



20 September 2022

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Dear Member

### **NOTICE OF MEETING**

Notice is hereby given pursuant to Section **83(1)** of the *Local Government Act, 1999*, as amended that a meeting for the **Ordinary Council** has been called for:-

**DATE: 26 SEPTEMBER 2022**

**TIME: 5:30pm**

**PLACE: Council Chambers, 1 Bay Road, Victor Harbor**

Please find enclosed a copy of the Agenda for the meeting.

Yours faithfully

A handwritten signature in black ink that reads "Karen Rokicinski".

Karen Rokicinski

**ACTING CHIEF EXECUTIVE OFFICER**

*The City of Victor Harbor is in Caretaker from Tuesday, 6 September 2022 until the conclusion of the Local Government Elections (when the results have been declared). Council's Caretaker Policy will apply during this period.*

*Please be advised that filming, photography, audio recording and live-streaming may take place at this meeting when the public and media are not lawfully excluded under Section 90 of the Local Government Act 1999.*

Councillors are reminded of the requirements of disclosure by Councillors of material, actual or perceived conflict of interest in items listed for consideration on the Agenda.

Section 73, 74, 75, 75A and 75B of the *Local Government Act 1999* requires that Councillors declare any interest and provide full and accurate details of the relevant interest to the Council prior to consideration of that item on the Agenda.

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**1. PRESENT**

**2. LOCAL GOVERNMENT PRAYER AND ACKNOWLEDGEMENT**

**Acknowledge Country**

We acknowledge the traditional custodians of our beautiful lands and surrounding waters, the Ramindjeri and Ngarrindjeri people. As a community we recognise and respect their cultural connection with the land and waters.

**Prayer**

Almighty God, we ask you to bless this council and allow it to be an agent of change to the people of this City and beyond. Direct and prosper its deliberations to the honouring of Your name and the welfare of the people whom it serves. Amen

**Service Acknowledgement**

We gratefully acknowledge the men and women of the Navy, Army and Air Force who made the Supreme Sacrifice in the preservation of Australia's freedom and democracy, we also proclaim our gratitude to those who returned to us.

**3. APOLOGIES AND LEAVE OF ABSENCE**

**4. ITEMS ADJOURNED AND/OR LYING ON THE TABLE**

Nil

## 5. MINUTES OF THE PREVIOUS MEETING

### 5.1 Minutes of the Previous Meeting - 22 August 2022

Committee Victor Harbor Council

Meeting Held 26/09/2022

From Katie Common

File Reference GOV9.24.001

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## RECOMMENDATION

That the Minutes of the Ordinary meeting of Council held 22 August 2022 be confirmed as true and accurate.

## INFORMATION

The minutes of the Ordinary Meeting of Council held Monday 22 August 2022 have been distributed to Elected Members.

## RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

**Legal and Compliance** – Preparation and reporting for the endorsement of the minutes can be managed through routine activities and have a negligible impact. This risk is assessed as *low*.

## REFERENCES

### City of Victor Harbor Community Plan 2030

Aspiration 6 – We are a financially sustainable and well-governed organisation

## BUDGET IMPLICATION

Excluding endorsed budgeted staff resources there are no budget implications from preparation of this report or endorsement of the minutes.

No additional funds are required.

## CONSULTATION

Council Members

Acting Chief Executive Officer – Karen Rokicinski

## **5.2 Minutes of the Special Council Meeting - 5 September 2022**

Committee Victor Harbor Council

Meeting Held 26/09/2022

From Katie Common

File Reference GOV9.24.001

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### **RECOMMENDATION**

That the minutes of the Special Meeting of Council held 5 September 2022 be confirmed as true and accurate.

### **INFORMATION**

The minutes of the Special Meeting of Council held Monday 5 September 2022 have been distributed to Council Members.

### **RISK ASSESSMENT**

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

**Legal and Compliance** – Preparation and reporting for the endorsement of the minutes can be managed through routine activities and have a negligible impact. This risk is assessed as *low*.

### **REFERENCES**

#### **City of Victor Harbor Community Plan 2030**

Aspiration 6 – We are a financially sustainable and well-governed organisation

### **BUDGET IMPLICATION**

Excluding endorsed budgeted staff resources there are no budget implications from preparation of this report or endorsement of the minutes.

No additional funds are required.

### **CONSULTATION**

Council Members

Acting Chief Executive Officer – Karen Rokicinski

**6. DEPUTATIONS**

Nil

**7. QUESTIONS FROM THE GALLERY**

**8. PETITIONS**

Nil

## **9. OFFICE OF CHIEF EXECUTIVE OFFICER**

### **9.1 Outstanding Resolutions - September 2022**

Committee Victor Harbor Council

Meeting Held 26/09/2022

From Katie Common

File Reference GOV9.24.007

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## **RECOMMENDATION**

That Council receive and note the Outstanding Resolutions for September 2022 report.

## **INFORMATION**

### **Purpose**

The purpose of this report is to provide Council with an up-to-date listing of the outstanding resolutions of Council as at the time of the agenda preparation.

### **Background**

A register of resolutions for the term of Council is maintained and a report included in each Ordinary Council meeting.

The register is presented as an attachment to the report and shows items completed since the last Council meeting and outstanding resolutions that still require action.

### **Commentary**

The Outstanding Resolutions Register provided at Attachment A details items still to be actioned and those completed since the Ordinary Council meeting held Monday, 22 August 2022.

Summary action comments are provided for each item to advise Council of progress to date.

## **RISK ASSESSMENT**

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

**Legal and Compliance** – Preparation and reporting for the endorsement of the Outstanding Resolutions Report can be managed through routine activities and have a negligible impact. This risk is assessed as **low**.



## **REFERENCES**

### **City of Victor Harbor Community Plan 2030**

Aspiration 6 – We are a financially sustainable and well-governed organisation

## **BUDGET IMPLICATION**

Excluding endorsed budgeted staff resources there are no budget implications from the preparation or receipt of the Outstanding Resolutions – September 2022 report.

No additional funds are required.

## **CONSULTATION**

Acting Chief Executive Officer – Karen Rokicinski

Relevant Staff

RESOLUTIONS - SEPTEMBER 2022						
MINUTE NUMBER	MEETING DATE	SUBJECT	RECOMMENDATION	OFFICER	DEPARTMENT	FOLLOW UP ACTION
<b>COMPLETED RESOLUTIONS</b>						
OC2282022	23/05/2022	Speed Limit Review - Fuller West Road Victor Harbor	That Council receive and note the Speed Limit Review - Fuller West Road Victor Harbor report. That Council support the Department for Infrastructure and Transport recommendation to lower the speed limit on Fuller West Road to 60km/h; and that administration formally request that the Department for Infrastructure and Transport proceed with the Fuller West Road speed limit reduction approval process.	CHELSEIE BUTLER	ENVIRONMENT AND INFRASTRUCTURE	DIT has completed the formal authorisation procedures. Relevant signage has been installed and Police Commissioner has been notified of speed limit change -  COMPLETE September 2022
OC2472022	27/06/2022	Mainstreet Precinct Stage Four - Business Support Measures	That Council endorse: the Mainstreet Business Revitalisation Grant Scheme including the guidelines application form and agreement for release upon the adoption of the 2022/23 Annual Business Plan and Budget; and an allocation of \$50000 within the 2022/23 Annual Business Plan and Budget to support successful applications under the Grant Scheme; and an allocation of \$5000 within the 2022/23 Annual Business Plan and Budget to support the business engagement and support relating to the Grants Scheme; and that the Chief Executive Officer be authorised to administer the Mainstreet Business Revitalisation Grant Scheme in accordance with adopted funding guidelines.	MARK PRZIBILLA	PLANNING AND ACTIVATION	The grant program has been circulated all businesses within the eligible area along with direct face to face contact with local businesses. Applications closed on 14 August 2022. Applications were presented to the Special Council Meeting, on 5 September 2022 for ratification.  COMPLETE - September 2022
OC2482022	27/06/2022	Mainstreet Precinct Stage Four - Business Support Measures	That Council include an allocation of \$30000 within the 2022/23 Annual Business Plan and Budget to engage TSA Management to support the delivery of additional Mainstreet activation initiatives and ongoing business engagement during the construction phase of the project.	MARK PRZIBILLA	PLANNING AND ACTIVATION	Whale Trail promotion delivered in partnership with Mainstreet traders in the last week of recent School Holidays. Victor Harbor App progressively being updated. City Activation team currently working on the design of activation measures in the Mainstreet precinct, supplementing major events planned.  COMPLETE - September 2022
OC2512022	27/06/2022	Youth Development Grants 2021/22	That the Council recommends that the 2021/22 Youth Development Grant be re-advertised as soon as possible with the inclusion of an additional \$30000 within the 2022/23 Budget.	LEANN SYMONDS	COMMUNITY SERVICES	Acting CEO has endorsed the recommendation that Mission Australia receive the full amount of \$30,000 for their Youth Activation Project. Notification was given to the Elected Members through the weekly EM Update.  COMPLETE - September 2022
OC2572022	27/06/2022	The Bluff Master Plan Community and Stakeholder Engagement Findings	That Council having considered the community and stakeholder engagement findings endorse the key themes that will inform the development of a master plan for The Bluff as described in this report.	MICHELLE JAMES	GOVERNANCE AND FINANCE	Superseded by OC3752022 - Draft Bluff Master Plan was presented to August Ordinary Council meeting.  COMPLETE - SEPTEMBER 2022.
OC2582022	27/06/2022	The Bluff Master Plan Community and Stakeholder Engagement Findings	That a draft master plan for The Bluff be presented back to Council for consideration prior to a second phase of community consultation being undertaken.	MICHELLE JAMES	GOVERNANCE AND FINANCE	Superseded by OC3752022 - Draft Bluff Master Plan was presented to August Ordinary Council meeting.  COMPLETE - SEPTEMBER 2022.
OC3072022	25/07/2022	2022/23 Festivals and Events Sponsorship Program - Round One	That Council receive and note the 2022/23 Festivals and Events Sponsorship Program report. That Council approve the 2022/23 Festivals and Events Sponsorship Program Guidelines and call for applications.	MARK PRZIBILLA	PLANNING AND ACTIVATION	Public notices and external communications have occurred promoting the grant program including direct correspondence with previous and prospective event applicants. Information has been published on the Council's website. Applications closed on Monday 22 August 2022. The Council considered the recommendations of the Festivals and Events Sponsorship Assessment Panel at a Special Council meeting held on 5 September 2022. Council administration are now in the process of writing to applicants advising of the Councils decision.  COMPLETE - September 2022

RESOLUTIONS - SEPTEMBER 2022						
MINUTE NUMBER	MEETING DATE	SUBJECT	RECOMMENDATION	OFFICER	DEPARTMENT	FOLLOW UP ACTION
OC3092022	25/07/2022	2022/23 Festivals and Events Sponsorship Program - Round One	That Council appoint Cr Marilyn Henderson Cr Carol Schofield and Cr Nick Hayles to the Festival and Events Sponsorship Assessment Panel to assess the 2022/23 Festival and Events sponsorship applications and to make subsequent recommendations to Council.	MARK PRZIBILLA	PLANNING AND ACTIVATION	A meeting of the Festivals and Events Sponsorship Assessment Panel has occurred. Recommendations of the Panel were presented to the Special Council meeting held on 5 September 2022.  COMPLETE - September 2022
OC3102022	25/07/2022	2022/23 Arts and Culture Grants Program	That Council receive and note the 2022/23 Arts and Culture Grants Program report. That Council approve the 2022/23 Arts and Culture Grants Program Guidelines as provided at Attachment B and call for Round One applications.	Mia Stocks	PLANNING AND ACTIVATION	Public notices and external communications have occurred promoting the grant program. Applications closed Tuesday 16 August 2022. Recommendations of the Arts and Culture Advisory Group were presented to the Special Council Meeting on 5 September 2022.  COMPLETE - September 2022
OC3112022	25/07/2022	2022/23 Arts and Culture Grants Program	That the Arts and Culture Advisory Group assess and recommend awarding funding to applicants under the Arts and Culture Grant Program in accordance with the approved program guidelines and make subsequent recommendations to Council for endorsement.	Mia Stocks	PLANNING AND ACTIVATION	The Arts and Culture Advisory Group met on Thursday 18 August to review applications received under the program. A report was presented to the Special Council Meeting held on 5 September 2022.  COMPLETE - September 2022
OC3122022	25/07/2022	2022/23 Festive Decorations Grants Program	That Council receive and note the 2022/23 Festive Decorations Grants Program report. That Council approve the 2022/23 Festive Decorations Grants Program Guidelines as provided at Attachment A and calls for applications. That the Chief Executive Officer be authorised to administer the Festive Decorations Grants Program in accordance with the adopted program guidelines.	Mia Stocks	PLANNING AND ACTIVATION	Public notices and external communications have occurred promoting the grant program. Applications closed on Monday 29 August 2022. No grant funding applications were received. The City Activation team are currently investigating the design of decorations for installation in the City for the forthcoming festive season.  COMPLETE - September 2022
OC3152022	25/07/2022	Rotary Youth Driver Awareness Program 2022 - Ewen Terrace Road Closure	That Council receive and note the Rotary Youth Driver Awareness Program 2022 Ewen Terrace Road Closure report. That Council in support of the Rotary Youth Driver Awareness Program 2022 provides an in-kind funding contribution of \$750 to cover advertising and road closure costs associated with the event. That Council exercises its delegation pursuant to Clause G of the Instrument for General Approval contained in the Ministers Notice titled 'Notice to Council to use traffic control devices and to close roads and grant exemptions for events' dated 22 August 2013 (the Ministers Notice) and Section 33 of the Road Traffic Act 1961 (the Act) to: pursuant to Section 33(1) of the Act declare that the event described below as (the Event) that is to take place on the road described below as (the Road) is a Road Event to which Section 33 of the Act applies; and pursuant to Section 33(1)(a) of the Act make an Order directing that the Road be temporarily closed to traffic during the Event and for the period commencing at 8.00am and concluding at 2:30pm on both Friday 9 and Friday 16 September 2022. the Event Rotary Youth Driver Awareness Program the Road Ewen Terrace Victor Harbor (from TAFE car park entrance to the end of Ewen Terrace); and pursuant to Section 33 (3) of the Road Traffic Act Council administration notifies the relevant bodies of the road closure as required under the Minister's Notice and advertise the road closure.	Karen Kenny	INFRASTRUCTURE	Rotary Youth Driver Awareness Program 2022 held 9 September and 16 September 2022.  COMPLETE - September 2022

RESOLUTIONS - SEPTEMBER 2022						
MINUTE NUMBER	MEETING DATE	SUBJECT	RECOMMENDATION	OFFICER	DEPARTMENT	FOLLOW UP ACTION
OC3412022	22/08/2022	Major Event Application - 2022 Schoolies Festival	That Council approve the staging of the 2022 Schoolies Festival scheduled to occur on Warland Reserve from Friday 25 November until Sunday 27 November as described within this report subject to the following conditions: A current public liability insurance certificate is to be presented to Council at least thirty days before the event. The certificate is to demonstrate public liability insurance cover of not less than \$50000000. The applicant to use matting on heavy traffic areas on Warland Reserve to prevent damage to the reserve. All event related signage litter marquees and other event related materials must be removed from Warland Reserve and Soldiers Memorial Gardens by Wednesday 30 November 2022. The applicant keeps Council informed on the progress of the event.	Stacey Richardson	PLANNING AND ACTIVATION	The Council administration have notified Encounter Youth of the Council's decision to approve the event to occur on Warland Reserve.  COMPLETE - September 2022
OC3422022	22/08/2022	Major Event Application - 2022 Schoolies Festival	That Council exercises its delegation pursuant to Section G of the Instrument of general approval and delegation to Council for the Use of traffic control devices road closure and granting of exemptions for events dated 22nd August 2013 and Section 33 of the Road Traffic Act 1961 (the Act) to: a) Pursuant to Section 33(1) of the Road Traffic Act 1961 declare that the event described below as the event that is to take place on the roads described below as the road is a Road Event to which Section 33 of the Road Traffic Act 1961 applies; and b) Pursuant to Section 33(1)(a) of the Road Traffic Act 1961 make an Order directing that the road on which the event is to be held and any adjacent or adjoining roads specified below be temporarily closed to traffic for the period as specified below: The Event: 2022 Schoolies Festival Friday 25 November until Monday 28 November The Road: Flinders Parade from Coral Street to Esplanade from 1700 to 0600 The Road: Esplanade from Flinders Parade to King Street from 1700 to 0600 The Road: Albert Place from Esplanade to Victoria Street from 1700 to 0600 The Road: Railway Terrace from Albert Place to Coral Street from 1700 to 0600 The Road: Ocean Street from Coral Street to Albert Place from 1700 to 0600 Three Gullies Road The Road: Three Gullies Road from Battye Road to Southern Right Crescent from 0900 on Friday 25 November until 0800 on Monday 28 November. c) Pursuant to Section 33(1)(b) of the Road Traffic Act 1961 make an order granting exemptions to Council vehicles emergency services and vehicles owned by the property owners and or residents that live on the closed section of Three Gullies Road. d) That Councils administration ensures that relevant bodies are notified of road closures as required	Stacey Richardson	PLANNING AND ACTIVATION	The Council administration have notified Encounter Youth of the Council's decision to approve the road closures associated with the event. Road closure advertising and Traffic Management Contractor engagement will occur shortly.  COMPLETE - September 2022

RESOLUTIONS - SEPTEMBER 2022						
MINUTE NUMBER	MEETING DATE	SUBJECT	RECOMMENDATION	OFFICER	DEPARTMENT	FOLLOW UP ACTION
OC3512022	22/08/2022	Delegations Register - Partial Review	That Council receive and note the Delegations Register Partial Review report. Revocation of Delegation That having conducted a partial review of Councils Delegation Register in accordance with Section 44(6) of the Local Government Act 1999 Council hereby revokes its previous delegations to the Chief Executive Officer of those powers and functions under the following: Disability Inclusion Act 2018 (Appendix 9) Local Government Act 1999 (Appendix 42) Planning Development and Infrastructure Act 2016 Regulations Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity Instrument A (Appendix 56 56A 56B 56C 56D 56E and 56F) Road Traffic (Miscellaneous) Regulations 2014 (Appendix 64) Delegations made under the Local Government Act 1999 That Council: On this 22nd day of August 2022 hereby exercise its power contained in Section 44 of the Local Government Act 1999 by delegating certain powers and functions (as provided under separate cover) to the person occupying the office of Chief Executive Officer (and any person appointed to act in that position) under the following Acts and Regulations: Disability Inclusion Act 2018 (Appendix 9); and Local Government Act 1999 (Appendix 42); and Planning Development and Infrastructure Act 2016 (Appendix 56); and Planning Development and Infrastructure (General) Regulations 2017 (Appendix 56B); and Planning Development and Infrastructure (Fees Charges and Contributions) Regulations 2019 (Appendix 56B); and State Planning Commission Practice Direction 2 preparation and Amendment of Designated Instruments (Appendix 56C); and State Planning Commission Practice	KYLA WALKER	GOVERNANCE AND FINANCE	Delegation Register updated and published on website, staff and elected member intranet  COMPLETED - September 2022
OC3522022	22/08/2022	2023 Australia Day Awards	That Council receive and note the 2023 Australia Day Awards report. That Council call for nominations for the City of Victor Harbor 2023 Australia Day Awards commencing on 1 October 2022 and concluding on 18 November 2022 for the following four categories: Citizen of the Year Young Citizen of the Year Community Event of the Year Active Citizen of the Year That Council establish a 2023 Australia Day Awards Selection Panel consisting of two Council Members and up to three Community Representatives to assess the nominations that are received noting that: Council elections are to be held 12 November 2022; and Council nominations for the representative positions will be sought at the inaugural meeting of Council to be held in November 2022. That Council call for expressions of interest to fill the three Community Representative Positions on the 2023 Australia Day Awards Selection Panel and authorise the Chief Executive Officer to appoint the Community Members to the 2023 Australia Day Awards Selection Panel.	Karen Rokicinski	CORPORATE AND CUSTOMER SERVICE	EOI organised within communications prepared for the award advertising.  COMPLETE - September 2022

RESOLUTIONS - SEPTEMBER 2022						
MINUTE NUMBER	MEETING DATE	SUBJECT	RECOMMENDATION	OFFICER	DEPARTMENT	FOLLOW UP ACTION
OC3542022	22/08/2022	Risk Management - Strategic Review of Service Levels	Changes to service levels to support the mitigation of organisational risk to tolerable levels That Council: dissolves the City Activation and Strategic Planning Advisory Committee (the Committee) effective immediately in accordance with Clause 24.1 the Committee Term of Reference; and authorises the Chief Executive Officer to amend the Terms of Reference of the following Advisory and Working Groups to report directly to Council via the responsible officer: Agribusiness Working Group; and Arts and Culture Advisory Group; and Boating Facilities Working Group; and Heritage Advisory Group; and Encounter Bay Future Recreation Sports and Infrastructure Working Group; and Renewable Energy Advisory Group; and Victor Harbor Oval Planning Group	Karen Rokicinski	CORPORATE AND CUSTOMER SERVICE	Terms of Reference have been updated and published on website. COMPLETE - September 2022
OC3552022	22/08/2022	Risk Management - Strategic Review of Service Levels	That Council amends the Customer Service Charter to reflect longer timeframes for response to customers (up to 5 days to return a phone call and 14 days to respond to written correspondence).	Karen Rokicinski	CORPORATE AND CUSTOMER SERVICE	COMPLETE - September 2022
OC3562022	22/08/2022	Risk Management - Strategic Review of Service Levels	That Council endorse the delay of reviewing Strategic Governance Service Provision Administrative Human Resources Policies for up to two years and only Statutory Policies Code of Practice and Procedures are to be reviewed in accordance with relevant legislation.	Karen Rokicinski	CORPORATE AND CUSTOMER SERVICE	Governance and Policy officer noted the delay of reviewing policies. COMPLETE - September 2022
OC3582022	22/08/2022	Risk Management - Strategic Review of Service Levels	Changes made under delegation by the Chief Executive Officer That Council note the actions being made under delegation to support the mitigation of organisational risk as detailed within this report and acknowledge that further adjustments will likely be necessary in the current dynamic environment. These changes include but are not limited to: Council meeting reports to be only those requiring Council decision. Information will continue to be provided to Council Members via the most appropriate communication channel. Project reporting via regular quarterly reporting processes except where otherwise necessary.	Karen Rokicinski	CORPORATE AND CUSTOMER SERVICE	COMPLETE - September 2022
OC3592022	22/08/2022	Risk Management - Strategic Review of Service Levels	Processes streamlined with support from Council Members That Council acknowledge the need to support more efficient customer service processes including but not limited to: Council Members directing customers via the usual customer service channels in the first instance. Directing Council Member requests to the administration through the appropriate channels and with the appropriate level of information to enable determination that the information is required for the fulfillment of Council Member duties.	Karen Rokicinski	CORPORATE AND CUSTOMER SERVICE	COMPLETE - September 2022
OC3622022	22/08/2022	2022/23 Capital Budget Adjustment	That Council receive and note the 2022/23 Capital Budget Adjustment report. That Council endorse an increase to Net Capital Expenditure of \$252300 as per the list below: 47821 Arts and Cultural Precinct increase of \$58400 66034 Plant Medium Tipper Purchase increase of \$98600 66084 Plant Medium Tipper Sale increase of \$30600 66038 Plant Small Tipper Purchase increase of \$82400 66088 Plant Small Tipper Sale increase of \$24800 66042 Plant Woodchipper Purchase increase of \$92000 66092 Plant Woodchipper Sale increase of \$23700	KELLIE KNIGHT-STACEY	GOVERNANCE AND FINANCE	COMPLETE - September 2022
OC3662022	22/08/2022	2021/22 Annual Financial Statements - Certification	That Council receive and note the 2021/22 Annual Financial Statements Certification report. That Council authorise the Mayor and Chief Executive Officer to certify the 2021/22 Annual Financial Statements in their final form.	KELLIE KNIGHT-STACEY	GOVERNANCE AND FINANCE	COMPLETE - September 2022

RESOLUTIONS - SEPTEMBER 2022						
MINUTE NUMBER	MEETING DATE	SUBJECT	RECOMMENDATION	OFFICER	DEPARTMENT	FOLLOW UP ACTION
OC3682022	22/08/2022	2022 Office Closure and End of Year Function	That Council receive and note the 2022 Office Closure and End of Year Function report. That Council endorse the closure of the office depot and library from 12.00pm Thursday 15 December 2022 for the purposes of conducting the organisations end of year function. That in consideration of the public holidays on Monday 26 December 2022 and Tuesday 27 December 2022 and Monday 2 January 2023 Council resolves to close the Councils principal office and depot from 2.00pm Friday 23 December 2022 and reopen at 9.00am on Tuesday 3 January 2023. That Council resolves the following opening hours for the library recognising a successful trial of similar hours in 2021. 9.00am 2.00pm Friday 23 December 2022 Closed Saturday 24 December 2022 Closed - Monday 26 December 2022 Closed - Tuesday 27 December 2022 10.00am 6.00pm - Wednesday 28 December 2022 9.30am 5.00pm - Thursday 29 December 2022 9.30am 5.00pm - Friday 30 December 2022 Closed - Saturday 31 December 2022 Closed - Monday 2 January 2023 Resuming normal operating hours from Tuesday 3 January 2023	KELLIE KNIGHT-STACEY	GOVERNANCE AND FINANCE	COMPLETE - September 2022
OC3692022	22/08/2022	Temporary Community Event Sign Request - Port Elliot Show	That Council receive and note the Temporary Community Event Sign Request Port Elliot Show That Council approve the Southern Agricultural Society Inc. request to display signs at approved locations within the City of Victor Harbor advertising the Port Elliot Show as per the conditions of the Temporary Community Event Sign/Banner Procedure for three years providing that there are no substantive changes to the format of the event.	Pauline Corcoran	CORPORATE AND CUSTOMER SERVICE	COMPLETE - September 2022
OC3702022	22/08/2022	Temporary Community Event Sign Request - Port Elliot Toy Fair	That Council receive and note the report Temporary Community Event Sign Request - Port Elliot Toy Fair. That Council approve the Port Elliot Toy Fair request to display signs at approved locations within the City Of Victor Harbor Council area advertising the Port Elliot Toy Fair as per the conditions of the Temporary Community Event Sign/Banner Procedure for three years providing that there are no substantive changes to the format of the event.	Pauline Corcoran	CORPORATE AND CUSTOMER SERVICE	COMPLETE - September 2022
OC3712022	22/08/2022	Temporary Community Event Sign Request - Fleurieu Psychic Art and Body Fair	That Council receive and note the Temporary Community Event Sign Request Fleurieu Psychic Art and Body Fair report. That Council approve the Fleurieu Psychic Art and Body Fair request to display signs at approved locations within the City of Victor Harbor Council area advertising the Fleurieu Psychic Art and Body Fair as per the conditions of the Temporary Community Event Sign/Banner Procedure for the event on 8 October 2022.	Pauline Corcoran	CORPORATE AND CUSTOMER SERVICE	COMPLETE - September 2022
OC3742022	22/08/2022	Recreation and Sport Grants 2022/23 Individual Grants	That Council receive and note the Recreation and Sport Grants 2022/23 Individual Grants report. That Council receive and note the Recreation and Sport Grants Working Group Meeting Notes of the meeting held 9 August 2022. That Council endorse the following individual grants from the Recreation and Sport Small Grants Program 2022/23: Benjamin Seidel - Schools SA 18/U Tennis State Team Deb Beaton - 2022 AFL Women's Masters National Carnival Emma Kraft - 2022 Fleurieu Futures Leaders Program	Karen Kenny	INFRASTRUCTURE	Grants have been awarded. COMPLETE - September 2022

RESOLUTIONS - SEPTEMBER 2022						
MINUTE NUMBER	MEETING DATE	SUBJECT	RECOMMENDATION	OFFICER	DEPARTMENT	FOLLOW UP ACTION
OC3762022	22/08/2022	Disability Access and Inclusion Advisory Committee Minutes - 4 August 2022	That Council receive and note the minutes of the Disability Access and Inclusion Advisory Committee meeting held on 4 August 2022. That Council endorse the appointment of Cathy Waish to fill a vacant co-opted position on the Disability Access and Inclusion Advisory Committee. That Council endorse that the Disability Access and Inclusion Advisory Committee Terms of Reference be updated to reflect the membership change.	LEANN SYMONDS	COMMUNITY SERVICES	Terms of Reference updated to include new member. COMPLETE - September 2022
OC3772022	22/08/2022	City Activation and Strategic Planning Advisory Committee Minutes - 9 August 2022	That Council receive and note the minutes of the City Activation and Strategic Planning Advisory Committee meeting held on 9 August 2022. That Council proceed with community consultation on the draft Culture Strategy Festivals and Events in accordance with the Community Engagement Plan provided at Attachment B. That Council receive and note the consultation feedback for the Arts Culture and Heritage Strategy as detailed in the Community Engagement Summary provided at Attachment D. That Council adopt the revised Culture Strategy Arts and Heritage as provided at Attachment E and proceed with implementing the strategy within existing budgeted resources.	Hayley Vowles	COMMUNITY AND DEVELOPMENT	Consultation on the Draft Culture Strategy - Festivals and Events closed on Friday 16 September. The feedback will be collated and strategy prepared for final adoption following Caretaker Period. COMPLETE - September 2022
OC3792022	22/08/2022	Fleurieu Regional Aquatic Centre Authority - Independent Board Member Appointment	That Council receive and note the Fleurieu Regional Aquatic Centre Authority- Independent Board Member Appointment report. That subject to each constituent Council resolving the same way Council endorse the appointment of Vicki Tomlinson as the Independent Board Member of the Fleurieu Regional Aquatic Centre Authority for a period of three years.	KELLIE KNIGHT-STACEY	GOVERNANCE AND FINANCE	COMPLETE - September 2022
OUTSTANDING RESOLUTIONS						
OC382020	28/01/2020	Encounter Bay Recreation Ground Pedestrian Access	That administration staff liaise with the club representatives at the Encounter Bay Recreation Ground Investigator College staff and staff at the Victor Harbor High School to determine the need and best route for a shared path connection between these sites.	JODI ROBERTS	PROPERTY ENVIRONMENT AND RECREATION	This will be considered as part of the Lot 202 development.
OC4252020	24/08/2020	Request to Rename Kent Reserve to Muwerang	That the Administration consult with the Ngarrindjeri Aboriginal Corporation and Council's Heritage Advisory Group to determine whether they support: a name change for Kent Reserve to Muwerang; dual naming of this Reserve; and the inclusion of an option for dual naming of public places in Council's Road and Public Place Naming Policy.	JODI ROBERTS	INFRASTRUCTURE	Ngarrindjeri Aboriginal Corporation (NAC) has been consulted and attended the Informal Gathering on 12 October 2020. Further discussions are required with Ngarrindjeri Aboriginal Corporation to determine if the proposed name change is supported. The CEO has written to the NAC further seeking NAC's position in relation to this matter. Further email has been sent to Ngarrindjeri Aboriginal Corporation on 09 March 2022 seeking response to outstanding matters OREC16090122. Follow up email sent 21 March. NAC have agreed to meeting to discuss. Meeting scheduled for July 2022 was cancelled due to illness - we are waiting for meeting to be rescheduled. Follow up request sent on 26 July 2022.
OC4262020	24/08/2020	Request to Rename Kent Reserve to Muwerang	That following consultation with the Ngarrindjeri Aboriginal Corporation and Council's Heritage Advisory Group the Administration review the Road and Public Place Naming Policy and hold a workshop with the City Activation and Strategic Planning Advisory Committee to consider consultation feedback and recommended Policy changes to Council.	JODI ROBERTS	INFRASTRUCTURE	The Road and Place Naming Policy will be placed on the agenda for an Informal Gathering following further discussions with Ngarrindjeri Aboriginal Corporation. The CEO has written to the NAC further seeking NAC's position in relation to this matter. Further email has been sent to Ngarrindjeri Aboriginal Corporation on 09 March 2022 seeking response to outstanding matters OREC16090122. Follow up email sent 21 March. NAC have agreed to meeting to discuss. Meeting scheduled for July 2022 was cancelled due to illness - we are waiting for meeting to be rescheduled. Follow up request sent on 26 July 2022.



RESOLUTIONS - SEPTEMBER 2022						
MINUTE NUMBER	MEETING DATE	SUBJECT	RECOMMENDATION	OFFICER	DEPARTMENT	FOLLOW UP ACTION
OC4272020	24/08/2020	Request to Rename Kent Reserve to Muwerang	That a further report be provided to Council to consider changes recommended by the City Activation and Strategic Planning Advisory Committee to the Road and Public Place Naming Policy and to make a decision regarding the name of the public place currently known as Kent Reserve.	JODI ROBERTS	INFRASTRUCTURE	The CEO has written to the NAC further seeking NAC's position in relation to this matter. A report will be presented to Council after consultation with Ngarrindjeri Aboriginal Corporation is complete. The CEO has written to the NAC further seeking NAC's position in relation to this matter. Further email has been sent to Ngarrindjeri Aboriginal Corporation on 09 March 2022 seeking response to outstanding matters OREC16090122. Follow up email sent 21 March. NAC have agreed to meeting to discuss. Meeting scheduled for July 2022 was cancelled due to illness - we are waiting for meeting to be rescheduled. Follow up request sent on 26 July 2022.
OC4932020	28/09/2020	Bridge Renaming - Back Valley Bridge (1) to Pioneer Bridge	That Council endorse the installation of a plaque or sign dedicated to the memory of the three pioneers who worked hard to make the soils of Back Valley highly productive and include the name of the Creek on the plaque or sign.	JODI ROBERTS	INFRASTRUCTURE	A draft sign has been prepared and has been reviewed by the Heritage Advisory Committee Members. Review by Ngarrindjeri Aboriginal Corporation is required. The CEO has written to the NAC further seeking NAC's position in relation to this matter. Further email sent to Ngarrindjeri Aboriginal Corporation on 16 December 2021 seeking response to outstanding matters OREC15635221. Follow up email sent 21 March. NAC have agreed to meeting to discuss. Meeting scheduled for July 2022 was cancelled due to illness - we are waiting for meeting to be rescheduled. Follow up request sent on 26 July 2022.
OC2802021	28/06/2021	Victor Dragon Inc. - Lease Proposal - Encounter Bay Recreation Ground - Public Consultation Feedback Summary	That Council: decline to support the granting of a Lease to Victor Dragons Inc at the proposed location adjacent to the netball courts within the Encounter Bay Recreation Grounds; and continue to liaise with Victor Dragons Inc. to identify a suitable site for Victor Dragons Inc. to construct a storage and maintenance shed; and when a suitable site is identified a further report be brought back to Council.	Kathy Hayter	INFRASTRUCTURE	A home for the Dragons is being considered as part of Lot 202 concept development, and will be progressed as part of the community and stakeholder consultation.
OC3322021	26/07/2021	Mainstreet Stage 5 - Community Engagement	That Council receive and note the Mainstreet Stage 5 Community Engagement report. That Council note the Outstanding issues list as tabled within the report and proceed with investigating resolutions and refined design options to be presented to the Council for consideration.	DAVID READ	PLANNING AND ACTIVATION	Ongoing. With Stage 4 delivery now well progressed, the design team led by Oxigen, are working on a revised package with a series of options addressing the matters identified in the report. It is expected this will be ready for further workshopping with Members following Caretaker Period.
OC4092021	23/08/2021	Motion without Notice - Hook Line and Thinker - Cr Marilyn Henderson	That Council revisit the Hook Line and Thinker program utilising more sturdy stainless steel receptacles for discarded fishing tackle.	Kathy Hayter	ENVIRONMENT AND INFRASTRUCTURE	The Rotary Club of Victor Harbor and Council will undertake a trial of the Hook, Line and Thinker program at the Bluff boat ramp and Bluff Jetty. Bins, signage and stickers are currently being developed with the estimated launch date being October 2022.
OC5632021	22/11/2021	City Activation and Strategic Planning Advisory Committee Minutes - 2 November 2021	1. That the Council request the Fleurieu Regional Waste Management Authority to provide the City of Victor Harbor with a cost estimate of each option. 2. That the Council or the Fleurieu Regional Waste Management Authority explore models to partner with service organisations for hard waste collection and provide costs associated with these models.	Kathy Hayter	ENVIRONMENT AND INFRASTRUCTURE	Resolution forwarded to Fleurieu Regional Waste Authority Executive Officer advising that the timeline for implementing the resolutions remains at 2022/23 in line with FRWA's endorsed Business Plan.

RESOLUTIONS - SEPTEMBER 2022						
MINUTE NUMBER	MEETING DATE	SUBJECT	RECOMMENDATION	OFFICER	DEPARTMENT	FOLLOW UP ACTION
OC5952021	13/12/2021	Proposed Road Closure - Unmade Road Reserve - Hindmarsh Valley National Park	That subject to receiving no objections from the public notification and receiving approval from the Surveyor General that the Road Process Order to be signed and sealed by the Mayor and Chief Executive Officer on behalf of the Council.	MICHELLE GRIFFITHS	PROPERTY ENVIRONMENT AND RECRE	DEW has commenced process to obtain a survey plan of the boundary realignment and transfer of ownership of the land to DEW. The preliminary Plan has been received by Council and approved for lodgement to the Lands Title Office . As yet Council has not been advised of LTO approval.
OC5962021	13/12/2021	Proposed Road Closure - Unmade Road Reserve - Hindmarsh Valley National Park	That subject to a successful application to close the unmade road Council approves a waiver from the Disposal of Land and other Assets Policy and agrees to transfer ownership of the subject land to the Minister for Environment and Water for a nil consideration subject to the inclusion of the land into the adjoining National Park.	MICHELLE GRIFFITHS	PROPERTY ENVIRONMENT AND RECRE	DEW has commenced process to obtain a survey plan of the boundary realignment and transfer of ownership of the land to DEW. As yet Council has not been advised of LTO approval The preliminary Plan has been received for approval for lodgement to the Lands Title Office - Transfer will occur once process is completed
OC1302022	28/03/2022	Coral Street Art Space Business Development	That Council approve the introduction of hired Studio Spaces for local artisans and artists at the Coral Street Art Space as outlined within the report with the introduction of the following fees and charges: Up to one month hire - \$75 per week Up to three months hire - \$65 per week	Mia Stocks	PLANNING AND ACTIVATION	Installation of studio pods has been postponed until later in the year due to commitments to current exhibitions. Other related changes at the Coral Street Art Space continue to be delivered. Fees and charges has been updated and complete.
OC1312022	28/03/2022	Coral Street Art Space Business Development	That Council approve the introduction of a dedicated exhibition area in the Coral Street Art Space for curation by representatives of the Ramindjeri / Ngarrindjeri community and waive the introduction of fix charges for the use of the space until 30 June 2023.	Mia Stocks	PLANNING AND ACTIVATION	Stage one has been complete. Stage two is in process which includes the installation of a pulgi(traditional house), recording of language for children to listen to, curation of retail.
OC1682022	26/04/2022	Time Limited Street Parking - Whalers Restaurant - Public Consultation	That the item be adjourned and be brought back to the July Ordinary Council Meeting	Graham Pathuis	PUBLIC SAFETY AND REGULATION	ADJOURNED - OC1682022 MasterPlan has requested more time to research documentation, for which they advised they will submit an FOI application regarding this matter.  Please note this will not be achieved by the August 2022 Council Meeting and it is still to be determined when the matter will be brought back to Council.
OC2062022	23/05/2022	Petition - Armstrong Road Speed Limit Reduction - Victor Harbor Men's Shed	That Elected Members and the head petitioner be advised of the outcome of the Department for Infrastructure and Transport speed limit review of Armstrong Road.	CHELSIE BUTLER	ENVIRONMENT AND INFRASTRUCTURE	Administration has written to the Department for Infrastructure and Transport requesting speed limit review to take place. Subsequently DIT has recommended Council undertake an independent Traffic Impact Statement (TIS) to outline the speed limit proposal and justifications.  Administration has sought quotes for a traffic engineer to complete the TIS, however, will not be proceeding any further until after Caretaker period.
OC2192022	23/05/2022	2022/23 Draft Fees and Charges Register	That Council Administration investigate opportunities to reduce the costs to the local theatre groups that utilize the Town Hall.	STEPHANIE JUHAS	GOVERNANCE AND FINANCE	To be Programmed
OC2202022	23/05/2022	Community Satisfaction Survey - Analysis Report	That Council receive and note the Community Satisfaction Survey Analysis Report as presented under separate cover. That Council notes an Action Plan will be developed following further analysis and internal stakeholder consultation and returned to Council for endorsement.	Emma Warren	GOVERNANCE AND FINANCE	IN PROGRESS - Initial discussion held with Managers. Meetings to be programmed with each section to develop draft action plan.
OC2252022	23/05/2022	Southern and Hills Local Government Association Draft Regional Public Health Plan - Community Consultation	That Council receive and note the Southern and Hills Local Government Association Draft Regional Public Health Plan Community Consultation. That Council endorse the Southern and Hills Local Government Association Draft Regional Public Health Plan 2022-27 to go to community consultation pending approval from the South Australian Minister for Health.	LEANN SYMONDS	COMMUNITY SERVICES	The plan has been endorsed by the Chief Public Health Officer and a Report will go to the 26 September Ordinary Council Meeting for Adoption. Ongoing

RESOLUTIONS - SEPTEMBER 2022						
MINUTE NUMBER	MEETING DATE	SUBJECT	RECOMMENDATION	OFFICER	DEPARTMENT	FOLLOW UP ACTION
OC2372022	23/05/2022	Motions without Notice - Volunteer Video - Cr Marilyn Henderson	That the Administration investigate budget implications of a volunteer video to encourage increased volunteering in the City of Victor Harbor	Kellie Knight-Stacey	GOVERNANCE AND FINANCE	To be programmed
OC2552022	27/06/2022	Reserve Furniture Fee Waiver Request - Application for Park and Street Furniture and Memorial Plaque	That Council receive and note the Reserve Furniture Fee Waiver Request - Application for Park and Street Furniture and Memorial Plaque report That Council endorses the requested fee waiver of \$2798 for an existing bench seat at Encounter Waters to enable a bronze plaque to be affixed by the applicant to memorialise Alan Martin. That Council review the Street Furniture Donation and Memorial Plaque Policy to align with the decision to waive the fees for existing bench seats.	Karen Kenny	INFRASTRUCTURE	Administration has advised the applicant of Council's resolution to endorse the fee waiver of \$2798 for an existing bench seat to enable the bronze plaque to be affixed by the applicant. Administration will review the Park and Street Furniture Donation and Memorial Plaque Policy and a report will be presented to an Ordinary Council meeting upon completion of the review.
OC2642022	27/06/2022	City Activation and Strategic Planning Advisory Committee Minutes - 7 June 2022	That Council proceed with a development application (for Planning Consent) for the McKinlay Street Carpark proposal and that it be prepared and lodged through the PlanSA Portal.	GRAHAM PATHUIS	COMMUNITY AND DEVELOPMENT	Staff have engaged a traffic consultant who is preparing a traffic impact assessment that will be submitted with the development application (DA) for the McKinlay Street Car park. The DA will be lodged in the coming months.
OC3182022	25/07/2022	Victor Harbor Horse Tram Authority Charter Review	That Council: i. endorse the changes to the Charter as per the tracked document provided at Attachment A subject to the adjustments below: a. removal of amendments to clause 5.2 and 5.5; and b. removal of the words This is a legal requirement to offer a choice of superfund as per the ATO at clause 6.2 ii. authorise the Chief Executive Officer to: Furnish a copy of the Charter as amended to the Minister; and Ensure that a copy of the Charter as amended is published on the Victor Harbor Horse Tram Authority website; and Ensure that notice of the amendment and a website address at which the Charter is available for inspection is published in the Gazette.	KELLIE KNIGHT-STACEY	GOVERNANCE AND FINANCE	IN PROGRESS
OC3432022	22/08/2022	Major Event Application - 2022 Schoolies Festival	That following the 2022 Schoolies Festival Council administration commence discussions with Encounter Youth and affiliated stakeholders on potential relocation of future Schoolies Festivals from the existing site to alternative sites within Victor Harbor and that options be presented to the Council for consideration ahead of the 2023 event.	Stacey Richardson	PLANNING AND ACTIVATION	The Council administration have notified Encounter Youth of Council's decision to commence discussions following the 2022 event. ONGOING
OC3452022	22/08/2022	Major Event Application - 2022 Schoolies Festival	That Council request DIT to close the Causeway to pedestrian traffic for the evenings of the Schoolies festival that being from 17:00 hours to 06:00 hours the following morning on Friday 25 November Saturday 26 November and Sunday 27 November 2022.	Stacey Richardson	PLANNING AND ACTIVATION	Council administration have commenced discussion with National Parks seeking their support of the closure before an application is lodged with DIT to close the Causeway. ONGOING
OC3492022	22/08/2022	Regional Community Sport and Recreation Precinct - Draft Concept Design and Phase 2 Consultation	That Council endorse the draft Concept Design for the Regional Community Sport and Recreation Precinct as provided under separate cover for the purpose of public consultation as guided by the communications and engagement strategy provided at Attachment A. That a report be brought back to Council following the completion of Phase Two consultation outlining the engagement findings modelling and economic analysis and including presentation of a revised Concept Design for adoption.	Bronson Symmonds	ENVIRONMENT AND INFRASTRUCTURE	The draft concept design was endorsed at the August Ordinary Council meeting. Stakeholder consultation will continue through Caretaker Period, and broader community consultation will commence in the new year.
OC3652022	22/08/2022	Happy FM Sponsorship Proposal	That Council utilises local radio stations and other media outlets as part of consultation processes on a fee for service basis.	Karen Rokicinski	CORPORATE AND CUSTOMER SERVICE	To be Programmed
OC3732022	22/08/2022	Flinders Parade and Esplanade Pedestrian Crossing Investigation	That Council receive and note the Flinders Parade and Esplanade Pedestrian Crossing Investigation report. That having considered the Options Analysis Report Council endorse progressing to concept design and cost estimates for Location A at Flinders Parade and Location C at the Esplanade.	Jodi Roberts	INFRASTRUCTURE	Consultant has been engaged to prepare the concept plans and cost estimates for the endorsed locations.

RESOLUTIONS - SEPTEMBER 2022						
MINUTE NUMBER	MEETING DATE	SUBJECT	RECOMMENDATION	OFFICER	DEPARTMENT	FOLLOW UP ACTION
OC3752022	22/08/2022	The Bluff Master Plan - Draft Master Plan and Phase 2 Consultation	That Council receive and note The Bluff Master Plan Draft Master Plan and Phase Two Consultation report. That Council endorse the draft Master Plan as provided under separate cover for the purpose of public consultation (phase two) and proceed to public consultation as guided by the communications and engagement strategy provided at Attachment A. That a report be brought back to Council following the completion of Phase Two consultation outlining the engagement findings and including presentation of a revised Master Plan for adoption.	MICHELLE JAMES	GOVERNANCE AND FINANCE	The draft Bluff Master Plan was endorsed at the August Ordinary Council meeting. Stakeholder consultation will continue through Caretaker Period, and broader community consultation will commence in the new year.
OC3802022	22/08/2022	Victor Harbor Horse Tram Authority - Asset Disposal Request - Chester	That Council receive and note the Victor Harbor Horse Tram Authority Asset Disposal Request - Chester report. That Council in consideration of the wellbeing of the horse approve the sale of Chester to his previous owner at a cost of \$1000.	KELLIE KNIGHT-STACEY	GOVERNANCE AND FINANCE	In progress - Sales agreement with Meg Whibley

## **9.2 Election for Local Government Association President 2022-2024**

Committee Victor Harbor Council

Meeting Held 26/09/2022

From Kyla Walker

File Reference GR10.3.001

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### **RECOMMENDATION**

1. That Council receive and note the Election for Local Government Association President 2022-2024 report.
2. That Council authorise Mayor Moira Jenkins to complete the ballot paper for the election of the Local Government Association President and forward to the Returning Officer of the Local Government Association of South Australia.
3. That Council resolve to vote for ..... to be the Local Government Association President.

### **INFORMATION**

#### **Purpose**

The purpose of this report is for members to consider and endorse the preferred candidate for the position of the Local Government Association (LGA) President.

#### **Background**

On 4 July 2022, Council received correspondence from the Chief Executive Officer / LGA Returning Officer, calling for nominations for the LGA President. A copy of the correspondence is provided at Attachment A.

The term of office for the position of President commences from the conclusion of the 2022 Annual General Meeting and they remain in office until the conclusion of the 2024 Annual General Meeting.

The LGA constitution specifies the office of President must be occupied on a rotational basis between a Council Member from a Council in the South Australian Regional Organisation of Councils (SAROC) and a Council Member from a Council in the Greater Adelaide Regional Organisation of Councils (GAROC).

#### **Commentary**

On Friday, 2 September 2022, Council received correspondence from the Chief Executive Officer / LGA Returning Officer, in relation to the number of nominations received by eligible candidates.

The LGA received five nominations, resulting in the need for a ballot to be conducted. Nominations were received from:

- Mayor Keith Parkes (Alexandrina Council)
- Mayor Caroline Phillips (District Council of Karoonda East Murray)
- Mayor Brett Benbow (Port Augusta City Council)
- Mayor Bill O'Brien (Light Regional Council)
- Mayor Erika Vickery (Naracoorte Lucindale Council)

A copy of the correspondence and candidate information sheets is provided at Attachment B.

The successful nominees for the position of LGA President will commence office at the conclusion of the 2022 LGA Annual General Meeting (AGM) and will remain until the 2024 LGA AGM. The LGA has acknowledged that because of the timing of the AGM and the election of the LGA Board and President, and the four-yearly cycle of the Local Government elections, there is a possibility that the President and/or Board Members may not be re-elected at the 2022 Local Government Elections. If this occurs, the LGA will call for nominations for a casual vacancy.

### ***Letters of Support***

Council has received correspondence from Mayor Keith Parkes, Mayor Caroline Phillips, Mayor Erika Vickery and Mayor Bill O'Brien to support their nominations, which are provided at Attachment C.

### ***Voting***

Each member Council must determine by resolution the candidate it wants to elect and determine the delegate of Council that shall mark the ballot paper with an "X" next to the candidate.

Voting for the election for LGA President must be on the ballot paper provided by the LGA and completed by 5pm on Monday, 17 October 2022.

On Monday, 5 September 2022, Council received correspondence from the Chief Executive Officer / LGA Returning Officer, advising the ballot paper has been reissued as the Council listed for Mayor Bill O'Brien was listed incorrectly.

A copy of the re-issued ballot paper for the election for the LGA President is provided at Attachment D.

## **RISK ASSESSMENT**

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

**Legal and Compliance** – As a member of the LGA, Council has the right and obligation to cast a vote for their preferred candidate for the LGA President. This risk is assessed as **low**.

## **REFERENCES**

### **City of Victor Harbor Community Plan 2030**

Aspiration 6 – We are a financially sustainable and well-governed organisation.

## **BUDGET IMPLICATION**

Excluding endorsed budgeted staff resources there are no budget implications in Council resolving a preferred candidate for election to the LGA President position.

No additional funds are required.

## **CONSULTATION**

Acting Chief Executive Officer - Karen Rokicinski

Acting Director Corporate and Customer Service – Vicki Hutchinson



The voice of local government.

In reply please quote our reference: ECM 777935 TN/SR

4 July 2022

Victoria MacKirdy  
Chief Executive Officer  
City of Victor Harbor  
PO Box 11  
Victor Harbor, SA 5211

**Emailed:** localgov@victor.sa.gov.au

Dear Victoria

### Call for Nominations for LGA President

The LGA hereby calls for nominations for the position of LGA President to commence from the conclusion of the 2022 Annual General Meeting (AGM) and to remain in office until the conclusion of the 2024 AGM. A nomination form for the position of President is attached and must be received by me, no later than **5pm Friday 19 August 2022**. Late nominations will not be accepted.

The LGA Constitution specifies that the office of President must be occupied on a rotational basis between a council member from a council in the South Australian Regional Organisation of Councils (SAROC) and a council member from a council in the Greater Adelaide Regional Organisation of Councils (GAROC). For this election, nominations are for council members within SAROC. To be eligible for nomination, a person must be a council member and be a current member of the SAROC Committee and have been in that role for at least 1 year. An eligible candidate needs to be nominated by a member council but does not need to be nominated by their own council. Please refer to the attached Fact Sheet and Position Description for further information on eligibility and role responsibilities.

Key (indicative) timings and relevant LGA Constitution provisions are outlined in the table below.

Indicative Timing	Headline	LGA Constitution Provision
	Office of President	Position of President – rotated between SAROC and GAROC (Clause 28.6).
	Returning Officer	Returning Officer for any election for the office of President is the Chief Executive Officer (Clause 29.1)
18 July 2022	Nominations Called	CEO to write to members calling for nominations for position of President at least 3 months before AGM (Clause 28.2)
19 August 2022	Nominations Close	Nominations, in the form of a resolution of a member, <u>must</u> be received by the CEO no later than 5pm on the day specified for the close of nominations, being 19 August 2022 (Clause 28.7)



Indicative Timing	Headline	LGA Constitution Provision
	Nominations equal to vacancies	If only 1 nomination is received for President, the Chief Executive shall declare such person duly elected (Clause 29.3). If the number of persons nominated for the office of President exceeds 1 person then an election must be held (Clause 29.4).
5 September 2022	Ballot papers prepared and posted	CEO shall deliver ballot papers to each member at least 6 weeks before AGM (last date 15 September) (Clause 29.5.1)
17 October 2022	Voting closes	The CEO as returning officer will determine when voting closes, being 17 October 2022
18 October 2022	Counting of votes	The CEO shall nominate the date, time and place for the counting of votes (Clause 29.5.6)
28 October 2022	Final declaration of result	CEO shall declare the candidate with the most votes elected at the AGM (Clause 29.5.8)
28 October 2022	President takes office	President takes office at the conclusion of the AGM (Clause 30.1)

### Timing of LGA Election

The LGA Constitution provides for the election of LGA President, SAROC and GAROC members, and the LGA Board to take effect from the LGA's AGM, every other year. This enables the outgoing President to deliver their annual report and finance statements for the preceding year, before handing over to the incoming President.

It is acknowledged that because of the timing of the AGM, the election of LGA Board and President, and the four yearly cycle of local government general elections; that there is the potential for the President and/or a Board member(s) to not be re-elected in their respective council and thus causing a casual vacancy. It is also noted that if the election of LGA office holders was held, say three to six months after the local government elections to coincide with the LGA's OGM there is still the possibility that a current member of the Board may not be re-elected at the November local government elections, resulting in a casual vacancy to be filled prior to the OGM.

Thus, there is no ideal time to hold elections for office bearers for the LGA when the end of term coincides with the general council elections. However, the general view is that it is preferable for a new Board and President to take office at the AGM and as soon as possible around a general council election to ensure the Board and President can maximise their contribution during the two-year term, rather than be put in a holding pattern until a new Board is elected following council elections.

### Caretaker Period

The timeframe for conducting the LGA Elections, as set out in the LGA's Constitution, will extend into the caretaker period for the 2022 general council elections. Whilst nominations for the LGA election process will have closed, Councils will be required to cast their vote for President and GAROC/SAROC members during the caretaker period.

During the caretaker period, councils are unable to make “designated decisions” as defined under the *Local Government (Elections) Act 1999*. These include decisions relating to the employment or termination of a council CEO and entering in a contract the value of which exceeds \$100,000 or 1% of the Council’s revenue from rates in the preceding year (with limited exceptions). In addition, council resources must not be used for the advantage of a particular candidate or group of candidates during the election period.

Caretaker guidance provided to councils also encourages avoiding scheduling significant decisions (including major policy decisions) for consideration during an election period. These can include spending unbudgeted monies, conducting unplanned public consultation, endorsing a new policy, disposing of council land, approving grants and progressing any matter that has been identified as an election issue.

Councils are required to have a Caretaker Policy which may also impose other constraints during the caretaker period.

Having regard to the definition of a ‘designated decision’ and other matters councils should not determine during a caretaker period, it is not evident that the election of LGA President, SAROC and GAROC members is prohibited. However, each council will need to review any additional constraints imposed within their Caretaker Policy to ensure compliance with the relevant requirements.

#### **Access to Members Information**

Nominees may access the contact details of councils and elected members from the LGA database to assist in communicating with the sector during the election campaign. This information will be available upon request.

The LGA is writing separately to councils regarding the arrangements for the election of members to SAROC and GAROC.

If you have any questions in relation to the election process, please contact me or Program Leader Governance Tami Norman on [REDACTED] or [REDACTED] [lga.sa.gov.au](mailto:[REDACTED]@lga.sa.gov.au).

Yours sincerely



Clinton Jury

**Chief Executive Officer / LGA Returning Officer**

Telephone: (08) [REDACTED]  
Email: [REDACTED]@lga.sa.gov.au

#### **Attachments:**

- 1 Extract from LGA Constitution – Section 28
- 2 LGA President Election Fact Sheet
- 3 Persons eligible for nomination as LGA President – 2022
- 4 LGA President Position Description
- 5 LGA President Nomination Form
- 6 Candidate Information Sheet

## Extract – LGA Constitution and Rules

### Clause 28 – Nominations for the Office of President

- 28.1 The office of President shall be elected by Members biennially.
- 28.2 In the year in which a new President is to be elected, and at least 3 months before the Annual General Meeting, the Chief Executive shall write to all Members calling for nominations for the position of President.
- 28.3 Every Member is entitled to nominate an eligible person to the office of President.
- 28.4 To be eligible for nomination as a candidate for the position of President, a person must be a Council Member.
- 28.5 To be eligible for the position of President, a person must also be a current member of SAROC or GAROC who has undertaken that role for a period of not less than 1 year.
- 28.6 The eligibility for office of President shall rotate each term between a person who is a Council Member of a Member within Regional Groupings of Members in SAROC and a Council Member of a Member within Regional Groupings of Members in GAROC.
- 28.7 A nomination of a person for the office of President shall be by resolution of a Member and must be received by the Chief Executive not later than 5 pm on the day specified for the closure of nominations. A nomination must be signed by the candidate indicating his or her willingness to stand for election and be in the form determined by the Chief Executive.
- 28.8 If no nomination is received for the office of President under clause 28.7, then the Chief Executive shall call for additional nominations from and by the Delegates at the Annual General Meeting and will conduct an election at the meeting.

## LGA President Election Fact Sheet

### 1. Who can nominate a person?

All LGA member councils (Members) are entitled to nominate an eligible person to the office of President.

### 2. Who can be nominated?

To be eligible for nomination as a candidate in the 2022 President Election, a person must be a Council Member, and must be a current member of the SAROC Committee who has undertaken that role for a period of not less than 1 year.

### 3. How is a nomination made?

A person is nominated by resolution of a Member. The LGA President Nomination Form must be signed by both the candidate indicating their willingness to stand for election and by the Chief Executive of the nominating Member and must be received by the LGA CEO no later than 5:00pm on Friday 19 August 2022.

### 4. What is the election process?

If only one eligible person is nominated, the CEO will declare such person duly elected. If the number of eligible persons nominated exceeds one person, then an election will be held. The CEO is the Returning Officer for any election for the office of President. The CEO will notify all Members of the nominated candidates and will conduct the election as follows (timings are indicative only):

1. The CEO will deliver ballot papers to each Member at least six weeks prior to the Annual General Meeting (no later than 15 September).
2. The ballot papers will list the candidates for election, specify the date of closure of the election as 17 October 2022, and be accompanied by an envelope marked "Ballot Paper" and a second envelope marked "Returning Officer".
3. Each Member then determines by resolution the candidate it wishes to vote for and mark the ballot paper accordingly and place it in a sealed envelope for delivery to the CEO.
4. The CEO will nominate the date, time, and place for the counting of votes and will invite each candidate and a person nominated as the candidate's scrutineer to be present.
5. At the counting of the votes the CEO will produce unopened envelopes marked "Ballot Paper" and if satisfied that all votes are valid, count the number of votes.
6. The candidate with the most votes will be deemed elected and the CEO will declare the candidate elected at the Annual General Meeting.
7. If candidates receive the same number of votes, the CEO will draw lots at the counting of the votes and the lot drawn will be the candidate elected.

## Persons eligible for nomination as LGA President – 2022

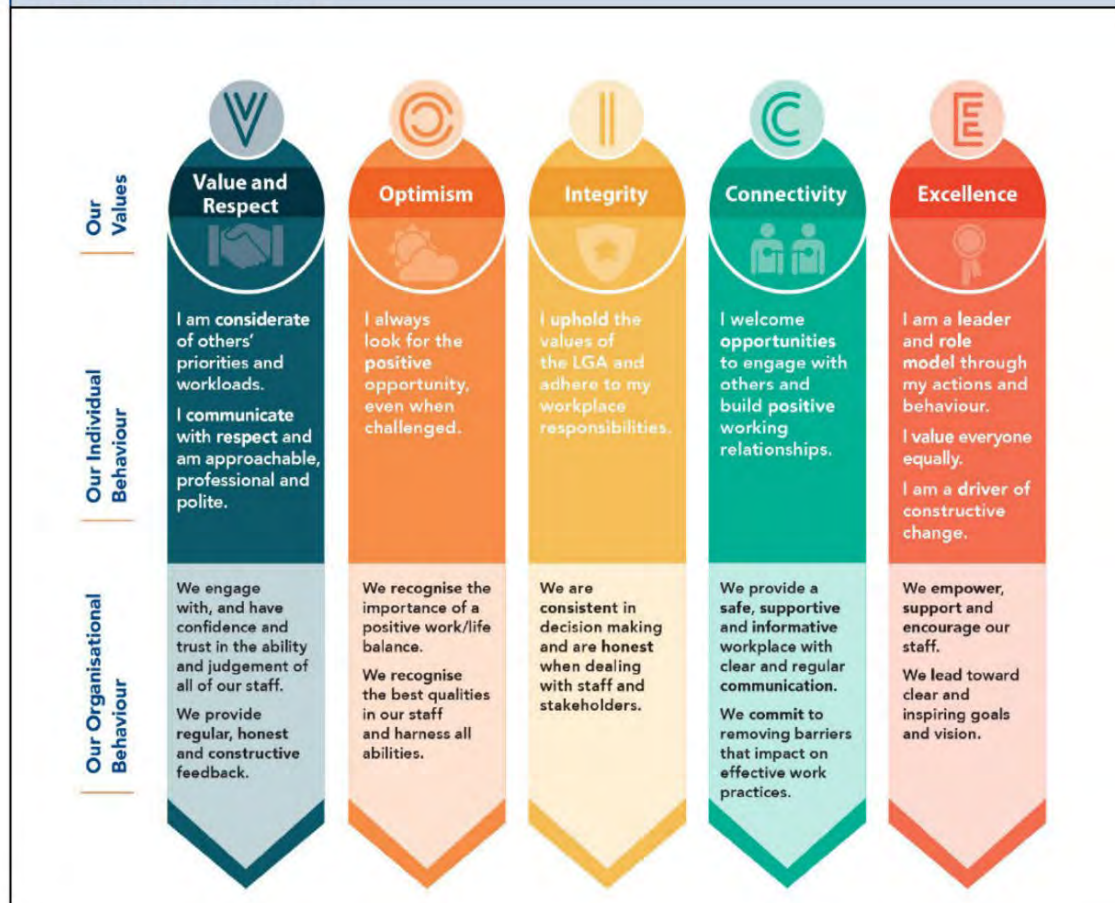
In accordance with Clauses 28.4, 28.5 and 28.6 of the Constitution, to be eligible for the position of President, the nominee must be a current Council Member of a SAROC member council and must also be a current member of SAROC and have undertaken that position for a period not less than 1 year.

Applying this criteria, the following members of SAROC are eligible to be nominated (subject to their willingness to stand) for election to the position of President:

- Mayor Brent BENBOW (Port Augusta City Council – Spencer Gulf Cities Region)
- Mayor Peter HUNT (Berri Barmera Council – Murraylands & Riverland Region)
- Mayor Moira JENKINS (City of Victor Harbor – Southern & Hills Region)
- Mayor Peter MATTEY OAM (Regional Council of Goyder – Legatus Region)
- Mayor Clare McLAUGHLIN (Whyalla City Council – Spencer Gulf Cities Region)
- Mayor Bill O'BRIEN (Light Regional Council – Legatus Region)
- Mayor Keith PARKES (Alexandrina Council – Southern & Hills Region)
- Mayor Caroline PHILLIPS (District Council of Karoonda East Murray – Murraylands & Riverland Region)
- Mayor Richard SAGE (District Council of Grant – Limestone Coast Region)
- Mayor Erika VICKERY OAM (Naracoorte Lucindale Council – Limestone Coast Region)

The Constitution provides that the President may be nominated by a member council, and not necessarily the council which they are a member of.

## LGA President Position Description

LGA President																			
Position Title:	LGA President																		
Position Status:	Elected for two year term																		
Reporting Arrangements:	This position reports to the LGA Board of Directors																		
Location:	Local Government House, 148 Frome Street, Adelaide																		
Special Conditions:	Some intra/interstate travel with overnight stays is required. Out of hours work required.																		
LGA Values and Behaviours																			
	 <table border="1"> <thead> <tr> <th>Our Values</th> <th>Our Individual Behaviour</th> <th>Our Organisational Behaviour</th> </tr> </thead> <tbody> <tr> <td><b>Value and Respect</b></td> <td> <p>I am considerate of others' priorities and workloads.</p> <p>I communicate with respect and am approachable, professional and polite.</p> </td> <td> <p>We engage with, and have confidence and trust in the ability and judgement of all of our staff.</p> <p>We provide regular, honest and constructive feedback.</p> </td> </tr> <tr> <td><b>Optimism</b></td> <td> <p>I always look for the positive opportunity, even when challenged.</p> </td> <td> <p>We recognise the importance of a positive work/life balance.</p> <p>We recognise the best qualities in our staff and harness all abilities.</p> </td> </tr> <tr> <td><b>Integrity</b></td> <td> <p>I uphold the values of the LGA and adhere to my workplace responsibilities.</p> </td> <td> <p>We are consistent in decision making and are honest when dealing with staff and stakeholders.</p> </td> </tr> <tr> <td><b>Connectivity</b></td> <td> <p>I welcome opportunities to engage with others and build positive working relationships.</p> </td> <td> <p>We provide a safe, supportive and informative workplace with clear and regular communication.</p> <p>We commit to removing barriers that impact on effective work practices.</p> </td> </tr> <tr> <td><b>Excellence</b></td> <td> <p>I am a leader and role model through my actions and behaviour.</p> <p>I value everyone equally.</p> <p>I am a driver of constructive change.</p> </td> <td> <p>We empower, support and encourage our staff.</p> <p>We lead toward clear and inspiring goals and vision.</p> </td> </tr> </tbody> </table>	Our Values	Our Individual Behaviour	Our Organisational Behaviour	<b>Value and Respect</b>	<p>I am considerate of others' priorities and workloads.</p> <p>I communicate with respect and am approachable, professional and polite.</p>	<p>We engage with, and have confidence and trust in the ability and judgement of all of our staff.</p> <p>We provide regular, honest and constructive feedback.</p>	<b>Optimism</b>	<p>I always look for the positive opportunity, even when challenged.</p>	<p>We recognise the importance of a positive work/life balance.</p> <p>We recognise the best qualities in our staff and harness all abilities.</p>	<b>Integrity</b>	<p>I uphold the values of the LGA and adhere to my workplace responsibilities.</p>	<p>We are consistent in decision making and are honest when dealing with staff and stakeholders.</p>	<b>Connectivity</b>	<p>I welcome opportunities to engage with others and build positive working relationships.</p>	<p>We provide a safe, supportive and informative workplace with clear and regular communication.</p> <p>We commit to removing barriers that impact on effective work practices.</p>	<b>Excellence</b>	<p>I am a leader and role model through my actions and behaviour.</p> <p>I value everyone equally.</p> <p>I am a driver of constructive change.</p>	<p>We empower, support and encourage our staff.</p> <p>We lead toward clear and inspiring goals and vision.</p>
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Position
<p>The Board of Directors is the governing entity of the LGA.</p> <p>The Board of Directors consists of:</p> <ul style="list-style-type: none"> <li>• the President;</li> <li>• the Immediate Past President;</li> <li>• the chairperson of SAROC and the chairperson of GAROC; and</li> <li>• 6 additional persons (each of which must be a Council Member) with relevant business and governance experience elected in equal proportions from the Council Members of SAROC (3 persons) and the Council Members of GAROC (3 persons).</li> </ul> <p>Each Director must:</p> <ul style="list-style-type: none"> <li>• undertake his or her role as a Director honestly and act with reasonable care and diligence in the performance and discharge of functions and duties;</li> <li>• not make improper use of information acquired by virtue of his or her position as a Director to gain, directly or indirectly, an advantage for himself or herself or for another person or to cause detriment to the LGA;</li> <li>• not make improper use of his or her position as a Director to gain, directly or indirectly, an advantage for himself or herself or for another person or to cause detriment to the LGA; and</li> <li>• not act in any matter where the Director has a conflict of interest (provided that an interest shared in common with all or a substantial proportion of the Directors will not be an interest giving rise to a conflict of interest).</li> </ul>
Functions, Duties and Powers
<p>1. Chair and lead the LGA Board of Directors who have the following roles, functions and duties:</p> <ul style="list-style-type: none"> <li>• The role of the Board of Directors is to oversee corporate governance of the LGA and provide strategic direction and leadership. The Directors do not represent SAROC, GAROC or a specific Member or Members.</li> <li>• The functions of the Board of Directors include: <ul style="list-style-type: none"> <li>○ appointing a Chief Executive and superintending his or her performance;</li> <li>○ holding the Chief Executive accountable for the performance of the LGA Office;</li> <li>○ advocating for the LGA, the Members and the local government community;</li> <li>○ superintending the activities of the LGA;</li> <li>○ determining matters which may be placed on the agenda of a General Meeting; and</li> <li>○ undertaking such other functions as may be provided for, or envisioned by, this Constitution.</li> </ul> </li> <li>• The Board of Directors must ensure that: <ul style="list-style-type: none"> <li>○ the LGA acts in accordance with applicable laws and the Constitution;</li> <li>○ the LGA acts ethically and with integrity, respecting diversity and striving for gender balance participation in all activities;</li> <li>○ the activities of the LGA are conducted efficiently and effectively and that the assets of the LGA are properly managed and maintained;</li> <li>○ subject to any overriding fiduciary or other duty to maintain confidentiality, the affairs of the LGA are undertaken in an open and transparent manner; and</li> <li>○ the LGA performs to its business plan and achieves or betters the financial outcomes projected in its budget.</li> </ul> </li> </ul>

2. The President shall:

- preside at all General Meetings and meetings of the Board of Directors, but in his or her absence a member of the Board of Directors chosen by the Board of Directors shall preside at the meeting.
- act as the principal spokesperson of the LGA.
- exercise other functions of the LGA as the LGA Board of Directors determines.
- represent the LGA to government, stakeholders and events.

**The key responsibilities of the LGA President**

The President acts as an important link between the Board and the organisation's management via the CEO. The President is responsible for leadership of the Board including:

- Facilitating proper information flow to the Board.
- Facilitating the effective functioning of the Board including managing the conduct, frequency and length of Board meetings.
- Communicating the views of the Board, in conjunction with the CEO, to the LGA's members, State and Federal Government, broader stakeholders and to the public.
- Facilitating open and constructive communications amongst Board members and encouraging their contribution to Board deliberations.
- Overseeing and facilitating Board, committee and Board member evaluation reviews and succession planning.
- Liaising and interfacing with the CEO as the primary contact between the Board and management.
- Liaising with and counselling, as appropriate, board members.

Inside the boardroom the President is responsible for the following:

- Acting as an important link between the Board and management but without necessarily preventing direct access of fellow directors.
- Establishing and maintaining an effective working relationship with the CEO.
- Setting the tone for the Board, including the establishment of a common purpose.
- Chairing Board meetings efficiently and shaping the agenda in relation to goals, strategy, budget and executive performance.
- Obtaining appropriate information to present to the Board.
- Encouraging contributions by all Board members and seeking consensus when making decisions.
- Motivating Board members and where appropriate dealing with underperformance.
- Overseeing the process for appraising the Board as a whole.
- Overseeing negotiations for the CEO's employment and evaluating the CEO's performance.
- Planning for CEO succession.
- Assisting with the selection of Board and Committee members.



<b>Eligibility Criteria</b>
<p>As per clause 28 of the LGA Constitution:</p> <ul style="list-style-type: none"> <li>• To be eligible for nomination as a candidate for the position of President, a person must be a Council Member.</li> <li>• To be eligible for the position of President, a person must also be a current member of SAROC or GAROC who has undertaken that role for a period of not less than 1 year.</li> <li>• The eligibility for office of President shall rotate each term between a person who is a Council Member of a Member within Regional Groupings of Members in SAROC and a Council Member of a Member within Regional Groupings of Members in GAROC.</li> <li>• A nomination of a person for the office of President shall be by resolution of a Member and must be received by the Chief Executive not later than 5 pm on the day specified for the closure of nominations. A nomination must be signed by the candidate indicating his or her willingness to stand for election and be in the form determined by the Chief Executive.</li> </ul>
<b>Performance/Accountability</b>
<p>The Board of Directors will conduct an annual performance review to assess its performance as a Board and in meeting the LGA's objectives and strategies. This may include a review of individual Directors including the President.</p>
<b>Remuneration</b>
<p>The remuneration of the President is outlined in the LGA policy – GP02 Board and Committee Member Allowances and Expenses (ECM 83590).</p>

## LGA President Nomination Form 2022

<b>Name of Council submitting nomination</b>	<i>(insert name of council)</i>
<b>Nominee's (full name)</b>	<i>(insert title, first name and surname)</i>
<b>Declaration and signature of nominee</b>	<p>I hereby accept such nomination and consent to act as LGA President if so elected.</p> <p>Signature:</p> <p>.....</p>
<b>Council Resolution</b>	<p><i>(insert date &amp; resolution no.)</i></p> <p><i>(insert council resolution)</i></p>
<b>Signature and name of CEO (Nominating Council)</b>	<p>Signature:</p> <p>.....</p> <p><i>(insert name)</i></p>
<b>Dated</b>	<i>(insert date)</i>

**This form is to be sent to the LGA Returning Officer  
Close of nominations is 5pm Friday 19 August 2022**

## LGA President Candidate Information Sheet

(word limit is strictly 1,000 words)

<b>Name</b>	<i>(insert title, first name and surname)</i>
<b>Council</b>	<i>(insert council name)</i>
<b>Local Government Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li><i>(insert)</i></li> </ul>
<b>Local Government Policy Views &amp; Interests</b>	<ul style="list-style-type: none"> <li><i>(insert)</i></li> </ul>
<b>Other Information</b>	<ul style="list-style-type: none"> <li><i>(insert details of leadership, board, corporate governance experience etc)</i></li> </ul>

**This form must accompany the Nomination Form**

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Attachment B

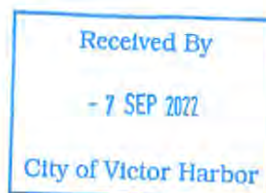


The voice of local government.

In reply please quote our reference: ECM 780927 TN/AL

2 September 2022

Karen Rokicinski  
Acting Chief Executive Officer  
City of Victor Harbor  
PO Box 11  
Victor Harbor SA 5211



Dear Ms Rokicinski

### Election of LGA President

On 4 July 2022, I wrote to councils calling for nominations for the position of LGA President. I wish to advise that at the close of nominations (5.00pm on 19 August 2022) I received nominations for the following five (5) eligible candidates (listed in the order of the ballot draw):

- Mayor Keith PARKES (Alexandrina Council)
- Mayor Caroline PHILLIPS (District Council of Karoonda East Murray)
- Mayor Brett BENBOW (Port Augusta City Council)
- Mayor Bill O'BRIEN (Adelaide Plains Council)
- Mayor Erika VICKERY OAM (Naracoorte Lucindale Council)

I hereby advise that in accordance with clause 29.4 of the LGA Constitution an election for the position of LGA President will take place.

I have attached a copy of each candidate's information together with a Ballot paper and voting envelopes for your council's completion in accordance with the instructions below. **I require the ballot paper to be received by me in hard-copy no later than 5.00pm Monday 17 October 2022.**

### Voting Instructions

Pursuant to clause 29 of the LGA Constitution, the casting of the vote by your council must be conducted as follows:

- each Member council shall determine by resolution the candidate it wishes to elect;
- the Delegate of a Member council or in the Delegate's absence, the chair of the meeting for that Member shall mark the ballot paper with an "X" next to the candidate that the Member council wishes elected and seal the ballot paper in the envelope marked "Ballot Paper" and then place this envelope inside the envelope marked "Returning Officer". Before sealing the second envelope marked "Returning Officer" the Delegate must indicate the member council's name on the inside flap of the envelope. The second envelope may then be sealed and delivered to the Returning Officer;
- on receipt of the envelopes the Returning Officer must:



148 Frome Street Adelaide SA 5000 | GPO Box 2000 Adelaide SA 5001 | T 08 8224 2000 | W [lga.gov.au](http://www.lga.gov.au)

- open the outer envelope addressed to the "Returning Officer" and record the name of the Member council which appears on the inside flap of the envelope on the roll of Member council's eligible to vote; and
- place the envelope marked "Ballot Paper" unopened into the ballot box;
- the Returning Officer shall nominate the date, time and place for the counting of votes and shall invite each candidate and a person nominated as the candidate's scrutineer to be present;
- at the counting of the votes the Returning Officer shall produce the unopened envelopes marked "Ballot Paper" and if satisfied that all votes are valid, count the number of votes received by each candidate;
- the candidate with the most votes shall be deemed elected and the Returning Officer shall declare the candidate elected at the Annual General Meeting; and
- in the case of candidates receiving the same number of votes, the Returning Officer shall draw lots at the counting of the votes and the lot drawn will be the candidate elected.

I am the Returning Officer for this election, and I may appoint a Deputy Returning Officer to perform any of the powers, functions or duties described above.

The counting of votes will take place via Zoom on Tuesday 18 October 2022 commencing at 9.30am.

The successful candidate will take office from the conclusion of the LGA's 2022 Annual General Meeting for a term ending at the conclusion of the 2024 LGA Annual General Meeting.

If you have any queries, please contact me or Program Leader Governance Tami Norman on [REDACTED] or [REDACTED]@lga.sa.gov.au.

Yours sincerely



Clinton Jury  
**Returning Officer | Chief Executive Officer**

Telephone: (08) [REDACTED]

Email: [REDACTED]@lga.sa.gov.au

Attach: ECM 780926 – LGA President Election 2022 – Combined Candidate Information  
LGA President Ballot Paper  
Ballot Paper envelope  
Reply envelope addressed to Returning Officer



## LGA President Candidate Information Sheet

<b>Name</b>	Mayor Keith Parkes
<b>Council</b>	Alexandrina Council
<b>Local Government Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Current Mayor Alexandrina Council since 2014</li> <li>• Elected member Alexandrina Council 2010-2014</li> <li>• LGA of SA Board director 2016 - current. Deputy Board Member 2014-2016</li> <li>• SAROC Committee member 2016 - current. Deputy Committee member 2014-2016</li> <li>• Southern &amp; Hills LGA President 2016 - current. Member since 2014</li> <li>• Chair Local Government Transport Advisory Panel (Special Local roads)</li> <li>• Board Director LGA of SA Audit &amp; Risk Committee</li> <li>• Member LGA of SA Nominations Committee</li> <li>• Chair South Australian Coastal Council's Alliance</li> </ul>
<b>Local Government Policy Views &amp; Interests</b>	<p>Strong and effective local government has never been more important to the communities of South Australia. I bring to the role of President of the LGA of SA the skill and experience to help drive the LGA's current Strategic Plan and its emphasis on providing evidence-based advocacy for our members and their respective communities in what has become challenging socioeconomic times.</p> <p>South Australian communities face a broad range of new and emerging challenges that require sound local government leadership. These include water and energy management issues, the undeniable impact of climate change, the rising cost of living, homelessness, our ageing population and much more. Climate change is of particular concern to me and I would relish the opportunity to help drive the urgent and sustained action required to reduce emissions and manage the impacts of climate change as identified in the LGA Climate Commitment Action Plan 2021- 23.</p> <p>I am a firm believer in harnessing the collective energy of all levels of government including advocacy on the reinstatement of financial assistance grants to the appropriate share of GDP. Now is the time to build a strong, collaborative relationship with our new State Government. I have good existing relationships but also have the capacity and means to build new relationships to strengthen the bond between the LGA and the new regime to address the challenges we face and fully explore, inter alia, innovative approaches such as the diversification of revenue options for local government or the procurement of support for councils around the impacts of climate change.</p>

<b>Name</b>	Mayor Keith Parkes
<b>Council</b>	Alexandrina Council
<b>Local Government Policy Views &amp; Interests cont.</b>	<p>Our relationship with the State Government needs to be dedicated and proactive to contribute meaningfully to policy and legislative development through the State-Local Government Relations Agreement and I am well disposed to deliver on the President's role in this. My extensive experience in local government and my comprehensive knowledge of the challenges faced by both metro and regional councils will allow me to drive initiatives to improve council sustainability, enhance the quality of life of South Australians through shaping better neighbourhood development and by improving infrastructure and access to infrastructure and public services. I am also passionate about enabling economic development through the implementation of programs that produce positive local outcomes and will advocate enthusiastically for this. I have a strong understanding of the issues facing SA councils and am particularly au fait with the impacts of seasonal and mobile populations and their connection with financial assistance and other grant opportunities. I will also continue to firmly oppose rate capping now more than ever.</p> <p>I am also a firm believer in looking inward as an organisation and am committed to fostering effective local government innovation as a collaboration between elected bodies and administrations.</p> <p>I believe I have the leadership experience in local government, as well as strong business acumen through my many years as a business owner, to inform such a role and have demonstrated such in my commitment and work ethic to the role of Mayor of Alexandrina Council and the LGA of SA as a board director.</p>
<b>Other Information</b>	<ul style="list-style-type: none"> <li>• Extensive commercial business experience as an Owner /Director of my own business until 2014</li> <li>• Member Australian Institute of Company Directors (course completed 2018)</li> <li>• Chair Goolwa to Wellington Local Action Planning Association</li> <li>• SA representative Australian Coastal Councils Association</li> </ul>

## LGA President Candidate Information Sheet

<b>Name</b>	Mayor Caroline Phillips
<b>Council</b>	District Council of Karoonda East Murray
<b>Local Government Experience &amp; Knowledge</b>	<p>Caroline Phillips is a Murraylands resident and is the currently the Mayor of the District Council of Karoonda East Murray (DCKEM)</p> <ul style="list-style-type: none"> <li>DCKEM Elected Member Appointed 2010</li> <li>DCKEM – Deputy Mayor 2014-2018</li> <li>DCKEM Mayor 2019-2022</li> <li>MRLGA Vice President – Appointed 2021</li> <li>SAROC Committee Member – Appointed 2021</li> </ul> <p>Current Board Director Experience</p> <ul style="list-style-type: none"> <li>Netball South Australia - Appointed 2018</li> <li>Tourism industry Council of South Australia – Appointed 2019</li> <li>Landscapes SA Murraylands Riverland – Appointed 2021</li> </ul>
<b>Local Government Policy Views &amp; Interests</b>	<p>Caroline is an active leader in her community and the broader district with a focus on building capacity, capability and resilience. In one of the smallest councils in the State, Caroline’s leadership has delivered short, medium and long term strategies that are equally applicable across the entire sector – something which she is keen to share. In each case these have delivered positive outcomes to her community in times of extreme challenge.</p> <p>An energetic, positive leader who thrives on collaboration and considered change management, Caroline has fostered and developed strategic connections across State and Federal Governments and private enterprise and is well respected within each of these environments.</p> <p>Caroline is a strong advocate for youth opportunities, early childhood and intervention programs and childcare accessibility.</p> <p>Caroline interests in local government policy focusses on what is reasonable, achievable and sustainable within the sector. She is a hands on leader and learner who actively shares knowledge across the sector.</p>



<b>Name</b>	Mayor Caroline Phillips
<b>Council</b>	District Council of Karoonda East Murray
<b>Other Information</b>	<p>Caroline has worked in marketing and communications in the public and private sectors for more than twenty years. She holds professional qualifications in Marketing and a Bachelor of International Business.</p> <p>She is passionate about building and develop local communities, and has extensive experience working with the South Australian Tourism Commission, including holding the position of Regional Tourism Manager in the Murraylands and Riverland regions of SA.</p> <p>Caroline is currently a board member of the Tourism Industry Council of South Australia, Netball South Australia and Murraylands Riverland Local Government Association.</p> <p>Mayor Phillips also works as an independent marketing consultant servicing small business clients across regional South Australia and is a partner in a dryland farming venture with her husband.</p> <p>She lives at Wynarka on her family property with husband Troy and daughters Ruby (12) and Lucy (10)</p> <p>Personal mission statement:</p> <p><i>To inspire and develop the next generation of change makers so that communities can thrive.</i></p>

## LGA President Candidate Information Sheet

<b>Name</b>	Mayor Brett Benbow
<b>Council</b>	Port Augusta City Council
<b>Local Government Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>2018 (Nov) — current — Mayor — Port Augusta City Council</li> <li>2014 — 2018 (Nov) — Deputy Mayor - Port Augusta City Council</li> <li>2010 — 2018 — Councillor — Port Augusta City Council</li> </ul> <p>Mayor Benbow is now in his third term representing the Port Augusta Community and has gained significant local government experience during this time as Council has undertaken major projects whilst delivering a wide range of services to the community</p>
<b>Local Government Policy Views &amp; Interests</b>	<p>Mayor Benbow is a long-term resident of Port Augusta, having lived in the town his entire life 60 years, raised a family of 3 and happily married to his wife Kristen who is a long-term resident and is the Manager of a prominent local Hotel. Mayor Benbow is dedicated to serve for the betterment of the City and giving back to the Community and eager to support growth of the youth of the City and to ensure renewable sector continues to flourish within the City and region.</p> <p>Mayor Benbow is passionate about the local government policy framework providing a consistent structure for matters to be resolved. Local Government provides an opportunity for local decision making and change to occur in a structured and informed manner. The Elected body can shape and develop policy to create positive outcomes and provide clarity and strategic direction for the Community.</p> <p>Mayor Benbow has seen the City evolve in the past, and can see the potential the City has as it continues to reinvent itself as a regional hub. There are many great opportunities for Port Augusta and the Upper Spencer Gulf region in the near future, and Mayor Benbow is eager to see these evolve into great things for our Community and City. It is an amazing and fulfilling experience to be able to promote these opportunities and develop the relationships to occur.</p>
<b>Other Information</b>	Mayor Benbow's working career excess of 39 years within the Railway Industry in various senior roles. Mayor Benbow has been active within Community Sporting Groups throughout his life, taking on a variety of roles for sports including Basketball, Football, Golf, Soccer, Cricket, Darts and the Port Augusta Racing Club

## LGA President Candidate Information Sheet

<b>Name</b>	Mayor Bill O'Brien
<b>Council</b>	Light Regional Council
<b>Local Government Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Mayor, Light Regional Council, 2010 to 2022</li> <li>• General Manager (CEO), Central Darling Shire, NSW, 2001 to 2008</li> <li>• Various Tourism and Economic Development roles at DC Kapunda 1992 to 1996 (SA) and DC Kapunda &amp; Light 1996 to 1999 SA; and Central Darling Shire in 2000 (NSW)</li> </ul>
<b>Local Government Policy Views &amp; Interests</b>	<ul style="list-style-type: none"> <li>• Community representation, and Youth representation.</li> <li>• Strong and inclusive leadership.</li> <li>• Supports regional representation through Legatus Group, SAROC and LGA.</li> <li>• Ensuring that local government has sound financial management, economic, tourism and community development.</li> <li>• First Nations Reconciliation engagement and programs.</li> </ul>
<b>Other Information</b>	<ul style="list-style-type: none"> <li>• Current Committee member of Kapunda Meals on Wheels.</li> <li>• Current Board Member Kapunda and Eudunda Health Advisory Council.</li> <li>• Current Committee Member the Pines Recreational Park Committee.</li> <li>• Current President U3A Kapunda and District.</li> <li>• Past President Kapunda Rotary Club.</li> <li>• Past Board Member Barossa Tourism Incorporated.</li> <li>• While at Central Darling Shire (NSW) the Council was winner of the AR Bluett Award for excellence in Local Government (regional councils), in addition to being awarded the Premier's Gold Award for contribution to Regional NSW (Western Division).</li> <li>• Early career included 6 years serving as a member of the RAAF at various postings across Australia.</li> </ul>

## LGA President Candidate Information Sheet

<b>Name</b>	Mayor Erika Vickery OAM
<b>Council</b>	Naracoorte Lucindale Council
<b>Local Government Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Elected Member of Naracoorte Lucindale Council since 2000 and Mayor since 2010</li> <li>President of the Limestone Coast Local Government Association since 2014</li> <li>Chairperson of the South Australia Regional Organisation of Council since 2015</li> <li>Board Member of the Local Government Association SA</li> <li>Board Member of the Australian Local Government Association</li> </ul>
<b>Local Government Policy Views &amp; Interests</b>	<p>Clear and open communication with member councils, strong and positive advocacy for local government across all levels of government, assist member councils to implement local government reforms, development of capacity building to ensure future sustainability for local government, ongoing accountability and transparency through pursuit of best practice and continuous improvement.</p> <p>Interests include: economic development and regional growth, community wellbeing, community engagement and communication, and the arts and culture.</p>
<b>Other Information</b>	<ul style="list-style-type: none"> <li>Board Member of Regional Development Australia Limestone Coast</li> <li>Board Member Country Arts SA (and member of Governance &amp; Finance Committee)</li> <li>Board Member of Australian Migrant Resource Centre</li> <li>Board Member of the SA Local Government Grants Commission and Boundaries Commission</li> <li>Awarded OAM in 2017 for services to Local Government and the community</li> <li>Partner in family farming enterprise</li> </ul>

**Alexandrina Council  
Office of the Mayor**

File: 10.14.008



29 August 2022

Mayor Moira Jenkins  
City of Victor Harbor

[moira.jenkins@victor.sa.gov.au](mailto:moira.jenkins@victor.sa.gov.au)

Dear Mayor <sup>Moira</sup>Jenkins

I am writing to you regarding my nomination for the role of President of the LGA of SA and would sincerely appreciate if this letter could be included in the information pack provided to your members when your Council votes on this matter.

I am nominating for President because I have the desire, ability and experience to deliver on this role in what has become challenging socio-economic times for all South Australians. We all know that strong and effective local government has never been more important to our state and we now have a window of opportunity to drive a compelling advocacy campaign as part of the LGA's Strategic Plan that will have a significant bearing on the communities we serve across the length and breadth of South Australia.

We live in an environment of new and complex challenges. These include water and energy management issues, the undeniable impact of climate change, the rising cost of living, homelessness, our ageing population and much more. Climate change is of particular concern to me. I have seen the impacts of climate change with my own eyes and would relish the opportunity to help drive the urgent and sustained action required to reduce emissions and manage the impacts of climate change as identified in the LGA Climate Commitment Action Plan 2021-23.

Our relationship with the State Government is more important than ever and the President's role in this should be driven by a healthy dose of two of our key LGA values and behaviours – Optimism and Connectivity. Whilst there remains uncertainty at national level with regards to whether Local Government gets a seat at the Parliament table, I'm sure you agree that here in South Australia, our participation will be what we make it. I believe we need an LGA President who has the capacity and means to continue to build and leverage new relationships to strengthen the bond between local and State Government – to foster a productive and collaborative working relationship based on mutual and meaningful understanding of the roles of each tier of government. I have the desire, time, and commitment to deliver on this.

**Alexandrina Council**  
11 Cadell Street (PO Box 21) Goolwa SA 5214  
ABN 20 785 405 351

(08) 8555 7000  
[alex@alexandrina.sa.gov.au](mailto:alex@alexandrina.sa.gov.au)  
[alexandrina.sa.gov.au](http://alexandrina.sa.gov.au)



I have comprehensive knowledge of the challenges faced by both metropolitan and regional councils and will represent both enthusiastically. I understand the development challenges faced by metropolitan councils against the backdrop of the housing shortage and have a strong understanding of the issues facing regional councils and the impacts of seasonal and mobile populations and their connection with financial assistance and other grant opportunities.

Internally, and against the backdrop of the socio-economic challenges we face as well as the recent reforms, I am committed to continuing to build and enhance the relationship between the Board and our organisation's management in a fair, equitable and constructive manner.

I nominate for the role of LGA President with a strong conviction that my extensive local government experience, as well as my experience as a business owner, position me very favourably to succeed.

Most importantly, I am passionate about ensuring that our councils have a voice in these challenging times because now more than ever, the decisions we make today will improve the quality of life of South Australians well into the future.

A vote for me is a vote for positive and effective action.

Thank you for considering my nomination for President of the LGA of SA. I would be happy to discuss my candidacy with you in more detail should you wish to do so.

Sincerely

A handwritten signature in black ink, appearing to read "Keith Parkes". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Keith Parkes  
**Mayor**

Email: [keith.parkes@alexandrina.sa.gov.au](mailto:keith.parkes@alexandrina.sa.gov.au)



11 Railway Terrace (PO Box 58)  
Karoonda SA 5307

08 8578 1004  
[council@dckem.sa.gov.au](mailto:council@dckem.sa.gov.au)  
[www.dckem.sa.gov.au](http://www.dckem.sa.gov.au)

ABN: 36 186 937 991

7 September 2022

Dear Councillor,

I am writing to formally introduce myself as a candidate for LGA President, for which you will soon be asked to cast your vote.

If elected, I believe I would bring a fresh energy and a new perspective to the role with an ability to build on the great achievements of the past. Importantly, I am keen to leverage new opportunities that will arise as a result of the LG Reform and Productivity Commission.

I am a passionate, innovative leader who thrives on collaboration and unity to deliver the best outcomes for the local government sector.

I have served as an elected member for my council for the past 12 years including one term as Deputy Mayor and then progressing to Mayor in 2019. On the 6<sup>th</sup> of September 2022, I was declared elected unopposed as Mayor for the upcoming term. I am proud to be the first female Mayor in the history of the District Council of Karoonda East Murray, and I seek to inspire and develop the next generation of change makers so that communities can thrive.

Having worked with one of the smallest regional councils in the state, I have the ability to deliver great results with minimal resources, and I feel there are significant opportunities to transfer some of these learnings into a metropolitan context. As a strong advocate for youth opportunities, early childhood programs and childcare accessibility, I am proud of our local achievements in this space.

My professional background is in marketing and communications where I have held positions in the public and private sectors for more than twenty years. I hold a Bachelor of International Business and formal qualifications in marketing. I have extensive experience working in tourism including a ten-year stint with the State Government and as such, I am well connected with the industry and the local government sector across South Australia.



11 Railway Terrace (PO Box 58)  
Karoonda SA 5307

08 8578 1004  
[council@dckem.sa.gov.au](mailto:council@dckem.sa.gov.au)  
[www.dckem.sa.gov.au](http://www.dckem.sa.gov.au)

ABN: 36 186 937 991

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I am currently a board member of the Tourism Industry Council of South Australia and Netball South Australia, which strengthens my professional networks within the metropolitan space.

I have a strong connection to the land and the ag sector as a fourth-generation farmer based at Wynarka, partnering my husband Troy in a dryland farming venture.

I feel one of the greatest opportunities for the Local Government sector is to collaborate and learn from other councils. We have the ability to collectively advocate on issues that affect us all and I

believe that we can do better in this space. This is the type of environment I am keen to foster should I be elected.

On a personal note, I am a netball tragic (who still plays!), keen kayaker, lover of good food, wine (and my own jokes) and I'm currently searching for the manual on raising two spirited, pre-teen daughters.

I am outcome driven and like to see tangible results. I believe I can bring people together, identify and capitalise on their strengths and deliver great outcomes. These skills position me well to lead the sector over the next two years.

I look forward to your support.

Kind Regards

Mayor Caroline Phillips





Naracoorte Lucindale Council  
*Better by Nature*

6 September 2022

Dear Mayor and Elected Members,

I am writing to ask for your support for my nomination for the position of LGA President.

I am the Mayor of the Naracoorte Lucindale Council and the President of the Limestone Coast Local Government Association. Through these roles I am a board member of the LGA and ALGA, and Chairman of SAROC and the LGA Research and Development Advisory Committee. I also hold the positions as LGA nominee for the Country Arts SA Board and the SA Grants and Boundaries Commissions. I have held an elected position on Council for 22 years and been involved directly in the LGA for 7 years.

I recognise that the LGA needs strong, consultative, and accountable leadership, and I believe that I am the best candidate to help deliver that outcome as I have the skills and experience gained through Council and in my roles at the LGA, SAROC and ALGA. I have the knowledge, strength and determination to ensure projects that assist councils (such as housing, workforce, planning, coastal management, climate adaption) are undertaken for the benefit of the local government sector.

I am abreast of the depth of the reform process and legislative changes that are currently in front of local government and will make sure that Councils are fully informed and able to implement the myriad of changes progressively being introduced.

The LGA needs to continually be focused on representing the needs of its member Councils and it must keep its performance in this regard under constant review. I recognise and acknowledge that the LGA is a member organisation, and those members need to be the drivers of the future direction for the organisation. This always means constructive communication. Through my roles I know the importance of sound communication and have demonstrated the ability to deliver.

As President of the LGA, I will provide strong, accountable and energetic leadership, driving the opportunities for change while balancing the strengths which we already have as an organisation. I would appreciate your support in my bid to do so.

I welcome anyone who would like to talk to me further to please contact me on 0427622133 or [erika.vickery@nlc.sa.gov.au](mailto:erika.vickery@nlc.sa.gov.au), should you wish to discuss any aspect of the information I have provided.

Yours Sincerely,



Mayor Erika Vickery OAM

DeGaris Place (PO Box 555) Naracoorte SA 5271  
Telephone (08) 8760 1100  
Email [council@nlc.sa.gov.au](mailto:council@nlc.sa.gov.au)  
[www.naracoortelucindale.sa.gov.au](http://www.naracoortelucindale.sa.gov.au)





Dear Mayor & Councillors,

I feel both honoured and humbled to be nominated for the position as South Australian Local Government Association - President to be decided at the forthcoming election in October 2022 and write seeking your Council's support for my nomination.

My involvement and career in Local Government spans over a 25-year period and includes being CEO (General Manager) of Central Darling Shire Council, in Western NSW and being the largest Shire in the State, living in Wilcannia for 8 years. In that time the Council came from being almost dysfunctional to winning the A.R Bluett Award for Excellence in Local Government. I was also a recipient of a NSW Premiers Award for my contribution to Regional NSW. My working life has included 6 years in the RAAF and owning a number of small businesses.

My wife and I returned to our home town Kapunda in 2008 and I was privileged to be elected Mayor of Light Regional Council in 2010. It has been a remarkable journey leading this Council to become one of the most progressive in the state. I am most grateful for the support and encouragement I have received from Council members and staff, and our State and Federal MPs.

Local Government will continue to need a strong presence as part of a 'collective' government into the future including Local Government Reforms and Planning legislation. Should I be elected, I would endeavour to lead the organisation in an inclusive and straight forward manner, always ensuring the members are listened to and action taken when required. I would also continue to build on the excellent working relationship with staff that currently exists.

My values include respect, honesty, integrity, building strong relationships and taking an inclusive approach and empowering those around me. Most importantly I care and would demonstrate a firm commitment to addressing the many challenges faced by both the business sector and our communities.

I know in my heart I have always acted with honesty and integrity and a sense of fairness, I enjoy communicating and engaging with members of the community at all levels and others who I meet with an open mind and friendly manner in order to make things happen. In doing so I have enjoyed incredible support throughout my time in Local Government and beyond.

Thank you for taking time to read this letter and I do hope you will consider my application as worthy of your support and please feel free to contact me should you have any questions on Mobile 0488 025 862.

Kind regards

Bill O'Brien JP  
Mayor  
12 September 2022

Email [light@light.sa.gov.au](mailto:light@light.sa.gov.au)  
Post PO Box 72, Kapunda SA 5373  
Phone 08 8525 3200  
Web [light.sa.gov.au](http://light.sa.gov.au)

**Principal Office**  
93 Main Street  
Kapunda SA 5373

**Kapunda Public Library  
and Visitor Information Centre**  
51-53 Main Street  
Kapunda SA 5373

**Freeling Public Library  
and Customer Service Centre**  
7 Hanson Street  
Freeling SA 5372

**Planning and  
Development Services**  
12 Hanson Street  
Freeling SA 5372

**Operations Centre**  
11 Stephenson Street  
Freeling SA 5372

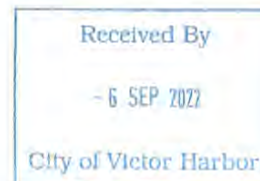


The voice of local government.

In reply please quote our reference: ECM 781919 TN/AL

5 September 2022

Karen Rokicinski  
Acting Chief Executive Officer  
City of Victor Harbor  
PO Box 11  
Victor Harbor SA 5211



Dear Ms Rokicinski

**RE-ISSUE – Election of LGA President (corrected Ballot Paper)**

Please find enclosed a corrected ballot paper for completion by your council in relation to the election of the LGA President. The correction relates to nominee Mayor Bill O'Brien, with the previous ballot paper incorrectly listing Adelaide Plains Council against his name. The new ballot paper correctly shows Light Regional Council. The enclosed ballot paper (orange) must replace the previous version (purple). Please retain and use the combined candidate information, ballot paper envelope and returning officer envelope provided originally.

For ease of reference, I have replicated the instructions for the voting process below. I apologise for any inconvenience or confusion caused.

I wish to advise that at the close of nominations (5.00pm on 19 August 2022) I received nominations for the following five (5) eligible candidates (listed in the order of the ballot draw):

- Mayor Keith PARKES (Alexandrina Council)
- Mayor Caroline PHILLIPS (District Council of Karoonda East Murray)
- Mayor Brett BENBOW (Port Augusta City Council)
- Mayor Bill O'BRIEN (Light Regional Council)
- Mayor Erika VICKERY OAM (Naracoorte Lucindale Council)

I hereby advise that in accordance with clause 29.4 of the LGA Constitution an election for the position of LGA President will take place.

I have attached a copy of each candidate's information together with a Ballot paper and voting envelopes for your council's completion in accordance with the instructions below. **I require the ballot paper to be received by me in hard-copy no later than 5.00pm Monday 17 October 2022.**

**Voting Instructions**

Pursuant to clause 29 of the LGA Constitution, the casting of the vote by your council must be conducted as follows:

- each Member council shall determine by resolution the candidate it wishes to elect;
- the Delegate of a Member council or in the Delegate's absence, the chair of the meeting for that Member shall mark the ballot paper with an "X" next to the candidate that the Member council wishes elected and seal the ballot paper in the envelope marked "Ballot Paper" and then place this envelope inside the envelope marked "Returning Officer". Before sealing the second



**Local Government Association**  
of South Australia

The voice of local government.

envelope marked "Returning Officer" the Delegate must indicate the member council's name on the inside flap of the envelope. The second envelope may then be sealed and delivered to the Returning Officer;

- on receipt of the envelopes the Returning Officer must:
  - open the outer envelope addressed to the "Returning Officer" and record the name of the Member council which appears on the inside flap of the envelope on the roll of Member council's eligible to vote; and
  - place the envelope marked "Ballot Paper" unopened into the ballot box;
- the Returning Officer shall nominate the date, time and place for the counting of votes and shall invite each candidate and a person nominated as the candidate's scrutineer to be present;
- at the counting of the votes the Returning Officer shall produce the unopened envelopes marked "Ballot Paper" and if satisfied that all votes are valid, count the number of votes received by each candidate;
- the candidate with the most votes shall be deemed elected and the Returning Officer shall declare the candidate elected at the Annual General Meeting; and
- in the case of candidates receiving the same number of votes, the Returning Officer shall draw lots at the counting of the votes and the lot drawn will be the candidate elected.

I am the Returning Officer for this election, and I may appoint a Deputy Returning Officer to perform any of the powers, functions or duties described above.

The counting of votes will take place via Zoom on Tuesday 18 October 2022 commencing at 9.30am.

The successful candidate will take office from the conclusion of the LGA's 2022 Annual General Meeting for a term ending at the conclusion of the 2024 LGA Annual General Meeting.

If you have any queries, please contact me or Program Leader Governance Tami Norman on [REDACTED] or [REDACTED]@lga.sa.gov.au.

Yours sincerely

Clinton Jury  
**Chief Executive Officer**

Telephone: (08) [REDACTED]  
Email: [REDACTED]@lga.sa.gov.au

Attach: Re-issued LGA President Ballot Paper

## Re-issued Ballot Paper

### Election for LGA President 2022-2024

1 Person Required

**Ballot closes 5:00pm Monday 17 October 2022**

**Important Note:** In accordance with Clause 29.5.4 of the LGA Constitution, the Delegate of a Member Council (or in the Delegate's absence, the chair of the meeting for that Member Council) shall mark the ballot paper with an "X" next to the candidate that the Member Council wishes elected, then seal the ballot paper in the envelope marked "Ballot Paper" and place it inside the envelope marked "Returning Officer". The name of the Member council must be indicated on the inside flap of the envelope marked "Returning Officer" and the envelope must then be sealed and delivered to the Returning Officer.

- |                          |  |       |
|--------------------------|--|-------|
| <input type="checkbox"/> | <b>PARKES, Keith</b><br><i>Alexandrina Council</i>                           | Mayor |
| <input type="checkbox"/> | <b>PHILLIPS, Caroline</b><br><i>District Council of Karoonda East Murray</i> | Mayor |
| <input type="checkbox"/> | <b>BENBOW, Brett</b><br><i>Port Augusta City Council</i>                     | Mayor |
| <input type="checkbox"/> | <b>O'BRIEN, Bill</b><br><i>Light Regional Council</i>                        | Mayor |
| <input type="checkbox"/> | <b>VICKERY, Erika</b><br><i>Naracoorte Lucindale Council</i>                 | Mayor |



Issuing Officer  
Initial

### **9.3 Local Government Finance Authority - Election of Representative Members of the Board of Trustees**

Committee Victor Harbor Council

Meeting Held 26/09/2022

From Kyla Walker

File Reference FM7.14.002

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### **RECOMMENDATION**

1. That Council receive and note the Local Government Finance Authority – Election of Representative Members of the Board of Trustees report.
2. That Council resolve to vote for ..... and ..... to be the Representative Board Members of the Local Government Finance Authority of South Australia and authorise Mayor Moira Jenkins to complete the Ballot Paper.

### **INFORMATION**

#### **Purpose**

The purpose of this report is for Members to consider and endorse the preferred candidates for the position of representative board members on the Local Government Finance Authority of South Australia.

#### **Background**

The Local Government Finance Authority of South Australia (LGFA) is a body corporate established under the *Local Government Finance Authority Act 1983* and is administered by a Board of Trustees (LGFA Board). The LGFA provides investment and lending solutions to South Australian Local Governments.

The LGFA Board meets approximately six times per year and members receive an annual income of \$7,813 for attendance. In addition, reimbursement of travel expenses is offered to regional members.

On 1 July 2022, Council received correspondence from LGFA regarding calling for nominations to fill two positions, in accordance with Section 7(1)(a) of *the Local Government Finance Authority Act 1983*, which are currently held by Ms Annette Martin (City of Charles Sturt) and by Mr Michael Sedgman (The Rural City of Murray Bridge).

A copy of the correspondence is provided at Attachment A.

(Nominees for a vacant position, the person) must have local government knowledge and experience as well as financial acumen to be considered as a candidate. Nominations were required to be lodged to the LGFA by Friday, 19 August 2022.

At the Ordinary Council meeting held on Monday, 25 July 2022, Council resolved:

OC2932022            Moved:        Cr Carol Schofield  
                           Seconded:    Cr Marilyn Henderson

1. That Council receive and note the 2022 Local Government Finance Authority – Annual General Meeting report.
2. That Council appoint Mayor Moira Jenkins as Council’s voting delegate and Deputy Mayor Nick Hayles as proxy voting delegate for the Annual General Meeting of the Local Government Finance Authority of South Australia to be held on Friday, 28 October 2022 at the Adelaide Entertainment Centre.

**CARRIED**

**Commentary**

On 1 September 2022, Council received correspondence from the LGFA notifying six nominations have been received for the two positions, resulting in the need for a ballot to be conducted. Nominations were received from:

<b>Candidates</b>	<b>Current Position in Local Government</b>	<b>Council</b>
Nathan Cunningham	Chief Executive Officer	District Council of Yankalilla
Nigel Graves	Manager Finance	Light Regional Council
Mark Gray	Manager Finance	City of Port Adelaide Enfield
Annette Martin	Manager Financial Services	City of Charles Sturt
Michael Sedgman	Chief Executive Officer	Rural City of Murray Bridge
John Smedley	Deputy Mayor/Councillor	City of Holdfast Bay

A profile has been supplied by each candidate to assist councils in determining their preferred candidates for the two representative board member positions. A copy of the candidate profiles and correspondence is provided at Attachment B.

**Voting**

Council must determine by resolution it’s two preferred candidates and Council’s Local Government Association Annual General Meeting representative Mayor Moira Jenkins must sign the Returning Officer envelope marked “Confidential Ballot Paper” and mark the ballot paper with an “x” next to the two candidates.

Voting must be on the ballot paper provided by the LGFA and must be returned to the LGFA by 5:00pm on Friday, 14 October 2022. A copy of the ballot paper and envelopes is provided at Attachment C.

## **RISK ASSESSMENT**

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

**Legal and Compliance** – As a member of the LGFA, Council has the right and obligation to cast a vote for the two representative board member positions. This risk is assessed as **low**.

## **REFERENCES**

### **City of Victor Harbor Community Plan 2030**

Aspiration 6 – We are a financially sustainable and well-governed organisation

#### **Other references used:**

- Local Government Finance Authority  
Section 7 – Constitution of the Board

## **BUDGET IMPLICATION**

Excluding endorsed budgeted staff resources there are no budget implications in Council resolving the two candidates that they prefer to be the Representative Board Members of the Local Government Finance Authority of South Australia.

No additional funds are required.

## **CONSULTATION**

Acting Chief Executive Officer – Karen Rokicinski

Acting Director Corporate and Customer Service – Vicki Hutchinson





**TO: Chief Executive Officers**  
**RE: LGFA Annual General Meeting – Friday 28 October 2022**

Advance notice is hereby given that the Annual General Meeting of the Local Government Finance Authority of South Australia (LGFA) will be held on Friday 28 October 2022, at the Adelaide Oval. This meeting will precede the Annual General Meeting of the Local Government Association of SA (LGA) with the commencement time to be advised, when the LGA Program is finalised.

**1. Appointment of Council Representative**

Section 15(1) of the *Local Government Finance Authority of South Australia Act 1983*, provides that:-

*" Every council is entitled to appoint a person to represent it at a general meeting of the Authority."*

As the annual general meeting of the Local Government Association of South Australia will also be held on the above day, it is suggested that the same person be appointed to represent your council for the Association (LGA) and the Authority (LGFA).

A form is required and attached for your convenience to notify us of your representative for LGFA. (Appendix 1)  
Please return same to this Authority by **Friday 19 August 2022**.

**2. Nominations for Members of the Board**

The Local Government Finance Authority of South Australia (LGFA) is a body corporate established under the *Local Government Finance Authority Act 1983*, and is administered by a Board of Trustees (LGFA Board). The LGFA provides investment and lending solutions to South Australian local government and prescribed bodies. The LGFA Board meets approximately 6 times per year. Members currently receive an annual income of \$7,813.

We draw your attention to Section 7(1) and in particular 7(1)(a) of the *Local Government Finance Authority of South Australia Act 1983*, regarding membership of the board which provides:

- (1) *Subject to this section, the Board is constituted of seven members of whom—*
- (a) two are persons elected in accordance with the rules of the Authority;*
  - (b) two are persons appointed by an annual general meeting of the Authority upon the nomination of the LGA;*
  - (c) one is a person appointed by the Minister;*
  - (d) one is a person appointed by the Treasurer;*
  - (e) one is the person for the time being holding or acting in the office of Secretary of the LGA.*

and to Section 8(1) which provides:-

*" 8(1) Subject to this section, a representative member of the board holds office for a term of two years commencing on the first day of January in the year next succeeding the year in which he or she was elected or appointed."*

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**Local Government Finance Authority of South Australia**

Suite 1205, 147 Pirie Street, Adelaide SA 5000

P: 08 8223 1550 E: admin@lgfa.com.au W: www.lgfa.com.au ABN: 80 189 672 209

Kindly note that in accordance with the Rules of the Authority if more than two persons are nominated, an election for two representative members will again be determined by postal ballot. The successful candidates will be declared elected at the Annual General Meeting.

Nominations are hereby called to fill the two positions provided by Section 7(1)(a) currently held by Ms Annette Martin (City of Charles Sturt) and by Mr Michael Sedgman (The Rural City of Murray Bridge).

Local government knowledge and experience as well as financial acumen are criteria to be considered for the nominations.

Nominations must be lodged at the Local Government Finance Authority of South Australia office **no later than Friday 19 August 2022**.

For information we advise that Section 7(2) of the LGFA Act states:-

*“At least one member of the board must be a woman and at least one member must be a man”.*

Our current gender status is 4 men and 2 women, 1 vacancy.

Councils may wish to consider nominating a candidate of each gender.

A nomination form is attached for your convenience. (Appendix 2)

Those councils nominating a Member or Officer may wish to forward separately an up to date brief resume of their nominee which will later be circulated to all councils with the agenda and ballot paper (if a ballot is required).

A resume form in the REQUIRED FORMAT is attached for this purpose. (Appendix 3)

### 3. Notice of Motion

The Rules of the Authority in relation to Annual General Meeting procedures require that a Notice of Motion specifying the resolution which is to be proposed has been given in writing to the Chief Executive Officer not less than forty two days prior to the meeting and to comply with this Rule, it is necessary for Notices of Motion to be submitted to the Local Government Finance Authority of South Australia office **on or prior, but no later than Friday 19 August 2022**.

Member councils are requested to lodge the Notice of Motion in the following manner:-

- (a) Notice of Motion
- (b) Reason
- (c) Suggested Action

A copy of the appropriate form is attached for your convenience. (Appendix 4)



DAVIN LAMBERT  
**Chief Executive Officer**  
**Local Government Finance Authority of SA**

1 July 2022

Page 2 of 2

Appendix 1



**APPOINTMENT OF COUNCIL REPRESENTATIVE**

**LOCAL GOVERNMENT FINANCE AUTHORITY OF SOUTH AUSTRALIA**

**2022 ANNUAL GENERAL MEETING**

I advise that Mayor / Councillor / Officer / or any other person  
is appointed council representative to the Local Government Finance Authority of South Australia.

<b>Council Name</b>	
<b>Council Delegate (Full Name)</b>	Mayor / Councillor / Officer
<b>Delegate Home Address</b>	
<b>Delegate Email Address</b>	
<b>Name of Chief Executive Officer</b>	
<b>CEO Email Address</b>	
<b>Signature of Chief Executive Officer</b>	

Please return completed Appointment of Council Representative Form to [admin@lgfa.com.au](mailto:admin@lgfa.com.au)  
by CLOSING DATE: **Friday 19 August 2022**

(or post to Local Government Finance Authority of SA, Suite 1205, 147 Pirie Street, Adelaide SA 5000)

Appendix 2

**NOMINATION FORM**

PURSUANT to a Resolution duly passed

The .....  
(Name of Council)

hereby nominate .....  
(Full Name)

of .....

being a Member or Officer of a Council for election to the board of the Local Government Finance Authority of South Australia as provided by Section 7(1)(a) of the *Local Government Finance Authority Act 1983*.

Date this ..... day of ..... 2022

.....  
(Signature of Chief Executive Officer)

and I the person nominated hereby agree to accept such nomination

.....  
(Signature of Candidate)

Please return completed Nomination Form to [admin@lgfa.com.au](mailto:admin@lgfa.com.au)  
by CLOSING DATE: **Friday 19 August 2022**

(or post to Local Government Finance Authority of SA, Suite 1205, 147 Pirie Street, Adelaide SA 5000)

Appendix 3

**RESUME FORM**

<b>Name</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Email</b>	
<b>Age (Optional)</b>	
<b>Occupation</b>	
<b>Current Employer</b>	
<b>Qualifications</b>	
<b>Current Position in Local Government: Mayor / Councillor / Other</b>	
<b>Name of Council</b>	
<b>Period in Local Government</b>	
<b>Other Committees / Bodies of Local Government Involvement:</b>	
<b>Past</b>	
<b>Present</b>	

Please return completed Resume Form to [admin@lgfa.com.au](mailto:admin@lgfa.com.au) by CLOSING DATE: **Friday 19 August 2022**

(or post to Local Government Finance Authority of SA, Suite 1205, 147 Pirie Street, Adelaide SA 5000)

Appendix 4

**NOTICE OF MOTION**  
**LOCAL GOVERNMENT FINANCE AUTHORITY OF SOUTH AUSTRALIA**  
**2022 ANNUAL GENERAL MEETING**

NAME OF COUNCIL: .....

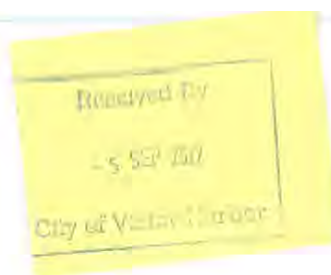
NOTICE OF MOTION:  
.....

REASON:  
.....  
.....  
.....  
.....

SUGGESTED ACTION:  
.....  
.....  
.....  
.....

Please return completed Notice of Motion Form to [admin@lgfa.com.au](mailto:admin@lgfa.com.au)  
by CLOSING DATE: **Friday 19 August 2022**

(or post to Local Government Finance Authority of SA, Suite 1205, 147 Pirie Street, Adelaide SA 5000)



**TO: Chief Executive Officer**

**RE: Elections for the positions of Representative Members of the Board of Trustees**

Our circular of 1 July 2022 called for nominations to fill the two representative board member positions (provided by Section 7(1)(a) of the *Local Government Finance Authority Act 1983*) currently held by Ms Annette Martin (City of Charles Sturt) and by Mr Michael Sedgman (The Rural City of Murray Bridge).

Six nominations have been received for the two positions, and as previously indicated in the abovementioned circular, the election will be conducted by postal ballot.

Enclosed please find details supplied by each candidate to assist councils in determining the candidates for whom they wish to vote. If councils wish to ascertain further details, they may contact the individual candidates direct.

In order to comply with the Rules of the Authority, the casting of the vote by your council must be conducted as follows:-

1. The voting must be on the enclosed ballot paper which has all the candidates listed in alphabetical order together with the closing date for the election.
2. The council must by Resolution determine which candidates (being not more than two) they wish to elect.
3. The council's representative to the AGM of the Local Government Finance Authority of South Australia (or in his absence the councillor chairing the council meeting) shall at the council meeting in his own handwriting mark the ballot paper with an "x" next to the two candidates whom the council wishes elected. Please do not type in the "x" after the meeting or mark the ballot paper in any other way.
4. (a) The ballot paper should then be inserted in the attached small white 11B envelope addressed to the Returning Officer which is marked "Confidential Ballot Paper".
4. (b) The "Confidential Ballot Paper" envelope should then be placed in the middle sized DL envelope addressed to the Returning Officer and the council's name is to be recorded only on this particular envelope. It will be noted that the signature of the appointed AGM delegate should be added (if the delegate is absent the signature of the Chair of the council meeting).
4. (c) Finally, the middle sized envelope is to be returned to the Chief Executive Officer, Local Government Finance Authority of South Australia, Suite 1205, 147 Pirie Street, Adelaide, 5000, in the self addressed large A4 envelope which is included for that purpose. Please allow for adequate postage times.

5. All votes must be received by the Returning Officer by 5.00 pm on **Friday 14 October 2022**.
6. Only use the ballot paper enclosed with the signature of G Hollitt on the reverse, and if an error is made, return the spoilt ballot paper to this office and another will be returned to you.

If you have any further queries on the matter, please contact the undersigned, or Geoff Hollitt at this office.

Kindly arrange for this circular to be included on the council's next agenda for the information of the elected members.



Davin Lambert  
**Chief Executive Officer**



Geoff Hollitt  
**Returning Officer**

1 September 2022



Ballot Paper to go into small 11B envelope -

A)

<p><b>CONFIDENTIAL BALLOT PAPER</b></p> <p>The Returning Officer Local Government Finance Authority of South Australia Suite 1205, 147 Pirie Street ADELAIDE SA 5000</p>
--

then small envelope into middle size DL envelope

B)

<p>The Returning Officer Local Government Finance Authority of South Australia Suite 1205, 147 Pirie Street ADELAIDE SA 5000</p>
<p>_____</p> <p>COUNCIL NAME                      SIGNATURE AGM REPRESENTATIVE</p>

then POST to LGFA in large A4 envelope provided (Please allow adequate postage times)

C)

<p>Chief Executive Officer Local Government Finance Authority of South Australia Suite 1205, 147 Pirie Street ADELAIDE SA 5000</p>
--

**NAME:** NATHAN CUNNINGHAM  
**OCCUPATION:** Chief Executive Officer  
**QUALIFICATIONS & AWARDS:** Bachelor of Urban and Regional Planning  
**CURRENT POSITION IN LOCAL GOVERNMENT:** Chief Executive Officer  
District Council of Yankalilla  
**PERIOD IN LOCAL GOVERNMENT** 21 years

**OTHER COMMITTEES/ BODIES OF LOCAL GOVERNMENT INVOLVEMENT:**

*Past:*

**The Eastern Health Authority**

- Board Member

*Present:*

**City of Adelaide**

- Presiding Member Assessment Panel

**City Port Adelaide Enfield**

- Presiding Member Assessment Panel

**City of Onkaparinga**

- Presiding Member Assessment Panel

**Adelaide Plains Council**

- Presiding Member Assessment Panel

**NAME:** DR NIGEL GRAVES

**OCCUPATION:** Manager, Finance

**QUALIFICATIONS & AWARDS:** Fellow of GPA Australia  
Graduate Member of the Australian institute of Company Directors  
PhD (thesis - local government financial performance)  
Graduate Certificate in Business Research  
Master of Business Administration (Adelaide)  
Bachelor of Business (Accountancy)  
Diploma in Local Government Administration (SA)

**CURRENT POSITION IN LOCAL GOVERNMENT:** Manager, Finance  
Light Regional Council

**PERIOD IN LOCAL GOVERNMENT** 25 years

**OTHER COMMITTEES/ BODIES OF LOCAL GOVERNMENT INVOLVEMENT:**

*Past:*

**Local Government Financial Management Group**

**CPA Public Sector Committee (NT)**

*Present:*

**UNE Centre for Local Government**

**NAME:** MR MARK GRAY

**OCCUPATION:** Manager Finance

**QUALIFICATIONS & AWARDS:** Master of Business Administration (Adelaide)  
Fellow Certified Practising Accountant  
Bachelor of Business (Accounting)  
Executive Leaders Program (LG Professionals)  
PRINCE2 'Practitioner' (Project Management)

**CURRENT POSITION IN LOCAL GOVERNMENT:** Manager Finance  
City of Port Adelaide Enfield

**PERIOD IN LOCAL GOVERNMENT**

**OTHER COMMITTEES/ BODIES OF LOCAL GOVERNMENT INVOLVEMENT:**

30+ years post-graduate finance and leadership experience across Commercial, Not-for-Profit and Local Government sectors.

Extensive experience managing Treasury functions of multi-national corporations, including \$1 Billion foreign currency hedge book, \$600 million debt facility and related interest rate exposures.

**NAME:** ANNETTE MARTIN

**OCCUPATION:** Manager Financial Services

**QUALIFICATIONS & AWARDS:** B.A. Accountancy  
Certified Practising Accountant (CPA)  
Graduate Australian Institute of Company Directors (GAICD)

**CURRENT POSITION IN LOCAL GOVERNMENT:** Manager Financial Services  
City of Charles Sturt

**PERIOD IN LOCAL GOVERNMENT** 22 years

**OTHER COMMITTEES/ BODIES OF LOCAL GOVERNMENT INVOLVEMENT:**

*Past:*

**SALGFMG**

- President SALGFMG 2010-14
- Chair and/or active member of SALGFMG work groups for projects such as development of internal financial controls framework, asset management and financial management addressing updates of information papers, development of model financial statements and harmonisation of reporting, development of long term financial plans, and industry ratios for financial sustainability
- SALGFMG nominee on working parties for Grants Commission 2012-13 and CPA Guide Valuation and Depreciation for public and not for profit sectors under AASB accounting standards 2015-16

**Local Government Inquiry Reference Group**

- Member for the South Australian Productivity Commission

*Present:*

**Local Government Finance Authority of South Australia**

- Board member
- Audit and Risk Committee member

**South Australian Local Government Financial Management Group (SALGFMG)**

- Executive member
- Representative on a number of working parties
- Life member for services to industry

**City of Unley**

- Independent member of Audit and Risk Committee

**Municipal Council of Roxby Downs**

- Independent member of Audit and Risk Committee

**NAME:** MICHAEL SEDGMAN

**OCCUPATION:** Chief Executive Officer

**QUALIFICATIONS & AWARDS:** Master of Commercial Law (Deakin) 2007  
Master of Business Administration (Deakin) 2005  
Bachelor of Commerce (Deakin) 1987  
Fellow of CPA Australia - FCPA  
Fellow of Governance Institute of Australia - FGIA  
Fellow of Chartered Institute of Secretaries - FCIS

**CURRENT POSITION IN LOCAL GOVERNMENT:** Chief Executive Officer  
Rural City of Murray Bridge

**PERIOD IN LOCAL GOVERNMENT** 24 years

**OTHER COMMITTEES/ BODIES OF LOCAL GOVERNMENT INVOLVEMENT:**

*Past:*

- Local Government Association Workers Compensation Scheme 2011-15
- Local Government Association Mutual Liability Scheme 2009-2015
- Waste Care SA 2010-13
- South Australian Local Government Consulting 2006-09
- Yarra-Melbourne Regional Library Corporation 1999-2004 and 2006
- Inner Northern Group Training Limited 2000-04

*Present:*

**Local Government Finance Authority of South Australia**

- Board Trustee since January 2019
- Audit and Risk Committee member 2019-20
- Chair/Presiding Member since February 2021

**Overview Committees of**

- LGFA Asset Mutual Fund
- Income Protection Fund  
2017 - Present
- Murray River Lakes & Coorong Tourism Alliance 2016 – Present

**NAME:** JOHN SMEDLEY

**OCCUPATION:** Finance Consultant  
Previously 40+ years in Senior Business/Corporate Banking and Finance roles with various Bank and Non-Bank institutions, including NAB, Westpac, Citibank and Bendigo Adelaide Bank.

**QUALIFICATIONS & AWARDS:** Master of Business Administration (University of Adelaide)  
Fellow of Financial Services Institute of Australasia  
Diploma in Banking & Finance  
Diploma in Mortgage & Finance Banking

**CURRENT POSITION IN LOCAL GOVERNMENT:** Deputy Mayor / Councillor  
City of Holdfast Bay

**PERIOD IN LOCAL GOVERNMENT** 8 years

**OTHER COMMITTEES/ BODIES OF LOCAL GOVERNMENT INVOLVEMENT:**

*Present:*

**City of Holdfast Bay**

- Audit Committee Chair
- Executive Committee member
- Glenelg Oval Consultative Committee
- Adelaide Airport Consultative Committee

**Southern Regional Waste Resource Authority (SRWRA)**

- Board member



**LOCAL GOVERNMENT FINANCE AUTHORITY OF SOUTH AUSTRALIA**

**BALLOT PAPER**

**REPRESENTATIVE BOARD MEMBER**

Two (2) Required:-

Place "X" next to two names you wish to vote for.

**CUNNINGHAM, N.**

**GRAVES, N.**

**GRAY, M.**

**MARTIN, A.**

**SEDGMAN, M.**

**SMEDLEY, J.**

**CLOSING DATE:** 5.00 PM at the office of the LGFA, Friday 14 October 2022

LGFABALLOT2022



THE RETURNING OFFICER  
LOCAL GOVERNMENT FINANCE AUTHORITY OF SOUTH AUSTRALIA  
SUITE 1205, 147 PIRIE STREET  
ADELAIDE SA 5000



14 OCTOBER 2022

LGFABALLOT2022

## 9.4 Cr Bryan Littlely - Resignation

Committee Victor Harbor Council

Meeting Held 26/09/2022

From Karen Rokicinski

File Reference GOV9.33.010

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### RECOMMENDATION

That Council receive and note the Cr Bryan Littlely – Resignation report.

### INFORMATION

#### Purpose

The purpose of this report is to inform members the Chief Executive Officer has formally accepted Cr Bryan Littlely's resignation.

#### Background

On Monday, 19 September 2022, Cr Bryan Littlely tendered his resignation in writing to the Acting Chief Executive Officer, effective at the conclusion of the Ordinary Council meeting on Monday, 26 September 2022.

Cr Bryan Littlely has served the City of Victor Harbor community as an Area Councillor since 2018 and represented Council on the Fleurieu Regional Waste Authority Board, the Boating Facilities Working Group and Recreation and Sport Grant Working Group.

In accordance with Section 54(1)(b) of the *Local Government Act 1999*, the office of a member becomes vacant if the member resigns by notice in writing to the Chief Executive Officer.

#### Commentary

In accordance with Section 54(3) of the *Local Government Act 1999*, once the Chief Executive Officer is in receipt of the written resignation, the member cannot withdraw their resignation.

On Tuesday, 20 September 2022, the Acting Chief Executive Officer formally acknowledged Cr Bryan Littlely's resignation, sent correspondence to Cr Bryan Littlely formally acknowledging receipt of his resignation and has formally thanked him for his service as a Council Member over the past three years and wished him the best for the future.

The Acting Chief Executive Officer has taken all the necessary steps to enact Cr Bryan Littlely's resignation, including notifying the Electoral Commissioner of the Electoral Commission of South Australia and placing a notice in the South Australian Government Gazette of the vacancy.

As the resignation has been received after nominations have closed for the 2022 Local Government Elections, a supplementary election will not be held to fill a casual vacancy. This is because the date of the polling day is known at the time of the occurrence of the vacancy. Therefore, the casual vacancy which has occurred because of Cr Bryan Littlely's resignation will stand until the results of the periodic election in November 2022.

## RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

**Legal and Compliance** – The Acting Chief Executive Officer is meeting its obligations under Section 54(6) of the *Local Government Act 1999*, by notifying the Members of the Council at the next meeting of Council and giving notice of the occurrence of the vacancy in the South Australian Government Gazette. This risk is assessed as **low**.

## REFERENCES

### City of Victor Harbor Community Plan 2030

Aspiration 6 – We are a financially sustainable and well-governed organisation.

#### Other references used:

- Local Government Act 1999  
Section 54 – Casual Vacancies
- Local Government (Elections) Act 1999  
Section 6 – Supplementary Elections

## BUDGET IMPLICATION

There are sufficient funds in Job #70999 (Elected Member Other Expenses) for the purposes of submitting a notice for publication in the South Australian Government Gazette at an estimated cost of \$150.

Current Budget	=	\$4,200
Less Expenditure to date	=	\$ 0
Less Report Expenditure	=	\$ 150
<b>Budget Remaining</b>	=	<b>\$4,050</b>

No additional funds are required.

## CONSULTATION

Governance and Policy Officer – Kyla Walker

## 10. COMMUNITY AND DEVELOPMENT

### 10.1 Regional Development Australia - Draft Regional Strategic Plan Feedback

Committee Victor Harbor Council

Meeting Held 26/09/2022

From Mark Przibilla

File Reference ED4.50.001

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### RECOMMENDATION

1. That Council receive and note the Regional Development Australia – Draft Regional Strategic Plan Feedback report.
2. That Council endorse the feedback provided within the report as the Council’s response to the Regional Development Australia – Adelaide Hills, Fleurieu and Kangaroo Island, Draft Regional Strategic Plan 2022-25.
3. That the Council extend an invitation to Regional Development Australia – Adelaide Hills, Fleurieu and Kangaroo Island Chair, Mr James Sexton and the Chief Executive, Mr Damian Cooke to present to the Council on the recent achievements of the RDA, as it relates to Victor Harbor, and how it intends to report to the Council on its Plan going forward.

### INFORMATION

#### Purpose

The purpose of this report is to seek endorsement for Council feedback on the Regional Development Australia Adelaide Hills, Fleurieu and Kangaroo Island, Draft Strategic Regional Plan 2022-25.

#### Background

Regional Development Australia (RDA) Adelaide Hills, Fleurieu and Kangaroo Island is a not-for-profit organisation established to support and further develop the region’s prosperity and livability. It is funded by Local, State and Federal Government to represent and deliver programs that seek to achieve its vision:

*RDA Adelaide Hills, Fleurieu and Kangaroo Island region is an economically prosperous region made up of resilient local communities providing homes and jobs for healthy, engaged populations who are well connected to each other, to services and economic opportunities.*

The organisation comprises a board of industry representatives from across the region, while a staffing contingent of eight officers is empowered to enable the delivery of programs and

initiatives ratified by the Board. The RDA office is located at Strathalbyn.

At its Ordinary Meeting held 22 November 2021, Council resolved to renew the funding agreement with the RDA for a further three years from 1 July 2022 to 30 June 2025, with an annual contribution of \$38,445 in 2022/23 and with CPI increases in subsequent years. The agreement commits the RDA to ‘.....work with each council to deliver on programs to support the development and implementation of project or activities identified in the RDA’s Strategic Plan.’

The most recent strategic planning document for the RDA is the 2016 – 2019 Regional Road Map. The RDA has advised that the three year gap in the development of the regional strategic plan has been due to delays in the finalisation of the requirements within the Federal Government’s funding agreement.

On 22 August 2022 the RDA requested feedback from its Council funding partners on its draft Strategic Regional Plan 2022–2025 (the Plan), with a closing date of 29 August 2022. An extension was sought to enable sufficient time for Council to formally consider the Plan and to resolve any feedback. The closing date was extended by RDA accordingly. A copy of the draft plan has been provided under separate cover. As the document remains in draft format, the RDA has requested that it be maintained as privileged information at this stage.

### **Commentary**

The design and delivery of well-considered strategic planning documents are critical for organisations such as the RDA to effectively engage its stakeholders and funding partners, direct its efforts and resources and report outcomes.

The successful delivery of economic development programs across the region requires strategic alignment between all stakeholders (including Local Government), informed by strategic planning documents that maximise the use of limited resources.

### **Feedback**

The draft document has been reviewed by relevant Council staff with a summary of the feedback comments provided below.

- The timeframe of the Plan seems to be very short for a high-level strategic document of this nature. The three-year timeframe suggested in the document does not appear to connect with any other timeframe, nor is there rationale for this timeframe provided.
- The existing structure is difficult to follow. The Plan would benefit from a clear framework, and terminology that enhances readability and visualisation.
- The vision of the RDA seems to be homogenous and one that could be easily applied to any region or location. It is considered that a vision statement that is attuned to the competitive strengths of the region would be more meaningful.
- The role of the RDA needs to be more refined, while avoiding ambiguous terms. The document needs to provide more detail on how the RDA will partner with Local Government and related industry organisations such as Business Victor Harbor.
- There is a need to provide some analysis of the economic data to enlighten the reader on the economic story of the region as it relates to the Plan, and how the RDA intends to influence positive change in the region through its actions.

- The economic outlook tabled on page seven seems to provide a good basis for the challenges and opportunities for the region in the near future, with the RDA playing a critical role in influencing positive change. This outlook should have a more prominent position in the Plan.
- Some further detail is required on how the RDA will align with and/or add value to existing Local Government economic development strategies.
- The data and graphs on pages 10 and 11 of the document are difficult to read and understand.
- The 'Strategic Priorities' section (pages 13-18) lacks defined deliverables and measures of success.
- There appears to be a large number of Strategic Regional Priorities. Is the RDA sufficiently resourced to have meaningful influence in all of these areas?
- How were 'Example Projects' identified?
- There lacks distinction between regional projects and the role of the RDA in supporting them being achieved. It is understood that it's not the role of the RDA to deliver these projects, but rather to advocate for them and to facilitate their smooth execution across layers of government.
- How will the RDA engage with Local Government on the design of the Annual Business Plan and Annual Project Plan?
- Is there an opportunity for the RDA to play a more progressive role in supporting the uptake of the 'Circular Economy' in the region to improve economic and environmental outcomes?
- What specific initiatives will be undertaken to understand and address the current skills gaps in the region, impacting on economic growth.
- The State Government will be reviewing the Planning Strategy for South Australia ('30 Year Plan for Greater Adelaide') in 2022-2023. This strategy will have a significant impact on economic development in the region. How does the RDA intend to influence this strategy?
- Will there be a Communication Plan that sits parallel to this Plan that outlines how the RDA will communicate with stakeholders on the delivery and reporting against this plan?

### **Summary**

It is acknowledged that having a strategic document of this nature is important and the RDA should be congratulated for initiating and consulting on the contents of the document.

While well intended, it is considered that the document lacks structure and a flow that would assist the reader to understand the key priorities of the RDA. Additionally, references to performance measures that allow the funding partners of the RDA to evaluate success are limited.

It is suggested that, concurrently with providing feedback on the draft Regional Strategic Plan, the Council extend an invitation to the RDA Chairman, Mr James Sexton and the Chief Executive, Mr Damien Cooke to present to the Council on the recent activities and achievements of the RDA, and how it intends to report to the Council on its Plan going forward.

## **RISK ASSESSMENT**

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

**Reputation** – As a funding partner of the RDA it is important that the Council contribute to influencing the design of the strategic directions of the RDA. There is a risk that the Council could be criticised if it chose not to provide feedback on this important regional document. This risk is assessed as **low**.

## **REFERENCES**

### **City of Victor Harbor Community Plan 2030**

Aspiration 3 – We manage growth and change responsibly.

- Strategy – Support diversification and resilience within the local economy
- Priority – In collaboration with Business Victor Harbor, finalise and implement the City of Victor Harbor Economic Development Strategy.

### **Other references used:**

- City of Victor Harbor Economic Development Strategy

## **BUDGET IMPLICATION**

Excluding endorsed budgeted staff resources there are no budget implications in providing feedback to the RDA about the Plan.

No additional funds are required.

## **CONSULTATION**

Acting Chief Executive Officer - Karen Rokicinski

Director Community and Development - Graham Pathuis

Strategic and Policy Planner - David Read

## **10.2 Southern and Hills LGA Regional Public Health and Wellbeing Plan 2022-27**

Committee Victor Harbor Council

Meeting Held 26/09/2022

From Leann Symonds

File Reference HM11.14.001

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### **RECOMMENDATION**

1. That Council receive and note the Southern and Hills LGA Regional Public Health and Wellbeing Plan 2022-27 report.
2. That Council receive and note the Community Engagement Outcomes Report and the outcome of the final consultation with the Chief Public Health Officer.
3. That Council endorse the Southern and Hills LGA's Regional Public Health and Wellbeing Plan 2022-2027.
4. That Council adopt the City of Victor Harbor's top actions and all focus areas for collaboration between the six constituent councils, noting that the final plan will be adopted by the Southern and Hills LGA Board once the six councils have approved their top actions and focus areas for collaboration.

### **INFORMATION**

#### **Purpose**

The purpose of this report is to inform members of the outcomes of community and stakeholder consultation, and subsequent endorsement from the South Australian Minister for Health and the South Australian Chief Public Health Officer for the Southern and Hills Local Government Association (SHLGA) Regional Public Health and Wellbeing Plan 2022-2027 (the Plan).

#### **Background**

The *South Australian Public Health Act 2011* (the Act) requires that a council, or group of councils prepare and maintain a regional public health plan to protect the public health of their communities, prevent illness, disease and injury, and promote the conditions to support community wellbeing. The SHLGA's first Regional Public Health Plan was adopted in May 2015 and all versions of this Plan have been prepared to meet the requirements of the Act (s51).

The Plan aligns with the State Public Health Plan 2019-24, with each council developing and reporting against the key priorities for its area. Key priorities are based on data that identified the key challenges in each area.





Goal 1 – Victor Harbor actions:

- 1.21 Coordinate events, programs, initiatives and volunteering opportunities that facilitate social connection, access and inclusion and include improved health and wellbeing for our ageing population.
- 1.22 Implement the Disability Access and Inclusion Plan
- 1.23 Pursue the establishment of a Regional Study Hub that services the Southern Fleurieu Peninsula
- 1.24 In collaboration with Business Victor Harbor, finalise and implement the City of Victor Harbor Economic Development Strategy

Goal 2 – Victor Harbor actions:

- 2.18 Implement the regional bush fire management plan, and local and zone emergency management plans.
- 2.19 Implement the recommendations from the Coastal Adaptation Strategy
- 2.20 Respond to the COVID-19 emergency and recovery phase
- 2.21 Regulate food safety, wastewater systems, water quality, sanitation, swimming pools/spas, vermin control

Goal 3 – Victor Harbor actions:

- 3.21 Increase awareness in the community of the impacts of climate change
- 3.22 Implement annual priorities for achieving our Climate Agenda 2030
- 3.23 Participate in partnerships such as Resilient Hills & Coasts, and support local volunteer groups such as Victor Harbor Coastcare, Trees for Life and Friends of Hindmarsh River Estuary
- 3.24 Implement the actions, and consider the short-term and long-term opportunities from the Resilient Hills & Coasts – Regional Action Plan 202-2025

Goal 4 – Victor Harbor actions:

- 4.22 Develop partnerships and strategies that support community initiatives for wellbeing through physical activity, play and recreation
- 4.23 Provide services, information and activities for families and children through the Fleurieu Families Program
- 4.24 Promote and enhance access and use of open spaces, beaches and the environment for the benefit of wellbeing and health
- 4.25 Support partnerships with local organisations to provide early intervention

services and safe places for young people

## **RISK ASSESSMENT**

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

**Legal and Compliance** – The adoption and maintaining of a Public Health Plan, including community consultation, is a legal requirement of the *South Australian Public Health Act 2011*. Endorsement of the Southern and Hills LGA Regional Public Health and Wellbeing Plan 2022- 2027 meets the requirements under the Act. This risk is assessed as **low**.

## **REFERENCES**

### **City of Victor Harbor Community Plan 2030**

Aspiration 5 - We have services and infrastructure that meet our Community's needs.

- Strategy - Facilitate access to health, education and community services
- Priority - Monitor the health and well-being of the community to support service planning, development and advocacy.

### **Other references used:**

- State Public Health Plan 2019-2024
- *South Australian Public Health Act 2011*.

## **BUDGET IMPLICATION**

Excluding endorsed budgeted staff resources there are no budget implications in endorsing the Southern and Hills LGA Regional Public Health and Wellbeing Plan 2022-27.

No additional funds are required.

## **CONSULTATION**

Council Members – Briefing Session (3 May 2022)

Acting Chief Executive Officer – Karen Rokicinski

Director Community and Development - Graham Pathuis

Southern and Hills Local Government Association – Graeme Martin (Executive Officer)

Community and Social Planning Officer Adelaide Hills Council – Josh Spier

Southern and Hills Local Government Association Regional Public Health Plan Working Group

OFFICIAL



Ref: A4129061

Mr Graeme Martin  
Executive Officer  
Southern and Hills Local Government Association  
13 Ringmer Drive  
BURNSIDE SA 5055  
[graeme@shlga.sa.gov.au](mailto:graeme@shlga.sa.gov.au)

Chief Public Health Officer  
Health Regulation and Protection  
Citi Centre Building  
11 Hindmarsh Square  
Adelaide SA 5000

PO Box 267, Rundle Mail  
Adelaide SA 5000  
DX 243  
Tel: 08 8226 6215  
Fax: 08 8226 0720  
ABN: 97 643 355 590  
[www.health.sa.gov.au](http://www.health.sa.gov.au)

Dear Mr Martin

Thank you for your letter of 18 August 2022 regarding the Southern and Hills Local Government Association's (S&HLGA) draft *Regional Public Health Plan (RPHP) 2022-2027*, which was submitted as a draft for consultation, pursuant to Section 51(13) of the *South Australian Public Health Act 2011* (the Act). As the Chief Public Health Officer's delegate for this matter, I confirm that the S&HLGA's draft RPHP meets requirements for planning under the Act.

I welcome the social determinants and system-building approaches to planning for your region. S&HLGA's five goals and nominated priority populations align with state public health priorities for promoting, protecting, and preserving health and wellbeing. I acknowledge the Plan's integrated nature, including the focus on regional challenges, and the links to local strategic planning, and member council priorities.

As a public-facing document, the RPHP communicates the line of sight between local and regional response to significant public health risks, and social and health vulnerabilities for your region. I commend your approach to collaboration and governance mechanisms, and your commitment to local indicator use as a planning driver.

In my view, the S&HLGA RPHP provides your region with a robust framework for regional public planning. I look forward to working with you to achieve improved health and wellbeing outcomes for your member council communities' public health planning.

To discuss any matters relating to this consultation response, please contact Dr Kirsty Hammet, Local Government Relations and Policy, on 0455 086 206 or [kirsty.hammet@sa.gov.au](mailto:kirsty.hammet@sa.gov.au).

Yours sincerely

DR CHRIS LEASE  
Deputy Chief Public Health Officer  
Health Regulation and Protection

30/8/22

OFFICIAL

## **11. CORPORATE AND CUSTOMER SERVICES**

### **11.1 Temporary Community Event Sign Request - Middleton Jazz In the Park**

Committee Victor Harbor Council

Meeting Held 26/09/2022

From Pauline Corcoran

File Reference SCCS17.71.006

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### **RECOMMENDATION**

1. That Council receive and note the Temporary Community Event Sign Request - Middleton Jazz In the Park report.
2. That Council approve the Middleton Town and Foreshore Association request to display signs at two approved locations within the City of Victor Harbor, advertising the Middleton Jazz In the Park event as per the conditions of the Temporary Community Event Sign/Banner Procedure for the event on 5 November 2022.

### **INFORMATION**

#### **Purpose**

The purpose of this report is to seek Council approval for the Middleton Town & Foreshore Association to display temporary community event signs in the City of Victor Harbor Council area for the Middleton Jazz in the Park event.

#### **Background**

Administration received a Temporary Community Event Sign application for the Middleton Jazz in the Park event to be held in Abbott Reserve, Middleton, on Saturday, 5 November 2022. The event hosts a line-up of world-class jazz musicians over eight hours, with local food and refreshments available. The event was last held in 2005, with around 1,000 people attending.

#### **Commentary**

An application has been received from the Middleton Town & Foreshore Association for approval to place signs at all six authorised locations in City of Victor Harbor to advertise the Middleton Jazz in The Park event. A copy of the application is available at Attachment A.

It should be noted that under section 6.6.3 of our policy, events held outside of the City of Victor Harbor are limited to two signs only out of the six sites allocated for local organisations to advertise upcoming community events. Council's Signage Management Policy states:

### 6.6.2 General Requirements

The sign must promote an upcoming community event, that is being held within the City of Victor Harbor or provide information on the activities of a community group based within the Council area. These community event groups may be of a cultural, social, recreational or environmental nature. Advertising from commercial organisers will be limited to tourism and community interest events.

### 6.6.3 Events Outside of the Council Area

Signs advertising events or groups that are outside of the City of Victor Harbor will generally not be considered. However, where an event is being held outside the Council area there will be consideration for a maximum of two signs subject to compliance with the following:

- The event is to be held within close proximity of the Council boundary; and/or
- There is justifiable evidence that the City of Victor Harbor and its community will benefit from the event; and
- All other requirements of these Guidelines and all other relevant legislation are complied with; and
  
- Council resolution is obtained giving the event or the organiser approval. Where the event is regularly held outside of the City of Victor Harbor, the approval is valid for three (3) years providing there has been no substantive change to the format of the event.

Should Council approve the application, it is recommended that it is provided for one year to enable a review of the success of the event in regards to community benefit.

## RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

**Reputation** – This is the first application received for this event. Approving the signage for this event allows Council to review the success of the event prior to approving future requests. This risk is assessed as **low**.

**Legal and Compliance** – The Signage Management Policy provides for events outside of the Council area. A Council resolution provides the mechanism for the signage request to be approved. This risk is assessed as **low**.

## REFERENCES

### City of Victor Harbor Community Plan 2030

Aspiration 1 – We are a caring, connected and active community.

- Strategy – Encourage initiatives that facilitate social interaction and connection with

the community.

- Strategy – Support a vibrant community culture.

**Other references used:**

- Signage Management Policy

**BUDGET IMPLICATION**

Excluding endorsed budgeted staff resources, there are no budget implications in the preparation, receipt or recommendations contained within this report.

No additional funds are required

**CONSULTATION**

Acting Director Corporate and Customer Service – Vicki Hutchinson

ATTENTION: Executive Assistant - Corporate and Customer Service

## 2022-2023 Temporary Community Event Sign Application

Authorisation Pursuant to Section 221 of the Local Government Act 1999 - Movable sign By-Law No. 2



PH: 08 8551 0500

### Please Select

- |                     |                                  |                         |
|---------------------|----------------------------------|-------------------------|
| Not-For-Profit      | <input checked="" type="radio"/> | FREE                    |
| Commercial Business | <input type="radio"/>            | \$21 per sign per event |
| School              | <input type="radio"/>            | \$21 per sign per event |

This form and Certificate of Currency of Public Liability Insurance (minimum \$20,000,000) must be submitted together, with a minimum of five (5) days prior to event start date.

Please read the attached conditions for Temporary Community Event Signs/Banners, sign and return.

**Post:**  
PO Box 11  
Victor Harbor SA 5211

**Email:**  
[localgov@victor.sa.gov.au](mailto:localgov@victor.sa.gov.au)

**In Person:**  
Customer Service  
1 Bay Road  
Victor Harbor SA 5211

### Applicant Details

**Contact Name** Jenifer Watts  
**Position** Vice President  
**Organisation** Middleton Town & Foreshore Association  
**ABN (if applicable)** 86 931 037 949  
**Postal Address** 66 Esplanade, Middleton, SA, 5213  
**Email address** [jen@MiddletonSA.com.au](mailto:jen@MiddletonSA.com.au)  
**Phone Number** 0417 812 529

**Event Name** Middleton Jazz in the Park  
**Date of Event** Saturday 5 November 2022  
**Location of Event** Abbott Reserve, Middleton

**Dates to display event signs** Signs can only be displayed for three weeks prior to event commencement and should be removed within 48 hours of event conclusion.  
Monday 17 October 2022 - Sunday 6 November 2022

**Description on sign/banner** Authorisation Holder details must be displayed on back of sign.  
Middleton Jazz in the Park - details of where, when, how to buy tickets, which bands will be performing.  
- please provide a picture of content

**Size of Banner** Development approval will be required for signs over 2m<sup>2</sup>.  
1800 x 900 or 2m x 1m (depending on sign where you are given approval to display the banners).

2022/2023



**Requested Location of Temporary Community Event Sign/Banner**

✓	Site	Description – refer to map	Sign/Banner requirements
✓	1	<b>Sign Board</b> Hindmarsh Road - Four (4) spots	Must be 1800mm W x 900mm H
✓	2	<b>Fence</b> Victor Harbor Oval/Roundabout - Three (3) spots	Banner to be attached to fence No larger than 2m x 1m
✓	3	<b>Information Bay</b> Adelaide Road - One (1) Spot	Banner to be attached to star droppers *** No larger than 2m x 1m
✓	4	<b>Sweetmans Corner</b> Mill & Waitpinga Roads - Two (2) Spots	Banner to be attached to star droppers *** No larger than 2m x 1m
✓	5	<b>Armstrong Road</b> Encounter Bay Oval - Two (2) Spots	Banner to be attached to star droppers *** No larger than 2m x 1m
✓	6	<b>Lot 103 Inman Valley Road</b> Opposite Investigator College - Two (2) Spots	Banner to be attached to star droppers *** No larger than 2m x 1m

\*\*\* Care needs to be taken when hammering star droppers into the ground as underground power, water and cables exist in some areas. Star droppers must include capping

Investigator College

**I/We agree and acknowledge the following:** (all must be answered)

- We have read, understand and agree to be bound by the Authorisation Conditions set out herein and as contained in the Signage Policy and Guidelines
- Public Liability Insurance Certificate of Currency** (minimum cover \$20,000,000) is attached
- The information provided in this application is **true and correct**
- Booking is **not** confirmed until we receive the official approval letter from the Executive Assistant – Corporate and Customer Service
- Our temporary signs **cannot be displayed until the dates specified** in the approval letter

<b>NAME:</b>	Jenifer Watts	<b>POSITION:</b>	Vice President
<b>SIGNATURE:</b>		<b>DATE:</b>	9 September 2022

**OFFICE USE ONLY**

<b>APPROVAL:</b>	Yes	No
<b>APPROVED BY:</b>	Name:	Signature:
	Date:	
	IREC:	OREC:
	Comments:	

2022/2023

## **12. ENVIRONMENT AND INFRASTRUCTURE SERVICES**

No reports for decision.

## **13. MINUTES OF COUNCIL COMMITTEE MEETINGS**

### **13.1 Southern Communities Transport Scheme Advisory Committee Minutes - 17 August 2022**

Committee Victor Harbor Council

Meeting Held 26/09/2022

From Leann Symonds

File Reference GOV9.14.022

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## **RECOMMENDATION**

1. That Council receive and note the minutes of the Southern Communities Transport Scheme Advisory Committee held 17 August 2022.
2. That Council endorse a letter from the Mayor to the Minister for Transport requesting consideration of free transport for pensioners being expanded to include regional areas.

## **INFORMATION**

The purpose of this report is to receive and note minutes of the meeting of the Southern Communities Transport Scheme Advisory Committee held 17 August 2022.

### **Background**

Section 12.1 of the Terms of Reference for the Committee states that the Committee shall supply to the Council a copy of all Committee minutes pursuant to clause 6.4, for the endorsement of the Council.

The Southern Communities Transport Scheme has been operating as a partnership between the City of Victor Harbor and Alexandrina Council since 1992. The Southern Community Transport Committee is a formalised partnership between the City of Victor Harbor and Alexandrina Council for the operation of the Southern Communities Transport Scheme.

### **Commentary**

A copy of the minutes of the meeting of the Southern Communities Transport Scheme Advisory Committee meeting held 17 August 2022 are provided at Attachment A. The minutes have been distributed to Committee members.

The Southern Communities Transport Scheme Advisory Committee recommend Council write to the Minister for Transport for consideration of free transport for pensioners be expanded to include country areas.

## **RISK ASSESSMENT**

The following risks have been assessed in line with Council's Risk Management Framework

and Policy:

**Legal and Compliance** – Preparation and reporting of Committee minutes is managed through routine activities and processes in accordance with statutory requirements. This risk is assessed as **low**.

**Reputation** – There is minimal impact in requesting the Minister to give consideration to subsidise pensioners cost for transport. This risk is assessed as **low**.

## REFERENCES

### City of Victor Harbor Community Plan 2030

Aspiration 5 – We have services and infrastructure that meet our community’s needs

- Strategy – Facilitate access to health, education and community services
- Priority – Provide the Southern Communities’ Transport Scheme (SCOTS) to assist transport disadvantaged people to access medical and other essential appointments

## BUDGET IMPLICATION

Excluding endorsed budgeted staff resources there are no budget implications from receiving and noting the minutes of the meeting of the Southern Communities Transport Scheme Advisory Committee held 17 August 2022.

No additional funds are required.

## CONSULTATION

Southern Communities Transport Scheme Advisory Committee Members

City of Victor Harbor

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# MINUTES

Committee Southern Communities Transport Scheme Advisory Committee  
Meeting Held Wednesday 17 August 2022 at 10:00am  
Location Encounter Room, Victor Harbor Civic Centre, 1 Bay Road, Victor Harbor

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City of Victor Harbor

## 5. BUSINESS ARISING

### 5.1 Business Arising and Action List

The following table provides an update of the status of items from previous meetings:

Meeting Date	Item No.	Action/Update	Status
15/12/2021	7.1	<b>HAC Grant Application</b>	The application for funding to Cancer Australia was withdrawn due to criteria not meeting the needs of the service. Further options are being explored through the Freemasons who will accept an application for the funding of a vehicle. Mike McRae is currently completing the application and if successful, funding will be allocated in the 2022-23 financial year. This matter is ongoing and quotes are currently being sourced. The grant application has been submitted. The Grant application was not successful. Complete
15/06/2022	6.1	<b>Vehicle Status and Service Updates</b>	New Staria has been delivered. Only one vehicle remaining on the repair list.
15/06/2022	7.1	<b>Shopping Bus Services</b>	There seems to be not enough current interest in considering a SCOTS service. Anna offered to further investigate if required. Complete  Discussion regarding low numbers using Victor Harbor Shopping Bus. Staff to update information for the community. Laura in process of updating brochures. Complete
15/06/2022	7.2	<b>Extensions to the Shed</b>	Staff to develop a budget bid for the 23/24 budget for an extension to the shed for extra undercover car spaces. Committee suggested investigating if Page estate donation could support this. Tracy to discuss with Laura.

Southern Communities Transport Scheme Advisory Committee 17/8/2022

3

City of Victor Harbor

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SCT212022      Moved:      Colin Howard  
                    Seconded:    Liz Graham

That the business arising and action list for the meeting of the Southern Communities Transport Scheme Advisory Committee held on 17 August 2022 be received.

**CARRIED**

**6. GENERAL BUSINESS**

None were tabled – late items that came in after the publishing of the agenda are at **Item 8: Other Business**

**7. RECURRING REPORTS**

**7.1 Financial Report**

Committee discussion and questions regarding the change to the Payment in Arrears system. The Committee suggested monitoring the extra administration required and feeding back this information to the funding body if it became more onerous.

SCT222022      Moved:      Liz Graham  
                    Seconded:    Robert Hall

That the Southern Communities Transport Scheme Advisory Committee receive the financial report for the period 1 July 2022 to 1 August 2022.

**CARRIED**

**7.2 Statistical and Brokerage Reports**

SCT232022      Moved:      Liz Graham  
                    Seconded:    Des Schirmer

That the Southern Communities Transport Scheme Advisory Committee receive the statistical and brokerage reports for the Southern Communities Transport Scheme (SCOTS CHSP and SCOTS CPN) for the period 1 May to 30 June 2022.

**CARRIED**

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Southern Communities Transport Scheme Advisory Committee 17/8/2022      4





City of Victor Harbor

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**9. NEXT MEETING**

19 October 2022 – 10am in the Encounter Room at the Civic Centre, City of Victor Harbor.

**10. CLOSURE**

The meeting closed at 11.27am

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **14. SUBSIDIARIES AND REPRESENTATIVE REPORTS**

### **14.1 Representative Reports - September 2022**

Committee Victor Harbor Council

Meeting Held 26/09/2022

From Katie Common

File Reference GOV9.33.012

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### **RECOMMENDATION**

That Council receive and note the Representative Reports for September 2022.

### **INFORMATION**

#### **Purpose**

The purpose of this report is to provide Council with the minutes/newsletters from the identified committees/groups, to alleviate the necessity of a verbal report from Elected Members.

#### **Adelaide Hills, Fleurieu and Kangaroo Island Regional Development Australia Board**

Chief Executive Officer – Victoria MacKirdy

#### **Southern and Hills Local Government Association**

Mayor M Jenkins and Chief Executive Officer

#### **Fleurieu Regional Waste Authority**

Cr B Littlely

#### **Carrickalinga Board of Management**

Cr D Kemp

#### **Australian Coastal Councils Association**

Cr M Henderson

#### **Victor Harbor Coastcare**

Council Member Representative – Vacant

Team Leader Environment and Recreation Strategy – Vacant (Interim support by Kathy Hayter)

#### **Victor Harbor High School Governing Council**

Cr A Robertson

#### **Victor Harbor R-7 Primary School**

Cr N Hayles

#### **Hills Fleurieu and Kangaroo Island Zone Emergency Management Committee**

Director Environment and Infrastructure – Kathy Hayter

**Encounter Youth – Schoolies**

Mayor M Jenkins

**Fleurieu Regional Aquatic Centre Authority**

Cr D Kemp

**Management Committee of the Friends of the Victor Harbor Library Inc**

Cr M Henderson

**Victor Harbor Horse Tram Authority**

Cr C Schofield

**Live Arts at Newland Program Steering Committee**

Council Member Representative – Mayor M Jenkins

Director Community and Development – Graham Pathuis

**Various Section 41 Committees & Working Groups**

**RISK ASSESSMENT**

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

**Legal and Compliance** – Preparation and reporting for the endorsement of the Representative Reports can be managed through routine activities and have a negligible impact. This risk is assessed as **low**.

**REFERENCES**

**City of Victor Harbor Community Plan 2030**

Aspiration 6 – We are a financially sustainable and well-governed organisation

**BUDGET IMPLICATION**

Excluding endorsed budgeted staff resources there are no budget implications from the preparation or receipt of these reports.

No additional funds are required.

**CONSULTATION**

Each Council Member with the individual committee/group as identified.

Minutes of the Victor Harbor Horse Tram Authority  
Board Meeting  
For meeting Tuesday 9 August 2022 Commencing  
at 3:00pm Encounter Room



**Present**

Nigel Catt (Chair)  
Paul Brown  
Rachel Kennedy (Via Zoom)  
Natasha Hunt

**In Attendance**

Megan Whibley (General Manager VHHTA)  
Tamar Herron (Minute Secretary VHHTA)

**Commencement**

The meeting commenced at 3:01 pm

**3. Apologies**

Cr Carol Schofield AM  
Kellie Knight-Stacey (Acting Director Corporate and Customer Service)

**4. Minutes of the Previous Meeting**

**4.1 Board Meeting Minutes – 12 April 2022, 10 May 2022, 12 May 2022**

VHHTA316            Moved:     Paul Brown  
                          Seconded: Rachel Kennedy

That the minutes of the previous Victor Harbor Horse Tram Authority Board meeting held Tuesday, 12 April 2022, as per a copy supplied to members at attachment A to this report, be confirmed as a true and accurate record.

**CARRIED**

VHHTA317            Moved:     Paul Brown  
                          Seconded: Natasha Hunt

That the minutes of the previous Victor Harbor Horse Tram Authority Special Board meeting held Tuesday, 10 May 2022, as per a copy supplied to members at attachment B to this report, be confirmed as a true and accurate record.

**CARRIED**

**Minutes of the Victor Harbor Horse Tram Authority  
Board Meeting  
For meeting Tuesday 9 August 2022 Commencing  
at 3:00pm Encounter Room**



VHHTA317            Moved:    Natasha Hunt  
                          Seconded: Paul Brown

That the minutes of the previous Victor Harbor Horse Tram Authority Special Board meeting held Thursday, 12 May 2022, as per a copy supplied to members at attachment C to this report, be confirmed as a true and accurate record.

**CARRIED**

**5. Adjourned Item(s)**

Nil

**6. Reports for Receiving and Noting only**

**6.1 Outstanding Resolutions Register**

VHHTA318            Moved:    Rachel Kennedy  
                          Seconded: Paul Brown

That the Victor Harbor Horse Tram Authority receive and note the Outstanding Resolutions Register report.

**CARRIED**

**6.2 Audit Committee Meeting Minutes Report**

VHHTA319            Moved:    Natasha Hunt  
                          Seconded: Rachel Kennedy

That the Victor Harbor Horse Tram Authority receive and note the unconfirmed public minutes of the Audit Committee meeting 10 May 2022 at attachment A to this report.

**CARRIED**







Minutes of the Victor Harbor Horse Tram Authority  
Board Meeting  
For meeting Tuesday 9 August 2022 Commencing  
at 3:00pm Encounter Room



***Please be advised*** that filming, photography and audio recording may take place at this meeting when the public and media are not lawfully excluded under Section 90 of the Local Government Act 1999.



## Meeting Notes

**Group** Boating Facilities Working Group  
**Meeting Held** 5:42pm Thursday, 25 August 2022  
**Location** Encounter Room

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### 1. PRESENT

Cr Bryan Littlely (Chair)  
Cr Andrew Robertson  
Michael Veenstra  
Tim Telfer  
Rod Ness  
Brian Hockney

In Attendance:

Jodi Roberts – Manager Infrastructure  
Chelsie Butler – Executive Assistant Environment and Infrastructure

### 2. APOLOGIES

Graeme Bedggood

### 3. ACKNOWLEDGEMENT TO COUNTRY

The Chair presented the acknowledgement to country.

### 4. MEETING NOTES OF THE PREVIOUS MEETING

Members agreed that the notes of the Boating Facilities Working Group Meeting held 20 January 2022 are a true and accurate record of the meeting.

## 5. GENERAL BUSINESS

### 5.1 Coastal Adaptation Strategy Update

Administration gave an update on the approach at Yilki and sought committee members input on how to assist in the management of storm water blockage by seaweed of storm water outlet drains and erosion at East Beach and Yilki.

Administration advised the Working Group the following:

*"Monitoring weather forecasts this year, an onsite meeting was called with the Coastal Protection Board to discuss potential erosion and coastal damage to parts of Franklin Parade, with the embankment in front of Yilki shops highlighted. It was determined and authorised by the CPB that emergency protection works along the identified stretch will commence as soon as possible, which included placement of large bluestone boulders in eroded and damaged areas. Over 600 tonne of rock was successfully placed along this embankment, which is a temporary solution until a detailed design of an engineered embankment is developed - pending financial support through a recently applied grant funding stream (still awaiting outcome).*

*During recent storm events the embankment has held the line protecting council and community assets. Parts of the road was closed due to overtopping of seawater and seaweed clogging grates of stormwater pits/outlets, which council staff attended and monitored throughout the event. Noting and understanding the 2020 Coastal Adaptation Strategy, considerations to coastal projects shall refer to this document for future proofing coastal projects. Key information and data from this document shall be used as a baseline in detailed designs while researching evidence based coastal infrastructure suitable for COVH applications."*

Administration advised that grant funding has been applied for to construct an engineered rock revetment from Fell Street past Tabernacle Road and conclude near Charles Street (approx. 600m in length). This infrastructure will build up the shared path and protect the infrastructure along Franklin Parade.

The Working Group suggested that Council should investigate building up the reef (expand the existing reef), to slow the wave energy, rather than building coastal embankments.

Administration also provided the Working Group with the feedback provided by the Manager Marine Assets at the Department of Infrastructure and Transport regarding the Coastal Adaptation Study. The feedback was as follows:

- *The report does not contain material detail as to sand littoral drift in cell 10 (detailed in the sections of the report) to evaluate how a boat ramp will interact with coastal processes.*
  - *This is important in the determination of the impact of littoral drift by sand due to the impacts of the breakwater and the construction of the facility - and the issues around sand buildup requiring ongoing maintenance dredging*
  - *Any ongoing maintenance dredging will be a considerable operational cost to Council.*
  - *Additional impacts of effects on seagrasses and other marine environment requires further assessment due to the analysis and modelling of littoral drift.*
- *There is a lot of info in the cell 10 section in the document*
  - *DIT recommends and is open to having a meeting with the consultants who prepared the report and Council to walk the attendees through the assessment and the outcomes of the section.*
- *Summary Comments on the proposal and location (in addition to those previously sent in March 2022)*

- *The assessment of the marine conditions - seasonal is vital to ascertain the safe launching of vessels and particularly for any emergency management activities by sea rescue etc.*
- *Further work to augment the study could include to provide an improved position for Council to augment*
  - *Sand management study - including key modelling due to marine structures*
  - *Seabed condition assessment – as a baseline*
  - *Dredging plan and seagrass wrack management plan – arising out of assessments to provide a baseline to quantify Council future responsibilities.\**

Tim Telfer suggested to the administration that a proper Environmental Impact Study for the area needs to be undertaken.

Administration provided the working group with an update on the flooding that occurred on Saturday, 4 June 2022. The following was advised:

- The intensity of the rain events on 4 June 2022 caused localised flooding around Victor Harbor, including at Eyre Terrace/ McKinlay Street.
- This was swiftly responded to by emergency services and Council crews.
- The issue was largely caused by seaweed blocking a stormwater outlet.
- It was caused by a combination of the high tide and the storm events, including storm surges and the intensity of rainfall.
- Council crews check stormwater outlets at least once per week, or more often as required.
- Over the weekend, Council crews used an excavator, and called in a specialised vacuum truck, to clear sand and seaweed that was blocking the outlet.
- This allowed stormwater to run out to the sea and relieved the localised flooding that had occurred as a result.

## 5.2 Bluff Boat Ramp Parking Update

Administration gave an update on the Bluff Boat Ramp parking including the parking behind Whalers and feedback from the Bluff Masterplan.

Administration confirmed that there is no exclusivity provided to any party at any time regarding the car parking behind the Whalers Apartments, this is a public car park.

Administration advised that at the Ordinary Council meeting held 22 August 2022 Council endorsed the draft Bluff Master Plan, which includes 8-10 large vehicle boat parking spaces at the Bluff access road. Broad public consultation for the draft Bluff Master Plan will likely occur in January-February 2023, Working Group members are encouraged to respond.

Rod Ness advised the issue isn't car parking, the issue is boat parking in the water, causing a blocked boat ramp, and that the solution is another pontoon (at minimum). Administration advised that a budget bid was put to Council to extend the pontoon during 2022/23, however, this budget bid was unsuccessful as \$5 million was cut from the Capital Budget. Administration will apply for South Australian Boating Facility Advisory Committee (SABFAC) funding in early 2023 for the pontoon project (submissions can be lodged from February).

Cr Andrew Robertson suggested 5-10 of the current trailer parks be restricted local boat users only, with a time limit (approx. 3 hours). Therefore, during peak periods there are still parking opportunities for locals. Administration advised that the

implementation of restricted car parking would require public consultation and Council endorsement and is unlikely to deter non-locals from parking in these car parks as the infringement fines are minimal. Administration will seek further advice/comment on this matter from the Compliance team.

Cr Bryan Littlely argued that until additional boat and car parking is created, during the peak period Council should employ a marshal to manage the situation.

Cr Andrew Robertson asked whether we increase boat launching fees? Administration advised that this fee can be reviewed as part of the Fees & Charges review.

Tim Telfer questioned whether the City of Victor Harbor CEO can delegate the Harbour Master position to control/manage the boat ramp, and advised if so, it should be delegated, and the full-time role should be re-instated via means of state government funding.

### **5.3 Boating Strategy Update**

Administration gave an update on the progress of the Boating Strategy and apologised for the delay in completing the document. Administration advised that a copy of the updated Boating Strategy will be distributed to Working Group members in the coming weeks for members' review. Once all members have had a chance to review a Working Group meeting will be called to discuss the feedback, this meeting is likely to occur in January 2023 (after Caretaker Period).

### **5.4 Boating Facilities Working Group Reporting Structure**

Administration advised that the Boating Facilities Working Group now reports straight to Council, as at the 22 August 2022 Ordinary Council Meeting Council resolved to dissolve the City Activation and Strategic Planning Advisory Committee.

### **5.5 Boating Facilities Working Group Membership**

Administration reminded Boating Facilities Working Group members that their membership term expires November 2022. A call for nomination will be distributed in the upcoming months for any members who wish to re-nominate.

Cr Bryan Littlely advised the committee he will not be re-running for Council, therefore, will no longer be a member of the Boating Facilities Working Group. Working Group members thanked Cr Bryan Littlely for his role as Chair.

### **5.6 Other Business**

Administration advised the Working Group that the channel marker replacement program has commenced, and that survey work within the Bluff Boat Ramp channel was undertaken on 16 August 2022. The project is scheduled for completion in December 2022.

Administration advised that a survey of sand volumes and dynamics at the Bluff boat ramp is scheduled to be undertaken in mid-September 2022 then again in February 2023. After these surveys a consultant will provide the findings of the analysis and provide advice in relation to the proposed extension of breakwater and likely impact on surrounding beaches.

Administration provided the Working Group with an update on the timing for the Screwpile Jetty project (led by the Department for Infrastructure and Transport). Administration will provide the Working Group with further updates/information on this project as it is received.

Administration advised that the Working Group will continue to be updated on projects/matters that relate to the group.

Michael Veenstra advised the Working Group that he is currently undertaking a study on whale vertebrae, and to contact him if anyone has any available to study.

## **6. NEXT MEETING**

No future meeting dates are set until the updated Boating Strategy is ready for final review, or if Council tasks additional work.

## **7. CLOSURE**

The chair closed the meeting at 6.31pm

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## Southern & Hills Local Government Association

13 Ringmer Drv, Burnside SA 5066 | mb 0418 502 311 |

Email: [graeme@shlga.sa.gov.au](mailto:graeme@shlga.sa.gov.au) | [www.shlga.sa.gov.au](http://www.shlga.sa.gov.au) |

Adelaide Hills Council | Alexandrina Council | Mount Barker District Council | Kangaroo Island Council  
| City of Victor Harbor | District Council of Yankalilla |

## MINUTES

**Committee:** Southern & Hills Local Government Association  
**To be held:** Friday 26<sup>th</sup> August 2022  
**Location:** Mount Barker District Council

<b>PRESENT:</b> <i>(Members)</i>	President, Mayor Keith Parkes (Alexandrina Council)	Executive Officer, Graeme Martin	
	CEO Nigel Morris (Alexandrina Council)	CEO Andrew Stuart (Mount Barker District Council)	Mayor Ann Ferguson (Mount Barker District Council)
	CEO Greg Georgopoulos (Kangaroo Island Council)	Mayor Simon Rothwell (District Council of Yankalilla)	CEO Nathan Cunningham (District Council of Yankalilla)
	CEO Andrew Aitken (Adelaide Hills Council)	Acting CEO Karen Rokicinski (City of Victor Harbor)	
<b>APOLOGIES</b>	Mayor Moira Jenkins (City of Victor Harbor)	CEO Victoria MacKirdy (City of Victor Harbor)	Mayor Michael Pengilly (Kangaroo Island Council)
	Mayor Jan-Claire Wisdom (Adelaide Hills Council)		
<b>IN ATTENDANCE</b> <i>(Stakeholders, Guests)</i>	Hon Tom Koutsantonis (Minister for Infrastructure and Transport), John Whelan (CEO, DIT), Evan Knapp (Minister Advisor), Alex Excell (DIT), Clinton Jury (CEO LGA), Julie Thomas (SAPOL, Officer in Charge Hills and Fleurieu), Michael Garrod (GM Hills & Fleurieu Landscape Board), David Greenhough (Chair Hills & Fleurieu Landscape Board), Sara O'Dea (RDA AHFKI), Sue Arlidge (RDA AHFKI), Ashley Curtis (Proxy AHC), Trevor Bennett (PIRSA), Rebekha Sharkie (MP Mayo), Jamie Cook (MP Mayo Advisor) and Samantha Jones (Councillor, MBDC)		

1. **COMMENCEMENT:** 10:28am

2. **WELCOME**

2.1 President Mayor Keith Parkes (President)

2.2 VISITORS

2.3 APOLOGIES

2.4 CONFLICT OF INTEREST

2.5 WELCOME BY HOST COUNCIL

**3. GUEST SPEAKER(S)**

3.1 Hon Tom Koutsantonis, Minister for Infrastructure and Transport

**4. STAKEHOLDER UPDATES**

4.1 Local Government Australia (SA)

4.2 PIRSA

4.3 RDA AHFKI

4.4 H&F / KI Landscape Boards

4.5 SAPOL / Other

*Executive Officer Graeme Martin left the meeting at 12:05pm  
Executive Officer Graeme Martin returned to the meeting at 12:10pm  
CEO Greg Georgopoulos left the meeting at 12:11pm  
CEO Greg Georgopoulos returned to the meeting at 12:15pm*

4.6 Rebekha Sharkie, Member for Mayo

*CEO Andrew Stuart left the meeting at 12:22pm  
CEO Andrew Stuart returned to the meeting at 12:24pm*

*CEO Andrew Stuart left the meeting at 12:27pm*

**5. MINUTES OF THE PREVIOUS MEETING**

5.1 **REPORT TITLE: CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING 24<sup>th</sup> June 2022**

**DATE OF MEETING: 26th August 2022**

**RECOMMENDATION: 5.1/26082022**

Moved CEO Andrew Aitken That the minutes of the previous Southern & Hills Local Government Association Board Meeting held on 24<sup>th</sup> June 2022 as per copies supplied to members be adopted as a true and correct record of that meeting.

Seconded Mayor Simon Rothwell

CARRIED UNANIMOUSLY

**6. MOTION AND ACTION STATUS REPORT**

**REPORT TITLE: MOTION AND ACTION STATUS REPORT**

**DATE OF MEETING: 26<sup>th</sup> August 2022**

**INFORMATION ONLY**

*CEO Andrew Stuart returned to the meeting at 12:29pm*

**7. REPORTS FOR DECISION ITEMS**

**REPORT TITLE: S&HLGA 2022-23 REVISED BUDGET**

**DATE OF MEETING: 26<sup>th</sup> August 2022**

**RECOMMENDATION: 7.1.1/26082022**

Moved Mayor Ann Ferguson That the Board notes the report and adopts the revised 2022-2023 S&HLGA Budget.



Seconded CEO Greg Georgopoulos

CARRIED UNANIMOUSLY

*Mayor Ann Ferguson left the meeting at 12:36pm*

*Mayor Ann Ferguson returned to the meeting at 12:38pm*

*CEO Greg Georgopoulos left the meeting at 12:41pm*

**REPORT TITLE: COUNCIL E-MEETINGS**

**DATE OF MEETING: 26<sup>th</sup> August 2022**

**RECOMMENDATION: 7.1.2/26082022**

Moved Mayor Simon Rothwell that the Board notes the report and

1. Advises S&HLGA member Council Yankalilla of the survey results
2. Advises the LGA of the survey results
3. To support the LGA to investigate the options of electronic attendance in council meetings and special meetings, and address the concerns raised in the survey result.

Seconded CEO Andrew Aitken

CARRIED UNANIMOUSLY

**8. REPORT – INFORMATION**

*Executive Officer Graeme Martin left the meeting at 12:55pm*

*Executive Officer Graeme Martin returned to the meeting at 12:56pm*

**REPORT TITLE: REPORT FOR INFORMATION**

**DATE OF MEETING: 26<sup>th</sup> August 2022**

**RECOMMENDATION: 8/26082022**

Moved CEO Nathan Cunningham that the reports for Information be accepted and noted by the S&HLGA Board.

Seconded CEO Nigel Morris

CARRIED UNANIMOUSLY

*CEO Greg Georgopoulos returned to the meeting at 12:57pm*

*CEO Nathan Cunningham left the meeting at 12:57pm*

**9. FINANCES**

- 9.1 Bank Reconciliation June 2022
- 9.2 Bank Reconciliation July 2022
- 9.3 Profit & Loss Actual V Budget YTD 30 June 2022
- 9.4 Balance Sheet 31<sup>st</sup> July 2022
- 9.5 Profit and Loss Actual V Budget YTD 30 July 2022

**REPORT TITLE FINANCES**

**DATE OF MEETING 26<sup>th</sup> August 2022**

**RECOMMENDATION: 9/26082022**

Moved CEO Nigel Morris that the financial reports for the S&HLGA as at 31<sup>st</sup> July 2022 showing a balance of total funds available of \$281,465.42 and a balance of uncommitted funds of \$70,995.06 be received.

Seconded Acting CEO Karen Rokicinski

CARRIED UNANIMOUSLY

**10. URGENT BUSINESS WITHOUT NOTICE**

*Nathan Cunningham returned to the meeting at 1:00pm*

**TITLE ANNUAL STRATEGIC PLANNING SESSION  
DATE OF MEETING 26<sup>th</sup> August 2022  
RECOMMENDATION: 10.1/26082022**

Moved CEO Andrew Stuart that the Executive Officer (Graeme) in consultation with SHLGA Advisory Group present at the next SHLGA Board Meeting a proposal for an Annual Strategic Planning Session of not less than 2 hours in the first quarter of each calendar year to review Annual Business Plan Performance and the Performance of the SHLGA Board.

Seconded Mayor Ann Ferguson

CARRIED UNANIMOUSLY

**TITLE CEO ANDREW AITKEN ACKNOWLEDGMENT  
DATE OF MEETING 26<sup>th</sup> August 2022  
RECOMMENDATION: 10.2/26082022**

Moved Mayor Keith Parkes, Acknowledges Andrew Aitken contribution to the S&HLGA

Seconded CEO Greg Georgopoulos

CARRIED UNANIMOUSLY

**11. NEXT MEETING(S)**

October, Friday 21<sup>st</sup>, District Council of Yankalilla  
December, Friday 9<sup>th</sup>, Alexandrina Council

**12. CLOSURE**

MEETING DECLARED CLOSED AT 1:15pm

Signed:

**Mayor Keith Parkes**.....  
Chair

**Date:**.....

**MINUTES of the meeting of Victor Harbor Coastcare  
held in the Old School Building on Wednesday 17<sup>th</sup> August 2022 at 7.00 pm**

- 1) **Welcome and Present** Welcome to Kerri Bartley of Birdlife Australia, and members: Richard House (Chairman), Andrew Leak, Loreto Cameron, Tina Michell, Sue Robertson, Anita Leak, Harry Rake, Trevor Brand, Geoff Cope, David Thorn, Richard Edwards.
- Talk by Kerri Bartley**  
Kerri outlined her job as a coordinator of the 'Sharing our Shores with Coastal Wildlife' project that Birdlife Australia run with funding from the Green Adelaide Landscapes levy. Kerri spoke of three projects for endangered beach-nesting birds (hooded plovers, fairy terns and red-capped plovers) with most emphasis on the hooded plovers in our local area, the threats they face, and the actions being taken to protect them with help from Friends of the Hooded Plover.  
Richard thanked Kerri for what she does so enthusiastically for the threatened beach-nesting birds and for taking the time to inform Coastcare.
- 2) **Apologies** Jeff McEvoy, Di Sinclair-Warren, John Ray, Nigel Ibbotson, Bob and Jenny Jeffery, Barb Francis, Rosene Edwards.
- 3) **Minutes of the previous meeting** 17<sup>th</sup> July 2022.  
*Motion* The minutes of the meeting held 17.07.2022 is an accurate record.  
*Proposed* Anita Leak *Seconded* Richard Edwards *Carried*
- 4) **Business arising from the minutes** (not covered by other items on the agenda).  
a) Circulation of award book Wildlife of Greater Adelaide. Passed to Sue Robertson.  
b) National Landcare Coastcare Awards presentation in Sydney, Wednesday 24<sup>th</sup> August. Members can watch the event free by registering as a virtual delegate to the conference with link <https://eventmanagement.eventsair.com/f2926-national-landcare-conference-2022/nlc2022-virtual/Site/Register>  
Formalities start time 6.30 pm. Richard House attending; funding provided as part of the prize for Victor Harbor Coastcare winning the South Australian Landcare Coastcare award.  
c) First Aid session on asthma emergency by Barb Francis deferred.  
d) Richard Edwards reported that the fig tree on Tom Stephens Reserve has been removed along with the reported rubbish. Thanks to Andrew Comas.  
e) Richard House reported on his talk *Your Dunes, My Dunes* to Zonta on Tuesday 26<sup>th</sup> July. There was a good report in the Fleurieu Sun.
- 5) **Financial report** Andrew Leak  
a) Balance \$2,675.33 (= last meeting balance – expenses approved last meeting \$20.20 + \$140 Entertainment sales)  
  
Term deposit with Beyond Bank \$2,363.40 @ 0.55% maturing 28/8/2022  
Interest received for the last year = \$13.  
The rollover of the term deposit was discussed:  
No immediate need for the funds. Recommend retain in term deposit as a buffer.  
Beyond Bank rate for 12 months is now 2.95%.  
*Motion* that the existing term deposit with Beyond Bank be allowed to roll over  
*Proposed* Andrew Leak *Seconded* Trevor Brand *Carried*  
  
b) Expenses Anita Leak \$3.75 morning tea supplies  
*Motion* that the above expenses of \$3.75 be approved  
*Proposed* Andrew Leak *Seconded* Harry Rake *Carried*
- 6) **Publicity Reports**  
a) Publicity.  
Anita Leak spoke about a future article regarding Bridge Point.  
b) Facebook and website.  
Andrew Leak reported a Facebook post on 24 July (erosion and plantings at Inman River mouth) and a change to the main picture on the first Facebook page. On the website: Coming Events on the home page were maintained, July minutes added, and Loreto Cameron was added as the contact for memberships.

- c) Instagram.  
Geoff Cope reported four posts including Loreto Cameron's email for membership enquiries.
- 7) **Membership Report**  
Loreto Cameron reported answering two enquiries from environment students who have not yet responded.
- 8) **Beach Pole Report**  
Geoff Cope reported that, at the August reading, the sand level at the Yacht Club beachpole had gone down 50mm and, at the Esplanade beachpole, the sand level had gone up 30mm. Elsewhere the changes were minimal.
- 9) **Working bees**
- a) Work done
- i) **Sunday 24<sup>th</sup> July** WA 9 Inman Lagoon  
Continuation of revegetation of dunes near the Caravan Park. Further 250 plants (same mix as previous bee). Huge beach erosion noticed because of river changing course.
- ii) **Tuesday 16<sup>th</sup> August** WA 16 Bridge Point and the spit.  
Weeding and pruning in the natives' garden.  
(The bee planned for Wednesday 10<sup>th</sup> was cancelled because of inclement weather.)  
Richard House to request council to provide two loads of bark chips for mulch to be spread at an extra working bee.
- b) Work planned.
- i) **Sunday 28<sup>th</sup> August at 10 am** WA 10 Esplanade to playground  
and WA 9 Inman Lagoon  
Lachenalia bulbifera control. Also, gazanias, fennel and acacia cyclops nearer the caravan park. Meet opposite approximately house number 50, Esplanade. Hand and big forks needed and a container for extracted weeds (except gazania). Richard House to confer with Andrew Comas to discuss a removal plan for the acacia cyclops which could also provide a good stock of food for the Monarto Safari Park.
- ii) **Wednesday 14<sup>th</sup> September at 9 am** WA 39 Tom Stephens Reserve  
Gazania control. Friends of the Hindmarsh River Estuary to be invited. Meet on Wattle Drive near the footbridge.
- 10) **Any Other Business**
- i) SA, Australian Coastal Society, Coastal Forum. 3-4 Nov 2022 Marion Bay. Richard House encouraged members to consider attending and suggested that part sponsorship would be an appropriate use of the \$1,000 prize from the SA Landcare Coastcare award.
- ii) Update to the Rules of Victor Harbor Coastcare (already circulated by email). Richard House explained the necessity of changes due to Council COVID policy and why the changes require a Special General Meeting in September before the normal meeting.
- iii) Appointment of Caroline Taylor as Coast and Marine Project Officer for the Hills and Fleurieu Landscape Board. Caroline will be invited to attend a future meeting.
- iv) David Thorn spoke about the dunes near the croquet club that benefitted when public access was restricted by bunting fences erected to protect hooded plovers last summer. He suggested that Coastcare back any proposals for council to extend the post and rail fence that currently stops at the skate park. Richard House to meet Richard Edwards on site.
- v) In response to a question from Richard Edwards about another Cooina visit, Anita Leak explained that all visitors are currently excluded for unknown reasons.
- 11) **Correspondence**
- a) Emails received and forwarded to members.
- i) Coastcarer Special edition re Youth Forum
- b) Other emails
- i) Landcare Australia re National Conference attendance on Awards night.
- 12) **Hours worked**  
Richard House 23, Andrew Leak 7.5, Anita Leak 4.5, Barb Francis 2, Christina Michell 2, David Thorn 4, Geoff Cope 7, Harry Rake 4, Loreto Cameron 4, Richard Edwards 7, Sue Robertson 4, Trevor Brand 4, Total 73
- 13) **Next Meeting** Wednesday 21<sup>st</sup> September 2022.



## FRIENDS OF VICTOR HARBOR LIBRARY INC MINUTES OF COMMITTEE MEETING

**DATE OF MEETING:** Monday 1<sup>st</sup> AUGUST 2022

**MEETING COMMENCED:** 10.00am in TRAINING ROOM

<b>EXECUTIVE COMMITTEE</b>	Maryanne McGill (P), Vera Hughes (VP), Pauline Rattray (sec) Rosemary Burden (tr)
<b>COMMITTEE</b>	Jenny Kleinig (ass sec), Anne Gray (PO), Shari Bubner, Joan Sandford Gail Ambercrombie, Anna Kiernan, Barb Eatts,
<b>OTHER PRESENT</b>	Marilyn Henderson (Council Representative), Gabbie Nottle
<b>APOLOGIES</b>	Helen Inglis, Pat Bimbi, Jane Peters, Ben Poole, (Volunteer Coordinator), Vicki Hutchinson (Library manager), Carol Clarke

**We acknowledge the traditional custodians of our lands and surrounding waters, the Reminder and Ngarrindjeri people. As a community we recognise and respect their cultural connection with the land and waters. We also pay respect to elders past, present and emerging**

### CONFIRMATION OF MINUTES OF PREVIOUS MEETING

**MOTION:** That the minutes of the FOL Victor Harbor Committee meeting of 4<sup>TH</sup> JULY 2022 be accepted as a true and correct record of the meeting.

**MOVED:** Gail Ambercrombie    **SECONDED:** Anne Gray    **CARRIED**

### BUSINESS ARISING FROM PREVIOUS MEETING

- Amendment with paying for Markus Hamence, Botanical Designer Fees Christmas Table Decorations, Fees not recorded
- **JUNE MINUTES**

<b>MOTION:</b> Rosemary Burden supported that we book a Christmas Table Decoration session with Botanical Designer Markus Hamence in October or November 2022		
<b>MOVED:</b> Rosemary Burden	<b>SECONDED:</b> Shari Bubner	<b>CARRIED</b>

• **AMENDMENT**

<b>MOTION:</b> Rosemary Burden supported that we book a Christmas Table Decoration session with Botanical Designer Markus Hamence in October/November and pay \$375.00 2022		
<b>MOVED:</b> rosemary Burden	<b>SECONDED:</b> Shari Bubner	<b>CARRIED</b>

### AGENDA:

- Michael Simmons (Fleurieu Sun) took group photo of Friends of the Library before Meeting in Training room, with profile and will follow up when closer to Book Sale in October. Anne Gray emailed seeking to include AGM notice for September, in profile. Thank you to Anne Gray for organising.
- Nomination forms for AGM handed out and filled. Unattended to be contacted
- **AGM MEETING WILL BE ON THE 5<sup>TH</sup> SEPTEMBER 2022 AT 10.00AM IN TRAINING ROOM.** Committee will be setting up room on Saturday 3<sup>rd</sup> Sept with chairs and supplies for morning tea. A couple of Committee members supplying morning Tea.
- Enquired with Library if allowed to supply food and drink and now no restrictions.
- Marilyn Henderson our Guest speaker – “COUNCIL ON THE AGEING” (COTA) – 20 mins
- September Meeting at 11.00am after morning tea
- Invitations to be sent out to Mayor and Councillors, Acting CEO Karen Roskicinski, FOL members of friends, FOL Volunteers

- Notice two weeks before AGM on Library board, Face book and Fluerieu Sun with profile? VH Library Newsletter also
- Discussion took place regarding advertising in VH Times for AGM, but no motion passed.
- Shari shared TIMES contact for PR information with Sophie Conlan – 0476816078 if needed
- Forms being delivered to VH Council for permission in putting signs up for OCTOBER BOOK SALE. Pauline Corcoran (Corporate Administration Officer) Signs to be taken to South Coast Signs to replace dates. Costing approx. \$70.00
- MEMBERSHIP (old members) – Discussion whether we keep their Data informed/Secretary will have more discussion with Library Staff

**FOL WELFARE FUND – AUGUST 2022**

- Balance \$72.50
- THANK YOU from committee \$5.00
- Total Balance - \$77.50

**FRIENDS OF THE VICTOR HARBOR LIBRARY INC  
WELFARE FUND**



MONTH: AUGUST 2022

DATE	DESCRIPTION	AMOUNT	BALANCE
	TOTAL BALANCE AUGUST/SEPTEMBER 2022	<b>BALANCE</b>	\$72.50
1/08/2022	RECEIVED FROM COMMITTEE		+ 5.00
1/08/2022		BALANCE	77.50
		<b>TOTAL BALANCE</b>	\$77.50

**DEFERRED EVENTS**

- **A TASTE OF TUSCANY**
- **RECOGNITION OF SERVICE – ON GOING**
- **CONSTITUTION**

**CORRESPONDENCE IN:**

- 1. Michael Simmons replied to Anne Gray. They would love to have FVHL as part of Fleurieu Sun Family. Coming to take photos of Committee before next meeting Monday 1<sup>st</sup> August at 9.45am**
- 2. Response from Jenne (Sec) View Club confirming Guest speaker date**
- 3. Email from Gabbie RE FOL being involved in SOW. GROW. EAT. REPEAT Project – Involvement and sponsoring events**
- 4. Email from Vicki. She is Acting as Director on that date of AGM. Have their Senior Management Team at same time but will see if she can come as the Director Corporate & Customer Service for a brief time.**
- 5. FOLA invoice for annual Magazine Fees \$25.00 – Rosemary Burden (tr) - PAID**
- 6. Email to Rosemary reply from FOLA RE Valuable books but unable to take further books themselves**

**CORRESPONDENCE OUT:**

- 7. Email to friends of the VH Library Volunteers RE results of the Book Sale profits and THANK YOU**
- 8. Confirming date for Maryanne as Guest Speaker at Victor View Club**
- 9. Anne Gray sent email to Michael Simmons (Fleurieu SUN) asking if can submit article of the Victor Harbor Friends of the Library in new Local Paper**

**BUSINESS ARISING OUT OF CORRESPONDENCE:**

- **Michael Simmons (FLEURIEU SUN) taking photos at AUGUST meeting 9.45am**
- **Rosemary paid FOLA annual Fees for magazine**

**LIBRARY MANAGER'S REPORT: - VICKI HUTCHINSON**

- **Not available**

**GABBIE NOTTLE - COMMUNITY LEARNING- LIBRARY OFFICER**

- **Gabbie gave the committee detailed information on the SOW, GROW, EAT, REPEAT program 2022. Commencing on the 7<sup>th</sup> of September 2022 with a night workshop**

The Victor Harbor Library are developing a community concept called **Sow, Grow. Eat. Repeat** (SGER) and we are calling for community groups and organisations to join us.

Here is some background information on the program we are looking to run in Spring 2022.

*Sow. Grow. Eat. Repeat! (SGER) is a program developed by the Victor Harbor Library and supported by an Innovation Grant from the libraries board of South Australia.*

*The program aims to encourage sustainable food and lifestyle practices in our community through a series of educational events and programs over a three-month period in Spring 2022. (September, October and November).*

*To support this program the library will install the first seed library in Victor Harbor and the Fleurieu within the library.*

*The library will also add a Grow Free Trolley and curate a new collection of materials and resources to assist our community to grow and continue to action sustainable practices.*

*In partnership with the Food Embassy as our key educational provider, **the library would also like partner with a number of other workshop providers, Council, local community groups and individuals to offer a wide range of experiences,***

*all related to our theme of Sow. Grow. Eat. Repeat!*

*Our hope is to continue to build and assist our community in Victor Harbor in establishing ongoing sustainable food and lifestyle practices and resources for other South Australian communities.*

I am aware that the VH FOL has expressed previously that they would like to be involved.

I have attached a flyer of an organisation that run programs that suit our topic (Folk of all Trades).

The unique food preservation demo sessions they hold that we are excited about are:

- Kimichi and Sauerkraut
- Kefir and Kombucha drinks

We were wondering if the VH FOL would be interested in sponsoring one of these events and/or any other they would like on the program attached.

We are also very interested in any other ideas the committee have or how you might like to be involved.

**Discussion on sponsoring programs or activities**

<b>MOTION: Joan moved that FOL allocate \$1,000 to program (SGER)</b>		
<b>MOVED:</b> Joan Sandford	<b>SECONDED:</b> Anne Gray	<b>CARRIED</b>

- **SHARI BUBNER would like to contribute and have a food basket workshop during the spring workshops. To organise with Gabbie**
- **Friends of the Library would like to assist with any workshops, programs for (SGER) where needed**

<b>MOTION: Rosemary moved that she had paid for Fola annual Fees for \$25.00</b>		
<b>MOVE:</b> Rosemary Burden	<b>SECONDED:</b> Shai Bubner	<b>CARRIED</b>

Event Details - September				
Date	Day	Event Title	# of tickets	Time
1/09/2022	Thursday			
2/09/2022	Friday			
3/09/2022	Saturday			
4/09/2022	Sunday			
5/09/2022	Monday			
6/09/2022	Tuesday			
7/09/2022	Wednesday	Potential Launch??		6-9pm
8/09/2022	Thursday	Fleurieu Permaculture Group - Swap Stall	N/A	2-4pm
9/09/2022	Friday			
10/09/2022	Saturday			
11/09/2022	Sunday			
12/09/2022	Monday	Meredith Appleyard Author event		Event outside of Pro
13/09/2022	Tuesday			
14/09/2022	Wednesday	Fleurieu Regional Waste Authority (Composting)	50	2-3pm
15/09/2022	Thursday			
16/09/2022	Friday			
17/09/2022	Saturday	Magic Harvest - Workshop	50	12pm
18/09/2022	Sunday			
19/09/2022	Monday			
20/09/2022	Tuesday			
21/09/2022	Wednesday			
22/09/2022	Thursday			
23/09/2022	Friday			
24/09/2022	Saturday			
25/09/2022	Sunday			
26/09/2022	Monday			
27/09/2022	Tuesday			
28/09/2022	Wednesday			
29/09/2022	Thursday			
30/09/2022	Friday			



Event Details - October					
Date	Day	Event Title	# of tickets	Time	Age group
1/10/2022	Saturday	Potential Magic Harvest play event		10 am & 12pm	
2/10/2022	Sunday				
3/10/2022	Monday	PUBLIC HOLIDAY			
4/10/2022	Tuesday				
5/10/2022	Wednesday	SGER Sch Holiday Craft - Wooden Bird Houses	30	10.30-11.30am	5+
	Thursday	FRWA - All about worms		10.30-11.30am	
7/10/2022	Friday	Bug's N Slugs - Meet the bugs that keep your garden growing	40	11.00am -12pm	4+
		Buzz about Bugs and Biodiversity - How bugs keep you garden growing	50	6-7pm	All ages
8/10/2022	Saturday				
9/10/2022	Sunday				
10/10/2022	Monday	SER School Holiday Craft - Terracotta Hanging Pots	30	10.30-11.30am	4+
11/10/2022	Tuesday	Nature Journalling Workshop - Children	12	10-11am	
		Nature Journalling Workshop - Adult	12	2-4pm	12-Adult
12/10/2022	Wednesday	SGER School Holiday Craft - Decorate a reusable co	30	10.30-11.30am	3+
13/10/2022	Thursday	Quarterly Writers' Collective		Event Outside of Program	
6/10/2022	Thursday	All about worms		10.30-11.30am	
14/10/2022	Friday				
15/10/2022	Saturday				
16/10/2022	Sunday				
17/10/2022	Monday				
18/10/2022	Tuesday				
19/10/2022	Wednesday	Out of the Box; Explore My World	15	10.30-11.30am	3+
20/10/2022	Thursday				
21/10/2022	Friday	Outreach - Victor Central		Event Outside of Program	
22/10/2022	Saturday	The Botanic Designer - Christmas Styling		Event Outside of Program	
23/10/2022	Sunday				
24/10/2022	Monday				
25/10/2022	Tuesday				
26/10/2022	Wednesday	Out of the Box; Explore My World - 4 week STEM Preschool Program			
27/10/2022	Thursday				
28/10/2022	Friday				
29/10/2022	Saturday	Smoking Ceremony and Storytime	50	10.30-11am	
29/10/2022	Saturday	Knowing Australian Natives - identifying Ngarrinjeri Ruwe Edible Natives	50	10.30am-12pm	
30/10/2022	Sunday				
31/10/2022	Monday				

Event Details - November					
Date	Day	Event Title	# of tickets	Time	Age group
1/11/2022	Tuesday				
2/11/2022	Wednesday	Out of the Box; Explore My World - 4 week STEM Preschool Program			
3/11/2022	Thursday				
4/11/2022	Friday				
5/11/2022	Saturday				
6/11/2022	Sunday				
7/11/2022	Monday	Rachael Johns - Author Event		Event Outside of Program	
8/11/2022	Tuesday				
9/11/2022	Wednesday	Out of the Box; Explore My World - 4 week STEM Preschool Program			
10/11/2022	Thursday				
11/11/2022	Friday				
12/11/2022	Saturday				
13/11/2022	Sunday				
14/11/2022	Monday				
15/11/2022	Tuesday				
16/11/2022	Wednesday	All you need to know about Electric Cars.	50	6-7pm	Adult
17/11/2022	Thursday				
18/11/2022	Friday	Smoking Ceremony and Storytime	50	6.30pm	
18/11/2022	Friday	Growing Australian Edible Native on Ngarrindjeri Ruwe	50	6-7.30pm	Adult
19/11/2022	Saturday				
20/11/2022	Sunday				
21/11/2022	Monday				
22/11/2022	Tuesday				
23/11/2022	Wednesday				
24/11/2022	Thursday				
25/11/2022	Friday				
26/11/2022	Saturday				
27/11/2022	Sunday				
28/11/2022	Monday				
29/11/2022	Tuesday				
30/11/2022	Wednesday				

city of  
Victor Harbor



# WHAT'S ON AT THE LIBRARY

## September 2022

### **Sow. Grow. Eat. Repeat!**

Program begins 7 September 2022

Sow. Grow. Eat. Repeat! is a new program developed by the Victor Harbor Library and supported by an Innovation Grant from the Libraries Board of South Australia. This program aims to encourage sustainable food and lifestyle practices in our community through a series of educational events and programs over a three-month period in Spring 2022.

The program will include the launch of the first Seed Library in a Public Library on the Fleurieu Peninsula and a curated collection of resources to encourage sustainability in the Victor Harbor community. The Library will have a Grow Free Trolley to help people share their home grown produce when they have an abundance. We are also partnering with a number of workshop providers including, the City of Victor Harbor, local community groups and individuals to offer a wide range of experiences for all ages, all related to our theme of Sow. Grow. Eat. Repeat!

Our hope is to continue to build on this program and to assist our community in Victor Harbor in establishing ongoing sustainable food and living practices.

The full list of Sow. Grow. Eat. Repeat! events can be found on the Victor Harbor Library events page or printed copies of the program will be available at the Victor Harbor Library in September.

Bookings open 1 September 2022.



### **Food Embassy Inc.**

Food sustainability interactive workshop

Wednesday 7 September

6:30pm – 8:30pm

The Victor Harbor Library is thrilled to be working with The Food Embassy Inc. to provide 4 interactive workshops for our community over the coming months. The first of the Food Matters series will be held 7 September, helping you discover practical ways to reduce your environmental impact through food.

### **The Fleurieu Permaculture Group**

Seed, seedling and cutting swap

Thursday 8 September 2022

1pm – 5pm

On 8 September the Fleurieu Permaculture Group will host a free seed, seedling and cutting swap. Bring something to swap – seeds, seedling or cutting of your favourite garden plant. Plants for human or bee food would be best! Please mark them clearly with their botanical name (if you know it) or at least common name and use paper or recyclable containers for sharing.

### **Meet the Author: Meredith Appleyard**

Becoming Beth

Monday 12 September 2022

6pm -7pm

Join us at the Victor Harbor Library and meet author Meredith Appleyard as she presents her new novel, *Becoming Beth*.

About the Book

Beth has forgotten the core truth of her own life. In a cruel move, her dead mother is about to remind her. A wise and ultimately warm-hearted story about self-discovery, family and community for readers of Tricia Stringer and Liz Byrski.

About the Author

Meredith Appleyard lives in the Clare Valley wine-growing region of South Australia. As a registered nurse/midwife she practised in a wide range of country health settings, including the Royal Flying Doctor Service. She has done agency nursing in London and volunteer work in Vietnam. Meredith has successfully completed an Advanced Diploma of Arts in Professional Writing with the Adelaide Centre for Arts. Meredith lives with her husband and border collie Lily, and when she's not writing she's reading.

**BOOKINGS ESSENTIAL**

**[WWW.VICTOR.SA.GOV.AU/LIBRARYEVENTS](http://WWW.VICTOR.SA.GOV.AU/LIBRARYEVENTS)**

city of  
Victor Harbor



# WHAT'S ON AT THE LIBRARY

## Friends of the Victor Harbor Library Annual General Meeting

Monday 5 September 2022  
10am – 11am

The Friends of the Victor Harbor Library invite you to attend their annual general meeting on Monday 5 September at 10am.

The Friends of the Victor Harbor Library are a hard-working group of volunteers who generously donate their time and energy to run fantastic events (including Book Sales and workshops) that raise awareness for the Library in our community and they kindly support Library run programs and events with donated funds.

At the AGM you will hear about the programs and events the Friends of the Victor Harbor Library have been busy running in the last financial year. The FOL will also welcome guest speaker Marilyn Henderson from "Council on the Ageing" who will highlight some of the local services for our community.

If you would like to learn more about the Friends of the Victor Harbor Library or are interested in chatting with them about volunteering, feel free to come along.

## Family History Help

Every Monday  
1pm – 3pm

Would you like to trace your family history but don't know where to start? The Encounter Bay Family History Group can show you how! Volunteers from the Group will help you discover your past and trace your family history.

## Yunnan Pulgi - Writers Group

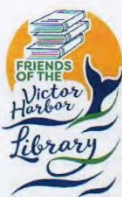
First Thursday of every month 10am

Yunnan Pulgi (meaning 'talking house' in Ngarrindjeri) welcomes beginner and experienced writers to chat creative writing of short stories, prose and poetry. You are welcome to introduce any new work you want to share, join in with writing activities and listen to others read their work. It's a relaxed group with input from all members encouraged.

If you would like to join in, just come along on the first Thursday of the month 10am. There's no need to book.

## Library Newsletter

Be the first to hear about our events. Visit [www.victor.sa.gov.au/library/subscribe](http://www.victor.sa.gov.au/library/subscribe) and sign up to our Library newsletter.



## Shakespeare Group

The first Friday of the month 2pm – 4pm

Shakespeare! Would you like to know more about him and his plays? Perhaps you find them a bit hard to tackle?

Join Valerie Lillington, a lifetime admirer and joyful expounder of the Bard, to expand your knowledge and share your passion with others. This friendly group meets on the first Friday of every month at the Library. The sessions are free and you don't need to register.

## Encounter Rhyme and Storytime

Every Tuesday  
9:45am - 10:30am

Enjoy action songs and nursery rhymes with your baby or toddler. Share a story and then get creative with fun toys for the bubs and craft activities for the 2+ year olds. Session is suitable for 0-6 year olds.



## STEM at the Library

Throughout the school term the library run a range 4 week Pre-School STEM programs.

Programs are aimed at 3-6 year olds and develop your little ones skills in Science, Maths and Exploration. To book in for these FREE programs visit our events page.

## Baby Bounce

Every Friday  
9:45am – 10:15am

Baby Bounce is a program developed for parents and babies aged 0-30 months. It consists of 20-30 minutes of songs and rhymes with a sensory aspect. The sessions are interactive and fun, and beneficial to both caregiver and child.

## Ongoing Community Programs

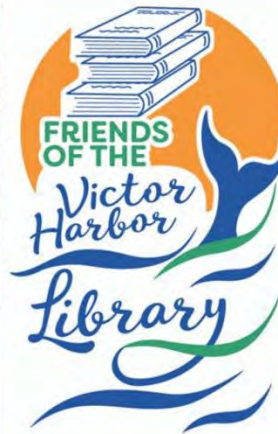
Join the community groups who use our Library space.

**Scrabble:** Mondays, 1pm – 3pm  
**Bridge:** Tuesdays, 1pm – 4pm  
**Yarn Knitting & Crochet Group:** Wednesdays, 10am-12noon  
**Chess Club:** Wednesdays, 1pm – 3pm

**BOOKINGS ESSENTIAL**

**WWW.VICTOR.SA.GOV.AU / LIBRARYEVENTS**

**FRIENDS OF THE LIBRARY – AUGUST LIBRARY NEWSLETTER  
ADVERTISING AGM IN SEPTEMBER 2022**



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### Friends of the Victor Harbor Library - Annual General Meeting

The Friends of the Victor Harbor Library invite you to attend their annual general meeting on Monday 5 September at 10am.

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At the AGM you will hear about the programs and events the Friends of the Victor Harbor Library have been busy running in the last financial year. The FOL will also welcome guest speaker Marilyn Henderson from "Council on the Ageing" (COTA) who will highlight some of the local services for our community.

If you would like to learn more about the Friends of the Victor Harbor Library or are interested in chatting with them about volunteering, feel free to come along.

**10am, Monday 5 September 2022**

FRIENDS OF THE LIBRARY PHOTO AND ARTICLE IN THE FLEURIEU SUN – THURSDAY AUGUST 4<sup>TH</sup>, 2022



**BOOSTING THE PROFILE OF THE LIBRARY:** The Friends of the Victor Harbor Library at a meeting this week. PHOTO: MICHAEL SIMMONS.

## Best Friends of the Library

**MICHAEL SIMMONS**

VICTOR Harbor Friends of the Library was formed in 1992 with the aim to raise funds to support activities of the library and also assist promoting the library services in the local community.

Victor Harbor Friends of the Library spokesperson Anne Gray said Victor Harbor was very proud of its "fantastic library and staff" and the many services it provided.

"We are very aware of the important role it has in our community especially over the last few years," Anne said.

Since 1992 more than \$100,000 has been raised. Some of the events and resources provided include books, audiobooks, computers and software, library refurbishments and equipment.

"We contribute funds regularly to the very well patronised library school holiday programmes and library events such as the popular 'Botanical Designer' events. We also support the 'Mayor Short Story Challenge', which is held yearly," Anne said.

Every month 15 enthusiastic committee members meet in the library.

"We have had to reinvent ourselves due to COVID and now hold four book sales with Fleurieu Sun, Thursday, August 4, 2022

raffles in the Library foyer instead of the Council Chambers. These are our main fundraisers and we average \$1600 a quarter. We also have a bookcase inside the library with books and DVDs for sale," Anne said.

"As a committee we have been thrown as everyone has lots of challenges over the last few years, but are pleased we have been able to adapt and greatly appreciate the assistance of the extra volunteers that assist us with our book sales and the support of Vicki Hutchinson the library manager and the library staff and our wonderful council rep Marilyn Henderson."

The committee all enjoy meeting the locals and visitors that support the book sales.

The books are donated to the Friends of the Library by the Victor Harbor community and also have some ex library books. There is a good selection of fiction, non fiction and children books and usually some large print, DVDs and jigsaw puzzles, which are very popular.

The next book sale is Monday, October 24 to Friday October 28, 9.30am to 4.30pm.

Friends of the Victor Harbor Library AGM will be held on Monday, September 5, at 10am at the Victor Harbor Library. Speaker will be councillor Marilyn Henderson. All welcome, but please notify the library if able to attend.

**TREASURER’S REPORT – ROSEMARY BURDEN - JULY 2022**

Friends of the Victor Harbor Library

Treasurer's Report

01/07/2022 to 31/07/2022

**Opening Balance**

Bank SA	\$ 11,521.54	
Petty Cash	\$ 100.00	
<b>Total</b>		<b>\$ 11,621.54</b>

**Income**

Bookcase - July	\$ 121.25	
<b>Total Income</b>		<b>\$ 121.25</b>

**Expenditure**

Local Community Insurance Services	\$ 555.67	
Stem Program "Out of the Box"	\$ 600.00	
Mayor's Short Story Competition	\$ 250.00	
FOIA subscription renewal	\$ 25.00	
<b>Total Expenses</b>		<b>\$ 1,430.67</b>
<b>Total Credits Less Expenditure</b>		<b>-\$ 1,309.42</b>

**Represented By**

Bank SA	\$ 10,212.12
Petty Cash	\$ 42.00
<b>Closing Balance</b>	<b>\$ 10,254.12</b>

<b>MOTION:</b> The Treasurer moved that the July 2022 Treasurer's report be tabled and accepted		
<b>MOVED:</b> Rosemary Burden	<b>SECONDED:</b> Vera Hughes	<b>CARRIED</b>

**GENERAL BUSINESS:**



**AUGUST BIRTHDAY**

**HAPPY BIRTHDAY TO ANNE GRAY– BIRTHDAY 15<sup>TH</sup> August 2022**

- Helen Inglis – REGONITION OF 25 YEARS FOVHL COMMITTEE- Treasurer. President positions
- CHRISTMAS LUNCHEON: Discussion about where – Chat n’ Cino Café - 5<sup>th</sup> December at 12.00md Committee & Volunteers
- Committee Meeting 10.00am. Morning Tea 11.00am for Rosemary Burden’s 80<sup>th</sup> Birthday in meeting room CAKE– Joan Sandford.
- Valerie Lillington picked up donated Dickens & Shakespeare Books.

**MEETING CLOSED AT:** 11.20 am.

**NEXT MEETING**

**DATE OF MEETING:** Monday 5<sup>th</sup> SEPTEMBER 2022 in Training Room AT 10.00am AGM

**TIME OF MEETING:** 11.00am After AGM

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**1 – 7 AUGUST**

**HOMELESSNESS PREVENTION WEEK**

Homeless Persons’ Week is an annual awareness raising week held in the first full week of AUGUST each year to highlight the over 105,000 Australians who are Homeless on any given night. Homelessness Australia provides information sheets and resources to support all around Australia. National/ State: National

**talking tickets first published in 1982 – DOROTHY O’NEILL**

*Twenty years ago, Kenneth Leal caught the vision to “cheer people up on the way to work” by printing pithy messages on the bus, tram, and train tickets.*

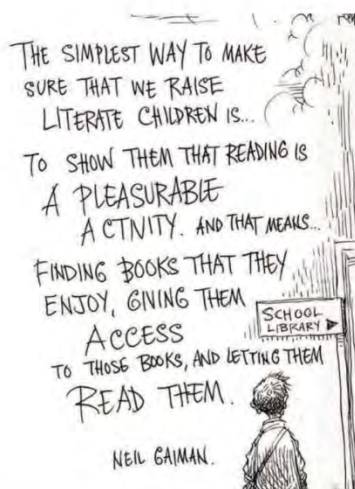
*Some of the Inspiring, humour*

*us, and challenging messages from the backs of Adelaide’s transport tickets.*

**\*MORE TALKING TICKETS\***

**HUMOROUSLY SPOKEN**

- The man who boasts of an open mind often mistakes an opening for vacancy
- Don’t go around with a chip on your shoulders. People might think it came off your head.
- It is better to remain quiet and to be thought a fool than to speak up and remove all doubt
- The woman’s work that’s never done is most likely what she asked her husband to do
- Hospitality is the art of making people feel at home when you wish they were



**PRESIDENT:** Maryanne McGill  
maryannemcgill@icloud.com

**SECRETARY:** Pauline Rattray  
p.rattray6@bigpond.com.au



## 14.2 Fleurieu Regional Aquatic Centre Authority - 3 Year Business Plan

Committee Victor Harbor Council

Meeting Held 26/09/2022

From Vicki Hutchinson

File Reference PM16.14.004

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### RECOMMENDATION

That Council receive and note the Fleurieu Regional Aquatic Centre Authority 3 Year Business Plan, as provided at Attachment B to this report.

### INFORMATION

#### Purpose

The purpose of this report is to present the Fleurieu Regional Aquatic Centre Authority (the Authority) 3 Year Business Plan.

#### Background

The requirement for the preparation of subsidiary Business Plan is provided in Schedule 2, Part 2, Section 24 and 25 of the *Local Government Act 1999*.

#### Section 8 – Business Plans

This section requires a subsidiary to prepare and adopt a business plan consistent with its charter in consultation with Council, and it must include performance targets, financial statements and performance measures.

In addition, the Authority's Charter at 6.2 requires that:

#### The Authority:

- 6.2.1 must in consultation with the Constituent Councils prepare and adopt a Business Plan for a minimum three (3) year period which will continue in force for the period specified in the Business Plan or until the earlier adoption by the Authority of a new Business Plan;
- 6.2.2 must in consultation with the Constituent Councils review the Business Plan annually and following such a review the Business Plan shall continue to operate for the period for which the Business Plan was adopted pursuant to Clause 6.2.1;
- 6.2.3 may, after consultation with the Constituent Councils amend its Business Plan at any time; and
- 6.2.4 must ensure the contents of the Business Plan is in accordance with the Act.



The Authority believe the work outlined in their plan will allow them to bring their vision to life of having a vibrant, contemporary and inclusive facility embraced by our communities.

## **RISK ASSESSMENT**

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

**Legal and Compliance** – The Fleurieu Regional Aquatic Centre Authority's Business Plan has been prepared in accordance with legislation and has been reviewed by the Authority's Audit Committee prior to presentation to the Board. This risk is assessed as **low**.

**Financial Management** – The financial statements provided in the Authority's Business Plan are consistent with the Authority's 2022/23 Budget and Council's 2022/23 Annual Business Plan and Budget. This risk is assessed as **low**.

## **REFERENCES**

### **City of Victor Harbor Community Plan 2030**

- Aspiration 5 – We have services and infrastructure that meet our community's need.
- Aspiration 6 – We are a financially sustainable and well-governed organisation.

### **Other references used:**

- Fleurieu Regional Aquatic Centre Authority Charter  
Clause 6.2 – Business Plan
- Local Government Act 1999  
Schedule 2 – Provisions applicable to subsidiaries  
Part 2 – Subsidiaries established by two or more councils  
Section 24 – Business plan  
Section 25 – Budget
- Local Government (Financial Management) Regulations 2011

## **BUDGET IMPLICATION**

Excluding endorsed budgeted staff resources, there are no budget implications in receiving and noting the Authorities 3 Year Business Plan.

No additional funds are required.

## **CONSULTATION**

Fleurieu Regional Aquatic Centre Authority – Steve Mathewson (Independent Chairperson)

Acting Group Manager Governance and Finance – Stephanie Juhas



## Constituent Councils Communication

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**To:** Karen Rokicinski, Acting Chief Executive Officer, City of Victor Harbor & Nigel Morris, Chief Executive Officer, Alexandrina Council  
**CC:** Kellie Knight-Stacey, Acting Director Corporate and Customer Service, City of Victor Harbor  
Elizabeth Williams, General Manager Resources, Alexandrina Council  
**From:** Steve Mathewson, Independent Chairperson, FRACA  
**Subject:** FRACA 3 Year Business Plan  
**Date:** 31 August 2022  
**Attachments:** FRACA 3 Year Business Plan 2022-2025  
FRACA Strategic Plan 2023-2032

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Dear Karen and Nigel,

On 16<sup>th</sup> March 2022, the Fleurieu Regional Aquatic Centre Authority provided their Strategic Plan 2023-2032 to Constituent Councils for their consideration. This document articulated the strategic aspirations of the Authority, outlining our mission to be a premier aquatic facility that enhances the health and wellbeing of our regional communities.

The Authority has now developed the 3 Year Business Plan 2022-2025 to support the Strategic Plan. The business plan details a timeline of actions we will take to achieve our vision and mission in line with key aspirations, the measures that we will use to determine success, as well as considering budget requirements and potential funding opportunities.

The Authority's intention in the coming three years will be to build on the great work undertaken in establishing the centre from inception to date, with our aspirations now moving to focus on enhancing the following four areas:

- Participation and Awareness
- Social Inclusion
- Collaboration
- Stewardship

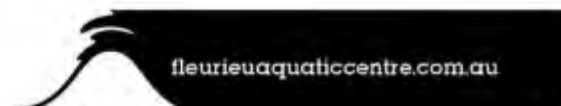
We believe the work outlined in this plan will set the Authority up for success and allow us to bring our vision to life of having a vibrant, contemporary and inclusive facility embraced by our communities.

On behalf of the Authority Board, it is my privilege to submit the 3 Year Business Plan 2022-2025 for consideration by Constituent Councils.

Regards

A handwritten signature in black ink, appearing to be "S Mathewson", with the word "for" written below it.

Steve Mathewson  
Independent Chairperson





# Foreword

The Fleurieu Aquatic Centre is an important community asset for the Fleurieu region. It seeks to provide a premier facility for health and wellbeing for both people that live in the region, as well as visitors to the area. It is a place of fun, enjoyment and social interaction.

The centre was strongly supported for by the community and we believe we have the capability to improve on this valuable asset in what it can deliver for the community and in maximising its return for our Constituent Councils.

This plan shows the commitment of the Board to bring a fresh approach to what we do, with a focus on ensuring our foundation is strong and we have the ability to respond to a changing environment. In challenging times, it affords us with the opportunity to re-examine what is important, including our relationships with the community (existing and new) and clarify how we define success. We are investing in delivering a greener facility, increasing access for all members of the community, and ensuring our centre is a place for health and wellbeing for all.

Some of what we plan to do is reinforcing our foundation for the future, ensuring it is solid with good governance and policies and procedures which are current, meeting our legislative requirements while still allowing us to realistically achieve our goals. We are seeking to reconnect with the community and improve equitable access for all, while continuing to think innovatively about what we deliver and how.

This plan will further tell the story of our vision and mission as outlined in our revitalised Strategic Plan 2023-32.

It will make clear the Board's priorities for the coming 3 years, articulating how we intend to deliver on our commitments, and will be further supported by an annual work plan.

On presenting the 2022-2025 Business Plan, we look forward to working together with Council and our communities to achieve our goals together.

**Steve Mathewson**

Chairperson, Fleurieu Regional Aquatic Centre Authority



The Fleurieu Regional Aquatic Centre Authority acknowledges the traditional custodians of the land the Centre is on, and acknowledge their connections to the land, waters and community. We pay our respect to their Elders past, present and future, and extend that respect to all Aboriginal and Torres Strait Islander peoples across Australia. The Authority will commence consultation to form an agreed acknowledgement with Aboriginal and Torres Strait Islander peoples and to inform future plans and processes.

# Requirements for Business Plan development

## Charter

The Authority Charter sets out the following planning requirements:

### 6.2 Business Plan

#### The Authority:

- 6.2.1 must in consultation with the Constituent Councils prepare and adopt a Business Plan for a minimum three (3) year period which will continue in force for the period specified in the Business Plan or until the earlier adoption by the Authority of a new Business Plan;
- 6.2.2 must in consultation with the Constituent Council review the Business Plan annually and following such a review the Business plan shall continue to operate for the period for which the Business Plan was adopted pursuant to Clause 6.2.1;
- 6.2.3 may, after consultation with the Constituent Councils amend its Business Plan at any time; and
- 6.2.4 must ensure the contents of the Business Plan is in accordance with the Act. (Local Government Act).

## Local Government Act 1999

Schedule 2, clause 24(6) of the Local Government Act 1999 outlines what is required in a Regional Subsidiary Business Plan:

- (a) The performance targets that the subsidiary is to pursue; and
- (b) A statement of the financial and other resources, and internal process, that will be required to achieve the subsidiary's performance targets; and
- (c) The performance measures that are to be used to monitor and assess performance against targets.



## Performance Targets

### Financial indicators

The Local Government (Financial Management) Regulations 2011 Part 2, 5(1) requires that the Authority Long Term Financial Plan (LTFP) includes estimates and target ranges adopted by the Authority for each year of the LTFP with respect to an operating surplus ratio, a net financial liabilities ratio and an asset renewal funding ratio.

Due to the nature of the Authority funding model, the net financial liabilities ratio is not relevant. This is due to cash reserves (predominantly Depreciation Reserve) being significantly higher than projected liabilities for the life of the plan; and the resultant ratio not being a useful measurement of financial performance for the Authority.

Given the above, an alternate third financial sustainability ratio is proposed for use; that being the 'Own Source Income Ratio'. This ratio is calculated as 'income excluding Council contributions' as a percentage of total Authority expenditure. The forecast ratio for 2022-23 is 58%.

### The key financial measures for the 3 Year Business Plan 2022-25 are:

Indicator	2022-2023	2019-2020	2020-2021
Operating Surplus/(Deficit) Ratio - %	-25%	-25%	-25%
Own Source Income Ratio	58%	58%	58%
Asset Renewal Funding Ratio - %	106%	132%	155%

The Authority is focussed on maximising outcomes to improve the on what the centre delivers to the community and performance of centre operations, while aiming to reduce financial contributions by Constituent Councils. We are proactively focussed on seeking grant opportunities for both large- and small-scale projects and exploring future community and commercial collaborations and opportunities to achieve this. The Authority will also be seeking self-funded lending if required to deliver its long-term goal of achieving energy efficiency, which will in turn see a reduction in operational costs.





### FAC Operational Management Key Performance Indicators

In line with the Management Agreement between the Authority and YMCA South Australia, annual Key Performance Indicators (KPIs) are agreed for operational management of FAC. These KPIs are aligned to the annual FAC Business & Marketing Plan and Budget and include:

- **Performance growth metrics:** attendance growth, member growth, member retention, swimming lesson growth
- **Financial sustainability metrics:** swimming lesson occupancy, swimming lesson wage cost ratio, net operating result, secondary spend profit margin, wage cost ratio
- **Safety metrics:** incidents per 1000 visits, facility hazard management, Royal Life Saving Society - Facility Safety Assessment

During 2023-24, the Authority will be undertaking a market assessment of the centre management contract, we will also be reviewing what measures of performance will be required to align with the Strategic Plan 2023-32 to ensure that delivery of service at the facility is aligned with the Mission and Vision of the Authority.






# ASPIRATIONS OF THE AUTHORITY

**OUR MISSION**  
 A PREMIER AQUATIC FACILITY THAT ENHANCES THE HEALTH AND WELLBEING OF OUR REGIONAL COMMUNITIES.




	<h2>1 Participation &amp; Awareness</h2> <p>Increase participation and awareness of the Fleurieu Aquatic Centre and its programs and facilities.</p>
<p><b>STRATEGIES</b></p>	<p><b>1.1</b> Engage with our communities, constituent Councils, and other key stakeholders.</p> <p><b>1.2</b> Design and deliver facilities, programs, and services in line with community needs and expectations.</p> <p><b>1.3</b> Market and communicate to our communities.</p>
<p><b>ACTIONS</b></p>	<ul style="list-style-type: none"> <li>&gt; Develop and implement a Communications and Engagement Strategy (2023).</li> <li>&gt; Investigate and pursue naming rights (2024-2025).</li> <li>&gt; Maintain focus on customer service by providing multiple channels for feedback and using feedback to inform decisions (2023-2025).</li> <li>&gt; Establish mechanism to co-ordinate promotion, marketing and communications across multiple platforms and channels (2024).</li> </ul>
<p><b>MEASURES</b></p>	<ul style="list-style-type: none"> <li>&gt; Communications and Engagement Strategy completed, endorsed and implemented.</li> <li>&gt; Naming rights agreement in place as appropriate.</li> <li>&gt; Net Promoter Score above benchmark and improving.</li> <li>&gt; Categorized collection of meaningful feedback in a format to inform decision making.</li> </ul>
<p><b>SUCCESS</b></p>	<ul style="list-style-type: none"> <li>&gt; Our facility is recognised as a valuable community asset that returns social value to the community commensurate with the investment.</li> <li>&gt; Our facility is inclusive, accessible, and participants reflect a broad range of community demographics.</li> <li>&gt; Our facility is managed to maintain the financial investment made by constituent Councils on behalf of our communities.</li> <li>&gt; Our facility and communities benefit from a range of collaborative projects and partnerships.</li> </ul>

	<h2>2 Social Inclusion</h2> <p>Foster and maximise social inclusion and social activities.</p>
<p><b>STRATEGIES</b></p>	<p><b>2.1</b> Engage with identified stakeholders to develop opportunities for increased participation and social inclusion.</p> <p><b>2.2</b> Identify and deliver facilities, services, and programs to improve social inclusion and meet the needs of people with disability.</p> <p><b>2.3</b> Advocate to key stakeholders for improved community transport options to the facility.</p>
<p><b>ACTIONS</b></p>	<ul style="list-style-type: none"> <li>&gt; Develop relationships with community stakeholders to understand needs and opportunities to increase participation (2023).</li> <li>&gt; Undertake gap analysis of current service provision (2023).</li> <li>&gt; Facilitate initiatives for implementation, including consideration of funding sources in collaboration with community (2024).</li> <li>&gt; Undertake education and implement engagement designed to create a socially inclusive environment at the centre (2023-2025).</li> <li>&gt; Access review of centre to identify opportunities to improve external access to centre (2022).</li> <li>&gt; Develop plan for implementation to improve centre infrastructure related to access (2023).</li> <li>&gt; Implement identified recommendations from access review (2024).</li> <li>&gt; Undertake research in conjunction with centre management to determine current needs, gaps and opportunities for community transport (2023).</li> <li>&gt; Incorporate community transport solutions into access review as appropriate (2023).</li> <li>&gt; Advocate for improved community transport options to the centre (2024-25).</li> </ul>
<p><b>MEASURES</b></p>	<ul style="list-style-type: none"> <li>&gt; Improvement in services and activities to encourage access for all.</li> <li>&gt; Improvement in centre programs to encourage access for all.</li> <li>&gt; Increased attendance to centre with feedback supporting the changes as producing positive outcomes.</li> <li>&gt; Improved engagement and attendance for people with disability and people from socially diverse backgrounds improved facilities and services for people with disability.</li> <li>&gt; Identified transport needs and opportunities.</li> <li>&gt; Plan of action developed.</li> <li>&gt; Actions delivered, with review of outcomes to measure improvements (incorporating community feedback).</li> <li>&gt; Successful implementation of appropriate community transport options.</li> </ul>
<p><b>SUCCESS</b></p>	<ul style="list-style-type: none"> <li>&gt; Our facility is recognised as a valuable community asset that returns social value to the community commensurate with the investment.</li> <li>&gt; Our facility is inclusive, accessible, and participants reflect a broad range of community demographics.</li> <li>&gt; Our facility and communities benefit from a range of collaborative projects and partnerships.</li> </ul>

	<h3>3 Collaboration</h3> <p>Build relationships and collaborate for improved social, community, and commercial outcomes.</p>
<p><b>STRATEGIES</b></p>	<p><b>3.1</b> Seek opportunities for collaborative approaches to programs and services.  <b>3.2</b> Seek commercial relationships to facilitate improved financial performance.</p>
<p><b>ACTIONS</b></p>	<ul style="list-style-type: none"> <li>&gt; Identify opportunities for the centre to meet community needs for improved social inclusions (2023).</li> <li>&gt; Actively pursue grant funding opportunities to develop programs and facilities in conjunction with community partners as appropriate (2022-25).</li> <li>&gt; Investigate and pursue commercial relationship opportunities complementary to the centre (2023-25).</li> <li>&gt; Partner with Swimming SA and other governing bodies, agencies and user groups to deliver events and community activities (2023-2025).</li> </ul>
<p><b>MEASURES</b></p>	<ul style="list-style-type: none"> <li>&gt; Improve collaboration in the development, delivery and funding of new and existing services.</li> <li>&gt; Secured future operating and capital grant funds.</li> <li>&gt; Built capability and capacity and actively submitting quantity and quality applications for funding.</li> <li>&gt; Improved outcomes and participation growth.</li> <li>&gt; Actively identify and pursue opportunities for collaboration with commercial benefits to deliver positive outcomes, drive increased participation and reduce direct expenditure.</li> </ul>
<p><b>SUCCESS</b></p>	<ul style="list-style-type: none"> <li>&gt; Our facility is recognised as a valuable community asset that returns social value to the community commensurate with the investment.</li> <li>&gt; Our facility is inclusive and accessible, and participants reflect a broad range of community demographics.</li> <li>&gt; Our facility and communities benefit from a range of collaborative projects and partnerships.</li> </ul>



	<h2>4 Stewardship</h2> <p>Provide prudent stewardship, striving for sustainability, innovation, and creativity.</p>
<p><b>STRATEGIES</b></p>	<p><b>4.1</b> Care for and manage our assets for the present day and future generations.</p> <p><b>4.2</b> Seek solutions to reduce environmental impacts from the operations of the facility.</p> <p><b>4.3</b> Provide sound financial management to improve performance of the facility.</p> <p><b>4.4</b> Ensure a robust governance and integrity framework to maintain the Authority's integrity, including appropriate management of existing and emerging risk.</p>
<p><b>ACTIONS</b></p>	<ul style="list-style-type: none"> <li>&gt; Review Asset Management Plan and implement identified maintenance and operational improvements (2023)</li> <li>&gt; Evaluate centre performance and functionality, ensuring fit for purpose, compliance with safety standards and accessibility for all (2023)</li> <li>&gt; Undertake review of centre plant and equipment to achieve optimal operating efficiency, and to ensure optimal health outcomes for the community (2023-24)</li> <li>&gt; Identify strategic investment opportunities and land usage (Master Plan) (2024)</li> <li>&gt; Engage specialist resources to scope and deliver energy efficiency project (2022)</li> <li>&gt; Pursue grant funding support for energy efficiency project implementation (2022-2023)</li> <li>&gt; Develop and adopt Environmental Sustainability Strategy (2023-24)</li> <li>&gt; Undertake detailed analysis of business operating model and performance (FY 2022-2023)</li> <li>&gt; Undertake procurement process for facility management (2023)</li> <li>&gt; New contract for operation of centre and executed (2024)</li> <li>&gt; Deliver Strategic Risk Framework (2023)</li> <li>&gt; Adopt Governance Framework (2023)</li> </ul>
<p><b>MEASURES</b></p>	<ul style="list-style-type: none"> <li>&gt; Develop an understanding of the life expectancy of assets to ensure they are appropriately managed and maintained.</li> <li>&gt; Assets are designed and implemented to deliver as intended and required in order to meet the needs of the centre and are maintained, upgraded or replaced to maximise cost efficiency.</li> <li>&gt; Solar Project is delivered and energy cost savings realised</li> <li>&gt; Environmental Sustainability Strategy endorsed and implemented</li> <li>&gt; Centre plant and equipment review recommendations are actioned to achieve operating and energy efficiencies</li> <li>&gt; The centre is operated at an optimum level of efficiency and effectiveness with best practice positively benchmarked.</li> <li>&gt; Market assessment of the centre management is undertaken to support ongoing improvement in service offering and efficiency.</li> <li>&gt; Strategic and governance documents of Authority are reviewed and their currency is maintained.</li> <li>&gt; The Authority is supported by a robust Risk Framework.</li> </ul>
<p><b>SUCCESS</b></p>	<ul style="list-style-type: none"> <li>&gt; Our facility is overseen by an Authority with robust governance to deliver economic, environmental, social, and cultural sustainability.</li> <li>&gt; Our facility is managed to contain the financial investment made by constituent Councils on behalf of our communities.</li> </ul>



<b>Financial Statements - Draft Budget 2022/23</b>				
<b>ESTIMATED UNIFORM PRESENTATION OF FINANCES</b>	<b>Budget</b>			
	<b>Review</b>			
	<b>Mar-22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>
<b>OPERATING ACTIVITIES</b>				
Operating Revenues	2,737,502	2,797,245	2,928,690	2,998,980
less Operating Expenses	(3,428,653)	(3,491,193)	(3,665,662)	(3,749,173)
<b>Operating Surplus/ (Deficit)</b>	<b>(691,151)</b>	<b>(693,948)</b>	<b>(736,972)</b>	<b>(750,193)</b>
<b>CAPITAL ACTIVITIES</b>				
<b>less Net Outlays on Existing Assets</b>				
Capital Expense on renewal and replacement of Existing Assets	29,205	12,130	69,322	161,575
less Depreciation, Amortisation and Impairment	(691,151)	(693,948)	(736,972)	(750,193)
<b>Net Outlays on Existing Assets</b>	<b>(661,946)</b>	<b>(681,818)</b>	<b>(667,650)</b>	<b>(588,618)</b>
<b>less Net Outlay on New and Upgraded Assets</b>				
Capital Expenditure on New and Upgraded Assets	20,171	-	-	-
less Amounts received specifically for New and Upgraded Assets	(20,322)	-	-	-
less Proceeds from Sale of Surplus Assets	-	-	-	-
<b>Net Outlays on New and Upgraded Assets</b>	<b>(151)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Lending/ (Borrowing) for Financial Year</b>	<b>(29,054)</b>	<b>(12,130)</b>	<b>(69,322)</b>	<b>(161,575)</b>
Financing transactions associated with the above net overall deficit, or applying the overall net funding surplus are as follows:				
(Increase)/Decrease in Cash and Investments	29,054	12,130	69,322	161,575
<b>Financing Transactions</b>	<b>29,054</b>	<b>12,130</b>	<b>69,322</b>	<b>161,575</b>

<b>ESTIMATED STATEMENT OF COMPREHENSIVE INCOME</b>	<b>Budget Review</b>			
	<b>Mar-22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>
<b>INCOME</b>				
User Charges	1,860,638	2,036,411	2,132,120	2,183,300
Council Contributions	670,884	755,934	794,450	813,760
Investment Income	5,980	4,900	2,120	1,920
<b>TOTAL INCOME</b>	<b>2,737,502</b>	<b>2,797,245</b>	<b>2,928,690</b>	<b>2,998,980</b>
<b>EXPENSES</b>				
Materials, contracts & other expenses	2,737,502	2,797,245	2,928,690	2,998,980
Depreciation, amortisation & impairments	691,151	693,948	736,972	750,193
<b>TOTAL EXPENSES</b>	<b>3,428,653</b>	<b>3,491,193</b>	<b>3,665,662</b>	<b>3,749,173</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>(691,151)</b>	<b>(693,948)</b>	<b>(736,972)</b>	<b>(750,193)</b>
Amounts specifically for new or upgraded assets	20,322	-	-	-
Asset Disposal & Fair Value Adjustments	(21,863)	-	-	-
<b>NET SURPLUS/(DEFICIT)</b>	<b>(692,692)</b>	<b>(693,948)</b>	<b>(736,972)</b>	<b>(750,193)</b>
Other Comprehensive Income	-	-	-	-
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>(692,692)</b>	<b>(693,948)</b>	<b>(736,972)</b>	<b>(750,193)</b>



<b>ESTIMATED STATEMENT OF FINANCIAL POSITION</b>	<b>Budget Review</b>			
	<b>Mar-22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>
<b>ASSETS</b>				
<b>Current Assets</b>				
Cash & Cash Equivalents	720,069	707,939	638,617	477,042
Trade & Other Receivables	78,840	78,840	78,840	78,840
<b>TOTAL CURRENT ASSETS</b>	<b>798,909</b>	<b>786,779</b>	<b>717,457</b>	<b>555,882</b>
<b>Non-current Assets</b>				
Infrastructure, Property, Plant & Equipment	17,603,278	16,921,460	16,253,810	15,665,191
<b>TOTAL NON-CURRENT ASSETS</b>	<b>17,603,278</b>	<b>16,921,460</b>	<b>16,253,810</b>	<b>15,665,191</b>
<b>Total Assets</b>	<b>18,402,187</b>	<b>17,708,239</b>	<b>16,971,267</b>	<b>16,221,074</b>
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Trade and Other Payables	137,370	137,370	137,370	137,370
Short Term Provisions	3,173	3,173	3,173	3,173
<b>Total Liabilities</b>	<b>140,543</b>	<b>140,543</b>	<b>140,543</b>	<b>140,543</b>
<b>NET ASSETS</b>	<b>18,261,644</b>	<b>17,567,696</b>	<b>16,830,724</b>	<b>16,080,531</b>
<b>EQUITY</b>				
Accumulated Surplus	(2,828,780)	(3,522,728)	(4,259,700)	(5,009,693)
Capital Contribution from Councils	21,068,561	21,068,561	21,068,561	21,068,561
<b>TOTAL EQUITY</b>	<b>18,239,781</b>	<b>17,545,833</b>	<b>16,808,861</b>	<b>16,058,668</b>





<b>ESTIMATED STATEMENT OF CHANGES IN EQUITY</b>	<b>Budget Review</b>			
	<b>Mar-22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>
<b>Accumulated Surplus</b>				
Balance at Beginning of Period	(2,136,088)	(2,628,780)	(3,522,728)	(4,259,700)
Net Surplus / (Deficit) for the year	(692,692)	(693,948)	(736,972)	(750,193)
<b>Balance at End of Period</b>	<b>(2,828,780)</b>	<b>(3,322,728)</b>	<b>(4,259,700)</b>	<b>(5,009,893)</b>
<b>Capital Contribution</b>				
Balance at Beginning of Period	21,068,561	21,068,561	21,068,561	21,068,561
Capital Contributions from Councils	-	-	-	-
Equity contribution to Councils	-	-	-	-
<b>Balance at End of Period</b>	<b>21,068,561</b>	<b>21,068,561</b>	<b>21,068,561</b>	<b>21,068,561</b>
<b>TOTAL EQUITY AT END OF REPORTING PERIOD</b>	<b>18,239,781</b>	<b>17,745,833</b>	<b>16,808,861</b>	<b>16,058,668</b>

<b>ESTIMATED STATEMENT OF CASH FLOWS</b>	<b>Budget Review</b>			
	<b>Mar-22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
Receipts	2,737,502	2,797,245	2,928,690	2,988,960
Payments	(2,737,502)	(2,797,245)	(2,928,690)	(2,988,960)
<b>Net Cash provided by (or used in) Operating Activities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CASH FLOWS FROM INVESTMENT ACTIVITIES</b>				
<b>Receipts</b>				
Amounts specifically for new or upgraded assets	20,322	-	-	-
<b>Payments</b>				
Purchase of Renewal/Replacement Assets	(29,205)	(12,130)	(69,322)	(161,575)
Purchase of New/Expansion Assets	(20,171)	-	-	-
<b>Net Cash provided by (or used in) Investing Activities</b>	<b>(29,054)</b>	<b>(12,130)</b>	<b>(69,322)</b>	<b>(161,575)</b>
<b>Net Increase (Decrease) in Cash Held</b>	<b>(29,054)</b>	<b>(12,130)</b>	<b>(69,322)</b>	<b>(161,575)</b>
Cash & cash equivalents at beginning of period	748,123	720,069	707,939	638,617
<b>Cash &amp; cash equivalents at end of period</b>	<b>720,069</b>	<b>707,939</b>	<b>638,617</b>	<b>477,042</b>



Attachment C

**23**  
**32**  
Strategic Plan

Fleurieu Regional  
**Aquatic Centre**  
Authority

**Our Vision**  
A vibrant, contemporary, and inclusive facility, embraced by our communities.

**Our Mission**  
A premier aquatic facility that enhances the health and wellbeing of our regional communities.



## Who We Are

The Fleurieu Regional Aquatic Centre Authority is a regional subsidiary formed by City of Victor Harbor and Alexandrina Council to enable the joint ownership of the Fleurieu Aquatic Centre.

Since opening in March 2017, the Centre has become a vital contributor to the health and wellbeing of our communities, providing a premier destination for fitness, fun, and social connection.

Led by a board of management, the Authority is responsible for the oversight and management of the Centre in accordance with the Authority Charter and relevant legislation. The Board is supported by an Executive Officer and consists of five members; one elected member from each constituent Council, two independent members, and an independent chairperson.

## What We Do

The Fleurieu Aquatic Centre is an important community asset, and it is the role of the Board and the Executive Officer to maximise the value of the facility for the benefit of community health and wellbeing on behalf of constituent Councils.

This Strategic Plan, developed by the Authority Board and Executive Officer, represents the vision of the Authority, and informs the prioritisation of future activity and resources. The ten-year scope of the plan delivers on the requirements of the Local Government Act 1999 and the requirements of the Charter.

The plan identifies four key aspirations to maximise the value and impact of the facility:

<p><b>1 Participation &amp; Awareness</b></p> <p>Increase participation and awareness of the Fleurieu Aquatic Centre and its programs and facilities.</p>	<p><b>2 Social Inclusion</b></p> <p>Foster and maximize social inclusion and social activities.</p>	
<p><b>3 Collaboration</b></p> <p>Build relationships and collaborate for improved social, community, and commercial outcomes.</p>	<p><b>4 Stewardship</b></p> <p>Provide prudent stewardship, striving for sustainability, innovation, and creativity.</p>	

The Board will review the Strategic Plan annually as part of the annual budget development process. A more detailed 3-year Business Plan will guide and monitor the operations of the Authority from 2023 to 2025.



The Fleurieu Regional Aquatic Centre Authority acknowledges the traditional custodians of the land the Centre is on, and acknowledges their connections to the land, waters and community. We pay our respect to their Elders past, present and future, and extend that respect to all Aboriginal and Torres Strait Islander peoples across Australia. The Authority will commence consultation to form an agreed acknowledgement with Aboriginal and Torres Strait Islander peoples and to inform future plans and processes.



# Our Aspirations

## Aspiration 1 Participation & Awareness

Increase participation and awareness of the Fleurieu Aquatic Centre and its programs and facilities.

### Strategies

- 1.1. Engage with our communities, constituent Councils, and other key stakeholders.
- 1.2. Design and deliver facilities, programs, and services in line with community needs and expectations.
- 1.3. Market and communicate to our communities.

## Aspiration 2 Social Inclusion

Foster and maximize social inclusion and social activities.

### Strategies

- 2.1. Engage with identified stakeholders to develop opportunities for increased participation and social inclusion.
- 2.2. Identify and deliver facilities, services, and programs to improve social inclusion and meet the needs of people with disability.
- 2.3. Advocate to key stakeholders for improved community transport options to the facility.

## Aspiration 3 Collaboration

Build relationships and collaborate for improved social, community, and commercial outcomes.

### Strategies

- 3.1. Seek opportunities for collaborative approaches to programs and services.
- 3.2. Seek commercial relationships to facilitate improved financial performance.

## Aspiration 4 Stewardship

Provide prudent stewardship, striving for sustainability, innovation, and creativity.

### Strategies

- 4.1. Care for and manage our assets for the present day and future generations.
- 4.2. Seek solutions to reduce environmental impacts from the operations of the facility.
- 4.3. Provide sound financial management to improve performance of the facility and reduce the ongoing financial burden to constituent Councils.
- 4.4. Ensure a robust governance and integrity framework to maintain the Authority's integrity, including appropriate management of existing and emerging risk.





# Regional Alignment

## City of Victor Harbor Community Plan 2030

- **Aspiration 1:** We are a caring, connected, and active community.
- **Aspiration 4:** We protect our environment.
- **Aspiration 5:** We have services and infrastructure that meet our community's needs.
- **Aspiration 6:** We are a financially sustainable and well-governed organisation.

## Alexandrina Council Community Strategic Plan 2020-2040

- **Key Area 1:** Climate Response.
- **Key Area 2:** Appropriate Growth.
- **Key Area 3:** Community Inclusion.
- **Key Area 4:** Transport Connections.

## Southern & Hills LGA Regional Public Health Plan 2015

- **Theme 1:** Healthy Environments.
- **Theme 2:** Healthy Lifestyles.
- **Theme 3:** Planning and Partnerships.

## State Public Health Plan 2019-2024

- **Promote:** Build stronger communities and healthier environments.
- **Protect:** Protect against public and environmental health risks and respond to climate change.
- **Prevent:** Prevent chronic disease, communicable disease and injury.
- **Progress:** Strengthen the systems that support public health and wellbeing.



# What Success Looks Like

Our facility is recognised as a valuable community asset that returns social value to the community commensurate with the investment.

Our facility is inclusive and accessible, and participants reflect a broad range of community demographics.

Our facility is overseen by an Authority with robust governance to deliver economic, environmental, social, and cultural sustainability.

Our facility is managed to contain the financial burden on our communities through constituent Council contributions.

Our facility and communities benefit from a range of collaborative projects and partnerships.



“  
Fleurieu Aquatic Centre is an inclusive destination that contributes to a healthy regional community.  
”



### 14.3 Victor Harbor Horse Tram Authority 2021/22 Annual Report

Committee Victor Harbor Council

Meeting Held 26/09/2022

From Vicki Hutchinson

File Reference GOV9.14.041

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#### RECOMMENDATION

That Council receive and note the Victor Harbor Horse Tram Authority 2021/22 Annual Report.

#### INFORMATION

##### Purpose

The purpose of this document is to present the Victor Harbor Horse Tram Authority 2021/22 Annual Report including audited financial statements to Council in line with Charter requirements.

##### Background

In accordance with Clause 12 of Schedule 2 of the *Local Government Act 1999* (the Act) and the Victor Harbor Horse Tram Authority (the Authority) Charter, the Authority is required to furnish an Annual Report to the Council by 30 September each year.

The Annual Report, including audited financial statements, was presented to the Victor Harbor Horse Tram Authority Audit Committee on 13 September 2022 for review. The Audit Committee resolved:

AC034 Moved: Nigel Catt  
Seconded: Katherine Christ

1. That the Audit Committee receive and note the Draft Annual 2021/22 Report as provided at attachment A to this report and the 2021/22 Victor Harbor Horse Tram Authority Annual Financial Statements as provided under separate cover.

**CARRIED**

AC035 Moved: Rachel Kennedy  
Seconded: Nigel Catt

2. That the Audit Committee advises the Victor Harbor Horse Tram Authority and Galpins Accountants, Auditors & Business Consultants that it has reviewed the 2021/22 Annual Financial Statements and is satisfied that they present fairly the financial position of the Authority.

**CARRIED**



At the Victor Harbor Horse Tram Authority Board Meeting also held on 13 September 2022, the Board endorsed its Annual Report 2021/22 including the audited financial statements as follows:

VHHTA330            Moved:     Paul Brown  
                          Seconded:  Natasha Hunt

1. That the Victor Harbor Horse Tram Authority receive and note the Draft Annual 2021/22 Report and the 2021/22 Victor Harbor Horse Tram Authority Financial Statements.

**CARRIED**

VHHTA331            Moved:     Rachel Kennedy  
                          Seconded:  Paul Brown

2. That the Board endorse the Draft Annual 2021/22 Report as provided at attachment A, and provide the report to Council for approval, subject to proof reading.

**CARRIED**

VHHTA332            Moved:     Paul Brown  
                          Seconded:  Natasha Hunt

3. That the Board endorse the 2021/22 Victor Harbor Horse Tram Authority Financial Statements as provided under separate cover, and provide them in the Draft Annual 2021/22 Report to Council for approval

**CARRIED**

### **Commentary**

The Authority General Manager, Megan Whibley has provided a memo to Council which is included at Attachment A, along with the finalised 2021/22 Annual Report, which has been provided under separate cover due to its size. The 2021/22 Annual Report provides details as required by legislation including audited financial statements, member positions and performance analysis. The Independent Auditor's Report on the Financial Statements is also provided at Attachment B.

Presentation to Council of the Annual Report will enable the document to be included in the Council's Annual Report for provision to the Minister and the Presiding Member of the South Australian Local Government Grants Commission, as required by legislation.

### **RISK ASSESSMENT**

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

**Legal and Compliance** – The 2021/22 Annual Report has been provided to Council in line with the Authority's Charter and will allow Council to meet its legislative requirements for

provision of the Annual Report to the Minister. This risk is assessed as **low**.

## **REFERENCES**

### **City of Victor Harbor Community Plan 2030**

Aspiration 6 - We are a financially sustainable and well governed organisation.

#### **Other references used:**

- Local Government Act 1999  
Section 131 – Annual Report to be prepared and adopted  
Schedule 2 Clause 12 – Reporting
- Local Government (Financial Management) Regulations 2011  
Regulation 16 – Provision of information

## **BUDGET IMPLICATION**

Excluding endorsed budgeted staff resources there are no budget implications in the consideration of the Victor Harbor Horse Tram Authority Annual Report 2021/22 and audited financial statements.

No additional funds are required.

## **CONSULTATION**

Acting Chief Executive Officer – Karen Rokicinski

Victor Harbor Horse Tram Authority – Megan Whibley (General Manager)



**Memo to:** Ms Karen Rokicinski, Acting Chief Executive Officer, City of Victor Harbor  
**From:** Meg Whibley, General Manager, Victor Harbor Horse Tram Authority  
**Subject:** Draft Annual Report 2021/22  
**Date:** 15 September 2022

---

Dear Karen

The purpose of this document is to present the Victor Harbor Horse Tram Authority's adopted Draft Annual Report 2021/22 to the City of Victor Harbor.

#### Background

At the Victor Harbor Horse Tram Authority (VHHTA) Board Meeting held on 13 September 2022 the Board endorsed

1. That the Victor Harbor Horse Tram Authority Board authorise the Chair, Mr Nigel Catt, to sign the Victor Harbor Horse Tram Authority certification of annual financial statements for the year ended 30 June 2022, on behalf of the Authority.
2. That the Board endorse the 2021/22 Annual Report as provided at Attachment A and provide the report to Council for approval.

The Annual report including audited financial statements was presented to the Victor Harbor Horse Tram Audit Committee on Tuesday 13 September 2022 for review. Minor formatting amendments have been made as a result of that review with no significant impact on the finances or content of the Report.

In accordance with Clause 12 of Schedule 2 of the Local Government Act (the Act) and the Authority Charter, the VHHTA is required to furnish an annual report to the Council by the due date of 30 September 2021, which has been achieved.

The finalised 2021/22 Annual Report is now presented for provision to Council.

Once received by Council, the Annual Report can then be provided to the Minister and included in Council's Annual Report.

Kind Regards

Meg Whibley

Galpins

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**INDEPENDENT AUDITOR'S REPORT ON THE FINANCIAL REPORT****To the members of the Victor Harbor Horse Tram Authority****Report on the Audit of the Financial Report****Opinion**

We have audited the accompanying financial report of the Victor Harbor Horse Tram Authority (the Authority), which comprises the statement of financial position as at 30 June 2022, the statement of comprehensive income, statement of changes in equity and cash flow statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial report presents fairly, in all material aspects, the financial position of the Authority as at 30 June 2022, and its financial performance and its cash flows for the year then ended in accordance with the Australian Accounting Standards, Local Government Act 1999 and Local Government (Financial Management) Regulations 2011.

**Basis for Opinion**

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Authority in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Emphasis of Matter – Economic Dependence**

We draw attention to note 1.12 of the financial report, which describes that the Authority is economically dependent on City of Victor Harbor contributed income to fund the cost of its operations. Our opinion is not modified in respect of this matter.

**Authority's Responsibility for the Financial Report**

The Authority is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations), the Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011 and for such internal control as the Authority determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Authority is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Authority either intends to liquidate the Authority or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Authority's financial reporting process.

**Auditor's Responsibility for the Audit of the Financial Report**

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit of the financial report in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit of the financial report in order to design audit procedures that are appropriate in the circumstances.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of the Authority's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Authority's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Authority to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**GALPINS ACCOUNTANTS, AUDITORS & BUSINESS CONSULTANTS**



**Tim Muhlhausler** CA, Registered Company Auditor  
Director

16 / 09 / 2022



one person, being either a Council Member or a staff member with an interest in waste, a passion to achieve and commercial skills, as its Board Member. The appointing Council must also set the term of the appointment.

Cr Bryan Littlely's resignation, has resulted in there being a vacancy in the City of Victor Harbor Board Member position on the FRWA Board. In assessing who is the best candidate for the Council to appoint to the FRWA Board, Council Members may consider the candidates understanding of the business including:

- Understanding and support of the FRWA business model and Charter
- Understanding the critical factors for success
- Experience / knowledge of waste and resource management
- Commercial experience
- Financially literate
- Understanding and appreciation of risk
- Ability to think laterally beyond their area of expertise
- Understanding of governance

The candidate's personal skills should include:

- Commitment
- Well-prepared
- Used to dealing with complexity
- Independently minded
- Prepared to challenge and support management
- Articulate
- Good sense of ethics
- Persuasive
- Good Listener/ low ego/ high confidence

To achieve a balanced high performing Board, Council Members may also consider the diversity of Board Members nominated. This may include experience, gender, age, and background.

Acting Chief Executive Officer, Karen Rokicinski, has expressed an interest in the City of Victor position on the FRWA Board. She has the requisite skills and qualifications for the position, including in Business Administration, risk management and Environmental Health. She has also had experience working within roles for two of the constituent Councils that have direct involvement with the Authority and through these, is familiar with FRWA operations. Karen has an interest in innovative and cost-effective resource and waste management, as well as environmental stewardship and waste education initiatives. Karen currently fills the position on the FRWA Audit and Risk Committee and was previously on the FRWA Board as the City of Victor Harbor staff representative under the previous Charter membership arrangements. Council may wish to nominate her as the City of Victor Harbor position on the Board, or alternatively, may nominate an interested and appropriately skilled and experienced Council Member.

It is recommended that Council resolves to appoint a staff member to the vacant position

until the conclusion of the election, given the uncertainty of Council Member composition due to impending Council elections and limited time remaining of the Council term. It should also be noted that there are unlikely to be many (if any) Board meetings or commitments for the remainder of the Council term. At the Inaugural or Ordinary Council meeting in November 2022, the new incoming Council can consider this position along with other appointments to the Boards and Section 41 Committees and determine whether to appoint a Council Member or a staff representative as the City of Victor Harbor Board Member on the FRWA Board.

## **RISK ASSESSMENT**

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

**Legal and Compliance** – Appointing Board members to a Section 43 Regional Subsidiary ensures both the legislative and Charter requirements are met. Selecting Board Members that have the required skill set and aptitude ensures that the strategic objectives of the Authority and Council are met. This risk is assessed as **low**.

## **REFERENCES**

### **City of Victor Harbor Community Plan 2030**

Aspiration 6 – We are a financially sustainable and well-governed organisation

#### **Other references used:**

- Fleurieu Regional Waste Authority Charter  
Clause 5.2 - Membership

## **BUDGET IMPLICATION**

Excluding endorsed budgeted staff resources there are no budget implications in appointing Acting Chief Executive Officer, Karen Rokicinski to the Fleurieu Regional Waste Authority Board.

No additional funds are required.

## **CONSULTATION**

Fleurieu Regional Waste Authority – Simon Grenfell (Executive Officer)

Acting Chief Executive Officer – Karen Rokicinski



## 15. MEMBER REPORTS

### 15.1 Mayoral Report - September 2022

Committee Victor Harbor Council

Meeting Held 26/09/2022

From Katie Common

File Reference GOV9.33.011

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## RECOMMENDATION

That Council receive and note the Mayoral report for September 2022.

## INFORMATION

### Purpose

The purpose of this report is to provide an update to Council in relation to Mayoral appointments for the period August to September 2022.

## RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

**Legal and Compliance** – Preparation and reporting for the endorsement of the Mayoral Report can be managed through routine activities and have a negligible impact. This risk is assessed as *low*.

## REFERENCES

### City of Victor Harbor Community Plan 2030

Aspiration 6 – We are a financially sustainable and well-governed organisation

## BUDGET IMPLICATION

Excluding endorsed budgeted staff resources there are no budget implications from preparation of this report or receipt of the Mayoral Report.

No additional funds are required.

## CONSULTATION

Mayor Moira Jenkins



## Mayoral Report

### Information

The following is a listing of functions and meetings at which the Mayor represented Council for the period August to September 2022.

<b>August</b>	<b>Activity</b>
10/08 – 28/08	Annual Leave
29/08	Mayor's Short Story Challenge Presentation Special Council Agenda review with Senior Management team Speaker at the Alexandrina Council Candidate Briefing Session
30/08	Acting CEO & Mayor - Weekly Catch Up
31/08	Meeting with constituent Meeting with Michael Simmons, Fleurieu Sun Major Sponsors Draw – Rotary Art Show
<b>September</b>	<b>Activity</b>
01/09	Meeting with constituent
02/09	Business Victor Harbor Monthly Meeting Happy FM - Radio Interview Victor Harbor High School Community Quilt Meeting with constituent
03/09	Victor Harbor Bowling Club Open Day
05/09	Happy FM - Radio Interview Friends of the Library AGM Special Council Meeting
06/09	Attendance at Investigator College Assembly, presenting Short Story winner Acting CEO & Mayor - Weekly Catch Up
07/09	Sow Grow Eat Repeat Opening
12/09	Acting CEO & Mayor - Weekly Catch Up
13/09	Fleurieu Regional Community Services Meeting Meeting with constituent Encounter Lutheran – Yr 6 Presentation
14/09	SAROC Meeting – Clare Valley
15/09	Business Victor Harbor AGM

16/09 Meeting with constituent

**Mayor Moira Jenkins**

## **15.2 Elected Member Reports - September 2022**

Committee Victor Harbor Council

Meeting Held 26/09/2022

From Katie Common

File Reference GOV9.33.012

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### **RECOMMENDATION**

That Council receive and note the Elected Member reports for September 2022.

### **INFORMATION**

#### **Purpose**

The purpose of this report is to provide an update to Council in relation to Council Member appointments for the period of August to September 2022.

### **RISK ASSESSMENT**

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

**Legal and Compliance** – Preparation and reporting for the endorsement of the Elected Members Reports can be managed through routine activities and have a negligible impact. This risk is assessed as *low*.

### **REFERENCES**

#### **City of Victor Harbor Community Plan 2030**

Aspiration 6 – We are a financially sustainable and well-governed organisation

### **BUDGET IMPLICATION**

Excluding endorsed budgeted staff resources there are no budget implications from receiving the Elected Member Reports.

No additional funds are required.

### **CONSULTATION**

Council Members

**16. MATTERS OF URGENCY**

**17. QUESTIONS ON NOTICE**

Nil

**18. QUESTIONS WITHOUT NOTICE**

## 19. MOTIONS ON NOTICE

### 19.1 Motion on Notice - Revoke OC3592022 - Risk Management - Strategic Review of Service Levels - Cr David Kemp

Committee Victor Harbor Council

Meeting Held 26/09/2022

From Karen Rokicinski

File Reference GOV9.24.001

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## RECOMMENDATION

1. That Council receive and note the Motion on Notice - Revoke OC3592022 - Risk Management - Strategic Review of Service Levels - Cr David Kemp report.

*(Cr David Kemp to propose his motion)*

2. That Council rescind the following Resolution OC3592022 made at the August 22nd, 2022, Ordinary Council Meeting.

That Council acknowledge the need to support more efficient customer service processes, including, but not limited to:

- i. Council Members directing customers via the usual customer service channels in the first instance.
- ii. Directing Council Member requests to the administration via the appropriate channels and with the appropriate level of information to enable determination that the information is required for the fulfilment of Council Members duties.

## INFORMATION

### Purpose

The purpose of this report is to provide for the consideration of a Motion on Notice submitted by Cr David Kemp pursuant to Regulation 12(1) of *the Local Government (Procedures at Meetings) Regulations 2013*, in relation to revoking resolution OC3592022.

A copy of Cr David Kemp's written submission and preamble is provided at Attachment A.

### Elected Member Commentary

*I am lodging a Motion on Notice for the 26th September 2022 Ordinary Council Meeting.*

*Motion on Notice*

*I move to rescind the following Resolution OC3592022 made at the August 22nd 2022 Ordinary Council Meeting.*

*That Council acknowledge the need to support more efficient customer service processes, including, but not limited to:*

- i. Council Members directing customers via the usual customer service channels in the first instance.*
- ii. Directing Council Member requests to the administration the appropriate channels and with the appropriate level of information to enable determination that the information is required for the fulfilment of Council Members duties.*

*Commentary*

*I believe the resolution made by Council at the August 22 Ordinary Council meeting to be Ultra Vires due to the following.*

*LG Act 1999*

*59—Roles of members of councils*

*(1) The role of a member of a council is—*

*(x) to serve the overall public interest; and*

*(b) as a person elected to the council—to represent the interests of residents and ratepayers of the council, to provide community leadership and guidance, and to facilitate communication between the community and the council.*

*61—Access to information by members of councils*

*(1) A member of a council is entitled at any reasonable time, in connection with the performance or discharge of the functions or duties of the member (whether under this or another Act), without charge, to have access to any relevant council document, including (but not limited to)—*

*Having these resolutions in place I believe prohibits me undertaking my performance or discharge of the functions or duties of the member.*

*I have made two written requests, which has been refused by Administration, where I see the request of the community member through me is also myself requesting this information.*

*I have stated to community members to contact council and their reply due to past experience they prefer to go through an Elected Member.*

*Addressing the enquiry to the CEO and the SMT is a sign of respect for those positions and I believe this the protocol of our existing CEO and that members of the SMT can pick the enquiry up to instigate a response.*

*Going through Customer Service from an Elected Member request for information I believe will take longer as the request will have to go to the Director for allocation of a staff member to research and back to the Director or CEO for final approval for information to be released.*





- ii. Directing Council Member requests to the administration through the appropriate channels and with the appropriate level of information to enable determination that the information is required for the fulfillment of Council Member duties.

7.25pm *Cr Littlely raised a point of order, in relation to Cr Robertson, on the basis that his contribution was not relevant to the subject matter of the debate and therefore was contrary to Regulation 15(5) of the Local Government (Meeting Procedures) Regulations 2013*

*Deputy Mayor Hayles ruled in favour of the point of order.*

7.25pm *Cr Littlely raised a point of order, stating that the Cr Robertson had repeated the same statement.*

*Deputy Mayor Hayles ruled in favour of the point of order.*

**CARRIED**

Discussion in the Chamber reinforced that Council Members were aware of the processes that are most efficient and there appeared to be general agreement that these processes were, and should continue to be, routinely followed by Council Members.

Some Council Members do not opt to support customers via the most efficient customer service process. This was the reason for reinforcing these processes to Council Members, with the view to relieving pressure and mitigating risks given the current challenges being experienced by the organisation. Departure from regular processes has resulted in growing involvement of Senior Managers in routine customer service requests, by virtue of requests being made via Council Members - an inefficient and unnecessary deviation from other duties that the Council requires of them.

The Latin phrase 'ultra vires' is used in law to describe an act beyond one's legal power or authority. Council in *acknowledging* the most efficient process for supporting customer service has not resolved beyond its own power or authority. It does not detract from the role of a Council Member, nor the ability of Council Members to perform their functions. It is simply an acknowledgement by Council Members of how to assist customers efficiently and support the organisation to provide an effective service to all of its customers, rather than only to those who seek service via a Council Member. The resolution discourages, though does not prohibit, a Council Member from opting for less efficient means of serving customers. It seems sensible for the Administration to remind Council Members of the acknowledgement made at the August Council meeting, where the customer has not sought service through regular customer service channels in the first instance.

It is also recognised that there may be exceptional circumstances where a customer does require the support of an Elected Member to assist with their enquiry. The role of a Council Member in supporting a community member in circumstances where they have not been satisfied with the service received through regular customer service channels remains important. Where customers are serviced through the most efficient means, there is a

greater possibility that we are able to provide a high level of service to all of our customers equally. We encourage use of regular customer service channels in the first instance for this reason.

A routine customer enquiry directed to the Administration via an Elected Member requires significant involvement from Senior Managers and often the Chief Executive Officer, as well as other staff. Whereas most enquiries can be addressed directly between the customer and customer service personnel on-the-spot without Senior Management involvement.

Whilst already experiencing significant pressure as an organisation, the Administration is being further impacted by a preference from some Council Members to seek a higher level of service via the Senior Management Team.

The preamble stated 'I have made two written requests, which has been refused by Administration.'

To be clear, the response provided by Administration was not a refusal, but rather, requested the following (noting that the second response was also similar):

'Would it be possible for you to please direct the customer through our regular customer service channels in the first instance, and only if there is a specific need otherwise, to assist the customer via your channels as a Council Member? This would support more efficient provision of information to the customer.'

The response attempted to serve as a gentle reminder of the process that would best assist the organisation in managing service delivery and compliance risks at this difficult time. It should be noted that it appeared both requests were of a standard nature and could have been dealt with via regular customer service channels.

### ***Council Member Access to Information Policy***

Council Members also have a Council Member Access to Information Policy (the Policy) which they are bound by when making requests of the Administration for information in connection with the performance of their role as a Council Member. Also relevant are the requirements under section 61 of the Local Government Act 1999 (the Act).

The Policy and the Act do not specifically address circumstances where customer requests are made through a Council Member, though in the absence of another policy or formal procedure, they would apply in instances where a Council Member seeks information from the Administration in support of a customer.

Of particular relevance is that the Policy requires that Council Members put requests for information through the Chief Executive Officer or other Senior Managers. Council Members must not seek information from other staff members, as it may be interpreted as a direction rather than a request.

There are a number of requirements and considerations with respect to requests from Council Members for access to information in both the Policy and the Act. This includes that under Section 61 of the Act, Members are entitled to have access to documentation '*...in connection with the performance or discharge of the functions or duties of the member...*'. The type of information may include (but is not limited to):

- a) *A copy of a written contract entered into by the Council, or a copy of a document relating to a contract that is proposed to be entered into by the Council;*
- b) *Accounting records kept by the Council;*
- c) *Financial statements and other documents prepared by the Council*

The provisions were not intended to be utilised by Council Members to routinely provide tailored levels of service for their customers and bypass Council's efficient regular customer service processes.

In addition, Clause 6.1.4 of the Policy stipulates that a request should:

- 6.1.4.1 *identify the document/s or information being sought with enough detail for the document/s or information to be identified and retrieved.*
- 6.1.4.2 *state the reason(s) for the request.*
- 6.1.4.3 *form of access preferred by the Member eg read only, copies provided, electronic pdf*

Further, Clause 6.1.3 of the Policy speaks to the need for Council Members to provide requests in a '*...considerate manner to minimise impact on Council Employees/public resources.*'

The Administration and the Council need to work together more than ever during these challenging times to fulfill duties efficiently in order to best serve all of our customers equitably.

Additionally, Council's Customer Service Charter provides that customers can contact Elected Members to receive customer service, though for the reasons explained above, it is preferable that where possible they utilise regular customer service channels in the first instance. Additional staffing resources may be a necessary future consideration should less efficient methods of customer service prevail.

## **RISK ASSESSMENT**

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

**Service Delivery** – Whilst it is noted that the resolution seeking to be revoked would not have a direct impact on the organisation, there is a risk that service delivery will be impacted for all customers if Council Members routinely elect to facilitate standard customer service requests on behalf of a customer who has approached them. The most efficient way to ensure that all customers are serviced to a high standard is for elected members to encourage customers to utilise regular customer service channels in the first instance. This does not take away the ability of Council Members to support customers who have not received a satisfactory service, and in these instances, Council Members should indeed make contact via the Chief Executive Officer or other Senior Managers. This risk is assessed as **medium**.

**Financial Management** – Whilst it is noted that the resolution seeking to be revoked would not have a direct impact on the organisation's financial management, there is a risk that staffing budgets may need be increased if Council Members routinely elect to facilitate

standard customer service requests on behalf of a customer who has approached them with a query. The risk is assessed as *medium*.

**Legal and Compliance** – The resolution made by Council was not ultra vires. Similarly, revoking that acknowledgement will have no bearing on Council’s level of legislative compliance. Council Members are bound to act within Policy requirements, including the Council Member Access to Information Policy and it is prudent of the organisation to seek the relevant information pertaining to a request from a Council Member in line with the Policy. Similarly, it is prudent for Council Members to consider Clause 6.1.3 of the Policy which speaks to the need for Council Members to provide requests for information in a ‘...*considerate manner to minimise impact on Council Employees/public resources.*’ The best way of achieving this is to encourage customers to utilise regular customer service channels in the first instance. This risk is assessed as *low*.

## REFERENCES

### City of Victor Harbor Community Plan 2030

Aspiration 6 – We a financially sustainable and well-governed organisation

#### Other references used:

- Local Government (Procedures at Meetings) Regulations 2013  
Regulation 12 – Motion
- Council Member Access to Information Policy  
Clause 6.1 – Request for access to Council information or documents

## BUDGET IMPLICATION

Excluding endorsed budgeted staff resources there are no budget implications from revoking resolution OC3592022, as it only serves as an acknowledgement by Council Members of the most efficient way for the organisation to provide service to its customers. Should Council Members seek to provide higher levels of service to customers rather than encourage the use of regular customer service channels in the first instance, there may be a need to increase staffing budgets into the future to facilitate this service level increase.

No additional funds are required.

## CONSULTATION

Senior Management Team

**From:** [David Kemp](#)  
**To:** [Karen Rokicinski](#)  
**Cc:** [Graham Pathuis](#); [Kellie Knight-Stacey](#); [Kathy Hayter](#); [\\_ Elected Members](#)  
**Subject:** Motion on Notice  
**Date:** Monday, 12 September 2022 10:51:33 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)

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Dear A/CEO K Rokicinski

I am lodging a Motion on Notice for the 26<sup>th</sup> September 2022 Ordinary Council Meeting.

#### Motion on Notice

I move to rescind the following Resolution OC3592022 made at the August 22<sup>nd</sup> 2022 Ordinary Council Meeting.

That Council acknowledge the need to support more efficient customer service processes, including, but not limited to:

- i. Council Members directing customers via the usual customer service channels in the first instance.
- ii. Directing Council Member requests to the administration the appropriate channels and with the appropriate level of information to enable determination that the information is required for the fulfilment of Council Members duties.

#### Commentary

I believe the resolution made by Council at the August 22 Ordinary Council meeting to be Ultra Vires due to the following.

#### LG Act 1999

59—Roles of members of councils

(1) The role of a member of a council is—

(x) to serve the overall public interest; and

(b) as a person elected to the council—to represent the interests of residents and ratepayers of the council, to provide community leadership and guidance, and to facilitate communication between the community and the council.

61—Access to information by members of councils

(1) A member of a council is entitled at any reasonable time, in connection with the performance or discharge of the functions or duties of the member (whether under this or another Act), without charge, to have access to any relevant council document, including (but not limited to)—

Having these resolutions in place I believe prohibits me undertaking my performance or discharge of the functions or duties of the member.

I have made two written requests, which has been refused by Administration, where I see the request of the community member through me is also myself requesting this information.

I have stated to community members to contact council and their reply due to past experience they prefer to go through an Elected Member.

Addressing the enquiry to the CEO and the SMT is a sign of respect for those positions

and I believe this the protocol of our existing CEO and that members of the SMT can pick the enquiry up to instigate a response.

Going through Customer Service from an Elected Member request for information I believe will take longer as the request will have to go to the Director for allocation of a staff member to research and back to the Director or CEO for final approval for information to be released.

By the Elected Members addressing their request for information through the CEO Officer is respectful and keeping information, which could be of a sensitive nature is maintained to a minimum number of people and not to the broader Council.

I request these resolutions to be rescinded due to their nature and not allowing Elected Members to undertake their role.

regards

**Cr David Kemp**



**City of Victor Harbor**  
1 Bay Road, Victor Harbor SA 5211



Phone: 0448 801 521



Email: [david.kemp@victor.sa.gov.au](mailto:david.kemp@victor.sa.gov.au)



[www.victor.sa.gov.au](http://www.victor.sa.gov.au)



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## **19.2 Motion on Notice - Prohibition of Dogs on Granite Island - Cr Andrew Robertson**

Committee Victor Harbor Council

Meeting Held 26/09/2022

From Karen Rokicinski

File Reference GOV9.24.003

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### **RECOMMENDATION**

1. That Council receive and note the Motion on Notice - Prohibition of Dogs on Granite Island - Cr Andrew Robertson report.

*(Cr Andrew Robertson to propose his motion)*

2. That Council approve the permanent erection, on Council land nearest to the causeway entrance, of the present sign (in sandwich-board format) which was funded by the Save the Penguins of Granite Island and the Penguin Monitoring Groups.

### **INFORMATION**

#### **Purpose**

The purpose of this report is to provide for the consideration of a Motion submitted by Cr Andrew Robertson pursuant to Regulation 12(1) of the *Local Government (Procedures at Meetings) Regulations 2013* in relation to the prohibition of dogs on Granite Island.

#### **Elected Member Commentary**

*Foxes, which continue to inhabit the dunes along the foreshore of Victor Harbor, and particularly around kiosks and cafes where there is food scrap to be scavenged, present the single most important predatory threat to the Penguin Colony on Granite Island.*

*The new Causeway includes new gates that hinder foxes crossing onto Granite Island. It is essential to the conservation of the native fauna species on Granite Island, and especially the remnant Little Penguin colony, that domestic dogs are prohibited from entry to Granite Island. Dogs leave "scent trails" excreted through their paws, and foxes follow those trails.*

*Earlier this year permission was given to the Flinders University supervised - Penguin Monitoring Group to place an educational (sandwich-board style) signboard, on Council land, at the entrance to the Causeway, appealing to the public not take their dogs onto the Causeway, and explaining the reasons.*

*The **signboard has been extraordinarily effective in limiting the entry of dogs**, and foxes, onto Granite Island.*

*Both DEW and DIT have proposed new signage (outlined in elected member update of Friday 9 September) to address the issue of prohibiting dogs on Granite Island. Unfortunately the*

*signage will be ineffective in keeping dogs off the island as;*

- 1. The sign/symbol prohibiting dogs is a circular decal extremely difficult to read because of its very small size*
- 2. The signage has no educational element*

*It is important that Council, which is responsible for dog control on Council land, and the control of feral pests such as foxes, and also for conservation of native fauna species takes steps to alert people to the prohibition of dogs on the causeway and granite island well before they step onto the Causeway.*

*It is critical to note that the Penguin colony on Granite Island was the major night time, winter to Easter, tourist attraction for Victor Harbor. The present population is on the verge of extinction, and every effort must be made to preserve, and grow, the colony.*

#### *Motion*

*That Council approve the permanent erection, on Council land nearest to the causeway entrance, of the present sign (in sandwich-board format) which was funded by the Save the Penguins of Granite Island and the Penguin Monitoring Groups.*

#### **Officer Commentary**

Granite Island (the Island) is under the care, control and management of the Department for Environment and Water (DEW), and the Causeway is under the care, control and management of the Department for Infrastructure and Transport (DIT). Neither the Island nor the infrastructure are managed by the City of Victor Harbor. Therefore, it is not the City of Victor Harbor's responsibility to enforce the prohibition of dogs on the Island itself.

As acknowledged in the Motion, based on the Causeway design information provided to Council, the following signs will be installed at the entry to the Causeway. Both the Department for Infrastructure and Transport, and the Department for Environment and Water regulatory signs will include "no dogs" symbols.

In addition, the wayfinding proposed by DIT/DEW proposes signage will also be installed on the fox gate visualising that no dogs are allowed on the Causeway.

Council's Signage Guidelines 2018 speak to the rationalisation of signs wherever possible, noting that too many signs create visual pollution and become ineffective. The signage planned by DEW and DIT for installation at the entry to the Causeway and on the fox gate together reinforce that dogs are prohibited on the Island and also make clear the educational point around penguin protection by articulation that just one dog "could wipe out the remaining penguins...". It is not considered that duplication of messaging in close proximity to the Causeway entrance would be of increased benefit, but will instead add to signage clutter.

The provision of an additional permanent sign is estimated in the order of \$1000 per annum, which would provide for the structure, design/graphics, and installation. Occasional maintenance and reskinning would also be required.



## RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

**Legal and Compliance** – Granite Island and the Causeway is outside of Council's jurisdiction. Subsequently, compliance responsibility rests with other agencies. This risk is assessed as *low*.

**Reputation** – while Granite Island and its environment are the responsibility of the Department of Environment and Water, the declining Little Penguin over the years has occasionally attracted criticism to Council for perceived lack of action. Additional signage as suggested by Cr Robertson may help to curb such criticism. This risk is assessed as *low*.

## REFERENCES

### City of Victor Harbor Community Plan 2030

Aspiration 4 – We protect our environment.

Aspiration 6 – We are a financially sustainable and well-governed organisation.

### Other references used:

- Local Government (Procedures at Meetings) Regulations 2013  
Regulation 12 - Motions

## BUDGET IMPLICATION

There are insufficient funds in Job # 60120 (Dog advertising/promotion) for the purposes of erecting and maintaining a sign at the entrance of the causeway at an estimated cost of \$1000

Current Budget	=	\$ 1000
Less expenditure to date	=	\$ 0
Less projected expenditure	=	\$ 1000
Less report expenditure	=	\$ 1000
<b>Budget remaining</b>	=	<b>(\$ 1000)</b>

No budget offset has been identified.

There will be an increase, subject to Council approval, to operating expenses of \$1,000

## CONSULTATION

Director Environment and Infrastructure – Kathy Hayter

Director Community and Development – Graham Pathuis

**From:** [Andrew Robertson](#)  
**To:** [Karen Rokicinski](#)  
**Cc:** [Andrew Robertson](#); [David Kemp](#)  
**Subject:** Notice of Motions - Council Meet 26 Sept 2022  
**Date:** Monday, 12 September 2022 1:27:16 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)

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Good morning Karen,

File Reference GOV9.24.003  
Dated 11 September, 2022

I wish to give notice of my intention to move the following two motions at the next meeting of Council scheduled for 26 September, 2022:

**Motion 1. Prohibition of dogs on Granite Island**

Council Member Commentary.

Foxes, which continue to inhabit the dunes along the foreshore of Victor Harbor, and particularly around kiosks and cafes where there is food scrap to be scavenged, present the single most important predatory threat to the Penguin Colony on Granite Island.

The new Causeway includes new gates that hinder foxes crossing onto Granite Island. It is essential to the conservation of the native fauna species on Granite Island, and especially the remnant Little Penguin colony, that domestic dogs are prohibited from entry to Granite Island. Dogs leave "scent trails" excreted through their paws, and foxes follow those trails.

Earlier this year permission was given to the Flinders University supervised - Penguin Monitoring Group to place an educational (sandwich-board style) signboard, on Council land, at the entrance to the Causeway, appealing to the public not take their dogs onto the Causeway, and explaining the reasons.

The **signboard has been extraordinarily effective in limiting the entry of dogs**, and foxes, onto Granite Island.

Both DEW and DIT have proposed new signage (outlined in elected member update of Friday 9 September) to address the issue of prohibiting dogs on Granite Island. Unfortunately the signage will be ineffective in keeping dogs off the island as;

1. The sign/symbol prohibiting dogs is a circular decal extremely difficult to read because of its very small size
2. The signage has no educational element

It is important that Council, which is responsible for dog control on Council land, and the control of feral pests such as foxes, and also for conservation of native fauna species takes steps to alert people to the prohibition of dogs on the causeway and granite island well before they step onto the Causeway.

It is critical to note that the Penguin colony on Granite Island was the major night time, winter to Easter, tourist attraction for Victor Harbor. The present population is on the verge of extinction, and every effort must be made to preserve, and grow, the colony.

Motion

That Council approve the permanent erection, on Council land nearest to the causeway entrance, of the present sign (in sandwich-board format) which was funded by the Save the

Penguins of Granite Island and the Penguin Monitoring Groups.

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**Motion 2. Reducing Operational Risk in the 2022/23 Business Plan**

Council Member Commentary.

Essentially the motion is a proposal to reduce the risk to staff welfare, non-completion of the 2022/23 Business Plan, and especially to give focus, and impetus, to implementation of the Corporate Systems Implementation Project (CSIP) in 2022/23.

The Council is facing a “perfect storm” of conditions that put the ambitious 2022/23 Business Plan in jeopardy.

1. In addition to an ambitious \$11m programme of new, 2022/23 capital works, the CVH is still fully occupied completing a \$5m programme of “works in progress” from 2021/22, notably the Visitor and Whale Centre, and Main Street Stage 4.
2. The Administration has been particularly constrained in 2022 by issues of senior staff medical leave and a spate of absence due to Covid infection. This has required a lot of “doubling up” of duties which has in some cases lasted for many months, exhausting most staff.
3. The Corporate System Implementation Project (CSIP) made significant strides during 2022 in the implementation of the project and especially staff training in the use of the new software. However the project places considerable stress on staff as they learn new corporate culture and practices.
4. Skilled staff losses through resignation are very difficult to replace with private sector packages becoming much more attractive and shortages of skilled and experienced staff being hard to find.
5. 2022 Council Election. Council decision making and monitoring capability is very limited in the five months of September to January. From September the Council is in Caretaker mode. A new Council will be elected in mid-November with the November and December Council meetings being almost back-to-back and activities being focused on orientation, training and formation. The first really fully involved Council meeting will be at the end of January.

Senior Management proposed seven immediate actions to “mitigate organisational risk” to the August Council, which were approved. These seven actions essentially reduced customer service obligations, put off the review of strategic policies, and placed emphasis on quarterly rather than monthly reporting.

The seven actions did not, however, address the crux of the operational risk issue; ambitious project and activity targets, and workload, in the face of inadequate staffing resources.

The Council went out to public consultation in May with a 2022/23 Budget that proposed a Capital budget of \$15m and an Operating deficit of \$0.6m. The high levels of expenditure received significant community criticism. The final approved 2022/23 budget had a capital spend of \$16.5m and an operating deficit of \$1.2m.

In essence it is proposed that 2022/23 Budget be reduced as follows;

1. Capital budget from \$16.5m to \$15m
2. Operating Deficit be reduced from \$1.2m to \$0.5m

It is important to note that the activity and budget trimming being proposed, may be reinstated, in part or whole, should staffing, material and economic circumstances change for the better, in

2023.

The issue of mitigating operational risk is “scheduled for determination by the incoming Council” that effectively means the matter won’t be dealt with till the end of January. The extreme project risks in the current Business Plan are a child of this Council and should not be left to languish for five months.

Motion

That Council approve a reduction in the activities and expenditure in the 2022/23 Business Plan and Budget of \$1.5m of capital expenditure and \$0.7m of operating budget, to substantially mitigate the operational risk, eliminate works in progress carryover to 2023/24, and give a boost to the Corporate Systems Implementation Project. Project activity and budget reduction to be focused on business units facing the most severe staffing constraints.

Best regards

**Cr Andrew Robertson**



**City of Victor Harbor**  
1 Bay Road, Victor Harbor SA 5211



Phone: 0416 396 663



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### **19.3 Motion on Notice - Reducing Operational Risk in the 2022/23 Business Plan - Cr Andrew Robertson**

Committee Victor Harbor Council

Meeting Held 26/09/2022

From Karen Rokicinski

File Reference GOV9.24.003

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## **RECOMMENDATION**

1. That Council receive and note the Motion on Notice - Reducing Operational Risk in the 2022/23 Business Plan - Cr Andrew Robertson report.

*(Cr Andrew Robertson to propose his motion)*

2. That Council approve a reduction in the activities and expenditure in the 2022/23 Business Plan and Budget of \$1.5m of capital expenditure and \$0.7m of operating budget, to substantially mitigate the operational risk, eliminate works in progress carryover to 2023/24, and give a boost to the Corporate Systems Implementation Project. Project activity and budget reduction to be focused on business units facing the most severe staffing constraints.

## **INFORMATION**

### **Purpose**

The purpose of this report is to provide, for consideration, a Motion submitted by Cr Andrew Robertson pursuant to Regulation 12(1) of the Local Government (Procedures at Meetings) Regulations 2013 in relation reducing the operational risk in the 2022/23 Annual Business Plan and Budget.

A copy of Cr Andrew Robertson's written submission and preamble is provided at Attachment A.

### **Elected Member Commentary**

*Essentially the motion is a proposal to reduce the risk to staff welfare, non-completion of the 2022/23 Business Plan, and especially to give focus, and impetus, to implementation of the Corporate Systems Implementation Project (CSIP) in 2022/23.*

*The Council is facing a "perfect storm" of conditions that put the ambitious 2022/23 Business Plan in jeopardy.*

1. *In addition to an ambitious \$11m programme of new, 2022/23 capital works, the CVH is still fully occupied completing a \$5m programme of "works in progress" from 2021/22, notably the Visitor and Whale Centre, and Main Street Stage 4.*

2. *The Administration has been particularly constrained in 2022 by issues of senior staff medical leave and a spate of absence due to Covid infection. This has required a lot of “doubling up” of duties which has in some cases lasted for many months, exhausting most staff.*
3. *The Corporate System Implementation Project (CSIP) made significant strides during 2022 in the implementation of the project and especially staff training in the use of the new software. However the project places considerable stress on staff as they learn new corporate culture and practices.*
4. *Skilled staff losses through resignation are very difficult to replace with private sector packages becoming much more attractive and shortages of skilled and experienced staff being hard to find.*
5. *2022 Council Election. Council decision making and monitoring capability is very limited in the five months of September to January. From September the Council is in Caretaker mode. A new Council will be elected in mid-November with the November and December Council meetings being almost back-to-back and activities being focused on orientation, training and formation. The first really fully involved Council meeting will be at the end of January.*

*Senior Management proposed seven immediate actions to “mitigate organisational risk” to the August Council, which were approved. These seven actions essentially reduced customer service obligations, put off the review of strategic policies, and placed emphasis on quarterly rather than monthly reporting.*

*The seven actions did not, however, address the crux of the operational risk issue; ambitious project and activity targets, and workload, in the face of inadequate staffing resources.*

*The Council went out to public consultation in May with a 2022/23 Budget that proposed a Capital budget of \$15m and an Operating deficit of \$0.6m. The high levels of expenditure received significant community criticism. The final approved 2022/23 budget had a capital spend of \$16.5m and an operating deficit of \$1.2m.*

*In essence it is proposed that 2022/23 Budget be reduced as follows;*

1. *Capital budget from \$16.5m to \$15m*
2. *Operating Deficit be reduced from \$1.2m to \$0.5m*

*It is important to note that the activity and budget trimming being proposed, may be reinstated, in part or whole, should staffing, material and economic circumstances change for the better, in 2023.*

*The issue of mitigating operational risk is “scheduled for determination by the incoming Council” that effectively means the matter won’t be dealt with till the end of January. The extreme project risks in the current Business Plan are a child of this Council and should not be left to languish for five months.*

*Motion*

*That Council approve a reduction in the activities and expenditure in the 2022/23 Business Plan and Budget of \$1.5m of capital expenditure and \$0.7m of operating budget, to substantially mitigate the operational risk, eliminate works in progress carryover to 2023/24, and give a boost to the Corporate Systems Implementation Project. Project activity and budget reduction to be focused on business units facing the most severe staffing constraints.*

**Officer Commentary**

Council's Caretaker Policy (the Policy) defines a Significant Decision as follows:

***Significant Decision*** means any major policy or other decision which will significantly affect the Council area or community or will bind the incoming Council.

The Policy then defines the following as a Major Policy decision:

***Major Policy*** decision includes any decision (not being a Designated Decision):

- a) to spend unbudgeted monies;
- b) to conduct unplanned public consultation;
- c) to endorse a new policy;
- d) to dispose of Council land;
- e) to approve community grants;
- f) to progress any matter which has been identified as an election issue; and
- g) any other issue that is considered a major policy decision by the Chief Executive Officer.

In accordance with the above Policy definitions, and in consultation with the Mayor, the Acting Chief Executive Officer has determined the proposed Motion on Notice is a Significant Decision. The Acting Chief Executive Officer (CEO) is required to report this determination to the Council.

The Policy requires that any Significant Decision within the Caretaker Period is treated in a specific manner, as follows:

## **6.2 Treatment of Significant Decision**

So far as is reasonably practicable, the Chief Executive Officer should avoid scheduling significant decisions (including major policy decisions) for consideration during an Election Period and ensure that such decisions:

- are considered by Council prior to the Election Period; or
- are scheduled for determination by the incoming Council.

Where the Chief Executive Officer has determined that a decision is significant, but circumstances arise that require the decision to be made during the Election Period, the Chief Executive Officer will report this to the Council.

The aim of the Chief Executive Officer's report is to assist Council Members assess whether the decision should be deferred for consideration by the incoming Council.

The Chief Executive Officer's report to Council will address the following issues (where relevant):

- why the matter is considered significant;
- why the matter is considered urgent;
- what are the financial and other consequences of postponing the matter until after the election, both on the current Council and the incoming Council;
- whether deciding the matter will significantly limit options for the incoming Council;
- whether the matter requires the expenditure of unbudgeted funds;
- whether the matter is the completion of an activity already commenced and previously endorsed by Council;
- whether the matter requires community engagement;
- any relevant statutory obligations or timeframes; and
- whether dealing with the matter in the Election Period is in the best interests of the Council area and community.

Council will consider the Chief Executive Officer's report and determine whether or not to make the decision.

### **6.2.1 Role of the Chief Executive Officer**

The determination as to whether a major policy or any other decision is significant will be made by the Chief Executive Officer, after consultation with the Mayor or Chairperson (as relevant).

The Chief Executive Officer must keep a record of all such determinations made and make this list available to candidates upon request.

The contents of this report have been prepared to assist Council Members to assess whether the decision should be deferred, for consideration by the incoming Council. Council must consider the report and accordingly, determine whether or not to make the decision. The following questions/statements are taken from the Caretaker Policy, with responses provided to guide Council's decision in this regard.



***Why is the matter considered significant?***

The matter is considered significant because it is an election issue and the Acting CEO has determined that it is a major policy decision.

***Why is the matter considered urgent?***

The matter is not considered urgent. It will also not impact Council rates which have already been determined for the financial year. Changes to budget will occur across the financial year and will be determined and reported through regular budget review processes based on information available at that time.

***What are the financial and other consequences of postponing the matter until after the election, both on the current Council and the incoming Council?***

Resolving according to the Motion on Notice may have the impact of impeding staff in the delivery of capital projects and operational activities in the current dynamic environment. Flexibility in budgets and projects in this environment is key to ensuring that staff have the ability to move between projects and activities in response to material and/or contractor shortages.

The capital program has been determined via a series of six Elected Member workshops, taking into account Asset Management and Long Term Financial plans, strategic priorities, capacity to deliver and market dynamics. Each of the projects has been assessed against a multi-variable evaluation matrix to determine priority. Ultimately, the scale and mix of projects was endorsed by Council as having a reasonable chance of being achieved. Whilst it is acknowledged that the current market dynamics will undoubtedly play a role in delivery, Administration is well underway in the delivery of the capital program. Of the \$16.9m approved capital budget, 65% is made up of just five major projects/investments: \$8.15m for the Mainstreet project (currently on schedule and on budget), \$1.3m for the Corporate Systems project (a multi-year project, currently tracking on schedule and on budget), \$0.5m for plant and machinery (procurement for all but four items has been completed); \$0.5m for the Victor Harbor Horse Tram Authority's stables and VIP building (design/ procurement underway); and \$0.4m for replacement of the channel markers (procurement completed, detailed design underway). The remaining \$6m is largely accounted for by replacement works which, as far as possible, have been programmed according to the 10-year maintenance/ replacement program. It is also noted that the \$16.9m capital budget is offset by \$5.2m in grant funding.

Delivery of the capital portfolio will ultimately still depend on staff/contractor/material availability and it is possible that there will be some capital projects assigned to Work In Progress (WIP) and necessarily carried forward into the 2023/24 budget. However, at this stage, we are progressing well toward achieving our 2022/23 capital program.

It is likely that due to an inability to quickly fill vacant positions, savings in the Operating budget may naturally evolve, with the effect of achieving operational savings at the end of financial year. A reduction of Operating budget at this stage in the financial year may challenge the ability to recruit the necessary positions that will be essential in supporting the organisation to deliver services and projects for the community. In particular, this may negatively impact delivery of Council's Corporate Systems Implementation Project which relies heavily upon an ability to backfill subject matter experts engaged to work within the project.

Putting this in terms of Risk Management, resolving the way of the Motion on Notice would not have the intended effect of mitigating risk. Rather, reducing the Operating budget may in fact have the opposite effect and the unintended consequence of increasing service and compliance risks to outside of tolerable levels. Mitigating these risks has been the focus of the organisation.

***Whether deciding the matter will significantly limit options for the incoming Council.***

As described above, there is likely to be some WIP for capital projects that will require the incoming Council to set aside funds for project completion in 2023/24. This was a decision made at the time of budget endorsement by Council, with the knowledge that WIP was a reasonable possibility in the current dynamic environment. This was weighed up against the need to provide some flexibility for staff to respond to changing market conditions whilst ensuring sufficient capital for staff.

A decision to delay making a decision on this Motion until the new Council has commenced will not have the effect of significantly limiting their options.

***Whether the matter requires the expenditure of unbudgeted funds.***

Funds for completion of Capital works and operations are all within the endorsed 2022/23 budget. Where a project cannot be achieved within the endorsed budget, it would require a further decision of Council, and this would occur outside of the Caretaker Period, if required.

***Whether the matter is the completion of an activity already commenced and previously endorsed by Council.***

The projects and operating activities are previously endorsed by the Council, and hence, many have already commenced planning, implementation, design or construction.

***Whether the matter requires community engagement.***

Council consulted regarding its 2022/23 draft budget prior to adoption, in line with statutory consultation requirements. A decision to alter the endorsed budget would not necessarily trigger requirements for further community engagement.

***Any relevant statutory obligations or timeframes***

There are no statutory obligations or timeframes relevant to this decision and as such, it would be suitable for the incoming Council to determine any changes to the budget as they see fit. Caretaker Policy requirements are, however, a consideration.

***Whether dealing with the matter in the Election Period is in the best interest of the Council area and community.***

Council has previously considered and endorsed the 2022/23 budget. There is no reason to make a further decision to alter the 2022/23 budget during the Election Period. A decision to cut the budget at this point may impede efficient and effective delivering of the endorsed Annual Business Plan.

Having prepared the required information for the report to Council, it is recommended to the Council that a decision is not made in relation to this Motion on Notice at this time, in acknowledgement of the Caretaker Policy and that Significant Decisions should be avoided where possible.

## RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

**Legal and Compliance** – A Motion on Notice received within the required timeline must lawfully be presented to Council with the agenda. Though with Caretaker period now commenced, Council's Caretaker Policy outlines certain requirements for the treatment of decisions determined to be Significant in accordance with the Policy. Making Significant Decisions is discouraged during the Caretaker period unless the decision is urgent and required to be made. Council, having considered information presented by the Acting Chief Executive Officer, may determine to make a Significant Decision, as it is not strictly prohibited (whereas Designated Decisions *are* strictly prohibited). The report has been prepared in accordance with requirements of both Council's Code of Practice for Meeting Procedures and Caretaker Policy requirements. This risk is considered **low**.

**Financial Management** – The Motion on Notice seeks to reduce both the endorsed capital and operating budgets for 2022/23 by \$1.5million and \$700,000 respectively. This risk is considered **low**.

**Service Delivery** – Reductions in the endorsed Capital and Operating budgets for 2022/23 would increase service delivery risks. In particular, flexibility is required in delivery of the Capital works program given current constraints in relation to materials and contractors, to ensure that employed project management and field based staff are able to continue delivery of projects across the full year. Reducing the Operating budget may impede recruitment of staff and the delivery of key activities and projects, including the Corporate Systems Implementation Project which is essential in the future delivery of more efficient and effective Council operations This risk is assessed as **high**.

**Employee and Public Safety** – Recruitment of staff to relieve pressures on the current workforce is essential given the current shortages and absences that have been impacting on staff wellbeing in recent times. Reducing the Operating budget will impede the ability to backfill/recruit much needed positions to relieve workload impacts on staff. This risk is assessed as **high**.

## REFERENCES

### City of Victor Harbor Community Plan 2030

Aspiration 6 – We are a financially sustainable and well-governed organisation

#### Other references used:

- Local Government (Meeting at Procedures) Regulations 2013  
Regulation 12 – Motion
- Caretaker Policy  
Clause – 6.2 – Treatment of Significant Decision  
Clause 6.2.1 – Role of the Chief Executive Officer

## **BUDGET IMPLICATION**

No additional funds or offsets are required to reduce the endorsed capital and operating budgets for 2022/23 by \$1.5million and \$700,000 respectively.

## **CONSULTATION**

Acting Director Corporate and Customer Service – Vicki Hutchinson

Director Environment and Infrastructure – Kathy Hayter

Acting Group Manager Governance and Finance – Stephanie Juhas

**From:** [Andrew Robertson](#)  
**To:** [Karen Rokicinski](#)  
**Cc:** [Andrew Robertson](#); [David Kemp](#)  
**Subject:** Notice of Motions - Council Meet 26 Sept 2022  
**Date:** Monday, 12 September 2022 1:27:16 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)

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**20. MOTIONS WITHOUT NOTICE**

**21. CONFIDENTIAL ITEMS**

No reports for decision

**22. CLOSURE**