



Reference: AF15/78 FM

23rd September, 2015

TO: CR PERSELLO (PRESIDING MEMBER)
CR LOVETT
CR RICHARDSON
CHIEF EXECUTIVE OFFICER
MANAGER - COMMUNITY SERVICES AND DEVELOPMENT
COMMUNITY DEVELOPMENT OFFICER
LIBRARY MANAGER
JOHN AMOROSO
ROB FOGGO
CAROLINE HILL
EMMA MILERA

COPY: ALL MEMBERS

NOTICE is hereby given that the Community Engagement and Social Inclusion Sub-Committee will meet in the following Meeting Room on the day, date and time as follows:

Community Engagement and Social Inclusion Sub-Committee
(Committee Room - Level 4):

Monday, 28th September 2015 at 5.30 p.m.

An agenda for the meeting is enclosed herewith.

Other Members not on the Sub-Committees are encouraged to attend the above meeting as your thoughts and contributions will be appreciated.

Barbara CERNOVSKIS
MANAGER – COMMUNITY SERVICES AND DEVELOPMENT

COMMUNITY ENGAGEMENT & SOCIAL INCLUSION SUB-COMMITTEE

Meeting to be held in the Committee Room, Level Four of Civic Centre, 10 Watson Terrace,
Mount Gambier, on Monday, 28th September 2015 at 5.30pm

AGENDA

PRESENT:
Cr Persello
Cr Lovett
Cr Richardson
Caroline Hill
Rob Foggo
John Amoroso

APOLOGIES: Emma Milera (leave of absence)

COUNCIL OFFICERS: Chief Executive Officer, Mark McShane
Manager Community Services & Development, Barbara Cernovskis
Library Manager, Vicki Hutchinson
Community Development Officer, Alison Brash

COUNCIL MEMBERS
AS OBSERVERS:

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.

MINUTES: moved that the minutes of the previous meeting held on 22nd June 2015 be taken as read and confirmed.

seconded

QUESTIONS:
(a) With Notice - nil submitted.
(b) Without Notice –

1. **GOVERNANCE - Committees – Sub-Committee Terms of Reference – Community Engagement & Social Inclusion**

Goal: Governance
Strategic Objective: Demonstrate innovative and responsible organisational governance

The Manager Community Services reported:

- (a) The Corporate & Community Services Committee has reviewed and redrafted Terms of Reference for the Community Engagement & Social Inclusion Sub-Committee.
- (b) Council at its meeting on 18th August 2015 supported the redrafted Terms of Reference and referred them to the Community Engagement & Social Inclusion Sub-Committee for comment
- (c) The re-drafted Community Engagement & Social Inclusion Sub-Committee Terms of Reference (attached) are tabled for consideration by the Community Engagement & Social Inclusion Sub-Committee

Community Engagement & Social Inclusion Sub-Committee Agenda, 28th September 2015 cont'd...

moved it be recommended:

- (a) The Community Engagement & Social Inclusion Sub-Committee Terms of Reference as presented be received and adopted.

seconded

2. KEY FOCUS AREA – Reconciliation Action Plan - Community Engagement & Social Inclusion Sub Committee Report No. 6/2015 - Ref AF15/341

moved it be recommended:

- (a) That the Community Engagement and Social Inclusion Sub-Committee Report No 6/2015 on the progress of the Reconciliation Action Plan be received;

seconded

3. KEY FOCUS AREA – Community Engagement & Social Inclusion - Report for Information - Ref. AF15/78

The Manager Community Services & Development reported:

- (a) Attachment 1, Community Engagement & Social Inclusion Key Focus Area progress table outlines progress against key focus area action items for Members information.

moved it be recommended:

- (a) The Community Engagement & Social Inclusion Key Focus Area progress table be received and noted for information ;

seconded

MOTIONS WITHOUT NOTICE

The meeting closed at _____ p.m.

BJC/FM

COMMUNITY ENGAGEMENT & SOCIAL INCLUSION SUB-COMMITTEE

Minutes of Meeting held in the Committee Room, Level Four of Civic Centre, 10 Watson Terrace,
Mount Gambier, on Monday, 27th July 2015 at 5.30pm

PRESENT: Cr Persello (Presiding Member)
Cr Richardson
Caroline Hill
John Amoroso

APOLOGIES: Caroline Hill moved that the apologies from Cr Lovett, Rob Foggo, Mark McShane and Vicki Hutchinson be received.

John Amoroso seconded Carried

Emma Milera (leave of absence)

COUNCIL OFFICERS: Manager Community Services & Development, Barbara Cernovskis
Community Development Officer, Alison Brash

COUNCIL MEMBERS

AS OBSERVERS: Nil

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.

MINUTES: Cr Richardson moved that the minutes of the previous meeting held on 22nd June 2015 be taken as read and confirmed.

Caroline Hill seconded Carried

QUESTIONS: (a) With Notice - nil submitted
(b) Without Notice - nil submitted

1. **KEY FOCUS AREA – Reconciliation Action Plan - Community Engagement & Social Inclusion Sub Committee Report No. 7/2015 - Ref AF12/376**

Cr Richardson moved it be recommended:

- (a) That the Community Engagement and Social Inclusion Sub-Committee Report No 7/2015 on the Reconciliation Action Plan (RAP) development workshop be received;
- (b) Community Engagement and Social Inclusion Sub-Committee engage a RAP focus group to develop a Stretch RAP which identify measures that can be embedded into the organisation;
- (c) Consult with Elders and request that they identify who they wish to be represented by on the RAP focus group. This may be a male and female.
- (d) Foundation of the RAP focus group will be made of RAP Champions to work alongside Elders. The group will also include:
 - Elected Members
 - City of Mount Gambier staff from across divisions

Community Engagement & Social Inclusion Sub-Committee Minutes, 27th July 2015 cont'd...

- **Community representatives**
 - **Young People**
 - **CESI Members**
- (e) **Communicate with the Aboriginal community so they are aware of what is proposed and occurring in developing the RAP.**
- (f) **By end of August 2015 a meeting will occur to discuss potential employment issues and opportunities within Council for Aboriginal and Torres Strait Islanders. The group will comprise of Cr. Richardson, Cr. Lovett and key staff, inclusive of the CEO and HR Manager.**
- (g) **By December 2015 hold three targeted focus groups in order to consult, gather ideas and embed tangible outcomes in structure of the RAP. The focus groups should include:**
- **Interested community members, young people, Educators**
 - **City of Mount Gambier Staff**
 - **The Business Community**
- (h) **A representative from Families SA be invited to Community Engagement and Social Inclusion Sub-Committee meeting to present on the issue of Indigenous children in care in the South East.**

Caroline Hill seconded

Carried

2. **KEY FOCUS AREA – Community Engagement & Social Inclusion - Report for Information - Ref. AF12/376**

The Manager Community Services & Development reported:

- (a) Attachment 2, Community Engagement & Social Inclusion Key Focus Area progress table outlines progress against key focus area action items for Members information.

Cr Richardson moved it be recommended the Community Engagement & Social Inclusion Key Focus Area progress table be received and noted for information.

Caroline Hill seconded

Carried

MOTIONS WITH NOTICE - Nil

MOTIONS WITHOUT NOTICE - Nil

The meeting closed at 5.54 p.m.
BJC/MJT

CONFIRMED THIS DAY OF , 2015

.....
PRESIDING MEMBER



City of
Mount Gambier

COMMUNITY ENGAGEMENT AND SOCIAL INCLUSION SUB-COMMITTEE

TERMS OF REFERENCE

A Sub-Committee of Council Established
pursuant to the provisions of Section 41
of the Local Government Act 1999.

Terms of Reference for the conduct of the business of the Council Sub-Committee were approved and adopted by the City of Mount Gambier at its meeting held on ##th MONTH, 20##

COMMUNITY ENGAGEMENT AND SOCIAL INCLUSION SUB-COMMITTEE

The Community Engagement and Social Inclusion Sub-Committee has been established to support Council's current and future community engagement and social inclusion activities that will:

- identify and report to the Standing Committee and Council on community needs, strengths and aspirations
- review biennially Council's current community engagement and social inclusion practices, policies and strategies in the first and third years of the Council term

COMMUNITY ENGAGEMENT AND SOCIAL INCLUSION SUB-COMMITTEE

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1 NAME

The name of the Council Sub-Committee shall be the Community Engagement and Social Inclusion Sub-Committee (in these Terms of Reference referred to as “the Sub-Committee”).

2 INTERPRETATION

For the purpose of these Terms of Reference, unless inconsistent with the subject matter or context: -

2.1 Definition

- 2.1.1 “Act” means the Local Government Act 1999 and includes all Regulations and Schedules.
- 2.1.2 “Sub-Committee” means the Sub-Committee of Council established pursuant to 3.0.
- 2.1.3 “Sub-Committee Member” means the person appointed by Council to the Sub-Committee by the Standing Committee.
- 2.1.4 “Commencement Date” means the date on which “the Sub-Committee” is established and becomes operative pursuant to 3.2.
- 2.1.5 “Council” means the City of Mount Gambier.
- 2.1.6 “Presiding Member” means the Sub-Committee member appointed to that position pursuant to Clause 6.5.
- 2.1.7 “Standing Committee” means the Corporate and Community Services Committee that established the Sub-Committee and to which the Sub-Committee reports.

Any words, phrases or terms used in these Terms of Reference which are defined in the Act shall have the same meaning as are given in the Act.

A reference in these Terms of Reference to a “singular” includes a reference to the “plural” and a reference to a “plural” includes a reference to the “singular”.

These Terms of Reference shall be interpreted in line with the Provisions of the Act.

3 ESTABLISHMENT

- 3.1 The Sub-Committee is established under Section 41 of the Local Government Act 1999.
- 3.2 The Sub-Committee will be established and become operative from the time a resolution of the Standing Committee is passed.
- 3.3 The Sub-Committee is established by the Standing Committee to assist in the co-ordination and administration of current and future Community Engagement activities.

4 OBJECTIVES

- 4.1 The Community Engagement and Social Inclusion Sub-Committee has been established to support Council's current and future community engagement and social inclusion activities that will:
- identify and report to the Standing Committee and Council community needs, strengths and aspirations
 - review biennially Council's current community engagement and social inclusion practices, policies and strategies in the first and third years of the Council term

5 ANNUAL WORK PLAN

- 5.1 The Sub-Committee shall prepare and submit for the approval of Council an Annual Work Plan to guide its activities within the scope of the Objectives at Clause 4
- 5.2 The Sub-Committee shall operate strictly within the activities contained within the approved Annual Work Plan unless otherwise approved by the Standing Committee and Council.

6 MEMBERSHIP

- 6.1 Membership of the Sub-Committee will comprise three (3) City of Mount Gambier Elected Members, one (1) District Council of Grant Elected Member and three (3) Community Members. The Mayor has Ex-Officio membership on this Sub-Committee.
- 6.2 City of Mount Gambier Elected Members will serve on the Sub-Committee for a term determined at the pleasure of Council.
- 6.3 Community Members appointment will be for a four (4) year term commencing mid way through the Council term. Community Members will be stood down (with the right to re-nominate) mid way through the Council term to enable effective succession.
- 6.4 Notwithstanding clauses 6.1 and 6.3 all Sub-Committee Members hold office at the pleasure of the Council.
- 6.5 The Sub-Committee will appoint a Presiding Member.
- 6.6 The Sub-Committee to favourably consider a representative of Aboriginal and Torres Strait Islander descent.
- 6.7 If a Sub-Committee Member is absent from 2 or more consecutive meetings of the Sub-Committee without an apology accepted by the Standing Committee and Council then that Sub-Committee Members position shall be considered vacant.
- 6.8 The Standing Committee reserves the right not to appoint any nominee, to remove and replace any Sub-Committee Member, or to leave any Sub-Committee member position vacant.

7 NO PROXY

- 7.1 The appointment of a person as proxy for any Member on the Sub-Committee is not permissible.

8 RESIGNATION OF REPRESENTATIVES

- 8.1 Any Sub-Committee member may resign from the Sub-Committee, but such resignation shall not be effective until the Presiding Member has received written notice to that effect.

9 QUORUM

- 9.1 At all Meetings of the Sub-Committee a quorum must be present.
- 9.2 A quorum will be determined by dividing by 2 the number of Sub-Committee Members then formally appointed to the Sub-Committee ignoring any fraction and adding 1 (excluding the Mayor as ex-officio).
- 9.3 If the Sub-Committee fails to achieve quorum on 3 consecutive occasions then the Sub-Committee will be considered to be in recess and the Chief Executive Officer is to present a report to the Standing Committee for consideration.

10 MEETINGS OF THE SUB-COMMITTEE

- 10.1 The Sub-Committee shall hold at least 4 ordinary meetings per calendar year in accordance with a meeting schedule prepared in conjunction with the Presiding Member.
- 10.2 The CEO shall give notice to each Sub-Committee Member at least five clear days prior to any ordinary meeting scheduled in accordance with Clause 10.1.
- 10.3 The CEO must, at the request of the Presiding Member or three other Sub-Committee Members, call a special meeting of the Sub-Committee.
- 10.4 The CEO shall send a copy of the Notice and Minutes of any meeting of the Sub-Committee to the Standing Committee.
- 10.5 Notices of all meetings shall be issued under the hand of the CEO.
- 10.6 No business shall be transacted at any meeting of the Sub-Committee unless a quorum of Sub-Committee Members is present.
- 10.7 Each Sub-Committee Member including the Presiding Member present at any meeting of the Sub-Committee must vote on any matter requiring determination and all decisions shall be decided on a simple majority of votes cast.
- 10.8 Each Sub-Committee Member including the Presiding Member present at any meeting of the Sub-Committee shall have one deliberate vote only.

11 PROCEDURES AT MEETINGS

11.1 The procedure to be observed in relation to the conduct of meetings of the Sub-Committee is in accordance with the Act and the Local Government (Procedures at Meetings) Regulations 2013.

11.2 In accordance with s89 of the Act, insofar as a procedure is not prescribed by regulation, and insofar as a procedure is not determined by the Council or the Standing Committee, it shall be as determined by the Committee itself.

12 LIABILITY OF THE SUB-COMMITTEE

12.1 A liability incurred by the Sub-Committee rests against Council.

12.2 No liability attaches to a Sub-Committee Member for an honest act or omission by that Sub-Committee Member in the performance or discharge, or purported performance or discharge, of the Sub-Committee Member's functions or duties.

13 DELEGATION

13.1 The Sub-Committee has no delegation to act with all recommendations of the Sub-Committee to be referred to the Standing Committee and considered by full Council for final decision and resolution.

14 MINUTES OF THE SUB-COMMITTEE

14.1 Administration

14.1.1 The CEO or his appointee must cause minutes to be kept of the proceedings of each Sub-Committee meeting.

14.1.2 Minutes of the Sub-Committee meeting shall be available to all Sub-Committee Members, the Standing Committee, Council and the public.

14.1.3 The Minutes of the proceedings of a Sub-Committee meeting are to comply with the requirements of the Act.

14.1.4 Minutes and any recommendations of the Sub-Committee Meeting shall be submitted to the Standing Committee and Council and shall be of no effect until endorsed as a resolution of Council

14.1.5 Minutes of the Sub-Committee Meeting shall be submitted for confirmation at the next or a subsequent meeting of the Sub-Committee and if confirmed, shall be signed by the Presiding Member or other person presiding at the subsequent meeting.

15 AMENDMENTS TO THESE TERMS OF REFERENCE

15.1 The Standing Committee may by a recommendation endorsed by resolution of Council revoke, vary or add to any of the provisions of these Terms of Reference.

15.2 Notwithstanding 15.1 hereof before the Standing Committee recommends to revoke, vary or add to any of the provisions of these Terms of Reference the opinion of the Sub-Committee shall first be obtained.

16 DISPUTE/GRIEVANCE

16.1 Should there be any dispute as to the definition and/or interpretation of these Terms of Reference, or any part thereof or any irregularities whatsoever, then the Council shall determine the dispute and the decision of the Council shall be final and binding.

16.2 Any person or organisation having any grievance as to the management, operation, interpretation or definition of the Terms of Reference, or the Sub-Committee wishes to make recommendations as to the general operation of the Sub-Committee, shall communicate in writing any such grievance to the Standing Committee.

16.3 The Standing Committee shall determine the grievance or recommendation and advise the author and the Sub-Committee of its decision.

17 WINDING UP

17.1 The Standing Committee may cease the operation of the Sub-Committee and the Sub-Committee may make such recommendation to the Standing Committee on the completion of its function.

COMMUNITY ENGAGEMENT AND SOCIAL INCLUSION SUB-COMMITTEE REPORT NO. 6/2015

SUBJECT: RECONCILIATION ACTION PLAN

REF: AF15/341

Goal: Building Communities
Strategic Objective: Recognition of our different cultural communities. Building respectful partnerships with those communities and acknowledging the traditional custodians of this area.
Recognition of our indigenous communities as traditional custodians of the land. Build respectful partnerships with our indigenous persons.

Goal: Diversity
Strategic Objective: Celebrate the positive contributions of all members of our communities, to our collective social, economic, cultural, health and overall well-being.
Facilitate the community's active involvement in meeting the varied aspirations, diverse needs and special services that are required (including those for marginalised and vulnerable groups).
Develop the capacity of Council to effectively communicate and engage with our communities, other agencies and service providers.

BACKGROUND

The purpose of this report is to provide a brief update on progress made to date towards developing the Reconciliation Action Plan for the City of Mount Gambier.

Following the inaugural Reconciliation Action Plan workshop held on 7th of July 2015 the below key actions to begin the "Stretch RAP" were identified.

RECOMMENDATIONS ENDORSED BY COUNCIL	STATUS UPDATE
(a) That the Community Engagement and Social Inclusion Sub-Committee Report No 7/2015 on the Reconciliation Action Plan development workshop be received;	This was received in the meeting dated 27/07/15. Recommendations from the report were endorsed by Council in the meeting dated 18/08/15.
(b) Community Engagement and Social Inclusion Sub-Committee engage a RAP focus group to develop a Stretch RAP which identify measures that can be embedded into the organisation;	RAP Focus group to be determined by the CESI Sub Committee, at the September 2015 meeting.
(c) Consult with Elders, and request that they identify who they wish to be represented by on the RAP focus group. This may be a male and female.	Letters of advice have been sent to the South East Aboriginal Elders Group along with the Boards of Pangula Mannamurna Inc and Burrandies Aboriginal Corporation.

<p>(d) Foundation of the RAP focus group will be made of RAP Champions to work alongside Elders. The group will also include:</p> <ul style="list-style-type: none"> • Elected Members • City of Mount Gambier staff from across divisions • Community representatives • Young People • CESI Members 	<p>No update on status.</p>
<p>(e) Communicate with the Aboriginal community so they are aware of what is proposed and occurring in developing the RAP.</p>	<p>In addition to the letters of advice which have been sent to the above mentioned groups, a number of local ATSI community service workers and Educators have received advice that the RAP development process is to begin.</p>
<p>(f) By end of August 2015 a meeting will occur to discuss potential employment issues and opportunities within Council for Aboriginal and Torres Strait Islanders. The group will comprise of Cr. Richardson, Cr. Lovett and key staff, inclusive of the CEO and HR Manager.</p>	<p>A meeting occurred in lieu of the CESI meeting on 24/08/15, attended by Cr. Persello, Cr. Lovett, Caroline Hill, CEO, Director Corporate Services, HR Manager, Community Development Officer.</p> <p>At that meeting it was identified;</p> <ul style="list-style-type: none"> • Council do not have any specific ATSI employment targets/programs in place. • The HR Manager is currently reviewing diversity policy. • There are currently 450 ATSI students in our local schools, many of who are linked to the FLO program. • It was identified to explore the Aboriginal Employment Strategy further to increase understanding of local opportunities. • It was felt Council could be an important corporate role model for Aboriginal employment through advocacy and demonstration. <p>Short term</p> <ul style="list-style-type: none"> • It would be beneficial to link with ATSI education programs as a source to engage work experience students and employ trainees for Council placements. • Currently Council have 4 full time trainees and 2 school based trainees engaged These are not ATSI placements.

	<ul style="list-style-type: none"> • Agreed, we should seek feedback from Senior staff re: where they can use trainees by Council. • A budget adjustment would need to be considered for inclusion of ATSI designated positions. • Any employment/work experience initiatives, should link in to scaffolded support which has been successful through ICAN program. <p>Medium term</p> <ul style="list-style-type: none"> • Re: Workforce development, multifaceted staff up skilling and cultural sensitivity training should be explored, with a focus on inclusion as part of the all staff training. <p>Longer term</p> <ul style="list-style-type: none"> • Explore legitimate modelling of regional cultural tourism opportunities where these are complimentary to Council's work. Learning from collective experiences of Heywood and Portland and other regions demonstrating strong Aboriginal tourism employment opportunities. Liaise with universities and schools in this process.
<p>(g) By December 2015 hold three targeted focus groups in order to consult, gather ideas and embed tangible outcomes in structure of the RAP. The focus groups should include:</p> <ul style="list-style-type: none"> • Interested community members, young people, Educators • City of Mount Gambier Staff • The Business Community 	<p>Dates have not yet been set for these meetings. These should be identified at the September or October CESI meeting.</p>
<p>(h) A representative from Families SA be invited to Community Engagement and Social Inclusion Sub-Committee meeting to present on the issue of Indigenous children in care in the South East.</p>	<p>No update on status of this item.</p>



Alison BRASH
COMMUNITY DEVELOPMENT OFFICER

Sighted:



Mark McSHANE
CHIEF EXECUTIVE OFFICER

23rd September, 2015
BJC

Community Engagement & Social Inclusion Key Focus Area 2015 – Progress Table

Key Focus Area	Action	Progress Notes
Refugee Welcome Zone	Signing of the Refugee Welcome Zone Declaration	Completed
Domestic Violence	Domestic violence as a key focus area has also been identified as one of the 11 priority areas for the City of Mount Gambier Regional Health Plan Domestic Violence Policy	Address Domestic and Family Violence as part of the Regional Health Plan Implementation Committee provided a copy of the Great South Coast Strategy to Prevent Violence against Women & Children for review The development of a Domestic Violence Policy is in progress
Reconciliation Action Plan	Reconciliation Action Plan be developed within the next 12 months using a Cultural Governance model	As per report submitted at item 2 of 28 th September 2015 agenda

Guest Speakers	Topic	Status
Environmental Sustainability Officer, Aaron Izzard	CHAT Tool	Council have asked the Community Engagement and Social Inclusion Sub-Committee to provide wording for an additional question referencing the Social Inclusion Charter which could be included as an additional requirement/field in the CHAT Survey for the further consideration of Council.
Community Health Officer, Kate Fife	City of Mount Gambier Regional Health Plan	Completed
Mount Gambier Prison Director, Mr Glenn Ahern	Present on the wellbeing and representation of the Aboriginal and Torres Strait Islander community in prison and the rehabilitation programs for Domestic Violence offenders.	Invitation sent, Glenn Ahern will review availability and confirm. Anticipate presentation for October meeting.