



Reference: AF11/862 MJT

**MAYOR  
COUNCILLORS  
CITY OF MOUNT GAMBIER**

Members

1. NOTICE is hereby given that a meeting of the Council of the City of Mount Gambier will be held at the Council Chamber, Civic Centre, 10 Watson Terrace, Mount Gambier on **TUESDAY, 15<sup>TH</sup> APRIL, 2014 AT 6.00 P.M.**
2. Notice is hereby given that the Standing Committees (Committee Room and Level 1 Conference Room) and Development Assessment Panel (Level 1 Conference Room) will meet at the Civic Centre, 10 Watson Terrace, Mount Gambier on the days and dates as follows:

Corporate and Community Services Committee	<b>Tuesday, 13<sup>th</sup> May, 2014 at 6.00 p.m.</b>
Operational Services Committee	<b>Tuesday, 13<sup>th</sup> May, 2014 at 7.30 a.m.</b>
Development Assessment Panel	<b>Thursday, 15<sup>th</sup> May, 2014 at 5.45 p.m.</b>

**ITEMS FOR AGENDAS CLOSE ON FRIDAY,  
2<sup>ND</sup> MAY, 2014 AT 5.00 P.M.**

**Mark McSHANE**  
CHIEF EXECUTIVE OFFICER

10<sup>th</sup> April, 2014  
MJT

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City of Mount Gambier

CITY OF MOUNT GAMBIER

Meeting to be held at the Council Chamber, Civic Centre, 10 Watson Terrace, Mount Gambier on Tuesday 15<sup>th</sup> April, 2014 at 6.00 p.m.

AGENDA

**COUNCIL**

**PRESENT:**

Mayor SA Perryman

Cr A Lee  
Cr J Maher  
Cr DK Mutton  
Cr H Persello  
Cr PG Richardson  
Cr B Shearing  
Cr AT Smith  
Cr I Von Stanke  
Cr MR White

**APOLOGIES:**

accepted. moved the apologies received from be

seconded

**COUNCIL OFFICERS:**

Acting Chief Executive Officer	-	Mr G Humphries
Director – Operational Services	-	Mr D Sexton
Manager Community Services and Development	-	Ms B Cernovskis
Finance Manager	-	Mr G Button
Governance Officer	-	Mr M McCarthy
Team Leader Executive Support	-	Mrs Fiona McGregor

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

**CONFIRMATION OF MINUTES:**

18<sup>th</sup> March, 2014 moved the minutes of the previous meeting held on be taken as read and confirmed.

seconded

moved the minutes of the Special Meeting of Council held on 26<sup>th</sup> March, 2014 be taken as read and confirmed.

seconded

**MAYORAL REPORT** - Ref. AF11/881

**REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS** - Ref. AF11/882

<u>Member</u>	<u>Organisation</u>
.....	.....
.....	.....
.....	.....
.....	.....

**moved the reports made by Council representatives on outside organisations be received.**

**seconded**

**QUESTIONS:**

- (a) With Notice
- (b) Without Notice -

**PETITIONS:**

The Chief Executive Officer reported that a Petition has been received containing 648 signatures (only containing phone numbers, no addresses).

The Petition letter is dated 7<sup>th</sup> April, 2014.

The Petition reads:

***“LOSS OF 8 CARPARKS BETWEEN FERRERS AND COMPTON STREET***

*Please find enclosed 29 (only 27 received) pages of signatures which support Business Owners and Land Owners.*

*We feel that Council haven't taken into account that you have taken away 10 car parks already due to traffic light installation and 2 parks in front of and adjacent to Redgum Country. We do not have any walkways through to this street and the parks are full on a Thursday, Friday and Saturday night when the South Aussie, Belgiorno's and the Oatmill Cinema are at capacity.*

*The patrons have not been taken into account at all, referring that they have the target car park to park in. It is not convenient for people to park so far away from the business they like to visit, and no it will not make them browse in the other stores on the way, we will just lose the customer. Even though Council are trying to change Shoppers habits to a healthier lifestyle by walking, it is not practical; we live in a city that has more cold and wet weather than we have warmer days.*

*Please consider what the local customer and the local business owner wants. There are ways to improve our street but taking away 8 important car parks is not the way to do it”*

The Chief Executive Officer advised that the substance of the Petition has now been referred to the Operational Services Committee for consideration.

moved the Petition be received.

seconded

**NOTICE OF MOTION TO RESCIND:** Nil.

**ELECTED MEMBERS WORKSHOPS:** Ref. AF11/2028

2 Elected Members Informal Workshops were conducted between 19th March, 2014 and 15<sup>th</sup> April, 2014.

Topics for discussion were:

<i>Date</i>	<i>Date for Discussion</i>
19/04/2014	Draft Budget 2014/2015
31/03/2014	CHAT Tool, QEPT, Red Cross Building and 17 Elizabeth Street / Frew Park Ambulance Building, Bike Lanes, Councillor Induction Program Development

Record of Proceedings from the Workshops are attached.

**moved that the Record of Proceeding for Elected Members Workshops on 19<sup>th</sup> April, 2014 and 31<sup>st</sup> March, 2014 be received and the contents noted.**

**seconded**

**COMMITTEE MINUTES**

**OPERATIONAL SERVICES COMMITTEE MINUTES – 8<sup>th</sup> April, 2014**

moved that the minutes of the meeting held 8<sup>th</sup> April, 2014 be received.

seconded

**1. STRATEGIC MANAGEMENT - Internal - Operational Services Committee - Business Arising Table - Ref. AF11/1900**

Goal: Governance  
 Strategic Objective: (i) Develop an improved means of communication and engagement between Council and the community (including vulnerable communities) in the building of community capacity

Cr Von Stanke moved it be recommended that the Business Arising Schedule be recorded for information.

Date of Motion	Subject Matter	Action Required	Responsibility	Status	Comments
<b>CORPORATE AND COMMUNITY SERVICES</b>					
18/10/2011	Strategic Management Plan	Develop Operational Plans	Chief Executive Officer	In Progress	Meeting with Presiding Member 2nd April 2013 with Chief Executive Officer and Senior Staff to progress the two matters being: <ol style="list-style-type: none"> <li>1) Improved Corporate reporting and review; and</li> <li>2) Strategic Plan reflecting roles of Elected Members and Staff</li> </ol> <ul style="list-style-type: none"> <li>• Desktop analysis to be conducted</li> <li>• Review of responsibility matrix to be completed</li> <li>• Comments reviewed by 27th November 2013</li> <li>• Workshop commencing January 2014</li> <li>• All workshops completed and consolidated document to Council in April.</li> </ul>
20/11/2012	Establishment of City Development Framework		Chief Executive Officer	In Progress	<ul style="list-style-type: none"> <li>• Stage 1 completed</li> <li>• Stage 2 authorised</li> <li>• Additional funding authorised</li> <li>• Workshop conducted with Professor John Martin on 3rd December 2013</li> <li>• Working group now a sub-committee of Corporate and Community Services</li> <li>• Professor John Martin engaged by Council</li> </ul>

					<ul style="list-style-type: none"> <li>• Workshops held during February and March</li> <li>• Draft Futures Paper being prepared, Professor John Martin in Mount Gambier 31<sup>st</sup> March - 3<sup>rd</sup> April.</li> </ul>
09/07/2013	SELGA Review	Council prepare plans to undertake a review (of SELGA) by the end of the calendar year	Chief Executive Officer	Completed	<ul style="list-style-type: none"> <li>• Waiting for a date from SELGA to arrange an extended Workshop for Elected Members. Facilitator is organised.</li> <li>• SELGA President and Executive Officer informal meeting with Council</li> <li>• SELGA conducting a review of its strategic plans including engagement with constituent Councils (independent of Council's resolution on this matter)</li> <li>• Councillor Workshop conducted 25<sup>th</sup> February, 2014 with SELGA President Richard Vickery &amp; SELGA Executive Officer Ann Aldersey.</li> </ul>
20/08/2013	Umpherston Sinkhole	<ul style="list-style-type: none"> <li>• Expressions of Interest Process</li> <li>• Council Report</li> </ul>	Governance Officer	In Progress	Review of leasing options for this and other Council facilities
17/09/2013	China Relationship	Further investigations/members workshop	Chief Executive Officer	In Progress	<ul style="list-style-type: none"> <li>• Initial workshop held</li> <li>• Regional workshop scheduled on 5th December</li> <li>• Members Informal workshop on 6th December</li> <li>• Further workshop scheduled for 19<sup>th</sup> February 2014.</li> <li>• Council Report and resolution in March to proceed to further investigation.</li> </ul>
17/09/2013	Smoke Free areas	Implementation of	Operational Services, Governance Officer, Manager Community Services and Development	In Progress	Event surveys underway and results to be presented in 2014
15/10/2013	Policy Review	Review process confirmed	Governance Officer	Completed	Review continuing Report to Corporate and Community Services 11th February 2014
17/12/2013	Display of Aboriginal and Torres Strait Islander Flags in the Council Chamber	Engagement with stakeholders and establishing a process	Manager Community Services and Development	In Progress	Ongoing planning with Pangula Mannamurna, Burrardies Aboriginal Corporation and Elders Group. Date to be confirmed for May 2014 Ceremony .
28/1/2014	Men's Shed	Further Planning	Chief Executive Officer, Governance Officer	In Progress	Meeting with Men's Shed, Councillors and Staff scheduled for 10 <sup>th</sup> February, 2014 Report to Corporate and Community Services Sub-Committee 11 <sup>th</sup>

					March, 2014. Working Party established and meetings commenced.
28/1/2014	Pedal Prix Event	Further Report	Manager Community Services and Development	Completed	Application withdrawn
<b>OPERATIONAL SERVICES</b>					
16/04/2013	Park and Stride - community engagement	Matter left to lie on table pending further re-engagement with the community	Director - Operational Services	Completed	Ongoing behaviour change program commenced
17/09/2013	Playground Construction - Traditional Playgrounds vs. Natural Playgrounds	Prepare concept designs for a natural playground within the John Powell Drive Reserve, engage with the local community and schools regarding their ideas/ acceptance and contributions towards a natural playground	Engineering Manager	Completed	Refer to item on agenda
17/09/2013	Regional Development Assessment Panels	Support the focus of the proposal and review the recommendations at a later date	Strategic Project Officer	Ongoing	Waiting for outcomes of investigation by SELGA
15/10/2013	Desktop Analysis of Strategic Plan	Relevant sections of Strategic Plan - Beyond 2013 and the Corporate Plan 2012 be provided to relevant Committees, Members and Staff (subject to reviewing the responsibility matrix)	Strategic Project Officer	In Progress	Review is progressing
11/02/2014	Earth Hour 2014	Arrange for participation in Earth Hour	Environmental Sustainability Officer	Completed	Council participated in Earth Hour on Saturday, 29/03/2014
11/02/2014	Installation of Loading Zone - Lady Nelson Carpark	Arrange installation of Loading Zone	Team Leader - General Inspector	In Progress	Signage installed, line marking to be completed
11/02/2014	Installation of 1 Hour Parking Zone - Percy Street	Arrange installation of 1 Hour Parking Zone	Team Leader - General Inspector	Completed	Signage installed and line marking complete
11/02/2014	Grant of easement - Botanic Park	Consent be given to the granting of easements	Governance Officer	In Progress	Awaiting registration of easements
18/03/2014	12 Canavan Road - Front Fence	Send letter and copy of report to property owner	Director - Operational Services	Completed	Letter sent on 19/03/2014
18/03/2014	South East Animal Welfare League	Enter into a joint funding agreement with South East Animal Welfare League and District Council of Grant for a five (5) year term	Director - Operational Services	In Progress	Arrangements to be made
18/03/2014	Railway Lands - Places for People Program (Stage 2)	Execute and return Grant documentation	Manager - Regulatory Services	Completed	Documentation was returned to State Government in February 2014

18/03/2014	City Centre - Construction of Commercial Street Nodes	Send letter to owners / occupiers advising of information session	Engineering Manager	Completed	Letters sent on 19/03/2014, information session held on 27/03/2014
18/03/2014	Operational Service Policy Review	Update / remove Operational Service Policies as per report	Governance Officer	Completed	Memo issued to relevant staff on 21/03/2014 to complete their sections
18/03/2014	Operational Services Policy D150 - Development Act - Inspection of Building Work	Update Operational Services Policy D150 - Inspection of Building Work	Planning Officer	Completed	Policy has been updated on website and Council records
18/03/2014	Tender - Railway Lands - Construction of Wetlands and Creek	Advise successful and unsuccessful tenderers	Engineering Manager	Completed	Letters sent on 21/03/2014
18/03/2014	Tender - Supply and Delivery of Motor Vehicle	Advise successful and unsuccessful tenderers	Engineering Manager	Completed	Letters sent on 20/03/2014

Cr Shearing seconded

Carried

2. **COMMITTEES - Internal - Operational Services Committee - re Projects to be undertaken by the Operational Services Department, Engineering Division, during month - Ref. AF11/866**

The Presiding Member reported the following works are to be undertaken/are currently being undertaken by the Operational Services Department, Engineering Division, during the month:

<u>Commenced Tasks</u>	<u>% Completed</u>
• Line marking program	ongoing
• Elizabeth Street road reconstruction	5%
• Caroline Landfill	60%
• Streetscaping / Paving City Centre (Crouch Street to Krummel Street)	5%
• Streetscaping / Paving City Centre (Ferrers Street to Compton Street) drainage works	5%
• O'Leary Road (Calula Drive to Wireless Road West) kerbing and widening	5%

Completed

- Streetscaping / Paving City Centre stage 4 (Bay Road to Ferrers Street)
- Former Hospital demolition
- Railway Lands site remediation

Cr Von Stanke moved it be recommended the report be received.

Cr Shearing seconded

Carried

3. **FINANCIAL MANAGEMENT - Demolition of Site Infrastructure - Former Mount Gambier Hospital - Ref. AF13/272**

Goal: *Building Communities*

Strategic Objective: (i) *Strive for an increase in services and facilities to ensure the community has equitable access and that the identified needs of the community are met*



The Presiding Member reported:

- (a) Council Officers can confirm that all of the requirements of the demolition contract have now been satisfactory completed in accordance with the contract documentation;
- (b) McMahon Services as the Principal Contractor were asked to complete this highly complex project on time and on budget and Council has now issued the Certificate of Practical Completion dated Monday, 24<sup>th</sup> March 2014;
- (c) Council has now taken back possession of the site and will now be again responsible for all maintenance / management requirements;
- (d) Council's budget allocation for this project is \$2.55 million and current expenditure to date is approximately \$2.35 million which includes the contract sum for demolition, variations for additional asbestos removal and structural bracing (temporary / permanent) to the laundry building as well as minor infrastructure works such as timber posts, alterations to stormwater pits and alteration to balustrading around Lakes apartment buildings;
- (e) whilst there are still some minor site works still to occur such as landscaping and bollard placement to Keegan Drive, Council is likely to have a surplus of funds in the order of \$100,000 at the end of this current financial year which could be put towards the refurbishment of the laundry building now rather than waiting until next financial year as originally planned.

**Cr Mutton moved it be recommended:**

- (a) The report be received;**
- (b) Council acknowledge that the demolition contract was successfully completed on time and on budget;**
- (c) Council use any surplus funds towards commencing the refurbishment of the laundry building in 2013/14 with additional funds as budgeted in the laundry upgrade required to realise Council's vision for this element be allocated in the 2014/15 budget.**

**Cr Richardson seconded**

**Carried**

**4. PROPERTY MANAGEMENT - Committees - Report of the Aquatic Centre Management Advisory Group meeting held at 7:00 a.m. Wednesday, 12<sup>th</sup> March 2014 - Ref. AF11/1370**

*Goal: Building Communities*

*Strategic Objective: (i) Encourage the development of community facilities and infrastructure, community events, and active and safe community spaces through direct support, seeking funding, facilitation etc*

The Presiding Member reported:

- (a) The Aquatic Centre Management Advisory Group met on Wednesday, 12<sup>th</sup> March 2014 at 7:00 a.m. This meeting was attended by:
  - Cr Merv White

- Daryl Sexton, Director - Operational Services
- Peter Collins, Manager - Aquatic Centre

(b) the matters discussed were as follows:

1. Swim School
  - Numbers have been strong (after school program).
2. Casual Swimming
  - To end of January, ahead of Budget.
  - February - a quiet month.
  - March - should make Budget.
3. Lap Swimming / Recreational / Aqua Aerobics
  - Numbers are well up.
4. Swim Carnivals
  - Both went well, no issues.
5. Income
  - Slightly ahead of Budget.
6. Expenditure
  - Slightly above Budget (mainly due to additional life guards/instructors with increased swim school numbers).
7. Closing Date
  - Currently due to close 31<sup>st</sup> March 2014.
8. Business Plan Draft
  - Peter to start work on the next Business Plan (May - possible date to go to Council).
9. Boiler
  - Operationally it is now working very well with many of the teething problems now sorted out.

**Cr Richardson moved it be recommended:**

**(a) The report be received and contents noted.**

**Cr Shearing seconded**

**Carried**

**5. PROPERTY MANAGEMENT - Compliance - Community Land Management - Ref. AF11/1381**

*Goal: Building Communities*

- Strategic Objective:*
- (i) *Encourage the development of community facilities and infrastructure, community events, and active and safe community spaces through direct support, seeking funding, facilitation etc*
  - (ii) *The identified needs of the community are met, through implementing Long Term Asset Management Plans and Infrastructure Plans*

The Presiding Member reported:

- (a) Section 196 of the Local Government Act 1999 requires Council to have in place Community Land Management Plans for certain lands that it owns. Council regularly receives new land holdings by way of “reserves” from new land divisions, and these, by definition are classified as community land;
- (b) prior to Council adopting a Community Land Management Plan for a parcel of land it must undertake community consultation on the proposed plan as set out in Section 197 of the Local Government Act 1999;
- (c) similarly, if Council wishes to amend an existing plan, this can be done pursuant to Section 198 of the Local Government Act 1999, but a community consultation process is also required;
- (d) attached to the Operational Services Committee agenda is a Schedule of new land holdings as well as holdings to be amended, that Council must now manage in accordance with an adopted Community Land Management Plan, together with complete copies of the draft Community Land Management Plans.

**Cr Von Stanke moved it be recommended:**

- (a) **The report be received;**
- (b) **Council, in accordance with its Consultation Policy, place on public exhibition the draft Community Land Management Plans as listed in the Schedule below:**

CT Reference	Reserve Address	General Description
<b>NEW LAND HOLDINGS</b>		
6118/154	Penola Road	Roadside screening reserve
5946/670	Wandaree Court	Open drainage reserve
<b>LAND HOLDINGS TO BE AMENDED</b>		
5992/835	Jubilee Highway East (Umpherston Sinkhole)	Open reserve, playground area and sinkhole
5663/245, 5808/209, 5633/71	Shepherdson Road (Hastings Cunningham Reserve)	Open reserve, playground area, BMX area, soccer, tennis and Community use sheds

- (c) **Council further consider the draft plans together with any public comments received following the closing of the public consultation period.**

**Cr Richardson seconded**

**Carried**

**6. TRAFFIC MANAGEMENT - Advice - Department of Planning, Transport and Infrastructure - Installation of Pedestrian Crossing - Jubilee Highway West - Ref. AF11/1845**

The Presiding Member reported:

- (a) Council is in receipt of a letter from the Department of Planning, Transport and Infrastructure giving notification of the installation of a Pedestrian Activated Crossing on Jubilee Highway West (adjacent to the Andami Shopping Centre);
- (b) this work is to be funded from the Motor Accident Commission and will be installed within the current financial year.

**Cr Richardson moved it be recommended:**

- (a) The report be received;
- (b) Council congratulate the Department of Planning, Transport and Infrastructure on obtaining funding for the construction of a pedestrian crossing on Jubilee Highway West (adjacent Andami Shopping Centre) and advise that Council is supportive of this project considering the safety benefits to be gained to pedestrians from such a project.

**Cr Shearing seconded**

**Carried**

**7. TRAFFIC MANAGEMENT - Declaration of B-Double Routes - Provenance Drive and Pinaceae Court - Ref. AF11/1809**

*Goal: Building Communities*

*Strategic Objective: (i) The identified needs of the community are met, through implementing Long Term Asset Management Plans and Infrastructure Plans*

The Presiding Member reported:

- (a) At the commencement of 2014 there has been a significant change in the way heavy vehicle permits have been issued to transporters of over dimensional / over mass vehicles. These changes have been designed to simplify and unify the process in the way vehicle operators obtain permission from both Local Government and State road authorities;
- (b) whilst there are still some teething problems with the new system that is now controlled by the National Heavy Vehicle Regulator, the system eventually will lesson the role that Council has to play in assessing routes and issuing permits;
- (c) as part of the new change, Council has realised that there are two existing roads, Provenance Drive and Pinaceae Court, that service the Van Schaik's Bio Gro land division whilst were originally designed for B-Double access but the roads were never gazetted as B-Double general access;
- (d) In order for Council to remove the need to issue a permit each time for access, Council needs to consider these roads for general B-Double access and to declare these roads as being fit for the purpose.

**Cr Von Stanke moved it be recommended:**

- (a) The report be received;
- (b) Council voice no objection to Provenance Drive and Pinaceae Court being declared as B-Double routes and initiate proceedings to have these roads gazetted as B-Double routes.

**Cr Mutton seconded**

**Carried**

8. **COMMITTEES - Environmental Sustainability Sub-Committee - Minutes of Meeting held 25<sup>th</sup> March 2014 - Ref. AF12/377**

*Goal: Governance*

*Strategic Objective: (i) Demonstrate innovative and responsible organisational governance*

**Cr Von Stanke moved to be recommended:**

(a) **The minutes of the Environmental Sustainability Sub-Committee held on Tuesday, 25<sup>th</sup> March 2014 be received;**

(b) **the following recommendations (number 1 to 3) of the Environmental Sustainability Sub-Committee be adopted by Council:**

1. **CLEAN UP AUSTRALIA DAY 2014**

- **The report be received;**
- **Council continue to support this national environmental conservation event in future years (in the same capacity as 2014).**

2. **PUBLIC EDIBLE PLANTS EXPRESSION OF INTEREST**

- **The report be received;**
- **Council release a competitive Expression of Interest (EOI) to the community for the planting of \$250 worth of edible plants in a Council reserve, at least 10 metres away from utilities infrastructure and houses, in line with the program as contained in this report.**

3. **REPORTS FOR INFORMATION**

**Environmental Sustainability Program 2014 - Project Progress**

**The current table outlining projects for 2014 was attached to the Environmental Sustainability Sub-Committee agenda for Members information.**

**Cr Mutton seconded**

**Carried**

9. **GOVERNANCE - Council Development Assessment Panel - Minutes of Meeting held 20<sup>th</sup> March 2014 - Ref. AF13/399**

*Goal: Governance*

*Strategic Objective: (i) Demonstrate innovative and responsible organisational governance*

**Cr Von Stanke moved it be recommended:**

(a) **Minutes of the Council Development Assessment Panel meeting held on Thursday, 20<sup>th</sup> March 2014 be received;**

(b) **the decisions made by the Council Development Assessment Panel be noted.**

**Cr Mutton seconded**

**Carried**

**10. OPERATIONAL SERVICES REPORT NO. 9/2014 - Property Management - Playground Construction - Traditional Playgrounds v Natural Playgrounds - John Powell Drive Reserve - Ref. AF14/91**

*Goal: Building Communities*

*Strategic Objective: (i) The identified needs of the community are met, through implementing Long Term Asset Management Plans and Infrastructure Plans*

*Goal: Learning*

*Strategic Objective: (i) Promote the benefits of cooperative learning and the contribution learning makes to our enhanced quality of life  
(ii) Council support opportunities for the community to strengthen relationships with families, friends and extended networks so as to promote and extend the learning of life skills*

**Cr Shearing moved it be recommended:**

- (a) Operational Services Report No. 9/2014 be received;**
- (b) Council endorse Plan No. 1314-12 as the concept design plan for the nature scape for the John Powell Drive Reserve;**
- (c) Council Officers proceed with the construction of the major elements of this plan in accordance with the 2013/14 budget allocation.**

**Cr Mutton seconded**

**Carried**

**11. OPERATIONAL SERVICES REPORT NO. 10/2014 - Infrastructure - Request for Public Lighting - Blue Lake Walking Path - Ref. AF11/1275**

*Goal: Building Communities*

*Strategic Objective: (i) Strive for an increase in services and facilities to ensure the community has equitable access and that the identified needs of the community are met*

*Goal: Environment*

*Strategic Objective: (i) Systematically build Council as an environmentally sustainable organisation*

**Cr Mutton moved it be recommended:**

- (a) Operational Services Report No. 10/2014 be received;**
- (b) Council reconfirm its commitment to install solar lights to the walking path around the Blue Lake in preference to hard wire;**
- (c) the allocation of \$450,000 in the 2014/15 draft budget remain in order to realise this project;**
- (d) Council authorise the administration to proceed to release a design and construct tender for the Blue Lake lighting project, with tender process to be completed and costing available prior to the final consideration of the 2014/15 budget;**

(e) administration staff investigate opportunities for grant funding for this project.

Cr Von Stanke seconded

Carried

**12. OPERATIONAL SERVICES REPORT NO. 11/2014 - Property Management - Council Property Maintenance - Commerce Place and Carpark Redevelopment - Ref. AF11/1512**

*Goal: Building Communities*

*Strategic Objective: (i) The identified needs of the community are met, through implementing Long Term Asset Management Plans and Infrastructure Plans.*

Cr Richardson moved it be recommended:

(a) Operational Services Report No. 11/2014 be received;

(b) Council approve the plan (Plan No. 1011-25) for the redevelopment of the Commerce Place carpark and commence detailed design and construction works in line with the budget allocation.

Cr Mutton seconded

Carried

**13. TENDER - Supply and Delivery of Motor Vehicle - AF14/57**

The Presiding Member reported:

(a) Council's Budget, at Account No. 7300.7400 has an allocation of \$30,000 to replace unit 113 - FG Falcon XT Sedan (vehicle driven by the Engineering Manager). A trade in allowance of \$18,000 has been estimated for the current vehicle, giving a net change over cost of \$12,000 (after GST);

(b) quotations have been invited, and received, and these are summarised in the following table:

Supplier	Make/Model	Cost (excl. GST)	Trade in (excl. GST)	Change Over (excl. GST)	Notes
Barry Maney Ford	Ford FG MK11 Falcon XT Sedan (6CL)	\$26,255.45	\$13,636.36	\$12,619.09	Same as current vehicle being traded
	Ford FG MK11 Falcon G6 Sedan (6CL)	\$27,302.29	\$13,636.36	\$13,665.93	
	Ford FG MK11 Falcon XR6 Sedan (6CL)	\$29,480.04	\$13,636.36	\$15,843.68	
Barry Maney Volkswagen	130TDI Volkswagen Passat Sedan (4CL)	\$37,037.26	\$13,636.36	\$23,400.90	5.6L / 100km
OG Roberts	VF	\$32,156.54	\$12,727.27	\$19,429.27	

	Commodore 3.6L SV6 Sedan					
Noel Barr Toyota	Toyota Aurion AT-X (6CL) Sedan	\$27,019.92	\$10,909.09	\$16,110.83		Boot carrying capacity significantly smaller than Falcon or Commodore

Discussion

The offer provided by Barry Maney Ford for the Ford Falcon FG MK11 XT Sedan is the same vehicle as being tendered for sale and is the cheapest option.

**Cr Mutton moved it be recommended:**

- (a) The report be received;
- (b) Council accept the tender of Barry Maney Ford to supply and deliver one (1) only new Ford MK11 Falcon G6 Sedan as per quotation AF14/57 at a price of \$27,302.29 (excluding GST) and also accept the trade in offer of \$13,636.36 (excluding GST) for the existing FG Falcon XT Sedan (unit 113, Reg. No. S042-APF).

**Cr Von Stanke seconded**

**Carried**

**14. TENDER - Supply and Delivery of Tip Truck - AF14/56**

The Presiding Member reported:

- (a) Council's Budget, at Account No. 7300.7400 has an allocation of \$62,000 (after GST) to purchase a replacement truck for Unit 14 (Hino Tip Truck). The replacement unit will be of similar size to the trade in unit and an estimated trade in price of \$6,000 (after GST) has been allowed for Unit 14;
- (b) the tender was placed on VendorPanel (Local Government Procurement) and four (4) truck companies were invited to tender. The results of the tender are listed in the following table:

Supplier	Make/Model (cab/chassis)	Tipper Body	Total Cost (excl. GST)	Trade in allowance (excl. GST)	Change Over Cost (excl. GST)	Notes
Mt Gambier Trucks Pty Ltd Trading As OGR Trucks	ISUZU NPR300 (MY 13)	AJ Stock (made in Adelaide)	\$61,547	\$19,500	\$42,047	Standard cab chasis to Council spec
	ISUZU NPR300 (MY 13)	Isuzu tipper body (made in Japan)	\$52,223	\$19,500	\$32,723	Not the tipper body quality inferior to AJ Stock
	IVECO Daily 70C17 single cab MWB	AJ Stock	\$70,420	\$19,500	\$50,920	
Barry Maney	Hino 300 series 717	AJ Stock	\$61,330	\$20,909.09	\$40,420.91	



Discussion

The Isuzu has been a reliable vehicle for Council in the past and is a more environmentally friendly option with regard to less emissions. Council's mechanics have also indicated their preference for this vehicle to be recommended for purchase.

**Cr Mutton moved it be recommended:**

- (a) **The report be received;**
- (b) **Council accept the tender of OGR Trucks to supply and deliver one (1) only new Isuzu NPR 300 fitted with AJ Stock body as per specification AF14/56, at a total cost of \$61,547 (excl. GST) and also accept the trade in offer of \$19,500 (excl. GST) for existing Unit 14 (Reg. No. XBL-084).**

**Cr Von Stanke seconded**

**Carried**

**15. TENDER - Supply and Delivery of Concrete Pavers for Ferrers Street - AF14/60**

The Presiding Member reported:

- (a) Council has recently invited selective tenders from four (4) concrete paver suppliers, namely:

- Stonevue Pty Ltd (Melbourne) - supplied pavers to Commercial Street
- Urban Stone Pty Ltd (Perth) - supplied pavers to Civic/Library area
- APC Paving (Mount Gambier)
- Build Pro (Mount Gambier)

the reason for selecting these companies is that they are either local suppliers or have previously supplied pavers for Council's recent redevelopment projects (i.e. Commercial Street, Civic Centre precinct);

- (b) the contract involves supplying approximately 1600m<sup>2</sup> of high quality 400 x 400 x 60mm shot blast concrete pavers to be used in Ferrers Street footpath redevelopment works;
- (c) the following table summarises the tenders received:

<b>Company</b>	<b>Description</b>	<b>Rate / Unit \$1m<sup>2</sup> (excl. GST)</b>	<b>Comments</b>
Stonevue Pty Ltd	400 x 400 x 60 shot blast concrete paver	\$72/m <sup>2</sup>	Same pavers brand as used on Commercial Street (except colour and size vary)
APC Paving	400 x 400 x 50 shot blast concrete paver Adbri Euro stone	\$72.50/m <sup>2</sup>	Pavers quoted were only 50mm thick. Tender called for 60mm so tender is non-conforming
Build Pro	400 x 400 x 60 shot blast concrete paver stone outdoors	\$67.70/m <sup>2</sup>	New paver product, meets all expectations in terms of strength, colour, finish etc

**Cr Shearing moved it be recommended:**

- (a) The report be received;**
- (b) Council notes the receipt of a late tender but resolves not to consider the late tender;**
- (c) Council accept the tender of Build Pro to supply pavers for the Ferrers Street Redevelopment Project at a rate of \$67.70/m<sup>2</sup>.**

**Cr Richardson seconded**

**Carried**

**16. TENDER - Laying of Concrete Pavers to Ferrers Street - AF14/61**

The Presiding Member reported:

- (a) Council has recently invited tenders for the laying of concrete pavers to the Ferrers Street Redevelopment stimulus project;**
- (b) the works involve the following components:**
  - Excavation and preparation of approximately 1600m<sup>2</sup> of existing bitumen footpath
  - Supply, placement and compaction of bedding material to Council's specifications
  - Laying of large concrete pavers

(note pavers to be supplied by Council from a separate tender process);

- (c) unfortunately no tenders were received at the close of tenders.**

**Cr Von Stanke moved it be recommended:**

- (a) The report be received and contents noted;**
- (b) Council notes the receipt of a late tender but resolves not to consider the late tender;**
- (c) on the basis of the objectives of the Premier's Stimulus Program, Council readvertise the tender for the laying of pavers in Ferrers Street with authority delegated to the Chief Executive Officer, Director - Operational Services and Presiding Member of the Operational Services Committee to consider and award the tender.**

**Cr Mutton seconded**

**Carried**

**CORPORATE AND COMMUNITY SERVICES COMMITTEE MINUTES – 8<sup>th</sup> April, 2014**

moved that the minutes of the meeting held 8<sup>th</sup> April, 2014 be received.

seconded

**1. FINANCIAL STATEMENT – as at 31<sup>st</sup> March, 2014**

*Goal: Governance*

*Strategic Objective: Demonstrate innovative and responsive organisational governance.*

Cr Lee moved it be recommended the financial statement as at 31<sup>st</sup> March, 2014 be received.

Cr Smith seconded

**Carried**

**2. STRATEGIC MANAGEMENT - Internal - Corporate and Community Services Committee - Business Arising Table - Ref. AF11/1900**

*Goal: Governance*

*Strategic Objective: Develop an improved means of communication and engagement between Council and the community (including vulnerable communities) in the building of community capacity.*

Cr Persello moved it be recommended that the Business Arising Schedule be recorded for information.

Date of Motion	Subject Matter	Action Required	Responsibility	Status	Comments
<b>CORPORATE AND COMMUNITY SERVICES</b>					
18/10/2011	Strategic Management Plan	Develop Operational Plans	Chief Executive Officer	In Progress	Meeting with Presiding Member 2nd April 2013 with Chief Executive Officer and Senior Staff to progress the two matters being: <ol style="list-style-type: none"> <li>1) Improved Corporate reporting and review; and</li> <li>2) Strategic Plan reflecting roles of Elected Members and Staff</li> </ol> <ul style="list-style-type: none"> <li>• Desktop analysis to be conducted</li> <li>• Review of responsibility matrix to be completed</li> <li>• Comments reviewed by 27th November 2013</li> <li>• Workshop commencing January 2014</li> <li>• All workshops completed and consolidated document to Council in April.</li> </ul>

20/11/2012	Establishment of City Development Framework		Chief Executive Officer	In Progress	<ul style="list-style-type: none"> <li>• Stage 1 completed</li> <li>• Stage 2 authorised</li> <li>• Additional funding authorised</li> <li>• Workshop conducted with Professor John Martin on 3rd December 2013</li> <li>• Working group now a sub-committee of Corporate and Community Services</li> <li>• Professor John Martin engaged by Council</li> <li>• Workshops held during February and March</li> <li>• Draft Futures Paper being prepared, Professor John Martin in Mount Gambier 31<sup>st</sup> March - 3<sup>rd</sup> April.</li> </ul>
09/07/2013	SELGA Review	Council prepare plans to undertake a review (of SELGA) by the end of the calendar year	Chief Executive Officer	Completed	<ul style="list-style-type: none"> <li>• Waiting for a date from SELGA to arrange an extended Workshop for Elected Members. Facilitator is organised.</li> <li>• SELGA President and Executive Officer informal meeting with Council</li> <li>• SELGA conducting a review of its strategic plans including engagement with constituent Councils (independent of Council's resolution on this matter)</li> <li>• Councillor Workshop conducted 25<sup>th</sup> February, 2014 with SELGA President Richard Vickery &amp; SELGA Executive Officer Ann Aldersey.</li> </ul>
20/08/2013	Umpherston Sinkhole	<ul style="list-style-type: none"> <li>• Expressions of Interest Process</li> <li>• Council Report</li> </ul>	Governance Officer	In Progress	Review of leasing options for this and other Council facilities
17/09/2013	China Relationship	Further investigations/members workshop	Chief Executive Officer	In Progress	<ul style="list-style-type: none"> <li>• Initial workshop held</li> <li>• Regional workshop scheduled on 5th December</li> <li>• Members Informal workshop on 6th December</li> <li>• Further workshop scheduled for 19<sup>th</sup> February 2014.</li> <li>• Council Report and resolution in March to proceed to further investigation.</li> </ul>
17/09/2013	Smoke Free areas	Implementation of	Operational Services, Governance Officer, Manager Community Services and Development	In Progress	Event surveys underway and results to be presented in 2014

15/10/2013	Policy Review	Review process confirmed	Governance Officer	Completed	Review continuing Report to Corporate and Community Services 11th February 2014
17/12/2013	Display of Aboriginal and Torres Strait Islander Flags in the Council Chamber	Engagement with stakeholders and establishing a process	Manager Community Services and Development	In Progress	Ongoing planning with Pangula Mannamurna, Burrandies Aboriginal Corporation and Elders Group. Date to be confirmed for May 2014 Ceremony
28/1/2014	Men's Shed	Further Planning	Chief Executive Officer, Governance Officer	In Progress	Meeting with Men's Shed, Councillors and Staff scheduled for 10 <sup>th</sup> February, 2014 Report to Corporate and Community Services Sub-Committee 11 <sup>th</sup> March, 2014. Working Party established and meetings commenced.
28/1/2014	Pedal Prix Event	Further Report	Manager Community Services and Development	Completed	Application withdrawn
<b>OPERATIONAL SERVICES</b>					
16/04/2013	Park and Stride - community engagement	Matter left to lie on table pending further re-engagement with the community	Director - Operational Services	Completed	Ongoing behaviour change program commenced
17/09/2013	Playground Construction - Traditional Playgrounds vs. Natural Playgrounds	Prepare concept designs for a natural playground within the John Powell Drive Reserve, engage with the local community and schools regarding their ideas/ acceptance and contributions towards a natural playground	Engineering Manager	Completed	Refer to item on agenda
17/09/2013	Regional Development Assessment Panels	Support the focus of the proposal and review the recommendations at a later date	Strategic Project Officer	Ongoing	Waiting for outcomes of investigation by SELGA
15/10/2013	Desktop Analysis of Strategic Plan	Relevant sections of Strategic Plan - Beyond 2013 and the Corporate Plan 2012 be provided to relevant Committees, Members and Staff (subject to reviewing the responsibility matrix)	Strategic Project Officer	In Progress	Review is progressing
11/02/2014	Earth Hour 2014	Arrange for participation in Earth Hour	Environmental Sustainability Officer	Completed	Council participated in Earth Hour on Saturday, 29/03/2014
11/02/2014	Installation of Loading Zone - Lady Nelson Carpark	Arrange installation of Loading Zone	Team Leader - General Inspector	In Progress	Signage installed, line marking to be completed
11/02/2014	Installation of 1 Hour Parking Zone - Percy Street	Arrange installation of 1 Hour Parking Zone	Team Leader - General Inspector	Completed	Signage installed and line marking complete
11/02/2014	Grant of easement - Botanic Park	Consent be given to the granting of easements	Governance Officer	In Progress	Awaiting registration of easements

18/03/2014	12 Canavan Road - Front Fence	Send letter and copy of report to property owner	Director - Operational Services	Completed	Letter sent on 19/03/2014
18/03/2014	South East Animal Welfare League	Enter into a joint funding agreement with South East Animal Welfare League and District Council of Grant for a five (5) year term	Director - Operational Services	In Progress	Arrangements to be made
18/03/2014	Railway Lands - Places for People Program (Stage 2)	Execute and return Grant documentation	Manager - Regulatory Services	Completed	Documentation was returned to State Government in February 2014
18/03/2014	City Centre - Construction of Commercial Street Nodes	Send letter to owners / occupiers advising of information session	Engineering Manager	Completed	Letters sent on 19/03/2014, information session held on 27/03/2014
18/03/2014	Operational Service Policy Review	Update / remove Operational Service Policies as per report	Governance Officer	Completed	Memo issued to relevant staff on 21/03/2014 to complete their sections
18/03/2014	Operational Services Policy D150 - Development Act - Inspection of Building Work	Update Operational Services Policy D150 - Inspection of Building Work	Planning Officer	Completed	Policy has been updated on website and Council records
18/03/2014	Tender - Railway Lands - Construction of Wetlands and Creek	Advise successful and unsuccessful tenderers	Engineering Manager	Completed	Letters sent on 21/03/2014
18/03/2014	Tender - Supply and Delivery of Motor Vehicle	Advise successful and unsuccessful tenderers	Engineering Manager	Completed	Letters sent on 20/03/2014

Cr Lee seconded

Carried

3. **GOVERNANCE – Committees – Audit (Section 41) Committee – Minutes of Meeting held 25<sup>th</sup> March, 2014 - Ref. AF11/863**

*Goal: Governance*

*Strategic Objective: Demonstrate innovative and responsive organisational governance.*

Cr Lee moved it be recommended:

- (a) the minutes of the City of Mount Gambier Audit Committee held on Tuesday 25<sup>th</sup> March 2014 be received;
- (b) recommendations (numbered 1 to 12) of the Audit Committee meeting held on Tuesday 25<sup>th</sup> March, 2014 be adopted by Council.

1. **REPORTS FOR INFORMATION**

the reports be received.

2. **EXTERNAL AUDITOR - AUDIT RECOMMENDATIONS**

(a) the report be received;

(b) the identified Audit recommendations continued to be monitored by the Audit Committee.

3. **AUDIT WORK PROGRAM 2007 - 2014**
  - (a) the report be received.
4. **RISK MANAGEMENT POLICY REVIEW**
  - (a) the report be received.
5. **FINANCIAL INTERNAL CONTROLS**
  - (a) the report be received.
6. **LONG TERM FINANCIAL PLAN (LTFP)**
  - (a) the report be received.
7. **POLICY REVIEW - B300 BUDGET REPORTING AND AMENDMENT POLICY**
  - (a) the report be received;
  - (b) that Council Policy B300 - Budget Reporting and Amendment be re-adopted with no change to Policy wording.
8. **POLICY REVIEW - I105 INTERNAL CONTROLS**
  - (a) the report be received;
  - (b) the review of this Policy be deferred until later in 2014.
9. **POLICY REVIEW - F225 FRAUD AND CORRUPTION PREVENTION POLICY**
  - (a) the report be received;
  - (b) that Council Policy F225 - Fraud and Corruption Prevention Policy be re-adopted with no change to Policy wording.
10. **POLICY REVIEW - W150 WHISTLEBLOWERS PROTECTION POLICY**
  - (a) the report be received;
  - (b) that Council Policy W150 - Whistleblowers Protection Policy be re-adopted with no change to Policy wording.
11. **TREASURY MANAGEMENT**
  - (a) it be recommended the report be received.
12. **ASSETS REVIEW/REVALUATION STRATEGY**
  - (a) the report be received;
  - (b) the Audit Committee endorse the Asset Revaluation Strategy detailed in Corporate and Community Services Report No. 73/2013.

Cr Smith seconded

Carried

4. **GOVERNANCE – Committees — Community Engagement and Social Inclusion Sub Committee - Minutes of Meeting held Monday 24<sup>th</sup> March, 2014 - Ref. AF12/376**

*Goal: Governance*

*Strategic Objective: Demonstrate innovative and responsive organisational governance*

Cr Persello moved it be recommended:

- (a) the minutes of the Community Engagement and Social Inclusion Sub-Committee held on Monday 24<sup>th</sup> March 2014 be received, noting Cr Persello acted as the Presiding Member in the absence of Cr Richardson;
- (b) recommendations (numbered 1 to 5) of the Community Engagement and Social Inclusion Sub-Committee meeting held on Monday 24<sup>th</sup> March, 2014 be adopted by Council.

1. **DOMESTIC VIOLENCE WORKPLACE POLICY & THE ECONOMIC IMPACT**

- (a) that the presentation from Susie Smith and Mark Thompson be received;
- (b) that the Community Engagement and Social Inclusion Working Party research the information presented for discussion regarding internal workplace policy and aware campaign.

2. **BUSINESS ARISING**

- (a) the business arising report be received;
- (b) the Aboriginal and Torres Strait Islander draft commitment be presented at the next meeting;
- (c) the Meeting Schedule for 2014 be set as the Fourth Friday of each month at 5.30 p.m. (recess December/January);
- (d) the resignation from Callena Rawlings be accepted and Expression of Interest for Community representative be initiated, letter sent acknowledging contribution.

3. **MANAGER COMMUNITY SERVICES AND DEVELOPMENT REPORT**

- (a) the Manager – Community Services and Development report be received;
- (b) Council be represented by the Manager - Community Services and Development, on the LCCSRT. Minutes be circulated internally to Members, and relevant issues be raised and actioned via this sub committee;
- (c) Joint meeting with Lifelong Learning subcommittee be scheduled to discuss new modelling for Family Fun day/s;
- (d) Feedback on Community Engagement Tool Kit be submitted to the Manager Community Services and Development by 11<sup>th</sup> April, 2014.



4. **COMMUNITY DEVELOPMENT OFFICER REPORT**

The Community Development Officer report be received.

5. **STANDING ITEM: TERMS OF REFERENCE**

The standing item Terms of Reference table as presented be received and actioned.

Cr Lee seconded

**Carried**

5. **GOVERNANCE** – Committees – City of Mount Gambier Junior Sports Assistance Fund (Section 41) - Minutes of Meeting held 2<sup>nd</sup> April, 2014 – Ref. AF11/725

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance

Cr Lee moved it be recommended:

(a) the minutes of the City of Mount Gambier Junior Sports Assistance Fund meeting held on 2<sup>nd</sup> April, 2014 be received;

(b) the following recommendations (numbered 1 to 11) of the City of Mount Gambier Sports Assistance Fund be adopted by Council;

1. **FINANCIAL STATEMENT AS AT 21<sup>st</sup> MARCH 2014**

it be recommended to Council that the financial statement as at 21<sup>st</sup> March, 2014 be received

2. **ACCOUNT SIGNATORIES**

it be recommended to Council that Presiding Member Cr Andrew Lee and Secretary Mr Mark McShane be added as authorised signatories to the Junior Sports Assistance Fund bank account and that Byron Harfield and Greg Muller be deleted as authorised signatories

3. **APPLICATIONS FOR FINANCIAL ASSISTANCE FOR JUNIORS**

it be recommended to Council that the actions in making the above payments from the Fund be confirmed and ratified.

4. **APPRECIATION'S** - letters received/forwarded

it be recommended to Council that the report be received.

5. **GENERAL INFORMATION** - Since 1<sup>st</sup> July 2013

it be recommended to Council that the reports be received.

6. **NON RESIDENT APPLICATIONS**

it be recommended to Council that the report be received.

7. **DISCRETIONARY DONATIONS**

it be recommended to Council that the report be received.

8. **APPLICATIONS FOR ASSISTANCE** - Declined

it be recommended to Council that the report be received.

9. **BYRON HARFIELD** - Resignation from Council

it be recommended to Council that the report be received.

10. **COACHING CLINIC APPLICATIONS** - Extraordinary Call for 2013/14

it be recommended

(a) the report be received;

(b) the following application(s)/funding be made available to the Member Organisation named below to assist in the conduct of specialised coaching clinics in accordance with the guidelines for such Clinics and funded by the Mount Gambier and District Bendigo Community Bank:

(i) BLUE LAKE BMX CLUB : \$500

(ii) MOUNT GAMBIER SHOWJUMPING CLUB: \$1,000

(c) the successful Member Organisations to be reminded of their obligations to the Bank as detailed at (d) above.

11. **RESIGNATION OF JUNIOR SPORTS ASSISTANCE FUND COMMITTEE MEMBER – MR IAN EWART**

it be recommended

(a) the advice from Mr Ian Ewart advising of his resignation be received;

(b) a letter of thanks and appreciation be extended to Mr Ewart for his contribution to the Junior Sports Assistance Fund over the years;

(c) the Junior Sports Assistance Fund authorise the Secretary to action the replacement of Mr Ewart to the Junior Sports Assistance Fund.

Cr Smith seconded

Carried

6. **CORPORATE AND COMMUNITY SERVICES REPORT NO. 25/2014** – Desktop Analysis of the Strategic Plan - Beyond 2015 and the Corporate Plan 2012 - Ref. AF11/1790

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance

Cr Lee moved it be recommended:

(a) Corporate and Community Services Report No. 25/2014 be received.

- (b) **The Strategic and Corporate Plan be amended as identified within the Desktop Analysis;**
- (c) **A comprehensive review of Council's strategic management plans be undertaken and completed within two years of the general election of the Council in accordance with the Local Government Act 1999.**

Cr Persello seconded

Carried

**7. CORPORATE AND COMMUNITY SERVICES REPORT NO. 26/2014 - Budget Update as at 28<sup>th</sup> February, 2014 - Ref. - AF13/13**

*Goal: Governance*

*Strategic Objective: Demonstrate innovative and responsive organisational governance.*

**Cr Smith moved it be recommended:**

- (a) **Corporate and Community Services Report No. 26/2014 be received;**
- (b) **the Budget Update BR3 as at 28th February, 2014 as presented with this Report be adopted by Council with all amendments to be made to the 2013/2014 Council Budget.**

Cr Lee seconded

Carried

**8. CORPORATE AND COMMUNITY SERVICES REPORT NO. 27/2014 – Industrial Relations ASU and AWU Enterprise Agreements - Ref. AF11/1090, AF11/1092**

*Goal: Governance*

*Strategic Objective: Develop and maintain a valued, adaptable, skilled and motivated workplace*

**Cr Smith moved it be recommended:**

- (a) **Corporate and Community Services Report No. 27/2014 be received.**

Cr Lee seconded

Carried

**9. GOVERNANCE - Committees – City Development Framework Sub-Committee – Minutes of Meeting held on 1<sup>st</sup> April, 2014 - Ref. AF13/486**

*Goal: Governance*

*Strategic Objective: Demonstrate innovative and responsive organisational governance.*

**Cr Smith moved it be recommended:**

- (a) **the minutes of the City Development Framework Sub-Committee meeting held on 1<sup>st</sup> April, 2014 be received;**
- (b) **recommendations (numbered 1 to 4) of the City Development Framework Sub-Committee be adopted by Council.**

**1. COMMUNITY ENGAGEMENT – Ref. AF13/125**

- (a) **The report be received and the contents noted.**

2. **COMMUNITY ENGAGEMENT – WORKSHOPS** – Ref. AF13/125

(a) the report be received and the data be noted.

3. **DRAFT FUTURES PAPERS** – Ref. AF13/125

(a) the report be received.

4. **ANY OTHER BUSINESS**

Cr Lee and Council's Strategic Project Officer will be running a presentation on the City Development Framework Project at Woodlands Drive Retirement Village on Wednesday 9<sup>th</sup> April, at 2.15p.m.

Cr Lee seconded

Carried

**OTHER COMMITTEE AND SUB-COMMITTEE MINUTES**

1. **CEO PERFORMANCE DEVELOPMENT AND REVIEW COMMITTEE – 27<sup>th</sup> March, 2014**

moved that the minutes of the CEO performance Development and Review Committee meeting held 27<sup>th</sup> March, 2014 be received.

seconded

1. **CHIEF EXECUTIVE OFFICER KEY PERFORMANCE INDICATORS – Review of CEO Key Performance Indicators and related material – Ref. PERS**

The Mayor reported:

Mr Adam Kennedy of AME Consulting presented the reviewed CEO KPI's, measures, and evidence based questions for consideration by the Committee and CEO. A workshop was conducted for the Committee and CEO to finalise the KPIs, measures and questions. These documents are presented to Council for ratification.

Mr Kennedy offered to undertake an interim performance review process in July 2014 as an inclusion of the current agreement with AME (i.e. at no extra cost to Council).

**RECOMMENDATION**

Mayor Perryman moved;

- (a) The Committee recommends that the attached KPIs and measures now be the agreed measures for future CEO Performance Reviews.
- (b) As an extension of the KPI review, Adam Kennedy of AME Consulting be engaged to undertake an interim performance review process in July 2014 and provide back to the Committee recommendations on any further refinement of KPIs, measures, questions and any other matters.

Cr Von Stanke seconded

**Carried**

**MOTIONS WITH NOTICE** - Nil

**MOTIONS WITHOUT NOTICE**

**CONSIDERATION FOR EXCLUSION OF PUBLIC**

moved that the following Items be received, discussed and considered in confidence by excluding the public pursuant to Section 90 (2) of the Local Government Act 1999, and an order be made that the public (with the exception of other Council Members and Council Officers now present) be excluded from the meeting in order for the items to be considered in confidence as the Council is satisfied that the item is a matter that can be considered in confidence pursuant to the grounds referenced in Section 90 (3) of the said Act:

<u>Item No.</u>	<u>Subject Matter</u>	<u>S90 (3) Grounds</u>
<b>Corporate and Community Services</b>		
11.	<b>ROTARY CLUB OF MOUNT GAMBIER LAKES - DONATIONS TO FINANCIALLY DISADVANTAGED JUNIOR SPORTS PERSONS</b>	(a)
	<b>CONSIDERATION FOR KEEPING MATTERS CONFIDENTIAL</b>	

seconded

**MEMBERS INFORMAL WORKSHOP ON DRAFT BUDGET 2014/2015 - WEDNESDAY  
19<sup>TH</sup> MARCH, 2014**

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RECORD OF PROCEEDINGS  
Wednesday, 19<sup>th</sup> March 2014 at 5.30 p.m.  
Reception Area  
Civic Centre  
10 Watson Terrace, Mount Gambier

Discussion:

Draft Budget 2014/2015

**MEMBERS PRESENT:-**

Mayor S A Perryman  
Cr A Lee  
Cr H Persello  
Cr I Von Stanke  
Cr A Smith  
Cr M White  
Cr D Mutton

**STAFF PRESENT:-**

Grant Humphries, Director Corporate Services  
Mark McShane, CEO  
Gary Button, Finance Manager  
Barbara Cernovskis, Manager Community  
Services and Development  
Michael McCarthy, Governance Officer

**MEMBERS APOLOGIES:-**

Cr J Maher  
Cr P Richardson

**LEAVE OF ABSENCE:-**

**GUESTS:-**

Nil

Meeting closed at 7.20 p.m

**RECOMMENDATION**

That Council resolve that the report titled "Members Informal on Draft Budget 2014/2015" be received and the contents noted.

Meeting closed at 7.20 p.m.

**MEMBERS INFORMAL WORKSHOP ON VARIOUS ISSUES  
MONDAY 31<sup>ST</sup> MARCH, 2014**

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Report

A workshop for Elected Members was held on Monday 31<sup>st</sup> March, 2014 at 5.30 p.m. to discuss various matters.

RECORD OF PROCEEDINGS  
Monday 31<sup>st</sup> March 2014 at 5.30 p.m.  
Committee Room, Level 4  
Civic Centre  
10 Watson Terrace, Mount Gambier

Discussion

- CHAT Tool
- Bike Lanes
- Property/Leasing matters
  - Queen Elizabeth Park Trust – Caravan Park
  - 18 Ferrers Street - Red Cross Building
  - 17 Elizabeth Street
  - Frew Park – SA Ambulance Building
- Councillor Induction Program (Development of)

MEMBERS PRESENT:-

Cr D K Mutton  
Cr A Lee  
Cr J Maher  
Cr I Von Stanke  
Cr M R White  
Cr A Smith

STAFF PRESENT:-

Mark McShane, Chief Executive Officer  
Daryl Morgan, Acting Director – Operational Services  
Michael McCarthy, Governance Officer  
Aaron Izzard, Sustainability Officer

MEMBERS APOLOGIES:-

Mayor S A Perryman  
Cr P G Richardson  
Cr B Shearing  
Cr H Persello

LEAVE OF ABSENCE:-

Nil

Meeting closed at 7.30 p.m.

**RECOMMENDATION**

That a further briefing be held with absent Members regarding QEPT discussion

That Council resolve that the report titled “Members Informal Workshop on Various Issues” be received and the contents noted.



## CHIEF EXECUTIVE OFFICER PERFORMANCE DEVELOPMENT AND REVIEW COMMITTEE

Minutes of Meeting held on Thursday 27<sup>th</sup> March, 2014 at 12 noon  
in the Mayor's Office, Civic Centre, 10 Watson Terrace, Mount Gambier

PRESENT: His Worship the Mayor, Mr Steve Perryman (Presiding Member)  
Cr M White, Cr Von Stanke, Cr Mutton

APOLOGIES: Cr White moved the apologies from Cr J Maher, Cr P Richardson  
be received.

Cr Mutton seconded Carried

GUEST: Mr Adam Kennedy, AME Recruitment

COUNCIL MEMBERS/  
OTHERS AS  
OBSERVERS:

COUNCIL OFFICERS  
IN ATTENDANCE: Mr Mark McShane, Chief Executive Officer  
Ms Tracey Gritton, Administration Officer Executive Support

MINUTES: Cr Von Stanke moved the Minutes of the Meeting held on  
Wednesday 12<sup>th</sup> March, 2014 be taken as read and confirmed.

Cr White seconded Carried

QUESTIONS:

- (a) With Notice – Nil received
- (b) Without Notice – Nil received

### SUSPENSION OF MEETING PROCEDURES

Cr Mutton moved that pursuant to the powers contained at Paragraph 21 of the Local Government (Proceedings at Meetings) Regulations that the provisions of the said Regulations be suspended.

Mayor Perryman seconded Carried

The Meeting Procedures were suspended at 12.16 pm.

### RESUMPTION OF MEETING PROCEDURES

Cr Von Stanke moved that the provisions of the Meeting Procedures be now resumed at 1.15 pm.

Cr White seconded Carried

1. **CHIEF EXECUTIVE OFFICER KEY PERFORMANCE INDICATORS – Review of CEO Key Performance Indicators and related material – Ref. PERS**

The Mayor reported:

Mr Adam Kennedy of AME Consulting presented the reviewed CEO KPI's, measures, and evidence based questions for consideration by the Committee and CEO. A workshop was conducted for the committee and CEO to finalise the KPIs, measures and questions. These documents are presented to council for ratification.

Mr Kennedy offered to undertake an interim performance review process in July 2014 as an inclusion of the current agreement with AME (i.e. at no extra cost to council).

**RECOMMENDATION**

Mayor Perryman moved;

- (a) The Committee recommends that the attached KPIs and measures now be the agreed measures for future CEO Performance Reviews.
- (b) As an extension of the KPI review, Adam Kennedy of AME Consulting be engaged to undertake an interim performance review process in July 2014 and provide back to the committee recommendations on any further refinement of KPIs, measures, questions and any other matters.

Cr Von Stanke seconded

Carried

The meeting closed at 1.20 p.m.  
TLG

CONFIRMED THIS                      DAY OF                      2014.

.....  
PRESIDING MEMBER

## KPI Development 2014 - 2015

Mark McShane - City of Mount Gambier

Recommended by CEO PDR Committee 27/3/14

CEO's anniversary is 1st December

KPI	Measure
<b>Community Planning</b>	Completion of the City Development Framework by October 2014.
	Comprehensive review of Strategic and Corporate Plan by December 2016 involving extensive engagement with the community and other stakeholders.
	Quarterly reporting to Council and the Community regarding progress against the Strategic and Corporate Plan commencing June 2014.
	Annual review of Asset Management Plan – due December annually.
<b>Functional/Business Reviews</b>	All commercial contracts documented in a register and reviewed every two years.
	Identified review projects measured by service improvements, cost and/or time.
<b>Elected Members</b>	Positive relationship between CEO and the Elected Body measured by achieving a composite score of 3.5 (out of 5.0) in the annual performance review.
	Development and commencement of a Councillor induction program by November 2014.
<b>HR and Leadership</b>	90% of all staff have annual performance reviews completed by May.
	Staff climate survey achieve 80% of all key engagement indicators being job satisfaction, motivation, commitment and advocacy.
	Work Health and Safety annual audit that delivers a result of 90% or greater delivering 90% of available bonus made available by the Scheme.
	Implementation of all conditions and requirements of the ASU and AWU Workplace Agreements by agreed dates.
<b>Governance</b>	Local Government Association Mutual Liability Scheme annual risk audit to be at least equal to regional average.
	Review of delegations completed annually by December.
	Maintain a governance system of controls that identify and manage critical legislative compliance obligations (e.g. time/date specific actions/reporting/reviews). Promote and encourage a culture and behaviours that creates and supports compliance and identifies and addresses potential non-compliance.
	Review and maintain policies and internal procedures to effectively deal with Freedom of Information, Ombudsman enquiries, ICAC and Section 270 Complaints against Council decisions (Staff and Councillor).
<b>Financial Accountability</b>	CEO presents a draft materially balanced annual operating budget each year.
	85% of annual infrastructure program budget completed within timeframe and budget.
	Annual infrastructure budget to be + / - 5% of infrastructure depreciation schedule.
	Following receipt of the Independent Audit Management Letter, action plans, implementation plans and timeframes are established with in 30 days.