

His Worship the Mayor  
Councillors  
City of Marion

## **Notice of General Council Meeting**

Public Access - Virtual Meeting Room only (Zoom)

**Tuesday, 22 March 2022 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

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**1 Open Meeting****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)****5 Confirmation of Minutes****5.1 Confirmation of Minutes of the General Council Meeting held on 8 March 2022**

<b>Report Reference</b>	GC220322R5.1
<b>Originating Officer</b>	Business Support Officer - Governance and Council Support – Cassidy Ryles
<b>Corporate Manager</b>	Manager Office of the Chief Executive – Kate McKenzie
<b>General Manager</b>	Chief Executive Officer – Tony Harrison

**RECOMMENDATION**

That the minutes of the General Council Meeting held on 8<sup>th</sup> March 2022 be taken as read and confirmed.

**ATTACHMENTS**

1. G C 220308 - Public Minutes V 2 [5.1.1 - 12 pages]



**Minutes of the General Council Meeting  
held on Tuesday, 8 March 2022 at 6.30 pm  
Via Electronic Webinar**







*The meeting was held via webinar and all attendees were present via electronic means*

## **PRESENT**

His Worship the Mayor Kris Hanna

Councillor Ian Crossland

Councillor Maggie Duncan (from 6.33pm)

Councillor Raelene Telfer

Councillor Bruce Hull

Councillor Kendra Clancy (from 6.33pm)

Councillor Sasha Mason

Councillor Tim Gard

Councillor Matthew Shilling

Councillor Luke Hutchinson

Councillor Nathan Prior

Councillor Jason Veliskou

Councillor Joseph Masika

## **In Attendance**

Chief Executive Officer - Tony Harrison

Acting General Manager City Services - Mathew Allen

General Manager Corporate Services - Sorana Dinmore

Acting General Manager City Development - Tony Lines

Manager Office of the CEO - Kate McKenzie

Executive Officer to the Chief Executive Officer - Dana Bartlett

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

The following interests were disclosed:

- Councillor Shilling declared a material conflict of interest in the item Verge Incentive Fund GC220308R11.1

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GC220308 - General Council Meeting - 8 March 2022



## 5 Confirmation of Minutes

### 5.1 Confirmation of Minutes of the General Council Meeting held on 22 February 2022

Report Reference GC220308R5.1

**Moved Councillor Masika**

**Seconded Councillor Shilling**

That the minutes of the General Council Meeting held on 22 February 2022 be taken as read and confirmed.

**Carried**

## 6 Communications – Nil

## 7 Adjourned Items - Nil

## 8 Deputations - Nil

## 9 Petitions - Nil

## 10 Committee Recommendations

### 10.1 Confirmation of the Minutes of the Finance, Risk and Audit Committee Meeting held on 22 February 2022

Report Reference GC220308R10.1

6.33pm Councillors Clancy and Duncan joined the meeting

**Moved Councillor Shilling**

**Seconded Councillor Hutchinson**

That Council:

1. Receives and notes the minutes of the Finance, Risk and Audit Committee meeting held on 22 February 2022.
2. Notes that separate reports will be brought to Council for consideration of any recommendations from the Finance, Risk and Audit Committee.

6.39pm Councillor Hutchinson left the meeting

**Carried Unanimously**



## 11 Corporate Reports for Decision

### 11.1 Verge Incentive Fund

**Report Reference** GC220308R11.1

Councillor Shilling declared a material conflict of interest in the item due to participating in the verge incentive fund and left the meeting.

6.41pm Councillor Shilling left the meeting

6.42pm Councillor Hutchinson re-entered the meeting

**Moved Councillor Crossland**

**Seconded Councillor Gard**

That Council:

1. Endorses provision of a Verge Incentive Fund trial for a period of 12 months from July 2022 – June 2023, with an associated budget of \$75,600 to be included in the 2022-2023 Annual Business Plan.
2. Endorses the scope of the Verge Incentive Fund trial whereby the resident undertakes all work including excavation, preparation and planting. Council will reimburse 50% of the costs (based on receipted invoices), capped at \$500 per property.
3. Endorses the Verge Development Guideline amendments, as outlined in Attachment 2.
4. Notes a report will be presented to Council in May 2023, reviewing the program to date and providing any recommendations with respect to its continuation.

**Carried Unanimously**

### 11.2 Caretaker Policy

**Report Reference** GC220308R11.2

6.46pm Councillor Shilling re-entered the meeting

**Moved Councillor Hull**

**Seconded Councillor Crossland**

That Council:

1. Adopts the revised Caretaker Policy, included as Attachment 1 to the report subject to the following addition:
  - For the duration of the caretake period, the code of conduct will apply to each and every council member.



7.07pm Councillor Shilling left the meeting  
 7.08pm Councillor Shilling re-entered the meeting  
 7.10pm Councillor Prior left the meeting

**Councillor Hull called for a Division**

**Those for:** Councillors Hull, Duncan, Crossland, Gard

**Those against:** Councillors Clancy, Masika, Telfer, Hutchinson, Veliskou, Mason, Shilling

**Lost**

**Moved Councillor Shilling**

**Seconded Councillor Veliskou**

That Council:

1. Adopts the revised Caretaker Policy, included as Attachment 1 to the report

**Carried Unanimously**

**11.3 Council Member Allowances - Remuneration Tribunal Submission**

**Report Reference** GC220308R11.3

7.13pm Councillor Prior returned

**Moved Councillor Crossland**

**Seconded Councillor Gard**

That Council:

1. Endorse the City of Marion Submission to the Remuneration Tribunal provided at Appendix 1 to the Report and that this be forwarded to the Tribunal.

7.18pm Councillor Veliskou left the meeting

**Councillor Hull called for a Division**

**Those for:** Councillors Gard, Masika, Crossland, Telfer, Duncan, Hutchinson, Mason

**Those against:** Councillors Hull, Clancy, Prior

**Carried**



## Procedural Motion

**Moved Councillor Telfer**

**Seconded Councillor Masika**

That the following reports be moved en bloc:

### Corporate Reports for Information/Noting

- Questions taken on notice register

### Confidential Items (Cover Reports to move into confidence)

- Confirmation of the Confidential Minutes of the Finance, Risk and Audit Committee held on 22 February 2022
- Confirmation of the Confidential Minutes of the Asset and Sustainability Committee Meeting held on 1 February 2022
- Confirmation of the Confidential Minutes of the Review and Selection Committee meeting held on 1 February 2022
- Coastal Walkway Update
- BMX Pump Track Procurement
- External Audit Tender

**Carried Unanimously**

## 12 Corporate Reports for Information/Noting

### 12.1 Questions Taken on Notice Register

**Report Reference** GC220308R12.1

7.21pm Councillor Veliskou re-entered the meeting

**Moved Councillor Telfer**

**Seconded Councillor Masika**

That Council:

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

**Carried Unanimously**

## 13 Workshop / Presentation Items - Nil

## 14 Motions With Notice - Nil

## 15 Questions With Notice - Nil

**16 Motions Without Notice****17 Questions Without Notice****18 Confidential Items**
**18.3 Cover Report - Confirmation of the Confidential Minutes of the Review and Selection Committee meeting held on 1 February 2022**

Report Reference                      GC220308F18.3

**Moved Councillor Telfer****Seconded Councillor Masika**

That pursuant to Section 90(2) and (3)(a) 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 Services, General Manager City Development, General Manager Corporate Services, Manager People and Culture, Manager Office of the CEO, Unit Governance and Council Support, Executive Officer of the CEO be excluded from the meeting as the Council receives and considers information relating to confirmation of the confidential minutes of the Review and Selection Committee meeting held on 1 February 2022, 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 personal affairs of City of Marion employees and Independent Committee Members.

**Carried Unanimously**

7.22pm the meeting went into confidence.

**Moved Councillor Duncan****Seconded Councillor Shilling**

That Council:

1. Receives and notes the confidential minutes of the Review and Selection Committee meeting held on 1 February 2022.
2. Notes that separate reports will be brought to Council for consideration of any recommendations from the Review and Selection Committee.
3. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the attachments to the report, *Confirmation of the confidential minutes of the Review and Selection Committee Meeting held on 1 February 2022* having been considered in confidence under Section 90(2) and (3)(a) 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 2022.

**Carried Unanimously**

7.48pm the meeting came out of confidence.

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 GC220308 - General Council Meeting - 8 March 2022



### 18.1 Cover Report - Confirmation of the Confidential Minutes of the Finance, Risk and Audit Committee Meeting held on 22 February 2022

Report Reference GC220308F18.1

#### Moved Councillor Telfer

#### Seconded Councillor Masika

That pursuant to Section 90(2) and (3)(b)(i)(ii) and (3)(a) 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 Services, General Manager City Development, General Manager Corporate Services, Manager Office of the CEO, Chief Finance Officer, Unit Manager Governance and Council Support, Executive Officer to the CEO, be excluded from the meeting as the Council receives and considers information relating to the confidential minutes of the Finance, Risk and Audit Committee meeting held on 22 February 2022, 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:

- Civile Service Review – containing confidential information relating to personnel matters
- External Audit Tender – containing confidential information relating to commercial affairs
- Cybersecurity Quarterly update – containing information relating to the current status of the CoM Cyber Security and the impact on contractual expectations.

**Carried Unanimously**

7.48pm the meeting went into confidence.

#### Moved Councillor Duncan

#### Seconded Councillor Veliskou

That Council:

1. Receives and notes the confidential minutes of the Finance, Risk and Audit Committee meeting held on 22 February 2022.
2. Notes that separate reports will be brought to Council for consideration of any recommendations from the Finance, Risk and Audit Committee.
3. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the appendices to this report, *Confirmation of the Confidential Minutes of the Finance, Risk and Audit Committee Meeting held on 22 February 2022*, having been considered in confidence under Section 90(2) and (3)(b)(i)(ii) and (3)(a) 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 2022.

**Carried**

7.54pm the meeting came out of confidence.

GC220308 - General Council Meeting - 8 March 2022



## 18.2 Cover Report - Confirmation of the Confidential Minutes of the Asset and Sustainability Committee meeting held on 1 February 2022

Report Reference GC220308F18.2

### Moved Councillor Telfer

### 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, Manager Office of the Chief Executive, Communications Advisor, Unit Manager Governance and Council Support and Executive Officer to the CEO, 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.

**Carried Unanimously**

7.54pm the meeting went into confidence.

### Moved Councillor Crossland

### Seconded Councillor Shilling

That Council:

1. Receives and notes the confidential minutes of the Asset and Sustainability Committee meeting held on 1 February 2022
2. Notes that separate reports will be brought to Council for consideration of any recommendations from the Asset and Sustainability Committee.
3. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Council orders that any attachments to the report, *Confirmation of the Confidential Minutes of the Asset and Sustainability Committee* having been considered in confidence under Section 90(2) and (3)(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 2022

**Carried Unanimously**

7.54pm the meeting came out of confidence.





#### 18.4 Cover Report - Coastal Walkway Update

Report Reference

GC220308R18.4

##### Moved Councillor Telfer

##### Seconded Councillor Masika

That pursuant to Section 90(2) and (3)(k) 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 Corporate Services, Manager of the Office of the CEO, Chief Financial Officer, Manager City Activation, Coastal Walkway Coordinator, Unit Manager Governance and Council Support, Executive Officer to the CEO, be excluded from the meeting as the Council receives and considers information relating to the Coastal Walkway 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 yet to be finalised tender outcomes and commercial expenditure.

**Carried Unanimously**

7.54pm the meeting went into confidence.

##### Moved Councillor Veliskou

##### Seconded Councillor Crossland

That Council:

1. Notes design development of the suspension bridges for Segment 5 (Grey Road Gully) and Segment 6 (Kurnabinna Gully)
2. Notes a further report will be received at General Council 22 March 2022 to consider the final construction plans, final fixed price and construction program.

**Carried Unanimously**

##### Moved Councillor Veliskou

##### Seconded Councillor Crossland

1. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the financial figures and names of tendering parties within attachment 1 to the report, *Coastal Walkway Update*, having been considered in confidence under Section 90(2) and (3)(k) 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 until a construction contract has been executed. At this time the information will be released in its entirety. If not released prior, this confidentiality order will be reviewed at the General Council Meeting in December 2022.

**Carried Unanimously**

8.05pm the meeting came out of confidence.

GC220308 - General Council Meeting - 8 March 2022



### 18.5 Cover Report - BMX Pump Track Procurement

Report Reference GC220308F18.6

#### Moved Councillor Telfer

#### Seconded Councillor Masika

That pursuant to Section 90(2) and (3)(k) 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 of the Office of the CEO, Chief Financial Officer, Manager City Activation, Senior Advisor City Activation, Executive Officer to the General Manager City Development, Unit Manager Governance and Council Support, Executive Officer to the CEO, be excluded from the meeting as the Council receives and considers information relating to the BMX Pump Track Procurement, 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 current procurement process.

**Carried Unanimously**

8.05pm the meeting went into confidence.

#### Procedural motion

#### Moved Councillor Duncan

#### Seconded Councillor Shilling

1. That the item be deferred to the General Council meeting to be held on 12 April 2022 to allow for further clarification to be sought from staff.

**Carried Unanimously**

8.08pm the meeting came out of confidence.

### 18.6 Cover Report - External Audit Tender

Report Reference GC220308F18.6

#### Moved Councillor Telfer

#### Seconded Councillor Masika

That pursuant to Section 90(2) and (3)(b) 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 and Senior Procurement Specialist,, be excluded from the meeting as the Council receives and considers information relating to External Audit Tender, 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 commercial information.

**Carried Unanimously**

8.08pm the meeting went into confidence.

**Moved Councillor Telfer**

**Seconded Councillor Hutchinson**

That Council:

1. Approves the appointment of Galpins as the City of Marion's service provider in the delivery of External Audit Services for a term of 3 years commencing with the audit for the financial year to 30 June 2022, with an option to extend for a further period of up to 2 years.
2. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Council orders that Appendix 1 to this report, having been considered in confidence under Section 90(2) and (3)(d) 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 2022.

**Carried Unanimously**

8.09pm the meeting came out of confidence.

## **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 8.09pm.

CONFIRMED THIS 22 DAY OF MARCH 2022

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CHAIRPERSON

## 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	GC220322R6.2	
Name of Council Member	Mayor - Kris Hanna	
Date	Event	Comments
12 February 2022	Mitchell Park Sports Club ground-breaking event	Gave speech
13 February 2022	Glenelg Rebels Softball Club- 75 <sup>th</sup> Anniversary event	
15 February 2022	Inspection of works at Capella Reserve with Senator Andrew McLachlan	
16 February 2022	Galleon Theatre Group AGM	
18 February 2022	Inspection of Glenthorne Playground with Ministers Speirs and Murray MP	
20 February 2022	Meeting with President of Cove Football Club	
21 February 2022	Club Marion Committee meeting	Attended as Club liaison
24 February 2022	COAST FM radio interview	
25 February 2022	Morphettville Park Junior Footy Launch Night	
26 February 2022	Public meeting re Marino Hall	
26 February 2022	Citizenship ceremonies- x3	
27 February 2022	Cove Cobras Registration and Family Fun Day	
27 February 2022	Women in Cricket Day at Glandore Oval	Gave speech
28 February 2022	Marion Mallwalkers 21 <sup>st</sup> Birthday Celebration	
2 March 2022	Meeting with CEO of Rembrandt Living	
3 March 2022	Meeting with Flinders University staff re: internship opportunities	
3 March 2022	'The Soul of Armenia' photo exhibition launch	Gave speech
4 March 2022	Plympton Sports Club Junior Cricket Presentations	
6 March 2022	Rally to expand the Marion Basketball Stadium	
In addition, the Mayor spoke with staff, residents, MPs and political candidates re various issues.		

### 6.3 CEO and Executive Communication Report

Report Reference GC220322R6.3

Date	Activity	Attended By
23 February 2022	Meeting   Oaklands Green PCG	Mathew Allen
23 February 2022	Meeting   PEET and City of Marion re Tonsley Open Space (Lot 34 and Boiler House)	Mathew Allen
23 February 2022	Meeting   City of Marion, Uniting Communities and Centacare re AGL EV Trial Agreement	Tony Lines Mathew Allen
23 February 2022	Meeting   CleanPeake Energy re Tonsley Water Supply	Mathew Allen
24 February 2022	Meeting   Department for Infrastructure & Transport and City of Marion re North South Corridor	Tony Lines Mathew Allen
24 February 2022	Monthly Meeting   Open Space Operations & Maintenance Service Review with Cities of Marion, Charles Sturt and Pt Adelaide Enfield	Mathew Allen
24 February 2022	Meeting   Department for Infrastructure & Transport – Majors Road Update	Mathew Allen
25 February 2022	Meeting   Tony Harrison, Tony Lines (City of Marion) Michael Visintin (Design IQ) and Stewart Headland (General Manager SA & Built Form) re Marion Golf Course	Tony Harrison Tony Lines
25 February 2022	Demonstration   Oaklands Green for City of Marion and Elected Members	Tony Lines Mathew Allen
25 February 2022	Meeting: David Strobbe (Onkaparinga City)   Sorana Dinmore (CoM)	Sorana Dinmore
28 February 2022	Meeting   Cities of Marion, Charles Sturt and Pt Adelaide Enfield on Recycled materials in pavement	Mathew Allen
1 March 2022	Meeting: Agilyx   City of Marion	Sorana Dinmore
2 March 2022	Meeting   Mayor Kris Hanna, Tony Harrison and Deb Dutton re Oaklands Green Development	Tony Harrison
2 March 2022	Meeting: Ryan McMahon (City of TTG)   Sorana Dinmore (CoM)	Sorana Dinmore

3 March 2022	Meeting   Tony Harrison & Justin Jamieson	Tony Harrison
3 March 2022	Planning meeting: Adam Thompson (Thompson Organisations)   CoM	Sorana Dinmore
3 March 2022	Monthly Fleet Governance Meeting   Cities of Marion, Charles Sturt and Pt Adelaide Enfield	Mathew Allen
7 March 2022	SRWRA Board Meeting	Sorana Dinmore
8 March 2022	LGA CEO Advisory Group workshop with LGASA Mutual Board	Tony Harrison
9 March 2022	LGASA Mutual LG Safe – CEO Briefing	Tony Harrison
10 March 2022	LKCC Management Agreement Monthly Meeting	Tony Lines
10 March 2022	Monthly Meeting   Open Space Operations & Maintenance Service Review with Cities of Marion, Charles Sturt and Pt Adelaide Enfield	Mathew Allen
11 March 2022	Meeting   Matthew Pears (CEO City of Mitcham), Scott Ashby (CEO City of Onkaparinga), Roberto Bria (CEO City of Holdfast) and Tony Harrison	Tony Harrison
11 March 2022	LG Professionals SA Network Committee Chair's Catch Up	Sorana Dinmore
11 March 2022	LG Professionals GM Network catch up – Rhiannon Grebenshikoff (LG Professionals)   Sorana Dinmore (CoM)	Sorana Dinmore
16 March 2022	Mayor's Multicultural Forum for Business	Tony Lines
16 March 2022	Meeting   Department for Infrastructure & Transport, City of Charles Sturt and LGA re Council Lights	Mathew Allen
17 March 2022	LGA CEO Advisory Group - workshop with LGA Board	Tony Harrison
17 March 2022	Southern Recycling Centre – Advisory Committee Meeting	Sorana Dinmore
17 March 2022	Meeting  Satalyst   City of Marion	Sorana Dinmore
18 March 2022	SMRF JV Advisory Committee Meeting	Sorana Dinmore
21 March 2022	Cross Council GM Meeting: Abby Dickson (City of PAE)   Donna	Sorana Dinmore

	Dunbar (City of Charles Sturt)  Sorana Dinmore (CoM)	
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**7 Adjourned Items - Nil****8 Deputations - Nil****9 Petitions - Nil****10 Committee Recommendations****10.1 Confirmation of the Minutes of the Planning and Development Committee held on 1 March 2022**

<b>Report Reference</b>	GC220322R10.1
<b>Originating Officer</b>	Executive Officer to the General Manager City Development – Louise Herdegen
<b>Corporate Manager</b>	Manager Office of the Chief Executive - Kate McKenzie
<b>General Manager</b>	Acting General Manager City Development - Tony Lines

**REPORT OBJECTIVE**

The purpose of this report is to facilitate the receiving and noting of the minutes of the Planning & Development Committee meeting held on 1 March 2022.

**EXECUTIVE SUMMARY**

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

**Reports for Discussion**

- Morphetville/Glengowrie Horse Related Activities Code Amendment
- Code Amendments Update

**Reports for Noting**

- North South Corridor Update
- Bedford Park Code Amendment
- Land Development Projects Update
- Development System: Local Design Review

**RECOMMENDATION****That Council:**

1. **Receives and notes the minutes of the Planning and Development Committee meeting held on 1 March 2022.**
2. **Notes that separate reports will be brought to Council for consideration of any recommendations from the Planning and Development Committee.**

**ATTACHMENTS**

1. PDC220301 - Final Minutes [10.1.1 - 6 pages]





**Minutes of the Planning and Development Committee  
held on Tuesday, 1 March 2022 at 6.30 pm via Zoom.**



**PRESENT**

His Worship the Mayor Kris Hanna  
Councillor Kendra Clancy  
Councillor Luke Hutchinson  
Councillor Jason Veliskou  
Councillor Joseph Masika  
Councillor Raelene Telfer

**In Attendance**

Chief Executive Officer – Tony Harrison  
Acting General Manager City Development - Tony Lines  
Manager Development & Regulatory Services – Warwick Deller-Coombs  
City Activation Senior Advisor – Brett Grimm  
Senior Policy Planner – David Melhuish  
Development Officer Planning – Kai Wardle  
Executive Officer to the General Manager City Development – Louise Herdegen

**1 Open Meeting**

The Chair opened the meeting at 6.31pm.

**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**

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 Planning and Development Committee Meeting held on 7 December 2021**

Report Reference PDC220301R4.1

**Moved Councillor Veliskou**

**Seconded Councillor Hutchison**

That the minutes of the Planning and Development Committee Meeting held on 7 December 2021 be taken as read and confirmed.

**Carried**



## 5 Business Arising

### 5.1 Business Arising Statement - Action Items

Report Reference PDC220301R5.1

**Moved Councillor Telfer**

**Seconded Councillor Hutchison**

That the Planning and Development Committee:

1. Notes the business arising statement, meeting schedule and upcoming items.

**Carried**

## 6 Confidential Items – Nil

## 7 Reports for Discussion

### 7.1 Morphettville/Glengowrie Horse Related Activities Code Amendment

Report Reference PDC220301R7.1

The Manager Development and Regulatory Services and the Senior Policy Planner provided an overview on the progress of the Code Amendment including the benefits of a Suburban Neighbourhood Zone over a General Neighbourhood Zone.

The following discussion points were noted:

- The existing Suburban Neighbourhood Zone allows for varied allotment sizes with greater flexibility, more so than a General Neighbourhood Zone where these values are set.
- The Suburban Neighbourhood Zone will allow for an increase in the development opportunities for residents if they choose. Consideration into over development to be taken into account during investigations. Acknowledging not every site eligible will be developed.
- While the focus remains on the properties with existing stables, this option will provide greater incentives and more flexibility for a greater number of property owners in the immediate area .
- There is the potential to expand the changes into neighbouring streets to ensure a more cohesive development pattern for the area.
- Community consultation would be part of the formal Code Amendment process.
- Future racecourse development and impact on the area to be taken into consideration.

**Moved Councillor Telfer**

**Seconded Councillor Masika**

That the Planning and Development Committee:

1. Recommends that Council seeks the Ministers approval for an amendment to the Proposal to Initiate to retain the Suburban Neighbourhood Zone with the following minimum site dimensions (Technical Numerical Variations):

Detached dwelling 300m<sup>2</sup> (exclusive of any battle-axe allotment handle) / 9m  
Semi-detached 300m<sup>2</sup> / 8m  
Row dwelling 250m<sup>2</sup> / 7m



4

Group dwelling 300m<sup>2</sup> (average, including common areas) / 18m  
 Residential flat bldg. 300m<sup>2</sup> (average, including common areas) / 18m

2. Recommends that Council seeks the Ministers approval for the Code Amendment to include the area bounded by Morphet Road, Don Terrace, Bray Street and Austral Terrace.

**Carried Unanimously**

## 7.2 Code Amendments Update

**Report Reference** PDC220301R7.2

The Manager Development and Regulatory Services and the Senior Policy Planner provided a brief update on recent and active Code Amendments.

The following discussion points were noted:

- Centre Zones – matrix for each site with issues/process to be available for the next meeting.
- Marion Road – on hold for further analysis of key sites and the appropriate zone that will provide the flexibility and density required.

**Moved Councillor Masika**

**Seconded Councillor Veliskou**

That the Planning and Development Committee:

1. Notes the report.

**Carried**

## 8 Reports for Noting

### 8.1 North South Corridor Update

**Report Reference** PDC220301R8.1

The City Activation Senior Advisor joined the meeting with the report taken as read and the following discussion points were noted:

- Funding for the city shaping initiative has been announced. Discussions between the DIT project team and the City of Marion will be initiated.
- The property acquisition process is a 12-18 timeframe. Discussions to assist displaced community groups may be initiated through the Land & Property team.

**Moved Councillor Masika**

**Seconded Councillor Mayor Hanna**

That the Planning and Development Committee:

1. Notes the report.

**Carried Unanimously**



## 8.2 Bedford Park Code Amendment

**Report Reference** PDC220301R8.2

The Manager Development and Regulatory Services gave a brief update to advise the Minister has approved the Proposal to Initiate the Bedford Park Code Amendment to rezone part of Lot 707 Marion Road, Bedford Park, to allow a bulky goods development.

The following discussion points were noted:

- Site analysis work is progressing between the site owners and proposed development on the northern end of the site.
- Troon Group is to undertake the community consultation process and expect residents on the western side of Marion Road (facing the development) will be consulted.
- Large format bulky goods can be quite big ie general size of Bunnings building on Marion Road used as an example.

**Moved Councillor Hutchison**

**Seconded Councillor Veliskou**

That the Planning and Development Committee:

1. Notes the report

**Carried Unanimously**

## 8.3 Land Development Projects Update

**Report Reference** PDC220301R8.3

The Manager Development and Regulatory Services briefly outlined the gap identified in providing a status update on major land development projects.

The following discussion points were noted:

- Oaklands Green project
  - City of Marion staff and Ward Councillors along with the Oaklands Green developer and the SA Housing Authority (SAHA), attended a presentation on the project designs.
  - The tenants of the existing 250 properties will transition into equivalent accommodation by agreement managed by Junction Housing and SAHA.
  - Development to include larger garage size than minimum Australian Standards.
  - Thoughtful planning for carparking at rear of properties leaving roads relatively free and meeting all minimum widths. Plans showing carparking viewed on screen.
  - Support for a discussion between the aged care facility and the developer to be facilitated.
- Consideration to include Hills Industries land north of Castle Plaza in the next report as there is an approved Council DPA for the site and Vicinity, the owners, have just placed this substantial piece of land on the market.

**Moved Councillor Maskia**

**Seconded Mayor Hanna**

That the Planning and Development Committee:

1. Notes the report.

**Carried Unanimously**

**8.4 Development System: Local Design Review****Report Reference** PDC220301R8.4

The Manager Development and Regulatory Services gave an overview of the Local Design Review scheme and provided background information.

Minimal support to progress discussions however Administration to monitor response from other Councils and distribute ODASA guidelines when available.

**Moved Mayor Hanna****Seconded Councillor Veliskou**

That the Planning and Development Committee:

1. Notes the report.

**Carried Unanimously****9 Workshop / Presentation Items****10 Other Business****11 Meeting Closure**

The meeting was declared closed at 8.24pm.

CONFIRMED THIS 3RD DAY OF MAY 2022

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CHAIRPERSON

## 11 Corporate Reports for Decision

### 11.1 Marion City Band Five Year Agreement

<b>Report Reference</b>	GC220322R11.1
<b>Originating Officer</b>	Unit Manager Cultural Facilities – Tyson Brown
<b>Corporate Manager</b>	Manager City Property - Thuyen Vi-Alternetti
<b>General Manager</b>	Acting General Manager City Development - Tony Lines

#### REPORT OBJECTIVE

The purpose of this report is to seek Council's endorsement of a new five-year funding agreement for the Marion City Band from 1 July 2022 – 30 June 2027.

#### RECOMMENDATION

**That Council:**

- 1. Endorses a five-year funding agreement with the Marion City Band from 1 July 2022 – 30 June 2027 at an annual fee of \$37,912.50 (plus annual CPI increases) to be incorporated into Council's 2022/2023 Annual Business Plan.**

#### EXECUTIVE SUMMARY

The Marion City Band (MCB) has a long-term relationship with the City of Marion where Council supports MCB funding through a formal agreement to assist the contribution they make to the cultural vibrancy of the City and the broader community. The MCB current five-year agreement with Council expires on 30 June 2022 and they are seeking a further 5 year funding agreement.

Recent years have seen some changes at MCB, with some senior and experienced players moving on, as well as COVID-19 restrictions impacting their operations particularly around attendance at state and national events and competitions.

MCB has recently reviewed and endorsed a new five-year plan that seeks to continue the development of the committee through governance training, renewing musical instruments at the end of their useful life and the implementation of a new scholarship program. The annual funding requested from Council to deliver the business plan is \$37,912.50 plus annual CPI increases over the life of the agreement. This is in line with the current funding of \$36,630 (2021/22) per annum.

MCB has been operating efficiently, has no debt, has generated a \$10.5k profit over the last two years, and project further profits in the following years.

Due to the impacts of COVID-19 on the revenue for MCB, they have requested a one-off payment of \$10,000 for the 2022/2023 financial year. They advise an approximate loss of \$20,000 per annum with the inability to attend events, competitions and fundraising opportunities in the past two years. Council could consider a one-off payment to support their operations in line with their request which will enable backlog of instrument renewals, implementation of a scholarship program and governance training for committee members.

#### BACKGROUND

The City of Marion has supported MCB since 1970 with formal funding agreements in place since 2002. The MCB delivers quality musical experiences and valuable learning opportunities for the

community, with membership currently at 57 members aged between 7 and 70 years of age. The MCB is governed by a committee of nine volunteers. The MCB has three bands for varying skill levels, including:

1. Heavenly Brass for beginners
2. Warriparinga Brass, a level C competition band
3. Marion Brass, a level B competition band

The key services to the community are:

- *Education* – MCB provides opportunities for individuals of diverse background, age and skill level to develop musical skills through Heavenly Brass for learners, and C and B Grade Bands.
- *Entertainment* – MCB provides entertainment with local and rural communities by holding concerts and participating in community events.
- *Representation* – In performing at state and national levels, MCB acts as a cultural ambassador for the City of Marion.

The funding agreement enables instrument purchase and maintenance which remain the property of the City of Marion and are insured by Council. Additionally, the funding supports the day-to-day administration and operations, supply of uniforms for band members and participation in State and National competitions.

## DISCUSSION

Administration has held a number of meetings with MCB to discuss their future as their current funding agreement expires on 30 June 2022. MCB has formally requested a further five-year funding agreement with an annual funding fee of \$37,912.50 plus annual CPI increases over the life of the agreement (Attachment 1). A copy of the MCB financial documents along with the internal audit findings (Attachment 2) and MCB 2022-2027 Business Plan (Attachment 3) have been provided to Council.

## COVID-19 Impacts

Due to the impact of COVID-19 restrictions, the MCB has been unable to gain income from playing at events, gain prize money from competitions or undertake fundraising activities and this has impacted their finances. MCB has identified financial management efficiencies, these include, but are not limited to:

- Delay of instrument renewals.
- Renew instruments through operational reserves and Council funding.
- Redirecting prior honorarium provided to office bearers to an investment in the musical director roles.
- Increase income generation via increasing the quantity of hires of the Edwardstown premises to community service organisations and groups.

Whilst MCB has managed to reduce their expenditure, they are seeking a once off \$10,000 payment from Council, for the following reasons:

- Supplement the approximate annual \$20,000 loss of income from competitions since COVID-19 restrictions commenced.
- Targeted governance training for committee members to support significant achievements in updating the constitution, policies and procedures to date.
- Introduction of a member scholarship program for a limited number of members experiencing economic disadvantage that show high levels of commitment and musical potential to support fee's.



- Reinstatement of the instrument purchase budget for the 2022/2023 financial year.

Administration notes that MCB has generated profits in the COVID years, has no debt, and is in a sound financial position with good financial projections in its Business Plan. MCB projections have included a \$10,000 contribution from Council in their forecast for 2022/2023 financial year. Without this contribution it will result in a slight loss for MCB. Administration has recommended the continuation of the 5 year funding agreement and that further support be provided to MCB in seeking grant funding opportunities.

Should Council wish to support MCB with a \$10,000 once off contribution for the financial year July 2022 – 30 June 2023, Council should add the following wording to the current resolution:

2. *Endorses a one-off payment of \$10,000 to the Marion City Band for the financial year July 2022-30 June 2023, to be incorporated into Council's 2022/2023 Annual Business Plan, as a result of loss of income due to the impact of COVID-19.*

More detail on this request by MCB can be found on page 12 in Attachment 3 (Business Plan - Resources Required to Deliver on the Strategic Plan and Band Mission)

### **Operational Initiatives**

A summary of recent and current initiatives is outlined in the business plan, refer to page 24 in Attachment 3. Key achievements of note include:

- Development and implementation of a long-term instrument purchase and maintenance plan.
- Development and implementation of a 'Musical Development Plan' on an annual basis.
- Development and implementation of a Uniform Plan.
- Utilisation of current technology to enhance the public image of the band.
- Increased participation in solo and party competitions.
- Performed in a rural community on at least one occasion per year.
- Increased frequency of local community outreach engagements.

As a requirement of the current funding agreement MCB contributes regularly to community and corporate events. In 2018 and 2019 the MCB performed at 22 different events each year. 2020 saw approximately 20 events cancelled with only 4 live performances and 2021 saw 20 live performances. Examples of the events include:

- City of Marion Australia Day
- Anzac Day Youth Vigil
- Edwardstown Dawn Service
- Hahndorf Festival
- Remembrance Day
- Christmas Pageant at Adelaide Oval, Glenelg Christmas and 3 x City of Marion Christmas Carols (Glandore, Trott Park, Cooina Park)
- Live streaming Christmas Carols from Domain Theatre
- Mt Gambier – Blue Lake Brass Band Festival

The current funding agreement includes an arrangement where the MCB plays at a minimum of six corporate and/or community functions as arranged by the City of Marion. MCB wish for this to continue.

### **Organisational Responsibility**

The targeted five-year business plan demonstrates the MCB is a responsible and strategic community arts organisation that is continuously improving and is safely adapting to circumstances out of their control. The MCB is in pursuit of continued delivery of meaningful cultural experiences enriching the social capital of the City of Marion and beyond. The five-year business plan articulates a passionate and responsible approach to their operations in servicing a positive relationship with the City of Marion and alongside the community.

The proposed five-year funding agreement 2022-2027 will ensure MCB can continue to manage the assets and deliver on its business plan.

## **ATTACHMENTS**

1. MCB Cover Letter [11.1.1 - 1 page]
2. MCB Financial [11.1.2 - 6 pages]
3. 2022 - 2027 MCB Business Plan [11.1.3 - 24 pages]



March 3, 2022

City of Marion  
PO Box 21  
Oaklands Park SA 5046

To Whom It May Concern

RE: Marion City Band request for a five-year funding agreement and once-off payment

Marion City Band's current five-year agreement with Council is due for renewal in July 2022. The Marion City Band (MCB) requests the consideration and approval of a further five-year funding agreement, with annual funding of \$37,912.50 plus annual CPI increases over the life of the five-year agreement. MCB also requests a once-off payment in the 2022/2023 financial year to support the Band in overcoming the considerable impacts of Covid-19. MCB proposes to supplement this once-off amount from its accumulated modest reserves specifically to refresh the instrument stock.

MCB's Business Plan 2022 – 2027 and Financial Document Appendices are attached in support of this request.

I remain available to discuss this information as needed. Please don't hesitate to contact me per below should you require further information.

Kind regards

A handwritten signature in black ink, appearing to be "Bec Watt", written over a horizontal line.

Bec Watt  
President  
Marion City Band  
PO Box 78  
Oaklands Park SA 5046  
president@marioncityband.org  
0402 405 980

## Five Year Forecast FY22 - FY27

Five Year Forecast Marion City Band Inc	CPI -> 3.5%						Notes / assumptions CPI set at 3.5% for forecast
	Current FY	Forecast					
	2021/ 2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	
Income							
Competitions	\$ -	\$ -	\$ 2,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	Not to resume till 2023/24 onwards
Council Funding	\$ 36,630.00	\$ 47,912.05	\$ 39,238.97	\$ 40,612.34	\$ 42,033.77	\$ 43,504.95	FY22/23 includes once-off of \$10k
Engagements	\$ -	\$ 1,000.00	\$ 4,000.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00	Limited options for paid gigs
Fundraising	\$ -	\$ -	\$ 1,000.00	\$ 1,200.00	\$ 1,500.00	\$ 1,500.00	
Hall Occupancy	\$ 1,250.00	\$ 1,500.00	\$ 1,650.00	\$ 1,815.00	\$ 1,996.50	\$ 2,196.15	
Interest	\$ 5.00	\$ 10.00	\$ 11.00	\$ 12.00	\$ 13.00	\$ 15.00	
Membership	\$ 6,200.00	\$ 7,440.00	\$ 8,990.00	\$ 9,715.00	\$ 10,440.00	\$ 11,165.00	Increase in yearly fees and additional members
Uniform	\$ 250.00	\$ 800.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	
Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Revenue		\$ -	\$ 1,500.00	\$ 2,000.00	\$ 2,250.00	\$ 2,250.00	Member contributions to event costs
Sales	\$ 240.00	\$ 250.00	\$ 260.00	\$ 270.00	\$ 280.00	\$ 300.00	
* Drawdown of retained earnings		\$ 3,500.00	\$ 7,000.00	\$ 16,000.00			Drawdown of retained earnings for new instrument purchases
Total Income	\$ 44,575.00	\$ 62,412.05	\$ 66,499.97	\$ 79,974.34	\$ 67,363.27	\$ 70,281.10	
Expenses							
Advertising	\$ -	\$ 1,200.00	\$ 1,242.00	\$ 1,285.47	\$ 1,330.46	\$ 1,377.03	
Bank Fees	\$ 38.00	\$ 40.00	\$ 41.40	\$ 42.85	\$ 44.35	\$ 45.90	
Cleaning	\$ 1,300.00	\$ 2,500.00	\$ 2,587.50	\$ 2,678.06	\$ 2,771.79	\$ 2,868.81	
Consulting & Accounting	\$ 1,000.00	\$ 3,000.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	One year of consulting included
Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Competitions - Fees	\$ 3,600.00	\$ 5,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,500.00	Assuming resumption of national and state competitions
General/Sundries							
Honoraria	\$ 16,600.00	\$ 17,000.00	\$ 17,595.00	\$ 18,210.83	\$ 18,848.20	\$ 19,507.89	
Instrument Repairs & Maintenance	\$ 2,100.00	\$ 2,750.00	\$ 2,846.25	\$ 2,945.87	\$ 3,048.97	\$ 3,155.69	Allowance for regular servicing & repairs each year (percussion servicing avg 300 a year)
Instrument Purchase	\$ 4,500.00	\$ 10,500.00	\$ 8,000.00	\$ 16,000.00			New instrument purchases per audit and MCB requirements (annual capex item)
Membership	\$ -	\$ 1,700.00	\$ 1,700.00	\$ 1,700.00	\$ 1,750.00	\$ 1,750.00	Introduction of 1 member scholarship per annum and 4 x 1 term specialist music tuition for individual players from FY22/23
Music	\$ 2,000.00	\$ 2,500.00	\$ 3,000.00	\$ 3,250.00	\$ 3,500.00	\$ 3,750.00	Increase in costs for competition pieces and general repertoire
SABA	\$ 600.00	\$ 600.00	\$ 900.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
Uniform	\$ 1,260.00	\$ 1,300.00	\$ 1,345.50	\$ 1,392.59	\$ 1,441.33	\$ 1,491.78	
General Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Insurance	\$ 1,690.00	\$ 1,750.00	\$ 1,811.25	\$ 1,874.64	\$ 1,940.26	\$ 2,008.17	
Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Legal expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ 1,750.00	\$ 1,811.25	\$ 1,874.64	\$ 1,940.26	\$ 2,008.17	\$ 2,078.45	
Motor Vehicle Expenses	\$ 290.00	\$ 320.00	\$ 331.20	\$ 342.79	\$ 354.79	\$ 367.21	Trailer registration & insurance
Office Expenses	\$ 1,692.00	\$ 3,600.00	\$ 1,863.00	\$ 1,928.21	\$ 1,995.69	\$ 2,065.54	Photocopy lease + consumables, IT equipment, paper
Printing & Stationery	\$ 480.00	\$ 550.00	\$ 700.00	\$ 750.00	\$ 750.00	\$ 750.00	
Rent	\$ 2,300.00	\$ 2,500.00	\$ 2,587.50	\$ 2,678.06	\$ 2,771.79	\$ 2,868.81	
Repairs and Maintenance	\$ 600.00	\$ 800.00	\$ 1,000.00	\$ 1,200.00	\$ 1,200.00	\$ 1,400.00	
Subscriptions	\$ 624.00	\$ 750.00	\$ 800.00	\$ 850.00	\$ 850.00	\$ 850.00	Xero accounting \$55 per month
Telephone & Internet	\$ 740.00	\$ 850.00	\$ 879.75	\$ 910.54	\$ 942.41	\$ 975.39	Internet
Travel - Competitions	\$ -	\$ -	\$ 3,000.00	\$ 5,000.00	\$ 7,500.00	\$ 8,500.00	State and National event transport costs (excl member contributions)
Total Expenses	\$ 43,164.00	\$ 61,021.25	\$ 61,304.99	\$ 73,180.17	\$ 61,248.22	\$ 64,510.66	
Net Profit	\$ 1,411.00	\$ 1,390.80	\$ 5,194.98	\$ 6,794.17	\$ 6,115.04	\$ 5,770.44	

**Marion City Band Inc.****Auditors Report for the 3 months ending 30 June 2021****Balance Sheet as at 30 June 2021 (Appendix A)**

- Cash at Bank total \$33,065.87
- Accounts Receivable \$14,617.299 - a total of \$12,520.29 in invoices older than 12 months, the committee is investigating to determine the likelihood of recovering these outstanding amounts.

Accounts Receivable			
	2017	\$	1,593.49
	2018	\$	2,956.00
	2019	\$	7,442.80
	2020	\$	528.00
	2021	\$	2,097.00
		\$	<b>14,617.29</b>

- Key Performance Indicators:

Financial ratio analysis is the common method used of analysing the financial health of an organisation and predicting the organisation's potential for success or failure and its progress.

Liquidity ratios indicate the ease of turning assets into cash to assess an organisations' ability to pay its bills as they fall due or those liabilities due within one year. In general, the higher the ratio, the sounder the organisation's activities, and its ability to withstand tight cash flow periods.

The current ratio worked out as the most appropriate for MCB, it is one of the most common measures of financial strength, it indicates whether there are enough resources, 'current assets' available allow MCB to pay its debts over the next 12 months with a margin of safety.

Current Ratio = \$ value of Current Assets over \$ value of Current Liabilities

A generally acceptable current ratio is 2 to 1, the MCB current ratio remains very strong.

MCB has experienced no cash flow issues arising from the impact of Covid-19, however work continues into the investigation of outstanding aged receivables invoices to determine the likelihood of recovery.

**Profit & Loss Statements for the 3- & 12-months ending 30 June 2021 (Appendix B)**

- Impact of Covid-19 restrictions from competitions, engagements, fundraising, and memberships income resulted in a 16.87% reduction in income and expenses were reduced significantly. This has resulted in a \$16,621.29 surplus for the full year ended 30 June 2021, however future aged receivable write offs will likely impact this result.
- MCB focus remains on instrument purchase and repairs & maintenance.

**Committee / Audit focus for the next financial year:**

- Strengthening of overall MCB financial processes and MCB Committee governance
- Financial training to support committee members of MCB
- Review, reconciliation, and recovery of Accounts Receivable invoices aged greater than 12 months

It has been a pleasure working with Committee members in respect of the 3 months to 30 June 2021 Audit & the preparation of Financial Statements for this AGM. (Audit Acquittal letter Appendix C)

I look forward to continuing to assist the Committee over this next financial year in strengthening and securing the financial future of MCB. I hereby confirm the reengagement of my services as Auditor for the financial year ending 30 June 2022.

  
Jasmin Phillips CPA  
12<sup>th</sup> September 2021

MCB Financial Document Appendices February 2022

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## Appendix A

## Balance Sheet

Marion City Band Inc  
As at 30 June 2021

	30 JUN 2021	30 JUN 2020
<b>Assets</b>		
<b>Bank</b>		
ANZ Online Saver	23,505.56	9,557.76
ANZ VISA cards 015220 429416463	649.57	-
Cash Management Account	2,126.90	2,126.90
Cheque Account	6,783.84	6,866.25
<b>Total Bank</b>	<b>33,065.87</b>	<b>18,550.91</b>
<b>Current Assets</b>		
Accounts Receivable	14,617.29	12,444.01
<b>Total Current Assets</b>	<b>14,617.29</b>	<b>12,444.01</b>
<b>Total Assets</b>	<b>47,683.16</b>	<b>30,994.92</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	172.63	-
GST	(105.68)	-
Rounding	12.43	12.43
<b>Total Current Liabilities</b>	<b>79.38</b>	<b>12.43</b>
<b>Total Liabilities</b>	<b>79.38</b>	<b>12.43</b>
<b>Net Assets</b>	<b>47,603.78</b>	<b>30,982.49</b>
<b>Equity</b>		
Current Year Earnings	16,621.29	(6,157.25)
Retained Earnings	30,982.49	37,139.74
<b>Total Equity</b>	<b>47,603.78</b>	<b>30,982.49</b>



APPENDIX B (A)

## Profit and Loss

Marion City Band Inc  
For the 3 months ended 30 June 2021

APR-JUN 2021

<b>Trading Income</b>	
Income - Hall Occupancy	345.00
Income - Interest	3.01
Income - Membership	725.00
Income - Uniform	60.00
Sales	90.23
<b>Total Trading Income</b>	<b>1,223.24</b>
<b>Gross Profit</b>	<b>1,223.24</b>
<b>Operating Expenses</b>	
Consulting & Accounting	1,750.00
Expense - General/Sundries	428.00
Expense - Hall Occupancy	308.98
Expense - Instrument Purchase & Repairs	450.00
Office Expenses	281.90
Printing & Stationery	140.60
Repairs and Maintenance	(52.16)
<b>Total Operating Expenses</b>	<b>3,307.32</b>
<b>Net Profit</b>	<b>(2,084.08)</b>

Appendix B (b)

## Profit and Loss

Marion City Band Inc

For the year ended 30 June 2021

	2021	2020
<b>Trading Income</b>		
Income - Competitions	187.18	3,887.50
Income - Council Funding	36,089.00	35,209.00
Income - Engagements	400.00	3,900.00
Income - Fundraising	497.35	8,933.25
Income - Hall Occupancy	1,155.00	-
Income - Interest	7.80	27.40
Income - Membership	6,917.10	1,166.49
Income - Uniform	282.85	1,949.50
Other Revenue	200.00	50.00
Sales	90.23	-
<b>Total Trading Income</b>	<b>45,826.51</b>	<b>55,123.14</b>
<b>Gross Profit</b>	<b>45,826.51</b>	<b>55,123.14</b>
<b>Operating Expenses</b>		
Consulting & Accounting	1,750.00	-
Expense - Competitions	4,064.89	6,442.00
Expense - Fundraising	-	1,907.44
Expense - General/Sundries	8,041.22	14,892.85
Expense - Hall Occupancy	3,349.27	8,292.10
Expense - Honoraria	7,725.00	10,830.00
Expense - Instrument Purchase & Repairs	2,654.00	17,989.00
Expense - Music	1,130.18	290.00
Expense - SABA	-	620.00
Expense - Uniform	40.00	17.00
Office Expenses	281.90	-
Printing & Stationery	140.60	-
Repairs and Maintenance	28.16	-
<b>Total Operating Expenses</b>	<b>29,205.22</b>	<b>61,280.39</b>
<b>Net Profit</b>	<b>16,621.29</b>	<b>(6,157.25)</b>





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- Accounting
- Bookkeeping
- Business Diagnostics

The Committee of Management

Marion City Band Inc.

PO Box 78

Oaklands Park SA 5046

To the Committee of Management of Marion City Band Inc.

I was asked to conduct an independent audit of the financial statements of the Marion City Band Inc. ("MCB") for the 3 months ended 30 June 2021 (financial year was realigned from 31 March to 30 June). Committee of MCB are responsible for the completeness of the data and the correctness of this financial report.

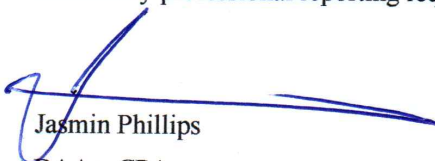
MCB uses Xero financial database, and during the audit review and reconciliation process I was able to confirm Xero bank transactions and balances to ANZ records.

There were however limited source documents and reconciliations available for MCB Balance Sheet, Income and Expense transactions. Strengthening of MCB financial processes and provision of adequate documentation for audit will be a Committee focus moving forward.

This audit was conducted to provide reasonable assurance whether the financial reports are free of material misstatement. This was to include sampling and testing of evidence supporting the amounts and other disclosures in the financial reports, a process limited by the lack of supporting documentation available outside of Xero.

A separate Management report on all issues and outstanding items identified during audit has been prepared for MCB Committee for action. A significant issue still is Accounts Receivables invoices older than 12 months, current balance of \$12,520.29. The Treasurer is working on identifying & confirming aged receivable transactions and determining whether any need to be written off. Write-offs will materially affect Retained Earnings for MCB and therefore must be done with approval of the MCB Committee. At the time of audit write offs will occur in the next financial year, 2021/2022.

In my opinion, the financial reports of Marion City Band Inc. tabled, now give a reasonably true and fair view of the financial position of the Association as at 30 June 2021 and the results of its operations and its cash flows for the year then ended are in accordance with applicable Accounting Standards and other mandatory professional reporting requirements.



Jasmin Phillips

BAAC, CPA

12<sup>th</sup> September 2021

# **Marion City Band Inc 2022-2027 Business Plan**

Last Revised: 28 Feb 2022

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## Executive summary

Marion City Band's current five-year agreement with Council is due for renewal in July 2022. This Business Plan underpins a request for a new five-year funding agreement, as well as a once-off payment in the 2022/2023 financial year to support MCB in overcoming the considerable impacts of Covid-19. MCB proposes to supplement this once-off amount from its accumulated modest reserves specifically to refresh the instrument stock. During the current five-year agreement MCB has successfully achieved its goals as outlined in their 2012-2022 Business Plan, and anticipates continued success in its 2022-2027 Business Plan.

### Impact

MCB has had a challenging five years, with the Covid-19 pandemic having a direct impact on income usually gained through competitions, events and fundraising. The number of members also reduced during the pandemic due to a range of reasons including the interruption of rehearsals and cancellation of numerous performances. The morale of band members has been tested throughout this time, but encouragingly the core of MCB remains strong and committed. MCB has put in place a set of strategies to recover from this difficult period, and has renewed its focus on supporting our community through performance and tuition in brass band music.

### Strategies

MCB reduced spending over the last two years, especially the purchase of new instruments. Financial efficiencies have been achieved by redirecting the prior honorarium for office bearers towards investment in music director roles, more directly supporting the missions and core business of MCB. A consulting Senior Business Analyst led two workshops with all members and the Committee to refresh the organisation's direction and develop a Strategic Plan for 2022 – 2027. The MCB Constitution has been updated, partnered with new policies and procedures to optimise the value of volunteer contributions and continuously improve the professionalism of MCB as an organisation.

### Recovery

A comprehensive strategic planning exercise has identified initiatives to stimulate membership through tutoring scholarships, marketing, and the engagement of high quality professional musical directors across the bands within MCB. MCB is also looking to diversify its income through the addition of sub-leasing of the band hall. With a small investment on top of the renovations already carried out by Council in the past two years, the hall will be a desirable venue for tenants. Interest has already been received from potential regular tenants. Refreshing the ageing components of MCB's instrument stock will contribute to overall improved musical performance and serve to foster both retention of current members and attraction of new members.

MCB has experienced a series of substantial challenges over recent years, however has maintained its focus on supporting members and the community through its core mission. Significant improvements have been made in the governance and management of MCB, including a stronger approach to utilising resources as a foundation for recovery from the Covid-19 pandemic. MCB acknowledges and is grateful for the ongoing relationship with Marion City Council and the support that has been made available.

The proposed five-year funding arrangement, including the once-off assistance payment, will ensure MCB is able to continue to responsibly manage its assets and deliver on the 2022-2027 Business Plan.

## Organisational Profile

The Marion City Band Inc (MCB) was established in 1970 in response to demand within the Marion community for the creation of a musical ensemble. The year 2020 brought significant challenges, with the beginning of the Covid-19 pandemic as well as a major shift in key personnel at MCB, with many senior and experienced players moving on. The impact of these changes are reflected throughout the Business Plan.

MCB has three bands:

- Heaven Brass for beginners
- Warriparinga Brass, a level C competition band
- Marion Brass, a level B competition band

The band is based at Council premises located at 46 Dumbarton Ave, Edwardstown, where all instruments are stored and all rehearsals take place.

MCB is governed by a volunteer committee of nine members. Leadership and operational roles across the bands are also fulfilled by volunteers, with the exception of three musical directors who receive an honorarium for their professional services.

Band membership is made up of 57 members:

- aged between 7 and over 70
- 52% female, 48% male

MCB has been a regular participant in, and frequent high performers at State and National Band competitions (these having been suspended in the past two years due to Covid-19). The bands also perform at numerous community events and formal ceremonies throughout the year providing entertainment for thousands of people annually.

### Mission statement

MCB endeavours to serve the community through the provision of brass band music for the public's enjoyment. In doing so, MCB seeks to achieve the highest possible standards of performance in both concert and competitive settings.

As an organisation committed to the principles of social equality and equal opportunity, MCB provides members of the community with affordable opportunities to learn and develop as musicians in a supportive environment. In particular, MCB seeks to foster and encourage the development of junior musicians and junior banding within the City of Marion.

### Key services to the community

Education – MCB provides opportunities for individuals of diverse background, age and skill level to develop musical skills through Heaven Brass for learners, and C and B Grade Bands.

Entertainment – MCB provides entertainment within local and rural communities by holding concerts and participating in community events

Representation – In performing at state and national levels, MCB acts as a cultural ambassador for the City of Marion and South Australia.

### Band membership

The following table shows the movement of membership over the last 20 years. As described above, major changes to leadership, natural attrition and the impact of Covid-19 has led to an overall reduction in membership. We are confident that member numbers will increase steadily from 2022,

with a new Music Director joining the music leadership team, strengthened band culture and the return to playing in competitions and events. This is reflected in the Strategic Plan (refer below), with a target of a net increase of five members per year for each of the next five years.

Year	Total Members	Male	Female	Average Age
2001	35	28	7	41
2011	74	34	40	24
2017	93	47	46	30
2021	57	27	30	34

#### Participation in events

The pandemic has had a significant impact on the number of events that MCB could participate in. This has been a major challenge to address, as playing at events is a core activity of MCB, providing a reason for what we do as well as a source of income. Please refer to Appendix II for further detail about events.

Year	Number of events	Events cancelled due to Covid
2018	29	n/a
2019	26	n/a
2020	5	Minimum of 20 (77% drop on prior year)
2021	19	Minimum of 10

#### Competition results

A number of notable achievements associated with national and state competitions for both Marion City Band and Warriparinga Brass occurred from 2017 to 2019. There were no competitions held in 2020 or 2021 due to Covid. Unfortunately, the 2022 Nationals Brass Band competition has also been postponed. In 'normal', non-pandemic years, MCB often won around \$15,000 in prize money. The following table is a summary of the competition results achieved since 2017.

Date	Band	Contest	Result
16/4/2017	Marion	Australian Championships (B Grade)	3 <sup>rd</sup>
16/4/2017	Warriparinga	Australian Championships (C Grade)	2 <sup>nd</sup>
20/8/2017	Marion	SA Championships (A Grade)	2 <sup>nd</sup>
20/8/2017	Warriparinga	SA Championships (C Grade)	5 <sup>th</sup>
1/4/2018	Marion	Australian Championships (B Grade)	2 <sup>nd</sup>
1/4/2018	Warriparinga	Australian Championships (C Grade)	11 <sup>th</sup>
19/8/2018	Marion	SA Championships (B Grade)	1 <sup>st</sup>
19/8/2018	Warriparinga	SA Championships (C Grade)	3 <sup>rd</sup>
17/11/2018	Marion	Blue Lake Brass Band Contest (B Grade)	1 <sup>st</sup>
17/11/2018	Warriparinga	Blue Lake Brass Band Contest (C Grade)	2 <sup>nd</sup>
21/4/2019	Marion	Australian Championships (B Grade)	11 <sup>th</sup>
21/4/2019	Warriparinga	Australian Championships (C Grade)	5 <sup>th</sup>
27/7/2019	Marion	SA Championships (A Grade)	2 <sup>nd</sup>
27/7/2019	Warriparinga	SA Championships (C Grade)	6 <sup>th</sup>

### Instruments and Assets

MCB holds a total of 124 brass instruments including cases, music stands and other relevant accessories. In 2017 – 2022, ten new or second hand instruments were purchased in line with the previous Business Plan.

<b>Instrument Valuation (current as of February 2022)</b>	<b>Current value</b>	<b>Replacement value (new equivalent)</b>
Instruments	\$202,950	\$466,800
Percussion and Auxiliary	\$31,380	\$48,805
<b>Total</b>	<b>\$234,330</b>	<b>\$515,605</b>

Brass instruments have an approximate useful life of 15 years. In the past five years, eleven instruments were sold or retired. In the February 2022 audit, twenty instruments were assessed as being of such low quality that they are no longer of use.

New instruments required by MCB in the next five years are as follows (costs are GST inclusive):

- BBb tuba (x1 @ \$16,000)
- Cornet (Soprano) Neo (x1 @ \$3,500 ea)
- Cornet Neo (x3 @ \$3,500 ea)
- Timpani (x1 @ \$4,500 ea)

MCB proposes to access its modest accumulated reserves to purchase these instruments over the next 3-5 years. This will be made more achievable with the approval of the once-off assistance payment proposed in the next five-year funding agreement with the City of Marion.

Instrument maintenance and replacement are ongoing material overheads for MCB (refer to the *FY22 and FY23 Financials* on page 13).



## Strategic Plan

The Marion City Band has identified a number of objectives which will guide MCB's activities over the coming five years. Broadly speaking, these objectives fall into one of three interrelated categories: musical, organisational and community-based objectives. These categories follow on from those established in the 2012 – 2022 Business Plan, the outcomes of which are summarised in Appendix IV.

To the greatest extent possible, MCB has established targets associated with these objectives. Furthermore, MCB will review its progress on a regular basis to ensure that MCB achieves these targets in a timely and efficient manner.

### Musical Objectives

Objective	Timeframe	Indicators/Targets	Strategy for Achievement
Retain B Grade status for Marion City Band	2022 onwards	Retain status as per the National Band Council of Australia's (NBCA) Musical Advisory Board and the South Australian Band Association (SABA).	Support for personal improvement through: <ul style="list-style-type: none"> <li>• Mentorship of less experienced players</li> <li>• Establishing connections with local musicians/music teachers</li> </ul>
Retain C grade status for Warriparinga Brass	2022 onwards	Retain status as per the National Band Council of Australia's (NBCA) Musical Advisory Board and the South Australian Band Association (SABA).	Support personal improvement through: <ul style="list-style-type: none"> <li>• Mentorship, especially of players transitioning from Heaven Brass</li> <li>• Establishing connections with local music teachers</li> </ul>
Improve membership	2022 onwards	Achievement of recruitment targets (+5 net membership per year across the three bands).	Develop membership recruitment strategies to be implemented on a regular basis.
Support participation in solo and small ensemble competitions	2022 onwards	10 entrants per year across national and state solo/small ensemble events.  Evidence of participation in solo/small ensemble events, via: <ul style="list-style-type: none"> <li>• Participant registration</li> <li>• Placings</li> <li>• Trophies</li> <li>• Certificates</li> </ul>	Promote performance opportunities as mechanisms for personal and musical development.  Establish connections with local accompanists.
Update and maintain the long-term instrument purchase and maintenance plan	2022 onwards	Condition of instruments is reviewed at least annually.  Several instruments are replaced annually.	Purchase instruments yearly in accordance with the 'Marion City Band 2022-2027 Instrument Purchase and Maintenance Plan'.



Objective	Timeframe	Indicators/Targets	Strategy for Achievement
Maintain library of repertoire - keep up to date with ongoing requirements on a yearly basis.	2022 onwards	<p>Repertoire in the music library is organised and kept in good order.</p> <p>5 non-competition compositions or arrangements are purchased per year.</p> <p>5-8 competition compositions or arrangements are purchased per year.</p> <p>Core list of set pieces for engagement/concert repertoire is regularly reviewed and updated.</p> <p>Key areas for repertoire library improvement on an ensemble level are identified.</p>	<p>Musical Director/s to work in cooperation with librarian, committee and band members to ensure music is purchased per requirements.</p> <p>Foster Australian and local composers by encouraging existing players/commissioning works.</p> <p>Encouragement of female composers.</p>
Establish musical development of individuals from professional musicians	From 2022 onwards	<p>Process is developed to select people eligible for tuition.</p> <p>At least 2 people per year provided with professional tuition for one term.</p>	<p>Establish connections with professional musicians to supply tuition.</p> <p>Contribute to cost of tuition for one term.</p>

#### Organisational Objectives

Objective	Timeframe	Indicators/Targets	Strategy for Achievement
Increase income from fundraising by at least 20% year on year	To be achieved by 2024	In combination with money from engagements and grants, fundraising makes up shortfall between operating costs and funds from Council (factoring in membership contributions).	<p>Develop and implement an annual fundraising/events plan.</p> <p>Recruit a fundraising officer/event manager who will be responsible for coordinating fundraising activities and development/distribution of promotional materials.</p> <p>Develop promotional materials informing the community and businesses of the services provided by MCB.</p> <p>Leverage social media and other technologies to support fundraising activities.</p>

Objective	Timeframe	Indicators/Targets	Strategy for Achievement
Maintain a strong relationship with the City of Marion Council	2022 ongoing	Regular correspondence with staff and members of the Council.  Council representation at Band concerts and engagements.	Maintain communication with Council representatives and staff.  Distribute/publish promotional materials informing individuals of upcoming events, recent news and achievements.  Ensure well attended and high quality performance for Council gigs.  Extend concert invitations to members of the City of Marion Council and key staff members.
Develop and leverage network connections within the local musical community	2022 ongoing	Regular correspondence with educational institutions, other bands and the musical teaching community.  Proactive awareness of/involvement in music festivals and events.	Distribute/publish promotional materials informing individuals/organisations of upcoming events, recent news and achievements.  Establish dialogue with relevant organisations to coordinate opportunities for individual musical development.  Leverage existing connections with the musical community and take a proactive approach towards extending the network.
Maintain band uniforms	2022 ongoing	Ensure sufficient stock so that MCB can fit new members with uniforms.	Review uniform stock annually in order to update the stock on a regular basis.
Utilise technology including social media to enhance the public image of MCB	2022 ongoing	Number of visitors to the Marion City Band online platforms each year.  Online platforms monitored and moderated by committee members.	Regularly update MCB website with news, achievements and other relevant information.  Regularly upload photos and other media to enhance the public image of MCB.  Maintain a presence on social media such as Facebook, Twitter and regularly update with content.

Objective	Timeframe	Indicators/Targets	Strategy for Achievement
Update technology for use by Committee and members	2022	<p>Accessible and secure storage of music and committee documents.</p> <p>Committee is empowered to use available Microsoft 365 apps and features per MCC subscription.</p> <p>Infrastructure improved at hall.</p> <p>Establish a streamlined process for managing events, performances and rehearsals.</p>	<p>Establish a cloud-based repository for library.</p> <p>Provide Microsoft 365 training by volunteer consultant and/or City of Marion Council support.</p> <p>Maintain an accessible and secure source of information for band members for:</p> <ul style="list-style-type: none"> <li>• Upcoming events</li> <li>• Calendar of events</li> <li>• Committee information</li> <li>• Policies/procedures</li> <li>• Governance documents</li> </ul> <p>Improve internet connection to the hall.</p> <p>Purchase new computer.</p> <p>Implement Muzodo (software) for managing events/gigs/rehearsals.</p>
Optimise use of facility (band hall)	2022 onwards	<p>3-4 external bookings each week for the hall.</p> <p>Hall is professionally cleaned fortnightly.</p> <p>Existing sustainability initiatives are maintained.</p>	<p>Establish hall as a hub for musical/community/artistic activities.</p> <p>Implement regular professional cleaning.</p> <p>Continue with existing initiatives to minimise waste going to landfill and regularly consider new initiatives.</p>
Developing community and culture	2022 onwards	<p>Increased social interaction among MCB members.</p> <p>Improved retention of members.</p>	<p>Increase focus on social events for band members to foster culture of inclusivity/connectivity to help retain and recruit members.</p>
Professional development	2022 onwards	<p>Foster youth Leadership</p> <p>Improve Committee expertise in:</p> <ul style="list-style-type: none"> <li>• Governance</li> <li>• Risk</li> <li>• Marketing</li> <li>• Safety</li> </ul>	<p>Upskill youth leaders in leadership techniques.</p> <p>Administrative/governance training for committee members.</p> <p>Maintain Child Safe Environment training.</p>

Community-based Objectives

Objective	Timeframe	Indicators/Targets	Strategy for Achievement
Increase frequency of local community outreach engagements (working within COVID restrictions)	From 2024 onwards unless achievable earlier	Perform in local community engagement settings on 2-3 occasions each year.	Adapt event planning in line with existing restrictions.
Provide affordable instrument hire and music tuition for interested members of the community	Ongoing	<p>Band membership fees remain affordable for members.</p> <p>Establish a scholarship fund to support disadvantaged members.</p> <p>Proportion of MCB receiving formal musical education.</p> <p>Number of members participating in Learners' Classes offered by MCB.</p>	<p>Review membership fees annually.</p> <p>Determine process and procedure for establishing scholarship.</p> <p>Ensure sufficient numbers of appropriately trained tutors.</p> <p>Ensure adequate stock of appropriate quality instruments.</p>
Perform in a regional community on at least one occasion per year	2022 onwards	Number of performances held in regional areas per year.	Establish links with interested individuals and organisations in regional communities.
Provide bugling services to community organisations	2022 onwards	Fulfill engagements/performances each year featuring bugle playing (i.e. the 'Last Post')	<p>List as one of our services on promotional materials.</p> <p>Coordinate bugling services with relevant organisations.</p> <p>Increase number of MCB players that can perform 'The Last Post'.</p> <p>Host annual workshops regarding performance of 'The Last Post' for MCB and non-MCB players.</p>

## Resources Required to Deliver on the Strategic Plan and Band Mission

The Marion City Band remains tightly focused on its mission, however requires additional resourcing to deliver on that mission, and the overall Strategic Plan. This resourcing is required to support continued efforts in recovering from the impacts of the Covid-19 pandemic, supporting and fostering membership and musicianship, and maintaining the instruments necessary for MCB to function.

### Recovering from the impact of the pandemic

Covid-19 has had a considerable negative impact on MCB. The inability to participate in competitions and events has reduced MCB's income by around \$20,000 per year. The wider economic impact of the pandemic has also reduced the effectiveness of MCB's fundraising efforts, compounding the financial impact. Despite these things MCB has crafted a Strategic Plan to drive restoration of events, performance and fundraising in line with anticipated relaxation of restrictions as the pandemic moves towards more normalised conditions. The fact remains that two years of significant constraints on MCB's activities mean an uplift in financial resourcing is now required.

### Investing in people

Most organisations are only as effective as the quality of their leadership, and Marion City Band is no different. In order to attract high quality people to lead the organisation we have identified appropriate levels of honorarium for the musical leadership roles. To support MCB's leadership capabilities we intend to invest in targeted governance training which we anticipate will deliver a more efficient, effective and sustainable organisation overall.

We have also recognised that some members of MCB community face economic disadvantages that prevent them from fully participating in, and contributing to, MCB's services and success. This has been exacerbated by the Covid-19 pandemic's impact across the entire community. For a limited number of such members who show high levels of commitment and musical potential but who struggle with the membership and other fees, we are establishing a Member Scholarship program.

Part of MCB's future relies on progression of members from junior and novice playing to higher levels of musicianship and skill. To assist members who face challenges meeting the cost of tuition, MCB is establishing a Tuition Support Scholarship program. To ensure these programs are robust, equitable and sustainable MCB has added a provision for paid specialist consultancy services. The net impact of these programs have been provided for in the budget.

We wish to note that in-kind and voluntary hours by members and other community members in support of MCB are significant. The details of these are provided in the annual Rent Subsidy and Facility Utilisation report.

### Replacing and maintaining instruments

Clearly a band cannot deliver its mission without a stock of suitable, and well maintained, instruments. As an ongoing overhead the routine replacement of end-of-life instruments, and the maintenance of the entire stock, forms a major part of MCB's overall budget.

Individual instruments of sufficient quality are expensive items and MCB has been judicious in distributing the purchase of such items over the forward estimates. We have sought an affordable maintenance service to support keeping instruments in peak condition, which in turn contributes to the enjoyment of members who play these instruments, and the audiences who enjoy the musical output of MCB. MCB has conducted a thorough audit of its instrument stock and will use this to underpin instrument management going forwards.

## FY22 and FY23 Financials

Please refer to Appendix III for an explanation of budget categories. Other relevant financial details are included in the separate 'Financial Document Appendices'.

Marion City Band Inc	CPI -> 3.5%		Notes / assumptions
	Current FY 2021/ 2022	Forecast 2022/2023	
			CPI set at 3.5% for forecast
<b>Income</b>			
Competitions	\$ -	\$ -	Not to resume till 2023/24 onwards
Council Funding	\$ 36,630.00	\$ 47,912.05	FY22/23 includes once-off of \$10k
Engagements	\$ -	\$ 1,000.00	Limited options for paid gigs
Fundraising	\$ -	\$ -	
Hall Occupancy	\$ 1,250.00	\$ 1,500.00	
Interest	\$ 5.00	\$ 10.00	
Membership	\$ 6,200.00	\$ 7,440.00	Increase in yearly fees and additional members
Uniform	\$ 250.00	\$ 800.00	
Interest Income	\$ -	\$ -	
Other Revenue	\$ -	\$ -	Member contributions to event costs
Sales	\$ 240.00	\$ 250.00	
* Drawdown of retained earnings		\$ 3,500.00	Drawdown of retained earnings for new instrument purchases
<b>Total Income</b>	<b>\$ 44,575.00</b>	<b>\$ 62,412.05</b>	
<b>Expenses</b>			
Advertising	\$ -	\$ 1,200.00	
Bank Fees	\$ 38.00	\$ 40.00	
Cleaning	\$ 1,300.00	\$ 2,500.00	
Consulting & Accounting	\$ 1,000.00	\$ 3,000.00	One year of consulting included
Depreciation	\$ -	\$ -	
Competitions - Fees	\$ 3,600.00	\$ 5,000.00	Assuming resumption of national and state competitions
General/Sundries			
Honoraria	\$ 16,600.00	\$ 17,000.00	
Instrument Repairs & Maintenance	\$ 2,100.00	\$ 2,750.00	Allowance for regular servicing & repairs each year (percussion servicing avg 300 a year)
Instrument Purchase	\$ 4,500.00	\$ 10,500.00	New instrument purchases per audit and MCB requirements (annual capex item)
Membership	\$ -	\$ 1,700.00	Introduction of 1 member scholarship per annum and 4 x 1 term specialist music tuition for individual players from FY22/23
Music	\$ 2,000.00	\$ 2,500.00	Increase in costs for competition pieces and general repertoire
SABA	\$ 600.00	\$ 600.00	
Uniform	\$ 1,260.00	\$ 1,300.00	
General Expenses	\$ -	\$ -	
Insurance	\$ 1,690.00	\$ 1,750.00	
Interest Expense	\$ -	\$ -	
Legal expenses	\$ -	\$ -	
Utilities	\$ 1,750.00	\$ 1,811.25	
Motor Vehicle Expenses	\$ 290.00	\$ 320.00	Trailer registration & insurance
Office Expenses	\$ 1,692.00	\$ 3,600.00	Photocopy lease + consumables, IT equipment, paper
Printing & Stationery	\$ 480.00	\$ 550.00	
Rent	\$ 2,300.00	\$ 2,500.00	
Repairs and Maintenance	\$ 600.00	\$ 800.00	
Subscriptions	\$ 624.00	\$ 750.00	Xero accounting \$55 per month
Telephone & Internet	\$ 740.00	\$ 850.00	Internet
Travel - Competitions	\$ -	\$ -	State and National event transport costs (excl member contributions)
<b>Total Expenses</b>	<b>\$ 43,164.00</b>	<b>\$ 61,021.25</b>	
<b>Net Profit</b>	<b>\$ 1,411.00</b>	<b>\$ 1,390.80</b>	

## Conclusion

The 2022-2027 Marion City Band Business Plan has established a framework for the achievement of MCB's objectives over the coming five years. The Business Plan is a dynamic document and as such will be subject to review on at least an annual basis to ensure that MCB maintains sufficient flexibility in its plans to grow musical, organisational and community successes.

Having successfully achieved the majority of its goals in the previous 2012 – 2022 Business Plan, considering the volatile conditions of the ongoing Covid-19 pandemic, MCB has shortened its strategic planning to the next five years. With a renewed committee and strengthened governance, MCB is confident in its ability to continue delivering high quality services to the City of Marion and its community.

We thank the City of Marion for their consideration of this Business Plan and we look forward to turning financial support into ongoing community engagement and representation. The increased support will assist MCB to navigate the pandemic recovery and continue fulfilling its mission.

## Acknowledgements

The committee would like to acknowledge the generous support offered by City of Marion Mayor Kris Hanna, particularly in relation to our updated Constitution. I would like to acknowledge the efforts of our committee for assisting with this document, most notably their work on the instrument audit, budget figures and events report. I also thank Lara, Senior Business Analyst, who volunteered her time and skills to encourage all members to share what they value most about MCB, and what they felt could be improved. From this, Lara supported the committee to develop the Strategic Plan, which in turn informed the Business Plan.

Bec Watt  
President of Marion City Band Inc

## Appendix I. Marion City Band's Contribution to the City of Marion 2019-2029 Strategic Plan

<u>Liveable</u>	
City of Marion 10-Year Strategies	MCB's Contribution
L1 We will make our services, facilities and open spaces more accessible	Since the Hall has been upgraded it is more accessible to use. We have applied for funding in a separate grant from the State Government to install a wall-mounted television to facilitate visual presentations for users of the hall, e.g. a dementia choir, corporate meetings and community groups,
L2 We will create more opportunities for residents to enjoy recreation and social interaction in our neighbourhood centres, libraries, sports facilities and other Council facilities	MCB regularly performs in open spaces (e.g. parks) and public recreational facilities (e.g. Marion Cultural Centre) within the City of Marion, thereby encouraging members of the public to use such spaces provided by the council.  We also support MCB members through music and social activities.
L4 We will celebrate our rich cultural diversity and heritage through artistic, cultural and community activities and vibrant destination	The educational services offered by MCB have a range of positive flow-on effects for the broader community. For instance, the implementation of an ambitious youth development program since 2004 has resulted in a number of members of MCB receiving external music scholarships. This in turn has enriched the quality of brass musicianship at schools within and outside of the City of Marion.  MCB actively promotes an inclusive attitude in all aspects of MCB's activities and where possible takes the opportunity to celebrate cultural diversity through its participation in events such as the annual Ethnic Schools Association of SA March.  MCB is proud to say that it supports the creation of an inclusive environment for new Australian citizens through its regular participation in City of Marion citizenship ceremonies.

<u>Valuing Nature</u>	
City of Marion 10-Year Strategies	MCB's Contribution
VN7 We will encourage our community to minimise waste going to landfill, and we will adopt best technologies and methods for recycling of green-waste and other waste	MCB minimised waste going to landfill through the utilization of several waste recycling bins. Members are continually educated on the use of these bins.



<u>Engaged</u>	
City of Marion 10-Year Strategies	MCB's Contribution
E2 We will harness the experience, skills and interests of older people	MCB accepts members of any age. Older members of the community can either learn music for the first time or continue to develop existing musical skills.
E3 We will foster emerging leaders and actively engaged young people	<p>MCB actively recruits young members to Heaven Brass and provides a supportive environment for them to learn music. More musically skilled young players can experience community music of a high standard which may not be available in school.</p> <p>Musical performance involves a range of social skills that come with working in a team. Playing in a musical ensemble such as the Marion City Band teaches young people how to be responsible members of an organisation, strive to achieve collective goals and develop as a social being.</p> <p>MCB also actively encourages young members to step into leadership positions and provides them with mentorship and support as they grow into these roles.</p>
E5 We will provide ample structured opportunities for volunteering	All MCB Committee Roles are voluntary. Other volunteer band roles include the management of the music library, member registration, uniforms, instruments, South Australian Band Association representatives, band representatives and canteen. Players volunteer their time to perform at Council events and other competitions and community events.

<u>Innovative</u>	
City of Marion 10-Year Strategies	MCB's Contribution
I1 We will use the best technology possible to improve efficiency of our operations and delivery of our services	MCB is trialling the use of Muzodo, an online tool and app, to manage events and availability of players. MCB also plans to invest in a shared documents solution to improve communication within the Committee, between the Committee and other band roles, improve efficiency for band roles and support smooth handover during band role transitions.
I2 We will use data to provide evidence for resource allocation relating to our services	MCB has recently increased the utilization of MCB website to record instrument condition and hire information.
I3 We will use technology and social media to improve our sharing of information	We are planning to develop our social media presence over the next 5 years to improve community visibility.

<u>Prosperous</u>	
City of Marion 10-Year Strategies	MCB's Contribution
P4 We will seek to activate our city through quality streetscapes and place making initiatives to deliver vibrant and prosperous business precincts	MCB aims to further develop MCB hall to better accommodate and attract other community use, especially music-related activities to the venue.

<u>Connected</u>	
City of Marion 10-Year Strategies	MCB's Contribution
C1 We will provide a variety of options for social interaction	MCB will continue to foster a vibrant social environment through shared music playing and supplementary positive, inclusive social activities. In an ensemble context, making music is a social and cooperative experience. By facilitating social, recreational and musical interaction between its members in a supportive environment, MCB contributes to the mental health and wellbeing of its members.

## Appendix II. Events Report 2018 to 2021

### 2021 Events

The year 2021 saw a resurgence in the number of events and competitions that MCB attended as the state began to recover from COVID-19. However, large competition events such as the Australian National Band Championships and State Band Championships were still cancelled. Since large events and pageants take almost a year in advance to organise, pageants were either cancelled (e.g., Mt Barker Christmas Pageant) or were modified to suit COVID-19 regulations (e.g., Glenelg Christmas at the Bay, Christmas Pageant at Adelaide Oval). The end of 2021 saw an increase in COVID-19 again as the state's borders opened to the rest of the country.

#### Major Events and Competitions Cancelled in 2021

It is hard to truly estimate the number of events that were cancelled due to COVID-19. A minimum of 10 major events were estimated to be affected by COVID-19, including:

- 2021 Australian National Band Championships
- 2021 South Australia Band Association (SABA) State Band Championships
- ANZAC Day March
- Mt Barker Christmas Pageant and Blackwood Christmas Pageant

#### Events and Competitions in 2021

MCB Inc Band Camp 2021 – 22-26/1/2021

- Workshop event
- Preparation for the year with new music and repertoire

City of Marion Australian Day Event – 26/1/2021

- Celebrating the City of Marion Australian Day Awards

ANOFORB Recording – 06/03/2021

- Competition/entertainment event
- Recording day organised by the South Australian Band Association

Anzac Day Eve Youth Vigil – 24/04/2021

Edwardstown Dawn Service – 25/04/2021

Marion RSL Dawn Service – 25/04/2021

Salisbury 2021 Slow Melody Competition – 6/6/2021

- Six MCB players performed solo pieces, with three first places awarded

George Street Reserve – 26/6/2021

- Council/entertainment event to mark the recent upgrades made to the George Street Reserve, Marion
- MCB played historical and entertainment pieces

Marion Band Recording Concert – 15/09/2021

- Entertainment event with pieces professionally recorded
- Alternative to the cancelled State Band Championships.

Hahndorf Festival – 16/10/2021

- Competition/entertainment event

St Leonards Primary School – 30/10/2021

- Entertainment event for the school's 100<sup>th</sup> birthday
- Heaven and combined Marion/Warri bands played
- Recruitment flyers were distributed which led to several enquiries

Remembrance Day – 11/11/2021

- Burnside Village and Westfield West Lakes
- Cornet players performed the Last Post

Christmas Pageant Adelaide Oval Massed Band March – 13/11/2021

- Entertainment event
- Alternative to the usual City Christmas Pageant
- Eleven MCB members took part in this event

Mt Gambier Festival – 20/11/2021

- Entertainment event
- Alternative to the Blue Lake Festival Competition and Christmas Parade that are held annually but cancelled due to COVID-19
- The committee decided to keep this annual tradition going by finding an alternative. Instead, the trip featured a combined concert with the Mt Gambier City Band and a combined music workshop run by MCB Music Director

Glenelg Christmas at the Bay – 27-28/11/2021

- Entertainment event
- Two days of Christmas carols and entertainment music

Marion Council Christmas Carols

- Glandore – 1/12/2021
- Trott Park – 9/11/2021
- Cooinda Park – 14/12/2021

## 2020 Events

The year 2020 was extremely compromised many reasons. Firstly, there was a shift in key personnel at MCB, with MCB's long standing musical director and several senior and exceptional players leaving. This was already a difficult time to navigate through for MCB. Furthermore, the world, country and state were forced into lockdowns due to the COVID-19 pandemic. As a result, rehearsals were cancelled for most of the year and many major and smaller public events were cancelled too.

### Major Events and Competitions Cancelled in 2020

All annual events were cancelled or postponed. MCB had to abandon plans for the Kangaroo Island Work and Concerts weekend to help Kangaroo Island recover from the bushfires. A minimum of 20 major events were estimated to be affected by COVID-19, including:

- 2020 Australian National Band Championships
- 2020 South Australia Band Association (SABA) State Band Championships
- All ANZAC Day ceremonies
- All Christmas Pageants and Christmas Carol related events
- All state competitions, including Hahndorf Festival, Salisbury Slow Melody Competition and Mt Gambier Blue Lake Brass Band Festival
- Kangaroo Island Work and Concerts
- Many council gigs, events, and BBQ fundraising opportunities

### Events and Competitions in 2020

MCB Inc Band Camp 2021 – 26-28/1/20

- Workshop event
- Preparation for the year with new music and repertoire

City of Marion Australian Day Event – 26/01/20

- National Servicemen's Commemoration – 14/02/20  
 Remembrance Day Burnside Village – 11/11/20
- Cornet player performed the Last Post
- Televised Glandore Carols Christmas Gig – 2/12/20
- Marion Council gig at The Domain

### 2019 Events

The year 2019 is more representative of MCB's normal activities, events, and competition numbers. MCB performed well in many competitions across the year. The more notable performances included:

- City of Marion Australian Day Event – 26/01/19  
 National Servicemen's Association Service – 15/02/19  
 National Band Championships (Brisbane) – 18-21/04/19  
 Edwardstown Oval Opening Event – 13/04/19  
 Anzac Day Eve Youth Vigil – 24/04/2018  
 Anzac Day Dawn Service Edwardstown – 25/04/2018  
 Anzac Day Dawn Service Marion – 25/04/2018  
 Anzac Day City March – 25/04/19  
 Hahndorf Band Festival – 11/05/19  
 Unsung Heroes at the Marion Cultural Centre – 31/06/19  
 Battle Of Britain Service – 14/09/19  
 MCB 50th Birthday – 21/09/19  
 Baha'i - Birth of the Bab Bicentenary – 28/10/19  
 Ethnic Schools Association March – 02/11/19  
 Adelaide Pageant – 09/11/19  
 Adelaide Symphony Orchestra in Warriparinga Wetlands – 09/11/19
- Included "Come and Try" recruitment activity
- Blue Lake Brass Band Festival – 16/11/19  
 Clovelly Park Primary Carols – 27/11/19  
 Marion Primary School Carols – 28/11/19  
 Glandore Carols – 04/12/19  
 Blackwood Pageant – 06/12/19  
 Mt Barker Pageant – 07/12/19

### 2018 Events

The year 2018 is also representative of MCB's normal activities, events, and competition numbers. Furthermore, MCB experienced great success on the national stage achieving 2<sup>nd</sup> in the B-grade division. Notable performances included:

- City of Marion Australian Day Event – 26/01/18  
 Concert at Cove – 2/03/18
- Included "Come and Try" recruitment activity
- Forbes Primary School – 21/03/18  
 National Band Championships (Melbourne) – 18-21/04/18  
 Edwardstown Sports Ground-breaking Event – 15/01/18  
 Anzac Day Eve Youth Vigil – 24/04/18  
 Anzac Day Dawn Service Marion – 25/04/18  
 Warriparinga Day Tour Victor Harbor – 2/06/18

Bomber Command Ceremony 3/06/18  
Capri Theatre Organ Concert 17/06/18  
Bugler National Malaya, Timor, Borneo Veterans Association Service 04/08/18  
States Stage Competition 19/08/18  
State Marching Competition 09/09/18  
Battle of Britain 16/09/18  
Bandology 23/09/18  
Gospel Festival 27/10/18  
Council Remembrance Day Service – 11/11/18

- Marion RSL
- Hallett Cove
- Edwardstown

Blue Lake Brass Band Festival – 17/11/18  
Onkaparinga Pageant – 18/11/18  
Norwood Pageant – 24/11/18

**Appendix III. Explanation of Budget Categories**

Category	Expenses	Income
Music	<p>MCB regularly purchases sheet music in order to ensure that MCB maintains contemporary and classical repertoire that appeals to the public.</p> <p>Additionally, MCB is required to purchase at least one major work at most state and national competitions.</p>	MCB does not expect to make regular income within this category in the immediate future.
Uniform	<p>It is necessary for MCB to purchase extra uniform items on a regular basis in order to maintain a uniform appearance at performances.</p> <p>Furthermore, the high proportion of youths in the organisation means that additional uniforms will have to be purchased in order to anticipate physiological growth over time.</p> <p>In the interest of keeping membership in MCB affordable, MCB covers the cost of hats and marching jackets.</p>	<p>Band members are expected to pay for marching polo shirts and event-specific items (e.g. shirts for Nationals) in order to offset MCB's uniform expenses.</p> <p>Members provide certain articles of clothing at their own expense (e.g. black dress pants, evening gowns and shoes).</p>
Instrument Purchases & Repairs	<p>The provision of affordable instrument hire is one of the key services provided to the community by MCB. This means that MCB maintains a set of instruments which are of a suitable standard for the differing levels of musical ability of players across the three bands. MCB purchases instruments on a regular basis because the average lifespan of a brass instrument is approximately 15 years and MCB must plan to replace instruments as necessary.</p> <p>In order to ensure that all instruments purchased by MCB function efficiently throughout the full 15 years of their lifespan, MCB expects to invest in maintenance of the current instruments. Additionally, while the utmost care is taken to ensure that instruments do not sustain any damage, it is not uncommon to have to make major repairs to an instrument at least once in its lifespan. MCB will generally cover such costs under normal circumstances.</p>	MCB does not expect to make regular income within this category in the immediate future.
SABA	MCB is required to pay an annual fee to the South Australian Band Association (SABA), which is a precondition for participation in state and national competitions.	MCB does not expect to make regular income within this category in the immediate future.

Category	Expenses	Income
Honoraria	At present, MCB provides honoraria as a gesture of appreciation to individuals who provide key musical leadership.	MCB does not expect to make regular income within this category in the immediate future.
Competitions	This category covers all costs associated with MCB's participation in local, national and international competitions. These expenses include but are not limited to registration fees, accommodation and transport.	Band members are typically expected to cover the costs of accommodation and transport.
General/Sundries	General costs refer to the expenses associated with the everyday running of MCB. It includes everything from hosting fees for MCB's website to cleaning supplies.	MCB does not expect to make regular income within this category in the immediate future.
Hall Occupancy	MCB is required to pay costs including insurance, utilities and general maintenance costs.	MCB does not expect to make regular income within this category in the immediate future.
Membership	MCB does not anticipate any regular expenses within this category in the immediate future.	With the exception of those holding life memberships, all playing members of the Marion City Band are expected to pay membership fees, which includes instrument hire.
Engagements	MCB does not anticipate any regular expenses within this category in the immediate future.	MCB is regularly asked to perform at local and rural events by organisations. MCB's standard fee for such engagements is \$500.



## Appendix IV: Business Plan Outcomes Summary (2012 – 2022)

The previous business plan (2012 – 2022) contained musical, organisational and community-based objectives. Some of the objectives that are ongoing or not yet met have been carried over to the current strategic plan. The outcomes of these objectives are summarised below.

### Musical Objectives

- Marion City Band to be promoted to B Grade: **achieved**
- Warriparinga Brass to be promoted to C Grade: **achieved**
- Establishment of a new D Grade Band: not achieved, but instead Heaven Brass has become a focus for the band for less experienced players
- Increased participation in solo and party competitions: **achieved**
- Develop and implement a long-term instrument purchase and maintenance plan: **achieved**
- Develop and implement a 'Musical Development Plan' on an annual basis: **achieved** and ongoing

### Organisational Objectives

- Increase membership: **achieved** and ongoing
- Increase income from fundraising: **achieved**, gains offset due to Covid-19
- Increase income from engagements: **achieved**, gains offset due to Covid-19
- Increase ties to the City of Marion Council: **achieved** (partial and ongoing)
- Develop connections with musicians and musical/educational institutions in the community: **achieved** (partial and ongoing)
- Develop and implement a Uniform Plan: **achieved**
- Utilise current technology to enhance the public image of the Band: **achieved** and ongoing

### Community-based Objectives

- Increase frequency of local community outreach engagements: **achieved**, prior to Covid-19
- Provide affordable instrument hire and tuition for interested members of the community: **achieved**
- Perform in a rural community on at least one occasion per year: **achieved**, prior to Covid-19
- Provide bugling services to community organisations: **achieved**, and ongoing

## 11.2 Heritage Interpretation Signage

<b>Report Reference</b>	GC220322R11.2
<b>Originating Officer</b>	Unit Manager Libraries – Damian Garcia
<b>Corporate Manager</b>	Manager Community Connections - Merran Fyfe
<b>General Manager</b>	Acting General Manager City Services - Mathew Allen

### REPORT OBJECTIVE

This is to provide Council with the outcomes of the costed solutions for heritage signs across the City of Marion and allow Council to make a decision on the report (GC210427R09) presented in April 2021 at which point Council resolved to defer the decision until April 2022.

### REPORT HISTORY

Report Reference	Report Title
SGC200729R02	Marion Historic Village Museum – Final Report
GC210127R07	Museum/Exhibition Space Concept
GC210323R11	Museum/Exhibition Space - Community Consultation Report
GC210427R09	Heritage Interpretation Signage Proposal

### EXECUTIVE SUMMARY

At the April 2021 General Council meeting, Council resolved to defer a decision about the heritage interpretive signs for 12 months and align this component of the project with any decision about the museum/exhibition space as part of the unfunded initiatives in the next financial year. City of Marion was unsuccessful in securing funding for the museum/exhibition space in the 2021 Local Government Infrastructure Partnership Program. As a result, the museum/exhibition space is now listed as an unfunded initiative.

This report is being brought to Council in March 2022 (not April 2022) to enable Council to consider the report and recommendation prior to consulting on and developing the 2022-23 Annual Business Plan.

### RECOMMENDATION

**That Council:**

- Lists the Heritage Interpretation Signage project as part the unfunded initiatives in the 2022-23 financial year (separate to the museum/exhibition space), noting \$100,000 as the total project cost for three proposed pilot projects sites as listed in this report.**

### GENERAL ANALYSIS

Liveable	Neighbourhoods that reflect local character, heritage and create a sense of belonging
Prosperous	A welcoming city offering residents and visitors a wide range of leisure and cultural experiences.

## DISCUSSION

The report presented in April 2021 (GC210427R09) included eight themes that could be used through a Heritage Interpretation Signage Project within the City of Marion. It identified a total of 25 sites (including 13 primary sites). Three primary sites were identified in the report as potential pilot project sites and were distributed across the council area, with one each in the northern, central and southern areas. The locations include Glandore Community Centre, Marion Historic Village Museum and Walk precinct, and Hallett Cove Conservation Park.

Discussion by Councillors at the April 2021 General Council meeting, and subsequent confirmation from staff during the meeting, confirmed specifics such as the content, design however the exact location of the signage was not finalised. If funded, content for each site would be specifically worked through at that point in time. It was clarified that signage at the sites would be inclusive of pre and post colonisation information where known. This would include acknowledgement of Kaurna people and their histories, respectfully identifying different past uses and occupancy of the various sites through to current day.

### The sites

Glandore Community Centre Precinct remains a viable pilot project site and would need to be further researched if the project is funded. This site has a complex past and any interpretation signage at the site would need to be well considered to ensure it represents the broad and sensitive history (both favourable and unfavourable).

It was confirmed in March 2022 that the Marion Historic Village and Museum remains interested in this project and supports the Marion Historic Village Museum and Walk (MHVM) precinct remaining listed as a pilot site. If funded, they would seek to be involved with any additional / replacement signage within the Village precinct and support the City of Marion continuing to focus on and invest in heritage projects.

Department of Environment & Water (DEW) has previously advised they were working on a proposal for interpretive signs at Hallett Cove Conservation Park. In April 2021 Council discussed the challenge with resolving to progress a pilot project on this site as the City of Marion did not own or manage the land, or have permission to install signage at the time of the report. In February 2022, the City of Marion received confirmation from DEW that they are still proceeding with plans to re-design the park entrance and compliance signs, as well as assess and reconsider the interpretive signage throughout the park. This would be DEW owned signage, and therefore they would be responsible for the full cost associated with the development, implementation and ongoing maintenance of the signage. Therefore, this site is no longer recommended as a pilot site.

Staff considered the list of 25 sites provided in the April 2021 report and following consideration of geographic spread desired for the pilot, ownerships of land, existing signage and size of sites, a combined approach to several sites in the south was considered appropriate for this deferred decision.

The following three options are recommended for the pilot project, to be reassessed at the time of any future funding commitment in regard to ownership of the land and suitability of the sites:

Site 1 - Glandore Community Centre Precinct

Site 2 – Marion Historic Village Museum & Walk

Site 3 – Combination of Perry Barr House, Worthing Mine and Field River Valley, and Trott Park Community Garden

Other sites that were considered in the broader Heritage Interpretation Signage Project are detailed in the 27 April 2021 report (GC210427R09).

**ATTACHMENTS**

Nil

### 11.3 Marion Outdoor Pool Heating System

<b>Report Reference</b>	GC220322R11.3
<b>Originating Officer</b>	Unit Manager Land and Property – Michael Collins
<b>Corporate Manager</b>	Manager City Property - Thuyen Vi-Alternetti
<b>General Manager</b>	Acting General Manager City Development - Tony Lines

#### REPORT OBJECTIVE

To provide the options and the budget considerations for the replacement of the Marion Outdoor Pool heating system.

#### EXECUTIVE SUMMARY

The existing gas heating system for the main pool, learner pool, and the water slide at the Marion Outdoor Pool (MOP) needs replacement. This report examines the opportunities, costs, and risks associated with replacing the existing system with either a new modern and more efficient gas heating system, or whether to replace it with an electric inverter heating system, which would have a significantly higher capital cost, but a better environmental outcome, and a payback period estimated at approximately 7.2 years.

In 2018 Council approved a multi-stage improvement and upgrade plan for the MOP (GC130218R04) prior to the Carbon Neutral Plan endorsement in 2021 and the establishment of Council's carbon neutral by 2030 goal. The gas boiler that heats water for the splash pad and the toddler pool was installed in 2019/20 as part of Stage 3 of the endorsed plan and therefore will not require replacement and will remain in place. Gas supply to the kiosk for the commercial kitchen will still be required.

It is recommended that Council endorse proceeding with Option 2 – Electrical Heat Pumps at an estimated cost of \$595,000, noting that there is currently \$120,000 allocated in the 2021/2022 Capital Renewal Program. This option would demonstrate Council's commitment to its Climate Change Policy, Carbon Neutral Plan and in the longer term save Council money.

#### RECOMMENDATION

##### That Council:

1. **Endorses Option 2 – Electrical Heat Systems replacement at the Marion Outdoor Pool at an estimated cost of \$595,000, noting a break even period of approximately 7.2 years.**
2. **Endorses the funding of the Electrical Heating Systems to consist of the following:**
  - a. **The current 2021/22 Capital Renewal Program budget of \$120,000.**
  - b. **A budget of \$475,000 to be included in the 2022/23 Capital Renewal Program as part of the Annual Business Plan process.**

#### BACKGROUND

Council currently has a budget of \$120,000 in the 2021/2022 FY endorsed as part of the Business Plan for the replacement of the circa 18 year old gas pool heating system. The replacement of the system is urgent and must be carried out during the pool closure season.

## DISCUSSION

Consideration has been given to replacing the gas heating system with an electric heating system (Option 2), which would provide significantly lower running costs and would be consistent with Council's Climate Change Policy which states in its implementation section that *"Council operations that consider climate change and its potential impacts and incorporate appropriate mitigation and adaptation into all relevant operational activity. The City of Marion has set a target of becoming carbon neutral by 2030 for its own operations"*.

The City of Marion Carbon Neutral Plan 2020 – 2030 also sets out how Council will achieve the carbon neutral by 2030 target. Actions to phase out the use of natural gas in Council buildings form a key part of this Plan.

The initial capital costs of the electric heating system and installation costs will be significantly higher than replacement with a new gas heating system (approximately \$140,000 for a gas system (Option 1) compared with approximately \$595,000 for an electric system) however it is the long term whole-of-life costs that should also be considered.

The below table illustrates that there would be a 'break-even' period of approximately 7.2 years for the reduced running costs of the electric system to mitigate the additional upfront costs of the electric system compared to the gas system. Further, the table shows an estimated 15 year \$493,878 saving for Council in selecting Option 2 electricity over Option 1 gas. This is based on utilising the existing solar system and grid electricity and does not consider the possibility of upgrading the solar power provision at the MOP.

Capital cost	Option 2 - Electric heat pump	Option 1 Gas heater*
Equipment cost	\$ 295,000.00	\$ 120,000.00
Installation cost	\$ 300,000.00	\$ 20,000.00
<b>Yearly cost</b>		
Additional electricity cost p.a.	\$ 18,414.62	\$ -
Gas cost new equipment p.a.	\$ -	\$ 81,673.08
Additional capital cost	\$ 455,000.00	
Savings per year	\$ 63,258.46	

Cost comparison/ROI	Option 2 - Electric heat pump	Option 1 Gas heater	
(cumulative cost)			
Model	Evo Heat Csi-250	not specified	
Capital cost (purchase + installation)	\$ 595,000.00	\$ 140,000.00	-\$ 455,000.00
Year 1	\$ 613,414.62	\$ 221,673.08	-\$ 391,741.54
Year 2	\$ 631,829.23	\$ 303,346.16	-\$ 328,483.08
Year 3	\$ 650,243.85	\$ 385,019.24	-\$ 265,224.61
Year 4	\$ 668,658.47	\$ 466,692.32	-\$ 201,966.15
Year 5	\$ 687,073.09	\$ 548,365.40	-\$ 138,707.69
Year 6	\$ 705,487.70	\$ 630,038.47	-\$ 75,449.23
Year 7	\$ 723,902.32	\$ 711,711.55	-\$ 12,190.77
Year 8	\$ 742,316.94	\$ 793,384.63	\$ 51,067.70
Year 9	\$ 760,731.55	\$ 875,057.71	\$ 114,326.16
Year 10	\$ 779,146.17	\$ 956,730.79	\$ 177,584.62
Year 11	\$ 797,560.79	\$ 1,038,403.87	\$ 240,843.08
Year 12	\$ 815,975.40	\$ 1,120,076.95	\$ 304,101.54
Year 13	\$ 834,390.02	\$ 1,201,750.03	\$ 367,360.01
Year 14	\$ 852,804.64	\$ 1,283,423.11	\$ 430,618.47
Year 15	\$ 871,219.26	\$ 1,365,096.19	\$ 493,876.93
<b>Break even</b>	<b>7.19 years</b>	*Carbon credits not taken into account	

Option 2 (Recommended) also demonstrates Council's commitment to its Climate Change Policy, Carbon Neutral Plan and in the longer term save Council money.

**ATTACHMENTS**

Nil

## 11.4 Morphettville/Glengowrie Horse Related Activities Code Amendment

<b>Report Reference</b>	GC220322R11.4
<b>Originating Officer</b>	Senior Policy Planner – David Melhuish
<b>Corporate Manager</b>	Manager Development and Regulatory Services - Warwick Deller-Coombs
<b>General Manager</b>	Acting General Manager City Development - Tony Lines

### REPORT HISTORY

<b>Report Reference</b>	<b>Report Title</b>
GC210824R11.1	Morphettville/Glengowrie Horse Related Activities Code Amendment
PDC220301R7.1	Morphettville/Glengowrie Horse Related Activities Code Amendment

### REPORT OBJECTIVE

To enable Council to undertake changes to the Code Amendment as recommended by the Planning and Development Committee.

### EXECUTIVE SUMMARY

At the 24 August 2021 General Council Meeting Council endorsed the 'Proposal to Initiate' documentation for the Code Amendment and subsequently forwarded it to the Minister for Planning for consideration. On 25 October 2021 the Minister approved the Proposal to Initiate.

Following further analysis of the proposed Code Amendment, Administration presented a report for consideration of the Planning and Development Committee at the 1 March 2022 meeting.

Based on the existing development pattern of this area, the primary purpose of these changes is to increase the redevelopment potential (particularly those properties with existing stables on them). This will better incentivise existing horse related activities to relocate their horses to the Morphettville Racecourse stables.

The Planning and Development Committee discussed and supported the Administration's proposal to amend the zoning policy and to include additional properties within the subject area.

### RECOMMENDATIONS

**That Council:**

- Supports the retention of the Suburban Neighbourhood Zone within the subject area, with the following minimum site area and site frontage dimensions (Technical Numerical Variations):**
  - Detached dwelling 300m<sup>2</sup> (exclusive of any battle-axe allotment handle) / 9m
  - Semi-detached dwelling 300m<sup>2</sup> / 8m
  - Row dwelling 250m<sup>2</sup> / 7m
  - Group dwelling 300m<sup>2</sup> (average, including common areas) / 18m
  - Residential flat building 300m<sup>2</sup> (average, including common areas) / 18m



2. **Supports the inclusion of all properties bounded by Morphett Road, Don Terrace, Bray Street and Austral Terrace within the area to be considered within the Suburban Neighbourhood Zone in the Code Amendment.**
3. **Seeks the Minister's approval for the 'affected area' in the Code Amendment to be expanded to include all properties bounded by Morphett Road, Don Terrace, Bray Street and Austral Terrace.**

## BACKGROUND

The area proposed for rezoning is located on the southern side of Bray Street in Morphettville and the western side of Morphett Road in Glengowrie. The area was formerly covered by the Residential Racecourse Zone, which formalised the opportunity for the stabling of horses and residential use on the same property. The zone specifically sought detached dwellings at low densities in association with a range of horse related activities, with minimum allotment sizes of 560m<sup>2</sup> and 15 metre frontages.

Under the Planning and Design Code, the area has been rezoned to the Suburban Neighbourhood Zone. The policy within this zone no longer refers to horse related activities, nor is there a requirement for only detached dwellings, but it does maintain the minimum 560m<sup>2</sup> site area and 15 metre frontage.

The South Australian Jockey Club (SAJC) will soon construct additional stables within the adjacent racecourse property (corner of Bray Street and Morphett Road). It is understood that a number of stable owners in the subject area are considering relocating into these new stables (while some may wish to remain). These stable owners have requested that Council consider rezoning their land to provide the opportunity for residential development at higher densities to be constructed, to make the sale of their land more financially viable.

The Code Amendment proposes policy amendments (particularly site dimensions) that provide opportunities for a greater diversity of appropriate residential development to occur within the subject area. This in turn will provide an incentive for existing horse related activities to move into the facilities within the Morphettville Racecourse.

At the 1 March 2022 meeting the Planning and Development Committee passed the following recommendations:

1. *Recommends that Council seeks the Ministers approval for an amendment to the proposal to initiate to retain the Suburban Neighbourhood Zone with the following minimum site dimensions (Technical Numerical Variations):*

*Detached dwelling 300m<sup>2</sup> (exclusive of any battle-axe allotment handle) / 9m*

*Semi-detached 300m<sup>2</sup> / 8m*

*Row dwelling 250m<sup>2</sup> / 7m*

*Group dwelling 300m<sup>2</sup> (average, including common areas) / 18m*

*Residential flat bldg. 300m<sup>2</sup> (average, including common areas) / 18m*

2. *Recommends that Council seeks the Ministers approval for the Code Amendment to include the area bounded by Morphett Road, Don Terrace, Bray Street and Austral Terrace.*

## DISCUSSION

### Objective of rezoning

- Allow incentive/opportunities for owners of properties where horse activities take place to relocate to Morphettville Racecourse
- Increase the financial viability of selling land for the above.

## Appropriate Zone

Three residential type zones were taken into consideration by staff, with two zones that may provide the outcome sought for the subject area:

### General Neighbourhood Zone (GNZ)

This is the same zone that covers all surrounding residential properties within close proximity to the areas to be rezoned (*refer to **Attachment 1 – Notated Plan of Area***)

There is no opportunity to amend allotment dimensions in this zone, as Technical Numeric Variations (TNVs) cannot be applied.

Minimum site dimensions (*site area / frontage*) within the zone are as follows:

Detached dwelling	300m <sup>2</sup> ( <i>exclusive of any battle-axe allotment handle</i> ) / 9m ( <i>where not on a battle-axe site, 5m where on a battle-axe site</i> )
Semi-detached	300m <sup>2</sup> / 9m
Row dwelling	250m <sup>2</sup> / 7m
Group dwelling	300m <sup>2</sup> ( <i>average, including common areas</i> ) / 15m
Residential flat bldg.	300m <sup>2</sup> ( <i>average, including common areas</i> ) / 15m

It is noted that 34 of the 65 (52%) properties within the subject area, whilst having site areas greater than 600m<sup>2</sup>, have frontages less than 18m (in many cases between 16m – 17m and some between 15m – 16m). Whilst allotments greater than 17m in frontage may have reasonable chance of approval for redevelopment into detached or semi-detached dwellings within the GNZ (subject to design), the development potential for properties with smaller frontages is severely limited.

Of concern is that most properties will meet the 15m minimum frontage for group dwellings and residential flat buildings. Prior to the commencement of the Planning and Design Code (Code), most residential zones/policy areas required a minimum frontage of 18m for these dwelling types.

Lesser frontages have been considered appropriate if the overall development was well designed regarding other required criteria. A frontage of 15m is considered generally undesirable as it can create issues with access, private open space, setbacks, streetscape design etc.

While the General Neighbourhood Zone provides a suitable Desired Outcome and Performance Outcomes, it does not provide any flexibility to adjust minimum frontage widths to provide opportunity for more properties to be developed for street fronting dwellings. This has led to the suitability of alternative zoning options being considered below.

### Housing Diversity Neighbourhood Zone (HDNZ)

Nearby areas in Plympton Park and Park Holme, previously located within the 'Regeneration Policy Area' under the Development Plan, are covered by this zone.

There is opportunity to amend allotment dimensions in this zone (via TNVs), however the minimum site dimensions used in the above suburbs are as follows:

Detached dwelling	250m <sup>2</sup> / 9m
Semi-detached	220m <sup>2</sup> / 8m
Row dwelling	170m <sup>2</sup> / 7m

Group dwelling	200m <sup>2</sup> / 18m
Residential flat bldg.	150m <sup>2</sup> / 18m

A minimum 8m frontage width for semi-detached dwellings will provide greater opportunity for subdivision/redevelopment of a greater number of properties within the area.

Unlike the 15m minimum frontage required in the General Neighbourhood Zone for group dwellings and residential flat buildings, 18m frontages are the minimum in this zone and this is considered to facilitate a better development outcome. This is due to access requirements and dwelling designs being better accommodated on an allotment with an existing 18m frontage. This also means that smaller frontage sites will be encouraged to develop street facing dwellings.

However, the Zone's desired outcome for medium density and the smaller site areas allowed may perhaps lead to overdevelopment of the area which could create a substantial change to the character and amenity, including traffic, parking etc. and increased potential for conflict if some of the horse related activities were to remain.

The TNVs could be altered to suit (within specific parameters) but the use of differing TNVs would create a discrepancy with the other nearby areas covered by the HDNZ.

This zone is not recommended as an appropriate option for the subject area.

#### Suburban Neighbourhood Zone (SNZ) – (Recommended Zone)

The SNZ enables the use of TNVs which will provide flexibility in the choice of allotment areas and frontages and heights, whereas the GNZ does not.

There are currently two areas within the Council covered by the SNZ; part of Morphettville /Glengowrie (the subject area) and the suburbs of Trott Park and Sheidow Park. These two areas have varying character and are covered by very different TNVs relating to site dimensions.

Minimum site dimensions (*site area/frontage*) for all forms of development relating to Morphettville /Glengowrie are 560m<sup>2</sup>/15m.

Minimum site dimensions (*site area/frontage*) within Trott Park and Sheidow Park are as follows:

Detached dwelling	420m <sup>2</sup> / 14m
Semi-detached	350m <sup>2</sup> / 12m
Row dwelling	280m <sup>2</sup> / 8m
Group dwelling	300m <sup>2</sup> / 20m
Residential flat bldg.	250m <sup>2</sup> / 20m

Neither of the two sets of site dimensions currently in use within the SNZ are considered appropriate for the subject area.

It appears that a blend of the GNZ site areas with HDNZ frontage widths would provide opportunities for redevelopment in the subject area and would also have greater control over the forms of development (group dwellings/residential flat buildings) that can potentially have greatest impacts on an area.

The following minimum site dimensions (*site area/frontage*) TNVs could achieve the above outcomes:

Detached dwelling	300m <sup>2</sup> ( <i>exclusive of any battle-axe allotment handle</i> ) / 9m
-------------------	--

Semi-detached	300m <sup>2</sup> / 8m
Row dwelling	250m <sup>2</sup> / 7m
Group dwelling	300m <sup>2</sup> (average, including common areas) / 18m
Residential flat bldg.	300m <sup>2</sup> (average, including common areas) / 18m

These minimum site dimensions are the same as the General Neighbourhood Zone, with the exception of decreasing the minimum frontage criteria for semi-detached dwellings from 9 metres to 8 metres and increasing the minimum frontage criteria for group dwellings and residential flat buildings from 15 metres to 18 metres.

Because around 52% of the properties within the subject area have frontages of below 18 metres, allowing an 8m frontage for semi-detached dwellings will provide greater opportunities for conventional street-facing development to occur within the subject area. Meanwhile, increasing the minimum frontage width for group dwellings and residential flat buildings will discourage battle-axe type developments on those properties.

Conventional street-facing development is generally preferred over battle-axe type development for several reasons. Presenting a greater number of dwellings to the street provides greater streetscape activation, provides more passive surveillance opportunities, and makes more efficient use of land. Battle-axe developments commonly require a large proportion of land to be dedicated to the driveway 'handle' and manoeuvring area, which can provide limited amenity to the streetscape and/or the occupants.

A range of design outcomes can be achieved with semi-detached dwellings at 8 metre frontages: a minimum which already applies within nearby parts of Morphettville and Plympton Park located within the HDNZ. Several examples of existing semi-detached dwellings with frontages around 8 metres within the Council area are analysed in **Attachment 2**.

It is noted that rezoning would provide greater opportunity for redevelopment in the area, however without amalgamation, allotments less than 16m in frontage would have minimal chance of approval.

It is also noted that there are also some subtle differences in policy language between the GNZ and SNZ. The SNZ places greater emphasis on development being 'compatible with the existing local context and development pattern' and specifies a maximum site coverage of only 50% compared to the 60% permitted in the GNZ. These differences may provide Council with greater discretion during an assessment when compared to the GNZ, however are not expected to cause drastically different outcomes.

**Attachment 3** - Table showing comparisons in site dimensions/dwelling form between GNZ/HDNZ/SNZ zones

**Attachment 4** - Table showing comparisons in site dimensions/dwelling form within the Suburban Neighbourhood Zone

**Attachment 5** – Mapping and data comparing conventional redevelopment opportunity by property between GNZ and SNZ

As can be seen in **Attachment 5**, an 8 metre frontage will provide greater opportunity for redevelopment for more of the stable complexes. Under the GNZ a total of 26 (**46%**) of the properties would meet minimum frontage requirements for subdivision, whereas under the modified SNZ (8m) a total of 48 (**89%**) of the properties would meet minimum frontage requirements for subdivision into semi-detached dwellings.

## Expansion of Subject area

The previous 'Residential Racecourse Policy Area' generally overlayed the location of the horse related activities in the area. This has resulted in two distinct and separate locations for the policy area. Several of the policy area/zone boundaries are located 'back of block', directly abutting residential properties, rather than a road boundary, therefore providing little transition between the uses.

As it is intended to amend the zoning and/or policy to provide opportunity for a greater diversity of dwelling types in the subject area, it may be beneficial to include properties fronting Agars Avenue, Ambrose Avenue, and the western side of Don Terrace to allow potential for similar and a more consistent and integrated built form and streetscape within the adjoining area and particularly along the western end of Bray Street. The possible additional properties to be included in the Subject area are shown in **Attachment 1 – 'Notated Plan of Area'**.

Planning and Land Use Services (PLUS) staff have advised (informally) that an expansion to the subject area goes beyond the agreed scope of the initiated Code Amendment and would therefore require amendments to the Proposal to Initiate, and subsequent approval by the Minister.

As can be seen in **Attachment 5**, under the current GNZ a total of 13 (30%) of the properties within this additional area would meet minimum frontage requirements and 7 (16%) may be eligible for redevelopment, whereas under the modified SNZ (8m) a total of 25 (57%) of the properties would meet minimum frontage requirements and 13 (29%) may be eligible for redevelopment. It is noted that a number of the properties within this additional area have already been redeveloped and these have not been included in calculations.

## Commercial Uses

An ambulance station and a veterinary clinic are located on the western side of Morphett Road within the current SNZ. These commercial/community type uses are highly unlikely to be changed to residential uses in the foreseeable future. There are two possible zoning options for these properties.

As they are currently within the SNZ (predominantly residential zone but allowing some forms of non-residential uses) and would retain existing use rights, they could remain in a modified SNZ or GNZ. Extensions to the current uses or changes to another form of non-residential may require assessment on merit.

Another option is to change these two properties to a commercial type zone, which would support the current uses as well as support other forms of commercial uses. One option is the 'Employment Zone' which allows a relatively broad range of non-residential uses. It is understood that the South Australian Jockey Club (SAJC) is considering a Code Amendment seeking rezoning the SAJC land on the western side of Morphett Road from Recreation Zone to a commercial type of zone. Although the choice of zone is unknown at this time, it may be appropriate to use the same zone to provide consistency along Morphett Road.

It is recommended to explore these options during the formal community consultation process as by the time this occurs, Council will be better informed on the proposals by SAJC on the adjoining land.

## Other Matters

Some other matters that Administration will further consider when drafting the Code Amendment includes:

- Restricting number of additional driveways accessing directly onto Morphett Road (via policy/different TNV)
- Impacts/conflicts between new residential development and horse related activities that remain in the area
- There are a few large sites within the area that would provide opportunity for better higher density outcomes (design, access, transition etc.), including a key site on the corner of Morphett Road and Bray Street
- Changes in traffic flows on Bray Street and surrounding local streets.

### **Drafting of Code Amendment/Community Engagement – Next Stages**

- Council to approve any changes to be made to Code Amendment (policy and spatial location)
- Amended version of 'Proposal to Initiate' forwarded to the Minister for approval
- Code Amendment drafted
- Community Engagement undertaken

### **State Election Implications**

- The PDI Act does not prevent Code Amendment Community Engagement during the State Elections period.
- However, the Minister is prevented from making decisions on Code Amendments during caretaker so any changes to the proposal would likely occur following the State Election (March/April) - and therefore engagement following this.

### **CONCLUSION**

Administration is of the opinion that the most appropriate zoning option for the subject area is a modified version of the Suburban Neighbourhood Zone with a blend of the GNZ site areas and HDNZ frontage widths (*refer to highlighted criteria under the heading 'Suburban Neighbourhood Zone', above*), as it would provide opportunities for appropriate redevelopment in the subject area and would also have greater control over the development of group dwellings and residential flat buildings.

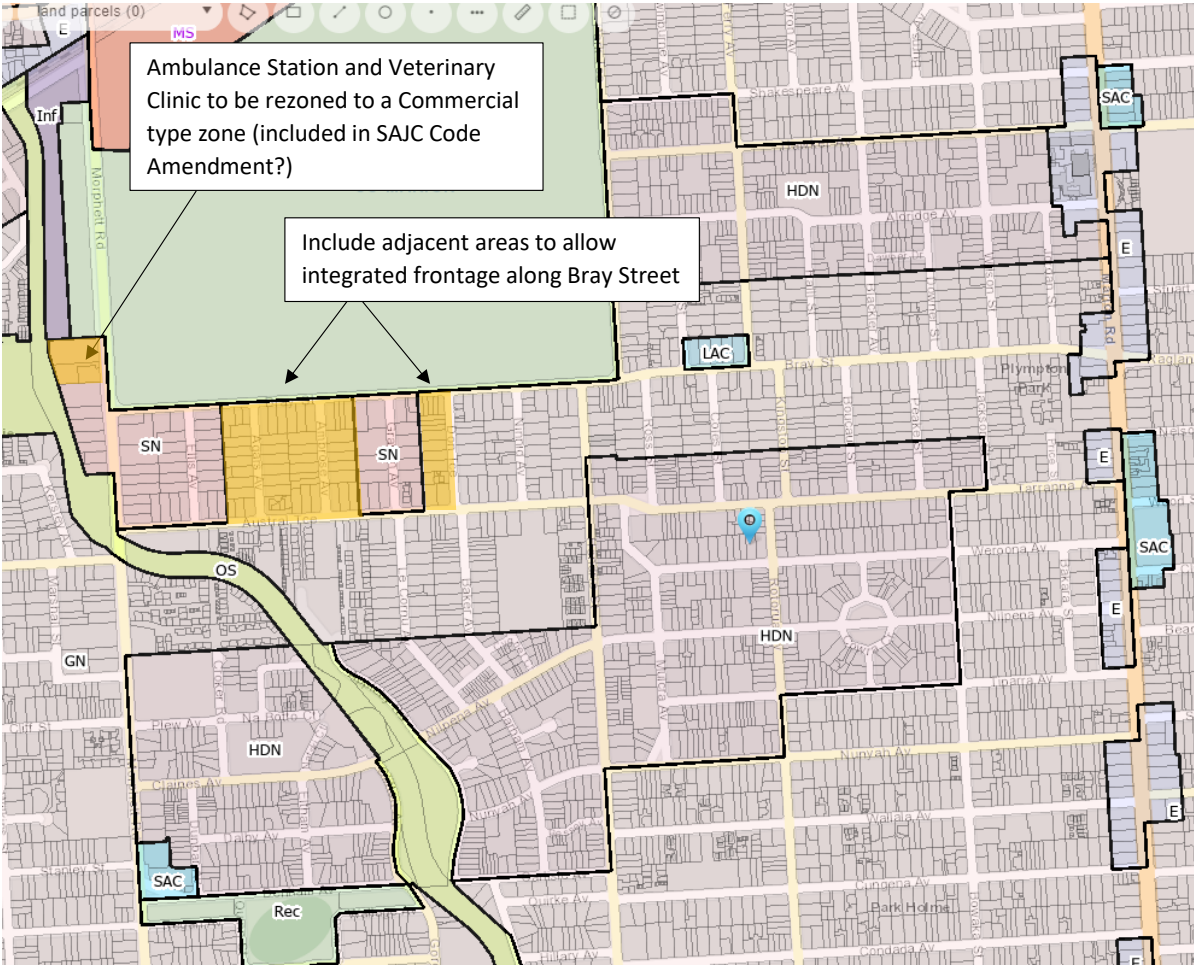
It would be beneficial to increase the area to be rezoned to include properties fronting Agars Avenue, Ambrose Avenue, and the western side of Don Terrace to allow potential for a more consistent and contiguous/integrated built form and streetscape within the adjoining area and particularly along the western end of Bray Street.

Increasing the subject area will require the Minister's approval of an amended version of the 'Proposal to Initiate', as reflected in the report recommendations.

### **ATTACHMENTS**

1. Attachment 1: Notated Plan of Area [**11.4.1** - 1 page]
2. Attachment 2: 8m frontage width examples [**11.4.2** - 9 pages]
3. Attachment 3: GNZ vs HDNZ vs SNZ [**11.4.3** - 1 page]
4. Attachment 4: Suburban Neighbourhood Zone Comparisons [**11.4.4** - 1 page]
5. Attachment 5: Redevelopment potential under GNZ and SNZ Options - Map [**11.4.5** - 2 pages]





**Plympton Park**

Pair of semi-detached dwellings

Site areas: **383sqm**

Frontages: **8.37m**

- ✓ On-street parking: **0 to direct frontage**, relies upon part of neighbouring frontage
- ✓ Front doors visible from the street: accessed via driveway.
- ✗ Narrow front windows, extent of blank walling, limited material variety, limited front landscaping and high extent of paved parking areas forward of dwelling.
- ✗ Narrow allotments emphasised by central fencing and separate roof forms.





**Glengowrie**

Pair of two storey semi-detached dwellings

Site areas: **348 and 356sqm**

Frontages: **8.09 and 8.29m**

- ✗ On-street parking: **1 (per 2 dwellings)** if driveways tapered
- ✓ Front doors visible from the street with portico
- ✗ Limited articulation causes somewhat 'flat' appearance. Narrow front landscaping. Positives include balcony and the material variety provided by the portico.
- ✗ One of the dwellings is boundary-to-boundary which is not preferred by the Planning & Design Code



**Plympton Park**

3 detached dwellings

Site areas: **378sqm**

Frontages: **8.12m**

- ✓ On-street parking: **1 (per 3 dwellings)**
- ✗ Front doors not visible from the street:  
accessed via driveway.
- ✗ Mixed design outcome: 16 and 20 incorporate  
interesting window shape and feature  
material; 18 has comparatively basic  
appearance. Good landscaping throughout.
- ✗ Narrow allotments emphasised by central  
fencing and separate roof forms.





**Glengowrie**

Pair of two storey semi-detached dwellings

Site areas: **347sqm**

Frontages: **8.08m**

- ✗ On-street parking: **0 to direct frontage** (only due to street road conditions - would achieve 1 otherwise)
- ✓ Front doors visible from the street with portico
- ✓ Angled driveways provide reasonable landscaping area, single garage, relief provided by upper floor including windows, material variety.
- ✗ Only 0.6m side setbacks to garages however the desired minimum of 0.9m would have been achievable.



## Attachment 11.4.2

### Glengowrie

Pair of semi-detached dwellings

Site areas: **363sqm**

Frontages: **8.08m**

- ✗ On-street parking: **0 to direct frontage**, relies upon part of neighbouring frontage
- ✓ Front doors visible from the street: accessed via driveway.
- ✓ Articulation, good landscaping and porticos.
- ✗ Narrow allotments emphasised by central fencing and separate roof forms.





## Attachment 11.4.2

### Plympton Park

2 x pairs of semi-detached dwellings

Site areas: **352sqm**

Frontages: **7.98m**

- ✓ On-street parking: **1 (per 4 dwellings)**, would be capable of 2 if 40-42 were flipped with garages on outer edges
- ✗ Front doors not visible from the street: accessed via side path.
- ✓ Attractive design outcomes achieved by large front windows, shared roof form, quality materials, good landscaping and open frontages.





**Warradale**

Pair of two storey semi-detached dwellings

Site areas: **354 and 367sqm**

Frontages: **7.63 and 7.91m**

- ✓ On-street parking: **1 (per 2 dwellings)**
- ✓ Front doors visible from the street
- ✓ Tapered driveways provide reasonable front landscaping area, stepped double garage with windowed door material, relief provided by upper floor including windows, material variety.
- ✗ One of the dwellings is boundary-to-boundary which is not preferred by the Planning & Design Code



**Plympton Park**

Pair of semi-detached dwellings

Site areas: **355sqm**

Frontages: **7.77m**

- ✗ On-street parking: **0 to direct frontage**, relies upon part of neighbouring frontage
- ✓ Front doors visible from the street: accessed directly and includes portico.
- ✓ Portico, mixture of materials, good landscaping area, shared roof form.
- ✗ Narrow allotments emphasised by narrow windows; somewhat 'squashed' and flat appearance.





**Plympton Park**

Pair of semi-detached dwellings

Site areas: **341sqm**

Frontages: **7.3m**

- ✓ On-street parking: **1 (per 2 dwellings)**
- ✗ Front doors not visible from the street:  
accessed via driveway.
- ✓ Staggered appearance provides articulation,  
mixture of materials, interesting window  
shape, good front landscaping area.
- ✗ Narrow allotments emphasised by separate  
roof forms.
- ✗ Boundary-to-boundary.





### General Neighbourhood Zone vs Housing Diversity Neighbourhood Zone vs Suburban Neighbourhood Zone (various)

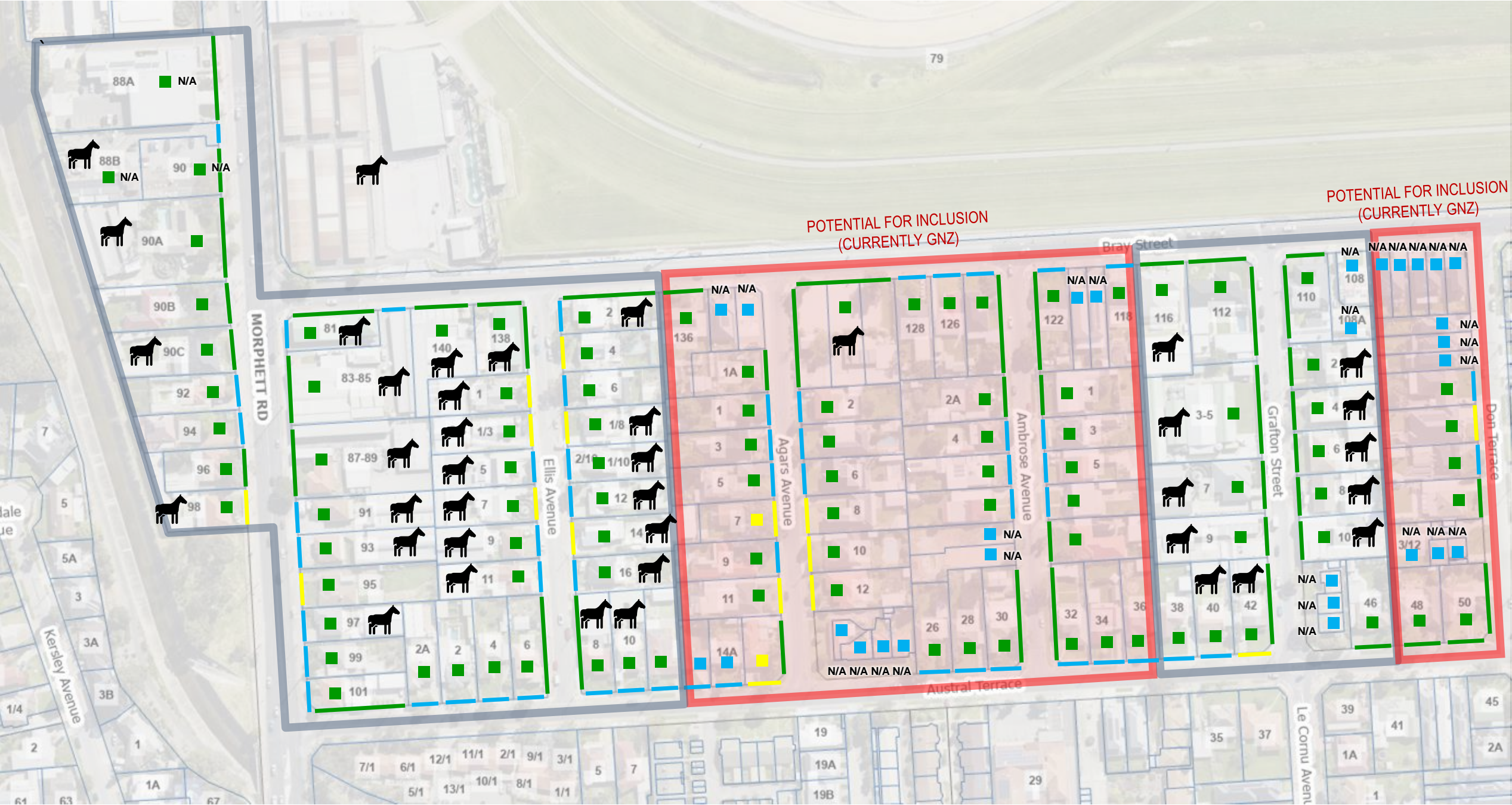
Dwelling Type	Minimum site/allotment area per dwelling			Minimum site/allotment frontage			Building Heights		
	GNZ	HDNZ (Marion)	SNZ (other Councils)	GNZ	HDNZ (Marion)	SNZ (other Councils)	GNZ	HDNZ (Marion)	SNZ (other Councils)
Detached dwelling (not in a terrace arrangement)	300m <sup>2</sup> (exclusive of any battle-axe allotment 'handle')	250m <sup>2</sup>	300m <sup>2</sup> - 750m <sup>2</sup>	9m where not on a battle-axe site 5m where on a battle-axe site	9m	9m – 18m	2 levels (9m)	3 levels (12m)	3 levels (12m)
Semi-detached dwelling	300m <sup>2</sup>	220m <sup>2</sup>	300m <sup>2</sup> - 750m <sup>2</sup>	9m	8m	7.5m – 18m			
Row dwelling (or detached dwelling in a terrace arrangement)	250m <sup>2</sup>	170m <sup>2</sup>	200m <sup>2</sup> - 750m <sup>2</sup>	7m (averaged)	7m	7m – 18m			
Group dwelling	300m <sup>2</sup> (average, including common areas)	200m <sup>2</sup> (average, including common areas)	300m <sup>2</sup> - 750m <sup>2</sup>	15m (total)	18m (total)	10m – 25m			
Dwelling within a residential flat building	300m <sup>2</sup> (average, including common areas)	150m <sup>2</sup> (average, including common areas)	200m <sup>2</sup> - 750m <sup>2</sup>	15m (total)	18m (total)	10m – 25m			

**Suburban Neighbourhood Zone** (within Marion and compared to other Councils)

Dwelling Type	Minimum site/allotment area per dwelling			Minimum site/allotment frontage			Building Heights		Anticipated Uses
	Glengowrie (subject area) Previous Residential Racecourse Zone only envisaged detached dwellings)	Sheidow Park	Other Councils	Glengowrie (subject area) Previous Residential Racecourse Zone only envisaged detached dwellings)	Sheidow Park	Other Councils	Marion	Other Councils	(no difference between areas/councils)
Detached dwelling (not in a terrace arrangement)	560m <sup>2</sup>	420m <sup>2</sup>	300m <sup>2</sup> - 750m <sup>2</sup>	15m	14m	9m – 18m	2 levels (9m)	1 – 3 levels (6m – 12m)	<ul style="list-style-type: none"> <li>– Ancillary accommodation</li> <li>– Community facility</li> <li>– Consulting room</li> <li>– Dwelling</li> <li>– Educational establishment</li> <li>– Office</li> <li>– Place of Worship</li> <li>– Pre-school</li> <li>– Recreation area</li> <li>– Residential flat building</li> <li>– Retirement facility</li> <li>– Shop</li> <li>– Supported accommodation</li> </ul>
Semi-detached dwelling	560m <sup>2</sup>	350m <sup>2</sup>	300m <sup>2</sup> - 750m <sup>2</sup>	15m	12m	7.5m – 18m			
Row dwelling (or detached dwelling in a terrace arrangement)	560m <sup>2</sup>	280m <sup>2</sup>	200m <sup>2</sup> - 750m <sup>2</sup>	15m	8m	7m – 18m			
Group dwelling	560m <sup>2</sup>	300m <sup>2</sup>	300m <sup>2</sup> - 750m <sup>2</sup>	15m	20m	10m – 25m			
Dwelling within a residential flat building	560m <sup>2</sup>	250m <sup>2</sup>	200m <sup>2</sup> - 750m <sup>2</sup>	15m	20m	10m – 25m			

REDEVELOPMENT POTENTIAL – GENERAL NEIGHBOURHOOD ZONE

Minimum 300sqm site area, 9m frontage width



**LEGEND**

Site areas

- 600sqm+
- 540 to 599sqm
- 539sqm or less

Frontage widths

- 18m+
- 17 to 17.9m
- 16.9m or less

Existing horse-related activities

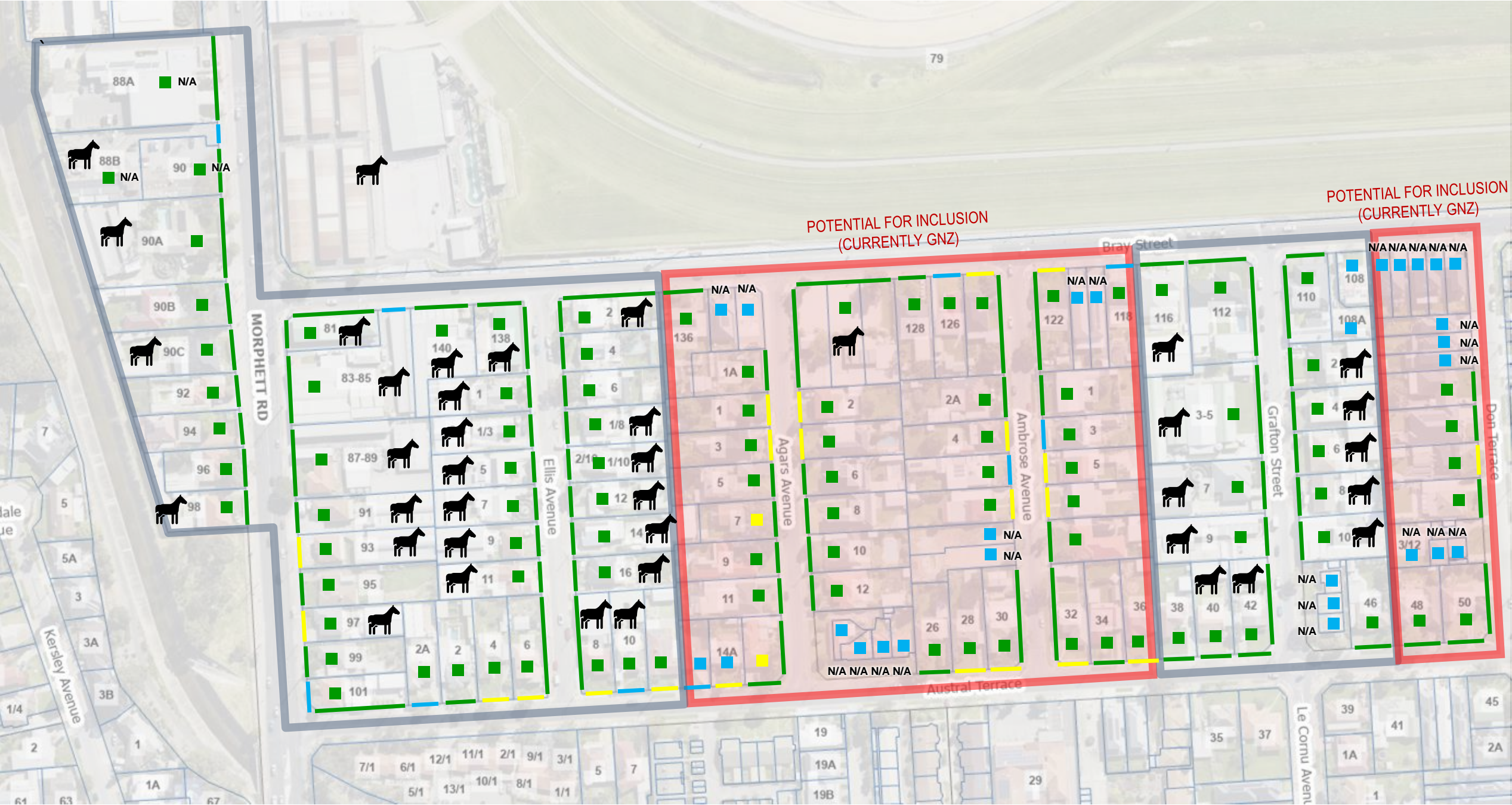
Note: Excludes red areas	Eligible for conventional subdivision?			
	Yes	Maybe	No	N/A
Morphett Road	8 (50%)	2 (13%)	6 (38%)	3
Ellis Avenue	1 (7%)	6 (43%)	7 (50%)	0
Grafton Street	8 (100%)	0 (0%)	0 (0%)	0
Bray Street	5 (100%)	0 (0%)	0 (0%)	2
Austral Terrace	4 (36%)	0 (0%)	7 (64%)	3
TOTAL	26 (46%)	8 (14%)	20 (36%)	8

Note: Red areas only	Eligible for conventional subdivision?			
	Yes	Maybe	No	N/A
Bray Street	3 (50%)	0 (0%)	3 (50%)	9
Agars Avenue	1 (8%)	5 (38%)	7 (54%)	0
Ambrose Avenue	4 (40%)	0 (0%)	6 (60%)	2
Don Terrace	1 (25%)	1 (25%)	2 (50%)	6
Austral Terrace	4 (36%)	1 (9%)	6 (55%)	4
TOTAL	13 (30%)	7 (16%)	24 (55%)	21



REDEVELOPMENT POTENTIAL – SUBURBAN NEIGHBOURHOOD ZONE

TNV allowing minimum 300sqm site area, 8m frontage width for semi-detached dwellings



**LEGEND**

Site areas

- 600sqm+
- 540 to 599sqm
- 539sqm or less

Frontage widths

- 16m+
- 15 to 15.9m
- 14.9m or less

Existing horse-related activities

Note: Excludes red areas	Eligible for conventional subdivision?			
	Yes	Maybe	No	N/A
Morphett Road	14 (88%)	2 (12%)	0 (0%)	3
Ellis Avenue	14 (100%)	0 (0%)	0 (0%)	0
Grafton Street	8 (100%)	0 (0%)	0 (0%)	0
Bray Street	5 (100%)	0 (0%)	0 (0%)	2
Austral Terrace	7 (64%)	2 (18%)	2 (18%)	3
TOTAL	48 (89%)	4 (7%)	2 (4%)	8

Note: Red areas only	Eligible for conventional subdivision?			
	Yes	Maybe	No	N/A
Bray Street	4 (67%)	0 (0%)	2 (33%)	9
Agars Avenue	8 (62%)	5 (38%)	0 (0%)	0
Ambrose Avenue	4 (40%)	4 (40%)	2 (20%)	2
Don Terrace	3 (75%)	1 (25%)	0 (0%)	6
Austral Terrace	6 (55%)	3 (27%)	2 (18%)	4
TOTAL	25 (57%)	13 (29%)	6 (14%)	21

## 11.5 Public Interest Disclosure Policy

<b>Report Reference</b>	GC22032211.5
<b>Originating Officer</b>	Unit Manager Governance and Council Support – Victoria Moritz
<b>Corporate Manager</b>	Manager Office of the Chief Executive - Kate McKenzie
<b>General Manager</b>	Chief Executive Officer - Tony Harrison

### REPORT OBJECTIVE

The purpose of this report is to present Council with the revised Public Interest Disclosure Policy and Procedure following recent amendments in legislation.

### EXECUTIVE SUMMARY

The Public Interest Disclosure Act 2018 ('the PID Act') commenced operation on 1 July 2019. Amendments came into effect on 7 October 2021 from changes to the *Independent Commissioner Against Corruption Act 2012* (ICAC Act), making the Office for Public Integrity (OPI) a standalone independent body and creating an Independent Commission Against Corruption (ICAC).

The purpose of the PID Act is to encourage and facilitate disclosures of certain information in the public interest by ensuring that proper procedures are in place for making and dealing with such disclosures and by providing protection for persons making such disclosures, and for other purposes.

### RECOMMENDATION

**That Council:**

1. **Adopts the “*Public Interest Disclosure Policy*” attached as appendix 1 to this report.**
2. **Notes the “*Public Interest Disclosure Procedure*” attached as appendix 2 to this report.**

### DISCUSSION

While The City of Marion is committed to dealing with all instances of concern in the appropriate manner, and taking action accordingly, public officers, public authorities and inquiry agencies are subject to specific reporting obligations when it comes to matters involving alleged corruption, misconduct and maladministration in public administration.

Subsection 12(1) of the PID Act requires the CEO of a council to ensure that one or more officers or employees of the council are designated as responsible officers for the purposes of this Act. Subsection 12(4) requires that the CEO must ensure that a document setting out procedures for a person who wants to make an appropriate disclosure of public interest information to the council, and for officers and employees of the council dealing with such a disclosure, is prepared and maintained in accordance with the Guidelines prepared by the ICAC ([further information available here](#)).

In addition, pursuant to section 12D(1) of the Ombudsman Act 1972. The Ombudsman SA has prepared directions and guidelines that outline the reporting obligations on South Australian public officers to report misconduct and maladministration to the Ombudsman. [\(further information available here\)](#)

The revised policy ensures that the Council:

- fulfils its responsibilities under the PID Act
- encourages and facilitates Disclosures of Public Interest Information in accordance with the objects and requirements of the PID Act;
- ensures there is appropriate oversight and reporting of all Disclosures of Public Interest Information, whether pertaining to Environmental and Health Information, or Public Interest Information, to the OPI in accordance with the Guidelines prepared by the Commissioner, and the PID Act;
- ensures the protections under the PID Act are afforded to Informants who make a Disclosure under the PID Act; and
- supports Informants, the Responsible Officer and, as appropriate, those Public Officers affected by any appropriate Disclosure made under the PID Act.

The revised procedure explains the applicable procedures and processes that the Council has in place for making and dealing with appropriate Disclosures of Public Interest Information, to ensure that the Council:

- fulfils its responsibilities and obligations under the PID Act and the ICAC Act;
- encourages and facilitates Disclosures of Public Interest Information, within the Council area;
- provides a process by which Disclosures may be made so that they are appropriately received, assessed and action is taken, where required;
- ensures the protections under the PID Act are afforded to Informants who make Disclosures in accordance with the PID Act; and
- recognises the need to appropriately support Informants, the Responsible Officer and, as appropriate, those Public Officers affected by any appropriate Disclosure.

The revised Public Interest Disclosure Policy and Procedure will ensure Council is compliant with the amendments in legislation.

## **ATTACHMENTS**

1. PID Act Policy [**11.5.1** - 13 pages]
2. PID Act Procedure [**11.5.2** - 18 pages]



# Public Interest Disclosure Policy



## 1. RATIONALE

- 1.1 The City of Marion (~~the Council~~) is committed to upholding the principles of transparency and accountability in its administrative and management practices, it encourages the making of disclosures ~~of that reveal~~ public interest information.
- 1.2 The purpose of this Policy is to ensure that the ~~Council~~City of Marion:
- ~~properly~~ fulfils its responsibilities under the *Public Interest Disclosure Act 2018* (~~the~~ PID Act);
  - encourages and facilitates Disclosures of Public Interest Information in accordance with the objects and requirements of the PID Act;
  - ensures there is appropriate oversight and reporting of all Disclosures of Public Interest Information, whether pertaining to Environmental and Health Information, or Public Interest Information, to the OPI in accordance with the Guidelines prepared by the Commissioner, and the PID Act of public interest disclosures about corruption, misconduct and maladministration in public administration;
  - ~~ensures the provides appropriate~~ protections under the PID Act are afforded to Informants who for those who make a Disclosure under s in accordance with the PID Act; and
  - ~~acknowledges the need to appropriately~~ supports Informants, the Responsible Officer and, as appropriate, those Public Officers affected by any appropriate Disclosure made under the PID Act.

## 2. POLICY STATEMENT

- 2.1 This Policy applies to appropriate Disclosures of Public Interest Information, ~~that are~~ made in accordance with the PID Act by public officers, including Council Members, Officers and Employees of the Council, and by members of the public.
- ~~2.1.2~~ This Policy, and is intended to complement the reporting framework under the *Independent Commissioner Against Corruption Act 2012* (the ICAC Act) and the Ombudsman Act 1972 (the Ombudsman Act).

## 3. OBJECTIVES

- 3.1 This Policy is also designed to complement the existing communication channels within Council, and operate in conjunction with other ~~existing~~ policies, including:
- Fraud & Corruption Management Policy;
  - Code of Conduct for Council Employees;
  - Code of Conduct for Council Members; ~~and~~
  - Complaint and Grievance Policy; and

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# Public Interest Disclosure Policy



- Internal Review of Council Decisions Policy under section 270 of the Local Government Act 1999.

## 3.2 -The Council is committed to:

- referring, as necessary, appropriate Disclosures of Public Interest Information to another Relevant Authority;
- reporting all where the Disclosures of Public Interest Information, whether pertaining to Environmental and Health Information, or Public Administration Information, relates to Corruption, or serious or systemic Misconduct or Maladministration in public administration, reporting the Disclosure directly to the OPI in accordance with the Guidelines and the requirements of the ICACPID Act;
- ~~otherwise~~ facilitating the investigation of appropriate Disclosures in a manner which promotes fair and objective treatment of those involved; and
- rectifying any substantiated wrongdoing to the extent practicable in all the circumstances.

## 4. POLICY SCOPE AND IMPLEMENTATION

- 4.1 Disclosures ~~will are to be~~ received and managed handled by the Council in accordance with the Public Interest Disclosure Procedure.
- 4.2 Nothing in this Policy prevents a person from making a Disclosure to a Relevant Authority external to the Council (i.e. the Ombudsman or the OPI). This is a choice to be made by the Informant at his/her discretion. The Council recommends an Informant have regard to the factors at clause 6.4 of the Public Interest Disclosure Procedure when deciding where to direct a Disclosure.

## 5. ROLES AND RESPONSIBILITIES

### 5.1. The Role of the Principal Officer

The Principal Officer is responsible for:

- 5.1.1. ensuring that one or more appropriately qualified ~~O~~fficers or ~~E~~mployees of the Council are designated as ~~R~~esponsible ~~O~~fficers of the Council for the purposes of the PID Act, who are required to ~~and~~ undertake any training required by the Public Interest Disclosure Regulations; and
- 5.1.2. ensuring that the name and contact details of each ~~R~~esponsible ~~O~~fficer of the Council are made available to ~~O~~fficers and ~~E~~mployees of the ~~C~~ouncil; and
- 5.1.3. the preparation and maintenance of this Procedure, in accordance with the requirements of the PID Act and the ~~Directions and~~ Guidelines published by the



# Public Interest Disclosure Policy



Commissioner under section 14 of the PID Act, in particular the Public Interest Disclosure Guidelines.

## 5.2. The Role of the Responsible Officer

A person designated as a Responsible Officer for the Council:

### 5.2.1. Must:

- 5.2.1.1. receive appropriate Disclosures of Public Interest Information relating to the Council and ensure compliance with the PID Act, and the Public Interest Disclosure Procedure, in relation to any such Disclosures;
- 5.2.1.2. make appropriate recommendations to the Pprincipal Officer of the Council in relation to dealing with Disclosures, including any suggested changes to this Policy or the Public Interest Disclosure Procedure; and
- 5.2.1.3. provide advice to Officers and Employees of the Council in relation to the administration of the PID Act; and
- 5.2.1.4. complete any training courses approved by the Commissioner for the purposes of the Public Interest Disclosure Regulations; and

5.2.2. A Responsible Officer for the Council must carry out any other functions as required under relating to the PID Act.

5.2.3. Upon the receipt of a Disclosure, the Responsible Officer will deal with the Disclosure in accordance with the Public Interest Disclosure Procedure.

5.2.4. In making any determination or taking any action under this Policy, or pursuant to the Public Interest Disclosure Procedure:

- 5.2.4.1. the Responsible Officer may seek legal advice from Council's lawyers and/or guidance from SAPOL, the OPI or the Ombudsman, in relation to the most appropriate course of action to pursue; and
- 5.2.4.2. is authorised to incur costs in accordance with the Council's Budget for that purpose.

5.2.5. The Responsible Officer will liaise as required with the Informant and any Independent Assessor in relation to any investigation process undertaken in accordance with the Public Interest Disclosure Procedure and will ensure that the Informant is provided with support and protection as necessary and appropriate in the circumstances of the Disclosure.

## 5.3. The Role of a Council Member, Employee or Officer of the Council

A Council Member, Employee or Officer of the Council is responsible for:

- 5.3.1. ensuring they comply with this Policyprocedure and the Public Interest Disclosure procedurepolicy when dealing with any Disclosure; and
- 5.3.2. immediately referring any Disclosure of Environmental and Hhealth information made to them by a member of the public, or any Disclosure of

# Public Interest Disclosure Policy



Public Interest Information made to them by a public officer, to the Responsible Officer.

## 5.4. Information to Elected Body

- 5.4.1. As a matter of discretion, the Principal Officer may inform the elected body, on a confidential basis, of the fact that an investigation of a Disclosure under the PID Act took place and the outcome of the investigation, as outlined in the Public Interest Disclosure Procedure.

## 5.5. Protection for the Informant

- 5.5.1. An Informant who makes an appropriate Disclosure of Public Interest Information under the PID Act, is entitled to be protected by:
- 5.5.1.1. immunity from criminal or civil liability as provided for under section 5(1) of the PID Act;
  - 5.5.1.2. that his/her identity will be kept confidential, subject to the operation of the Guidelines and section 8 of the PID Act ~~prohibition on disclosure of his/her identity as provided for in section 8 of the PID Act;~~
  - 5.5.1.3. protection ~~prohibition~~ against Victimisation as provided for in section 9 of the PID Act; and
  - 5.5.1.4. a prohibition against hindering, obstructing or preventing an Informant from making an appropriate Disclosure as provided for in section 11 of the PID Act.
- 5.5.2. The PID Act does not afford ~~provide~~ any protections to people who knowingly make Disclosures that are false or misleading.
- 5.5.3. A person who knowingly makes a Disclosure that is false or misleading in a material particular is guilty of an offence and may be prosecuted.
- 5.5.4. A person who personally commits an act of Victimisation against an Informant is guilty of an offence and may be prosecuted.
- 5.5.5. The Council will take action as appropriate in the circumstances of the relevant Disclosure/s to protect Informants from Victimisation. Such action may include acting in accordance with the risk minimisation steps set out in the Public Interest Disclosure Procedure and/or referring the matter to the SA Police.
- 5.5.6. Any Council Member, or Employee or Officer of the Council who:
- 5.5.6.1. knowingly makes a disclosure that is false or misleading; or
  - 5.5.6.2. commits an act of Victimisation in relation to an Informant; or
  - 5.5.6.3. acts otherwise than in accordance with this Policy or the Public Interest Disclosure Procedure (including with respect to divulging the identity of an Informant) in relation to a Disclosure;
- may also face disciplinary action by the Council or the Chief Principal Executive Officer (as appropriate).

# Public Interest Disclosure Policy



## 5.6. Confidentiality

- 5.6.1. The identity of an Informant will be maintained as confidential, subject to the requirements under section 8 in accordance with of the PID Act, and the Guidelines.
- 5.6.2. A recipient of an appropriate Disclosure may only divulge the identity of an Informant where one of the following applies:
- 5.6.2.1. the recipient believes on reasonable grounds that it is necessary to divulge the identity of the Informant in order to prevent or minimise an imminent risk of serious physical injury or death to any person, and the identity of the Informant is then divulged to a person or authority that the recipient believes on reasonable grounds is the most appropriate authority or person to be able to take action to prevent or minimise the imminent risk of serious physical injury or death to any person; or
  - 5.6.2.2. the recipient has been issued with a notice from the OPI advising that the identity of the Informant is required by the OPI, in which case the recipient must disclose the identity of the Informant to the OPI; or
  - 5.6.2.3. doing so is necessary for the matter to be properly investigated (but only to the extent necessary to ensure proper investigation); or
  - 5.6.2.4. the Informant consents to his/her identity being disclosed.
- 5.6.3. The PID Act does not expressly require any other information relating to a Disclosure (including, for example, the nature of the allegations) to be maintained as confidential, but in considering whether to further disclose other information provided as part of an appropriate Disclosure, the recipient Council should be mindful of the prohibition against Victimisation underin the PID Act.
- 5.6.4. An Informant may wish to remain anonymous, but in that event, must ensure that the allegation is sufficiently supported by the provision of necessary details and evidence to enable the matter to be properly investigated.

## 6. DEFINITIONS

Term	Definition
Commissioner	means the person holding or acting in the office of the Independent Commissioner Against Corruption.
Corruption in public administration	1. is defined in section 5(1) of the ICAC Act and means: 1.1 an offence against Part 7 Division 4 (Offences relating to public officers) of the <i>Criminal Law Consolidation Act 1935</i> , which includes the following offences:

# Public Interest Disclosure Policy



Term	Definition
	<ul style="list-style-type: none"> <li>(i) bribery or corruption of public officers;</li> <li>(ii) threats or reprisals against public officers;</li> <li>(iii) abuse of public office;</li> <li>(iv) demanding or requiring benefit on basis of public office;</li> <li>(v) offences relating to appointment to public office; or</li> </ul> <p>1.2 an offence against the <i>Public Sector (Honesty and Accountability) Act 1995</i> or the <i>Public Corporations Act 1993</i>, or an attempt to commit such an offence; or</p> <p>1.3 an offence against the <i>Lobbyists Act 2015</i>, or an attempt to commit such an offence; or</p> <p><del>1.4 any other offence (including an offence against Part 5 (Offences of dishonesty) of the <i>Criminal Law Consolidation Act 1935</i>) committed by a public officer while acting in his or her capacity as a public officer or by a former public officer and related to his or her former capacity as a public officer, or by a person before becoming a public officer and related to his or her capacity as a public officer, or an attempt to commit such an offence; or</del></p> <p><u>1.51.4</u> any of the following in relation to an offence referred to in a preceding paragraph:</p> <ul style="list-style-type: none"> <li>(i) aiding, abetting, counselling or procuring the commission of the offence;</li> </ul>

# Public Interest Disclosure Policy



Term	Definition
	<p>(ii) inducing, whether by threats or promises or otherwise, the commission of the offence;</p> <p>(iii) being in any way, directly or indirectly, knowingly concerned in, or party to, the commission of the offence;</p> <p>(iv) conspiring with others to effect the commission of the offence</p>
<i>Council</i>	means <u>the</u> City of Marion
<i>Detriment</i>	<p>includes:</p> <ul style="list-style-type: none"> <li>• <u>loss or damage (including damage to reputation);</u></li> <li>• injury, harm (including psychological harm), <del>damage (including damage to reputation) or loss;</del></li> <li>• intimidation or harassment;</li> <li>• discrimination, disadvantage or adverse treatment in relation to a person's employment; and/or</li> <li>• threats of reprisal (which may be express or implied, and/or conditional or unconditional).</li> </ul>
<del>Directions and</del> <i>Guidelines</i>	is a reference to the <del>Directions and</del> Guidelines <u>published by the Commissioner issued pursuant to section 20 of the ICAC Act and/or pursuant to</u> section 14 of the PID Act, which are available on the Commissioner's website (www.icac.sa.gov.au).
<i>Disclosure</i>	<p>means an appropriate disclosure of <del>P</del>public <del>i</del>nterest <del>i</del>nformation made by an Informant to a Relevant Authority.</p> <p>A person makes an <del>A</del>appropriate <del>D</del>disclosure of <del>E</del>environmental and <del>H</del>health <del>i</del>nformation if:</p> <p>(a) the person:</p> <ol style="list-style-type: none"> <li>believes on reasonable grounds that the information is true; or</li> <li>is not in a position to form a belief on reasonable grounds about the truth of the information, but believes on reasonable grounds that the information may be true and is of sufficient significance to justify its disclosure so that its truth may be investigated; and</li> </ol> <p>(b) the disclosure is made to a Relevant Authority.</p> <p>A person makes an <del>A</del>appropriate <del>D</del>disclosure of <del>P</del>public <del>A</del>administration <del>i</del>nformation if:</p>

# Public Interest Disclosure Policy



Term	Definition
	<p>(a) the person:</p> <ul style="list-style-type: none"> <li>i. is a public officer; <b>and</b></li> <li>ii. reasonably suspects that the information raises a potential issue of corruption, misconduct or maladministration in public administration; and</li> </ul> <p>(b) the disclosure is made to a Relevant Authority.</p>
Employee	refers to all the Council's <b>E</b> mployees, whether they are working in a full-time, part-time or casual capacity.
Environmental and <b>H</b> health <b>I</b> nformation	means information that raises a potential issue of a substantial risk to the environment or to the health or safety of the public generally or a significant section of the public.
Fraud	includes an intentional dishonest act or omission done with the purpose of deceiving.
ICAC Act	is the <i>Independent Commissioner Against Corruption Act 2012</i> .
Independent Assessor	means the person designated by the Responsible Officer as being responsible for investigating a <b>D</b> isclosure made to <b>a</b> <b>R</b> elevant <b>A</b> uthority <b>a</b> t <b>t</b> he <b>C</b> ity <b>o</b> f <b>M</b> arion <b>C</b> ouncil in accordance with the Public Interest Disclosure Procedure.
Informant	means a person who makes an <b>A</b> ppropriate <b>D</b> isclosure of <b>P</b> ublic <b>I</b> nterest <b>I</b> nformation to a Relevant Authority.
Maladministration in public administration	<p>is defined in section <b>4 of the Ombudsman Act 5(4) of the ICAC Act</b> and means:</p> <ul style="list-style-type: none"> <li>(i) conduct of a public officer, or a practice, policy or procedure of a public authority, that results in an irregular and unauthorised use of public money or substantial mismanagement of public resources; or</li> <li>(ii) conduct of a public officer involving substantial mismanagement in or in relation to the performance of official functions; and</li> </ul> <p>includes conduct resulting from impropriety, incompetence or negligence; and</p> <p>is to be assessed having regard to relevant statutory provisions and administrative instructions and directions.</p>

# Public Interest Disclosure Policy



Term	Definition
<i>Misconduct in public administration</i>	is defined in section 4 of the <del>Ombudsman Act 5(3) of the ICAC Act</del> and means: <u>an intentional and serious contravention of a code of conduct by a public officer while acting in their capacity as a public officer that constitutes a ground for disciplinary action against the officer.</u>
<i>Office for Public Integrity (OPI)</i>	is the office established under the ICAC Act that has the function to: <ul style="list-style-type: none"> <li>• receive and assess complaints about public administration from members of the public;</li> <li>• receive and assess reports about corruption, misconduct and maladministration in public administration from <u>inquiry agencies, public authorities</u> <del>the Ombudsman, the Council</del> and public officers;</li> <li>• <del>to</del> refer complaints and reports to inquiry agencies, public authorities and public officers <u>or to determine to take no action in accordance with this section 17 of the ICAC Act. in circumstances approved by the Commissioner or make recommendations as to whether and by whom complaints and reports should be investigated;</u></li> <li>• <del>give directions or guidance to public authorities in circumstances approved by the Commissioner;</del></li> <li>• <del>perform other functions assigned to the Office by the Commissioner.</del></li> </ul>
<u><i>Ombudsman</i></u>	<u>means the person holding or acting in the office of the Ombudsman under the Ombudsman Act who has functions including to receive, assess and investigate with complaints made or referred to the Ombudsman about public administration, and to receive, assess and investigate reports about misconduct and maladministration in public administration, made or referred to the Ombudsman.</u>
<u><i>Ombudsman Act</i></u>	<u>means the Ombudsman Act 1972.</u>
<i>Public administration</i>	defined at section 4 of the ICAC Act and, without limiting the acts that may comprise public administration, an administrative act within the meaning of the <i>Ombudsman Act 1972</i> will be taken to be carried out in the course of public administration.



# Public Interest Disclosure Policy



Term	Definition
Public <del>A</del> administration <del>I</del> information	means information that raises a potential issue of corruption, misconduct or maladministration in public administration.
Public <del>I</del> interest <del>I</del> information	means <del>E</del> environmental or <del>H</del> health <del>I</del> information, or <del>P</del> public <del>A</del> administration <del>I</del> information.
PID Act	means the <i>Public Interest Disclosure Act 2018</i> .
Principal Officer	for the purposes of the PID Act, means the Chief Executive Officer of the Council.
Public Officer	has the meaning given by section 4 and Schedule 1 of the ICAC Act, and includes: <ul style="list-style-type: none"> <li>• a Council <del>M</del>member; and</li> <li>• an <del>E</del>mployee or <del>O</del>fficer of the Council; and</li> <li>• <del>a person performing contract work for the Council.</del></li> <li>•</li> </ul>
Relevant Authority	means the person or entity that receives an <del>A</del> appropriate <del>D</del> isclosure of <del>P</del> ublic <del>I</del> nterest <del>I</del> nformation in accordance with the PID Act, as set out in Appendix A to this Policy.
Responsible Officer	is a person who has completed any training courses approved by the Commissioner for the purposes of the <i>Public Interest Disclosure Regulations 2019</i> and has been designated by the <del>Principal Officer</del> Council as <del>R</del> esponsible <del>O</del> fficer under section 12 of the PID Act.
Victimisation	occurs when a person causes detriment to another on the ground, or substantially on the ground, that the other person (or a third person) has made or intends to make an appropriate disclosure of public interest information.

## 7. REFERENCES

~~[Identify all related references and links in developing this policy, including:~~

- ~~• Other organisational policies that should be read in conjunction~~
- ~~• Model policies of other agencies or governments~~
- ~~• Corporate documentation~~
- ~~• Legislative requirements, regulations, guidelines~~
- ~~• Approved operating procedures that support policy implementation}~~

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# Public Interest Disclosure Policy



- Fraud & Corruption Management Policy;
- Code of Conduct for Council Employees;
- Code of Conduct for Council Members; and
- Complaint and Grievance Policy

## Other

- Guidelines published by the Commissioner under the *Public Interest Disclosure Act 2018*
- *Independent Commissioner Against Corruption Act 2012*
- *Local Government Act 1999*
- *Ombudsman Act 1972*
- *Public Interest Disclosure Act 2018*

## 8. REVIEW AND EVALUATION

- 8.1. This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website [www.marion.sa.gov.au](http://www.marion.sa.gov.au);
- 8.2. Copies will also be provided to the public upon request;
- 8.3. The Council will review and update this policy no less than every four (4) years in line with the Council's Policy Framework.

# Public Interest Disclosure Policy



## Appendix A Relevant Authorities

Where the information relates to...	the relevant authority is...
a public officer*  *as defined in section 4 and set out in Schedule 1 of the <i>Independent Commissioner Against Corruption Act 2012</i> - relevantly, this includes Council Members, Officers and Employees of local government bodies	either: <ul style="list-style-type: none"> <li>the person who is designated by the Guidelines as being taken to be responsible for management or supervision of the public officer; or</li> <li>the person who is in fact responsible for the management or supervision of the public officer; or</li> <li>the relevant Responsible Officer (as designated by the Council in accordance with section 12 of the PID Act)</li> </ul>
a public sector agency or public sector employee	either: <ul style="list-style-type: none"> <li>the Commissioner for Public Sector Employment; or</li> <li>the responsible officer for the relevant public sector agency</li> </ul>
an agency to which the <i>Ombudsman Act 1972</i> applies	the Ombudsman
a location within the area of a particular council established under the <i>Local Government Act 1999</i>	a Council Member, Officer or Employee of that Council
a risk to the environment	the Environment Protection Authority
an irregular and unauthorised use of public money or substantial	the Auditor-General
the commission, or suspected commission, of any offence	a member of the police force <u>SAPOL</u>
a judicial officer	the Judicial Conduct Commissioner
a member of Parliament	the Presiding Officer of the House of Parliament to which the member belongs

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# Public Interest Disclosure Policy



Where the information relates to...	the relevant authority is...
a person or a matter of a prescribed class <sup>1</sup>	an authority declared by the regulations to be a relevant authority in relation to such information
<p><del>any Disclosure of Public Interest Information public interest information – being:</del></p> <ul style="list-style-type: none"> <li><del>environmental and health information (information that raises a potential issue of a substantial risk to the environment or to the health or safety of the public generally or a significant section of the public); or</del></li> <li><del>public administration information (information that raises a potential issue of corruption, misconduct or maladministration in public administration)</del></li> </ul>	<ul style="list-style-type: none"> <li>the OPI;</li> <li>a Minister of the Crown; or</li> <li>any other prescribed person or person of a prescribed class</li> </ul>

<sup>1</sup> at this stage, no prescribed persons or classes have been identified

# Public Interest Disclosure Procedure



## 1. RATIONALE

- 1.1. The City of Marion (the Council) has developed t~~This procedure has been developed to give effect to its support obligations under the Public Interest Disclosure Act 2018 (the PID Act) and to support the Council's City of Marion's~~ Public Interest Disclosure Policy.
- 1.2. This document explains the applicable procedures and processes that the ~~City of Marion Council~~ has in place for making and dealing with appropriate Disclosures of ~~Public Interest Information~~, to ensure that the ~~City of Marion Council~~:
  - ~~properly~~ fulfils its responsibilities and obligations under the PID Act and the Independent Commissioner Against Corruption Act 2012 (the ICAC Act);
  - ~~appropriately~~ encourages and facilitates Disclosures of Public Interest Information, ~~including environmental and health information regarding a location within the Council area of the City of Marion~~;
  - provides a process by which Disclosures may be made so that they are appropriately received, assessed and action is taken, where required ~~properly investigated~~;
  - ensures the~~provides appropriate~~ protections under the PID Act are afforded to Informants for those who make Disclosures in accordance with the PID Act; and
  - recognises the need to appropriately support Informants, the Responsible Officer and, as appropriate, those Public Officers affected by any appropriate Disclosure.

## 2. PROCEDURE SCOPE AND IMPLEMENTATION

- 2.1. This Procedure applies to appropriate Disclosures of Public Interest Information, ~~that are~~ made in accordance with the PID Act, by public officers, including Council Members, Officers and Employees of the Council, as well as ~~and~~ by members of the public.
- 2.2. This Procedure is intended to complement the reporting framework under the ICAC Act Guidelines prepared by the Commissioner in accordance with section 14 of the PID Act, as well as the reporting obligations of public officers under the ICAC Act and the Ombudsman Act 1972 (the Ombudsman Act).
- 2.2.2.3. ~~This Procedure is also, and~~ designed to complement the existing communication channels within Council and to operate in conjunction with other existing policies, including the:
  - Public Interest Disclosure Policy;
  - Fraud & Corruption Prevention Policy;

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# Public Interest Disclosure Procedure



- Code of Conduct for Council Employees;
- Code of Conduct for Council Members;
- Complaint and Grievance Policy; and
- Internal Review of Council Decisions Policy under section 270 of the *Local Government Act 1999*.

### 3. DEFINITIONS

For the purposes of this Procedure the definitions are as per the Public Interest Disclosure ~~Policy~~Policy.

### 4. PROCEDURE / STEPS

#### Role of Responsible Officer

- 4.1. Upon receipt of a Disclosure of Public Interest Information, the Responsible Officer will deal with the Disclosure in accordance with the processes described in this Procedure, and within the authority granted by the Public Interest Disclosure Policy and the PID Act.
- 4.2. If an Informant believes that his/her Disclosure is not being dealt with appropriately or in accordance with this Procedure or the Public Interest Disclosure Policy, they should contact the Responsible Officer in the first instance.
- 4.3. The Responsible Officer may be contacted in person, by telephone or in writing. The relevant contact details are:
  - Telephone 08 8375 6625 (Manager Corporate Governance)  
08 7420 6413 (Manager Human Resources)
  - Email [Publicinterestdisclosure@marion.sa.gov.au](mailto:Publicinterestdisclosure@marion.sa.gov.au)
  - Address Confidential  
Responsible Officer, Public Interest Disclosure  
PO Box 21  
Oaklands Park SA 5046

This mail box is cleared by the records management team daily, however all mail addressed in this way will be delivered direct to the Responsible Officers unopened.

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An Informant may also make a Disclosure of Public Interest Information by contacting the dedicated hotline on [INSERT], established by the Council for the purposes of receiving such Disclosures.

## Confidentiality

- 5.1. The identity of an Informant will be maintained as confidential, subject to the requirements under section 8 of in accordance with the PID Act, and the Guideline 3 of the Guidelines published by the Commissioner.
- 5.2. A recipient of an appropriate Disclosure may only divulge the identity of an Informant where:
  - 5.2.1. the recipient believes on reasonable grounds that it is necessary to divulge the identity of the Informant in order to prevent or minimise an imminent risk of serious physical injury or death to any person, **and** the identity of the Informant is then divulged to a person or authority that the recipient believes on reasonable grounds is the most appropriate authority or person to be able to take action to prevent or minimise the imminent risk of serious physical injury or death to any person; or
  - 5.2.2. the recipient has been issued with a notice from the OPI advising that the identity of the Informant is required by the OPI, in which case the recipient must disclose the identity of the Informant to the OPI; or
  - 5.2.3. doing so is necessary for the matter to be properly investigated (but only to the extent necessary to ensure proper investigation); or
  - 5.2.4. the Informant consents to his/her identity being disclosed
- 5.3. The PID Act does not expressly require any other information relating to a Disclosure (including, for example, the nature of the allegations) to be maintained as confidential, but in considering whether to further disclose other information provided as part of an appropriate Disclosure the recipientCouncil should be mindful of the prohibition against Victimisation underin the PID Act.
- 5.4. An Informant may wish to remain anonymous, but in that event, must ensure that the allegation is sufficiently supported by the provision of necessary details and evidence to enable the matter to be properly investigated.

## Disclosure Process

- 6.1. The PID Act provides for protection for Informants where ~~public interest~~ Disclosures are made:

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- 6.1.1. by a member of the public or a public officer about ~~E~~environmental and ~~H~~health ~~i~~information, which the Informant reasonably believes to be true or which the Informant believes may be true and is of sufficient significance to warrant Disclosure, regarding a location within the Council area ~~of a particular council~~; and/or
- 6.1.2. by a public officer ~~in relation with a reasonable suspicion about to~~ ~~P~~public ~~A~~administration ~~i~~information, ~~where that public officer reasonably suspects that the information raises a potential issue of corruption, misconduct or maladministration in public administration~~ regarding either a location within a Council area, or a public officer who is a ~~Council M~~member, ~~O~~fficer or ~~E~~mployee of the Council.
- 6.2. Disclosures should ~~generally, and~~ wherever possible, be directed in the first instance to the Responsible Officer, who has the responsibility for receiving ~~and actioning~~ appropriate Disclosures relating to the Council.
- 6.3. However, nothing in this Procedure prevents a person from making a Disclosure to another Relevant Authority, including a Relevant Authority external to the Council. This is a choice to be made by the Informant at his/her discretion.
- 6.4. The following are relevant considerations for an Informant in determining where to direct a Disclosure:
  - 6.4.1. when choosing to make a Disclosure internally, Disclosures relating to ~~an a Council Elected member, Officer or Employee or a member of the Council staff~~, should usually be made to a Responsible Officer;
  - 6.4.2. Disclosures relating to the ~~Principal Officer (being the Chief Executive Officer under the PID Act), (or person acting in that position)~~, should ~~usually~~ be made to a Responsible Officer or the Mayor;
  - 6.4.3. any Disclosure relating to a person appointed as a Responsible Officer should be made to the other person appointed as a Responsible Officer or failing this, to a Relevant Authority external to the Council (such as the OPI ~~or the Ombudsman~~);
  - 6.4.4. any Disclosure relating to ~~P~~public ~~A~~administration ~~i~~information about a public officer who is a ~~Council M~~member, ~~O~~fficer or ~~E~~mployee of the Council may be made to a Responsible Officer, ~~or may be made direct to the OPI or the Ombudsman~~;
  - 6.4.4. ~~if a public officer holds a~~ ;
  - 6.4.5. ~~any Disclosure relating to Maladministration or Misconduct in public administration may be reported to OPI in accordance with the ICAC Act;~~

# Public Interest Disclosure Procedure



6.4.5. if there is a reasonable suspicion that a matter pertains to of Corruption in public administration, they must report the same to the OPI in accordance with the Directions and Guidelines for Public Officers published by the Director of the OPI;

6.4.6. if a public officer holds a reasonable suspicion that a matter pertains to maladministration or misconduct in public administration, they should report the same to the Ombudsman in accordance with the Directions and Guidelines published by the Ombudsman;

6.4.6. , or of Maladministration or Misconduct that is serious or systemic, it must be reported to the OPI in accordance with the Directions and Guidelines;

6.4.7. if a Disclosure relates ~~contains~~ allegations of Fraud or Corruption, the Informant should report the matter in accordance with the Council's Fraud and Corruption Management Policy, which provides that:

6.4.7.1. if the Disclosure relates to cCorruption in public administration it will be reported to the OPI; and

6.4.7.2. if the Disclosure relates to Fraud, it may be reported to the Responsible Officer or direct to SAPOL.

6.5. A Disclosure may be made in person, by telephone (including by way of contacting the dedicated hotline) or in writing (either by post or email)

6.5.6.6. Where a Disclosure is made by telephone or in person, the recipient must take notes of the conversation and, where possible, should ask the Informant to verify and sign the notes.

## Receipt of a Disclosure

7.1. A flowchart outlining the Disclosure Process is at **Appendix B** to this Procedure.

7.2. If a Council Member, Employee or Officer receives a Disclosure of Public Ininterest Information regarding a location within the Council area, or a public officer of the Council, the recipient of that Disclosure will:

7.2.1. ask the Informant whether they consent to the details of their identity being provided to the Responsible Officer, and in doing so advise the Informant that a failure to provide that consent may mean that the Disclosure cannot be properly investigated; and



# Public Interest Disclosure Procedure



7.2.2. refer the Disclosure to the Responsible Officer and, in doing so, comply with the wishes of the Informant with respect to whether details of their identity may be divulged.

7.3. Upon the receipt of a Disclosure (whether directly, or by referral from a Council Member, ~~E~~mployee or ~~O~~fficer), the Responsible Officer will:

7.3.1. immediately undertake a Preliminary Assessment in accordance with Part 8 of this Procedure; and

7.3.2. as soon as practicable thereafter, in accordance with Part 9 of this Procedure:

7.3.2.1. notify the OPI of the Disclosure; and

7.3.2.2. confirm receipt of the Disclosure with the Informant; and

7.3.3. subject to the outcome of the Preliminary Assessment, ~~then~~ take appropriate action, including, where required:

7.3.3.1. appointing an Independent Assessor to further investigate the Disclosure in accordance with Part 10 of this Procedure; and

7.3.3.2. notifying the Informant of the outcome of any action taken by the Council, including any investigation in accordance with Part 11 of this Procedure; and

7.3.3.3. notify~~ing~~ the OPI of the outcome of any action taken in accordance with Part 11 of this Procedure; and~~or~~

~~7.3.3.4. reporting the outcome of any action taken to the Minister in accordance with Part 11 of this Procedure; and~~

~~7.3.3.5.~~ 7.3.3.4. preparing and issuing a final report to the Principal Officer in accordance with Part 12 of this Procedure.

## Preliminary Assessment of Disclosure

8.1. Where the identity of the Informant is known to the Responsible Officer or is reasonably ascertainable, the Responsible Officer will acknowledge receipt of the Disclosure within 2 business days and in doing so, will provide a copy of this Procedure~~policy~~ to the Informant.

8.2. Upon receipt of a Disclosure, the Responsible Officer will undertake a ~~P~~reliminary ~~A~~ssessment to determine:

8.2.1. if the content of the Disclosure suggests there is an imminent risk of serious physical injury or death to any person or the public generally;

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8.2.2. if the matter/s the subject of the Disclosure involve corruption, ~~in public administration, or serious or systemic~~ misconduct or maladministration in public administration; or

~~8.2.3.~~ if the information disclosed justifies further action.

~~8.2.3-8.2.4.~~ When determining whether the information disclosed justifies further action, the Responsible Officer will determine whether ~~including a decision as to whether~~ the Disclosure:

~~8.2.3-1-8.2.4.1.~~ ~~pertains to information that does not justify the taking of further action, which may include an assessment as to whether it is~~ frivolous, vexatious or trivial (in which case, no further action will be taken in relation to the Disclosure);

~~8.2.3-2-8.2.4.2.~~ ~~involves-relates to~~ a matter which has already been investigated or acted upon by a Relevant Authority and there is no reason to re-examine the matter, or there is other good reason why no action should be taken in respect of the matter (in which case, no further action will be taken in relation to the Disclosure);

~~8.2.3-3-8.2.4.3.~~ requires referral to another Relevant Authority external to the Council; or

~~8.2.3-4-8.2.4.4.~~ warrants referral to an Independent Assessor for a formal investigation and report to ~~Council~~ the Principal Officer.

8.3. The Responsible Officer must report the outcome of his/her determination following the Preliminary Assessment to the ~~Principalle~~ Officer (unless the Disclosure relates to the ~~Chief Executive Officer~~ Principal Officer, in which case it should be to the Mayor). Any report prepared in accordance with this Part will not disclose particulars that will, or are likely to lead to, the identification of the Informant, unless the circumstances in clause 5.2 of this Procedure apply.

8.4. Where the Responsible Officer determines that the content of the Disclosure suggests there is an imminent risk of serious physical injury or death to any person or to the public generally, the Responsible Officer must immediately communicate such information as may be necessary to mitigate that risk to the most appropriate agency (for example, South Australia Police, SafeWork SA, SA Ambulance, ~~or the~~ Environment Protection Authority). In doing so, the Responsible Officer must also have regard to clause 5.2.1 of this Procedure.

8.5. Where the Responsible Officer forms a reasonable suspicion that the matter/s the subject of the Disclosure involve corruption, ~~in public administration, or serious or systemic~~ misconduct or maladministration in public administration, the Responsible

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Officer must comply with ~~his/her~~any reporting obligations that may exist under the ICAC Act or the Ombudsman Act in accordance with the Directions and Guidelines.

8.6. Where the Responsible Officer determines the Disclosure warrants further investigation by the Council, the Responsible Officer will, having regard to available resources, appoint the Independent Assessor and refer the Disclosure to the Independent Assessor for investigation.

8.7. Where the Responsible Officer determines the Disclosure warrants referral to an external body or another Relevant Authority, the Responsible Officer will undertake the referral, including ensuring that such information as is necessary to enable action to be taken is communicated to the most appropriate person or relevant authority to take that action.

8.8. Where the Responsible Officer determines the Disclosure requires any other action, to ensure the matter the subject of the Disclosure is properly addressed, the Responsible Officer will include in his/her determination details of that other recommended action. ~~Where the Preliminary Assessment is being undertaken by the Supervisor, the Supervisor will include this recommendation in his/her report to the Responsible Officer for the Responsible Officer to action.~~

~~8.8-8.9.~~ The Council will not be responsible for investigating disclosures of Public Administration Information (being information that raises a potential issue of corruption, misconduct or maladministration in public administration) in the absence of a direction or referral to do so from the OPI or the Ombudsman.

## Notification of Preliminary Assessment

9.1. So long as the identity of the Informant is known to the Responsible Officer, or is reasonably ascertainable, the Responsible Officer will notify the Informant of the outcome of his/her determination in writing as soon as is reasonably practicable after the Preliminary Assessment has been made, and in any event **within 30 days of receipt** (as required by the PID Act) of the Disclosure. In doing so, the Responsible Officer must advise the Informant of:

9.1.1. any action that has been, or will be, taken in relation to the Disclosure; or

9.1.2. if no action is being taken in relation to the Disclosure, the reason/s why.

9.2. If the Responsible Officer fails to notify the Informant in accordance with clause 9.1 above, the Informant may be entitled to protection in relation to any subsequent Disclosure of that information to a journalist or ~~M~~member of Parliament in accordance with the PID Act.

# Public Interest Disclosure Procedure



- 9.3. If the Informant is dissatisfied with the Responsible Officer's determination, it is open to him/her to report the Disclosure to another Relevant Authority external to the Council.
- 9.4. As soon as reasonably practicable following the Preliminary Assessment and notification to the Informant, the Responsible Officer must use the dedicated online notification form at [www.publicintegrity.sa.gov.au/public-interest-disclosure\\_icac.sa.gov.au](http://www.publicintegrity.sa.gov.au/public-interest-disclosure_icac.sa.gov.au) to notify OPI of the Disclosure (**Initial Notification**), and in doing so must ensure that the details required by Guideline 1.4 of the **Public Interest Disclosure** Guidelines are included **in the Initial Notification**.
- 9.5. The Responsible Officer will retain the unique reference number issued by the OPI upon making the Initial Notification, and will ensure that reference number is provided to any other person or authority to whom the Disclosure is referred.

## Investigation Procedure

- 10.1. Where the Responsible Officer determines, following a Preliminary Assessment, that a Disclosure warrants referral to an Independent Assessor for a formal investigation and report **to the Principal Officer**, the Responsible Officer will appoint an Independent Assessor in accordance with this Part to investigate the Disclosure.
- 10.2. The Independent Assessor will be appointed on a case-by-case basis depending on the nature of the Disclosure. A list may be prepared of pre-approved persons who may be appointed as an Independent Assessor in any given circumstances, in which case the Responsible Officer must have regard to this list in appointing the Independent Assessor.
- 10.3. The objectives of the investigation process are:
  - 10.3.1. in appropriate circumstances, to investigate the substance of the Disclosure and to determine whether there is evidence in support of the matters raised or, alternatively, to refute the report made;
  - 10.3.2. to collate information relating to the allegation as quickly as possible. This may involve taking steps to protect or preserve documents, materials and equipment;
  - 10.3.3. to consider the information collected and to draw conclusions objectively and impartially;
  - 10.3.4. to observe procedural fairness in the treatment of any person who is subject of the Disclosure; and
  - 10.3.5. to make recommendations arising from the conclusions drawn concerning remedial or other appropriate action.

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- 10.4. The Independent Assessor will observe the principles of natural justice throughout the investigation process. The investigation will be conducted in an efficient manner and will involve a thorough and balanced assessment of the available evidence and any other factors deemed relevant to making a fair and reasonable judgement about the matter.
- 10.5. Upon receipt of a Disclosure referral under this Part, the Independent Assessor will bring the fact of the Disclosure to the attention of the person who is the subject of it in writing within 5 days, and provide them with an opportunity to respond to the Disclosure within a reasonable timeframe (either in writing or in person). The full details of any allegations contained in the Disclosure need not be brought to the person's attention if the Independent Assessor considers that doing so will compromise the investigation.
- 10.6. During any interview with the Independent Assessor, the person who is the subject of a Disclosure may be accompanied by any person providing support to him/her (including a lawyer) as he/she considers fit. Any costs incurred in relation to obtaining the assistance of a support person are the personal expenses of the person subject of the Disclosure. The support person is bound by a duty of confidentiality in relation to any matter discussed during such interview.
- 10.7. The investigation will be undertaken in confidence. So long as the identity of the Informant is known to the Responsible Officer or is reasonably ascertainable, the Independent Assessor will keep the identity of the Informant confidential unless the circumstances in clause 5.2 of this Procedure apply.
- 10.8. The Independent Assessor will keep the Responsible Officer informed of the expected timeframes for completion of the investigation and the provision of his/her investigation report to the Responsible Officer.
- 10.9. Upon finalising an investigation the Independent Assessor must prepare an investigation report to the Responsible Officer that will contain the following details:
  - 10.9.1. the allegation(s);
  - 10.9.2. an account of all relevant information received including any rejected evidence, and the reasons why the rejection occurred;
  - 10.9.3. the conclusions reached and the basis for them; and
  - 10.9.4. any recommendations arising from the conclusions, including any remedial action which should be taken by the Council.

The report is to be accompanied by:

- 10.9.5. the transcript or other record of any verbal evidence taken, including tape recordings; and

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- 10.9.6. all documents, statements or other exhibits received by the Independent Assessor and accepted as evidence during the course of the investigation.
- 10.10. Any report prepared in accordance with this Part will not disclose particulars that will or are likely to lead to the identification of the Informant, unless the circumstances in clause 5.2 of this Procedure apply.
- 10.11. The Responsible Officer must take whatever action is, in his/her discretion, considered appropriate in the circumstances having regard to the matters identified in the Independent Assessor's report.

## Notification of Further Action

- 11.1. So long as the identity of the Informant is known to the Responsible Officer or is reasonably ascertainable, the Responsible Officer will notify the Informant of the outcome of his/her determination in writing as soon as is reasonably practicable after the Further Action has been taken and, in any event, **within either:**
- 11.1.1. **90 days of receipt** of the Disclosure; or
- 11.1.2. such longer period as may be specified by written notice given by the Responsible Officer within that 90 day period.
- 11.2. In doing so the Responsible Officer must advise the Informant of:
- 11.2.1. any action that has been, or will be, taken in relation to the Disclosure; or
- 11.2.2. if no action is being taken in relation to the Disclosure, the reason/s why.
- 11.3. If the Responsible Officer fails to notify the Informant in accordance with clauses 11.1 and 11.2 above, the Informant may be entitled to protection in relation to any subsequent Disclosure of that information to a journalist or **M**member of Parliament in accordance with the PID Act.
- 11.4. If the Informant is dissatisfied with the Responsible Officer's determination or the action taken it is open to him/her to report the Disclosure to another Relevant Authority external to the Council.
- 11.5. As soon as reasonably practicable following the Preliminary Assessment and notification to the Informant, the Responsible Officer must use the dedicated online notification form at [www.publicintegrity.sa.gov.au/public-interest-disclosure-icac.sa.gov.au](http://www.publicintegrity.sa.gov.au/public-interest-disclosure-icac.sa.gov.au) to notify OPI of the action taken in relation to the Disclosure (**Further Notification**) and, in doing so, must ensure that the details required by Guideline 2 of the **Public Interest Disclosure** Guidelines are included **in the Further Notification**.



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- 11.6. If the Disclosure came to the Council by way of a referral from a Minister, the Responsible Officer must ensure that the Minister is also notified of the action taken in relation to the Disclosure, and the outcome of any such action. The Minister should be notified in accordance with this clause following the Preliminary Assessment if the Responsible Officer determines that no action is to be taken.

## Final Report and Recommendation

- 12.1. Upon finalising any action required in relation to a Disclosure, the Responsible Officer must prepare a report that will contain the following details:

- 12.1.1. the subject of the Disclosure;
- 12.1.2. an account of the steps taken by the Responsible Officer in accordance with this Procedure, including, where appropriate, enclosing a copy of any Independent Assessor's report;
- 12.1.3. conclusions reached as a result of the steps taken in response to the Disclosure and the basis for them; and
- 12.1.4. any recommendations arising from the conclusions, including any remedial action which is recommended to-should be taken by the Council.

- 12.2. Any report prepared in accordance with this Part will not disclose particulars that will or are likely to lead to the identification of the Informant, unless the circumstances in clause 5.2 of this Procedure apply.

- 12.3. The Responsible Officer's Report must be provided to the ~~Chief Executive Officer~~Principal Officer (or to the Mayor where the matter relates to the ~~Chief Executive~~Principal Officer) to action as he/she considers appropriate.

## Information to Elected Body

- 13.1. As a matter of discretion, the Principal Officer may inform the elected body, on a confidential basis, of the fact that an investigation of a Disclosure took place and the outcome of the investigation.

- 13.2. Factors the Principal Officer will take into account in determining whether to inform the elected body -under paragraph 7.1 above- and the level of detail provided in doing so are to include:

- 13.2.1. if known, the identity of the Informant, and whether the Informant has consented to his/her identity being divulged;
- 13.2.2. if applicable, the identity of any person the subject of the Disclosure;

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- 13.2.3. the impact (if any) of the investigation upon the Council's achievement of its objectives under its Strategic Plan and/or policies; and
- 13.2.4. the impact of any action taken to finalise the matter upon the Council's operations and/or budget.

13.3. In the event the Disclosure and/or any subsequent investigation process is confined to issues that impact only upon Council staff and human resource processes, the Principal Officer will not inform the elected body of the fact of the Disclosure and/or investigation, ~~as these~~ ~~(since these)~~ matters fall outside the roles and responsibilities of elected members under the *Local Government Act 1999*).

## Secure Handling and Storage of Information

- 14.1. The Responsible Officer must ensure accurate records of an appropriate Disclosure are securely and confidentially maintained including notes of all discussions, phone calls, and interviews.
- 14.2. The Responsible Officer will ensure all information relating to an appropriate Disclosure is maintained as confidential and as such, will be solely responsible for the secure storage of this information, which will be stored separately from the Council's records.
- 14.3. In performing his/her duties, the Responsible Officer will maintain a confidential file of information (including written documents, disks, tapes, film or other objects that contain information) that relates to a Disclosure and/or is a product of the associated investigation/reporting process. All such information will be recorded in a register which is to remain confidential and be securely stored in a locked down section of Sharepoint.
- 14.4. In the event that a person's appointment as a Responsible Officer is terminated, the person must provide this information to ~~any incoming~~ ~~the newly-appointed~~ Responsible Officer and having done so will continue to be bound by a duty of confidentiality in respect of an Informant's identity and the information received as a result of the Disclosure.
- 14.5. Although the Responsible Officer is ultimately responsible to ensure any appropriate Disclosure of Public Interest information ~~will be~~ ~~is~~ securely received and stored, the security and confidentiality obligations outlined in this Part also apply to any Independent Assessor appointed pursuant to this Procedure in relation to any Investigation.

## Protection for the Informant

- 15.1. An Informant who makes an appropriate Disclosure of Public Interest Information under the PID Act is entitled to ~~Although the PID Act does not provide any protection to people who knowingly make Disclosures that are false or misleading, an Informant who makes an appropriate Disclosure will ordinarily be protected by:~~

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- 15.1.1. immunity from criminal or civil liability;
- 15.1.2. a prohibition on Disclosure of his/her identity, other than in limited specific circumstances, as set out under section 8 of the PID Act and Guideline 3 of the Guidelines;
- 15.1.3. ~~a prohibition~~protection against Victimisation; and
- 15.1.4. a prohibition against hindering, obstructing or preventing an Informant from making an appropriate Disclosure.

15.2. The PID Act does not provide any protections to people who knowingly make disclosures that are false or misleading.

15.3. A person who knowingly makes a Disclosure that is false or misleading in a material particular is guilty of an offence and may be prosecuted.

~~15.2.~~15.4. A person who personally commits an act of Victimisation against an Informant is guilty of an offence and may be prosecuted.

~~15.3.~~15.5. The Council will take action as appropriate in the circumstances of the relevant Disclosure/s to protect Informants from Victimisation, and/or from being hindered or obstructed in making a Disclosure. Such action may include acting in accordance with the following risk minimisation steps:

~~15.3.1.~~15.5.1. As set out in ~~this e-Public Interest Disclosure~~ Procedure and/or referring the matter to the SA Police;

~~15.3.2.~~15.5.2. disciplinary action by the Council or the ~~Chief Executive Officer~~Principal Officer (as appropriate) for any failure to act otherwise than in accordance with this Procedure or the Public Interest Disclosure Policy (including with respect to divulging the identity of an Informant) in relation to a Disclosure.

## 16. REVIEW AND EVALUATION

The review of this Procedure is to be conducted every two years. An interim review is to be carried out in the event of:

- ~~a~~An amendment to the PID Act; or
- where a Disclosure received and actioned under this A-matter reported via this Procedure is not managed appropriately and in accordance with the PID Act.

The Manager Corporate Governance will be responsible for the review in consultation with Responsible Officers.

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# Public Interest Disclosure Procedure



Any changes to the document will be submitted to the Executive Leadership Team and will require endorsement by the ~~Chief Executive~~ Principal Officer.

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Authorisation Date: xx/xx/xx  
Review Date: xx/xx/xx

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# Public Interest Disclosure Procedure



## Appendix A Relevant Authorities

Where the information relates to...	the relevant authority is...
a public officer*  *as defined in section 4 and set out in Schedule 1 of the <i>Independent Commissioner Against Corruption Act 2012</i> - relevantly, this includes Council Members, Officers and Employees of local government bodies	either: <ul style="list-style-type: none"> <li>the person who is designated by the Guidelines as being taken to be responsible for management or supervision of the public officer; or</li> <li>the person who is in fact responsible for the management or supervision of the public officer; or</li> <li>the relevant responsible officer (as designated by the Council in accordance with section 12 of the PID Act)</li> </ul>
a public sector agency or public sector employee	either: <ul style="list-style-type: none"> <li>the Commissioner for Public Sector Employment; or</li> <li>the responsible officer for the relevant public sector agency</li> </ul>
an agency to which the <i>Ombudsman Act 1972</i> applies	the Ombudsman
a location within the area of a particular council established under the <i>Local Government Act 1999</i>	a member, officer or employee of that Council
a risk to the environment	the Environment Protection Authority
an irregular and unauthorised use of public money or substantial	the Auditor-General
the commission, or suspected commission, of any offence	a member of <del>the police force</del> <u>SAPOL</u>
a judicial officer	the Judicial Conduct Commissioner
a member of Parliament	the Presiding Officer of the House of Parliament to which the member belongs

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Where the information relates to...	the relevant authority is...
a person or a matter of a prescribed class <sup>1</sup>	an authority declared by the regulations to be a relevant authority in relation to such information
<p><del>any Disclosure of Ppublic Iinterest Iinformation—being:</del></p> <ul style="list-style-type: none"> <li><del>• environmental and health information (information that raises a potential issue of a substantial risk to the environment or to the health or safety of the public generally or a significant section of the public); or</del></li> <li><del>• public administration information (information that raises a potential issue of corruption, misconduct or maladministration in public administration)</del></li> </ul>	<ul style="list-style-type: none"> <li>the OPI;</li> <li>a Minister of the Crown; or</li> <li>any other prescribed person or person of a prescribed class</li> </ul>

<sup>1</sup> presently, no prescribed persons or classes have been identified



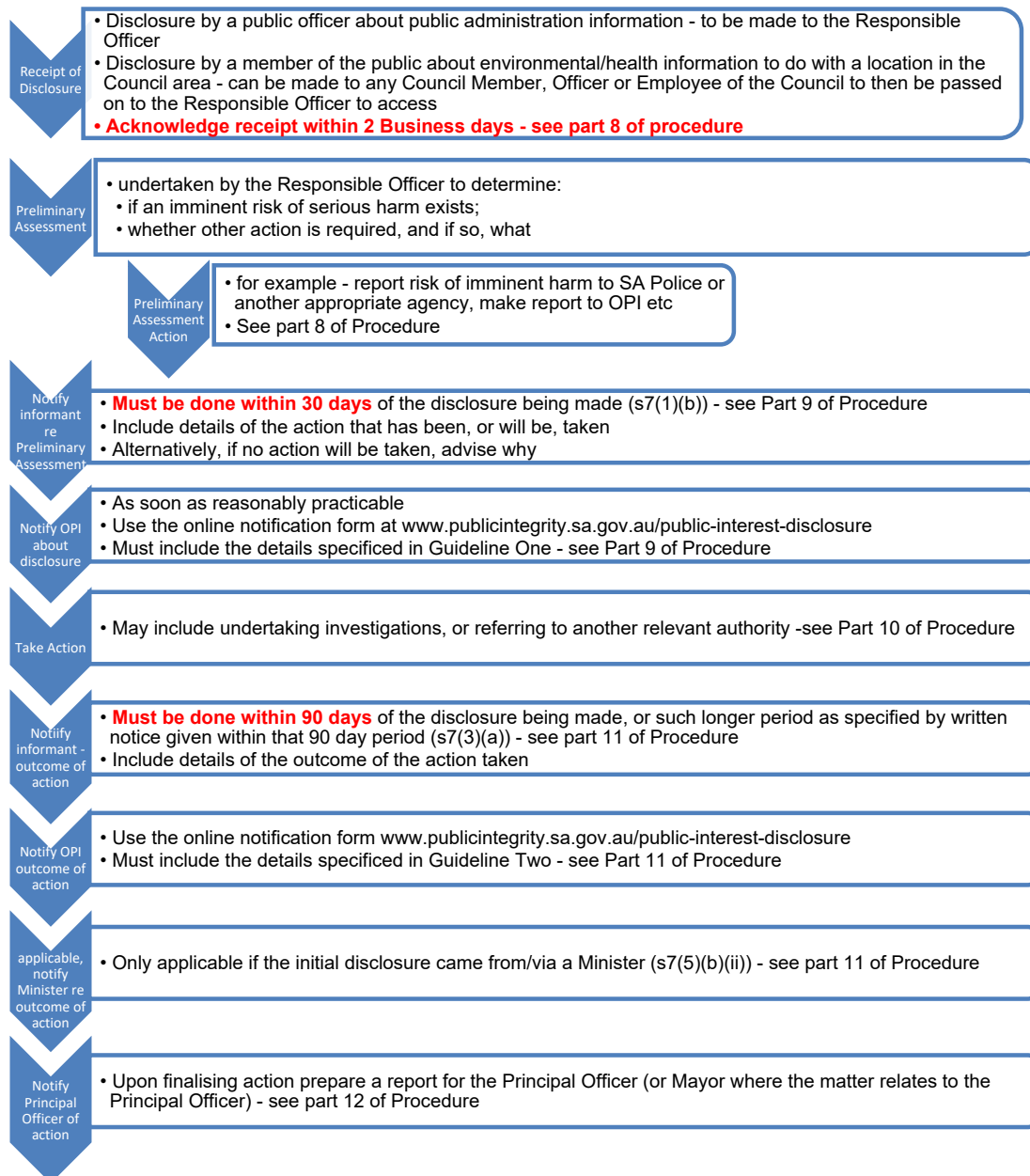
# Public Interest Disclosure Procedure

CITY OF



MARION

## Appendix B - Notification Process Flowchart



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## 12 Corporate Reports for Information/Noting

### 12.1 WHS Monthly Performance Report

Report Reference	GC220322R12.1
Originating Officer	WHS Coordinator – Paul Johns
Corporate Manager	Manager People and Culture - Jessica Lynch
General Manager	Chief Executive Officer - Tony Harrison

#### REPORT HISTORY

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 (I.e. Hazard and near miss reporting, Tables 1 and 2)); and
- Lag performance indicators (I.e. Injury data reported in Tables 3 to 5, Figures 1 to 4).

**Council's KPI is the achievement of a 10% reduction on last year's LTIFR of 14.5, to reach 13.0 or less in 2021-22.**

The 2021-22 LTIFR as at the end of February 2022 is **0.0** with **0** lost time injury claims being submitted.

The wellbeing of the staff involved is paramount and management review 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 and Programs to address compliance, key risks and reduce the LTIFR.

#### ATTACHMENTS

1. WHS Monthly Performance Report - Feb 2022 [**12.1.1** - 3 pages]

## Attachment 1 – WHS Monthly Performance Report – February 2022

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	4	5	5	8					46	5.8

**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	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**

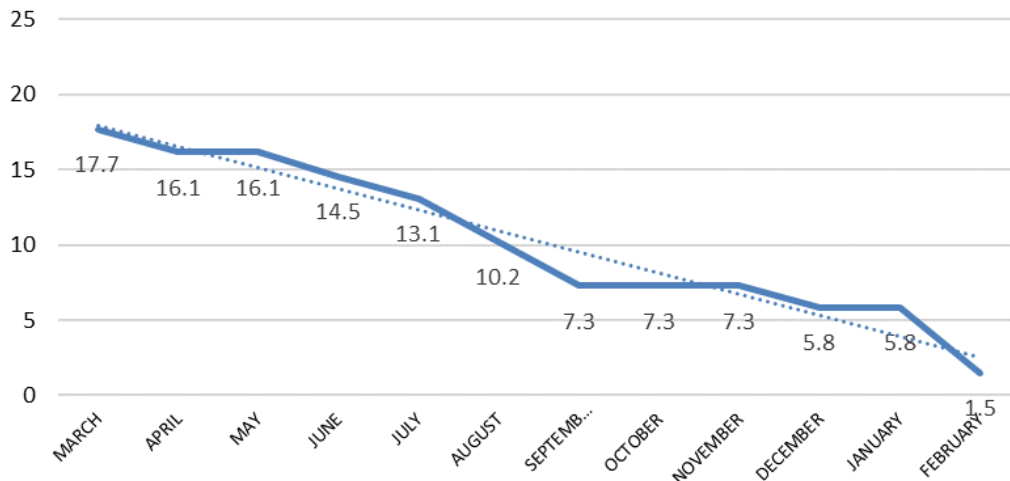
No.	Description of Incident	Mechanism of Injury	Injury Description
	Nil		

### 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**

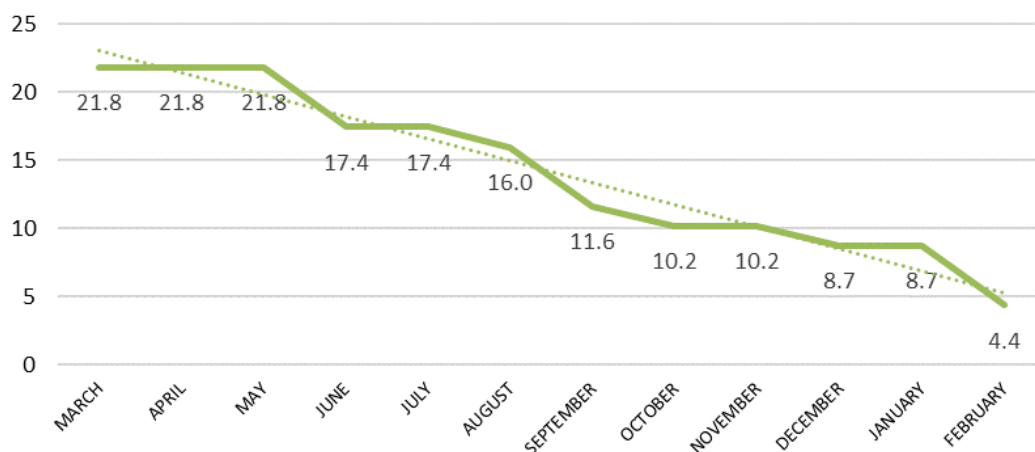


The current 12 month rolling LTIFR for the City of Marion is **1.5** which represents a **92%** reduction over the previous 12 months.

### 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**

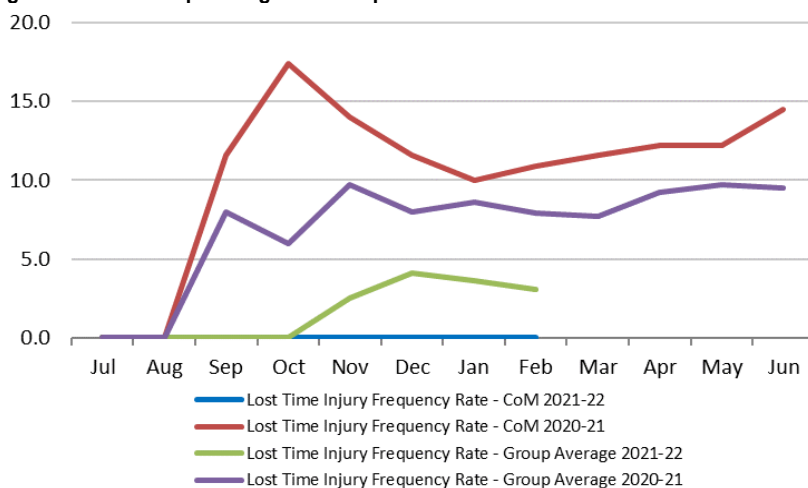


The current 12 month rolling TRIFR for the City of Marion is **4.4** which represents **80%** reduction over the previous 12 months.

### 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 (<sup>1</sup>GaC).

**Figure 3: LTIFR compared against Group A Councils**

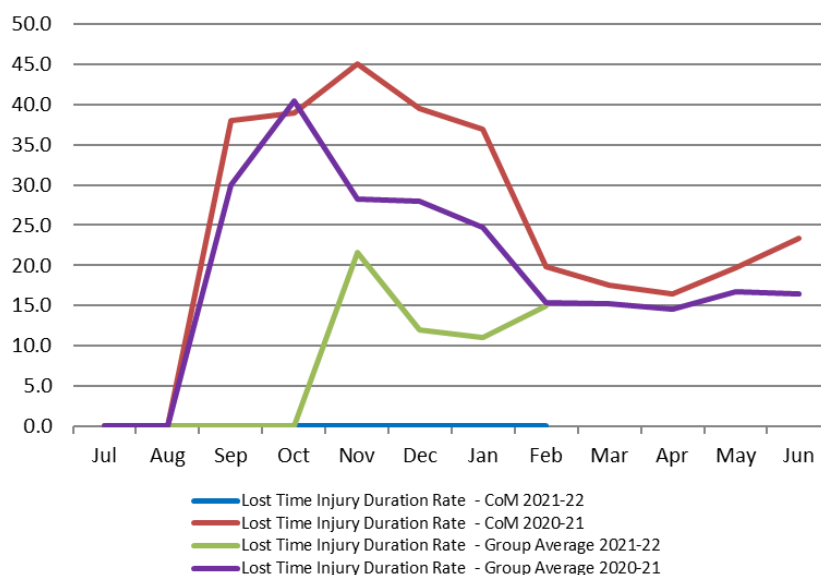


The current LTIFR for the City of Marion (which would be represented in blue) is **0**, compared to GaCs recording **3.1**, with no claims being recorded this year to date.

### 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 **15.0**, with no claims being recorded this year to date.

<sup>1</sup> 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 Finance Report - February 2022**

<b>Report Reference</b>	GC220322R12.2
<b>Originating Officer</b>	Assistant Financial Accountant – Melissa Virgin
<b>Corporate Manager</b>	N/A
<b>General Manager</b>	Acting General Manager Corporate Services – Ray Barnwell

**REPORT OBJECTIVE**

This report provides Council with information relating to the management of financial resources under its control as at February 2022. 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 – February 2022”**

**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 February Appendix 1 pts 1 2 3 4 [**12.2.1** - 5 pages]
2. Finance Report February Appendix 2 pt 1 2 [**12.2.2** - 7 pages]
3. Finance Report February Appendix 3 pt 1 2 [**12.2.3** - 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 \$9.910m.

**Comment:** Council currently has a net operating surplus result of \$1.033m before capital revenues, against a year to date forecast budget of \$0.247m surplus. This position is detailed in the attached Funding Statement and variation notes.

Capital Budget -  
\$53.335m

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 97.61% 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 &amp; 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 are fully cash backed and are detailed in the below table. Council's adopted budget for 2021-22 includes Transfer to Reserves of \$1.087m and Transfers from Reserves of \$28.507m, and after accounting for amounts quarantined for specific projects or works, there is \$3.245m 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	137	674	1,087
Budgeted transfers from reserve	0	(6,205)	(280)	(1,525)	(2,893)	(10,903)	0	(35)	(17,569)	(28,507)
Current Budgeted Closing Balance	2,000	4,470	989	0	665	8,124	1,159	2,543	6,191	18,017
Quarantined Funds	(2,000)	(4,038)	(949)	0	(435)	(7,422)	(1,159)	0	(6,191)	(14,772)
Projected Available Balance	0	432	40	0	230	702	0	2,543	0	3,245

The 2021-22 2<sup>nd</sup> budget review forecasts a net cash deficit of \$0.422m.

\*CFPP: Community Facilities Partnership Program

\*Other includes Walking & Cycling and Energy Efficiency.

**Funding Statement  
as at 28 February 2022**

Original Adopted Budget	Carryovers	Budget Review Adjustments		YTD Actual	YTD Budget	YTD Variance	Annual Budget	Note
\$'000	\$'000	\$'000		\$'000	\$'000	\$'000	\$'000	
			<b>Operating Revenue</b>					
81,693	-	101	<b>Rates</b>	54,462	54,430	32 F	81,794	
2,106	-	3	<b>Statutory Charges</b>	1,566	1,601	(35) U	2,109	
2,827	-	(174)	<b>User Charges</b>	1,911	1,880	31 F	2,653	
6,726	1,185	1,803	<b>Operating Grants &amp; Subsidies</b>	4,892	4,903	(11) U	9,714	
347	-	-	<b>Investment Income</b>	266	266	- -	347	
1,222	-	20	<b>Reimbursements</b>	707	709	(2) U	1,242	
538	-	340	<b>Other Revenues</b>	465	494	(29) U	878	
365	-	-	<b>Net gain - Equity Accounted Investments</b>	-	-	- -	365	
<b>95,824</b>	<b>1,185</b>	<b>2,093</b>		<b>64,269</b>	<b>64,283</b>	<b>(14) U</b>	<b>99,102</b>	
			<b>Operating Expenses</b>					
39,912	-	-	<b>Employee Costs</b>	24,394	25,079	685 F	39,912	<b>A</b>
21,659	4,156	6,652	<b>Contractual Services</b>	18,899	19,019	120 F	32,467	<b>B</b>
5,186	537	(227)	<b>Materials</b>	3,240	3,062	(178) U	5,496	<b>C</b>
254	-	(4)	<b>Finance Charges</b>	123	123	- -	250	
16,000	-	250	<b>Depreciation</b>	10,719	10,765	46 F	16,250	
8,610	64	706	<b>Other Expenses</b>	5,861	5,988	127 F	9,380	<b>D</b>
<b>91,621</b>	<b>4,757</b>	<b>7,377</b>		<b>63,236</b>	<b>64,036</b>	<b>800 F</b>	<b>103,755</b>	
<b>4,203</b>	<b>(3,572)</b>	<b>(5,284)</b>	<b>Operating Surplus/(Deficit) before Capital Revenues</b>	<b>1,033</b>	<b>247</b>	<b>786 F</b>	<b>(4,653)</b>	
			<b>Capital Revenue</b>					
4,577	(801)	393	<b>Capital Grants &amp; Subsidies</b>	274	2,279	(2,005) U	4,169	<b>E</b>
-	-	-	<b>Contributed Assets</b>	-	-	- -	-	
-	-	-	<b>Asset Disposal and Fair Value Adjustment</b>	(76)	-	(76) U	-	
<b>4,577</b>	<b>(801)</b>	<b>393</b>		<b>198</b>	<b>2,279</b>	<b>(2,081) U</b>	<b>4,169</b>	
<b>8,780</b>	<b>(4,373)</b>	<b>(4,891)</b>	<b>Net Surplus/(Deficit) resulting from operations</b>	<b>1,231</b>	<b>2,526</b>	<b>(1,295) U</b>	<b>(484)</b>	
16,000	-	250	<b>add Depreciation</b>	10,719	10,765	(46)	16,250	
-	-	-	<b>add (Gain)/Loss on Asset Disposal</b>	76	-	76	-	
(365)	-	-	<b>less Share of Profit Equity Accounted Investments</b>	-	-	-	(365)	
<b>24,415</b>	<b>(4,373)</b>	<b>(4,641)</b>	<b>Funding available for Capital Investment</b>	<b>12,026</b>	<b>13,291</b>	<b>(1,265) U</b>	<b>15,401</b>	
			<b>Capital</b>					
20,283	2,644	(8,152)	<b>less Capital Expenditure - Renewal</b>	4,411	4,519	108 F	14,775	<b>F</b>
34,360	3,503	697	<b>less Capital Expenditure - New</b>	20,984	20,721	(263) U	38,560	<b>G</b>
-	-	-	<b>less Capital - Contributed assets</b>	-	-	- -	-	
-	-	-	<b>add Proceeds from Sale of Surplus Assets</b>	-	-	- -	-	
<b>(30,228)</b>	<b>(10,520)</b>	<b>2,814</b>	<b>Net funding increase/(decrease)</b>	<b>(13,369)</b>	<b>(11,949)</b>	<b>(1,420) U</b>	<b>(37,934)</b>	

Original Adopted Budget \$'000	Carryovers \$'000	Budget Review Adjustments \$'000		YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Annual Budget \$'000	Note
<b>Funded by</b>								
<b>Loans</b>								
10,920	-	-	Loan Principal Receipts (Net)	-	-	-	10,920	
-	-	-	Loan Receipts/(Payments) from Sporting Clubs (Net)	-	-	-	-	
(827)	-	-	Loan Principal Repayments	(407)	(407)	-	(827)	
10,093	-	-	Loan Funding (Net)	(407)	(407)	-	10,093	
<b>Movement in level of cash, investments and accruals</b>								
(681)	-	260	Cash Surplus/(Deficit) funding requirements	13,644	15,064	(1,420)	(422)	
(19,453)	(10,520)	2,553	Reserves Net - Transfer to/(Transfer from)	(27,420)	(27,420)	-	(27,420)	
(20,134)	(10,520)	2,813	Cash/Investments/Accruals Funding	(13,776)	(12,356)	(1,420)	(27,842)	
30,228	10,520	(2,814)	Funding Transactions	13,369	11,949	1,420	37,934	H

**Variation Notes**

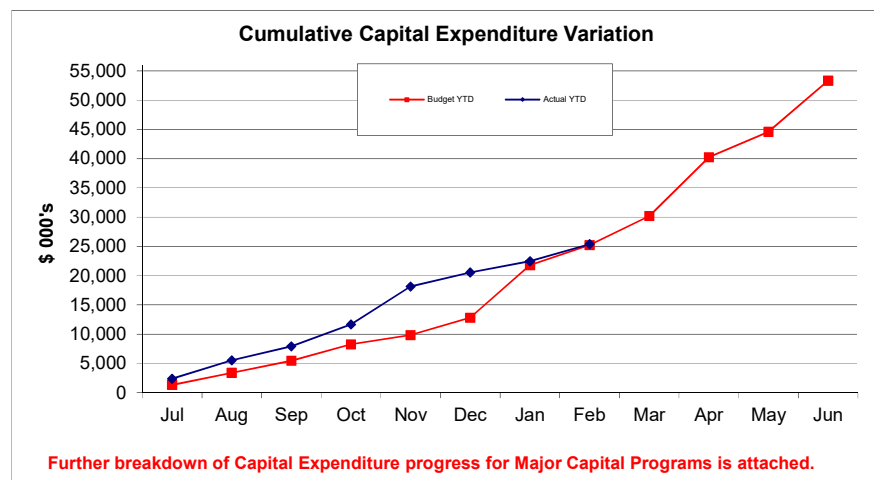
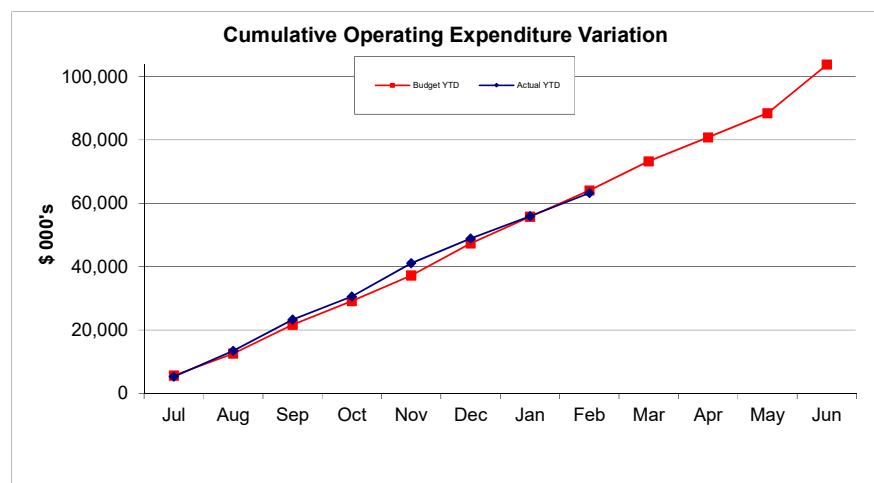
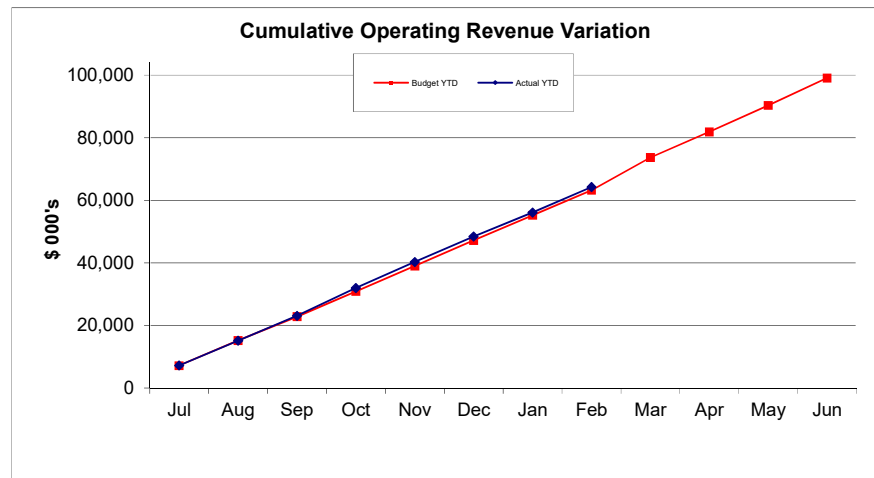
<b>A</b>	<b>Employee Costs</b>	<b>Favourable \$685k</b>	Predominantly reflects budget-timing variances in addition to savings from temporarily vacant positions.
<b>B</b>	<b>Contractors</b>	<b>Favourable \$120k</b>	Predominately budget-timing variances with regards to the payment of invoices for Waste services.
<b>C</b>	<b>Materials</b>	<b>Unfavourable \$178k</b>	Reflects budget-timing variances with regards to Water (\$91k) and a number of variances which are individually insignificant.
<b>D</b>	<b>Other Expenses</b>	<b>Favourable \$127k</b>	Reflects budget-timing variances with regards to a number of variances which are individually insignificant.
<b>E</b>	<b>Capital Grants &amp; Subsidies</b>	<b>Unfavourable \$2,005k</b>	Reflects budget-timing with regards to the receipt of Local Roads and Community Infrastructure Grant.
<b>F</b>	<b>Capital Expenditure (Renewal)</b>	<b>Favourable \$108k</b>	Predominately reflects budget-timing variances with regards to Road Reseals (\$87k) and a number of variances which are individually insignificant.
<b>G</b>	<b>Capital Expenditure (New)</b>	<b>Unfavourable \$263k</b>	Reflects budget-timing variances with regards to Coastal Walkway (\$221k) and a number of variances which are individually insignificant.
<b>H</b>	<b>Funding Transactions</b>	<b>Unfavourable \$1,420k</b>	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 a decrease against council's expected YTD cash position.

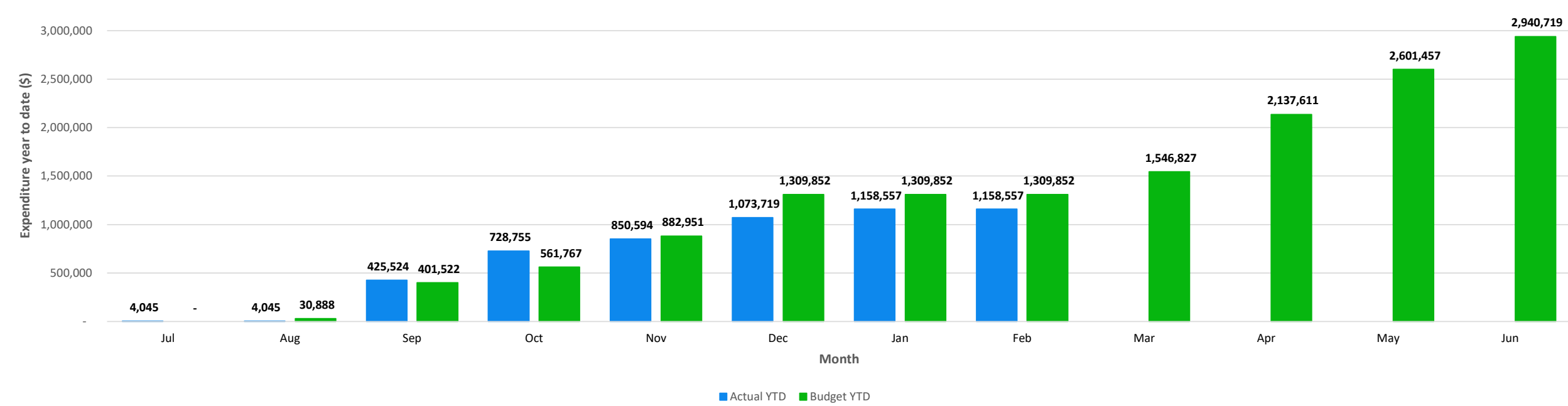
### Funding Statement Cumulative Position - 2021-22



Road Reseal

Monthly Comment

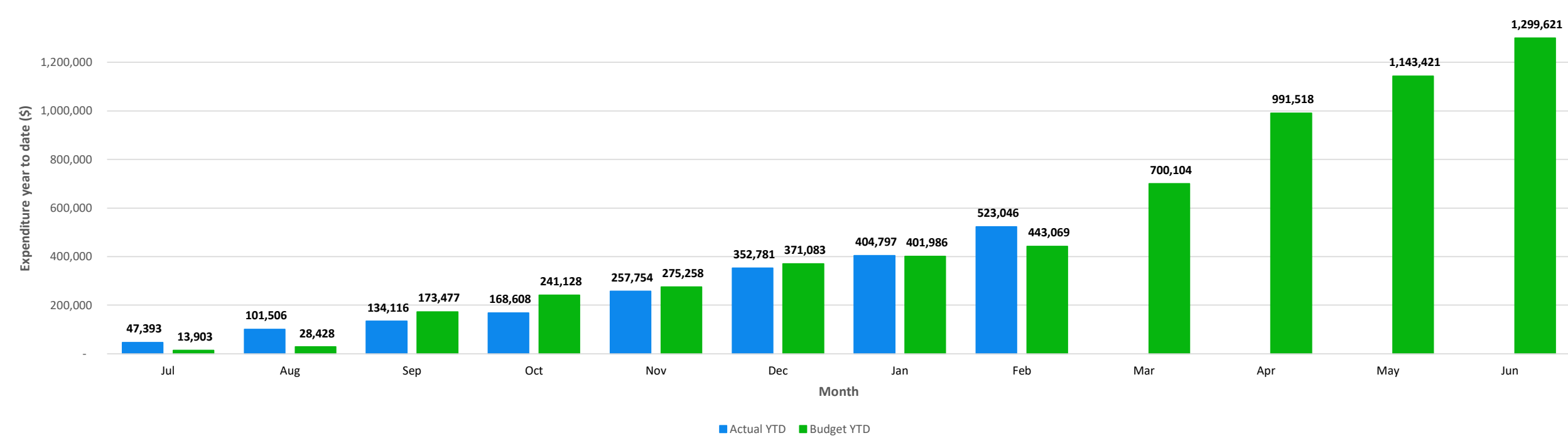
Program is on track with 32 roads out a target of 43 complete. This program is anticipated to be complete by end of financial year.



Kerb and Water Table

Monthly Comment

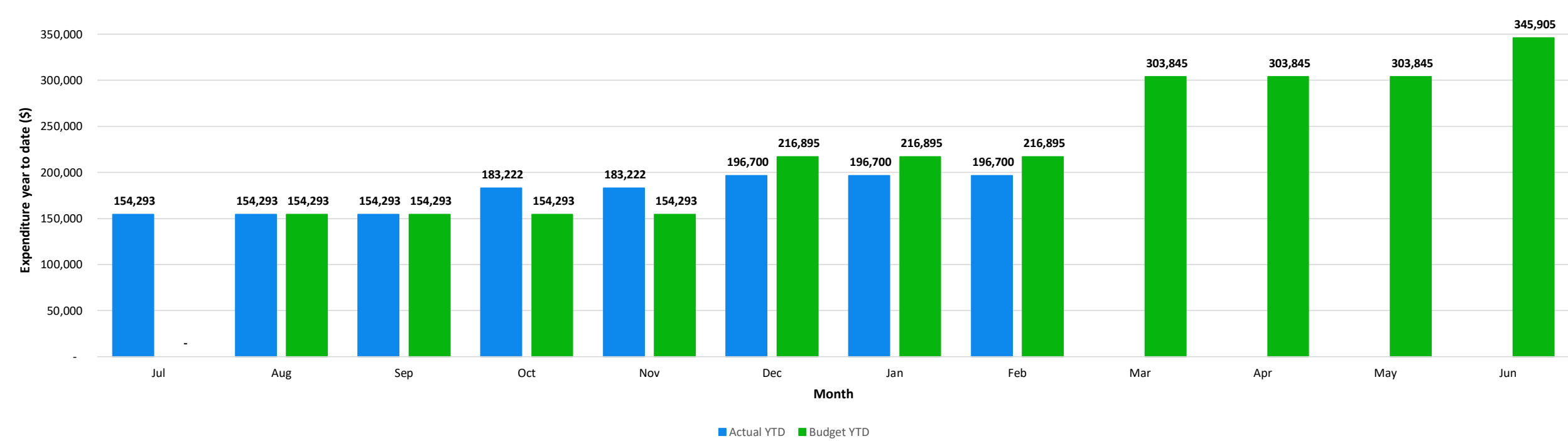
Kerb and Water Table and Kerb Ramp program are both on track and anticipated to be complete by end of financial year.



New Footpath Construction

Monthly Comment

Program is 75% complete and on track. This program is anticipated to be complete by end of financial year.

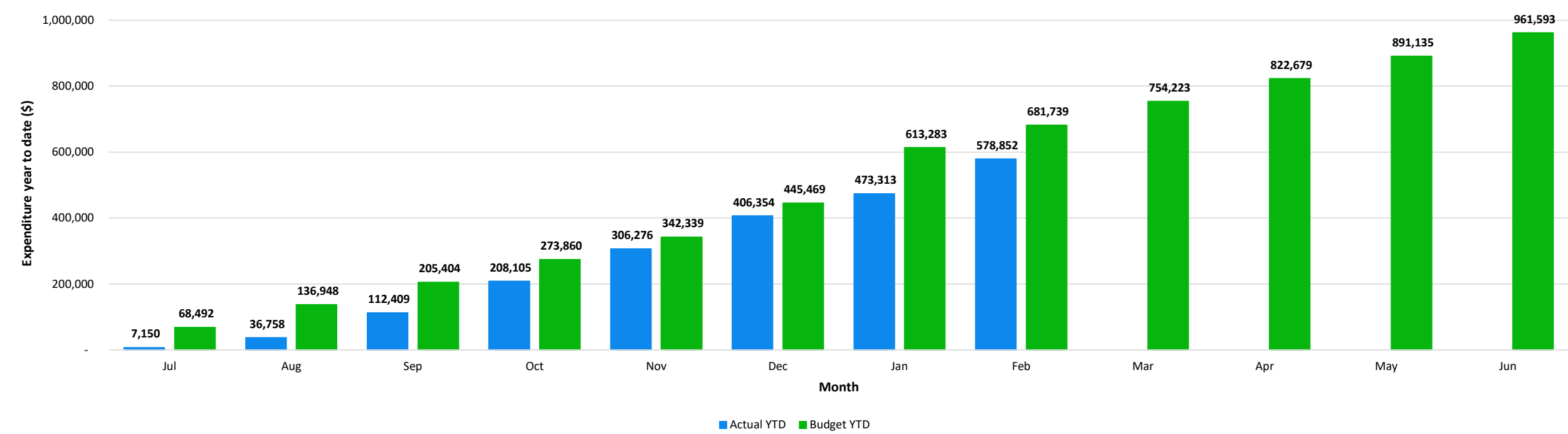




Renewal Footpath Construction

Monthly Comment

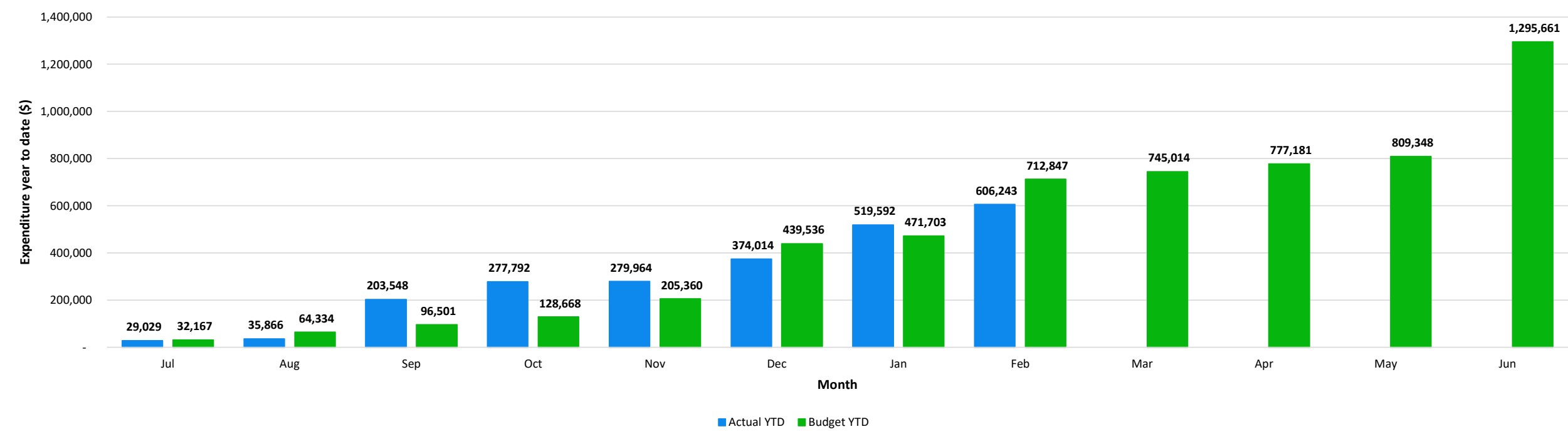
Program is in progress. Completion of this program by end of financial year is currently at risk.



Transport

Monthly Comment

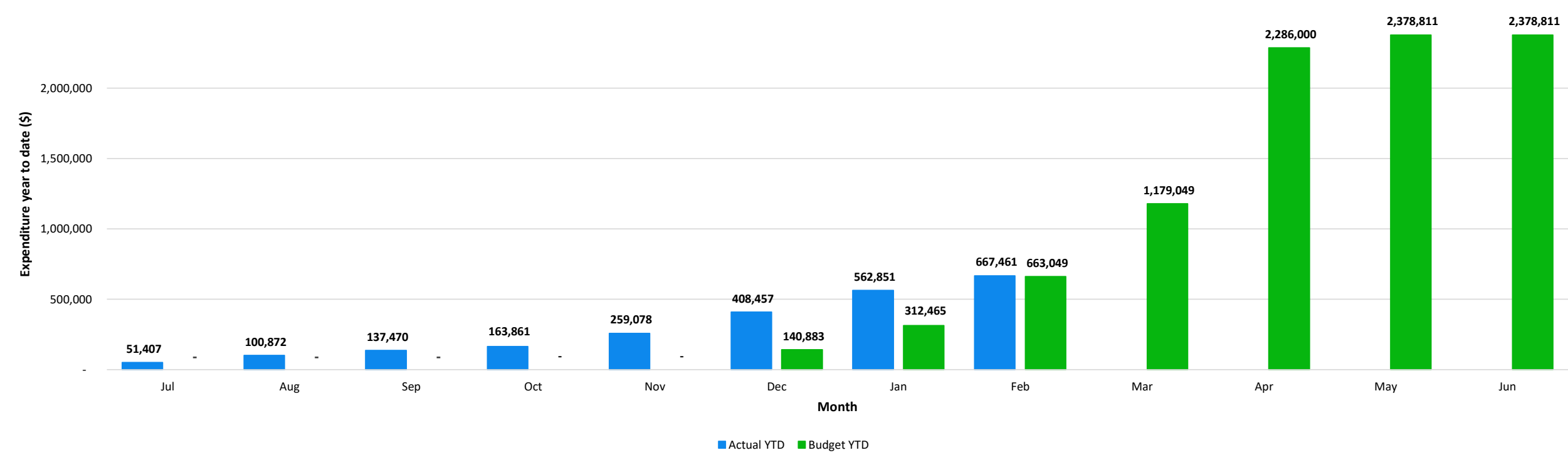
Program in progress with 75% of the Bus Shelter Program and Marino Access Improvements complete. Works are 80% complete for The Esplanade, Hallett Cove. An agreement for land acquisition at Lander Road and Young Street has now been reached, works on this project can now proceed. Construction has commenced on Hugh Johnson, Sheidow Park Parking Bays. A concept design is complete for Marion Road, Sturt Crossing is complete, this project is on hold until further information is received. Mitchell Street, Glengowrie Parking Bay is being re-scoped in response to the February council report.



Drainage

Monthly Comment

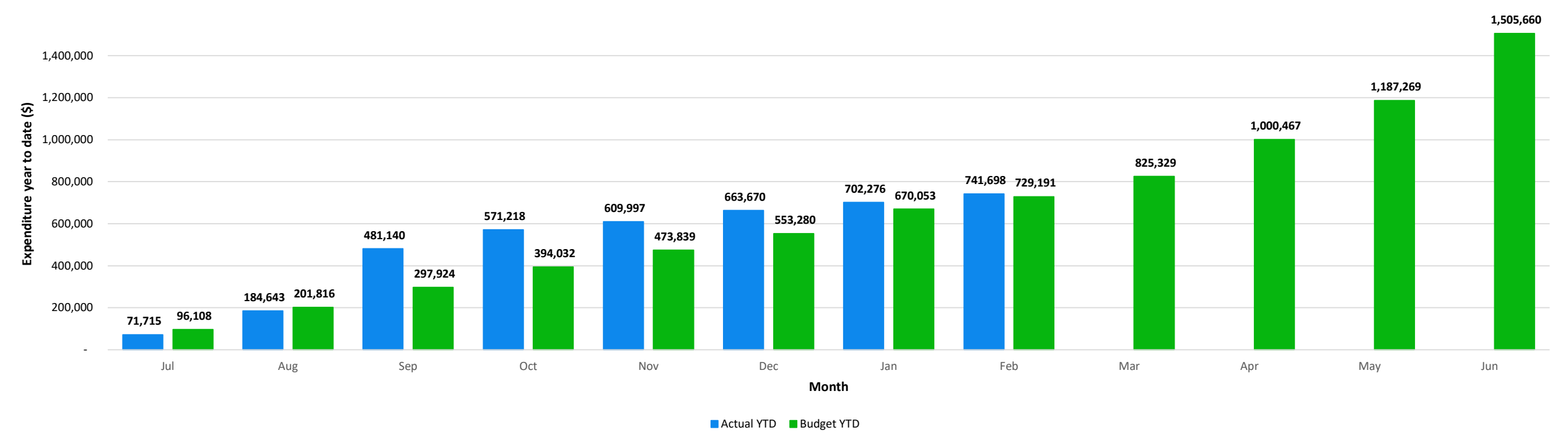
Program in progress with designs complete for all drainage projects. Works at Cadell/Irwin Street, Seaview Downs are complete. Works at Lucretua Way have recommenced but have been affected by the weather but is progressing well. Tender for Berrima Road, Sheidow Park has been awarded and is anticipated to commence in April. Works on English/Renown Avenue, Clovelly Park have commenced.



Street Trees

Monthly Comment

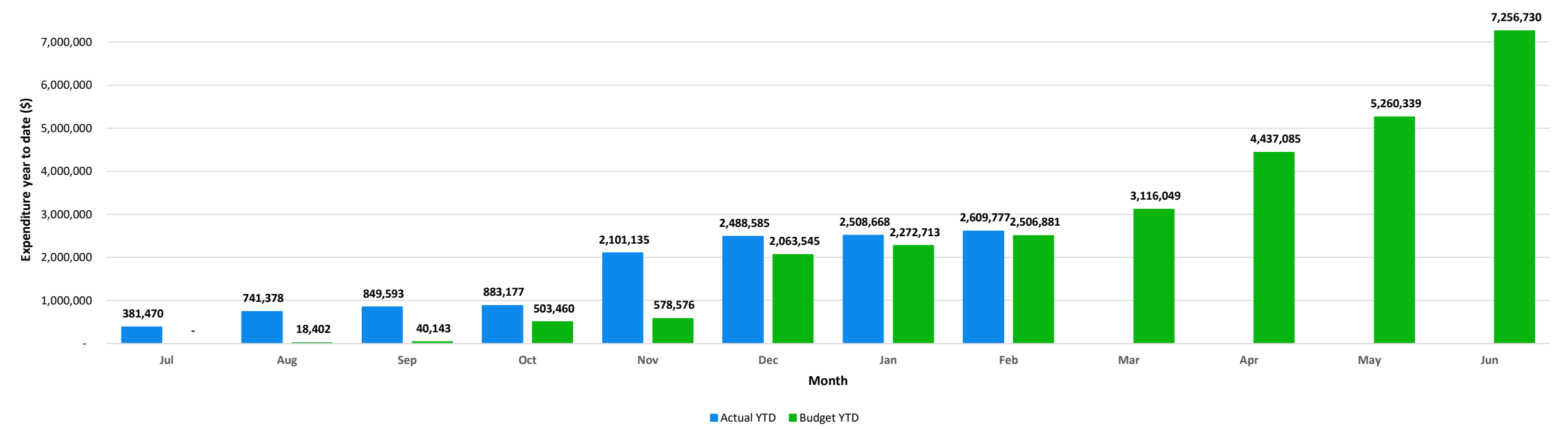
Program has commenced with 3,037 out of 3,900 trees from the Tree Planting Program complete. 96 out of 400 trees have been planted from the Advanced Tree Planting Program. Planting will recommence in May.



Streetscapes

Monthly Comment

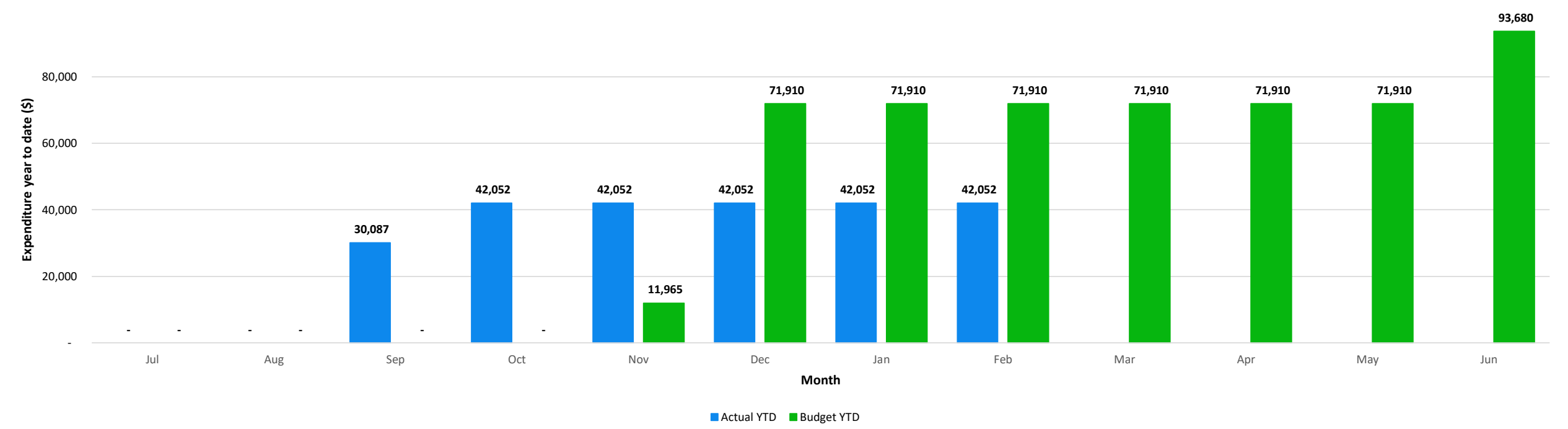
Program in progress with works on Sturt Road (carryover c/o) and Railway Terrace Verge (c/o) complete. Works have been scoped and designed for Addison Road Verge Upgrade, Crozier Terrace Streetscape and Murray Terrace Verge upgrade. Construction has commenced on five other projects in this program. Birch Crescent is at risk due to delays with land acquisition. Messines Avenue is anticipated to go to tender in March but is anticipated to be a carryover at the end of financial year.



Irrigation

Monthly Comment

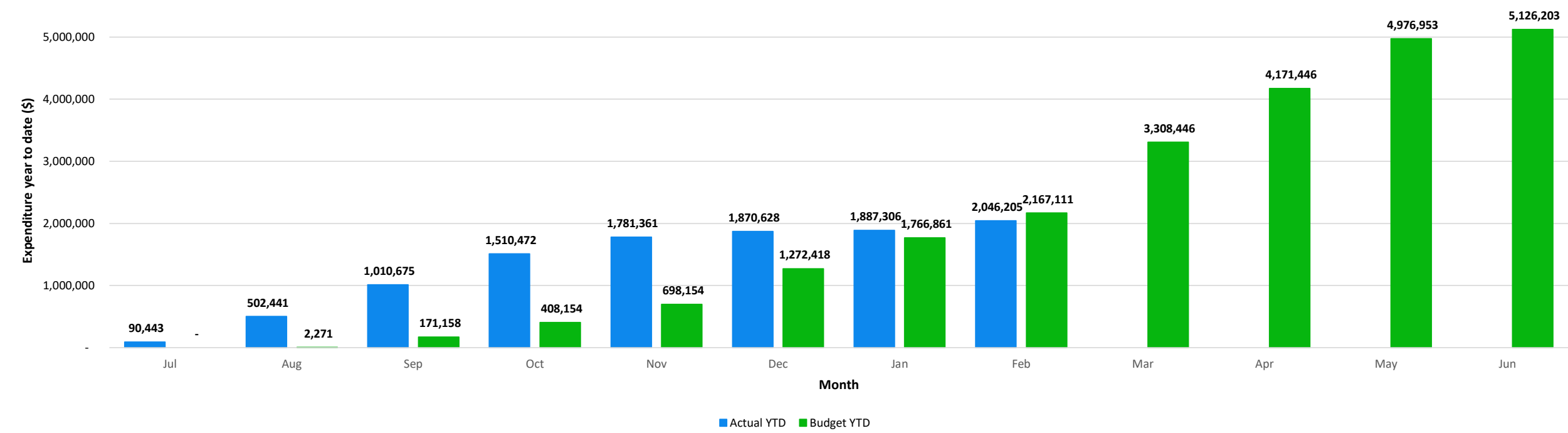
Program is complete, final invoices still to be processed.



Open Space Developments

Monthly Comment

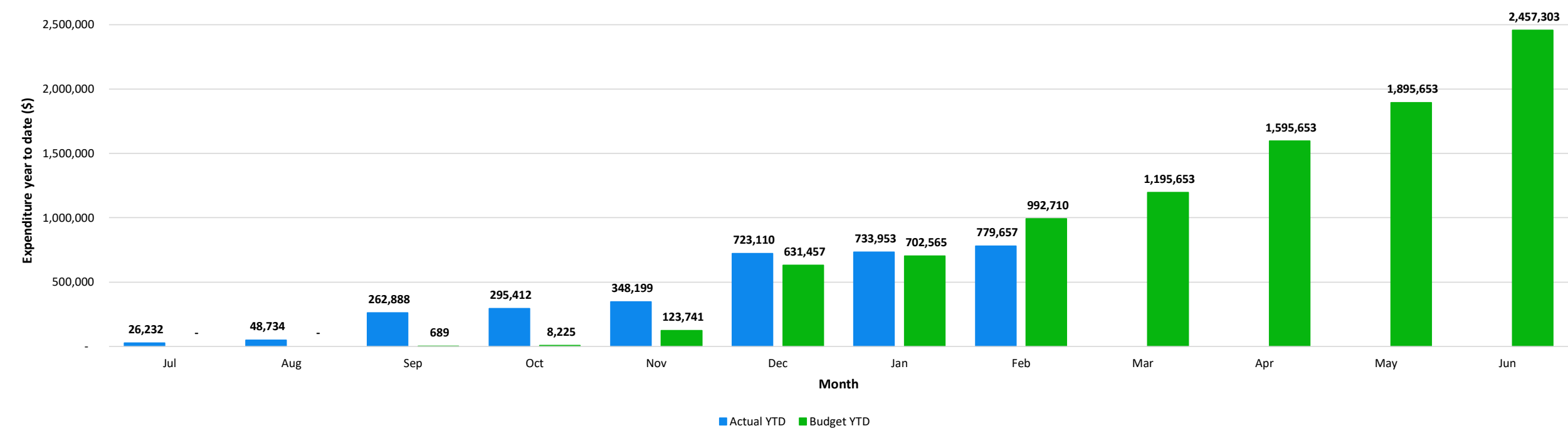
Program in progress with five projects complete. Construction on five projects has commenced with two anticipated to commence in March, four in April and one in May. This program is currently on track but there is is a risk of delay with this program due to contractor availability.



Sports Facilities and Courts

Monthly Comment

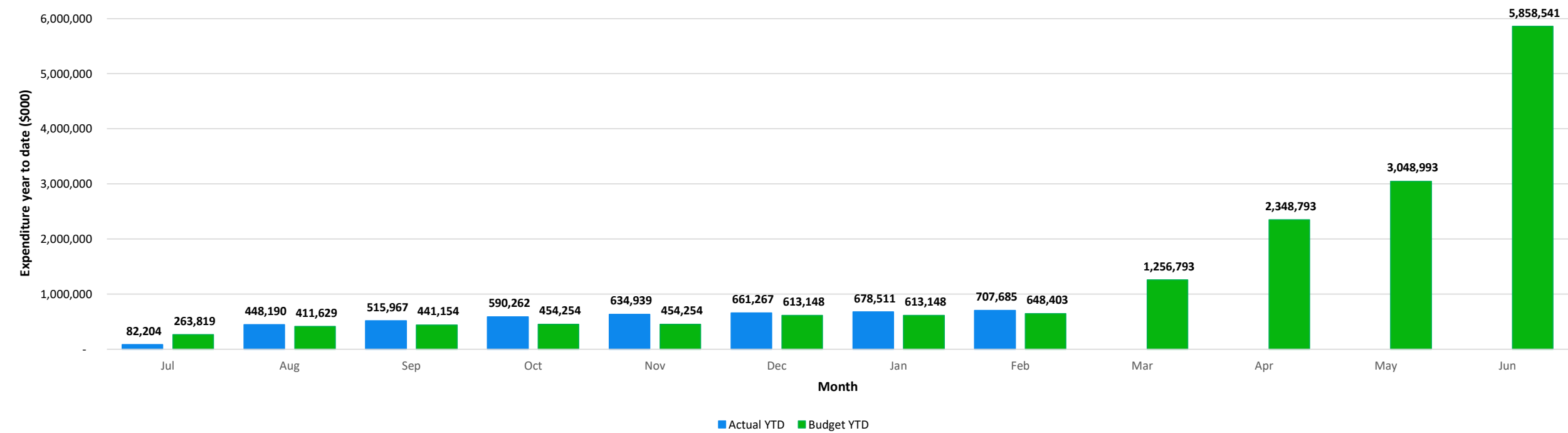
Works on Edwardstown Bowling Club Lighting Upgrade (c/o), Cove Cricket Pitch Matting, Plympton Park Sports Club Oval Lighting Upgrade (c/o) and Cove Netball Courts Lighting (c/o) are complete. Works have commenced on Glandore Cricket Nets and Rose Garden (c/o). Tender documentation for Tarnham Road Open Space Redevelopment is being prepared, the construction of this project will continue into next financial year. Marion Golf Club (c/o) is subject of further Council decision and is anticipated to be carried over. Works on Court Resurfacing for Morphetville Park Tennis Club and Sporting Field Lighting are anticipated to commence in March.



Building Upgrades

Monthly Comment

Program in progress with 12 projects complete. Six projects are anticipated to commence in March, two in April and three in May. Tender for CCTV upgrade has been awarded but is at risk of carryover due to the volume of work required. The Coach House Restoration is going to tender in March and is anticipated to be a carryover. A number of projects in this program may be delayed due to availability of contractors.



## Major Projects

### Mitchell Park Sports and Community Club Redevelopment

	2021-22 Actual YTD 28/02/2022	2021-22 Budget	Project Cost At Completion
<b>Income</b>			
Commonwealth Government Grant Contribution		1,500,000	5,000,000
State Government Grant Contribution			250,000
<b>Total Income</b>	<b>-</b>	<b>1,500,000</b>	<b>5,250,000</b>
<b>Expenditure</b>			
<b>Operating</b>	-	-	-
<b>Capital Construction</b>	(8,385,767)	(12,730,360)	(16,250,000)
<b>Total Expenditure</b>	<b>(8,385,767)</b>	<b>(12,730,360)</b>	<b>(16,250,000)</b>
<b>Project Result Surplus/(Deficit)</b>	<b>(8,385,767)</b>	<b>(11,230,360)</b>	<b>(11,000,000)</b>

The net deficit forecast will be funded in the following manner:

<b>Funded By :</b>	<b>\$</b>
<b>(Over Project Life)</b>	
Proposed Borrowings	10,920,000
Reserve Transfer	
- Asset Sustainability Reserve – Energy Efficiency	80,000
	<b>11,000,000</b>

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 28/02/2022	2021-22 Budget	Project Cost At Completion
<b>Income</b>			
City of Onkaparinga Contribution	-	375,000	750,000
State Government Grant Contribution	-	-	3,550,000
<b>Total Income</b>	<b>-</b>	<b>375,000</b>	<b>4,300,000</b>
<b>Expenditure</b>			
<b>Operating</b>	-	-	-
<b>Capital Construction</b>	(3,989,029)	(3,787,198)	(6,050,000)
<b>Total Expenditure</b>	<b>(3,989,029)</b>	<b>(3,787,198)</b>	<b>(6,050,000)</b>
<b>Project Result Surplus/(Deficit)</b>	<b>(3,989,029)</b>	<b>(3,412,198)</b>	<b>(1,750,000)</b>

The net deficit forecast will be funded in the following manner:

<b>Funded By :</b>	<b>\$</b>
<b>(Over Project Life)</b>	
Reserve Transfer	
- Asset Sustainability Reserve	1,750,000
	<b>1,750,000</b>

Council have received the State Governments contribution and \$375k of City of Onkaparinga's \$750k contribution to this project.

**Southern Soccer Facility**

	2021-22 Actual YTD 28/02/2022	2021-22 Budget	Project Cost At Completion
<b>Income</b>			
State Government Grant Contribution	-	-	2,500,000
<b>Total Income</b>	<b>-</b>	<b>-</b>	<b>2,500,000</b>
<b>Expenditure</b>			
Operating	-	-	-
Capital Construction	(4,154,345)	(5,199,833)	(7,000,000)
<b>Total Expenditure</b>	<b>(4,154,345)</b>	<b>(5,199,833)</b>	<b>(7,000,000)</b>
<b>Project Result Surplus/(Deficit)</b>	<b>(4,154,345)</b>	<b>(5,199,833)</b>	<b>(4,500,000)</b>

The net deficit forecast will be funded in the following manner:

<b>Funded By :</b>	<b>\$</b>
<b>(Over Project Life)</b>	
Reserve Transfer	
- Asset Sustainability Reserve	4,500,000
	<b>4,500,000</b>

Council have received the State Governments contribution to this project.

## Sundry Debtors Report - Ageing report as at 28 February 2022

## 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
<b>General Total</b>	<b>8,622.10</b>	<b>.00</b>	<b>8,372.10</b>	<b>250.00</b>	<b>.00</b>	<b>.00</b>	<b>0%</b>	
<b>Neighbourhood Centres Total</b>	<b>2,464.00</b>	<b>.00</b>	<b>2,464.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>0%</b>	
<b>Regulatory Services Land Clearing Total</b>	<b>11,252.48</b>	<b>1,615.98</b>	<b>1,952.42</b>	<b>4,793.14</b>	<b>.00</b>	<b>2,890.94</b>	<b>2%</b>	Made up of 4 out of 16 debtors, with one account totalling \$1,725.35.
<b>City Property Facilities Total</b>	<b>74,113.48</b>	<b>12,662.99</b>	<b>3,324.58</b>	<b>11,546.36</b>	<b>4,695.08</b>	<b>41,884.47</b>	<b>36%</b>	Made up of 3 out of 19 debtors. One of these accounts is being worked through while payment for the remaining two accounts is expected by the end of March.
<b>Civil Services Private Works Total</b>	<b>74,095.00</b>	<b>9,925.00</b>	<b>11,100.00</b>	<b>21,295.00</b>	<b>4,405.00</b>	<b>27,370.00</b>	<b>23%</b>	Made up of 13 out of 35 debtors in this category with three accounts totalling \$11,650.00 relating to works not commenced, awaiting payment. Three accounts totalling \$3,970.00 are on payment plans. Four account totalling \$4,470.00 are in the process of being transferred to their rates accounts as a charge on the land.
<b>Swim Centre Debtors Total</b>	<b>27,784.76</b>	<b>18,360.66</b>	<b>6,317.00</b>	<b>3,107.10</b>	<b>.00</b>	<b>.00</b>	<b>0%</b>	
<b>Grants &amp; Subsidies Total</b>	<b>92,720.10</b>	<b>44,000.00</b>	<b>44,000.00</b>	<b>4,720.10</b>	<b>.00</b>	<b>.00</b>	<b>0%</b>	
<b>Environmental Health Inspections Total</b>	<b>14,161.70</b>	<b>377.70</b>	<b>3,030.70</b>	<b>2,284.50</b>	<b>646.80</b>	<b>7,822.00</b>	<b>7%</b>	Made up of 43 out of 79 debtors, with none individually significant. Two accounts totalling \$260.00 have subsequently been settled in March.
<b>Regulatory Services Other Total</b>	<b>40,945.15</b>	<b>.00</b>	<b>.00</b>	<b>3,267.00</b>	<b>.00</b>	<b>37,678.15</b>	<b>32%</b>	Made up of 139 out of 154 debtors in this category, with none individually significant.
<b>Marion Cultural Centre Total</b>	<b>911.70</b>	<b>666.00</b>	<b>245.70</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>0%</b>	
<b>Living Kaurna Cultural Centre Total</b>	<b>118.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>118.00</b>	<b>0%</b>	Made up of 1 debtor. This account has been sent to the debt collector.
<b>Local Government</b>	<b>82,437.09</b>	<b>55,000.00</b>	<b>27,437.09</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>0%</b>	
<b>Total</b>	<b>429,625.56</b>	<b>142,608.33</b>	<b>108,243.59</b>	<b>51,263.20</b>	<b>9,746.88</b>	<b>117,763.56</b>		
<b>Total Aging Profile</b>		<b>33%</b>	<b>25%</b>	<b>12%</b>	<b>2%</b>	<b>27%</b>		

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 28 February 2022**

### **ANALYSIS OF OUTSTANDING RATES AS AT 28 FEBRUARY 2022**

	<u>Note</u>		<b>% of Total Annual Rates</b>
CURRENT	1	\$ 21,960,748	<b>26.9%</b>
OVERDUE	2	\$ 1,035,438	<b>1.3%</b>
ARREARS	3	\$ 1,181,399	<b>1.4%</b>
INTEREST	4	\$ 44,303	<b>0.1%</b>
POSTPONED	5	\$ 220,472	<b>0.3%</b>
LEGALS	6	\$ 38,765	<b>0.0%</b>
		<b>\$ 24,481,126</b>	<b>30.0%</b>
<b>TOTAL ANNUAL RATES FOR 2021/22</b>		<b>\$ 81,668,804</b>	

#### **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.

**13 Workshop / Presentation Items - Nil****14 Motions With Notice****14.1 Rescission Notice LED street Lights**

<b>Report Reference</b>	GC220322M14.1
<b>Council Member</b>	Councillor – Ian Crossland

**MOTION**

**That Council,**

- 1. Rescinds point 1 only from the resolution of Council made on at the General Council Meeting - 23 November 2021 (GC211123) regarding Street Lighting – Coastal – change over 7 old post top lights to an outreach and LED fitting, notifying residents directly impacted.**

**That council endorse the street lighting post top upgrades within each Ward as follows:**

- 1. Coastal change over 7-year-old post tops lights to an outreach and LED fitting, notifying residents directly impacted.**

**And**

**Resolves the following:**

- 2. That Council suspends the changeover of Heritage lights in Balboa Drive and Ashcroft Court.**
- 3. Consult residents of Balboa Drive and Ashcroft Court to either retain or change over the existing streetlights from old heritage post top lights to the outreach and LED fittings (5) or Heritage LED lights (2) and implement the feedback of the majority of residents ensuring that all streetlights are uniformly changed.**
- 4. Approves additional funding of up to \$1020 for installation of the above street lighting strategy to be allocated from 'Other Infrastructure' 2022-23 capital works budget if these funds are required.**

**SUPPORTING INFORMATION**

Nil.

<b>Response Received From</b>	Acting Manager Engineering, Assets & Environment – Brendon Lyons
<b>Corporate Manager</b>	N/A
<b>General Manager</b>	Acting General Manager City Services – Mathew Allen

**STAFF COMMENTS**

In partnership with SA Power Networks (SAPN), Council is in the process of upgrading old inefficient streetlights to new Light Emitting Diode (LED) technology. Council has transitioned over 8,000 old inefficient streetlights to LED technology across our city.

At the General Council meeting held on 23 November 2021 (GC211123R11.3), Council resolved to proceed with changing over seven post top lights to the outreach and LED fitting in the Coastal Ward. Of these seven streetlights, five streetlights are located in Balboa Drive and Ashcroft Court, Hallett Cove. Approximately 65 streetlights have been changed over in the surrounding area.

On 14 February 2022, residents of Balboa Drive and Ashcroft Court received a hand delivered notification letter (refer attachment).

On or about 16 February 2022, staff and Councillor Crossland received complaints from 2 residents in relation to the proposed transition to LED streetlights, requesting that the heritage style streetlight be retained.

SAPN had scheduled to replace the existing fittings with the new outreach fitting (with LED luminaires) in the week commencing 21 February 2022, however these works have been postponed pending the resolution of the complaint.

Further direction is required from Council to determine an instruction for Council to issue to SAPN. Should Council resolve the above Motion, the residents of Balboa Drive and Ashcroft Court can be consulted to retain the existing heritage fittings or change the streetlights to LED. To provide uniformity, it is proposed that the two outreach and LED fittings installed at the end of Balboa Drive and Ashcroft Court are changed over to a heritage style fitting should residents support retention of the existing heritage style streetlight. For this to occur, the net increase in cost is \$1,020.

14 February 2022

Dear Resident

### **Street Lighting LED Upgrade Program**

In conjunction with SA Power Networks (SAPN - previously ETSA Utilities), the City of Marion is continuing to improve street lighting across the City.

We are responsible for all street lighting on local streets and share responsibility for lighting on the main road network (arterial roads) with the Department of Infrastructure & Transport (DIT).

In partnership with SAPN we are in the process of changing old streetlights to new Light Emitting Diode (LED) technology. We have already transitioned over 7000 old and inefficient streetlights to new LED lights across our City over the last 2 years, with more lights scheduled for change during 2020-21.

New LED streetlighting will save ratepayers' money, help protect the environment and improve visibility on roads and footpaths. The initiative, which will cost over \$3 million, is expected to cut our street light energy and maintenance costs by up to 75 percent, saving ratepayers almost \$10 million over the next 20 years.

### **Upgrade in your Area**

We will soon be replacing the outstanding streetlighting with an LED light fitting in your area (w/c 21<sup>st</sup> February). The photos below show what this change will look like. Residents should expect no impact to their electricity supply and street lighting will only be impacted for a short period of time.

For more information regarding the change to LED streetlighting please refer to our website <https://www.marion.sa.gov.au/about-council/news/led-street-lighting-rollout>

We thank you for your patience while we undertake this upgrade.

For any questions regarding this lighting upgrade, please contact Glynn Ricketts, City of Marion Tel 0478 487 473

Yours sincerely

*Glynn Ricketts*

Before



After



**15 Questions With Notice - Nil**

**16 Motions Without Notice**

**17 Questions Without Notice**

**18 Confidential Items**

**18.1 Cover Report - Coastal Walkway Gullies Report for Construction**

Report Reference                      GC220322F18.1

***This item is withdrawn from the agenda***

**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.