

His Worship the Mayor
Councillors
City of Marion

Notice of General Council Meeting

Council Chamber, Council Administration Centre
245 Sturt Road, Sturt
Public Access - Virtual Meeting Room only (Zoom)
Tuesday, 23 November 2021 at 6.30 pm

The CEO hereby gives Notice pursuant to the provisions under Section 83 of the *Local Government Act 1999* that a General Council Meeting will be held.

A copy of the Agenda for this meeting is attached in accordance with Section 83 of the Act.

Meetings of the Council are open to the public. Due to COVID-19, interested members of the community are welcome to attend by electronic means. Access to the meeting is via the link published on the City of Marion website (<https://www.marion.sa.gov.au/about-council/council-meetings/council-meeting-livestream>) on the day of the meeting.



Tony Harrison
Chief Executive Officer

1	OPEN MEETING.....	4
2	KAURNA ACKNOWLEDGEMENT	4
3	DISCLOSURE.....	4
4	ELECTED MEMBER DECLARATION OF INTEREST (IF ANY)	4
5	CONFIRMATION OF MINUTES	4
5.1	Confirmation of Minutes of the General Council Meeting held on 26 October 2021	4
6	COMMUNICATIONS	27
6.1	Mayoral Communication Report	27
6.2	Deputy Mayor Communication Report.....	27
6.3	CEO and Executive Communication Report.....	28
7	ADJOURNED ITEMS - NIL	30
8	DEPUTATIONS	30
8.1	Deputation - Request from Alistair Gass (Denied).....	30
9	PETITIONS - NIL	31
10	COMMITTEE RECOMMENDATIONS	31
10.1	Confirmation of the minutes for the Asset and Sustainability Committee meeting held on 2 November 2021	31
11	CORPORATE REPORTS FOR DECISION	40
11.1	Community Grants Report Round 1 2021-22	40
11.2	Youth Development Grants 2021-2022	48
11.3	Rescission Motion - LED Street Lighting	60
11.4	Community Safety Inspectors - Hours and Service Levels.....	65
11.5	Marion Cultural Centre - 21 Year Celebration.....	72
11.6	MAB Circuit Tonsley - Partial Road Closure	77
11.7	Policy Review - Purchase Card Policy and Procurement and Contract Management Policy	92
11.8	Local Government Reform - Round 2 Regulations - Feedback Sought.....	104
11.9	Review of Terms of Reference - Finance and Audit Committee and Review and Selection Committee.....	132
11.10	Adelaide Now Subscription	145
11.11	Artificial Turf on Council Verges.....	146
12	CORPORATE REPORTS FOR INFORMATION/NOTING	155
12.1	WHS Monthly Performance Report October 2021	155
12.2	Corporate Risk Review Report Q1 2021/22.....	159
12.3	Strategic Risk Report	171
12.4	Economic Development Six Monthly Update	181

12.5	Cooinda Neighbourhood Centre - Extended Hours (Winter Months).....	186
12.6	Minutes of the LGA Annual General Meeting held 29 October 2021	191
12.7	Finance Report - October 2021	205
12.8	Questions Taken on Notice Register	220
13	WORKSHOP / PRESENTATION ITEMS - NIL	222
14	MOTIONS WITH NOTICE.....	222
14.1	Addressing the Digital Divide	222
15	QUESTIONS WITH NOTICE - NIL	223
16	CONFIDENTIAL ITEMS	223
16.1	Cover Report - The Boatshed Cafe - Leasing Arrangements	223
16.2	Cover Report - Unsolicited Proposal - 262 Sturt Road, Marion	224
17	MOTIONS WITHOUT NOTICE	225
18	QUESTIONS WITHOUT NOTICE.....	225
19	OTHER BUSINESS	225
19.1	Leave of Absence - Councillor Tim Gard	225
20	MEETING CLOSURE	226

1 Open Meeting

2 Kurna Acknowledgement

We acknowledge the Kurna people, the traditional custodians of this land and pay our respects to their elders past and present.

3 Disclosure

All persons in attendance are advised that the audio of this General Council meeting will be recorded and will be made available on the City of Marion website.

4 Elected Member Declaration of Interest (if any)

5 Confirmation of Minutes

5.1 Confirmation of Minutes of the General Council Meeting held on 26 October 2021

Report Reference	GC211123R5.1
Originating Officer	Governance Administration Officer – Anne Mitchell
Corporate Manager	Manager Office of the CEO – Kate McKenzie
General Manager	Chief Executive Officer – Tony Harrison

RECOMMENDATION

That the minutes of the General Council Meeting held on 26 October 2021 be taken as read and confirmed.

ATTACHMENTS

1. GC211026 - Final Minutes [5.1.1 - 22 pages]



**Minutes of the General Council Meeting
held on Tuesday, 26 October 2021 at 6.30 pm
Council Chamber, Council Administration Centre
245 Sturt Road, Sturt**



**PRESENT**

His Worship the Mayor Kris Hanna	
Councillor Ian Crossland	
Councillor Maggie Duncan	Councillor Matthew Shilling
Councillor Raelene Telfer	Councillor Luke Hutchinson
Councillor Bruce Hull	Councillor Nathan Prior
Councillor Kendra Clancy	Councillor Jason Veliskou
	Councillor Joseph Masika (via electronic attendance)

In Attendance

Chief Executive Officer - Tony Harrison
 General Manager City Services - Tony Lines
 General Manager Corporate Services - Sorana Dinmore
 General Manager City Development - Ilia Houridis
 Manager Office of the CEO - Kate McKenzie
 Unit Manager Governance and Council Support - Victoria Moritz

1 Open Meeting

The Mayor opened the meeting at 6.30pm.

2 Kaurna Acknowledgement

We acknowledge the Kaurna people, the traditional custodians of this land and pay our respects to their elders past and present.

3 Disclosure

All persons in attendance are advised that the audio of this General Council meeting will be recorded and will be made available on the City of Marion website.

4 Elected Member Declaration of Interest (if any)

The Chair asked if any member wished to disclose an interest in relation to any item being considered at the meeting

- Nil Interests were disclosed



5 Confirmation of Minutes

5.1 Confirmation of Minutes of the General Council Meeting held on 12 October 2021 Report Reference GC211026R5.1

Moved Councillor Telfer

Seconded Councillor Duncan

That the minutes of the General Council Meeting held on 12 October 2021 be taken as read and confirmed.

Carried Unanimously

6 Communications

6.1 Elected Member Verbal Communications

In accordance with the *Code of Practice - Procedures at Council Meeting 2017/18* an Elected Member has the right to speak for up to two minutes in the second meeting of Council every second month from February (with the exception of caretaker period).

6.2 Mayoral Communication Report

Report Reference GC211026R6.2
Name of Council Member Mayor - Kris Hanna

Date	Event	Comments
18 August 2021	Trott Park Fencing Club Stronger Communities Grant presentation	(Federal grant)
20 August 2021	Operation Flinders presentation	Marion-sponsored participants
21 August 2021	Kitchen Caddy Roll-out Launch event	
23 August 2021	Tour of the new Southern Materials Recovery Facility	
26 August 2021	COASTFM radio interview	
26 August 2021	Marino Community Hall AGM	
28 August 2021	Visit to Marion Golf Club	
29 August 2021	Hallett Cove Netball Presentations	
29 August 2021	Marion RSL AGM	
31 August 2021	Marion Village Museum AGM	
2 September 2021	Marion Tennis Club AGM	
3 September 2021	State Dinner in honour of the Governor of South Australia	
6 September 2021	Visit to various businesses in Edwardstown	
8 September 2021	Edwardstown Lions discussion re: future events	
12 September 2021	MarionLIFE Volunteer celebration	
13 September 2021	Business Week Networking Lunch	Gave welcome address

GC211026 - General Council Meeting - 26 October 2021



14 September 2021	Meeting with Mervin Joshua, NextChapter Cafe	
15 September 2021	Business Week Networking Breakfast	Gave welcome address
16 September 2021	Warradale Primary School tour of Council Chambers	
16 September 2021	Marion Probus Club constitution subcommittee	
18 September 2021	Marion RSL Bowling Club Opening and Trophy Day	Gave speech, had first bowl
18 September 2021	Southern Cultural Immersion Management of Warriparinga Launch	Gave speech
19 September 2021	Citizenship ceremonies x2	
20 September 2021	Meeting with Mayor Holmes Ross	
20 September 2021	Club Marion meeting	Attended as Council liaison
21 September 2021	Meeting: City of Marion & Cruachan Investments and Pelligra Group re Unsolicited Proposal	
23 September 2021	COASTFM radio interview	
25 September 2021	Morning tea for Marion Afghan community	Hosted event
30 September 2021	IQRA College Australian Government Capital Grants Project Opening	
30 September 2021	Patritti Wines Cellar II opening	
7 October 2021	Inaugural Luncheon of the Tonsley VIEW club	Gave speech
7 October 2021	Meeting with Gymnastics SA	
8 October 2021	South Road Cricket Club Season Launch	
In addition, the Mayor met with local residents, business owners and community leaders.		

Moved Councillor Shilling**Seconded Councillor Duncan**

That the Mayoral Communication report be received and noted.

Carried Unanimously

6.3 Deputy Mayor Communication Report

Report Reference GC211026R6.3

Name of Council Member Deputy Mayor – Nathan Prior

Date	Event	Comments
18 August 2021	SAALC meeting	
13 September 2021	Hydrogen Forum	
17 September 2021	Met resident regarding crossover issue	
22 September 2021	SAALC meeting	

GC211026 - General Council Meeting - 26 October 2021



26 September 2021	Launched Reclaiming Sturt River Art and Nature Celebration	
30 September 2021	MCC Plaza meeting	
15 October 2021	Field River site visit with staff	
16 October 2021	Met with residents regarding stormwater in Oaklands Park	
16 October 2021	Hydrogen Park SA Public Art Project BBQ	
16 October 2021	Bangladesh Puja and Cultural Society of SA- Durga Puja Festival	
17 October 2021	SA BMX State Championships	
17 October 2021	Marion Gift Carnival	
19 October 2021	Meeting with staff re Oaklands Park stormwater	

Moved Councillor Shilling**Seconded Councillor Duncan**

That the Deputy Mayor Communication report be received and noted.

Carried Unanimously

6.4 CEO and Executive Communication Report

Report Reference GC211026R6.4

Date	Activity	Attended By
15 September 2021	LGIF Council Reference Group meeting	Sorana Dinmore
15 September 2021	Meeting Tony Harrison and Roberto Bria (City of Holdfast Bay)	Tony Harrison
15 September 2021	Meeting DIT, City of Marion & City of Mitcham re T2D Southern Portal	Ilia Houridis
16 September 2021	Meeting Tony Harrison and Judith Sellick	Tony Harrison
16 September 2021	Meeting City of Marion & DEW re Glenthorne Playground	Ilia Houridis
16 September 2021	Meeting AGL and various stakeholders on SA Government Smart Trial	Tony Lines
20 September 2021	Meeting Seacliff Development Opportunities and Marion Golf Course	Ilia Houridis
20 September 2021	LG Professionals SA - Network Chair Informal Catchup	Sorana Dinmore
20 September 2021	SRWRA Annual General Meeting and Board Meeting	Sorana Dinmore
21 September 2021	Meeting City of Marion & Cruachan Investments and Pelligra Group re Unsolicited Proposal	Tony Harrison Ilia Houridis
21 September 2021	Meeting Tony Harrison and Nadia Clancy (Labor candidate for	Tony Harrison

GC211026 - General Council Meeting - 26 October 2021



	Elder)	
22 September 2021	Meeting Bi-monthly meeting with City of Marion & SAALC	Ilia Houridis
27 September 2021	Meeting Southern Soccer Facility Working Group Meeting	Ilia Houridis
28 September 2021	Meeting Judith Sellick and Sorana Dinmore	Sorana Dinmore
29 September 2021	Meeting Flinders University re Oaklands Wetlands Education Centre	Tony Lines
30 September 2021	Meeting Tony Harrison, Mark Withers (City of Port Adelaide Enfield) Paul Sutton (City of Charles Sturt)	Tony Harrison
30 September 2021	Meeting KPMG re Contract Management Internal Audit Scoping	Tony Lines
1 October 2021	Meeting City of Marion and Mott MacDonald	Tony Lines Ilia Houridis
5 October 2021	Oaklands Green monthly PCG meeting	Tony Lines
6 October 2021	Meeting City of Marion and Infrastructure SA re North South Corridor Torrens to Darlington (NSC T2D) Gate 2	Tony Harrison Ilia Houridis
6 October 2021	Meeting Flinders – Tonsley Precinct Integrated Transport and Parking Strategy	Tony Lines
7 October 2021	Meeting Tony Harrison and Louise Miller Frost (Labor's candidate for Boothby)	Tony Harrison
8 October 2021	Event AWS Public Sector Leaders Innovation Exchange Adelaide	Tony Harrison
8 October 2021	Meeting City of Marion, Southern Cultural Immersion & Independent Members re Warriparinga Advisory Team Start up meeting	Ilia Houridis
11 October 2021	SWBMX Test Ride and Site Walk Around	Tony Harrison Ilia Houridis
14 October 2021	Agilyx Group/City of Marion Executives Introductions	Sorana Dinmore
15 October 2021	Meeting Tony Harrison and Emma Hinchey	Tony Harrison
15 October 2021	Event LG Professionals SA – In Conversation with the CEO & General Managers Network	Tony Harrison Sorana Dinmore (MC) Ilia Houridis
15 October 2021	Site visit re Field River Carbon Sequestration Project with Green Adelaide and consultants and Councillors Crossland and Prior	Tony Lines
19 October 2021	Meeting Tony Harrison, Kate McKenzie (City of Marion) and Tony Gray (LGRS)	Tony Harrison

GC211026 - General Council Meeting - 26 October 2021

GC211123 - General Council Meeting - 23 November 2021



19 October 2021	Meeting Minister Speirs and Department for Environment and Water (DEW) and Cr Crossland re Water Allocation Plans and Lonsdale Tree Planting	Tony Lines
20 October 2021	Meeting Housing Renewal Australia re Oaklands Green	Tony Lines
21 October 2021	LGITSA Gala Awards Dinner	Sorana Dinmore
22 October 2021	LGITSA Crossroads - Paving the Way Conference	Sorana Dinmore
22 October 2021	Governance Institute National Public Sector Governance Forum: Frank and fearless: Leadership, Transparency & Accountability	Sorana Dinmore
25 October 2021	SRWRA Board Meeting	Sorana Dinmore
25 October 2021	Meeting SA Water re Cove Road, Hallett Cove	Tony Lines
26 October 2021	Meeting City of Marion & City of Onkaparinga re SWMBX & Southern Soccer Facilities	Ilia Houridis

Moved Councillor Shilling**Seconded Councillor Duncan**

That the CEO and Executive Communication report be received and noted.

Carried Unanimously

6.5 Elected Member Communication Report

Council Member Councillor Raelene Telfer

Date	Event	Comment
26 August 2021	Reconciliation Plan Workshop	Group meeting
28 August 2021	Cosgrove AGM	Chaired election
30 August 2021	Marion museum planning	Met Liz Byrne re progress
6 September 2021	Mitchell Park Sports & Community Club	Management and operational issues
16 September 2021	Mitchell Park building upgrade	Met Greg Salmon, City Activation staff
19 September 2021	Citizenship Ceremony 2 pm and 4 pm	Welcome new citizens
21 September 2021	Submitted household data	Glynn Ricketts received monitoring data
26 September 2021	Reclaiming Sturt River art and nature	Celebration activities
5 October 2021	Planning and Development	Committee member
6 October 2021	Council Assessment Panel	Hearing member
12 October 2021	Warriparinga Ward Briefing	Attended in person
12 October 2021	SCI and Reconciliation Working group	Met SCI Management
12 October 2021	Avalon Road Mural Launch	Represented Council

GC211026 - General Council Meeting - 26 October 2021



PROCEDURAL MOTION

Moved Councillor Hutchinson

Seconded Councillor Telfer

That the following Committee Recommendations be moved en bloc:

- Confirmation of the minutes for the Special Asset and Sustainability Committee meeting held on 5 October 2021
- Confirmation of the minutes for the Planning and Development Committee meeting held on 5 October 2021
- Confirmation of the minutes for the Finance and Audit Committee meeting held on 12 October 2021

Carried Unanimously

7 Adjourned Items - Nil

8 Petitions - Nil

9 Committee Recommendations

9.1 Confirmation of the minutes for the Special Asset and Sustainability Committee meeting held on 5 October 2021
Report Reference GC211026R9.1

Moved Councillor Hutchinson

Seconded Councillor Telfer

That Council:

1. Receives and notes the minutes of the Special Asset and Sustainability Committee meeting held on 5 October 2021.
2. Notes that separate reports will be brought to Council for consideration of any recommendations from the Asset and Sustainability Committee.

Carried Unanimously

9.2 Confirmation of the minutes of the Planning and Development Committee held on 5 October 2021
Report Reference GC211026R9.2

Moved Councillor Hutchinson

Seconded Councillor Telfer

That Council:

1. Receives and notes the minutes of the Planning and Development Committee meeting held on 5 October 2021.
2. Notes that separate reports will be brought to Council for consideration of any recommendations from the Planning and Development Committee.



Carried Unanimously

9.3 Confirmation of Minutes for the Finance and Audit Committee Meeting held on 12 October 2021
Report Reference GC211026R9.3

Moved Councillor Hutchinson**Seconded Councillor Telfer**

That Council:

1. Receives and notes the minutes of the Finance and Audit Committee meeting held on 12 October 2021.
2. Notes that separate reports will be brought to Council for consideration of any recommendations from the Finance and Audit Committee.

Carried Unanimously

PROCEDURAL MOTION**Moved Councillor Telfer****Seconded Councillor Hutchinson**

That the following Corporate Reports for Decision be moved en bloc:

- Annual Financial Statements
- City of Marion Annual Report 2020/21
- Finance and Audit Committee Annual Report to Council 2020/21
- 1st Budget Review 2021/22

Carried Unanimously

10 Corporate Reports for Decision

10.1 Annual Financial Statements for the year ended 30 June 2021
Report Reference GC211026R10.1

Moved Councillor Telfer**Seconded Councillor Hutchinson**

That Council:

1. Adopts the audited Annual Financial Statements for the year ended 30 June 2021 (Attachments 11.1.3).
2. Authorises the Mayor and the CEO to sign off on the audited Annual Financial Statements and authorises the CEO and the General Manager Corporate Services to sign off the Management Representation Letters (Attachment 11.1.1).
3. Receives the Southern Region Waste Resource Authority (SRWRA) 2020-21 audited Annual Financial Statements (Attachment 11.1.4)
4. Notes the comparative analysis to prior year audited Annual Financial Statements and original adopted 2020-21 budget (Analytical Review), as included at Attachment 11.1.2.



Carried Unanimously

10.2 City of Marion Annual Report 2020/21
Report Reference GC211026R10.2
Moved Councillor Telfer**Seconded Councillor Hutchinson**

That:

1. Council adopts the City of Marion Annual Report 2020-21 (Attachment 1)
2. Council adopts the City of Marion Annual Report 2020-21 Summary (Attachment 2)
3. The City of Marion Financial Statements 2020-21 being considered in report GC211026R10.1 be included within the published version of the City of Marion Annual Report 2020-21.
4. The Southern Region Waste Resource Authority audited financial statements being considered in report GC211026R10.1 be included within the published version of the City of Marion Annual Report 2020-21.
5. Administration distributes copies of the City of Marion Annual Report 2020-21 in accordance with legislative requirements.
6. Administration distributes copies of the City of Marion Annual Report 2020-21 via a link to the Annual Report provided on the City of Marion website.
7. Administration distributes copies of the City of Marion Annual Report 2020-21 Summary to members of the community via the City of Marion Libraries, Neighbourhood and Community Centres and the City of Marion website.

Carried Unanimously

10.3 Finance and Audit Committee Annual Report to Council 2020/21
Report Reference GC211026R10.3
Moved Councillor Telfer**Seconded Councillor Hutchinson**

That Council:

1. Notes the Finance and Audit Committee's Annual Report to Council for 2020-21 provided as Attachment 1.

Carried Unanimously

10.4 1st Budget Review 2021/22
Report Reference GC211026R10.4
Moved Councillor Telfer**Seconded Councillor Hutchinson**

That Council:

1. Adopt the revised budgeted statements including the Income Statement, Balance Sheet, Statement of Changes in Equity and Statement of Cash Flows.

GC211026 - General Council Meeting - 26 October 2021



2. Approves the identified savings following the completion of the 2020-21 audited Annual Financial Statements of \$1.141m to be transferred to the Asset Sustainability Reserve

Carried Unanimously

10.5 Coastal Walkway - Concept Design Update
Report Reference GC211026R10.5

Moved Councillor Crossland

Seconded Councillor Duncan

That Council:

1. Notes the community engagement findings report
2. Endorse the cable bridge concept designs for Segment 5 (Grey Road Gully) and Segment 6 (Kurnabinna Gully) for completion of detailed designs with consideration of Community feedback.
3. Endorse removal of beach access at Segment 6 (Kurnabinna Gully).
4. Receives a further report in December 2021 on the updated costs for the construction of the Coastal Walkway Project for Segment 5 (Grey Road Gully) and Segment 6 (Kurnabinna Gully) including suspension bridge option.

Amendment

Moved Councillor Hull

That Council:

1. Notes the community engagement findings report
2. Endorse the cable bridge concept designs for Segment 5 (Grey Road Gully) and Segment 6 (Kurnabinna Gully) for completion of detailed designs with consideration of Community feedback and that administration ensures this construction has due regard for the topography of the area and to make the bridges less obtrusive and in keeping with the landscape.
3. Endorse removal of beach access at Segment 6 (Kurnabinna Gully).
4. Receives a further report in December 2021 on the updated costs for the construction of the Coastal Walkway Project for Segment 5 (Grey Road Gully) and Segment 6 (Kurnabinna Gully) including suspension bridge option.

**The amendment to become the motion lapsed for want of a Second
 The motion was Carried Unanimously**



10.6 Edwardstown Soldiers Memorial Recreation Ground - Management Model
Report Reference GC211026R10.6

Moved Councillor Masika

Seconded Councillor Veliskou

That Council:

1. Notes the report.

Carried Unanimously

10.7 Marion Cultural Centre Plaza - Community Consultation
Report Reference GC211026R10.7

Moved Councillor Prior

Seconded Councillor Hull

That this item be considered at the Asset and Sustainability Committee to be held on 1st February 2022

Carried

10.8 Proposed Community Engagement Charter - City of Marion Submission
Report Reference GC211026R10.8

Moved Councillor Hutchinson

Seconded Councillor Telfer

That Council:

1. Note the proposed arrangements for the new community engagement and public notice provisions under the *Local Government Act* 1999.
2. Support:
 - a. the list of Category A decisions is appropriate in terms of the decisions included and resources, capacity and circumstances to comply with the mandatory requirements.
 - b. the proposed Public Notice changes are appropriate
3. Note that the new policy will supersede those community engagement policies that councils currently have in place and councils will need to prepare new policies that are consistent with the final Community Engagement Charter.

Carried Unanimously



10.9 Sam Willoughby BMX Track opening event options
Report Reference GC211026R10.9

Moved Councillor Shilling

Seconded Councillor Duncan

That Council:

1. Notes this report
2. Endorses the City of Marion entering into a customised sponsorship package of \$25,000 with AusCycling which will include a Council led official opening event at the new Sam Willoughby BMX stadium in January 2022.
3. Endorses total budget of \$49,000 to support the execution of the AusCycling package.
4. Re-allocates the remaining \$10,000 from the \$59,000 Concert at the Cove budget as part of 2021/2022 annual business plan towards an opening event at the Southern Soccer facility in March 2022

Carried Unanimously

10.10 Oaklands Education Centre Review
Report Reference GC211026R10.10

Moved Councillor Hull

Seconded Councillor Prior

That Council:

1. Delegates Authority to the CEO to extend an Agreement with Flinders University in relation to the continued operation of the Education Centre at Oaklands Wetland.
2. Continues hire of the existing buildings (matched funding of up to \$38,558), up to December 2023 with \$11,864 allocated through the budget review process in 2021-22 and the remaining \$17,796 incorporated into the 2022-23 Annual Budget and \$8,898 incorporated into the 2023-24 Annual Budget.
3. Notes that a further report detailing the long-term buildings requirement for the entire wetland precinct will be brought back to the Council once the buildings need analysis for the entire Council area is concluded.

Carried Unanimously

10.11 Draft submission to EPA Discussion paper on Container Deposit Scheme
Report Reference GC211026R10.11

Moved Councillor Crossland

Seconded Councillor Prior

That Council:

1. Endorses the submission contained in Attachment 2 in response to the EPA South Australia's *'Improving South Australia's Recycling Makes Cents: A discussion paper to review SA's container deposit scheme'* (subject to any amendments made in the meeting).

Carried Unanimously



11 Corporate Reports for Information/Noting

11.1 Flinders Greenway Alignment Report Reference GC211026R11.1

Moved Councillor Telfer

Seconded Councillor Hutchinson

That Council:

1. Notes that the Department for Infrastructure and Transport does not support Council's request for implementation and funding of a Pedestrian Activated Crossing north of the Tonsley Innovation Precinct.
2. Endorses the alignment as shown in Attachment 2 as the preferred route for the Flinders Greenway.
3. Endorses an allocation of \$40,000 through the 2022-23 Annual Business Planning process for design consultancy fees for the development of concept plans in 2022-23.
4. Notes a future report will be presented to Council with community consultation feedback in 2022-23.

Carried Unanimously

PROCEDURAL MOTION

Moved Councillor Shilling

Seconded Councillor Telfer

That the following items be moved en bloc:

- Annual Investment Report 2020-21
- Finance Report - September 2021
- WHS Monthly Performance Report August / September 2021

Carried Unanimously

11.2 Annual Investment Report 2020-21 Report Reference GC211026R11.2

Moved Councillor Shilling

Seconded Councillor Telfer

That Council:

1. Notes the Investment Performance Report 2020-21.

Carried Unanimously

**11.3 Finance Report - September 2021**
Report Reference GC211026R11.3**Moved Councillor Shilling****Seconded Councillor Telfer**

That Council:

1. Receives the report "Finance Report – September 2021"

Carried Unanimously**11.4 WHS Monthly Performance Report August/September 2021**
Report Reference GC211026R11.4**Moved Councillor Shilling****Seconded Councillor Telfer**

That Council:

1. Notes the report and statistical data contained therein.

Carried Unanimously**11.5 Questions Taken on Notice Register**
Report Reference GC211026R11.5**Moved Councillor Veliskou****Seconded Councillor Prior**

That Council:

1. Notes the report 'Questions Taken on Notice Register'.

Carried Unanimously**12 Workshop / Presentation Items - Nil****13 Motions With Notice - Nil****14 Questions With Notice - Nil**



15 Deputations

15.1 Deputation - Request from Marcus Mitchell (Denied) Report Reference GC211026D15.1

Mr Mitchell has requested to make a deputation to Council regarding the Coastal Walkway - Concept Design Update, along with his mother.

The request was declined on the basis that:

- The residents' objections appear to be very well covered already via the consultation process;
- The deputation appears to be requested on the basis that Council has already considered the consultation report and made a decision, which is not the case.

ORDER OF AGENDA

The Mayor sought and was granted leave of the meeting to vary the order of agenda items and consider the remainder of the items on the agenda in the following order:

- Confirmation of Confidential Minutes of the Planning and Development Committee meeting held on 5 October 2021
- Confirmation of Confidential Minutes of the Finance and Audit Committee meeting held on 12 October 2021
- Unsolicited Proposal - 262 Sturt Road, Marion
- Deputation - Culinary Escapades Pty Ltd Lease at the Marion Cultural Centre
- Culinary Escapades Pty Ltd Lease at the Marion Cultural Centre
- Edwardstown Urban Renewal Project - Update

PROCEDURAL MOTION

Moved Councillor Veliskou

Seconded Councillor Masika

That the Confidential Cover Reports to move into confidence for the following items be moved en bloc:

- Confirmation of Confidential Minutes of the Planning and Development Committee meeting held on 5 October 2021
- Confirmation of Confidential Minutes of the Finance and Audit Committee meeting held on 12 October 2021
- Unsolicited Proposal - 262 Sturt Road, Marion
- Deputation - Culinary Escapades Pty Ltd Lease at the Marion Cultural Centre
- Culinary Escapades Pty Ltd Lease at the Marion Cultural Centre
- Edwardstown Urban Renewal Project - Update

Carried Unanimously

**16 Confidential Items****16.2 Cover Report - Confirmation of Confidential Minutes of the Planning and Development Committee meeting held on 5 October 2021**
Report Reference GC211026F16.2**Moved Councillor Veliskou****Seconded Councillor Masika**

That pursuant to Section 90(2) and (3)(g)(h) and (m) of the *Local Government Act 1999*, the Council orders that all persons present, with the exception of the following persons: Chief Executive Officer, General Manager City Development, General Manager City Services, General Manager Corporate Services, Manager Office of the Chief Executive, Manager Development & Regulatory Services, Unit Manager Governance & Council Support and Governance Officer, be excluded from the meeting as the Council receives and considers information relating to Confirmation of the Confidential Minutes of the Planning and Development Committee meeting held on 5 October 2021, upon the basis that the Council is satisfied that the requirement for the meeting to be conducted in a place open to the public has been outweighed by the need to keep consideration of the matter confidential given the information relates to a development application, legal advice, policy planning matters as well as Aboriginal Heritage considerations.

Carried Unanimously

7.43pm the meeting went into confidence.

7.49pm Councillor Veliskou left the meeting

7.49pm Councillor Veliskou re-entered the meeting

Moved Councillor Telfer**Seconded Councillor Hull**

In accordance with Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that this report, *Confirmation of the Confidential Minutes of the Planning and Development Committee meeting held on 5 October 2021*, any appendices and the minutes arising from this report having been considered in confidence under Section 90(2) and (3)(g)(h) and (m) of the Act, except when required to effect or comply with Council's resolution(s) regarding this matter, be kept confidential and not available for public inspection for a period of 12 months from the date of this meeting. This confidentiality order will be reviewed at the General Council Meeting in December 2021.

Carried Unanimously

7.49pm the meeting came out of confidence.



16.3 Cover Report - Confirmation of the Confidential Minutes of the Finance and Audit Committee Meeting held on 12 October 2021

Report Reference GC211026F16.3

Moved Councillor Veliskou

Seconded Councillor Masika

That pursuant to Section 90(2) and (3)(e) of the *Local Government Act 1999*, the Council orders that all persons present, with the exception of the following persons: Chief Executive Officer, General Manager City Development, General Manager Corporate Services, General Manager City Services, Manager Office of the Chief Executive, Chief Financial Officer, Manager IT Operations, Unit Manager Governance and Council Support and Governance Officer, be excluded from the meeting as the Council receives and considers information relating to Confirmation of the Confidential Minutes of the Finance and Audit Committee Meeting held on 12 October 2021, upon the basis that the Council is satisfied that the requirement for the meeting to be conducted in a place open to the public has been outweighed by the need to keep consideration of the matter confidential given the information relates to internal and external security assessments.

Carried Unanimously

7.49pm the meeting went into confidence.

Moved Councillor Shilling

Seconded Councillor Hutchinson

That Council:

1. Receives and notes the confidential minutes of the Finance and Audit Committee meeting held on 12 October 2021.
2. Notes that separate reports will be brought to Council for consideration of any recommendations from the Finance and Audit Committee.
3. In accordance with Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that the attachment to this report, *Confirmation of the confidential minutes of the Finance and Audit Committee Meeting held on 12 October 2021* having been considered in confidence under Section 90(2) and (3)(e) of the Act, except when required to effect or comply with Council's resolution(s) regarding this matter, be kept confidential and not available for public inspection for a period of 12 months from the date of this meeting. This confidentiality order will be reviewed at the General Council Meeting in December 2021.

Carried Unanimously

7.53pm the meeting came out of confidence.



16.4 Cover Report - Unsolicited Proposal - 262 Sturt Road, Marion

Report Reference GC211026F16.4

Moved Councillor Veliskou

Seconded Councillor Masika

That pursuant to Section 90(2) and (3)(d)(i) and (ii) of the *Local Government Act 1999*, the Council orders that all persons present, with the exception of the following persons: Chief Executive Officer, General Manager City Development, General Manager City Services, General Manager Corporate Services, Manager Office of the Chief Executive, Manager City Activation, Manager Finance, Unit Manager Communications, Unit Manager Governance and Council Support and Governance Officer, be excluded from the meeting as the Council receives and considers information relating to Unsolicited Proposal – 262 Sturt Road, Marion, upon the basis that the Council is satisfied that the requirement for the meeting to be conducted in a place open to the public has been outweighed by the need to keep consideration of the matter confidential given the information relates to a proposal from a third party.

Carried Unanimously

7.53pm the meeting went into confidence

MEETING SUSPENSION

Moved Councillor Crossland

Seconded Councillor Telfer

That Council suspend formal meeting procedures to discuss the item

Carried Unanimously

7.53pm formal meeting procedures suspended

8.31pm formal meeting procedures resumed

Moved Councillor Telfer

Seconded Councillor Hutchinson

In accordance with Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that this report, Unsolicited Proposal – 262 Sturt Road, Marion, any appendices and the minutes arising from this report having been considered in confidence under Section 90(2) and (3)(d)(i) and (ii) of the Act, except when required to effect or comply with Council's resolution(s) regarding this matter, be kept confidential and not available for public inspection for a period of 12 months from the date of this meeting. This confidentiality order will be reviewed at the General Council Meeting in December 2021.

Carried

Councillor Shilling called a Division

Those for: Councillors Masika, Veliskou, Clancy, Prior, Hull, Telfer, Hutchinson and Crossland

Those against: Councillors Shilling and Duncan

Carried

8.48pm the meeting came out of confidence.



15.2 Deputation - Culinary Escapades Pty Ltd Lease at the Marion Cultural Centre (Confidential)

Report Reference GC211026D15.2

Moved Councillor Veliskou

Seconded Councillor Masika

That pursuant to Section 90(2) and (3)(b)(i) and (ii) of the *Local Government Act 1999*, the Council orders that all persons present, with the exception of the following persons: Chief Executive Officer, General Manager City Development, Manager Office of the Chief Executive, Manager City Property, Unit Manager Land and Property, Unit Manager Cultural Facilities, Senior Property Officer, Communications Advisor, Unit Manager Governance and Council Support and Governance Officer be excluded from the meeting as the Council receives and considers information relating to Culinary Escapades Pty Ltd Lease at the Marion Cultural Centre, upon the basis that the Council is satisfied that the requirement for the meeting to be conducted in a place open to the public has been outweighed by the need to keep consideration of the matter confidential given the information relates to the financial situation of the Lessee (Culinary Escapades Pty Ltd) at Council's Marion Cultural Centre.

Carried Unanimously

8.48pm the meeting went into confidence.

Mr Joshua (and Michael Asprey) provided a five minute deputation to Council in relation to Culinary Escapades Pty Ltd Lease at the Marion Cultural Centre

9.09pm the meeting came out of confidence

16.1 Cover Report - Culinary Escapades Pty Ltd Lease at the Marion Cultural Centre

Report Reference GC211026F16.1

Moved Councillor Veliskou

Seconded Councillor Masika

That pursuant to Section 90(2) and (3)(b)(i)(ii) and (d)(i)(ii) of the *Local Government Act 1999*, the Council orders that all persons present, with the exception of the following persons: Chief Executive Officer, General Manager City Development, Manager Office of the Chief Executive, Manager City Property, Unit Manager Land and Property, Unit Manager Cultural Facilities, Senior Property Officer, Communications Advisor, Unit Manager Governance and Council Support and Governance Officer be excluded from the meeting as the Council receives and considers information relating to Culinary Escapades Pty Ltd Lease at the Marion Cultural Centre, upon the basis that the Council is satisfied that the requirement for the meeting to be conducted in a place open to the public has been outweighed by the need to keep consideration of the matter confidential given the information relates to the financial situation of the Lessee (Culinary Escapades Pty Ltd) at Council's Marion Cultural Centre.

Carried Unanimously

9.09pm the meeting went into confidence.

**MEETING SUSPENSION****Moved Councillor Shilling****Seconded Councillor Crossland**

That Council suspend formal meeting procedures to discuss the item

Carried Unanimously

9.10pm Formal Meeting procedures suspended

9.22pm Councillor Telfer left the meeting

9.27pm Councillor Telfer re-entered the meeting

MEETING EXTENSION**Moved Councillor Prior****Seconded Councillor Veliskou**

That the meeting be extended until the completion of all items on the agenda.

Carried

9.29pm meeting extended

9.30pm Councillor Hutchinson left the meeting

9.34pm Councillor Hutchinson re-entered the meeting

9.39pm formal meeting procedures resumed

Moved Councillor Shilling**Seconded Councillor Prior**

In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Council orders that this report, Culinary Escapades Pty Ltd Lease Update at the Marion Cultural Centre, any appendices and the minutes arising from this report having been considered in confidence under Section 90(2), (3)(b)(i)(ii) and (d)(i)(ii) of the Act, except when required to effect or comply with Council's resolution(s) regarding this matter, be kept confidential and not available for public inspection for a period of 12 months from the date of this meeting. This confidentiality order will be reviewed at the General Council Meeting in December 2021.

Carried

9.40pm the meeting came out of confidence.



16.5 Cover Report - Edwardstown Urban Renewal Project - Update
 Report Reference GC211026F16.5

Moved Councillor Veliskou

Seconded Councillor Masika

That pursuant to Section 90(2) and (3)(d)(i) and (ii) of the *Local Government Act 1999*, the Council orders that all persons present, with the exception of the following persons: Chief Executive Officer, General Manager City Development, General Manager City Services, General Manager Corporate Services, Chief Financial Officer, Manager City Activation, Unit Manager Statutory Finance and Payroll, Manager Office of the Chief Executive, Unit Manager Communications, Unit Manager Governance and Council Support and Governance Officer, be excluded from the meeting as the Council receives and considers information relating to Edwardstown Urban Renewal Project Update, upon the basis that the Council is satisfied that the requirement for the meeting to be conducted in a place open to the public has been outweighed by the need to keep consideration of the matter confidential given the information relates to confidential commercial information including preliminary concept plans and financial figures.

Carried Unanimously

9.40pm the meeting went into confidence.

Moved Councillor Hutchinson

Seconded Councillor Prior

In accordance with Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that this report, Edwardstown Urban Renewal Project Update, any appendices and the minutes arising from this report having been considered in confidence under Section 90(2) and (3)(d)(i) and (ii) of the Act, except when required to effect or comply with Council's resolution(s) regarding this matter, be kept confidential and not available for public inspection for a period of 12 months from the date of this meeting. This confidentiality order will be reviewed at the General Council Meeting in December 2021.

Carried Unanimously

9.42pm the meeting came out of confidence.

17 Motions Without Notice

18 Questions Without Notice

19 Other Business

20 Meeting Closure

Council shall conclude on or before 9.30pm unless there is a specific motion adopted at the meeting to continue beyond that time.

The meeting was declared closed at 9.42pm.

CONFIRMED THIS 23RD DAY OF NOVEMBER 2021.

CHAIRPERSON

GC211026 - General Council Meeting - 26 October 2021

6 Communications

6.1 Mayoral Communication Report

Report Reference GC211123R6.1
Name of Council Member Mayor - Kris Hanna

Date	Event	Comments
24 October 2021	South Adelaide Basketball Club NBL Team Presentations	
25 October 2021	Oaklands Estate Residents' Association AGM	Gave speech
5 November 2021	Lord Mayor's Civic Ceremony to celebrate the lifetime achievements of Uncle Lewis Yerloburka O'Brien AO	
6 November 2021	Hindu Society Deepavali celebrations	Gave speech
8 November 2021	Southern Materials Recycling Facility launch event	Gave speech
10 November 2021	Sunrise School tour of Council Chambers	Hosted tour
11 November 2021	Marion RSL Remembrance Day Service	Laid wreath
15 November 2021	Seaview High Year 12 Graduation Evening	Presented Mayor's award
16 November 2021	Future Energy Summit at Tonsley	Welcomed conference attendees
16 November 2021	Meeting with Warradale Park Tennis Club	
17 November 2021	Future Energy Summit at Tonsley-Resilient South Breakfast Event	Welcomed conference attendees
17 November 2021	Council Assessment Panel meeting regarding X Convenience service station on Diagonal Road	

The Mayor also met with other Mayors and MPs. The Mayor functioned at limited capacity during this period due to a cycling accident.

6.2 Deputy Mayor Communication Report

Report Reference GC211123R6.2
Name of Council Member Deputy Mayor – Nathan Prior

Date	Event	Comments
23 October 2021	Football Star Academy Launch at Warradale Primary School	
29 October 2021	Threatened fish recovery project event at Oaklands Wetlands	
8 November 2021	Southern Materials Recycling	

	Facility (SMRF) launch event	
14 November 2021	Repatriation General Hospital guided tour with Stephen Patterson MP	

6.3 CEO and Executive Communication Report

Report Reference GC211123R6.3

Date	Activity	Attended By
27 October 2021	LGA CEO Forum	Tony Harrison
27 October 2021	Meeting Donny Walford (Behind Closed Doors)	Sorana Dinmore
27 October 2021	Meeting Todd Elliott (Satalyst) and Sorana Dinmore	Sorana Dinmore
27 October 2021	Oaklands Green Monthly PCG meeting	Tony Lines
29 October 2021	Meeting SWBMX Key Stakeholders Working Group with CoM, ORSR, SATC & DEW	Ilia Houridis
29 October 2021	LGA CEO AGM event	Tony Harrison
29 October 2021	LGA AGM event	Tony Harrison
29 October 2021	Event Fish Release at Oaklands Wetland with Minister Speirs MP	Tony Lines
29 October 2021	Meeting PEET and City of Marion re Central Reserve and Greenway	Tony Lines
1 November 2021	Meeting Clean Peak Energy	Tony Lines
3 November 2021	Meeting Teamgage Product Feedback – Madison O'Brien and Janet Langley (Teamgage)	Sorana Dinmore
3 November 2021	Meeting Judith Sellick (Judith Sellick Consulting)	Sorana Dinmore
4 November 2021	LGA CEO Briefing re CVOID Vaccinations	Tony Harrison
4 November 2021	LGA CEO Advisory Group meeting	Tony Harrison
5 November 2021	Meeting Tony Harrison and David Speirs MP	Tony Harrison
5 November 2021	Meeting SA Water and City of Marion re Cove Road	Tony Lines
5 November 2021	LG Professionals Women's Network Conference	Sorana Dinmore
8 November 2021	Launch Event Southern Materials Recycling Facility (SMRF)	Tony Harrison Ilia Houridis

		Sorana Dinmore Tony Lines
9 November 2021	Meeting Local Government Infrastructure Partnership Program (LGIPP) Funding Exemptions Information Gathering	Ilia Houridis
9 November 2021	SMRF JV Advisory Committee Meeting	Sorana Dinmore
9 November 2021	Event 2021 Resilient Australia Awards and launch of Stronger Together	Tony Lines
10 November 2021	Meeting Morphetville Infield Development Update	Tony Harrison Ilia Houridis
10 November 2021	Meeting SAALC Governance Board	Ilia Houridis
10 November 2021	Meeting Donna Dunbar (City of Charles Sturt) Sorana Dinmore	Sorana Dinmore
11 November 2021	Meeting Tony Harrison and Geoff Stempel (State Library SA)	Tony Harrison
11 November 2021	Meeting AWS and City of Marion	Sorana Dinmore
12 November 2021	Meeting T2D Project Discussion with City of Marion & Department for Infrastructure & Transport	Ilia Houridis
12 November 2021	Meeting Gartner Australia and City of Marion	Sorana Dinmore
12 November 2021	Meeting KPMG Internal Audit Kick-Off Meeting	Tony Lines Ilia Houridis
15 November 2021	Payroll PIR Meeting Adam Villani (Beesquared)	Sorana Dinmore
16 November 2021	Meeting Google and City of Marion	Sorana Dinmore
17 November 2021	Event Future Energy Summit - Resilient South	Ilia Houridis Tony Lines
17 November 2021	Meeting Tony Harrison (City of Marion) and Jayne Stinson (Member for Badcoe)	Tony Harrison
18 November 2021	Meeting Clean Peak Energy	Tony Lines
18 November 2021	Meeting SA Power Network re trees under powerlines	Tony Lines
23 November 2021	Meeting Tony Harrison, Matthew Pears, Terry Buss and Peter Tsokas re Torrens to Darlington Southern Tunnel	Tony Harrison

7 Adjourned Items - Nil

8 Deputations

8.1 Deputation - Request from Alistair Gass (Denied)

Report Reference	GC211123D8.1
Originating Officer	Executive Assistant to the Mayor – Tom Matthews
Corporate Manager	Manager Office of the Chief Executive – Kate McKenzie
General Manager	Chief Executive Officer – Tony Harrison

SPEAKER

Mr Alistair Gass

ORGANISATION

Resident

COMMENTS

Mr Gass has requested to make a deputation to Council regarding a tree in front of his house and verge maintenance.

The request was declined on the basis that:

- The preferable avenue for this complaint would be through the internal review process in accordance with Council's Complaints and Grievances Policy instead of deputation to Council.

The grounds for the speaker being denied to speak to the deputation is reported to Council in accordance with the *Local Government (Procedures at Meetings) Regulations 2013*, Section 11 (5):

If the presiding member refuses to allow a deputation to appear at a meeting, the presiding member must report the decision to the next meeting of the council or council committee (as the case may be).

ATTACHMENTS

Nil

9 Petitions - Nil**10 Committee Recommendations****10.1 Confirmation of the minutes for the Asset and Sustainability Committee meeting held on 2 November 2021**

Report Reference	GC211123R10.1
Originating Officer	Governance Officer – Angela Porter
Corporate Manager	Manager Office of the Chief Executive - Kate McKenzie
General Manager	Chief Executive Officer - Tony Harrison

REPORT OBJECTIVE

The purpose of this report is to facilitate the receiving and noting of the minutes of the Asset and Sustainability Committee meeting held on 2 November 2021.

EXECUTIVE SUMMARY

A summary of items considered by the Committee Members is noted below.

Reports for Noting

- Pedestrian Path - David Avenue to Sampson Reserve, Mitchell Park

Workshop/Presentation Items

- Environmental Sustainability

RECOMMENDATION**That Council:**

1. **Receives and notes the minutes of the Asset and Sustainability Meeting Committee meeting held on 2 November 2021.**
2. **Notes that separate reports will be brought to Council for consideration of any recommendations from the Asset and Sustainability Committee.**

ATTACHMENTS

1. ASC211102 - Final Minutes [**10.1.1** - 8 pages]



**Minutes of the Asset and Sustainability Committee
held on Tuesday, 2 November 2021 at 6.30 pm
Council Chamber, Council Administration Centre
245 Sturt Road, Sturt**



**PRESENT**

Councillor Matthew Shilling
Councillor Ian Crossland
Councillor Nathan Prior
Councillor Bruce Hull

In Attendance

General Manager City Services - Tony Lines
Manager Engineering, Assets and Environment - Mathew Allen
Unit Manager Environmental Sustainability - Ann Gibbons
Resilient South Regional Coordinator - Stefan Caddy-Retalic
Senior Environmental Planner - Rebecca Neumann
Utilities Optimisation Lead - Maren Butz
Manager Operations - Russell Troup
Governance Officer - Angela Porter

1 Open Meeting

The Chair opened the meeting at 6.30pm.

2 Kaurna Acknowledgement

We acknowledge the Kaurna people, the traditional custodians of this land and pay our respects to their elders past and present.

3 Elected Member Declaration of Interest (if any)

The Chair asked if any member wished to disclose an interest in relation to any item being considered at the meeting. Nil interests were disclosed.

4 Confirmation of Minutes**4.1 Confirmation of Minutes of the Special Asset and Sustainability Committee Meeting held on 5 October 2021**

Report Reference ASC211102R4.1

The Committee discussed the following points:

- Councillor Hull thanked staff for their work to gather and collate the community statistics presented at the Asset and Sustainability Committee meeting held on 5 October 2021.
- Future reporting needs to include data provided on religions.



Moved Councillor Bruce Hull

Seconded Councillor Ian Crossland

That the minutes of the Special Asset and Sustainability Committee Meeting held on 5 October 2021 be taken as read and confirmed.

Carried Unanimously

The Chair sought and was granted leave of the meeting to discuss the item *Pedestrian Path - David Avenue to Sampson Reserve, Mitchell Park* (ASC211102R8.1) next on the agenda.

8 Reports for Noting

8.1 Pedestrian Path - David Avenue to Sampson Reserve, Mitchell Park

Report Reference ASC211102R8.1

The Committee discussed the following points:

- A letter has been sent from the Office of the Mayor to Minister Wingard regarding a possible alignment option on the western side of the Flinders train line connecting Sampson Avenue northwards to Bruce Avenue and is pending a formal response.
- Early indications indicate DIT would not support option 2 (to construct a footpath along the rail corridor).
- The Committee discussed an alternative option to propose to seek ownership of the oval through purchase from the school and lease the oval back to the school, leaving pedestrian access available for public use allowing connection to the train station.
- The Committee noted this is a rare opportunity to create some accessible open space, address the thoroughfare issue and build relationship with the school and Education Department.
- Considerations of this option include Council and the Education Department's responsibility to fund new fencing to prevent vandalism, and whether this creates a precedent for other schools in Marion.
- There is no shortage of open space in this area including Mitchell Park Sporting Complex, Sampson Road, Shipley Avenue Reserve, Quick Road.

Moved Councillor Bruce Hull

Seconded Councillor Nathan Prior

That the Asset and Sustainability Committee:

1. Notes the response from the Minister for Education on 28 September 2021 (Attachment 2).
2. Notes that the Mayor has written to the Minister for Infrastructure and Transport regarding an alignment option on the western side of the railway line between Sampson Road and Bruce Avenue (Attachment 3).
3. Requests a report to Council that provides feedback on the updates presented at ASC211102.

Carried

ASC211102 - Asset and Sustainability Committee - 2 November 2021



5 Confidential Items - Nil

6 Reports for Discussion - Nil

7 Workshop / Presentation Items

7.1 Environmental Sustainability

Report Reference ASC211102R7.1

The Committee discussed the following points:

Kitchen Caddy Rollout

- 39,591 kitchen caddies have been distributed across the Council area.
- Calling cards have been left for properties that were unattended allowing residents to collect caddies from our Centres. Caddies will be delivered on a case-by-case basis for those with mobility issues, etc.
- Ongoing support for residents on the use of caddies will be continuing with reminders, education sessions and provision of complementary bags.
- It is recommended to change bags in the caddies every couple of days and layer with other organic matter such as lawn clippings to prevent smells. The Committee noted the new ventilated caddies are significantly better than closed caddies and questioned if ventilation should be installed on the lids of green kerbside bins.
- A waste audit will be conducted early in 2022 to determine if the program has had the desired outcomes.

Environmental Engagement

- Over 1,000 people have subscribed to the Green Thymes e-newsletter which promotes City of Marion green activities and events.
- Valuing Marion's Nature and Common Thread events have moved to online and hybrid events due to COVID-19.
- The City of Marion has partnered with Resilient South for delivery of some green events.
- Approximately 350-400 attended the Nature Festival: Explore Warripari Sturt River which included the launch of six public artworks and 11 educational workshops/activities.
- 18 submissions already received for the 2021 Gardening Showcase - there will be a random prize draw for each of the categories.
- 28 waste and recycling education sessions have been delivered during 2021 - numbers are down from previous years due to COVID-19.
- Currently exploring options to visit SRWRA / Southern Materials Recycling Facility (SMRF) - official launch on Monday 8 November.
- Green Adelaide Nature Education - facilitated 21 school support activities and seven community sessions in 2021.



- The Youth Environment Council of SA has five representatives from within the City of Marion, primarily year 9-10 students.
- The new Community Gardens agreements are in place for four active community gardens and the City of Marion are continuing to explore options for the Green Fingers group.
- Support has been provided for Community Gardeners including first aid training and a bus tour to see how other gardens are operated.
- Currently reviewing waste and recycling systems across City of Marion sites to reduce waste going to landfill. Audit reports are expected before Christmas and ongoing work will be carried out over the following six months to improve waste management. A \$13,800 GISA grant was received to support the project.
- Six new tree tags have been installed through Edwardstown and 10 along the Sturt River Linear Path with more to come across the City. Signs are biodegradable and affixed with wire if a tree guard is in place or jute twine if direct onto the tree.
- The Committee discussed the option of utilising QR codes on the tags and further opportunities to improve our green asset data through databases and tree identification.
- The Committee discussed opportunities for the City of Marion to provide further assistance to residents, such as an arborist, to identify, record, assess and maintain notable trees on private property that do not meet the criteria for the Tree Management Fund.

ACTION: Staff to provide an update on the Tree Management Fund program and uptake to Committee Members via email.

Carbon Neutral Plan

- The Carbon Neutral Plan was endorsed earlier this year - ESD guidelines have been considered and reviewed by ELT and are now in place.
- The City of Marion is now working with the Cities of Charles Sturt and Port Adelaide Enfield to further embed the plan into everything we do including training for staff, facility users and vendors. Procurement policies are also being reviewed.
- Since 2015-16 the City of Marion's carbon emissions have reduced by 42%, the majority of which is due to electricity, solar and led upgrades.
- LED street lighting upgrade project has made a significant impact - reduction of \$903K (from start of LED changeover in 2017/18) (64% average annual consumption reduction). The Committee agreed that the LED street lighting project has met expectations. The team is collaborating with the Smart Cities team to investigate further improvements.
- There has also been a reduction in water consumption and transport fuel.
- Natural gas use has increased; however, City Services was not in use in the base year, other buildings have remained static in use.
- The largest energy consuming site is the Administration Building. Upgrade of the air-conditioning system has already had an impact reducing consumption through winter.
- It is expected that there will be increased consumption at sites like Marion Outdoor Pool which have had significant upgrades



- Options for 100% renewable electricity are currently being reviewed for the electricity contract which expires end 2022. The tender process will start end 2021 with the new contract expected to be available by mid-2022. Early market indication suggests that 100% renewable electricity may be available at a similar price to our existing contract and the Committee agreed that cost effectiveness should not be a driver. The Committee noted that a large portion of power in South Australia (over 50%) is already green energy.
- 416kW rooftop solar installed across 11 sites (investment of \$410k). At least 995MWh of solar electricity has been generated since installation. Inverters have been replaced at some sites so data is not 100% accurate and figures could be higher. Better monitoring systems are being investigated for all sites and scope for more rooftop solar on existing community buildings will be investigated and presented to Council when opportunities arise.
- Feed in tariffs are now in place for all sites - 247MWh has been fed back into the grid, generating income of \$18,109. Average payback is 5.9 years.
- The Committee discussed opportunities for a trial of solar batteries at City of Marion sites. Installation of batteries at the Administration Building or City Services may make sense if we have Electric Vehicles, however upgrades to existing infrastructure would also be required.
- The City of Marion currently has 9 hybrid vehicles which accounts for all pool cars.
- Discussions have commenced to transition the fleet to electric vehicles. Considerations include upgrades to infrastructure and wait times for purchasing electric vehicles (6-18 months for small vehicles and approximately 5 years for heavy vehicles). The Committee discussed opportunities for electric vehicles to use power generated from City of Marion sites rather than feeding back to the grid.
- The Committee discussed opportunities for trial of a hydrogen powered waste vehicle and potential for a pilot study between Hydrogen Park SA and SRWRA with the vehicle being powered by energy generated at the SRWRA SMRF site.
- The City of Marion is currently transitioning small plant to battery and there will be a trial of electric reserve mowers in Q1 2022.
- An Electric Vehicle Fleet Pledge proposed by the Department for Energy and Mining that contains 5 statements that mirror the Carbon Neutral Plan will be considered by the Executive Leadership Team at its meeting on 4 November 2021.

ACTION: Further research will be conducted into electric vehicles and will be reported back to Members.

Resilient South Regional Climate Partnership

- Established in 2011 with the Cities of Holdfast Bay, Marion, Mitcham, Onkaparinga and the SA Government.
- Key activities include community preparedness, greening, street trees and asset management.
- Flinders University has been engaged to externally review the Resilient South program. Findings indicate that we are leading across SA and Australia in most areas.



- A new Regional Climate Action Plan to govern next 5 years in climate change adaptation and mitigation is in development. The plan will guide investments and priorities and Elected Members across all four Councils will be engaged through the process.
- A new flagship project - Resilient Asset Management Project (RAMP) has been launched to fill the gap identified in the climate risk governance assessments. This will integrate climate risk into asset management planning. Current asset management planning does not currently take into consideration climate change and increased events that will degrade assets. The project will ensure we are managing assets as best we can.
- A pilot is commencing later this year and there is strong interest from the LGA to ensure we have something transferable to integrate into other Council's asset management planning.
- The Committee noted that the new development code has no regard for the environment and the City of Marion and partner councils have identified this as a risk. Council will continue to advocate where possible.

Coastal Climate Adaptation

- Council endorsed a coastal monitoring program which is nearing completion of the first year. Drone monitoring of risk and hotspot areas includes Hallett Cove Beach, Old Marino Boat Ramp and Marino Cliffs.
- The program is collecting storm and wave data, shoreline movement and changes in coastal landform including impacts to the base of the cliffs. The data will be summarised in an annual risk review with the first report due in the next few weeks.
- No changes have been identified from the changes to infrastructure at Port Stanvac.
- No new erosion has been identified. Significant investment has been made into the Coastal Walkway and reports will provide confidence that the investment will not be 'washed away'.

The Committee noted the Environment Report Card 2020-2021 and discussed visual ways to present data to allow Council to prioritise climate and carbon neutral projects. The Environment Team is currently investigating options for communicating the cost savings and carbon reduction achievements to our community including use of the website, new rates portal and flyers included with rates notices.

Moved Councillor Ian Crossland

Seconded Councillor Nathan Prior

That the Asset and Sustainability Committee:

1. Notes the report and presentation and feedback
2. Notes that the approved Carbon Neutral Plan will allow staff to sign the DEM Electric Vehicle Pledge.

Carried Unanimously

9 Business Arising

**9.1 Business Arising Statement - Action Items****Report Reference**

ASC211102R9.1

The Committee discussed the following points:

- Councillor Crossland, as the incoming Chair of the Asset and Sustainability Committee, requested an informal workshop with the new committee prior to the first meeting to discuss ideas and direction of meetings for 2022. It was noted that the meeting dates for 2022 have been endorsed by Council however the Chair can call a Special Meeting or workshop as required.
- The Committee agreed they would like to see more ideas brought forward from staff and expert independents in 2022.

Moved Councillor Nathan Prior**Seconded Councillor Bruce Hull**

That the Asset and Sustainability Committee:

1. Notes the business arising statement.

Carried Unanimously**10 Other Business**

The Chair thanked the Committee for their efforts this year and for the recommendations brought forward to Council.

11 Meeting Closure

The meeting was declared closed at 9.00pm.

CONFIRMED THIS 1ST DAY OF FEBRUARY 2022

CHAIRPERSON

11 Corporate Reports for Decision

11.1 Community Grants Report Round 1 2021-22

Report Reference	GC211123R11.1
Originating Officer	Grants Officer – Sherina Kuik
Corporate Manager	Acting Manager Community Connections - Damian Garcia
General Manager	General Manager City Services - Tony Lines

REPORT OBJECTIVE

To award funding for Round 1 Community Grants 2021-2022.

EXECUTIVE SUMMARY

The Community Grants program provides funding support to local not-for-profit organisations to assist in the delivery of activities and projects which demonstrate a strong community benefit. \$50,000 is allocated to each of the two grant rounds per financial year.

13 projects assessed against Council's Community Grants matrix, totaling \$77,555 are presented for Council's consideration and decision.

RECOMMENDATION

That Council:

1. **Notes that the Hindu Society of SA Inc. (as the highest scoring application for \$10,000) is recommended to receive the single grant amount of up to \$10,000.**
2. **Endorses the following projects for the Community Grants Program Round One funding in 2021-2022:**
 - **Hindu Society of SA Inc – Verge beautification project at Hindu Society Community Cultural Centre and Shri Ganesh Temple (\$10,000)**
 - **Bangladesh Club Australia – Asian Multicultural Night 2021 (\$4,000)**
 - **Portlife Seaview – Build Portlife Seaview Community Playground and Café (\$5,000)**
 - **Warradale Community Children's Centre – Aboriginal mural artwork (\$4,114)**
 - **Park Holme Community Hall and Committee of Management Incorporated – purchase of AED (\$2,835)**
 - **Pan Iaconian Society of South Australia – purchase of projector (\$2,649)**
 - **Lions Club of Hallett Cove & Districts Inc – purchase of audio-visual equipment (\$3,317)**
 - **Sheidow Park Cricket Club Inc – Girls 4 Cricket (\$2,629)**
 - **Friends of Sturt River Landcare Group – purchase of trailer for biodiversity work by volunteers (\$4,694)**
 - **Royal Life Saving Society Aust South Australia Branch Inc – Water Safety Education for CALD communities (\$5,000)**
 - **Adelaide Cricket Club – purpose fit equipment for the newly established female cricket program (\$5,000)**

BACKGROUND

The purpose of the Community Grants Program is to assist local not-for-profits to establish and undertake projects or activities that are beneficial for the community.

To date, Council has endorsed over \$1.3 million dollars in community grant funding since the program began in November 2011.

Marketing and promotion of Round 1 commenced in July 2021 with the round open between 2 August 2021 and 6 September 2021.

Eligible applications were assessed against Council's community grants assessment matrix and endorsed grant guidelines.

DISCUSSION

The table included in Attachment 1 provides a summary of eligible applications for Council's endorsement on grant funding in Round One. Applications are ranked in order of their score against the grants' assessment matrix.

Following discussions at the Elected Members Forum (EMF211019), additional information has been included for Council's consideration. Also included is the minimum partial funding each applicant could receive to proceed with their project. Many applicants have demonstrated a willingness to contribute part funding or scale back projects subject to funding.

This round, 5 applications applied for more than \$5,000. The guidelines state each funding round may include one grant up to \$10,000, with the remaining funding pool having a \$5,000 limit per application. One option is presented to Council for consideration as a result of the matrix score and forum discussion with Elected Members.

Some additional applications were received however were underdeveloped in certain areas. Those displaying potential and merit may be offered mentoring with the Vibrant Communities team to further increase the development of the project, improve the benefits to the community, increase the alignment of the project with grant guideline criteria, set them up for success and improve their chances of gaining funding in future grant rounds.

The Vibrant Communities team will continue to manage and work with organisations if flexible delivery of projects is required due to the ever-changing requirements and directives of state government in response to COVID-19.

ATTACHMENTS

1. Attachment 1 Community Grants Round 1 2021 22 Summary Table [**11.1.1** - 1 page]
2. Attachment 2 Community Grants Report 2021.22 Round 1 [**11.1.2** - 5 pages]

No.	Organisation name	Project	Amount Requested	Minimum partial funding*	Total Ave Score	Proposed Funding	Comments including EM Forum feedback
1	Hindu Society of SA Inc	Verge beautification project at Hindu Society Community Cultural Centre and Shri Ganesh Temple	\$10,000	\$5,000	84.3	\$10,000	
2	Bangladesh Club Australia Inc.	Asian Multicultural Night 2021	\$4,000	\$3,000	84	\$4,000	
3	Portlife Seaview	Community playground and café	\$10,000	\$5,000	81.3	\$5,000	Only 1x \$10,000 application per round
4	Warradale Community Children's Centre	Aboriginal mural artwork	\$4,114	\$4,114	81	\$4,114	
5	Park Holme Community Hall and Committee of Management Incorporated	Purchase of Automatic External Defibrillator	\$2,835	\$2,335	77.8	\$2,835	
6	Pan Laconian Society of South Australia Inc	Purchase of projector	\$2,649	\$2,649	77	\$2,649	
7	Lions Club of Hallett Cove & Districts Inc	Update for the future – purchase audio visual equipment	\$3,317	\$3,317	74.3	\$3,317	
8	Sheidow Park Cricket Club Inc	Girls 4 Cricket	\$2,629	\$2,329	73.5	\$2,629	
9	Junction	Walk A Mile – family support art program	\$4,692	\$3,793	73.3	\$0	Funding round was oversubscribed and Junction reported a \$13 million surplus in their 2019/2020 annual report
10	Friends of Sturt River Landcare Group Inc.	Purchase of trailer for Biodiversity work by volunteers	\$4,694	\$4,694	72.8	\$4,694	
11	Royal Life Saving Society Aust South Australia Branch Inc	Water Safety Education for CALD communities	\$8,625	\$5,000	72.5	\$5,000	Only 1x \$10,000 application per round
12	Adelaide Cricket Club	Purpose fit equipment for the newly established female cricket program	\$10,000	\$5,000	71.8	\$5,000	Only 1x \$10,000 application per round
13	Marion Football Club	GPS Performance Trackers	\$10,000	\$10,000	63.3	\$0	Unable to proceed with partial funding and funding round exhausted
		TOTAL	\$77,555	\$56,231		\$49, 238	

GC Report – Attachment 2 Community Grants 2021/22 Round 1

No	Organisation Name	Project	Score	Project Summary (please note: in their own words)	Considerations for Council	Funding
1	Hindu Society of SA Inc	Verge beautification project at Hindu Society Community Cultural Centre and Shri Ganesh Temple	84.3	The Hindu Society SA is an important South Australian, City of Marion-based community and cultural organisation. With a 35-year history, we now engage over 1800 members and 25,000 visitors each year to our Shri Ganesh Temple and adjoining Community Cultural Centre. These visitors access our raft of cultural, community and engagement activities, services and events, supporting a connecting to culture, connection to the community and connection to others. In the past several years, we have invested a significant amount of money and in-kind contributions in developing our facilities. Our Temple and Community Centre are fit for purpose and provide a highly valuable addition to the broader City of Marion, and SA community. However, the verge around our property is dry, barren, compacted soil. There is nothing attractive, engaging or welcoming about the front of our property. This project seeks to upgrade the verge around the Shri Ganesh Temple and Community Cultural Centre at 3A Dwyer Road, Oaklands Park. The verge is a considerable 79.5m in length. This project will include rotary hoeing, excess soil and stumps removal, installation of an automatic irrigation system, organic mulch and fertiliser, and of course, planting a variety of environmentally-appropriate plants.	<p>The Hindu Society of SA has received Verge Development approval from City of Marion which has been sighted by Grants Officer.</p> <p>Due to the recent upgrades to the adjacent Dwyer Road Reserve, the Temple is highly visible to the local community and park users and has generated interest in the Temple</p> <p>The project has an environmental focus using native Australian plants that are drought and frost resistant.</p> <p>Ongoing maintenance of the verge will be carried out by Hindu Society volunteers.</p>	<p>\$10,000 requested</p> <p>Project could proceed with \$5,000 but would limit budget allocated to the project</p> <p>Total project cost is \$21,000</p>
2	Bangladesh Club Australia Inc.	Asian Multicultural Night 2021	84	Asian Multicultural Night 2021 will be hosted by Bangladesh Club Australia (BCA) in collaboration with other cultural and community organisations of Adelaide such as the Indian, Chinese, Nepalese and Pakistani communities. The night will showcase each country's arts and culture through various art forms such as dances, live singing/band performances, live theatre performance, and fashion show. There will also be a range of pop-up stalls from each country, selling foods, textiles and garments. The event will be held at Clovelly Park Memorial Hall at 16 York Avenue, Clovelly Park, SA. This project will benefit the Asian community in Adelaide as the cultural show will present each country's values and traditions through their performances. As COVID has restricted flights around the world, this event will allow the audience and the performers to have a taste of home and experience other cultures as well. There will be a sense of harmony and unity across the people which will be wonderful in current situation as open to all. The outcomes expected are greater relationships across the various communities, promotion of different cultures, promote strong neighbourhoods, community get together and creating a prosperous community in Marion City Council area.	<p>Bangladesh Club Australia is a NFP non-political organization. It aims to strengthen multiculturalism, develop and promote awareness of Asian culture, tradition & lifestyle among the community.</p> <p>BCA engages in organising cultural festivals while also celebrating days of national significance.</p> <p>Participation comes from multiple ethnic communities to deliver this event.</p> <p>Expecting approximately 400-500 people in attendance. The last event received 500 attendees.</p>	<p>\$4,000 requested</p> <p>Could proceed with \$3,000 but would be difficult as the amount requested is already tight</p> <p>Members of the clubs will donate \$415 for this event.</p>
3	Portlife Seaview (formerly Seaview Community Church)	Community Playground and Café	81.3	<p>Portlife Seaview (recently amalgamated - see support letter) aims to support and build community within the City of Marion, particularly with families and children. Building an indoor children's playground at the end of 2021 will allow Portlife Seaview to offer positive social and developmental programs for disadvantaged families with young children in the City of Marion.</p> <p>The children's playground will provide an indoor safe, accessible, fun environment for children to play in, regardless of the weather outdoors. Parents/carers can relax, socialise and build relationships with others in their community. The cost to participants will be via gold coin donation. Varying programs / courses / information and support to children /</p>	<p>The playground space is inclusive and provides benefits to the broader community at minimal cost.</p> <p>Volunteer staff are skilled in identifying opportunities for referrals to relevant family and health services for those who present in a time of crisis.</p> <p>The café space opened on 16 August 2021 on Mondays and Thursdays.</p>	<p>\$10,000 requested</p> <p>Project can proceed with \$5,000</p> <p>Total project cost is \$53,500</p> <p>Total confirmed sponsorship as at 27/8/21 = \$29,395.50</p> <p>Cost to participants is a gold coin donation</p>

				parents and carers will also be offered. The Portlife Seaview Community Playground and Café will be supported by Portlife Church in Port Adelaide who have been successfully providing community programs via "Green Monkeys" indoor playground for 11 years. The Green Monkeys indoor playground is staffed predominantly by volunteers with ongoing funding provided by Portlife Church members. Similar to Portlife Church Green Monkeys playground, Portlife Seaview playground will become a recognised venue for families in the City of Marion and will be advertised widely in conjunction with other stakeholders and not-for-profits.	Portlife Church in Pt Adelaide is supporting Portlife Seaview in part financially, with staffing, operational practices and WHS documentation. Portlife project is aiming for similar service to the local community as the successful Port Adelaide model. (servicing approx. 150 people per week)	
4	Warradale Community Children's Centre	Aboriginal mural Art work	81	We are establishing a bush tucker garden, located in our existing learning garden to educate the children about the use of Indigenous plants in cooking- Kurna language and culture has been an established component of our centre's focus, as previously began to educate the children of the Kurna words for Australian animals. The grant will be used to establish an art mural on our learning garden wall, which will represent some of the Australian animals from our individual room names. Kurna language is used within areas in the centre, with permission from the Kurna people. Linking our rooms with the mural, it would be displayed in our front learning garden. The centre will commission artist Scott Rathman to paint this contemporary aboriginal arts Mural for our Centre, which will create discussion around Aboriginal Culture and continue to reinforce the centre's values of diversity, inclusivity, and community engagement in a prominent public area. Working with the community, organisations and schools on projects related to culture, Scott develops the capacity of non-Aboriginal people in the community to expand their cultural learning. The quote includes paint, and includes the provision of 1 hour of cultural training with the children.	Centre has been serving the community for over 27 years and providing education for children aged 6 weeks to 6 years. All profits go back into resourcing the centre Aboriginal, Torrens Strait Island cultural education is prominent in programs. Anyone walking past the entrance of the centre or using the carpark will be able to view the mural including Warradale school children and Warradale Urban Camp school. Artist will be creating a piece based on the Kurna animal names for each of the Centre's rooms.	\$4,114 requested Unable to apply for educational grants as they are a not-for-profit community centre. Cannot proceed with partial funding.
5	Park Holme Community Hall Committee of Management Incorporated	Purchase of defibrillator	77.8	Purchase of an AED as a service to users of the hall, who are predominantly senior citizens.	Purchase of equipment. Will be accessible to multiple community organisations who utilise the hall and one-off-hirers. Equipment will be located internally in the hall.	\$2,835 requested The Management Committee will commit up to \$500 to the overall cost if the full amount is not received.
6	Pan Laconian Society of South Australia Inc	Purchase of projector	77	The projector will be used to replace the existing television. It will allow for a bigger screen and will be incorporated as part of our new audio system which will be linked to internet. This will allow for better presentations, screening of culture movies, pod casts, allow for communication between other organisations, intra state, interstate and overseas.	Purchase of equipment to improve presentation technology for user groups in the hall, including: New Covenant Pentecostal Church, dance classes, meditation, Weight Watchers meetings and other private gatherings .	\$2,649 requested The club will be paying for the installation of the projector. Cannot proceed with partial funding.
7	Lions Club of Hallett Cove and Districts Inc	Update for the future – Audio Visual equipment	74.3	We are in the process of having to update our Audio Visual equipment as it is not compatible to new computers. We also need to upgrade our microphone equipment to be cordless We encourage many Community groups to use our Hall for meetings, Training and/or information regarding their group. Some groups like to have seminars and conferences. We also meet twice a month We have recently had the Hallett Cove R12 enquire about youth training program once a week Most if not all local Community groups are at no cost to them.	Purchase of equipment to upgrade existing technological devices for various community groups utilising the hall for presentations, trainings & meeting needs. Lions Club offer their hall to many organisations at little or no cost	\$3,317 requested Cannot proceed with partial funding.

8	Sheidow Park Cricket Club Inc.	Girls 4 Cricket	73.5	Our club continues to grow and this growth is being driven through our junior cricket program. Our junior teams this year will grow from 4 to 6 teams which is fantastic. We are even trying to get a Girls Junior team up and running. The projects that the grant would provide for. -A portable Marquee with sides that will be used by the Girls as a safe and private changing area. -We would also like to be able to purchase a new Cricket kit for the Girls team. this kit would include bats, protective equipment like gloves and pads. By being able to provide a complete Cricket kit it will lessen the cost of playing for any Girls that want to try Cricket for the first time. -Training aids would also be purchased to assist in improving Catching, Throwing and other skills that are required to play cricket.	Sheidow Park Club are endeavouring to develop a Junior Girls team which requires gender specific equipment and resources Currently there aren't any Girls Junior Cricket teams in the local area. The closest teams are Port Noarlunga, Brighton and Blackwood. Club fees remain low increasing accessibility. Junior subscriptions are \$100 per player annually.	\$2,629 requested The club received \$2,715 funding in Round 2 2020/21 for a defibrillator.
9	Junction Australia	Walk a Mile – family support art program	73.3	'Walk a Mile' has been developed to benefit children and family groups within the Marion area. The program focuses on a strength-based approach towards connecting communities, promoting wellbeing and equality, and celebrating individuality. As part of Junction's commitment to enhancing supportive, inclusive and connected communities, we will be facilitating workshops that give participants the opportunity to demonstrate their own creative flair and individual style. This will be achieved by providing free, good-quality, plain-white footwear and craft supplies, that participants will use to customize their own brand-new shoes that they can wear with pride. By facilitating a creative and engaging activity where parents are encouraged to get involved, we will be providing a safe environment for local families to naturally connect and network with one-another, promoting a sense of wellbeing and belonging. The project is inclusive of all family groups from different backgrounds and gives them an opportunity to celebrate their own individuality in a supportive environment. The activity itself will further promote a sense of equality, inclusion and belonging by providing access to quality footwear while reducing the stigmas associated with hardship and 'hand-outs'.	Craft Workshops providing an opportunity for children, families and the community to connect – using art as a 'vehicle' Workshops free to participants and able to take their footwear creations home. Destigmatising 'hand-outs'. Workshops will be held within the City of Marion with one confirmed at MarionLife.	\$4,692 requested Junction's in-kind contribution includes - Food, utensils, marquees, cleaning, butcher's paper - Marketing and advertising - Staffing
10	Friends of Sturt River Landcare Group Inc	Purchase of Trailer for Biodiversity Work By Volunteers	72.8	FoSRL is an incorporated, not-for-profit community group with a strong pre-existing partnership with City of Marion under Council's Remnant Vegetation Strategy. We aim to improve biodiversity along the Sturt River by planting and maintaining local-native species in reserves adjacent to the river. Community volunteers plant 10,000-12,000 seedlings per annum (Covid-permitting), provide plant aftercare and are active community educators. We seek to purchase a second hand, enclosed trailer to safely and securely store and transport tools, equipment & trays of seedlings to any of the three sites we work at within Marion. This will enable secure storage for equipment used by volunteers to carry out their work, reduce the likelihood of theft from passersby, and reduce the amount of manual handling currently carried out by volunteers. The time taken to pack/unpack materials could be better used in direct biodiversity work. In addition, portability may allow for additional working bees to be offered during the week (depending on volunteer availability) as our materials will be in one place, accessible and easily transported, ready for use when needed. The advantage to council would be more weeding undertaken at no cost. The trailer is likely to require suitable shelving, insurance and registration.	Works in partnership with City of Marion & also has similar partnership with City of Holdfast Bay as both councils hold reserves adjacent to the Sturt River. Funding is for the purchase of a second-hand trailer for secure storage and to assist the volunteers with their work. . The Group has strong relationships with other community groups such as the Ascot Park Scouts, Dover Groovies Girl Guides, Ahmiddyia Muslim Association, Sathya Sai, and Shah Satnamj Green S Welfare Force Wing. The group also creates opportunities for broader community participation through	\$4,694 requested Cannot proceed with partial funding.

					volunteering alongside FoSRL at plantings and working bees	
11	Royal Life Saving Society Aust South Australia Branch Inc	Water Safety Education for CALD Communities	72.5	<p>Royal Life Saving SA in collaboration with the City of Marion and Flinders University, aim to run a 9-week water safety program for adults from a CALD background between November 2021 - January 2022.</p> <p>This program will include water safety lessons for the target population to increase their confidence in the water, as well as classroom and theory sessions to ensure that information can be delivered pre and post water sessions.</p> <p>We aim to provide pathways that allow a greater level of community collaboration, and will provide individuals the tools to become lifesavers in their community.</p>	<p>Royal Life Saving Society Aust South Australia branch is tailoring a program to target water safety in CALD communities due to recent research into drownings.</p> <p>Research showed that 86 people drowned in Australia over the 2020/21 summer period and one-third were known to be from multicultural backgrounds, the majority adult men.</p> <p>Water Safety Program targeting at risk ethnic groups but open to the broader community.</p> <p>Participant numbers = 40</p> <p>Utilising Marion Outdoor Pool and identified several key migrant groups in CoM.</p>	<p>\$8,625 requested</p> <p>Total project cost is \$9,635</p> <p>In kind support - Australian Multicultural Resource Centre - Interpreter/s for program - \$1,650 – unconfirmed</p> <p>Could proceed with \$5,000</p>
12	Adelaide Cricket Club	Purpose fit equipment for the newly established female cricket program	71.8	<p>ACC is operating a Women's cricket program, the first time in 30 years. The Program involves an elite playing team in the SACA Premier Cricket Competition, a team in the Adelaide Cricket Turf Competition and an Academy program that will provide a pathway for girls (10-16 years) aspiring to play cricket. We are very excited about the opportunity to welcome playing women/girls and their families to our club and providing a new direction in our club's culture and history. With this great opportunity also comes the expense of setting up the program. The opportunity the grant provides will assist with the purchase of purpose fit equipment to assist female players. As an established club, we have equipment players use for training and match day. However, many of these items are tailored for male players and are too big or anatomically uncondusive for our new players. Providing the teams with their own equipment not only ensures that the female players are training and playing with items suitable for their needs but also shows a level of inclusion being offered by the club to demonstrate we value the contribution these females will provide our club and the Glandore community.</p>	<p>The ACC is expanding its programs to be inclusive and accessible to females of all ages, provide a pathway to amateur cricket and offers the potential for over 50 new families to enter the ACC.</p> <p>The funding will purchase purpose fit female cricket equipment.</p> <p>The ACC is located at Glandore Oval.</p> <p>Women's player subscription is \$357 per season</p>	<p>\$10,000 requested</p> <p>Project can proceed with \$5,000 however reduced funding will mean equipment sharing, players bringing own equipment or using second hand equipment from male players</p> <p>The ACC indicated they may be able to seek alternative funding through the Department of Sports and Recreation.</p>
13	Marion Football Club	GPS Performance trackers	63.3	<p>The club has recently been borrowing global positioning system (GPS) technology from the local high school. These GPS trcakers have proven to be such a valuable tool, that the club is hopeful of being able to purchase their own to be used with both senior and junior players at competition levels. The GPS trackers have been used by the club to detect fatigue in matches, compare intensity profiles according to player position, compare competition skill levels, and identify the most intense periods of play. The data that is collected from each player whilst being worn enables coaches to design physical conditioning and plan</p>	<p>Equipment request for GPS trackers.</p> <p>The club views the trackers as a valuable tool for training and development to improve participant's performance.</p> <p>21 trackers @ \$392</p>	<p>\$10,000 requested</p> <p>Will not proceed with partial funding</p>

				appropriate recovery time following intense work according to the demands of each player's position. The coaches are then able to determine appropriate training loads, improve recovery, and decrease injuries for each individual player.		
					TOTAL	\$77,555

11.2 Youth Development Grants 2021-2022

Report Reference	GC211123R11.2
Originating Officer	Youth Development Officer – Julie Higgins
Corporate Manager	Acting Manager Community Connections - Damian Garcia
General Manager	General Manager City Services - Tony Lines

REPORT OBJECTIVE

To award funding for the 2021-22 Youth Development Grant round.

EXECUTIVE SUMMARY

The Youth Development Grants are designed to support not-for-profit organisations, community groups and voluntary associations to deliver youth programs and services within our city.

Applications are invited from organisations with youth expertise and local knowledge to provide opportunities and engagement for all young people 12-25 years.

Incorporating one round per year, a maximum of \$120,000 in youth grants is distributed per annum.

The 13 eligible applications requesting funding to the total value of \$119,275 are presented for Council's consideration and decision. Applications are listed in order of highest to lowest scores.

RECOMMENDATION

That Council:

1. **Endorses the following projects for the Youth Development Grants funding in 2021-2022:**
 - **Headspace - Adelaide Northern Division of General Practice (trading as Sonder) - Native Australian planting and bush tucker workshops (\$10,000)**
 - **Headspace -Adelaide Northern Division of General Practice (trading as Sonder) - A LGBTIQA+ social support youth group (\$10,000)**
 - **Whitelion Youth Agency - Invest in Us - A trauma informed educational group program (\$10,000)**
 - **YMCA Youth and Family Services - Youth Fridays at the Y - A Friday night youth drop-in group (\$9,900)**
 - **YMCA Youth and Family Services - Y-Connect - School holiday activity days (\$9,900)**
 - **On The Flip Side - Skate Daze - A youth music, food and skate event (\$10,000)**
 - **MarionLIFE Community Services - A mobile outreach youth service (\$10,000)**
 - **Reclink Australia - Explore SA - An 8-week adventure, wellbeing and resilience program (\$10,000)**
 - **Reclink Australia - Reclink Youth - a sport, arts and recreation program with links to employment pathways (\$10,000)**
 - **Flinders University, New Venture Institute - Be Your Own Boss - a design thinking and entrepreneurial program (\$8,975)**
 - **Junction - Dungeons & Dragons, an online group (\$6,500)**
 - **YMCA Youth and Family Services - DRUMBEAT - a therapeutic drumming program (\$6,000)**
 - **Islamic Society of South Australia - A photography project and exhibition (\$8,000)**

BACKGROUND

The City of Marion Youth Development model incorporates an annual grants program to enable the delivery of diverse, well-managed and relevant youth projects across the city whilst strengthening connections for young people in our community.

Applicants may apply for grants up to \$10,000 and as stated in the guidelines, organisations can apply for more than one grant each round.

The City of Marion is committed to a diverse and inclusive community. Applications should reflect and celebrate this by ensuring projects, programs and activities are as inclusive and accessible as possible for all groups, including people of various gender, age, sexuality, cultural backgrounds, religious beliefs and those living with disability.

The grant guidelines and eligibility criteria were reviewed and endorsed on 26 May 2020 (GC200506R06). The current model reflects Council's resolution on 25 July 2017 (GC250717R12) to allocate \$120,000 for Youth Development Grants annually.

DISCUSSION

As identified in the Youth Engagement and Consultation 2019-23 Report, young people want their City to be accessible and safe with a strong sense of community. A City that celebrates diversity, youth arts and promotes a healthy and inclusive community.

Young people are passionate about the environment and are conscious of climate change.

Young people are community minded and value being part of a group and/or organisations that works together to build strong safe and connected communities.

Young people are seeking increased opportunities, hands-on experience, pathways to entrepreneurship and education around sustainable business practices that foster ideas and skills to start and manage a business.

This round 14 applications were received requesting funding. Following assessment and scoring of the applications against the grant guidelines, eligibility criteria and matrix, 13 projects were assessed as eligible. One application was found to be ineligible as it did not meet guidelines or criteria. Administration will provide feedback and support to this group to seek other opportunities.

The 13 eligible applications requested funding to the total value of \$119,275 and have aligned their projects to key outcomes and/or identified needs as outlined in the following reports and policies:

- [The City of Marion Community Vision and Strategic Plan.](#)
- [The City of Marion Youth Engagement and Consultation Report 2019-2023](#)
- [The City of Marion Equity, Access and Social Inclusion Policy Statement.](#)

Applicants were also required to ensure their projects would be as accessible as possible for all groups, including people of various genders, ages, sexuality, cultural backgrounds, religious beliefs and those living with disability.

A marketing and promotions campaign began in July 2021 with applications opening on 2 August and closing on 6 September 2021

Applications have been assessed against Council's endorsed grant guidelines and required criteria and scored against administration's youth development grants assessment matrix.

Summary of applications for Council's consideration:

	Organisation	Project	Amount Requested	Score Avg
1	Headspace - Adelaide Northern Division of General Practice	Native Australian planting and bush tucker workshops.	\$10,000	98.50

	(trading as Sonder)			
2	Headspace -Adelaide Northern Division of General Practice (trading as Sonder)	A LGBTIQ+ social support youth group.	\$10,000	97.25
3	Whitelion Youth Agency	Invest in Us - A trauma informed educational group program.	\$10,000	92.75
4	YMCA Youth and Family Services	Youth Fridays at the Y - A Friday night youth drop-in group.	\$9,900	92.75
5	YMCA Youth and Family Services	Y-Connect - School holiday activity days.	\$9,900	89.00
6	On The Flip Side	Skate Daze - A youth music, food and skate event.	\$10,000	88.50
7	MarionLIFE Community Services	A mobile outreach youth service.	\$10,000	87.50
8	Reclink Australia	Explore SA - An 8-week adventure, wellbeing and resilience program.	\$10,000	86.75
9	Reclink Australia	Reclink Youth - a sport, arts and recreation program with links to employment pathways.	\$10,000	86.50
10	Flinders University, New Venture Institute	Be Your Own Boss - a design thinking and entrepreneurial program.	\$8,975	85.50
11	Junction	Dungeons & Dragons - an online group.	\$6,500	85.25
12	YMCA Youth and Family Services	DRUMBEAT - a therapeutic drumming program.	\$6,000	84.75
13	Islamic Society of South Australia	A photography project and exhibition.	\$8,000	80.25
		Total	\$119,275	

Additional application and project information is available in Attachment 1.

ATTACHMENTS

- Attachment 1 Youth Development Grants 2021 22 [11.2.1 - 5 pages]
- Attachment 2 Youth Development Grant Guidelines [11.2.2 - 4 pages]

Youth Development Grant Report 2021/22 – ATTACHMENT 1

	Organisation Name	Project	Score	Project Summary (please note: in their own words)	Additional Information	Funding
1	Headspace Marion	Native Australian planting and bush tucker workshops.	98.5	A 10-week group program open to all young people aged 12 – 25 years within the Marion council to be run by our Youth Aboriginal and Torres Strait Islander Peer Workers at headspace Marion. This group will be based around the outdoors and nature and include planting workshops aimed at planting native Australian plants along with bush tucker plants within the existing garden beds outside of headspace Marion. Young people will be introduced to Aboriginal and Torres Strait Islander culture and have an opportunity to connect with culture and heritage through outdoor yarnning circles, art sessions and learning bush tucker techniques.	Headspace Marion is led and managed by Sonder ,Adelaide Northern Division of General Practice which is a not-for-profit organisation. Headspace offers four core streams of support including mental health, alcohol and other drugs vocational and educational support and physical and sexual health problems for young people aged 12 to 25 years. The program would be held at the Marion office on Sturt Road.	Grant funding requested - \$10,000 Total project cost - \$12,250
2	Headspace Marion	A LGBTIQA+ social support youth group.	97.25	<p>Our project is to develop and run a Youth LGBTIQA+ Social Support group at headspace Marion.</p> <p>Our data shows this would meet an important need within our service, the LGBTIQA+ community and the City of Marion. The headspace data shows 30% of young people seeking mental health support at headspace Marion are a part of the LGBTIQA+ community.</p> <p>The social support group aims to do this by facilitating the building of connections among young LGBTIQA+ through mutual safe peer support, access to relevant information, fun activities at headspace Marion as well as educational and fun activities offsite. The social support group also seeks to provide young LGBTIQA+ with the opportunity to participate and advocate for issues affecting their community and the opportunity to attend LGBTIQA+ events such as the Pride March, Rallies Educational Talks and Feast events such as Picnic in the Park. We aim to involve and empower young people to make decisions involving the development, setting up, facilitating, planning and reviewing of the group.</p> <p>The group will meet fortnightly on a Tuesday at 5pm as it has been identified in the Youth Engagement Report that young people are wanting safe accessible programs run outside of school hours.</p>	Headspace Marion is led and managed by Sonder, Adelaide Northern Division of General Practice which is a not-for-profit organisation. The program would be held at the Marion office on Sturt Road.	Grant funding requested - \$10,000 Total project cost - \$16,000

3	Whitelion Youth Agency	Invest in Us - A trauma informed educational group program.	92.75	<p>The 'Invest in Us' project is an education-based group program to provide young people with relevant, age appropriate knowledge of the impacts of trauma on development and behaviour, and practical strategies to better understand and manage trauma responses and behaviour.</p> <p>This pilot will seeks to bring together trauma informed practice (adapted for young people) from a host of evidence based knowledge and expertise with current programs founded on a psycho-physical framework such as Rock and Water program, which has aspects of key philosophies such as brain gym, mindfulness and the philosophies of the Rock & Water Program developed by Dutch educationalist, Freerk Ykema. Background There has been significant investment by the South Australian Government into building a trauma-informed workforce. However, this proposal seeks to reflect Whitelion's commitment to building capacity within our young people and 'do with' young people not 'too/for them'. This proposal seeks to share knowledge and understanding with the young people living in the Marion GLA, who have lived experience of trauma, experience challenges in managing behaviour and as a result have higher risk of long-term mental health and suicidality experiences as well as multiple other challenges, such as accessing employment and broader social participation.</p>	<p>Whitelion's vision is a world where no young person is left behind, where all young people have the right to equitable opportunities to reach their potential. Whitelion prioritizes highly vulnerable, high risk young people who may have contact with the justice and child protection systems; experience unstable housing; have chronic and complex needs and/or experience intergenerational disadvantage and trauma.</p> <p>Whitelion are co-located in the Marion Leisure and Fitness Centre - Youth Zone space. This program would be held there.</p>	<p>Grant funding requested - \$10,000</p> <p>Total project cost - \$10,000 and additional in-kind support</p>
4	YMCA Youth and Family Services	Youth Friday's at the Y - A Friday night youth drop-in group.	92.75	<p>'Youth Friday's at the Y' will be a consistent and regular program that will give young people in the City of Marion council area the chance to connect with each other weekly in a safe, inclusive and vibrant setting. The program will be hosted in the upstairs Youth Zone at the Marion Fitness and Leisure Centre and will be delivered on Friday evenings during school term time. This regular 2 hour youth group will be open to young people in the City of Marion Council Area and beyond, and will include opportunities for sports, craft, technology, creation, arts, music and environmental engagement. Consistent and regular Y Facilitators will staff the programs, allowing for steady connection and positive and safe relationships to grow. Through regular attendance, participants will develop personal ownership of the MLFC youth zone space, which will continue to enable the MLFC to be seen as a fun, encouraging, safe and inclusive space for Youth in the surroundings areas.</p>	<p>The Young Men's Christian Association (YMCA) was formed in Adelaide in 1850. It is one of the State's oldest non-profit benevolent organisations. Its mission is "... to provide opportunities for all people to grow in body mind and spirit." Today they serve all parts of the community, men and women in equal measure. In practice they pursue their mission through a range of wellbeing development activities in the fields of sport & recreation, aquatics, children's services, youth empowerment, disability services and community development This program would be held in the Youth Zone space at the Marion Leisure and Fitness Centre.</p>	<p>Grant funding requested \$9,900</p> <p>Total project cost - \$14,540.00</p> <p>\$5 per young person per session will go back into the cost of the program.</p>

5	YMCA Youth and Family Services	Y-Connect – School holiday and activity days.	89	The project will be co-designed with young people to provide a fun, accessible and safe program of activities across the school breaks to maintain engagement, expand skills and connect young people to their community in the city of Marion. Drawing on our previous Yplay experience, and successful Y-Connect Activity Days run in 2021, and partnerships with FLO providers, RASA and Whitelion, we have identified a continual need for programs in the school holidays that are interesting and engaging for young people who may be vulnerable due to their home situation, SES status, cultural background or other factors. To support their educational outcomes they need to remain engaged over the breaks. The additional benefit is that in preventing disengagement we reduce negative interactions with law enforcement and support a positive future. The program will be run at the Marion leisure and fitness centre and surrounds. We will tap into the interest areas of young people (arts, theatre, health and fitness, education and employment). A leadership team of young people from FLO will form the sub-committee to plan, organise and deliver these days, with the support and mentorship of YMCA Youth Empowerment Staff.	This is a continuation of a successful 2020/21 grant. This program would be held in the Youth Zone space at the Marion Leisure and Fitness Centre.	Grant funding requested \$9,900 Total project cost - \$13,940
6	On The Flip Side	Skate Daze - youth music, food and skate event.	88.5	This is a follow on from Skate Daze 2021 - Skate Daze is a youth orientated event that aims to promote active lifestyles and strong, supportive networks for youth to be able to engage with. There will be live music, creative workshops, skate and parkour demonstrations, live art and lessons. Market stalls and food trucks also will take part.	This application is being auspiced by the Southern Youth Network Collective. Skate Daze was held as part of the Umbrella festival at the Oaklands Skate Park in August 2021. This event could be held at Capella Reserve if the site is complete.	Grant funding requested \$10,000 Total project cost - \$10,000 and additional in-kind support
7	MarionLIFE Community Services	A mobile outreach youth service.	87.50	MarionLIFE Youth Events Team is a continuation which evolves from an expansion of our previously funded 'Lunchtime Sessions' project. It is a mobile youth service largely run by 18-25 year old volunteers that local schools, youth services and community events can book in to travel to their desired location to provide activities (including sports, games and craft), life skills workshops and free healthy food for young people aged 12-17 years in Marion	A not-for profit community organisation providing meaningful, flexible and responsive care, support and pathways to individuals and families in need. The youth services offered are through the community arm of Marion Life. MarionLIFE have been successful in other youth grants and have acquitted and achieved their stated outcomes. This project would be working across various locations with other youth organisations across the city.	Grant funding requested \$10,000 Total project cost - \$20,000
8	Reclink Australia	Explore SA - 8-week adventure, wellbeing and resilience program	86.75	Explore SA is an 8-week Adventure, Wellbeing and Resilience program designed to encourage self-esteem, a sense of accomplishment and to break away any barriers for our participants. The 8 weeks consist of a different challenge and experience each week. Kayaking the reservoir, riding from the hills to the beach, snorkel the shallow Seacliff Reef, nature walk to a drumming circle, kayaking the dolphin sanctuary, snorkelling the deep Port Noarlunga Reef, riding from the city to the sea and finishing on a part of the Heysen Trail overlooking the Waitpinga Cliffs. Explore SA has an aim of reaching youth facing a social disadvantage to experience the beautiful scenery that South Australia has to offer. Our programs are targeted to deliver and	Reclink Australia is a community organisation committed to inclusion and equality for all. They value and recognise the importance of diversity, and are committed to creating an environment where all people are able to enjoy the same rewards, resources and opportunities. Reclink in South Australia currently have partnered with 50 youth specific organisations and agencies.	Grant funding requested \$10,000 Total project cost - \$20,000

				develop life changing opportunities for people experiencing mental health illness, domestic violence, social isolation, addiction, homelessness, and long-term unemployment. We want to create a South Australian program for people facing a social disadvantage to build confidence, break down barriers, be mindful in every moment, have support, and to work together as a team. Helping people to see that they are valued, have a purpose and are worthy of greatness.	This project would be held at various locations across the City of Marion and beyond.	
9	Reclink Australia	Reclink Youth - A sport, arts and recreation program with links to employment pathways.	86.5	Reclink Youth within the City of Marion will work alongside key youth stakeholders to enhance the lives of young people experiencing disadvantage or facing significant barriers to participation, by providing new and unique sports, arts/recreation programs and pathways to employment opportunities. Reclink programs will be run in collaboration with community and welfare agencies based in City of Marion. Agencies canvass all options with their clients and we respond accordingly. Managing the programs their clients identify as of most benefit to them in their current circumstances. A key focus will be the engagement of youth at risk who are homeless; have a disability or mental health issue in a range of adventure based activities. Including Mountain Bikes Riding, Kayaking, Snorkeling, Nature Walks, Drumming, Yoga and Mindfulness, Archery, Surfing, SUP, Self Defence, Fitness, Scuba Diving, and many more. Most of these programs are out of reach for our target groups due to poverty lack of access transport cultural issues family dysfunction and other barriers. In the past the vast majority of people we have engaged locally had little or no community connection before joining Reclink.	Reclink partners with Not For Profit organisations and agencies to provide opportunities for young people. They provide sports and recreation opportunities to build community, build teams, and partnerships in an ongoing journey whilst connecting and referring to other agencies and supports. Rec Link are a voice in the sports participation space and would act as an advocate and conduit between disadvantaged communities, sporting clubs, state sporting associations, recreation facilities, and programs where physical activity can be undertaken. This applicant would if successful work with an agency that has been identified as most in need. Current data would be used to determine this.	Grant funding requested \$10,000 Total project cost - \$20,000
10	Flinders University, New Venture Institute	Be Your Own Boss - a design thinking and entrepreneurial program.	85.5	Be Your Own Boss project consists of two activities that aims to cultivate design thinking skills and entrepreneurial mindset. The target recipients will be aged between 18 - 25 years old, from the City of Marion. Venture Dorm is a pre-accelerator program that aims to take a product or service from an idea to market validation in 8 weeks. The scholarship provides 5 young people the opportunity to learn entrepreneurial skills that they can use to create a business to solve important issues affecting the community and create self-employment opportunities. Participants of the workshop will be eligible to apply to this scholarship, should they develop an idea from the session. Venture Dorm develops other skills such as public speaking as they learn how to succinctly pitch their ideas and networking skills as we connect them to our start-up ecosystem.	Flinders New Venture Institute (NVI) has been successful in previous grant rounds, providing 9 Venture Dorm scholarships to young people from the City of Marion. This project would be held in the Flinders New Venture Institute precinct.	Grant funding requested \$8,975 Total project cost - \$21,184
11	Junction	Dungeons & Dragons - an online group.	85.25	Dungeons & Dragons Games Night is an online gaming group that has been developed to target loneliness and mental wellbeing among the youth in the Marion area. With Covid-19 severely impacting our ability to connect and socialize, the online game will deliver a regular and controlled platform for our youths to connect, interact and remain engaged with the prospect of going into further lockdowns. The project incorporates a community-led facilitator to run the weekly group online, which will consist of youth players aged	Junction is a leading provider of a wide range of community support services and quality housing. They operate under the principle that all people have value regardless of their life circumstances, and aim to strengthen lives and communities by providing aspirational intentions for all people. This is an online group supported by Junction administration.	Grant funding requested - \$6,500 Total Project Cost - \$6,500 and additional in-kind support

				sixteen and above. Junction will actively support the implementation of this group, provide regular check-in's and support to the facilitator, provide marketing, record data, and respond to all inquiries and requests to ensure that the group is successful. This project will target loneliness and benefit the wellbeing of our local youths by (i) appealing to youth trends by utilizing an accessible and appealing online platform, (ii) providing a safe and controlled environment that has the capacity to continue during lockdowns, and (iii) increasing community networking and engagement opportunities between like-minded peers		
12	YMCA Youth and Family Services	DRUMBEAT - A therapeutic drumming program.	84.75	DRUMBEAT is a world leading, evidence based, therapeutic drumming program and the YMCA are excited to offer an opportunity for Young People in the City of Marion Council area to participate in this program and build their resilience through rhythm. Hosted in the Youth Zone of the Marion Leisure and Fitness Centre, the DRUMBEAT program will be run as weekly hour-long drumming sessions in the evening for 8 consecutive weeks during school term time. DRUMBEAT is a structured learning program that incorporates music, psychology and neurobiology to support the social and emotional development of participants in a fun, safe and inclusive environment.	The location of the program in the Youth Zone at the Marion Fitness and Leisure Centre, allows for accessible out of school hours programming to occur in a public community setting. After hours program open to all young people in the City of Marion.	Grant funding requested - \$6,000 Total project cost - \$10,000
13	Islamic Society of South Australia	A photography project and exhibition	80.25	A photo gallery that pays homage to our unsung heroes in the face of Covid-19 pandemic. This initiative allows youths to showcase their perspective in promoting kindness and empathy towards our essential workers. This project provides ample opportunities to empower youths to display their ideas or thoughts in a photographic setting through their meeting or conversation with an essential worker. This breaks down barriers and promotes cohesiveness amongst the community within City of Marion. We want to use this gallery as a platform to recognise the sacrifices that an essential worker had to fulfil to ensure the safety of our community during Covid-19 restrictions or lockdowns. Additionally, selected youths will be the ambassadors for this exhibition; projecting their voices towards this cause. Up to 80 photos will be displayed at Westfield Marion Shopping Centre and projected in another location on the day of the launch. 3 of the photos will be selected as winners while 5 more will be on consolation prizes.	The Islamic Society of South Australia is a not for profit organisation that promotes intercultural understanding between communities in South Australia. The organisations focus is on creating programs and events that address the needs of the community. This would be held in the community centre at the Mosque on Marion Road with the exhibition at Westfield Marion.	Grant funding requested - \$8,000 Total project cost - \$17,550
					Total Grant Funding Requested	\$119,275

YOUTH DEVELOPMENT GRANTS GUIDELINES



VOICE IT! CREATE IT! DO IT!

YOUTH DEVELOPMENT GRANTS GUIDELINES



Introduction

The **purpose** of the City of Marion Youth Development Grants is to support not-for-profit groups to deliver exciting, well-managed and relevant projects, programs and activities whilst strengthening connections for young people in our community.

Applications should reflect and support the following reports and policies:

- City of Marion [Youth Engagement and Consultation Report](#) key findings.
- City of Marion [Community Vision](#) and [Strategic Plan](#).
- City of Marion [Equity, Access and Inclusion Policy Statement](#).

Applications are invited from organisations with the expertise and local knowledge to provide diverse and inclusive opportunities that are accessible as possible for all groups, including people of various genders, ages, sexuality, cultural backgrounds, religious beliefs and those living with disability.

Support with your application

Applicants are strongly encouraged to refer to the Grant Guidelines and the document links above BEFORE considering an application. Due to the competitive nature of the program, all potential applicants are invited to attend the Youth Development Grants Information Session or to contact the Youth Development Officer to discuss their project to ensure it meets requirements, before submitting an application.

Youth Development Officer:

Phone 08 8375 6600 or email council@marion.sa.gov.au (using the subject title 'Youth Development Grants').

All information relating to City of Marion grants including key dates and previously successful recipients can be found on the City of Marion [Website](#) and our Youth Development [Facebook](#) page.

Applications are prepared using our online application tool, where you can complete and submit your [Application Form](#).

To be eligible

- Applications are encouraged from incorporated not-for-profit organisations and groups.
NOTE: Groups that are not incorporated need an incorporated body that is willing to accept the funds on behalf of the non-incorporated body and accept responsibility for the funding of the project.
- Applications must include completed financial information and necessary quotations.
- Schools/educational institutions are eligible to apply, provided they can demonstrate:
 - The project is delivered OUTSIDE of normal school hours, this includes external facilitators conducting programs and activities within schools.
 - The project is meeting an identified need that is not limited to the school environment and demonstrates how the project will have benefits to the wider youth population.
 - The project does not form part of the core business of the Department of Education and Child Development.
 - Alternative funding sources for the project are not available from the Department of Education and Child Development.

The following will make an application ineligible

- Funding for individual, private, political or commercial enterprise or activities.
- Fundraising or sponsorship (may be eligible through our Donations and Sponsorship Grants).
- Ongoing operational costs, core business, salaries or costs not directly related to project delivery.
- Payment for facilitators/instructors (unless it is clearly demonstrated that required expertise cannot be sourced internally).
- Projects that duplicate an existing or similar project within the community (need already being met).
- Projects implemented outside of the City of Marion council boundaries (unless the activity clearly demonstrates significant benefits to the participants, being City of Marion's young people).

YOUTH DEVELOPMENT GRANTS GUIDELINES



- The project has commenced or retrospective funding (money spent before a grant is approved).
- Funding for academic research or conference costs, interstate or overseas travel.
- The organisation has an outstanding acquittal or debt owing to Council. *Please note this does not apply to organisations that have a loan with Council and are complying with the repayment terms.*

Ineligible applications will not progress to the assessment stage.

Funding

- Applicants may apply for funding up to \$10,000.00.
- Applicants may apply for more than one grant by submitting a separate application for each project, demonstrating clear distinctions between the projects.
- Multi-year Grants:
 - Applicants may apply for ongoing funding for up to three years of annual project delivery, subject to criteria being met.
 - We strongly encourage multi-year grant applicants to discuss their project with the City of Marion's Youth Development Officer BEFORE applying for multi-year funding.
 - To apply for multi-year funding, your organisation will need to have delivered a previously funded City of Marion Youth Development Grants project and:
 - demonstrated success in meeting the City of Marion's grant outcomes
 - submitted complete, accurate and timely acquittals and reports
 - Following the completion of a multi-year grant project, recipients will not be eligible to reapply for a Youth Development Grant for a period of 12 months.

Grant Objectives

Applicants should consider the following:

- Establish and undertake projects or activities that align with the
 - City of Marion Youth Engagement and Consultation Report's key findings
 - City of Marion Community Vision and Strategic Plan
 - City of Marion Equity, Access and Social Inclusion Policy statement.
- Initiatives, programs or services that focus on the following will be highly considered:
 - are delivered by organisations that have existing youth development expertise.
 - are addressing an identified need.
 - develop opportunities for youth participation and citizenship which promote the health and wellbeing of young people.
 - organisations that contribute their own in-kind resources to the project and encourage opportunities for volunteering.
 - demonstrate inclusivity and accessibility to the wider community where possible.
 - demonstrate evidence of youth engagement in the design, planning and delivery of the project, where possible.
 - demonstrate environmental responsibility by the organisation/group, where applicable, eg: policies or practices in place relevant to recycling, single use plastics etc.

Suggested Focus Areas

- Strengthening Youth Engagement and Participation
- Creating Safe, Inclusive and Welcoming Spaces
- Developing Creativity through Arts and Culture
- Valuing Nature and Environmental Sustainability
- Skill Development and Leadership
- Special Events and School Holiday Programs

YOUTH DEVELOPMENT GRANTS GUIDELINES



How are applications assessed?

The City of Marion reserves the right to provide funding at its sole discretion, however in order to assess applications the following process will be undertaken:

- Applications will be assessed and scored against grant guideline criteria.
- Applications will be assessed and scored against Youth Development grant objectives.
- Applications will be assessed and scored against the City of Marion's identified reports and policies listed throughout the guidelines.

Please note that meeting the eligibility criteria alone does not guarantee funding. The Youth Development Grants Program is highly competitive with a budget limit. The decision to award a grant is made by Council and the decision of Council is considered final.

Financial reporting and project evaluation

Applicants will be required to submit a Report and Acquittal Form online. The form is due one month after the completion of the project or 13 months from the funding date, whichever is earlier. Evidence of expenditure must be provided – **all receipts must be attached to the acquittal.**

The Acquittal Statement verifies that the grant funding has been spent in accordance with the project budget provided in the application form. Final acquittal of the grant requires a statement of income and expenditure for the project as well as evaluation documentation. The Evaluation Form provides valuable feedback to the City of Marion on how your project and community have benefited from the Youth Development Grants Program. (including **photos** of your project/activity will be appreciated).

Successful applicants are required to comply with terms and conditions included in the application form.

11.3 Rescission Motion - LED Street Lighting

Report Reference	GC211123R11.3
Originating Officer	Chief Executive Officer – Tony Harrison
Corporate Manager	N/A
General Manager	N/A

REPORT OBJECTIVE

Pursuant to Regulation 21 of the Local Government (Procedures at Meetings) Regulations 2013, the CEO may submit a report to Council recommending a rescission motion.

This report has been submitted to progress the matter of the LED street lighting project and to seek endorsement to further the transition of LED post top streetlights.

REPORT HISTORY

Report Reference	Report Title
GC210127P02	Petition – Street Lighting – Dover Gardens
GC210209M01	Rescission Motion – Street Lighting – Dover Gardens

EXECUTIVE SUMMARY

At the 9 February 2021 General Council Meeting Council resolved (GC210209M01):

That Council:

- 1. Council notes the petition.***
- 2. No further action be taken in regard to the removal of the heritage post top fittings across the City of Marion.***
- 3. Council researches the approval of a replacement SAPN approved LED Luminaire and fits as soon as approved by SAPN if within existing budget.***
- 4. The head petitioner be notified of Council's decision.***

Pursuant to Regulation 21, a CEO may submit a report to Council recommending the revocation or amendment of a resolution passed since the last general election of the Council.

The CEO must ensure that the report is placed on the agenda for the meeting at which the report is to be considered.

Since this resolution was passed, SA Power Networks (SAPN) has advised that the heritage post top fitting retrofit kits are not supported. Staff have liaised with each of the Ward Elected Members to discuss several options to progress the changeover of streetlights to LEDs where we can.

An outline of the preferred streetlighting LED upgrade options by Ward is provided in Attachment 1. Ward Members have been advised of this methodology between March and May 2021. To date no adverse comments have been received.

The upgrade of street lighting to LED luminaires has provided a number of benefits to residents including improved lighting quality, reduction of carbon emissions and cost savings.

RECOMMENDATION

That Council:

- 1. Rescinds point 2 from the resolution of Council made on 9 February 2021 (GC210209M01) regarding Street Lighting – Dover Gardens**
 - a. No further action be taken in regard to the removal of the heritage post top fittings across the City of Marion.**

And that Council resolves the following:

That Council:

- 1. Endorses the street lighting post top upgrades within each Ward as follows (further detail of the scope is included in Attachment 1):**
 - Coastal – change over 7 old post top lights to an outreach and LED fitting, notifying residents directly impacted.
 - Mullawirra – change over 20 outreach LED fittings to Kensington post top LED fittings, notifying residents in each of the streets where streetlights are changed over.
 - Southern Hills – change over 15 old post top lights to an outreach and LED fitting at Paul Court, O'Halloran Hill; Craig Avenue, O'Halloran Hill and Bayley Circuit, Trott Park, notifying residents directly impacted. Consult residents to either retain or change over the existing lights from heritage post top light to the outreach and LED fitting at Hallett Cove Heights, Trott Park (Lucy Court) and Sheidow Park, and implement the feedback of the majority.
 - Warracowie – retain existing heritage fittings, noting that when they fail, SAPN will replace the old fitting with a new Kensington LED fitting at SAPN's cost.
 - Warriparinga – change over 30 old post top lights to an outreach and LED fitting in Mitchell Park and Clovelly Park, notifying residents directly impacted. Consult with impacted residents in Darlington to either retain the existing lights or change over the old post top fittings to new outreach LED fittings, and implement the feedback of the majority.
 - Woodlands – no outstanding post top streetlights remain.
- 2. Notes that the above streetlight upgrade will address all remaining streetlights under Council's original LED streetlight conversion business case.**
- 3. Approves funding of up to \$46k for installation of the above street lighting strategy to be allocated from 'Other Infrastructure' 2022-23 capital works budget.**

DISCUSSION

The City of Marion has changed over 8,134 old inefficient streetlights to new LEDs. This has resulted in a 125,641kWh reduction in monthly energy consumption and \$468k savings per annum.

At the General Council meeting held on 27 January 2021, Council considered three options in response to a Petition received from residents at Dover Court, Sherbourne Terrace and Hampton Court, Dover Gardens. At the time, Council resolved to proceed with removal of the existing post top heritage lights and replacement with a new outreach fitting and LED luminaire.

At the General Council meeting held on 2 February 2021, Council rescinded the previous Motion from the January meeting and resolved that no further action be taken in respect to the heritage post top fitting across the City of Marion. Following the Council resolution, SAPN were instructed to cease any further changeover of post top streetlights. In addition, it was also resolved that Council researches the approval of a replacement SAPN approved LED luminaire and fits as soon as approved by SAPN if within existing budget.

At the commencement of the post top streetlight transition project, our records indicated that there were 940 post top lights in the City of Marion, of these, 550 post top lights have been changed over to the outreach fitting and LED luminaire. There are 272 standard post top lights and 118 heritage post top lights remaining.

Staff have liaised with each of the Ward Elected Members to outline the number of post top streetlights remaining to be changed over in each of the wards. A number of options for changing over streetlights have been considered and the preferred options are outlined in Attachment 1. Ongoing discussion has continued with SAPN to respond to the Elected Member preferences for each of the wards.

Staff have requested SAPN consider a retrofit kit for the heritage post top streetlights to upgrade the old mercury vapour luminaire to a new LED luminaire. SAPN has advised that the heritage retrofit kits are **not** supported as there are too many risks involved from a technical and commercial perspective in comparison to their current approved standard LED luminaires. At this stage SA Power Networks will not be pursuing the retrofit kit for LED upgrades for old heritage post top luminaires.

Budget

To continue the transition of old streetlights to new LEDs, \$285,766 has been carried over from last financial year. The cost to change over streetlights in accordance with Attachment 1 is a minimum of \$73,351.60 up to a maximum of \$331,741.60 if all the post top conversion to LED are requested by residents.

Consultation

Residents in Darlington, Sheidow Park and Hallett Cove (east of Lonsdale Road) will be consulted to find out if they support the remainder of these areas be upgraded to the LED fittings.

ATTACHMENTS

1. Proposed Street Lighting Upgrades [**11.3.1** - 2 pages]

Proposed Street Lighting Upgrades

Ward	Scope of Works	Consultation	Estimated Cost
Coastal	Change over 7 remaining old post top lights to outreach and LED fitting.	Notification to those residents directly impacted.	\$5,670
Mullawirra	Change over 20 outreach LED fittings to Kensington post top LED fittings. Note that SAPN did not support the reuse of old heritage fittings.	Notification to residents in each of the streets.	\$50,671.60
Southern Hills	Change over 15 old post top lights to an outreach with LED at Paul Court, Craig Avenue, and Bayley Circuit. Seek the views of residents to either retain or change over the existing lights from heritage post top light to the outreach and LED fitting at Hallett Cove Heights, Trott Park (Lucy Court) and Sheidow Park.	Consultation with residents including the entire street.	Outreach and LED \$12,150 Sheidow Park, Trott Park and Hallett Cove, worse case \$238,950
Warracowie	Retain existing heritage fittings, when they fail, SAPN will replace the old fitting with a new Kensington LED fitting. There are 13 old heritage post top fittings in Dover Gardens.	Nil	Nil
Warriparinga	There are three distinct areas where post top streetlights remain, namely at Darlington (24), Mitchell Park (3) and Clovelly Park (3). The post top light fittings in Mitchell Park and Clovelly Park can be changed over to an outreach fitting and LED luminaire. Consultation will occur with residents in Darlington to seek their	Notification to those residents directly impacted at Clovelly Park and Mitchell Park. Residents at Darlington will be consulted to either retain the existing lights or change over the lights to the outreach and LED Luminaire.	Clovelly Park \$2,430 Mitchell Park \$2,430 Darlington worse case \$19,440

	views to change over the old post top fittings to new outreach LED fittings.		
Woodlands	Nil – there are no outstanding post top streetlights in the Woodlands Ward	Nil	Nil

11.4 Community Safety Inspectors - Hours and Service Levels

Report Reference	GC211123R11.4
Originating Officers	Stephen Zillante - Acting Unit Manager Community Health and Safety Caroline Corston – Team Leader Community Safety
Corporate Manager	Manager Development and Regulatory Services - Warwick Deller-Coombs
General Manager	General Manager City Development - Ilia Houridis

REPORT HISTORY

Report Reference	Report Title
EMF210921R1.3	Community Safety Inspectors Service Levels
GC200526R11	Community Safety Team Proactive Activities Quarterly Report

REPORT OBJECTIVE

To inform Elected Members about the services provided by Council's Community Safety Inspectors during the FY 20/21 period, and to propose an expansion to the after-hours service.

EXECUTIVE SUMMARY

- At the Elected Member Forum in September 2021, a review of the Community Safety Team's activity over FY 20/21 was presented and discussed. Elected Members also discussed the possibility of expanding the after-hours service.
- The CSI Team saw an increase in customer events and expiation enforcement over the FY 20/21 compared with the previous year; this is however down from FY 18/19 due to COVID-19 impacts and increased public awareness resulting from proactive CSI Team measures.
- The current after-hours service responds to high-risk matters, with lower risk matters left to the CSI Team to follow up the next working day. Under the present arrangement, approximately 1 in 5 after-hours requests received are followed up the next working day.
- There is scope to expand the after-hours service to increase the range of matters that can be dealt with after-hours. An expanded service could increase community safety, improve service levels and result in more after-hours compliance by the community.
- An expanded after-hours service would cost approximately an additional \$20,000 p.a.
- Council is requested to consider an expansion to the after-hours community safety service.

RECOMMENDATION

That Council:

1. **Notes this report.**
2. **Expands the after-hours community safety service to include attendance and investigation of local nuisance and illegal parking matters.**
3. **Allocates \$20,000 (on a pro-rata basis) for the remainder of 2021/22 to the after-hours CSI service as part of Council's 2nd Budget Review Process, and fund \$20,000 per year on-going (indexed) thereafter.**

BACKGROUND

In 2019, a service review was undertaken into the activities of the Community Safety Inspectorate (CSI) Team with findings presented to Council in May 2020. Council resolved to reinstate 0.5 FTE to the CSI Team, primarily to cater for an increase in local nuisance complaints. Council also resolved to maintain existing after-hours service levels and requested a series of targeted activities to reduce ongoing complaints by the community.

Elected Member Forum

Council requested a review of the Community Safety Team's activity over the FY 20/21. A detailed analysis was presented to Members at the Elected Member Forum on 21 September 2021, including a summary of overall activity and statistical breakdown of action items.

Some of the key outcomes/findings over the FY 20/21 period include:

- In FY 20/21, the Community Safety Team handled 7,371 customer events (up from 6,045 in 19/20) and raised \$709,000 in revenue from 7,173 expiation notices.
- Parking offences and dogs continue to be the main source of customer enquiries and complaints (including expiation appeals), comprising approximately 50% of customer events received.
- There was an increase in customer events responded to in FY 20/21 and an increase in the proactivity of the team.
- There was an increase in expiation enforcement and associated revenue in FY 20/21, although this is down from FY 18/19 with COVID-19 largely attributable.
- There has been an 11% increase in local nuisance complaints in FY 20/21 compared to the previous 2 years. Since the introduction of local nuisance legislation in 2017, an average of over 600 local nuisance complaints are received annually.
- A number of positive outcomes were achieved as a result of a proactive approach to animal management and parking matters.
- The number of reported after-hours incidents for the Community Safety Team decreased in 20/21. Approximately 1 in 5 after-hours incidents were not actioned until the next business day due to present after-hours arrangements.

The possibility of expanding the service to extend the range of matters that can be dealt with after hours was discussed and members were supportive of this approach.

DISCUSSION

Current Priorities

The Community Safety Team undertake a range of legislative duties that makes the city safer and more welcoming (in line with Council's *Community Vision - Towards 2020*). This includes working with the community daily to manage and resolve community safety issues.

The Community Safety Team is authorised to manage and enforce the following main service areas:

- Animal management
- Parking management, including dealing with abandoned vehicles
- Local nuisance and litter control, including unsightly premises and collecting discarded syringes and needle sharps
- Fire prevention
- Council By-laws.

The above areas are managed and prioritised using a risk-based approach, with immediate public safety matters (such as dog attacks and syringes) given priority.

The Community Safety Team also undertake a range of proactive measures aimed at educating the community and reducing the number of offences committed. A summary of the proactive activities and key achievements of the team over the past year are included as "Attachment 1."

Service Standard

The CSI team consists of 6 x full time Community Safety Inspectors.

In May 2020, Council endorsed the current service standard of:

- Monday - Friday 8am - 6:30 pm; available for all service areas
- Saturdays from 8am - 5:30 pm; primarily parking matters at Westfield Marion and response to urgent priorities
- Outside of the above hours Council's private contractors, AIG Security, manage the community safety service (CSI staff may also work outside these hours in exceptional circumstances with Manager approval).

Current After-Hours Service

For after-hours customer service, Council contracts a company (Oracle) to take phone calls and messages. Areas not serviced by Council are directed to the most relevant authority (e.g. SAPOL).

Customer Experience Team, Operations Team and the CSI Team provide feedback to Oracle and review/revision of the "Script" provided to Oracle in relation to CoM matters.

Calls that are relevant to the Community Safety Team are transferred through to Council's private contractors, AIG Security or messages taken for next day service.

Currently AIG Security provide an active service to:

- Respond to dog attacks
- Collect discarded syringes
- Collect contained dogs wandering at large.

AIG do not presently respond to requests relating to:

- Local nuisance (noise and dust)
- Illegal parking
- Wandering and lost dogs (not contained by the public)

For matters not responded to by AIG, a customer event is created and then actioned by the CSI team on the next working day. Council is charged a minimum 3-hour call out rate per matter responded to, irrespective of the time taken action the matter. The rate was negotiated as part of a joint procurement arrangement with the City of Charles Sturt. Further details of this arrangement are provided later in this report. The following table (1) shows the total number of requests received by the after-hours telephone service regarding Community Safety Inspector services:

	Number of after-hours Community Safety requests received	Number of requests actioned at the time by AIG staff	Number of requests actioned next business day by CSI staff
2018/19	512	431	81
2019/20	308	240	68
2020/21	341	276	65
Average	387	316	72

The 65 after-hours community safety requests followed up the next business day in 2020/21 include reports about bees and snakes on Council property, illegal parking, noise/dust complaints and wandering lost dogs (only contained dogs are actioned).

Future After-Hours Service

There is an opportunity to expand the after-hours service to extend the range of matters dealt with after hours.

An expanded service can cover parking and local nuisance issues and could be a simple way to reduce the number of events followed up on the next working day and provide residents with a more immediate response.









This could also assist the CSI team in investigation of on-going/repeat matters, mainly related to local nuisance. It would allow evidence gathering at the time of the event thereby improving Council's chances of successful enforcement action.

An expanded service could increase community safety, improve service levels and potentially lead to an increase in after-hours compliance by the community.

The key changes between the current and expanded service could include:

- Scope for attendance to local nuisance noise matters such as construction noise, animal noise and residential noise complaints (e.g. air conditioners, power tools). Does not include loud music/gatherings which are handled by SAPOL.
- Attendance to other local nuisance complaints such as dust and smoke.
- Attendance to and possible expiation of illegally parked vehicles.
- Scope for the after-hours contractor to investigate on-going local nuisance matters and gather evidence for the CSI Team (on as-needed basis) for animal noise, residential noise, dust and smoke investigations.
- Potential for staff to negotiate for parking patrols to occur within the 3-hour call out window (e.g. if call out complete after 1 hour, a 2-hour parking patrol could be undertaken).
- Presently, the after-hours service does not attend to wandering dog matters due to the low probability of dogs being located, given travel time. There is potential to negotiate for wandering dogs to be investigated where the contractor is in the immediate area i.e. attending a nearby callout.

Table 2 below illustrates the differences between the current service and an expanded after-hours service model:

Table 2: Summary of current and expanded community safety matters after-hours service			
	Current Service	Expanded Service	Notes
Respond to dog attacks			No change proposed.
Collection of contained dogs (contained by member of public)			No change proposed to service. If dog is contained at an address, contractor to scan dog and return to owner where possible. If owner not located the dog is taken to RSPCA.
Collection of wandering (uncontained) dogs	X	Possible in some cases	Currently no attendance to dogs wandering streets - considered unlikely dog can be located given travel time. Potential for contractor to collect dogs when in the vicinity. Alternatively CSI team to follow up next business day.
Syringe collection			No change proposed.
Local nuisance matters (noise, dust, smoke, other)	X		Scope to assist CSI Team in evidence gathering for on-going matters (e.g. after-hours monitoring/attendance).
Illegal parking	X		Investigation/expiation of illegally parked vehicles. Patrol of problem parking areas during 3-hour callout window. This will depend on travel time/location of contractor at time of the alleged offence.

Council is charged a set rate per after-hours call out. The rates are based on a minimum 3-hour per call out plus vehicle expenses. Rate costs are not provided in this report due to being commercial in confidence but may be provided at Council's request.

The rates are consistent with general labour award arrangements across the sector. The rate was recently market tested through an open tender process as part of a joint procurement arrangement with the City of Charles Sturt and is considered reasonable.

Should Council elect to expand the after-hours service, staff intend to further explore options to either re-negotiate rates and/or seek an additional level of contractor effort for the minimum 3 hours being paid.

Table 3 below provides a cost estimate for expansion of the after-hours service. The table considers the cost in covering immediate attendance to parking and local nuisance issues, as well as assisting the CSI Team in after-hours monitoring/evidence gathering for on-going investigations.

Table 3: Current allocated budget v costs of expanded after hours service		
	Current budget allocated	Cost of expanded service
Weekday	\$17,000	+ \$6,000
Saturday	\$19,000	+ \$6,500
Sunday/Public Holiday	\$21,000	+ \$7,500
Total Cost	\$57,000	+\$20,000

The costs have been calculated based on the average number of requests received over the past 3 years, including the number of requests currently left to the next business day.

Staff estimate that an expanded after-hours service would cost an additional \$20,000 p.a. This can be budgeted for via adjustment in the December budget review. Some additional revenue can also be anticipated from additional parking expiations, which may offset some of this cost.

CONCLUSION

The CSI Team has experienced an increase in the number of complaints received over the past year. The number of local nuisance complaints received since the inception of new legislation in 2017 now averages around 600 per year.

An expanded after-hours service could increase community safety, improve service levels and result in more after-hours compliance by the community. The cost of expanding the service is considered reasonable given the value this will provide to Council and the community.

It is recommended that Council consider expanding the after-hours service to include local nuisance and parking matters.

ATTACHMENTS

1. Attachment 1 Proactive activities and key achievements of the CSI Team [11.4.1 - 1 page]

Attachment 1: Proactive activities and key achievements of the CSI Team in FY 2020/21

Proactive Activities

The Community Safety Team undertake a range of proactive activities aimed at reducing the number of offences committed, educating the community and improving levels of community safety.

Some proactive activities are undertaken on a regular basis (such as parking patrols) and others are undertaken on a cyclical basis (such as fire prevention and overdue dog registrations). Some of the key activities undertaken over the past year include:

- CSI staff conducted a high level of monitoring and enforcing parking offences near schools.
- CSI staff proactively monitored and enforced parking offences near and at sporting ovals on a Saturday during sports seasons (when not affected by COVID-19 restrictions).
- CSI staff conducted a high level of monitoring of bicycle lanes, focusing on areas subject to regular complaints.
- The increased proactive monitoring of schools and near sporting ovals contributed to the 200 additional expiations for breaches of the Australian Road Rules in FY 20/21 (2,374 total).
- Increased parking patrols of Westfield Marion during busy periods such as school holidays and Christmas.
- CSI staff held Council's first greyhound off-leash event in May at the Trott Park Dog Park, which drew praise from the Dog and Cat Management Board and members of the community.
- CSI staff began following up 2033 overdue dog registrations in September 2021. This saw the team make over 2000 phone calls to dog owners in September, and 831 door knocks in October. This has seen the number of unregistered dogs reduce to 440.
- Fire prevention: in November of each year, the CSI team writes to owners of vacant blocks advising land clearance is required for fire prevention. Sites are then inspected in November of each year and notices issued for non-compliance. Approximately 700 sites are inspected and 50 notices issued annually as part of this process.
- The CSI Team proactively "check in" on all dogs that have control orders on them, to ensure compliance.
- Educational letters were sent to builders reminding them of construction noise restrictions.

Key achievements

In addition to the positive results reported as part of the proactive approach above, some key achievements to highlight include:

- A community safety "blitz" on illegal parking and out of hours construction noise in the Tonsley precinct; this has resulted in a reduction in the number of complaints in the area.
- The successful resolution of an on-going unsightly/hoarding matter at a residential property in the council area. After an extensive negotiation and enforcement process, the land has been cleared and staff continue to work with the owner to ensure the property is maintained to a reasonable standard.
- An illegal parking "blitz" around Westminster and Forbes Schools; this has seen a reduction in the number of complaints received and positive feedback from local residents.
- The Community Safety Team has worked with Council to develop new By-laws/processes aimed at containing cats, reducing dumped shopping trolleys, reducing animal noise and restricting use of moveable signs.

11.5 Marion Cultural Centre - 21 Year Celebration

Report Reference	GC211123R11.5
Originating Officer	Unit Manager Cultural Facilities – Tyson Brown
Corporate Manager	Manager City Property - Thuyen Vi-Alternetti
General Manager	General Manager City Development - Ilia Houridis

REPORT OBJECTIVE

The purpose of this report is for Council to consider three options to celebrate the 21st birthday of the Marion Cultural Centre (MCC) within the 22/23 financial year business planning process.

EXECUTIVE SUMMARY

The Marion Cultural Centre (MCC) was officially opened on 23 November 2001. In November 2022 it will be its 21st Birthday and it is proposed to offer a range of cultural experiences to celebrate this milestone with community.

An internal working group consisting of council staff from various teams and workers from within the MCC have developed 3 options for Council's consideration. These would be delivered by the different functions of the building showcasing the venue and the services. This includes the Gallery, Library, Theatre, Café and Plaza.

It is proposed to promote all events and activities throughout the year with greater intensity whilst creating a calendar showcasing 21 key cultural experiences throughout the 21st year of operation being 23 November 2022 to 22 November 2023.

The three options (A, B and C) increase in quantity of experiences offered. All options include:

- 100 person VIP event
- Author talks and workshops
- Visual art talks and workshops
- Performing arts performances

Option B and C include outdoor events in the plaza 10am to 10pm with a festival vibe incorporating a circus tent with family and adult performances, roving entertainers and food trucks. Option B has 1 x day and C has 3 x days.

Each of the three options include a budget for FREE for all experiences or an estimated income should council seek to charge for performing arts shows in the Domain Theatre.

The maximum cost for each option includes:

- Option A: \$21,000
- Option B: \$61,519
- Option C: \$129,557

RECOMMENDATION

That Council:

- 1. Endorses option X at a maximum cost of \$XXXXXX to celebrate the 21st Birthday of the Marion Cultural Centre for consideration as part of the annual business planning process for 2022-23.**

GENERAL ANALYSIS

On 23 November 2001 the Marion Cultural Centre was officially opened. Staff from across council including Libraries, Community Connections, Marion Cultural Centre, Gallery M and Communications and Events teams had been planning towards a 20th Birthday celebration. Conversations with the Mayor, Elected members and working group prioritised working towards a 21st celebration due to ongoing changes in health restrictions and to provide the option to link the celebrations with plaza upgrade works.

Three options have been created all incorporating a calendar of 21 cultural activities throughout the 21st year being 23 November 2022 to 22 November 2023.

The 21 activities are scaled up in each option. All three options include a VIP invite only event either in the café as a cocktail event in option A and B or a scaled up option C incorporating an ambient art and 3 course dinner experience within a marquee on the plaza.

The working group will collaborate to brand all activities in the year delivered from the MCC (Gallery, Library, Theatre) as 21st Birthday activities and increase promotion of these to showcase the venue and its offerings more broadly.

As per appendix 1 there is the option to generate income through ticketing the performing arts experiences.

Brief description of the options below, note detailed description in appendix 1:

Option A

- VIP cocktail event for 100 invited guests
- 21 activities throughout the Birthday year 23 Nov 2022 to 22 Nov 2023
 - Activities in the Library, Gallery and Domain Theatre

Budget \$21,000 with 1 x free Domain Theatre event or \$16,800 with estimated income from a ticketed event.

Option B

- VIP cocktail event for 100 invited guests
- 21 activities throughout the Birthday year 23 Nov 2022 to 22 Nov 2023
 - Additional activities throughout the year including:
 - Library: Author talks, workshops
 - Gallery: Artists talks workshops
 - Performing arts / Music: performances in the Domain Theatre
 - Plaza Saturday event with 'Festival vibe' 10am – 10pm ie Circus tent in plaza with 15 x 15 min family friendly shows and 3 x evening shows, food trucks, roving entertainment etc.

Budget \$61,519 with 3 x free Domain Theatre events or \$48,919 with estimated income from 3 x ticketed events.

Option C

- VIP black-tie celebration in a fairy light lit marquee in the plaza for 100 invited guests.
- 21 activities throughout the Birthday year 23 Nov 2022 to 22 Nov 2023
 - Additional activities throughout the year including:
 - Library: Author talks, workshops
 - Gallery: Artists talks workshops
 - Performing arts / Music: Additional performances in the Domain Theatre

- 3 x Plaza Saturday events as per Option 2 Nov 22, July School holidays 2023, Oct 2023.

Budget \$129,557 with 4 x free Domain Theatre events or \$112,757 with estimated income from 4 x ticketed events.

Subject to project delivery an MCC Plaza upgrade opening event can be included within programming of Option B and C.

Ongoing communication with external stakeholders is required should building works be undertaken at SA Aquatic and Leisure Centre and or Westfield Marion shopping centre and programming around this will occur.

ATTACHMENTS

1. MCC 21st Birthday Celebration options budget [**11.5.1** - 2 pages]

Attachment 1

1. MCC 21st Birthday Celebration options budget:

Option 1	Expense	Income
Marketing and promotion	\$ 2,000.00	
VIP event (100 people)	\$ 13,000.00	
Visual art activities	\$ 2,000.00	
Literary activities	\$ 2,000.00	
Performing arts activities	\$ 2,000.00	\$ 4,200.00
TOTAL	\$ 21,000.00	\$ 4,200.00
incl ticket income	\$ 16,800.00	

Option 2	Expense	Income
Marketing and promotion	\$ 2,000.00	
VIP event (100 people)	\$ 13,000.00	
Visual art activities	\$ 2,500.00	
Literary activities	\$ 4,000.00	
Performing arts activities	\$ 15,000.00	\$ 12,600.00
Plaza outdoor activities	\$ 25,019.00	
TOTAL	\$ 61,519.00	\$ 12,600.00
incl ticket income	\$ 48,919.00	

Option 3	Expense	Income
Marketing and promotion	\$ 3,000.00	
VIP event (100 people)	\$ 21,000.00	
Visual art activities	\$ 4,500.00	
Literary activities	\$ 6,000.00	
Performing arts activities	\$ 20,000.00	\$ 16,800.00
Plaza outdoor activities	\$ 75,057.00	
TOTAL	\$ 129,557.00	\$ 16,800.00
incl ticket income	\$ 112,757.00	

2. Notes to budget

Option A

- Marketing and promotion
 - A 21st Birthday icon will be created and included on all existing print and electronic media throughout the year (November 2022 to November 2023).
 - Social media events will be created and paid promotion will occur for selected events and activities.
 - An E:calender of events will be created for the 21 events and activities.
- VIP event
 - An evening of cocktails and celebrations at the Marion Cultural Centre. Including a sit-down dinner with performances and sculpture/art installations.
 - Canapes for 100 people
 - Address from the Mayor + Welcome to Country
 - Choir performances
 - Long table
 - 6 – 9pm
 - Special birthday cocktail garnished with fruit/flowers from community gardens
- Visual art activities
 - Gallery M will engage key artists to deliver artist talks and workshops.

- Literary activities
 - MCC Library will engage a key author for a FREE talk within the Domain Theatre.
- Performing arts activities
 - Galleon Theatre Group.
 - An additional live music performance will be coordinated within our annual program. This will be a key artist whom has successfully performed at the Domain Theatre in the past 21 years.
 - Marion City Band.

Option B

- Marketing and promotion and VIP event
 - As per option 1
- Visual art, literary and performing art activities
 - As per option 1 with increased quantity
- Plaza outdoor arts activities
 - Engagement of external business to deliver 1 x Saturday 10am - 10pm to transform the MCC plaza into a festival type location. Circus tent with 15 x 15min family friendly shows (four rotating performers) running from 10am to 5pm. Outdoor dining with food trucks and roving entertainment by 3 different roving companies, 10 x 40 minute sessions. 3 x evening shows 6, 7.30 and 9pm with adult content Cabaret, Circus, stand up etc.

Option C

- Marketing and promotion
 - As per option 1
- VIP event
 - A black-tie celebration from within an ambient lit marquee in the plaza for 100 invited guests
 - Entrée, main and dessert for 100 people
 - Live painting by local artist
 - Roving entertainment
 - Address from the Mayor + Welcome to Country
 - Choir performances
 - Long table
 - 6 – 9pm
 - Decorations
 - Art experiences
 - Confetti cannons for the birthday
 - 21st cake – really pump up the 21st, fun, art theme
- Visual art, Literary and performing arts activities
 - As per option 1 and 2 with increased quantity
- Plaza outdoor arts activities
 - As per option 2 over 3 x Saturdays during the birthday year. Opening event in November 2022, July 2023 School holidays and October 2023.

11.6 MAB Circuit Tonsley - Partial Road Closure

Report Reference	GC21112311.6
Originating Officer	Land Assets Officer – Heather Carthew
Corporate Manager	Manager City Property - Thuyen Vi-Alternetti
General Manager	General Manager City Development - Ilia Houridis

REPORT OBJECTIVE

The purpose of this report is to seek authorisation from Council to commence the process for a road closure in accordance with the Roads (Opening and Closing) Act 1991 (the Act), for the transfer of 107 square metres of land at MAB Circuit Tonsley and to seek direction regarding payment of compensation to Council for the road closure land.

EXECUTIVE SUMMARY

Urban Renewal Authority (URA), the owners of land at Q625 in D127146 on MAB Circuit Tonsley and marked “335” on the attached Preliminary Plan (Attachment 1) (the Boiler House land) have requested that approximately 107 square metres of the road reserve on MAB Circuit and marked A on the attached Preliminary Plan (Attachment 1) (the Road Closure Land), is closed and merged with the Boiler House land for no monetary payment. URA will pay all costs related to the road closure and transfer of land.

Following the request, investigations were undertaken by Staff and it is recommended that Council takes the following actions:

- Commences the road closure process
- Enters into a Preliminary Agreement to transfer approximately 107 square metres of the road reserve to URA subject to successful completion of the road closure process

The transfer of the Road Closure Land will support the provision of car parking spaces in the Tonsley Precinct where there is currently a shortfall.

A map of MAB Circuit Tonsley is included as Attachment 2.

RECOMMENDATION

That Council:

1. **Authorises the commencement of the Roads (Opening and Closing) Act process to close approximately 107 square metres of MAB Circuit Tonsley adjacent Q625 in D127146 which requires:**
 - Preparation of a preliminary plan.
 - Preparation of a statement of affected parties and
 - Undertaking of public consultation.
2. **Notes that the closed road will be merged with the adjacent land at Q625 in D127146 being portion of the land in Certificate of Title Volume 6255 Folio 330.**
3. **Authorises the preparation and execution of a Preliminary Agreement with the current owners of Q625 in D127146 for the transfer of land subject to:**

- **The outcome and Council resolution as a result of the public consultation process; and**
 - **Successful completion of the road closure process.**
- 4. Notes that a report will be brought to Council for consideration of the outcome of the consultation under the Roads (Opening and Closing) Act 1991.**
- 5. Pursuant to Section 37(b) of the Local Government Act 1999 authorises the Chief Executive Officer to enter into and execute all documentation necessary to commence the road closure process.**
- 6. The transfer of land to the owners of Q625 in D127146 is to be:**
- **Exempt from the Disposal of Land and Assets Policy in all respects;**
 - **For no monetary consideration; and**
 - **Council will not seek valuations from a Licenced Valuer.**

GENERAL ANALYSIS

The Tonsley Development (Tonsley) is a major project owned by URA and managed by Renewal SA (RSA) as a staged development over a lengthy period of time.

As part of the ongoing development, roads and reserves are vested in Council for the provision of private and community facilities within Tonsley.

MAB Circuit is the main thoroughfare through Tonsley, from Alawoona Avenue (which connects from Marion Road) to Tonsley Boulevard (which connects to South Road) as shown on the attached plan (Attachment 2). It is understood that MAB Circuit was designed in 2013 and that it was vested in Council as a public road in 2018, from URA.

The Boiler House is of historical interest within Tonsley and is situated on MAB Circuit and marked 335 on the attached Preliminary Plan (Attachment 1), being portion of Q625 in D127146 in Certificate of Title Volume 6255 Folio 330. RSA have undertaken an Expression of Interest for the future development and use of the Boiler House.

The Expression of Interest for the Boiler House closed on 6th May 2021. The plans with the preferred proponent are progressing and it is anticipated that Renewal SA will make an official announcement in relation to the sale, development plans and timelines for the development in December 2021 or January 2022.

The Expression of Interest noted that development may incorporate hospitality, food and beverage or other catering offerings including restaurants and/or bars.

To support the proposed development of the Boiler House Land, in May 2021, RSA, through their Surveyors, requested that portion of MAB Circuit is closed and merged with the Boiler House Land. A copy of the formal request from RSA is attached (Attachment 3). Council is the relevant authority for the road closure.

Disposal of Land and Assets Policy

Adequate car parking is to be provided to support the proposed development of the Boiler House where there is currently a shortfall of car parking provisions site wide. To assist with the development, RSA has asked Council to close the Road Closure Land and to merge the Road Closure Land with the Boiler House Land.

To support the transfer of the Road Closure Land as a site wide approach, RSA have requested an exemption from Council's Disposal of Land and Assets Policy (the Policy) (Attachment 4). The Policy provides that "The Council will seek to dispose of land at or above current market valuation by whichever method is likely to provide the Council with a maximum return, unless there are reasons for the Council to accept a lesser return which is consistent with the Council's overall strategic direction. These reasons must be documented in writing." The Policy also provides that "If land is to be disposed of via a select tender or direct sale, then (unless the Council resolves otherwise) a minimum of two independent valuations must be obtained to ensure that an appropriate market value is obtained. The independent valuation must be made no more than 12 months prior to the proposed disposal."

There are two options Council could consider.

As the road originally vested in Council from URA at no cost to Council, it is recommended that the land is reverted back to URA for no monetary compensation to support the provision of additional car parking spaces within the Tonsley Precinct.

Upon completion, RSA will have invested \$253 million in the Tonsley Precinct. The road network has been designed and delivered by Renewal SA and subsequently transferred to Council at no cost.

The closure of this portion of MAB Circuit to provide additional car parking spaces for the Boiler House will have positive flow on effects for car parking site wide where there is a shortfall.

Alternatively, Council could decide that it requires payment of compensation as per the Disposal of Land and Assets Policy.

Based on the Valuer General's 2021 assessment, the estimated value of the Road Closure Land is \$6,364.00. Council's Disposal of Land and Assets Policy requires that two valuations are undertaken to provide a basis for the negotiations. Given the minimal estimated value of the land against the cost of two valuations, should Council require payment of compensation from URA, authorisation to negotiate compensation without obtaining two valuations is sought.

Should Council require payment of compensation the net proceeds will be paid to the Open Space Reserve Fund for the development of open space facilities as approved by Council.

Should Council determine to proceed on this basis, Item 6 of the Recommendations can be substituted with Items 6 and 7 below –

6. Authorises the Chief Executive Officer to negotiate payment of compensation to Council for the loss of land based on the current Valuer General's value
7. Notes that Council will not seek valuations from a Licensed Valuer

Road Closure Process and Transfer

To facilitate the transfer of land to URA and to merge the Road Closure Land with the Boiler House Land, Council needs to undertake a Road Closure Process under the Roads (Opening and Closing) Act 1991 (the Act) for the Road Closure Land.

If the road closure is successful, the Road Closure Land will be merged with the Boiler House Land.

The road closure process is subject to community consultation in accordance with the Act. The consultation will include notices being served on affected land owners and service authorities and notices to be published in the Government Gazette and The Advertiser newspaper.

All costs for the transfer of land and the road closure process will be paid by RSA.

A photo and an aerial image of the location is attached (Attachment 5) which shows that there will be no impact on the carriageway or amenity of the area as a result of the road closure.

Next Steps

It is recommended that Council authorises the commencement of the road closure process which includes public consultation and publishing of notices in the Government Gazette and The Advertiser.



Following the public consultation a further report will be presented to Council with the outcome and requesting a decision as to whether to proceed with the road closure and to merge the Road Closure Land with the Boiler House land.

ATTACHMENTS

1. Attachment 1 - Preliminary Plan [**11.6.1** - 1 page]
2. Attachment 2 - MAB Circuit Location Plan [**11.6.2** - 1 page]
3. Attachment 3 - Formal request from RSA [**11.6.3** - 1 page]
4. Attachment 4 - Disposal of Land and Assets Policy [**11.6.4** - 6 pages]
5. Attachment 5 - Images [**11.6.5** - 2 pages]





<p>About this Document This map has been created for the purpose of showing basic locality information and is a representation of the data currently held by The City of Marion. This information is provided for private use only.</p> <p>Disclaimer While every effort has been made to ensure the accuracy of the product, Council accepts no responsibility for any errors or omissions. Contact the GIS Esri Administrator for data enquiries.</p>	<p align="center">MAB Circuit Road Location Plan</p> <div><div><div></div>Parcels (All)</div><div><div></div>Property (Linked)</div></div> <p>Main Road Labels Road Labels</p>	<div><p>CITY OF MARION</p></div> <div><p>Created by svc.ArcGIS 20/10/2021 3:32 PM</p><p>Coordinate System: WGS 1984 Web Mercator Auxiliary Sphere</p><p>Scale: 1:4,514</p><div><div>00.070.15</div><div>km</div></div></div> <div></div>
---	---	--

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community



Heather Carthew
Land Asset Officer
City of Marion
PO Box 21
Oaklands Park SA 5046

Dear Heather,

MAB Circuit Road Closure - Boiler House

I write to formalise our request to close a portion of the MAB Circuit Road reserve adjacent the Boiler House.

The slight adjustment of boundaries will support car parking both within the Boiler House allotment and the broader site with no effect to the function of MAB Circuit Road.

We would propose the slight adjustment of boundaries contemplated by the closure would be an exemption to Council's Disposal of Land and Assets Policy as the sale of the 107sq.m sliver of land would not be feasible on the open market.

We appreciate your consideration of our request and any further queries please contact me on (08) 8207 1300 or steven.porch@sa.gov.au.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Steve Porch".

Steve Porch
Development Manager

29/10/2021



RenewalSA

**GROWTH AND
LEADERSHIP
THROUGH PROPERTY
AND PROJECTS**

Level 16, 11 Waymouth Street
Adelaide SA 5000
GPO Box 698, Adelaide SA 5001
ABN: 86 832 349 553

T +61 8 8207 1300
E renewalsaenquiries@sa.gov.au
W www.renewalsa.sa.gov.au



Disposal of Land and Assets Policy



1. RATIONALE

This policy is to guide an effective, consistent, integrated, and strategic approach to disposal of land and assets within the City of Marion.

2. POLICY STATEMENT

The Local Government Act requires Council develop and maintain policies, practices and procedures directed towards the sale or disposal of land or assets to:

- obtain value in the expenditure of public money
- ensure probity, accountability and transparency in all disposal processes

This policy identifies circumstances where Council will consider the disposal of land or assets, and associated processes.

3. OBJECTIVES

Council will consider disposal where it has been determined that land or assets are not required

- encouraging open and effective competition
- obtaining value for money by assessing:
 - services provided to the community
 - contribution to Council's strategic management plans and long term financial plan
 - any relevant direct and indirect benefits to Council, both tangible and intangible
 - efficiency and effectiveness
 - cost benefits of various disposal methods
 - internal administration costs
 - risk exposure
 - associated environmental benefits
- demonstrating impartiality, fairness, independence, openness and integrity in all discussions and negotiations
- complying with all relevant legislation

4. POLICY SCOPE AND IMPLEMENTATION

- Any decision to dispose of land and assets will be made after considering (where applicable):
 - the long term plans and strategic direction of the Council
 - the remaining useful life and usefulness of the land or asset
 - the current market value of the land or asset and annual cost of maintenance
 - any alternative future use of the land or asset
 - any duplication of the land or asset or the service provided by the land or asset
 - any impact the disposal of the land or asset may have on the community
 - any impact on Council infrastructure
 - any cultural or historical significance of the land or asset
 - the positive and negative impacts the disposal of the land or asset may have on the operations of the Council
 - any restrictions on the land or asset
- the content of any Community Land Management Plan and other relevant policies of the Council

City of Marion 245 Sturt Road, Sturt SA 5047
 PO Box 21, Oaklands Park SA 5046
 T 08 8375 6600
 F 08 8375 6699
www.marion.sa.gov.au

Policy Reference:
Category: Public/ Legislative/ Corporate
Owner: Manager Innovation and Strategy
Authorisation Date: 25/11/19 (amended as
 per council resolution GC200128M03
Review Date: 25/11/19

Disposal of Land and Assets Policy



- the results of any community consultation process
- a benefit and risk analysis of the proposed disposal
- any environmental impacts

EXEMPTIONS FROM THIS POLICY

This policy contains general guidelines to be followed by the Council in its disposal activities. There may be emergencies, or disposals in which a tender process will not deliver the best outcome for the Council, and other market approaches may be more appropriate. In certain circumstances the Council may waive application of this policy and pursue a method which will bring the best outcome for the Council. The Council must record its reasons in writing for waiving application of this policy in accordance with the tender exemption process.

Recycled depot materials that are excess to Council's needs are not classified as assets so are excluded from this policy.

DISPOSAL METHODS

LAND DISPOSAL

Any decision to dispose of land must be a decision of Council.

Where the land forms or formed a road or part of a road, the Council must ensure that the land is closed under the *Roads Opening and Closing Act 1991* (SA) prior to its disposal.

Where land is classified as community land, the Council must:

- undertake public consultation in accordance with the Act and the Council's public consultation policy
- ensure that the process for the revocation of the classification of land as community land has been concluded prior to its disposal
- comply with all other requirements under the Act in respect of the disposal of community land

Council will use a disposal method that considers:

- the number of known potential purchasers of the land
- the original intention for the use of the land
- the current and possible preferred future use of the land
- the opportunity to promote local economic growth and development
- responsibility, operation efficiency and urgency of the disposal
- the total estimated value of the disposal
- easement requirements, access to land, existing or future infrastructure needs and service authority requirements.
- compliance with statutory and other obligations

Council will, where appropriate and through the use of appropriate delegations, dispose of land through one of the following methods:

- *expressions of interest* - seeking expressions of interest for the land

City of Marion 245 Sturt Road, Sturt SA 5047
PO Box 21, Oaklands Park SA 5046
T 08 8375 6600
F 08 8375 6699
www.marion.sa.gov.au

Policy Reference:
Category: Public/ Legislative/ Corporate
Owner: Manager Innovation and Strategy
Authorisation Date: 25/11/19 (amended as per council resolution GC200128M03
Review Date: 25/11/19

Disposal of Land and Assets Policy



- *select tender* - seeking tenders from a selected group of persons or companies
- *open tender or market sale* - *openly seeking bids through tenders or market sale methods, including public auction*
- *by negotiation* – *with owners adjoining land or others with a pre-existing interest in the land, or where the land is to be used by a purchaser whose purpose for the land is consistent with the Council's strategic objectives for the land*

Council will not dispose of land to any Council Member or employee of the Council who has been involved in any process related to a decision to dispose of the land and/or the establishment of a reserve price.

If land is to be auctioned or placed on the open market or disposed of by an expression of interest, then (unless the Council resolves otherwise) at least one independent valuation must be obtained to establish the reserve price for the land which takes into account current and future land zoning. The independent valuation must be made no more than 12 months prior to the proposed disposal.

If land is to be disposed of via a select tender or direct sale, then (unless the Council resolves otherwise) a minimum of two independent valuations must be obtained to ensure that an appropriate market value is obtained. The independent valuation must be made no more than 12 months prior to the proposed disposal.

The Council will seek to dispose of land at or above current market valuation by whichever method is likely to provide the Council with a maximum return, unless there are reasons for the Council to accept a lesser return which is consistent with the Council's overall strategic direction. These reasons must be documented in writing.

If the disposal is not to be on the open market, the disposal should be at or above the current market valuation (with due regard to all associated costs to achieve the transaction or such other amount as the Council resolves).

ASSETS DISPOSAL

The disposal of assets (both major plant and equipment and minor plant, stock and equipment) will be the responsibility of the relevant Council Officer who is the designated asset owner with the necessary delegation. The Asset Solutions Team and Treasury Accountant must be informed in writing of any asset disposal.

The Council will use a method that considers:

- the public demand and interest in the asset
- the method most likely to return the highest revenue
- the value of the asset and whether it is major plant and equipment or minor plant, stock and equipment
- the costs of the disposal method compared to the expected returns; and
- compliance with statutory and other obligations

City of Marion 245 Sturt Road, Sturt SA 5047
PO Box 21, Oaklands Park SA 5046
T 08 8375 6600
F 08 8375 6699
www.marion.sa.gov.au

Policy Reference:
Category: Public/ Legislative/ Corporate
Owner: Manager Innovation and Strategy
Authorisation Date: 25/11/19 (amended as
per council resolution GC200128M03
Review Date: 25/11/19

Disposal of Land and Assets Policy



Council will, where appropriate and through the use of appropriate delegations, dispose of assets through one of the following methods:

- trade-in – trading in equipment to suppliers
- expressions of interest – seeking expressions of interest from buyers
- select tender – seeking tenders from a selected group of persons, community groups or companies
- public tender – openly seeking bids through tenders
- public auction – advertisement for auction through the local paper and, where appropriate, a paper circulating in the State, or procuring the services of an auctioneer (following compliance with the Council's Procurement Policy).
- destruction – minor plant, stock and equipment which are not cost effective to dispose of are to be destroyed and binned

The Council will not dispose of assets to any Council Member or employee of the Council unless the purchase is via a public tender process or a public auction, and the tender submitted or bid made is the highest.

Preference will be given to community groups for disposal of minor plant, stock and equipment. Where this preference is applied, equipment offered must be serviceable and safe for use.

Purchasers of Assets must be required to agree in writing that before purchasing any asset that no warranty is given by the Council in respect of the suitability and condition of the asset for the purchaser and that the Council will not be responsible for the asset in any respect following the sale.

MINOR PLANT, STOCK AND EQUIPMENT: REGISTER OF INTEREST

Where minor plant, stock and equipment has not been disposed of through any of the previous processes, the City of Marion may publish a list of surplus items and seek offers for their disposal. Decision making will be supported by the following provisions:

- If two or more offers are the same and one is from within the City of Marion area but the other is not, preference is to be given to the offer within the City of Marion.
- If two or more offers are the same and one is from a community group, preference is to be given to the community group.
- If two or more offers are the same and one is from a staff member or elected member and the other is from a community member, preference is to be given to a community member.
- If the above process does not yield a preferable result as indicated, a random draw be conducted and no further correspondence entered into.

5. DEFINITIONS

Asset: An individual or group of physical objects, which has value and enables services to be provided. It includes major plant and equipment, minor plant, stock and equipment, infrastructure and portable buildings but does not include financial investments, trees or land.

City of Marion 245 Sturt Road, Sturt SA 5047
PO Box 21, Oaklands Park SA 5046
T 08 8375 6600
F 08 8375 6699
www.marion.sa.gov.au

Policy Reference:
Category: Public/ Legislative/ Corporate
Owner: Manager Innovation and Strategy
Authorisation Date: 25/11/19 (amended as per council resolution GC200128M03
Review Date: 25/11/19

Disposal of Land and Assets Policy



Asset Management: The combination of management, financial, economic, engineering and other practices applied to assets with the objective of providing the required service level in the most cost effective manner.

Community Land: All land classified as community land under Section 193 of the Local Government Act 1999.

Land: Community land, vacant land, operational land, road reserves and any other land-related assets, including all fixed buildings (community and operational) on land.

Major Plant and Equipment: All major machinery and equipment owned by the Council. It includes all trucks, vehicles, operating machinery and major plant items. It does not include minor plant, stock and equipment.

Minor Plant, Stock and Equipment: All minor machinery and equipment owned by Council. It includes all loose tools, store items, inventory stock, furniture, secondary items removed from buildings, major plant and equipment, and surplus bulk items (such as sand and gravel).

Further definitions are included in the International Infrastructure Management Manual 2015 referenced below (section 7).

6. ROLES AND RESPONSIBILITIES

The role of Council is to:

- ensure that land and asset disposal occurs following a transparent process, aligned with all legislative and policy requirements
- undertake public consultation in respect of its proposed disposals in accordance with the Act and its public consultation policies where applicable
- acknowledge that the Chief Executive Officer may sub-delegate matters related to this policy to staff or other persons employed or engaged by Council
- record reasons for utilising a specific disposal method and where it uses a disposal method other than a tendering process

The role of Council Administration is to ensure that responsible staff members are supported in the disposal of Council-owned land and assets.

Council or its officers with delegated authority will, when implementing the decisions under this policy, act in accordance with the Council's budget, relevant policies, plans, agreements and resolutions.

7. REFERENCES

Policy development has been guided by the:

- Local Government Act 1999 (SA)
- Real Property Act 1886 (SA)
- Land and Business (Sale and Conveyancing) Act 1994 (SA)
- Development Act 1993 (SA)
- Retail and Commercial Leases Act 1995 (SA)

City of Marion 245 Sturt Road, Sturt SA 5047
PO Box 21, Oaklands Park SA 5046
T 08 8375 6600
F 08 8375 6699
www.marion.sa.gov.au

Policy Reference:

Category: Public/ Legislative/ Corporate

Owner: Manager Innovation and Strategy

Authorisation Date: 25/11/19 (amended as

per council resolution GC200128M03

Review Date: 25/11/19

Disposal of Land and Assets Policy



- Residential Tenancies Act 1995 (SA)
- Strata Titles Act 1988 (SA)
- Crown Land Management Act 2009 (SA)
- Community Titles Act 1996 (SA)
- Roads (Opening and Closing) Act 1991 (SA) □ Land Acquisition Act 1969 (SA).
- International Infrastructure Management Manual (IIMM) 2015 and Australian Infrastructure Financial Management Guidelines

and relevant policies and procedures of the Council, including:

- Asset Accounting Policy
- Asset Management Policy
- Community Consultation Policy
- Procurement Policy
- Prudential Management Policy
- Leasing and Licencing Policy
- Encumbrances for the City of Marion Policy
- Disposal of Excess Plant and Equipment Stores and Salvaged or Recycled Materials
- Procedure

City of Marion 245 Sturt Road, Sturt SA 5047
 PO Box 21, Oaklands Park SA 5046
 T 08 8375 6600
 F 08 8375 6699
www.marion.sa.gov.au

Policy Reference:
Category: Public/ Legislative/ Corporate
Owner: Manager Innovation and Strategy
Authorisation Date: 25/11/19 (amended as
 per council resolution GC200128M03
Review Date: 25/11/19



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community



11.7 Policy Review - Purchase Card Policy and Procurement and Contract Management Policy

Report Reference	GC211123R11.7
Originating Officer	Governance Officer – Angela Porter
Corporate Manager	Chief Financial Officer – Ray Barnwell
General Manager	General Manager Corporate Services - Sorana Dinmore

REPORT OBJECTIVE

The purpose of this report is to rescind the current Purchase Card Policy following a review at the Elected Member Forum on 31 August 2021 and to seek endorsement of the revised Procurement and Contract Management Policy.

REPORT HISTORY

Report Reference	Report Title
EMF210831R1.5	Policy Review

EXECUTIVE SUMMARY

The purpose of the Purchase Card Policy is to provide clear direction regarding usage of Council's corporate purchase cards.

Following discussion and feedback from Members at the Elected Member Forum on 31 August 2021, it was determined that the current public Purchase Card Policy (attachment 1) be rescinded and made into a corporate policy and that a revised Procurement and Contract Management Policy (attachment 2) be brought to Council for endorsement.

RECOMMENDATION

That Council:

- 1. Rescind the Purchase Card Policy as attached to this report, noting that it has been replaced with a Corporate Policy.**
- 2. Endorse the revised Procurement and Contract Management Policy, subject to the following amendments:**
 - a.
 - b.

DISCUSSION

The previous Purchase Card Policy and a new draft Purchase Card Policy were presented to Elected Members at the Elected Member Forum on 31 August 2021 (EMF210831R1.5).

The policy was reviewed following a request from the Finance and Audit Committee. Amendments to the policy included:

- monthly purchase card overall facility limit increased from \$75,000 to \$125,000
- maximum limit per card be increased from \$2,000 to \$3,000
- the Chief Executive Officer be authorised to approve a limit above \$3,000, up to a maximum of \$20,000, where an operational need is demonstrated

Following discussion at the Elected Member Forum on 31 August 2021, it was determined that the current public policy be rescinded and made into a corporate policy, incorporating the amendments as outlined above. The Policy was endorsed by the Executive Leadership Team on 7 October 2021 and the Procedure has been updated to reflect the changes.

The public Procurement and Contract Management Policy has been revised to include reference to the use of purchase cards and associated reporting.

The policy amendments should be endorsed to provide clarity and transparency to the public on the City of Marion's use of corporate purchase cards and mandatory reporting through the City of Marion's Annual Report, as required by the *Local Government (General) (Annual Reports) Variation Regulations 2021* which are yet to be proclaimed.

ATTACHMENTS

1. Purchase Card Policy (current) - to be rescinded [**11.7.1** - 3 pages]
2. Procurement and Contractor Management Policy - marked up [**11.7.2** - 7 pages]

Purchase Card

Policy

**POLICY STATEMENT**

The City of Marion seeks to improve the efficiency and cost effectiveness of its operation by using Purchase Cards for immediate need, low value items to reduce accounts processing costs, petty cash transactions and reduce inventory of low use items. Effective controls for the use of Purchasing Cards are covered by Purchase Card Procedure.

DEFINITIONS

Cardholder -	The employee to whom a City of Marion purchase Card has been issued
Financial Institution -	The City of Marion's current banking provider
Purchase Card -	The City of Marion's approved financial institution's credit card
GST -	Goods and Services Tax. Any purchases over \$82.50 must have a compliant tax invoice

PRINCIPLES

The Purchase Card Policy is intended to provide a framework for the use of the Purchase Card. It applies to any staff member who is issued a Purchase Card.

Conditions of Use

The Purchase Card must be issued and used:

- In accordance with the financial institution's conditions of use including theft and loss of cards.
- For only business purchases that have been set in the scope by Senior Leadership Manager.
- If purchases need to be made out of this scope, then prior approval from Senior Leadership Manager must be obtained.
- Only be used by the cardholder and is not transferable.
- Ensure the safety of the Purchase Card at all times to prevent unauthorised use.
- Ensure the Purchase Card is not used for Hire of Labour.
- Are aware of and comply with the Financial Institution's terms and conditions.
- Are aware that failure to use the Purchase Card in accordance with the Policy and Procedure may lead to disciplinary action up to and including dismissal.
- Manage and maintain the paperwork for reconciling transactions monthly.
- Report a lost or stolen Card immediately to the Financial Institution and as soon as practicable to their Senior Leadership Manager.
- Only use the Purchase Card within their delegated authority and transaction and credit limits.



Eligibility

To be eligible for a Corporate Purchase Card, a staff member must:

- Have delegation of authority to commit or incur expenditure.
- Be willing to abide by the conditions of use.
- Complete the Purchase Card Induction training.
- The City of Marion will not issue a Purchase Card to contractors, agency or casual staff members.

Private Expenses

Charging personal transactions for a Corporate Purchase Card is not acceptable under any circumstance.

Unauthorised Use

Corporate Purchasing Cardholders **must not**:

- Make any unauthorised transactions that are not within the scope set by the Senior Leadership Manager;
- Be used for goods and services that are covered by another card e.g. BP fuel card;
- Use the Purchase Card for Hire of Labour;
- Photocopy the Purchase Card and send to a supplier;
- Use the Purchase Card for cash advances from ATM's EFTPOS transactions or any other cash facilities.
- Use for purchasing Capital Items.

Liability

Corporate Purchase Cards issued to individual staff members are not transferable. Any unauthorised use by cardholders may be held personally liable, unless it is the result of the card being lost or stolen.

Credit Limits

The credit limits are set at either \$1,000 or \$2,000 per Purchase Card. If purchases are made above this limit then the City of Marion is charged \$15 by the Financial Institution. It is essential that cardholders keep track of their expenditures during the month so that an over limit fee does not occur.

Tax Invoices

For every transaction made on the Purchase Card the cardholder must obtain a GST compliant tax invoice and scan it into a file, then uploaded into the monthly reconciliation.

***Audit***

Finance will maintain a register of all purchase cardholders, card details and credit limits. An internal audit will be conducted annually at the discretion of the Finance department. Reconciliations are reviewed each month to ensure coding, GST and recording of expenditure are accurate.

Non-compliance

Failure to use the Purchase Card in accordance with the Policy and Procedure may lead to disciplinary action up to and including dismissal.

Procurement and Contract Management Policy



1. RATIONALE

Section 49 of the *Local Government Act 1999 (SA)* requires Council to develop and maintain procurement policies, procedures, and practices directed towards:

- obtaining value in the expenditure of public money
- providing for ethical and fair treatment of participants
- ensuring probity, accountability, and transparency in procurement operations.

Effective contractor management is essential to ensure goods and services are provided to the required standard, within the agreed timeframe, and achieve value for money.

2. POLICY STATEMENT

All procurement and contract management occurs in accordance with the key principles and requirements of this Policy and all other applicable City of Marion policies and procedures.

3. OBJECTIVES

The primary objective of this Policy is to ensure:

- procurement:
 - responds to strategic priorities and operational needs
 - represents value for money in the expenditure of public money
 - encourages healthy competition between participants
 - results in the engagement of contractors with safe, ethical, socially inclusive, and environmentally responsible goods and services
 - complies with legislative requirements
- contractor management:
 - minimises contract risks and disputes
 - achieves contractual outcomes
 - obtains value for money.

4. POLICY SCOPE AND IMPLEMENTATION

Scope

This Policy applies to all procurement and contract management activity associated with the acquisition of goods, services, consultants, and construction works for the City of Marion.

This Policy does not apply to:

- non-procurement expenditure (such as sponsorships, grants, funding arrangements, donations, and employment contracts)
- the disposal of land and other assets owned by the City of Marion
- the purchase of land by the City of Marion.

Policy Ref/Security Classification:
Category: Public
Owner: Manager Strategic Procurement Services
Authorisation Date: xx/xx/xx
Review Date: xx/xx/xx

Page 1 of 7

City of Marion
245 Sturt Road, Sturt SA 5047
PO Box 21, Oaklands Park SA 5046
T 08 8375 6600
www.marion.sa.gov.au

Procurement and Contract Management Policy



Implementation

4.1 Procurement key requirements

- Procurement supports strategic priorities and operational needs.
- Procurement complies with City of Marion policies, procedures, and delegations.
- Procurement methods are determined and applied in accordance with the Procurement Procedure. The City of Marion utilises various procurement methods and agreements/contract types to formally engage contractors, including collaborative purchasing contracts (e.g. LGA Procurement, Procurement Australia, State Government). This ensures best value for money is achieved.
- Authority to provide an exemption from relevant procurement procedures is delegated to officers of Council.
- Procurement activity is based on prudent decision making and underpinned by the ten key procurement principles.

4.2 Procurement key principles

Principle 1 Intent to contract

The City of Marion only approaches the market through a formal tender process if it has clear intent to contract. Requisites include:

- budget approval (which is typically imbedded through the annual business plan and budget process)
- internal approval for proposed expenditure
- intent to engage a contractor, subject to achieving acceptable outcomes in terms of value for money, work health and safety, environmental outcomes, and risk.

This does not preclude the City of Marion approaching the market to seek prices for budgeting purposes only provided this intent is made clear to the contractors.

Principle 2 Value for money

The City of Marion strives to achieve the best value for money outcome in procurement. All relevant costs and benefits are considered over the whole product life cycle from the sourcing of raw materials to disposal of goods or services, subject to principles – 9 and 10 (environment and local jobs).

Principle 3 Open and effective competition

The City of Marion encourages open and effective competition by providing fair and reasonable access to opportunities to do business with Council. Contractors are offered feedback on unsuccessful tenders to encourage market development and demonstrate transparency of the procurement process.

Procurement and Contract Management Policy



This requires consideration of how to publicise opportunities appropriate to the type and volume of goods or services sought, in addition to the Tenders SA website.

Principle 4 Risk management

The City of Marion adopts sound risk management principles in procurement which are consistent with the corporate risk management approach. All relevant risks are considered.

Principle 5 Confidentiality

The City of Marion maintains the confidentiality of information provided by contractors during and after the procurement process. Documents are stored, handled, and disposed of in accordance with statutory requirements.

Principle 6 Probity, accountability, and transparency

The City of Marion demonstrates ethical procurement practices by:

- dealing with contractors on the basis of mutual trust and respect
- acting in an open and transparent manner
- treating contractors fairly and equitably
- avoiding and/or managing conflicts of interest
- complying with all legislation relevant to the procurement process.

Principle 7 Efficient procurement practices

The City of Marion uses standard tender and contract documentation wherever possible to ensure consistency of procurement. Panel arrangements and pre-qualification of contractors are utilised (where appropriate) to improve the efficiency of the procurement process and reduce the impact of repetitive bidding on potential contractors.

Principle 8 Work health and safety

The City of Marion seeks to engage contractors who can demonstrate an appropriate commitment to work health and safety (WHS) and capability as demonstrated by a suitable WHS Management System (WHSMS). As a minimum, contractors are required to:

- comply with the Work Health and Safety Act, 2012 (and all associated Regulations, Codes of Practice and Standards)
- cooperate with City of Marion work health and safety policies, procedures, and instructions
- identify hazards associated with work being undertaken and ensure all identified hazards are managed in accordance with WHS legislation.

Additional work health and safety requirements specific to the procurement may be included in the Market Document.

Procurement and Contract Management Policy



The City of Marion's contractor management system provides for:

- selection of contractors with appropriate safety controls
- exchange of information between the City of Marion and its contractors to facilitate the identification of hazards and appropriate risk management
- appropriate monitoring of contractor performance throughout the contract.

Principle 9 Environmental management

The City of Marion requires a minimum standard of environmental management from contractors, which includes:

- compliance with all applicable environmental laws, protection policies, guidelines, codes of practice, and/or the condition of any licence or approval obtained from the Environment Protection Authority (EPA)
- conducting their operations in an environmentally sensitive manner
- utilise recycled content in good and services even if they are more costly (>5%)

Additional environmental requirements specific to the procurement may be included in the Market Document.

Principle 10 Use of local contractors and sustainable procurement

The City of Marion includes economic development, sustainability, and social inclusion elements in the Market Document (where appropriate) to:

- promote economic development within the Southern Region of Adelaide
- engage contractors that seek to minimise the impact of their operations on the environment
- support state and national efforts to increase workforce participation, skill development and social inclusion through employment of Aboriginal people, trainees and apprentices, or local people with barriers to employment
- support national efforts to increase procured goods and services from Aboriginal and Torres Strait Islander owned businesses.

To the extent permitted by law, the City of Marion may give preference to the engagement of local contractors (i.e. those operating within the City of Marion Council area boundaries, even if they are more costly >5%) when all other commercial factors are considered equal. The definition of 'local' may vary, depending on the identified geographic market for the relevant procurement activity.

4.3 Contractor management

Contract administrators

A suitably competent and experienced Council staff member is appointed as Contract Administrator and is responsible for the management of the contract.

Procurement and Contract Management Policy



Contract Administrators receive adequate training and instruction to enable them to fulfil their responsibilities and understand the rights and obligations conferred by the contract.

Contractor management key requirements

- Contract administration complies with City of Marion policies, procedures, and delegations.
- Foreseeable WHS risks relevant to contract work (including any specific WHS requirements of the contract) are identified and communicated to the Contractor.
- Technical aspects of the work (including risk assessments, job safety environmental analysis, and safe work method statements) are reviewed and confirmed.
- Key environmental aspects are identified prior to construction activity and communicated to the Contractor.
- Contractor training and/or induction is completed prior to work commencing.
- Appropriate monitoring is undertaken of WHS and environmental management systems and work practices undertaken by Contractors.
- Contractor and City of Marion obligations are met under the contract.
- Contract variations or extensions are authorised strictly in accordance with the relevant delegated authority process. Approval is gained for contract variations that are outside of the original scope; have the effect of varying the contract sum; or alter the terms and conditions of the contract.
- Claims for payment are in accordance with the contract.
- Approved budget funds are available to authorise payment of invoices.

4.4 Corporate Purchase Cards

Council seeks to improve the efficiency and cost effectiveness of its operations by using corporate credit cards ('Purchase Cards') to purchase goods and services of low monetary value that are needed immediately.

Purchase cards are used in accordance with the Corporate Purchase Card Policy and all other applicable City of Marion policies and procedures.

In accordance with legislative requirements under the *Local Government (General) (Annual Reports) Variation Regulations 2021*, a statement of the total amount of expenditure incurred using credit cards will be included in the City of Marion Annual Report.

Procurement and Contract Management Policy



5. DEFINITIONS

<i>Term</i>	<i>Definition</i>
<i>Contract Administrator</i>	Means the Council officer responsible for the management and administration of a contract.
<i>Contractor</i>	Means an organisation engaged by the City of Marion to undertake defined services, Construction Work, or supply of goods.
<i>Contractor management</i>	Contractor management is the process of managing a contractual relationship between a contractor and the City of Marion to achieve agreed contractual outcomes. This includes addressing risks and disputes that arise.
<i>Market document</i>	Means the document used to invite offers from contractors and includes a specification or brief, conditions of contract and any other information required by contractors to provide sufficient detail for the City of Marion to make an informed decision.
<i>Procurement</i>	Means the acquisition of any goods, services or construction works by any means, including purchasing or leasing.
<i>Value for money</i>	Means the best outcome achievable when all costs and benefits (both qualitative and quantitative) over the procurement lifecycle (acquisition, use, maintenance, and disposal) are considered on a case-by-case basis.

Procurement and Contract Management Policy



6. ROLES AND RESPONSIBILITIES

<i>Role</i>	<i>Responsibility</i>
<i>Contract Administrator</i>	<ul style="list-style-type: none"> Comply with the contract management requirements of this Policy and all other applicable policy and procedure.
<i>Council staff responsible for procurement activity</i>	<ul style="list-style-type: none"> Comply with the procurement principles and requirements of this Policy and all other applicable policy and procedure.
<i>Council Member</i>	<ul style="list-style-type: none"> Consider tender recommendations put forward by staff through Council.
<i>Manager Strategic Procurement Services</i>	<ul style="list-style-type: none"> Ensure all procurement and contractor management activities adhere to the principles and requirements of this Policy and all other applicable policy and procedure.

7. REFERENCES

City of Marion

Complaints and Grievance Policy
 Contract Management Procedure
 Procurement Procedure
[Purchase Card Policy](#)
[Purchase Card Procedure](#)
 Risk Management Policy
 Tender Evaluation Procedure
 Use of Purchase Orders Procedure

Other

Environment Protection Act 1993
 Work Health and Safety Act 2012 (SA)

8. REVIEW AND EVALUATION

The Manager Strategic Procurement Services reviews this Policy every four years (or earlier if required) in accordance with the City of Marion Policy Framework. Council approves this Policy.

Policy Ref/Security Classification:
 Category: Public
 Owner: Manager Strategic Procurement Services
 Authorisation Date: xx/xx/xx
 Review Date: xx/xx/xx

Page 7 of 7

City of Marion
 245 Sturt Road, Sturt SA 5047
 PO Box 21, Oaklands Park SA 5046
 T 08 8375 6600
www.marion.sa.gov.au

11.8 Local Government Reform - Round 2 Regulations - Feedback Sought

Report Reference	GC211123R11.8
Originating Officer	Unit Manager Governance and Council Support – Victoria Moritz
Corporate Manager	Manager Office of the Chief Executive - Kate McKenzie
General Manager	Chief Executive Officer - Tony Harrison

REPORT OBJECTIVE

The purpose of this report is to seek endorsement from the Council on the *Local Government Reform Round 1 Regulations* submission to the Local Government Association (LGA).

REPORT HISTORY

Report Reference	Report Title
GC210810R11.8	Local Government Reform Round 1 Regulations - Submission

EXECUTIVE SUMMARY

The *Statutes Amendment (Local Government Review) Act 2021* (the Review Act) amends the *Local Government Act 1999* (the Local Government Act). Commencement of the sections is being staggered with the first Round of amendments taking effect with two commencement dates being, 20 September 2021 and 10 November 2021. Round 2 Regulations have yet to be proclaimed and will commence on a date yet to be determined.

RECOMMENDATION

That Council:

- 1. Endorse the submission and feedback to the Local Government Association on the *Local Government Reform Round 2 Regulations Summary Paper* subject to the following amendments:**
 - a.**

DISCUSSION

The Office of Local Government (OLG) are seeking feedback from the LGA on a number of draft Regulations which will support the implementation of the Review Act. The Round 2 Regulations are:

- Local Government (Financial Management) (Review) Variation Regulations 2021 (**Attachment 1**)
- Local Government (General) (Annual Report) Variation Regulations 2021 (**Attachment 2**)
- Local Government (Transitional Provisions) (Stage 2) Variation Regulations 2021 (**Attachment 3**)

The LGA Secretariat has reviewed the proposed Round 2 Regulations and prepared a Summary Paper to assist councils to understand the purpose of the Regulations and provide feedback.

The proposed Regulations appear to be consistent with sector advocacy and negotiated positions reached during the progression of the Review Act through the Parliamentary process. The LGA is

also working closely with the Local Government Financial Management Group on the review of the regulations and assist in providing advice on the impacts and necessary adjustments for Councils.

This summary paper has been amended to include comments with City of Marion Feedback provided as **Appendix 4**. This document has been circulated to Council Members and responses and feedback has been incorporated into the response. The Council is requested to provide any further feedback, following which this paper will form the submission to the LGA. The OLG has requested feedback from Council's by 5pm 24 November 2021.

ATTACHMENTS

1. Local- Government- Financial- Management- Review- Variation- Regulations-2021 [**11.8.1** - 4 pages]
2. Draft- Local- Government- General- Annual- Reports- Variation- Regulations-2021 [**11.8.2** - 3 pages]
3. Local- Government- Transitional- Provisions- Stage-2- Variation- Regulations-2021 [**11.8.3** - 4 pages]
4. City of Marion Submission - Local Government Reform Discussion Paper Round 2 Regulations [**11.8.4** - 15 pages]

Draft for comment

South Australia

Local Government (Financial Management) (Review) Variation Regulations 2021

under the *Local Government Act 1999*

Contents

Part 1—Preliminary

- 1 Short title
- 2 Commencement
- 3 Variation provisions

Part 2—Variation of *Local Government (Financial Management) Regulations 2011*

- 4 Variation of regulation 5—Long-term financial plans
- 5 Variation of regulation 6—Annual business plans
- 6 Insertion of regulation 10A
 - 10A Internal control policies
- 7 Variation of heading to Part 5
- 8 Variation of regulation 17—Membership of council audit and risk committee
- 9 Insertion of regulations 17A and 17B
 - 17A Membership of regional audit and risk committee
 - 17B Requirement to liaise with council auditor

Part 1—Preliminary

1—Short title

These regulations may be cited as the *Local Government (Financial Management) (Review) Variation Regulations 2021*.

2—Commencement

- (1) Subject to subregulation (2), these regulations come into operation on the day on which section 82 of the *Statutes Amendment (Local Government Review) Act 2021* comes into operation.
- (2) Regulations 7 to 9 (inclusive) come into operation on the day on which section 84 of the *Statutes Amendment (Local Government Review) Act 2021* comes into operation.

3—Variation provisions

In these regulations, a provision under a heading referring to the variation of specified regulations varies the regulations so specified.

Draft

Local Government (Financial Management) (Review) Variation Regulations 2021
 Part 2—Variation of *Local Government (Financial Management) Regulations 2011*

Part 2—Variation of *Local Government (Financial Management) Regulations 2011*

4—Variation of regulation 5—Long-term financial plans

- (1) Regulation 5(2)(b)—after "basis" insert:
 , including key assumptions,
- (2) Regulation 5—after subregulation (3) insert:
 (4) The prescribed period for the purposes of section 122(1c) of the Act is 3 years.

5—Variation of regulation 6—Annual business plans

- (1) Regulation 6—after paragraph (e) insert:
 (ea) a statement on the total expected revenue from general rates for the financial year compared to the total expected revenue from general rates for the previous financial year as set out in the annual business plan for that previous financial year (excluding rebates and remissions on rates that are not discretionary rebates or remissions);
 (eb) a statement on the percentage change in the total expected revenue from general rates for the financial year compared to the total expected revenue from general rates for the previous financial year as set out in the annual business plan for that previous financial year (excluding rebates and remissions on rates that are not discretionary rebates or remissions);
 (ec) if relevant, a statement on the average change in the expected rates for the financial year (expressed as a whole number of dollars) for each land use category declared as a permissible differentiating factor compared to the expected rates for each category for the previous financial year as set out in the annual business plan for that previous financial year;
- (2) Regulation 6—after its present contents as varied by this regulation (now to be designated as subregulation (1)) insert:
 (2) If an annual business plan sets out a growth component in relation to general rates, it may only relate to growth in the number of rateable properties (and must not relate to growth in the value of rateable properties).

6—Insertion of regulation 10A

After regulation 10 insert:

10A—Internal control policies

For the purposes of section 125(2) of the Act, the policies, practices and procedures of internal financial control of a council must be in accordance with the *Better Practice Model—Internal Financial Controls*.

Draft

Local Government (Financial Management) (Review) Variation Regulations 2021
Variation of Local Government (Financial Management) Regulations 2011—Part 2

7—Variation of heading to Part 5

Heading to Part 5—delete "Audit" and substitute:

Council and regional audit and risk

8—Variation of regulation 17—Membership of council audit and risk committee

(1) Regulation 17(1)—after "audit" insert:

and risk

(2) Regulation 17(1)(b)—delete paragraph (b)

9—Insertion of regulations 17A and 17B

After regulation 17 insert:

17A—Membership of regional audit and risk committee

A regional audit and risk committee established by 2 or more councils—

- (a) must have between 3 and 5 members (inclusive); and
- (b) must not include, as a member, a constituent council's auditor under section 128 of the Act.

17B—Requirement to liaise with council auditor

For the purposes of sections 126(4)(e) and 126A(4)(e) of the Act—

- (a) a council audit and risk committee must liaise with the council's auditor by meeting with the auditor on at least 1 occasion each year on a confidential basis in circumstances where—
 - (i) a majority of the members of the committee are present; and
 - (ii) no members or employees of the council are present (other than members who are members of the committee); and
- (b) a regional audit and risk committee must liaise with the constituent councils' auditors by meeting with the auditors on at least 1 occasion each year on a confidential basis in circumstances where—
 - (i) a majority of the members of the committee are present; and
 - (ii) no members or employees of the constituent councils are present (other than members who are members of the committee).

Draft**Local Government (Financial Management) (Review) Variation Regulations 2021**Part 2—Variation of *Local Government (Financial Management) Regulations 2011*

Note—

As required by section 10AA(2) of the *Subordinate Legislation Act 1978*, the Minister has certified that, in the Minister's opinion, it is necessary or appropriate that these regulations come into operation as set out in these regulations.

Made by the Governor

after consultation with the Local Government Association and with the advice and consent of the Executive Council

on

No of 2021

Draft for comment

South Australia

Local Government (General) (Annual Reports) Variation Regulations 2021

under the *Local Government Act 1999*

Contents

Part 1—Preliminary

- 1 Short title
- 2 Commencement
- 3 Variation provisions

Part 2—Variation of *Local Government (General) Regulations 2013*

- 4 Variation of regulation 35—Schedule 4—Annual reports
 - 5 Insertion of regulation 35A
 - 35A Variation of Schedule 4—Material to be included in the annual report of a council
-

Part 1—Preliminary

1—Short title

These regulations may be cited as the *Local Government (General) (Annual Reports) Variation Regulations 2021*.

2—Commencement

These regulations come into operation on the day on which they are made.

3—Variation provisions

In these regulations, a provision under a heading referring to the variation of specified regulations varies the regulations so specified.

Part 2—Variation of *Local Government (General) Regulations 2013*

4—Variation of regulation 35—Schedule 4—Annual reports

Regulation 35(2)—delete subregulation (2) and substitute:

- (2) For the purposes of Schedule 4 clause 1(i) of the Act, the following material is prescribed:
 - (a) the report required under section 270(8) of the Act;

Draft**Local Government (General) (Annual Reports) Variation Regulations 2021**Part 2—Variation of *Local Government (General) Regulations 2013*

- (b) a summary of the details (including the cost) of any interstate and international travel (excluding prescribed interstate travel) undertaken by members of the council during the relevant financial year funded in whole or in part by the council;
 - (c) a summary of the details (including the cost) of any interstate and international travel (excluding prescribed interstate travel) undertaken by employees of the council during the relevant financial year funded in whole or in part by the council;
 - (d) a summary of the details (including the cost) of any gifts above the value of \$50 provided to members of the council during the relevant financial year funded in whole or in part by the council;
 - (e) a summary of the details (including the cost) of any gifts above the value of \$50 provided to employees of the council during the relevant financial year funded in whole or in part by the council;
 - (f) a statement of the total amount of expenditure incurred using credit cards provided by the council for use by members or employees of the council during the relevant financial year.
- (3) In this regulation—
- cost of travel*** includes accommodation costs and other costs and expenses associated with the travel;
- gift*** includes hospitality;
- prescribed interstate travel*** means travel by a member or employee (as the case may be) of a council the area of which shares a border with another State or a Territory of the Commonwealth if the travel is within that other State or that Territory and is in the course of ordinary business of the council.
- (4) For the purposes of the definition of ***prescribed interstate travel***, travel is taken not to be in the course of ordinary business of a council if the travel is for the purposes of a member or employee of the council attending a conference or training or development activities in another State or a Territory.

5—Insertion of regulation 35A

After regulation 35 insert:

35A—Variation of Schedule 4—Material to be included in the annual report of a council

Pursuant to section 131(2) of the Act, Schedule 4 of the Act is amended as follows:

- (a) by inserting the following after item 1(h)(ii):

Draft

Local Government (General) (Annual Reports) Variation Regulations 2021
 Variation of *Local Government (General) Regulations 2013*—Part 2

- (iia) if the area of the council is divided into wards, the council's ward quota; and
- (b) by deleting "next intends" and substituting the following in item 1(h)(iii):
 - is next required
- (c) by deleting item 1(h)(iv);
- (d) by deleting item 2(c) and (d);
- (e) by inserting the following after the definition of ***representation quota*** in item 3:

ward quota for a council is an amount ascertained by dividing the number of electors for the area of the council (as at the last closing date under the *Local Government (Elections) Act 1999*) by the number of members for the area of the council who represent wards (ignoring any fractions resulting from the division and expressed as a quota).

Note—

As required by section 10AA(2) of the *Subordinate Legislation Act 1978*, the Minister has certified that, in the Minister's opinion, it is necessary or appropriate that these regulations come into operation as set out in these regulations.

Made by the Governor

after consultation with the Local Government Association and with the advice and consent of the Executive Council

on

No of 2021

Draft for comment

South Australia

Local Government (Transitional Provisions) (Stage 2) Variation Regulations 2021

under the *Local Government Act 1999*

Contents

Part 1—Preliminary

- 1 Short title
- 2 Commencement
- 3 Variation provisions

Part 2—Variation of *Local Government (Transitional Provisions) Regulations 2021*

- 4 Variation of regulation 8—General
 - 5 Insertion of regulation 11A
 - 11A Principal member of council
 - 6 Insertion of regulations 13 to 15
 - 13 Financial accountability
 - 14 Council audit and risk committees—membership
 - 15 Auditor
-

Part 1—Preliminary

1—Short title

These regulations may be cited as the *Local Government (Transitional Provisions) (Stage 2) Variation Regulations 2021*.

2—Commencement

- (1) Subject to subregulation (2), these regulations come into operation on the day on which section 87(3) of the *Statutes Amendment (Local Government Review) Act 2021* comes into operation.
- (2) Regulation 5 comes into operation on the day on which section 17 of the *Statutes Amendment (Local Government Review) Act 2021* comes into operation.

3—Variation provisions

In these regulations, a provision under a heading referring to the variation of specified regulations varies the regulations so specified.

Draft

Local Government (Transitional Provisions) (Stage 2) Variation Regulations 2021
 Part 2—Variation of *Local Government (Transitional Provisions) Regulations 2021*

Part 2—Variation of *Local Government (Transitional Provisions) Regulations 2021*

4—Variation of regulation 8—General

Regulation 8—delete "section 92(5)" and substitute:
 sections 12(7) and 92(5)

5—Insertion of regulation 11A

After regulation 11 insert:

11A—Principal member of council

- (1) In connection with section 147(2) and (3) of the Amendment Act, a council constituted on the basis that the principal member is to be chosen by the members of the council from amongst their own number must conduct a review of its composition under Chapter 3 Part 1 of the Act so as to ensure that the appointment or election of a mayor required by section 51(1) of the Act (as amended by section 17 of the Amendment Act) takes effect from polling day for the second periodic election held after the commencement of section 17.
- (2) Despite subregulation (1), section 12 of the Act applies to a relevant council required to conduct a review of its composition under Chapter 3 Part 1 of the Act in accordance with that subregulation as follows:
 - (a) section 12(3) to (11e) (inclusive) do not apply if the relevant council prepares a report on matters relating to the change in the basis on which the principal member of the council is to be determined, including any action that is required to be taken in order to give effect to the change;
 - (b) section 12(12) to (16) (inclusive) and (18) to (25) (inclusive) apply as if—
 - (i) a reference to a report were a reference to a report under paragraph (a); and
 - (ii) a reference to a proposal were a reference to a proposal set out in a report under paragraph (a); and
 - (iii) a reference to a failure to undertake a review in accordance with the requirements of section 12 were a reference to a failure to undertake such a review as modified by this regulation;
 - (c) section 12(17) does not apply.

Draft**Local Government (Transitional Provisions) (Stage 2) Variation Regulations 2021**
Variation of *Local Government (Transitional Provisions) Regulations 2021*—Part 2

- (3) In this regulation—

relevant council means a council to which subregulation (1) applies that commenced a review of its composition under Chapter 3 Part 1 of the Act after the conclusion of the periodic election held in 2018 and completed the review before the commencement of this regulation.

6—Insertion of regulations 13 to 15

After regulation 12 insert:

13—Financial accountability

Until the commencement of section 79(1) of the Amendment Act, the requirement under section 122(1e)(b) of the Act (as inserted by section 79(2) of the Amendment Act) for a council to provide the designated authority with all relevant information on revenue sources outlined in the funding plan referred to in subsection (1a)(a) (of section 122 of the Act) will be taken to be satisfied if the council provides the designated authority with all relevant information on the intended sources of the council's projected total revenue for the period to which its long-term financial plan relates (such as revenue from rates, grants and other fees and charges).

14—Council audit and risk committees—membership

On and after the commencement of section 84(5) of the Amendment Act and despite paragraphs (a) and (b) of section 126(2) of the Act (as in force after that commencement)—

- (a) a member of a council audit and risk committee holding office immediately before the commencement of section 84(5) of the Amendment Act will continue to hold office for the remainder of their term of office; and
- (b) paragraphs (a) and (b) of section 126(2) of the Act do not apply to the membership of the committee for any period during which the continuation in office of a member of the council audit and risk committee under paragraph (a) results in the membership of the committee not being in accordance with those paragraphs.

15—Auditor

If, immediately before the commencement section 87(3) of the Amendment Act, a firm comprising at least 1 registered company auditor holds office as auditor of a council under a contract entered into by the council, section 128(6) of the Act (as in force after the commencement of section 87(3)) does not apply to the council until the end of the term of the contract.

Note—

As required by section 10AA(2) of the *Subordinate Legislation Act 1978*, the Minister has certified that, in the Minister's opinion, it is necessary or appropriate that these regulations come into operation as set out in these regulations.

Draft**Local Government (Transitional Provisions) (Stage 2) Variation Regulations 2021**
Part 2—Variation of *Local Government (Transitional Provisions) Regulations 2021*

Made by the Governor

after consultation with the Local Government Association and with the advice and consent of
the Executive Council

on

No of 2021

Local Government Reform – Round 2 Regulations – Feedback sought

The *Statutes Amendment (Local Government Review) Act 2021* (the Review Act) substantially amends the *Local Government Act 1999* (the Local Government Act). Commencement of the sections is being staggered with the first tranche of amendments taking effect from 20 September 2021, the second tranche due to commence on 10 November 2021, and the remaining amendments suspended until a day to be set by further proclamation.

The Office of Local Government (OLG) is seeking feedback on the second round of draft regulations which will support the implementation of the Review Act. The Round 2 Regulations are:

- Local Government (Financial Management) (Review) Variation Regulations 2021
- Local Government (General) (Annual Report) Variation Regulations 2021
- Local Government (Transitional Provisions) (Stage 2) Variation Regulations 2021

In addition, a copy of the marked-up regulations have been provided to assist with understanding the proposed changes.

Note that this paper does not separately analyse the proposed City of Adelaide Regulations or Transitional Provisions. However, the changes proposed through these documents are very similar to the changes impacting on other councils.

The OLG has asked for feedback by **24 November 2021**. As much time as possible has been provided to receive formal council submissions, however, if your council is not able to provide a formal response within the timeframe an administrative submission is welcome.

Following is a summary of the proposed Round 2 Regulations, with LGA comments. This summary document does not set out the full detail of the Regulations. Please ensure you review the Regulation documents for the full details proposed.

The LGA generally supports the proposed regulations on the basis that they reflect negotiated positions reached during the progression of the Review Act through the Parliamentary process. However, the LGA intends to continue to seek to clarify requirements and will provide additional support to councils through development of guidance and information papers.

Any feedback on the proposed Regulations should be provided as soon as possible to **Andrew Lamb, Local Government Reform Partner at andrew.lamb@lga.sa.gov.au**.

This round of changes is focused on financial reporting. The LGA is working closely with the Local Government Financial Management Group (FMG) on the wording of these Regulations. We hope that the FMG can help provide clarity about the impacts and any necessary adjustments to enable councils to achieve the new legislative requirements in the most efficient manner possible. This FMG advice is likely to inform LGA advocacy on these Regulations.

Local Government (Financial Management) (Review) Variation Regulations 2021

 (these Regulations vary the *Local Government (Financial Management) Regulations 2011* (the Financial Management Regulations))

Regulation No.	What is the change to the Local Government Act?	What does the Regulation do?	LGA Comment	CoM Comment
1-3	N/A	These are technical sections setting out the title, the date of commencement and to explain how the change will work.	These regulations are procedural and uncontroversial.	Support change
4(1)	<p>Changes to section 122(1a) of the Local Government Act now provide that a council long-term financial plan (LTFP) must relate to a period of at least 10 years and must include a funding plan that:</p> <ul style="list-style-type: none"> (i) outlines the council's approach to funding services and infrastructure; (ii) sets out the council's projected total revenue for the period; and (iii) outlines the intended sources of revenue (such as rates, grants and other fees and charges). 	<p>This Regulation varies Regulation 5 of the Financial Management Regulations, which sets out inclusions required in a council's LTFP. Regulation 5(2)(b) and requires a statement which sets out the basis on which the LTFP has been prepared.</p> <p>This amendment requires this statement to also set out the key assumptions used as the basis for preparation of the LTFP.</p>	<p>Discussions with the OLG have confirmed that the proposed 'funding plan' is not a separate document, rather it is an explanatory statement that should be incorporated into a council's LTFP.</p> <p>It is likely that each council will already have developed a range of assumptions which underpin their LTFPs.</p> <p>These may include some assumptions that apply state-wide (eg average CPI over is expected to be x%) and some assumptions that will need to be determined at a council-level (eg growth in population over ten years is likely to be y% per annum).</p> <p>The LGA makes available on the member services section of its website forecasts (for the next three years) of the Local Government Price Index and Related Indices (prepared by the SA Centre for Economic Studies) to assist in this regard.</p> <p>The LGA will provide guidance on complying with the required 'funding plan' including a suggested format and will work with FMG to update the Uniform Presentation of Finances within the Model Financial Statements.</p> <p>This regulation is supported.</p>	<p>Support the Change –</p> <p>Clearly articulating the underlying assumptions upon which the Long-Term Financial Plan is based will provide the reader with a better understanding of the LTFP.</p> <p>CoM currently provides this information in its LTFP.</p>



4(2)	Section 122 (1c) to (1k) establishes new arrangements for the Essential Services Commission of SA (ESCOSA) to review specified council documents. ESCOSA will conduct its review in accordance with the prescribed period in section 122(1c).	This Regulation defines the prescribed period for the purposes of section 122(1c) as three years.	<p>The 3-year time period set out in these Regulations is expected. Councils will be divided into three tranches and will be reviewed at least once every three years. Rather than have the State Government randomly allocate each council to one of the three tranches, the LGA has indicated that it will liaise with member councils and propose a list of councils for each of the tranches.</p> <p>This regulation is supported.</p>	Support the change. Request to be considered for the 2 nd tranche due to CoM financial management system changes. The new system implementation will require significant time and resources to embed.
5	Section 124(2)(g) of the Local Government Act is unchanged. This requires council annual business plans to include an outline of any matters prescribed by the Regulations.	<p>This Regulation varies Regulation 6— Annual business plans and sets out additional requirements to be included in annual business plans, which in summary are:</p> <ul style="list-style-type: none"> Total expected revenue from general rates compared to the total revenue from general rates for the previous financial year (excluding mandatory rebates and remissions). The percentage change in the total expected revenue from general rates compared to the total revenue from general rates for the previous financial year (excluding mandatory rebates and remissions). <p>Note: this must not include growth relating to increased property value, but may include an increase in the number of rateable properties.</p>	<p>This proposal was the negotiated alternative to 'ratecapping'.</p> <p>The LGA understands that the State Government is looking for Annual Business Plans to present financial information in an identical manner, to facilitate the comparison of this information between councils.</p> <p>In particular, the LGA understands the State Government is concerned that when councils report 'growth', growth components are referred to differently across councils. This makes inter-council comparisons difficult and less meaningful.</p> <p>It is entirely possible that this information, once reported by councils and made publicly available within Annual Business Plan's, will be collated by the media and used to 'compare' councils. Consequently, the LGA is mindful of ensuring the Regulations are clear and interpreted consistently by the sector.</p> <p>The LGA is liaising closely with FMG on these clauses. Ideally, the mandatory information to be reported:</p>	<p>Support change subject to the clear definition and clarity in the language used in the regulations - for example <i>'the total revenue from general rates for the previous financial year (excluding mandatory rebates and remissions).'</i></p> <p>Does this mean total rates '<u>after</u> the deduction of mandatory rebates' or rates <u>prior</u> to the deduction of mandatory rebates?</p> <p>If this information is intended to facilitate the comparison of this information</p>



		<ul style="list-style-type: none"> The average change in the expected rates for the financial year for each land use category compared to the rates for each category for the previous financial year (if relevant). 	<ul style="list-style-type: none"> should be readily available to a council and should not require unnecessary administrative work to meet the reporting requirements. should not prevent councils from reporting other relevant information about rates and growth in an alternate manner in its Annual Business Plan and in other council publications. <p>Discussions with the OLG have indicated that the intention is that forecast figures will be used as the basis for comparisons, i.e. the comparisons will be between an amount adopted in the Annual Business Plan for the current financial year and an amount proposed to be adopted in the Annual Business Plan for the subsequent financial year.</p> <p>The LGA has discussed this regulation at length with the OLG and sought changes to clarify language and purpose with no success. As currently drafted, it is open to various interpretations as to what councils should report. The LGA will continue to submit that clarification is required in this Regulation.</p> <p>The LGA has also provided feedback that the phrase '<i>rebates and remissions on rates that are not discretionary rebates or remissions</i>' is unnecessarily complex and that '<i>mandatory rebates and remissions on rates</i>' should be used for simplicity and clarity. Clarification was sought as to whether the intent was to capture anything other than mandatory rebates and remissions and the advice received was no, however, no</p>	<p>between councils there should be no ambiguity in what data is required.</p> <p>As suggested we support the LGA liaising closely with Finance Managers Group on these clauses.</p> <p>Support and agree subject to clarity of language</p>
--	--	---	--	--



		<p>changes have been made to the drafting at this time.</p> <p>In providing feedback on these Regulations councils are asked to advise if there are other components that should be excluded (in addition to mandatory rebates/remissions)? Alternatively, councils are also asked to advise if there are elements that should be included to enable better comparison?</p> <p>The LGA will seek further information as to what obligations will apply to councils that rate on a locality basis, noting this is not captured in the proposed Regulations.</p> <p>The LGA supports the intent of this regulation (increased transparency) and acknowledges that reporting against the three components is not an overly onerous obligation for councils, however the LGA has concerns that the information reported will not necessarily achieve the intent. The LGA will continue to work with councils to clarify obligations and reporting requirements.</p> <p>Subject to feedback from councils in this consultation process, the LGA is likely to support this regulation, whilst still seeking to achieve further clarity in the drafting.</p>	<p>If clear definition takes into account the treatment of mandatory rebates and growth this will enable a clear comparison. No other components will materially affect this comparison.</p>
--	--	---	--



6	<p>Section 125(1) of the Local Government Act already requires councils to ensure “<i>appropriate policies, practices and procedures of internal control are implemented and maintained</i>”.</p> <p>New section 125(2) of the Local Government Act requires these to be made in accordance with a standard or document (such as a model relating to financial controls) adopted by the Regulations.</p>	<p>Proposed Regulation 10A identifies the document that council policies, practices and procedures of internal financial control must be in accordance with as the ‘Better Practice Model—Internal Financial Control’ (BPM)</p>	<p>The BPM has been developed by council financial managers. The BPM:</p> <ul style="list-style-type: none"> • Has been specifically prepared by and for the SA local government sector. • Is scalable, ensuring its applicability for councils of different sizes and type. • Recognises the financial and legislative constraints within which the SA local government sector operates. <p>The BPM will continue to be a sector-produced document, although future changes must be approved by the Minister.</p> <p>This regulation is supported.</p>	This is supported
7	<p>In section 126 of the Local Government Act, reference to council ‘Audit Committees’ is changed to ‘Audit and Risk Committees’.</p> <p>New section 126A of the Local Government Act enables two or more councils to establish a regional audit and risk committee.</p>	<p>The Regulation changes the heading above section 17 from ‘Audit committees’ to ‘Council and regional audit and risk committees.’</p>	<p>This change merely updates the heading and does not make a substantive change.</p>	Support change
8	<p>New sections 126 and 126A of the Local Government Act provide that a majority of members of a council and regional audit and risk committee must not be members or employees of the council.</p>	<p>Reference to the audit committee in Regulation 17(1) is updated to audit and risk committee.</p> <p>Current regulation 17(1)(b) is deleted. This Regulation previously required council audit committees to have at least one member who is not a member of the council.</p> <p>Section 126(2) of the Local Government Act (rather than the Regulations) now sets out the</p>	<p>These changes update the Regulations, to take into account changes made to the Local Government Act.</p> <p>This regulation is supported.</p>	Support change and is consistent with current Terms of Reference.



		obligation that the majority of the members of the council or regional audit and risk committee must be persons who are not council members and may not include employees of the council.		
9	New section 126A of the Local Government Act enables two or more councils to establish a regional audit and risk committee.	<p>This regulation inserts new regulations 17A and 17B. Regulation 17A provides that regional audit and risk committees:</p> <ul style="list-style-type: none"> • must have between 3 and 5 members; and • must not include, as a member, the council's auditor. <p>Regulation 17B sets out the requirements to liaise with a council auditor as per section 126(4)(e) (council audit and risk committee) and section 126A(4)(e) (regional audit and risk committee).</p> <p>The prescribed requirements are that a meeting with the auditor occur on at least 1 occasion per year on a confidential basis, with a majority of the members of the committee present and no members or employees of the council present (other than members of the committee).</p>	<p>Similar propositions apply where an audit and risk committee is established in relation to a single council.</p> <p>The LGA is unaware of any groups of councils who are contemplating establishing a regional audit and risk committee.</p> <p>A general obligation for the council audit committee to liaise with the council auditor previously existed in section 126(4)(c) of the Local Government Act. However, the changes made by sections 84(6) and 85 of the Review Act provide that liaison with the council auditor must occur in accordance with requirements prescribed by regulations.</p> <p>This regulation is supported.</p>	Not applicable to City of Marion

Local Government (General) Annual Reports) Variation Regulations 2021(these Regulations vary the *Local Government (General) Regulations 2013* (the General Regulations))

Regulation No.	What is the change to the Act?	What does the Regulation do?	LGA Comment	CoM Comment
1-3	N/A	These are technical sections setting out the title, the date of commencement and to explain how the change will work.	These regulations are procedural and uncontroversial.	Support Change
4	<p>Schedule 4 of the Local Government Act sets out all of the material that a council must include in its Annual Report.</p> <p>As a consequence of changes from the Review Act some of these annual reporting requirements will be deleted and replaced by different requirements.</p>	<p>The proposed variation to Regulation 35(2) provides that Annual Reports must include the following new information: the report that a council must already produce annually on reviews of council decisions (pursuant to section 270(8));</p> <p>a. a summary of the details (including the cost) of any interstate and international travel (excluding prescribed interstate travel) undertaken by members of the council during the relevant financial year funded in whole or in part by the council;</p> <p>b. a summary of the details (including the cost) of any interstate and international travel (excluding prescribed interstate travel) undertaken by employees of the council during the relevant financial year funded in whole or in part by the council;</p> <p>c. a summary of the details (including the cost) of any gifts</p>	<p>The LGA welcomes the deletion of many current unnecessary reporting requirements in Schedule 4. Unfortunately, the new provisions will, on balance, increase councils' requirements to report material in their Annual Reports.</p> <p>The LGA recognises, however, that there are a number of community voices who would prefer an even greater increase to council reporting requirements.</p> <p>In the current term of Parliament, several Bills were tabled calling for greater reporting on the issues contemplated by this Regulation.</p> <p>The Review Act only passed Parliament in its current form after Treasurer Rob Lucas gave the Legislative Council an undertaking that these matters would be addressed in Regulations.</p> <p>The LGA is liaising closely with the FMG on these clauses to seek clarity on reporting templates and guidelines in order to meet the requirements and to facilitate appropriate levels of consistency with reporting across the sector.</p> <p>Ideally, the mandatory information to be reported:</p> <ul style="list-style-type: none"> • will already be collected by councils and will not impose a substantial additional regulatory burden. • Is already contained in council IT systems, enabling the information to be 'cut and pasted' 	<p>Additional reporting requirements will have a benefit by increasing transparency. Many of these reporting requirements are already captured and would not be onerous to include in the Annual Report.</p> <p>Agree that consistent reporting will be enabled through mandatory and minimum requirements set out.</p> <p>Support the LGA liaising closely with the Council's on these clauses to seek clarity on reporting templates and guidelines to</p>



		<p>above the value of \$50 provided to members of the council during the relevant financial year funded in whole or in part by the council;</p> <p>d. a summary of the details (including the cost) of any gifts above the value of \$50 provided to employees of the council during the relevant financial year funded in whole or in part by the council; and</p> <p>e. a statement of the total amount of expenditure incurred using credit cards provided by the council for use by members or employees of the council during the relevant financial year.</p>	<p>into council Annual Reports.</p> <ul style="list-style-type: none"> Should not prevent councils from reporting information about rates and growth in an alternate manner in its Annual Business Plan and in other council publications. <p>In relation to the requirement to report details of interstate travel, the LGA is of the view that the drafting of the regulation is complex and could be difficult to interpret. The following seeks to provide a simple explanation of the reporting requirements for interstate travel:</p> <ul style="list-style-type: none"> All councils will need to provide a summary of details of interstate and international travel for members and employees. 	<p>meet the requirements and facilitate appropriate levels of consistency with reporting across the sector.</p>
--	--	---	--	---



			<ul style="list-style-type: none"> • This excludes 'prescribed interstate travel' – defined in regulation 35(3) which applies only to councils that share a border with another State or Territory ('border councils') and relates to travel within the other State or Territory undertaken in the course of ordinary business of the council. • However, regulation 35(4) clarifies that 'ordinary business' does not include travel to a conference, training or development in another State. Any travel of this nature by members and/or employees of a 'border council' must be included in the summary. <p>In relation to the credit card expenditure reporting requirement, many councils are already publishing credit card details to their websites, which sets out greater detail in relation to credit card usage than required by this new annual report obligation.</p> <p>Subject to feedback from FMG and councils the LGA is likely to support this regulation.</p>	
--	--	--	--	--

Regulation No.	What is the change to the Act?	What does the Regulation do?	LGA Comment	CoM Comment
5	<p>Schedule 4 of the Local Government Act sets out all of the material that a council must include in its Annual Report.</p> <p>As a consequence of changes from the Review Act some of these annual reporting requirements will be deleted and replaced by different requirements.</p>	<p>This regulation varies Schedule 4 to include the following additional matter in a council Annual Report:</p> <ul style="list-style-type: none"> If the council is divided into wards, the council's ward quota. <p>A ward quota for a council is an amount ascertained by dividing the number of electors for the area of the council (as at the last closing date under the Local Government (Elections) Act 1999) by the number of members for the area of the council who represent wards (ignoring any fractions resulting from the division and expressed as a quota).</p>	<p>The LGA believes that new regulations should only be introduced if there is a 'problem' that requires regulatory intervention. The LGA is not aware of any evidence to suggest that councils are unaware of the applicable ward quotas or that communities seek this information from council via their annual reports.</p> <p>Anecdotal commentary from the OLG has suggested that a small number of councils have disregarded ward quotas during the conduct of representation reviews and proposed the inclusion of an additional reporting obligation to ensure councils actively monitor ward quotas.</p> <p>The LGA believes that any new regulatory burden should be proportionate to the 'problem' it seeks to overcome. The LGA does not see value in all 68 councils calculating and reporting their ward quotas annually in their annual reports and is unconvinced that this new regulatory obligation would achieve any policy objective.</p> <p>Despite vigorous objections from the LGA on the basis that this issue has not been previously raised as an area of concern, nor has the matter been raised by the Electoral Commission of SA (ECSA), the OLG is of the view that inclusion of this information along with the currently reported representation quota is not unreasonable.</p> <p>The OLG has given the LGA an undertaking that if the ECSA cannot include details of council ward quotas in the representation data already provided to the LGA to satisfy the requirement at Schedule 4(1)(h), the regulation will be removed.</p> <p>This regulation is not supported.</p>	<p>Support Change, noting that Council area quotas are already included in the Annual report and would need to source the additional ward quotas from the Electoral Commission as this data is not currently readily available.</p>

Local Government (Transitional Provisions) (Stage 2) Variation Regulations 2021

Transitional Provisions are only intended to apply for a window of time. They are designed to assist councils transition from the current to the amended version of the Local Government Act.

Regulation No.	What is the change to the Act?	What does the Regulation do?	LGA Comment	CoM Comment
1-3	N/A	These are technical sections setting out the title, the date of commencement and to explain how the change will work.	These regulations are procedural and uncontroversial.	Support Change.
4	Pursuant to section 16 of the Review Act substantial changes will be made to sections 50 and 50A of the Local Government Act relating to public consultation. This will include a new (state-wide) Community Engagement Charter (CEC). Each council must also adopt a Community Engagement Policy (CEP).	<p>Councils are required to undertake public consultation in relation to:</p> <ul style="list-style-type: none"> • A 'Representation Report' produced as part of a process to alter the representation of a council or to change its ward structure (section 12 of the Local Government Act). • Any changes to a code of practice adopted pursuant to section 92 of the Local Government Act – Access to meetings and documents. <p>The Transitional Regulations provide that until the new CEC and CEP commence, a council may satisfy its public consultation obligations by complying with their existing public consultation policy.</p>	<p>This change gives council certainty about which public consultation/community engagement rules apply in relation to sections 12 and 92 of the Local Government Act and on that basis is supported.</p> <p>However, there are many other sections of the Local Government Act where public consultation is required. The LGA questions whether the scope of this Transitional Regulation should be broader, to clarify that councils may use their existing public consultation policies in relation to any public consultation required by the Local Government Act, until such time as sections 50 and 50A commence.</p> <p>The LGA supports this regulation and will continue discussions to ensure effective implementation of reforms relating to community engagement.</p>	Agree that this should be broadened to include clarity that councils may use their existing public consultation policies in relation to any public consultation required by the Local Government Act, until such time as sections 50 and 50A commence.



Regulation No.	What is the change to the Act?	What does the Regulation do?	LGA Comment	CoM Comment
5	Changes to the Local Government Act will ensure the Principal Member of the council will be elected from the whole council area. It will no longer be possible for a Principal Member to be elected by the other council members.	<p>The Transitional Regulation supplements the existing transitional provisions in section 147 of the Review Act.</p> <p>If a council commences a representation review after the changes to section 12 of the Local Government Act commence (ie after November 2021) and completes this review before 1 January 2022, then the changes will commence at the next periodic elections (ie in November 2022).</p> <p>In any other case, the changes resulting from a council's representation review will apply from the subsequent council periodic elections (most likely in November 2026).</p> <p>If a council is intending to change their representation arrangements to facilitate this change (ie the basis of electing the Principal Member), then a council does not need to comply with sections 12(3) to 12(11e) of the Local Government Act in relation to that change (however these sections do apply in relation to other changes that a council proposes to make pursuant to section 12).</p> <p>The Transitional Provisions then enables ECSA to give effect to these changes.</p>	<p>These Transitional Provisions will only apply to councils that are required to change the way their Principal Member is elected.</p> <p>The proposed provisions are well-meaning but complicated.</p> <p>Section 12(5) of the Local Government Act requires a representation report to be prepared by a suitably qualified person. If these Transitional Provisions apply, the LGA recommends that councils engage this qualified person or a lawyer to give advice on how to comply with the transitional requirements.</p> <p>The LGA supports this regulation.</p>	Support Change. Not applicable to City of Marion as this is current practice.
6.1	<p>Amendments to section 122 of the Local Government Act will require a council long-term financial plan to include a funding plan that:</p> <p>(i) outlines the council's approach to funding services and infrastructure of the council; and</p>	<p>Until commencement of the changes to section 122 of the Local Government Act, a council will be taken to have satisfied its obligations pursuant to section 122(1e) if it provides ESCOSA with "all relevant information on the intended sources of the council's projected total revenue for the</p>	<p>The proposed Transitional Provisions sets out a way for councils to comply with their new obligations to report information to ESCOSA, before the commencement of the obligation for the council to have that information in place.</p> <p>The LGA is concerned that the expression "all relevant information" is too broad. Information can be 'relevant' whilst also being superfluous, repeated, or unhelpful, etc. A council's entire rating database is probably</p>	Support the LGA position in seeking clarity on what information councils must report.



	<p>(ii) sets out the council's projected total revenue for the period to which the long-term financial plan relates; and</p> <p>(iii) outlines the intended sources of that total revenue (such as revenue from rates, grants and other fees and charges).</p> <p>Pursuant to new section 122(1e) of the Local Government Act, councils will have an obligation to provide the ESCOSA with "all relevant information (in accordance with ESCOSA guidelines)" on the following:</p> <p>(i) material amendments made or proposed to be made to the council's long-term financial plan and infrastructure and asset management plan and the council's reasons for those amendments;</p> <p>(ii) revenue sources outlined in the funding plan referred to in subsection 122(1a)(a) of the Local Government Act; and</p> <p>(iii) any other matter prescribed by the regulations.</p>	<p>period to which its long-term financial plan relates (such as revenue from rates, grants and other fees and charges)".</p>	<p>relevant information, and the proposed obligation would require a council to provide "all" of it.</p> <p>The LGA has raised these concerns with the OLG who have advised that the intent of the transitional regulation is to ensure a consistent legislative requirement for councils in the first year of the operation of the scheme with councils in later years.</p> <p>The LGA is concerned that for transitional purposes, the regulations as drafted do not provide sufficient clarity as to what information councils must report.</p> <p>The LGA recommends alternative wording so that a council can satisfy its obligations pursuant to section 122(1e) provided it has prepared the information provided to ESCOSA in a manner consistent with the Uniform Presentation of Finances from the Model Financial Statements.</p>	
6.2	<p>Changes to section 126(2) of the Local Government Act will amend the composition of council audit and risk committees.</p> <p>A majority of the members of these committees must not be members of the council. They also must not be employees of the council. Collectively, the committee must have the skills specified in section 126(2)(b) of the Local Government Act.</p>	<p>The Transitional Provisions will authorise existing members of council audit committees to remain on the new audit and risk committee until the expiration of their current term of office, despite the new requirements of section 126(2).</p>	<p>Many regional councils have difficulty in recruiting independent members for their audit committees.</p> <p>The Transitional Provisions will give councils additional time to transition to the new requirements, including time to recruit suitable new audit and risk committee members.</p> <p>This regulation is supported.</p>	<p>Not applicable to City of Marion. Current committee compositions satisfies this requirement.</p>



Local Government Association
of South Australia

The voice of local government.

6.3	Changes to section 128(6) of the Local Government Act will require councils to change their external auditor every five years and not re-appoint any auditor for a five-year period after their previous period as auditor has expired.	The Transitional Provision provides that, if an audit firm comprises at least one registered company auditor, then the changes to section 128(6) do not commence until the end of the term of the current contract with that audit firm.	This is a sensible transitional provision which will enable councils to honour their existing commercial contracts with auditors. The new requirements will commence at the end of the current contractual term. This regulation is supported.	Support this change
-----	---	--	--	---------------------

11.9 Review of Terms of Reference - Finance and Audit Committee and Review and Selection Committee

Report Reference	GC211123R11.9
Originating Officer	Unit Manager Governance and Council Support – Victoria Moritz
Corporate Manager	Manager Office of the Chief Executive - Kate McKenzie
General Manager	Chief Executive Officer - Tony Harrison

REPORT OBJECTIVE

For Council to review and adopt the Terms of Reference (ToR) for the Finance and Audit Committee (FAC) and Review and Selection Committee (RSC).

EXECUTIVE SUMMARY

The Council last reviewed the ToR's for the above Committees at its meeting on 13 October 2020. Since this time, both Committees require minor amendments to the ToR as a result of the reforms to the *Local Government Act*. Various amendments have been suggested to both Committees and incorporated into the reviewed FAC ToR (**Attachment 1**) and the RSC ToR (**Attachment 2**).

RECOMMENDATION

That Council:

1. **Adopts the Terms of Reference for the Finance, Risk and Audit Committee provided in Attachment 1, in accordance with Section 41 and 126 of the *Local Government Act 1999*.**
2. **Adopts the Terms of Reference for the Review and Selection Committee provided in Attachment 2, in accordance with Section 41 of the *Local Government Act 1999*.**

DISCUSSION

Finance and Audit Committee

The current FAC is a formally constituted Committee of Council pursuant to Section 41 and 126 of the *Local Government Act 1999*. The Committee is responsible to Council and operates as an independent and objective advisory Committee to Council and does not have any delegated decision making or authority to implement actions in areas over which the Chief Executive Officer is responsible.

Proposed changes include:

- An additional point added to Section 5.4 *Financial Reporting and Prudential Requirements* - The Quarterly Budget Review Reports (required under S9 of the *Local Government (Financial Management) Regulations 2011* – Statutory reports to Council) to be presented to the Finance and Audit Committee prior to Council.
- The Local Government Reform and anticipated Round Two commencement which includes the *Local Government (Financial Management) (Review) Variation Regulations 2021* have yet to be proclaimed and will commence on a date yet to be determined. However, the proposed amendments will make the current ToR complying and are minor in nature. Once the proposed amendments are enacted, no further change should be required to the ToR's for this Committee. The amendments include:

- Section 126 of the *Local Government Act 1999* reference to 'Audit Committees' is changed to 'Audit and Risk Committees'. It is therefore proposed to name this Committee the Finance, Risk and Audit Committee (FRAC).
- 17(1)(b) *Local Government (Financial Management) Regulations 2011* will be deleted:
 "Must include at least 1 person who is not a member of the council and who is determined by the council to have financial experience relevant to the functions of an audit committee;"

Review and Selection Committee

The RSC is established pursuant to Section 41 of the *Local Government Act 1999* as a Chief Executive Officer Performance Review and Selection Committee. This Committee also supports the review, monitor and advise on relevant strategies regarding performance and culture.

Proposed amendments include:

- Correction to 4.6 - in the absence of the Presiding Member, from a meeting, the meeting will appoint an acting Chairperson from the members present.
- Amendments resulting from the Local Government Reform. A number of changes commencing with the Round 1 amendments which came into effect on 20 September 2021 have been made to sections of the *Local Government Act 1999* relating to the appointment, performance review and termination of the Chief Executive Officer. The RSC ToR has been updated to reflect the relevant changes.

It is important for the Council and the Committees to continually review the Terms of Reference, including the performance and functions of the Committee to ensure they are adding value to the decision making of the Council.

ATTACHMENTS

1. Draft - Finance and Audit Committee Terms of Reference [**11.9.1** - 7 pages]
2. Draft - Review and Selection Committee Terms of Reference [**11.9.2** - 4 pages]

FINANCE, RISK AND AUDIT COMMITTEE TERMS OF REFERENCE



1. ESTABLISHMENT

- 1.1 The Finance, Risk and Audit Committee is a formally constituted Committee of Council pursuant to *Section 41 and 126 of the Local Government Act 1999* and is responsible to Council. It operates as an independent and objective advisory Committee to Council and does not have any delegated decision making or authority to implement actions in areas over which the Chief Executive Officer.

2. OBJECTIVES

- 2.1 The primary objective of the Finance, Risk and Audit Committee is to add value through the provision of advice to ensure that the resources of the City of Marion are being used efficiently and effectively. It will assist Council accomplish its objectives by contributing to a systematic and disciplined approach to evaluating and improving the effectiveness of risk management, control and governance processes.
- 2.2 As part of Council's governance obligations to the community, Council has constituted the Finance, Risk and Audit Committee to facilitate:
- 2.2.1 Oversight of relevant activities to facilitate achieving the City of Marion's objectives in an efficient and orderly manner.
 - 2.2.2 Enhancing the credibility and objectivity of internal and external financial reporting.
 - 2.2.3 Effective management of risk and the protection of Council assets.
 - 2.2.4 Compliance with laws and regulations as well as use of best practice guidelines.
 - 2.2.5 The effectiveness of the service reviews function and maintaining a reliable system of internal control.
 - 2.2.6 The provision of an effective means of communication between the external auditor, service reviews provider, management and Council.
 - 2.2.7 The City of Marion's ethical development.

3. MEMBERSHIP

- 3.1 Membership of the Committee will comprise:
- (i) One or two Elected Members (who are not the Mayor)
 - (ii) Three external expert members

Elected Member Representatives

- 3.2 Ideally, the Elected Members on this Committee will have experience in business, legal, audit or financial management / reporting knowledge and experience.
- 3.3 Appointment of the Elected Members to this Committee will be made by Council on a rotational basis, as resolved from time to time. Council may resolve to re-appoint the Elected Members on this Committee for consecutive terms.

Adopted by Council:	October 2020
<u>Amended</u>	<u>November 2021</u>
Next Review:	November 2022
Previous Version:	November 2018
Executive Sponsor:	General Manager, Corporate Services
Owner:	Manager, Manager Corporate Governance
Applicable Legislation:	Local Government Act 1999 Local Government (Procedures at Meetings) Regulations 2013

FINANCE, RISK AND AUDIT COMMITTEE TERMS OF REFERENCE



- 3.4 No additional allowance will be paid to the Elected Member representative over and above the allowance already received by the Elected Member.
- 3.5 If required, training and development will be sourced and provided to the Elected Member Representatives on matters/subjects within the Finance, Risk and Audit Committee Terms of Reference.
- 3.6 The Elected Member representatives will raise matters (within the scope of the Finance, Risk and Audit Committee Terms of Reference) with the Committee, on behalf of Council and act as a conduit of information between Council and the Committee, and the Committee and Council.
- 3.7 The Elected Members representatives will provide a verbal report to Council on the key matters and recommendations within the Committee meeting, when the minutes and / or Committee recommendation reports, are presented to Council for adoption.
- 3.8 The Elected Member representative will provide a report to the Committee on any Council decisions or discussions that are relevant to the Committee's Terms of Reference.

External Expert Members

- 3.9 External expert members will have senior business, legal, audit knowledge and experience, expertise in financial management / reporting and be conversant with the local government environment.
- ~~3.10 At least one external expert member will have expertise and knowledge in financial management/reporting.~~
- ~~3.143.10~~ The Council will determine the process for appointing an expert member.
- ~~3.123.11~~ Appointment of external representatives will be made by Council for a term to be determined by Council. To ensure succession planning for the Committee, the terms of appointment should be arranged on a rotational basis and continuity of membership despite changes to Council's elected representatives. Council may resolve to re-appoint an external expert member for consecutive terms.
- ~~3.133.12~~ If Council proposes to remove an expert member from the Committee, it must give written notice to the expert member of its intention to do so and provide that expert member with the opportunity to be heard at a Council meeting which is open to the public, if that expert member so requests.
- ~~3.143.13~~ Remuneration will be paid to each expert member of the Committee to be set by Council from time to time. At a minimum, the remuneration paid to the expert member will be reviewed within 12 months from the date of a Council (periodic) election.

Adopted by Council:
Amended
Next Review:
Previous Version:
Executive Sponsor:
Owner:
Applicable Legislation:

October 2020
November 2021
November 2022
November 2018
General Manager, Corporate Services
Manager, Manager Corporate Governance
Local Government Act 1999
Local Government (Procedures at Meetings) Regulations 2013

FINANCE, Risk AND AUDIT COMMITTEE TERMS OF REFERENCE



4. BASIS FOR OPERATION

- 4.1 The Committee's role is to report to Council and provide appropriate advice and recommendations on matters relevant to the Committee's Terms of Reference in order to facilitate decision-making by Council in relation to the discharge of its responsibilities.
- 4.2 The City of Marion considers that the ability of the Finance, Risk and Audit Committee to operate in a manner that adds value and also maintain independent judgement is vital. As such, the City of Marion has based the Committee's Terms of Reference on the ASX Principles of Good Corporate Governance and the Australian Standard AS 8000-2003 Good Governance Principles.
- 4.3 Council or the Chief Executive may refer any matter to the Finance Risk and Audit Committee within its Terms of Reference.
- 4.4 The Chairperson of the Committee shall be appointed from the external representatives of the Committee by the Finance, Risk and Audit Committee. In the absence of the appointed Chairperson from a meeting, the meeting will appoint an acting Chairperson from the external members present.
- 4.5 A quorum for a meeting of the Committee shall be half the total membership plus one, ignoring any fractions.
- 4.6 The Finance, Risk and Audit Committee, through the Chief Executive Officer, may seek information or obtain expert advice on matters of concern within the scope of its responsibilities.
- 4.7 The Chief Executive Officer will attend all meetings on an ex-officio basis, except when the Committee chooses otherwise. Other Elected Members or staff may be invited to attend at the discretion of the Committee to advise and provide information when required.
- 4.8 The Finance, Risk and Audit Committee will review its performance on a bi-annual basis to ensure the continual improvement to its performance.
- 4.9 Representatives of the external auditor will be invited to attend meetings at the discretion of the Committee but must attend meetings at which there will be consideration of the annual financial report and results of the external audit.
- 4.10 The Finance, Risk and Audit Committee will meet with both the external auditor and internal auditor without management present at least once a year.
- 4.11 The Chief Executive Officer will ensure appropriate support is provided to Committee.

Meetings

- 4.12 The Committee shall meet at least quarterly.
- 4.13 The time and place for the conduct of meetings will be determined by the Committee provided that all meetings will be held in a public environment within a City of Marion building.

Adopted by Council:	October 2020
<u>Amended</u>	<u>November 2021</u>
Next Review:	November 2022
Previous Version:	November 2018
Executive Sponsor:	General Manager, Corporate Services
Owner:	Manager, Manager Corporate Governance
Applicable Legislation:	Local Government Act 1999
	Local Government (Procedures at Meetings) Regulations 2013

FINANCE, **RISK** AND AUDIT COMMITTEE TERMS OF REFERENCE



- 4.14 The Committee will consider and determine its own meeting practice, processes and procedures within the parameters of the Local Government Act 1999 and the Local Government (Procedures at Meetings) Regulations 2000.
- 4.15 An annual schedule of meetings will be developed and agreed to by the Committee members. This schedule of meetings will include at least one joint workshop with the Council and the Committee.
- 4.16 Additional meetings shall be convened at the discretion of the Chairperson, or at the written request of Council or any member of the Committee, service review provider or external auditor.

Reporting

- 4.17 A copy of all agenda and reports forwarded to the Finance, **Risk** and Audit Committee will also be forwarded to Elected Members for information prior to the conduct of the Finance, **Risk** and Audit Committee meeting.
- 4.18 The minutes of each Finance, **Risk** and Audit Committee Meeting, shall be forwarded (as soon as practicable after the meeting) to a General Council meeting.
- 4.19 Where the Finance, **Risk** and Audit Committee makes a recommendation to Council on a matter within the scope of its Terms of Reference, the matter will be listed as a separate agenda item for consideration by Council at the next General Council meeting that is not being held on the same day as the Audit Committee meeting. An Elected Member Representative on the Committee will inform the Council during the Council meeting of the recommendation and any provide any relevant context.
- 4.20 Where the Council makes a decision relevant to the Committee's Terms of Reference, an Elected Member Representative will report the decision to the Committee at the next Committee meeting and provide any relevant context.
- 4.21 The Committee shall report annually to the Council, summarising the activities of the Committee during the previous year.

Authority

- 4.22 The Committee is authorised to seek any information it requires from any employee in the Council (after advising the CEO) in order to perform its duties.
- 4.23 The Committee is authorized, at the Council's expense, (after consultation with the CEO) to obtain outside legal or other professional advice on any matter within its Terms of Reference.

5. FUNCTIONS

The primary functions of the Finance, **Risk** and Audit Committee is to add value through the provision of advice to ensure that the resources of the City of Marion are used efficiently and effectively. It will assist Council to accomplish its objectives by contributing to a systematic and disciplined approach to evaluating and improving the effectiveness of financial management,

Adopted by Council:	October 2020
Amended	November 2021
Next Review:	November 2022
Previous Version:	November 2018
Executive Sponsor:	General Manager, Corporate Services
Owner:	Manager, Manager Corporate Governance
Applicable Legislation:	Local Government Act 1999 Local Government (Procedures at Meetings) Regulations 2013

FINANCE, **RISK** AND AUDIT COMMITTEE TERMS OF REFERENCE



risk management, internal controls, and governance processes through the following activities:

5.1 External Audit

- 5.1.1 Review and recommend for endorsement by Council the engagement of the City of Marion's external auditor. The review should look to satisfy Council that the provider of external audit services can demonstrate adequate independence from the operations of the City of Marion.
- 5.1.2 Critically analyse and follow up any external audit report that raises significant issues relating to risk management, accounting, internal controls, financial reporting and other accountability or governance issues. Review management's response to, and actions taken as a result of, issues raised.
- 5.1.3 Liaise with the City of Marion's external auditor including discussion on:
- 5.1.4 The scope and planning of annual audits.
- 5.1.5 Any issues arising from audits, including any management letter issued by the auditor and the resolution of such matters.
- 5.1.6 Recommend to Council, if considered appropriate, that the external auditor, or some other person suitably qualified in the circumstances, examine and report on any matter related to financial management, or the efficiency and economy with which the City of Marion manages or uses its resources to achieve its objectives, that would not otherwise be addressed or included as part of the annual audit (under Div. 4 of Part 3 of Ch. 8 of the Act).

5.2 Internal Audit and Service Reviews

- 5.2.1 Review and recommend for endorsement by Council the engagement of the City of Marion's internal audit provider. The review should look to satisfy Council that the provider of the services can demonstrate adequate independence from the operations of the City of Marion.
- 5.2.2 Review, and provide information relevant to, the scope of the internal audit and service review programs, including whether the program systematically addresses:
 - Internal controls over significant risk, including non-financial management control systems.
 - Internal controls over revenue, expenditure, assets and liability processes and activities.
 - Compliance with regulations, policies, best practice guidelines, instructions and contractual arrangements,
 - Whether employees have sufficient competencies (facilitated by up to date training) to enable them to fulfil their roles.
 - A review of the City of Marion's strategic management plans and annual business plans to ensure appropriate allocation of resources necessary to achieve the objectives of the plans.

Adopted by Council:

Amended

Next Review:

Previous Version:

Executive Sponsor:

Owner:

Applicable Legislation:

October 2020

November 2021

November 2022

November 2018

General Manager, Corporate Services

Manager, Manager Corporate Governance

Local Government Act 1999

Local Government (Procedures at Meetings) Regulations 2013

FINANCE, **RISK** AND AUDIT COMMITTEE TERMS OF REFERENCE



- 5.2.3 Critically analyse and follow up any internal audit or service reviews report that raises significant issues and review management's response to, and actions taken as a result of issues raised.
- 5.2.4 Review the appropriateness of special assignments undertaken by the internal audit and service reviews provider at the request of the Chief Executive.
- 5.2.5 Review the level of resources allocated to service review and the scope of its services and authority.
- 5.2.6 Facilitate liaison between the internal audit/service review provider, and external auditor to promote compatibility, to the extent appropriate, between their programs.

5.3 Service Reviews

- 5.3.1 Review and provide advice on service reviews, and in particular:
 - a) The scope of the review before it is commenced.
 - b) Input into the questions to be asked and the data to be collected and analysed.
 - c) Comment on all draft service review reports before the final report is presented to Council.

5.4 Financial Reporting and Prudential Requirements

- 5.4.1 Review Council's annual financial statements (prepared in accordance with Section 10 of the Local Government (Financial Management) Regulations 2011) to ensure that they present fairly the state of affairs of the City of Marion, including focus on:
 - Accounting policies and practices and any changes to them.
 - The process used in making significant accounting estimates.
 - Significant adjustments to the financial report (if any) arising from the audit process.
 - Compliance with accounting standards and other reporting requirements.
 - Significant variances from prior years.
- 5.4.2 Provide comment on the assumptions underpinning Council's Strategic Management Plans (Strategic Plan, Annual Business Plan, Budget and Long Term Financial Plan), the consistency between plans, and the adequacy of Council's plans in the context of maintaining financial sustainability.
- 5.4.3 Recommend adoption of the annual financial statements to Council. Review any significant changes that may arise, subsequent to any such recommendation but before the financial report is signed.
- 5.4.4 Review the recommendations of business cases developed by Management in association with significant activities or major projects. Such reviews should have regard to the requirements of Section 48 of the Local Government Act 1999, which relates to prudential requirements for certain activities.

Adopted by Council:	October 2020
<u>Amended</u>	<u>November 2021</u>
Next Review:	November 2022
Previous Version:	November 2018
Executive Sponsor:	General Manager, Corporate Services
Owner:	Manager, Manager Corporate Governance
Applicable Legislation:	Local Government Act 1999 Local Government (Procedures at Meetings) Regulations 2013

FINANCE, **RISK** AND AUDIT COMMITTEE TERMS OF REFERENCE



- 5.4.5 The Quarterly Budget Review Reports (required under S9 of the *Local Government (Financial Management) Regulations 2011 – Statutory reports to Council*) to be presented to the Finance, Risk and Audit Committee.

5.5 Internal Controls and Risk Management Systems

- 5.5.1 Review the City of Marion's annual Risk Profile and monitor the risk exposure of Council. Review risk management processes and management information systems.

- 5.5.2 Review the adequacy of the accounting, internal control, reporting and other resource and financial management systems and practices of the City of Marion on a regular basis.

- 5.5.25.5.3 Ensure appropriate policies, systems and procedures relating to risk management are implemented and maintained in order to assist the council to carry out its activities in an efficient and orderly manner to achieve its objectives, inform appropriate decision making, facilitate appropriate prioritisation of finite resources and promote appropriate mitigation of strategic, financial and operational risks relevant to the council.

5.6 Other

- 5.6.1 Where Council has exempted a subsidiary from the requirement to have an audit committee, undertake the functions that would have been performed by the subsidiary's audit committee.
- 5.6.2 Monitor ethical standards and conflicts of interest by determining whether the systems of control are adequate.
- 5.6.3 Address issues brought to the attention of the Committee, including responding to requests from Council or the Chief Executive for advice that are within the parameters of this Terms of Reference.
- 5.6.4 Make recommendations to the Council to amend these Terms of Reference if the Committee forms the opinion that such amendments are necessary to improve its performance.
- 5.6.5 Review the Committee's performance on a bi-annual basis using performance indicators developed for that purpose.

Adopted by Council:

Amended

Next Review:

Previous Version:

Executive Sponsor:

Owner:

Applicable Legislation:

October 2020

November 2021

November 2022

November 2018

General Manager, Corporate Services

Manager, Manager Corporate Governance

Local Government Act 1999

Local Government (Procedures at Meetings) Regulations 2013

REVIEW AND SELECTION COMMITTEE TERMS OF REFERENCE



1. ESTABLISHMENT

- 1.1 Pursuant to section 41 of the *Local Government Act 1999* (the Act) the Council has established a Chief Executive Officer Performance Review and Selection Committee.

2. OBJECTIVES

- 2.1 The Committee is established for the purpose of:
- 2.1.1 Sourcing and recommending to Council the appointment of expert members to Committees.
 - 2.1.2 Reviewing the performance of the Chief Executive Officer.
 - 2.1.3 Recommending a process to Council for the recruitment of the Chief Executive Officer (as required).
 - 2.1.4 Reviewing, monitoring and recommending to Council relevant strategies regarding the organisation's culture and performance associated with the conduct of Elected Members, employees and volunteers.
 - 2.1.5 Monitor the organisations direction regarding the efficient and effective delivery of strategic and operational human resource functions.
 - 2.1.6 Ensure the organisation has appropriate employee well-being strategies.

3. MEMBERSHIP

- 3.1 Membership of the Committee will comprise:

- (i) The Mayor
- (ii) Two or three Elected Members

The Membership for the Elected Members of the Committee continues for the term as resolved by Council.

Elected Member Representatives

- 3.2 The Presiding Member will be the Mayor.
- 3.3 Appointment of the Elected Member representative will be made by Council on a rotational basis as resolved from time to time. Council may resolve to re-appoint an Elected Member representative for consecutive terms.
- 3.4 No additional allowance will be paid to the Mayor or Elected Member representatives over and above the allowance already received by the Elected Member.
- 3.5 If required, training and development will be sourced and provided to the Elected Member Representative on matters/subjects within the Committee's Terms of Reference.

Adopted by Council:

Amended

Next Review:

Previous Version:

Executive Sponsor:

Owner:

October 2020

November 2021

November 2022

November 2018, November 16

General Manager, Corporate Services

Manager Corporate Governance, Manager People & Culture

Local Government Act 1999

REVIEW AND SELECTION COMMITTEE TERMS OF REFERENCE



4. BASIS FOR OPERATION

- 4.1 The Committee does not have any delegated powers of Council, and all decisions of the Committee will constitute recommendations to Council.
- 4.2 For the purposes of Section 41(8) of the Local Government Act 1999, the Council does not impose any reporting and accountability requirements on the basis that all decisions of the Committee constitute recommendations to Council.
- 4.3 Committee meetings will take place at the City of Marion Administration Centre as required to undertake the responsibilities identified in these Terms of Reference.
- 4.4 The Committee will meet on an ad-hoc basis at least every six months. Meetings will be convened at the request of the presiding member or the elected members on the Committee.
- 4.5 A quorum for a meeting of the Committee shall be half the total membership plus one, ignoring any fractions.
- 4.6 In the absence of the Presiding Member from a meeting, ~~the Deputy Mayor will chair the meeting the meeting will appoint an acting Chairperson from the members present.~~
- 4.7 Each member present at a Committee meeting must, subject to a provision of the Local Government Act 1999 to the contrary, vote on a question arising for decision at that meeting.
- 4.8 Where the Local Government Act 1999, the Local Government (Procedures at Meetings) Regulations 2000 and these Terms of Reference do not prescribe procedures to be observed in relation to the conduct of a meeting of the Committee, the Committee may determine its own procedures.
- 4.9 Administrative support will be provided to the Committee as required.

5. FUNCTIONS

Within the parameters of the Local Government Act 1999, and having regard to the powers, functions and responsibilities of the Chief Executive Officer, the Committee is charged with undertaking the following functions:

5.1 CEO Employment Agreement and Performance Review

- 5.1.1 Arranging for the conduct of the Chief Executive Officer's six month (informal) and annual performance review within the parameters of the Chief Executive Officer's Employment Agreement.

~~5.1.15.1.2~~ In accordance with Section 102A of the Local Government Act, the Committee will obtain the advice for the purpose of any review of the employment agreement and CEO Performance review of a qualified independent person for the purpose of any review, providing the advice to Council for consideration.

~~5.1.25.1.3~~ Reviewing the Chief Executive Officer's performance criteria

Adopted by Council:	October 2020
Amended	November 2021
Next Review:	November 2022
Previous Version:	November 2018, November 16
Executive Sponsor:	General Manager, Corporate Services
Owner:	Manager Corporate Governance, Manager People & Culture
	Local Government Act 1999

REVIEW AND SELECTION COMMITTEE TERMS OF REFERENCE



within the parameters of the Chief Executive Officer's Employment Agreement.

5.1.35.1.4 Reviewing the Chief Executive Officer's remuneration package within the parameters of the Chief Executive Officer's Employment Agreement.

5.1.45.1.5 Reviewing any aspect of the Chief Executive Officer's Employment Agreement within the parameters of the Chief Executive Officer's Employment Agreement and in any instance before terminating the appointment of the CEO, Council must have advice from a qualified independent person.

5.1.55.1.6 Recommending to Council the outcomes of the Chief Executive Officer's annual performance review including the advice of a qualified independent person.

5.1.65.1.7 Recommending to Council the Chief Executive Officer's remuneration package in accordance with s99A of the Local Government Act and within the minimum and maximum range determined by the Remuneration Tribunal SA and recommending to Council the Chief Executive Officer's performance criteria to be applied for the ensuing year.

5.1.75.1.8 Providing feedback to the Chief Executive Officer on outcomes of the performance review, and in conjunction with the Chief Executive Officer, determining appropriate courses of action as required.

5.1.85.1.9 Recommending to Council any changes to the Chief Executive Officer's Employment Agreement to be further negotiated with the CEO.

5.2 Vacancy of the Office of the Chief Executive Officer

5.2.1 The Council will appoint a Chief Executive Officer after obtaining and considering the advice of a qualified independent person on the assessment of applications recommendations of the appointment.

5.2.2 In the event a vacancy in the office of the Chief Executive Officer, the Committee will develop and recommend to Council the necessary steps to fill the vacancy in accordance with the requirements the Local Government Act 1999.

5.2.3 The Committee will act as the selection group panel and will appoint at least 1 member to the selection panel who is not a Council member or employee of the Council and make recommendations to the Council in accordance with the process developed and adopted in accordance with section 5.2.2.

5.3 Process to Source Appointment of Expert Members to Section 41 Committees

5.3.1 This Committee and the Chief Executive Officer will act as the selection panel for all expert members to Section 41 Committees.

5.3.2 This panel will be supported by the manager with the relevant expertise required for the operations of the Committee.

5.3.3 The process to be followed by the Committee is:

Adopted by Council:

Amended

Next Review:

Previous Version:

Executive Sponsor:

Owner:

October 2020

November 2021

November 2022

November 2018, November 16

General Manager, Corporate Services

Manager Corporate Governance, Manager People & Culture

Local Government Act 1999

REVIEW AND SELECTION COMMITTEE TERMS OF REFERENCE



- Identification of potential candidates via an executive search rather than general advertisement.
- Short list candidates for interviews/discussion.
- Interviews with candidates to determine suitability for selection.
- Determine a preferred candidate and confirm their preparedness to be nominated for appointment.
- Make recommendation to Council on a preferred candidate.

5.4 Process to Source Appointment of Expert Members to the Development Assessment Panel (DAP)

5.4.1 This Committee and the Chief Executive Officer will act as the selection panel for all expert members to the Development Assessment Panel.

5.4.2 This panel will be supported by the Manager Development Services and any other manager with the relevant expertise required for the operations of the Committee.

5.4.3 The process to be followed by the Committee is:

- Identification of potential candidates via general advertisement.
- Short list candidates for interviews/discussion.
- Interviews with candidates to determine suitability for selection.
- Determine a preferred candidate and confirm their preparedness to be nominated for appointment.
- Make recommendation to Council on a preferred candidate.

5.5 Review Committee's Performance

5.5.1 Review the Committee's Performance on a bi-annual (every two years) basis using performance indicators developed for that purpose.

Adopted by Council:

Amended

Next Review:

Previous Version:

Executive Sponsor:

Owner:

October 2020

November 2021

November 2022

November 2018, November 16

General Manager, Corporate Services

Manager Corporate Governance, Manager People & Culture

Local Government Act 1999

11.10 Adelaide Now Subscription

Report Reference	GC211123R11.10
Originating Officer	Unit Manager Governance and Council Support – Victoria Moritz
Corporate Manager	Manager Office of the Chief Executive - Kate McKenzie
General Manager	Chief Executive Officer - Tony Harrison

REPORT OBJECTIVE

To provide Council Members with information on accessing an online Adelaide Now subscription and, if there is interest, seeking an amendment to the Council Members' Allowances and Benefits Policy for this provision to be included.

EXECUTIVE SUMMARY

There has been recent interest from Council Members in investigating the option to allow for Members to have access to an online Adelaide Now Subscription. In accordance with the Council Members' Allowances and Benefits Policy, Council Members should not be out-of-pocket as a result of performing and discharging their official functions and duties. If Council resolve, The City of Marion will ensure that the reimbursement of expenses is accountable, transparent and in accordance with the Local Government Act 1999 (the LG Act) and the Local Government (Members Allowances & Benefits) Regulations 2010 (the Regulations).

RECOMMENDATION

That Council:

- 1. Amends the Council Members' Allowances and Benefits Policy to include the provision of an online Adelaide Now Subscription through the addition of the following:**

2.8.16 Council Members will be offered an annual online Adelaide Now Subscription through a corporate account for up to \$200 per Council Member, per year.

DISCUSSION

The Council Members' Allowances and Benefits Policy clarifies those expenses, incurred by Council Members, which must be or can be reimbursed and ensures compliance with the provisions of the Local Government Act 1999 (the Act) and the Local Government (Members Allowances and Benefits) Regulations 2010. Section 78 of the Act provides that Council can provide facilities and forms of support for use by its Council Members to assist them to perform or discharge their official functions and duties. If Council resolve that access to an online Adelaide Now subscription would assist Council Members to perform their official functions and duties, access to the Subscription would be through its inclusion in the Council Member Allowances and Benefits Policy as an additional point under Section 2.8 *Facilities and Support*.

Staff have sought a quote for additional users to be added to the corporate account which equates to \$200 per year per person. Full Digital Access would include access to every story on The Advertiser website and app.

If Council do not support this provision in the Council Members' Allowances and Benefits Policy, or for those who do not take up the option of a subscription, limited access to the Adelaide Now website is still publicly available, and staff will continue to publish relevant media articles through the weekly Elected Member Extranet update.

ATTACHMENTS – Nil

11.11 Artificial Turf on Council Verges

Report Reference	GC211123R11.11
Originating Officer	Unit Manager Environment and Sustainability – Ann Gibbons
Corporate Manager	Manager Operations - Russell Troup
General Manager	General Manager City Services - Tony Lines

REPORT OBJECTIVE

This report provides a summary of Council discussions relating to artificial turf within the City of Marion and seeks Council's endorsement of a preferred management option.

REPORT HISTORY

Report Reference	Report Title
GC210223R06	Artificial Turf within the City of Marion
GC200811Q01	Council Verges - Reported Use of Plastic Grass
GC190514M10	Amendment to The City of Marion Verge Development Guidelines
GC190423R05	Amendment to Streetscape Policy and Verge Guidelines
GC190312M07	Amendment to Streetscape Policy and Verge Guidelines

EXECUTIVE SUMMARY

Under the City of Marion Verge Development Guidelines¹, artificial turf is not allowed on Council property such as verges as it does not align with Council's aspirations to naturally green and cool the City. An assessment of the extent of artificial turf installed across the City identified approximately 212 properties where artificial turf has been installed on council verges, between the period 2007-2020.

The management of removal of this turf is complex given the extent of artificial turf on some properties, other infrastructure that is associated with the artificial turf e.g., letterboxes, fences, trees and landscaping, and the long timeframe that some of the artificial turf has been installed. Several options for managing the removal of artificial turf were considered at the 23 February 2021 General Council meeting (GC210223R06), but Council was not able to make a formal decision on any of the options presented.

A discussion at the 19 October 2021 Elected Member Forum (EMF211019) included consideration of environmental impacts of different verge treatments and a proposed enforcement procedure. Discussion focused on Options 1, 2 and 4 as presented in this report and a range of divergent perspectives were explored. At the meeting **Option 2** was narrowly identified as the preferred approach, which also aligns with the advice and recommendation of staff put forward in this report.

Staff will communicate with property owners where artificial turf is currently installed on council verges in accordance with the resolution of Council. Further, a wider community education and awareness campaign is currently being developed to inform residents of the implications associated with the use of artificial turf.

¹ City of Marion Verge Development Guidelines - [Verge-Development-Guidelines.pdf \(marion.sa.gov.au\)](https://www.marion.sa.gov.au/verge-development-guidelines)

RECOMMENDATION

That Council:

1. Implements Option 2 – Direct the removal of artificial turf installed after May 2019, but allow turf installed before that date. That Council:
 - a. Directs removal of all artificial turf installed after May 2019 when Council amended the Verge Development Guidelines to disallow artificial turf (GC190312M07),
 - b. Requests owners without a Section 221 permit to remove any artificial turf installed before May 2019 when Council amended the Verge Development Guidelines to disallow artificial turf and,
 - c. Note that if the owner declines Council's request to remove artificial turf installed before May 2019 then a Section 221 permit will be used to retrospectively assess existing artificial turf treatments for consideration as an "exemption" to Council's Verge Development Guidelines. Section 221 permits will include the following conditions:
 - i. That the resident accepts responsibility to maintain the verge development in a safe and serviceable condition at all times.
 - ii. The property owner accepts liability for injury, damage or loss resulting from anything done under an authorised verge development.
 - iii. That all costs involved with the verge development or alteration of a verge (including authorised alteration of any Council infrastructure) are to be borne by the property owner. Further, works associated with the relocation/ alteration of non-Council (e.g. SAPN, SA Water) services or other constraints must be arranged by the property owner through those relevant authorities and may result in separate costs, payable to those authorities or associated with reinstatement.
 - iv. That Council reserves the right to instruct the owner to repair or remove at the owner's cost, if the serviceable condition or safety of the verge treatment is compromised.
 - d. Notes that where staff become aware of any future artificial turf installations, property owners will be instructed to remove the artificial turf in accordance with the compliance process set out in Attachment 1.
 - e. Notes that an additional short-term staff resource will be needed to assess and implement this resolution, and costs for this will be covered under existing budgets or if necessary, through quarterly budget reviews.
 - f. Notes that there will be cost to Council for removal of artificial turf that was installed by a previous property owner, and the costs for this will be covered under existing budgets or included in future Annual Business Plans.
 - g. Notes that a wider community education and awareness campaign is currently being developed to inform residents of the implications associated with the use of artificial turf.

Should **Option 2** not be supported, Council may decide to revisit **Option 1** or **Option 4** as described below. That Council:

1. Implements Option 1 - Direct the removal of all unapproved artificial turf. That Council:
 - a. Directs all property owners to remove artificial turf that has been installed without a Section 221 permit.
 - b. Notes that there are four properties that have an approved Section 221 permit, for whom this will not apply.
 - c. Notes that where staff become aware of any future artificial turf installations, property owners will be instructed to remove the artificial turf in accordance with the compliance process set out in Attachment 1.

- d. Notes that an additional short-term staff resource will be needed to assess and implement this resolution, and costs for this will be covered under existing budgets, or if necessary, through quarterly budget reviews.
- e. Notes that there will be cost to Council for removal of artificial turf that was installed by a previous property owner, and the costs for this will be covered under existing budgets or included in future Annual Business Plans.
- f. Notes that a wider community education and awareness campaign is currently being developed to inform residents of the implications associated with the use of artificial turf.

OR:

1. Implements Option 4 - Allow artificial turf. That Council:

- a. Amends the Verge Development Guidelines to allow artificial turf on Council verges.
- b. Allows all existing artificial turf to remain in place provided it is safe and serviceable.
- c. Notes that Council will use Section 221 permits as the mechanism to assess and approve artificial turf treatments, including retrospective application for existing artificial turf.
- d. The s221 permit will include requirements:
 - i. That the resident accepts responsibility to maintain the verge development in a safe and serviceable condition at all times.
 - ii. The property owner accepts liability for injury, damage or loss resulting from anything done under an authorised verge development.
 - iii. That all costs involved with the verge development or alteration of a verge (including authorised alteration of any Council infrastructure) are to be borne by the property owner. Further, works associated with the relocation/ alteration of non-Council (e.g., SAPN, SA Water) services or other constraints must be arranged by the property owner through those relevant authorities and may result in separate costs, payable to those authorities or associated with reinstatement.
 - iv. That Council reserves the right to instruct the owner to repair or remove at the owner's cost, if the serviceable condition or safety of the verge treatment is compromised.
- e. Notes that an additional short-term staff resource will be needed to retrospectively assess and approve existing artificial turf in accordance with this resolution, and costs for this will be covered under existing budgets or if necessary, through quarterly budget reviews.
- f. Notes that a community education and communication plan is being developed to continue to support residents and property owners to understand the issues associated with artificial turf.

BACKGROUND

Previous Council consideration:

Council has considered this issue on several occasions, the resolutions for which are summarised below:

12 March 2019 (GC190312M07)	
1.	This item Amendment to Streetscape Policy and Verge Guidelines (GC190312M07) be deferred until the General Council Meeting on 23 April 2019.

23 April 2019 (GC190423R05)	
1.	Amend the Streetscape Policy and Verge Guidelines to include the ability for property owners to apply to install artificial turf treatments to council verges and that the purchase, installation and maintenance will be at the property owner's cost.
2.	An appropriate application and acknowledgement form be developed to ensure: <ul style="list-style-type: none"> A. It is the responsibility of the property owner to maintain the treatment; to avoid trip hazards, and that where services are accessed by council or utility providers, council will not be liable for reinstatement, and it will be the property owner's responsibility to reinstate the treatment; and B. The supplier/manufacture of the turf material meets a minimum quality standard.
3.	Staff encourage residents to explore natural verge treatments where possible.

14 May 2019 (190514M10)	
1.	That the following resolution passed at 23 April 2019 Council meeting be rescinded: <ul style="list-style-type: none"> 1. Amend the Streetscape Policy and Verge Guidelines to include the ability for property owners to apply to install artificial turf treatments to council verges and that the purchase, installation and maintenance will be at the property owner's cost. 2. An appropriate application and acknowledgement form be developed to ensure: <ul style="list-style-type: none"> A. It is the responsibility of the property owner to maintain the treatment; to avoid trip hazards, and that where services are accessed by council or utility providers, council will not be liable for reinstatement, and it will be the property owner's responsibility to reinstate the treatment; and B. The supplier/manufacture of the turf material meets a minimum quality standard. 3. Staff encourage residents to explore natural verge treatments where possible.
1.	The City of Marion Verge Development Guidelines continue to identify Artificial turf as not permitted' for use in Council verges.
2.	An exemption allowing property owners to install artificial turf treatments to council verges and that the purchase, installation and maintenance will be at the property owner's cost be granted for appropriate applications received (or the application process/expressions of interest began and/or received) between 23 April 2019 and 9 May 2019.
3.	Staff encourage residents to explore natural verge treatments as much as possible.

11 August 2020 (GC200811Q01)	
	A Question with Notice was considered – <ul style="list-style-type: none"> 1. What action is Council taking in regard to the reported use of plastic grass on Council verges? 2. What powers does Council have to uphold the Council's policy to prohibit plastic grass on Council verges?

23 February 2021 (GC210223R06)	
1.	No Decision - Several iterations were moved but Council reached no decision

Scale and context:

An assessment of the extent of artificial turf installed across the City identified approximately 212 properties where artificial turf has been installed on council verges, between the period 2007-2020 as follows:

- Approximately 42 properties with artificial turf on council property and are estimated to have been installed after the Verge Development Guidelines were created in May 2018.
- Four properties have Section 221 permits for artificial turf.
- Approximately 170 properties with artificial turf on council property and are estimated to have been installed before the Verge Development Guidelines were created in May 2018. Some of these properties installed artificial turf as far back as 2007.
- It is not currently known how many of the properties with artificial turf have been sold since installation.

Recent information session:

An information session was held at the 19 October 2021 Elected Member Forum (EMF211019) and included consideration of environmental impacts of different verge treatments and a proposed enforcement procedure. Discussion related to the options put to Council in February 2021, namely:

Option 1 - Direct all artificial turf without a permit to be removed.

Option 2 - Direct removal of all artificial turf installed after Verge Development Guideline were in place, and request removal of artificial turf on properties where artificial turf was installed before the Verge Development Guidelines were in place.

Option 3 - Management as per Option 2 AND provide some financial assistance to support this.

Option 4 - Do nothing, allow all existing artificial turf to remain.

Discussion at the forum discounted Option 3 and then focused on Options 1, 2 and 4. A range of divergent perspectives were explored. At the meeting **Option 2** was narrowly identified as the preferred approach, which also reflects the advice and recommendation of staff put forward in this report. Option numbering convention in this report is consistent with those previously considered.

GENERAL DISCUSSION

Valuing Nature

Verges provide a valuable space for greening the City, through trees, grasses, and shrubs. Artificial turf on Council verges:

- limits natural greening.
- contributes to urban heat. Data show it is hotter than natural surfaces and acts as a heat bank.
- Artificial turf is made of plastic and can potentially shed plastic into the environment via stormwater system.
- Poorly maintained artificial turf may become unsightly and can result in weeds growing under and through the turf.
- Artificial turf and the underlying compacted dolomite

significantly reduce permeability which adversely affects tree health.

Risk Management	<p>Poor maintenance of artificial turf can create safety issues such as tripping hazards from fraying or lifting.</p> <p>There is liability associated with the condition and safety of artificial turf within the road reserve.</p> <p>Property owners may not be aware that artificial turf is currently disallowed on verges. There is likely to be some negative feedback when residents are asked to remove turf or accept associated liability.</p>
Legal / Legislative / Policy	The current Verge Development Guidelines, adopted in May 2019, do not allow artificial turf on verges.
Additional Resource Impact	A dedicated resource to assess all properties and administer the process to ensure all artificial turf is removed and/or issue retrospective Section 221 permits would be required.

Artificial turf on council verges was discussed at the 19 October 2021 Elected Member Forum (EMF211019). **Option 2** as described above was put to Elected Members as the preferred approach and if lost, **Option 1** and **Option 4** would be reconsidered.

Clarification of risk and liability:

Since the forum, staff have clarified provision of Section 221 permits as the mechanism to assess and approve artificial turf. For **Options 2 and 4** where artificial turf is allowable, retrospectively or wholly, there are specific conditions proposed to manage Council's risk and to clarify expectations and obligations for residents.

Council does not currently have the resource or budget to maintain artificial turf verges. Further, Council may be held liable for injury, damage, or loss for incidents within the road reserve. There are some protections for Council under the Civil Liability Act for unauthorised encroachments, but this is contingent upon identification and management of 'serious public safety issues'. In the absence of the proposed Section 221 process, Council would need to regularly inspect the condition of all artificial turf installations to appropriately manage this risk. This would require additional staff resource for inspection and administration.

Accordingly, the following four conditions are proposed within Options 2 & 4 that clarify risk and obligations between the property owner and Council:

The S221 permit shall include conditions that:

- i. the resident is responsible for maintaining the verge development in a safe and serviceable condition.
- ii. the Council is not liable for injury, damage or loss resulting from anything done under an authorised verge development.
- iii. all costs involved with the verge development or alteration of a verge (including alteration of any Council infrastructure) are to be borne by the property owner. Further, works associated with the relocation/ alteration of non-Council (e.g. SAPN, SA Water) services or other constraints must be arranged by the property owner through those relevant authorities and may result in separate costs, payable to those authorities or associated with reinstatement.
- iv. Council reserves the right to instruct the owner to undertake repair works at the owner's cost, if the serviceable condition or safety of the verge treatment is compromised.

In the case of Option 2 the Section 221 process would apply retrospectively and if approved be considered an “exemption” to the Verge Development Guidelines, which would continue to disallow artificial turf in the future. For Option 4, the Section 221 process will apply retrospectively and for future Section 221 applications under amended Verge Development Guidelines that allow artificial turf.

Proposed Compliance Process

Where Council directs the removal of artificial turf the following compliance process is proposed:

1. An inspection would be undertaken to confirm the location and extent.
2. Aerial photographs would be used to determine the approximate installation date, and the date of the purchase of the property by the current owner would be verified through the Land Services Group.
3. A letter would be written to the property owner advising that the artificial turf is to be removed and the area is to be reinstated to the condition it was in prior to installation. The time frame for removal is four weeks. Requests for extensions of time are considered by staff on a case-by-case basis. Any time extension would be conditional on the owner accepting Council's request for removal and liability for associated removal costs.
4. If no action is taken to remove the artificial turf a second letter is sent to the property owner.
5. A reminder and two legal 'enforcement' letters would then be sent. If the property owner still refuses to remove the artificial turf, Council has the right under the Act to remove the artificial turf, reinstate the area and claim all costs from the person who installed artificial turf (Section 234 of the Act). The debt is not a charge against the land and cannot be added to the Rates Notice. A separate tax invoice to the owner must be raised by Council. Council's debt recovery process will be utilised where payment is not forthcoming. If investigations find that the property has been sold since the installation of artificial turf, then Council will undertake remedial works and accept associated costs.

Refer to Attachment 1 for a process map outlining the proposed enforcement / compliance procedure. Should this Option be supported, a dedicated resource to administer the process would be required.

OPTIONS CONSIDERED”

Option 2 (Direct the removal of all artificial turf installed after May 2019 when the Verge Development Guideline were in place, and request removal of artificial turf on properties where artificial turf was installed before May 2019).

This option retains the Verge Development Guideline provision that disallows artificial turf. This option distinguishes between artificial turf installed before and after the adoption of the guideline in May 2019.

After May 2019: Property owners with artificial turf installed after May 2019, will be directed to remove it by Council as per the process in Attachment 1. Notwithstanding that the Section 221 permit requirement was already in place, the Guideline provided further clarity regarding the disallowance of artificial turf on verges. For those properties where artificial turf was installed prior to adoption of the Verge Development Guidelines will hence be allowable.

Before May 2019: Properties owner with artificial turf installed before May 2019 will be requested to remove the artificial turf by Council. If property owners do not wish to remove their artificial turf, then Council will retrospectively apply a Section 221 permit process. This option recognises that artificial turf was not explicitly disallowed at the time of installation, although it should be noted that a Section 221 process should still have been applied.

Any approved Section 221 permit would be subject to the conditions that clarify risk and liability.

Step 5 within the proposed compliance process includes provision for Council to undertake works and accept costs where a property has been sold since the artificial turf was installed. At present, Council does not know how many properties may be affected and therefore the associated costs are not reliably quantifiable.

Should **Option 2** not be supported, Council may decide to revisit **Option 1** and/or **Option 4** as described below.

Option 1 - Direct all artificial turf without a permit to be removed

Direct all property owners to remove artificial turf (except for the four properties that have a permit) that has been installed without Council authorisation, as this is a contravention of the Local Government Act. There are four properties with approved Section 221 permits.

There would be considerable impacts to some residents if this option was chosen given the extent of turf, the length of time it has been in place and the structures e.g. fences, letterboxes, landscaping, pathways that are on/adjacent to the turf. It should be noted that there are other installations on verges that are in contravention of the Act such as retaining walls, letterboxes, fences etc. that are managed on a case-by-case basis when a complaint is made.

Should Option 1 be supported, a dedicated resource to assess all properties and administer the process to ensure all artificial turf is removed would be required.

Step 5 within the proposed compliance process includes provision for Council to undertake works and accept costs where a property has been sold since the artificial turf was installed. At present, Council does not know how many properties may be affected and therefore the associated costs are not reliably quantifiable.

Option 4 - Do nothing, allow all existing artificial turf to remain and allow in the future.

To allow artificial turf as a verge treatment in the future, this option would require a motion to amend the Verge Development Guidelines.

Council will use Section 221 permits as the mechanism to assess and approve turf treatments. This will include retrospective assessment for existing turf treatments. Any approved Section 221 permit would be subject to the conditions that clarify risk and liability.

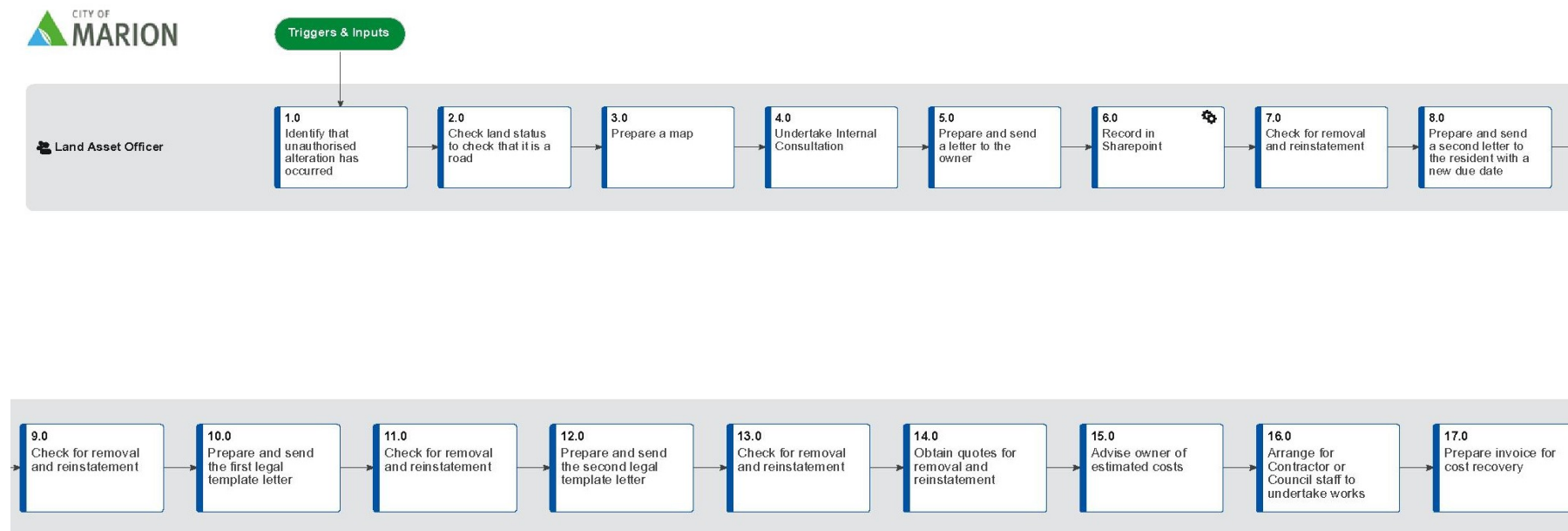
Should Option 4 be supported, a dedicated resource to administer this process would be required.

A community education and communication plan is being developed to continue to support residents and property owners to understand the issues associated with artificial turf and to provide information about cooler and greener alternative verge options. The City Limits article attached is an example of the information to be disseminated via City Limits, the monthly Green Thymes e-newsletter and on Council's website.

ATTACHMENTS

1. GC211123 Attachment 1 Draft Process for removal of unauthorised alterations to roads
[11.11.1 - 1 page]

Removal of Unauthorised Alterations to Roads (S221 LGA) Process



12 Corporate Reports for Information/Noting

12.1 WHS Monthly Performance Report October 2021

Report Reference	GC211123R12.1
Originating Officer	Unit Manager WHS – Christian Stott
Corporate Manager	Manager People and Culture - Jessica Lynch
General Manager	Chief Executive Officer - Tony Harrison

REPORT OBJECTIVE

The objective of this monthly report is to provide Council with assurance that the City of Marion has effective strategies in place to meet its legal obligations as outlined in the *Work Health and Safety Act* (SA) 2012, and to monitor Council's core target of a 10% reduction of the Lost Time Injury Frequency Rate (LTIFR) from the previous year.

RECOMMENDATION

That Council:

1. **Notes the report and statistical data contained therein.**

DISCUSSION

Targets and performance indicators have been established in order to measure the continual improvement of the program. Performance against these targets are outlined in **Attachment 1** which are measured in two ways:

- Positive performance indicators (PPI's); and
- Lag performance indicators (LPI's)

Council's KPI is the achievement of a 10% reduction on last year's LTIFR of 14.4, to reach 12.95 or less in 2021-22. Current LTIFR now at 7.3.

The well-being of the staff involved is paramount and Management reviews each incident individually to ensure appropriate controls are in place to reduce or eliminate risk.

The organisation is continuing to implement various initiatives including the Health, Safety and Environment (HSE) Strategic Plan 2019-23 (which has just completed its second year) to address compliance, key risks and reduce the LTIFR.

ATTACHMENTS

1. WHS Monthly Performance Report October 2021 [**12.1.1** - 3 pages]

Attachment 1 – WHS Monthly Performance Report – October 2021

City of Marion's HSE Vision is that **'We can all make a difference towards achieving zero harm, to people and the environment'**. We are specifically focused on further developing our leadership styles, organisational culture and systems committing to:

- Developing our people to lead the change across the City of Marion
- Embedding a culture of safety and wellbeing as a part of normal business practice
- Continually improving our WHS Management System (WHSMS) and Environmental Management System (EMS) to achieve best practice

Hazard and Near Miss Reports (Internal WHS SkyTrust reporting data)

Historical statistics inform us that when there is a healthy culture of Hazard/Near Miss Reporting, there is a consequential reduction in injuries to Workers. Hazards and Near Misses are reported to date for this financial year and are outlined in Table 1. They can be compared against those reported last financial year which are outlined in Table 2.

Table 1: Hazard and Near Miss Reports - Financial Year 2021/22

Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Total	Ave
8	6	6	4									24	6.0

Table 2: Hazard and Near Miss Reports - Financial Year 2020-21

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total	Ave
11	7	12	14	17	11	7	8	10	6	5	12	120	10

Lost Time Injuries Reported (Internal WHS SkyTrust reporting data)

Lost Time Injuries (LTI's) are those injuries where a whole work day or more has been lost due to a workplace injury. LTI's reported to date for this financial year are outlined in Table 3 and can be compared against those reported last financial year which are outlined in Table 4.

Table 3: Number of LTI's per month - Financial Year 2021/22

Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Total
0	0	0	0									0

Table 4: Number of LTIs per month - Financial Year 2020-21

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total
1	2	2	0	0	1	0	3	0	0	0	1	10

*Two LTIs occurring late in 2019-20 either sought further medical intervention or were investigated and accepted post June 2020.

Table 5: Outline of LTIs reported - Financial Year 2021/22

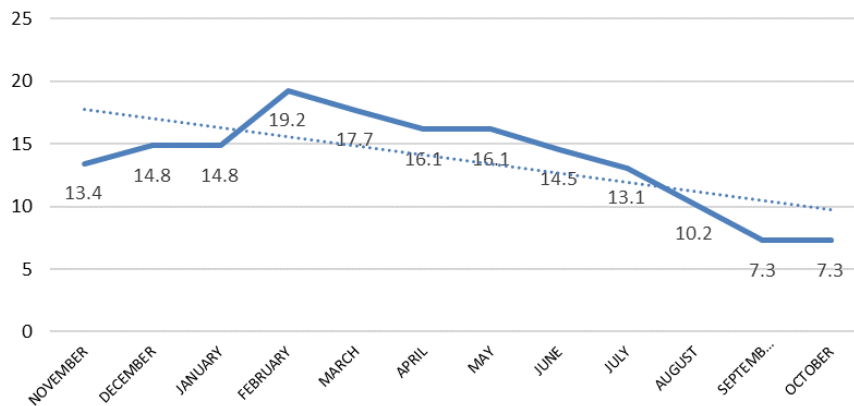
No.	Description of Incident	Mechanism of Injury	Injury Description
	Nil		

Rolling Lost Time Injury Frequency Rate (Internal WHS SkyTrust reporting data)

Rolling injury frequency rate over a 12 month or greater period is a common monitoring for performance of WHS and Return to Work performance. It continues over financial and calendar years rather than starting from zero so that longer term trends can be observed and appropriate action taken to address upward trends and/or seasonal spikes in injuries..

The rolling LTIFR, outlined with a solid blue line in Figure 1 from internal incident report data, provides analysis of the average LTIFR over the last 12 months.

Figure 1: Rolling LTIFR over 12 months

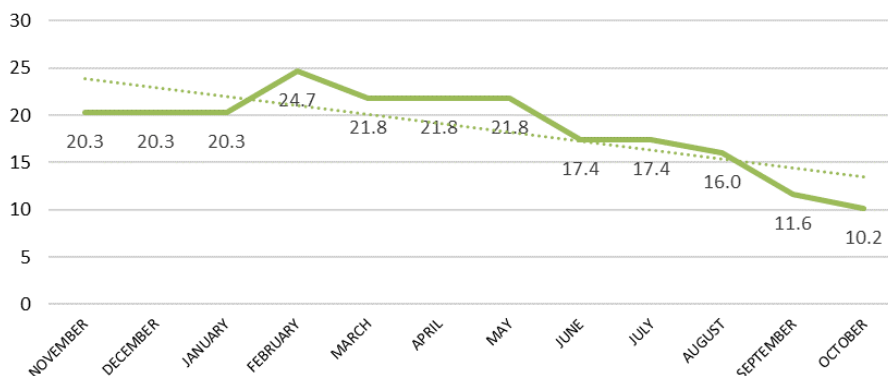


The current 12 month rolling LTIFR for the City of Marion is **7.3** which represents a **46%** reduction over the previous 12 months from.

Rolling Total Recordable Incident Frequency Rate (Internal WHS SkyTrust reporting data)

Total Recordable Incidents include fatalities, LTI's and incidents resulting in the employee receiving medical treatment and/or is certified as only fit to undertake suitable duties. The Rolling Total Recordable Incident Frequency Rate (TRIFR), outlined with a solid green line in Figure 2 from internal incident report data, provides analysis of the average TRIFR over the last 12 months.

Figure 2: Rolling TRIFR over 12 months

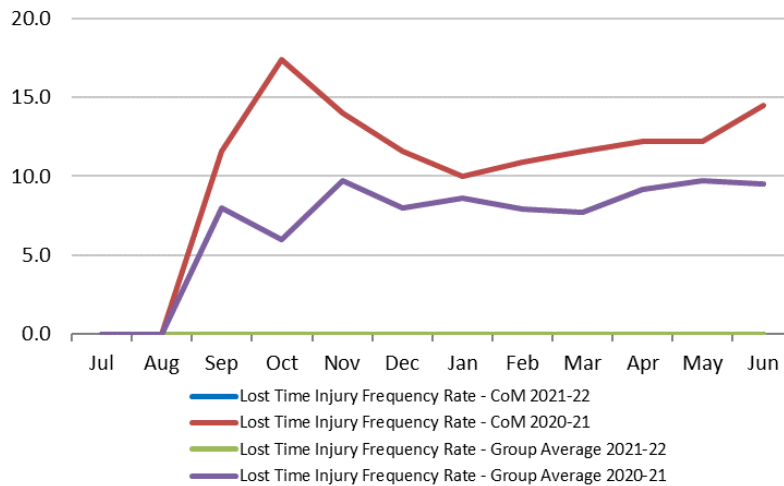


The current 12 month rolling TRIFR for the City of Marion is **10.2** which represents **50%** reduction over the previous 12 months.

Lost Time Injury Frequency Rate (LGAWCS Claims Data)

Lost Time Injury Frequency Rate (LTIFR), is an industry standard tool for measuring LTI's within a given reporting period which enables comparison to other organisations. Council's LTIFR is outlined in Figure 3, from the LGA's Member Portal data once claims have been determined and can be measured and monitored against our industry counterparts being the Group A Councils (¹GaC).

Figure 3: LTIFR compared against Group A Councils

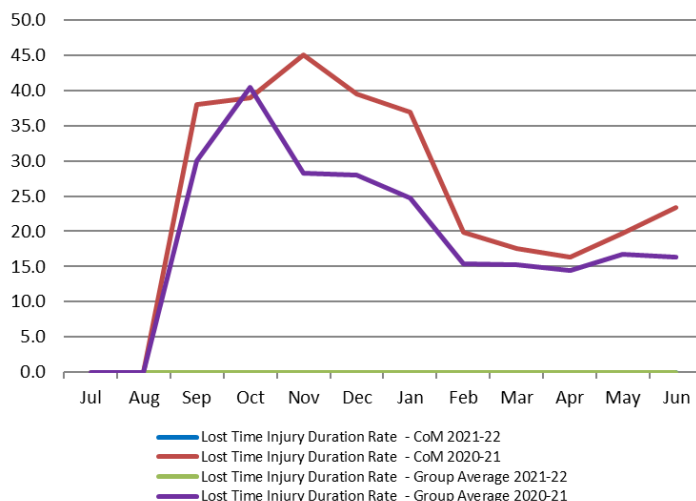


The current LTIFR for the City of Marion (which would be represented in blue) is **0**, compared to GaCs recording **0**, with no claims being recorded this year to date.

Lost Time Injury Duration Rate (LGAWCS Claims Data)

The Lost Time Injury Duration Rate (LTIDR), is an industry standard tool for measuring the average days lost from LTI's within a reporting period to enable comparison to other organisations. Council's LTIDR is outlined in Figure 4, data is sourced from the LGA's Member Portal once claims have been determined and can be measured and monitored against our industry counterparts being the GaC.

Figure 4: LTIDR compared against Group A Councils



The current LTIDR for the City of Marion (which would be represented in blue) is **0**, compared to GaCs recording **0**, with no claims being recorded this year to date.

¹ GaC are metropolitan councils with more than 300 staff (Marion, Adelaide, Charles Sturt, Onkaparinga, Playford, Port Adelaide Enfield, Salisbury and Tee Tree Gully).

12.2 Corporate Risk Review Report Q1 2021/22

Report Reference	GC211123R12.2
Originating Officer	Unit Manager Risk – Sherie Walczak
Corporate Manager	Manager Office of the CEO - Kate McKenzie
General Manager	Chief Executive Officer - Tony Harrison

REPORT HISTORY

The Corporate Risk Review is undertaken quarterly by the Senior Leadership Team as outlined in the Risk Management Policy and the outcomes of which are reported to the Council (via the Finance and Audit Committee).

Report Reference	Report Title
GC20211123R0	Corporate Risk Quarterly Report

REPORT OBJECTIVE

The purpose of this report is to provide the Council with the outcomes of Quarter 1 (July to September) 2021 Corporate Risk Review.

EXECUTIVE SUMMARY

The quarterly Corporate Risk Review was undertaken by management. Focused reviews occurred in City Activation, Development and Regulatory Services, Customer Experience, People and Culture plus City Property (in relation to the LKCC, the services of which are now being delivered through a management agreement). Scrutiny was placed on current controls, recognition of completed actions and updating actions and alignment of action due dates.

Completed actions were listed as controls where applicable and the likelihood/consequence ratings were re-evaluated which resulted in the current risk rating decreasing from medium to low for 1 risk and 2 medium risks being removed or combined.

The review undertaken for Quarter 1 saw the total number of risks decrease by two to 102. The current risk ratings are: 6 high, 67 medium and 29 low.

High Risk Plans-on-a-Page have also been reviewed for all 6 current High risks to provide greater detail and context. These are included in Attachment 1.

RECOMMENDATION

- 1. That Council notes the report.**

OUTCOMES OF THE QUARTERLY RISK REVIEW PROCESS

The quarter 1 2021/22 review of the Corporate Risk Register resulted in a total of 102 risks identified. The current risk ratings are: 6 high, 67 medium and 29 low outlined in **Table 1** which also illustrates the movement in our risk exposure over the previous 12 months.

Table 1: Corporate Risk Register Quarterly Review – Comparative Outcomes

Period:	Qtr 1: Jul to Sep 2019			Qtr 2: Oct to Dec 2019			Qtr 3: Jan to Mar 2019			Qtr 3: Apr to Jun 2020			Overall Impact*
Corporate Risk	I	C	F	I	C	F	I	C	F	I	C	F	
Extreme	26	0	0	27	0	0	28	0	0	28	0	0	<div>Overall Impact*</div> <div>↔</div> <div>↔</div> <div>↓</div> <div>↑</div> <div>-3</div> <div>+1</div>
High	65	6	0	65	6	0	65	6	0	63	6	0	
Medium	13	73	58	13	71	59	11	70	62	11	67	60	
Low	0	25	46	0	28	46	0	28	42	0	29	42	
Total	104	104	104	105	105	105	104	104	104	102	102	102	
<div>Current High Risk %</div> <div>6% 6% 6% 6%</div>													

*Key: I = Inherent, C = Current, F = Forecast *Overall movement of current Risk Rating

This report provides further details on the outcomes of the quarterly review including.

- Changes to the risks reported in the Corporate Risk Register
- Ongoing and emerging risks / opportunities (currently not identified on the register)

CHANGES TO THE RISKS REPORTED IN THE CORPORATE RISK REGISTER

During the supported reviews, scrutiny was placed on current controls, updating actions and action due dates. This has resulted in some likelihood and consequence ratings being re-evaluated affecting current risk ratings for 1 risk, from Medium to Low, outlined in **Table 2** and two risks being removed from the register, outlined in **Table 3**.

Re-rated Risks

The risks associated with the LKCC were reviewed due the operations of the LKCC being contracted to Southern Cultural Immersion (SCI). As a result, LKCC02 was incorporated with LKCC03 resulting in LKCC02 having a new risk description and LKCC03 being removed. The likelihood was re-rated from Possible to Unlikely and the consequence was re-rated from Moderate to Minor which resulted in a change to the current risk rating from MEDIUM to LOW.

The view was that the risk associated with the agreement in place with Southern Cultural Immersion for the provision of economic development opportunities for indigenous Australians and indigenous education & environmental learning to non-indigenous persons at the LKCC was low due to their connection with the local indigenous community and the understanding of their specific needs.

Table2: Risks Re-Rated During Reporting Period

Risk Ref	Work area	Risk Description	Inherent Rating	Current Rating	Forecast Rating	Comment
LKC02	City Property	Inability to achieve outcomes of the management agreement to provide economic development opportunities for indigenous Australians and indigenous education & environmental learning to non-indigenous persons	High	Low	Low	Risk description rewritten to include LKCC03 and re-evaluated. Current risk rating changed from Possible/Moderate - MEDIUM to unlikely/minor – LOW due to management agreement to deliver indigenous services by SCI

Risks removed from Register

The processes defined in DSE05 '*failure to follow due process during the enforcement/ emergency action procedure resulting in a public safety/referral to Development Services*', are part of the broader processes outlined in DSE01 '*failure by Development Approval and/or Building Inspection processes and procedures to detect structural or public safety issues or other non-compliance and to apply enforcement/emergency actions*' and doesn't warrant a discrete risk. DES05 was combined into and DSE01 and DSE05 was removed.

As a result of the review outlined above in Re-rated Risks, LKCC03 was removed.

Table 3: Risk Removed from register

Risk Ref	Work area	Risk Description	Inherent Rating	Current Rating	Forecast Rating	Comment
DSE 05	Development & Regulatory Services	Failure to follow due process during the enforcement/ emergency action procedure resulting in a public safety/referral to Development Services	High	Medium	Medium	Removed as this forms part of the process defined in DSE01 and these risks have now been combined.
LKC03	Economic & Cultural Development	Inability to develop the LKCC to maximise its revenue potential & provide economic development opportunities for indigenous Australians	High	Medium	Medium	Removed as this has been combined with LKC02 due to both objectives being incorporated into the SCI management agreement

ONGOING & EMERGING RISK / OPPORTUNITY ISSUES

Organisational innovation and growth cannot occur without presenting new exposure to risk; therefore, some degree of risk is not only healthy for organisations but is essential. To ensure early, quick and clear escalation of items of strategic or high operational risks to key decision makers, potential risks and opportunities are identified in the quarterly environmental scan undertaken using the PESTLER model (P = Political, E = Economic, S = Social, T = Technological, L = Legal, E = Environmental, R = Relationships). The latest scan suggests areas for continued observation are:

Ongoing Risk & Opportunity Issues:

- **North-South Corridor land acquisitions:** The commencement of the Torrens to Darlington upgrade, is the final piece of the North-South Corridor that will complete 78km of continuous traffic-light free connectivity between Gawler and Old Noarlunga. Just under 400 properties in total will be acquired for the project. The first round of compulsory land acquisitions in July 2021 resulted in 50 properties within CoM boundaries. This quarter there has been a secondary announcement of approximately 40 properties being acquired within City of Marion boundaries. Key risks and opportunities for the CoM include:
 - **Financial:** DIT announced that impacted properties will need to vacate by November 2022. The CoM has not yet received any formal notification from the State Government on the exact details of rateable properties that are to be acquired for the project however, the earmarked zone publicly announced by DIT may have an impact to revenue in the second half of 2021-22. The greatest financial impact will be in the 2022/23 year as these properties equate to \$541k in rates revenue however, there is also a reduced cost associated with the reduction in properties to service. Council's LTFP forecasts growth in the order of 1% annually, this forecast will be impacted by this large reduction in rateable properties reducing our current growth forecast in 2022/23 by 0.4%.
 - **Reputation:** The North-South Corridor continues to present itself as an opportunity to enhance the 'City of Marion' brand attributes through strengthened communications, engagement and support with/and to our community on key issues and to consider what supporting role (if any) it will take as more residents and businesses are impacted over

the course of the project. There has been confusion over the actual start dates of construction and dates of acquisition of homes communicated to those affected. There is opportunity to support the CoM residents around these issues.

- **Local employment:** The impact to the local economy and jobs will be felt should affected businesses choose not to relocate. Large businesses not relocating within the CoM, including the Tonsley Hotel who employ 55 people, could result in jobs being lost.
- **Human Pandemic:** The ongoing effects of COVID-19 continues to cause uncertainty. Issues arising are being monitored with appropriate responses implemented as required.
 - The rollout of COVID vaccinations and the potential for our workers to require mandatory vaccinations dependent on the changing emergency directions and other obligations. Interstate there are industries that are mandated for workers and visitors to be vaccinated. Currently, there are two areas of the organisation that this has had an affect:
 - CoM is funded through a Federal Government contract to provide in-home care services to the elderly. CoM is required to regularly provide desensitised reports on vaccination numbers of all staff, volunteers and workers from brokered agencies who provide services under this contract if they are willing to share this information (as their requirement to inform us remains voluntary).
 - CoM lease a facility to an organisation that provides housing for young people with a mild intellectual disability who want to be independent. The Management Committee of this facility have recently advised of their decision that anyone entering the facility will need to provide evidence that they are vaccinated.
 - The opening of State borders may pose risks relating to the possible transmission of COVID in South Australia however, this could provide many opportunities for the CoM, our residents and businesses due to the return of families, tourists and business travellers.
- **Planning Reforms:** Changes associated with the Planning, Development and Infrastructure Act 2016 have now been implemented (from March 2021), impacts to internal processes and resources are continued to be monitored. State Government has advised that data provided from Plan SA system in this initial phase requires further enhancement, meaning reporting cannot be confirmed as accurate at present.
- **Digital transformation:** Generally, the highest inherent risks in Digital Transformation Programs are integrations across systems and the risk of cost overrun with our major vendors. With regards to integration risk, we have assembled key internal stakeholders and received external expert advice and are working with incumbent vendors to integrate our systems with Salesforce and Microsoft Azure at the centre of our integrations (as proven to work well in other councils). With regards to cost overrun, we have one major supplier on a mix of fixed price outcome delivery. For the other major suppliers, we have a firm budget estimation tied to RFP responses and milestone delivery which we monitor closely at the monthly level for time, materials, and output.

Emerging Risks & Opportunity Issues:

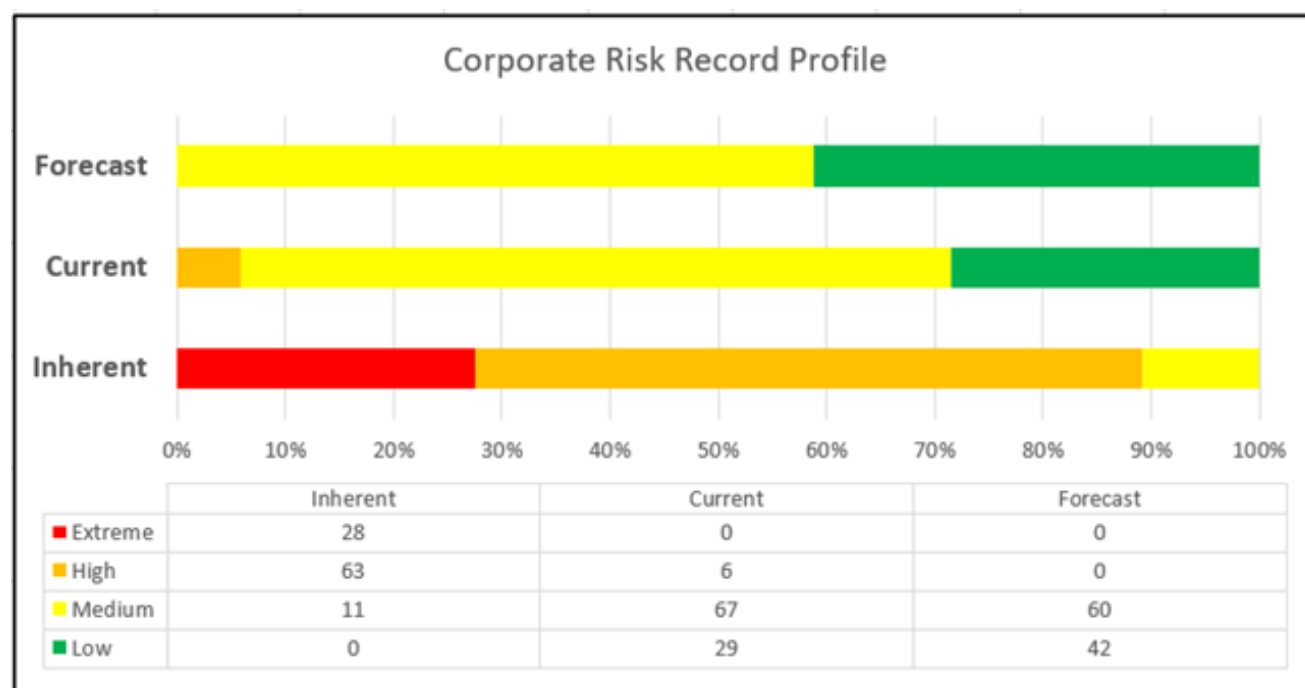
- **State Government Funding reforms:** Changes to State Government funding models may impact our services, however this may also provide an opportunity for CoM to engage and partner with other organisations to continue to provide services to the community. Memorandums of Understanding remain for Neighbourhood Centres, Libraries and Positive Aging and Inclusion services. This is collectively worth over \$2m per annum. Funding remains committed until October 2022 for Neighbourhood Centres, June 2023 for Positive Aging and Inclusion services and libraries is unknown.
- **Elections:** There are upcoming State Government elections in March 2022, Federal Government elections in May 2022 and Local Government elections in November 2022. There are possibilities for marginal seats which could present an opportunity to lobby candidates for their support on significant projects. A list of key projects has been identified and distributed to candidates through the Mayor.
- **Social Media:** Social media affords Councils an instant channel to engage with local community and the ability to reach demographic sectors who are out of the traditional touch points. Despite these opportunities, it is not without risks. The High Court recently ruled a publisher can be held responsible for defamatory comments readers leave on its Facebook page, this decision may

mean anyone who runs a social media page can theoretically be sued over disparaging comments posted by readers or random group members.

MANAGEMENT OF HIGH RISKS

There are currently six risks currently assessed as outside the CoM's adopted risk appetite, as outlined in **Table 4**. Although the Risk Appetite outlined in the Risk Management Framework outlines varying tolerance levels for specific risk criteria, the reporting structure requires that risks with a current risk rating of extreme or high are to be reported to the ELT and subsequently, to Council via the Finance and Audit Committee.

Table 4: Corporate Risk Register Quarterly Review – Current Ratings



An excerpt of the Corporate Risk Register, outlining the six high-rated risks is provided in **Table 5**, which shows the movement in the current risk rating from last reporting period. Further detail on the mitigating actions identified by the risk owners, targeted to reduce the risk to within tolerance levels is outlined in the High Risk Plans-on-a-Page.

Table 5: Risks Currently Rated as High (or above)

Risk Ref	Risk Description	Inherent Risk Rating	Current Risk Rating	Qtr Mvmnt
CDO 01	Poor data quality and information governance not supporting informed decision making	Extreme	High	↔
DTP0 1	Decentralised, unsupported, and unintegrated ICT systems to support current and future needs	High	High	↔
ESU 03	Failure to understand, plan and act to respond to the projected impacts of climate change.	Extreme	High	↔
FIN0 6	Ineffective & inefficient organisational project and portfolio management/ monitoring to deliver strategic objectives and outcomes	High	High	↔
GOV 10	Inability to prevent, prepare, respond to, and promote resilience in the community in the event of an emergency i.e., pandemic (human disease), earthquake, flood, extreme heat, bushfire, and terrorism	Extreme	High	↔
LPR0 2	Injury or harm/damage arising out of a failure of CoM contractors to comply with contract conditions and CoM HSE requirements	High	High	↔

High Risk Plans-on-a-Page

To provide greater detail and context for High rated risks, a High Risk Plan-on-a-Page was developed in collaboration with the each of the risk owners for review, validation and monitoring by ELT each quarter. These are presented for discussion in **Attachment 1, Table 1 to 6**.

CONCLUSION

The quarterly risk review process, culminating in an updated Corporate Risk Register and High Risk Plans-on-a-page, provides assurance to Council, the organisation and its stakeholders of an integrated approach to the identification, management and ongoing monitoring of risk and opportunities.

ATTACHMENTS

1. GC211123 Attachment 1 Corporate Risk Quarterly Review Q1 2021 22 Report [**12.2.1** - 6 pages]

Table 1: High Risk Plan-on-a-Page




RISK ID	CDO01				
DATE LAST REVIEWED	30/09/2021				
ELT	Corporate Services				
SLT	Business Intelligence Lead				
		INHERENT	CURRENT	TARGET	
Risk Description					
Poor data quality and information governance not supporting informed decision making					
Risk Statement					
There is a risk that poor quality of data within systems doesn't allow for informed decisions					
Link to Strategic Plan	Council of Excellence				
Link to Business Plan	Digital Transformation Program				
Context/Background and Environmental considerations					
CoM currently uses legacy business applications which are not integrated with each other. Without proper integration double keying of data takes place which can result in data loss or integrity issues. Due to the limited functions of the business systems, the business has needed to make manual workarounds, this can lead to data entry errors, this can contribute to long processes for information gathering and decision making.					
Stakeholders		Consultation			
All data users within the business		Digital Transformation Program			
Risk source - Causes/Drivers					
<ul style="list-style-type: none">- Inadequate strategic awareness/oversight of corporate data processes- Lack of standardised Data Quality Assurance processes- Obsolete Data Governance Framework- No resource/capacity to review/embed the Data Governance Framework- Poor data capture due to inadequate processes & systems- Lack of IT training for staff (no IT Trainer role)- Lack of mobility tools for outdoor staff to capture data- Ineffective use of end user reporting and query tools- Lack of single source of truth for Corporate data					
Potential Consequences					
<ul style="list-style-type: none">- Non compliance with related regulations/ legislation- Unsupported decision making- Inability to deliver identified business outcomes- Inability to address business issues- Inability to provide innovation and improve efficiencies- Lack of data integrity- Failure to measure data value- Increased errors due to inefficient work processes					
Implemented Controls			Endorsed Date	Review Date	Responsible Officer
1	DTP ELT Meetings (ICT steering committee)		Aug-21	Dec-23	GM Corp Serv
2	Core application systems user groups with ICT business unit account & manager roles		Jan-21	Dec-21	Snr DTP IT Mgr
3	Vendor management reviews of software enhancements/faults		Jan-21	Dec-21	Snr DTP IT Mgr
4	Software owner roles & responsibilities documented (org wide vs departmental)		ongoing	Dec-21	Snr DTP IT Mgr
5	Business intelligence/data analytics reporting toolset (MS PowerBI)		Dec-19	Mar-22	CDO
Planned Treatment			Status	Due Date	Responsible Officer
1	Implementation of ICT Service Review recommendations		On schedule	30/11/2021	UM ICT
2	Implementation of ICT Internal Audit recommendations		On schedule	31/12/2021	UM ICT
3	Digital Transformation Project (move to Cloud)		On schedule	30/12/2022	Snr DTP IT Mgr
4	DTP - COM9 data analytics		On schedule	30/06/2022	BIL
5	Seek endorsement of Data Governance and Mgmt framework		Behind schedule	30/07/2021	BIL
6	Implement and oversee the Data Governance Framework		On schedule	30/06/2022	BIL

Table 2: High Risk Plan-on-a-Page




RISK ID	DTP01			
DATE LAST REVIEWED	30/09/2021			
ELT	Corporate Services			
SLT	Manager IT Operations • Information Services			
Risk Description				
Decentralised, unsupported and unintegrated ICT systems to support current and future needs.				
Risk Statement				
There is a risk that having decentralised IT systems that are not fit for purpose through the lack of strategic planning for IT will cause unstable systems or failures, inefficiencies, and not allow progression of key business developments resulting in poor customer experience, frustrated staff.				
Link to Strategic Plan	Engaged			
Link to Business Plan	Digital Transformation Program			
Context/Background and Environmental considerations				
Old systems and old technologies used, these have caused inefficient work arounds for the systems. The planning and endorsement of the Digital Transformation Project has taken time to scope and present for endorsement from Council. Budget endorsement from Council was needed. The restructure of the organisation has moved the ownership of addressing these risks to the DTP				
Stakeholders		Consultation		
All data users within the business		ELT, SLT & work areas via meetings		
Risk source - Causes/Drivers				
<ul style="list-style-type: none">- Ineffective implementation of the DT program- IT platform and operating systems no longer pertinent, potentially unfit for Business over the long term- Lack of strategic planning & investment in Business systems as Information Management assets- Lack of timely engagement with IT- Business units implement their own technology solutions- Lack of common IT architecture- Shortage of IT resources				
Potential Consequences				
<ul style="list-style-type: none">- Inefficient corporate software systems- Ineffective use of IT staff resources- Inability to support & progress key business developments- Lack of flexibility, capacity &/or capability for future options- Poor customer experience- Frustrated staff - low morale- Increase turnover of staff- Business inefficiency- System instability &/or failures				
Implemented Controls		Endorsed Date	Review	Responsible Officer
1	DTP ELT Meetings (ICT steering committee)	Aug-20	Dec-23	GM Corp Serv
2	DTP Communications Plan	Nov-20	Nov-21	Mgr Cust Ex
3	DTP Change Management Plan	Jul-20	Jul-21	Mgr Cust Ex
4	Digital Literacy training plan	Jan-21	Dec-21	Snr DTP IT Mgr
5	DTP team of qualified & experienced personnel inc dedicated BA and PM resources (service review undertaken)	Feb-21	Feb-22	GM Corp Serv
6	DTP performance reporting to ELT & FAC	Aug-20	Dec-23	Snr DTP IT Mgr
7	Cross Council collaboration (peer review of initiatives)	Jun-20	Jun-22	Snr DTP IT Mgr
Planned Treatment		Status	Due Date	Responsible Officer
1	1. Digital Transformation Project	On schedule	30/06/2023	GM Corp Serv
2	1a. CRM system replacement	On schedule	31/01/2022	Mgr Cus Exp
3	1b. Finance system replacement	On schedule	1/07/2022	Mgr Fin
4	1c. Asset Mgt new system	On schedule	1/05/2022	Mgr Fin
5	1d. HR/Payroll system replacement	On schedule	31/01/2022	Mgr P&C

Table 3: High Risk Plan-on-a-Page




RISK ID	ESU03			
DATE LAST REVIEWED	30/09/2021			
ELT	City Services			
SLT	Engineering Assets and Environment	INHERENT	CURRENT	TARGET
Risk Description				
Failure to understand, plan and act to respond to the projected impacts of climate change.				
Risk Statement				
There is a risk that extreme weather events, coastal inundation and protracted and enduring changes in weather patterns caused by climate change/global warming will result in an increase in operating costs due to asset damage and accelerated deterioration, damage to Council natural and built environments and an increasing disconnect between Councils capacity to deliver facilities and services and the community's expectations				
Link to Strategic Plan	Valuing Nature			
Link to Business Plan	Series of supporting processes and guidelines (i.e ESD guidelines for new building and refurbishments) guide project/initiatives such as the development of the Asset Management Plans			
Context/Background and Environmental considerations				
Climate change is already affecting aspects of CoM operations including how we undertake business and activities and how we design, build and refurbish facilities and infrastructure. It is recognised that unless we ensure we have a sound understanding of the projections and impacts of climate change and incorporate this knowledge into the design and management of infrastructure and the mode of delivery of services we risk exposing the community to increased operating costs and a decrease in the utility of infrastructure and service.				
Stakeholders		Consultation		
Community, Elected Members, State and Federal Governments, Risk Unit/ Governance, City Activation, City Development, SME's and Local Business, Resilient South, Regional Climate Partnership, Consultants		Consultation through the Climate Risk Governance assessment (internal survey/SLT Interview/ focus/group interview). Common Thread engagement initiative, Local Member, Resilient South Regional Climate Partnership collaboration, Community of Practice (through RCP)		
Risk source - Causes/Drivers				
<ul style="list-style-type: none">- Lack of climate change awareness / understanding- Lack of recognition for climate risk mapping in urban planning (PDI Act) and decision making (climate hazard mapping)- Failure to include Climate Change consideration in business activities/operations (inc events, asset management planning & CapX projects)- Inadequate stakeholder engagement- Poor inter-departmental collaboration and communication- increasing carbon emissions- Planning application approvals in unsuitable areas				
Potential Consequences				
<ul style="list-style-type: none">- Catastrophic damage to assets and infrastructure during extreme weather (e.g. flooding and fire)- Increased cost of remedial works- Increased cost of mitigation works- Dissatisfied community- Damage to coastal zone from storm surge- Reduced rates revenue as property values go down- Increased difficulty in obtaining insurance cover/increased premiums- Increased difficulty in obtaining loans if financial institutions require evidence of responses to climate change impacts- Adverse impact of vulnerable people during extreme weather events (e.g. heat wave)- Increased operating costs- Reduction in asset lifecycle				
Implemented Controls		Endorsed Date	Review Date	Responsible Officer
1	Resilient South Regional Climate Change Adaptation Plan	2019	2022	UM ES
2	Resilient South Local Government Regional Implementation Plan	2019	2022	UM ES
3	Coastal Climate Change Adaptation Plan including baseline monitoring to detect early changes to risk.	2019	2023	UM ES
4	Program and schedule of External Education via events, networking, workshops etc.	2020	annual	UM ES
5	Environmental induction including climate change content	Bi-monthly	ongoing	UM ES
6	Energy Efficiency and Renewable Energy Plan	2018	2022	UM ES
7	Insurance; Asset & Public Liability	1/07/2021	30/06/2022	UM ES
8	Carbon Neutral Plan	2021	2030	UM ES
Planned Treatment		Status	Due Date	Responsible Officer
1	Update Review of climate change projections/observations & use of pathways approaches in adaptation planning as part of the Resilient South Regional Implementation Plan review.	On schedule	30/12/2021	UM ES
2	Develop & implement RAMP program	On schedule	30/06/2025	UM ES
3	Deliver the Coastal Climate Change Monitoring Program	On schedule	30/06/2024	UM ES
4	Undertake a skills/capability audit & document training gaps in the TNA	On schedule	30/06/2022	UM ES

Table 4: High Risk Plan-on-a-Page




RISK ID	FIN06			
DATE LAST REVIEWED	30/09/2021			
ELT	Corporate Services			
SLT	Finance	INHERENT	CURRENT	TARGET
Risk Description				
Ineffective & inefficient organisational project and portfolio management/monitoring to deliver strategic objectives and outcomes				
Risk Statement				
There is a risk that work areas across the organisation are managing projects and project risk through differing methodology and that projects are not easily able to be monitored by the Executive Leadership Team.				
Link to Strategic Plan	Council of Excellence			
Link to Business Plan	Digital Transformation Program			
Context/Background and Environmental considerations				
The Project Management Office was introduced a number of years ago with a Project Leader and a Project Support Officer. The team developed a Project Management Policy and Framework and implemented CAMMS project management software however, the implementation and uptake of these documents and software solution was inconsistent. The resourcing recently changed during the DTP restructure and there is uncertainty regarding the ownership of this risk.				
Stakeholders		Consultation		
All data users within the business		Digital Transformation program		
Risk source - Causes/Drivers				
<ul style="list-style-type: none">- inefficient set-up & utilisation CAMMS system- lack of PMO resources- inadequate assessment of organisational PM needs- omission of key considerations in project outline eg: risk/WHs/finance/reporting/contracts				
Potential Consequences				
<ul style="list-style-type: none">- Failure to achieve strategic objectives- Poor business/project planning-. Inability to effectively delivery of projects- Inappropriate use of resources- Inadequate staff levels for projects- Community dissatisfaction- Reputation damage				
Implemented Controls		Endorsed Date	Review Date	Responsible Officer
1	Prudential Management Policy	Dec-21	Dec-25	Mgr Fin
2	Project Management Framework	Aug-19	Jan-20	Snr PM FT
3	CAMMS project management software (contract)	Mar-21	Mar-22	Snr PM FT
4	Project Steering Group	Jan-18	monthly	Snr PM FT
5	Monthly financial reporting	ongoing	ongoing	Mgr Fin
6	Project Management Office	May-21	Nov-21	Snr PM FT
7				
8				
9				
10				
Planned Treatment		Status	Due Date	Responsible Officer
1	Implement KPMG Internal Audit Report outcomes - Project Carryovers - report to be presented to FAC (actions and due dates included in report)	On schedule	31/12/2021	Mgr Corp Gov
2	Targeted approach to CAMMS training for those that require it	Complete	30/09/2021	Snr PM FT

Table 5: High Risk Plan-on-a-Page







RISK ID	GOV10			
DATE LAST REVIEWED	30/09/2021			
ELT	City Services			
SLT	Office of the CEO	INHERENT	CURRENT	TARGET
Risk Description				
Inability to prevent, prepare, respond to and promote resilience in the community in the event of an emergency ie pandemic (human disease), earthquake, flood, extreme heat, bushfire and terrorism				
Risk Statement				
There is a risk that the organisation has not acted reasonably in the prevention, preparation, response and promotion of resilience to the community w hich could adversely affect the liveability of our residents.				
Link to Strategic Plan				
Liveable				
Link to Business Plan				
Risk Strategic Plan				
Context/Background and Environmental considerations				
Emergencies are becoming more prevalent in recent time w ith incidents occurring blackouts, bush fires, pandemics etc...				
Stakeholders		Consultation		
Community, Elected Members, State and Federal Governments, Risk Unit/ Governance, SMEs and Local Business, Resilient South		Risk team members, LG Council Ready specialist project officers, various SLT emergency risk ow ners, RWG		
Risk source - Causes/Drivers				
<ul style="list-style-type: none">- Failure of Business Continuity Planning- Failure of Community Emergency Planning- Failure of Recovery Planning- Risk assessment doesn't identify appropriate controls- Inadequate training of the IMT and workforce- Failure to undertake scenario exercises and review s				
Potential Consequences				
<ul style="list-style-type: none">- Death or critical injury to Worker(s) and/or Visitor(s)- Disruption to CoMs service delivery- Disgruntled local community- CoM exposure to liability- Officers' exposure to criminal litigation- Reputation damaged through adverse media cover- Asset Damage				
Implemented Controls		Endorsed Date	Review Date	Responsible Officer
1	Business Continuity Policy	Sep-19	Sep-23	UM Risk
2	Business Continuity Procedure	Sep-19	Sep-23	UM Risk
3	Business Continuity Plan (inc testing and training)	May-18	May-22	UM Risk
4	Business Impact Analysis; Critical Functions identification and Recovery Strategies	Feb-20	Feb-22	UM Risk
5	Community Emergency Management Plan	Jul-18	Jul-22	UM Risk
6	Recovery Management Plan	Jun-20	Jun-24	UM Risk
7	Risk Assessment on State Hazards	Nov-20	Nov-25	UM Risk
8	IT Service Recovery Plan (inc testing)	Feb-19	Feb-20	IT Gov & CS Lead
9	Asset Management Plans x 8	Jan-20	Jan-30	UM Asset Systems
10	ZEMC membership - TOR/Workplan	Jan-21	Jan-22	UM Risk
Planned Treatment		Status	Due Date	Responsible Officer
1	Implementation of IMT response to COVID19 for CoM and the community	On schedule	ongoing	UM Risk
2	Review and redevelopment of Recovery Strategies	On schedule	31/12/2021	UM Risk
3	Review IT Service Recovery Plan (inc testing)	On schedule	30/09/2021	IT Gov & CS Lead

Table 6: High Risk Plan-on-a-Page

RISK ID	LPR02			
DATE LAST REVIEWED	15/04/2021			
ELT	City Development			
SLT	City Property			
		INHERENT	CURRENT	TARGET
Risk Description				
Injury or harm/damage arising out of a failure of CoM contractors to comply with contract conditions and CoM HSE requirements				
Risk Statement				
There is a risk of non performance of contractors engaged by City of Marion to undertake high risk Land & Property related activities as a consequence of a failure to effectively apply a rigorous, commercial and proactive contractor induction and management process which may result in a failure to deliver services within the intended scope, budget and timeframe and to the required standard of safety and legislative compliance leading to additional operational costs, the potential for injury or harm, litigation and reputational and community relationship degradation				
Link to Strategic Plan	Council of Excellence			
Link to Business Plan	Develop the City Property Strategic Asset Management Plan to meet community, sport and recreation needs			
Context/Background and Environmental considerations				
CoM Contractor Management processes are manual, with no clear process or system having been implemented into the City Property team through a trained and supported approach.				
Stakeholders		Consultation		
Safe/Work SA, Community (facility users), Staff (facility users), Elected Members, Risk Unit, City Activation, Operational Support		Consultation through City Property team meetings and regular engagement with the Risk Team		
Risk source - Causes/Drivers				
<ul style="list-style-type: none">- Ineffective procurement processes that evaluate Contractors' WHS practices/performance- Inconsistent / Ineffective WHS induction of contractors- Ineffective monitoring and evaluation of Contractors' WHS practices/performance- Failure to undertake site inspection and hazard identification prior to commencement of work.				
Potential Consequences				
<p>Serious injury to Workers, Contractors or member of Public</p> <ul style="list-style-type: none">- Disruption to works impacting CoM & team- Disruption to works impacting local community- CoM exposure to liability- Officers' exposure to criminal litigation- Reputation damaged through adverse media coverage- Net increase in operating costs				
Implemented Controls		Endorsed Date	Review Date	Responsible Officer
1	Contract Management Procedure	Sep-17	Oct-19	Mgr St Procuremnt
2	Procurement Procedure	Sep-17	Oct-19	Mgr St Procuremnt
3	Tender Evaluation Procedure	Sep-17	Oct-19	Mgr St Procuremnt
4	Contract Management Checklist	tba	tba	Mgr St Procuremnt
5	CoM Contractor Induction (inc Contractor acknowledgement, undertaking & receipt of CoM HSE contractor induction handbook)	Nov-18	Nov-20	Mgr St Procuremnt
6	Contractor Site Induction (inc handover of CoM risk assessment plus contractor generated site hazard and risk assessment before commencement)	Oct-19	Oct-23	Mgr St Procuremnt
7	Contractor Insurance - recording and monitoring process	tba	tba	Mgr St Procuremnt
8	CoM Insurance	1/07/2021	30/06/2022	UM Risk
Planned Treatment		Status	Due Date	Responsible Officer
1	City Property staff to attend Contractor Management training on revised Policy/Procedures (including updates through KPMG Audit recommendations)	Complete	1/08/2021	Mgr City Property
2	Engage HSE Business Partner to review contractor management undertaken by CP	Complete	30/08/2021	Mgr City Property
3	Implement revised Contractor Management Procedure into team processes	On schedule	30/09/2021	Mgr City Property
4	Implement Contract Performance Evaluation process	On schedule	30/09/2021	Mgr City Property
5	Implement Contractor Induction/Observation/Monitoring process (inc record keeping)	On schedule	30/09/2021	Mgr City Property

12.3 Strategic Risk Report

Report Reference	GC211123R12.3
Originating Officer	Unit Manager Risk – Sherie Walczak
Corporate Manager	N/A
General Manager	Chief Executive Officer - Tony Harrison

Report Reference	Report Title
GC211128R0	Strategic Risk Review

REPORT OBJECTIVE

The purpose of this report is to provide the Council with the outcomes from the project undertaken to develop a suite of Strategic Risks, provided as **Attachment 1**, and method of reporting.

EXECUTIVE SUMMARY

The development of the Strategic Risk Register has resulted in 8 Strategic Risks, summarised as:

Theme	Risk	Inherent	Current	Forecast
LIVEABLE	Inadequate recognition of and provision of services in response to changing social, vibrant, diverse and economic conditions on the community	High	Medium	Low
VALUING NATURE	Inappropriate response to, or preparation for, climate change impacts	Extreme	High	Medium
	Inadequate protection of the natural assets and provision of natural spaces	High	Medium	Medium
INNOVATIVE	Inadequate use of technology and data to improve services and operational efficiency	Extreme	High	Medium
PROSPEROUS	Inability to attract and retain businesses, supported by innovation hubs, which build a thriving economy and promote economic resilience	High	Medium	Medium
	Failure to activate and maintain vibrant communities which attract people to the city	High	Medium	Low
CONNECTED	Asset management planning not supporting accessible community connection with our services and facilities	Extreme	Medium	Low
ENGAGED	Inadequate engagement, collaboration and partnerships with community, government and private sector partners	Extreme	High	Medium

RECOMMENDATION

That the Council notes the strategic risks and current risks ratings outlined within the report.

BACKGROUND

KPMG undertook an Assurance Mapping Internal Audit, presented to FAC at its meeting on 23 February 2021 (FAC210223R06). The Audit summarised the risk register with a series of 19 “rolled up” risks which they assessed in terms of the 3 lines of defence (management oversight, broader organisational oversight and third-party review). A key recommendation from this audit was that a Strategic Risk Register be developed.

These “rolled up” risks were then considered internally, and a draft Strategic Risk Library and Corporate Risk Library were drafted and presented to FAC at its meeting on 18 May 21 (FAC210518R07). The Committee reviewed the draft and noted that it was a good piece of work, however suggested that 18 risks was too many and, in some instances, there was potential to combine risks to focus on six to eight major risks that align to the strategy.

DISCUSSION

The draft Strategic Risk and Corporate Risk Libraries were again reviewed with ELT at a Risk Working Group meeting held on 2 August 2021. This resulted in a reduction of the 18 draft risks to 8 which were to be further developed offline and brought back to ELT for further discussion at a workshop.

The Strategic Risk Library was brought back for further discussion at a workshop held with ELT on 1 October 2021 and resulted in a more comprehensive Strategic Risk Library. Key related Corporate Risks have been identified for each Strategic Risk which include mitigating actions assigned to them which are monitored through the Corporate Risk Register review process. The Strategic Risks, owned collectively by ELT, will be monitored and reported annually to FAC.

The proposed Strategic Risks were presented to FAC at its meeting on 12 October 2021 (FAC211012R6.8) where the Committee noted “the evolution was evident and acknowledged previous feedback had been considered and incorporated. An improvement would be to tie the major projects in the business plan into the strategic risks so that the correlation between the two was evident.” The FAC also noted that the suite of Strategic Risks is a preliminary piece of work that sets the foundation for a more comprehensive identification and assessment of Strategic Risks through the 4-year Strategic Planning process next year.

The suite of Strategic Risks, provided as **Attachment 1**, is presented to the Council for endorsement.


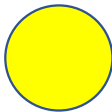
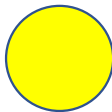
ATTACHMENTS

1. GC211123 Attachment 1 Strategic Risk Report [12.3.1 - 8 pages]

DRAFT Strategic Risk Report

SR001

Inadequate recognition of and provision of services in response to the community's changing social, vibrant, diverse and economic conditions

Inherent Risk Rating	Current Risk Rating	Forecast Risk
		
Possible x Severe = H	Unlikely x Major = Medium	Unlikely x Moderate = Low

Risk Context

While the Australian economy is currently performing very well the reduction of Covid-19 support packages may induce recessionary inactivity, including increased unemployment, impacting economic prosperity as well as impacting psychological health, wellbeing and overall resilience of many people in the community. This coupled with urban infill and ongoing population increase continues to place increasing demand for accessible community facilities and quality formal and informal recreational facilities. The change of community expectations and their perception of governments will place an impetus upon the local government sector to remain flexible at the local level to the changing needs of the community to ensure that it maintains a social licence to operate.

Control Environment

Monitoring of the changing community environment is undertaken through community engagement, program/service evaluation and environmental scanning which together inform the Strategic Planning process.

Core controls:	Supporting controls:
<ul style="list-style-type: none"> Strategic Plan Framework Community Engagement Plan City of Marion Community Facilities Policy Equity Access and Social Inclusion Policy Libraries Plan 2021-2025 Buildings and Facilities Asset Management Plan - Community Facilities Level of Service 	<ul style="list-style-type: none"> Environmental Scanning process Program evaluation and customer surveys

Risk Prediction

The current external environment is in a period constant change with uncertainty on how Covid-19 impacts will play out long term. Despite this significant ambiguity, the City of Marion is well placed to respond to the changes in community needs currently and has strategic plans that has well considered initiatives to respond to longer term issues. During the next planning phase, it will be important to define what the "CoM Brand", and therefore "success" from the perspective of the community, looks like.

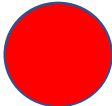

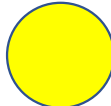
Key Related Corporate Risks

LIB01	Provision of community facilities and/or services which are not valued, provided limited utility or are not required by the CoM community
PCU07	Inability to encourage or engage the community to attract, retain and deliver volunteer services to support CoM operations and programs
GOV06	Inability to attract funding to deliver community projects and key strategic outcomes.

DRAFT Strategic Risk Report

SR002

Inappropriate response to, or preparation for, climate change impacts

Inherent Risk Rating	Current Risk Rating	Forecast Risk
 Likely x Severe = Extreme	 Possible x Major = High	 Unlikely x Major = Medium

Risk Context

Local government's role is focused on managing local impacts to avoid maladaptation and to build resilience while ensuring planned responses exist to known hazards and risks. Known climate impacts for the city that have been identified through climate change scenarios are: sea level rise, coastal erosion, a drying and warming trend, hotter areas identified on heat maps and increased frequency and intensity of extreme weather events, including floods, storms and heat waves. Adaptation to climate change requires efforts on a global, national and local scale. Within Council's sphere of influence and control, implementation of policy and initiatives that promote practical action from the community, federal, state and the broader local government sector will enable Council to mitigate its risk exposure.

Control Environment

The Resilient South Regional Climate Change Adaptation Plan, a partnership with Cities of Onkaparinga and Holdfast Bay, focuses on adaptation to climate change impacts including heat, flood and sea level rise. Council has used study findings in its advocacy and in coastal protection activities. Coastal and flood inundation modelling has been applied in relevant Stormwater Management Planning. Council has made a commitment to set a tree canopy target to reduce the impacts of urban heat. Council works in partnership with other councils and the Green Adelaide Board to deliver a number of initiatives that support community led approaches to climate change adaptation and impact on the environment from current practices.

Core controls:	Supporting controls:
<ul style="list-style-type: none"> Climate Change Policy Resilient South Regional Climate Change Adaptation Plan Resilient South Local Government Regional Implementation Plan Coastal Climate Change Adaptation Plan Energy Efficiency and Renewable Energy Plan Carbon Neutral Plan 	<ul style="list-style-type: none"> Community Emergency Management Plan Flood mapping Urban heat mapping Carbon Inventory Asset and public Liability Insurance Program and schedule of External Education via events, networking, workshops etc. Environmental induction

Risk Prediction

In addition to maintaining current controls, new controls need to be identified in order to meet the Forecast Risk level of Medium. A Resilient Assets Management Project is currently underway to integrate climate risk into asset management planning which will also aim to include embodied carbon. The effectiveness of all controls is however dependent on an appropriate policy setting at an international, federal and state level with community action; failure to act will likely see an increase in the level of risk.


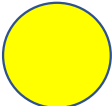
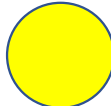
Key Related Corporate Risks

ESU01	Failure to deliver environmental functions-that meet community and EM's expectations and environmental need
ESU02	Negative impacts to the environment

DRAFT Strategic Risk Report

SR003

Inadequate protection of natural assets and provision of natural spaces

Inherent Risk Rating	Current Risk Rating	Forecast Risk
 Likely x Major = High	 Possible x Moderate = Medium	 Unlikely x Moderate = Medium

Risk Context

The City of Marion has largely been cleared firstly for agriculture and then urban development. Despite this, there are still some important historical remnant native vegetation. Council's coastline is the most significant and highest quality area of remnant native vegetation, however there are many small patches (relicts) throughout our City that is important to preserve. The State Government have set targets that 60% of all new housing will be built within close proximity to current and proposed fixed line (rail, tram) and high frequency bus routes by 2045. The impacts of tree loss will outweigh the planting efforts undertaken by Council. It will be important to consider more investment in future open space provision to ensure that denser communities have opportunities for access to sufficient open spaces. The post Covid world is likely to continue to see a more flexible office/home model of work whereby residents are expected to explore their local communities more, potentially increasing expectations to ensure that natural assets, including tree canopy and open spaces, are accessible and available.

Control Environment

The Environment Policy promotes positive environmental outcomes by: protecting existing natural environments and local biodiversity; enhancing the condition and extent of natural environments; avoiding impacts from excessive resource use, waste generation, pollution and pest species; adapting to a changing environment and developing resilience to changes in our climate; and building human connections to the natural world whilst respecting cultural, social and economic values. This informs supporting policies and plans outlined as core and supporting controls.

Core controls:	Supporting controls:
<ul style="list-style-type: none"> • Environment Policy • Waste Management Policy • Climate Change Policy • Carbon Neutral Plan • Environmental sustainability design guidelines • Sustainable building maintenance guidelines • HSE Plan • Tree Management Framework • Remnant Native Vegetation Plan • Asset Management Plans • Planning, Development & Infrastructure Act (developers to plant / input to Council's fund to plant) 	<ul style="list-style-type: none"> • Environmental Risk Register (SkyTrust) • Environmental Induction & Training (as per TNA) • Pre-design/work environmental checklist • Environmental waste and recycling audits

Risk Prediction

There are areas currently identified as needing need additional open space and areas that need current provision of open space protected. The City of Marion has strategies in place to address these issues long term, hence mitigating the risk long term.

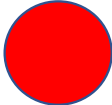

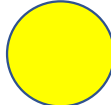
Key Related Corporate Risks

ESU01	Failure to deliver environmental functions-that meet community and EM's expectations and environmental need
ESU02	Negative impacts to the environment

DRAFT Strategic Risk Report

SR004

Inadequate use of technology and data to improve services and operational efficiency

Inherent Risk Rating	Current Risk Rating	Forecast Risk
		
Likely x Severe = Extreme	Possible x Major = High	Unlikely x Moderate = Medium

Risk Context

Current technology systems are ageing, inefficient, and do not talk to each other. This means they are unable to provide a single view of our customers, provide our decision-makers with real-time reporting or provide staff with the systems they need to work smarter not harder. The current environment has changed the way we work in response to Covid-19 which has resulted in increased cyber threat actions globally, including the Local Government sector locally, requiring stronger cyber security measures.

Control Environment

The City of Marion is transforming its systems to place our community at the centre of everything we do through the Digital Transformation Program.

Core controls:	Supporting controls:
Cyber Security Assurance Policy & Framework Digital Transformation Plan <ul style="list-style-type: none"> Digital Literacy and cybersecurity Payroll and HRIS Single view of the Customer Asset Management Information System Financial Transformation Microsoft 365 Rollout SharePoint transfer – intelligent intranet Geographic Information System – ESRI Data analytics Unified Communications Devices fleet management AV access in meeting room 	<ul style="list-style-type: none"> Disaster Recovery Plan & testing regime Business Continuity Plan DTP Change Management and Communication Plan DTP ELT Meetings (ex ICT steering committee) DTP team of qualified & experienced personnel inc dedicated BA and PM resources LTTP budget

Risk Prediction

The transformation of our systems to put our customer at the centre of what we do will revolutionise our services making the City of Marion a place where people want to live, work and play. The implementation of the strategies “Essential 8 Maturity Model to mitigate cyber threats” will aid to protect our systems from disruption and ensure continuity of services to the community. However, projects may be impacted by the heavy competition in the market for skilled professionals.


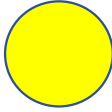
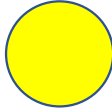
Key Related Corporate Risks

CD001	Poor data quality and information governance not supporting informed decision making
DTP01	Decentralised, unsupported and unintegrated IT systems to support current and future needs
GOV12	Inability to access business information
IS01	Cyber Security breach in a CoM system and/or worksite
IS02	Inability to deliver key Council services due to disruption or loss of critical business systems
PCU05	Ineffective strategic workforce planning

DRAFT Strategic Risk Report

SR005

Inability to attract and retain businesses, supported by innovation hubs, which build a thriving economy and promote economic resilience

Inherent Risk Rating	Current Risk Rating	Forecast Risk
 Likely x Major = High	 Possible x Moderate = Medium	 Unlikely x Moderate = Medium

Risk Context

Projects like Tonsley and the Edwardstown Precinct Project play an important role in attracting innovation and technology to the Council area. Globally, the shifting consumer attitude and buyer behaviour has been impacting on the retail sector for some time, changing retail landscape with some retail precincts converting to warehousing. This is expected to continue in the post Covid-19 landscape which will have an impact for the Council with retain being a key economic output in the City. Local entrepreneurs and new ventures previously seen in the hospitality sector will also reduce significantly as the sector hardest impacted by COVID-19.

Control Environment

Council continues to seek opportunities to collaborate with government and businesses to create avenues for new businesses to commence and existing to relocate or establish a presence. Council's Economic Development Policy and associated initiatives will drive the collaborative efforts of Council and is supported by the Cove Business Hub and the Southern Business Partnership and Mentoring Program which aims to assist business success and the retention of businesses in the city.

Core controls:	Supporting controls:
<ul style="list-style-type: none"> Economic Development Strategy Marketing & Communications Strategy Customer Engagement Strategy Strategic Project / Placemaking Plan Southern Business Partnership and Mentoring Program 	<ul style="list-style-type: none"> Engagement with Renewal SA Liaison State and Commonwealth Governments on key projects that aim to create local job opportunities Industry sector briefings & business recovery workshops

Risk Prediction

New businesses will naturally be attracted to the city on the back of the Tonsley and Edwardstown precinct projects and the post-Covid lessening of red tape across all levels of government will also assist achieve this. The Southern Business Partnership and Mentoring Program continues to gain positive engagement with business and will assist success and retention of businesses in the city however there is further engagement and consultation required with business to define our business brand/services and ensure alignment to their needs.


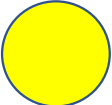

Key Related Corporate Risks

CAC03	Failure to activate our city through quality street scapes and place making initiatives to deliver vibrant and prosperous business precincts
CAC04	Failure to work with Universities, business peak groups, Regional, State and Federal Govt's to facilitate local economic growth and infrastructure.
CAC05	Failure to maximise partnerships, business relationships, networks and opportunities for growth and prosperity

DRAFT Strategic Risk Report

SR006

Failure to activate and maintain vibrant community places which attract people to the City

Inherent Risk Rating	Current Risk Rating	Forecast Risk
 Likely x Major = High	 Possible x Moderate = Medium	 Unlikely x Minor = Low

Risk Context

Encouraging visitors, new residents and business to the city requires activated, vibrant and well-maintained reserves, parks, libraries and community centres which encourage the inclusion of all. The City of Marion's steady population growth, rise in urban infill and increase in the diversity of cultures and ethnicities increase the demands on services and requires a change in the traditional service offering to meet the changing needs of the community.

Control Environment

Management and maintenance of the public realm is one of the primary functions of local government and there are broad strategies across Council to meet community expectations. Streetscapes are a key element of the public realm that along with open spaces and public plazas, play a significant role in how people experience the City of Marion. Guidance on the elements of streetscapes is found in the Streetscape Policy. This is supported by Council's Open Space Policy which provides for accessible and diverse open spaces that are distributed across the City that contribute to neighbourhood character, provide opportunities for active living and community engagement. This is further supported by Council's playground policy which provides guidance on the planning, development and management of playgrounds.

Core controls:	Supporting controls:
<ul style="list-style-type: none"> • Open Space Policy • Streetscape Policy • Playground Framework • Walking and Cycling Guideline • Public Lighting Guidelines • Public Art Guidelines • LTFP public realm program budget commitments 	<ul style="list-style-type: none"> • Community Engagement Policy • Stakeholder Engagement processes

Risk Prediction

Although there are effective guiding documents to mitigate the impact of this risk, further engagement and consultation may be required to define the needs of the community and create a recognisable CoM 'brand'. Playgrounds are a particular area of focus in determining community acceptable service levels. MCC Plaza and the Majors Road development are both high profile projects that are big opportunities that however carry risk if not managed appropriately.

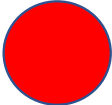
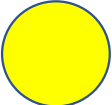

Key Related Corporate Risks

ACU01	Failure to include arts and cultural aspects resulting in a failure to celebrate our rich artistic, cultural and vibrant destinations
CAC02	Inability to deliver strategic projects
INN01	Failure to innovate to meet the changing needs of the City of Marion residents

DRAFT Strategic Risk Report

SR007

Asset management planning not supporting accessible community connection with our services and facilities

Inherent Risk Rating	Current Risk Rating	Forecast Risk
 Likely x Severe = Extreme	 Unlikely x Major = Medium	 Rare x Moderate = Low

Risk Context

Asset management is a key current challenge for Local Government where aging assets, availability of resources, inadequate condition assessments, lack of systems and the balancing of service level sustainability and budgets and all noted as key issues. Future challenges are the same plus increasing cost pressures (staff and asset upgrades), change in use of assets, responsibility shifting from other agencies and increase in data standards.

Control Environment

The City of Marion's has eight Asset Management Plans with an Asset Management vision "to maintain the City of Marion's assets to agreed levels of service which maximise community value throughout an asset's life". This vision is supported by four Strategic Objectives: Maximise Community Value, Deliver Agreed Levels of Service, Informed Decision Making and Optimally Managed. Council will make effective and informed decisions through each stage of the asset lifecycle to achieve the Asset Management Vision and Strategic Objectives, by achieving four Outcome Areas: Skilled people, Accurate data, Improved processes and Intelligent systems.

Core controls:	Supporting controls:
<ul style="list-style-type: none"> • Asset Management Plans <ul style="list-style-type: none"> ○ Building and Structures ○ Transport ○ Open Space ○ Artworks, Culture and Heritage ○ Coastal Walkway ○ Water Treatment and Resources ○ Stormwater ○ Fleet and Plant • Community Facilities Policy • Disability Access and Inclusion Plan • Long Term Financial Plan (LTFP) 	<ul style="list-style-type: none"> • Community Satisfaction Survey • Asset Management Policies/Procedures/Processes • Civil Works Program • Land & Property Maintenance schedule

Risk Prediction

The new Asset Management System being implemented as part of the Digital Transformation Program presents significant opportunities for more efficient asset management planning. There is also a Strategic Property Asset Management Plan under development and the CoM Property Asset Strategy (CoMPAS). Further opportunities for consideration include cross-council collaboration

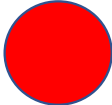

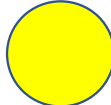
Key Related Corporate Risks

ASY02	Failure to strategically manage assets and associated funding, to effectively inform future planning, acquisition, renewal, maintenance, management and disposal
CSE03	Lost opportunity or inability to create, renew, manage and maintain Infrastructure assets (roads, drainage, footpaths etc)
ENG01	Non-compliant, inappropriate, ineffective and/or substandard design of infrastructure resulting in failed infrastructure
LPR01	Inability to use Council owned land or property asset as a consequence of non-compliance with legislated safety, access and/or building requirements or lack of maintenance rendering property unfit for required use

DRAFT Strategic Risk Report

SR008

Inadequate engagement, collaboration and partnerships with community, government and private sector partners

Inherent Risk Rating	Current Risk Rating	Forecast Risk
		
Likely x Severe = Extreme	Possible x Major = High	Unlikely x Major = Medium

Risk Context

Community engagement seeks to better engage the community to achieve long-term and sustainable relationships, outcomes, processes, decision-making or implementation. Collaboration and partnerships can deliver many internal and external benefits. They can be an excellent strategy for increasing leadership and communication plus it enhances knowledge of local and sector issues. They can deliver insights that can facilitate 'break-through' thinking in both the community and within Council thus promoting our brand and reputation in the community. Although partnerships can create many benefits, they also present some challenges and risks. Risks are most evident when partners are misaligned in their organisational cultures, priorities and practices.

Control Environment

The current control framework is formalised for engagement and collaboration with the community and with other Councils however is informal in relation to engagement and collaboration with government and private sector partners.

Core controls:	Supporting controls:
<ul style="list-style-type: none"> • Cross Council Collaboration Framework • Council website inc Making Marion • Community Engagement Framework • Customer Experience standards • Communications Strategy • Marketing Plan 	<ul style="list-style-type: none"> • Council public meetings • Community perception survey • Code of Conduct

Risk Prediction

Community Engagement is being further strengthened through a review of the Customer Experience Charter and Framework and the implementation of the Marion 100 initiative which aims to have a diverse group of 100 CoM residents engaged to provide feedback, ideas and innovations. The new CRM software work is also near delivery stage, supported by the development of a Relationship Matrix, which will optimise the relationships we have with key stakeholders, particularly those in State Government. Increasing the effectiveness of our collaboration and partnerships aims to ensure delivery of services and facilities that are in line with community expectations and the provision of excellent value to the community, which increases community sentiment whereby ratepayers are 'happy' to pay their rates.

Key Related Corporate Risks

COM01	Ineffective and inconsistent strategic marketing and communications to ensure active engagement in services activities and events.
COM02	Failure to respond effectively to an incident where there is potential for reputational damage or adverse media.
COM04	Damage to the Local Government sector reputation impeding on CoM's successful delivery of services to the community.
GOV02	Ineffective relationships between elected members or with Council Administration which does not facilitate or support good decision making

12.4 Economic Development Six Monthly Update

Report Reference	GC211123R12.4
Originating Officer	Unit Manager Economic & Cultural Development – Donna Griffiths
Corporate Manager	Acting Manager City Activation - Brett Grimm
General Manager	General Manager City Development - Ilia Houridis

REPORT OBJECTIVE

The purpose of this report is to provide Elected Members with a six-monthly update on the Economic Development function within the City of Marion. The last six-month update was prepared in April 2021.

EXECUTIVE SUMMARY

The Economic Development team at the City of Marion is responsible for providing an environment that is ripe for business growth and investment and acting as a facilitator, enabler, promoter and connector to state and federal business support services available and our business community.

The team provides the following services:

- A collation of business support services available within the City of Marion including networking events such as the Mayor's Multicultural Event and the Mayor's End of Year Business Celebration, to support connections and collaboration across the city.
- Business Engagement through the monthly Open for Business eNewsletter, the monthly Cove Business Hub eNewsletter and Events and the Edwardstown eNewsletter showcasing content unique to the Edwardstown business community.
- Other supporting business engagement activities are conducted as needed to support other areas of City of Marion such as planning and regulatory services, environmental health, open space and civil departments.
- Urban Renewal – the Revitalisation of the Edwardstown Employment Precinct and delivery of a 12-month action plan endorsed by Council and the Greening of Edwardstown Project Part Two.
- Cove Business Hub – a program of workshops and events with a focus on peer-to-peer support, digital literacy, networking opportunities and annual events such as International Women's Day, Up the Hill Business and Coworking Week and End of Year Celebrations.
- Cove Business Hub Coworking Space – a community coworking space welcoming a variety of businesses to the Cove Civic Centre and connecting them to business support services and other businesses.
- The Southern Business Mentoring Program – a regional service supporting four Councils that provides access to topic experts in general business, digital marketing, social media, strategic marketing, retail and mental health and wellbeing. This program is administered regionally by the City of Marion on behalf of the participating councils.
- Peer-to-peer support – financial support and contract management of two local business associations - Hallett Cove Business Association and Southern Business Connections.
- Economic Impact Statements – Support City of Marion grant applications through the provision of economic impact statements that identify benefit analysis for jobs and return on investment for infrastructure projects.
- Strategic Economic Industry Analysis – Provision of industry briefings and round table discussions, aligning with the Growth State Agenda, with key industry leaders to identify opportunities for business growth and investment.

- Supporting and collaborating in a triple helix model with industry, university, and local government to deliver economic outcomes at Tonsley. The Future Energy Week (16 – 21 November 2021) will connect and facilitate conversations with researchers, innovators, policymakers and global leaders in clean energy, renewables and climate solutions.

Overall, the economic development function generates a sense of belonging within the business community, connections into the business support ecosystem and creates the environment for a vibrant prosperous economy.

RECOMMENDATION

That Council:

1. **Notes the Economic Development function report**
2. **Notes the report will be provided via email in the future**

DISCUSSION

The benefits of an Economic Development function within the City of Marion include:

- Retention of local jobs – 23,200 jobs within the City of Marion and 41,867 workers
- Promote awareness of local suppliers – Council has procured \$4.5 million of goods and services from 201 local suppliers in 2020/21.
- Value for money for ratepayers – The Economic Development budget is approximately 0.67% of the total rates received annually (\$81,950,553) or 3.34% of total rates received from commercial and industrial sources (\$16.4 million). A 20% of total rates are from commercial and industrial sources.
- Welcome new business entrants into the business support ecosystem each year. In 2020/21 we welcomed 2234 new ABN registrations.
- Operate a community coworking space with an active community of over 25 paying members monthly with over 40 businesses using the space over the last six months.
- Further enhanced our offering at Cove Business Hub to include a private office space available for up to six months to businesses that outgrow the coworking space as a steppingstone into commercial leasing.
- Programming at the Cove Business Hub that has now attracted over 500 businesses to the Cove Civic Centre through over 45 programs, events and activations from February - September 2021.
- Building and maintain strong local collaboration with Federal Government, State Government Local Government, not-for-profits and the private sector.

In Attachment 1, an infographic provides an overview of the Economic Development function and highlights the current state of play, and current inputs and outputs generated in 2020/21 to date.

Marketing and Communication

Economic Development implicitly performs a marketing function. The following elements are conducted:

- Ongoing promotion of the 'Open for Business Program', 'Cove Business Hub', and 'Southern Business Mentoring Program'.
- Launched the Edwardstown Brand kick-starting a campaign to market the area to attract investment and create jobs. The brand will raise visibility, recognition and awareness of Edwardstown as a business destination.

End-to-end management and promotion of all business engagement activities. This includes but is not limited to, generation of marketing content and scheduling, development of collateral and management of business databases and newsletter content.

Modes of communication include City Limits, City of Marion website, City of Marion Facebook, LinkedIn and Instagram, 'What's On' Booklet, City of Marion Libraries Social Media, Eventbrite, Monthly eNewsletters, direct emails, Making Marion, bus shelter advertising and City of Marion digital screens.

COVID19 Update

In response to COVID19, the Federal Government introduced its JobKeeper payment; a wage subsidy program to support employees and businesses. JobKeeper payments ceased from 28 March 2021.

In Marion, prior to COVID19, the total employment across all local industry sectors was estimated at 22,983. As at 30 June 2021, total employment was estimated at 23,200 an increase of 0.9% or 17 jobs.

The total monthly output across all local industry sectors prior to COVID19 was estimated at \$539.737 million. As at 30 June 2021, total output is estimated at \$552.416 million, an increase of 2.3%.

ATTACHMENTS

1. ED Update Infographic FINAL 261021 [**12.4.1** - 2 pages]

ECONOMIC AND CULTURAL DEVELOPMENT PROSPEROUS

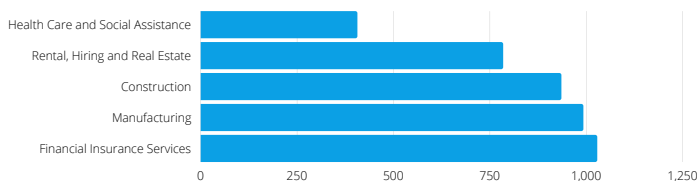
By 2040 our city will be a diverse and clean economy that attracts investment and jobs, and creates exports in sustainable business precincts while providing access to education and skill development



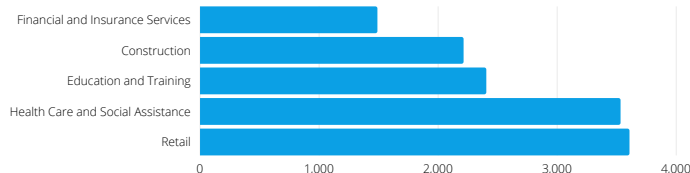
CURRENT STATE OF PLAY

June 2021 ABR Data - City of Marion Map chose as data source.

Top 5 Industries by Value (\$M)



Top 5 Industries by Jobs



23,200
Jobs



41,867
Workers



Percentage of business types
64%

Sole Traders
21%

Partnerships/
Trust

14%

Private

1%

Public

City of Marion spent

\$4.5m

on

201

local

suppliers in 20/21.



\$23.3m

invested into capital
projects generating

135 jobs

in 2021/20 FY



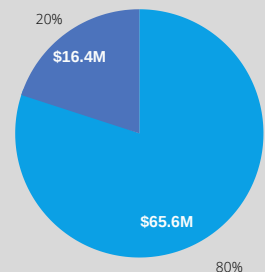
RATES

80%

Residential

20%

Commercial



INPUTS

3.4
FTEs



Over 40
Collaborative
Partners



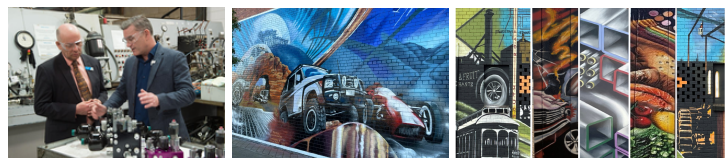
Collaborated with Flinders University
supporting 3 students



10% Grants

90%
Operational

REVITALISATION OF THE EDWARDSTOWN EMPLOYMENT PRECINCT



Commissioned **two murals** and **stobie poles** showcasing the history of the area.

Recognised businesses for **length of service, innovation & community spirit.**



On track to deliver the Greening of Edwardstown Project Part Two.

Planted over **320** trees to reduce the impact of urban heat and green Edwardstown



Held workshops to connect businesses with support services



Working closely with **30** businesses and over **500** people engaged.

Represented the City of Marion at the **North-South Corridor Business Community Consultation Group.**

Assisting business to generate value through their **waste** and **create revenue** streams using **circular economy.**

Assist businesses to work with the defence sector

Conducting a review of traffic in Edwardstown.

Building an investment attraction website launching in 2022.

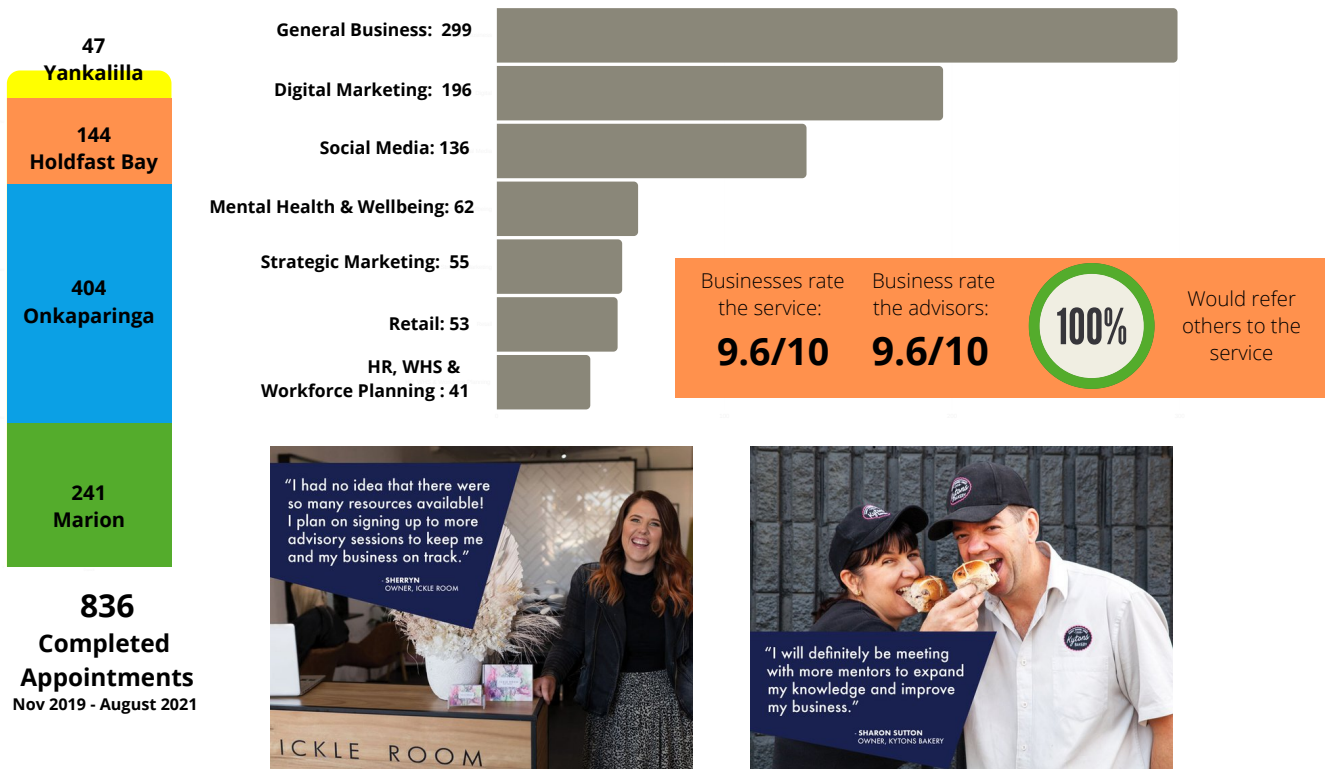
Developing a 2022 - 2023 Action Plan.

COVE BUSINESS HUB



SOUTHERN BUSINESS MENTORING PROGRAM

Breakdown of appointments by Discipline



BUSINESS ENGAGEMENT - OPEN FOR BUSINESS



12.5 Cooinda Neighbourhood Centre - Extended Hours (Winter Months)

Report Reference	GC211123R12.5
Originating Officer	Unit Manager Community Wellbeing – Jaimie Thwaites
Corporate Manager	Acting Manager Community Connections - Damian Garcia
General Manager	General Manager City Services - Tony Lines

REPORT HISTORY

Report Reference	Report Title
GC190528R10	Neighbourhood Centres - Opening Hours
GC201208R05	Neighbourhood Centres – Extended Hours

REPORT OBJECTIVE

To provide an update report to Council on the viability of extended hours at Cooinda Neighbourhood Centre during the winter months.

EXECUTIVE SUMMARY

In December 2020, Council endorsed the ongoing extension of opening hours at three of Marion's Neighbourhood Centres for one night each week (all year round at Cooinda and day light savings months for Glandore and Trott Park), including additional ongoing funding for the extended hours. It was also requested that a report be brought back in November 2021 to assess the viability of extended operating hours at Cooinda during winter months (GC201208R05).

The trial during the winter months was successful and had regular attendance numbers most weeks. The weeks where attendance was lower were linked to Covid lockdowns and during school holidays.

It is planned to continue with the extended evening trading as endorsed by Council in December 2020 and continue to operate the Saturday Cafes as part of the Department of Human Services (DHS) grant funding.

RECOMMENDATION

That Council:

- 1. Notes the report.**

BACKGROUND

As per the City of Marion Business Plan 2019-2023 (Project 10), the Neighbourhood and Community Centres trialled the implementation of extended operating hours at three centres. The trial occurred during daylight savings months (October 2019 - March 2020), finishing one week earlier than planned due to the COVID-19 pandemic. The centres were open until 7pm at Cooinda (Tuesdays), Glandore (Wednesdays) and Trott Park (Thursdays). Various programs and activities were run from each centre with food/meals also available.

Following the success of the extended hours during daylight savings Council resolved to continue the extended hours at Cooinda during non-daylight savings months in 2021 (April to September) to

test the ongoing demand for all year round. At the 8 December 2020 General Council meeting (GC201208R05) it was resolved that Council:

1. *Endorses the ongoing extension of opening hours at three of Marion's Neighbourhood Centres for one night each week (all year round at Cooinda and day light savings months for Glandore and Trott Park).*
2. *Endorses additional funding of \$42,000 for staff costs, to be funded from savings in the second budget review in 2020/21, and then included as part of the Annual Business Plan and Budget from 2021/22 onwards.*
3. *Endorses funding of \$10,000 for programs, to be funded from savings in the second budget review in 2020/21, and then included as part of the Annual Business Plan and Budget from 2021/22 onwards.*
4. *Requests a report be brought back in November 2021 regarding the past 12 month's operations at Cooinda, to assess the viability of extended operating hours at Cooinda during the winter months.*

This report responds to recommendation 4 and provides feedback on the Cooinda Neighbourhood Centre extended hours attendance, particularly during winter months.

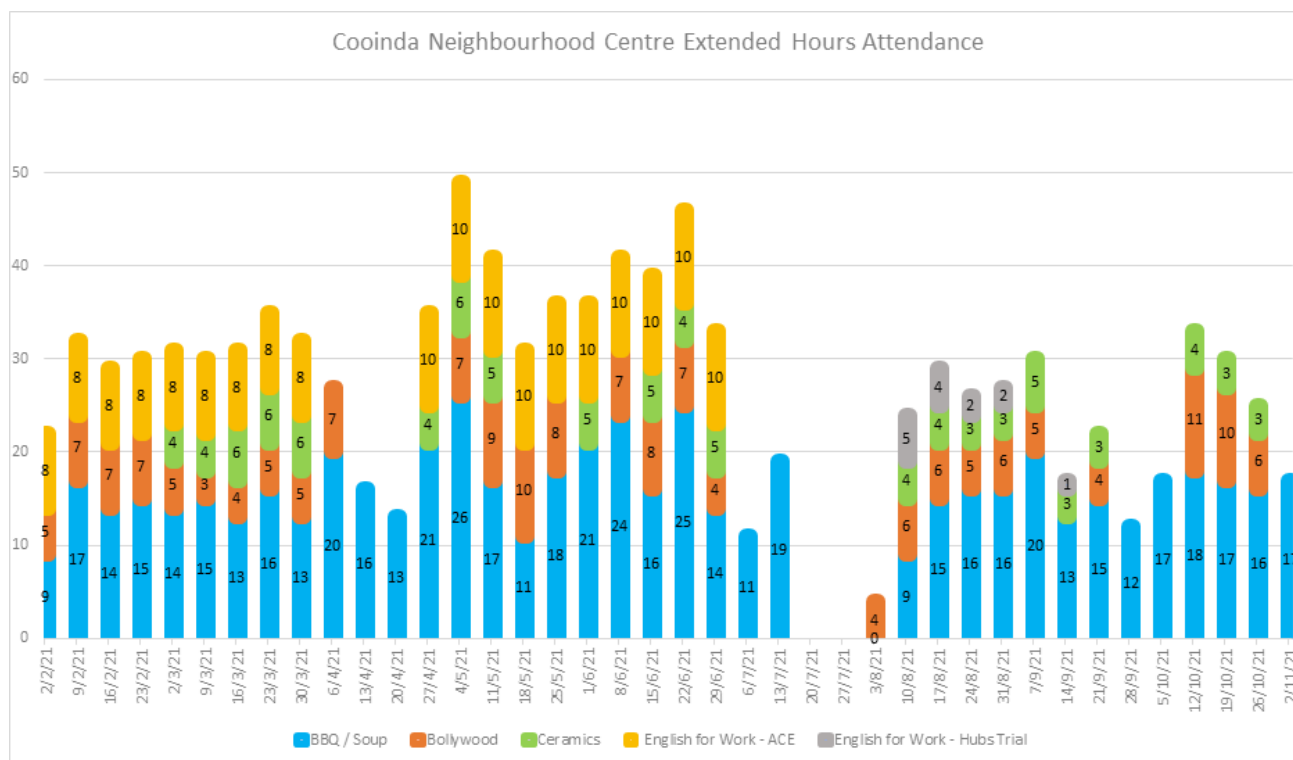
DISCUSSION

A community meal was offered at Cooinda on Tuesday evenings providing attendees with the opportunity to interact and connect with other attendees, staff, and volunteers at a low cost. The food alternated each week between a barbeque (sausages or patties, bread, and salad) and soup with a bread roll. There was consistent attendance from the community each week that included several regulars and new attendees. Due to changing Covid restrictions the numbers did have to be capped at various levels in accordance with the Covid safe plans in place at the time.

In addition to the community meal the following programs were also offered during the year:

- Adult Community Education (ACE) Program (offered in term 1, funding finished 30 June 2021)
- Bollywood classes
- Ceramics
- English for work classes (tried to replace ACE but not continued).

These programs did not run during school holidays and did not go ahead on some occasions due to tutor availability. There was also 2 weeks (during statewide Covid lockdown in July) that the centre did not open for extended trading.



A survey of attendees during the extended hours on 2 November 2021 provided the following feedback:

- From the 18 people surveyed, 13 were female and 5 male
- 94.4% of participants reported they had attended the Centre more than once during the extended hours
- 50% reported they attend other programs at the Centre, with the remaining 50% attending only for the extended opening hours
- 100% of people stated they are likely to continue to attend the Centre in the continued extended hours period
- When asked why participants attend the Centre, the most popular reasons are reported in percentages below:
 - 83% stated they attend for the atmosphere and the opportunity to socialise with others
 - 33% attend for the food

Some of the participants' testimonials for attending are outlined below:

- *For the atmosphere, friendly people who are helpful.*
- *Because I love it, these people are my family.*
- *Get to hang out with friends and enjoy great food and service that is affordable.*

100% of attendees surveyed stated they felt more connected to their community since attending the Centre. Feeling more connected to the community is known to have a positive effect on mental health and emotional wellbeing. It is evident that community involvement provides a sense of belonging and social connectedness for individuals.

Volunteering is also an important part of the operations of the neighbourhood centres. Community members volunteer in program support and community liaison roles and are sometimes facilitators of programs. Cooinda's extended trading has provided additional opportunities for volunteers to participate at the centre.

The extended hours provide an opportunity to enhance participation by young people and also those that work during the day. Attendees at the centre during the extended hours have included people that also attend at other times but of those surveyed 50% only attended during the extended opening hours. The age of all attendees was not always recorded (particularly in relation to the community meal).

During the year, a total of 76 programs focused on children and youth were facilitated across the four sites at all different times, attracting 3175 attendees. These programs included dance classes, art and craft, school holiday activities and English classes for young internationals.

Glandore Community Centre and Trott Park Neighbourhood Centre have been promoting a 'picnic in the park' since the extended hours recommenced at the sites at the start of daylight savings. This has attracted a number of families who either brought their own picnic or purchased a sausage sizzle on site. On 3 November 2021 Glandore had 60 people purchase from the barbeque. This works particularly well with the playgrounds on site and in the nicer weather.

The program offerings at the neighbourhood centres continue to be reviewed. Consideration is given to regular feedback from participants and all attendees are surveyed bi-annually. Trialing more new ideas and expanding our partnership opportunities with community and support organisations will be a focus for the new year.

Additional Extended Trading - Saturday Morning Cafes

In addition to the late-night trading, cafes have been operating at Cooina, Glandore and Trott Park on Saturday mornings as part of DHS Grant Funding.

Trott Park and Cooina were held at the beginning of the year in the warmer months, and Glandore continued to operate through winter.

Glandore's Café 25 has been popular with several local community members attending. The upgrade of the playground at Glandore has added to the attractiveness of the site.

Trott Park's Café 34 has had steady attendees and with increased advertising and community awareness of the site the numbers could continue to increase.

The playgrounds, outdoor spaces and connection with the Community Gardens add to the popularity of the Glandore and Trott Park sites particularly during daylight hours and in nicer weather conditions.

Unlike the take up of the community meal on Tuesday night there were very few attendees to the Café on Saturday mornings at Cooina and therefore this has not continued to be offered.

Plans for the future

The Centres offer an opportunity for our community to meet, socialise and connect. They are inclusive hubs of activity in the City of Marion providing programs and services for all ages and levels of ability. Opening later into the evening and on Saturdays has enabled the centres to be more accessible to different members of our community.

Noting that each of the sites is different and different offerings have had varied success rates at the various locations the following is planned:

- Extended late-night trading

- Continue the offering of extended opening hours at the three sites during daylight savings months.
 - Continue the extended opening hours of Cooinda during non-daylight savings months.
 - Not expand the extended hours at night during non-daylight savings months as the ability to use the outdoor areas which are most popular at Glandore and Trott Park is limited due to lighting and more susceptible to the weather conditions.
- Saturday Cafes
 - Continue operating Café 25 at Glandore and Café 34 at Trott Park as part of the Community Hubs Grant funding (currently funded until October 2022).
- Programming
 - Based on community feedback increase one off and themed program sessions.
 - Increase partnership opportunities with community / support organisations.
 - Promote the centres with more diverse advertising.

ATTACHMENTS

Nil

12.6 Minutes of the LGA Annual General Meeting held 29 October 2021

Report Reference	GC211123R12.6
Originating Officer	Executive Assistant to the Mayor – Tom Matthews
Corporate Manager	Manager Office of the Chief Executive - Kate McKenzie
General Manager	Chief Executive Officer - Tony Harrison

REPORT OBJECTIVE

The purpose of this report is to provide Council with a copy of the draft minutes from the recent Local Government Association (LGA) Annual General Meeting held on 29 October 2021.

EXECUTIVE SUMMARY

The 2021 LGA Annual General Meeting was held at the Adelaide Entertainment Centre on 29 October 2021. The CEO attended in-person. The Mayor and Deputy Mayor were unable to attend.

The agenda and papers for the meeting are available on the LGA website via the following link:

https://www.lga.sa.gov.au/about-lga/lga-meetings/ogmagm?f.Tabs%7CmaaCategory=Agendas&meta_committeeld=C467544&removeFace=t=committee&query=%21FunDoesNotExist%3APadreNull&fmo=true&collection=lga-south-australia-lga-minutes-and-agenda-push

Copies of the draft minutes are included as Attachment 1.

RECOMMENDATION**That Council:**

- 1. Notes the minutes of the LGA AGM held 29 October 2021.**

DISCUSSION

The list of items discussed is as follows:

President's welcome

5. Minutes of Previous Meeting

5.1 Minutes of the meeting held 30 April 2021- *Carried*

5.2 Resolutions and Actions from Previous Meetings - *Carried*

6. LGA Business

6.1 LGA Annual Report 2020-2021- *Carried*

6.2 Financial Statements 2020/2021- *Carried*

6.3 Annual Reports for the LGA Committees - *Carried*

6.4 LGASA Mutual Annual Report 2020-2021- *Carried*

6.5 LGA Procurement Annual Report 2020-2021- *Carried*

6.6 Local Government Research and Development Scheme - *Carried*

6.7 LGA Advocacy Update - *Carried*

6.8 LGA Member Services Update - *Carried*

6.9 Local Government Financial Indicators 2021 - *Carried*

6.10 SAROC and GAROC Terms of Reference - *Carried*

7. Recommendation Reports from the SAROC Committee

- 7.1 Increasing South Australia's Influence at the National General Assembly - *Carried*
- 7.2 Regional Homelessness (and Housing Affordability) (Mount Gambier) - *Carried*

8. Recommendation Reports from the GAROC Committee

- 8.1 Boundary Reform Legislation Change (Adelaide Hills) - *Lost*
- 8.2 Cost and Timeframes for Adjustment to Telecommunication Pits on Road Reserves (Gawler) - *Carried*
- 8.3 Clear and Consistent Rules for Purchased Renewable Electricity (Gawler) - *Carried*
- 8.4 Homelessness (Port Adelaide Enfield) - *Carried*
- 8.5 Illegal Dumping (Port Adelaide Enfield) - *Carried*

9. Recommendation Reports from the LGA Board of Directors

- 9.1 2021 Local Government Legislative Reforms – Likely Cost to Councils (Marion) - *Carried*

ATTACHMENTS

- 1. Draft Minutes of the LGA Annual General Meeting of 29 October 2021 [**12.6.1** - 12 pages]

Draft

Draft Minutes of the LGA Annual General Meeting held on 29 October 2021 at 11am at Adelaide Entertainment Centre, Port Road, Hindmarsh

1. Open & Welcome

The President opened the meeting at 11am and welcomed members and staff.

Present:

President	Mayor Angela Evans
Chief Executive Officer	Clinton Jury
Acting Executive Director Public Affairs	Lea Bacon
Executive Assistant to the CEO & President (minutes)	Ashlea Lyall
Human Resources and Administration Coordinator (E-voting)	Sarah Ryan
Executive Assistant to the Executive Director Public Affairs (E-voting)	Melissa Dahmen

Member Councils (voting delegates):

City of Adelaide	District Council of Ceduna
Adelaide Hills Council	City of Charles Sturt
Adelaide Plains Council	Clare & Gilbert Valleys Council
Alexandrina Council	District Council of Cleve
The Barossa Council	Coorong District Council
Barunga West Council	Copper Coast Council
Berri Barmerra Council	District Council of Elliston
City of Burnside	The Flinders Ranges Council
Campbelltown City Council	City of Port Adelaide Enfield
District Council of Franklin Harbour	Port Augusta City Council
Town of Gawler	City of Port Lincoln
Regional Council of Goyder	Port Pirie Regional Council
District Council of Grant (from 12.29pm)	City of Prospect
City of Holdfast Bay	



The voice of local government.

Draft

District Council of Karoonda East Murray
 District Council of Kimba
 Kingston District Council
 Light Regional Council
 District Council of Lower Eyre Peninsula
 District Council of Loxton Waikerie
 Mid Murray Council
 City of Mitcham
 Mount Barker District Council
 City of Playford
 City of Mount Gambier
 District Council of Mount Remarkable
 Rural City of Murray Bridge
 Naracoorte Lucindale Council
 Northern Areas Council
 City of Norwood Payneham & St Peters
 City of Onkaparinga
 District Council of Orroroo/Carrieton
 District Council of Peterborough

Renmark Paringa Council
 District Council of Robe
 City of Salisbury
 Southern Mallee District Council
 District Council of Streaky Bay
 Tatiara District Council
 City of Tea Tree Gully
 District Council of Tumby Bay
 City of Unley
 City of Victor Harbor
 Wakefield Regional Council
 Town of Walkerville
 Wattle Range Council
 City of West Torrens
 City of Whyalla
 Wudinna District Council
 District Council of Yankalilla
 Yorke Peninsula Council

2. Apologies

District Council of Coober Pedy
 Kangaroo Island Council
 City of Marion
 Municipal Council of Roxby Downs

Draft

3. Notices & Arrangements

The Chief Executive Officer outlined the notices and arrangements for the meeting.

4. President's Address

The President provided a verbal report. A copy of the report is attached to these minutes.

5. Minutes of Previous Meeting

5.1 Minutes of the meeting held 30 April 2021

Moved Mount Barker Seconded Mid Murray that the Annual General Meeting confirms the minutes of the Ordinary General meeting held on 30 April 2021 as a true and accurate record of the proceedings held.

Carried

5.2 Resolutions and Actions from Previous Meetings

Moved Alexandrina Seconded Naracoorte Lucindale that the Annual General Meeting notes progress with resolutions resulting from the Ordinary General Meeting of 30 April 2021 and outstanding resolutions from earlier general meetings.

Carried

6. LGA Business

6.1 LGA Annual Report 2020-2021

Moved Barunga West Seconded Mid Murray that the Annual General Meeting receives and adopts the Local Government Association of South Australia's Annual Report for the year 2020-2021.

Carried

6.2 Financial Statements 2020/2021

Moved Goyder Seconded Wakefield Regional that the Annual General Meeting receives and adopts the LGA of SA and controlled entities Financial Statements for the year 2020/21

Carried

Draft

6.3 Annual Reports for the LGA Committees

Moved Mount Gambier Seconded Kimba that the Annual General Meeting notes the Annual Reports for the year 2020-2021 of the following Committees established under the LGA Constitution:

- a) Greater Adelaide Regional Organisation of Councils (GAROC)
- b) South Australian Regional Organisation of Councils (SAROC)
- c) CEO Advisory Group
- d) Audit and Risk Committee

Carried**6.4 LGASA Mutual Annual Report 2020-2021**

Moved Tumby Bay Seconded Alexandrina that the Annual General Meeting receives and notes the LGASA Mutual Annual Report for the year 2020-2021.

Carried**6.5 LGA Procurement Annual Report 2020-2021**

Moved Yankalilla Seconded Elliston that the Annual General Meeting receives and notes the LGA Procurement Annual Report for the year 2020-2021.

Carried**6.6 Local Government Research and Development Scheme**

Moved Kingston Seconded Victor Harbor that the Annual General Meeting notes the report.

Carried**6.7 LGA Advocacy Update**

Moved Berri Barmerra Seconded Naracoorte Lucindale that the Annual General Meeting notes the report.

Carried**6.8 LGA Member Services Update**

Moved Peterborough Seconded Onkaparinga that the Annual General Meeting notes the report.

Carried

Draft

6.9 Local Government Financial Indicators 2021

Moved Barunga West Seconded Mount Barker that the Annual General Meeting notes the report.

Carried**6.10 SAROC and GAROC Terms of Reference**

Moved Loxton Waikerie Seconded Mid Murray that the Annual General Meeting ratifies the LGA SAROC Terms of Reference (effective 8 January 2020) and LGA GAROC Terms of Reference (effective 23 July 2020).

Carried**7. Recommendation Reports from the SAROC Committee****7.1 Increasing South Australia's Influence at the National General Assembly (Wakefield)**

Moved Wakefield Seconded Barunga West that the Annual General Meeting:

1. recognises of the 139 motions considered at the 2021 National General Assembly, South Australia only had 5; and
2. calls on the Local Government Association to consider strategies that will assist in increasing South Australia's influence at the National General Assembly.

Carried**7.2 Regional Homelessness (and Housing Affordability) (Mount Gambier)**

Moved Mount Gambier Seconded Wattle Range that the Annual General Meeting requests the LGA to write to: the Prime Minister, The Hon Scott Morrison MP; The Hon Michael Sukkar MP, Minister for Homelessness, Social and Community Housing; the Premier of South Australia, The Hon Steven Marshall MP; and The Hon Michelle Lensink MLC, Minister for Human Services advocating for increased funding to expand the stock of social and community housing in regional South Australia, with copies sent to regional Federal and State Members of Parliament.

Carried

Draft

8. Recommendation Reports from the GAROC Committee

8.1 Boundary Reform Legislation Change (Adelaide Hills)

Moved Adelaide Hills Seconded Light Regional that the Annual General Meeting requests the LGA Secretariat:

1. to advocate for a review of boundary reform laws once a proposal for proposed reform has progressed through all stages of the statutory process (or within 5 years of the commencement of the legislation). This review should be undertaken in consultation with local government and consider, amongst other things:
 - a) the legislation generally;
 - b) the supporting guidelines;
 - c) timelines; and
 - d) cost issues.
2. prior to the above review, to advocate to the Boundaries Commission for a review of Guideline No.3: Submitting a General Proposal to the Commission, to require a timeframe from the acceptance of a Stage 1 proposal be considered for the preparation and lodgement of a Stage 2 submission.

Lost

8.2 Cost and Timeframes for Adjustment to Telecommunication Pits on Road Reserves (Gawler)

Moved Gawler Seconded Murray Bridge that the Annual General Meeting requests the LGA to explore ways to reduce the cost and timeframes to councils associated with adjustment of telecommunication service pits in road reserves as part of their capital works programs.

Carried

8.3 Clear and Consistent Rules for Purchased Renewable Electricity (Gawler)

Moved Gawler Seconded Campbelltown that the Annual General Meeting requests:

1. the LGA to support advocacy led by the Australian Local Government Association calling on the Federal Government to amend the National Greenhouse and Energy Reporting (NGER) Framework to establish a legal definition of what is required to buy renewable electricity via the electricity grid and claim 100% renewable electricity use and zero emissions. This will establish market-based accounting for renewable

Draft

electricity, create a single nationally consistent method that applies to electricity and renewable electricity consumption and prevent double counting for all customers including for councils, seeking legally assured, clearly defined and priced renewable electricity; and

2. that the LGA President write to the Minister for Energy and Emissions Reduction to confirm member councils support for the above position.

Carried

8.4 Homelessness (Port Adelaide Enfield)

Moved Port Adelaide Enfield Seconded Salisbury that the Annual General Meeting requests the LGA to:

1. support the Everybody's Home Campaign which calls on the Australian Government together with States and Territories to commit to a national plan to end homelessness by 2030 which addresses all the drivers of homelessness;
2. call on the South Australian Government to support community driven efforts to identify people experiencing homelessness by name; and
3. support these efforts through joint advocacy and investigate how homelessness support services can be most effectively and sustainably coordinated.

Carried

8.5 Illegal Dumping (Port Adelaide Enfield)

Moved Port Adelaide Enfield Seconded Salisbury that the Annual General Meeting requests the LGA advocates to the State Government for a portion of funds collected via the Solid Waste Levy to be allocated for a state-wide campaign on illegal dumping to be developed by the EPA in collaboration with Green Industries SA, local government and other key leading bodies in this space, like KESAB environmental solutions.

Carried

9. Recommendation Reports from the LGA Board of Directors

9.1 2021 Local Government Legislative Reforms – Likely Cost to Councils (Marion)

Moved Prospect Seconded Gawler that the Annual / Ordinary General Meeting requests the LGA to investigate and provide a report with an analysis of likely costs to the sector (and individual councils where relevant) of:

1. submissions to the Remuneration Tribunal;



The voice of local government.

Draft

2. submissions to ESCOSA;
3. the Behavioural Panel;
4. HR Consultancy when recruiting a CEO; and
5. any other relevant changes mandated by the 2021 Local Government legislative reforms.

Carried

10. Next Meeting

An Ordinary General meeting will be held on Friday 8 April 2022 at a venue to be confirmed.

11. Close

The meeting was declared closed at 12.44pm.

Minutes confirmed

.....

Chairperson

Date

2021 LGA President's Annual General Meeting Report

I'm pleased to present the President's Report to the 2021 LGA Annual General Meeting.

Before providing a broader update, I would like to first acknowledge the work of former CEO Matt Pinnegar who has moved across to take the helm at the Australian Local Government Association. Matt's contribution to the LGA was significant and I know he will continue to represent our sector in Canberra. We thank Matt and note the considerable achievements and many successes delivered through his leadership and guidance.

Of course, every cloud has a silver lining and this month we have welcomed new LGA CEO Clinton Jury into the role. We are delighted by this appointment and how Clinton has embraced the local government sector. I look forward to working with him in the years ahead.

It would be remiss of me not to also mention long-serving Executive Director Public Affairs Lisa Teburea. Lisa was the driving force behind the LGA's advocacy agenda and instrumental in developing many of our successful campaigns. While we were sorry to see Lisa go, we wish her all the best and look forward to hearing what's next for her.

While we have been busy managing this change of leadership at the LGA, we have not slowed our pace in progressing several significant pieces of work for the benefit of the sector.

A year after being introduced into the House of Assembly, the Local Government Review Bill passed Parliament in June and became the *Statutes Amendment (Local Government Review) Act 2021*.

Our sector has advocated for these reforms for many years, and we have worked closely with the Parliament to ensure they are evidenced-based and support councils to deliver even better results for their communities.

Key changes in the reforms included new member behaviour standards, oversight of councils' financial plans and budgets by the Essential Services Commission of SA, a new Community Engagement Charter, and an independent process to set CEO salary bands through the South Australian Remuneration Tribunal.

The LGA now has a strong focus on delivering the LG Equip program, which will support councils with targeted training and resources to put these reforms into practice.

Flowing from the local government reform program, last month the State Government launched its new Councils in Focus website.

The website was developed to address a key recommendation from the SA Productivity Commission's inquiry into local government efficiency and uses data councils submit to the Local Government Grants Commission to provide an overview of revenue, expenditure and financial performance.

The LGA welcomed the initiative as an opportunity to provide our communities with more accessible and transparent information about their local councils and help them better understand council programs and how their rates are spent.

Since launching, we continue to work with councils to ensure that data provided to the Grants Commission is reported consistently and can be compared, and we will work with councils and the State Government to facilitate continuous improvements. This comes in direct



The voice of local government.

response to member feedback, and the LGA continues to press for these limitations to be addressed.

Of course, managing the health and economic impacts of COVID-19 has remained a high priority for governments at all levels, and the local government sector is no exception.

The Local Government Functional Support Group (LGFSG) has continued to play an essential role in coordinating the sector's response to changing risk profiles and restrictions.

As a central point of contact, the LGFSG has kept councils informed of changes to restrictions and requirements and supported them in their efforts to keep communities safe, including in response to the July lockdown. The LGA has also worked closely with SA Health to facilitate an agreement for metropolitan councils to support COVID-19 compliance activities.

As we look ahead, local government will continue to play an important role in locally-led recovery – reconnecting communities, supporting businesses, and accelerating local economic growth.

The LGA, like many of you, needed to defer a number of events as a result of COVID-19, including one of our key networking events for the year - the Roads and Works Conference. I would like to acknowledge the significant work undertaken by the conference committee and host council in preparation for this event, and we are hopeful it will be able to go ahead early next year.

Our sector has played a key role in supporting our state's economic recovery, advocating for, and taking advantage of, the additional grant funding available to bring forward infrastructure projects and stimulate economic activity.

We were pleased our earlier recovery campaign and advocacy activities produced results, with a \$1 billion expansion of the Commonwealth's Local Roads and Community Infrastructure Program bringing the total funding allocated to South Australian councils through this program to \$220 million.

Further, the LGA's main federal advocacy priority over the last 12 months was maintaining ongoing supplementary road funding for South Australia, and we were successful in securing a two-year \$40 million extension. This top-up means our state will continue to receive a fair share of federal road funding, which will contribute to the ongoing safety and prosperity of our communities.

At a state level, our advocacy agenda focused on securing State Government funding for libraries, with the ten-year state/local government libraries agreement expiring in June. The LGA championed the important role libraries play in our communities through a "library dollars make sense" campaign, which resulted in a commitment from the Premier to maintain funding of \$20.7 million in 2021-22 and beyond.

Councils were also assisted through LGA programs to progress several priority issues in their communities.

The Local Government Reconciliation Industry Network Group (LG RING) was established as a joint initiative between the LGA and Reconciliation SA, to recognise the critical role councils play in building respectful relationships between First Nations people and the



The voice of local government.

broader community. This forum allows council leaders to share ideas and networks and promote reconciliation initiatives.

The LGA also helped councils to fulfil their responsibilities under the *Disability and Inclusion Act 2018*, by facilitating a Community of Practice, advising on Action Plans, and establishing a Local Government Disability and Inclusion Advisory Group. The Advisory Group will assist the LGA to provide best practice tools and resources, and support councils with implementation.

Councils have also been supported to fulfil their obligations as road managers under the Heavy Vehicle National Law and Regulations, with the LGA last year partnering with the State Government and the National Heavy Vehicle Regulator (NHVR) to employ a Heavy Vehicle Access Liaison Officer.

This program has helped councils deliver proactive approaches to heavy vehicle access matters through direct advice, workshops and development of a road manager toolkit. This has allowed councils to build closer connections with industry and improve the safety and productivity of the local road freight network.

Our work to expand the broader professional support available to councils and their staff continued this month with an inaugural partnership agreement with LG Professionals SA commencing. This new agreement recognises the two organisations' common goals of bringing members of the sector together to grow their skills and networks and promote excellence in their field.

We are confident the new arrangement will increase the capacity of our organisations and allow us to offer additional development opportunities to the sector, and we look forward to welcoming LG Professionals SA staff to Local Government House from December.

In recent weeks we have started looking ahead toward 2022, and what will be a very important year for the Association and our sector.

The LGA is well progressed in setting our federal and state election strategies and we look forward to working with you throughout the campaign periods to highlight the important opportunities all governments have to support a thriving South Australia and deliver real benefits for local communities.

Council elections in 2022 is a key priority, and the LGA have been working closely with the Electoral Commission of South Australia to prepare for this process. We are committed to preparing councils and communities for these elections, building on the success of our candidate campaign '*Make a Difference*' and the broader community awareness campaign '*Enrol, Vote, Nominate*'.

Next years' awareness campaign will have a strong focus on encouraging increased participation of under-represented groups including women, young people, people with disability and First Nations and culturally and linguistically diverse communities.

To this end, please take some time over coming months to think about new and emerging leaders in your communities, and whether they could be encouraged to continue their service through a formal leadership role in your council.



Local Government Association
of South Australia

The voice of local government.

Lastly, thank you for your ongoing support for the LGA and the work we do to provide a strong voice for local government. We have another busy year ahead of us, which will bring opportunities, challenges, and proposals for change to advance the sector.

We are confident that our leadership team and staff are well placed to meet these challenges, and with your help the LGA can continue its great work supporting strong, resilient, and connected communities.

Thank you.

12.7 Finance Report - October 2021

Report Reference	GC211123R12.7
Originating Officer	Assistant Financial Accountant – Melissa Virgin
Corporate Manager	Chief Financial Officer - Ray Barnwell
General Manager	General Manager Corporate Services - Sorana Dinmore

REPORT OBJECTIVE

This report provides Council with information relating to the management of financial resources under its control as at October 2021. This report is one of a series of reports designed to assist Council in achieving and maintaining a financially sustainable position. Other reports assisting in this process include the Quarterly Budget Reviews and the Long Term Financial Plan.

This report includes financial information regarding major projects. The principles used for the assessment of reportable projects are:

- Council has agreed to proceed with the project and approved a Prudential Report under Section 48 of the Local Government Act 1999.
- The Whole-of-Life Cost is greater than \$4 million dollars (including grant assisted projects).

RECOMMENDATION

That Council:

1. **Receives the report “Finance Report – October 2021”**

DISCUSSION

This report is presented on a monthly basis to provide Elected Members with key financial information to assist in monitoring Council's financial performance against budget.

ATTACHMENTS

1. Finance Report October Appendix 1 Pts 1 2 3 4 [**12.7.1** - 5 pages]
2. Finance Report October Appendix 2 Pts 1 2 [**12.7.2** - 7 pages]
3. Finance Report October Appendix 3 Pts 1 2 [**12.7.3** - 2 pages]

APPENDIX 1

Funding Statement – Actual versus Budget

The Funding Statement provides a view of Council's financial performance against the approved budget and is consistent with the information provided at budget reviews. It provides a review against all of the elements contained within the Statement of Comprehensive Income and the Statement of Financial Position that are adopted as part of the Annual Budget Report. It details Council's:

Statement of Comprehensive Income -

The operating result is recognised as one of Council's key financial indicators. The budget framework includes a commitment to its ongoing Financial Sustainability maintaining an Operating Surplus Ratio of between 0% and 10%, on average over each five-year period, which for 2021-22 means a targeted operating surplus of between \$0 and \$9.829m.

Comment: Council currently has a net operating surplus result of \$1.382m before capital revenues, against a year to date forecast budget of \$0.221m deficit. This position is detailed in the attached Funding Statement and variation notes.

Capital Budget -
\$59.554m

The Capital Budget is linked to Council's key financial indicator – "Asset Renewal Funding Ratio" and an actual to budget comparison reflects Council's progress in achieving its Capital program.

Comment: The actual to budget position reveals that 69.64% of the year to date Capital Renewal Budget has been spent.

Loans -

The loans component of the Funding Statement identifies any new proposed loan receipts or principal payments. Council's borrowings are included in Council's key financial indicator – "Net Financial Liabilities" which reflects Council's total indebtedness.

Comment: \$10.920m of new borrowings are currently forecast in the 2021-22 budget and principal repayments of \$0.827m, meaning that the overall loan liability balance is currently forecast to increase by \$10.093m to \$14.483m at 30 June 2022.

Reserves & Cash -

Various fund movements such as surplus budget review results, unspent grants and carryover projects at year end are reflected as transfers to reserves, whilst utilisation of reserve funds are recognised as transfers from reserves.

Cash may be utilised to fund expenditure within the context of Treasury Management to ensure loans are not drawn down where temporary cash holdings are available.

Comment: Council's Reserves of \$44.296m are fully cash backed and are detailed in the below table. Council's adopted budget for 2021-22 includes Transfer to Reserves of \$0.386m and Transfers from Reserves of \$30.709m, and after accounting for amounts quarantined for specific projects or works, there is \$2.702m available.

Reserves (\$000s)	Asset Sustainability Reserve						Water Reserve - Oaklands Wetland	Open Space Reserve	Grants & Carryover Reserve	TOTAL ALL RESERVES
	Major Infrastructure Failure	General	Other	Major New Projects	CFPP	TOTAL ASR				
Opening Balance	2,000	9,819	1,029	1,525	3,537	17,910	859	2,441	23,086	44,296
Savings from 2020/21 audited accounts	0	856	0	0	0	856	285	0	0	1,141
Budgeted transfers to reserve	0	0	240	0	21	261	15	10	100	386
Budgeted transfers from reserve	0	(8,460)	(280)	(1,525)	(2,877)	(13,142)	0	0	(17,567)	(30,709)
Current Budgeted Closing Balance	2,000	2,215	989	0	681	5,885	1,159	2,451	5,619	15,114
Quarantined Funds	(2,000)	(2,215)	(949)	0	(435)	(5,599)	(1,159)	(35)	(5,619)	(12,412)
Projected Available Balance	0	0	40	0	246	286	0	2,416	0	2,702

The 2021-22 1st budget review forecasts a net cash deficit of \$0.488m.

*CFPP: Community Facilities Partnership Program

*Other includes Walking & Cycling and Energy Efficiency.

**Funding Statement
as at 31 October 2021**

Original Adopted Budget	Carryovers	Budget Review Adjustments		YTD Actual	YTD Budget	YTD Variance	Annual Budget	Note
\$'000	\$'000	\$'000		\$'000	\$'000	\$'000	\$'000	
Operating Revenue								
81,693	-	37	Rates	27,083	27,070	13	F	81,730
2,106	-	-	Statutory Charges	904	970	(66)	U	2,106
2,827	-	(41)	User Charges	772	839	(67)	U	2,786
6,726	1,185	1,329	Operating Grants & Subsidies	2,435	2,049	386	F	9,240
347	-	(1)	Investment Income	229	124	105	F	346
1,222	-	(149)	Reimbursements	180	321	(141)	U	1,073
538	-	106	Other Revenues	365	281	84	F	644
365	-	-	Net gain - Equity Accounted Investments	-	-	-	-	365
95,824	1,185	1,281		31,968	31,654	314	F	98,290
Operating Expenses								
39,912	-	-	Employee Costs	12,041	12,548	507	F	39,912
21,659	4,156	2,962	Contractual Services	9,460	9,592	132	F	28,777
5,186	537	(63)	Materials	1,496	1,779	283	F	5,660
254	-	(2)	Finance Charges	-	-	-	-	252
16,000	-	135	Depreciation	5,308	5,378	70	F	16,135
8,610	64	608	Other Expenses	2,281	2,578	297	F	9,282
91,621	4,757	3,640		30,586	31,875	1,289	F	100,018
4,203	(3,572)	(2,359)	Operating Surplus/(Deficit) before Capital Revenues	1,382	(221)	1,603	F	(1,728)
Capital Revenue								
4,577	(801)	833	Capital Grants & Subsidies	362	424	(62)	U	4,609
-	-	-	Contributed Assets	-	-	-	-	-
-	-	-	Asset Disposal and Fair Value Adjustment	(90)	-	(90)	U	-
4,577	(801)	833		272	424	(152)	U	4,609
8,780	(4,373)	(1,526)	Net Surplus/(Deficit) resulting from operations	1,654	203	1,451	F	2,881
16,000	-	135	<i>add Depreciation</i>	5,308	5,378	(70)		16,135
-	-	-	<i>add (Gain)/Loss on Asset Disposal</i>	90	-	90		-
(365)	-	-	<i>less Share of Profit Equity Accounted Investments</i>	-	-	-		(365)
24,415	(4,373)	(1,391)	Funding available for Capital Investment	7,052	5,581	1,471	F	18,651
Capital								
20,283	2,644	(5,180)	<i>less Capital Expenditure - Renewal</i>	2,087	2,997	910	F	17,747
34,360	3,503	3,944	<i>less Capital Expenditure - New</i>	9,560	13,412	3,852	F	41,807
-	-	-	<i>less Capital - Contributed assets</i>	-	-	-	-	-
-	-	-	<i>add Proceeds from Sale of Surplus Assets</i>	-	-	-	-	-
(30,228)	(10,520)	(156)	Net funding increase/(decrease)	(4,595)	(10,828)	6,233	F	(40,904)

Original Adopted Budget \$'000	Carryovers \$'000	Budget Review Adjustments \$'000		YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Annual Budget \$'000	Note
Funded by								
Loans								
10,920	-	-	Loan Principal Receipts (Net)	-	-	-	10,920	
-	-	-	Loan Receipts/(Payments) from Sporting Clubs (Net)	-	-	-	-	
(827)	-	-	Loan Principal Repayments	-	-	-	(827)	
10,093	-	-	Loan Funding (Net)	-	-	-	10,093	
Movement in level of cash, investments and accruals								
(681)	-	193	Cash Surplus/(Deficit) funding requirements	25,728	19,495	6,233	(488)	
(19,453)	(10,520)	(349)	Reserves Net - Transfer to/(Transfer from)	(30,323)	(30,323)	-	(30,323)	
(20,134)	(10,520)	(156)	Cash/Investments/Accruals Funding	(4,595)	(10,828)	6,233	(30,811)	
30,228	10,520	156	Funding Transactions	4,595	10,828	(6,233)	F 40,904	J

Variation Notes

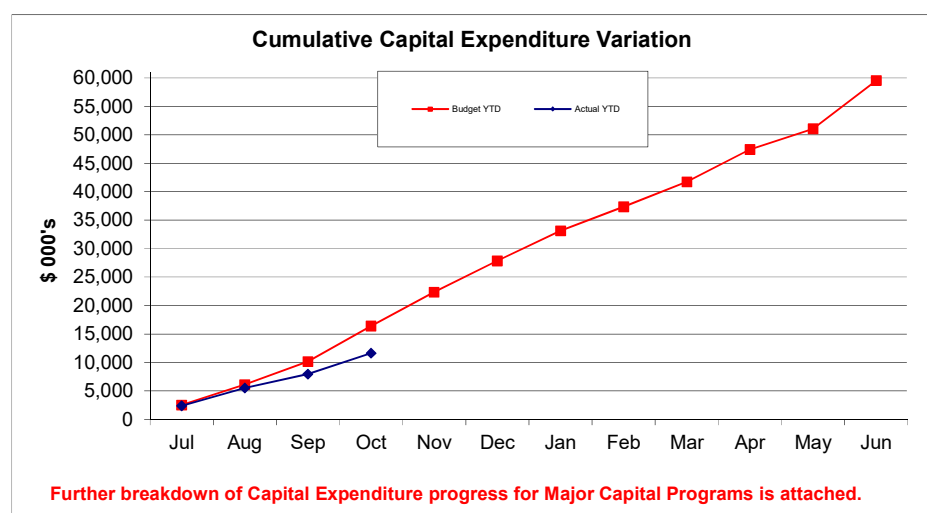
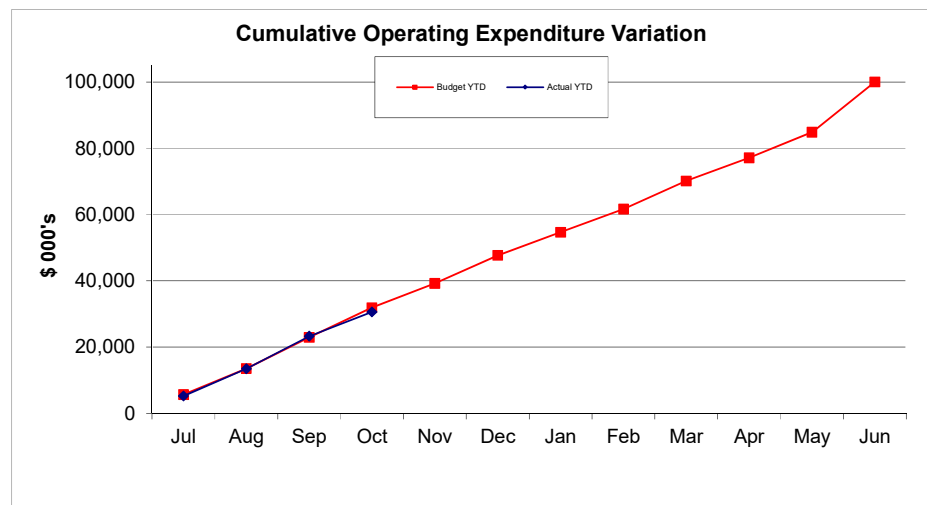
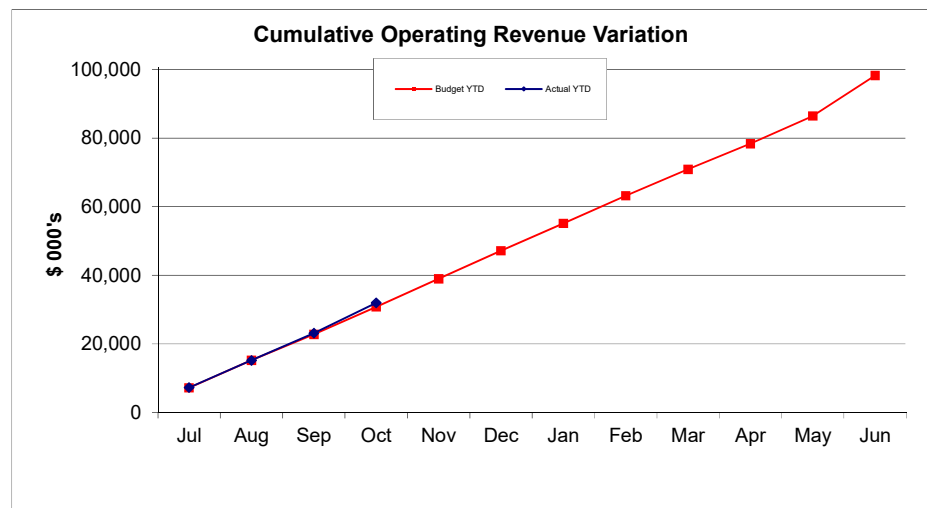
A	Operating Grants & Subsidies	Favourable \$386k	Reflects budget-timing variances with regards to CHSP Domestic Assistance funding (\$182k), an unbudgeted grant received for Game on Partnerships (\$101k) and a number of variances which are insignificant.
B	Investment Income	Favourable \$105k	Reflects budget-timing with regards to the receipt of investment income.
C	Reimbursements	Unfavourable \$141k	Reflects lower than budgeted income received from Private Infrastructure works (\$80k) and a number of variances which are individually insignificant.
D	Employee Costs	Favourable \$507k	Predominantly reflects budget-timing variances in addition to savings from temporarily vacant positions.
E	Contractors	Favourable \$132k	Predominately reflects budget-timing variances with regards to the prepayment of IT licences.
F	Materials	Favourable \$283k	Reflects budget-timing variances with regards to Electricity (\$190k) and a number of variances which are individually insignificant.
G	Other Expenses	Favourable \$297k	Reflects budget-timing variances with regards to Insurance Premiums (\$255k) and a number of other variances which are individually insignificant.
H	Capital Expenditure (Renewal)	Favourable \$910k	Reflects budget-timing variances with regards to Alawoona Avenue Streetscape (\$500k), Footpath Construction (\$334k) and a number of other variances which are individually insignificant.
I	Capital Expenditure (New)	Favourable \$3,852k	Reflects budget-timing variances with regards to progress payments for Mitchell Park Sports and Community Club Redevelopment (\$3,449k) and a number of variances which are individually insignificant.
J	Funding Transactions	Favourable \$6,233k	This variance is the sum total of all variances and reflects an increase against council's expected YTD cash position.

The above comments referring to budget timing variations are where some monthly budget estimates are not reflective of the actual expenditure patterns as at the reporting date.

Funding Transactions

This variance is the sum total of all variances and reflects an increase against council's expected YTD cash position.

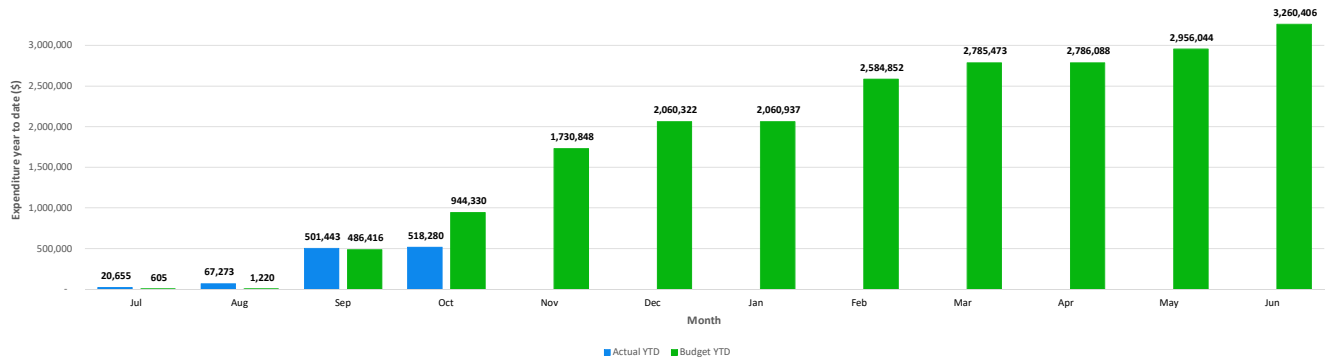
Funding Statement Cumulative Position - 2021-22



Road Reseal

Monthly Comment

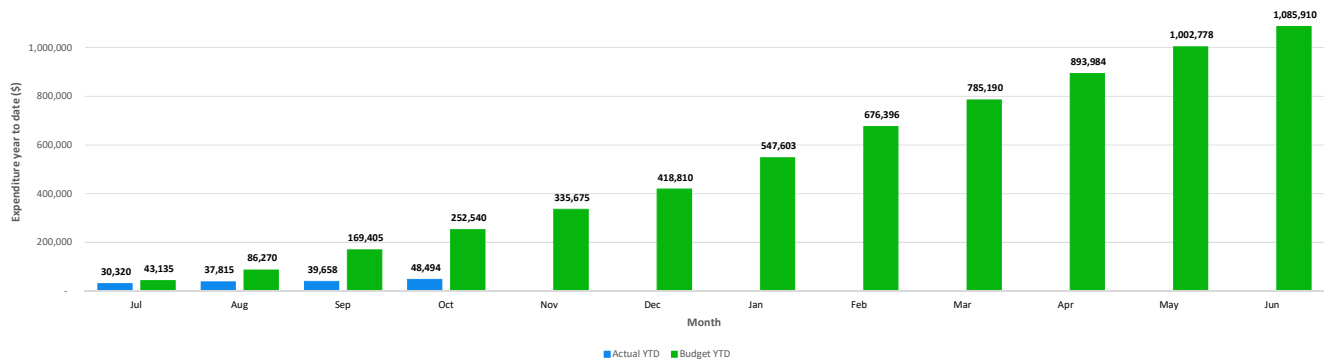
Program is in progress and on track with 11 streets resealed in October. 21 streets in total have been resealed.



Kerb and Water Table

Monthly Comment

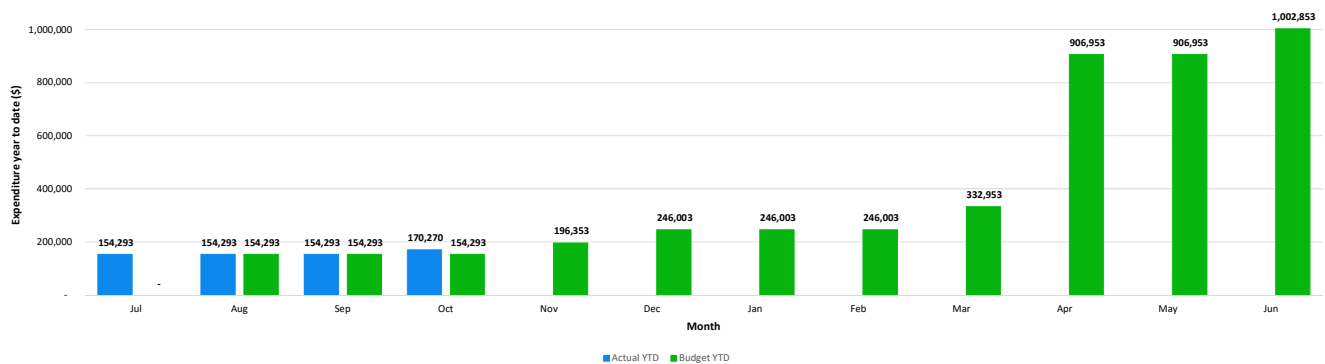
Program in progress with 366m out of 2799m complete of the Kerb and Water Table program. Work on the Kerb Ramp program is yet to commence.



New Footpath Construction

Monthly Comment

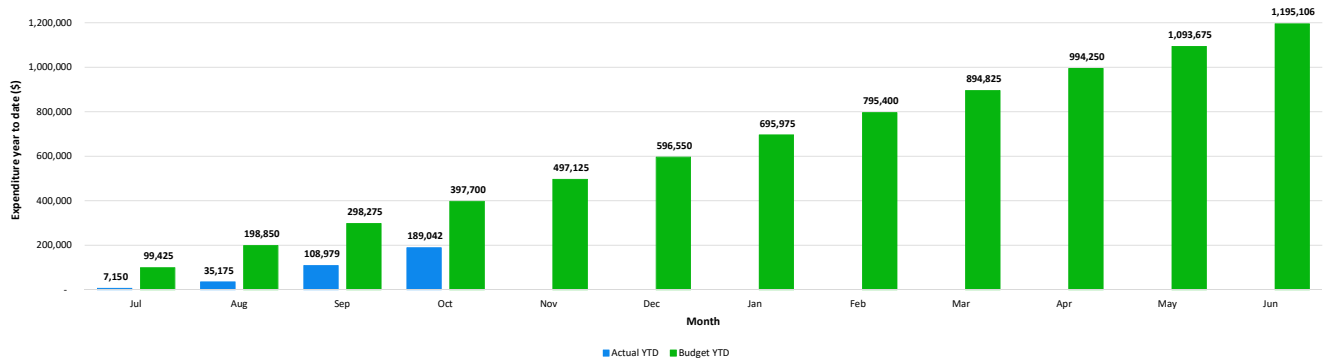
Program in progress and on track with 4 footpaths complete and 4 in progress out of 19 planned footpaths.



Renewal Footpath Construction

Monthly Comment

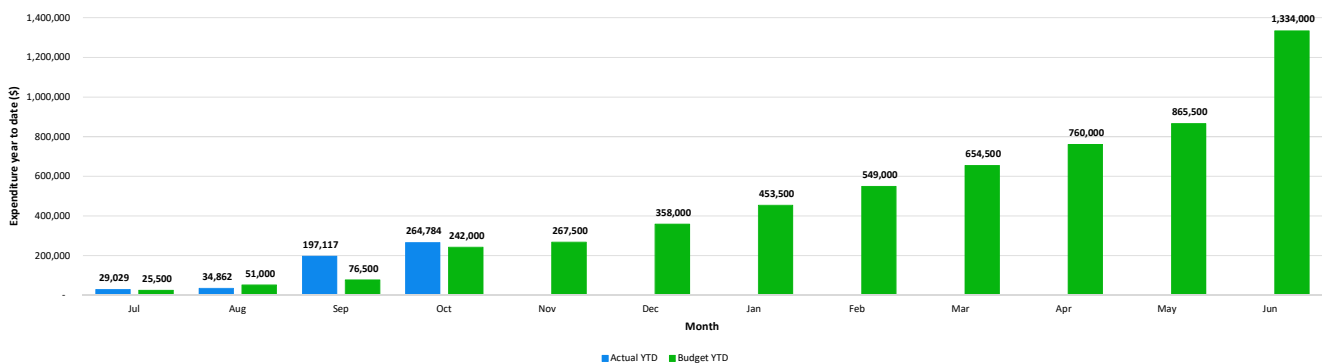
Program is in progress with 928 lm (linear metres) complete out of the 3,500 lm program. Completion of this program by 30 June is currently at risk.



Transport

Monthly Comment

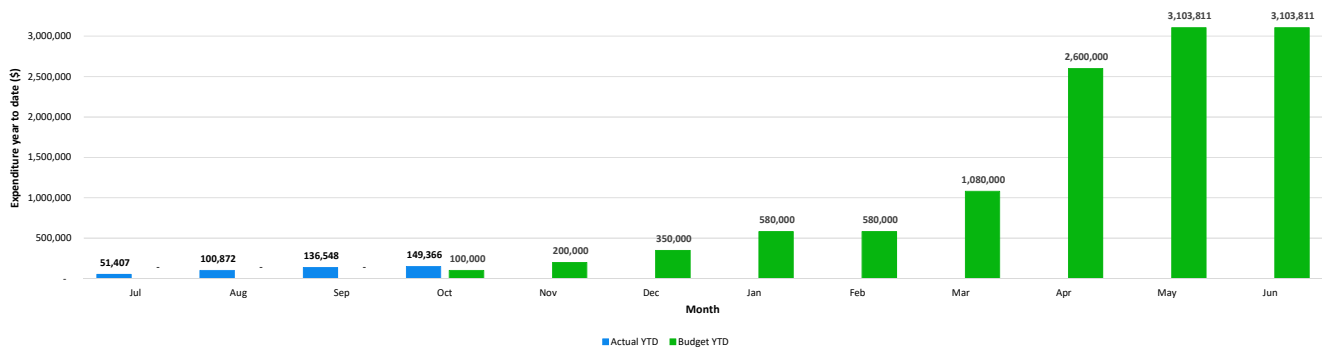
Program in progress with 29% of the Bus Shelter Program and Marino Access Improvements complete. Designs are complete for The Esplanade, Hallett Cove, Waterfall Creek Shared Path and Marion Road, Sturt. Feasibility studies are currently underway for Parking Bays at Mitchell Street, Glengowrie, River Parade, Hallett Cove and Collins Avenue, Ascot Park. A draft report for Lander Road and Young Street will be presented to council, this project is at risk.



Drainage

Monthly Comment

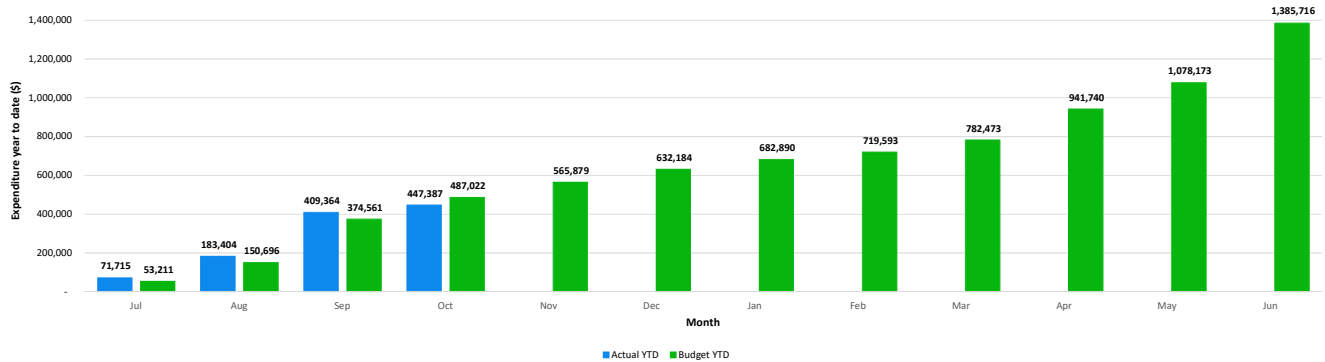
Program in progress with designs complete for all drainage projects, works anticipated to commence in the drier months. Works at Lucretia Way have recommenced, anticipated to be complete in December.



Street Trees

Monthly Comment

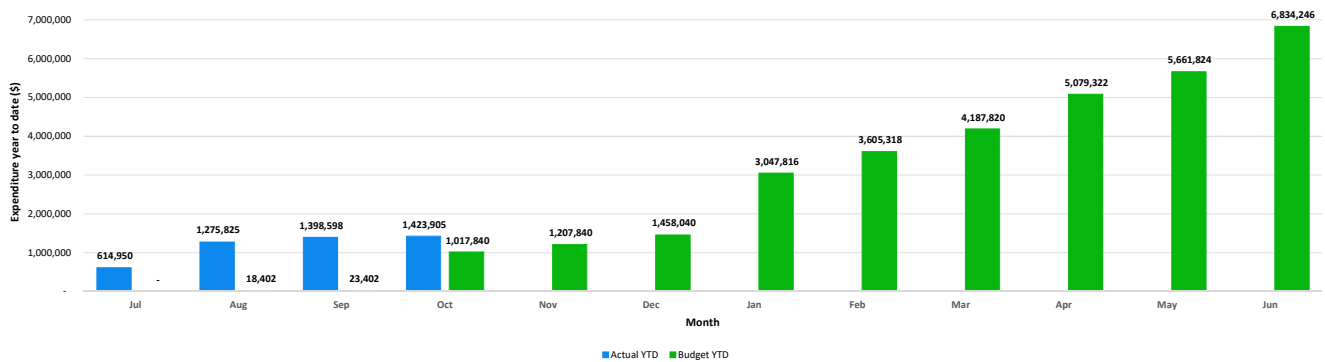
Program in progress with 3,037 out of 3,900 trees from the Tree Planting Program complete. 96 out of 400 trees have been planted from the Advanced Tree Planting Program.



Streetscapes

Monthly Comment

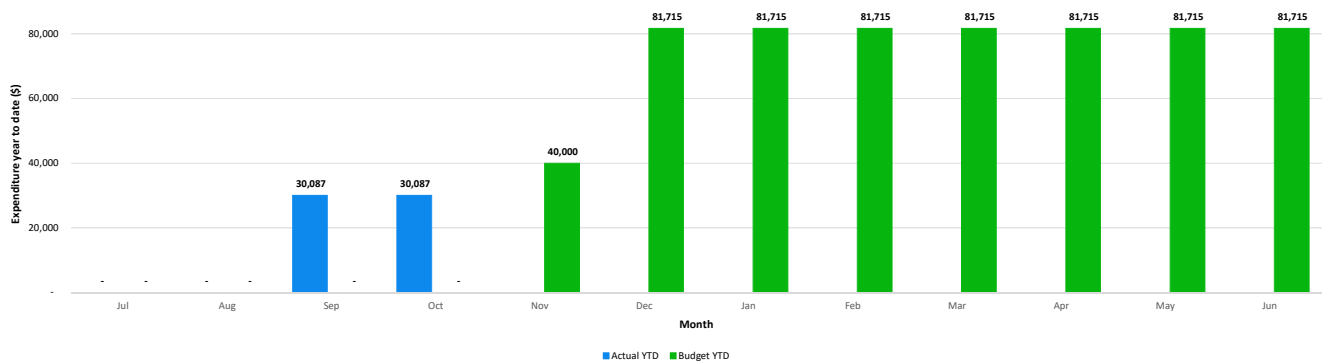
Program in progress with works on Sturt Road (carryover c/o) and Railway Terrace Verge (c/o) complete. Works have been scoped and designed for Addison Road Verge Upgrade, Crozier Terrace Streetscape and Murray Terrace Verge upgrade. Tender has closed for four projects, these are currently being assessed. Birch Crescent is at risk due to delays with land acquisition.



Irrigation

Monthly Comment

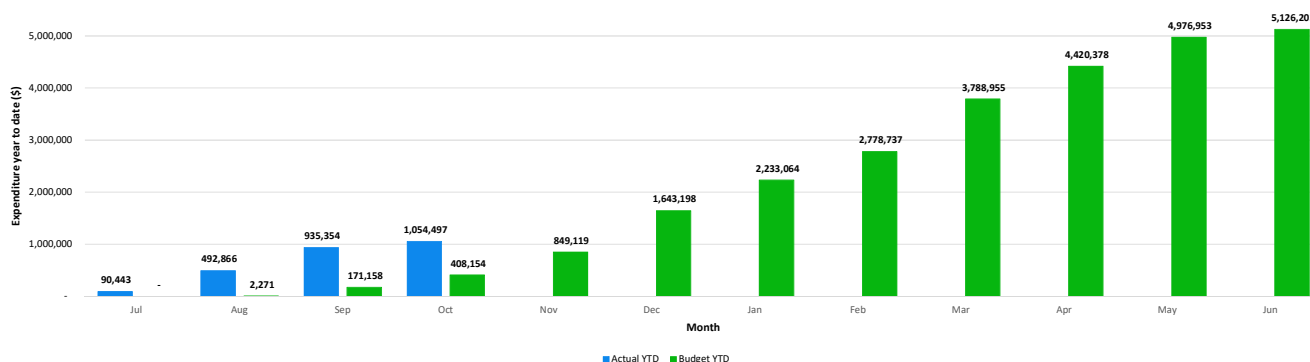
Irrigation materials have been purchased in advance, program is anticipated to commence in November and be complete by end of December.



Open Space Developments

Monthly Comment

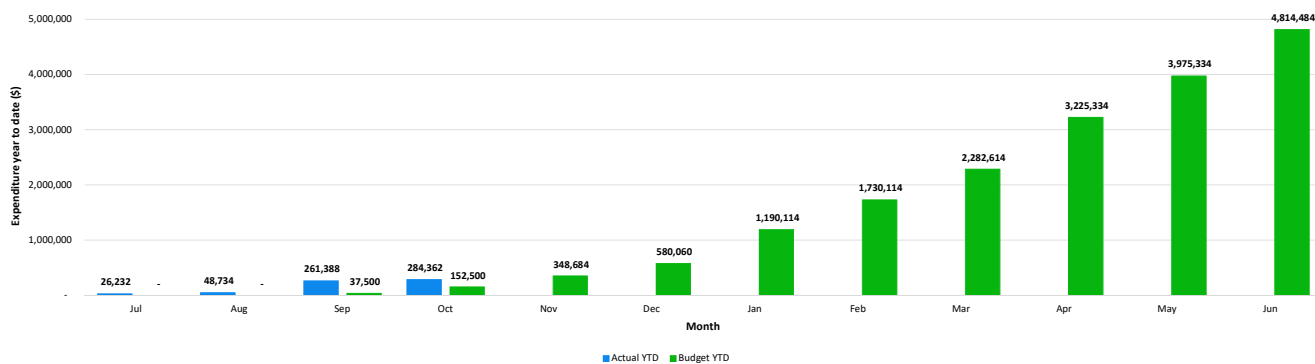
Program in progress with Capella Drive Reserve Skate Park (c/o) and McConnell Reserve East in construction. Construction on Lander Road Reserve is anticipated to commence in December. Detailed design is progressing for Hendrie Street and Broga Place Reserve Playground. Peterson Avenue and Ramsay Ave Playground are out to tender. Planning for Oakleigh Road, Hume Street, Nimboya Road and Oakland's Wetland Reserve is yet to commence. There is a risk of delay with this program due to contractor availability.



Sports Facilities and Courts

Monthly Comment

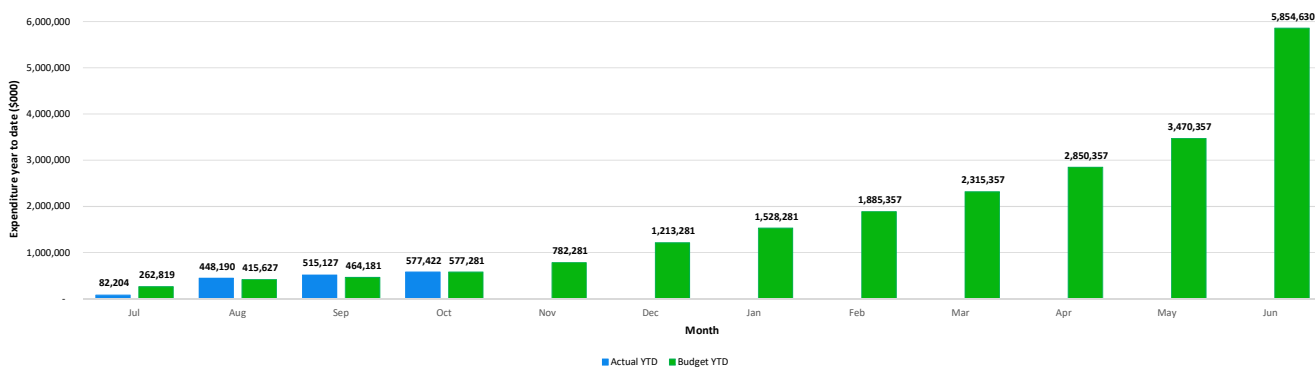
Works on Edwardstown Bowling Club Lighting Upgrade (c/o) and Cove Cricket Proactive Pitch Matting are complete. Works on Plympton Park Sports Club Oval Lighting Upgrade (c/o) and Cove Netball Courts Lighting (c/o) are anticipated to commence in November and December. Tender negotiations are in progress for Glandore Cricket Nets. Detailed design for Tamham Road Tennis Courts and Playspace Redevelopment is 90% complete and anticipated to go out to tender in November.



Building Upgrades

Monthly Comment

Program in progress with 7 projects complete. 24 projects are currently in the pre-delivery phase, a number of projects may be delayed due to availability of contractors.



Major Projects

Mitchell Park Sports and Community Club Redevelopment

	2021-22 Actual YTD 31/10/2021	2021-22 Budget	Project Cost At Completion
Income			
Commonwealth Government Grant Contribution		1,500,000	5,000,000
State Government Grant Contribution			250,000
Total Income	-	1,500,000	5,250,000
Expenditure			
Operating	-	-	-
Capital Construction	(3,394,180)	(12,980,360)	(16,250,000)
Total Expenditure	(3,394,180)	(12,980,360)	(16,250,000)

The net deficit forecast will be funded in the following manner:

Funded By :	\$
(Over Project Life)	
Proposed Borrowings	10,920,000
Reserve Transfer	
- Asset Sustainability Reserve – Energy Efficiency	80,000
	11,000,000

Council have received \$3.5m of the Commonwealth Governments \$5.0m contribution and \$250k of the State Governments contribution to this project.

Sam Willoughby International BMX Facility

	2021-22 Actual YTD 31/10/2021	2021-22 Budget	Project Cost At Completion
Income			
City of Onkaparinga Contribution	-	375,000	750,000
State Government Grant Contribution	-	-	3,550,000
Total Income	-	375,000	4,300,000
Expenditure			
Operating	-	-	-
Capital Construction	(1,802,613)	(3,787,198)	(6,050,000)
Total Expenditure	(1,802,613)	(3,787,198)	(6,050,000)
Project Result Surplus/(Deficit)	(1,802,613)	(3,412,198)	(1,750,000)

The net deficit forecast will be funded in the following manner:

Funded By :	\$
(Over Project Life)	
Reserve Transfer	
- Asset Sustainability Reserve	1,750,000
	1,750,000

Council have received the State Governments contribution and \$375k of City of Onkaparinga's \$750k contribution to this project.

Southern Regional Football Facility

	2021-22 Actual YTD 31/10/2021	2021-22 Budget	Project Cost At Completion
Income			
State Government Grant Contribution	-	-	2,500,000
Total Income	-	-	2,500,000
Expenditure			
Operating	-	-	-
Capital Construction	(1,947,496)	(5,199,383)	(7,000,000)
Total Expenditure	(1,947,496)	(5,199,383)	(7,000,000)
Project Result Surplus/(Deficit)	(1,947,496)	(5,199,383)	(4,500,000)

The net deficit forecast will be funded in the following manner:

Funded By :	\$
(Over Project Life)	
Reserve Transfer	
- Asset Sustainability Reserve	4,500,000
	4,500,000

Council have received the State Governments contribution to this project.

Sundry Debtors Report - Ageing report as at 31 October 2021

Appendix 3

Debtor	Total Balance	Current	30 Days	60 Days	90 Days	90+ Days	Percentage of total 90+ day balance	Comments for 90+ Day balances
General Total	40,780.88	15,822.53	22,301.35	2,307.00	.00	350.00	0%	Made up of 1 out of 20 debtor in this category.
Neighbourhood Centres Total	7,027.00	5,557.00	1,080.00	150.00	240.00	.00	0%	
Regulatory Services Land Clearing Total	2,890.94	.00	.00	.00	.00	2,890.94	3%	Made up of 4 debtors, with one account totalling \$1,725.35.
City Property Facilities Total	136,218.44	54,400.10	21,943.52	16,056.49	.00	43,818.33	40%	Made up of 7 out of 28 debtors. Two accounts totalling \$35,101.69 are on payment plans, payments of \$500.00 have subsequently been received in November.
Civil Services Private Works Total	55,188.00	26,128.00	11,560.00	950.00	.00	16,550.00	15%	Made up of 12 out of 26 debtors in this category with two accounts totalling \$1,840.00 relates to works not commenced, awaiting payment. Four accounts totalling \$3,100.00 are on payment plans, payments of \$200.00 have subsequently been received in November. Three accounts totalling \$4,030.00 are in the process of being transferred to rates accounts as a charge on the land. One account totalling \$3,500.00 has subsequently been settled in November.
Grants & Subsidies Total	406,086.25	69,286.25	.00	336,800.00	.00	.00	0%	
Environmental Health Inspections Total	18,444.12	5,927.32	2,254.00	1,091.80	.00	9,171.00	8%	Made up of 52 out of 101 debtors, with none individually significant.
Regulatory Services Other Total	39,308.65	2,904.00	.00	1,270.50	.00	35,134.15	32%	Made up of 128 out of 147 debtors in this category, with none individually insignificant. One account totalling \$230.00 has subsequently been settled in November.
Marion Cultural Centre Total	7,600.70	7,345.30	62.40	193.00	.00	.00	0%	
Living Kaurna Cultural Centre Total	820.80	.00	.00	.00	.00	820.80	1%	Made up of 2 debtors. One account totalling \$702.80 has subsequently been settled in November.
Local Government	7,611.49	5,711.86	1,899.63	.00	.00	.00		
Economic Development Total	4,610.70	1,770.50	.00	2,840.20	.00	.00	0%	
Total	726,587.97	194,852.86	61,100.90	361,658.99	240.00	108,735.22		
Total Aging Profile		27%	8%	50%	0%	15%		

Category	Description
Employees	Anything that relates to CoM employees.
General	Anything that does not fit into one of the below categories.
Neighbourhood Centres	For hire of rooms in Neighbourhood Centres, etc. - usually charged out at an hourly rate. Also includes cultural workshops and tours.
Regulatory Services Land Clearing	When council has had to clear land due to non-compliance of owner.
Sporting Clubs & Other Leases	Rent, electricity, water, maintenance, etc. charged out to lessees.
Civil Services Private Works	Repairs or modifications to infrastructure (footpaths, kerbs, driveway inverts). Can be at resident request.
Swim Centre Debtors	Outdoor Swimming Centre - used for lane hire, school visits, etc.
Grants & Subsidies	Government grants and subsidies.
Environmental Health Inspections	Food Inspection fees.
Regulatory Services Other	Vehicle Impoundment fees and other regulatory services.
Supplier Refunds	Where a supplier owes the City of Marion funds. This category is used to keep track to ensure we have received payment for credits.
Development Services	Includes contribution from residents and/or developers for the removal and/or replacement of Council Street Trees and significant trees.
Living Kaurna Cultural Centre	Relates to programs run through the LKCC.
Environmental Health Testing	Environmental testing fees.
Local Government	Transactions with other Local Government corporations.
Communications	Anything related to communications.
Economic Development	Events, etc. relating to economic development within the City of Marion.
Marion Cultural Centre	Hiring of the Marion Cultural Centre.

*any category that does not have any outstanding invoices will not be displayed.

Rates Report - Collection of Rates to 31 October 2021

ANALYSIS OF OUTSTANDING RATES AS AT 31 OCTOBER 2021

	<u>Note</u>		% of Total Annual Rates
CURRENT	1	\$ 50,355,697	61.7%
OVERDUE	2	\$ 760,396	0.9%
ARREARS	3	\$ 1,676,132	2.1%
INTEREST	4	\$ 42,404	0.1%
POSTPONED	5	\$ 217,222	0.3%
LEGALS	6	\$ 39,068	0.0%
		\$ 53,090,920	65.0%
TOTAL ANNUAL RATES FOR 2021/22		\$ 81,668,804	

Note 1: Current

Current rates represent the total amount of rates levied in the current financial year that are not yet due for payment. For example at 1st January this represents Quarter 3 & Quarter 4 rates unpaid.

Note 2: Overdue

Overdue rates represent rates levied in the current financial year that remain unpaid past their due payment date. For example on 1st January, this represents rates from Quarter 1 and Quarter 2 that remain unpaid.

Note 3: Arrears

Rates in arrears represent rates and charges levied in previous financial years that remain unpaid .

Note 4: Interest

Interest represent the fines and interest applied to overdue rates and rates in arrears.

Note 5: Postponed

Postponed rates represent any rates amount due by seniors that have been granted a deferral, until the eventual sale of their property, as allowable under the Local Government Act. Interest is charged on these deferred rates and is recoverable when the property is sold.

Note 6: Legals

Legals represent any legal fees, court costs that have been incurred by Council in the collection of rates in the current financial year. These amounts represent costs that have been on-charged to the defaulting ratepayers and are currently outstanding.

12.8 Questions Taken on Notice Register

Report Reference	GC211123F12.8
Originating Officer	Governance Administration Officer – Anne Mitchell
Corporate Manager	Manager Office of the Chief Executive - Kate McKenzie
General Manager	Chief Executive Officer - Tony Harrison

REPORT OBJECTIVE

To receive and note the information contained within the *Questions Taken on Notice Register* provided in Attachment 1.

EXECUTIVE SUMMARY

At the 8 May 2018 General Council meeting Council resolved that (GC080518M01):

Questions without Notice that were not answered at the same meeting will be entered into a register. This register will be tabled as an information report at the following meeting.

Under Regulation 9 of the *Local Government (Procedures at Meetings) Regulations 2013* (The Regulations):

(3) A member may ask a question without notice at a meeting.

(4) The presiding member may allow the reply to a question without notice to be given at the next meeting.

(5) A question without notice and the reply will not be entered in the minutes of the relevant meeting unless the members present at the meeting resolve that an entry should be made.

RECOMMENDATION

That Council:

- 1. Notes the report ‘Questions Taken on Notice Register’.**

ATTACHMENTS

1. GC211123 - QON Register [12.8.1 - 1 page]

Questions Taken on Notice Register



Report Reference	Meeting Date	Councillor	Responsible Officer	Question taken on notice during the meeting	Response
GC211026F16.1 – Culinary Escapades Pty Ltd Lease at the Marion Cultural Centre	26 October 2021	Cr Ian Crossland	Manager City Property – Thuyen Vi-Alternetti	Does Gallery M pay the same portion of the maintenance fees for the café?	<p>Council has entered into a three year management agreement with Red House Group (Gallery M) commencing 1 July 2021 and Council pays an annual subsidy of \$175,000 plus GST to Gallery M to assist with the costs of running the gallery including staff and administrative expenses and costs associated with mounting exhibitions.</p> <p>Gallery M does not pay the same outgoing costs as the Marion Cultural Centre Café as the café is commercial in nature. The report presented to, and endorsed by Council on the 11 May 2021 (GC210511R12) noted the Gallery M management agreement excludes the facility costs of running the Gallery space, estimated at \$70K based on 28.6% floor area of the MCC.</p> <p>This is further detailed the report attachment, clause 8.2:</p> <p>8.2 Other Support:</p> <p>8.2.1 In addition to the subsidy outlined in Clause 8.1 it is acknowledged that the Red House will also receive under this Agreement:</p> <p>8.2.1.1 exclusive use of one office and one utility room;</p> <p>8.2.1.2 non-exclusive use of the Gallery as described in Clause 10 and store room as described in Clause 11;</p> <p>8.2.1.3 occupancy costs including power, security, water, waste disposal, and cleaning;</p> <p>8.2.1.4 appropriate maintenance of Gallery building and associated plant;</p> <p>8.2.1.5 consistent access to internet, telephone and photocopying equipment;</p> <p>8.2.1.6 insurance of Council-owned equipment & Venue public liability insurance;</p> <p>8.2.1.7 registration of Gallery M as a business name;</p> <p>8.2.1.8 maintenance of Council provided Gallery furniture, lighting & display items;</p> <p>8.2.1.9 supply and maintenance of Gallery office, Retail Outlet IT hardware & software, including upgrading to meet industry standards as mutually agreed.</p>

13 Workshop / Presentation Items - Nil**14 Motions With Notice****14.1 Addressing the Digital Divide**

Report Reference	GC211123M14.1
Council Member	Councillor – Jason Veliskou

MOTION

That council provide a report and draft policy on how council will operate so it does not disadvantage or exclude residents who cannot access or utilise digital contact or engagement options.

SUPPORTING INFORMATION

This policy would look at non-digital alternatives be provided in all instances; unless digital is mandated by external parties or if the contact is made via or for a digital format. For example, accessing an online service or promotions made via digital channels (as long as non-digital options and channels are part of the overall campaign).

That staff and materials engage the community in a way that doesn't stigmatise those who cannot access or utilise digital options.

That council consider options available to assist those in the community needing assistance to access digital options mandated by external parties.

That council recognises the advantages provided by digital options and continues to promote those to residents who have the access and ability to use them.

That the report outline all areas this can be applied, potential improvement opportunities and also any challenges faced in applying such a broad policy.

Response Received From	Manager Customer Experience - Megan Bradman
General Manager	General Manager - Sorana Dinmore

STAFF COMMENTS

Online and digital technologies provide increased access to employment, education, training, business and government services – and can enhance quality of life. The digital divide refers to those who are excluded from this because they are not digitally connected. As more government and business services, and people, move online, this has the effect of exacerbating other areas of socio-economic disadvantage.

Administration recognises the need to ensure non-digital alternatives are offered, particularly when Council is implementing new online systems as part of its Digital Transformation Program, such as a new Customer Relationship Management (CRM) System to the community.

Administration (Corporate Services which is responsible for the Digital Transformation Program) will develop a draft policy and report for Council's consideration by April 2022. The report will address how council will operate so that it does not disadvantage or exclude those residents who cannot access or utilise digital contact or engagement options. It will also identify any improvement opportunities and potential challenges of applying such a policy.

15 Questions With Notice - Nil

16 Confidential Items

16.1 Cover Report - The Boatshed Cafe - Leasing Arrangements

Report Reference	GC211123F16.1
Originating Officer	Unit Manager Land & Property – Michael Collins
Corporate Manager	Manager City Property - Thuyen Vi-Alternetti
General Manager	General Manager City Development - Ilia Houridis

REASON FOR CONFIDENTIALITY

Local Government Act (SA) 1999 S 90 (2) 3

(b) information the disclosure of which (i) 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; and (ii) would, on balance, be contrary to the public interest

(d) commercial information of a confidential nature (not being a trade secret) the disclosure of which (i) 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 (ii) would, on balance, be contrary to the public interest

RECOMMENDATION

That pursuant to Section 90(2) and (3) (b)(i)(ii) and (d)(i)(ii) of the *Local Government Act 1999*, the Council orders that all persons present, with the exception of the following persons: Chief Executive Officer, General Manager City Development, General Manager City Services, General Manager Corporate Services, Chief Financial Officer, Manager Office of the Chief Executive, Manager City Property, Unit Manager Land and Property, Senior Property Officer, Communications Advisor, Unit Manager Governance and Council Support and Governance Officer, be excluded from the meeting as the Council receives and considers information relating to The Boatshed Café Leasing Arrangements, upon the basis that the Council is satisfied that the requirement for the meeting to be conducted in a place open to the public has been outweighed by the need to keep consideration of the matter confidential given the information relates to items that are commercial in confidence.

16.2 Cover Report - Unsolicited Proposal - 262 Sturt Road, Marion

Report Reference	GC211123F16.2
Originating Officer	General Manager City Development – Ilia Houridis
Corporate Manager	N/A
General Manager	Chief Executive Officer - Tony Harrison

REASON FOR CONFIDENTIALITY

Local Government Act (SA) 1999 S 90 (2) 3

(d) commercial information of a confidential nature (not being a trade secret) the disclosure of which (i) 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 (ii) would, on balance, be contrary to the public interest

RECOMMENDATION

That pursuant to Section 90(2) and (3)(d)(i) and (ii) of the *Local Government Act 1999*, the Council orders that all persons present, with the exception of the following persons: Chief Executive Officer, General Manager City Development, General Manager City Services, General Manager Corporate Services, Manager Office of the Chief Executive, Manager City Activation, Manager Finance, Unit Manager Communications, Unit Manager Governance and Council Support and Governance Officer, be excluded from the meeting as the Council receives and considers information relating to Unsolicited Proposal – 262 Sturt Road, Marion, upon the basis that the Council is satisfied that the requirement for the meeting to be conducted in a place open to the public has been outweighed by the need to keep consideration of the matter confidential given the information relates to a proposal from a third party.

17 Motions Without Notice**18 Questions Without Notice****19 Other Business****19.1 - Leave of Absence – Councillor Tim Gard**

Report Reference	GC211123R19.1
Originating Officer	Governance Administration Officer – Anne Mitchell
Corporate Manager	Manager Office of the Chief Executive – Kate McKenzie
General Manager	Chief Executive Officer – Tony Harrison

REPORT OBJECTIVE

The purpose of this report is to advise Council on a request for leave of absence from Councillor Tim Gard.

RECOMMENDATION**That Council:**

- 1. Councillor Tim Gard is granted a leave of absence from 25 October 2021 until 31 December 2021.**

DISCUSSION

Councillor Tim Gard has requested a leave of absence from 25 October 2021 until 31 December 2021.

During a leave of absence, an Elected Member is still entitled to allowances and benefits as outlined in Section 76 of the *Local Government Act 1999* and Council's Elected Members Expenses, Benefits, Support and Facilities Policy as adopted by Council at its meeting of 27 November 2018 (GC181127R14).

20 Meeting Closure

Council shall conclude on or before 9.30pm unless there is a specific motion adopted at the meeting to continue beyond that time.