
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION

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

Moved:

Seconded:



Background

At the Council meeting held 19 June 2018, Council passed a resolution to establish a Community Reference Group as follows:

13.42 Community Reference Group - Report No. AF18/175

- (a) That Council establish a Community Reference Group represented by a cross section of stakeholders and community members to contribute to the project by:
- Participating in its design so that the needs of future users are considered
 - Provide a local perspective on the impact of the facility in terms of use and access

At the Council meeting held 21 August 2018, Council passed a number of resolutions that included the following:

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

- (f) The working and content of the community survey question/s not be finalised until such time as the Council is satisfied that sufficient information has been obtained to construct an appropriate survey ***and the community has been informed, as much as practicable, of the Centre proposal.***

Discussion

The focus of the community engagement campaign has been to inform the City of Mount Gambier community and electors about the Community and Recreation Hub, the intermediate design elements including possible functions and uses, the costs and to provide the opportunity for questions to enable the community to make an informed decision when surveyed.

Formal engagement commenced on Saturday, 10 November 2018 with a door knock throughout the residential area south of the proposed complex and the businesses north of the proposed complex along Margaret Street. The community engagement campaign has included an extensive calendar of daily activities from the 10 November 2018 to 7 December 2018 period that include:

Residential door knock (immediate area)	Library Markets
Probus presentations x 2	Mount Gambier Central (1 week)
Soroptimist presentation	Main Street Businesses
Rotary presentation x 3	Permanent presence in Commercial St (old BUPA)
Men's Shed	Coles Supermarket
CRG member groups	Market Place (1 wk)
Basketball Association (Icehouse)	Woolworths Supermarket
Party in the Park	Bunnings
Park Run	Valley Lakes
Library	Farmers Market
Truck Show	Blue Lake Fun Run/Main Corner
Aquatic Centre	City Hall public meeting
Boandik Lodge Inc, Crouch Street	



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

This engagement campaign has been a collaborative effort with Council representatives of the Community Reference Group and Councillors.

The reach throughout the community has been widespread and we have found that people are actively seeking information and in some cases returning 2 and 3 times to various sites to clarify issues of concern.

Preliminary reporting indicates the following to date:

Distributed information:

- 500 information packs (fact sheets & site plan)
- Over 2,600 brochures

Pop up sites:

- Approximately 4,200 active participants

Online:

- 30 actively engaged
- 679 informed
- 1,138 aware

We are receiving consistent feedback from residents within the District Council of Grant and Wattle Range Council expressing their support for the project and equally their disappointment with not being able to vote. It has become clear through this engagement process the appetite for this regional facility in Mount Gambier and that it will relieve the 'leakage' to western Victoria.

Another key issue worth noting is the perception within the community that this is a 'done deal'. We are constantly assuring the community that this is not the case and highlighting the importance for their participation in the survey. Everyone that we have engaged with has been reminded that it is important that they actively participate in the survey and have their say by returning their vote in the post by 21 December 2019.

Conclusion

It has been important that this engagement has been as broad as possible within the community. We have remained committed to being agile with our response to any enquiry and concise with accurate information that will enable our community to be informed.

Attachments

Nil





Barbara CERNOVSKIS
GENERAL MANAGER COMMUNITY WELLBEING



Mark McShane
CHIEF EXECUTIVE OFFICER

27 November 2018
BC



5.6. Elector Survey Update - Report No. AR18/48941

COMMITTEE	Regional Sport and Recreation Centre Committee
MEETING DATE:	3 December 2018
REPORT NO.	AR18/48941
RM8 REFERENCE	AF18/175
AUTHOR	Barbara Cernovskis
SUMMARY	This report provides an update on the Community Survey for the Community and Recreation Hub.
COMMUNITY PLAN REFERENCE	Goal 1: Our People
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION

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

Moved:

Seconded:



Background

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

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

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

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

Community Engagement	commencing 10 November 2018
Survey Distribution	29 November 2018
Survey Closes	21 December 2018 (last post received)
Survey Results	Early – mid January 2019

Discussion

Market Solutions began distribution of a personally addressed survey via mail to approximately 19,000 electors of the City of Mount Gambier on Wednesday 28 November 2018. Processes have been put in place to ensure any eligible electors that may not receive a survey are able to contact Council to update their details and still submit a survey without compromising the process.

Council will continue the community engagement campaign up to Friday, 7 December 2018 to maximize accessibility to detailed information that can assist people to make an informed decision.



A media campaign will run until 19 December 2018 reminding the community that there is one way to have their say on the project and that is to actively participate in the survey by posting their vote by 21 December 2018.

Conclusion

To maintain the survey integrity all voting slips have been individually bar coded and will be processed independently by Market Solutions.

It is expected that the survey results will be available no later than mid-January 2019.

Attachments

Nil

A handwritten signature in black ink, appearing to read 'Barbariskis'.

Barbara CERNOVSKIS
GENERAL MANAGER COMMUNITY WELLBEING

A handwritten signature in black ink, appearing to read 'Mark McShane'.

Mark McSHANE
CHIEF EXECUTIVE OFFICER

27 November 2018
BC



8. REPORT ATTACHMENTS



Recommended resolutions for endorsement of secret ballot

RESOLUTIONS FOR SECRET BALLOT (These do not need to be reproduced in Council Agenda)

- (b) Council determines that the method of choosing a Presiding Member for the XYZ Committee be by a secret ballot.
- (c) the successful candidate will be the candidate with the highest number of votes.
- (d) where two or more candidates have an equal number of votes one of those candidates will be determined as successful from a drawing of lots by the Returning Officer.
- (e) the Chief Executive Officer (or other Senior Officer present at the meeting) be appointed Returning Officer for the ballot.
- (f) upon the completion of the ballot, the Returning Officer be authorised to declare the successful candidate for the position of XYZ Committee Presiding Member.
- (g) upon the declaration of the Returning Officer the candidate will be recommended to Council for the position of XYZ Presiding Member for the term of office determined by Council.

PROCESS / SAMPLE MINUTES FOR SECRET BALLOT

Nominations called for the position of XYZ Committee Presiding Member:

The following nominations were received:

- (i) Cr _____ nominated to be XYZ Committee Presiding Member.
- (ii) Cr _____ nominated to be XYZ Committee Presiding Member.

If more than one nomination received:

The Returning Officer conducted the secret ballot.

Then –

There being only one candidate the Returning Officer declared Cr _____ to be the successful candidate to be recommended to Council for the position of XYZ Committee Presiding Member.

OR

The Returning Officer declared the successful candidate with the highest number of votes as Cr _____ to be the successful candidate to be recommended to Council for the position of XYZ Committee Presiding Member.

OR

Cr _____ and Cr _____ each having an equal highest number of votes, the Returning Officer drew a lot and declared the successful candidate being the first name drawn as Cr _____ to be the successful candidate to be recommended to Council for the position of XYZ Committee Presiding Member.

OPTIONAL RESOLUTION TO ENDORSE RESULT

move a motion to endorse the result of the ballot that Cr _____ selected as the successful candidate to be recommended to Council for the position of XYZ Committee Presiding Member.



Regional Sport and Recreation Centre Committee

TERMS OF REFERENCE

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

Terms of Reference for the conduct of the business of the Council Regional Sport and Recreation Centre Committee were approved and adopted by the City of Mount Gambier at its meeting held on 19 June 2018.

Regional Sport and Recreation Centre Committee

The Regional Sport and Recreation Centre Committee has been established to:

- provide considered advice to assist Council in decision making on matters associated with the grant application and potential development of a Regional Sport and Recreation Centre.
- conduct and/or assist with stakeholder and community engagement
- assist with advocacy that supports Council's resolved position on the Regional Sport and Recreation Centre.

Regional Sport and Recreation Centre Committee

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1. NAME

- 1.1 The name of the Council Committee shall be the Regional Sport and Recreation Centre Committee (in these Terms of Reference referred to as “the Committee”).

2. INTERPRETATION

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

2.1 Definitions

- 2.1.1 “Act” means the Local Government Act 1999 and includes all Regulations and Schedules.
- 2.1.2 “Committee” means the Committee of Council established pursuant to 3.
- 2.1.3 “Committee Member” means the persons appointed by the Council pursuant to clause 5.
- 2.1.4 “Commencement Date” means the date on which the Committee is established and becomes operative pursuant to clause 3.2.
- 2.1.5 “Council” means the City of Mount Gambier.
- 2.1.6 “Council Members” means the Elected Members of the Council.
- 2.1.7 “Presiding Member” means the person appointed to that position pursuant to 5.
- 2.1.8 “Observers” means those persons attending any meeting of the Committee of Council, but not having a vote on any matter to be determined by the Committee and not having been appointed as Members.
- 2.1.9 “Singular” includes a reference to the “plural”.
- 2.1.10 “Standing Committee” means the Strategic Standing Committee or Operational Standing Committee of the Council.

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

2.2 Application of Local Government Act

The Committee shall operate and the Terms of Reference shall be interpreted in accordance with the provisions of the Local Government Act.

2.3 Notices

All communication to be given to the Committee shall be addressed to: -

Regional Sport and Recreation Centre Committee
PO Box 56
MOUNT GAMBIER SA 5290
Email: city@mountgambier.sa.gov.au

3. ESTABLISHMENT

- 3.1 The Regional Sport and Recreation Centre Committee is established under Section 41 of the Local Government Act 1999.
- 3.2 The Committee will be established and become operative from the time a resolution of the Council is passed.
- 3.3 The Committee is established by the Council to provide considered advice to assist decision making on matters associated with the development of a Regional Sport and Recreation Centre.

4. OBJECTIVES

- 4.1 The Committee is created for the express purpose of providing considered advice to assist Council in decision making on matters associated with the development of a Regional Sport and Recreation Centre.

5. MEMBERSHIP

- 5.1 Membership of the Committee will comprise Elected Members of the Council as determined by resolution of Council in accordance with Council policy guiding appointment to committees.
- 5.2 The Mayor has Ex-Officio membership on this Committee.
- 5.3 City of Mount Gambier Elected Members will serve on the Committee for a term of office determined at the pleasure of Council.
- 5.4 The Committee has the right to co-opt individual members who have special expertise to assist the Committee under its objective. Such co-opted members have the right to attend meetings and participate in discussion but will have no voting rights on the Committee.
- 5.5 The Committee will appoint one of the Committee Members determined by Council as a Presiding Member.
- 5.6 If a Committee Member is absent from 2 or more consecutive meetings of the Committee without an apology accepted by the Council then that Committee Members position shall be considered vacant.
- 5.7 The Council reserves the right not to appoint any nominee, to remove and replace any Committee Member including a co-opted member, or to leave any Committee Member position vacant.

6 CASUAL VACANCIES AND REPLACEMENT REPRESENTATIVES

- 6.1 The Council may replace any Member on the Committee or fill any casual vacancies, by notifying the Committee the identity of the person proposed to replace the representative or fill the casual vacancy.

7 NO PROXY

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

8 RESIGNATION OF REPRESENTATIVES

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

9 QUORUM

- 9.1 At all Meetings of the Committee a quorum must be present.
- 9.2 A quorum will be determined by dividing by 2 the number of Members formally appointed to the Committee ignoring any fraction and adding 1 (excluding Mayor as ex-officio).

10 MEETINGS OF THE COMMITTEE

- 10.1 The Committee shall hold ordinary meetings at least monthly as and when determined by the Presiding Member.
- 10.2 No business shall be transacted at any meeting of the Committee unless a quorum of Members is present.
- 10.3 The Presiding Member, when physically present, shall preside at all meetings of the Committee and at any other time the Committee shall appoint an Acting Presiding Member who shall preside at that meeting.
- 10.4 Each Member of the Committee including the Presiding Member present at any meeting of the Committee must vote on any matter requiring determination and all decisions shall be decided on a simple majority of votes cast.
- 10.5 Each Member of the Committee including the Presiding Member present at any meeting of the Committee shall have one deliberate vote only.

11 PROCEDURES AT MEETINGS

- 11.1 The procedure to be observed in relation to the conduct of meetings of the Committee is in accordance with Local Government (Procedures at Meetings) Regulations 2013.
- 11.2 In accordance with s89 of the Act, insofar as a procedure is not prescribed by regulation, it shall be as determined by the Council, and insofar as a procedure is not determined by the Council, it shall be as determined by the Committee itself.

12 LIABILITY OF THE COMMITTEE

- 12.1 A liability incurred by the Committee rests against Council.
- 12.2 No liability attaches to a Member of the Committee for an honest act or omission by that Member of the Committee in the performance or discharge, or purported performance or discharge, of the Member's or the Committee's functions or duties.
- 12.3 All members of the committee are bound by the Council Member Code of Conduct as published in accordance with Section 63 of the Act.

13 DELEGATION

- 13.1 The Committee has no delegation to act with all recommendations of the Committee (and of any Sub-Committees established by the Committee) to be considered by full Council for final decision and resolution.

14 SUB-COMMITTEES

- 14.1 The Committee may establish a Sub-Committee to assist it in a matter directly related to the Committees objectives.
- 14.2 When establishing a Sub-Committee the Committee must set out the Terms of Reference for the subcommittee.
- 14.3 The Committee may appoint to a Sub-Committee Council Members who are not members of the Committee, Council Officers and members of the public with skills or expertise in a field relevant to the matters which the Sub-committee is established to assist with.
- 14.4 A Sub-Committee established in accordance with this clause will report to the Committee and will have the same meeting notice, minute keeping and procedural obligations as the Committee as defined in the Act.
- 14.5 If a Sub-Committee Member is absent from 2 or more consecutive meetings of the Sub-Committee without an apology accepted by the Committee and Council then that Sub-Committee Members position shall be considered vacant.
- 14.6 If a Sub-Committee established under this Clause 14 fails to achieve quorum on 2 consecutive occasions then the Sub-Committee will be considered to be in recess and the Chief Executive Officer is to present a report to the Committee for consideration.

15 MINUTES OF THE COMMITTEE

- 15.1 The CEO or his appointee must cause minutes to be kept of the proceedings of the Committee.
- 15.2 Minutes of the Committee shall be available to all Members of the Committee, Council and the public.
- 15.3 The Minutes of the proceedings of a meeting are to comply with the requirements of the Act.

15.4 Minutes of the Committee Meeting shall be submitted for confirmation at the next meeting of the Committee and if confirmed, shall be signed by the Presiding Member or other person presiding at the subsequent meeting.

15.5 Minutes of the Committee Meeting and any recommendations (including the minutes and recommendations of any Sub-Committee established by the Committee) shall be submitted to Council and shall be of no effect until endorsed as a resolution of Council.

16 AMENDMENTS TO TERMS OF REFERENCE

16.1 It will be lawful for the Council by resolution to revoke, vary or add to any of the provisions of these Terms of Reference at its own discretion within the parameters of the Act and any other relevant legislation.

16.2 Notwithstanding 16.1 hereof before the Council resolves to revoke, vary or add to any of the provisions of these Terms of Reference it may, but will be under no obligation, to obtain the opinion of the Committee.

17 INTERPRETATION OF TERMS OF REFERENCE

17.1 Should there be any dispute as to the definition and/or interpretation of these Terms of Reference, or any part thereof or any irregularities whatsoever that are unable to be resolved by the Presiding Member then the Council shall determine the dispute and the decision of the Council shall be final and binding.

18 WINDING UP

18.1 The Council may cease the operation of the Committee and the Committee may make such recommendation to the Council on the completion of its function.



City of Mount Gambier

Mount Gambier Community and Recreation Hub

November 2018



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EXPERTISE

- Strategic and Business Planning
- Commercial, contract and joint venture negotiations
- Governance
- Facilitation and consultation
- Organisational review and restructure
- Benchmarking

EXPERIENCE

Mark has an extensive background in senior management in the public and private sectors and holds positions on a number of public and private sector boards and committees.

As a consultant Mark has advised public and private sector organisations on projects in Australia and overseas. He has particular expertise in working with local government, the legal industry and in waste management.

Mark has a significant track record in advising local government in South Australia across the spectrum of issues a council must deal with and in working with professional service firms to meet the financial, human and technological challenges they face.

Mark is able to bring strong conceptual and analytical skills to assist his clients to deal with complex and strategic issues.

QUALIFICATIONS & MEMBERSHIPS

- Master of Business Administration, University of South Australia
- Bachelor of Business, University of South Australia
- Member of the Institute of Company Directors
- Member of the Law Council of Australia
- Affiliate of the Institute of Chartered Accountants in Australia
- Chairperson, Southern Region Waste Resource Authority
- Chairperson, Southern Recycling Centre
- Chairperson, Kain Lawyers Board
- Member, SRWRA Audit Committee

PROJECT EXPERIENCE

Our experience working with local government is best reflected in the diversity of the projects we have undertaken for our local government clients and in the range of Councils we have worked with over a long period of time.

The following list provides some of the more relevant and recent examples of these projects and the clients we have worked for.

- City of Adelaide – Review of operating Charters for Council's subsidiaries (including Rundle Mall Management Authority and Central Market Authority)
- City of Adelaide - Organisational Restructure and Program Reviews
- City of Burnside – Adelina Café Service Delivery Options
- City of Campbelltown – Athelstone Football Club Operational Review
- City of Campbelltown - Business Case for the ARC (Leisure Centre)
- City of Onkaparinga – Noarlunga Leisure Centre
- City of Playford – Business Case for the Stretton Centre
- City of Playford – John McVeity Centre Business Case and Operations Review
- City of Unley – Business Case for General Inspectorate Shared Service
- City of Victor Harbor – Business Case for Marina / Boat Ramp
- City of Victor Harbor – Horse Tram Operations Review
- City of Victor Harbor – Section 48 Report Regional Aquatic Centre
- District Council of Loxton Waikerie - Section 48 Report Loxton Recreation Centre
- ERA Water – Prudential Report on the Business Case for establishing the Regional Subsidiary
- Renmark Paringa Council – Tourism and Events Business Case
- Renmark Paringa Council – Houseboat Management Plan

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1. BACKGROUND

- 1.1 At the March 2018 meeting the City of Mount Gambier Council resolved to provide funding for “the preparation of documentation for a proposed multifunction indoor recreation and aquatics centre including feasibility study, concept plans including initial engagement with stakeholder groups, facility management options and a ratepayer impact report”.
- 1.2 The centre is referred to as the Mount Gambier Community and Recreation Hub (Hub).
- 1.3 The Hub will be located at Olympic Park adjacent to the existing 50m outdoor pool and overlaying some of the outdoor netball courts. A preliminary design concept was prepared to assist with funding applications, and included:
 - 1.3.1 Aquatics
 - 1.3.1.1 25 metre lap pool;
 - 1.3.1.2 Recreation/learners/water play pool with water features and beach entry;
 - 1.3.1.3 Warm water pool with ramp access;
 - 1.3.1.4 Concourse around the pool that would also include ramped seating on one side for spectators;
 - 1.3.1.5 The 50 metre outdoor pool remains and all the other smaller recreation/babies pools are removed; and
 - 1.3.1.6 Change rooms and toilets.
 - 1.3.2 Dry areas
 - 1.3.2.1 Six multi use courts (at a minimum) with one being a show court with extensive retractable seating;
 - 1.3.2.2 Health and Fitness;
 - 1.3.2.3 Administration and support areas;
 - 1.3.2.4 Storage;
 - 1.3.2.5 Change rooms and toilets;
 - 1.3.2.6 Café; and
 - 1.3.2.7 Crèche.
 - 1.3.3 Conferences and events
 - 1.3.3.1 Capacity to hold conferences and events in the main court area and on the first floor meeting and functions area, to be serviced from the café and commercial kitchen.
- 1.4 Once completed, the Hub will be used for a variety of community, sporting and recreation activities. There will also be a number of function rooms and other spaces which can be used for private enterprise and community groups to host events and other activities.

2. MANAGEMENT OF THE HUB

2.1 Potential Management Models

- 2.1.1 Upon completion, the City of Mount Gambier will be the owner of the Hub and be responsible for implementing a management model for its ongoing operation.
- 2.1.2 The City of Mount Gambier will implement a management model for the Hub to ensure that the community receives the maximum benefit and best outcomes from the operation while minimising the financial subsidy expected to be incurred by Council.
- 2.1.3 There are a number of potential management models that could be implemented to manage the Hub, but essentially the City of Mount Gambier can either Insource or Outsource management of the Hub or implement a Hybrid model whereby some elements of the Hub are insourced with the remainder being outsourced. Table One shows the relevant derivations of the insource and outsource models available to the City of Mount Gambier for the ongoing management of the Hub.

Table One: Potential Management Models

Operating Model	Description
<u>Insource:</u>	
Direct Management	The City of Mount Gambier retains total control and accountability for the management model using either Council staff and/or contract or labour hire staff to resource the Hub.
Section 41 Committee	Management and oversight is delegated by Council to a Committee established under Section 41 of the Local Government Act.
Section 42 Subsidiary	Council establishes a Subsidiary under Section 42 of the Local Government Act to operate the Hub as a separate 'body corporate'. The Subsidiary would have a Charter and a Board of Management and would be responsible for administering the Hub in accordance with the Charter.
<u>Outsource</u>	
Joint Venture	Two or more external parties (i.e. the City of Mount Gambier, sporting clubs or community groups) manage the Hub under a joint access / usage agreement.
External Manager	The City of Mount Gambier outsources the management of the Hub to a 3 rd party management company. Responsibilities are set out in a formal contract or management agreement with the City of Mount Gambier usually retaining control of the asset and the 3 rd party being responsible for operations.
<u>Hybrid</u>	
Hybrid	The City of Mount Gambier outsources some specific elements of the operations of the Hub such as the kiosk or fitness / wellbeing area to the private sector while operating other elements of the facility under a Direct Management model.

2.1.4 Direct Management

- 2.1.4.1 Under Direct Management the City of Mount Gambier has total control and accountability for the operation of the Hub through directly employed staff and or contract / labour hire staff.
- 2.1.4.2 Given the size and scale of the Hub, new specialised resources would need to be recruited by the City of Mount Gambier.
- 2.1.4.3 Based on our analysis, approximately 12.6 additional full time equivalent employees (FTE's) could be required to operate the Hub.
- 2.1.4.4 One major disadvantage of Direct Management is the limitations on the City of Mount Gambier from an Enterprise Bargaining / Award perspective in terms of evening / weekend work and the application of penalty rates. Given the expected opening hours, flexibility in terms of award rates will be a key factor in the future financial performance of the Hub.
- 2.1.4.5 Accessing some staff through a labour hire / contractual arrangement with a 3rd party is one approach to addressing this issue for the City of Mount Gambier.
- 2.1.4.6 The Arc at Campbelltown is an example of a large recreation centre (with a pool) operating under a Direct Management model.

2.1.5 Section 41 Committee

- 2.1.5.1 A derivation of the Direct Management model is for Council to establish a Section 41 Committee with responsibility for overseeing the operations of the Hub.
- 2.1.5.2 The level of oversight would be dependent on the terms of reference that would need to be established.
- 2.1.5.3 We are not aware of any aquatic / recreation facilities in South Australia reporting to a Section 41 Committee.

2.1.6 Section 42 Subsidiary

- 2.1.6.1 The Local Government Act provides the ability for Council's to establish dedicated Subsidiaries to provide a specified service and/or to administer a property or facility on their behalf.
- 2.1.6.2 The Subsidiary would be a separate body corporate and would be compelled to act in accordance with a Charter which is required under the Act.
- 2.1.6.3 Among other things, the Subsidiary's Charter determines the powers, functions and duties of the Subsidiary.
- 2.1.6.4 A Subsidiary is required to appoint a board of management which may include individuals who are not a member of Council and who may have

specific skills and industry experience to assist with the operation and governance of the entity.

2.1.6.5 A Section 42 Subsidiary is also required to prepare a Business Plan, a Budget, audited Financial Statements, appoint an Audit Committee and maintain an appropriate internal control environment.

2.1.6.6 No other recreational centres in South Australia to our knowledge are operated under a single Council Subsidiary model.

2.1.7 Joint Venture

2.1.7.1 A joint venture management model is one where management of the Hub is shared by a number of entities which may include Council, Community Groups, Sporting Clubs, Schools etc.

2.1.7.2 This structure is most suitable for smaller facilities or facilities that do not require full time staffing where volunteers can effectively manage the facility.

2.1.7.3 In this case, the joint venture model is unlikely to be suitable for the Hub.

2.1.8 External Manager

2.1.8.1 The outsource model delegates management responsibility to a private or not-for-profit sector manager under a Management Agreement.

2.1.8.2 The South Australian market for managers experienced in managing a facility of the size and scale is likely to be limited. There is of course the potential for new entrants to enter the market, including operators who operate predominantly on the east coast.

2.1.8.3 Experienced outsource providers have the following major advantages when compared to an insource model.

- (a) Industry knowledge and expertise and an understanding of key industry trends;
- (b) Access to benchmark data from other recreation facilities both in South Australia and interstate;
- (c) Economies of scale where shared specialised corporate resources can be shared across multiple recreation centres;
- (d) Specialised systems and process and technology specifically developed to run recreation centres;
- (e) Established specialised board and management structures; and
- (f) Financial risk can be shared depending on the structure of the Management Agreement.

2.1.8.4 Disadvantages of the outsource model include the following.

- (a) Corporate overheads and profit margins allocated to the facility which can significantly add to the cost and required financial subsidy from operations;
- (b) Alignment of objectives between Council, who may have broader community objectives, and the provider who may be focussed on financial outcomes; and
- (c) The City of Mount Gambier loses an element of control over operations, risk management and programs that are run at the facility (subject to the terms of the Management Agreement).

2.1.9 Hybrid model

2.1.9.1 The Hybrid model involves the City of Mount Gambier managing the Hub while outsourcing some elements of operations.

2.1.9.2 For example, the City of Mount Gambier could choose to outsource the operations of the café and fitness / wellbeing area but choose to manage the stadium courts and function rooms.

2.1.9.3 The Hybrid model can provide the best elements of each model by recognising that the private sector may have greater expertise and competitive advantages in some elements of the operation and not in others.

2.1.9.4 If the City of Mount Gambier chooses to progress an insource model, strong consideration should be given to outsourcing some elements, such as the café to the private sector.

2.2 Core Requirements

A successful management model for the Hub needs to demonstrate the capacity to:

- 2.2.1 Balance Council's identified community and financial objectives;
- 2.2.2 Build relationships with a cross-section of entities including clubs, sporting associations and the community in general to promote court, events and aquatic utilisation and programming;
- 2.2.3 Access managerial and operational talent; and
- 2.2.4 Partner with 3rd parties to offer non-core services which may include operating a café or fitness / wellbeing area or running competitions and events.

2.3 Preferred Management Model

- 2.3.1 In our view the Hybrid Management model best allows the City of Mount Gambier to achieve the Core Requirements as listed at Section 2.2.
- 2.3.2 At a high level, this involves the City of Mount Gambier operating the Hub under a Direct Management Model with certain elements of the Hub, such as a fitness / wellbeing area and / or the café being outsourced to the private sector.
- 2.3.3 The rationale for this recommendation is:
 - 2.3.3.1 As a new facility, it allows the City of Mount Gambier to understand the strengths and weaknesses of the Hub in terms of its revenue generation capability and cost structures;
 - 2.3.3.2 It ensures the City of Mount Gambier retains total control over the community and financial outcomes of the Hub;
 - 2.3.3.3 It provides flexibility in responding to community needs and requirements;
 - 2.3.3.4 It allows the City of Mount Gambier to build relationships with clubs and associations; and
 - 2.3.3.5 It provides the ability to review and assess the suitability of the management model.

3. MARKET AND DEMAND ANALYSIS

3.1 City of Mount Gambier Indoor Recreation Centre Feasibility Study 2018

- 3.1.1 The market and demand analysis for the Hub was undertaken as part of the City of Mount Gambier Indoor Recreation Centre Feasibility Study 2018 by SGL Consulting Group (SGL).
- 3.1.2 The market and demand analysis is driven by the population catchment area. The City of Mount Gambier population is approximately 27,000, the District Council of Grant has a population of approximately 8,500, and the 12,000 population of the Wattle Range Council provides a combined population base of 47,500.
- 3.1.3 This Feasibility Study noted the City of Mount Gambier has an aspirational target to increase its population to 32,000 people by 2027, up from 26,276 in the 2016 Census.
- 3.1.4 The Feasibility Study highlighted that the catchment area for an indoor aquatic centre will extend to Naracoorte and Millicent, whereas the courts and fitness facilities will rely on a primary catchment from within the City of Mount Gambier and the District Council of Grant.

3.2 Aquatic Demand

- 3.2.1 According to SGL, current attendances at pools in Mount Gambier fluctuate and average around 90,000 – 95,000 per annum. In their view given the construction of a new indoor aquatic centre, this data suggests that the number of annual swim attendances will increase to at least 100,000 and more likely 110,000+.
- 3.2.2 The SGL Feasibility Study identifies distinct market segments for the aquatics market each of which will require a specific marketing mix to maximise market share. The market segments are as follows.
 - 3.2.2.1 Lap swimming;
 - 3.2.2.2 Swim coaching and squads;
 - 3.2.2.3 Learn to swim lessons;
 - 3.2.2.4 Recreational aquatic play; and
 - 3.2.2.5 Aquatic fitness programs.

3.3 Indoor Facilities

3.3.1 Indoor Courts

A number of sporting organisations have been contacted regarding the potential for their involvement in the Hub and the benefits they see for their sport arising from the redevelopment. The following is intended as a guide to demonstrate the strong demand for new indoor court facilities and their potential use.

3.3.1.1 Basketball. Basketball Mount Gambier has given an 'in principle' endorsement for the facility recognising their aging infrastructure is likely to limit growth opportunities. The ability to host a national junior or major basketball championship is also constrained by access to courts of national standard. A new air-conditioned stadium will facilitate a range of additional opportunities for the community including:

- (a) Domestic competitions;
- (b) Development programs;
- (c) Play groups; and
- (d) Programs for groups with special needs.

3.3.1.2 Netball. The Mount Gambier Netball Association will be able to increase the competition offering to two full winter and summer seasons as well as providing training and development programs using the indoor facilities.

3.3.1.3 Futsal. Futsal is the only form of 'indoor soccer' or 'five-a-side' that is officially approved by Federation of International Football Association (FIFA) and Football Federation Australia (FFA). It is one of the fastest growing sports in the world, is played in over 100 countries and boasts millions of players around the world. With the strong participation rate of soccer in Mount Gambier and the Limestone Coast region the Hub will provide the facilitates to grow futsal competitions.

3.3.1.4 Cricket. South Australian Cricket Association (SACA) have expressed interest in the use of courts as indoor training facilities, for junior academy programs, for male and female indoor cricket competitions, and Indoor 4's. SACA has expressed the view that there is a lot of potential to expand upon their identified use.

3.3.1.5 Elite Junior Sports. In 2017 the Limestone Coast Local Government Association (LCLGA), in partnership with the Office for Recreation and Sport, launched the Limestone Coast Regional Sporting Academy (the Academy) in Mount Gambier. The Academy intends to capture and nurture talented elite athletes and having the sporting facilities to develop such talent will be important. Since the launch the academy has already doubled in size.

3.3.2 Fitness / Wellbeing and Group Fitness

3.3.2.1 Modern fitness / wellbeing facilities and a professionally managed fitness / wellbeing area would attract members and casual users to the Hub.

3.3.2.2 The success of this component will depend on the quality of the operator attracted to the Hub.

3.3.3 Other spaces

- 3.3.3.1 Meeting rooms and function spaces are highly likely to be attractive to community and business groups and contribute significantly to the number of users of the Hub.
- 3.3.3.2 There is also the opportunity to provide sporting clubs or associations with access to modern office facilities and meeting rooms. These bodies and the sports they administer would benefit from increased training and development opportunities for their staff who may wish to pursue a career in the sports and recreation industry.

4. FINANCIAL OUTCOMES

4.1 Overview

- 4.1.1 An allowance has been made for start-up expenditure of \$250,000 in the year prior to the Hub becoming fully operational.
- 4.1.2 Based on a full year of operations the Hub is forecast to generate revenues of \$1.563 million with operational costs of \$2.964 million producing a loss on the Council Operating Statement of \$1.401 million (\$0.807 million of this loss related to depreciation). Based on a full year of operations (inflated to FY2022 when the Hub is expected to open), an indicative Profit and Loss Statement for the Hub is shown in Figure One.

Figure One: Indicative Profit and Loss Statement post opening

Mount Gambier Community and Recreation Hub	
Profit and Loss	
	2021/22
Revenue	
Courts	510,692
Fitness / wellbeing	55,671
Swimming operations	231,992
Swimming lessons	510,929
Café / Catering	208,676
Merchandise / Other	45,500
Total Revenue	1,563,461
Expenses	
Direct costs	
Courts	-
Fitness / wellbeing	-
Swimming operations	220,012
Swimming lessons	183,616
Café / Catering	113,674
Merchandise / Other	22,750
Total Direct costs	540,053
Centre overheads	
Salaries and on costs	645,191
Insurance	37,471
Council support costs	53,530
Other centre expenses	195,534
Total centre	931,726
Building overheads	
Utilities	519,241
Depreciation	807,086
Other building costs	165,943
Total building overheads	1,492,270
Total expenses	2,964,049
Net Profit / (Loss)	(1,400,588)

4.2 Capital

- 4.2.1 The latest summary cost estimate for the capital cost of the Hub, prepared by Rider Levett Bucknall (RLB), a leading independent organisation in cost management and quantity surveying, project management and advisory services, is shown in Attachment One.
- 4.2.2 The total capital cost is estimated by RLB at \$39.116 million (including contingencies but excluding GST). This consists of \$37.725 million of external construction costs and \$1.391 million of internal construction costs (those to be undertaken by the City of Mount Gambier from re-direction of the capital works program).

4.3 Operating

- 4.3.1 A financial model has been developed estimating the operating revenue and costs of the Hub using a number of assumptions. The financial model has been informed by:
 - 4.3.1.1 The SGL Feasibility Study;
 - 4.3.1.2 Assessing expected demand and building a bottom up revenue budget based on expected court utilisation and swimming patronage (informed by the existing pool); and
 - 4.3.1.3 Benchmarking of comparable recreation centres including The Arc (Campbelltown) Fleurieu Aquatic Centre (Victor Harbor + Alexandrina), The Rex (Barossa Council), The John McVeity Centre and the Aquadome (Playford).
- 4.3.2 General Assumptions:
 - 4.3.2.1 10 year model with costs and revenue escalated by 2.30% per annum.
 - 4.3.2.2 Assets to be constructed include six courts, new indoor pools, café, meeting rooms and space for a privately run fitness / wellbeing area.
 - 4.3.2.3 Interest and funding costs (including the opportunity cost of Council's proposed funding contribution) have been excluded from the modelling.
- 4.3.3 Key revenue assumptions:
 - 4.3.3.1 Court hire revenue based on assessed levels of demand and 42 active court weeks per annum.
 - (a) All six courts are used between 3.30pm and 10.00pm Monday to Friday.
 - (b) All six courts are used on a Saturday between 8.00am and 5.00pm.
 - (c) Two courts are used on a Sunday.
 - (d) Assumed other community use for three courts between 10.00am and 1.00pm Monday to Friday.
 - (e) Overall court utilisation of approximately 55%.

- (f) Revenue per court, based on bottom up budget approach is \$79.5k per annum.
- 4.3.3.2 Court hire rates (including GST): \$49.50 peak, \$38.50 shoulder, \$27.50 off-peak.
- 4.3.3.3 Pool attendances based on the SGL Feasibility Study assuming 36,870 casual attendances per annum, 20,000 school attendances and 26,560 'learn to swim' attendances.
- 4.3.3.4 Casual pool attendance rates (including GST): \$6.80 adult swim, \$5.80 child swim, \$5.00 concession swim.
- 4.3.3.5 Fitness / wellbeing area outsourced to a private operator for \$1,000 per week.
- 4.3.3.6 Café and catering revenue based on benchmark performance of comparable centres (approximately \$10k per month). Catering / Room Hire net revenue of \$75k.
- 4.3.3.7 Total annual revenue of \$1.460 million (FY2019 dollars) which corresponds to \$1.563 million inflated to FY2022 dollars.
- 4.3.4 Key expense assumptions:
 - 4.3.4.1 No direct costs associated with court hire, i.e. assumes other groups run events and competitions.
 - 4.3.4.2 Fitness / wellbeing area is outsourced with no direct costs to the City of Mount Gambier.
 - 4.3.4.3 Staffing assumes 12.6 FTE including, 1.0 Hub Manager, 1.0 Duty Manager, 3.0 administration, 1.0 cleaner, 2.9 Learn to Swim instructors, 3.7 Lifeguards.
 - 4.3.4.4 Café direct costs at 85% of sales.
 - 4.3.4.5 \$100k provision for overtime and casual staff.
 - 4.3.4.6 Operational Minor Maintenance: \$80k per annum based on SGL Feasibility Study.
 - 4.3.4.7 Utilities and chemicals - \$515k per annum based on benchmarking of other similar centres.
 - 4.3.4.8 Depreciation - \$807k per annum based on useful life estimates by asset class.
 - 4.3.4.9 The City of Mount Gambier support costs - \$50k to provide administrative support to the operations of the Hub.
 - 4.3.4.10 Other expenses – commensurate to benchmarking from other similar centres.

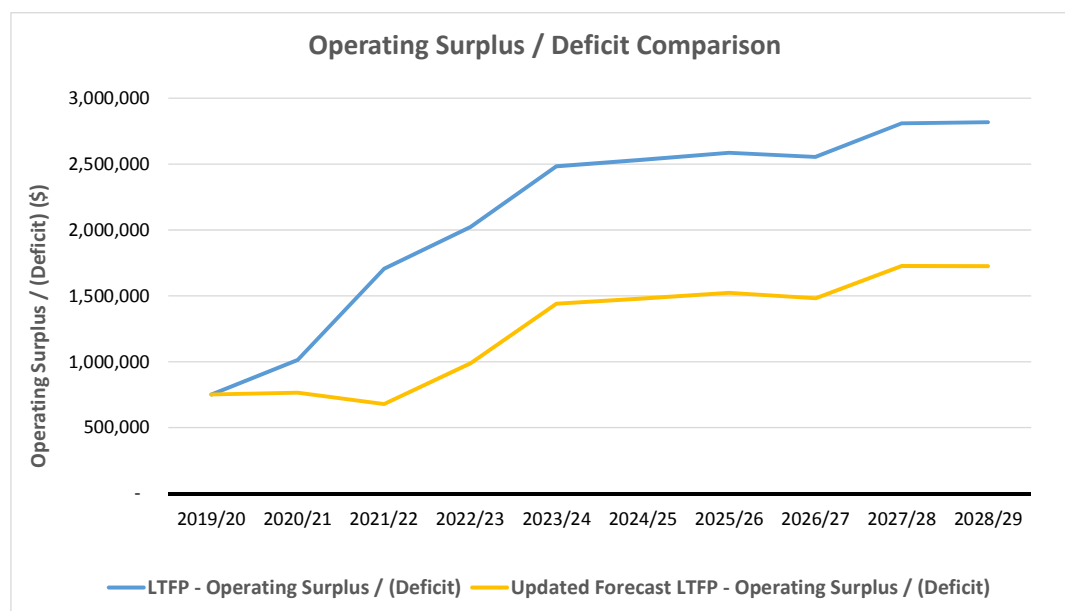
4.4 Net operating result

4.4.1 Table Two and Figure Two shows the forecast impact on the Operating Statement including the Hub.

Table Two: Operating Statement impact

LTFP Update - Operating Surplus / Deficit including Mount Gambier Community and Recreation Hub							
	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
LTFP - Operating Surplus / (Deficit)	750,679	1,013,518	1,704,425	2,021,266	2,483,581	2,532,995	2,585,636
Forecast Hub Operations		(250,000)	(1,400,588)	(1,414,239)	(1,428,203)	(1,442,489)	(1,457,103)
Add back: Existing swimming pool subsidy			198,061	202,616	207,276	212,044	216,921
Add back: Existing swimming pool depreciation (50%)			62,810	62,810	62,810	62,810	62,810
Add back: Existing maintenance (50%)			114,178	114,178	114,178	114,178	114,178
Updated Forecast LTFP - Operating Surplus / (Deficit)	750,679	763,518	678,885	986,630	1,439,641	1,479,537	1,522,441

Figure Two: Operating Statement impact



4.4.2 The indicative 10 year financial model is shown in Attachment Two.

4.5 Funding sources

The assumed funding model for the Hub is:

- 4.5.1 \$15.0 million in Commonwealth funding;
- 4.5.2 \$15.0 million in State Government funding;
- 4.5.3 \$1.391 million in the City of Mount Gambier internally funded works (from existing budget provisions; and
- 4.5.4 \$7.725 million in cash and cash equivalents contributions by Council.

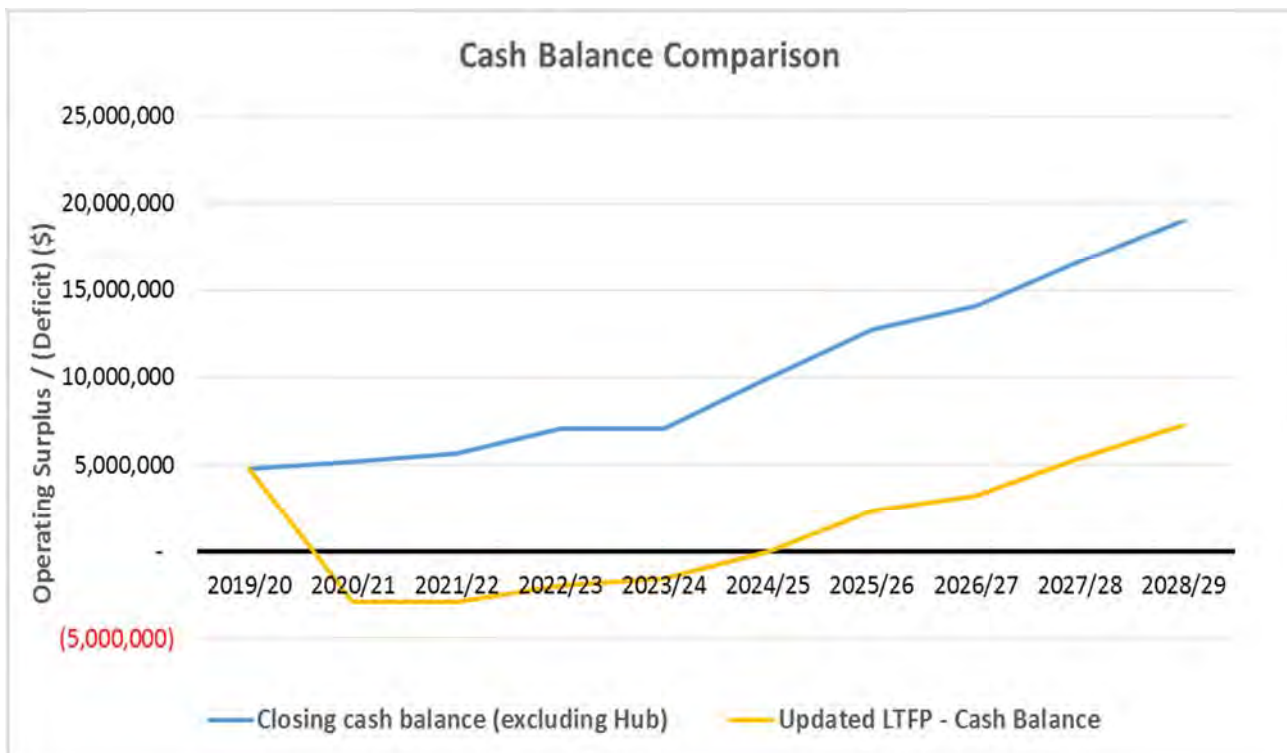
4.6 Cash impact

4.6.1 Table Three and Figure Three shows the modelled cash impact of progressing the Hub based on the assumptions provided.

Table Three: Cash impact

LTFP Update - Cash Balance including Mount Gambier Community and Recreation Hub							
	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
LTFP cash movement (excluding Hub)		341,790	522,772	1,388,461	889,563	1,999,669	2,778,991
Closing cash balance (excluding Hub)	4,816,168	5,157,958	5,680,730	7,069,191	7,069,191	9,958,422	12,737,413
<i>Hub operations:</i>							
Council capital contribution		(7,725,100)					
Hub trading (per model)		(250,000)	(1,400,588)	(1,414,239)	(1,428,203)	(1,442,489)	(1,457,103)
Add depreciation (non cash)		-	807,086	807,086	807,086	807,086	807,086
Add existing swimming pool subsidy not required		-	198,061	202,616	207,276	212,044	216,921
Finance cost on negative cash balance		(105,204)	(104,378)	(71,532)	(56,438)		
Hub operations cash movement		(8,080,304)	(499,819)	(476,068)	(470,279)	(423,359)	(433,096)
Updated LTFP - Cash Balance	4,816,168	(2,922,346)	(2,899,394)	(1,987,001)	(1,567,716)	8,594	2,354,489

Figure Three: Cash impact



4.6.2 Table Three shows that the City of Mount Gambier projected cash balance is forecast to go into overdraft for four years with a maximum year end cash overdraft balance of \$2.9 million. An indicative finance charge, calculated on the forecast negative cash balance at an assumed CAD rate of 3.60%, has been included in the cash balance forecasts.

4.7 Financial Sensitivity

A financial scenario analysis has been undertaken on the Base Case model to develop a High, Medium High, Medium Low and Low Scenario. The output of the analysis is shown in Attachment Three to Attachment Six.

4.7.1 High Scenario (see Attachment Three)

The High Scenario forecasts the financial impact of an increase in patronage over the Base Case, based on the assumptions below, the additional utilisation is not forecast to materially impact operational costs other than labour as stated below.

- 4.7.1.1 The Base Case assumes 2.5 hours of off-peak community use per day for three courts. This has been increased to all six courts.
- 4.7.1.2 The Base Case assumes only two courts are used on Sunday between 10.30pm and 6.30pm. This has been increased to four courts.
- 4.7.1.3 Swimming patronage and swimming lessons have been increased by 20% (with an allowance for additional FTE for swimming lessons).

4.7.2 Medium High Scenario (see Attachment Four)

The Medium High Scenario forecasts the financial impact of an increase in court use patronage over the Base Case, based on the assumptions below, the additional utilisation is not forecast to impact operational costs.

- 4.7.2.1 Court usage is the same as the High Scenario.
- 4.7.2.2 There is no change in Swimming patronage from the Base Case.
- 4.7.2.3 The increase in court utilisation has no impact on operational costs.

4.7.3 Medium Low Scenario (see Attachment Five)

The Medium Low Scenario forecasts the financial impact of a decrease in court use patronage from the Base Case, based on the assumptions below, the additional utilisation is not forecast to impact operational costs.

- 4.7.3.1 Court court usage is the same as the Low Scenario.
- 4.7.3.2 There is no change in Swimming patronage or utilities expenditure from the Base Case.

4.7.4 Low Scenario (see Attachment Six)

The Low Scenario forecasts the financial impact of a decrease in patronage over the Base Case, based on the assumptions below, and higher utilities costs.

- 4.7.4.1 The Base Case assumes 2.5 hours of off-peak community use per day for three courts. This has been reduced to one court.

- 4.7.4.2 The Base Case assumes full utilisation of six courts from Monday to Friday in peak times. This has been reduced to five courts.
- 4.7.4.3 Swimming patronage and swimming lessons has been decreased by 20% (with an allowance for reduced FTE for swimming lessons).
- 4.7.4.4 Utilities expenses increase by 20% (Electricity, Gas, Water).

4.7.5 Summary

Figure Four: Scenario Analysis High Level Output

Scenario Analysis - Net Profit / (Loss)						
	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Base Case	(250,000)	(1,400,588)	(1,414,239)	(1,428,203)	(1,442,489)	(1,457,103)
High Scenario	(250,000)	(1,232,764)	(1,242,554)	(1,252,570)	(1,262,816)	(1,273,298)
Medium High Scenario	(250,000)	(1,348,878)	(1,361,339)	(1,374,087)	(1,387,128)	(1,400,469)
Medium Low Scenario	(250,000)	(1,479,839)	(1,495,313)	(1,511,142)	(1,527,335)	(1,543,901)
Low Scenario	(250,000)	(1,699,802)	(1,720,335)	(1,741,339)	(1,762,827)	(1,784,809)

- 4.7.5.1 The scenario analysis undertaken shows a reduction in the operating result of appropriately \$300k in FY2021/22 under the Low Scenario when compared to the Base Case.
- 4.7.5.2 The High Scenario shows an improvement in financial performance by \$168k in FY2021/22 compared to the Base Case.
- 4.7.5.3 The detailed profit and loss statements resulting from the Scenario Analysis are shown in Attachment Three to Attachment Six.
- 4.7.5.4 Based on the recent experience of other South Australian Councils who have built sports, recreation and community facilities, once the communities experience and appreciate what is on offer, the use of the facilities has been much higher than the base case expectation.

ATTACHMENT ONE: CAPITAL COST ESTIMATES



MOUNT GAMBIER REGIONAL SPORT AND RECREATION CENTRE

Order of Cost Estimate - October 2018

Location Summary

GFA: Gross Floor Area
Rates Current At October 2018

Location	GFA m ²	Cost/m ²	Total Cost
DE SITE PREPARATION			67,990.00
BW BUILDING WORKS	12,625	2,405	30,360,599.00
FE FFE / AV / ICT			2,159,000.00
ESTIMATED NET COST	12,625	\$2,581	\$32,587,589.00
MARGINS & ADJUSTMENTS			
Allowance for Construction Contingency	5.0 %		\$1,635,000.00
Allowance for Professional Fees	5.4 %		\$1,850,000.00
Allowance for Locality Loading (assumes use of local trades where possible)	0.0 %		\$0.00
Allowance for Escalation to Completion (assumed late 2020)	4.3 %		\$1,540,000.00
Allowance for Statutory Charges incl CITB Levy	0.3 %		\$112,511.00
ESTIMATED TOTAL COST	12,625	\$2,988	\$37,725,100.00

MOUNT GAMBIER REGIONAL SPORT AND RECREATION CENTRE

Order of Cost Estimate - October 2018

Location Summary

Rates Current At October 2018

Location		Total Cost
EWC	COUNCIL WORKS - EXTERNAL WORKS	572,627.90
CW	COUNCIL WORKS - DEMOLITION & LANDSCAPING	269,645.00
EW	EXTERNAL WORKS	362,000.00
ESTIMATED NET COST		\$1,204,272.90
MARGINS & ADJUSTMENTS		
	Allowance for Construction Contingency	5.5 % \$65,000.00
	Allowance for Professional Fees	5.3 % \$66,600.00
	Allowance for Locality Loading (assumes use of local trades where possible)	0.0 % \$0.00
	Allowance for Escalation to Completion (assumed late 2020)	3.8 % \$50,000.00
	Allowance for Statutory Charges incl CITB Levy	0.4 % \$5,027.10
ESTIMATED TOTAL COST		\$1,390,900.00

ATTACHMENT TWO: BASE CASE FINANCIAL MODEL

Mount Gambier Community and Recreation Hub

Profit and Loss

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Revenue												
Courts	-	510,692	522,438	534,454	546,746	559,321	572,186	585,346	598,809	612,582	626,671	641,084
Fitness/Wellbeing	-	55,671	56,952	58,261	59,601	60,972	62,375	63,809	65,277	66,778	68,314	69,885
Swimming operations	-	231,992	237,328	242,787	248,371	254,083	259,927	265,906	272,021	278,278	284,678	291,226
Swimming lessons	-	510,929	522,680	534,702	547,000	559,581	572,451	585,618	599,087	612,866	626,962	641,382
Café / Catering	-	208,676	213,476	218,386	223,409	228,547	233,804	239,181	244,682	250,310	256,067	261,957
Merchandise / Other	-	45,500	46,547	47,618	48,713	49,833	50,979	52,152	53,351	54,578	55,834	57,118
Total Revenue	-	1,563,461	1,599,421	1,636,207	1,673,840	1,712,338	1,751,722	1,792,012	1,833,228	1,875,392	1,918,526	1,962,652
Expenses												
Direct costs												
Courts	-	-	-	-	-	-	-	-	-	-	-	-
Fitness/Wellbeing	-	-	-	-	-	-	-	-	-	-	-	-
Swimming operations	-	220,012	225,073	230,249	235,545	240,963	246,505	252,174	257,974	263,908	269,978	276,187
Swimming lessons	-	183,616	187,839	192,160	196,579	201,101	205,726	210,458	215,298	220,250	225,316	230,498
Café / Catering	-	113,674	116,289	118,963	121,699	124,498	127,362	130,291	133,288	136,354	139,490	142,698
Merchandise / Other	-	22,750	23,273	23,809	24,356	24,917	25,490	26,076	26,676	27,289	27,917	28,559
Total Direct costs	-	540,053	552,474	565,181	578,180	591,479	605,083	618,999	633,236	647,801	662,700	677,942
Centre overheads												
Salaries and on costs	-	645,191	660,031	675,211	690,741	706,628	722,881	739,507	756,516	773,915	791,716	809,925
Insurance	-	37,471	38,333	39,214	40,116	41,039	41,983	42,949	43,936	44,947	45,981	47,038
Council support costs	-	53,530	54,761	56,021	57,309	58,627	59,976	61,355	62,766	64,210	65,687	67,198
Other centre expenses	-	195,534	200,032	204,632	209,339	214,154	219,079	224,118	229,273	234,546	239,940	245,459
Total centre	-	931,726	953,156	975,079	997,506	1,020,448	1,043,918	1,067,929	1,092,491	1,117,618	1,143,323	1,169,620
Building overheads												
Utilities	-	519,241	531,183	543,400	555,899	568,684	581,764	595,145	608,833	622,836	637,161	651,816
Depreciation	-	807,086	807,086	807,086	807,086	807,086	807,086	807,086	807,086	807,086	807,086	807,086
Other building costs	250,000	165,943	169,760	173,664	177,658	181,744	185,925	190,201	194,575	199,051	203,629	208,312
Total building overheads	250,000	1,492,270	1,508,029	1,524,151	1,540,643	1,557,515	1,574,775	1,592,432	1,610,495	1,628,973	1,647,876	1,667,214
Total expenses	250,000	2,964,049	3,013,659	3,064,410	3,116,329	3,169,442	3,223,776	3,279,360	3,336,222	3,394,392	3,453,900	3,514,777
Net Profit / (Loss)	(250,000)	(1,400,588)	(1,414,239)	(1,428,203)	(1,442,489)	(1,457,103)	(1,472,054)	(1,487,348)	(1,502,994)	(1,519,000)	(1,535,374)	(1,552,124)

ATTACHMENT THREE: HIGH SCENARIO FINANCIAL MODELMount Gambier Community and Recreation HubProfit and Loss

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Revenue												
Courts	-	562,402	575,337	588,570	602,107	615,955	630,122	644,615	659,441	674,608	690,124	705,997
Fitness / Wellbeing	-	55,671	56,952	58,261	59,601	60,972	62,375	63,809	65,277	66,778	68,314	69,885
Swimming operations	-	278,391	284,794	291,344	298,045	304,900	311,913	319,087	326,426	333,934	341,614	349,471
Swimming lessons	-	613,115	627,216	641,642	656,400	671,497	686,942	702,741	718,904	735,439	752,354	769,658
Café / Catering	-	226,328	231,534	236,859	242,307	247,880	253,581	259,413	265,380	271,483	277,728	284,115
Merchandise / Other	-	45,500	46,547	47,618	48,713	49,833	50,979	52,152	53,351	54,578	55,834	57,118
Total Revenue	-	1,781,407	1,822,379	1,864,294	1,907,173	1,951,038	1,995,912	2,041,818	2,088,779	2,136,821	2,185,968	2,236,245
Expenses												
Direct costs												
Courts	-	-	-	-	-	-	-	-	-	-	-	-
Fitness / Wellbeing	-	-	-	-	-	-	-	-	-	-	-	-
Swimming operations	-	220,012	225,073	230,249	235,545	240,963	246,505	252,174	257,974	263,908	269,978	276,187
Swimming lessons	-	218,734	223,765	228,911	234,176	239,562	245,072	250,709	256,475	262,374	268,409	274,582
Café / Catering	-	128,678	131,638	134,665	137,763	140,931	144,173	147,489	150,881	154,351	157,901	161,533
Merchandise / Other	-	22,750	23,273	23,809	24,356	24,917	25,490	26,076	26,676	27,289	27,917	28,559
Total Direct costs	-	590,174	603,748	617,635	631,840	646,373	661,239	676,448	692,006	707,922	724,204	740,861
Centre overheads												
Salaries and on costs	-	645,191	660,031	675,211	690,741	706,628	722,881	739,507	756,516	773,915	791,716	809,925
Insurance	-	37,471	38,333	39,214	40,116	41,039	41,983	42,949	43,936	44,947	45,981	47,038
Council support costs	-	53,530	54,761	56,021	57,309	58,627	59,976	61,355	62,766	64,210	65,687	67,198
Other centre expenses	-	195,534	200,032	204,632	209,339	214,154	219,079	224,118	229,273	234,546	239,940	245,459
Total centre	-	931,726	953,156	975,079	997,506	1,020,448	1,043,918	1,067,929	1,092,491	1,117,618	1,143,323	1,169,620
Building overheads												
Utilities	-	519,241	531,183	543,400	555,899	568,684	581,764	595,145	608,833	622,836	637,161	651,816
Depreciation	-	807,086	807,086	807,086	807,086	807,086	807,086	807,086	807,086	807,086	807,086	807,086
Other building costs	250,000	165,943	169,760	173,664	177,658	181,744	185,925	190,201	194,575	199,051	203,629	208,312
Total building overheads	250,000	1,492,270	1,508,029	1,524,151	1,540,643	1,557,515	1,574,775	1,592,432	1,610,495	1,628,973	1,647,876	1,667,214
Total expenses	250,000	3,014,171	3,064,933	3,116,864	3,169,989	3,224,336	3,279,932	3,336,808	3,394,991	3,454,513	3,515,404	3,577,695
Net Profit / (Loss)	(250,000)	(1,232,764)	(1,242,554)	(1,252,570)	(1,262,816)	(1,273,298)	(1,284,021)	(1,294,990)	(1,306,212)	(1,317,692)	(1,329,436)	(1,341,450)

ATTACHMENT FOUR: MEDIUM HIGH SCENARIO FINANCIAL MODEL

Mount Gambier Community and Recreation Hub

Profit and Loss

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Revenue												
Courts	-	562,402	575,337	588,570	602,107	615,955	630,122	644,615	659,441	674,608	690,124	705,997
Fitness / wellbeing	-	55,671	56,952	58,261	59,601	60,972	62,375	63,809	65,277	66,778	68,314	69,885
Swimming operations	-	231,992	237,328	242,787	248,371	254,083	259,927	265,906	272,021	278,278	284,678	291,226
Swimming lessons	-	510,929	522,680	534,702	547,000	559,581	572,451	585,618	599,087	612,866	626,962	641,382
Café / Catering	-	208,676	213,476	218,386	223,409	228,547	233,804	239,181	244,682	250,310	256,067	261,957
Merchandise / Other	-	45,500	46,547	47,618	48,713	49,833	50,979	52,152	53,351	54,578	55,834	57,118
Total Revenue	-	1,615,171	1,652,320	1,690,323	1,729,201	1,768,972	1,809,659	1,851,281	1,893,860	1,937,419	1,981,980	2,027,565
Expenses												
Direct costs												
Courts	-	-	-	-	-	-	-	-	-	-	-	-
Fitness / wellbeing	-	-	-	-	-	-	-	-	-	-	-	-
Swimming operations	-	220,012	225,073	230,249	235,545	240,963	246,505	252,174	257,974	263,908	269,978	276,187
Swimming lessons	-	183,616	187,839	192,160	196,579	201,101	205,726	210,458	215,298	220,250	225,316	230,498
Café / Catering	-	113,674	116,289	118,963	121,699	124,498	127,362	130,291	133,288	136,354	139,490	142,698
Merchandise / Other	-	22,750	23,273	23,809	24,356	24,917	25,490	26,076	26,676	27,289	27,917	28,559
Total Direct costs	-	540,053	552,474	565,181	578,180	591,479	605,083	618,999	633,236	647,801	662,700	677,942
Centre overheads												
Salaries and on costs	-	645,191	660,031	675,211	690,741	706,628	722,881	739,507	756,516	773,915	791,716	809,925
Insurance	-	37,471	38,333	39,214	40,116	41,039	41,983	42,949	43,936	44,947	45,981	47,038
Council support costs	-	53,530	54,761	56,021	57,309	58,627	59,976	61,355	62,766	64,210	65,687	67,198
Other centre expenses	-	195,534	200,032	204,632	209,339	214,154	219,079	224,118	229,273	234,546	239,940	245,459
Total centre	-	931,726	953,156	975,079	997,506	1,020,448	1,043,918	1,067,929	1,092,491	1,117,618	1,143,323	1,169,620
Building overheads												
Utilities	-	519,241	531,183	543,400	555,899	568,684	581,764	595,145	608,833	622,836	637,161	651,816
Depreciation	-	807,086	807,086	807,086	807,086	807,086	807,086	807,086	807,086	807,086	807,086	807,086
Other building costs	250,000	165,943	169,760	173,664	177,658	181,744	185,925	190,201	194,575	199,051	203,629	208,312
Total building overheads	250,000	1,492,270	1,508,029	1,524,151	1,540,643	1,557,515	1,574,775	1,592,432	1,610,495	1,628,973	1,647,876	1,667,214
Total expenses	250,000	2,964,049	3,013,659	3,064,410	3,116,329	3,169,442	3,223,776	3,279,360	3,336,222	3,394,392	3,453,900	3,514,777
Net Profit / (Loss)	(250,000)	(1,348,878)	(1,361,339)	(1,374,087)	(1,387,128)	(1,400,469)	(1,414,117)	(1,428,079)	(1,442,362)	(1,456,973)	(1,471,920)	(1,487,212)

ATTACHMENT FIVE: MEDIUM LOW SCENARIO FINANCIAL MODEL

Mount Gambier Community and Recreation Hub

Profit and Loss

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Revenue												
Courts	-	431,441	441,364	451,515	461,900	472,524	483,392	494,510	505,884	517,519	529,422	541,599
Fitness / wellbeing	-	55,671	56,952	58,261	59,601	60,972	62,375	63,809	65,277	66,778	68,314	69,885
Swimming operations	-	231,992	237,328	242,787	248,371	254,083	259,927	265,906	272,021	278,278	284,678	291,226
Swimming lessons	-	510,929	522,680	534,702	547,000	559,581	572,451	585,618	599,087	612,866	626,962	641,382
Café / Catering	-	208,676	213,476	218,386	223,409	228,547	233,804	239,181	244,682	250,310	256,067	261,957
Merchandise / Other	-	45,500	46,547	47,618	48,713	49,833	50,979	52,152	53,351	54,578	55,834	57,118
Total Revenue	-	1,484,210	1,518,347	1,553,269	1,588,994	1,625,541	1,662,928	1,701,175	1,740,302	1,780,329	1,821,277	1,863,166
Expenses												
Direct costs												
Courts	-	-	-	-	-	-	-	-	-	-	-	-
Fitness / wellbeing	-	-	-	-	-	-	-	-	-	-	-	-
Swimming operations	-	220,012	225,073	230,249	235,545	240,963	246,505	252,174	257,974	263,908	269,978	276,187
Swimming lessons	-	183,616	187,839	192,160	196,579	201,101	205,726	210,458	215,298	220,250	225,316	230,498
Café / Catering	-	113,674	116,289	118,963	121,699	124,498	127,362	130,291	133,288	136,354	139,490	142,698
Merchandise / Other	-	22,750	23,273	23,809	24,356	24,917	25,490	26,076	26,676	27,289	27,917	28,559
Total Direct costs	-	540,053	552,474	565,181	578,180	591,479	605,083	618,999	633,236	647,801	662,700	677,942
Centre overheads												
Salaries and on costs	-	645,191	660,031	675,211	690,741	706,628	722,881	739,507	756,516	773,915	791,716	809,925
Insurance	-	37,471	38,333	39,214	40,116	41,039	41,983	42,949	43,936	44,947	45,981	47,038
Council support costs	-	53,530	54,761	56,021	57,309	58,627	59,976	61,355	62,766	64,210	65,687	67,198
Other centre expenses	-	195,534	200,032	204,632	209,339	214,154	219,079	224,118	229,273	234,546	239,940	245,459
Total centre	-	931,726	953,156	975,079	997,506	1,020,448	1,043,918	1,067,929	1,092,491	1,117,618	1,143,323	1,169,620
Building overheads												
Utilities	-	519,241	531,183	543,400	555,899	568,684	581,764	595,145	608,833	622,836	637,161	651,816
Depreciation	-	807,086	807,086	807,086	807,086	807,086	807,086	807,086	807,086	807,086	807,086	807,086
Other building costs	250,000	165,943	169,760	173,664	177,658	181,744	185,925	190,201	194,575	199,051	203,629	208,312
Total building overheads	250,000	1,492,270	1,508,029	1,524,151	1,540,643	1,557,515	1,574,775	1,592,432	1,610,495	1,628,973	1,647,876	1,667,214
Total expenses	250,000	2,964,049	3,013,659	3,064,410	3,116,329	3,169,442	3,223,776	3,279,360	3,336,222	3,394,392	3,453,900	3,514,777
Net Profit / (Loss)	(250,000)	(1,479,839)	(1,495,313)	(1,511,142)	(1,527,335)	(1,543,901)	(1,560,848)	(1,578,184)	(1,595,919)	(1,614,063)	(1,632,623)	(1,651,610)

ATTACHMENT SIX: LOW SCENARIO FINANCIAL MODELMount Gambier Community and Recreation HubProfit and Loss

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Revenue												
Courts	-	431,441	441,364	451,515	461,900	472,524	483,392	494,510	505,884	517,519	529,422	541,599
Fitness / Wellbeing	-	55,671	56,952	58,261	59,601	60,972	62,375	63,809	65,277	66,778	68,314	69,885
Swimming operations	-	185,594	189,863	194,229	198,697	203,267	207,942	212,725	217,617	222,622	227,743	232,981
Swimming lessons	-	408,743	418,144	427,761	437,600	447,665	457,961	468,494	479,270	490,293	501,569	513,106
Café / Catering	-	191,024	195,418	199,913	204,511	209,214	214,026	218,949	223,985	229,136	234,406	239,798
Merchandise / Other	-	45,500	46,547	47,618	48,713	49,833	50,979	52,152	53,351	54,578	55,834	57,118
Total Revenue	-	1,317,974	1,348,287	1,379,298	1,411,022	1,443,475	1,476,675	1,510,639	1,545,383	1,580,927	1,617,288	1,654,486
Expenses												
Direct costs												
Courts	-	-	-	-	-	-	-	-	-	-	-	-
Fitness / Wellbeing	-	-	-	-	-	-	-	-	-	-	-	-
Swimming operations	-	220,012	225,073	230,249	235,545	240,963	246,505	252,174	257,974	263,908	269,978	276,187
Swimming lessons	-	148,499	151,914	155,408	158,983	162,639	166,380	170,207	174,122	178,126	182,223	186,415
Café / Catering	-	98,670	100,939	103,261	105,636	108,066	110,551	113,094	115,695	118,356	121,078	123,863
Merchandise / Other	-	22,750	23,273	23,809	24,356	24,917	25,490	26,076	26,676	27,289	27,917	28,559
Total Direct costs	-	489,932	501,200	512,728	524,520	536,584	548,926	561,551	574,467	587,680	601,196	615,024
Centre overheads												
Salaries and on costs	-	645,191	660,031	675,211	690,741	706,628	722,881	739,507	756,516	773,915	791,716	809,925
Insurance	-	37,471	38,333	39,214	40,116	41,039	41,983	42,949	43,936	44,947	45,981	47,038
Council support costs	-	53,530	54,761	56,021	57,309	58,627	59,976	61,355	62,766	64,210	65,687	67,198
Other centre expenses	-	195,534	200,032	204,632	209,339	214,154	219,079	224,118	229,273	234,546	239,940	245,459
Total centre	-	931,726	953,156	975,079	997,506	1,020,448	1,043,918	1,067,929	1,092,491	1,117,618	1,143,323	1,169,620
Building overheads												
Utilities	-	623,089	637,420	652,080	667,078	682,421	698,117	714,173	730,599	747,403	764,593	782,179
Depreciation	-	807,086	807,086	807,086	807,086	807,086	807,086	807,086	807,086	807,086	807,086	807,086
Other building costs	250,000	165,943	169,760	173,664	177,658	181,744	185,925	190,201	194,575	199,051	203,629	208,312
Total building overheads	250,000	1,596,118	1,614,266	1,632,831	1,651,823	1,671,252	1,691,128	1,711,460	1,732,261	1,753,540	1,775,309	1,797,578
Total expenses	250,000	3,017,776	3,068,622	3,120,637	3,173,849	3,228,284	3,283,972	3,340,940	3,399,219	3,458,838	3,519,828	3,582,221
Net Profit / (Loss)	(250,000)	(1,699,802)	(1,720,335)	(1,741,339)	(1,762,827)	(1,784,809)	(1,807,297)	(1,830,302)	(1,853,836)	(1,877,911)	(1,902,540)	(1,927,735)

Meeting held in the Committee Room, Civic Centre, 10 Watson Terrace, Mount Gambier on
Monday, 22 October 2018 at 5:30 pm

COUNCIL OFFICERS	Chief Executive Officer	- Mr M McShane
	General Manager City Growth	- Dr J Nagy
	General Manager Community Wellbeing	- Ms B Cernovskis
	Project Officer	- Mrs D Leckie



4. DEPUTATIONS

Nil

The Presiding Member sought the approval of at least two-thirds of the members present at the meeting to suspend meeting procedures:

Purpose of the Suspension:

To discuss the following:

- *Member for Barker, Mr Tony Pasin to provide a briefing to the Sport and Recreation Centre Committee regarding Federal grant funding.*

Carried by more than two-thirds of the members present at the meeting.

Meeting Procedures were suspended at 5:33 p.m.

Cr Perryman arrived at 5:34 p.m.

The Presiding Member determined that the period of suspension should be brought to an end.

Carried by more than two-thirds of the members present at the meeting.

The Period of Suspension came to an end and Meeting Procedures resumed at 5:51 p.m.

5. REGIONAL SPORT AND RECREATION CENTRE COMMITTEE REPORTS

5.1. Community and Recreation Hub Overview - Report No. AR18/41402

COMMITTEE RECOMMENDATION
(a) That Regional Sport and Recreation Centre Committee Report No. AR18/41402 titled ' <i>Community and Recreation Hub Overview</i> ' as presented to the Regional Sport and Recreation Centre Committee on 22 October 2018 be received and noted.

Moved: Cr Von Stanke

Seconded: Cr Persello

Carried

5.2. Community and Recreation Hub Design - Report No. AR18/41729

COMMITTEE RECOMMENDATION
(a) That Regional Sport and Recreation Centre Committee Report No. AR18/41729 titled ' <i>Community and Recreation Hub Design</i> ' as presented to the Regional Sport and Recreation Centre Committee on 22 October 2018 be received and noted.

Moved: Cr Von Stanke

Seconded: Cr Meziniec

Carried



5.3. Community and Recreation Hub Capital Cost Estimate - Report No. AR18/41772

COMMITTEE RECOMMENDATION

- (a) That Regional Sport and Recreation Centre Committee Report No. AR18/41772 titled '*Community and Recreation Hub Capital Cost Estimation*' as presented to the Regional Sport and Recreation Centre Committee on 22 October 2018 be received and noted.

Moved: Cr Von Stanke

Seconded: Cr Meziniec

Carried

5.4. Community and Recreation Hub Capital Funding - Report No. AR18/37859

COMMITTEE RECOMMENDATION

- (a) That Regional Sport and Recreation Centre Committee Report No. AR18/37859 titled '*Community and Recreation Hub Capital Funding*' as presented to the Regional Sport and Recreation Centre Committee on 22 October 2018 be noted.

Moved: Cr Von Stanke

Seconded: Cr Morello

Carried

5.5. Community and Recreation Hub Operations - Report No. AR18/42536

COMMITTEE RECOMMENDATION

- (a) That Regional Sport and Recreation Centre Committee Report No. AR18/42536 titled '*Community and Recreation Hub Operations*' as presented to the Regional Sport and Recreation Centre Committee on 22 October 2018 be noted.

Moved: Cr Von Stanke

Seconded: Cr Persello

Carried

5.6. Community and Recreation Hub Community Survey - Report No. AR18/37052

COMMITTEE RECOMMENDATION

- (a) That Regional Sport and Recreation Centre Committee Report No. AR18/37052 titled '*Community and Recreation Hub Community Survey*' as presented to the Regional Sport and Recreation Centre Committee on 22 October 2018 be noted.

Moved: Cr Persello

Seconded: Cr Morello

Carried



**5.7. Community and Recreation Hub Community Engagement and Communication
- Report No. AR18/41567**

COMMITTEE RECOMMENDATION
(a) That Regional Sport and Recreation Centre Committee Report No. AR18/41567 titled ' <i>Community and Recreation Hub Community Engagement and Communication</i> ' as presented to the Regional Sport and Recreation Centre Committee on 22 October 2018 be noted.

Moved: Cr Von Stanke

Seconded: Cr Meziniec

Carried

6. MOTION(S) - With Notice

Nil submitted.

7. MOTION(S) - Without Notice

Nil received.

Meeting closed at 6:25 p.m.

AR18/43298
SM

CONFIRMED THIS DAY OF 2018.

.....
PRESIDING MEMBER



MINUTES OF JUNIOR SPORTS ASSISTANCE FUND (SECTION 41) COMMITTEE MEETING

Meeting held in the Committee Room, Civic Centre, 10 Watson Terrace, Mount Gambier on Wednesday, 5 December 2018 at 5:30 p.m.

PRESENT

Cr Christian Greco
Cr Kate Amoroso
District Council of Grant representative (to be determined 5/12/2018)
Mrs Jeanette Elliott
Mrs Karen Cunningham
Mrs Jenny Burston
Mrs Felicity Walker

COUNCIL OFFICERS General Manager Community Wellbeing - Ms B Cernovskis

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

The Secretary took the Chair.

APPOINTMENT OF ACTING PRESIDING MEMBER:

Due to Local Government Elections and new Council Appointments to Section 41 Committees, advice is given that the City of Mount Gambier at its meeting held 22 November 2018 appointed Cr Christian Greco and Cr Kate Amoroso to the Junior Sports Assistance Fund Committee.

Cr Greco be appointed as Acting Presiding Member of the Junior Sports Assistance Fund for this meeting.

Moved: Karen Cunningham Seconded: Felicity Walker Carried

The District Council of Grant representative will not be determined until their Statutory Council meeting scheduled for Wednesday 5th December 2018. Advice of this appointment will be forwarded to Committee Members once received.

1. APOLOGY(IES)

Apology(ies) received from Jeanette Elliott

That the apology from Jeanette Elliott be received.

Moved: Jenny Burston Seconded: Felicity Walker Carried

2. CONFIRMATION OF JUNIOR SPORTS ASSISTANCE FUND (SECTION 41) COMMITTEE MINUTES

Meeting held on 24 October 2018

That the minutes of the Junior Sports Assistance Fund (Section 41) Committee meeting held on 24 October 2018 as attached be confirmed as an accurate record of the proceedings of that meeting.

Moved: Jenny Burston Seconded: Cr Greco Carried



3. QUESTIONS

3.1. With Notice

Nil submitted.

3.2. Without Notice

4. DEPUTATIONS

Nil

5. JUNIOR SPORTS ASSISTANCE FUND (SECTION 41) COMMITTEE REPORTS

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

COMMITTEE RECOMMENDATION
(a) That Junior Sports Assistance Fund Committee Report No. AR18/49728 titled ' <i>Junior Sports Assistance Fund - Selection of Presiding Member</i> ' as presented to the Junior Sports Assistance Fund Committee on 5 December 2018 be noted.
(b) The term of office for the position of Junior Sports Assistance Fund Presiding Member be 2 years.
(c) That Cr Greco be Presiding Member of the Junior Sports Assistance Fund Committee on and from 18 December, 2018.

Moved: Jenny Burston

Seconded: Karen Cunningham

Carried

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

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

Moved: Karen Cunningham

Seconded: Felicity Walker

Carried



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

COMMITTEE RECOMMENDATION

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

Moved: Cr Greco

Seconded: Karen Cunningham

Carried

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

COMMITTEE RECOMMENDATION

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

Moved: Karen Cunningham

Seconded: Jenny Burston

Carried



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

COMMITTEE RECOMMENDATION

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

Moved: Karen Cunningham

Seconded: Jenny Burston

Carried

6. MOTION(S) - With Notice

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

Hanna Persello was the City of Mount Gambier representative and Presiding Member to the City of Mount Gambier Junior Sports Assistance Fund.

Following the recent Local Government Elections, new Council appointments have been made to Section 41 Committees with the newly Elected Members.

Hanna has been a reliable and fair representative, chairing the meetings and providing a committed and invaluable contribution to Junior Sport which has contributed to the success of the Fund. The Committee wishes Hanna all the very best in her future endeavours.

COMMITTEE RECOMMENDATION

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

Moved: Karen Cunningham

Seconded: Jenny Burston

Carried



7. MOTION(S) - Without Notice

Nil Submitted

Meeting closed at 5.54 p.m.

AR18/50988

CONFIRMED THIS DAY OF 2018.

.....
PRESIDING MEMBER



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

COMMITTEE	Junior Sports Assistance Fund Committee
MEETING DATE:	5 December 2018
REPORT NO.	AR18/49728
RM8 REFERENCE	AF11/725
AUTHOR	Michael McCarthy
SUMMARY	This report is presented to enable the recommendation of a Presiding Member for the Junior Sports Assistance Fund Committee.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION
(a) That Junior Sports Assistance Fund Committee Report No. AR18/49728 titled '<i>Junior Sports Assistance Fund - Selection of Presiding Member</i>' as presented to the Junior Sports Assistance Fund Committee on 5 December 2018 be noted. (b) The term of office for the position of Junior Sports Assistance Fund Presiding Member be 2 years. (c) That Cr be Presiding Member of the Junior Sports Assistance Fund Committee on and from 18 December, 2018.

Moved:

Seconded:



Background

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

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

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

Discussion

The selection of a Presiding Member is from amongst its own membership (and appropriately an Elected Member of Council on the Committee).

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

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

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

Conclusion

The Committee may now accept nominations to determine a Presiding Member recommendation.

Attachments

Nil





Michael McCARTHY
MANAGER EXECUTIVE ADMINISTRATION



Barbara CERNOVSKIS
GENERAL MANAGER COMMUNITY WELLBEING

28 November 2018
MJT



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

COMMITTEE	Junior Sports Assistance Fund Committee
MEETING DATE:	5 December 2018
REPORT NO.	AR18/49763
RM8 REFERENCE	AR11/725
AUTHOR	Michael McCarthy
SUMMARY	This Report is presented to enable the Junior Sports Assistance Fund Committee to review its Terms of Reference.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION

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

Moved:

Seconded:



Background

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

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

In considering any changes to the Junior Sports Assistance Fund Committee Terms of Reference, the Committee should consider the extent to which any Committee terms should remain consistent for the benefit of administration and the Members of Council's decision making structure.

Discussion

The decision making structure adopted by Council includes all s41 Committees (excepting Sub-Committees) reporting directly to Council.

In considering any changes to the Junior Sports Assistance Fund Committee Terms of Reference, the Committee should consider its scope and objectives and the extent to which the Terms of Reference of Committees within Council's decision making structure should remain consistent for the benefit of Members and to maintain administrative consistency.

Conclusion

This report recommends that the Junior Sports Assistance Fund Committee review its Terms of Reference (Attachment 1) at the next general meeting of the Junior Sports Assistance Fund Committee.

Attachments

[Attachment 1 \(AR13/24053\[v3\]\)](#)

[City of Mount Gambier Junior Sports Assistance Fund - Terms of Reference](#)



Michael McCARTHY
MANAGER EXECUTIVE ADMINISTRATION



Barbara CERNOVSKIS
GENERAL MANAGER COMMUNITY WELLBEING

28 November 2018
MMcC



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

COMMITTEE	Junior Sports Assistance Fund Committee
MEETING DATE:	5 December 2018
REPORT NO.	AR18/49776
RM8 REFERENCE	AR11/725
AUTHOR	Michael McCarthy
SUMMARY	This Report is presented to enable the Junior Sports Assistance Committee to confirm its meeting structure.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

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

Moved:

Seconded:



Background

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

In accordance with the provisions of s87(1) of the Local Government Act 1999 the appointment of ordinary meeting times for Committee is by Council, or subject to a decision of Council, by the Committee.

The Council resolution of 22 November 2018 included that Committees note the lead time for Council agenda preparation in considering meeting days/times.

Discussion

The decision making structure adopted by Council includes all s41 Committees (excepting Sub-Committees) reporting directly to Council.

For efficient administration to enable consideration and making of decisions by Council it is necessary for Committee meeting days/time of Committees to align appropriately with the ordinary meeting schedule of Council and other Committees.

Other Council Committees may hold ordinary meetings with such frequency as determined by Council and the Committee and in accordance with the Committee Terms of Reference and any legislative requirements (Committees with a regulatory function should meet at least quarterly).

Accordingly, Council Committees may hold ordinary meetings quarterly or more or less often.

Special Meetings may be called as and when required to consider matters of business that cannot be deferred until the next scheduled ordinary Committee meeting.

Conclusion

This report recommends that the Junior Sports Assistance Fund Committee hold three or more ordinary meetings in the financial year or as and when determined by the Presiding Member, as well as the Annual Meeting of Member Organisations.

Attachments

Nil



Michael McCARTHY
MANAGER EXECUTIVE ADMINISTRATION



A handwritten signature in black ink, appearing to read 'Barbara Cernovskis', is shown within a rectangular frame.

Barbara CERNOVSKIS
GENERAL MANAGER COMMUNITY WELLBEING

28 November 2018
MMcC



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

COMMITTEE	Junior Sports Assistance Fund Committee
MEETING DATE:	5 December 2018
REPORT NO.	AR18/40839
RM8 REFERENCE	AF18/147
AUTHOR	Barbara Cernovskis
SUMMARY	The Rotary Club of Mount Gambier Lakes provides funding to assist the Junior Sports Assistance Fund to provide a program to assist financially disadvantaged junior sportspersons with the costs of their participation in their chosen sport. Member Organisations are invited to submit up to two confidential nominations for consideration of the Committee. This is the second call to utilise the remaining funding for 2018.
COMMUNITY PLAN REFERENCE	Goal 1: Our People

REPORT RECOMMENDATION

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

Moved:

Seconded:



Background

The Rotary Club of Mount Gambier Lakes conducted the very successful 2017 One Forty One Plantation Blue Lake Fun Run.

The Club had previously determined its schedule of organisations to receive the benefit of the surplus funds from the 2017 event.

One of the initiatives that the Club wished to achieve was to develop a process to assist financially disadvantaged junior sportspersons with the costs of their participation in their chosen sport e.g. equipment, footwear etc.

This is the second call for 2018 to utilise the remaining funds available.

Member Organisations were invited to submit up to two (2) confidential nominations in accordance with the guidelines and the application form detail, closing on Friday 9th November, 2018;

Discussion

As at Friday 9th November, 2018 the following nominations were received:

(i) Applicant 1

Limestone Coast Football Association - Nominee Aged 15 years

REASONS FOR NOMINATING THIS PARTICULAR JUNIOR:

Applicant 1 has been playing soccer in Naracoorte as part of the Limestone Coast Football Association. He has proved to be a very committed young athlete and a very helpful member of the Club. He travels from Bordertown to Naracoorte twice a week for training and was selected to play in the Limestone Coast Football Association team and also made the Football Federation SA team to travel to Fiji. Applicant 1's family have been very committed to soccer but due to financial constraints will require financial assistance to assist in covering the costs associated with the extra tournaments he has been selected in.

ASSUME MAXIMUM DONATION IS \$300 – HOW WILL DONATION BE USED?

To assist with the costs incurred in attending the Fiji Cup.

(ii) Applicant 2

Basketball Mount Gambier - Nominee Aged 12 years

REASONS FOR NOMINATING THIS PARTICULAR JUNIOR:

Applicant 2 is an indigenous and committed student who attends Melaleuca Primary School. In a retiring manner he has shown a keen desire to play basketball in the Basketball Mount Gambier local competitions.

Applicant 2 spends much of his lunch times shooting hoops and has done so for a significant period of time. He performed well and displayed exemplary behaviour as a member of his School Team which competed in the 2018 SAPSASA District Basketball Day. This desire is reflected in the initiative he showed in speaking to me about playing on this day.



His family situation is such that I believe Applicant 2 is well deserving of this financial assistance.

ASSUME MAXIMUM DONATION IS \$300 – HOW WILL DONATION BE USED?

Annual affiliation fee \$46, Registration Fee \$70, Weekly Match Fees \$126. Financial Assistance towards clothing.

NOTE: Both applications for Applicant 2 and 3 are endorsed by Matt Crowden, Deputy Principal, Melaleuca Park Primary School.

(iii) **Applicant 3**

Basketball Mount Gambier - Nominee Aged 12 years

REASONS FOR NOMINATING THIS PARTICULAR JUNIOR:

Nominee 3 is a student of Melaleuca Primary School. He is keen to play basketball, along with his friend Applicant 2 in the junior competitions of Basketball Mount Gambier. His favourite lunch time activity is playing basketball with his friends. Applicant 3 impressed me with his skills and efforts as a member of the School SAPSASA Basketball team which competed in District Day in August. I believe that Applicant 3's background and personal attributes make him a worthy applicant for this financial assistance.

ASSUME MAXIMUM DONATION IS \$300 – HOW WILL DONATION BE USED?

Annual affiliation fee \$46, Registration Fee \$70, Weekly Match Fees \$126. Financial Assistance towards clothing.

Conclusion

This report presents the applications received for consideration of the Junior Sports Assistance Fund Committee.

Attachments

Nil



Barbara CERNOVSKIS
GENERAL MANAGER COMMUNITY WELLBEING

30 November 2018
MJT



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

COMMITTEE	Junior Sports Assistance Fund Committee
MEETING DATE:	5 December 2018
REPORT NO.	AR18/45702
RM8 REFERENCE	AF18/147
AUTHOR	Barbara Cernovskis
SUMMARY	The Junior Sports Assistance Fund with this year fund the Coaching Clinic Program to assist Member Organisations with the costs associated in providing Coaching Clinics for players, coaches or umpires. Member Organisations are invited to submit applications for the consideration of the Fund in conjunction with the Mount Gambier and District Bendigo Community Bank.
COMMUNITY PLAN REFERENCE	Goal 1: Our People

REPORT RECOMMENDATION
(a) That Junior Sports Assistance Fund Committee Report No. AR18/45702 titled '<i>Coaching Clinic Applications - Annual Call</i>' dated 1 December 2018 as presented to the Junior Sports Assistance Fund Committee on 5 December 2018 be noted. (b) The following funding be made available to the Member Organisation named below to assist in the conduct of specialised coaching clinics in accordance with the guidelines for such Clinics: (i) (ii) (iii) (c) the successful Member Organisations to be reminded of their obligations as detailed in the report.

Moved:

Seconded:



Background

The City of Mount Gambier Junior Sports Assistance Fund provides an annual Coaching Clinic Program with the sponsorship this year being provided by the Fund to the value of \$5,000. This sponsorship enables Member Organisations of the Fund to submit applications for consideration to conduct specialised coaching clinics for their juniors, coaches or umpires.

Member Organisations were invited to submit their applications for consideration and in accordance with the guidelines and the application form closing on Friday 30th November, 2018.

Discussion

As at Friday 30th November, 2018 the following nominations were received:

(i) **BLUE LAKE Y SWIM CLUB AND MOUNT GAMBIER SWIMMING CLUB (JOINT APPLICATION)**

Coach:	To be confirmed (possibly Cory Brampton, Swimming SA)
Dates:	Subject to availability of Gold/Silver Licence Coach on confirmation of funding approval
Duration:	2 full days with a minimum of 3 to 4 pool sessions per day and dryland fitness
No. of Juniors/Coaches/Umpires:	up to 150 swimmers and 10 coaches will be invited
Location:	Mount Gambier Aquatic Centre
Purpose:	To provide intensive swimming sessions to benefit swimmers in the lead up to major competition season
Cost:	\$2,600
Contribution from Member:	\$1,000
Previous Funding from JSAF:	\$4,500
Amount being charged to participate:	\$50 may be charged dependant on funding available and participates able to attend
Funding from JSAF this application:	to be determined at the meeting

(ii) **SOUTH EAST WOMEN'S FOOTBALL ASSOCIATION**

Coach:	Supplied by Football Federation of South Australia
Dates:	Late February/early March
Duration:	Full weekend - Friday afternoon to Sunday
No. of Juniors/Coaches/Umpires:	All interested - up to 60 girls
Location:	Blue Lake Sports Park
Purpose:	Increase skills of junior players and to qualify coaches for their teams.
Cost:	\$2,500
Contribution from Member:	\$500
Previous Funding from JSAF:	\$2,500
Amount being charged to participate:	no charge for participants
Funding from JSAF this application:	to be determined at the meeting



(iii) LIMESTONE COAST FOOTBALL ASSOCIATION

Coach:	Top Level FFSA Coach and Referee from Adelaide
Dates:	Late February/early March
Duration:	Coaches 14 hours over 3 days / Referees - 4 hours
No. of Juniors/Coaches/Umpires:	20 coaches / 10 referees
Location:	Mount Gambier Football Club (to be confirmed)
Purpose:	Give local coaches of juniors to opportunity to upgrade their skills and upgrade to the next level from Skill Training to Game Training. Level 4 Referee aimed at Referees of junior and youth matches to obtain their Level 4 FFA Referee Certificate and increase the amount of Referees in the area.
Cost:	\$2,700 coaches / \$1,350 referees
Contribution from Member:	\$50 per junior
Previous Funding from JSAF:	\$1,300
Amount being charged to participate:	\$50 for each course
Funding from JSAF this application:	to be determined at the meeting

Conclusion

This report presents the applications received for consideration of the Junior Sports Assistance Fund Committee.

Attachments

To Committee Members only:

<u>Attachment 1 (AR18/49566)</u>	<u>Application - Blue Lake Y Swim Club / Mount Gambier Swimming Club</u>
<u>Attachment 2 (AR18/49700)</u>	<u>Application - South East Women's Football Association</u>
<u>Attachment 3 (AR18/50215)</u>	<u>Application - Limestone Coast Football Association</u>



Barbara CERNOVSKIS
GENERAL MANAGER COMMUNITY WELLBEING

1 December 2018
MJT



6. MOTION(S) - With Notice

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

Hanna Persello was the City of Mount Gambier representative and Presiding Member to the City of Mount Gambier Junior Sports Assistance Fund.

Following the recent Local Government Elections, new Council appointments have been made to Section 41 Committees with the newly Elected Members.

Hanna has been a reliable and fair representative, chairing the meetings and providing a committed and invaluable contribution to Junior Sport which has contributed to the success of the Fund. The Committee wishes Hanna all the very best in her future endeavours.

moved:

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

seconded



8. REPORT ATTACHMENTS



CITY OF MOUNT GAMBIER

JUNIOR SPORTS ASSISTANCE FUND

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

Terms of Reference and the Rules for the conduct of the business of the Committee were approved and adopted by the City of Mount Gambier at its meeting held on 16th September, 2014.

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

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

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

1.0 Name

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

2.0 Interpretation

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

2.1 Definition

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

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

2.2 Defined Terms

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

2.3 Local Government Act

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

2.4 Notices

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

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

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

3.0 Establishment

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

4.0 Delegation

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

5.0 Objectives

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

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

6.0 Membership of the Committee

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

7.0 Casual Vacancies and Replacement of Representatives

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

8.0 No Proxy

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

9.0 Resignation of Representatives

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

10.0 Deputy Presiding Member

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

11.0 Quorum

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

12.0 Meetings of the Committee

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

13.0 Procedure at Meetings

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

14.0 Sub-Committees of the Committee

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

15.0 Establishment and Contributions to the Fund

15.1 Establishment

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

15.2 Council

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

15.3 Affiliated Sporting Organisations

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

15.4 Other Sporting Groups

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

15.5 Sponsorship of Donations

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

16.0 Application for Financial Assistance from Affiliated Sporting Organisations

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

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

17.0 Distributions from the Fund

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

18.0 Amount of Money Available for Distribution

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

19.0 Return of Money Should Fund Dissolve

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

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

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

20.0 Liability of Authority

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

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

21.0 Records of the Authority

21.1 Accounting

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

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

21.2 Administration

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

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

21.2.3 The minutes of every meeting shall include:

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

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

22.0 Penalties

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

23.0 Amendments to these Terms of Reference

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

24.0 Interpretation of these Rules

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

Ref. AF11/725
GM.MJT

MINUTES OF COUNCIL ASSESSMENT PANEL MEETING

Meeting held in the Conference Room, Civic Centre, 10 Watson Terrace, Mount Gambier on
Thursday, 15 November 2018 at 5:45 p.m.

PRESENT Mrs E Travers (Presiding Member)
Cr I Von Stanke
Mrs M Trotter
Mr P Seebohm

COUNCIL OFFICERS Manager Development Services - Mrs T Tzioutziouklaris
Senior Planning Officer - Mr S Wiseman

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

1. APOLOGY(IES)

Nil

2. CONFIRMATION OF COUNCIL ASSESSMENT PANEL MINUTES

Meeting held on 18 October 2018

That the minutes of the Council Assessment Panel meeting held on 18 October 2018 as previously circulated be confirmed as an accurate record of the proceedings of that meeting.

Moved: Mrs M Trotter

Seconded: Mr P Seebohm

Carried

3. INVITES

The Presiding Member read the following statement to the Applicant that attended the meeting:

- As from 1 October 2017, every Council is required to establish an Assessment Panel under provisions within the new Planning, Development and Infrastructure Act 2016 to determine and make decisions on development applications as delegated to the Panel.
- The Assessment Panel continues to operate under the Development Act, until such time as the new Planning, Development and Infrastructure Act 2016 is fully functional.
- When the Panel is considering an application, it must assess the proposal against Council's Development Plan.
- This will involve a judgement based on whether or not the proposed development meets and satisfies planning principles.
- The Council Assessment Panel consists of four Independent Members and one Elected Council Member.
- The meeting itself is informal, however, all decisions made by the Assessment Panel are formal.



- Representors will be allocated 5 minutes to make their presentation, after which, Panel Members may ask questions to clarify any issues. It is solely a question and answer session. There will be no debate entered into.
- Once the Panel has heard your representation, you will be asked to leave as the Assessment Panel holds its discussions and reaches its decision in confidence.
- You may ring the Council tomorrow afternoon to find out the result of tonight's meeting.

3.1. Development Application No. 381/0161/2018 (Item 4.1)

- Mr Phillip Moir on behalf of the Applicant, spoke in relation to this matter at 5.47 p.m.

4. COUNCIL ASSESSMENT PANEL REPORT

4.1 Council Assessment Panel Report No. AR18/44526

DEVELOPMENT NUMBER	381/0161/2018	
APPLICANT	PCI Infrastructure Pty Ltd	
OWNER	W. J. and S. M. Barrows	
DESCRIPTION	To construct a shop with associated Petrol filling station, fuel depot (fuel tanks and warehouse), car parking and signage.	
ADDRESS	1-3 Ramsay Avenue	
NATURE OF DEVELOPMENT	Non-Complying / Category 3	
ZONING	Light Industry	
POLICY AREA	N/A	
HERITAGE	N/A	N/A

COMMITTEE RECOMMENDATION
(a) That Council Assessment Panel Report No. AR18/44526 be noted. (b) Having regard to the provisions of the relevant Development Plan and all supporting documentation, Development Plan Consent be granted upon receipt of concurrence from the Development Assessment Commission subject to the following Conditions (and including any DAC conditions that may be applicable): 1. The development shall be carried out in accordance with the plan/s as approved by the Council and with the Conditions of Approval. 2. The building and land shall not be used for purposes other than those approved by Council.



3. All stormwater generated from the site needs to be contained and disposed of onsite as per EPA guidelines for stormwater management in Mount Gambier.
4. Direction signs for traffic shall be placed on the site of the proposed development.
5. Provision shall be made for all loading and unloading of goods on the subject land.
6. Landscaping shall be undertaken and maintained at all times.
7. All commercial wastes accumulated on the allotment shall be removed on a regular basis.
8. The advertising sign/s shall be maintained in a state of good repair and tidy condition at all times.
9. The building/s and surroundings shall be maintained in a state of good repair and tidy condition at all times.
10. The Applicant shall submit a works and service application to establish the new inverts and crossovers between the subject land and the road carriageway, and close the existing invert/s and crossover/s in accordance with the plans approved
11. Prior to operation, all fuel storage tanks (apart from diesel and LPG) must be fitted with a Stage 1 vapour recovery system, which includes underground storage tank vent pipes being fitted with a pressure vacuum relief valve that directs the displaced vapours back into the tank during filling.
12. All runoff (including spillages) from all hardstand areas including the refuelling and fuel delivery areas (under the canopy) must be diverted to the Class 1 full retention oil-water separator (no bypass) with a minimum 10,000 litre capacity.
13. Any sludge or residues collected within the Class 1 Full Retention Separator is considered waste and must be removed by an EPA licensed waste transporter.
14. All underground fuel storage tanks must be double-walled fibreglass and fitted with an automatic tank gauging (ATG) system to monitor tank levels and detect leaks.
15. Prior to use, all fill lines between the underground storage tanks and fuel dispensers must be double-contained and fitted with a leak detection system.
16. The Jubilee Highway East/Ramsay Avenue corner shall be altered in general accordance with GTA Consultants Plan Drawing Number S1177726-AT47 dated October 2018, issue P4.
17. The entry point from Ramsay Avenue shall be located a minimum of 6 metres from the modified Jubilee Highway East/Ramsay Avenue tangent point in accordance with AS/NZS 2890.1:2004. The width of the access shall be narrowed as far as practicable to maximize separation from the adjacent junction, to minimize the potential for anti-directional movements and to



maximize pedestrian safety. The access shall be clearly linemarked and signed to delineate the one-way flow through the access. This shall include the use of a 'No Entry' sign facing internal traffic. The final design of the access shall be to the satisfaction of DPTI and Council.

18. All road works shall be designed and constructed to comply with Austroads Guides and Australian Standards, and to the satisfaction of DPTI, with all costs (including design, construction, project management and any changes to road drainage, lighting etc.) to be borne by the Applicant. Prior to undertaking any detailed design, the applicant shall contact DPTI Senior Asset Enhancement Officer, Mr Jeff Overall on telephone (08) 7223 6071 or via email Jeff.Overall@sa.gov.au to discuss any technical issues regarding the required works. All road works shall be completed prior to the operation of the development.
19. All vehicles shall enter and exit the site in a forward direction.
20. All off-street car parking shall be designed in accordance with AS/NZS 2890.1:2004 and AS/NZS 2890.8:2009. All commercial vehicle facilities shall be designed in accordance with AS 2890.2-2002.
21. A traffic management plan for the construction phase of the development and initial operational phase shall be developed in consultation with and be provided to DPTI and Council prior to Development Approval being granted.
22. Signage shall not flash, scroll, move or change, with the exception of the LED fuel price signs, which may change on an as needs basis.
23. Signage shall not be permitted to operate in such a manner that could result in impairing the ability of a road user by means of high levels of illumination or glare. Accordingly, all illuminated signs visible from the adjacent roads shall be limited to a low level of illumination (i.e. $<150\text{Cd/m}^2$), except in the case of electronic signage, which shall be limited to the following stepped luminance levels:

Ambient Conditions	Sign illuminance Vertical Component (Lux)	Sign Luminance (Cd/m^2) Max
Sunny Day	40000	6300
Cloudy Day	4000	1100
Twilight	400	300
Dusk	40	200
Night	<40	150

24. Signage shall, in the case of electronic signage, incorporate an automatic error detection system which will turn the display off or to a blank, black screen should the screen or system malfunction.
 25. Stormwater run-off shall be collected on site and discharged without jeopardizing the integrity and safety of the arterial road. Any alterations to the road drainage infrastructure required to facilitate this shall be at the applicant's cost.
- (c) The Applicant and Owner be advised that the reasons for Councils Conditions of Consent are:



1. The proposed development is not at serious variance to the relevant Development Plan.
 2. The proposed development improves and enhances the amenity and character of the subject site and the area.
 3. To ensure orderly and proper development.
- (d) All relevant plans, reports and documentation be forwarded through to the Development Assessment Commission seeking their concurrence for the granting of the Development Plan Consent and therefore Development Approval of the development application.

The Council Assessment Panel moved:

Carried

4. MOTION(S) - With Notice

Nil Submitted

5. MOTION(S) - Without Notice

Nil Submitted

Meeting closed at 6.14 p.m.
15th November, 2018

AF17/507
AR18/47819

CONFIRMED THIS

DAY OF

2018

PRESIDING MEMBER



MINUTES OF CEO SELECTION AND RECRUITMENT COMMITTEE SPECIAL MEETING

Meeting held in the Mayor's Office, Civic Centre, 10 Watson Terrace, Mount Gambier on Friday, 14 December 2018 at 7:30 a.m.

PRESENT Mayor Lynette Martin OAM (Presiding Member)

Cr Ben Hood
Cr Sonya Meziniec
Cr Frank Morello
Cr Steven Perryman

COUNCIL MEMBERS Cr Paul Jenner
AS OBSERVERS

COUNCIL OFFICERS Procurement Officer - Mrs L Hinton

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

1. APOLOGY(IES)

Nil

2. CEO SELECTION AND RECRUITMENT COMMITTEE REPORTS

CEO Selection and Recruitment Committee Reports commence on the following page.



3. CONFIDENTIAL ITEMS

3.1. Consideration for Exclusion of the Public

Item No. 3.2

The following Agenda Item be received, discussed and considered in confidence by excluding the public pursuant to Section 90(2) of the Local Government Act 1999, and an order be made that the public (with the exception of Mayor L Martin, Councillors – B Hood, S Mezinac, F Morello, S Perryman, Cr Jenner and Council Officers – L Hinton) be excluded from the meeting in order for the Agenda Item Request for Quote – CEO Selection and Recruitment to be considered in confidence.

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

(k) tender for the provision of services.

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

Item No.	Subject Matter	S90(3) Grounds
3.2	Request for Quote – CEO Selection and Recruitment – AR18/51627 File Ref: AF18/584	(k)

Moved: Cr Perryman

Seconded: Cr Mezinac

Carried



3.3. Consideration for Keeping Items Confidential

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

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

Moved: Cr Perryman

Seconded: Cr Morello

Carried



4. MOTION WITHOUT NOTICE

4.1 HUMAN RESOURCE MANAGEMENT - Appointment of Interim Chief Executive Officer AF18/584

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

Moved: Cr Hood

Seconded: Cr Morello

Carried

Meeting closed at 8.25 a.m.

AR18/52403

CONFIRMED THIS

DAY OF

2018

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PRESIDING MEMBER

