



MEETING OF THE LIMESTONE COAST LOCAL GOVERNMENT ASSOCIATION

AGENDA

Date: 8th December 2023

Time: 9:30am with a 10:00am start

Location: Function Room 1 (upstairs)

Wulanda Recreation & Convention Centre

7 Margaret Street, Mount Gambier SA 5290

CITY OF MOUNT GAMBIER

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1. OPENING MEETING

1.1 President's Welcome

1.2 Host Mayor's Welcome & Acknowledgement of Country

2. PRESENT

Mayors

City of Mount Gambier	Mayor Lynette Martin OAM
Wattle Range Council	Mayor Des Noll OAM
District Council of Grant	Mayor Kylie Boston
Kingston District Council	Mayor Jeff Pope
Naracoorte Lucindale Council	Mayor Patrick Ross
Tatiara District Council	Mayor Liz Goossens

CEOs & LCLGA

City of Mount Gambier	Ms Sarah Philpott (CEO)
Wattle Range Council	Mr Ben Gower (CEO)
District Council of Grant	Mr Darryl Whicker (CEO)
Kingston District Council	Ms Nat Traeger (CEO)
Naracoorte Lucindale Council	Mr Trevor Smart (CEO)
Tatiara District Council	Ms Anne Champness (CEO)
LCLGA	Mr Colin Byles (interim EO - transition) Mr Adrian Maywald (Executive Officer) Ms Kate Napper (DD Manager) Ms Emma Herring (DD Coordinator) Mr Tony Elletson (CAC Officer) Mr Paul Manfrin (Corporate Service)

GUESTS

Member for Mount Gambier	Mr Troy Bell MP Mr Travis Fatchen
PIRSA	Ms Jennifer Schilling
Heritage Advisory Service	Mr Ian Hamilton
LGASA	Ms Rowena McLean – Director Sector Development (Via Teams)
RDALC	Mr David Wheaton
SACCA	Mr Adam Gray
UniSA	Mr Ian McKay
Coorong District Council	Cr Jeff Arthur

3. APOLOGIES

Member for Barker	Mr Tony Pasin MP
Member for MacKillop	Mr Nick McBride MP
District Council of Robe	Mayor Lisa Ruffell Ms Pauline Koritsa (Acting CEO)
Coorong District Council	Mayor Paul Simmons Ms Bridget Matter (CEO)

Recommendation

1. That the apologies be noted and accepted.

Moved:**Seconded:****4. CONFLICTS OF INTERESTS**

Any delegate or staff member with a potential conflict of interest is asked to declare the interest on the supplied Conflict of Interests Declaration Form detailing what the conflict is and why they will not be participating in any item relating to that issue.

5. GUESTS & SPEAKERS

Mr Ian Hamilton, Director of Arcuate Architecture and LCLGA Heritage Advisory Service Officer.

6. CONFIRMATION OF MINUTES

The Minutes of the LCLGA General Meeting, held at Kingston District Council on Friday, 13th of October 2023 can be found on the LCLGA website at:

<https://www.lclga.sa.gov.au/corporate/corporate-documents/lclga-board-meetings>

Recommendation

1. That the Minutes of the LCLGA General Meeting held at the Kingston District Council on Friday, 13th October 2023 be accepted.

Moved:**Seconded:**

7. MATTERS ARISING FROM THE MINUTES – ACTION SHEET

No	Title	Due Date	Status
	13th October 2023		
9	Finance – Request from District Council of Robe referring to membership subscription		Report in December Agenda.
10.1	Strategic Plan Review		To be postponed till Feb/Mar 2024.
10.2	Regional Capacity Grant		Completed
10.3	2022-23 LCLGA Financial Statements		Need to be signed by President and Interim EO – Completed.
10.4	Kingston DC – Funding for Telstra Mobile Blackspots		Information only. No action required. – Completed.
10.5	LC Regional Sporting Academy Incorporation		Develop Case Study.
10.6	LC Risk and Audit Committee		Credit Card and Card Use Policy Review Terms of Reference, Budgets, Delegations and all other Policies – in December Agenda.
11.2.1	South Eastern Water Conservation and Drainage Board Nomination		Information only. No action required. – Completed.
11.2.2	Regional Growth Strategy		Information only. No action required. – Ongoing.
14.1	Other Business -		Received and noted. No action required.
	11th August 2023		
11.2.3	Develop a Financial Scope of auspicing South Australian Coastal Care Alliance, including timing and cost factors.		Answered at October 2023 LCLGA Board Meeting – Report in December Agenda.
	12th August 2022		
7.7	Recruit for an expanded Program Coordinator role, possibly at a graduate level.		On hold until after the strategy review and appointment of a new EO.
	17th June 2022		
7.6	Develop a process and scope for future incubator projects	Feb 2023	For new EO to consider with the Board after the strategic planning workshop.
	14th August 2020		
7.4	Risk & Audit Committee to recruit and appoint an independent member to the Risk & Audit Committee, with a maximum cost of \$3,000 pa and that the terms of reference are amended to allow an independent committee member.		To be completed with the new - EO and Risk & Audit Committee. – Deferred as a new Terms of Reference created due to legislative changes.

Recommendation

1. That the action sheet be noted and accepted.

Moved:**Seconded:**

8. CORRESPONDENCE

In\Out	Date	Subject	Name	Organisation
In	16/10/2023	Call for Partyline Submissions December 2023	Kathya De Silva	Rural Health
In	18/10/2023	Shape the future of the LGA Brand – Survey Update	Clinton Jury – CEO	Local Government Association of SA
Out	26/10/2023	Tourism Immersion and Networking Event	Kate Napper – Destination Development Manager	Limestone Coast Local Government Association
In	27/10/2023	Kingston District Council – Approval of LCLGA Sporting Ecosystem Scoping Study & LCLGA Charter Review	Nat Traeger - CEO	Kingston District Council
In	30/10/2023	2022-23 LGFA Special Distribution Payment		Local Government Finance Authority of SA
In	30/10/2023	Naracoorte Lucindale Council Approve with minor changes to LCLGA Charter Review	Trevor Smart - CEO	Naracoorte Lucindale Council
In	31/10/2023	City of Mount Gambier endorsement of LCLGA Charter Review	Michael McCarthy – Manager Governance and Property	City of Mount Gambier
Out	01/11/2023	LCLGA Media Announcement to Outside Organisations – New Executive Officer	Colin Byles – Interim Executive Officer	Limestone Coast Local Government Association
Out	01/11/2023	LCLGA Media Announcement to Media Outlets – New Executive Officer.msg	Colin Byles – Interim Executive Officer	Limestone Coast Local Government Association

Recommendation

1. That the correspondence be received and noted.

Moved:

Seconded:

9. FINANCIAL REPORT

9.1 Audit and Risk Committee Meeting - 22 November 2023

9.1 Audit and Risk Committee Meeting - 22 November 2023

Committee:	Board Meeting
Meeting Date:	8 December 2023
Author:	Colin Byles, LCLGA Interim Executive Officer
Authoriser:	Colin Byles, LCLGA Interim Executive Officer
Strategic Reference:	LCLGA Strategic Plan – Building Sustainable Communities
Budget Impact:	Nil
Risk Assessment:	Low

RECOMMENDATION

1. That the minutes of the Audit and Risk Committee meeting of the 22 November 2023 be received.
2. That the Limestone Coast Local Government Association Board adopt Budget Review 1 as presented to the Audit and Risk Committee meeting held on the 22 November, with the addition of \$45,000 to the Heritage budget line and an explanation regarding changes to the Heritage budget line and Tourism Marketing budget line be included in the comments.
3. That the Limestone Coast Local Government Association Board adopt the Credit Card Policy as presented at the Audit and Risk Committee meeting held on 22nd of November 2023 with adjustments to,
 - Clause 3.2 changing the word should to will,
 - Clause 3.6 adding the words “and Risk” after the word Audit,
 - Clause 3.8. Add in - In the case that it is the EO’s card lost or stolen than the President must be notified immediately and grant approval for a replacement card.
 - Clause 4 Add in - In the case that it is a complaint against the Executive Officer then they should do so in writing to the President.
4. That the Limestone Coast Local Government Association (LCLGA) Board adopt that the number of Credit Cards approved for usage by LCLGA staff be reduced by two (2) credit cards. The Credit Cards to be removed will be those allocated to the Destination Development Coordinator and the Administration Officer.

EXECUTIVE SUMMARY:

The Audit and Risk Committee met on the 22 November 2023 and a number of recommendations (Audit and Risk Committee minutes are attached to this report) were made that the Limestone Coast Local Government Association (LCLGA) Board now need to consider.

The Audit and Risk Committee had three items on the agenda,

- Budget Review 1
- Credit Card Policy
- Audit and Risk Committee Work Plan

All of the agenda items have a recommendation that needs to be considered and are listed below.

The amended Budget Review 1, the amended Credit Card policy, and the amended Audit and Risk Committee Work Plan are attached to this report along with the Audit and Risk Committee minutes.

4.1 Budget Review 1

Moved Mayor Des Noll

Seconded Sarah Philpott

1. That the Limestone Coast Local Government Association Audit and Risk Committee receive the Budget Review 1 report.
2. That the Limestone Coast Local Government Association Audit and Risk Committee recommend to the Limestone Coast Local Government Association Board that Budget Review 1 as presented to the Audit and Risk Committee meeting held on the 22 November be adopted, with the addition of \$45,000 to the Heritage budget line and an explanation regarding changes to the Heritage budget line and Tourism Marketing budget line be included in the comments.

Carried

4.2 Credit Card Policy

Moved Mayor Des Noll

Seconded Paul Duka

1. That the report be received.
2. That the Limestone Coast Local Government Association (LCLGA) Audit and Risk Committee recommend to the LCLGA Board that the Credit Card Policy as presented at the Audit and Risk Committee meeting held on 22nd of November 2023 be adopted, with adjustments to
 - Clause 3.2 changing the word should to will,
 - Clause 3.6 adding the words “and Risk” after the word Audit,
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or stolen than the President must be notified immediately and grant approval for a replacement card.

- Clause 4 Add in - In the case that it is a complaint against the Executive Officer then they should do so in writing to the President.

3. That the Audit and Risk Committee recommend to the LCLGA Board that the number of Credit Cards approved for usage by LCLGA staff be reduced by two (2) credit cards. The Credit Cards to be removed will be those allocated to the Destination Development Coordinator and the Administration Officer.

Carried

4.3 Audit and Risk Committee Work Plan

Moved Paul Duka

Seconded Mayor Des Noll

1. That the Audit and Risk Committee receive the report.
2. That the Limestone Coast Local Government Association Audit and Risk Committee recommend to the Limestone Coast Local Government Association Board that the Audit and Risk Committee Work Plan be adopted as presented to the Audit and Risk Committee meeting held on the 22 November 2023, with the following adjustments to the Work Plan,
 - At the Annual Financial Statements line move the date to August
 - Add the task Year End Budget Review with a date of July
 - Add another Category called Risk with the following tasks,
 - Internal Controls – Date May
 - Strategic Risk Register – Date April
 - Operational Risk Register – Date April

Carried

MEETING VIA TEAMS

LIMESTONE COAST LOCAL GOVERNMENT ASSOCIATION AUDIT AND RISK COMMITTEE MEETING

1. Present

Mayor Lynette Martin OAM	President LCLGA, Mayor, City of Mount Gambier
Mayor Des Noll	Mayor, Wattle Range Council
Sarah Philpott	CEO, City of Mount Gambier
Paul Duka	Director Corporate Services, Wattle Range Council
Colin Byles	Interim Executive Officer, LCLGA
Adrian Maywald	New Executive Officer, LCLGA (4/12/23)
Vanessa McDonald	LCLGA Contract Accountant

2. Apologies – Nil

Adrian Maywald attended at 3.50pm

3. Minutes of the Previous Meeting

Moved Paul Duka

Seconded Mayor Des Noll

It is recommended that the minutes of the Risk and Audit Committee meeting held on the 14th September 2023 be accepted as a true and correct record of the meeting.

Carried

4. Business

4.1 Budget Review 1

Moved Mayor Des Noll

Seconded Sarah Philpott

1. That the Limestone Coast Local Government Association Audit and Risk Committee receive the Budget Review 1 report.
2. That the Limestone Coast Local Government Association Audit and Risk Committee recommend to the Limestone Coast Local Government Association Board that Budget Review 1 as presented to the Audit and Risk Committee meeting held on the 22 November be adopted, with the addition of \$45,000 to the Heritage budget line and an explanation regarding changes to the Heritage budget line and Tourism Marketing budget line.

Carried

4.2 Credit Card Policy

Moved Mayor Des Noll

Seconded Paul Duka

- 1. That the report be received.**
- 2. That the Limestone Coast Local Government Association (LCLGA) Audit and Risk Committee recommend to the LCLGA Board that the Credit Card Policy as presented at the Audit and Risk Committee meeting held on 22nd of November 2023 be adopted, with adjustments to**
 - Clause 3.2 changing the word should to will,**
 - Clause 3.6 adding the words “and Risk” after the word Audit,**
 - Clause 3.8. Add in - In the case that it is the EO’s card lost or stolen than the President must be notified immediately and grant approval for a replacement card.**
 - Clause 4 Add in - In the case that it is a complaint against the Executive Officer then they should do so in writing to the President.**
- 3. That the Audit and Risk Committee recommend to the LCLGA Board that the number of Credit Cards approved for usage by LCLGA staff be reduced by two (2) credit cards. The Credit Cards to be removed will be those allocated to the Destination Development Coordinator and the Administration Officer.**

Carried

4.3 Audit and Risk Committee Work Plan

Moved Paul Duka

Seconded Mayor Des Noll

- 1. That the Audit and Risk Committee receive the report.**
- 2. That the Limestone Coast Local Government Association Audit and Risk Committee recommend to the Limestone Coast Local Government Association Board that the Audit and Risk Committee Work Plan be adopted as presented to the Audit and Risk Committee meeting held on the 22 November 2023, with the following adjustments to the Work Plan,**
 - At the Annual Financial Statements line move the date to August**
 - Add the task Year End Budget Review with a date of July**
 - Add another Category called Risk with the following tasks,**
 - Internal Controls – Date May**
 - Strategic Risk Register – Date April**
 - Operational Risk Register – Date April**

Carried

5. Other Business

Discussion took place on the changes to legislation relating to the Audit and Risk Committee now being required to have 3 independent members.

The Terms of Reference of the Audit and Risk Committee were discussed and the need to have these reviewed and presented to the Board encompassing the new changes required.

The Executive Officer to attempt to present an updated Audit and Risk Committee Terms of Reference to the next Board Meeting.

Discussion also took place on the need to have an Audit and Risk Committee as the LCLGA is eligible to apply for an exemption. Members expressed the view that the LCLGA should continue to have an Audit and Risk Committee as it has become the most important committee under the Local Government Act 1999.

6. Meeting Closed – 4.10pm

LIMESTONE COAST LOCAL GOVERNMENT ASSOC

Level 1
9 Bay Road
Mount Gambier SA 5290

Profit & Loss [Budget Analysis]

July 2023 To June 2024

	INCOME				
\$241,160.00	City of Mount Gambier	\$241,162.00	\$241,160.00	\$0.00	
\$107,458.00	District Council of Grant	\$107,456.00	\$107,458.00	\$0.00	
\$183,141.00	Wattle Range Council	\$183,140.00	\$183,141.00	\$0.00	
\$123,630.00	Naracoorte Lucindale Council	\$123,628.00	\$123,630.00	\$0.00	
\$58,135.00	District Council of Robe	\$58,140.00	\$58,135.00	\$0.00	
\$104,893.00	District Council of Tatiara	\$104,890.00	\$104,893.00	\$0.00	
\$55,921.00	District Council of Kingston	\$55,919.00	\$55,921.00	\$0.00	
\$52,198.00	SA Tourism Commission	\$52,198.13	\$52,198.00	\$0.00	
\$40,000.00	LGA SA	\$40,000.00	\$40,000.00	\$0.00	
\$10,000.00	Interest	\$10,361.61	\$10,000.00	\$0.00	
\$255,000.00	Grants (Liabilities)	\$265,386.40	\$255,000.00	\$0.00	
\$54,600.00	Sundry Income	\$10,000.00	\$10,000.00	(\$44,600.00)	Decreased of \$54,600 as Councils have rejected LOCALIS Data Program, offsetting reduction in expenditure Increase of \$10,000 SATC Brand Awareness Funding
\$0.00	SA Coastal Councils Alliance	\$48,730.00	\$48,730.00	\$48,730.00	Previously budgeted as a throughput now recording as income and expenditure.
\$90,760.00	Grants	\$0.00	\$45,760.00	(\$45,000.00)	Reduction as a result of cuts in SATC Marketing Budget.
\$62,725.00	LCLGA Project Contribution	\$618.13	\$62,725.00	\$0.00	
\$1,439,621.00	Total INCOME	\$1,301,629.27	\$1,398,751.00	(\$40,870.00)	
	EXPENSES			\$0.00	
\$600.00	Advertising & Marketing	\$0.00	\$600.00	\$0.00	
\$26,064.00	Audit & Accountants Fees	\$6,000.00	\$26,064.00	\$0.00	
\$782.00	Bank Fees	\$370.69	\$782.00	\$0.00	
\$20,400.00	Computing & IT	\$8,507.56	\$20,400.00	\$0.00	
\$6,000.00	Consultancy	\$7,000.00	\$16,000.00	\$10,000.00	Consultant costs associated with recruitment of new Executive Officer
\$22,611.00	Occupancy	\$6,941.40	\$22,611.00	\$0.00	
\$18,000.00	Governance	\$4,371.82	\$18,000.00	\$0.00	
\$27,072.00	Insurances	\$10,131.76	\$27,072.00	\$0.00	
\$6,000.00	Meeting Expenses	\$120.00	\$6,000.00	\$0.00	
\$6,000.00	Miscellaneous Expenses	\$2,528.57	\$6,000.00	\$0.00	
\$7,200.00	Printing/Stationery	\$570.09	\$7,200.00	\$0.00	
\$54,600.00	Projects	\$0.00	\$0.00	(\$54,600.00)	Reduction in LOCALIS Expenditure corresponding decrease in revenue
\$6,000.00	Seminars	\$0.00	\$6,000.00	\$0.00	
\$3,000.00	Subscriptions	\$630.84	\$3,000.00	\$0.00	
\$7,200.00	Telephones	\$2,666.58	\$7,200.00	\$0.00	
\$10,728.00	Training	\$0.00	\$10,728.00	\$0.00	
\$13,032.00	Travel/Accommodation/Meals	\$10,382.31	\$18,032.00	\$5,000.00	Accommodation Costs for Interim Executive Officer
\$24,192.00	Vehicles - Fuel	\$6,090.11	\$24,192.00	\$0.00	
\$45,651.00	Vehicles - Leasing	\$16,843.89	\$45,651.00	\$0.00	
\$1,600.00	Vehicles - Repairs/Maintenance	\$428.82	\$1,600.00	\$0.00	
\$39,986.00	Heritage Services	\$20,608.53	\$84,986.00	\$45,000.00	Expenses not included in original budget
\$61,155.00	Regional Development Australia LC	\$50,577.50	\$61,155.00	\$0.00	
\$622,679.00	Wages	\$205,038.73	\$622,679.00	\$0.00	
\$62,991.00	Wages - Superannuation	\$22,334.86	\$62,991.00	\$0.00	
\$6,171.00	Wages - Workcover	\$1,556.75	\$6,171.00	\$0.00	
\$0.00	Wages - FBT	\$2,934.00	\$0.00	\$0.00	
\$17,320.00	Wage - Accruals	\$455.79	\$17,320.00	\$0.00	
\$8,405.00	SACCA	\$15,965.15	\$57,135.00	\$48,730.00	Previously budgeted as a throughput now recording as income and expenditure.
\$109,816.00	1. Marketing	\$31,939.84	\$64,816.00	(\$45,000.00)	SATC Marketing Budget cuts
\$5,000.00	2. Visitor Servicing	\$0.00	\$5,000.00	\$0.00	
\$750.00	3. Events	\$653.64	\$750.00	\$0.00	
\$1,000.00	4 & 5. Experience Development / A	\$405.03	\$1,000.00	\$0.00	
\$26,199.00	6. Governance & Collaboration	\$10,721.11	\$26,199.00	\$0.00	
\$650.00	7. Industry Capability	\$8.73	\$650.00	\$0.00	

\$1,999.00	8. Promote Value of Tourism	\$78.49	\$1,999.00	\$0.00	
\$84,000.00	LCRSA	\$12,182.83	\$84,000.00	\$0.00	
\$70,668.63	Waste Program	\$0.00	\$70,668.63	\$0.00	
\$56,000.00	CAC	\$912.38	\$56,000.00	\$0.00	
\$21,774.96	Roads Program	\$0.00	\$21,774.96	\$0.00	
\$54,437.41	Economic Program	\$0.00	\$54,437.41	\$0.00	
\$1,557,734.00	Total EXPENSES	\$459,957.80	\$1,566,864.00	\$9,130.00	
(\$118,113.00)	Operating Profit	\$841,671.47	(\$168,113.00)	(\$50,000.00)	

POLICY

Title	Corporate Credit Card
Classification	Finance

1. OBJECTIVE

The purpose of this policy is to control the distribution and use of corporate credit cards within the organisation and to ensure sound governance of expenditure incurred by cardholders for business purposes and public benefit on behalf of the organisation.

2. SCOPE

This policy applies to all employees who have been issued with a corporate credit card.

3. STATEMENT

The LCLGA operates a corporate credit card system which permits cards to be issued to appropriate operational staff throughout the organisation. Corporate credit card holders and their card limits will be reviewed every twelve months by the LCLGA Board to ensure the cards and limits are appropriate. This policy should be read in conjunction with LCLGA's Procurement policy and Corporate Credit Card Agreement Form.

3.1 Corporate Credit Card Holders and Limits

Position	Limit
Executive Officer	\$5,000
Destination Development Manager	\$3,000
Connected and Active Communities Officer	\$2,000
Sporting Academy Coordinator	\$2,000

3.2 Approval of new Corporate Credit Card holders and limits

All new Corporate Credit Card requests are to be approved by the EO. A card holder's individual transaction limit should not exceed their financial delegations (though the cumulative monthly limit may be higher than their financial delegation) and this will be checked regularly by the Contract Accountant.

Card holders are to acknowledge that they have read this policy and sign the Corporate Credit Card Agreement Form (Refer Attachment 1) prior to being issued with their card.

3.3 Transaction Limits

Each Corporate Credit card has an capped individual transaction limit. This limit is usually less than the cumulative monthly limit. The individual transaction should not exceed the card holders financial delegation as identified at 3.1 – Corporate Credit Card Holders and Limits. The Board has the final approval over each card holder's limit. Should a higher transaction limit be required than the card holder's financial delegation, due process should be followed to increase that card holder's financial delegation before a limit is approved that exceeds it. Any changes to original limits must be approved by the Board.

3.4 Use of Corporate Credit Card

Corporate Credit Cards are solely for corporate purchases which must demonstrate clear business purpose; no personal expenses are to be incurred whatsoever on a LCLGA Corporate Credit Card. If a personal expense is unintentionally charged to the Corporate Credit Card, the Card holder will be liable for those transactions and required to refund LCLGA.

Misuse of a Corporate Credit Card may result in disciplinary action commensurate with the severity of the breach.

Breaches include:

- Misuse of a corporate credit card for non-LCLGA related purchases;
- Untimely submission of reconciled and costed corporate credit card monthly statements;
- Any breach of this policy;
- Falsely claiming transactions as LCLGA business; and
- Not keeping the corporate credit card secure.

Disciplinary action may include:

- Reduction in the card holders limit;
- Suspension/removal of corporate credit card from the card holder;
- Disciplinary and performance management of the card holder; or
- Termination of employment of the card holder.

Cash advances are strictly prohibited and as such this facility is not available on any corporate credit card.

Corporate credit cards should not be used when there is an alternative form of procurement and payment available to the card holder at the time of purchase (for example, receiving an invoice to pay for the goods/services). Corporate credit cards are not to be used to circumvent the Procurement policy.

Corporate credit cards may be used to purchase fuel when there is not an approved supplier account available or any fuel card facility available.

All transactions must be supported with an Australian Tax Office (ATO) approved tax invoice/receipt suitable for confirming GST amounts (if applicable). In the event a tax invoice is not available or is misplaced a signed declaration outlining the details of the

purchase and circumstances around the lack of supporting evidence is to be provided.

3.5 Disputes

Any transaction unable to be verified must be reported to the EO or in the case of the EO to the President.

3.6 Month-end approval process and reviews

All transactions listed on corporate credit card statements are to be reconciled monthly with supporting documents that include costing details. Statements are to be signed by the EO, and in the case of the EO by the President by the 14th day of each month.

For further financial transparency and scrutiny the EO's purchase card expenditure will be reported to the audit and risk committee at least twice annually for independent review.

3.7 Cessation of Employment

Corporate purchase cards are to be cancelled immediately on termination of employment/association of the card holder. This is the responsibility of the Administration Officer.

3.8 Lost/stolen cards

It is the card holder's responsibility to contact the EO immediately if their card is lost or stolen. A replacement card can only be ordered by the Administration Officer once advised that approval has been granted by the EO. In the case that it is the EO's card lost or stolen then the President must be notified immediately and grant approval for a replacement card.

4. COMPLAINTS

If a member of staff wishes to make a complaint about a breach of this policy, they should do so in writing to the EO, (or the President) outlining who the individual is, the alleged breach(es) and outline any evidence they have. The EO (or President) will then instigate an internal investigation to verify the breach(es) before determining the most appropriate course of action (if any).

In the case that it is a complaint against the EO then the President must be notified and will then instigate an internal investigation to verify the breach(es) before determining the most appropriate course of action (if any).

5. TRAINING

LCLGA is committed to supporting card holders and other employees in complying with this policy and any associated procedures.

All card holders will be trained during their induction and any additional training needs will be reviewed annually during individual performance reviews and/or as necessary in consideration of any changes.

6. POLICY REVIEW

The effectiveness of this policy will be reviewed in twelve months.

Attachment 1

Corporate Credit Card Agreement

Employee Name _____

Position _____

Card Limit \$ _____ Card approved by EO - Yes / No (circle)

Master register updated - Yes / No (circle)

1.	Agreement Condition	
1.1	I have read and understand the contents of the Procurement Policy and the Corporate Credit Card Policy and the associated processes to ensure compliance with the policy and use of the card allocated to me for business purposes	<input type="checkbox"/>
1.2	I am responsible for the security, confidentiality and observance of conditions for the use of the Corporate Credit Card	<input type="checkbox"/>
1.3	I will not use my card, nor permit it to be used, for any item other than authorised purchases in line with the adopted budget or as authorised by the EO	<input type="checkbox"/>
1.4	The card remains the property of Bank SA and can be cancelled at any time by the bank	<input type="checkbox"/>
1.5	My Bank SA Corporate Credit Card has a monthly credit limit and I will not exceed that limit during the course of any given month	<input type="checkbox"/>
1.6	I will not use the card for any personal expenses; I will provide proper documentation (tax invoices/receipts) as proof of purchase for each transaction made	<input type="checkbox"/>
1.7	Cash withdrawals are not permitted, and cash refunds must not be accepted for purchases made with the card. All credits must be made back through the credit card system	<input type="checkbox"/>
1.8	I will reconcile my card statement on a monthly basis (with proof of purchases attached) that evidence and demonstrate purchases are for business purposes and for public benefit	<input type="checkbox"/>
1.9	A Corporate credit card is a valuable work privilege for my position in LCLGA and I understand that if I misuse it, that it may be confiscated and disciplinary action may be taken	<input type="checkbox"/>
1.10	If my card is misplaced, lost or stolen, I am to report it immediately to the EO who can put an immediate temporary suspension on the card	<input type="checkbox"/>
1.11	In the event of my retirement or resignation from LCLGA, I will return my Corporate Credit Card to the EO	<input type="checkbox"/>

I acknowledge that I have read and understood the conditions set out above which govern the issue of an Bank SA Corporate Credit Card issued in my name.

Card holder Name _____

Signature _____

Date _____

Executive Officer _____

Signature _____

Date _____

Limestone Coast Local Government Association - Audit & Risk Committee Work Plan 23-24

Task		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Financial													
Annual Business Plan/Budget													
Long Term Financial Plan													
Budget Review 1													
Budget Review 2													
Budget Review 3													
Year End Budget Review													
Audit (external) Commencement													
Annual Financial Statements													
Audit Report													
Audit Management Letter													
Governance													
Policies													
Delegations													
LCLGA Annual Report													
Audit & Risk Committee Self Assessment													
Audit & Risk Committee Annual Report													
Review Annual Work Plan (Audit Comm)													
Risk													
Internal Controls													
Strategic Risk Register													
Operational Risk Register													

10. RECOMMENDATIONS

10.1 2024 Limestone Coast Local Government Association Meeting Dates

10.2 Limestone Coast Local Government Association – Charter

10.3 Limestone Coast Local Government Association – Annual Report 2022-23

10.1 2024 Limestone Coast Local Government Association Meeting Dates

Committee: Board Meeting

Meeting Date: 9th December 2023

Author: Colin Byles, LCLGA Interim Executive Officer

Authoriser: Colin Byles, LCLGA Interim Executive Officer

Strategic Reference: LCLGA Strategic Plan – Building Sustainable Communities

Budget Impact: Nil.

Risk Assessment: Low

Recommendation

1. That the Limestone Coast Local Government Association (LCLGA) Board endorses the nominated dates for the 2024 LCLGA meetings.

EXECUTIVE SUMMARY:

The Limestone Coast Local Government Association General Meetings are generally held bimonthly on the second Friday of the month commencing in February each year, which is the Annual General Meeting. Meeting dates for 2024 will need to be endorsed by the LCLGA Board.

PURPOSE:

To endorse the 2024 Limestone Coast Local Government Association meeting dates.

BACKGROUND:

The following dates have been suggested for endorsement for 2024 LCLGA Meetings.

Date	Meeting	Location
18 th Jan 2024	LGASA & SAROC	LGA House
16 th Feb 2024	LCLGA AGM & GM	Wattle Range Council
14 th Mar 2024	LGASA & SAROC	LGA House
12 th Apr 2024	LCLGA GM	District Council of Robe
16 th May 2024	LGASA & SAROC	Regional
7 th Jun 2024	LCLGA GM	Grant District Council
18 th Jul 2024	LGASA & SAROC	LGA House
9 th Aug 2024	LCLGA GM	Tatiara District Council
3 rd October 2024	Regional SAROC	Regional
11 th Oct 2024	LCLGA GM	Naracoorte Lucindale Council
5 th Dec 2024	LGASA SAROC	LGA House
13 th Dec 2024	LCLGA GM	Kingston District Council
14 th Feb 2025	LCLGA AGM & GM	City of Mount Gambier

Noting dates and locations of meetings could be subject to change to accommodate Limestone Coast Councils. LGASA and SAROC meeting dates have been endorsed, however dates and locations are still not confirmed.

10.2 Limestone Coast Local Government Association - Charter

Committee:	Board Meeting
Meeting Date:	8 December 2023
Author:	Colin Byles, LCLGA Interim Executive Officer
Authoriser:	Colin Byles, LCLGA Interim Executive Officer
Strategic Reference:	LCLGA Strategic Plan – Building Sustainable Communities
Budget Impact:	Nil
Risk Assessment:	Low

Recommendation

1. That the Limestone Coast Local Government Association Board adopt the new Limestone Coast Local Government Association Charter as presented to the 8 December 2023 Board meeting.

EXECUTIVE SUMMARY:

The Limestone Coast Local Government Association (LCLGA) Charter has been reviewed over the last 12 months with the LCLGA Board at the 10 February 2023 approving the new LCLGA constitution being sent to the constituent Councils for approval.

“That the LCLGA Board approve the release of the proposed Charter to the LCLGA’s constituent Council’s for review and approval.”

To approve the new constitution of the LCLGA all of the seven (7) constituent Councils must approve the proposed new Constitution.

All seven (7) constituent Councils have approved or given their Mayor approval to adopt the new LCLGA Constitution.

There are two (2) minor spelling edits to adjust in the Charter, these are:

- Clause 2.1.1 - (Powers and Functions) the word should be “complementary” not complimentary.
- Clause 5.6.2 (c) - (Strategic Management Plan) the word should be assess not access.

These spelling adjustments have been made in the attached Charter presented for adoption.

Limestone Coast Local Government Association
CHARTER

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1. INTRODUCTION

1.1 Name

The name of the subsidiary is the Limestone Coast Local Government Association (referred to as “LCLGA” in this Charter).

1.2 Definitions

- 1.2.1 “Absolute majority” of the Constituent Councils means a majority of the whole number of the Constituent Councils;
- 1.2.2 “Act” means the Local Government Act 1999 and all relevant regulations and statutory instruments made there under, as amended from time to time;
- 1.2.3 “Affiliate” means a council constituted under the Act and any other authority of a local government nature constituted or established under South Australian or Commonwealth legislation which is not a Constituent Council but which is affiliated to the South East Zone Regional Association under the Local Government Association’s Constitution;
- 1.2.4 “Board” means the Board of Management of LCLGA;
- 1.2.5 “Board Member” means at any time a member of the Board, and where the context so admits, includes a Deputy Board Member;
- 1.2.6 “Budget” means a budget that conforms to Clause 25 of Schedule 2 to the Act and last adopted by the LCLGA;
- 1.2.7 “Business Plan” means a business plan that conforms to Clause 24 of Schedule 2 to the Act and last adopted by the LCLGA;
- 1.2.8 “Constituent Council” means those councils named in Clause 1.4;
- 1.2.9 “Council” means a council as constituted under the Act;
- 1.2.10 “Deputy Board Member” means at any time a person appointed and holding office as a Deputy to a Board Member;
- 1.2.11 “Elected Member” means a Mayor, Chairman or Member of a Council who has been elected or appointed pursuant to the Local Government (Elections) Act 1999 and the Act;
- 1.2.12 “Financial year” means a year beginning on 1 July in each year and ending on 30 June of the following year;
- 1.2.13 “LGA” means the Local Government Association of South Australia;
- 1.2.14 “Project fee” means a charge imposed by LCLGA on the Constituent Councils in accordance with Clause 5.2;
- 1.2.15 “Meeting” includes an ordinary and a special meeting of the Board;
- 1.2.16 “Minister” means the Minister for the time being responsible for the administration of the Act;

- 1.2.17 “Subscription” means those monies the Constituent Councils are liable to contribute to LCLGA in accordance with Clause 6.2.

1.3 Interpretation

In this charter unless the context otherwise requires:

- 1.3.1 headings do not affect interpretation;
- 1.3.2 singular includes plural and plural includes singular;
- 1.3.3 words of one gender include any gender;
- 1.3.4 a reference to a person includes a partnership, corporation, association, government body and any other entity;
- 1.3.5 a reference to legislation includes any amendment to it, any legislation substituted for it, and any subordinate legislation made under it;
- 1.3.6 an unenforceable provision or part of a provision of this Charter may be severed, and the remainder of this Charter continues in force, unless this would materially change the intended effect of this Charter;
- 1.3.7 the meaning of general words is not limited by specific examples introduced by ‘including’, ‘for example’ or similar expressions;
- 1.3.8 any reference to a section(s) is a reference to a section of the Act and includes any section that substantially replaces that section and deals with the same subject matter.
- 1.3.9 a reference to a ‘Clause’ means a clause of this Charter.

1.4 Establishment

LCLGA is a regional subsidiary established pursuant to Section 43 of the Act by the:

- 1.4.1 City of Mount Gambier;
- 1.4.2 District Council of Grant;
- 1.4.3 Kingston District Council;
- 1.4.4 Naracoorte Lucindale Council;
- 1.4.5 District Council of Robe;
- 1.4.6 Tatiara District Council;
- 1.4.7 Wattle Range Council.

1.5 Local Government Act 1999

This Charter must be read in conjunction with the Act. LCLGA shall conduct its affairs in accordance with the Act except as modified by this Charter as permitted by the Act.

1.6 Objects and Purpose of LCLGA

LCLGA is established to:

- 1.6.1 work in association with both the LGA and the Australian Local Government Association;
- 1.6.2 undertake co-ordinating, advocacy and representational roles on behalf of its Constituent Councils at a regional level;
- 1.6.3 facilitate and co-ordinate activities of local government at a regional level related to social, environmental and community development with the object of achieving improvement for the benefit of the communities of its Constituent Councils;
- 1.6.4 develop, encourage, promote, foster and maintain consultation and co-operation and to strengthen the representation and status of local government when dealing with other governments, private enterprise and the community;
- 1.6.5 develop further co-operation between its Constituent Councils for the benefit of the communities of its region;
- 1.6.6 develop and manage policies which guide the conduct of programs and projects in its region with the objective of securing the best outcomes for the communities of the region;
- 1.6.7 undertake projects and activities that benefit its region and its communities;
- 1.6.8 associate, collaborate and work in conjunction with other regional local government bodies for the advancement of matters of common interest;
- 1.6.9 implement programs that seek to deliver local government services on a regional basis; and
- 1.6.10 to effectively liaise and work with the State and Commonwealth Governments and instrumentalities on a regional basis for the general enhancement of the region.

2. POWERS AND FUNCTIONS OF LCLGA

The powers, functions and duties of LCLGA are to be exercised in the performance and furtherance of LCLGA's objects and purposes.

2.1 Powers and Functions

In addition to those specified in the Act, the powers and functions of LCLGA are:

- 2.1.1 subject to clause 2.5, subscribing to, becoming a member of or co-operating or contracting with any other association or organisation whether within or outside the area of the Constituent Councils whose purposes are wholly or in part similar or complementary to the objects and purposes to LCLGA, and on such terms as LCLGA deems appropriate;

- 2.1.2 subject to clause 2.5, entering into contracts or arrangements with any Government agency or authority which are incidental or conducive to the attainment of the objects and exercise of the powers of LCLGA;
- 2.1.3 subject to clause 2.5, appointing, employing, remunerating, removing or suspending officers, managers, employees and agents of LCLGA;
- 2.1.4 raising revenue through Subscriptions, Project Fees and any other means not inconsistent with the objects and purposes of LCLGA from Constituent Councils (and Affiliates), by arrangements with sponsor organisations and by arrangement or contract with any other organisation or person;
- 2.1.5 printing and publishing any newspapers, periodicals, books, leaflets, electronic communications and other like writing;
- 2.1.6 establishing committees for such purposes as it considers appropriate which may include to steer projects or to pursue geographic or functional interests of LCLGA, the Constituent Councils or specific groups of the Constituent Councils, determining the terms of reference for a committee and appointing any member, officer or employee of a Constituent Council to be a member of a committee; ;
- 2.1.7 subject to clause 2.7, acquiring, holding, dealing with and disposing of any real or personal property;
- 2.1.8 opening and operating bank accounts;
- 2.1.9 accumulating surplus funds for investment purposes;
- 2.1.10 investing any of the funds of LCLGA, provided that:
 - (a) in exercising this power of investment LCLGA must exercise the care, diligence and skill that a prudent person of business would exercise in managing the affairs of other persons; and
 - (b) LCLGA must avoid investments that are speculative or hazardous in nature
- 2.1.11 subject to clause 2.5, borrowing money;
- 2.1.12 giving security for the discharge of the liabilities of LCLGA; and
- 2.1.13 doing all other things that are necessary or incidental or conducive to the attainment of the objects and purposes, the furtherance of the interests and the exercise, performance or discharge of the powers, functions or duties of LCLGA.

2.2 Duties and Acting Outside Areas of Constituent Councils

- 2.2.1 LCLGA has the following duties:
 - (a) to exercise the functions and powers of LCLGA only in the performance and furtherance of LCLGA's objects and purposes;
 - (b) to comply with this Charter, the Act, all other applicable laws and any lawful direction of the Constituent Councils.

- 2.2.2 LCLGA may undertake its activities outside the areas of the Constituent Councils in accordance with the Act but only where such activities have been approved by the Constituent Councils as being necessary or expedient to the performance by LCLGA of its functions.

2.3 **Other Powers, Functions and Duties**

LCLGA may exercise such other functions and powers as may be delegated to the LCLGA or authorised by the Constituent Councils from time to time.

2.4 **Property**

- 2.4.1 All property held by LCLGA is held by it on behalf of the Constituent Councils;
- 2.4.2 No person may sell, encumber or otherwise deal with any property of LCLGA without the approval of the Board by way of resolution at a Board meeting.

2.5 **Borrowings and Expenditure**

- 2.5.1 LCLGA has the power to incur expenditure as follows:
- (a) as set out in a budget adopted by LCLGA in accordance with the Act; or
 - (b) in respect of expenditure not contained in a budget adopted by LCLGA for a purpose of genuine emergency or hardship.
- 2.5.2 LCLGA has the power to borrow money subject to the following:
- (a) LCLGA must prior to taking out any borrowings submit a proposal in writing to the Constituent Councils outlining the amount of money proposed to be borrowed, the terms and conditions of the borrowings and the purpose to which the money will be put;
 - (b) LCLGA may only borrow money if an absolute majority of the Constituent Councils grant approval to the borrowing which approval may be granted on such terms and conditions as determined by the absolute majority of the Constituent Councils granting the approval.

2.6 **Delegation by LCLGA**

LCLGA may subject to this Charter and in accordance with the Act by resolution delegate any of its power or, functions under the Act or this Charter but may not delegate:

- 2.6.1 the power to impose charges including the power to impose a Project Fee or Subscriptions;
- 2.6.2 the power to borrow money or obtain any other form of financial accommodation;
- 2.6.3 the power to approve expenditure of money on the works, services or operations of LCLGA not set out or included in a budget approved by

LCLGA or where required by this Charter approved by the Constituent Councils;

2.6.4 the power to approve the reimbursement of expenses or payment of allowances to members of the Board;

2.6.5 the power to adopt financial estimates and reports.

A delegation is revocable at will and does not prevent LCLGA from acting in a matter.

2.7 **National Competition Policy**

LCLGA must undertake any commercial activities, which constitute a significant business activity of LCLGA, in accordance with the principles of competitive neutrality.

3. **BOARD OF MANAGEMENT**

3.1 **Structure**

3.1.1 LCLGA is a body corporate and is governed by the Act and this Charter.

3.1.2 The Board is LCLGA's governing body and has the responsibility to manage the business and other affairs of LCLGA ensuring that LCLGA acts in accordance with this Charter and all relevant legislation.

3.1.3 All meetings of the Board shall be meetings of LCLGA.

3.2 **Membership of the Board**

3.2.1 The Board shall consist of Members appointed pursuant to this Charter.

3.2.2 Each Constituent Council will be entitled to appoint one elected member to be a Board Member and may at any time revoke this appointment and appoint another elected member to be a Board Member.

3.2.3 Subject to this Charter a Board Member shall be appointed for a term specified in their instrument of appointment or until the conclusion of the next periodic Local Government Election following their appointment, whichever term is lesser, at which time they will be eligible for re-appointment by the Constituent Council.

3.2.4 Each Constituent Council may appoint two elected members of the Constituent Council to be Deputy Board Members for such terms as determined by the Constituent Council, either of whom may act in place of that Constituent Council's Board Member at the request of the Board Member or the Board if the Board Member will be unable to be present at a meeting of the Board. The Constituent Council may revoke the appointment of a Deputy Board Member and appoint another elected member as a Deputy Board Member at any time.

3.2.5 In the absence of a Board Member, the Deputy Board Member acting for the absent Board Member has all of the rights and responsibilities of the Board Member.

- 3.2.6 Each Constituent Council must give notice in writing to LCLGA of the elected members it has appointed as a Board Member and Deputy Board Members and of any revocation of any of those appointments.
- 3.2.7 In the event that a Board Member or both Deputy Board Members are unable to attend a meeting of the Board, any other elected member of the Constituent Council present at the meeting may, upon application, be accepted by the meeting as the proxy for the absent Board Member and Deputy Board Members for the period of the absence of the Board Member and Deputy Board Members.
- 3.2.8 A Constituent Council may invite any of its elected members or employees to attend meetings of the Board and those so invited may be heard but only a Board Member may exercise a vote.
- 3.2.9 The provisions regarding terminating the appointment of a Board Member as prescribed in the Act apply to all Board Members. In addition to those provisions, the appointment of a Board Member shall terminate:
- (a) upon the Council who appointed him/her ceasing to be a Constituent Council; or
 - (b) if the Board Member ceases to be an elected member of the Constituent Council which appointed him/her;
 - (c) upon the happening of any other event through which the Board Member would become ineligible to remain as a Board Member.
- (See Clause 20, Part 2, Schedule 2 of the Act for the grounds that give rise to a vacancy)*
- 3.2.10 The Board may by a two thirds majority vote of the Board Members present (excluding the Board Member subject to this Clause 3.2.10) make a recommendation to the relevant Constituent Council requesting that the Constituent Council terminate the appointment of a Board Member in the event of:
- (a) any behaviour of the Board Member which in the opinion of the Board amounts to impropriety;
 - (b) serious neglect of duty in attending to the responsibilities of a Board Member;
 - (c) breach of fiduciary duty to LCLGA or the Constituent Council(s);
 - (d) breach of the duty of confidentiality to LCLGA or the Constituent Council(s);
 - (e) breach of the conflict of interest provisions of the Act; or
 - (f) any other behaviour that may, in the opinion of the Board, discredit LCLGA or the Constituent Councils.
- 3.2.11 If any vacancy occurs in the membership of the Board it must be filled in the same manner as the original appointment. The person

appointed to fill the vacancy will be appointed for the balance of the term of the original appointment or such longer term as the Constituent Council appointing the person may determine and at the expiry of that term shall be eligible for re-appointment.

3.3 Functions of the Board

In addition to the functions of the Board set out in the Act, the Board has the following functions:

- 3.3.1 ensuring that LCLGA achieves the objectives the purposes set out in this Charter;
- 3.3.2 formulating strategic plans aimed at improving the activities of LCLGA;
- 3.3.3 providing input and policy direction to LCLGA;
- 3.3.4 monitoring, overseeing and evaluating the performance of the Executive Officer of LCLGA;
- 3.3.5 ensuring that ethical behaviour and integrity is maintained by LCLGA and its Board Members in all activities undertaken by LCLGA;
- 3.3.6 ensuring that the activities of LCLGA are undertaken in an open and transparent manner, save as otherwise permitted by this;
- 3.3.7 assisting in the development of Annual Business Plans;
- 3.3.8 exercising the care, diligence and skill that a prudent person of business would exercise in managing the affairs of other persons.

3.4 Propriety of Members of the Board

- 3.4.1 The provisions regarding conflict of interest prescribed in the Act apply to all Board Members in the same manner as if they were elected members of a council.
- 3.4.2 Board Members are not required to comply with Chapter 5, Part 4, Division 2 (Register of Interests) of the Act.
- 3.4.3 Board Members must at all times act in accordance with their duties as set out in the Act.

3.5 President and Vice President of the Board

- 3.5.1 The Board will elect from the Board members a President and Vice President at the Annual General Meeting of the Board.
- 3.5.2 Where there is more than one nomination for the position of President or Vice President, the election shall be decided by ballot.
- 3.5.3 The President and Vice President shall hold office from the Annual General Meeting and for such term as determined by the Board except that the President and Vice President shall immediately cease to hold office as President or Vice President if he or she:
 - (a) resigns from the office of President or Vice President;

- (b) is removed from office as President or Vice President by the Board; or
- (c) is no longer a Board Member.

3.5.4 The President is entitled to the payment of an honorarium as determined by the Board.

3.5.5 In the event that:

- (a) the President ceases to hold office as the President for any reason whatsoever, the Vice-President will be appointed to the role of President and the Board Members may elect from the other Board Members a Board Member to hold the office of Vice-President until the next Annual General Meeting;
- (b) the Vice-President ceases to hold office as the Vice President for any reason whatsoever, the Board Members may elect from the other Board Members a Board Member to hold the office of Vice- President until the next Annual General Meeting;
- (c) both the President and Vice-President cease to hold office as President and Vice President at the same time for any reason whatsoever, the Board Members may elect from the other Board Members, two Board Members to hold the offices of President and Vice President until the next Annual General Meeting.

3.6 Powers of the President and Vice President

- 3.6.1 The President shall preside at all meetings of the Board.
- 3.6.2 In the event of the President being absent from a meeting of the Board, the Vice President will preside during the President's absence.
- 3.6.3 In the event of the President and Vice President being absent from a meeting, the Board shall appoint a Board Member from those present, who shall preside for the duration of the absence of the at the President or Vice President.
- 3.6.4 The President and the Vice President individually or collectively shall have such other powers as may be decided by the Board.

3.7 Meetings of the Board

- 3.7.1 The Board may determine procedures, in addition to but not inconsistent with those specified in this Charter, to apply at or in relation to its meetings.
- 3.7.2 Ordinary meetings of the Board must take place at such times and places as may be fixed by the Board or the Executive Officer of LCLGA from time to time, and in any event not less than two (2) times per financial year. Notice of any change to the time and or place of an ordinary meeting of the Board must be provided by the Executive Officer to each Board Member and Chief Executive Officer of the Constituent Councils at least four (4) weeks prior to the holding of the ordinary meeting as far as reasonably practicable.

- 3.7.3 An ordinary meeting of the Board will constitute an ordinary meeting of LCLGA. The Board shall administer the business of the ordinary meeting.
- 3.7.4 For the purposes of this sub-clause, the contemporary linking together by telephone, audio-visual or other instantaneous means ("telecommunications meeting") of the Board Members, provided that at least a quorum is present, is deemed to constitute a meeting of the Board.
- 3.7.5 Each of the Board Members taking part in the telecommunications meeting, must at all times during the telecommunications meeting be able to hear and be heard by each of the other Board Members present.
- 3.7.6 At the commencement of a telecommunications meeting, each Board Member must announce his/her presence to all other Board Members taking part in the meeting. A Board Member must not leave a telecommunications meeting by disconnecting his/her telephone, audio-visual or other communication equipment, unless that Board Member has previously notified the President of the meeting.
- 3.7.7 The time and place of ordinary meetings of the Board (including the Annual General Meeting) fixed by the Board in accordance with clause 3.7.2 will be confirmed at each ordinary meeting of the Board.
- 3.7.8 Notice of a meeting of the Board for the purpose of making a recommendation to the Constituent Councils to wind up LCLGA will be sent to Board Members and the Chief Executive Officers of the Constituent Councils at least eight (8) weeks before the date of the meeting.
- 3.7.9 Any three (3) Constituent Councils may by delivering a written request to the Executive Officer of LCLGA require a special meeting of the Board to be held. On receipt of the request, the Executive Officer shall send a notice of the special meeting to all Board Members and Chief Executive Officers of the Constituent Councils at least three (3) days prior to the date of the special meeting in the manner provided for in this Charter. Such notice shall specify the date, time and place of the special meeting and be signed by the Executive Officer, and contain, or be accompanied by, the agenda for the meeting.
- 3.7.10 The request by any Constituent Council to the Executive Officer of LCLGA requiring a special meeting to be held must be accompanied by the proposed agenda for the meeting and any written reports intended to be considered at the meeting (and if the proposed agenda is not provided the request is of no effect).
- 3.7.11 The President may convene a special meeting of the Board at the President's discretion without complying with the notice requirements prescribed in this Charter provided always that there is a minimum one (1) hour notice given to Board Members.
- 3.7.12 The President shall convene other meetings of the Board as the Board may direct.

3.7.13 Quorum

- (a) The prescribed number of Board Members will constitute a quorum at a meeting and no business will be transacted at a meeting unless a quorum is present.
- (b) The prescribed number of Board Members means a number ascertained by dividing the total number of Board Members for the time being in office, by two (2) ignoring any fraction resulting from the division and adding one (1).

3.7.14 Voting

- (a) Each Board Member present at the meeting including the President, shall hold a voting card and be entitled to make a deliberative vote on behalf of that Constituent Council.
- (b) In the event of an equality of votes, the President does not have a second or casting vote.
- (c) Questions arising for decision at ordinary meetings of the Board will be decided by an absolute majority of votes on the basis of one (1) vote per Board Member present at the meeting, providing the number of "for" votes is not less than the absolute majority of Constituent Councils.
- (d) A recommendation to Constituent Council's to wind up LCLGA requires the votes of the Board Members of an absolute majority of the Constituent Councils.
- (e) Subject to the Act, each Board Member validly present at a meeting and entitled to vote in accordance with this Charter must vote on a question arising for decision at the meeting. Failure by any Board Member to vote other than where permitted or required by the Act not to vote will be deemed to be a negative vote in relation to the question for decision.

3.7.15 A majority of the Board Members present at a meeting of the Board may adjourn the meeting from time to time and from place to place.

3.7.16 Subject to the provisions of this Charter, meetings of the Board must be conducted in a place open to the public and Chapter 6 Part 3 of the Act extends to LCLGA as if LCLGA were a council and the Board Members were members of the Council.

3.7.17 The Executive Officer must cause minutes to be kept of the proceedings at every meeting of the Board and present the minutes at the next meeting of the Board for confirmation and adoption.

3.7.18 Where the Executive Officer is excluded from attendance at a meeting of the Board pursuant to this Charter, the person presiding at the meeting shall cause the minutes to be kept.

3.7.19 Subject to this Charter a person is entitled to inspect, without payment of a fee:

- (a) minutes of a Board Meeting;

- (b) reports to the Board received at a meeting of the Board;
- (c) recommendations presented to the Board in writing and adopted by resolution of the Board.

3.7.20 Subject to the Act and this Charter and to any direction of the Constituent Councils the Board may determine its own procedures for meetings which must be fair and contribute to free and open decision making.

3.8 **Annual General Meeting**

The Annual General Meeting will:

- 3.8.1 be held on a day determined by the Board save that it must be held before 30 April in each calendar year unless extraordinary administrative difficulty;
- 3.8.2 receive LCLGA's Annual Report which may incorporate reports from committees and any representatives reports from other organisations;
- 3.8.3 receive the audited financial statement for the preceding financial year;
- 3.8.4 acknowledge the appointment of Board Members;
- 3.8.5 elect the:
 - (a) President; and
 - (b) Vice President;
- 3.8.6 determine the amount of the honorarium to be paid to the President; and
- 3.8.7 consider any other business requiring consideration by the Board Members in general meeting.

4. **EXECUTIVE OFFICER**

- 4.1 The Board shall appoint an Executive Officer of LCLGA to manage the business of LCLGA on terms agreed between the Executive Officer and the Board.
- 4.2 The Executive Officer is responsible to LCLGA for the implementation of decisions made by LCLGA and for the efficient and effective management of the affairs of LCLGA.
- 4.3 The Executive Officer shall cause records to be kept of all activities and financial affairs of LCLGA in accordance with this Charter, in addition to other duties provided for by this Charter and those specified in the terms and conditions of appointment.
- 4.4 The Board shall delegate responsibility for the day-to-day management of LCLGA to the Executive Officer, who will ensure that sound business and human resource management practices are applied in the efficient and effective management of the operations of LCLGA.

- 4.5 The functions of the Executive Officer shall be specified in the terms and conditions of appointment and shall include but are not limited to:
- 4.5.1 attending at all meetings of the Board unless excluded by resolution of the Board;
 - 4.5.2 ensuring that the decisions of the Board are implemented in a timely and efficient manner;
 - 4.5.3 providing information to assist the Board to assess LCLGA's performance against its Strategic Management and Business Plans;
 - 4.5.4 appointing, managing, suspending and dismissing employees of LCLGA;
 - 4.5.5 determining the conditions of employment of employees of LCLGA, within budgetary constraints set by the Board;
 - 4.5.6 providing advice and reports to the Board on the exercise and performance of its powers and functions under this Charter or any Act;
 - 4.5.7 ensuring that LCLGA is at all times complying with the relevant legislation;
 - 4.5.8 co-ordinating and initiating proposals for consideration of the Board including but not limited to continuing improvement of the operations of LCLGA;
 - 4.5.9 ensuring that the assets and resources of LCLGA are properly managed and maintained;
 - 4.5.10 ensuring that records required under the Act or any other legislation are properly kept and maintained;
 - 4.5.11 ensuring that LCLGA's Annual Report is distributed to the Constituent Councils in time to be incorporated in their Annual Reports;
 - 4.5.12 exercising, performing or discharging other powers, functions, delegations or duties conferred on the Executive Officer by or under the Act or any other Act, and performing other functions lawfully directed by the Board; and
 - 4.5.13 achieving financial outcomes in accordance with adopted plans and budgets of LCLGA.
- 4.6 The Executive Officer may delegate or sub-delegate any power or function vested in the Executive Officer to:
- 4.6.1 a committee;
 - 4.6.2 an employee of LCLGA;
 - 4.6.3 an employee of a Constituent Council; or
 - 4.6.4 a person for the time being occupying a particular office or position.
- 4.7 A delegation or sub-delegation by the Executive Officer may be subject to any conditions or limitations as determined by the Executive Officer.

- 4.8 Where a power or function is delegated to an employee, or a person occupying a particular office or position, that employee or person is responsible to the Executive Officer for the efficient and effective exercise or performance of that power or function.
- 4.9 A written record of all delegations and sub-delegations must be kept by the Executive Officer at all times.

5. **MANAGEMENT**

5.1 **Financial Management**

- 5.1.1 LCLGA shall keep proper books of accounts, and reconsider its budget in accordance with the requirements of the Local Government (Financial Management) Regulations 2011 and all applicable Australian accounting standards.
- 5.1.2 LCLGA's books of account must be available for inspection by any Board Member or authorised representative of any Constituent Council at any reasonable time on request.
- 5.1.3 LCLGA must establish and maintain a bank account with such banking facilities and at a bank to be determined by the Board.
- 5.1.4 LCLGA shall appoint no less than two Board members, the Executive Officer, the President and the Vice President as authorised operators of the bank accounts. A minimum of two authorised operators must be required to deal with the bank account at any one time.
- 5.1.5 Any payments made by Electronic Funds Transfer must be made in accordance with procedures approved by the external Auditor.
- 5.1.6 The Executive Officer must act prudently in the handling of all financial transactions for LCLGA and must provide quarterly financial and corporate reports to the Board and if requested, the Constituent Councils.

5.2 **Project Fees**

- 5.2.1 LCLGA may charge Constituent Councils or any of them for a specified activity or activities in the form of Project Fees.
- 5.2.2 A Project Fee must be imposed by the Board at an ordinary meeting or an Annual General Meeting.
- 5.2.3 The Executive Officer must give notice to Constituent Councils of the purposes of a Project Fee at least four (4) weeks prior to an ordinary meeting of the Board.
- 5.2.4 In the event that a Constituent Council does not wish to participate in an activity or activities, that Council may elect to be excluded from that activity or activities.
- 5.2.5 The Executive Officer must give notice of the Project Fees to all affected Constituent Councils.

- 5.2.6 A Project Fee will not be binding on Constituent Councils until the expiration of one calendar month from the date of the notice specified in clause 5.2.5.
- 5.2.7 A Constituent Council that objects in writing to the imposition of the Project Fee within one month of the date of the notice shall be exempt from payment of the Project Fee until its objection is considered at a meeting of the Board.
- 5.2.8 A meeting of the Board must, after consideration of the objection of a Constituent Council to a Project Fee, confirm or vary the Project Fee on that Council or exempt that Constituent Council from payment of the Project Fee.
- 5.2.9 The President may convene a special meeting of the Board to consider an objection to a Project Fee.

5.3 **Audit**

- 5.3.1 The Board must appoint an external auditor in accordance with the Local Government (Financial Management) Regulations 2011.
- 5.3.2 The external Auditor shall hold office for such term as determined by the Board.
- 5.3.3 The role of external Auditor will be as specified in the Act.
- 5.3.4 The audit of financial statements of LCLGA, together with the accompanying report from the external Auditor, shall be submitted to both the Board and the Chief Executive Officers of the Constituent Councils.

5.4 **Annual Business Plan and Budget**

- 5.4.1 LCLGA shall prepare and adopt an Annual Business Plan and Budget:
 - (a) linking the core activities of LCLGA to strategic, operational and organisational requirements with supporting financial projections setting out the estimates of revenue and expenditure as necessary for the period; and
 - (b) detailing the estimated subscriptions, revenues, costs and Project Fees for the ensuing financial year.
- 5.4.2 A draft Annual Business Plan and Budget shall be submitted by the Executive Officer to the Board by 30 April in each financial year unless otherwise determined by the Board.
- 5.4.3 The Annual Business Plan and Budget shall be adopted by the Board after 31 May for the ensuing financial year and before 31 August. A draft Annual Business Plan and Budget must be referred to the Constituent Councils at least eight (8) weeks prior to the date of the meeting of the Board at which they are to be adopted.
- 5.4.4 A Constituent Council may comment on the draft Annual Business Plan and Budget in writing to the Executive Officer at least fourteen (14) business days before the meeting at which they are to be adopted or through its Board Members at that meeting.

- 5.4.5 The Board must provide a copy of the adopted Annual Business Plan and Budget to the Chief Executive Officers of each Constituent Council within five (5) business days after adoption.
- 5.4.6 The Board will reconsider the Annual Business Plan and Budget at least three times during the financial year in line with the Local Government (Financial Management) Regulations 2011.
- 5.4.7 LCLGA shall consult with the Constituent Councils prior to amending the Annual Business Plan and Budget.

5.5 Prudential Requirements

Where consideration is being given to LCLGA undertaking a commercial or large project, the provisions of Chapter 4 Part 3 Sections 48(1)(b), 48(2) and 48(3) of the Act, shall apply.

5.6 Strategic Management Plan

- 5.6.1 LCLGA shall prepare and implement a Strategic Management Plan.
- 5.6.2 The Strategic Management Plan will:
 - (a) identify LCLGA's objectives over the period;
 - (b) identify the principal activities that LCLGA intends to undertake to achieve its objectives;
 - (c) state the measures that are to be used to monitor and assess the performance of LCLGA over the period;
 - (d) identify the broad means by which its activities are to be carried out;
 - (e) address issues associated with arranging its affairs; and
 - (f) make provision for the review of LCLGA's charter and activities.
- 5.6.3 LCLGA may amend its Strategic Management Plan at any Board meeting, but must review the Strategic Management Plan at least once every five (5) years.

5.7 Reporting

- 5.7.1 LCLGA must submit to the Constituent Councils, on or before 30 September in each year a report on the work and operations of LCLGA detailing achievement of the aims and objectives of its Annual Business Plan and incorporating the audited Financial Statements of LCLGA and any other information or report as required by the Constituent Councils.
- 5.7.2 The Board shall present a balance sheet and full financial reports to the Constituent Councils at the end of each financial year in accordance with the Local Government (Financial Management) Regulations 2011.

6. MISCELLANEOUS

6.1 New Members

- 6.1.1 Subject to the provisions of the Act, including but not limited to Ministerial approval, this Charter may be amended by the unanimous agreement of the Constituent Councils to provide for the admission of a new Constituent Council or Councils, with or without conditions of membership, such conditions to be determined by the Board.
- 6.1.2 A Council may apply for Affiliate status provided that the Board is satisfied that there is good reason for the Council not to be a full member. Subject to this Charter, an Affiliate shall be entitled to attend at all meetings of the Board and shall have an opportunity to speak to the meeting, however an Affiliate shall not be entitled to vote at meetings of the Board and shall, subject to legislative requirements, have such other rights and obligations as the Board may decide.

6.2 Subscription

- 6.2.1 Every Constituent Council shall be liable to contribute monies to LCLGA each financial year.
- 6.2.2 Subscriptions are to be applied equitably to Constituent Councils under such terms and conditions determined by the Board.
- 6.2.3 The amount of each Constituent Council's subscription will be decided at an ordinary meeting and will be due and payable within one month of a written request from the Executive Officer for payment.
- 6.2.4 If a Council becomes a Constituent Council after the first day of July in any year, the subscription payable by that council for that financial year will be calculated on the basis of the number of months remaining in that financial year.
- 6.2.5 The subscription payable by an Affiliate shall be decided at the time Affiliate status is granted and may be determined by the Board at the Annual General Meeting.

6.3 Standing Orders

Subject to Clause 21 of Schedule 2 of the Act, LCLGA may by resolution at any meeting of the Board pass, alter or rescind standing orders or rules for the due management and regulation of LCLGA. Standing orders or rules made pursuant to this Clause shall be entered in a book that will be kept for the information of Board Members and may be printed or circulated at the discretion of LCLGA.

6.4 Disqualification

- 6.4.1 Subject to any legislative requirements including but not limited to Ministerial approval, a Council that fails to pay its subscription or any other monies due to LCLGA within six months from the date upon which the subscription or other monies become due and payable shall cease to be a Constituent Council or, as the case may be, an Affiliate.

- 6.4.2 The Executive Officer will give notice in writing to the Constituent Council that its status as a Constituent Council or, as the case may be, an Affiliate, has been terminated.

6.5 **Withdrawal**

- 6.5.1 Subject to any legislative requirements, including but not limited to Ministerial approval, a Constituent Council or an Affiliate may resign from LCLGA at any time by giving three months' notice in writing of such withdrawal to the Executive Officer provided that its subscription of the current year and other monies outstanding prior to the date of its giving notice of withdrawal have been paid to LCLGA.
- 6.5.2 The withdrawal of any Constituent Council does not extinguish the liability of that Constituent Council to contribute to any loss or liability incurred by LCLGA at any time before or after such withdrawal in respect of any act or omission by LCLGA prior to such withdrawal.

6.6 **Insurance and Superannuation Requirements**

- 6.6.1 LCLGA shall register with the Local Government Mutual Liability Scheme and comply with the Rules of that Scheme.
- 6.6.2 LCLGA shall advise the Local Government Risk Management Services of its insurance requirements relating to Local Government Special Risks including buildings, structures, vehicles and equipment under the management, care and control of LCLGA.
- 6.6.3 If LCLGA employs any person it shall register with the Local Government Superannuation Scheme and the Local Government Workers Compensation Scheme and comply with the Rules of those Schemes.

6.7 **Winding Up**

- 6.7.1 LCLGA may be wound up by the Minister acting upon a unanimous resolution of the Constituent Councils or by the Minister in accordance with Schedule 2, Part 2, clause 33 (1)(b) of the Act.
- 6.7.2 In the event of a winding up of LCLGA, any surplus assets after payment of all expenses shall be returned to Constituent Councils in proportion to the subscription paid in the financial year prior to the passing of the resolution to wind up.
- 6.7.3 If there are insufficient funds to pay all expenses due by LCLGA on winding up, a levy shall be imposed on all Constituent Councils in proportion to the subscription paid in the financial year prior to the passing of the resolution to wind up.
- 6.7.4 In the event of a winding up of LCLGA, an Affiliate shall not be entitled to participate in a distribution of surplus assets and shall not be liable to pay a levy if there are insufficient funds to pay all expenses.

6.8 **Direction by Constituent Councils**

- 6.8.1 The establishment of LCLGA does not derogate from the power of the Constituent Councils to jointly act in any manner prudent to the sound management and operation of LCLGA, provided that the Constituent

Councils have first agreed by resolution of each Constituent Council as to the action to be taken.

- 6.8.2 The establishment of LCLGA does not derogate from the power of any of the Constituent Councils to act independently in relation to a matter for which LCLGA has been established.
- 6.8.3 Provided that the Constituent Councils have all first agreed unanimously as to the action to be taken, the Constituent Councils may direct and control LCLGA.
- 6.8.4 For the purpose of clause 6.8.3, any direction given by the Constituent Councils must be given in writing to the Executive Officer of LCLGA.

6.9 **Alteration and Review of Charter**

- 6.9.1 This Charter will be reviewed by the Constituent Councils at least once in every four (4) years.
- 6.9.2 This Charter may be amended by unanimous resolution of the Constituent Councils.
- 6.9.3 The Executive Officer must:
 - (a) furnish a copy of the charter, as amended, to the Minister; and
 - (b) ensure that a copy of the charter, as amended, is published on a website (or websites) determined by the chief executive officers of the Constituent Councils; and
 - (c) ensure that a notice of the fact of the amendment and a website address at which the charter is available for inspection is published in the Gazette.

6.10 **Disputes Between Constituent Councils**

- 6.10.1 The Constituent Councils agree to work together in good faith to resolve any matter requiring their direction or resolution.
- 6.10.2 Where the Constituent Councils are unable to resolve a matter within twenty-one (21) days of the matter being presented to them, the matter will be referred by the Board to the President of the Institute of Arbitrators and Mediators Australia (or his/her nominee) for the appointment of an arbitrator.
- 6.10.3 Notwithstanding clause 6.10.2 the Constituent Councils agree to be bound by the decision of the appointed arbitrator (except in relation to any decision relating to the acquisition or disposal of any real property) and will endeavour to work together in good faith in the implementation of that decision.
- 6.10.4 The costs of arbitration shall be borne equally by the Constituent Councils involved in the arbitration, or as otherwise determined by the arbitrator.

6.11 Committees

- 6.11.1 The Board may establish a committee of Board Members for the purpose of:
- (a) enquiring into and reporting to the Board on any matter within LCLGA's functions and powers and as detailed in the terms of reference given by the Board to the Committee;
 - (b) exercising, performing or discharging delegated powers, functions or duties.
- 6.11.2 The Board may establish advisory committees consisting of or including persons who are not Board Members or elected members for enquiring into and reporting to the Board on any matter within LCLGA's functions and powers and as detailed in the terms of reference.
- 6.11.3 Subject to clause 6.11.4 the Board may appoint a member of a committee or advisory committee for such term as determined by the Board save that a term of office of a member of a committee or advisory committee will conclude at the conclusion of the next local government election following their appointment.
- 6.11.4 A member of a committee or advisory committee established under this Clause holds office at the pleasure of the Board.
- 6.11.5 The President of the Board is an ex-officio member of any committee or advisory committee established by the Board.

6.12 Common Seal

- 6.12.1 LCLGA shall have a common seal upon which its corporate name shall appear in legible characters.
- 6.12.2 The common seal shall not be used without the express authorisation of a resolution of LCLGA and every use of the common seal shall be recorded in the minute book of LCLGA.
- 6.12.3 The affixing of the common seal shall be witnessed by the President or Vice President and the Executive Officer or such other person as LCLGA may appoint for the purpose.
- 6.12.4 The common seal shall be kept in the custody of the Executive Officer or such other person as LCLGA may from time to time decide.

6.13 Circumstances Not Provided For

- 6.13.1 If any circumstance arises about which this Charter is silent, incapable of taking effect or being implemented according to its strict provisions, the President may decide the action to be taken to ensure achievement of the objects of LCLGA and its effective administration.
- 6.13.2 The President shall report any such decision at the next general meeting.

10.3 Limestone Coast Local Government Association – Annual Report 2022-23

Committee: Board Meeting

Meeting Date: 8 December 2023

Author: Colin Byles, LCLGA Interim Executive Officer

Authoriser: Colin Byles, LCLGA Interim Executive Officer

Strategic Reference: LCLGA Strategic Plan – Building Sustainable Communities

Budget Impact: Nil

Risk Assessment: Low

Recommendation

1. That the Limestone Coast Local Government Association Board approve the Limestone Coast Local Government Association Annual Report for 2022-23.

EXECUTIVE SUMMARY:

The Local Government Act 1999 Section 131 (1) requires an Annual Report to be produced for the period to the 30 June.

This Annual Report summaries the activities of the Limestone Coast Local Government Association for the year ended 30 June 2023.

When approved the Annual Report will be provided to each constituent Council.

10.4 Limestone Coast Local Government Association – Council Funding Model

Committee: Board Meeting

Meeting Date: 8 December 2023

Author: Colin Byles, LCLGA Interim Executive Officer

Authoriser: Colin Byles, LCLGA Interim Executive Officer

Strategic Reference: LCLGA Strategic Plan – Building Sustainable Communities

Budget Impact: Nil

Risk Assessment: Low

Recommendation

1. That the Limestone Coast Local Government Association (LCLGA) form a working party to review the LCLGA subscription formula and report back to the LCLGA Board with recommendations.
2. That the Working Party consist of three (3) members of the LCLGA Board and the LCLGA Executive Officer.

EXECUTIVE SUMMARY:

At the August 2023 Board Meeting of the Limestone Coast Local Government Association (LCLGA) a motion was moved by the District Council of Robe that read.

“The LCLGA Executive Officer to research how the subscription for Councils is calculated and provide the answer at the next LCLGA Board Meeting.”

A letter outlining the information below has already been sent to the District Council of Robe.

The subscription formula was introduced some 15 plus years ago based on the Local Government Association of South Australia (LGASA) which was a population/revenue model of the Council. This formula is now not used, the research we have carried out does not state why the formula stopped being used.

The subscription amount is now based on a number of years projected into the future through the Draft Business Plan for each year. The table outlining the subscription amount for forward projected years is what the subscription to each Council is based on.

MEMBER CONTRIBUTIONS	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
City of Mount Gambier	\$180,168	\$219,226	\$229,886	\$241,160	\$249,280	\$257,709
District Council of Grant	\$78,159	\$96,986	\$102,073	\$107,458	\$111,309	\$115,309
Wattle Range Council	\$134,499	\$165,757	\$174,203	\$183,141	\$189,549	\$196,204
Naracoorte Lucindale Council	\$90,065	\$111,748	\$117,520	\$123,630	\$128,004	\$132,548
District Council of Robe	\$43,469	\$53,157	\$55,578	\$58,135	\$59,990	\$61,914
District Council of Tatiara	\$75,875	\$94,668	\$99,635	\$104,893	\$108,651	\$112,556
District Council of Kingston	\$40,435	\$50,560	\$53,165	\$55,921	\$57,895	\$59,945
Total	\$642,670	\$792,102	\$832,059	\$874,338	\$904,678	\$936,186

Discussion

Further research has now been undertaken after some additional information was provided by the Tatiara Chief Executive Officer in relation a report that went to the Tatiara Council meeting in May 2015.

After being referred to an Archived area in the LCLGA offices I have been able to locate Board minutes of 2015 which outlines a project that took place relating to the LCLGA subscription formula.

The information I have sent in the letter to the District Council of Robe does not change but the minutes I have found “tells part of the story” in relation to the Subscription base of the LCLGA.

In March 2015 a working party was formed of SELGA members and the Executive Officer to undertake a review of the LCLGA Charter and Subscription methodology.

The subscription formula used at this time to charge the LCLGA Councils was based on the Local Government Association SA (LGASA) subscription formula.

The formula was a three-part formula as outlined below.

- Flat fee based on 3 population parameters: 10,000, 50,000 and > 50,000
- 60% Council annual revenue component revenues component (with reference to the Grants Commission).
- 40% Council population component (with reference to the Grants Commission)

At a Charter and Subscription workshop held in March 2015 and the working party recommended the following.

“With regard to SELGA Subscriptions (Section 6.2), it was agreed that the following can be included in the Charter:

Subscriptions are to be applied equitably to Constituent Councils under such terms and conditions determined by the Board.

The SELGA Board would then adopt a policy (not included in the Charter) to provide specific guidance on the basis for subscription. The policy is to include guidance that:

A. A portion of the subscription shall be calculated based on equal contributions by Constituent Councils.

B. A portion of the subscription shall be calculated based on the population of each Constituent Council.

C. No Constituent Council shall incur a subscription increase or decrease of more than 5% in each year.

D. The above calculations will apply to Subscriptions and Project Fees.

ACTION: The Executive Officer to develop a number of scenarios varying the percentage divided between equal (A) and population (B) for the Board's consideration."

The Executive Officer developed four subscription models which were then sent to the Constituent Councils for consideration.

At the SELGA Board meeting held on the 12 June 2015 the feedback and motions from the Councils was considered and the following motion was adopted.

That SELGA:

- 1. Note the feedback and resolutions from each Constituent Council regarding the method of calculations of SELGA Subscriptions.***
- 2. Note the commencement of the review of the LGASA Subscriptions for application in the 2016-17 budget year.***
- 3. Revisit the SELGA Subscription following the completion of the LGASA Subscription Review.***

I have reviewed the SELGA and LCLGA minutes from 2015-2023 and have found that the Subscription formula for SELGA/LCLGA subscriptions has never been adjusted to the outcome of the LGASA review of the Subscription formula undertaken in 2016.

It was noted in the Business Plan for 2017-18 that the Subscription formula was still to be considered.

From 2017-18 the subscription charges to the constituent Council were charged as a percentage increase to the previous year not recalculating the subscriptions based on the LGASA formula. Some of the years had a zero increase in subscriptions i.e., COVID years but all the other years had a percentage increase.

The LCLGA has a base subscription line and then project fee lines that Councils over the years have opted in or out at various times.

Conclusion

In summary the review of the SELGA subscriptions in 2015 had no outcome and the subscription formula from the LGASA was continued to be used for the next few years and then the subscription increase went to a percentage increase, and I cannot find any paperwork to confirm why the subscriptions went to a percentage increase.

On the basis of what I have been able to discover in relation to the LCLGA subscriptions I suggest a working party be formed to review the LCLGA Subscription formula.

11. LCLGA REPORTS

11.1 LCLGA President's Report

11.2 Executive Officer's Report

11.2.1 South Australian Coastal Council Alliance

11.2.2 Supplementary Local Roads Funding and Special Local Roads Funding

11.3 Destination Development Report

11.4 Connected and Active Communities Project Report

11.5 Limestone Coast Regional Sporting Academy Report

11.1 LCLGA President's Report

I attended the following meetings and events since the last LCLGA Meeting held on 13 October.

- Mayors and CEOs attended a meeting in Naracoorte with the Department of Infrastructure and Transport, at which meeting the LCLGA undertook to call six monthly meetings between the LCLGA and DIT.
- CEO City of Mt Gambier and I met with the Deputy Premier, discussing amongst other matters the Gather Round and initiatives that the Limestone Coast are planning to attract visitation to our region.
- Met with Emma Terry, Chief Executive of SATC and Nick Jones, Executive Director Destination Development, speaking about tourism opportunities for the Limestone Coast, including promotion of our Region in SATC promotions.
- Minister Hildeyard visited Mount Gambier recently and I took the opportunity to discuss with her the Connected and Active Communities project that she is very invested in. The Minister acknowledged the role Tony Elletson is playing in this space. Discussion was also had in regard to a Festival of Footy event to be held in March 2024.
- Along with some Mayors and CEOs attended the LGA and LGFA AGM held in Adelaide on 26 October. Interesting address from Minister Brock re the Local Government Participation and Election Review discussion paper and the ESCOSA Scheme.
- 26 October, Premier Malinauskas announced the State Government's commitment to \$5.5m towards the Telstra Mobile Tower Proposal in the Limestone Coast – now awaiting a further investment from the Federal Government.
- Attended a post referendum yarning circle event at Pangula Mannamurna Aboriginal Corporation.
- Met with Tony Elletson and Colin Byles re Connected and Active Communities.
- Attended opening of Head to Health facility in Mount Gambier. A wonderful asset for the Limestone Coast, enabling people to avail themselves of 'walk up' appointments.
- Met with Flinders University Professor Jonathon Craig re university presence in Mount Gambier and the Limestone Coast.
- Radiation Treatment Working Party meeting – Legislative Review process is still progressing.
- Feasibility study is likely to make progress. Radiation oncology round table held in Adelaide on 20 November, attended by most of the public and private providers in the State. As said before this process is a marathon not a sprint.
- Various meetings in relation to finalising appointment of new EO of LCLGA.
- Discussion with Kate Napper, LCLGA Destination Development Manager in relation to challenges and opportunities.
- Prepared President's Report for LCLGA Annual Report 2022/2023.
- Audit and Risk Committee Meeting.
- Travelled to Mannum to attend Mid-Murray SAROC Meeting :-
- Members are able to access Agenda and Minutes on LGA Website, but I offer the following comments:-
- Presentation from Infrastructure SA on South Australia's 20 year strategy. Question – how do we provide a more equitable approach for the regions, need to focus around inclusion and equity. Agreement around table that economic growth comes from regions who contribute substantially to State's economy and often it is difficult for regional projects to compete for investment compared to larger metro based projects yet they can have a significant impact on the region.

- Acknowledged that we all have ageing infrastructure, creating challenges for disability access and asset management – how do we do it better. Increasingly challenging with ageing infrastructure and changing standards for disability requirements, in particular heritage buildings. The financial burden of improving old buildings so they are more accessible is borne more by regional and remote councils because of population base.
- Discussion continues about Landscape Board and collection of money by Councils.
- Discussion continues about SAROC Annual Business Plan Workshop, acknowledging that we are still awaiting the Constitution and Terms of Reference Review which will reflect the outcomes from the recent workshop. I believe the SAROC Board do not want the bureaucracy currently in place, acknowledge that we are a committee of the LGA and the Strategic Plan is that of the LGA and we align with that, also ensuring that matters from the regions are addressed.
- Attended the Tourism Immersion and Networking event hosted by LCLGA at Raidis Estate.

Recommendation

- 1. That the Report be noted**

11.2 Executive Officers Report

Committee: Board Meeting

Meeting Date: 8 December 2023

Author: Colin Byles, LCLGA Interim Executive Officer

Authoriser: Colin Byles, LCLGA Interim Executive Officer

Strategic Reference: LCLGA Strategic Plan – Building Sustainable Communities

Budget Impact: Nil

Risk Assessment: Low

Recommendation

1. That the Report be noted

EXECUTIVE SUMMARY:

Regional Growth Strategy

The Tender for the Regional Growth Strategy has closed and 12 submissions were received.

An Evaluation Panel was formed from the Regional Growth Strategy Working Party.

The panel consisted on two members from the LCLGA and two members from the RDA Limestone Coast.

This panel has met and considered the submissions with a final two selected. Currently follow up conversations are being held with the final two consultants to clarify some issues.

The panel expect to have a decision of the successful consultant in the next week to 10 days. The LCLGA will be advised as soon as possible.

Materials Recovery Facility (MRF)

A meeting with the consultants Marsden Jacob has been organised for December 11 with the Chief Executive Officers of the seven Councils to discuss a number of issues that need to be clarified from the first report from the consultants.

This project needs to come to a resolution to proceed further or discuss whether the project continues, this project has been around for a number of years without any outcomes.

The LCLGA Board will be advised of the outcome from this meeting.

Office Closure

The Limestone Coast Local Government Association office will be closed over the Christmas break from 5pm, 22nd December 2023 reopening at 9am on Tuesday 2nd January.

Activities for the last two months

- Meeting with Department of Infrastructure Chief Executive Officer and Directors with all Council Mayors, Chief Executive Officers and Infrastructure Directors Managers discussing Infrastructure issues in the Limestone Coast and Coorong regions.
- Interviews for the new Executive Officer
- Regional Local Government Association Executive Officers meeting with LGA President and SAROC President.
- Limestone Coast CEO's bi monthly meeting
- Country Cabinet Community Forum Naracoorte
- Meeting with Contract Accountant re Financial Reports
- Staff Team Meetings – culture building discussions
- SAROC Agenda meeting with Mayor Martin – overview of agenda items
- Regional Tourism Chairs on line meeting.
- Mayors on-line meetings
- LCLGA Tourism Management Working Group.
- Regional Growth Strategy Evaluation Panel discussions.
- Working with new Executive Officer on transition from Interrim Executive Officer.
- Naracoorte Lucindale Council Meeting Presentation with Kate Napper
- Audit and Risk Committee Meeting

11.2.1 South Australian Coastal Council Alliance

Committee: Board Meeting

Meeting Date: 8 December 2023

Author: Colin Byles, LCLGA Interim Executive Officer

Authoriser: Colin Byles, LCLGA Interim Executive Officer

Strategic Reference: LCLGA Strategic Plan – Building Sustainable Communities

Budget Impact: Nil

Risk Assessment: Low

Recommendation

1. That the report be noted.

EXECUTIVE SUMMARY:

At the Limestone Coast Local Government Association Board meeting held in August 2023 the following motion was adopted.

Moved Wattle Range Council

Seconded District Council of Grant

“That the Limestone Coast Local Government Association (LCLGA) Board develop a financial scope on the impact of au spicing SACCA, including timing and cost factors. Report to be provided at the next LCLGA Board meeting in October 2023.”

Carried

The South Australian Coastal Council Alliance (SACCA) was formed a number of years ago to represent the coastal councils as a group. The LCLGA took on the role to auspice the organisation with administrative tasks.

These tasks are, payroll for one person, invoicing subscriptions to the Councils in the SACCA Alliance, receipting monies received and the payment of incidental expenses for the Executive Officer of SACCA.

The tasks are carried out by the Contract Accountant, Corporate Service Officer and the Executive Officer.

These tasks take a very minimal time and amount to approximately \$500 a year to auspice.

This information was verbally reported to the October 2023 LCLGA Board meeting.

11.2.2 Supplementary Local Roads Funding and Special Local Roads Funding

Committee: Board Meeting

Meeting Date: 8 December 2023

Author: Colin Byles, LCLGA Interim Executive Officer

Authoriser: Colin Byles, LCLGA Interim Executive Officer

Strategic Reference: LCLGA Strategic Plan – Building Sustainable Communities

Budget Impact: Nil

Risk Assessment: Low

Recommendation

1. That the report be noted.

EXECUTIVE SUMMARY:

The letter from Minister Brock, attached outlines the Financial Assistance Grants and funding for the Supplementary Roads Funding which will be \$20 million for the financial year 23-24.

The letter from the Local Government Association of South Australian Chief Executive Officer Clinton Jury, outlines the successful road projects in the Limestone Coast region under the Special Local Roads Program.

Council	Project Name	SLRP Funding
District Council of Grant	Wandilo Forest Road, Wandilo	\$440,000.00
Kingston District Council	Cape Jaffa Road, Cape Jaffa	\$495,000.00
Tatiara District Council	Siding Road Seal Widening, Bordertown	\$363,000.00
Tatiara District Council	Don Hunt Road Seal Widening, Bordertown	\$55,000.00
Naracoorte Lucindale Council	Wrattonbully Road Intersection, Wrattobulley	\$178,000.00

Councils have already been notified of these successful projects, this advice shows the successful projects for the whole of the Limestone Coast Local Government Association.

Hon Geoff Brock MP



Government
of South Australia

23MINLG-0515

Mr Colin Byles
Interim Executive Officer
Limestone Coast Local Government Association
Level 1, 9 Bay Road
MOUNT GAMBIER SA 5290
eo@lclga.sa.gov.au

Dear Mr Byles *Colin*

I am pleased to advise that the recommendations of the South Australian Local Government Grants Commission (the Commission) for the distribution of the Australian Government Financial Assistance Grants (FA Grants) and the Supplementary Local Road Funding for 2023-24 to South Australian councils were approved by the Australian Government Minister for Regional Development, Local Government and Territories, the Hon Kristy McBain MP, on 12 August 2023.

FA Grants across Australia will provide an estimated \$3.1 billion for 2023-24, which is an increase of 5.46 per cent over 2022-23. For South Australia, the total allocation is \$203.27 million, an increase of 5.95 per cent.

South Australia's allocation includes General Purpose Grants of \$150,699,915, an increase of 6.12 per cent from 2022-23, and Identified Local Road Grants of \$52,570,707, an increase of 5.46 per cent from 2022-23. The Identified Local Road component includes formulae-based funding of \$44,684,707 and \$7,886,000 for the Special Local Roads Program.

I am advised by Minister McBain that there was an underpayment of the General Purpose Grants of \$6,876,071 and Identified Local Road Grants of \$2,269,222 in the 2022-23 grants for South Australia. Cash grants received by councils during 2023-24 will be adjusted accordingly in proportion to the approved 2022-23 distributions.

As has been the case in recent years, a brought forward payment of the 2023-24 FA Grants was made in late June 2023. I understand 100 per cent of the 2023-24 FA Grants was brought forward, providing a total of \$202.8 million for South Australia. This included \$150.4 million in General Purpose Grants and \$52.47 million in Identified Local Road Grants.

The brought forward payment was distributed on the basis of the Commission's draft recommendations for 2023-24 to give councils immediate access to funds that can help manage the significant financial pressures being experienced at the moment.

It is also important to note that the timing of the 2023-24 brought forward payment in June 2023 and the submission of the Commission's final 2023-24 FA Grant recommendations in August 2023 resulted in a number of under and overpayments for councils for 2023-24. Adjustments for these under and overpayments will be made in 2024-25 and the Commission will contact all councils directly to advise of any required adjustments in due course.

I am also pleased to confirm that the Commission's recommendations for distribution of the 2023-24 Supplementary Local Road Funding, provided to South Australia to address the inequity in South Australia's share of the Identified Local Road Grants, has also been approved by Minister McBain. This funding will provide \$20 million to South Australia for 2023-24, including 85 per cent, or \$17 million, in Formula Grants and 15 per cent, or \$3 million, provided to the Special Local Roads Program.

In summary, the total allocation to South Australia for the 2023-24 year comprises the following components. A table of FA Grants allocated to each council is enclosed for your information (Attachment 1).

Estimated FA Grants for 2023-24

General Purpose Grant (GPG)	\$ 135,138,065
Roads (Formulae Funding - ILRG)	\$ 40,442,392
Roads (Special Local Roads Program - ILRG)	\$ 7,137,000
Total Estimated Grant for 2023-24	\$ 182,717,457
Add Adjustment for 2022-23 underpayment (GPG)	\$ 6,902,806
Add Adjustment for 2022-23 underpayment (ILRG)	\$ 1,452,267
Less Brought Forward Payment Paid in June 2023 (GPG)	\$ 100,962,444
Less Brought Forward Payment Paid in June 2023 (ILRG)	\$ 35,695,209
Remaining 2023-24 Cash Payable (rounded to the nearest dollar)	\$ 54,414,877

2023-24 Supplementary Local Road Funding

Supplementary Local Road Funding (Formulae Funding)	\$ 17,000,000
Supplementary Local Road Funding (Special Local Roads)	\$ 3,000,000
Total Supplementary Local Road Funding 2023-24	\$ 20,000,000

The General Purpose Grants and the Identified Local Road Grants are determined using different assessment methods.

To determine the recommended allocation of General Purpose Grants, the Commission assesses each council's capacity to raise revenue and their expenditure need relative to the average across South Australia.

Greater funding is directed to councils with less capacity to raise revenue from rates, (i.e., typically those councils with lower than average property values), or where services cost more to provide for reasons outside the council's control (i.e., typically those councils with higher than average expenditure needs).

The Identified Local Road Grants are distributed on the basis of road length and population, and for rural councils, road length, population and the area of the council.

The Commission, consisting of the Chair, Mr Rob Donaldson, and the Commissioners, Ms Wendy Campana and Ms Erika Vickery, makes recommendations to me each year based on its distribution methodology. This methodology is reviewed regularly by the Commission. There have been no changes to the distribution methodology for 2023-24.

The FA Grants are untied and the remaining funding for 2023-24 will be paid in four quarterly instalments, with the first instalment recently paid on 17 August 2023 and further instalments to be paid in November 2023, February 2024 and May 2024. The Supplementary Local Road Funding for South Australia for 2023-24 was also passed on to Councils on 31 August 2023.

Should you have any queries regarding the FA Grants or Supplementary Local Road Funding, please contact the Commission's Executive Officer, Mr Peter Ilee, by telephone on (08) 7133 1414 or via email to grants.commission@sa.gov.au.

Yours sincerely



Hon Geoff Brock MP
MINISTER FOR LOCAL GOVERNMENT

12 / 10 / 2023

Attachment 1 Summary of Local Government Financial Assistance Grants for the 2023-24 Financial Year

Attachment 1

Summary of Local Government Financial Assistance Grants for the 2023-24 Financial Year

Council	Population		General Purpose Grant				Local Road Grant			Special Road Grant			Total Grant	
	as at 30 June 2021	as at 30 June 2022	2022-23 Actual	2023-24 Estimate	% Change	Per Capita	2022-23 Actual	2023-24 Estimate	% Change	2022-23 Actual	2023-24 Estimate	2023-24 Reallocated (returned) Grants	2022-23 Actual	2023-24 Estimate
Adelaide Hills	25,746	26,120	618,501	648,037	4.78%	24.81	317,059	331,228	4.47%				935,560	979,265
Adelaide Plains	40,233	41,448	966,523	1,028,325	6.39%	24.81	859,580	906,865	5.50%		550,000		1,826,103	2,486,190
Alexandrina	9,655	10,461	1,405,040	1,545,545	10.00%	147.74	335,262	362,159	8.02%				1,740,302	1,907,704
Barossa	28,510	29,780	1,637,440	1,801,184	10.00%	60.48	763,725	812,322	6.36%				2,401,165	2,613,506
Barrington	25,419	25,678	1,331,879	1,531,661	15.00%	59.19	602,468	629,538	4.49%				1,934,337	2,161,199
Berrima	2,571	2,676	244,905	196,844	-20.00%	73.19	249,066	262,561	5.40%				493,871	458,425
Burnside	10,746	10,713	2,634,853	2,757,075	4.64%	257.36	262,069	270,201	3.10%				2,986,922	3,027,276
Burnside	45,889	46,692	1,101,917	1,158,429	5.13%	24.81	593,807	618,567	4.17%				1,686,724	1,776,996
Campbelltown	53,084	56,013	1,275,245	1,398,683	8.97%	24.81	662,798	707,813	6.79%				1,938,043	2,097,486
Ceduna	3,401	3,650	2,069,249	2,146,120	3.71%	587.98	549,337	560,432	5.66%				2,616,586	2,726,552
Charles Sturt	121,065	124,906	2,908,364	3,098,918	6.55%	24.81	1,516,153	1,598,895	5.46%				1,646,240	1,839,788
Clare & Gilbert Valleys	9,463	9,393	1,158,865	1,332,695	15.00%	141.88	487,375	507,093	4.06%				4,424,517	4,697,813
Cleve	1,785	1,765	1,172,736	1,290,011	10.00%	730.88	493,672	517,980	4.92%				1,666,408	1,807,991
Coolbar Pedy	1,775	1,576	920,339	1,012,373	10.00%	642.37	59,028	57,844	2.01%				979,367	1,070,217
Coorong *	5,400	5,569	2,360,029	2,289,229	-3.00%	411.07	821,092	863,884	5.21%	1,750,500	17,000	983,000	4,931,621	4,153,113
Copper Coast	15,352	15,652	2,057,949	2,263,744	10.00%	144.63	415,095	434,814	4.75%				2,473,044	3,089,558
Elliston	1,004	1,037	804,045	884,460	10.00%	862.89	512,523	539,034	5.17%		391,000		1,316,566	1,423,484
Flinders Ranges	1,701	1,682	1,306,236	1,346,726	3.10%	800.67	375,015	393,185	4.86%				1,681,251	1,739,911
Franklin Harbour	1,309	1,323	1,111,795	1,152,252	3.64%	870.94	273,512	287,307	5.04%	1,063,000	770,000		2,448,307	2,209,559
Gawler	25,161	26,123	1,914,698	2,106,168	10.00%	80.63	416,427	440,116	5.69%		65,000		2,331,125	2,611,284
Goyder	4,174	4,134	2,499,216	2,499,217	0.00%	604.55	807,793	766,718	-5.08%	200,000			3,507,009	3,265,935
Grant	8,646	8,925	1,787,428	1,789,554	-1.00%	198.27	422,280	444,915	5.36%		440,000		2,206,718	2,654,469
Holdfast Bay	37,806	38,061	908,220	944,293	3.97%	24.81	460,302	478,741	4.01%				1,368,522	1,423,034
Kangaroo Island	5,108	5,084	2,104,274	2,265,045	7.64%	445.52	505,305	528,667	4.62%	1,340,000	700,000		3,949,579	3,493,702
Karoonda East Murray	1,095	1,028	1,321,697	1,369,791	3.64%	1,332.48	425,030	445,287	4.77%				1,746,727	1,815,088
Kimba	1,041	1,057	1,100,090	1,210,098	10.00%	1,144.84	377,540	396,814	5.11%		495,000		1,477,630	1,606,912
Kingston	2,397	2,389	345,268	258,950	-25.00%	108.39	312,718	327,619	4.76%				657,986	1,081,569
Light	15,626	16,332	928,494	1,207,042	30.00%	73.91	524,869	557,136	6.15%	721,000			2,174,363	1,764,178
Lower Eyre Peninsula	5,851	6,100	660,063	681,716	3.28%	111.76	525,608	554,428	5.46%		940,000		1,185,671	2,176,144
Marion	94,927	96,658	2,280,446	2,398,085	5.16%	24.81	912,504	954,432	4.59%	142,500	348,000		4,846,472	5,286,789
Mild Murray	9,160	9,415	3,671,327	4,032,325	9.83%	428.29	818,986	861,529	5.19%				3,536,410	4,016,629
Mitcham	67,696	68,403	1,626,273	1,697,078	4.35%	24.81	939,046	979,880	4.35%				2,665,319	2,676,958
Mount Barker	38,975	41,059	1,054,972	1,156,813	9.65%	28.17	795,479	855,026	7.49%				1,650,451	2,011,839
Mount Gambier	27,421	27,771	3,540,667	3,710,015	4.76%	133.59	495,640	514,947	3.94%				4,036,307	4,224,962
Mount Remarkable	2,908	2,915	1,795,652	1,887,084	5.09%	647.37	460,923	483,529	4.90%				2,256,585	2,370,613
Murray Bridge	22,905	22,554	3,858,590	4,220,087	9.37%	187.11	615,220	640,430	2.47%				4,473,810	4,850,517
Naracoorte Limestone	8,502	8,928	2,920,014	2,832,413	-3.00%	317.25	601,034	635,577	5.75%				3,521,048	3,467,980
Northern Areas	4,650	4,671	1,551,101	1,706,212	10.00%	365.28	503,248	527,221	4.76%				2,054,349	2,233,433
Northwood, Payneham & St Peters	38,001	38,001	887,175	942,805	6.27%	24.81	441,357	464,770	5.30%				1,326,532	1,407,575
Onkaparinga	175,711	178,546	6,862,268	6,862,268	0.00%	38.43	2,973,239	3,116,999	4.84%	787,000	805,000		10,622,507	10,794,267
Onorono Carleton	839	890	1,061,431	1,100,054	3.64%	1,236.02	318,554	335,406	5.29%				1,379,985	1,436,460
Peterborough	1,650	1,670	1,382,535	1,432,946	3.64%	858.05	304,370	319,668	5.03%				1,661,005	1,732,614
Playford #	96,120	103,420	12,477,761	13,726,537	10.00%	132.72	1,705,367	1,812,561	6.29%	983,000	930,000		15,166,128	16,468,098
Port Adelaide Enfield	129,539	135,844	3,111,936	3,370,290	8.30%	24.81	1,704,089	1,812,526	6.36%	150,000	275,000		4,966,035	5,457,816
Port Augusta	13,536	14,456	3,066,121	3,372,733	10.00%	233.31	339,980	367,336	8.04%		612,000		3,406,111	4,352,069
Port Lincoln	14,826	14,947	1,644,828	1,809,310	10.00%	121.05	276,083	281,218	1.86%				1,920,911	2,090,528
Port Pirie	17,473	17,648	4,516,968	4,988,664	10.00%	281.54	861,935	607,196	-4.34%				5,098,903	5,575,860
Prospect	21,925	22,741	526,707	564,204	7.12%	24.81	252,672	267,361	5.81%				779,379	831,565
Remarkaringa	9,909	10,044	2,776,399	2,776,398	0.00%	276.42	275,303	287,390	4.38%				3,051,702	3,063,788
Rice	1,496	1,583	35,939	39,274	9.28%	24.81	135,489	143,320	5.77%				171,438	182,594
Rocky Downs	3,853	4,105	389,333	416,728	7.04%	101.52	146,380	16,704	-88.59%				535,723	433,442
Salisbury	144,160	148,003	7,781,523	8,275,951	6.35%	55.92	1,962,801	2,064,208	5.16%				9,744,124	10,340,159
Southern Malee	2,064	2,013	1,252,993	1,298,586	3.64%	645.10	500,870	524,871	4.79%				1,753,863	1,823,457
Streaky Bay	2,226	2,254	1,606,110	1,686,781	5.00%	783.82	581,423	609,877	4.89%				2,187,533	2,376,598
Taiara	6,803	7,040	3,313,131	3,213,737	-3.00%	466.50	690,025	726,637	5.31%		363,000		4,003,156	4,303,374
Tea Tree Gully	100,879	102,666	2,423,433	2,547,143	5.10%	24.81	1,379,558	1,444,577	4.71%				3,802,991	3,991,720
Turnby Bay	2,736	2,889	481,358	481,359	0.00%	166.62	323,960	341,733	5.49%				806,318	823,092
Unley	38,915	39,085	934,861	969,699	3.73%	24.81	468,301	475,809	3.82%				1,393,162	1,445,508
Victor Harbor	15,996	16,720	384,275	414,823	7.95%	24.81	344,365	367,460	6.71%				728,640	782,283
Wickfield	6,807	6,958	2,132,789	2,213,803	3.80%	318.17	660,788	664,473	5.10%				2,793,577	2,908,276
Wickerville	7,990	8,179	191,945	202,921	5.72%	24.81	96,343	101,150	4.99%				288,288	304,071
Wattle Range	12,106	12,163	3,298,971	3,265,982	-1.00%	268.52	673,867	704,239	4.51%				3,972,838	3,970,221
West Torrens	61,077	63,105	1,467,262	1,565,635	6.70%	24.81	758,682	800,739	5.54%				2,225,944	2,366,374
Whyalla	21,260	21,894	4,729,141	5,202,056	10.00%	237.60	464,141	474,480	2.23%		180,000		5,193,282	5,856,536
Whyalla	1,299	1,164	1,370,089	1,507,088	10.00%	1,294.76	495,940	518,590	4.57%				1,666,029	2,025,688
Yankalilla	5,839	5,998	236,629	236,629	0.00%	39.48	206,918	217,705	5.21%				443,747	454,534
Yorke Peninsula	11,374	11,922	1,134,686	1,134,685	0.00%	95.18	1,015,873	1,072,688	5.59%				2,150,559	2,207,373
Outback Communities Authority	2,888	2,832	1,809,131	1,919,780	6.12%	677.89	-	-	0.00%				1,809,131	1,919,780
Anangu Plantations Yankunytjatjara	2,590	2,632	1,431,500	1,519,052	6.12%	577.15	188,862	197,587	4.62%				1,620,362	1,716,639
Gerard	225	225	55,868	59,285	6.12%	263.49	25,162	26,324	4.62%				81,030	85,609
Maralinga Tindila	64	64	113,538	120,481	6.12%	1,882.52	67,570	70,681	4.62%				181,108	191,172
Nippantha	85	83	35,837	38,029	6.12%	458.18	25,053	26,210	4.62%				60,890	64,239
Yatala	255	255	201,087	213,366	6.12%	836.81	54,402	56,915	4.62%				255,489	270,301
Total	1,773,412	1,821,908	142,014,136	150,699,915	6.12%	82.72	42,711,614	44,684,707	4.62%	7,137,000	7,886,000	983,000	191,662,750	204,253,622

In reply please quote our reference: ECM 802478 AB/AW

2 November 2023

Mr Colin Byles
Interim Executive Officer
Limestone Coast Local Government Association
Level 1, 9 Bay Road
Mount Gambier SA 5290

Emailed: cbyles@lclga.sa.gov.au

Dear Colin

2023-24 Special Local Roads Program (SLRP) Advice

The Minister for Local Government has now notified all South Australian councils of their 2023-24 Federal Assistance Grants and Supplementary Local Road Funding, which includes information about the approved 2023-24 SLRP funding. The LGA has also written to all South Australian councils to confirm their approved 2023-24 SLRP funded projects.

Below are the projects that have been approved for SLRP 2023-24 funding from within your region:

Council	Project Name	SLRP Funding
District Council of Grant	Wandilo Forest Road, Wandilo	\$440,000.00
Kingston District Council	Cape Jaffa Road, Cape Jaffa	\$495,000.00
Tatiara District Council	Siding Road Seal Widening, Bordertown	\$363,000.00
Tatiara District Council	Don Hunt Road Seal Widening, Bordertown	\$55,000.00
Naracoorte Lucindale Council	Wrattenbully Road Intersection, Wrattenbully	\$178,000.00

Should you have any questions, please contact Alyssa Bates, SLRP Coordinator, via email: slrp@lga.sa.gov.au or telephone: 08 8224 2041.

Yours sincerely



Clinton Jury
Chief Executive Officer

Telephone: (08) 8224 2039

Email: cjury@lga.sa.gov.au

11.3 Destination Development

Committee: Board Meeting

Meeting Date: 8 December 2023

Author: Kate Napper, Destination Development Manager

Authoriser: Colin Byles, LCLGA Interim Executive Officer

Strategic Reference: LCLGA Strategic Plan: Building A Stronger Economy
Goal – Value of tourism to the region continues to increase

Destination Development Strategy 2025 strategic initiatives

Priority Area 1: Marketing

Priority Area 2: Visitor Servicing

Priority Area 4: Experience Development

Priority Area 6: Governance + Collaboration

Priority Area 7: Industry Capability

Priority Area 8: Promote the Value of Tourism

Budget Impact: Nil

Risk Assessment: Not Required

Recommendation

1. That the Report be noted

Report Recommendation: That the report be noted.

Purpose: Project update in accordance with the initiatives and actions set out in the Destination Development Strategy

General project updates are as follows.

- Limestone Coast Tourism Management Group meeting held on 16 November with new meeting schedule for 2024 to be circulated shortly. Meeting frequency to be increased to facilitate stronger working group.

Updates specific to Strategy initiatives and action plan as follows.

Priority Area 1: Marketing

- Content updates are being actioned on destination website in accordance with Q2 of Storytelling Framework.
- Proposed action plan presented to Limestone Coast Grape and Wine Council /Mixed Dozen Steering Committee to consolidate Mixed Dozen wine trail platform. Committee to review path forward at meeting 30 November.

Priority Area 2: Visitor Servicing

- Preparation of Visitor Guide 2024 edition has commenced in conjunction with HWR Media. Advertising sales are open from December and proofing will commence in February. New publication will be available in March 2024.
- Collaborating with Limestone Coast Today to refresh Stay Another Day publication following feedback from Councils.

Priority Area 4: Experience Development

- Coordinated Limestone Coast Visitor Servicing Network meeting in November to enable Council Visitor Servicing teams to collaborate and communicate on projects and activities. Regular gatherings are being scheduled for 2024.
- Supported South Australian Tourism Commission (SATC) four-day visit to the Region with over 20 operator visits conducted with a focus on product development and support.

Priority Area 6: Governance + Collaboration

- LCLGA hosted Limestone Coast Tourism Immersion & Networking Event on 23 November in conjunction with Tourism Industry Council SA (TiCSA).

Representatives from TiCSA, SATC and Tourism Export Council (ATEC) provided updates along with tourism guru Hayden Zammit who spoke to Driving Demand for Growth in 2024. Event was very well received with 60+ tourism stakeholders in attendance.

Tourism businesses and stakeholders valued the opportunity to and connect with the peak tourism industry bodies (in region) and network with their industry peers. Funded small business mentoring and tourism support is being made available through TiCSA and Tourism Accelerator as a follow up to the event.

- Attended Country Cabinet Community Forum in Naracoorte 26 October along with SATC Chief Executive Officer Emma Terry
- Attended Naracoorte Lucindale Council meeting on 28 November to engage with elected members and provide background and updates on the Destination Development Program.

Priority Area 7: Industry Capability

- Outreach to tourism operators regarding Economic Recovery Fund opportunity with Stream 2 open to Regional Tourism Infrastructure Development.

Priority Area 8: Promote the Value of Tourism

- Limestone Coast Tourism Industry Updates email newsletter was launched in October. A resource for Limestone Coast tourism stakeholders to access local and state tourism news and updates.

11.4 Connected and Active Communities

Committee: Board Meeting

Meeting Date: 8th December 2023

Author: Tony Elletson, Connected and Active Communities Officer

Authoriser: Colin Byles, LCLGA Interim EO

Strategic Reference: LCLGA Strategic Plan – Building Sustainable Communities

Budget Impact: Nil

Risk Assessment: Not Required

Recommendation

1. That the Report be noted

Report Recommendation: That the report to be noted.

Purpose: Connected and Active Communities

To partner with community to establish and foster relationships that grow localised capacity to build and deliver impactful physical activity initiatives.

Connected and Active Communities

The Connected and Active Communities (CAC) program aims to partner with community to establish and foster relationships that grow localised capacity to build and deliver impactful physical activity initiatives.

The program will look to provide opportunities for those in our community with barriers to participation and maintain support to our clubs' organisations and associations to ensure sustainability.

The CAC Officer has been working on the following in the past two months;

- A comprehensive facility usage & standards analysis of all sporting and recreation facilities (in Naracoorte Lucindale and DC Grant) that will provide suggestions for shared facilities, upgrade advice and options for expanded use. Quotes have been obtained from consultants and the CAC Officer is now working with the two councils to select suitable consultant and finalise budget support.
- Developing a Pilot Project based around soccer and migrants that the CAC will invest project money into. We are supporting soccer in the Tatiara, with a focus on the migrant community's needs, by exploring ways in which the strengths of the community can be leveraged to create positive physical activity outcomes to establish active lives and connected communities. There are currently multiple forms of informal Soccer participation occurring in the community.

Working with the Tatiara District Council and the Soccer community of the Tatiara we will codesign a first-year plan to deliver an informal sport model to enable the community to deliver soccer in a safe and sustainable manner. We will invest in a local coordinator, support this person with training and resources and then develop a multi year plan to ensure long term sustainability of the sport in the area. This program, if successful, can be rolled out in other areas, using soccer or other sports with a strong migrant/diverse population.

- Tatiara Youth Group Leadership Program. This program, offered by the Connected and Active Communities Program in partnership with Tatiara District Council will offer selected candidates with the opportunity to become leaders and role models in the community.

We will provide young people in the Tatiara region the opportunity to reach their full potential in their chosen sport and life by providing services such as advanced technical coaching in strength & conditioning, psychology, nutrition & hydration, leadership, life skills, mentoring and personal development sessions.

Cost will be \$100, which will cover all aspects of the program. Candidates will need to have a current gym membership.

Scholarships (which will cover all costs of the program, including a gym membership) are available for candidates in financial need. All candidates will be interviewed confidentially to determine suitability for scholarship.

Selection Criteria -

-Aged between 13-18

-Willing to attend gym 2 times a week and monthly leadership workshops

-Minimum of passing all school subjects or a commitment to attain pass marks

-Willingness to give back through volunteering to clubs or recreation groups in the Tatiara community.

All candidates and families/guardians will be provided with a complete induction and program information prior to finalising their place in the program.

Nominations close Friday 19th January 2024

- We are currently surveying clubs across the region to determine their needs for training and education. We will then put together a comprehensive training calendar that suits the demands of clubs. These courses will be delivered by experts approved by the Office for Recreation, Sport and Racing to ensure the highest quality for our clubs.
- Partnering with the South Australian Sports Medicine Association, the CAC Program has booked 2 Level 1 Sports Training Courses and 3 Community Concussion Workshops for 2024. Sports Trainers are a vital part of our sporting landscape and Concussion is one of the major issues in sport currently.
- We have partnered with Department of Child Protection and are in the early phase of running a project that will provide children at risk with opportunities

to participate and benefit from sport they choose to be involved in. More information will be provided in the next meeting report.

- Working with Glenelg Football Club and the State Government on a Festival of Football that will include SANFLW Match, SANFL Trial Match, coaching clinics, education sessions (culture, leadership, governance etc.), and working towards leaving a long-term legacy of support for young footballers in the region.
- Developed an Inclusive Uniform Policy with Mid SE Netball Association that we will hopefully use in other competitions. Allowing more participation and a welcoming environment for all participants.
- Attended a Womens in Sport Taskforce meeting in Adelaide.
- Working with a young community member and council on a bike track in the DC Grant area.
- Working with Inclusion SA we will be also hosting Activating Inclusion for Sporting Clubs workshops in 2024. The sessions will be of no cost to clubs and will be presented as a starting point to changing mindsets and building inclusion culture within our sporting organisations. Information relevant to sporting clubs (including grant opportunities) will also be part of the presentation. The session will provide:

An overview of best practice of inclusion, diversity, and equitable access principles. Introduction to social norms, bias, marginalisation, privilege, and power. Understanding diversity and stereotypes in our own attitudes and networks. Nurturing person-centered & welcoming environments via inclusive conversation.

Introduction to disability and impairment, cultural awareness & competency, gender identity & sexuality. Why inclusion is not a silo process and is good for business.

- The CAC Officer is also continuing to provide clubs with Governance and off field support, including, Constitution, Strategic Planning and Grant/Funding support.

11.5 Limestone Coast Regional Sporting Academy

Committee: Board Meeting

Meeting Date: 8th of December 2023

Author: Adrian Maywald, Limestone Coast Regional Sporting Academy Coordinator

Authoriser: Colin Byles, LCLGA Interim EO

Strategic Reference: LCLGA Strategic Plan – Building Sustainable Communities

Budget Impact: Nil

Risk Assessment: Not Required

Recommendation

1. That the Report be noted

Report Recommendation: That the report be noted.

Purpose: Limestone Coast Regional Sporting Academy Bi- Monthly Update

- The 2024 Athlete selection process is underway, along with negotiations with State Bodies, Educators and Coaches to ensure we are on track for an Induction on February 4th at Wulanda Recreation and Convention Centre.
- A Business Plan to establish the best way forward for sustainability for the Limestone Coast Regional Sporting Academy has been implemented based upon the board recommendation from our October Board Meeting. This Business Case study will be undertaken by Tredwell Consulting and will be ready for review in the first half of 2024 at a Board Meeting.
- While we undertake the Business Case and a transition of Executive Officer, we have been successful in appointing a temporary Administration Support Person to ensure the Academy runs successfully. GRAMAC Solution have assisted with providing the staffing support and this position started on 27/11/2023.
- We have received more than 94 nominations for the Academy in 2024, and each of our 7 Councils has nominated athletes.
- Australian Football League Women's will be a trial program with Glenelg Football Club for 2024. We look forward to trialling this program to best support female players for ongoing success and to secure on ongoing AFL pathway with the Academy.
- We have also had 4 female cyclists for the Academy in 2024 after extensive testing and an Adelaide Camp.
- We are reviewing (in line with our Business Case and Recreation and Sport Recommendations) formalising sponsorship options in-line with current sponsors

and Interstate models to consider for future implementation. This would be to value add or help sustain the Current and Future Academy Programs.

- Our final Sport Psychology sessions for 2023 were hosted by Uni SA (Mt Gambier Campus) in November with a fantastic turn out of parents/athletes.

12. LCLGA SUB COMMITTEE MINUTES

12.1 Tourism Management Group Minutes – 16th November 2023

12.2 Risk & Audit Committee Minutes – 22nd November 2023



Limestone Coast
Local Government
Association

Limestone Coast Tourism Management Group (LCTMG)

Minutes from Meeting
Thursday 16 November 2023, 10:00am
Millicent Visitor Information Centre

1.0 Meeting Open 10.05am

1.1 Present

City of Mount Gambier	Mandy Telfer
Naracoorte Lucindale Council	
Wattle Range Council	Caroline Hill
Robe District Council	
Kingston District Council	Jade Scott (proxy)
District Council of Grant	Rebecca Perkin
Tatiara District Council	Kelly Hutchinson
LCLGA	Kate Napper Emma Herring Colin Byles

1.2 Apologies

Biddie Shearing (City of Mount Gambier), Camille Lehmann (District Council of Robe), Josie Collins (Naracoorte Lucindale Council)

1.3 Incoming Limestone Coast Local Government Association Executive Officer

Colin Byles updated group on the appointment of new Limestone Coast Local Government Association (LCLGA) Executive Officer, Adrian Maywald commencing 4 December.

2.0 Previous Minutes and [Table of Actions](#)

Minutes accepted with no changes.

3.0 Destination Tourism and Marketing Plan (DMP) – Kate Napper

- Digital Marketing update
 - Destination Storytelling Framework and Q2 Digital Marketing Report (Jul-Sept 2023) discussed.
 - Storytelling Framework tool introduced to support LCLGA and Councils with destination website updates that are aligned to attracting more of the region's High Yielding Visitor Personas. This Framework is also a guide for social media content management.
 - Website blogs continuing to be updated by LCLGA and consumer newsletters delivered quarterly.
 - Limestone Coast business events guide has been drafted and will be shared for proofing in due course. This digital guide covers venues and suppliers, accommodation options and experience incentives in the region.

▫ Limestone Coast Regional Trails Network

- Limestone Coast Regional Trails Master Plan 2015 and Feasibility Study was circulated to group prior to meeting to gauge awareness of this old plan.
- LCLGA looking to revisit the strategy in relation to regional trail tourism opportunities but seeking further background and understanding from Councils in terms of current priorities.
- Caroline (Wattle Range) advised they are working to a local trails plan and are interested in progressing with a regional plan.
- All other Councils present not familiar with the 2015 plan.

ACTION: Councils to share current priorities or activities around local and regional trails to inform LCLGA review of regional trails strategy.

▫ Caravan & Campaign Show 2024

- Discussion around participation in the SA Caravan and Camping Show in February 2024 and continuing cross-border collaboration.
- Kate shared that South Australian Tourism Commission (SATC) are a sponsor for the 2024 show so will explore how LC can leverage this.
- Councils present keen to revisit participation in Melbourne Caravan and Camping Show rather than SA.

ACTION: LCLGA to connect with cross border contacts to gauge the interest and value in an SA vs VIC show.

▫ 2024 visitor collateral - timelines planning & Stay Another Day

- Kate tabled new timeframe for 2024 Visitor Guide production which includes 2 week proofing window and delivery moving to end of March 2024. All in attendance accepted the proposed timeline.
- Kate met with Stay Another Day to review previous edition content and will stay connected with Editor to advocate for sufficient proofing and distribution reviews.
- All councils again noted misinformation and multiple errors in previous editions of Stay Another Day.

▫ Update from Limestone Coast Visitor Servicing Network (LCVSN) catch up

- Kate outlined the details of the first LCVSN meeting and the intention to connect as a region regularly with visitor servicing representatives from each Council.
- Mandy (City of Mount Gambier) is a committee member on the South Australian Visitor Services Network (SAVSN)
- Kate suggested LCVSN meetings are held at same frequency as SAVSN, allowing Mandy to provide updates.
- Australian Tourism Data Warehouse (ATDW) training dates have been released and Kate will circulate to TMG.

ACTION: LCLGA to coordinate LCVSN schedule of catch ups for 2024 with consideration of SAVSN meeting timings.

▫ Localis Tourism Data Snapshot reports – discuss future arrangement

- Caroline (Wattle Range) has suggested a review on the Localis contract in January 2024.

- Mixed Dozen Wine Trails Project (MDWT)
 - Kate provided an action plan to MDWT committee for consideration.
 - MDWT committee will convene on 30 November to discuss next steps.

4.0 SATC Update

- Regional Tourism Review
 - Kate explained that no official update has been released.
 - Kate and Colin attended a workshop with SATC in Adelaide to discuss the five models.
 - Now in the business case stages of review to put forward a budget bid to State Government at end of 2023/beginning of 2024.
 - Colin provided an update on his involvement in the Chairs forum.
- Gather Round
 - A working group within SATC has been established and Kate has connected with them but is awaiting update on action plan.
 - Kate has had conversations with Coonawarra Vignerons and City of Mount Gambier on leveraging the event and conveyed this interest back to SATC.

5.0 Grant Opportunities

- Regional Events Funding Update
 - The fund will open again in February 2024
 - Kate has connected with some events about planning applications including Cape Jaffa Food and Wine Festival.
- Economic Recovery Fund
 - LCLGA has connected with some tourism operators who are considering applications under Stream 2 Regional Tourism Infrastructure Development and will provide support letters as requested.
 - Applications for the fund close 15 December 2023.

6.0 Around the region – individual Council tourism updates and news

Caroline Hill (Wattle Range)

- Reverted to Visitor Information Outlet (VIO) status in Millicent and Beachport. Penola will remain as accredited Visitor Information Centre (VIC) 'hub'.
- Now fully resourced in tourism within Council with three part time staff sharing the role, allowing more opportunity to look at their Tourism Strategy.
- Working on wayfinding signage over entire council area with new signage through Tantanoola and working on Mt Burr and Millicent entrance signage.
- Penola and Beachport Visitor Information spaces are undergoing upgrades.

Rebecca Perkin (District Council Grant)

- Citizens Jury has been established.
- Attended TiCSA awards to support finalists, Mountain Path Meadows.

- Master Plan in the works – some ideas include a large playground and/or coffee shop at Tarpeena.

Jade Scott (Kingston DC)

- Launching Cape Jaffa Tourist Drive
- Progressing their role in Coorong Visitor Experience Plan

Mandy Telfer (City of Mount Gambier)

- Currently recruiting for a Tourism Coordinator
- Trails plan for Crater Lakes precinct in progress. Collateral will be produced to support the trail.
- Tender out for new tourism website and new economic website – will transition language from 'discover' to 'visit'. Will also consider an ATDW feed.
- New event coming to Mount Gambier - South East Beer and BBQ festival 9-10 March 2024.

Kelly Hutchinson (Tatiara)

- Council supporting new dog park at Keith
- Carting Club Australian National Titles held in Bordertown. Street party held with approx. 500 people in attendance.
- Bordertown made top 3 of the South Australian Agricultural Town of the Year
- Country Cabinet visit to Keith. \$250k will be funded by the State Government to support the construction of the Don Moseley Memorial Playground.
- Working on updates to signage at Serviceton Rest Stop SA/Vic border.

6.0 Next meeting - discuss 2024 meeting frequency and schedule

- Kate proposed to increase frequency of LCTMG meetings to bimonthly in 2024 to allow for stronger focus as a group and improve momentum with strategic initiatives.
- Suggested moving majority of meetings online for efficiency.
- LCLGA to draw up a proposed 2024 schedule and circulate to LCTMG.

Meeting Closed: 12.17pm followed by optional tour of Millicent Museum

Next Meeting: February TBC

MEETING VIA TEAMS

LIMESTONE COAST LOCAL GOVERNMENT ASSOCIATION AUDIT AND RISK COMMITTEE MEETING
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1. Present

Mayor Lynette Martin OAM	President LCLGA, Mayor, City of Mount Gambier
Mayor Des Noll	Mayor, Wattle Range Council
Sarah Philpott	CEO, City of Mount Gambier
Paul Duka	Director Corporate Services, Wattle Range Council
Colin Byles	Interim Executive Officer, LCLGA
Adrian Maywald	New Executive Officer, LCLGA (4/12/23)
Vanessa McDonald	LCLGA Contract Accountant

2. Apologies – Nil

Adrian Maywald attended at 3.50pm

3. Minutes of the Previous Meeting

Moved Paul Duka

Seconded Mayor Des Noll

It is recommended that the minutes of the Risk and Audit Committee meeting held on the 14th September 2023 be accepted as a true and correct record of the meeting.

Carried

4. Business

4.1 Budget Review 1

Moved Mayor Des Noll

Seconded Sarah Philpott

1. That the Limestone Coast Local Government Association Audit and Risk Committee receive the Budget Review 1 report.

2. That the Limestone Coast Local Government Association Audit and Risk Committee recommend to the Limestone Coast Local Government Association Board that Budget Review 1 as presented to the Audit and Risk Committee meeting held on the 22 November be adopted, with the addition of \$45,000 to the Heritage budget line and an explanation regarding changes to the Heritage budget line and Tourism Marketing budget line comments.

Carried

4.2 Credit Card Policy

Moved Mayor Des Noll

Seconded Paul Duka

- 1. That the report be received.**
- 2. That the Limestone Coast Local Government Association (LCLGA) Audit and Risk Committee recommend to the LCLGA Board that the Credit Card Policy as presented at the Audit and Risk Committee meeting held on 22nd of November 2023 be adopted, with adjustments to**
 - Clause 3.2 changing the word should to will,**
 - Clause 3.6 adding the words “and Risk” after the word Audit,**
 - Clause 3.8. Add in - In the case that it is the EO’s card lost or stolen than the President must be notified immediately and grant approval for a replacement card.**
 - Clause 4 Add in - In the case that it is a complaint against the Executive Officer then they should do so in writing to the President.**
- 3. That the Audit and Risk Committee recommend to the LCLGA Board that the number of Credit Cards approved for usage by LCLGA staff be reduced by two (2) credit cards. The Credit Cards to be removed will be those allocated to the Destination Development Coordinator and the Administration Officer.**

Carried

4.3 Audit and Risk Committee Work Plan

Moved Paul Duka

Seconded Mayor Des Noll

- 1. That the Audit and Risk Committee receive the report.**
- 2. That the Limestone Coast Local Government Association Audit and Risk Committee recommend to the Limestone Coast Local Government Association Board that the Audit and Risk Committee Work Plan be adopted as presented to the Audit and Risk Committee meeting held on the 22 November 2023, with the following adjustments to the Work Plan,**
 - At the Annual Financial Statements line move the date to August**
 - Add the task Year End Budget Review with a date of July**
 - Add another Category called Risk with the following tasks,**
 - Internal Controls – Date May**
 - Strategic Risk Register – Date April**
 - Operational Risk Register – Date April**

Carried

5. Other Business

Discussion took place on the changes to legislation relating to the Audit and Risk Committee now being required to have 3 independent members.

The Terms of Reference of the Audit and Risk Committee were discussed and the need to have these reviewed and presented to the Board encompassing the new changes required.

The Executive Officer to attempt to present an updated Audit and Risk Committee Terms of Reference to the next Board Meeting.

Discussion also took place on the need to have an Audit and Risk Committee as the LCLGA is eligible to apply for an exemption. Members expressed the view that the LCLGA should continue to have an Audit and Risk Committee as it has become the most important committee under the Local Government Act 1999.

6. Meeting Closed – 4.10pm

13. OUTSIDE ORGANISATIONS

13.1 Department for Primary Industries and Regions, South Australia

No report provided.

13.2 Heritage Advisory Service

No report provided.

13.3 Regional Development Association Limestone Coast

Report provided by Mr David Wheaton, CEO of RDALC.

13.4 Local Government Association & SAROC

Ms Rowena McLean, Director Sector Development will be representing the LGASA via Teams.

LGASA Board and SAROC draft minutes from recent meetings can be found at the Local Government Association of South Australia's website at:

<https://www.lga.sa.gov.au/about-lga/lga-meetings/committees.>

Topical Report provided by the LGASA.

13.5 South Australian Coastal Care Alliance

No report provided.

13.6 University of South Australia

No report provided.



LGA Topical Report

November - December 2023

Purpose	This LGA Topical Report provides an information update on LGA activities and is current as of November 2023.
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Sector wide updates:

- Cost Shifting
- Upcoming Reviews
- CWMS
- Local Government Reforms
- Participation and Elections Review
- Employee Recognition Guideline
- Strategic Management Plan (SMP) Advice Scheme
- Financial Sustainability Information Papers
- Coastal Adaptation
- School Community Libraries
- Building Sector Capability
- Jetties

LGA sector wide updates

Cost shifting

The LGA has engaged SGS Economics and Planning to perform a 'Cost of Compliance' project by April 2024, to better-understand the costs to councils of complying with state legislation and the costs of state government cost shifting.

To date, the sector has not measured these costs. It is likely that these costs represent a significant percentage of each council rates notice. The information gained from the review will:

- Give each council better information on the resources it must devote, to meet these mandatory state government obligations; and
- Provide an evidence base for ongoing advocacy by the sector, particularly as the State Government regularly proposes the imposition on councils of further costs and obligations.

SGS will, as far as possible, use existing data (such as that held by the Local Government Grants Commission). The LGA and SGS are liaising with the Local Government Financial Management Group, to design a survey that collect additional information from councils in a consistent manner.

Upcoming Reviews

Upcoming State Government reviews or changes to legislation include:

Environment Protection (Waste to Resources) Policy 2010

The Environment Protection (Waste to Resources) Policy 2010 ("W2R") provides the regulatory underpinning for South Australia's Waste Strategy. The State Government has indicated that a review of this key regulatory framework will commence in 2024 with the intent of modernising the policy to better enable a more circular economy and to achieve the state's emission reduction targets.

Dog and Cat Management

The Department of Environment and Water (DEW) report that they expect to consult on changes to the Dog and Cat Management (DCM) Act in the first quarter of 2024.

The LGA has asked for at least two months consultation on any proposed change to the DCM Act, to enable the LGA and councils to have genuine input.

The LGA AGM also requested that the LGA Secretariat prepare an options paper on dog and cat impounding. This follows increasing difficulties and costs in using services traditionally provided by the Animal Welfare League and the RSPCA. The options paper will be progressed in 2024.

Landscapes SA Act

In August 2023, the State Government commenced an 'Independent Review' of the *Landscapes SA Act 2019* (LSA Act), led by former Environment Minister, John Hill. On 20 November 2023, the LGA finalised its submission to this review. The final submission is available on the LGA's website. The Review is due to report to the Minister for Climate, Environment and Water in mid-February 2024, with the report due to be tabled in Parliament shortly thereafter.

The LGA made eight recommendations to the Independent Reviewer, with the following being the key matters raised; that the State Government:

- Review the management and operation of all Regional Landscape Boards (RLBs) constituted under the LSA Act, with a view to providing more transparency and information to the LGA and its membership regarding the collection and use of the Landscape levy.
- Provide greater transparency and information to the LGA and its membership regarding the operation of the LSA Act scheme more broadly, including financial and operational interactions between the State Landscape Strategy, the statutory funds constituted under the LSA Act and the RLBs.
- Consider requiring an annual report to be laid before the State Parliament outlining the holistic operational status of the LSA Act scheme over the previous 12 months.
- Reconsider the manner which it collects the Landscape levy from local communities. Firstly, the State Government should investigate the costs to Revenue SA, of collecting the Landscapes levy together with other property taxes. The LGA then recommends that Revenue SA collect the levy directly using the same notice used for Land Tax or the Emergency Services levy.

Fair Rates for Electricity Generators

The LGA advocated strongly for amendments to the State Government's Hydrogen and Renewable Energy Bill (HRE Bill), to enable councils to levy fair council rates on land used for electricity generation. The LGA is particularly grateful to Frank Pangallo MLC, for agreeing to pursue amendments.

The political parties in the Parliament appeared supportive of the LGA's aims. Unfortunately, amendments could not be made to the HRE Act on technical grounds.

There are a number of options to pursue this issue in the new Parliamentary year and the LGA will continue to engage with all parties to remove the historical impediment to councils collecting fair rates on land used for electricity generation.

Native Vegetation Act 1991 (SA)

The Department for Environment and Water (DEW) has announced that they will be conducting a targeted review of the *Native Vegetation Act 1991* (SA) to "improve and refine the current function and administration of the Act."

Councils can provide feedback to DEW once consultation commences. The LGA understands from DEW that the consultation process has been delayed until the first quarter of 2024.

Adelaide University Bill

The LGA made a submission to the Joint Committee on the Establishment of Adelaide University advocating for amendments to the Local Government Act 1999 that would repeal the exemptions for universities from rating making it possible for councils to levy rates on such higher education institutions.

There did not appear to be support in Parliament for such changes.

20-year State Infrastructure Strategy

Infrastructure SA is an independent State Government agency providing advice to the Government on coordination, planning, prioritisation, delivery and operation of infrastructure.

Infrastructure SA is tasked with developing a 20-year State Infrastructure Strategy (the Strategy) and reviewing this every five years. The last Strategy was delivered in May 2020. The aim of the Strategy is to assess statewide infrastructure needs, strategic goals and priorities to 2045.

To help inform the process of developing the Strategy, Infrastructure SA has developed a discussion paper and has had consultation on this document via the YourSAy platform. The discussion paper on developing the Strategy is divided into sections and identifies six key strategic objectives that Infrastructure SA seeks to achieve through the new Strategy.

The LGA is in the process of finalising a submission on the discussion paper, which will be informed by consultation with members.

It is noted that the LGA is also recently finalised a submission to the State Planning Commission (SPC) on their discussion paper on the proposed Greater Adelaide Regional Plan (GARP). In its submissions the LGA has recommended that, to be effective, the GARP and the Strategy need to be closely aligned to avoid ad hoc infrastructure development by service providers, and to support a more coordinated response to long term infrastructure planning.

CWMS

CWMS Program mid-term review / Funding Deed renewal

The Mid-term Review and content of the new CWMS Funding Deed has been completed and executed by the LGA, the Funding Deed is with the Office for Local Government for execution by The Minister.

Local Government Reforms

November 2023 commencement - amendments to section 99, 125, 125A, 126 and s126A of the Local Government Act 1999

These reforms were proclaimed for commencement on 30 November 2023 in the proclamation made on 23 December 2021.

The changes which commence on 30 November 2023 incorporate a range of financial and governance accountability requirements relating to council internal control policies and processes, internal audit function and audit and risk committees.

The LGA has prepared 4 information sheets:

- Role of the Chief Executive Officer—section 99: risk management and internal audit processes
- Internal audit functions—section 125A
- Audit and risk committees—section 126
- Regional audit and risk committees—section 126

to support these commencements which available from Commencement timelines and LGA Resources | LGA South Australia. Explanatory text for each of the commencing provisions is also available from the LG Reform website.

Financial Sustainability Information Paper No. 03—Audit committees is in the final stages of being updated to incorporate requirements from the reforms. This paper will provide model terms of reference for audit and risk committees, and work plan and reporting formats to assist councils with achieving compliance with the reforms.

Participation and Elections Review

The Minister for Local Government launched the *Local Government Participation and Elections Review* (the Participation Review) on 25 October 2023. The Participation Review is a state-wide consultation process to give all South Australians the opportunity to provide feedback on ideas and suggestions on how communities can better engage with their councils through a council term, and particularly, at election time.

The scope of the Participation Review encapsulates the following matters:

- Engaging and participating with councils, including community engagement, access to council meetings and engagement by council members with communities
- Encouraging greater numbers/more diverse candidates
- Increasing voter turnout
- Ensuring council elections are run efficiently and with the highest level of integrity

At the LGA Board of Directors meeting on 17 November 2023 the LGA Board endorsed an *LGA Consultation Paper* for release to the sector. The LGA will be making a submission to the Participation Review on behalf of the sector and is seeking feedback from member councils to inform that submission.

The *Consultation Paper* has been prepared to assist councils with providing feedback to the LGA and may also be used by councils to make a direct submission to the Participation Review.

The *Consultation Paper* also incorporates a range of proposed items of business and feedback from member councils raised with the LGA following the 2022 council elections and is seeking views from member councils on those matters.

Submissions to the LGA Consultation process are requested by **5.00pm Friday 2 February 2024**. Submissions should be sent to the LGA via email governance@lga.sa.gov.au.

The consultation period for the Participation Review closes on 1 March 2023 and direct submissions can also be made until that time.

Employee Recognition Guideline

At the LGA Board of Directors meeting on 17 November 2023 the LGA Board endorsed an *Employee Recognition Guideline* (the ER Guideline) for release to the sector.

The ER Guideline was prepared following the release of an own investigation report by the Ombudsman SA, which found that a South Australian council had committed maladministration for the purposes of section 4(2)(a)(i) of the *Ombudsman Act 1972* as a consequence of the operation of its employee reward and recognition practices over a period of 14 years.

The ER Guideline is intended to assist CEOs to develop and implement employee recognition practices within their council that have regard to the findings of the Ombudsman and balance those with the significant value and contribution to organisational culture and employee performance that recognition practices make.

The ER Guideline is available from the Members Services | Policies, codes & guidelines section of the LGA Website.

Strategic Management Plan (SMP) Advice Scheme

Tranche 2 support

The LGA has facilitated a series of regular check-ins with Tranche 2 councils participating in the SMP Advice Scheme during the 2023-24 financial year (Tranche 2 councils). Tranche 2 councils submitted their 'financial reporting template' and other relevant information relating to the long term financial plan and infrastructure and asset management plans to the Essential Services Commission of SA (ESCOSA) by 30 September 2023. ESCOSA is required to provide its advice to those councils by 28 February 2024.

Advocacy

At the LGA AGM on 26 October 2024 member councils voted in support of an item of business proposed by the District Council of Orroroo Carrieton seeking that the LGA Secretariat advocate to ESCOSA for a change to the cost structure being applied to the SMP Advice Scheme to an approach that has costs allocated to councils on a proportional basis consistent with the value assigned to votes of delegates of the LGA at an LGA General Meeting (as set out in clause 17 of the LGA Constitution).

Based on currently available information regarding the costs of the SMP Advice Scheme, this approach to the recovery of costs by ESCOSA would result in the following distribution across member councils:

Total Scheme Cost (\$680k x 4yrs)	\$ 2,720,000.00
Councils with a vote weight of 1	\$23,860 (\$5965 per year over 4 years)
Councils with a vote weight of 2	\$47,719 (\$11930 per year over 4 years)
Councils with a vote weight of 3	\$71,579 (\$17895 per year over 4 years)

The LGA Secretariat will action this item of business, as well as continuing its advocacy and highlighting sector concerns regarding scope, scale and value to the sector of the SMP Advice Scheme with the Premier, the Minister and State Cabinet.

Financial Sustainability Information Papers

The series of Financial Sustainability Information Papers (FSIP) were originally published in 2006 to 2011 as part of the LGA Financial Sustainability Program. The FSIP are addressed to, and written primarily for, the benefit of council members and staff.

The FSIP have undergone various revisions to take account of legislative changes and other developments. All of the papers are currently undergoing a review process to incorporate the reforms arising from the passage of the *Statutes Amendment (Local Government Review) Act 2021*. Updated papers are being progressively published to the LGA website via [Financial Sustainability Resources | LGA South Australia](#).

The LGA would like to acknowledge the significant contribution of South Australian Local Government Financial Management Group (SALGFMG) who have provided valuable financial expertise and knowledge in the local government context into the development and review of these papers.

Coastal Adaptation

SA Climate Ready Coasts:

Many CEOs attended the Coast Protection Board CEO Forum held at LG House on 24 October, and received a presentation from the Climate Ready Coasts Program Manager, Michael Arman of BRM Advisory. Councils will be pleased to see that the program is largely on track.

Hatch consulting has been appointed as the consultants to implement the Climate Ready Coasts Foundation project to deliver:

- Regional workshops
- Interstate coastal adaptation benchmarking review and
- Coastal adaptation standards for South Australia.

The regional workshops and the benchmarking review have commenced and will conclude by the end of December. All coastal council staff have been included and have been very helpful in arranging venues, which is much appreciated.

Edge consultants have been appointed to lead the coastal data stocktake and will report by the end of December and the Department for Environment and Water is progressing the procurement of the monitoring buoys.

The first workshop was held on 6 November at Port Adelaide Enfield Council for metro coastal council staff in attendance. Other regional workshops are being undertaken before Christmas and are keeping the LGA team and consultants very busy. In addition, workshops with the Coast Protection Board and State Government departments have also been undertaken and have been very useful in informing this process.

You can also see the Climate Ready Coasts [website](#) for up-to-date information.

Adelaide Coastal Councils Network (ACCN):

The ACCN now fulfills the role previously undertaken by the Metropolitan Seaside Council Committee, working closely with SA Coastal Councils Alliance (SACCA) to progress metropolitan coastal issues. As well as participating on the Program Management Group for the SA Climate Ready Coasts Program, the ACCN has agreed to its key strategic direction which can now be implemented as a new ACCN Executive Officer has been appointed. Alex Ward has a communications and planning background and will provide great support for the ACCN.

The ACCN meets every two months and its technical (staff) officers, meet every 6 weeks to ensure active participation and progress of issues. One focus will be application to grant programs and this work is already progressing.

School Community Libraries

The LGA has participated in a review of funding of School Community Libraries (SCLs). The review is being undertaken by the Libraries Board and the Department for Education as anticipated in the Collaboration Agreement entered into between the LGA and the Libraries Board in March 2022.

The SCL service is a three-way partnership between councils, the Department and the Libraries Board. The Department provides staff and infrastructure, councils provide some funds and the Public Library Services (PLS) (State Government) agency, which supports the Libraries Board, provides access to the One Card network and Wi-Fi, internet and printing services.

The LGA agreed to participate in this review with a view to supporting efforts to build a more sustainable system for SCLs which are important to councils and their communities.

The SCL Funding Review is a confidential project which raised challenges in engaging with councils. However, a SCL Funding Review Reference Group was established to advise on the Options Paper developed by a consultant engaged by the Libraries Board.

The Reference Group comprised:

- Department representatives: Ms Joann Weckert, Education Director, Mr Adrian Maywald, Principal of Lucindale Area School, and Ms Ali Bogle, Principal of Minlaton Area School;
- Library staff from Hawker, Karcultaby, Moonta and Swan Reach SCLs; and
- Council representatives: Ms Bridget Mather, CEO Coorong District Council and Ms Penny Williams, Manager, Community and Economic Development, District Council of Streaky Bay.

Since the funding model was introduced in 2001, the relative funding contribution made by councils has decreased significantly, from 20.4% to 7.8%. This has placed many SCLs in financial stress and is leading to difficult decisions about service levels and opening hours. Schools report that reduced library opening hours is the most effective way of cutting costs and maintaining quality.

Consultation with each SCL on the Options Paper commenced in November and will include:

- Council CEO, senior staff responsible for the SCL as well as mayors;
- School principals and staff responsible for managing the SCL; and
- SCL Library staff.

Councils have been kept informed about this consultation through emails to CEOs.

Once the engagement process has concluded, the Project Team will provide the engagement participants and the three SCL funding partners (Libraries Board, Department and LGA Board) with a report on the outcome of the engagement that will inform decision making to determine the funding approach. The LGA Board and SAROC will receive a report on the engagement process undertaken by the Project Team.

Building Sector Capability

LGA Building Sector Capability Project Update:

This project is keen for Councils to get involved in two ways:

- 1) Sharing a workforce initiative
- 2) Sharing a career story

We want to hear from councils on how they are responding to skills challenges and to share council staff career stories. Councils can share their initiatives and career stories via our members portal of the LGA website:

Go to 'Building Sector Capability' on the LGA website [Building sector capability | LGA South Australia](#) or contact Rowena McLean, Director Sector Development rowena.mclean@lga.sa.gov.au

LGA Training – council member mandatory training:

Reminder, the 17 November 2023 is the deadline for council members to complete mandatory training.

In addition, the LGA Training Standards requires all council members to complete mid-term refresher training. This includes, but is not limited to:

- A mid-term Council workshop in the maintenance of effective working relationships amongst council members and with CEO/key staff
- Refresher sessions on legal and financial responsibilities
- Refresher sessions on effective council meetings and procedures

LGA Training's mid-term offering will commence next year. Bookings will open late November '23. Further information on the LGA Training website: training.lga.sa.gov.au

Jetties

The LGR&DS funded a cost benefit analysis of jetties in SA. This was informed through a community survey which elicited over 2000 responses, raising the profile of this issue and leading to significant media interest. Further advocacy will now proceed using the information from this report. There is also a funding program launched by Department for Infrastructure and Transport seeking to work with councils to progress jetties capital works.

RDALC REPORT TO LCLGA

SEPTEMBER - OCTOBER 2023

ABOUT US

Regional Development Australia Limestone Coast (RDALC) has evolved into the area's key regional development agency, focusing on the success and growth of businesses in the Limestone Coast. We do this by supporting and mentoring businesses in a way that maximises opportunities, reduces costs, and builds economic resilience.

RDALC provides a free one-on-one business support service for business owners. We help with starting and operating a business, including business plan development and review, licensing and registration, recruitment (including connection to job seekers and accessing the skilled migration program), and information on (and referral to) State and Australian Government programs and grants. We also assist with developing marketing and communications strategies, and help operators further their online presence.

RDALC also provides tailored support for businesses and organisations across our region that are seeking private investment as well as funding through grants. We provide economic impact analysis reports for applications, assist with the development of Information Memorandums and Investment Prospectus and assist with framing grant applications.

MASTERING CHALLENGING CONVERSATIONS

RDALC hosted a very successful workshop on Mastering Challenging Conversations with 73 participants from local government, business, education and industry. We also provided a confidential Mayor's session over the lunch break to allow our elected members to discuss the unique challenges that they face and what tools they could use. The Mayors were appreciative of the opportunity to gain this insight together.

THE BIG PICTURE

To date this financial year, RDALC has provided support to a total of **233** businesses/organisations.



EMERGING LEADERS PROGRAM

Twenty-three local participants recently completed RDALC's Emerging Leaders Program, as part of a South Australian Government initiative, the Regional Leadership Development Program. Emerging Leaders is an experiential leadership development program that grew from the success of the Limestone Coast Leadership Program.

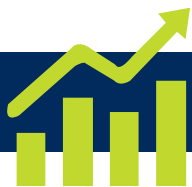
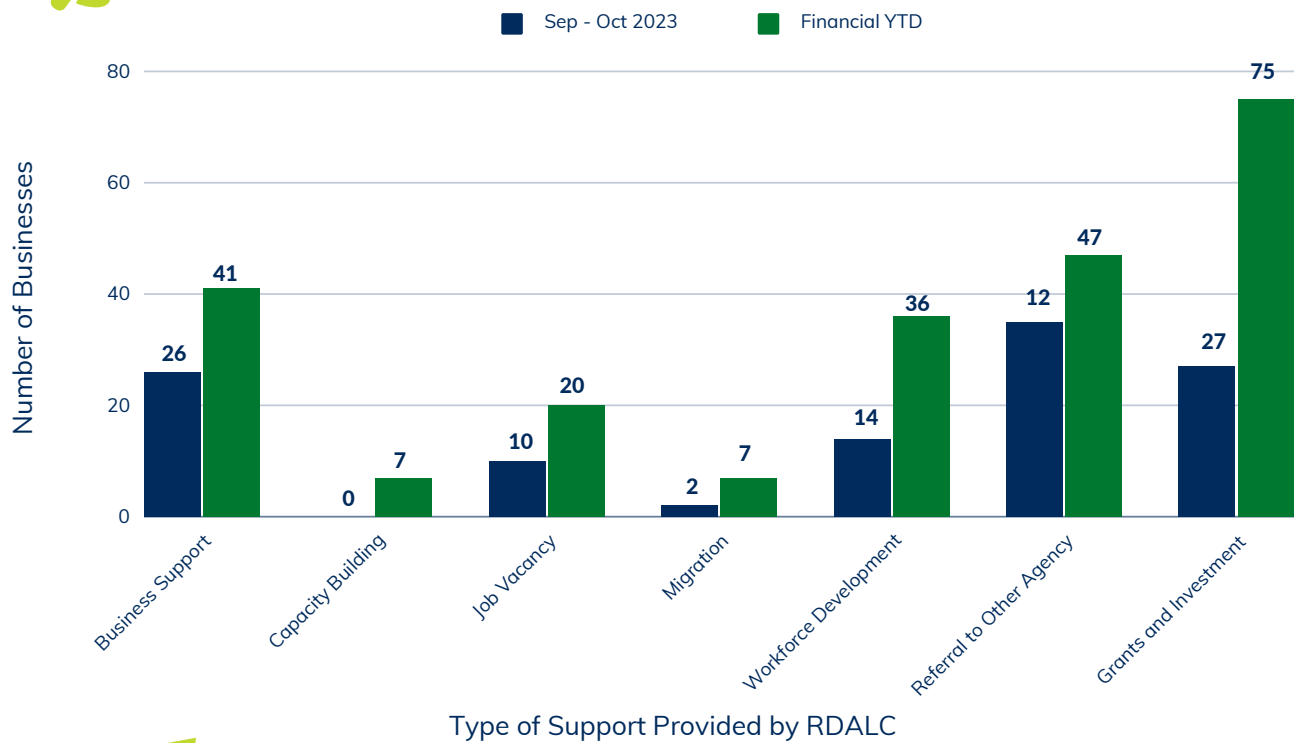
Participants and facilitators met for monthly workshops from April to September, in different locations around the region. Local guest speakers were invited along to share their personal leadership journeys and provide advice to the Emerging Leaders. The cohort developed confidence in themselves as leaders and changemakers, and a great number of new connections throughout the region.

The Hon. Clare Scriven MLC attended a Graduation event on 25 October, to congratulate participants on completing the Program. Minister Scriven presented certificates to participants and delivered a short speech to 65 guests on the importance of leadership development in the regions.

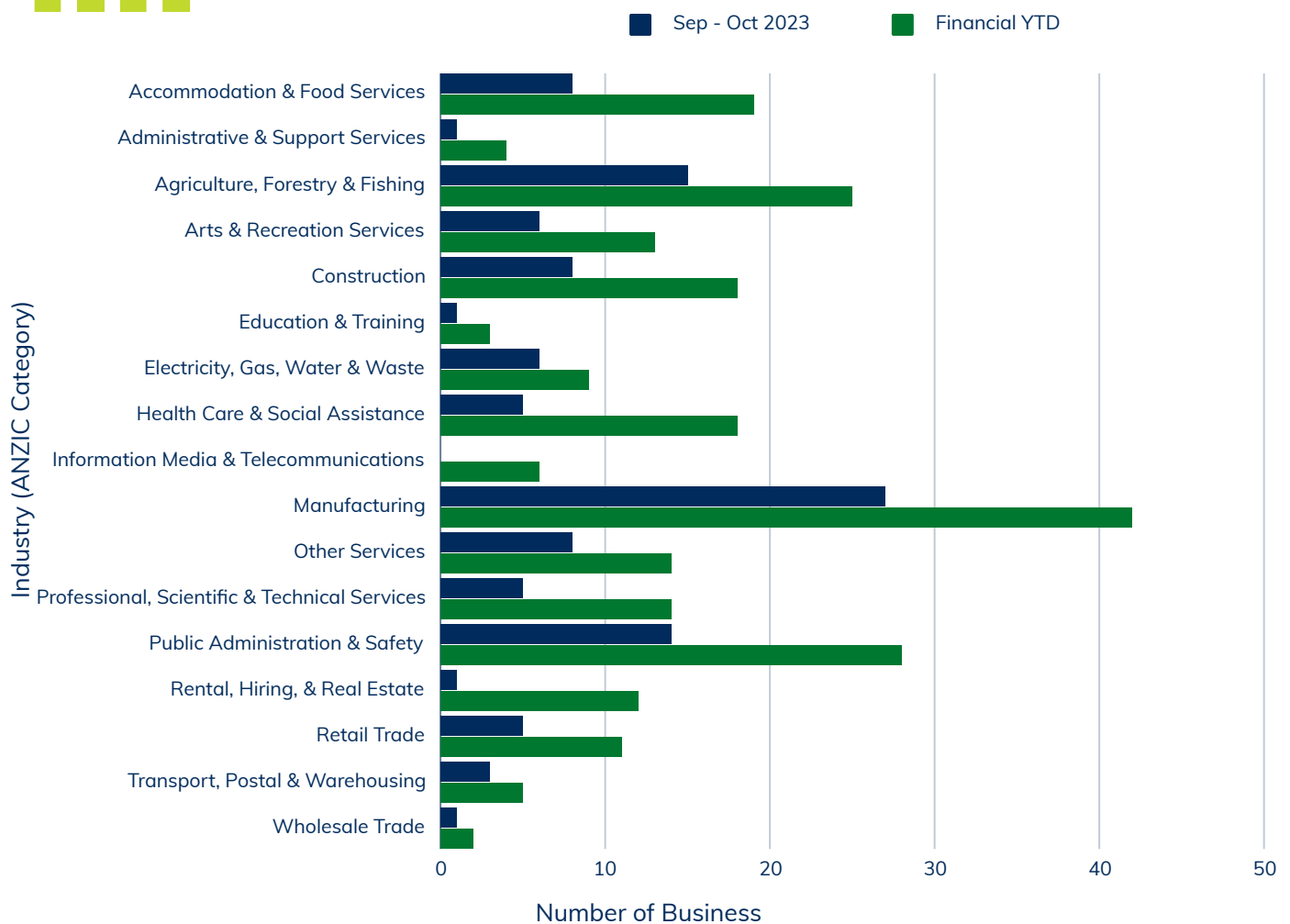
Feedback from participants was collected following each workshop, and program delivery was adjusted accordingly. Final reflections were overwhelmingly positive, with many participants expressing their hope that the Program will run again soon for the benefit of others.



TYPE OF SUPPORT PROVIDED



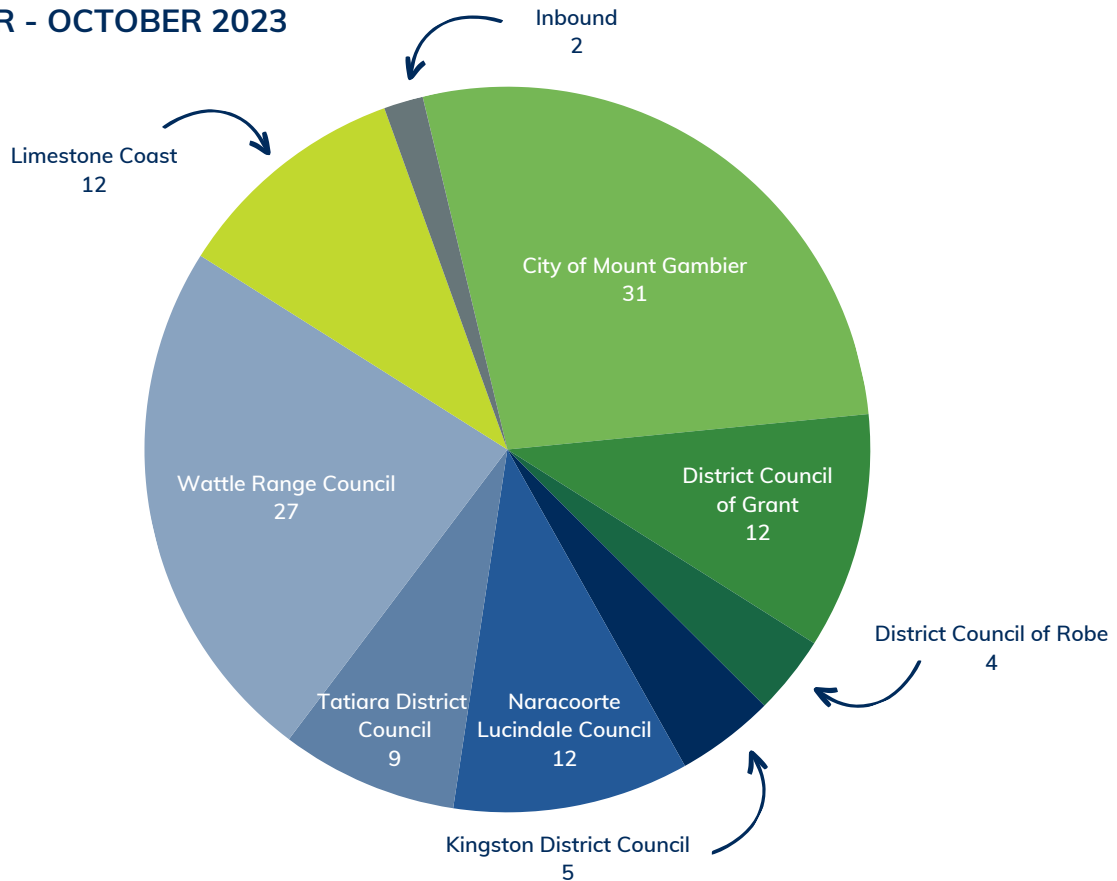
INDUSTRY RECEIVING RDALC SUPPORT



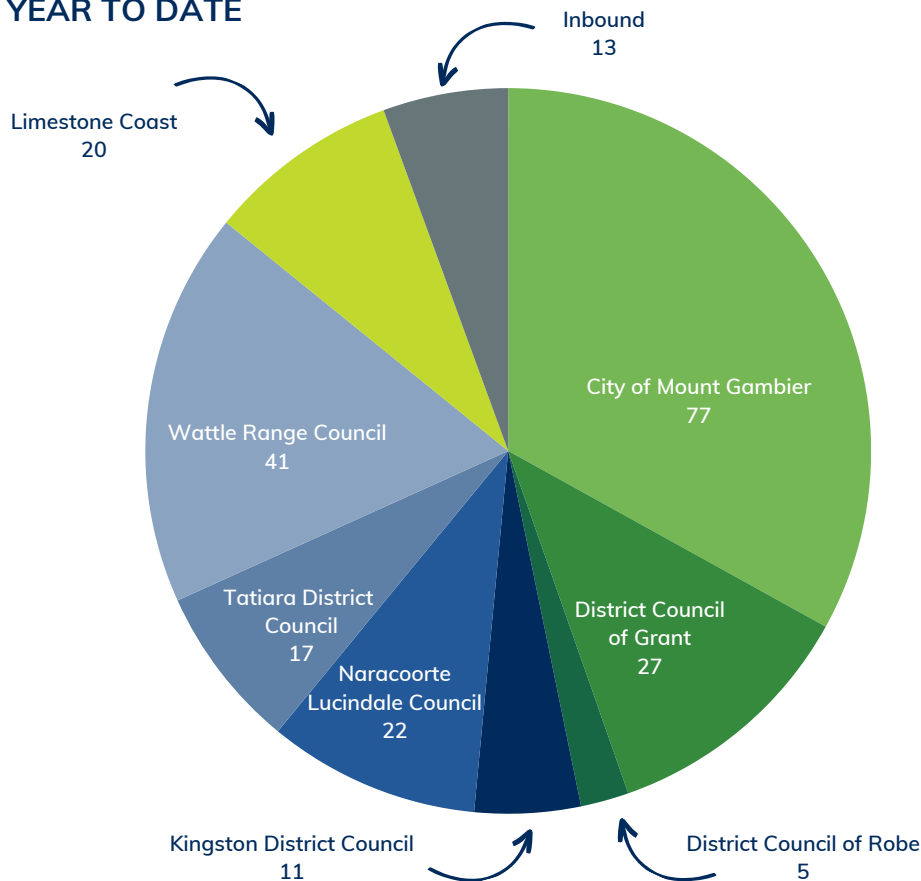


LOCATION OF BUSINESS RECEIVING SUPPORT

SEPTEMBER - OCTOBER 2023



FINANCIAL YEAR TO DATE



*The inbound connections figure represents businesses that are not located in the Limestone Coast, but are either looking to expand into our region, or are collaborating on a project with a Limestone Coast business.

14. OTHER BUSINESS

15. CALENDAR KEY DATES & NOTICE OF MEETINGS

Date	Meeting	Location
16 th Feb 2024	LCLGA AGM & GM	Wattle Range Council

16. NEXT MEETING

The next LCLGA Annual and General Meeting is scheduled to take place in Wattle Range on the 9th February 2024.

Acceptances and apologies to admin@lclga.sa.gov.au or Phone 8723 7310.

17. CLOSE MEETING

The anticipated time the meeting will end is 12:30 - 1:00 pm.