



Reference: AF11/861

7th May, 2014

MEMBERS

NOTICE is hereby given that the Corporate and Community Services Committee will meet in the following Meeting Room on the day, date and time as follows:

Corporate and Community Services Committee
(Committee Room - Level 4):

Tuesday, 13th May, 2014 at 6.00 p.m.

An agenda for the meeting is enclosed herewith.

Mark McSHANE
CHIEF EXECUTIVE OFFICER

CORPORATE AND COMMUNITY SERVICES COMMITTEE

Meeting to be held on Tuesday, 13th May, 2014 at 6.00 p.m.

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MOTIONS WITH NOTICE

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18. CONSIDERATION FOR EXCLUSION OF PUBLIC
19. GOVERNANCE - REVIEW OF CONFIDENTIALITY ORDER

CORPORATE AND COMMUNITY SERVICES COMMITTEE

Meeting to be held at the Committee Room, Level 4, Civic Centre, 10 Watson Terrace, Mount Gambier on
Tuesday, 13th May, 2014 at 6.00 p.m.

AGENDA

PRESENT: Cr J A Maher (Presiding Member)
Cr P G Richardson, Cr A Lee, Cr A T Smith and Cr H Persello

APOLOGY: moved that the apology from
be received.

seconded

COUNCIL OFFICERS: Chief Executive Officer, Mark McShane
Director - Corporate Services, Grant Humphries
Governance Officer, Michael McCarthy
Finance Manager, Gary Button
Manager Community Services and Development, Barbara Cernovskis
Administration Officer, Melissa Telford

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 8th
April, 2014 be taken as read and confirmed.

seconded

QUESTIONS:

(a) With Notice - Nil received

(b) Without Notice -

1. FINANCIAL STATEMENT – as at 30th April, 2014

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance.

moved it be recommended the financial statement as at 30th April, 2014 be received.

seconded

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.

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

Corporate and Community Services Committee Agenda, Tuesday 13th May, 2014 cont'd...

Date of Motion	Subject Matter	Action Required	Responsibility	Status	Comments
CORPORATE AND COMMUNITY SERVICES					
18/10/2011	Strategic Management Plan	Develop Operational Plans	Chief Executive Officer	In Progress	<ul style="list-style-type: none"> • 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"> 1) Improved Corporate reporting and review; and 2) Strategic Plan reflecting roles of Elected Members and Staff • Desktop Analysis completed in April 2014.
20/11/2012	Establishment of City Development Framework		Chief Executive Officer	In Progress	<ul style="list-style-type: none"> • City Development Framework Sub-Committee established December 2013 to oversee project. • Professor John Martin engaged by Council • Draft Futures Paper being prepared, Professor John Martin in Mount Gambier 12 - 16th May, 2014. • May/June 2014 - consultation to commence to develop strategies.
20/08/2013	Umpherston Sinkhole	<ul style="list-style-type: none"> • Expressions of Interest Process • Council Report 	Governance Officer	In Progress	Negotiations continuing with potential operator.
17/09/2013	China Relationship	Further investigations/members workshop	Chief Executive Officer	In Progress	<ul style="list-style-type: none"> • Initial workshop held • Regional workshop scheduled on 5th December • Members Informal workshop on 6th December • Further workshop scheduled for 19th February 2014. • Council Report and resolution in March to proceed to further investigation.
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
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 .

Corporate and Community Services Committee Agenda, Tuesday 13th May, 2014 cont'd...

18/3/2014	Men's Shed	Convene Project Group to finalise arrangements for Men's Shed at Council Depot Site.	Chief Executive Officer, Governance Officer, Director - Operational Services	In Progress	Project Group established and meetings commenced.
OPERATIONAL SERVICES					
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	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 (after the carpark is resealed)
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	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 are being made
15/04/2014	Community Land Management Plans	Place draft Community Land Management Plans on public exhibition	Director - Operational Services	In Progress	To be advertised on 09/05/2014, submissions will close on 30/05/2014
15/04/2014	Installation of Pedestrian Crossing - Jubilee Highway West	Send letter to Department of Planning, Transport and Infrastructure to advise of Council's support	Engineering Manager	Completed	Letter emailed on 24/04/2014
15/04/2014	Declaration of B-double routes	Initiate proceedings to have Provenance Drive and Pinaceae Court declared as B-double routes	Engineering Manager	Completed	Letter emailed on 24/04/2014
15/04/2014	Playground construction - John Powell Drive Reserve	Proceed with the construction of major elements of this plan in accordance with budget allocation	Engineering Manager	In Progress	<ul style="list-style-type: none"> SMB civil have been engaged to commence the following works: <ul style="list-style-type: none"> Sand pit Perimeter path Concrete lined rock pools / water fall area Rotary are building a pedestrian bridge, meetings with Community groups to look at what works they can achieve.
15/04/2014	Blue Lake Public Lighting	Release a design and construct tender	Director - Operational Services	Completed	Tender has been released, submissions close on 16/06/2014
15/04/2014	Commerce Place Carpark Shade Structures	Release design and construct tender	Director - Operational Services	Completed	Tender has been released, submissions close on 30/05/2014

Corporate and Community Services Committee Agenda, Tuesday 13th May, 2014 cont'd...

15/04/2014	Supply and delivery of motor vehicle (unit 113)	Advise successful (Barry Maney Ford) and unsuccessful tenderers	Director - Operational Services	Completed	All correspondence has been issued
15/04/2014	Supply and delivery of tip truck	Advise successful (OGR Trucks) and unsuccessful tenderers	Director - Operational Services	Completed	All correspondence has been issued
15/04/2014	Supply and delivery of concrete pavers for Ferrers Street	Advise successful (Build Pro) and unsuccessful tenderers	Director - Operational Services	Completed	All correspondence has been issued
15/04/2014	Laying of concrete pavers to Ferrers Street	Re-advertise tender	Engineering Manager	Completed	Tender has been re-advertised, submissions close on 23/05/2014

seconded

3. ELECTED MEMBERS - Training and Development - S A Tourism Industry Council Annual Conference - AF11/903

Goal: Securing Economic Prosperity
Strategic Objective: Support the development of our local economy, our unique local experiences and our capacity to grow visitation to our City

The Director - Corporate Services reported:

- (a) at a recent meeting with the Minister for Tourism the importance to 'be at the table' and contribute strategically to tourism development of the City and region was highlighted;
- (b) during these discussions, in the absence of any other representative industry group, Mayor Perryman committed to act as a pro tempore member of the Minister's Regional Chairs Forum and to promote the establishment of a tourism industry group in Mount Gambier;
- (c) Mayor Perryman advised that he is currently involved in bringing together a group of people in the Mount Gambier area to form a Working Party with the aim of establishing a representative body for the Tourism Sector so that formal connections can be established between industry, RDA, SATC, SATIC, Council's, VIC's, Chambers of Commerce and other stakeholders.

moved it be recommended:

- (a) Mayor Perryman be authorised to attend the 2014 South Australian Tourism Industry Commission Annual Conference to be held in Adelaide on 29th May, 2014 (program: <http://satic.com.au/index.php/events/conference/program>);
- (b) all costs associated with attendance at the Conference be met by Council - Acc. No. 6000.0105 (Members Training).

seconded

4. FINANCIAL MANAGEMENT - Internal Accounting Controls - AF11/714

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

The Director - Corporate Services reported:

- (a) Council's existing 'petty cash' (including cash floats) limits are in need of review:

Corporate and Community Services Committee Agenda, Tuesday 13th May, 2014 cont'd...

Description	Existing \$	Proposed \$	Reason
Civic Centre - petty cash	300	300	-
Civic Centre - cash float	1,200	1,300	OPS Counter
Lady Nelson - cash float	1,000	1,500	Bus Ticketing
Library - cash float	250	250	-
Main Corner - cash float	650	1,050	Da Vinci
Waste Transfer - cash float	400	400	-
Carinya Gardens - cash float	200	200	-
Travel Expenses - cash float	2,000	2,000	-
Total	\$6,000	\$7,000	

Maximum cash advance for any one transaction remains at \$150.

moved it be recommended:

- (a) the report be received;
- (b) Council authorise the following revised (increased) petty cash advance limits:
 - Civic Centre - cash float \$1,300
 - Lady Nelson - cash float \$1,500
 - Main Corner - cash float \$1,050 (temporary to 30th June, 2014)
- (c) all other existing petty cash advance limits to remain unaltered;
- (d) the necessary amendments be authorised to be made to Council's Statutory Resolutions and Council Policy I105 - Internal Controls.

seconded

5. GOVERNANCE - Committees - Mount Gambier Lifelong Learning Sub-Committee - Minutes of Meeting held on 17th April, 2014 - Ref. AF12/375

Goal: Learning
Strategy Objective: Foster partnerships that develop programs, services and opportunities that deliver learning excellence.

moved it be recommended:

- (a) the minutes of the Mount Gambier Lifelong Learning Sub-Committee meeting held on 17th April, 2014 be received;
- (b) the following recommendations (numbered 1 to 2) of the Mount Gambier Lifelong Learning Sub-Committee be adopted by Council:
 - 1. LIFELONG LEARNING
 - (a) the Presiding Member's report be received;
 - (b) the Terms of Reference be amended as discussed and presented at next meeting for review;
 - (c) the Children's Charter, as discussed and amended be endorsed for consultation release on 7th May, 2014.

2. MATTERS OF INFORMATION

- (a) the Manager Community Services and Development report be received;
- (b) provide advice of ongoing progress with design etc. for John Powell Reserve;
- (c) involvement with the RDA Learning Trails Project be suspended pending a report to next meeting;
- (d) the Lifelong Learning Sub-Committee strongly support the proposal from professor Scott Heyes, Canberra University seeking Council contribution to a paper submission of the Transects Project for the International Indigenous Development Research Conference 2014. Cr Maher and Community Development Officer to work with Professor Heyes;
- (e) the Lifelong Learning Sub-Committee endorse ongoing work with Professor John Halsey in principle, a report be provided at the next meeting for discussion;
- (f) the Lifelong Learning Sub-Committee seek information on the Melaleuca Park Early Learning Project and provide update at the next meeting;
- (g) a Family Fun Day Meeting with Community Engagement and Social Inclusion Sub-Committee be scheduled as soon as practicable.

seconded

6. **GOVERNANCE - Committees - Community Engagement and Social Inclusion Sub Committee - Minutes of Meeting held Monday 28th April, 2014 - Ref. AF12/376**

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance

moved it be recommended:

- (a) the minutes of the Community Engagement and Social Inclusion Sub-Committee held on Monday 28th April, 2014 be received;
- (b) recommendations (numbered 1 to 4) of the Community Engagement and Social Inclusion Sub-Committee meeting held on Monday 28th April, 2014 be adopted by Council.

1. BUSINESS ARISING

- (a) A draft document be developed based on Centacare model and presented to next meeting for discussion;
- (b) Both documents to be circulated to all of Community Engagement and Social Inclusion Sub-Committee Members for a decision to be made at a special meeting of Community Engagement and Social Inclusion Sub-Committee in the next fortnight.

2. MANAGER COMMUNITY SERVICES AND DEVELOPMENT REPORT

- (a) the Manager – Community Services and Development report be received;
- (b) amendments to the Community Engagement Tool Kit to be made and presented to the special sub-committee meeting

Corporate and Community Services Committee Agenda, Tuesday 13th May, 2014 cont'd...

3. COMMUNITY DEVELOPMENT OFFICER REPORT

The Community Development Officer report be received.

4. STANDING ITEM: TERMS OF REFERENCE

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

seconded

7. **GOVERNMENT RELATIONS - Federal Member for Barker - Regular Meetings with Council - Ref. AF12/335**

Goal: Governance

Strategic Objective: Engage with national, state, regional and local forums and partnerships to provide solutions and options to continually improve Councils service delivery and performance.

The Director - Corporate Services reported:

- (a) Council has received a request from the Member for Barker to meet with Elected Members and senior staff on an informal half yearly basis;
- (b) Mayor Perryman has suggested informal meetings be initially scheduled in the months of March and July.

moved it be recommended:

- (a) the letter be received;
- (b) Council respond to the Member for Barker accepting the proposal to establish regular half yearly meetings on an informal basis;
- (c) Council propose that the initial informal meeting be held in July 2014 on a date and time mutually acceptable.

seconded

8. **CORPORATE AND COMMUNITY SERVICES REPORT NO. 28/2014 - SELGA - Executive Officer Works Plan and Administration Support Proposal - AF11/936**

Goal: Governance

Strategic Objective: Engage with national, state, regional and local forums and partnerships to provide solutions and options to continually improve Councils service delivery and performance.

moved it be recommended:

- (a) Corporate and Community Services Report No. 28/2014 be received;
- (b) That Council support SELGA's proposal to engage a project administrator for a contract period of 2 years and inform SELGA of this resolution;
- (c) The current draft budget for SELGA to support SERIC be reallocated to the project administrator's role resulting in no additional budget allocation to SELGA from Council's 2014-15 draft budget.

seconded

9. CORPORATE AND COMMUNITY SERVICES REPORT NO. 29/2014 - South East Resource Information Centre (SERIC) Board Resolution - AF11/217

Goal: Governance

Operational Activity: Evaluate the effectiveness of all service delivery initiatives against the returns and/or benefits to the community.

moved it be recommended:

- (a) Corporate and Community Services Report No. 29/2014 be received;
- (b) That Council inform SERIC (and SELGA) that the City of Mount Gambier will not provide funding to SERIC after 1 July 2014;
- (c) Council acknowledge SERIC's work and Terry Strickland's leadership in providing Geographical Information Services to SELGA Councils.

seconded

10. CORPORATE AND COMMUNITY SERVICES REPORT NO. 31/2014 - Riddoch Art Gallery - Request to Financially Support Business Planning Consultancy - AF11/1615

*Goal: Building Communities
Diversity
Learning*

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

Consider the needs of all community groups in developing projects, services and infrastructure (public or privately owned).

Promote the benefits of cooperative learning and contribution learning make, to our enhanced quality of life.

moved it be recommended:

- (a) Corporate and Community Services Report No. 31/2014 be received;
- (b) Council respectfully declines to provide financial support to the Riddoch Art Gallery to conduct a business review.

seconded

11. CORPORATE AND COMMUNITY SERVICES REPORT NO. 32/2014 - Lease - Dimjalla Park - AF11/2200

Goal: Diversity

Strategic Objective: Recognise and respond to our collective responsibilities to provide ease of access to physical facilities and spaces (public & privately owned)

moved it be recommended:

Corporate and Community Services Committee Agenda, Tuesday 13th May, 2014 cont'd...

- (a) Corporate and Community Services Report No. 32/2014 be received;
- (b) The expiry of temporary occupancy arrangements on 30 June 2014, and requirement to vacate and make good the site, be noted;
- (c) A further report be presented to Council in the event that an agreement is reached on a further lease term and rental on similar terms to the expired lease.

seconded

12. CORPORATE AND COMMUNITY SERVICES REPORT NO. 33/2014 - Policy Review - R200 - Community Land (Reserves) - AF11/1948

Goal: Governance
Strategic Objective: Demonstrate innovative and responsive organisational governance.

moved it be recommended:

- (a) Corporate and Community Services Report No. 33/2014 be received;
- (b) Council hereby adopts new Council Policy R200 Community Land (Reserves), as attached to this Report;
- (c) Council hereby deletes former Council Policies (now merged):
R210 Reserves - Lease Term/Fee
R240 Reserves - Rental Where Council Maintains
- (d) Council makes the necessary amendments to Council's Policy Manual Index.

seconded

13. CORPORATE AND COMMUNITY SERVICES REPORT NO. 34/2014 - Policy Review - R130 - Rates General Matters - AF11/1952

Goal: Governance
Strategic Objective: Demonstrate innovative and responsive organisational governance.

moved it be recommended:

- (a) Corporate and Community Services Report No. 34/2014 be received;
- (b) Council hereby adopts new Council Policy R130 Rates - General Matters, as attached to this Report;
- (c) Council hereby deletes former Council Policies (now merged):
R110 Rates - Appeals Against Assessments
R120 Rates - Fines on Unpaid Rates
R160 Rates - Outstanding
- (d) Council makes the necessary amendments to Council's Policy Manual Index.

seconded

14. CORPORATE AND COMMUNITY SERVICES REPORT NO. 35/2014 - Policy Review - P155 Privacy Policy - AF11/1948

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance.

moved it be recommended:

- (a) Corporate and Community Services Report No. 35/2014 be received;
- (b) Council hereby adopts new Council Policy P155 - Privacy Policy, as attached to this Report;
- (c) Council hereby deletes former Council Policies (now merged):

P160 Privacy

P185 Property - Provision of Related Information

- (d) Council makes the necessary amendments to Council's Policy Manual Index.

seconded

15. CORPORATE AND COMMUNITY SERVICES REPORT NO. 36/2014 - Leasing - Frew Park - SA Ambulance Service - AF11/1426

Goal: Diversity

Strategic Objective: Consider the needs of all community groups in developing projects, services and infrastructure (public or privately owned).

moved it be recommended:

- (a) Corporate and Community Services Report No. 36/2014 be received;
- (b) SA Ambulance Service request to 'holdover' on the Frew Park lease beyond 30 June 2014 be acknowledged and granted, subject to rent being paid on a monthly basis in advance;
- (c) An Elected Members Workshop be scheduled to enable further discussion on potential options for the future use/occupation of the Frew Park building.

seconded

16. CORPORATE AND COMMUNITY SERVICES REPORT NO. 37/2014 - Local Area Network Computer Replacement Process - AF11/1828

Goal: Governance

Strategic Objective: (i) Develop and maintain a valued, adaptable, skills and motivated workplace.

(ii) Demonstrate innovative and responsive organisational governance.

moved it be recommended:

- (a) Corporate and Community Services Report No. 37/2014 be received;
- (b) Council authorise the Chief Executive Officer to enter into direct negotiations with Green Triangle Electronics for the supply, installation, integration training and ongoing support for the hardware, software and services associated with the upgrade/replacement of Councils local area network infrastructure;

Corporate and Community Services Committee Agenda, Tuesday 13th May, 2014 cont'd...

(c) Council fund the upgrade/replacement of the local area network infrastructure from the 2014/2015 Budget as follows:

- hardware purchase/supply - Acc No. 6014.0330 (Computer Equipment lease fees)
- application software purchase/supply; and
- installation/configuration; and
- returns/freight etc. - Acc No. 7460.4407 (Capital Support Services, IT, costs)

seconded

17. CORPORATE AND COMMUNITY SERVICES REPORT NO. 38/2014 - Policy Review - R180 - Records Management Policy - AF11/1948

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance.

moved it be recommended:

- (a) Corporate and Community Services Report No. 38/2014 be received;
- (b) Council hereby adopts new Council Policy R180 - Records Management, as provided with this report;
- (c) Council makes the necessary amendments to Council's Policy Manual Index.

seconded

MOTIONS WITH NOTICE: Nil

MOTIONS WITHOUT NOTICE

18. 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 as follows:

CCS19 (a) S.90(3)(m) - information to be considered in relation to this Agenda Item is information relating to an amendment under the Development Act 1993 before a Development Plan Amendment report relating to the amendment is released for public consultation under that Act.

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances as the Development Plan amendment has not yet been finalised which could result in the public becoming inadvertently misinformed of the proposed changes.

CCS19 (b) S.90(3)(d) - information to be considered in relation to this item is commercial information of a confidential nature (not being a trade secret) the disclosure of which:

- i. could reasonably be expected to confer a commercial advantage on a 3rd party; and

Corporate and Community Services Committee Agenda, Tuesday 13th May, 2014 cont'd...

ii. would, on balance, be contrary to the public interest.

The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information.

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because it would be inappropriate to advantage a potential purchaser and/or disadvantage an owner/vendor.

<u>Item No.</u>	<u>Subject Matter</u>		<u>S90 (3) Grounds</u>
Corporate & Community Services Committee Minutes			
19.	<u>GOVERNANCE</u> - Review of In-Confidence Items		
	<i>Meeting Date</i>	<i>Subject</i>	
(a)	15/12/2009	OPERATIONAL SERVICES REPORT NO. 44/2009 - Heritage - Local Heritage Development Plan Amendment - Ref. 225/1/10	(m)
(b)	17/7/2012	SALE OF LAND FOR NON PAYMENT OF RATES – Notice of Intention to Sell Land for Non-Payment of Council Rates	(d)

seconded

FINANCIAL STATEMENT - Monthly Bank Reconciliation

as at 31/03/2014 \$		as at 30/04/2014 \$
781,031.08 CR	GENERAL ACCOUNT (Westpac)	
	OPENING BALANCE	248,767.97 CR
	PLUS Receipts -	
2,681,456.03	Rates & Arrears	260,033.39
2,131,233.42	General	549,876.04
-	Receipt of Cash Advance Funds	
-	Transfer from CAD Loan 103	500,000.00
300,000.00	Transfer from Investment Funds	901,571.34
0.00	Transfer from Reserve Funds	-
5,112,689.45		2,211,480.77
5,893,720.53 CR		2,460,248.74 CR
(653,682.58)	LESS Direct Debits to Bank Account -	
-	Payroll - 2 Pays processed in April (4/4 & 18/4)	(626,568.31)
(1,200,000.00)	Sundry	-
(2,012,741.00)	Transfer to Investment Funds	-
(3,866,423.58)	Transfer to CAD Loan 103	-
2,027,296.95 CR		(626,568.31)
(1,778,528.98)	LESS Expenditure Statement - \$	1,833,680.43 CR
\$248,767.97 CR	CASH BALANCE	(1,768,134.14)
		\$65,546.29 CR
	BANK RECONCILIATION	
371,358.90 CR	Balance as per Bank Statement	73,222.83 CR
9,883.60	PLUS Deposits not yet credited	6,478.55
(20,297.09)	LESS Deposits not yet reconciled	(8,082.97)
	LESS Deposits not yet updated	(1,888.25)
	PLUS Payments not yet reconciled	
360,945.41 CR		69,730.16 CR
(3,954.21)	LESS Unpresented Cheques & EFT's	(4,183.87)
\$356,991.20 CR	CASH BALANCE	\$65,546.29 CR
	Current Interest Rate on Bank Account Balance is	0.01%
	LGFA CAD LOAN 103	
(2,012,741.00) DR	OPENING BALANCE	- DR
2,012,741.00	PLUS Deposits	
-	LESS Withdrawals (Transfer to General Account)	(500,000.00)
-	Sundry	
\$ - DR	CASH BALANCE	(500,000.00) DR
	Current Interest Rate on CAD Loan Balance is	4.75%

as at 31/03/2014 \$	<u>FINANCIAL STATEMENT continued.....</u>	as at 30/04/2014 \$
	<u>INVESTMENT FUNDS (Local Government Finance Authority)</u>	
CR	Opening Balance	900,000.00 CR
1,200,000.00	<u>PLUS</u> Deposits	1,571.34
(300,000.00)	<u>PLUS</u> Accrued interest	
-	<u>LESS</u> Withdrawals (Transfer to Westpac)	(901,571.34)
	Withdrawals (Transfer to CAD Loan 103)	
<u>\$900,000.00 CR</u>	CLOSING BALANCE	<u>\$0.00 CR</u>
	<u>RESERVE FUNDS (Local Government Finance Authority)</u>	
0.00 CR	OPENING BALANCE	0.00 CR
	<u>PLUS</u> Deposits	
	<u>LESS</u> Withdrawals (Transfer to CAD Loan 103)	
<u>\$0.00 CR</u>	CLOSING BALANCE	<u>\$0.00 CR</u>

INVESTMENT OF FUNDS

Investment Funds - all invested - 'At Call' at	2.50%
Reserve Funds - all invested - 'At Call' at	2.50%

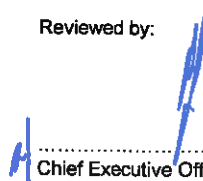
as at 31/03/2014 \$	<u>LOAN FUNDS OWING (Local Government Finance Authority)</u>	as at 30/04/2014 \$
Opening Bal	Loan Purpose	Closing Bal
6,341.35	099 MG Bowls - Artificial Rink	6,341.35
32,023.82	091 Blue Lake Golf Centre	32,023.82
46,650.49	094 Old Gaol/TAFE/Reidy Pk	46,650.49
158,489.66	101 RSL Bowls - Artificial Rink	158,489.66
3,459,559.66	102 Library	3,459,559.66
0.00	103 CAD - Variable Int Only	500,000.00
0.00	104 CAD - Variable Int Only	0.00
<u>\$3,703,064.98 DR</u>	Interest Rate	<u>\$4,203,064.98 DR</u>
	Maturity Date	
	6.55%	
	7.60%	
	7.90%	
	5.05%	
	5.97%	
	4.75%	
	4.75%	

Prepared by:



Finance Manager

Reviewed by:



Chief Executive Officer

MOUNT GAMBIER LIFELONG LEARNING SUB-COMMITTEE

Minutes of Meeting held at the Committee Room, Civic Centre, 10 Watson Terrace, Mount Gambier on Thursday, 17th April 2014 at 2.00 p.m.

- Present: Cr Maher (Presiding Member)
Cr Richardson
Cr Shearing
Cr Julie Reis (District Council of Grant)
David Mezinec
Sarah Pellen
Alexandra Nicholson
- Apologies: Nil
- Not in Attendance: A late apology was received from Cr Reis by administration staff after meeting had convened. Apology for noting.
- Other Members in Attendance: Nil
- Council Employees: Barbara Cernovskis, Manager - Community Services and Development
Vicki Hutchinson, Library Manager
Alison Brash – Community Development Officer
- Employee Apologies: Mark McShane, Chief Executive Officer
- Leave of Absence: Nil
- Apologies - Other Members: Nil
- Other Guests in Attendance: 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 OF PREVIOUS MEETING – Friday, 21st February 2014

Cr Shearing moved that the minutes of the Mount Gambier Lifelong Learning Sub-Committee held on 21st February 2014 be received.

Sarah Pellen seconded

Carried

1. LIFELONG LEARNING

The Presiding Member reported:

- (a) Operations of Sub-Committee
 - Amended Terms of Reference attached for discussion
- (b) Children's Charter
 - Amended Draft document attached for discussion

Mount Gambier Lifelong Learning Sub-Committee Minutes, Thursday 17th April, 2014 cont'd..RECOMMENDATION NO. 1

Cr Richardson moved it be recommended:

- (a) the Presiding Member's report be received;
- (b) the Terms of Reference be amended as discussed and presented at next meeting for review;
- (c) the Children's Charter, as discussed and amended be endorsed for consultation release on 7th May, 2014.

Cr Shearing seconded

Carried

2. MATTERS OF INFORMATION

The Manager Community Services and Development reported on:

- (a) Education Leaders Forum
 - Scheduled for 7th May, 2014 at 10.00 a.m.
 - Update on the program
 - Online Village
- (b) Outdoor Learning Environment
 - Report prepared and presented to Council, Tuesday 15th April, 2014
 - Ongoing meetings scheduled with Mulga Street Primary Leadership Governing Committee, Mount Gambier Children's Centre and community to collaboratively implement the project for John Powell Reserve project.
- (c) Learning Trails
 - RDA will be engaging on a short term contract a project officer to develop an Educational Resource template.
- (d) LGA AGM Presentation
 - Report on the Lifelong Learning display showcased in Adelaide on 10/11 April 2014.
- (e) Transects – Canberra University Proposal
 - Tabled at meeting for discussion
- (f) Sidney Myer Foundation/Flinders University Workshop
 - Tabled at meeting for discussion

RECOMMENDATION NO. 2

David Mezinec moved it be recommended:

- (a) the Manager Community Services and Development report be received;

Mount Gambier Lifelong Learning Sub-Committee Minutes, Thursday 17th April, 2014 cont'd..

- (b) provide advice of ongoing progress with design etc. for John Powell Reserve;
- (c) involvement with the RDA Learning Trails Project be suspended pending a report to next meeting;
- (d) the Lifelong Learning Sub-Committee strongly support the proposal from professor Scott Heyes, Canberra University seeking Council contribution to a paper submission of the Transects Project for the International Indigenous Development Research Conference 2014. Cr Maher and Community Development Officer to work with Professor Heyes;
- (e) the Lifelong Learning Sub-Committee endorse ongoing work with Professor John Halsey in principle, a report be provided at the next meeting for discussion;
- (f) the Lifelong Learning Sub-Committee seek information on the Melaleuca Park Early Learning Project and provide update at the next meeting;
- (g) a Family Fun Day Meeting with Community Engagement and Social Inclusion Sub-Committee be scheduled as soon as practicable.

Cr Shearing seconded

Carried

3. NEXT MEETING: 2.00 pm Friday, 16th May 2014

Meeting closed at 3.21 p.m.

1st May, 2014
MJT/TLG

COMMUNITY ENGAGEMENT & SOCIAL INCLUSION SUB-COMMITTEE

Minutes of Meeting held at the Committee Room, Civic Centre, 10 Watson Terrace, Mount Gambier
on Monday, 28th April, 2014 at 5.30 p.m.

PRESENT: Cr Richardson
Cr Persello
Cr Shearing
Rob Foggo

APOLOGIES: Cr Shearing moved that the apologies from John Amoroso and Emma Hay be received

Rob Foggo seconded

NOT IN ATTENDANCE:

COUNCIL OFFICERS: Barbara Cernovskis, Manager - Community Services and Development
Stacey Holder, Human Resource Manager

COUNCIL OFFICER

APOLOGIES: Mark McShane, Chief Executive Officer
Alison Brash, Community Development Officer

COUNCIL MEMBERS

AS OBSERVERS: Cr White
Cr Maher

OTHER GUESTS
IN ATTENDANCE:

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 Shearing moved that the minutes of the previous meeting held 24th March, 2014 be taken as read and confirmed.

Rob Foggo seconded

1. BUSINESS ARISING

The Presiding Member raised for discussion:

- (a) Domestic Violence Workplace Policy
Discuss development of internal workplace policy and awareness campaign.
Background literature attached.
- (b) Aboriginal and Torres Strait Islander Flags
Draft commitment (attached) presented for further discussion

Community Engagement and Social Inclusion Sub-Committee Minutes, Monday 28th April, 2014 cont'd..

RECOMMENDATION NO.1

Cr Shearing moved it be recommended:

- (a) A draft document be developed based on Centacare model and presented to next meeting for discussion;**
- (b) Both documents to be circulated to all of Community Engagement and Social Inclusion Sub-Committee Members for a decision to be made at a special meeting of Community Engagement and Social Inclusion Sub-Committee in the next fortnight.**

Cr Persello seconded

Carried

2. MANAGER COMMUNITY SERVICES AND DEVELOPMENT REPORT

The Presiding Member reported the Members present receive a report from the Manager Community Services and Development:

(a) the report delivered by the Manager Community Services and Development include:

- (i) Community Engagement Schedule
2014/15 Draft Business Plan and Budget Pop Up Engagement activities
- (ii) Family Fun Day
Joint meeting with Lifelong Learning sub committee scheduled for Monday, 5th May 2014 at 5.30 pm
- (iii) Community Engagement Toolkit
Feedback on Community Engagement Tool Kit

RECOMMENDATION NO. 2

Cr Persello moved it be recommended:

- (a) the Manager – Community Services and Development report be received;**
- (b) amendments to the Community Engagement Tool Kit to be made and presented to the special sub-committee meeting**

Cr Shearing seconded

Carried

3. COMMUNITY DEVELOPMENT OFFICER REPORT

The Acting Presiding Member reported the Members present receive a report from the Community Development Officer:

(a) Community Development Officer delivered a monthly report (attached)

RECOMMENDATION NO. 3

Rob Foggo moved the Community Development Officer report be received.

Cr Persello seconded

Carried

Community Engagement and Social Inclusion Sub-Committee Minutes, Monday 28th April, 2014 cont'd..

4. STANDING ITEM: TERMS OF REFERENCE

Objective:	Project	Current Status
4.1		
Review Council's current community engagement and social inclusion practices and policies	Revised Policy P195 Community Engagement Process Audit	Revised Policy adopted 19 th November 2013 Internal Audit in development
Investigate relevant practices in other Councils.		Achieved
Develop a community engagement and social inclusion strategy	Draft Strategy for Member Engagement Community Engagement Framework	In development In development
Reflect community needs		In development
Embed community engagement and social inclusion practices in Council's operations	Community Engagement Framework Community Engagement Process	In development Internal Audit in development
4.2		
Develop an organisational and operational framework to achieve Objective 4.1	As above	In development

RECOMMENDATION NO. 4

Cr Persello moved it be recommended the standing item Terms of Reference table as presented be received and actioned.

Rob Foggo seconded

Carried

5. NEXT MEETING: 26th May 2014 at 5.30 p.m.

Meeting closed at 6.34 p.m.

TLG



TONY PASIN MP

Federal Member for Barker



14 April 2014

Mr S Perryman
 Mayor
 City of Mount Gambier
 PO Box 56
 MOUNT GAMBIER SA 5290

Dear Mayor *Steve* Perryman,

As a former member of local government I respect and value the critical role that local government performs in our community.

As the Member for Barker I look forward to working with you in a collaborative way to make Barker an even better place to live, work and do business.

In order to facilitate strong and constructive dialogue I would appreciate being given the opportunity to meet with yourself, other elected members and senior executives of your Council in an informal setting twice yearly.

Should you wish to take up this opportunity please have a member of your administrative staff contact my office manager Mrs Vanessa Juergens at my Murray Bridge office.

I also take this opportunity to advise that applications for Green Army Projects opened on today. Project guidelines, application forms and additional information regarding the Green Army Programme can be accessed at www.environment.gov.au/green-army.

I look forward to working with you and your Council.

Yours faithfully,

Tony Pasin
 Tony Pasin MP

Murray Bridge Office

Shop 17, Murray Bridge Market Place, South Terrace, Murray Bridge SA 5253

Phone 08 8531 2466 Freecall 1300 301 648 Fax 08 8531 2124

Scanned by: npearce on 22/04/2014 11:30:48

Email Tony.Pasin.MP@aph.gov.au

Web www.tonypasin.com

Mount Gambier Office

2A Helen Street, Mount Gambier SA 5290

Phone 08 8724 7730 Freecall 1300 723 935 Fax 08 8723 2230

f Tony Pasin, Member for Barker

@TonyPasin

SUBJECT: SELGA – EXECUTIVE OFFICER WORKS PLAN AND ADMINISTRATION SUPPORT PROPOSAL

REF: AF11/936

Goal: Governance
Strategic Objective: Engage with national, state, regional and local forums and partnerships to provide solutions and options to continually improve Councils service delivery and performance.

At the SELGA meeting held on 4th April, 2014 a report was considered that detailed the Executive Officer's work plan that, in part, proposed the provision of a project administrator (.6 FTE) to assist with the delivery of SELGA's objectives in a range of areas. The report and resolution (attached) notes the increasing expectation of the SELGA Executive Officer role and the need for a focus on core, high level issues. The recent work by the Executive Officer and Councils in reviewing the SELGA Strategic Plan reinforces the focus on the high level activities and the significant scope of work within the strategic plan.

The SELGA report proposes the recruitment of a .6 FTE project administration at a total annual cost of \$55,000 including on costs. The budget breakdown and details are identified on pages 4 & 5 of the SELGA report with our Council's contribution being \$11,412 per annum commencing 2014-2015.

Further to this report correspondence has been received from the South East Resources Information Centre (SERIC) that provides geographical information services to SELGA Councils and is funded by SELGA annually at just over \$50,000. SERIC's correspondence notes that due to funding issues the activities of SERIC will wind up mid year (unless further funding can be gained) and hence ongoing SELGA funding (contribution from each of the 7 Councils) will not be required. Council's 2014-2015 draft budget identifies contributions to SELGA including an amount of \$12,500 for SERIC.

If Council support the concept of additional resources to SELGA via a project administrator then there will be no additional cost to Council as the planned budget for SERIC will be reallocated to meet the cost of the project administration.

RECOMMENDATION

- (a) Corporate and Community Services Report No. 28/2014 be received;
- (b) That Council support SELGA's proposal to engage a project administrator for a contract period of 2 years and inform SELGA of this resolution;
- (c) The current draft budget for SELGA to support SERIC be reallocated to the project administrator's role resulting in no additional budget allocation to SELGA from Council's 2014-15 draft budget.



Mark McSHANE
CHIEF EXECUTIVE OFFICER

SOUTH EAST LOCAL GOVERNMENT ASSOCIATION INC

Incorporated under the provisions of The Local Government Act

C/- PO Box 1445
Mount Gambier 5290

“Old Town Hall”
Commercial Street East
Mount Gambier

Phone: 08 8723 1057
Fax: 08 8723 1286
Email: eo@selga.sa.gov.au

Business Hours - 9.00 am to 5.00 pm - Monday to Friday

President:

Mayor Richard
Vickery

Executive Officer:

Ann Aldersey

TO: SELGA BOARD MEMBERS AND CEO'S

FROM: SELGA PRESIDENT

DATE: APRIL 3rd 2014

RE: SELGA STRATEGIC PLAN REVIEW: EXECUTIVE OFFICER'S WORK PLAN

Member Councils:

City of:

Mount Gambier

Districts of:

Grant

Kingston

Naracoorte Lucindale

Robe

Tatiara

Wattle Range

PURPOSE

To provide information on the direction of the SELGA Strategic Plan 2014-2019, and the implications for the SELGA Executive Officer's Work Plan 2014-15.

To consider the engagement of a SELGA Project Administrator to support the full implementation of the SELGA Strategic Plan.

BACKGROUND

SELGA is currently reviewing and updating the Strategic Plan for 2014-2019. The draft Strategic Plan has been referred to SELGA Constituent Councils for feedback. The draft SELGA Budget 2014-15 has also been referred to Councils for feedback. Both the Strategic Plan and SELGA Budget 2014-15 will be provided to the SELGA Board for consideration and adoption at the June General Meeting.

The SELGA Strategic Plan divides SELGA's activities across five themes: Infrastructure; Economy; Environment; Social Well-being; and governance, leadership and financial sustainability. For each theme, the role of SELGA is defined in the following way:

Role	SELGA will...
Regional Leadership	Initiate action and lead regional activity Set the agenda and direction
Advocacy	Represent the region, and pursue outcomes on behalf of the Constituent Councils and the region
Council Coordination	Coordinate the activities of Constituent Councils Act as the central organisation for shared Local Government responsibilities Provide a single point of contact to the region's Local Government
Partnership	Join with other stakeholders to deliver a service or project
Delivery	Implement projects with a dedicated budget, staff member or resources

The strategic planning process has emphasised SELGA's strength in regional leadership, advocacy and council coordination.

Regional Leadership and Advocacy

SELGA's role as a key regional leader and advocate on priority issues has been identified as a priority through the Strategic Planning process.

Currently SELGA leads a number of specific priority regional initiatives:

1. The Limestone Coast Economic Diversification Project and Group,
2. Informing the community on the exploration and development of unconventional gas in the South East.
3. Securing funding for the future maintenance and upgrade of the South East drainage network, in partnership with responsible regional bodies.
4. Implementation of the 2030 SELGA Regional Transport Plan, including attracting funding for regional roads.

There are a number of further opportunities for SELGA to lead regional effort, including tourism, regional models for local government, health and social infrastructure, provision of power supply, and many more. This also includes closer collaboration with the LGA SA and SAROC bodies to increase the Region's ability to take advantage of state initiatives and opportunities, as well as influence statewide policy or gain state support on key issues.

SELGA Contracts and Project Delivery

SELGA has a total of ten contracts in place for projects and partnership project delivery.

In 2013-2014, SELGA commenced four new projects of:

1. Regional Community Road Safety Program, including the engagement of a Regional Community Road Safety Officer (Motor Accident Commission);
2. Regional Waste Management Project, including the engagement of a Regional Waste Management Coordinator (Zero Waste SA);
3. Development of a Regional Trails Master Plan (Office of Recreation and Sport);
4. Regional Development Assessment Panel and Plan project (in partnership with the LGA SA);

With the exception of number four (4), all SELGA is delivering the projects subject to a Funding Agreement with a third party. The above projects will continue into 2014-15.

In addition, SELGA has two contracts in place with the Australian Government for the delivery of coastal programs in the Limestone Coast. The combined value of these projects is approximately \$3.5m over 5 years. SELGA has two contracts in place with the SA Department of Environment, Water and Natural Resources to deliver these projects. SELGA manages the contract and reporting with the Australian Government and DEWNR, and sits on the Project Steering Committee for both projects.

SELGA has Funding Agreements in place with Regional Development Australia Limestone Coast (2), Habitable Places Architects for Heritage Advisory Services, and the Officer of Recreation and Sport for the STARCLUB Program and Field Officer

Executive Officer Position

Executive Officer Ann Aldersey commenced on 20th May 2013, with contract appointment to 19th May 2017. The Executive Officer Position Description *Responsibilities* include: Administration and finance; advocacy and public relations; governance; and member services.

DISCUSSION

Priorities for Executive Officer

Under the current Executive Officer Work Plan the priorities are determined in order to be:

1. **The effective and accountable administration of the SELGA Board, delivery of the resulting Board actions, and meeting legislative requirements in the administration of the Association.** This involves SELGA planning (Strategic, Business), budgeting and financial management.

As part of the administration of the SELGA Board and running of the Association, there are a number of outstanding areas of work that need attention in 2014-15:

- Review of SELGA Charter (overdue).
- Development of Work, Health and Safety procedures to address key hazard and risks identified.
- Development of SELGA Business Plan 2014-15.

This part of the role requires consistent ongoing effort, structured around bi-monthly SELGA Board meetings and financial year milestones.

This priority also includes the supervision of staff; SELGA now has three project staff in addition to the Executive Officer.

2. **Direct SELGA's regional leadership and advocacy on priority issues** - This area of activity is often changeable in the level of effort required, particularly in response to opportunities or issues that arise. For SELGA to be an effective regional leader and advocate, the Executive Officer needs to be able to dedicate significant blocks of time to leadership and advocacy actions, often at short notice.
3. **The coordination of Constituent Councils to ensure the benefits of regional local government are delivered for communities and constituent councils.** This includes being the first point of contact for external engagement, and optimizing opportunities to create efficiencies in delivery of local government services. There is also the need to manage Constituent Council expectations with regard to SELGA's ability to coordinate and deliver shared functions.
4. **Manage SELGA contractual requirements, including project delivery, contract management and project staff direction.** Funding Agreements with third parties for SELGA delivery of projects need close management to ensure that all contractual requirements are fulfilled, particularly when related to the engagement of staff. Furthermore, SELGA is the proponent for two significant projects with the Australian Government, which are sub-contracted to DEWNR for delivery. It is critical that the delivery of these projects is closely managed to minimise any risk to SELGA.

In the Executive Officer's contract under *Responsibilities of Position*, priorities 1-3 are included; the management of contracts and delivery of regional projects is not specifically listed as part of the position responsibilities.

Proposal for New Position: SELGA Project Administrator

Presently, there are responsibilities in priorities 1 and 2 that are not being delivered, and insufficient or inconsistent staff time is available for priorities 3 and 4. To maximise the Executive Officer's time toward the highest priority work areas, it is proposed that SELGA engage additional staff resources to deliver actions under priorities 3 and 4.

A Project Administrator is required to oversee SELGA's contractual requirements and direct project delivery, as well as support specific projects identified under priority 3.

Additional staff resources for SELGA will:

- Ensure the Executive Officer can manage the effective and accountable administration of the SELGA Board, and meet legislative requirements for the Association.
- Maximise the strengths of the Association by directing more of the Executive Officer's time toward leadership and advocacy priorities.
- Minimise risk to SELGA of not delivering on contractual requirements with third parties
- Enable the Executive Officer to dedicate more time to the supervision of SELGA staff members.
- Enable the Executive Officer to focus on the employment contract responsibilities of the position.
- In respect to the number of contracts and expected workload, the position is proposed at 0.6 FTE in the first instance.

Budget

It is proposed that funding for the Project Administrator comes from two sources:

1. SELGA income from project administration fees; and
2. Contributions from SELGA Constituent Councils

SELGA currently receives \$12,000 per annum for the administration of the two contracts with the Australian Government delivered by DEWNR.

Income from SELGA Constituent Councils would comprise 'new' council contributions to SELGA.

Expense	Cost per annum
Salary 0.6 FTE*	\$38,196
Salary on-costs	\$6,875
Operating	\$10,000
Total	\$55,071

*Based on SA Municipal Salaried Officers Award (General Officer) Level 8 at \$63,661pa

The costs of the officer can be supported by SELGA income of \$12,000p.a. and would require Council contributions of \$43,000p.a.

Council contributions would be calculated by applying the SELGA Subscription percentages:

Constituent Council	Per cent	Contribution
City Mt Gambier	26.54	\$11,412.20
District Council of Grant	12.92	\$5,555.60
Kingston District Council	6.48	\$2,786.40
Naracoorte Lucindale Council	14.52	\$6,243.60
District Council of Robe	5.73	\$2,463.90
Tatiara District Council	12.54	\$5,392.20
Wattle Range Council	21.27	\$9,146.10
Total per annum	100	\$43,000.00

The workload of the SELGA Executive officer has increased significantly in the last five years in particular. The impact of State Governments retreat to Adelaide and their consequent increased reliance on regional local government associations to help them with consultation, planning and priority setting processes has been significant. The State is also asking us to run projects they previously undertook. Areas such as local tourism development were vacated by the State and we have filled the void. We are also now playing a lead role in economic development and industry adjustment. With the increasing pressure on State finances, most discretionary or new funding opportunities are with the Federal Government, with consequent extra time and resource implications.

Recommendation:

SELGA endorse the proposal to employ a .6 FTE Project Administrator.

Further information regarding funding for the position in 2014/15 that would not require additional Council contributions will be provided verbally at the meeting.

Richard Vickery

PRESIDENT

SUBJECT: SOUTH EAST RESOURCE INFORMATION CENTRE (SERIC) BOARD RESOLUTION

REF: AF11/217

Goal: Governance
Strategic Objective: Evaluate the effectiveness of all service delivery initiatives against the returns and/or benefits to the community.

Correspondence has been received from SERIC regarding the possible winding up of the organization. SERIC commenced activities to provide a centralised geographical information service (GIS) to SELGA Councils, state government and private organisations.

SELGA Councils contributed to the operation of SERIC with the City of Mount Gambier Council's contribution for 2014 2015 being \$12,500 and a total for all Councils of approximately \$50,000 annually. Over the past several years state government agencies have withdrawn funding to SERIC and a number of Councils, including the City of Mount Gambier, have improved their GIS capacity thereby lessening the use of SERIC services.

The correspondence referred to above notes that a further \$50,000 per year is necessary to continue operations and it is unlikely that the funding will be secured from either SELGA, individual councils, state government or the private sector.

SERIC is seeking a response to this matter and it is suggested that no further funding will be provided to SERIC from 1 July 2014 by the City of Mount Gambier.

RECOMMENDATION

- (a) Corporate and Community Services Report No. 29/2014 be received;
- (b) That Council informs SERIC that the City of Mount Gambier will not provide funding to SERIC after 1 July 2014;
- (c) Council acknowledges SERIC's work and Terry Strickland's leadership in providing Geographical Information Services to SELGA Councils.



Mark McSHANE
CHIEF EXECUTIVE OFFICER

8th April, 2014 TLG

south east resource information centre
old town hall, commercial street east
po box 3587, mount gambier sa 5290

t 08 8724 8122
f 08 8723 1286
m 0408 258 854

terry@seric.org.au



6th April, 2014

Mr. Mark Mc Shane
CEO
City of Mount Gambier
PO Box 56
Mount Gambier
SA 5290

Dear Mark,

RE: SERIC Board Resolutions from meeting on April 3, 2014.

As a valued SERIC member, I have been asked to communicate the following to you.

At a Board Meeting held in Mount Gambier on Thursday, April 3rd, 2014, the SERIC Board passed the following motions.

Motion:

“That the Board recommends to SERIC members that unless we can raise an additional \$50,000 per year in subscriptions or other funding to continue SERIC as a 1 person operation we will recommend that wind up procedures for SERIC commence at a Special General Meeting to be held on 5th June 2014.”

Moved, Greg Saunder;

Seconded, Tim Collins

CARRIED”

Motion:

“That the Executive Manager writes to the members seeking them to respond by 1st May 2014.”

Moved, Greg Saunder;

Seconded, Tim Collins

CARRIED

Motion:

“That, if no responses are received or commitment to future funding fails to reach the required level by 1st May, the Board will implement the steps to wind up the organisation by 30 June 2014.”

Moved, Greg Saunder;

Seconded, Tim Collins

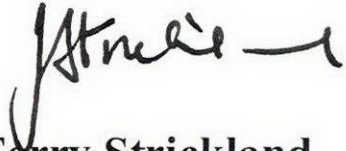
CARRIED

I would ask that you draw this information to the attention of your council and provide a written response to me by May 1st, 2014.

In the event of a decision to proceed with wind up the organization, a special meeting of members will be held on June 5, 2015 at which a number of formal resolutions will be put to members in order to satisfy the requirements to the Associations Incorporation Act.

I include a copy of those resolutions.

Yours sincerely,



Terry Strickland
Executive Manager
South East Resource Information Centre

South East Resource Information Centre

Resolutions to be put in the event of Winding Up

Resolution 1

That SERIC does not provide any future services to any body or association or person from close of business on June 30, 2014.

Resolution 2

That funding provided by member organisations be returned in part, on a pro-rata basis to those organisation with an advice that future services will not be supplied by SERIC.

Resolution 3

That the following funds be returned to the following organisations being pro-rata contributions made to SERIC for the purposes of supplying services.

Organisation	Amount	Comments
RDA Limestone Coast	\$4519.91	
South East Natural Resources Management Board	\$14,071.91	Includes nrmSPACE project funding held by SERIC. Current figure on 3/4/2014 is \$9552
City of Mount Gambier	\$2680.12	
District Council of Grant	\$1541.44	
Wattle Range Council	\$1638.40	
Naracoorte Lucindale Council	\$1533.98	
Tatiara District Council	\$1474.36	
Kingston District Council	\$1151.11	
District Council of Robe	\$1069.06	
Glenelg Shire	\$2438.96	
VIC Roads	\$7259.95	Includes prepaid part subscription for 2014-14 subscription of \$5000

Resolution 4

That the following assets be returned to those organisations which donated or provided specific funding for the purchase of assets by SERIC to deliver programs or products.

Organisation	Asset	Comments
South East Natural Resources Management Board	Rack Server Rack Cabinet	Funded under nrmSPACE project for delivery of regional information and NRM initiatives

Resolution 5

That the following regional data sets be placed with the listed regional organisations best placed to gain value from them for regional development initiatives.

Organisation	Asset	Comments
RDA Limestone Coast	Aerial Imagery 2008 2013 SE Regional Digital Elevation Model	Rationale being that the data could be utilised by consultants in developing projects. Major difficulty would be lack of GIS capacity to utilise in first instance, i.e to extract required data. Comments as above
	2013 Plantation Estate data set	As forestry is not a member the data should be destroyed given its confidential nature.
Natural Resources South East	nrmSPACE website and associated services	This would revert to SENRMB to host and maintain. Includes nrmMAPS, nrmFARM.
Green Triangle Regional Plantation Committee	GTRPC website and associated services	GTRPC would find alternative hosting for site

Resolution 6

That the Directors make a solvency declaration as required by Section 40C of the Associations Incorporations Act

CORPORATE AND COMMUNITY SERVICES REPORT NO. 31/2014

SUBJECT: RIDDODCH ART GALLERY – REQUEST TO FINANCIALLY SUPPORT BUSINESS PLANNING CONSULTANCY

REF: AF11/1615

*Goal: Building Communities
Diversity
Learning*

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

Consider the needs of all community groups in developing projects, services and infrastructure (public or privately owned).

Promote the benefits of cooperative learning and contribution learning make, to our enhanced quality of life.

CONTEXT

Councillors have received significant information regarding the Riddoch Art Gallery and are aware of their current financial issues and that a number of meetings have occurred between Riddoch Art Gallery, Country Arts SA (CASA), District Council of Grant and the City of Mount Gambier.

One topic of discussion has been the need for Riddoch Art Gallery to review their business model, governance structure, stakeholder relationships and funding opportunities to assist in achieving a sound future direction. The need for external support for this review was noted in the meeting held between the abovementioned groups on 20th November, 2013.

While there was general agreement of the need for this review, the Riddoch, due to their financial concerns, could not fund it. While recollections of the meeting may differ, District Council of Grant and the City of Mount Gambier do not consider any commitment was made to provide financial support for the review and this has been reinforced to CASA since the meeting, by both Council CEO's.

An email from Steve Saffell, CEO CASA (attached) and a copy of a review proposal (attached) was received on 10th April 2014. In part, the request again seeks financial support for the Riddoch business review via third payments by CASA, District Council of Grant and City of Mount Gambier. It appears that the Riddoch Art Gallery, the focus and beneficiary of the review, is not contributing.

While the concept and purpose of the Riddoch Art Gallery business review is acknowledged, it is not the responsibility of Council to provide financial support for the review. Council is aware of our already substantial financial (\$61,000 per annum) and non-financial support for the Riddoch Art Gallery.

Council continues to assist the Riddoch Art Gallery where possible and has recently underwritten the Da Vinci Machines Exhibition, that should provide significant income to the Gallery.

Corporate and Community Services Report No. 31/2014 cont'd...

RECOMMENDATION

- (a) Corporate and Community Services Report No. 31/2014 be received;
- (b) Council respectfully declines to provide financial support to the Riddoch Art Gallery to conduct a business review.



Mark McSHANE
CHIEF EXECUTIVE OFFICER

10th April, 2014
LD

(Refer Item of Corporate and Community Services Committee Minutes)

Melissa Telford

From: Mark McShane
Sent: Thursday, 10 April 2014 3:37 PM
To: Lynne Dowling
Subject: FW: Riddoch Art Gallery Review
Attachments: Positive Solutions - Country Arts SA.doc

Mark McShane | Chief Executive Officer
City of Mount Gambier
Civic Centre, 10 Watson Terrace, Mount Gambier

Email: mmcshane@mountgambier.sa.gov.au

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From: Steve Saffell [<mailto:Steve.Saffell@countryarts.org.au>]
Sent: Thursday, 10 April 2014 1:05 PM
To: Mark McShane; trevor.smart@dcgrant.sa.gov.au
Subject: Riddoch Art Gallery Review

Hi Mark and Trevor

Further to our recent telephone conversations I have obtained a proposal from David Fishel to undertake the scope of works we agreed upon. David has prepared 2 options, the preferred one sadly I think may well be out of our reach.

My understanding from our face to face meeting on this issue was that we would all contribute to the cost of this much needed review. From our recent conversations I gather this was not everyone's understanding.

I would be prepared to commit Country Arts SA to a third of the cost (of the second option) if you were both able to do the same. Once we have agreement on sharing the cost I would be prepared to seek other quotes if you would like.

Please let me know your thoughts.

Kind regards

Steve Saffell
Chief Executive Officer
Country Arts SA

2 McLaren Parade
Port Adelaide SA 5015
Tel: (08) 8444 0402

Mob: 0401 126 080
Web: www.countryarts.org.au

Please consider the environment before printing this email.

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→ Research, Policy and Cultural Planning
Facilities Planning
Business Planning
Organisational Development
Visual Art Projects
Board Development



7 April 2014

Dear Stephen,

Thanks very much for approaching us on this. First, we could not take this on (if we were appointed) before early June. I will be overseas for most of May, and have quite a bit to get through before then. My Co-Director, Cathy Hunt, will also have a more-than-full workload during the next couple of months.

Secondly, I agreed to let you have an indicative method and costing. This is not a full proposal, but gives you an idea of how we would respond to your current Scope of Works, and what could be done within a budget of \$10,000.

I think the issue of possible different future distribution of available visual arts funding from State Govt via Country Arts SA has to be largely set aside for purposes of this consultancy, to avoid a too-diffuse Scope of Works. However, with that issue in the background it may be unwise to commit beyond three years' funding to Riddoch at this point. If the organisation cannot turn the corner during that period, it probably won't do so during five years either.

Your Brief expresses the situation well enough. Under 'Scope' it will be important to be clear what level of local community consultation is expected – this is the element that is most difficult to predict in terms of time and costs without a mutually agreed plan. I've made some assumptions below.

Also under 'Scope' I'd advise that you do not ask the consultants to finish the project by recommending alternative models, with implementation plans for each. There's a risk that you won't have aligned the priorities of the key stakeholders, and end up close to where you started. Better to ask the consultants to develop a series of two or three options for the future, evaluate the options in consultation with stakeholders, and recommend a preferred model for the future (providing an implementation plan for that recommended option).

The following would be our preferred methodology:

Task	Notes	Days	Week
Briefing (by phone)		.25	1
Review of relevant documentation	Previous annual reports, strategic plan/s, current budget, application and acquittal documentation, program and attendance data, and other material	1	2
Site visit and interviews	Familiarisation, and interviews with Gallery staff and key stakeholders	1.5	4
Public consultation	Focus groups and depth interviews with key user groups (arts, education, other community)	1.5	4
Findings and Options paper	Summarising information from desk research, interviews, group discussions and other consultation; and presenting alternative models for the future	4	5
Client workshop	Half-day workshop with key stakeholder representatives to consider the alternative future models	1	6
Recommended structure and business model	More detailed description of selected model, with advice on governance, business model/ income generation, planning, performance measurement and reporting arrangements, and form of service agreement	2	7
Client feedback	Client comment on recommended model	.25	8
Draft final report and implementation plan	Summary of process, refinement of model in light of client feedback, and clear action plan indicating steps by the Gallery, Country Arts SA, local government/s and any other key stakeholders	1.5	9
Final report	Amended following feedback	1	10
Presentation (optional)	To agreed stakeholders, in order to provide an opportunity for discussion of the recommendations and subsequent action planning	-	tbc
TOTAL		14	

This would result in the following costs:

Item	Days	Rate	Total
Fees			
Director	8	1800	14400

Research/ Support	6	750	4500
Sub-total fees	14		18900
Disbursements			
Air fares (estimated)	2 (excl. presentation)	750	1500
Car hire/ local travel/ airport transfers	2	250	500
Accommodation	4	200	800
Sub-total disbursements			2800
Combined total			21700
GST			2170
Total incl GST			23870

This is higher than the budget level you have indicated. If you were unable to secure a budget of much greater than \$10000 we could take a slightly different approach, as follows:

Task	Notes	Days	Week
Briefing (by phone)		.25	1
Review of relevant documentation	Previous annual reports, strategic plan/s, current budget, application and acquittal documentation, program and attendance data, and other material	1	2
Phone interviews	Familiarisation, and interviews with Gallery staff and key stakeholders	1.5	4
Workshop preparation	Structure and materials for a client workshop, including brief discussion document	1	5
Client workshop	Half-day workshop with key stakeholder representatives to consider the alternative future models	1	6
Recommended structure and business model	More detailed description of selected model, with advice on governance, business model/ income generation, planning, performance measurement and reporting arrangements, and form of service agreement	2	7
TOTAL		6.75	

This would result in the following estimated costs:

Item	Days	Rate	Total
Fees			
Director	4.75	1800	8550
Research/ Support	2	750	1500
Sub-total fees	6.75		10050
Disbursements			
Air fares (estimated)	1 (excl. presentation)	750	750
Car hire/ local travel/ airport transfers	1	250	250
Accommodation	2	200	400
Sub-total disbursements			1400
Combined total			11450

GST			1145
Total incl GST			12595

Given some possible work we have coming up in Adelaide, it is possible that air fare/s could be amortised across two projects, resulting in a slight reduction in overall costs. My Co-Director Cathy Hunt, will be undertaking the work in Adelaide.

The limitation of the second approach is the lack of public consultation, and the missing opportunity to engage other stakeholders (primarily local government and hirers) as closely in the process. But happy to talk about other ways in which the overall objectives can be achieved.

Best regards,



David Fishel
Director, Positive Solutions

SUBJECT: LEASE – DIMJALLA SKATE PARK**REF: AF11/2200**

Goal: *Diversity***Strategic Objective:** *Recognise and respond to our collective responsibilities to provide ease of access to physical facilities and spaces (public & privately owned)*

At its meeting on 16th July 2013 Council considered Corporate and Community Services Report No. 32/2013 relating to the lease of land located east of the junction of Attamurra Road and Jubilee Highway East (Dimjalla Skate Park), and resolved:

- (b) *The Chief Executive Officer be authorised to negotiate for a new lease (with a preference for five years with the right of renewal for a further five years) for the Dimjalla Skate Park site on Attamurra Road on similar terms to the expired lease;*

The purpose of this report is to notify Council of the status of negotiations with Bedford Group Incorporated (Bedford) for a new lease of this site.

As noted in the earlier report, Council has leased the site on a non-commercial basis since 2003, with rental for the 2012/13 financial year equating to \$6,572.92.

Authorisation to negotiate for a new lease included obtaining 'similar terms' as those in the expired lease (ie non-commercial rent and security of a 5 + 5 year term).

An interim lease rental of \$4,000 for each of the 6 months ending 31 December 2013 and 30 June 2014 has been agreed whilst new lease negotiations have been continuing.

During the course of negotiations over the past 10-12 months Bedford have indicated that '*many things have changed*' and that they '*need to realise a commercial rate of return*' and '*the term of 5 years plus 5 years cannot be considered as we work through possibilities for the site*'.

It appears that Bedford may be considering development options for the subject site (and surrounding land), and having obtained a site valuation are seeking a (commercial) rate of return in the order of 5-6% of land value per annum. Whilst this is not an unreasonable expectation for a commercial 'ground lease', the land value determined would result in an increase in rental payable by Council in the range of 380-450% compared to the 2012/13 amount.

Bedford have considered a counter offer (representing a 150% increase on the 2012/13 rental) to be '*unrealistic and unacceptable whichever way it's looked at*'. Council Officers are currently awaiting a Bedford representative to attend an on-site meeting before continuing negotiations.

More crucial is the underlying matter of the Skate Park situated on the land and the length of tenure that can be secured for its continued use. Bedford have indicated that they will not entertain a long term lease arrangement, so even with agreement on a rental value, Council should still be expecting to vacate the site in the coming few years.

Considering this future, Council needs to seriously weigh-up the value of paying market based rent and/or securing short-term access to an ageing asset (some infrastructure being 20+ years old), with continued maintenance and the expectation that it will need to be abandoned in the short-medium term.

More imminent, the temporary arrangements that are in place end 30 June 2014, and in the absence of any further agreement on rental and lease period, it will be for Council to vacate and 'make good' the site by removing it's improvements including fencing and aboveground structures, noting that below ground infrastructure (including the subsurface skate bowl) were pre-existing when Council commenced leasing the site in 2003.

Corporate and Community Services Report No. 32/2014 cont'd...

Whilst this would be an unfortunate outcome, the limited tenure was a known limitation when Council commenced leasing the site.

Members should note that Council has another existing Skate Park located within the City at AF Sutton Reserve, and has 3 larger open space reserve areas within 500 metres of Dimjalla Park (Blue Lake Sports Park - 33ha, Umpherston Sinkhole Reserve - 2.7ha, Tumut Drive Reserve - 2.8ha) and a further 5 local reserves within 1 km as shown on the attached map (Attachment 1).

RECOMMENDATION

- (a) Corporate and Community Services Report No. 32/2014 be received;
- (b) The expiry of temporary occupancy arrangements on 30 June 2014, and requirement to vacate and make good the site, be noted;
- (c) A further report be presented to Council in the event that an agreement is reached on a further lease term and rental on similar terms to the expired lease.



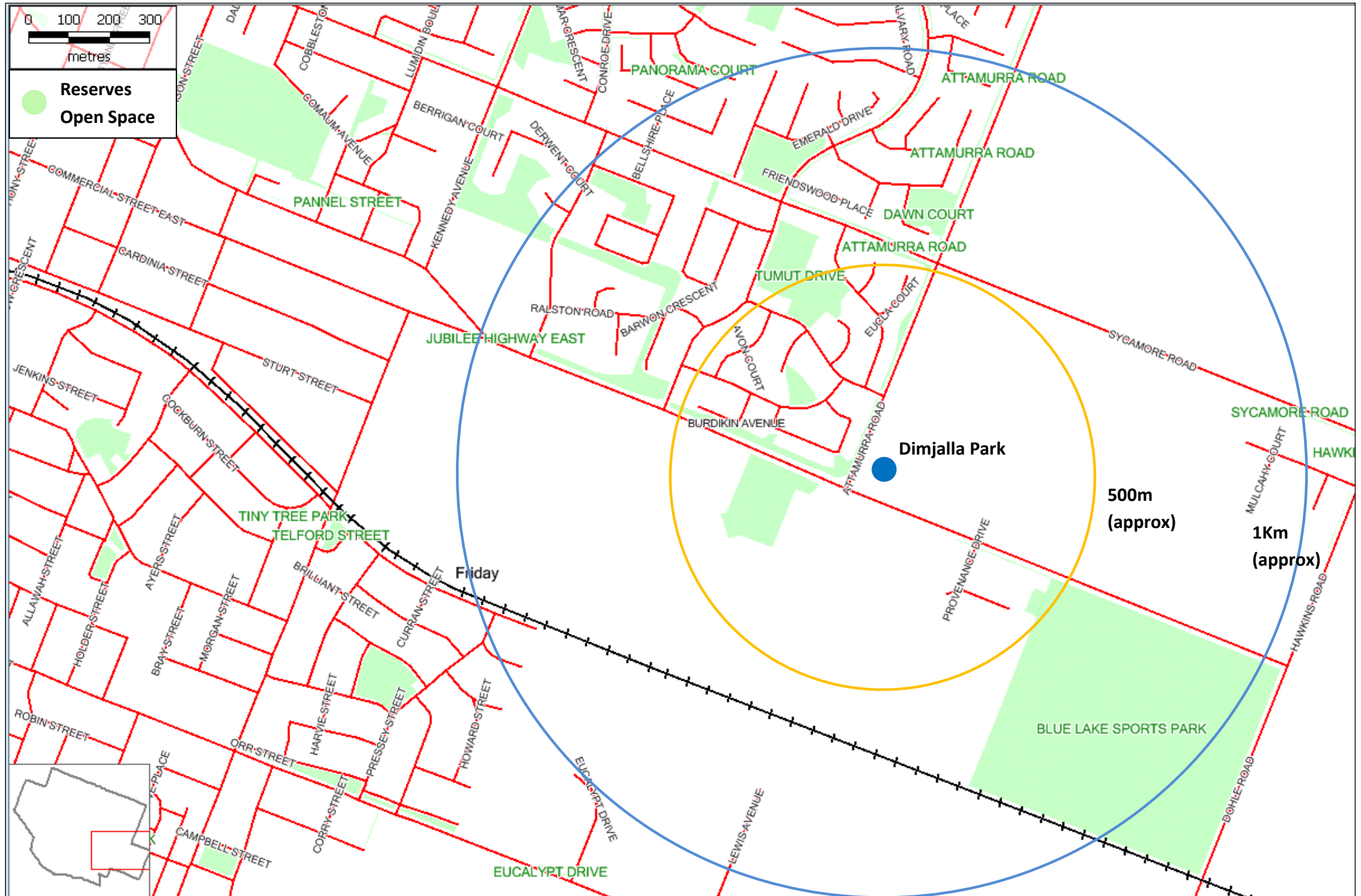
MICHAEL McCARTHY
GOVERNANCE OFFICER

Sighted:



Grant HUMPHRIES
ACTING CHIEF EXECUTIVE OFFICER

23rd April, 2014
MMc/MJT



CORPORATE AND COMMUNITY SERVICES REPORT NO 33/2014**SUBJECT: POLICY REVIEW – R200 - COMMUNITY LAND (RESERVES)****REF: AF11/1948**

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

In February 2014 Council considered Corporate and Community Services Report No. 13/2014 in relation to the review of Corporate and Community Services Policies and resolved:

- (e) *Amalgamation and/or review of remaining Corporate and Community Services Policies continue to be undertaken on a prioritised and periodical basis under the direction of the Corporate and Community Services Committee.*

In accordance with that resolution Council's R210 - Lease Term/Fee and R240 - Rental Where Council Maintains have been reviewed/merged and the resulting new policy is presented for consideration and adoption as attached to this report.

RECOMMENDATION

- (a) Corporate and Community Services Report No. 33/2014 be received;
- (b) Council hereby adopts new Council Policy R200 Community Land (Reserves), as attached to this Report;
- (c) Council hereby deletes former Council Policies (now merged):
R210 Reserves - Lease Term/Fee
R240 Reserves - Rental Where Council Maintains
- (d) Council makes the necessary amendments to Council's Policy Manual Index.



Grant HUMPHRIES
ACTING CHIEF EXECUTIVE OFFICER

28th April, 2014
MJT

	R200 - COMMUNITY LAND (RESERVES) LEASE / LICENCE / RENTAL ARRANGEMENTS POLICY	Version No:	1 ⁵⁰
		Issued:	18/2/1999
		Next Review:	May, 2015

1. INTRODUCTION

This documents sets out the policy of the City of Mount Gambier ("Council") for:

- 1.1 leasing / licensing of Council community land (Reserves) to community based organisations;
- 1.2 expense recovery where community land is occupied by a sporting association and where Council maintains the facilities.

2. DEFINITIONS

“Community Land” – any ‘*local government land*’ as defined in the Local Government Act 1999 that has not been excluded or revoked of its classification as community land, including land owned by Council or under Councils care control and management, and including reserves, ornamental grounds and parklands.

3. LEASE/LICENCE POLICY

3.1 Policy Provisions

Where Council proposes to (re)grant a lease or licence for any portion of community land to a community based not for profit organisation (including sporting clubs) pursuant to the provisions of the Local Government Act, then the conditions under which any lease or licence may be granted under (sub)delegation should include:

3.1.1 Lease Term:

term should not exceed ten (10) years;

3.1.2 Licence Term

term should not exceed five (5) years;

3.1.3 Public Liability Insurance:

minimum sum of \$10,000,000.

minimum sum of \$20,000,000 if any building works to be undertaken

3.1.4 Lease or Licence Fee:

is the "declared" figure per annum plus GST

the "declared" figure is the annual fee that Council resolves at the commencement of each financial year.

for all subsequent years of the lease / licence then the "declared" annual fee be increased (or decreased) by the overall percentage rate increase (or decrease) that Council adopts for each financial year on a compounding calculation plus GST.

The Chief Executive Officer may waiver payment of the declared figure in exceptional circumstances (eg where it is considered that payment would be of unreasonable detriment to the lessee/licensee - such as in the case of a newly created organisation).

	R200 - COMMUNITY LAND (RESERVES) LEASE / LICENCE / RENTAL ARRANGEMENTS POLICY	Version No:	1 ⁵¹
		Issued:	18/2/1999
		Next Review:	May, 2015

3.1.5 Rounding Down:

in applying part (b) of this Policy i.e. the compounding use of the overall percentage rate increase (or decrease) to the annual lease fee then the resultant calculation be rounded down to the nearest whole "five dollars".

3.2 Annual Review of 'Declared' Figure

3.2.1 In terms of the lease or licence fee, the declared lease fee be \$385 (plus GST) for the 2013/14 financial year, calculated as follows:

$$\$365 + 6.1\% = \$385 (+GST)$$

3.2.2 the Chief Executive Officer be authorised to amend the figures in clause 3.2.1 of this Policy on the basis set out in 3.1.4 and 3.1.5 above, on an annual basis.

4. RENTAL POLICY

4.1 Where Council maintains the recreation and sporting facilities on community land that is leased/licensed, occupied or used by a sporting organisation, then the following rental policy will apply when calculating the cost recovery by Council from that sporting organisation:

4.1.1 A Base Annual Rental is set to cover the annual maintenance costs of the reserve (playing area and immediate related surrounds) incurred by Council in the previous year and in respect of that specific occupier(s) anticipated/actual level of use;

4.1.2 The Base Annual Rental, may, under certain circumstances, be discounted by a 10% to 20% reduction in maintenance costs where full and free access to the facility is allowed to members of the general public (except when being used by clubs and associations);

4.1.3 A further reduction may occur, based on each specific occupier(s) ability to pay, based on a scale of one (1) to ten (10) with each scale point equivalent to 5% of the Base Annual Rental (maximum is 50%);

4.1.4 A further reduction may occur based on each specific occupier(s) special case, i.e.

Criteria - (each worth 5% discount - maximum of 35% discount):

- 1 = large capital costs incurred by Club;
- 2 = significant number of juniors;
- 3 = less than significant actual use, wear or tear of Council land;
- 4 = financial capacity of Club;
- 5 = nominal maintenance costs by Council;
- 6 = significant self help by Club;
- 7 = contribution to Mount Gambier economy (Major Events etc.)

	R200 - COMMUNITY LAND (RESERVES) LEASE / LICENCE / RENTAL ARRANGEMENTS POLICY	Version No:	1 ⁵²
		Issued:	18/2/1999
		Next Review:	May, 2015

4.1.5 Tenants are responsible for the cost of services to buildings and floodlights, such as electricity, gas, water, etc.

5. REVIEW & EVALUATION

This Policy shall be reviewed during each term of Council, and at any other time as may be required by any legislative changes which may occur.

6. AVAILABILITY OF POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website www.mountgambier.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

	R200 - COMMUNITY LAND (RESERVES) LEASE / LICENCE / RENTAL ARRANGEMENTS POLICY	Version No:	1 ⁵³
		Issued:	18/2/1999
		Next Review:	May, 2015

File Reference:	AF11/1948
Applicable Legislation:	Local Government Act, 1999 Chapter 11 Part 1
Reference: Strategic Plan – Beyond 2015	Goal 1, Strategic Objective 7.
Related Policies:	R210 - Lease Term/Fee (superseded) R240 - Rental Where Council Maintains (superseded)
Related Procedures:	Nil
Related Documents:	Corporate and Community Services Report No. 12/1998 (Establishing Methodology)

DOCUMENT DETAILS

Responsibility:	Director - Corporate Services
Version:	1.0
Last revised date:	April 2014
Effective date:	May, 2014
Minute reference:	May, 2014
Next review date:	May, 2015
<u>Document History</u> First Adopted By Council: Reviewed/Amended:	

CORPORATE AND COMMUNITY SERVICES REPORT NO 34/2014

SUBJECT: POLICY REVIEW – R130 - RATES - GENERAL MATTERS

REF: AF11/1952

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance.

In February 2014 Council considered Corporate and Community Services Report No. 13/2014 in relation to the review of Corporate and Community Services Policies and resolved:

- (e) *Amalgamation and/or review of remaining Corporate and Community Services Policies continue to be undertaken on a prioritised and periodical basis under the direction of the Corporate and Community Services Committee.*

In accordance with that resolution Council's R110 Rates-Appeals Against Assessments, R120 Rates-Fines on Unpaid Rates and R160 Rates-Outstanding have been reviewed/merged and the resulting new policy is presented for consideration and adoption as attached to this report.


RECOMMENDATION

- (a) Corporate and Community Services Report No. 34/2014 be received;
- (b) Council hereby adopts new Council Policy R130 Rates - General Matters, as attached to this Report;
- (c) Council hereby deletes former Council Policies (now merged):
- R110 Rates - Appeals Against Assessments
R120 Rates - Fines on Unpaid Rates
R160 Rates - Outstanding
- (d) Council makes the necessary amendments to Council's Policy Manual Index.



Grant HUMPHRIES
ACTING CHIEF EXECUTIVE OFFICER

28th April, 2014
MJT

	R130 RATES - GENERAL MATTERS POLICY	Version No:	1 ⁵⁵
		Issued:	May, 2014
		Next Review:	May, 2015

1. INTRODUCTION

This documents sets out the policy of the City of Mount Gambier ("Council") for general matters associated with outstanding Council Rates and Assessment Valuation Appeals.

2. APPEALS AGAINST ASSESSMENTS


- 2.1 Pursuant to the provisions of the Local Government Act, Council shall refund any rate amount overpaid as a result of an objection, review or appeal in respect of a valuation.
- 2.2 Council shall not apply or credit any such amount overpaid against future liabilities for rates on the land subject to the rates, unless requested to do so by the ratepayer.

3. FINES ON UNPAID RATES

- 3.1 In respect of unpaid Council rates no fines and/or interest charges be raised where the arrears amount is less than \$40.

4. OUTSTANDING RATES

- 3.1 In accordance with the provisions of the Local Government Act, if an instalment of rates is not paid on or before the date on which it falls due, Council will:
 - (a) Send reminder notices to the principal ratepayer with outstanding rate balances advising payment is due;
 - (b) Proceedings for collection of outstanding rate balances after that time may be collected by legal process.
- 3.2 The Chief Executive Officer is empowered to exempt this Policy in necessitous circumstances, in accordance with the delegated powers issued pursuant to the provisions of the Local Government Act.
- 3.3 The Chief Executive Officer is empowered to take the necessary action to instigate collection by legal process where principal ratepayers have made no genuine attempt to respond to the requests for payment.
- 3.4 The Chief Executive Officer be authorised to write off outstanding and/or bad debts provided:
 - (a) The debt is considered by the Chief Executive Officer as being not reasonably recoverable;
 - (b) The outstanding debt is less than \$100.


	R130 RATES - GENERAL MATTERS POLICY	Version No:	1 ⁵⁶
		Issued:	May, 2014
		Next Review:	May, 2015

5. REVIEW & EVALUATION

This Policy is scheduled for review by Council during the term of Council, however, will be reviewed as required by any legislative changes which may occur.

6. AVAILABILITY OF POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website www.mountgambier.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

	R130 RATES - GENERAL MATTERS POLICY	Version No:	1 ⁵⁷
		Issued:	May, 2014
		Next Review:	May, 2015

File Reference:	AF11/1742
Applicable Legislation:	Local Government Act, 1999
Reference: Strategic Plan – Beyond 2015	Goal 5, Strategic Objective 5.
Related Policies:	R110 Rates-Appeals Against Assessments (superseded) R120 Rates-Fines on Unpaid Rates (superseded) R160 Rates-Outstanding (superseded) I105 Internal Controls R105 Rating Policy/Statement R155 Rates - Rebate Policy Statement and Application Process
Related Procedures:	Nil
Related Documents:	Nil

DOCUMENT DETAILS

Responsibility:	Director - Corporate Services
Version:	1.0
Last revised date:	
Effective date:	May, 2014
Minute reference:	May, 2014
Next review date:	May, 2015
<u>Document History</u> First Adopted By Council: Reviewed/Amended:	

CORPORATE AND COMMUNITY SERVICES REPORT NO 35/2014**SUBJECT: POLICY REVIEW – P155 PRIVACY POLICY****REF: AF11/1948**

Goal: Governance
Strategic Objective: Demonstrate innovative and responsive organisational governance.

In February 2014 Council considered Corporate and Community Services Report No. 13/2014 in relation to the review of Corporate and Community Services Policies and resolved:

- (e) *Amalgamation and/or review of remaining Corporate and Community Services Policies continue to be undertaken on a prioritised and periodical basis under the direction of the Corporate and Community Services Committee.*

In accordance with that resolution P160 - Privacy and P185 - Property - Provision of Related Information have been reviewed/merged and the resulting policy is presented for consideration and adoption as attached to this report.


RECOMMENDATION

- (a) Corporate and Community Services Report No. 35/2014 be received;
- (b) Council hereby adopts new Council Policy P155 - Privacy Policy, as attached to this Report;
- (c) Council hereby deletes former Council Policies (now merged):
P160 Privacy
P185 Property - Provision of Related Information
- (d) Council makes the necessary amendments to Council's Policy Manual Index.



Grant HUMPHRIES
ACTING CHIEF EXECUTIVE OFFICER

28th April, 2014
MJT

	<h1>P155 PRIVACY POLICY</h1>	Version No:	1 ⁵⁹
		Issued:	May, 2014
		Next Review:	May, 2015

1. INTRODUCTION

This documents sets out the policy of the City of Mount Gambier ("Council") for the protection of individuals privacy.

Scope

This policy applies to all people with access to Council information systems (computer-based or otherwise):

- Council staff;
- Council members;
- Volunteers;
- Work experience placements;
- Trainees; and
- Independent contractors and consultants.

Purpose

The City of Mount Gambier ('Council') is committed to protecting the privacy of individuals. This Policy outlines how the Council will approach the collection, storage, disclosure and use of personal and property related information.

2. POLICY STATEMENT

This Privacy Policy has adopted principles from the:

- Commonwealth Privacy Act 1988; and
- Department of the Premier and Cabinet's Information Privacy Principles Cabinet Administrative Instruction.

Although this legislation and administrative instruction do not directly apply to councils within South Australia, principles from within each have been adopted to ensure a suitable standard is applied within the Council.

Members of the public should be aware that the following principles apply when personal information is being considered and handled within the City of Mount Gambier.

1. Only information reasonably required for the operation and effective delivery of Council programs and services is collected and maintained.
2. Where possible the full purpose for information collection is disclosed at the time of collection.
3. Information is stored within Council's systems taking into account its need for security and confidentiality.
4. Outside of standard council operations, Council will not, without prior consent, sell or provide personal information unless required to do so by law.

	<h2>P155 PRIVACY POLICY</h2>	Version No:	1 ⁶⁰
		Issued:	May, 2014
		Next Review:	May, 2015

2.1 Collection of Personal Information

All personal information collected by the Council is used only for the purpose of conducting council business and in the provision of council services to its customers.

The type of personal information that may be collected and held by the Council includes, but is not limited to:

- Names and addresses (postal, residential and email addresses)
- Telephone numbers
- Age and/or date of birth information
- Property ownership and/or occupier Details
- Dog ownership
- Electoral Roll details
- Payment history
- Financial, rental or income details
- Pensioner/Concession information
- Payment history
- Library membership details

All information is collected in a fair and lawful manner and as required/permitted by law. The Council is committed to ensuring that residents and/or ratepayers are aware of the purpose of collection of the information.

In satisfying the collection and use of personal information obligations the Council has to its residents and/or ratepayers, the Council assumes that:


- a. any personal information provided by residents and/or ratepayers is free from errors and omissions, is not misleading or deceptive and complies with all relevant laws; and
- b. residents and/or ratepayers have the necessary authority to provide any personal information submitted to the Council.

The Council may obtain information concerning ratepayers or residents from a number of sources including Centrelink, the State Electoral Office, Office of the Valuer General, SA Water and from ratepayers and residents. The Council may not necessarily check or verify the accuracy of any personal information it obtains from residents and/or ratepayers or other persons.

Council encourages residents and/or ratepayers to provide the Council with details of any changes to their personal information as soon as reasonably practicable in order to maintain accurate information

2.2 Maintenance and Storage of Personal Information

The Council will take reasonable steps and use appropriate security mechanisms to ensure that the personal information held by the Council is protected from misuse and loss, and from unauthorised access, modification or disclosure.

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Council will maintain its record keeping systems to ensure that all personal information collected is up to date and complete as is reasonably practical.

Any person who, on behalf of the Council, uses or discloses personal information held by the Council must have appropriate authorisation to do so.

2.3 Use of Personal Information

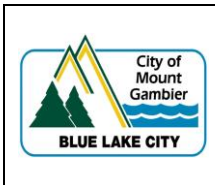
Council will take reasonable steps to:

- use personal information only for a purpose for which it was collected and is relevant; and
- ensure that the information is accurate, up to date and complete prior to use;
- Council will not disclose personal information for a purpose that is not relevant or incidental to, or connected with that purpose, unless:
 - Council first takes reasonable steps to obtain the consent of the person concerned to use his or her personal information for that other purpose;
 - Council believes, on reasonable grounds, that use of the personal information is necessary to prevent or lessen a serious and imminent threat to the life or health of the person or of some other person;
 - the use of the personal information is required and authorised by law; or
 - the use of the personal information for that other purpose is reasonably necessary for the enforcement of the criminal law or law imposing a pecuniary penalty.

2.4 Disclosure of Personal Information

The Council will not provide personal information it holds on residents and/or ratepayers to third parties, except:

- where the resident and/or ratepayer has made a written request for personal information to be provided to a third party;
- where the provision of personal information is for the purpose of distributing materials for the sole purpose of and on behalf of the Council (eg the provision of address data for use by a mailing service provider to post Rates Notices);
- where the third party has been contracted by the Council to provide advice or services for the sole purpose of assisting the Council to provide benefits to residents and/or ratepayers (eg State Electoral Office, Office of the Valuer General, insurers);
- where the Council is required by legislation to provide personal information to a third party (eg provision of personal information to the State Electoral Office) or to the public at large in accordance with the Local Government Act or to an applicant under the Freedom of Information Act where the information is not otherwise exempt; and
- where the resident and/or ratepayer has been advised of the Council's usual practice of disclosing personal information to that third party or a third party of that type for a particular purpose and the disclosure is consistent with that purpose.
- As part of the public notification required and related to lodgement of a development application.



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Before the Council will provide personal information to a third party service provider that is subject to the provisions of the Privacy Act, that supplier will be required to provide a signed Privacy Undertaking to Council that it will comply with the Privacy Act and the National Privacy Principles in respect to the collection, use and handling of personal information supplied by the Council.

The Council may supply personal information about an individual to that individual as part of a standard communication or pursuant to a request made by the individual.

The Council does not accept any responsibility for any loss or damage suffered by residents and/or ratepayers because of their reliance on any personal information provided to them by the Council or because of the Council's inability to provide residents and/or ratepayers with any requested personal information.

Before relying on any personal information the Council provides to residents and/or ratepayers, the Council expects that residents and/or ratepayers will first seek confirmation from the Council about the accuracy and currency of such personal information.

2.5 Access to, and Amendment of, Personal Information

Residents and/or ratepayers who wish to access the personal information that the Council holds in relation to them can do so by contacting the Reception staff at the Civic Centre. These requests will be dealt with as soon as is reasonably practical, based on the nature of the information requested. The person making the request will need to satisfy Reception staff of his/her identity.

For enquires not made in person (e.g. via phone, fax or email), information will only be sent to a currently held postal or residential address, not to return fax, email account or provided over the phone. Information may also be collected from Civic Centre Reception staff with prior arrangement, provided that suitable identification is provided at time of collection.

If resident and/or ratepayer can show that the personal information held by Council is not accurate or complete, it will be amended by the Reception staff.

Council acknowledges that it has certain personal information in its possession that it is legislatively required to make available for access by members of the public. There is also provision under the Freedom of Information Act for members of the public to apply for information from Council.

2.6 Suppression of Personal Information

A person's name and/or address may be suppressed from the Council's Assessment Record and Voters Roll where the Chief Executive Officer of the Council is satisfied that the inclusion of the name and/or address on the Assessment Record and/or Voters Roll would risk the personal safety of that person, a member of the person's family, or any other person.

Enquiries regarding the suppression of information should be directed to the Chief Executive Officer.

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3. PROVISION OF PROPERTY RELATED INFORMATION

3.1 Council Owned Information

Council will supply on receipt of a written application and the payment of the appropriate fee, from a person with an interest in the land, to the Chief Executive Officer, rating and property related information, such as:

- Rates for current financial year
- Rate balances outstanding
- Enquiries from the owner of the property
- Zoning information.

Note: Zoning information can be provided by Planning Division staff upon receipt of enquiries from developers/business operators/residents etc or potential developers/business operators/residents etc, whether verbal or otherwise.

A person with an interest in the land, for the purpose of this provision of information is:

- An owner of a register estate or interest in the land;
- An occupier of the land;
- A person who has entered or proposes to enter into a contract to purchase the land;
- Mortgagee of the land.

An owner may be supplied with any information, which is available on their rate notice on proof of identity.

An 'Application Form for Information' is attached as Appendix A and may be used for the purpose of provision of information however a letter providing the same information may be accepted.

Council will not supply property related information (Third Party supplied) such as:

- Land ownership details
- Property valuations
- Property dimensions, certificates of titles etc.

Persons applying for this information will be directed to:


www.landservices.sa.gov.au

1800 648 176

The Chief Executive Officer, or his delegate, reserves the right to supply any property related information, if in his/her opinion the supply of that information is warranted.

3.2 Adjoining Property Owner Requests

Requests for Ownership Details from an adjoining property owner for the purpose of negotiation over fence issues will be referred to the Chief Executive Officer, or his delegate, for decision.

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3.3 State Government Department Requests

Information provided to Council by Land Brokers following the transfer of property ownership may be shared with relevant State Government Departments for the purposes of carrying out the relevant Departments business.

4. FURTHER ENQUIRIES

Residents and/or ratepayers who have any concerns regarding how the Council handles personal information or property related information should contact the Reception staff at the Civic Centre in the first instance

In the event that Reception staff are unable to satisfy the concerns raised, the matter will be referred to the relevant Council Manager for attention.

Alternatively residents and/or ratepayers can lodge formal written requests to:

Chief Executive Officer
City of Mount Gambier
10 Watson Terrace
MOUNT GAMBIER SA 5290

5. DEFINITIONS

Key Term - Acronym	Definition
Access	Providing to an individual, information about himself or herself that is held by the Council. This may include allowing that individual to inspect personal information or to obtain a copy of the personal information.
Collection	Gathering, acquiring or obtaining personal information from any source and by any means, including information that the Council has come across by accident or has not asked for.
Consent	Voluntary agreement to some act, practice or purpose.
Disclosure	The release of information to persons or organisations outside the Council. It does not include giving individuals information about themselves.
Personal Information	Information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about a natural living person whose identity is apparent, or can reasonably be ascertained, from the information or opinion, including a photograph or other pictorial representation of a person, but does not include information that is in: <ul style="list-style-type: none"> • generally available publications; • material kept in public records and archives such as the Commonwealth or State archives; or • anything kept in a library, art gallery or museum for the purpose of reference, study or exhibition.

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Sensitive Information	Information or an opinion that may give rise to discriminatory practices based on an individual's: <ul style="list-style-type: none"> • racial or ethnic origin; • political opinions; • membership of a political association, a professional or trade association or a trade union; • religious beliefs or affirmations; • philosophical beliefs; • sexual preferences or practices; • criminal record; or • health.
Use	The handling of personal information within a Council including the inclusion of information in a publication.

6. APPENDIX A - APPLICATION FOR PROPERTY RELATED INFORMATION

Application attached.

7. REVIEW & EVALUATION

This Policy is scheduled for review by Council during the term of each Council, however, will be reviewed as required by any legislative changes which may occur.

8. AVAILABILITY OF POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website www.mountgambier.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

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File Reference:	AF11/1948
Applicable Legislation:	Commonwealth Privacy Act, 1988 Local Government Act, 1999
Reference: Strategic Plan – Beyond 2015	Goal 5, Strategic Objective 5.
Related Policies:	P160 - Privacy (superseded) P185 - Property - Provision of Related Information (superseded) Records Management Policy Employees Code of Conduct Council Members Code of Conduct
Related Procedures:	Nil
Related Documents:	Department of Premier and Cabinet Information Privacy Principles Cabinet Administrative Instruction.

DOCUMENT DETAILS

Responsibility:	Governance Officer
Version:	1.0
Last revised date:	
Effective date:	November, 2014
Minute reference:	November, 2014
Next review date:	November, 2015
<u>Document History</u> First Adopted By Council: Reviewed/Amended:	

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		Next Review:	May, 2015

APPENDIX A

APPLICATION FOR PROPERTY RELATED INFORMATION

I of, make application to the Chief Executive Officer of for information:

- Regarding the amount of any liability for rates or charges on the land (including rates and charges under Part X of the Local Government Act that have not yet fallen due for payment, and outstanding interest or fines payable in respect of rates and charges under Part X) and;
- Any amount received on account of rates or charges on the land imposed under Part X that is held in credit against future liabilities for rates or charges in relation to the land.

The land amount which information is sought is

.....

Please indicate if you are aware of a recent Council Search in relation to this property.
Please state the nature of the applicant's interest in the land, by checking the appropriate box:

- the owner of a registered estate or interest in the land;
- an occupier of the land;
- a person who has entered or proposes to enter into a contract to purchase the land;
- a mortgagee of the land.

Any further comment:

.....

.....

Signature

CORPORATE AND COMMUNITY SERVICES REPORT NO 36/2014**SUBJECT: LEASING – FREW PARK – SA AMBULANCE SERVICE****REF: AF11/1426**

Goal: Diversity
Strategic Objective: Consider the needs of all community groups in developing projects, services and infrastructure (public or privately owned).

Officers have been approached by SA Ambulance Service requesting that they 'holdover' on the current Frew Park lease beyond the current end date of 30 June 2014, until the construction of their new site on Sturt Street has been completed, occupied, and is fully operational.

Whilst a precise date cannot yet be anticipated, it is expected that SA Ambulance would vacate the Frew Park site by late July/early August. Rental payable under the current lease would continue until the site is vacated and the site 'made good'.

The future occupation/use of the (soon to be vacant) Ambulance portion of the Frew Park building was discussed during an Elected Members Workshop on 31 March 2014. It is proposed that a further workshop be scheduled to further discuss potential options for this site.

RECOMMENDATION

- (a) Corporate and Community Services Report No. 36/2014 be received;
- (b) SA Ambulance Service request to 'holdover' on the Frew Park lease beyond 30 June 2014 be acknowledged and granted, subject to rent being paid on a monthly basis in advance;
- (c) An Elected Members Workshop be scheduled to enable further discussion on potential options for the future use/occupation of the Frew Park building.



MICHAEL McCARTHY
GOVERNANCE OFFICER

Sighted:



Grant HUMPHRIES
ACTING CHIEF EXECUTIVE OFFICER

CORPORATE AND COMMUNITY SERVICES REPORT NO. 37/2014

SUBJECT: LOCAL AREA NETWORK COMPUTER REPLACEMENT PROCESS

REF: AF11/1828

Goal: Governance

*Strategic Objective: (i) Develop and maintain a valued, adaptable, skilled and motivated workplace.
(ii) Demonstrate innovative and responsive organisational governance.*

Background

Council's current rental lease plan for all local area network (LAN) hardware, software and services expires in November 2014. The previous major computer network upgrade occurred in May 2011.

Regular upgrading of Council's internal computing systems commenced in 1998 in accordance with the developed IT strategy for Council, undertaken on a lease/rental arrangement usually on a three to four year term depending on the nature of the equipment under lease.

The Procurement Process

A detailed 'Local Area Network Computer Replacement Brief' has been the subject of public advertisement in April 2014, inviting submissions from suitably qualified and experienced suppliers/contractors for the supply, installation, integration, training and ongoing support for hardware, software and support services associated with Council's local area network infrastructure.

At the close of submissions on 28th April, 2014 only one submission from current provider, Green Triangle Electronics (GTE) had been received.

Evaluation of Submission

The GTE submission meets the replacement brief in the following respects:

- hardware and software supply
- technical services supply
- ongoing technical services support
- network integration services
- refresher training assistance
- provision of recommendations in respect of new technology etc. that is available
- indicative pricing

In addition GTE having provided these services to Council for previous upgrades have built a level of knowledge of Councils infrastructure including a working relationship with Councils other software and services suppliers and have the ability to not only 'supply' but have expertise and resources to service and support Councils IT infrastructure.

In terms of the indicative pricing a summary comparing pricing in 2011 to that provided in the 2014 submission is provided and is considered to be acceptable:

	2011		2014	
	Number	\$	Number	\$
Desktops	60	92,580	80	111,945
Notebooks	8	12,672	12	17,246
Install/Configuration	110 hrs	9,680	138 hrs	12,420
Returns	40 hrs	3,960	45 hrs	4,050
Freight	-	500	-	750
TOTAL		\$119,392		\$145,661

Notes:

Corporate and Community Services Report No. 37/2014 cont'd...

- indicative prices quotes are GST inclusive
- indicative pricing includes operating system software but does not include application software
- indicative pricing conforms with Council's 2014/2015 Budget estimates
- the increase in numbers/dollars in the comparison principally reflects the operations of Library/Main Corner now being brought under Council's overall replacement/lease plan.

Financing of Local Area Network Replacement

It is proposed to continue the practice of leasing all local area network hardware requirements as has been the case in previous years.

Advantages of a lease (rental) arrangement were identified to include;

- no initial capital outlay.
- ability to incorporate this major cost into annual operating/cash flow.
- quarterly payments at a fixed rate.
- flexibility to add to or enhance existing equipment, if required, within the term of the agreement.
- allows Council to keep IT infrastructure up to date on a regular upgrade cycle.
- provides Council with the ability to control hardware/software requirements and upgrades on a corporate basis.
- ability at end of lease term to rent by the month, continue to rent for a fixed period with reduced payments, make an offer to purchase the equipment at fair market value or simply hand the equipment back (preferred option to date).
- limits the 'loss' of value of IT infrastructure which depreciates rapidly.

In terms of the lease it is likely to be a similar three to four year term however advice will be taken from Council's lease plan broker, Axiom Leasing Advisors Pty Ltd.

The use of a lease broker has been advantageous for Council in terms of:

- document preparation
- obtaining best/most flexible leasing arrangements
- ability to go to market with other clients of Axiom 'bulking up' individual leasing requirements to obtain economies of scale

Other costs including application software purchases, installation and configuration and returns of all equipment are provided for in Council's 2014/2015 Capital expenditure budget.

RECOMMENDATION

- (a) Corporate and Community Services Report No. 37/2014 be received;
- (b) Council authorise the Chief Executive Officer to enter into direct negotiations with Green Triangle Electronics for the supply, installation, integration training and ongoing support for the hardware, software and services associated with the upgrade/replacement of Council's local area network infrastructure;
- (c) Council fund the upgrade/replacement of the local area network infrastructure from the 2014/2015 Budget as follows:
 - hardware purchase/supply - Acc No. 6014.0330 (Computer Equipment lease fees)
 - application software purchase/supply; and

Corporate and Community Services Report No. 37/2014 cont'd...

- installation/configuration; and
- returns/freight etc. - Acc No. 7460.4407 (Capital Support Services, IT, costs)



Grant HUMPHRIES
ACTING CHIEF EXECUTIVE OFFICER

29th April, 2014
MJT/FM

(Refer Item of Corporate and Community Services Minutes)

CORPORATE AND COMMUNITY SERVICES REPORT NO 38/2014**SUBJECT: POLICY REVIEW – R180 - RECORDS MANAGEMENT POLICY****REF: AF11/1948**

Goal: Governance
Strategic Objective: Demonstrate innovative and responsive organisational governance.

As part of the review of Council Policies, Council Policy R180 - Records Management has been reviewed, migrated into the new Policy format and is now recommended for adoption by Council.

RECOMMENDATION

- (a) Corporate and Community Services Report No. 38/2014 be received;
- (b) Council hereby adopts new Council Policy R180 - Records Management, as provided with this report;
- (c) Council makes the necessary amendments to Council's Policy Manual Index.



Grant HUMPHRIES
ACTING CHIEF EXECUTIVE OFFICER

30th April, 2014
MJT

	<h1>R180 RECORDS MANAGEMENT POLICY</h1>	Version No:	1 ⁷³
		Issued:	March 2014
		Next Review:	March 2014

1. Introduction

The City of Mount Gambier Records Management Policy provides the policy framework for Council to effectively fulfil its obligations and statutory requirements under the *State Records Act 1997*.

Good records management is of key importance to good governance. Records are vital ingredients in the support of the Council's ongoing business activities. The Council is committed to managing its records of continuing value and their timely transfer to State Records of South Australia.

Under the *State Records Act 1997*, the City of Mount Gambier has an obligation to maintain the official records in its custody in good order and condition. Not only does this include obligations in relation to the capture, storage, maintenance and disposal of physical records but also records in electronic format including email messages.

The Policy applies to all Council business including activities undertaken using electronic files or communications. It concerns records which are created, collected, processed, used, sentenced, stored and disposed of in the conduct of Council's official business. Electronic communications which are relevant to the information gathering, policy formulation or decision making processes of Council are part of the scope of this Policy.

TRIM Electronic Document Records Management System is the corporate records management system. TRIM is designed to:

- enhance the retrieval of information;
- empower users to manage their own information;
- allow intellectual property to be shared within Council;
- meet legal and regulatory requirements for the maintenance of records;
- meet Australian Standards (AS ISO 15489.1-2002) for the management of records.

2. Purpose

The purpose of this policy is to outline and direct the practices of the Elected Members, staff, consultants and contractors of the City of Mount Gambier in relation to the management of the records of Council and the information contained within them.

Council has an obligation under the *Local Government Act 1999* and the *Freedom of Information Act 1991* and other relevant legislation to create, manage and provide timely access to documents and records containing specific information.

The management of records is a vital process that underpins and supports the business activities of the Council. Adherence to this Policy and Procedure Statement will ensure the City of Mount Gambier is able to:

- meet its legislative responsibilities;
- provide evidence of accountability;
- validate and support its decisions and actions;
- protect the interests of its residents, Elected Members and staff; and
- is able to provide evidence in litigation and legal prosecution.

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The Council is an agency under the *State Records Act 1997* and, as such, is required to practice adequate records management as defined by the *Across Government Adequate Records Management Standard*. The Standard states “*Policies, procedures and practices exist for the management of official records. Policy: All agencies shall develop and implement records management policies, procedures and practices.*”

3. Policy Statement

The business activities of the City of Mount Gambier are to be documented, recorded and managed to protect the integrity, enhance the efficiency and preserve the history of Council. Business activities include decisions made, actions taken and interaction with clients. Records will be managed and maintained in accordance with the procedures associated with this policy.

This policy applies to the records and information held by Council at all sites managed and occupied by Council, including records created and received by Elected Members, staff, contractors and consultants providing services to Council and should be read in conjunction with the Record Management Procedural Statement.

4. Electronic Document & Records Management System

The City of Mount Gambier’s corporate electronic document and records management system is TRIM. The objectives of the electronic document and records management system are as follows:

- To ensure that the management of Council’s information resources and records provide timely and comprehensive information to meet operational business needs, accountability requirements and community expectations.
- To ensure the preservation of Council’s ‘corporate memory’ through sound recordkeeping practices and accurate capture of information meeting legal, evidential and accountability requirements.

5. Roles & Responsibilities

It is the responsibility of all Elected Members, staff, contractors and consultants to adhere to this Policy and associated Procedure Statement.

Council staff or Elected Members who do not comply with this Policy may be subject to disciplinary action under the relevant Code of Conduct, and/or subject to criminal or civil proceedings. Elected Members and staff should report breaches of this Policy to the Director - Corporate Services.

Council’s Responsibility

Council as an entity is responsible for ensuring its business activities are documented and preserved. Council as an entity is responsible for:

- Ensuring its official records are captured and stored;
- Providing complete, accurate and reliable records of its functions and activities;
- Protecting its integrity and the interests of its staff, residents and ratepayers; and
- Providing a documented history of the Council.

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When collecting, using, storing and disclosing personal information, Council acknowledges that the National Privacy Principles contained within the Privacy Act set an appropriate standard for privacy protection and enables Council to achieve 'best practice' consistency with those standards.

Council will take reasonable steps to protect the personal information it holds from loss, unauthorised access, use, modification, disclosure and other misuse, and to maintain systems to ensure that all personal information collected is stored safely.

Chief Executive's Responsibility

The role of the Chief Executive Officer as prescribed by Section 99 of the *Local Government Act 1999* includes ensuring that records required under any legislation are properly kept and maintained.

The Chief Executive Officer is also responsible for ensuring that Elected Members are aware of their records management responsibilities and that they receive the appropriate training and education.

Director's and Manager's Responsibilities

Directors/Managers are responsible for adherence to this Policy and associated procedures by staff within their department. They are also responsible for ensuring staff receive records management training relative to their roles and responsibilities. Directors/Managers are charged with the responsibility of ensuring their staff:

- Are formally introduced to the Records Management Policy and associated Procedures
- Undertake records management training as part of their induction process
- Have access to the knowledge, software and tools that support the Records Management Policy and associated Procedures
- Have recordkeeping responsibilities included in job and person specifications, performance management agreements and/or contracts and agreements
- Capturing Council's Intellectual Property (e.g. knowledge that may cease once a staff member leaves)

Managers of Council are responsible for supporting and monitoring staff recordkeeping practices as defined by this Policy and accompanying Procedure Statement and supporting the capture and creation of records by staff as part of normal business practices.

Council Employees, Elected Member, Consultants and Contractor Responsibilities

All Council employees, Elected Members, consultants and contractors need to be aware of and comply with recordkeeping requirements related to the performance and execution of their duties and functions which include:

- creating records that adequately reflect the business they conduct including, where relevant, decisions made and actions taken;
- protecting and caring for records in their possession;
- not removing, destroying or deleting Council records without proper authority to do so;
- ensuring all official records form part of the record holdings of Council;
- ensuring all official records are captured within Council's electronic document and records management system (TRIM) or the appropriate business system; and

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- recognising that the records they create and receive in the conduct of Council's business are the property of Council and must be afforded the care and protection identified in this Policy and associated Procedure Statement.

Records Officer

Responsibility for Council's records management system is assigned to the Senior Records Officer.

The Senior Records Officer is operationally responsible for the efficient management of Council records (physical and electronic) incorporating sound recordkeeping principles and records management best practice guidelines.

The Senior Records Officer is responsible for the effective management and system administration of the Council's EDRMS.

The Senior Records Officer is responsible for:

- ensuring that official records are managed in accordance with the *State Records Act 1997*;
- establishing records management policies and procedures for the Council as a whole;
- establishing corporate standards for recordkeeping and records management;
- measuring performance of Council business units against these standards;
- providing consulting services to Council staff and Elected Members;
- developing corporate electronic records management strategies;
- working with other managers of information resources to develop coherent information architecture across the Council;
- working with other accountability stakeholders, including FOI officers and executive management staff, to ensure recordkeeping systems support organisational and public accountability; and
- providing Council staff and Elected Members with appropriate training and tools to allow them to meet their records management responsibilities.

6. Confidential Records

If a staff member or Elected Member believes that a record forwarded to Records staff for incorporation into the recordkeeping system is of a highly sensitive or confidential nature, he or she should advise Records of that view. It will be at the discretion of Records staff as to whether such information will then be treated as confidential and access to those records restricted.

7. Records Security

The security of all Council records is crucial, as records provide evidence of business transactions, support management decisions and ensure public accountability requirements are met. Records in all formats should be stored securely to prevent unauthorised access, destruction, alteration or removal.

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Council staff are responsible for the safe custody of all hardcopy files and documents that are allocated to them. Sensitive or confidential information should be placed in a secure storage area when not in use. When no longer required the file/documents should be returned to Records for storage.

File storage units should be locked overnight wherever possible to prevent unauthorised access. Amongst other risk management considerations, this reduces the possibility of damage by water or fire in the event of a disaster.

Council records are not to be stored at home or left in cars unattended as they could be lost or damaged or stolen. Vital records should be stored in protective or fire resistant conditions with suitable access conditions. Confidential records must be stored in a secured environment whether they are in hardcopy or electronic form.

8. Disposal of Records

Official records must be disposed of in accordance with the General Disposal Schedule 20 (GDS 20) for Local Government Authorities in South Australia.

Only records that have been identified as non official and of no continuing value to the Council can be destroyed in accordance with Normal Administrative Practice (NAP) by individual Council staff or Elected Members. Council staff and Elected Members should contact Records staff for assistance with the destruction of their non official records.

The Senior Records Officer is the only person with the authority to dispose of official records and approve destruction of records at the City of Mount Gambier. Unauthorised or illegal destruction under the *State Records Act 1997* carries penalties of a \$10,000 fine or up to 2 years imprisonment, which may be placed on an organisation or an individual.

Disposal of Council records will take place annually or as required. During this process records will be sentenced and sent to offsite storage for archiving or destroyed as per SRSA requirements.

Method	Description
Destruction	A list of records due for destruction will be signed off by the Senior Records Officer after consultation with CEO and Directors then submitted to SRSA for approval prior to confidential shredding by an approved contractor.
Archiving	Records will be sentenced, boxed and archived. A register will be maintained for reference and retrieval purposes. Records are initially sent to the Records Shed at the Depot with consignments of permanent records transferred to SRSA on an annual basis or as required.

9. Digitisation and Disposal of Source Records

General Disposal Schedule 21 (GDS 21) for the management and disposal of source documents and digitised versions after digitisation will be applied by Records to digitised records managed in TRIM and their source documents in conjunction with the GDS 20.

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Once source documents have been digitised by rendering into an open and enduring format (PDF, JPG or TIFF) the digitised version will be managed as the corporate record within the system. The location of source documents will be recorded in the metadata of the digitised record and source documents will be retained for a minimum of 1 year or as determined by its business use. Source documents will be day batched with the exception of:

- Permanent source documents will be filed in hardcopy permanent files after digitisation.
- Source documents of records deemed to be vital records will be stored in the strongroom after digitisation and will be retained according to the GDS 20.
- Development Application source documents will be filed on hardcopy Development Application files after digitisation and retained according to the GDS 20.
- Source documents required for business use will be kept by the relevant section for a minimum of 1 year prior to being transferred into custody of Records for destruction in accordance with this Policy and the GDS 21.

Access to day batched temporary source documents and permanent source document files will be controlled by Records.

10. Legislation & Related Documentation

The *State Records Act 1997* governs the obligations and responsibilities of the City of Mount Gambier in relation to the management of official records. Under this Act, the Council has an obligation to maintain all official records in its custody in good order and condition. Not only does this include obligations in relation to the capture, storage, maintenance and disposal of physical records but also records in electronic format.

Council has certain legal obligations in relation to records management and records are themselves subject to legislation such as the *Freedom of Information Act 1991*, and legal processes such as discovery and subpoenas. The records may also be required by Royal Commissions, the Ombudsman, the Courts, auditors and other people or bodies who may have authority or rights to access records.

Relevant Legislation / Standards

- State Records Act 1997
- Local Government Act 1999
- Freedom of Information Act 1991
- Copyright Act 1968
- Development Act and Regulations 1993
- Evidence Act 1929 (as amended)
- Electronic Transactions Act 2000
- Australian Standards AS ISO 15489, Records Management

11. Definitions

Continuing Value – records of continuing value are those that contain information that is of administrative, legal, fiscal, evidential or historical value to the Council.

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Council Business – may include the provision of services, delivery of programs, development of policies, making of decisions, performance of Council functions and other similar types of transactions.

Council Staff - includes persons employed by Council, volunteers, trainees, work experience placements, independent consultants and contractors and other authorised personnel offered access to Council’s resources.

Dispose of – to dispose of an official record means to:

- destroy or abandon the record;
- carry out an act or process as a result of which it is no longer possible or reasonably practicable to reproduce the whole or a part of the information contained in the record; or
- transfer or deliver ownership or possession of or sell the record, or purport to do so,

but does not include transferring or delivering the record to the State Records Office or between the Council and another agency.

Ephemeral/Transitory Record

A record is transitory or ephemeral in nature if it is of little or no continuing value to the Council and only needs to be kept for a limited or short period of time, such as a few hours or a few days.

Normal Administrative Practice (NAP)

Normal Administrative Practice provides for the routine destruction of drafts, duplicates and publications with the test that it is obvious that no information of more than transitory or ephemeral value to the Council will be destroyed. Material that can be disposed of under Normal Administrative Practice comprises items of an ephemeral or transitory nature created, acquired or collected by Council staff or Elected Members in the course of their official duties. Such material has no ongoing value and is not usually incorporated into the Council’s recordkeeping system.

Record

A record means:

- written, graphic or pictorial matter: or
- a disk (magnetic or optical), tape, film or other object that contains information (in any form) or from which information may be reproduced (with or without the aid of another object or device).

Official Record

An official record is a record made or received by the Council in the conduct of its business. This means that because Elected Members and staff of the Council act as representatives of the Council, any record created, sent, received, forwarded or transmitted by Council staff and/or Elected Members in the performance of their functions and duties may be classified as official records.

An official record does not include:

- records that are merely transitory, ephemeral, personal or private in nature will fall outside the definition of “official records”;

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- a record made or received for delivery or transmission to another person or body (other than an agency) and so delivered or transmitted; or
- a record made by an agency as a draft only and not for further use or reference; or
- a record received into or made for the collection of a library, museum or art gallery and not otherwise associated with the business of the agency, or
- a Commonwealth record as defined by the Archives Act 1983 of the Commonwealth, as amended from time to time, or an Act of the Commonwealth enacted in substitution for that Act; or
- a record that has been transferred to the Commonwealth.

13. Review and Evaluation

This Policy is scheduled for review by Council during the term of Council, however, will be reviewed as required by any legislative changes which may occur.

14. Availability of Policy

This policy will be available for inspection at Council's principal office during ordinary business hours and at Council's website www.mountgambier.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

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File Reference:	AF11/1738
Applicable Legislation:	State Records Act 1997 Local Government Act 1999 Freedom of Information Act 1991
Reference: Strategic Plan – Beyond 2015	Goal 5, Strategic Objective 5
Related Policies:	Privacy Policy
Related Procedures:	Records Management Procedure
Related Documents:	Australian Standard 150 15489.1-2002 Code of Conduct for Employees (Gazetted 20/2/2014) Code of Conduct for Council Members (Gazetted 29/8/2013)

DOCUMENT DETAILS

Responsibility:	Director - Corporate Services
Version:	1.0
Last revised date:	March 2014
Effective date:	March 2014
Minute reference:	
Next review date:	March 2015
<u>Document History</u>	
First Adopted By Council:	15 th March 2015
Reviewed/Amended:	Annually