



Reference: AF11/861 MJT

3<sup>rd</sup> June, 2015

**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**  
(*Reception Area - Level 4*):

Tuesday, 9<sup>th</sup> June, 2015 at 5.30 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, 9<sup>th</sup> June, 2015 at 5.30 p.m.

### CONTENTS

1. FINANCIAL STATEMENT – as at 31<sup>st</sup> May, 2015
2. GOVERNANCE – Elected Member Training and Development
3. GOVERNANCE - Community Engagement and Social Inclusion Sub-Committee - Minutes of Meeting held 25<sup>th</sup> May, 2015
4. DIVERSITY - Funding Request for Aboriginal Cultural Purposes in the Mount Gambier Area
5. GOVERNANCE - Community Engagement and Social Inclusion Sub-Committee - Signage
6. GOVERNANCE - Audit Committee - Minutes of Meeting held 26<sup>th</sup> May, 2015
7. FINANCIAL MANAGEMENT - Local Government Funding for Councils
8. FINANCIAL MANAGEMENT - National Partnership Agreement - Pensioner Concessions
9. CORPORATE AND COMMUNITY SERVICES REPORT NO. 32/2015 - Section 41 Committee - Corporate and Community Services Committee - Terms of Reference
10. CORPORATE AND COMMUNITY SERVICES REPORT NO. 33/2015 - Policy Review - R155 Rate Rebate Policy
11. CORPORATE AND COMMUNITY SERVICES REPORT NO. 34/2015 - Policy Review - R105 Rating Policy
12. CORPORATE AND COMMUNITY SERVICES REPORT NO. 35/2015 - Major Events - 2016 Fork and Cork, Mount Gambier Food and Wine Festival

MOTIONS WITH NOTICE - Nil

MOTIONS WITHOUT NOTICE

## CORPORATE AND COMMUNITY SERVICES COMMITTEE

Meeting to be held at the Reception Area, Level 4, Civic Centre, 10 Watson Terrace,  
Mount Gambier on Tuesday 9<sup>th</sup> June, 2015 at 5.30 p.m.

### AGENDA

PRESENT: Cr S Perryman (Presiding Member)  
Cr M Lovett, Cr Lynagh, Cr S Meziniec 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  
Finance Manager, Gary Button  
Manager Community Services and Development, Barbara Cernovskis  
Administration Officer – Executive Support, 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 11<sup>th</sup> May, 2015 be taken as read and confirmed.

seconded

QUESTIONS:

(a) With Notice - Nil received

(b) Without Notice -

#### **1. FINANCIAL STATEMENT – as at 31<sup>st</sup> May, 2015**

*Goal:* Governance

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

moved it be recommended the financial statement as at 31<sup>st</sup> May, 2015 be received.

seconded

#### **2. GOVERNANCE – Elected Member Training and Development - Ref. AF11/903**

*Goal:* To be recognised as a lifelong learning community.

*Strategic Objective:* Promote the benefits of cooperative learning and the contribution learning makes to our enhanced quality of life.

The Acting Chief Executive Officer reported that Cr Persello has sought permission of Council to attend the MHS Conference being held in Canberra from 25<sup>th</sup> - 28<sup>th</sup> August, 2015 (Cr Persello will only attend the 3 day Conference, not the pre-conference workshops).

The 2015 Conference will explore the topic "Translating Best Practice into Reality" and discuss how best practice is translated into effective strategies to help people living with mental health problems. As Council's representative on the Community Mental Health Network the MHS Conference is considered a valuable Conference for Cr Persello to attend.

moved it be recommended:

- (a) Cr Persello be authorised to attend the MHS Conference in Canberra from 25<sup>th</sup> to 28<sup>th</sup> August, 2015;
- (b) all costs associated with attendance at the Seminar be met by Council – Acc. No. 6000.0105 (Members Training).

seconded

**3. GOVERNANCE – Committees – Community Engagement and Social Inclusion Sub-Committee - Minutes of Meeting held 25<sup>th</sup> May, 2015 - Ref. AF15/78**

*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 25<sup>th</sup> May, 2015 be received;
- (b) recommendations (numbered 1 to 8) of the Community Engagement and Social Inclusion Sub-Committee meeting held on Monday 25<sup>th</sup> May, 2014 be adopted by Council:

1. COUNCIL MINUTES

- (a) The Key Focus areas as amended by Council be received.

2. BUILDING COMMUNITIES – City of Mount Gambier Draft Regional Public Health Plan 2015-2020 – Ref. AF13/209

- (a) The presentation on Council's Draft Regional Public Health Plan be received;
- (b) The Community Health Officer be thanked for her presentation.

3. DIVERSITY – Funding request for Aboriginal Cultural Purposes in the Mount Gambier Area – Ref. AF11/1595

- (a) Funding is outside the scope of the Community Engagement and Social Inclusion Sub-Committee;
- (b) the matter of funding be referred to Corporate and Community Services.

4. GOVERNANCE - Committees - Community Engagement and Social Inclusion Sub Committee 2015 – Signage discussion from previous Minutes - Ref. AF15/78

- (a) this is outside the scope of the Community Engagement and Social Inclusion Sub-Committee;

- (b) the matter be referred to Corporate and Community Services.
5. RECONCILIATION ACTION PLAN – Community Engagement & Social Inclusion Sub Committee Report No. 4/2015 - Ref. AF15/78
- (a) Community Engagement and Social Inclusion Sub-Committee Report No. 4/2015 be received;
  - (b) Council acknowledges and supports the development of a Reconciliation Action Plan as a key focus area for the Sub-Committee using the Cultural Governance model identified by the Sub-Committee as most appropriate for Mount Gambier and District;
  - (c) a schedule of Fee For Service charges be obtained from Reconciliation SA;
  - (d) Council endorses the Sub-Committee holding a workshop to plan the RAP process with invitations being extended to the Chief Executive Officer of Pangula Mannamurna, Chief Executive Officer of Burrandies Aboriginal Corporation and a representative of the District Council of Grant to attend;
  - (e) cost of the workshop including travel and incidentals for Mr Mark Waters of Reconciliation SA will be covered by Council. Costs be charged against the existing Aboriginal Cultural Survey budget line.
6. LIMESTONE COAST VIOLENCE AGAINST WOMEN COLLABORATION – Community Engagement & Social Inclusion Sub-Committee Report No. 5/2015 - Ref. AF11/2284
- (a) Community Engagement and Social Inclusion Sub-Committee Report No. 5/2015 on the Limestone Coast Violence Against Women Collaboration be received;
  - (b) The Chairperson of the Limestone Coast Violence Against Women Collaboration be advised to submit a written request to Council seeking formal representation from Council on their Collaboration.
7. LIMESTONE COAST COMMUNITY SERVICES ROUNDTABLE – Update – Ref. AF13/469
- (a) The report on the Limestone Coast Community Services Roundtable Planning Day be received;
  - (b) Caroline Hill be thanked for her presentation.
8. SUPPLEMENTARY ITEM – Leave of Absence - Emma Milera
- (a) Leave of Absence be granted for the period 25<sup>th</sup> May, 2015 to 27<sup>th</sup> July, 2015.

seconded

4. **DIVERSITY – Funding request for Aboriginal Cultural Purposes in the Mount Gambier Area – Ref. AF11/1595**

The Manager Community Services & Development reported:

- (a) Correspondence has been received from Pangula Mannamurna Inc. seeking funding of \$27,270.86 to support a Yaitya Makkitura digital and cultural arts project (attached);
- (b) Council have formally acknowledged receipt of the correspondence and the item was referred to the Community Engagement & Social Inclusion Sub-Committee;
- (c) Consideration of the funding request is outside the scope of the Community Engagement and Social Inclusion Sub-Committee and therefore item has been referred to Corporate and Community Services.

moved it be recommended:

- (a) the funding request from Pangula Mannamurna Inc. be received;
- (b) *(to be determined)*

seconded

5. **GOVERNANCE - Committees - Community Engagement and Social Inclusion Sub-Committee 2015 – Signage - Ref. AF15/78**

The Manager Community Services and Development reported:

- (a) at the Community Engagement and Social Inclusion Sub-Committee Meeting held 27<sup>th</sup> April, 2015 the matter of introducing signage acknowledging the Jazz Academy at the City of Mount Gambier gateway entry points was raised for discussion;
- (b) also raised for discussion were the introduction of banners to acknowledge that Mount Gambier is home of the Loudest Shout;
- (c) Gateway signage and entrance banners are outside the scope of the Community Engagement and Social Inclusion Sub-Committee and therefore the item has been referred to Corporate and Community Services.

moved it be recommended:

- (a) the report be received;
- (b) *(to be determined)*

seconded

**6. GOVERNANCE – Committees – Audit (Section 41) Committee – Minutes of Meeting held 26<sup>th</sup> May, 2015 – Ref. AF11/863**

*Goal: Governance*

*Strategic Objective: Demonstrate innovative and responsive organisational governance*

moved it be recommended:

- (a) the minutes of the City of Mount Gambier Audit Committee meeting held on 26<sup>th</sup> May, 2015 be received;
- (b) recommendations (numbered 1 to 5) of the Audit Committee meeting held on Tuesday, 26<sup>th</sup> May, 2015 be adopted by Council.

1. REPORTS FOR INFORMATION

The reports be received.

2. AUDIT WORK PROGRAM 2007 - 2014

The report be received.

3. GOVERNANCE REPORT

The report be received.

4. FINANCIAL INTERNAL CONTROLS

- (a) the report be received;
- (b) the Audit Committee accepts the risks and associated actions listed in the Control Assessment Worksheets;
- (c) the Audit Committee refers the risk assessments to Council for consideration and adoption;
- (d) as part of this recommendation to Council, the Audit Committee acknowledges the additional resources required to develop the 'Internal Financial Control Procedures Manual' and to complete the ongoing risk review processes.

5. 2015/2016 ANNUAL BUSINESS PLAN AND BUDGET

The report be received.

seconded

**7. FINANCIAL MANAGEMENT - Local Government Funding for Councils - Ref. AF14/160**

*Goal: Governance*

*Strategic Objective: Advocate for increase in access to alternative and new sources of growth based revenues, in order to improve Council's ability to provide for the community.*

The Director - Corporate Services reported:

Corporate and Community Services Committee Agenda, Tuesday 9<sup>th</sup> June, 2015 cont'd...

- (a) The Australian Local Government Association with the support of State Local Government Associations are mounting a campaign to have the indexation for Financial Assistance Grants (FAG's) immediately restored;
- (b) the cost to this Council in year one of the three year 'freeze' is in the order of \$450,000 and around \$200 million in FAG's to local communities, nationally;
- (c) each Council is therefore being requested, as part of the campaign, to pass a resolution acknowledging the importance of the grants in assisting Councils to provide important community infrastructure.

moved it be recommended:

- (a) the letter from the Australian Local Government Association be received;
- (b) Council acknowledge the importance of the Financial Assistance Grants and the ongoing indexation of those Grants in:
  - assisting Councils in their ongoing program to remain financially sustainable; and
  - assisting Councils to provide important community infrastructure
- (c) the Australian Local Government Association and Local Government Association of South Australia be advised of this resolution.

seconded

**8. FINANCIAL MANAGEMENT - National Partnership Agreement - Pensioner Concessions - Ref. AF14/452**

*Goal: Governance*

*Strategic Objective: Advocate for increase in access to alternative and new sources of growth based revenues, in order to improve Council's ability to provide for the community.*

The Director - Corporate Services reported:

- (a) Advice has now been received in the form of press releases (attached) from the State Government and the Local Government Association of SA in respect of the future intentions for concession arrangements for pensioners;
- (b) The former long standing arrangement whereby a concession is provided to eligible pensioners via Council rates is replaced with a new 'Cost of Living' (CLC) concession which will be available to eligible pensioners, low income earners and self funded retirees holding a Commonwealth Seniors Health Card;
- (c) The new CLC concession of up to \$200 will be paid by the State Government direct to pensioners, low income earners and self funded retirees to be applied as they choose, towards their greatest needs. Essentially Local Government in future, will have no role in pensioner concession arrangements.

moved it be recommended the report be received for information.

seconded



**9. CORPORATE AND COMMUNITY SERVICES REPORT NO. 32/2015 - Section 41 Committee - Corporate and Community Services Committee - Terms of Reference - Ref. AF14/283, AF11/1718**

*Goal: Governance*

*Strategic Objective: (i) Demonstrate innovative and responsive organisational governance.  
(ii) Establish measures for Council's performance and continually compare against community expectations.*

moved it be recommended:

- (a) Corporate and Community Services Report No. 32/2015 be received;
- (b) Council adopts the Corporate and Community Services (Section 41) Committee Terms of Reference as provided as an attachment to this Report and marked as 'Attachment 1'.

seconded

**10. CORPORATE AND COMMUNITY SERVICES REPORT NO. 33/2015 - Policy Review – R155 - Rate Rebate Policy - Ref: AF11/1952, AF11/823, AF11/824**

*Goal: Governance*

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

moved it be recommended:

- (a) Corporate and Community Services Report No. 33/2015 be received;
- (b) Council hereby adopts amended Council Policy R155 – Rate Rebate Policy, as provided with this report.

seconded

**11. CORPORATE AND COMMUNITY SERVICES REPORT NO. 34/2015 - Policy Review – R105 - Rating Policy - Ref: AF11/1952**

*Goal: Governance*

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

moved it be recommended:

- (a) Corporate and Community Services Report No. 34/2015 be received;
- (b) Council hereby adopts amended Council Policy R105 – Rating Policy, as provided with this report.

seconded

**12. CORPORATE AND COMMUNITY SERVICES REPORT NO. 35/2015 - Major Events – 2016 Fork And Cork, Mount Gambier Food and Wine Festival - Ref: AF15/284**

*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*

moved it be recommended:

- (a) Corporate and Community Services Report No. 35/2015 be received;
- (b) Council approve the allocation of \$10,000 sponsorship for the 2016 Fork and Cork, Mount Gambier Food and Wine Festival conditional upon the proponents obtaining all necessary approvals from relevant authorities;
- (c) Funding request to be an additional consideration for the 2015/2016 Major Events Sponsorship budget allocations.

seconded

**MOTIONS WITH NOTICE** - Nil

**MOTIONS WITHOUT NOTICE**

Meeting closed at               p.m.

MJT

**FINANCIAL STATEMENT - Monthly Bank Reconciliation**

as at 30/04/2015 \$	<u>GENERAL ACCOUNT (Westpac)</u>	as at 31/05/2015 \$
803,512.93 CR	OPENING BALANCE	176,702.90 CR
302,417.11	<u>PLUS</u> Receipts -	
672,479.52	Rates & Arrears	1,043,222.85
-	General	1,216,608.64
1,600,000.00	Receipt of Cash Advance Funds	
-	Transfer from CAD Loan 103	1,400,000.00
0.00	Transfer from Investment Funds	0.00
<u>2,574,896.63</u>	Transfer from Reserve Funds	<u>-</u>
3,378,409.56 CR		3,659,831.49 CR
(671,331.38)	<u>LESS</u> Direct Debits to Bank Account -	
-	Payroll - 3 Pays processed in May (1/5, 15/5 & 29/5)	(954,720.00)
-	Sundry	-
-	Transfer to Investment Funds	-
<u>(671,331.38)</u>	Transfer to CAD Loan 103	<u>(300,000.00)</u>
2,707,078.18 CR		(1,254,720.00) CR
(2,530,375.28)	<u>LESS</u> Expenditure Statement - \$	(2,398,400.04)
<u>\$176,702.90</u> CR	<u>CASH BALANCE</u>	<u>\$183,414.35</u> CR

BANK RECONCILIATION

177,451.22 CR	Balance as per Bank Statement	246,678.29 CR
5,307.53	<u>PLUS</u> Deposits not yet credited	33,516.65
(5,799.20)	<u>LESS</u> Deposits not yet reconciled	(96,121.39)
-	<u>LESS</u> Deposits not yet updated	0.00
-	<u>PLUS</u> Payments not yet reconciled	
<u>176,959.55</u> CR		<u>184,073.55</u> CR
(256.65)	<u>LESS</u> Unpresented Cheques & EFT's	(659.20)
<u>\$176,702.90</u> CR	<u>CASH BALANCE</u>	<u>\$183,414.35</u> CR

Current Interest Rate on Bank Account Balance is 0.10%

LGFA CAD LOAN 103

(1,200,000.00) DR	OPENING BALANCE	(2,800,000.00) DR
-	<u>PLUS</u> Deposits	948,951.07
(1,600,000.00)	<u>LESS</u> Withdrawals (Transfer to General Account)	(1,400,000.00)
-	Sundry	-
<u>\$ (2,800,000.00)</u> DR	<u>CASH BALANCE</u>	<u>(3,251,048.93)</u> DR

Current Interest Rate on CAD Loan Balance is 4.25%

as at 30/04/2015 \$	FINANCIAL STATEMENT continued.....	as at 31/05/2015 \$
	<u>INVESTMENT FUNDS (Local Government Finance Authority)</u>	
- CR	Opening Balance	281.07 CR
281.07	<u>PLUS</u> Deposits	648,670.00
	<u>PLUS</u> Accrued interest	
-	<u>LESS</u> Withdrawals (Transfer to Westpac)	-
-	Withdrawals (Transfer to CAD Loan 103)	(648,951.07)
<u>\$281.07</u> CR	CLOSING BALANCE	<u>\$0.00</u> CR

<u>DOWNSTREAM DRAINAGE FUNDS (Local Government Finance Authority)</u>		
171,946.26 CR	OPENING BALANCE	171,946.26 CR
-	<u>PLUS</u> Deposits	1,199.38
-	<u>LESS</u> Withdrawals	0.00
<u>\$171,946.26</u> CR	CLOSING BALANCE	<u>173,145.64</u> CR

INVESTMENT OF FUNDS

Investment Funds - all invested - 'At Call' at	2.00%
Reserve Funds - all invested - '90 Days' at	2.15%

as at 30/04/2015 \$	<u>LOAN FUNDS OWING (Local Government Finance Authority)</u>	as at 31/05/2015 \$
<b>Opening Bal</b>	<b>Loan Purpose</b>	<b>Closing Bal</b>
129,872.11	101 RSL Bowls - Artificial Rink	129,872.11
3,318,764.61	102 Library	3,318,764.61
2,800,000.00	103 CAD - Variable Int Only	3,251,048.93
0.00	104 CAD - Variable Int Only	0.00
<u>\$6,248,636.72</u> DR		<u>\$6,699,685.65</u> DR

Prepared by:



.....  
Finance Manager

Reviewed by:



.....  
Chief Executive Officer



# Pangula Mannamurna Inc.

Aboriginal Community Controlled Health Service

Mr Mark McShane  
CEO  
Mount Gambier City Council  
Via email

Dear Mark,

## **Re: Funding request for Aboriginal cultural purposes in the Mount Gambier area**

Pangula Mannamurna has been aware that the Mount Gambier City Council has had some funding available over the past few years for the purposes of supporting the Aboriginal community to maintain and strengthen local Aboriginal culture. Pangula Mannamurna has enjoyed a positive working relationship with the Mount Gambier City Council over a number of years, through the Main Corner development and launch, the development of the Craitbul story, the annual NAIDOC festivities, including the flagraising and march, OPAL project and more recently through the Sir Robert Helpman Theatre and the digital media initiative.

Yaitya Makkitura, is a statewide Aboriginal digital screen and media arts organisation. Yaitya Makkitura is in the second of their three year strategy *'In front of the future'* to work with and build regional Aboriginal communities to develop our digital literacy and to develop our own digital media such as documentaries, short films, light painting and promotional resources. The strategy was developed through extensive community consultation, including here at Mount Gambier. The skills to be developed includes: how to effectively use the camera, writing for documentaries, sound, editing, lighting and photography, as well as putting the information up on websites and through other digital mechanisms. Please see attached, a news clipping from December 2014.

During the last training workshop in April, more Aboriginal community people have become interested in being involved. The feedback each time is more positive than the previous visit and the number of people engaged is growing. This is exciting for the whole community, because for the first time, a platform for local Aboriginal role models is possible with a focus on capturing local Aboriginal people's stories, especially Elders, about their lives, experiences, cultural knowledge and contribution to the wider community as well as to the Aboriginal community. Pangula Mannamurna has a lack of local resources produced with local images. Telling local stories through this process provides an opportunity for skills building (four people currently involved in camera and sound eight people involved in documentary writing, 28 people involved in the light painting), to develop resources with local Aboriginal leaders/ heroes and role models.

Aboriginal people view health and wellbeing holistically. As such, cultural, spiritual and emotional wellbeing is as important as physical and mental health. Seeing positive local people talking about their life journeys and how they faced and overcame their challenges is a very important resource. There are now a group of six people ready to tell their stories, from people who are local and who have lived most of their lives in Mount Gambier to people who have made Mount Gambier their home and who are from the stolen generation, a range of ages.

Pangula Mannamurna have asked Yaitya Makkitura to source and gather quotes for the appropriate equipment required for production. This has been done and the full list is at attachment 2. The total equipment costs are almost \$20,000, and the Medicare Local is supporting us with the camera and IMac.



# Pangula Mannamurna Inc.

Aboriginal Community Controlled Health Service

Further, Pangula Mannamurna would like David Wilson from Yaitya Makkitura to attend Mount Gambier more frequently than the annual workshops through the *'In front of the future strategy'*. We have estimated that two more visits of a fortnight duration would benefit the skills building and honing and see the first of the documentaries completed with the trainees. Please see attached, the cost for a two week visit, including travel, meals and accommodation. David will be attending during May to finalise the non smoking dvd using local people for launching at the world no tobacco day event, and to finalise the Pangula Mannamurna 10 year dvd.

It is intended that over time, local people will have the skills to take all of these steps and produce our own documentaries and other resources, as is intended through the *'In front of the future strategy'*.

The final aspect of the production, is to include a specific purpose writing workshop to provide the skills and process in developing the appropriate planning and writing for a documentary, and linking that to the specific documentaries that are currently under development. There are currently five ideas that could become documentaries. A one day workshop, including travel and overnight accommodation is included below.

The total amount of funding including GST being sought from the Mount Gambier City Council is:

Digital equipment	\$10,000.00
2 x Workshops	\$15,270.86
Documentary writer	\$ 2,000.00
	<u>\$27,270.86</u>

Aboriginal people learning, developing and producing Aboriginal specific digital resources, benefits the whole community. Benefits include: Aboriginal people gaining confidence and skills, the broader community finding out more about local Aboriginal people and the Mount Gambier City Council facilitating the way to bring the whole community together. Some discussions have already started with the Sir Robert Helpman about holding an Aboriginal 'Premier' event once some of the resources are completed, together with the students talking about the processes.

I look forward to hearing further from you about this. Please contact me on 8724 7270 or 0407 394 311 should you need any further information, or should you wish to contact both David Wilson from Yaitya Makkitura and myself for a meeting, he would be happy to link in by telephone or in person.

Yours sincerely

CEO  
4/5/2015

## Quote for Film Equipment

<u>Product Code</u>	<u>Description</u>	<u>Qty</u>	<u>EX GST</u>	<u>GST</u>	<u>Total Incl GST</u>
	<b>DSLR CAMERA KIT</b>				
	Canon 24-105 F3.5-4 Version 2		540.91	54.09	594
	Canon 50mm f1.4 lens		372.73	37.27	410
Hoodman 3.2"	Hoodman Custom Finder Kit for 3.2" Camera LCD Screens	1	250	25	275
SDSDXS-32G-XQ4	Sandisk 32GB SD Extreme Plus card \$99ea	2	180	18	396
Amicroe	CF 64GB 1000x	1	543.64	54.36	598
HOYA77_UVPRO1					
DDMC	77mm UV(O) Pro1D DMC Filter C559277	1	77.27	7.73	85
HOYA	77mm Polarizer Filter	1	90	9	99
DREIBCCC003	E-Image Oscar S Shoulder bag Internal size 42cm(l) x 16cm(w) x 20cm(h)	1	109.09	10.91	120
GA-CL1002	Giotto Lens Cleaner Kit Pro incl medium rocket air	1	27.27	2.72	29.99
	<b>CAMERA TRIPOD</b>				
	Miller aIR Tripod	1	886.36	88.64	975
	<b>CAMERA ACCESSORIES</b>				
MB PL-E-702	Manfrotto - Pro Light Camera Rain/Dust Cover	1	85.46	8.54	94
Varavon	Varavon SlideCam Lite 800 80cm	1	363.64	36.36	400
	Manfrotto MDEVE 755XB Video Tripod for slider	2	229.91	50.09	560
	<b>LIGHTING KIT FOR INTERVIEWS</b>				
RESG107	Prolux 5 in 1 folding Reflector Kit 107cm (42") incl translucent, silver, white, gold, black	1	68.18	6.82	75
	LEDGO 600W with barndoors	3	408.19	40.81	449

	Manfrotto Alu Master 3 Riser 12' AC Stand	2	318.19	31.81	348
JBM3BOOM	JINBEI 2 in 1 Convertible Light Stand with Self-Telescoping Boom Arm	1	154.5	15.45	169.95
	V Mount Battery	3	344.55	34.45	1137
	V Mount Dual Battery Charger	1	280.91	28.09	309
	LEDGO remote for 600w	3	270	27	297
	LEDGO softbox for 600w	2	161.2	16.18	178
MF1314B	Manfrotto Background Stand 1314b kit 1 x 3m telescopic pole, 2 x baby stand 2x mini clamp, bag	1	331.82	33.18	365
	Fold Up Chroma-Key Blue/Green size: 5 x 7' (1.5 x 2.1m)	1	168.19	16.81	185
<b>AUDIO MICROPHONES &amp; RECORDER</b>					
Rode NTG- 3	Rode shotgun mic w/ 48v & AA power	1	544.45	54.45	599
Senheisser	Headphones HD202-II \$55ea	2	90.91	9.09	100
ZOOMH6N	ZOOM H6 6 Track/Recorder		453.64	45.36	499
BLIMP	Rode High Wind Windshield & Mount Suits NTG2 and 3	1	190	18.99	208.99
CAB-XLR-XLR-3M	Microphone Cable 3M (M-F) Amphenol 3M XLR-XLR	3	20	2	66
MS205BK	TAMA microphone stand	2	216.37	21.63	238
	Sennheiser EW 112-P G3-B Portable wireless microphone kit	1	622.73	62.27	685
<b>INSTRUCTIONAL DVD's</b>					
Vortex Media	How to Set up and Shoot Awesome Interviews with LED Lights DVD	1		89	89
			8400.11	867.1	<b>10633.9</b>



**IMAC COMPUTER 5K OPTIONS**

***OPTION 1***

IMAC 5K 27" 4ghz i7, 1TB SSD, 4g graphics 5k retina	1	4559	4559
ram 8 gig x 4	4	149	596
			<b>5155</b>

**Apple Video/Audio Software**

Apple Final Cut Pro X			380
Apple Compressor 4			64.99
Apple Motion 5			64.99
<b>Total Apple Software</b>			<b>509.98</b>

<b>Hitachi (Touro) Fast External Hard Drives</b> 7200rpm	3		<b>255</b>
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<b>Canon 5 D Mark III with 24-105 stm f4 lens</b> and additional Canon 50mm 1.4 lens (quote from Diamonds Camera)	1		<b>4374</b>
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**TOTAL PRICE for Film Gear + IMAC + Cameras** **20927.9**



# Pangula Mannamurna Inc.

Aboriginal Community Controlled Health Service

Further, Pangula Mannamurna would like David Wilson from Yaitya Makkitura to attend Mount Gambier more frequently than the annual workshops through the *'In front of the future strategy'*. We have estimated that two more visits of a fortnight duration would benefit the skills building and honing and see the first of the documentaries completed with the trainees. Please see attached, the cost for a two week visit, including travel, meals and accommodation. David will be attending during May to finalise the non smoking dvd using local people for launching at the world no tobacco day event, and to finalise the Pangula Mannamurna 10 year dvd.

It is intended that over time, local people will have the skills to take all of these steps and produce our own documentaries and other resources, as is intended through the *'In front of the future strategy'*.

The final aspect of the production, is to include a specific purpose writing workshop to provide the skills and process in developing the appropriate planning and writing for a documentary, and linking that to the specific documentaries that are currently under development. There are currently five ideas that could become documentaries. A one day workshop, including travel and overnight accommodation is included below.

The total amount of funding including GST being sought from the Mount Gambier City Council is:

Digital equipment	\$10,000.00
2 x Workshops	\$15,270.86
Documentary writer	\$ 2,000.00
	<u>\$27,270.86</u>

Aboriginal people learning, developing and producing Aboriginal specific digital resources, benefits the whole community. Benefits include: Aboriginal people gaining confidence and skills, the broader community finding out more about local Aboriginal people and the Mount Gambier City Council facilitating the way to bring the whole community together. Some discussions have already started with the Sir Robert Helpman about holding an Aboriginal 'Premier' event once some of the resources are completed, together with the students talking about the processes.

I look forward to hearing further from you about this. Please contact me on 8724 7270 or 0407 394 311 should you need any further information, or should you wish to contact both David Wilson from Yaitya Makkitura and myself for a meeting, he would be happy to link in by telephone or in person.

Yours sincerely

CEO  
4/5/2015

**QUOTE FROM MAC CENTRE NORWOOD**

**IMAC COMPUTER 5K OPTIONS**

OPTION 1

IMAC 5K 27" 4,	1	4559	4559
5k retina			
ram 8 gig x 4	4	149	596
			<b>5155</b>

OPTION 2

iMac 27" 4.0G	1	3959	3959
AMD Radeon R9 M295X 4GB/Retina 5K Display			
ram 8 gig x 4	4	149	596
			<b>4555</b>

OPTION 3

IMAC 27" 3.5g	1	3700	3700
ram 8 gig x 4	4	149	596
			<b>4296</b>

**CAMERA & LENS**

## TEDS CAMERAS

Canon 5d Mark III with 24-105mm STM f4	1	3995	3995
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**Lenses**

Canon 50mm f1.4	1	449	449
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**4444****DIAMONDS CAMERAS**

Canon 5d Mark III with 24-105mm STM f4	1	3964	3964
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**Lenses**

Canon 50mm f1.4	1	410	410
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**4374**



**DIGITAL STORYTELLING:** Mount Gambier City councillor Mark Lovett was the centre of attention during an indigenous filmmaking project with crew members Janine and Leah Williams working on the digital storytelling initiative.

# New age of storytelling

Filmmaker promotes digital art to indigenous communities



**ALEX  
McGREGOR**  
alex@tbw.com.au

A LONG-TERM project by an Indigenous filmmaker to develop skills in digital storytelling for the Aboriginal community has begun in collaboration with Burrendies and Pangula Mannamurna. Filmmaker David Wilson is working for state-wide Aboriginal screen and new arts media organisation Yaitya Makkitura, which has received federal arts funding for three years to

conduct a skills development program across the state.

Mr Wilson is excited about what the future holds for digital storytelling among Aboriginal communities.

"I am helping local people to develop digital stories about Aboriginal people in and around Mount Gambier," he said.

"Part of this process is to identify potential documentaries for the future."

Mr Wilson said a writer would help people once stories were identified.

"We also hope that people will become interested in learning writing skills as

well," he said.

Aboriginal people are also being introduced to the light painting artform in the South East.

"This is a photographic long shutter speed technique filmed at night or in a dark space," Mr Wilson.

He hopes to introduce members of the indigenous community to time lapse photography.

"The skills development is initially non-accredited with the aim of introducing a certificate course once we have built up the interest in these techniques," he said.

The feedback from the

community has been positive and Mr Wilson was pleased to have some stories already identified for development.

Mount Gambier City Council's first elected Boandik member Mark Lovett was put in the spotlight during Mr Wilson's visit to the region.

"It was great to have Mark share his stories with us and assist with the filmmaking and photography initiative we are working on," Mr Wilson said.

He plans to return to the region in March to assist Aboriginal people to edit stories filmed during his recent visit.

**TAX INVOICE**

ABN: 91360 584 224

**FROM** David Wilson  
 PO Box 108 Port Adelaide SA 5000  
 Ph: 0418 293072

**Bank** Credit Union SA  
**Account Name** David Wilson  
**Acc number** 1126358  
**BSB** 805-007

**TO** Pangula Mannamurna  
 PO BOX 942  
 Mt Gambier SA 5290

**FOR** Film Editing and Training for Pangula Mannamurna

**DATE OF INV:** 29-Apr-15

Qty	Description	Rate	Days	Sub Total	Total
1	<b>ARTIST Fees</b> Out of Workshop fees for 25-29 May 2015 and 1-5 June 2015	400	10	4000	
	<b>Total artist fees</b>				<b>4000</b>
1	<b>Per Diems</b> 1 day Adelaide to Mount Gambier Return	67	14	938	
	<b>Total per diems</b>				<b>938</b>
1	<b>Fees Oncost</b> Super 9% of writers fee	9%		360	
	<b>Total Oncost</b>				<b>360</b>
1	<b>Fuel Adelaide to Mt Gambier Return</b>	485		485	
	<b>Total Travel</b>				<b>485</b>
1	<b>Accommodation</b> Blue Lake \$99 per night for 13 nights less 10% discount for staying over a week	99	13	1287	
	<b>Total Accommodation</b>		10% Discount		<b>1158.3</b>
	<b>Equipment Hire (inclusive)</b> IMAC's, Canon DSLR's, lighting equipment, audio equipment	100	10	1000	<b>0</b>
				Sub Total:	6941.30
				GST	694.13
				<b>TOTAL:</b>	<b>7,635.43</b>



AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION



29 May, 2015

Dear colleague,

### **Re: Financial Assistance Grants to Local Government**

The President of the local government association in your state, together with the President of the Australian Local Government Association, recently wrote to your council seeking support for the associations' advocacy aimed at the immediate restoration of indexation for Financial Assistance Grants which councils receive from the Australian Government. We are writing to you to enlist your support in encouraging your council to play its part in that advocacy campaign.

Financial Assistance Grants are an important untied payment to councils from the Australian Government which are invested in essential community infrastructure and services ranging from local roads and parks to swimming pools and libraries. These grants are a vital part of the revenue base of all councils, and this year councils will receive \$2.3 billion from the Australian Government under this program.

You will know the impact of the Government's decision to freeze the indexation of Financial Assistance Grants on your council. At a national level, however, funding is not keeping pace with demand for services and infrastructure in local communities and the decision in last year's Federal Budget to freeze indexation of Financial Assistance Grants for 3 years will worsen this. Freezing Financial Assistance Grants at their current level until 2017-18 will result in a permanent reduction in the Financial Assistance Grants base by 13%.

Persuading the Commonwealth Government to end the indexation freeze early will be challenging but the task is made more difficult by the lack of acknowledgment many councils give to the Financial Assistance Grants funding they receive. This is why ALGA and state associations asked each council to pass a resolution acknowledging the importance of the grants in assisting councils to provide important community infrastructure. Councils have also been asked to acknowledge the receipt of Financial Assistance Grants from the Commonwealth in media releases and council publications, including annual reports.

The Financial Assistance Grants are paid quarterly and to illustrate the importance and impact of the grants councils were also asked to identify an individual project of a similar size to their annual or quarterly grants payment and to highlight this to the media and their local Federal Member and Senator in a positive story on the grant funds.

Local government across the country has been united in its determination to see indexation restored as soon as possible and our objective must be to see an end to the freeze in 2016-17, a year earlier than planned. Doing so will limit the reduction in the base of the grants and restore around \$200 million in Financial Assistance Grants funding to our communities.

This is important for every Australian community and for the financial sustainability of our councils. We must continue to build momentum for the early restoration of indexation and ensure that the Federal Government and MPs are fully aware of the consequences for local communities. Your support for this effort will be greatly appreciated.

Yours sincerely



Dr Shayne Silcox  
President  
LGMA National



Adrian Beresford-Wylie  
Chief Executive  
ALGA



## Premier Jay Weatherill Treasurer Tom Koutsantonis

Thursday, 14 May, 2015

### New cost of living concession for pensioners

Pensioners, low-income earners and self-funded retirees holding a Commonwealth Seniors Health Card will receive up to \$200 per year under a new cost of living concession announced by the State Government today.

The new concession is the first reform announced as part of the State Government's State Tax Review and is in direct response to the Abbott Government's failure to reinstate \$30 million per year in funding it cut from pensioner concessions in South Australia.

The State Government had stepped in for the first 12 months to protect pensioners while it campaigned for the Abbott Government to overturn the concession cut in its Federal Budget.

Premier Jay Weatherill said the new cost of living concession, to come into effect on 1 July 2015, will enable about 205,000 households to put up to \$200 towards their greatest needs, whether that is electricity, gas and water bills or council rates.

The new concession will replace the \$190 council rate concession which only provided funding to pensioners, low-income earners and self-funded retirees who owned their own home.

"Unlike the Abbott Government who axed \$30 million per year from South Australian pensioners, this State Government will always fight for and protect our most vulnerable citizens," Mr Weatherill said.

"As a result of this reform, more South Australian pensioners will be better off.

"Eligibility for the new concession has been expanded to include pensioners and low-income earners who are tenants – that's 45,000 pensioners and low-income earners who will receive an extra \$100 in their pocket each year."

	Outgoing council rate concession (\$ p/a)	<b>New cost of living concession (\$ p/a)</b>	Change (\$ p/a)
Pensioners and low-income earners who own their own home	\$190	<b>\$200</b>	+ \$10
Pensioners and low-income earners who are tenants	\$0 (ineligible)	<b>\$100</b>	+ \$100
Self-funded retirees who hold a Commonwealth Seniors Health Card* who own their own home	\$100	<b>\$100</b>	No change
Self-funded retirees who hold a Commonwealth Seniors Health Card who are tenants	\$0 (ineligible)	<b>\$100</b>	+ 100

\* Assumes recipients held a State Seniors Card.

As a result of the new arrangements, self-funded retirees earning more than \$51,500 a single or \$82,400 a couple will not be eligible.

Similar to the outgoing council rate concession, the new cost of living concession is payable per household, not per individual.

The concessions will be paid to recipients in 2015-16 by cheque. Payments are expected to be made to homeowners in about September this year and to tenants by early 2016.

Homeowners who currently receive the council rate concession will not need to apply separately for this concession.

Tenants will need to apply by 31 October 2015. Application forms for the concession will be available from 1 July 2015 by contacting the Concession Hotline on 1800 307 758.

As well as the new cost of living concession, pensioners and low-income earners are also eligible for State Government concessions for energy, medical heating and cooling, public transport, Emergency Services Levy and water/sewerage.

Treasurer Tom Koutsantonis said the new concession will cost the State Government \$36.5 million per year. The council rate concession had cost \$34 million per year.

The total amount of funding the State Government will now spend on concessions in 2015-16 is \$280 million.

“Unlike the Abbott Government this State Government keeps its election promises to pensioners,” Mr Koutsantonis said.

“In last year’s State Budget we also increased the energy and the medical heating and cooling concession for pensioners by \$50, which increased the maximum energy concession to \$215 per annum.”

<b>State Government concessions</b>	<b>\$ p/a</b>
Energy (incl. medical heating and cooling)	Up to \$215
Water (for home owner-occupier)	Min - \$185 / Max - \$295
Water (for tenants)	Min - \$120 / Max - \$230
Sewerage (for home owner-occupier)	\$110
<b>New cost of living concession</b>	<b>up to \$200</b>
Public transport (approved concession cards)	About 50% of normal fare and free travel for seniors outside peak hours

For further information contact the Concessions Hotline on 1800 307 758.



## A win for pensioners

14 May 2015

The Local Government Association's campaign, to protect South Australia's pensioners from bill shock, had a winning outcome today with the State Government announcing it would cover pensioner concessions on Council rates.

Last year, after the axing of Federal funding to the State, the SA Treasurer, Tom Koutsantonis agreed to fund the shortfall for 12 months.

LGA President, Mayor Dave Burgess, said the Treasurer's announcement today that pensioners would receive a \$200 cost of living concession cheque was a win for SA pensioners and concession card holders.

"The Treasurer paid me the courtesy of a call this morning to brief me on his announcement and we will have a full briefing in coming days," Mayor Burgess said.

"I will also be taking the matter to the LGA Board when it meets in Jamestown next week."

Mayor Burgess said the main outcome was that pensioners would be protected and it would not have happened without the LGA's campaign, which led to an increase over the previous amount of rates concessions.

"We have said all along that we didn't care if it was the State or Commonwealth that funded pensioner concessions but one or the other would have to cover the cost," Mayor Burgess said.

"I would like to congratulate the Treasurer and his Government, for listening to the groundswell of public concern that pensioners would lose \$190 in rate concessions each financial year.

"In fact the Treasurer has upped the ante and has committed to delivering a \$10 increase, taking the concessions to \$200 for full pensioners, the first increase since the 2001-02 financial year and will retain the \$100 concession for self-funded retirees and concession card holders.

"I understand that the criteria for a concession will be altered and more of our communities' vulnerable people will be drawn into the protective net."

Mayor Burgess said because the payment will be made directly from the State, pensioners should not think of this as a windfall but rather an advance payment for their Council rates.

"I would specifically like to thank the public support for the campaign, the work that Councils have done, media, COTA SA and SACOSS, and the Liberal Opposition, Greens, Family First, John Darley and Kelly Vincent in the Upper House," he said.

For further information please refer [Pensioner Concessions Web Page](#) or contact: Media Officer Mary Ann Stenberg 0428 860 274

 [Top Page](#)

GPO Box 2693, Adelaide SA 5001 | Phone: 8224 2000 | Fax: 8232 6336 | Enquiries: [lgasa@lga.sa.gov.au](mailto:lgasa@lga.sa.gov.au)

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This is a printer friendly version of the following web page:- <http://www.lga.sa.gov.au/page.aspx?u=198&t=uList&ulistId=0&c=64835>

**CORPORATE AND COMMUNITY SERVICES REPORT NO. 32/2015**

**SUBJECT: SECTION 41 COMMITTEE – CORPORATE AND COMMUNITY SERVICES COMMITTEE - TERMS OF REFERENCE**

**Ref: AF14/283**

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*Goal: Governance*  
*Strategic Objective: Demonstrate innovative and responsible organisational governance. Establish measures for Council's performance and continually compare against community expectations.*

Council at its meeting on 27<sup>th</sup> January, 2015 in consideration of developing a Terms of Reference for the Corporate and Community Services Committee resolved that Terms of Reference for the Corporate and Community Services Committee be referred to an Elected Members Workshop.

The Terms of Reference were the subject of an Elected Members Workshop held on 18<sup>th</sup> February 2015, from which the Presiding Members of both the Corporate and Community Services and Operational Services Committees were charged with developing draft terms of reference in conjunction with the Chief Executive Officer and Manager – Governance & Property.

The resulting draft Terms of Reference for the Corporate and Community Services Committee are presented for consideration by the Committee and Council (Attachment 1).

**RECOMMENDATION**

- (a) Corporate and Community Services Report No. 32/2015 be received;
- (b) Council adopts the Corporate and Community Services (Section 41) Committee Terms of Reference as provided as an attachment to this Report and marked as 'Attachment 1';



**Michael McCARTHY**  
MANAGER - GOVERNANCE & PROPERTY

Sighted:



**Grant HUMPHRIES**  
ACTING CHIEF EXECUTIVE OFFICER



City of  
Mount Gambier

## **Corporate & Community Services Standing Committee**

### **TERMS OF REFERENCE**

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

Terms of Reference for the conduct of the business of the Council Committee were approved and adopted by the City of Mount Gambier at its meeting held on **## Month** 2015.

# Corporate & Community Services Committee

The Corporate & Community Services Committee has been established to:

review recommendations received from the administration, sub-committees, other reporting committees, and the committee itself, relating to, but not limited to, matters falling within the following broad headings:

- Corporate management/governance
- Civic administration
- Community services & relations
- Intergovernmental and industry relations
- Economic development
- Any Sub-committee established by the Committee

# Corporate & Community Services Committee

## CONTENTS

1.	Name	1.
2.	Definitions	1.
	Notices	1.
3.	Establishment	2.
4.	Objectives	2.
5.	Membership	2.
6.	Casual Vacancies and Replacement of Representatives	3.
7.	No Proxy	3.
8.	Resignation of Committee Member	3.
9.	Quorum	3.
10.	Attendance at Meetings by Telephone or Other Electronic Means	3.
11.	Meetings of the Committee	4.
12.	Procedures at Meetings	4.
13.	Liability of the Committee	4.
14.	Delegation	5.
15.	Sub-Committees	5.
16.	Minutes of the Committee	5.
17.	Amendments to these Terms of Reference	6.
18.	Interpretation of these Terms of Reference	6.
19.	Winding Up	6.

## 1. NAME

The name of the Council Committee shall be the Corporate & Community Services Committee (in these Terms of Reference referred to as “the Committee”).

## 2. DEFINITIONS

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

2.1.1 “Act” means the Local Government Act 1999 and includes all Regulations and Schedules.

2.1.2 “Committee” means the Committee of Council established pursuant to clause 3.

2.1.3 “Committee Member” means the persons appointed by the Council to the Committee pursuant to clause 5.

2.1.4 “Commencement Date” means the date on which the Committee is established and becomes operative pursuant to clause 3.

2.1.5 “Council” means the City of Mount Gambier that established the Committee and to which the Committee reports.

2.1.6 “Prescribed Committee” means a Prescribed Committee as defined in the Remuneration Tribunal Determination 7 of 2014 (or any replacement determination)

2.1.7 “Presiding Member of the Committee of Council” means the person appointed to that position pursuant to clause 5.

2.1.8 “Observers” means those persons attending any meeting of the Committee of Council, but not having a vote on any matter to be determined by the Committee and not having been appointed as Committee Members.

2.1.9 “Sub-Committee” means a sub-committee established in accordance with the Act.

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

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

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

### 2.5 Notices

All communication to be given to the Committee shall be addressed to: -

City of Mount Gambier Corporate & Community Services Committee  
c/o:- Director Corporate Services  
PO Box 56  
MOUNT GAMBIER SA 5290  
Email: [city@mountgambier.sa.gov.au](mailto:city@mountgambier.sa.gov.au)



### **3. ESTABLISHMENT**

- 3.1 The Corporate Services Committee is established under Section 41 of the Local Government Act 1999.
- 3.2 The Committee will be established and become operative from the time a resolution of the Council is passed.
- 3.3 The Committee is established by the Council for the purpose of:  
reviewing recommendations received from the administration, sub-committees, other reporting committees, and the committee itself, relating to, but not limited to, matters falling within the following broad headings:
- Corporate management/governance
  - Civic administration
  - Community services & relations
  - Intergovernmental and industry relations
  - Economic development
  - Any Sub-committee established by the Committee
- 3.4 The Committee shall be a Prescribed Committee that is enduring to perform, assist and provide advice to Council on matters described in these Terms of Reference.

### **4. OBJECTIVES**

The Committee is created with the express objective of providing considered advice to Council within the scope of its purpose and reasons for establishment

### **5. MEMBERSHIP**

- 5.1 Membership of the Committee will comprise Elected Members as determined by resolution of Council in accordance with Council policy guiding appointment to committees.
- 5.2 The Council reserves the right from time to time to remove any Member of the Committee and appoint another Committee Member in their stead.
- 5.3 All Corporate & Community Services Committee Members hold office at the pleasure of the Council.
- 5.4 The Mayor has Ex-Officio membership on this Committee.
- 5.5 The Committee will determine the Committee Member to be appointed to the position of Presiding Member of the Committee, which appointment will be reviewed by the Committee every 12 months.

## **6 CASUAL VACANCIES AND REPLACEMENT MEMBERS**

- 6.1 If a Committee Member is absent from 3 or more consecutive meetings of the Committee without an apology accepted by the Committee then that Committee Member's position shall be considered vacant.
- 6.2 The Council will determine the filling of any vacancy in the Committee Membership in accordance with clause 5.

## **7 NO PROXY**

- 7.1 The appointment of a person as proxy for any Corporate & Community Services Committee Member on the Committee is not permissible.

## **8 RESIGNATION OF COMMITTEE MEMBER**

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

## **9 QUORUM**

- 9.1 At all Meetings of the Committee a quorum must be present.
- 9.2 A quorum will be determined by dividing by 2 the number of Corporate & Community Services Committee Members formally appointed to the Committee ignoring any fraction and adding 1.

## **10 ATTENDANCE AT MEETINGS BY TELEPHONE OR OTHER ELECTRONIC MEANS**

A Committee Member (including, subject to the operation of clause 11.2, the Presiding Member) may be considered as being present at a Committee Meeting despite not being physically present at the meeting, subject to the following conditions:

- 10.1 Written approval to participate in the meeting by telephone or other electronic means has been sought and obtained from the Committees Presiding Member and confirmed to the Chief Executive Officer not less than 24 hours prior to the meetings scheduled commencement time, and;
- 10.2 The Chief Executive Officer having confirmed prior to the scheduled commencement time of that meeting that the necessary technologies are available to accommodate the Committee Members participation in the meeting and compliance with the Act, and;
- 10.3 A Committee Member participating by such means being for the specified meeting only and not for 2 or more consecutive meetings of the Committee, and;
- 10.4 All Committee Members being able to hear each other Committee Member whilst a Committee Member is participating by telephone or other electronic means, and;
- 10.5 The Committee Member that is participating by telephone or other electronic means expressing their vote on each and every question in a manner that can be identified by all other persons present at the meeting (whether all other persons at the meeting are physically present or present by telephone or other electronic means), and;

10.6 The Presiding Member (or Acting Presiding Member) being authorised to disconnect the Committee Member in the event that the technology causes any disruption or inconvenience to the Committee meeting, and;

10.7 Should the telephone or other electronic connection fail, any attempt(s) to re-connect are made at the discretion of the Presiding Member, and;

Whilst participating in a Committee Meeting in accordance with this clause a Committee Member shall be considered as being present at the meeting for all purposes.

## **11 MEETINGS OF THE COMMITTEE**

11.1 The Committee shall meet in accordance with its ordinary meeting schedule or otherwise in accordance with this clause.

11.2 The Presiding Member, when physically present, shall preside at all meetings of the Committee and at any other time the Committee shall appoint an Acting Presiding Member who shall preside at that meeting.

11.3 No business shall be transacted at any meeting of the Committee unless a quorum of Corporate & Community Services Committee Members is present.

11.4 Each Corporate & Community Services Committee Member of the Committee including the Presiding Member present at any meeting of the Committee must vote on any matter requiring determination and all decisions shall be decided on a simple majority of votes cast.

11.5 Each Corporate & Community Services Committee Member of the Committee including the Presiding Member present at any meeting of the Committee shall have one deliberate vote only.

## **12 PROCEDURES AT MEETINGS**

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

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

## **13 LIABILITY OF THE COMMITTEE**

13.1 A liability incurred by the Committee rests against Council.

13.2 No liability attaches to a Corporate & Community Services Committee Member of the Committee for an honest act or omission by that Corporate & Community Services Committee Member of the Committee in the performance or discharge, or purported performance or discharge, of the Member's or the Committee's functions or duties.

## **14 DELEGATION**

14.1 The Committee has no delegation to act with all recommendations of the Committee (and of any Sub-Committees established by the Committee) to be considered by full Council for final decision and resolution.

## **15 SUB-COMMITTEES**

15.1 The Committee may establish a subcommittee to assist it in a matter.

15.2 When establishing a subcommittee the Committee must set out the Terms of Reference for the subcommittee.

15.3 The Committee may appoint to a Sub-Committee Council Members who are not members of the Committee, Council Officers and members of the public with skills or expertise in a field relevant to the matters which the Sub-committee is established to assist with.

15.4 A Sub-Committee established in accordance with this clause will report to the Committee and will have the same meeting notice, minute keeping and procedural obligations as the Committee as defined in the Act.

15.5 If a Sub-Committee Member is absent from 2 or more consecutive meetings of the Sub-Committee without an apology accepted by the Committee and Council then that Sub-Committee Members position shall be considered vacant.

15.6 If a Sub-Committee established under this Clause 15 fails to achieve quorum on 3 consecutive occasions then the Sub-Committee will be considered to be in recess and the Chief Executive Officer is to present a report to the Corporate & Community Services Committee for consideration.

## **16 MINUTES OF THE COMMITTEE**

### **16.2 Administration**

16.1.1 The CEO or his appointee must cause minutes to be kept of the proceedings of the Committee.

16.1.2 Minutes of the Committee shall be available to all Corporate & Community Services Committee Members of the Committee, Council and the public.

16.1.3 The Minutes of the proceedings of a meeting are to comply with the requirements of the Act

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

16.1.5 Minutes of the Committee Meeting and any recommendations (including the minutes and recommendations of any Sub-Committee established by the Committee) shall be submitted to Council and shall be of no effect until endorsed as a resolution of Council.

## **17 AMENDMENTS TO THESE TERMS OF REFERENCE**

17.1 It will be lawful for the Council by resolution of the Council to revoke, vary or add to any of the provisions of these Terms of Reference at its own discretion within the parameters of the Local Government Act and other relevant legislation.

17.2 Notwithstanding 17.1 hereof before the Council resolves to revoke, vary or add to any of the provisions of these Terms of Reference the opinion of the Committee shall be obtained.

## **18 INTERPRETATION OF THESE TERMS OF REFERENCE**

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

## **19 WINDING UP**

19.1 The Council may cease the operation of the Committee and the Committee may make such recommendation to the Council on the completion of its function.

26<sup>th</sup> May, 2015  
Ref: AF11/1718

## CORPORATE AND COMMUNITY SERVICES REPORT NO 33/2015

**SUBJECT: POLICY REVIEW – R155 - RATE REBATE POLICY**

**REF: AF11/1952, AF11/823, AF11/824**

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

The introduction of the Local Government Act 1999 resulted in significant changes being introduced to the rate rebate provisions particularly those applicable to the manner in which rate rebates are administered.

To assist with this process the Local Government Financial Management Group with the assistance of Norman Waterhouse Lawyers developed a *model* policy for rate rebates which is suitable for adaptation for individual Councils.

Council in May 2002, duly adopted a Rate Rebate Policy which was aimed at assisting the administration of both the mandatory and discretionary rate rebate provisions of the Local Government Act 1999.

### **2015/2016 REVIEW**

Other than procedural amendments the only significant amendments being recommended as part of this years review relate to sections 9.1 Residential Rate Cap, 9.2 Eligible Pensioner Residential Rate Cap and 10. Boundary Rate Adjustment Plan.

Section 10, has simply been deleted as the Boundary Rate Adjustment Plan expired at 30<sup>th</sup> June, 2015 at the conclusion of its five (5) year term.

Section 9.2 is also deleted as a result of the State Governments intention to remove pensioner concessions from Council rates.

Section 9.1 recommends to retain the residential rate cap but the cap be amended to flat 15% instead of the previous 15% plus the gross rate revenue percentage increase (this effectively limits the rate increase on any residential property to 15% subject to the qualifying criteria).

Please refer to the Policy document where the recommended amendments have been 'tracked' for Members review.

### **RECOMMENDATION**

- (a) Corporate and Community Services Report No. 33/2015 be received;
- (b) Council hereby adopts amended Council Policy R155 - Rate Rebate Policy, as provided with this report.



**Grant HUMPHRIES**  
ACTING CHIEF EXECUTIVE OFFICER



Version No:	24
Issued:	July 20154
Next Review:	June 20165

## 1. INTRODUCTION

It is the policy of the City of Mount Gambier that a rebate of rates in respect of any rateable land in the Council area will be available only when the applicant satisfies the requirements under the Local Government Act 1999 and, where appropriate, the requirements of this Policy.

## 2. SCOPE

- 2.1 The Local Government Act 1999 (“the Act”) sets out at Chapter 10, Division 5 (Sections 159 to 166) those provisions applicable to the Council granting a rebate of rates to persons or bodies.
- 2.2 The Council has decided to adopt a Policy to assist it in its decision making functions relative to the operation of the rate rebate provisions contained in the Act.
- 2.3 This Policy is intended to provide guidance to the community as to the grounds upon which a person or body is, or may be entitled to receive a rebate of rates and the matters that the Council will take into account in deciding an application for a rebate.
- 2.4 In accordance with the rebate provisions contained in the Act, this Policy sets out the type of use in respect of land which the Council must grant a rebate of rates and the amount that rebate must be, and those types of land use where the Council has a discretion to grant a rebate of rates.

## 3. PURPOSE

- 3.1 Section 159(3) of the Act provides that the Council may grant a rebate of rates under the Act if it is satisfied that it is appropriate to do so.
- 3.2 The Act provides for a mandatory rebate of rates in specified cases and the amount of that mandatory rebate (see Clause 3 below).
- 3.3 The Act also provides that where the Council must grant a rebate of rates under the Act, and the amount of that rebate is fixed by the Act at less than 100%, the Council **may** increase the amount of the rebate.
- 3.4 The Act provides, at Section 166 for the Council to provide a discretionary rebate of rates in the cases set out in that Section.

## 4. MANDATORY REBATES

- 4.1 The Council must grant a rebate in the amount specified in respect of those land uses which the Act provides will be granted a rebate.



Version No:	24
Issued:	July 20154
Next Review:	June 20165

4.2 Rates on the following land will be rebated at **100%**:

4.2.1 Health Services

Land being predominantly used for service delivery or administration by a hospital or health centre incorporated under the Health Care Act;

4.2.2 Religious Purposes

Land containing a church or other building used for public worship (and any grounds), or land solely used for religious purposes;

4.2.3 Public Cemeteries

Land being used for the purposes of a public cemetery;

4.2.4 Royal Zoological Society of SA

Land (other than land used as domestic premises) owned by, or under the care, control and management of, the Royal Zoological Society of South Australia Incorporated.

4.3 Rates on the following land will be rebated at **75%**:

4.3.1 Community Services

Land being predominantly used for service delivery or administration (or both) by a community services organisation. A “community services organisation” is defined in the Act as a body that –

- 4.3.1.1 is incorporated on a not for profit basis for the benefit of the public; and
- 4.3.1.2 provides community services without charge or for a charge that is below the cost to the body of providing the services; and
- 4.3.1.3 does not restrict its services to persons who are members of the body.

**It is necessary for a community services organisation to satisfy all of the above criteria to be entitled to the mandatory 75% rebate.**

The Act further provides that eligibility for a rebate by a community services organisation is subject to it providing one or more of the following community services –





Version No:	24
Issued:	July 20154
Next Review:	June 20165

- 4.3.1.4 emergency accommodation;
- 4.3.1.5 food or clothing for disadvantaged persons (i.e., persons who are disadvantaged by reason of poverty, illness, frailty, or mental, intellectual or physical disability);
- 4.3.1.6 supported accommodation - Local Government Act defines as:
  - (a) residential care facilities that are approved for Commonwealth funding under the Aged Care Act 1997 (Cwlth); or
  - (b) accommodation for persons with mental health difficulties, intellectual or physical difficulties, or other difficulties, who require support in order to live an independent life; or
  - (c) without limiting paragraph (b), accommodation provided by a community housing provider registered under the Community Housing Providers National Law that is incorporated on a not-for-profit basis for the benefit of the public, other than accommodation provided by such a body—
    - (i) that has as a principal object of the body the provision of housing for members of the body; or
    - (ii) that is excluded from the ambit of this paragraph by the Minister by notice published in the Gazette;
- 4.3.1.7 essential services, or employment support, for persons with mental health disabilities, or with intellectual or physical disabilities;
- 4.3.1.8 legal services for disadvantaged persons;
- 4.3.1.9 drug or alcohol rehabilitation services; or
- 4.3.1.10 the conduct of research into, or the provision of community education about, diseases or illnesses, or the provision of palliative care to persons who suffer from diseases or illnesses.

**4.3.2 Educational Purposes**

- 4.3.2.1 Land occupied by a government school under a lease or licence and being used for educational purposes; or



Version No:	24
Issued:	July 20154
Next Review:	June 20165

4.3.2.2 Land occupied by a non-government school registered under The Education and Early Childhood Services (Registration and Standards) Act 2011 and being used for educational purposes; or

4.3.2.3 Land being used by a University or University College to provide accommodation and other forms of support for students on a not for profit basis.

4.4 Where the Council is satisfied from its own records or from other sources that a person or body meets the necessary criteria for a mandatory 100% or 75% rebate, the Council will grant the rebate of its own initiative. Where the Council is not so satisfied it will require the person or body to apply for the rebate in accordance with Clause 6 of this Policy.

4.5 Where a person or body is entitled to a rebate of 75% the Council may, pursuant to Section 159(4) of the Act, increase the rebate up to a further 25%. The Council may grant the further 25% rebate upon application or on its own initiative. In either case the Council **will** take into account those matters set out at Clauses 6.4 of this Policy and **may** take into account any or all of those matters set out at Clause 6.5 of this Policy.

4.6 Where an application is made to the Council for a rebate of up to a further 25% the application will be made in accordance with Clause 7 of this Policy and the Council will provide written notice to the applicant of its determination of that application.

**5. DISCRETIONARY REBATES**

5.1 The Council may in its absolute discretion grant a rebate of rates or service charges in any of the following cases pursuant to Section 166 of the Act –

5.1.1 where it is desirable for the purpose of securing the proper development of the area (or a part of the area);

5.1.2 where it is desirable for the purpose of assisting or supporting a business in its area;

5.1.3 where it will be conducive to the preservation of buildings or places of historic significance;

5.1.4 where the land is being used for educational purposes;

5.1.5 where the land is being used for agricultural, horticultural or floricultural exhibitions;

5.1.6 where the land is being used for a hospital or health centre;



Version No:	24
Issued:	July 20154
Next Review:	June 20165

- 5.1.7 where the land is being used to provide facilities or services for children or young persons;
- 5.1.8 where the land is being used to provide accommodation for the aged or disabled;
- 5.1.9 where the land is being used for a residential aged care facility that is approved for Commonwealth funding under the Aged Care Act 1997 (Commonwealth) or a day therapy centre;
- 5.1.10 where the land is being used by an organisation which, in the opinion of the Council, provides a benefit or service to the local community;
- 5.1.11 where the rebate relates to common property or land vested in a community corporation under the Community Titles Act 1996 over which the public has a free and unrestricted right of access and enjoyment;
- 5.1.12 where the rebate is considered by the Council to be appropriate to provide relief against what would otherwise amount to a substantial change in rates payable due to a change in the basis of valuation used for the purposes of rating, rapid changes in valuations, or anomalies in valuations;
- 5.1.13 where the rebate is considered by Council to be appropriate to provide relief in order to avoid a liability to pay a rate or charge that is inconsistent with liabilities that were anticipated in the annual Business Plan or a liability that is unfair or unreasonable;
- 5.1.14 where the rebate is to give effect to a review of a decision of the Council under Chapter 13 Part 2; and
- 5.1.15 where the rebate is contemplated under another provision of this Act.
- 5.2 The Council may grant a rebate of rates up to and including 100% of the relevant rates or service charges. The Council may grant a rebate for a period exceeding one year, but not exceeding 10 years in respect of those cases identified at 4.1.1, 4.1.2 or 4.1.11 above.
- 5.3 The Council has an absolute discretion –
- (a) 5.3.1 to grant a rebate of rates or service charges in the above cases; and
- (b) 5.3.2 to determine the amount of any such rebate.
- 5.4 Persons who or bodies which seek a discretionary rebate will be required to submit an application form to the Council and provide to the Council such information as stipulated on the application form and any other information that the Council may reasonably require.



Version No:	24
Issued:	July 20154
Next Review:	June 20165

5.5 Council has developed certain qualifying criteria to assist with the application process for Discretionary Rebates in respect of:

COMMUNITY BASED SPORT, RECREATION AND SOCIAL GROUPS WHO OWN AND OCCUPY LAND FOR COMMUNITY 'NOT FOR PROFIT' PURPOSES QUALIFYING CRITERIA:

- provide a real measurable community benefit to the wider community
- applies only to the existing premises now occupied by the respective community service organisations
- not for profit community service organisations
- limited capacity to generate funds by way of means such as public access, bar facilities and/or gaming machines
- proof of limited capacity to raise funds (i.e. Annual Reports)
- provide a service which meets a recognised community service need in Mount Gambier
- provide access and opportunity for community service development to the wider community of Mount Gambier
- the dominant use on the land is for community service activities and not for social activities
- net rates payable shall not be less than the current fixed charge then applicable
- incorporated associations
- exclusion of properties which are club/social/commercial/office by land use

**6. NATURAL RESOURCE MANAGEMENT (NRM) LEVY CONCESSIONS**

Councils are required under the NRM Act to make a specified contribution to their regional NRM Board. Council recovers this contribution by imposing a separate rate on individual rateable properties in the Council area. ~~No additional concession amount is provided by State Government specifically for the NRM levy.~~

~~Council has resolved that it does not propose to provide an automatic concession off the NRM levy for eligible pensioners or self funded retirees.~~ Council will however provide a concession or rebate off the NRM levy for rateable properties who presently receive a mandatory or discretionary rebate of rates. The level of the NRM concession will be equivalent (in percentage terms) to the level of rate rebate Council has granted to those same rateable properties.

**7. APPLICATIONS**

7.1 The Council will inform the community of the provisions for rate rebate under the Local Government Act by the inclusion of suitable details in the Council's Business Plan (and on the Draft Business Plan) in accordance with Council's adopted Public Consultation Policy.

7.2 Persons or bodies who seek a rebate of rates (and/or service charges) either –



Version No:	24
Issued:	July 20154
Next Review:	June 20165

7.2.1 pursuant to Section 159(4) of the Act;

7.2.2 pursuant to Section 166 of the Act;

7.2.3 pursuant to Section 165(2) of the Act

*must make written application to the Council pursuant to Section 159(1) of the Act in the manner and form determined by the Council and supplying such information as the Council may reasonably require.*

7.3 Application forms may be obtained from the Council Office located at The Civic Centre, 10 Watson Terrace, Mount Gambier, telephone 87212555 or download from the Council website [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au).

7.4 The Council will take into account, in accordance with Section 166(1a) of the Act, the following matters –

7.4.1 the nature and extent of Council services provided in respect of the land for which the rebate is sought in comparison to similar services provided elsewhere in the Council's area;

7.4.2 the community need that is being met by activities carried out on the land for which the rebate is sought; and

7.4.3 the extent to which activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged persons.

7.5 The Council may take into account other matters considered relevant by the Council including, but not limited to, the following –

7.5.1 why there is a need for financial assistance through a rebate;

7.5.2 the level of rebate (percentage and dollar amount) being sought and why it is appropriate;

7.5.3 the extent of financial assistance, if any, being provided to the applicant and/or in respect of the land by Commonwealth or State agencies;

7.5.4 whether the applicant has made/intends to make applications to another Council;

7.5.5 whether, and if so to what extent, the applicant is or will be providing a service within the Council area;

7.5.6 whether the applicant is a public sector body, a private not for profit body or a private or profit body;



Version No:	24
Issued:	July 20154
Next Review:	June 20165

- 7.5.7 whether there are any relevant historical considerations that may be relevant for all or any part of the current Council term;
- 7.5.8 the desirability of granting a rebate for more than one year in those circumstances identified at Clause 4.2 of this policy;
- 7.5.9 consideration of the full financial consequences of the rebate for the Council;
- 7.5.10 the time the application is received;
- 7.5.11 the availability of any community grant to the person or body making the application;
- 7.5.12 whether the applicant is in receipt of a community grant; and
- 7.5.13 any other matters, and policies of the Council, which the Council considers relevant.

7.6 All persons who or bodies which wish to apply to the Council for a rebate of rates must do so on or before 31<sup>st</sup> March in each year to be considered for a rebate in the new rating year commencing 1<sup>st</sup> July of each year. The Council reserves the right to refuse to consider applications received after that date. However, applicants which satisfy the criteria for a mandatory 100% rebate will be granted the rebate at any time.

7.7 The Act provides that the Council may grant a rebate of rates or charges on such conditions as the Council thinks fit.

7.8 The Council may, for proper cause, determine that an entitlement to a rebate of rates under the Act no longer applies.

Where an entitlement to a rebate of rates ceases or no longer applies during the course of a financial year, the Council is entitled to recover rates, or rates at the increased level (as the case may be), proportionate to the remaining part of the financial year.

7.9 It is an offence for a person or body to make a false or misleading statement or representation in an application or to provide false or misleading information or evidence in support of an application made (or purporting to be made) under the Act.

The maximum penalty for this offence is \$5,000.

7.10 If a person or body has the benefit of a rebate of rates and the grounds on which the rebate has been granted cease to exist, the person or body must immediately inform the Council of that fact and (whether or not the Council is so informed) the entitlement to a rebate ceases. If a person or body fails to do so that person or body is guilty of an offence.



Version No:	24
Issued:	July 20154
Next Review:	June 20165

The maximum penalty for this offence is \$5,000.

7.11 The Council will, in writing, advise an applicant for a rebate of its determination of that application within sixty business days of receiving the application or of receiving all information requested by the Council. The advice will state –

6.11.1 *if the application has been granted, the amount of the rebate; or*

6.11.2 *if the application has not been granted, the reasons why.*

## 8. DELEGATION

8.1 The Council has delegated its power, pursuant to Section 44 of the Act, to grant applications for mandatory rebates which meet the requirements of the Act.

8.2 The Council has delegated its power, pursuant to Section 44 of the Act to determine applications and to grant a discretionary rebate of rates to the Chief Executive Officer having regard to the following qualifying criteria;

- *provide a real measurable community benefit to the wider community*
- applies only to the existing premises now occupied by the respective community service organisations
- not for profit community service organisations
- limited capacity to generate funds by way of means such as public access, bar facilities and/or gaming machines
- proof of limited capacity to raise funds (i.e. Annual Reports)
- provide a service which meets a recognised community service need in Mount Gambier
- provide access and opportunity for community service development to the wider community of Mount Gambier
- the dominant use of the land is for community service activities and not for social activities
- net rates payable shall not be less than the current fixed charge amount then applicable
- incorporated associations
- exclusion of properties which are club/social/commercial/office by land use.

## 9. RATE RELIEF OPTIONS

To address any potential inequities in how rates are levied across the Council area the following rate relief options are provided:

9.1 Residential Rate Cap

**(i) For land use Category 1 (residential) use:**



Version No:	24
Issued:	July 20154
Next Review:	June 20165

Where a residential owner/occupier/principal place of residence property experiences an increase in general rates payable, for the preceding financial year as compared to the general rates payable for the current financial year (excluding any rebates/remissions/concessions) and where that increase, in monetary terms, is greater than 15% ~~exclusive of the gross rate revenue percentage increase adopted for the current financial year, then that assessment will be entitled to a rate rebate.~~

The amount of the rate rebate is the amount of gross rates for the current year over and above the calculation referred to above, i.e. the difference (in monetary terms) between the general rates imposed in the preceding financial year plus 15% ~~plus the gross rate revenue percentage increase, and the amount of general rates payable for the current financial year.~~

(All calculations referenced herein are gross rates figures i.e. exclusive of any rebates/remissions/concessions).

The rebate will not apply where:

- (a) any such increase is due in whole or part to an increase in valuation of the land in the Assessment because of improvements made to it worth more than \$20,000, or
- (b) any such increase is in whole or part because the zoning or land use category of the land has changed, or
- (c) any such increase is due in full or part to the use of the land being different for rating purposes on the date the Council declared its general rates for the current financial year than on the date the Council declared its general rates for the preceding financial year, or
- (d) the ownership of the rateable property has changed since 1<sup>st</sup> July in the preceding financial year i.e. the residential property has changed ownership and the new owners have purchased the residential property at the new current market value; or
- (e) the subject property boundary(s) have been altered in some way e.g. subdivision, boundary alignment etc. i.e. the subject property is not the exact same property, for valuation purposes, as assessed in the previous financial year; or
- (f) other factors considered relevant by the Chief Executive Officer that do not warrant the granting of the discretionary rate rebate.

The rebate will only apply to:

- (a) a ratepayer in respect of their principal place of residence only, excluding second and subsequent properties and all other non principal place of residence properties;
- (b) the current financial year only then subject to an annual review.





Version No:	24
Issued:	July 20154
Next Review:	June 20165

~~9.2 Eligible Pensioner Residential Rate Rebate (Rate Cap)~~

~~(i) For eligible pensioners (approved by SA Water) within the land use Category 1 (residential) use:~~

~~Where a residential owner/occupier/principal place of residence property that is entitled to an eligible pensioner concession experiences an increase in general rates payable for the current financial year as compared to the general rates payable for the preceding financial year (excluding any rebates/remissions/concessions) and where that increase, in monetary terms, is greater than 15%, then that assessment will be entitled to a rate rebate.~~

~~The amount of the rate rebate is the amount of gross rates for the current year over and above the calculation referred to above, i.e. the difference (in monetary terms) between the general rates imposed in the preceding financial year plus 15% and the amount of general rates payable for the current financial year.~~

~~(All calculations referenced herein are gross rates figures i.e. exclusive of any rebates/remissions/concessions).~~

~~The rebate will not apply where:~~

- ~~(a) any such increase is due in whole or part to an increase in valuation of the land in the Assessment because of improvements made to it worth more than \$20,000, or~~
- ~~(b) any such increase is in whole or part because the zoning or land use category of the land has changed, or~~
- ~~(c) any such increase is due in full or part to the use of the land being different for rating purposes on the date the Council declared its general rates for the current financial year than on the date the Council declared its general rates for the preceding financial year, or~~
- ~~(d) the ownership of the rateable property has changed since 1<sup>st</sup> July in the preceding financial year i.e. the residential property has changed ownership and the new owners have purchased the residential property at the new current market value; or~~
- ~~(e) the subject property boundary(s) have been altered in some way e.g. subdivision, boundary alignment etc. i.e. the subject property is not the exact same property, for valuation purposes, as assessed in the previous financial year; or~~
- ~~(f) other factors considered relevant by the Chief Executive Officer that do not warrant the granting of the discretionary rate rebate.~~

~~The rebate will only apply to:~~

- ~~(a) a ratepayer in respect of their principal place of residence only, excluding second and subsequent properties and all other non principal place of residence properties;~~
- ~~(b) the current financial year only then subject to an annual review.~~

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Version No:	21
Issued:	July 20154
Next Review:	June 20165

~~The eligible pensioner rebate will form part of and be included in the Council rate calculation and will be based on the following eligibility criteria:~~

- ~~• for Category 1 (residential use)  
eligibility determined by House of Assembly Electoral Roll i.e. ratepayer address of assessed property at date of declaration of Council rates~~
- ~~• for Eligible Pensioners (approved by SA Water)  
eligibility determined at date of declaration of Council rates~~

~~Claims for eligibility subsequent to the date of declaration of Council rates are to be the subject of application to Council.~~

### 9.3 For Land Use Category 8 (Vacant Land) Use

Vacant land owned by person/persons intending to be developed in the short term as their principal place of residence may be considered for a rebate/deferral on Council rates on a case by case basis through the existing relief provisions of the Local Government Act, i.e. hardship application with the maximum rate rebate calculated so that the rates payable is equivalent to the average residential land use.

### 9.4 Postponement of Rates - Seniors

Section 182A of the Local Government Act 1999 provides for applications to be made to Council for a postponement of the payment of the prescribed proportion of rates for the current or a future financial year if:

- (a) the person is a prescribed ratepayer, or is the spouse of a prescribed ratepayer; and
- (b) the rates are payable on land that is the principal place of residence of the prescribed ratepayer; and
- (c) the land is owned by the prescribed ratepayer and his or her spouse and no other person has an interest (as owner) in the land.

The Act defines a 'prescribed ratepayer' as a person who holds a current State Seniors Card issued by the State Government, or who has the qualifications to hold such a card and has applied for the card but has yet to be issued with the card.

All Postponement Applications will be considered and must comply with the provisions of Section 182A of the Local Government Act, 1999 and Regulation 18 of the Local Government (General) Regulations 2013.

**All applications for rebates, remissions or postponements must be in writing, addressed to the Chief Executive Officer, City of Mount Gambier, 10 Watson Terrace, Mount Gambier SA 5290."**



Version No:	24
Issued:	July 20154
Next Review:	June 20165

9.5 Retirement Villages

For the purpose of providing a rebate to Retirement Villages, particularly upon issues arising from circumstances where the ratepayers claim to provide or maintain infrastructure that might otherwise be maintained by the Council, a rebate does not generally apply, but the power will be exercised as appropriate and in accordance with the Local Government Act, 1999.

~~10. BOUNDARY RATE ADJUSTMENT PLAN - RATE REBATES~~

~~In addition with the financial plan within the Joint Council Initiated Proposal for Boundary Adjustment the following rate adjustment methodology (including rate rebates) will apply to all former District Council of Grant assessments transferring to the City of Mount Gambier from 1<sup>st</sup> July, 2010.~~

~~PROPOSED RATE ADJUSTMENT METHODOLOGY~~

- ~~(a) City to rate all transferring assessments, in accordance with its established rating structure for the remainder of the City.~~
- ~~(b) All ratepayers of transferring assessments be advised that any significant increases in amounts paid (generally 20%) will be the subject of discussion between the ratepayer and Council to determine an individual rate adjustment plan.~~
- ~~(c) The basis of any rate adjustment plan would include an individual assessment of the difference between rates levied by the City and amounts that would have been levied for both rates and waste collection fees, if still located in the District Council.~~
- ~~(d) The individual assessment process referred to in (c) above would use the 2010/2011 rating structure details from both Councils to establish 'benchmark' amounts.~~
- ~~(e) Once the comparative rating data is calculated as referred to in 2.3 and 2.4 above, any transferring assessments experiencing increases greater than 20% (plus the gross rate revenue percentage increase) will qualify for a rate rebate of the amount in excess of the 20% (plus the rate increase).~~

~~Example Calculation (using stated assumptions):~~

~~Year 1~~

<del>City Rates</del>	<del>\$1,600</del>
<del>District Council (inc Waste Fees)</del>	<del>\$900</del>
<del>City General Rate Increase</del>	<del>5%</del>
<del>Rate Cap Percentage</del>	<del>20%</del>
<del>Calculation</del>	<del>\$900 + 25% (20% + 5%)</del>
<del>Amount Payable in Y.1</del>	<del>\$1,125</del>
<del>Rate Rebate</del>	<del>\$475 (\$1,600 - \$1,125)</del>



Version No:	21
Issued:	July 20154
Next Review:	June 20165

~~Year 2 (Using same assumptions as for Year 1)~~

<del>City Rates</del>	<del>\$1,680 (\$1,600 + 5%)</del>
<del>Year 1 Payment</del>	<del>\$1,125</del>
<del>Calculation</del>	<del>\$1,125 + 25%</del>
<del>Amount Payable in Y.2</del>	<del>\$1,406</del>
<del>Rate Rebate</del>	<del>\$274 (\$1,680 – \$1,406)</del>

~~Year 3 (Using same assumptions as for previous years)~~

<del>City Rates</del>	<del>\$1,764 (\$1,680 + 5%)</del>
<del>Year 2 Payment</del>	<del>\$1,406</del>
<del>Calculation</del>	<del>\$1,406 + 25%</del>
<del>Amount Payable in Y.3</del>	<del>\$1,757</del>
<del>Rate Rebate</del>	<del>\$7 (\$1,764 – \$1,757)</del>

~~Year 4 – In this example rates are equalised in Year 4~~

~~Exclusions:~~

- ~~(i) the increase is due to a significant increase in valuations as a result of significant property improvement;~~
- ~~(ii) the increase is as a result of a change of zoning or land use;~~
- ~~(iii) ownership of the property has changed~~
- ~~(iv) the subject property has been altered in some way (boundary alignment etc.) which has resulted in a new property valuation compared to previous~~
- ~~(f) Once the initial assessment process (referred to in 2.3, 2.4 and 2.5) is completed in Year 1, the rebate principles will continue to be implemented until such time as the individual assessment rates amount fall under the prescribed rate rebate percentage levels or at the conclusion of the five (5) year financial plan, whichever completes first.~~
- ~~(g) After the initial assessment process (referred to in 2.3, 2.4 and 2.5) is completed in Year 1 and “benchmark” amounts are established, the rate adjustment percentage and resulting rate rebate amounts will automatically be applied to all qualifying transferring assessments and be separately identified on rate assessment invoices issued in subsequent years.~~

**104. REVIEW & EVALUATION**

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



Version No:	<del>24</del>
Issued:	July 201 <del>5</del> 4
Next Review:	June 201 <del>6</del> 5

**112. 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](http://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.



Version No:	24
Issued:	July 20154
Next Review:	June 20165

**CITY OF MOUNT GAMBIER**  
**RATE REBATE APPLICATION**

1. **DETAILS OF APPLICANT**

Organisation Name .....

Postal Address .....

..... Postcode .....

Telephone ..... Email .....

Please provide details of a contact person for the Applicant

Given Name ..... Surname .....

Postal Address .....

..... Postcode .....

Telephone ..... Email .....

2. **DETAILS OF LAND**

Certificate of Title Reference .....

Address .....

.....

Owner of Land (if not you) .....

3. **CATEGORIES OF REBATE**

Please tick  the category of rebate under which you are seeking a rebate:

	<b>R155 RATE REBATE POLICY</b>	Version No:	2
		Issued:	July, 2015
		Next Review:	June, 2016

3.1 **Mandatory - 100%**

- Health Services – Land being predominantly used for service delivery or administration by a hospital or health centre incorporated under the South Australia Health Commission Act 1976 (Section 160 of the Local Government Act 1999);
- Religious Purposes – Land containing a church or other building used for public worship (and any grounds), or land solely used for religious purposes (Section 162 of the Local Government Act 1999);
- Public Cemeteries – Land being used for the purposes of a public cemetery (Section 163 of the Local Government Act 1999);
- Royal Zoological Society of SA – Land (other than land used as domestic premises) owned by, or under the care, control and management of, the Royal Zoological Society of South Australia Incorporated (Section 164 of the Local Government Act 1999).

3.2 **Mandatory - 75%**

- 3.2.1 Community Services – Land being predominantly used for service delivery or administration by a community services organisation (Section 161 of the Local Government Act 1999).

Does your organisation satisfy the following:

(a) is incorporated on a not for profit basis for the benefit of the public; **and**

YES  NO

(b) provides community services without charge or for a charge that is below the cost to the body of providing the services; **and**

YES  NO

(c) does not restrict its services to persons who are members of the body.

YES  NO

	<b>R155 RATE REBATE POLICY</b>	Version No:	2
		Issued:	July, 2015
		Next Review:	June, 2016

If you have ticked 'YES' to (a), (b) **and** (c) above, which of the following services does your organisation provide (please tick the appropriate box/es):

- emergency accommodation;
- food or clothing for disadvantaged persons (i.e., persons who are disadvantaged by reason of poverty, illness, frailty, or mental, intellectual or physical disability);
- supported accommodation - Local Government Act defined as:
  - (a) residential care facilities that are approved for Commonwealth funding under the Aged Care Act 1997 (Cwlth); or
  - (b) accommodation for persons with mental health difficulties, intellectual or physical difficulties, or other difficulties, who require support in order to live an independent life; or
  - (c) without limiting paragraph (b), accommodation provided by a community housing provider registered under the Community Housing Providers National Law that is incorporated on a not-for-profit basis for the benefit of the public, other than accommodation provided by such a body—
    - (i) that has as a principal object of the body the provision of housing for members of the body; or
    - (ii) that is excluded from the ambit of this paragraph by the Minister by notice published in the Gazette.
- essential services, or employment support, for persons with mental health disabilities, or with intellectual or physical disabilities;
- legal services for disadvantaged persons;
- drug or alcohol rehabilitation services; and/or
- research into, or community education about, diseases or illnesses, or palliative care to persons who suffer from diseases or illnesses.
- Other – please specify .....



	<b>R155 RATE REBATE POLICY</b>	Version No:	2
		Issued:	July, 2015
		Next Review:	June, 2016

**3.2.2 Educational Purposes** - (Section 165 of the Local Government Act 1999)

Which of the following criteria apply:

- land occupied by a government school under a lease or licence and being used for educational purposes; **or**
- land occupied by a non-government school registered under The Education and Early Childhood Services (Registration and Standards) Act 2011 and being used for educational purposes; **or**
- land being used by a University or University College to provide accommodation and other forms of support for students on a not for profit basis.

**3.3 Discretionary** - (Section 166 of the Local Government Act 1999)

The Council may in its discretion grant a rebate of rates or service charges in any of the following cases. Please indicate which of the following is applicable to your application:

- the rebate is desirable for the purpose of securing the proper development of the area (or a part of the area);
- the rebate is desirable for the purpose of assisting or supporting a business in its area;
- the rebate will be conducive to the preservation of buildings or places of historic significance;
- the land is being used for educational purposes;
- the land is being used for agricultural, horticultural or floricultural exhibitions;
- the land is being used for a hospital or health centre;
- the land is being used to provide facilities or services for children or young persons;
- the land is being used to provide accommodation for the aged or disabled;



**R155 RATE REBATE POLICY**

<b>Version No:</b>	2
<b>Issued:</b>	July, 2015
<b>Next Review:</b>	June, 2016

- the land is being used for a residential aged care facility that is approved for Commonwealth funding under the Aged Care Act 1987 (Commonwealth) or a day therapy centre;
- the land is being used by an organisation which provides a benefit or service to the local community;
- the rebate relates to common property or land vested in a community corporation under the Community Titles Act 1996 over which the public has a free and unrestricted right of access and enjoyment;
- the rebate is appropriate to provide relief against what would otherwise amount to a substantial change in rates payable by a rate payer due to a change in the basis of valuation used for the purposes of rating, rapid changes in valuations, or anomalies in valuations.

**4. Amount of Rebate**

4.1 If you are seeking a mandatory rebate under Clause 3.2.1 or 3.2.2 of this Application, for which you are entitled to a 75% rebate, are you also applying to the Council to increase that rebate?

YES  NO

Please specify the amount of rebate that you are applying for: \$\_\_\_\_\_

4.2 If you are applying for a discretionary rebate under Clause 3.3 of this Application, please specify the rebate amount you are applying for:

\$\_\_\_\_\_

Please specify why you (or your organisation) need financial assistance through a rebate and why the amount of rebate you have applied for is appropriate.

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	<b>R155 RATE REBATE POLICY</b>	<b>Version No:</b>	2
		<b>Issued:</b>	July, 2015
		<b>Next Review:</b>	June, 2016

**5. Additional Information Required**

The Council requires you to attach the following additional information to this Application:

5.1 Where you are seeking a rebate under Clause 3.2.1 of this Application – Community Services:

5.1.1 evidence that the land is being used for service delivery and/or administration;

5.1.2 a copy of the organisation’s Constitution and/or other documentation establishing that it is incorporated on a not-for-profit basis;

5.1.3 a copy of the organisation’s latest Annual Report;

5.1.4 evidence that the organisation provides services free of charge or below cost;

5.1.5 evidence that the organisation provides services to persons other than members.

5.2 Where you are seeking a rebate under Clause 3.2.2 of this Application - Educational Purposes:

5.2.1 Evidence that the university or university college is providing the accommodation and other forms of support for students.

5.3 Where you are seeking a rebate in any other case:

5.3.1 evidence that the land is being used for the purpose for which the rebate is being sought;

5.3.2 information as to whether, and if so to what extent, you (or your organisation) will be providing a service within the Council area;

5.3.3 whether you have made or intend to make an application to another council;

5.3.4 the extent of financial assistance (if any) being provided by Commonwealth or State agencies;

5.3.5 whether you are in receipt of a community grant;

	<b>R155 RATE REBATE POLICY</b>	<b>Version No:</b>	2
		<b>Issued:</b>	July, 2015
		<b>Next Review:</b>	June, 2016

5.3.6 any other information that you believe is relevant in support of this Application.

6. **Application Forms**

Application forms and all additional information must be submitted to the Council on or before the 31<sup>st</sup> March annually to be considered for a discretionary Rebate of Rates or a mandatory rebate of 75% in the new rating year commencing 1<sup>st</sup> July, of each year.

The application date does not apply to applicants which satisfy the criteria for a mandatory 100% rebate.

A failure to submit application forms or to provide the additional information required by the Council to assess the application by the due date may result in the Council refusing to consider the application.

	<b>R155 RATE REBATE POLICY</b>	Version No:	2
		Issued:	July, 2015
		Next Review:	June, 2016

**IMPORTANT INFORMATION**

It is an offence for a person or body to make a false or misleading statement or representation in an application or to provide false or misleading information or evidence in support of an application made (or purporting to be made) under the Act. The maximum penalty for this offence is \$5,000.00, (Section 159 (2) of the Local Government Act 1999).

The Council may grant a rebate of rates or charges on such conditions as the Council thinks fit.

If a person or body has the benefit of a rebate of rates and the grounds on which the rebate has been granted cease to exist, the person or body must immediately inform the Council of that fact and (whether or not the Council is so informed) the entitlement to a rebate ceases. If a person or body fails to notify the Council that person or body is guilty of an offence and liable to a maximum penalty of \$5,000.00, (Section 159 (7) and (8) of the Local Government Act 1999).

The Council may, for proper cause, determine that an entitlement to a rebate of rates under the Act no longer applies.

Where an entitlement to a rebate of rates ceases or no longer applies during the course of a financial year, the Council is entitled to recover rates, or rates at the increased level (as the case may be), proportionate to the remaining part of the financial year.

I declare that the information I have provide on and attached to this application form is true.

**DATED** this                                        day of                                        20

Print Name .....

Signature .....

Position Title .....

	<b>R155 RATE REBATE POLICY</b>	Version No:	2
		Issued:	July, 2015
		Next Review:	June, 2016

File Reference:	AF11/1742, AF11/823, AF11/824
Applicable Legislation:	Local Government Act, 1999 Chapter 10, Division 5 (Sections 159 to 166)
Reference: Strategic Plan – Beyond 2015	Goal 5, Strategic Objective 5
Related Policies:	I105 Internal Controls R105 Rating Policy/Statement R130 Rates - General Matters
Related Procedures:	Nil
Related Documents:	Nil

#### DOCUMENT DETAILS

Responsibility:	Director - Corporate Services <del>Team Leader Rates</del>
Version:	<del>2</del> .0
Last revised date:	<del>June, 2014</del> <sup>16<sup>th</sup></sup> June, 2015
Effective date:	1 <sup>st</sup> July, 2015
Minute reference:	<del>June 2015</del> <sup>16<sup>th</sup></sup> June, 2015, Corporate and Community Services <u>Item _____</u>
Next review date:	June 2016
<u>Document History</u>	
First Adopted By Council:	May 2002
Reviewed/Amended:	Annually

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## CORPORATE AND COMMUNITY SERVICES REPORT NO 34/2015

**SUBJECT: POLICY REVIEW – R105 - RATING POLICY**

**REF: AF11/1952**

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

### **INTRODUCTION**

Council's powers to raise rates are found in Chapter 10 of the Local Government Act 1999 ("the Act"). The Act provides the framework within which the Council must operate, but also leaves room for the Council to make a range of policy choices. This document includes reference to compulsory features of the rating system as well as the policy choices that the Council has made on how it imposes and administers the collection of rates.

This document sets out the policy of the City of Mount Gambier ("Council") for setting and collecting rates from its community.

### **2015/2016 REVIEW**

Other than procedural amendments the only significant amendments being recommended as part of this years review relate to sections 4.13 'State Government Concessions' and 4.19 'Rate Capping' which are a direct result of the State Governments intentions regarding pensioner concession arrangements.

Basically the State Governments intention is to remove the long standing pensioner concession benefit from Council rates and replace that arrangement with a direct payment to all eligible pensioners (not just home owners).

Local Government therefore will, in future, have no role to play in the pensioner concession arrangements.

Please refer to the Policy document where the recommended amendments have been 'tracked' for Members review.

### **RECOMMENDATION**

- (a) Corporate and Community Services Report No. 34/2015 be received;
- (b) Council hereby adopts amended Council Policy R105 - Rating Policy, as provided with this report.



**Grant HUMPHRIES**  
ACTING CHIEF EXECUTIVE OFFICER

27<sup>th</sup> May, 2015  
MJT

<b>Version No:</b>	<del>24</del>
<b>Issued:</b>	July 201 <del>5</del> <sup>4</sup>
<b>Next Review:</b>	June 201 <del>6</del> <sup>5</sup>

## 1. INTRODUCTION

Councils are required to raise revenue for governance and administration to deliver goods and services to the community.

Council's major source of revenue is Rates, derived as a tax on land within the Council area. All ratepayers receive benefits from paying rates, but those benefits are consumed in different quantities and types over the lives of the ratepayer.

This document sets out the policy of the City of Mount Gambier ("Council") for setting and collecting rates from its community.

## 2. PURPOSE

Council's powers to raise rates are found in Chapter 10 of the *Local Government Act 1999* ("the Act"). The Act provides the framework within which the Council must operate, but also leaves room for the Council to make a range of policy choices. This document includes reference to compulsory features of the rating system, as well as the policy choices that the Council has made on how it imposes and administers the collection of rates.

## 3. SCOPE

### Strategic Focus

In determining a suitable Rating Policy, Council has taken into consideration the following:

- the Council's Strategic Management Plan
- Long Term Financial Plan
- the Annual Business Plan and Budget
- Infrastructure and Asset Management Plan.
- The recurrent expenditure and income expected for the financial year.
- The resources required for the delivery of Council services which are documented in the Annual Business Plan and Budgets which provides direct links to the Corporate Plan and outlines financial and non-financial performance levels in the form of stated projects for delivery over the next 12 months.
- the current economic climate of the City and its district
- the specific issues faced by our community
- the impact of general rate increases upon the community, either generally or for specific classes of the community
- the impact of rates on the community and the need to balance the communities capacity to pay with the needs and desires of the wider interests that form our community

There will continue to be economic pressures applying to the Council in a number of ways, which will have an impact on the Council's budget and as a result will put pressure on rates.



<b>Version No:</b>	<del>24</del>
<b>Issued:</b>	July 201 <del>5</del> 4
<b>Next Review:</b>	June 201 <del>6</del> 5

#### 4. POLICY STATEMENT

##### 4.1 Communication of the Policy

Section 123 of the Local Government Act 1999 requires a Council to prepare an Annual Business Plan and Budget. As per Section 123 (2) (d) the annual plan must set out the rates structure and policies for the financial year. A summary of the Annual Business Plan must be included with the first rates notice.

##### 4.2 Method Used to Value Land

Councils may adopt one of three valuation methodologies to value the properties in their areas. They are:

- *Capital Value* – the value of the land and all the improvements on the land.
- *Site Value* – the value of the land and any improvements which permanently affect the amenity of use of the land, such as drainage works, but excluding the value of buildings and other improvements.
- *Annual Value* – a valuation of the rental potential of the property.

The City of Mount Gambier has decided to continue to use Capital Value as the basis for valuing land within the Council area. The Council considers that this method of valuing land provides the fairest method of distributing the rate burden across all ratepayers because property value is considered a reasonable indicator of income and capital value, which closely approximates the market value of a property and provides the best indicator of overall property value.

##### 4.3 Adoption of Valuation

The City of Mount Gambier will adopt the most recent valuations made by the Valuer-General. If a ratepayer is dissatisfied with the valuation made by the Valuer-General then the ratepayer may object to the Valuer-General in writing, within 60 days of receiving the notice of the valuation, explaining the basis for the objection, provided they have not:

- previously received a notice of this valuation under the Local Government Act, in which case the objection period is 60 days from the receipt of the first notice; or
- previously had an objection to the valuation considered by the Valuer-General.

The address of the Office of the Valuer-General is:  
 State Valuation Office  
 GPO Box 1354  
 ADELAIDE SA 5001  
 Email: LSGObjections@sa.gov.au  
 Phone: 1300 653 345



Version No:	24
Issued:	July 2015 <del>4</del>
Next Review:	June 2016 <del>5</del>

#### 4.4 Objection to Valuation and/or Land Use

A person may object to a valuation of the Valuer-General by notice in writing, setting out the reasons for the objections, and the Valuer-General must consider the objection. If the person then remains dissatisfied with the valuation the person has a right to a review. Applications must be made within 21 days of receipt of the notice of the decision (in relation to the objection) from the Valuer-General. A payment of the prescribed fee for the review to be undertaken together with the review application must be lodged in the State Valuation Office, who will then refer the matter to an independent Valuer. If the person remains dissatisfied with the valuation then they have a right of appeal to the Land and Valuation Court (Part 4 of the Valuation of Land Act 1971).

The address of the Office of the Valuer-General is:  
State Valuation Office  
GPO Box 1354  
ADELAIDE SA 5001  
Email: LSGObjections@sa.gov.au  
Phone: 1300 653 345

The Council has no role in the valuation review process & the lodgement of an objection does not change the due date for payment of rates.

#### 4.5 Notional Values

Certain properties may be eligible for a notional value under the Valuation of Land Act 1971. This can relate to certain primary production land or where there is State heritage recognition. A notional value is generally less than the capital value and generally results in a reduced rate liability being incurred.

Application by the ratepayer for a notional value must be made to the Office of the Valuer-General.

The address of the Office of the Valuer-General is:  
State Valuation Office  
GPO Box 1354  
ADELAIDE SA 5001  
Email: LSGObjections@sa.gov.au  
Phone: 1300 653 345

#### 4.6 Business Impact Statement

##### Current Economic Environment

Council will consider the impact of rates on all businesses in the Council area, including industry, commercial and primary production sections. In considering the impact, Council will assess the following matters:



Version No:	24
Issued:	July 20154
Next Review:	June 20165

- Those elements of Council's Strategic Management Plan relating to business development.
- Relevant economic forecast reports.
- Council's recent development approval trends.
- The operating and capital projects and new programs for the coming year that will principally benefit industry and business development.
- Valuation changes.
- Local Government Price Index Movements.

Council recognises the importance of supporting and encouraging a diverse and healthy business sector.

#### **4.7 Council's Revenue Raising Powers**

All land within a Council area, except for land specifically exempt (eg Crown land, Council occupied land and other land prescribed in the Local Government Act – refer Section 147 of the Act), is rateable. The Local Government Act provides for a Council to raise revenue for the broad purposes of the Council through a general rate, which applies to all rateable properties, or through differential general rates, which apply to classes of properties. In addition, Council can raise separate rates, for specific areas of the Council or service rates or charges for specific services. The Council also raises revenue through fees and charges, which are set giving consideration to the cost of the service provided and any equity issues. The list of applicable fees and charges is available at the Mount Gambier Civic Centre, 10 Watson Terrace, Mount Gambier or on our website at [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au). A Goods and Services Tax at a rate determined under the Goods and Services Tax Act 1999 will be charged on those fees not given exemption under the Act.

#### **4.8 Fixed Charge**

Council has decided that a component of the total rate will be a fixed charge on every rateable property. The fixed charge will affect all ratepayers and will raise slightly less than one half of total rate revenue (before rebates and remissions).

Section 152 of the Act provides for a fixed charge component of rates. Council's reasons for including a fixed charge component are:

- To be able to deliver a range of services to the community, Council must maintain a range of internal support and administrative services. No particular group of ratepayers benefit more than any other group of ratepayers by the provision of the support and administrative services.
- The Council therefore considers it appropriate that all ratepayers contribute equally to the cost of administering Council's activities.

The fixed charge will affect all ratepayers and is set to raise slightly less than one half of total rate revenue.



Version No:	24
Issued:	July 20154
Next Review:	June 20165

From a ratepayer's perspective, the anecdotal evidence appears to be in favour of a fixed charge, which is uniformly paid by each ratepayer, irrespective of capital value and thus limiting the effect changes in valuation have on individual assessments.

Where two or more adjoining properties have the same owner and occupier only one fixed charge is payable by the ratepayer.

#### **4.9 Differential General Rates**

In addition to the use of a Fixed Charge, the Local Government Act 1999, allows Councils to differentiate rates based on the use of the land, the locality of the land or on the use and locality of the land. Current categories of land use defined by the Local Government (General) Regulations 1999 are:

1. Residential
2. Commercial-Shops
3. Commercial-Office
4. Commercial-Other
5. Industrial-Light
6. Industrial-Other
7. Primary Production
8. Vacant Land
9. Other

#### **4.10 Land Use**

Land use is a factor to levy differential rates. If a ratepayer believes that a property has been wrongly classified as to its land use, then an objection in writing may be made within 60 days of being notified of the land use classification.

The address of the Office of the Valuer-General is:  
Office of the Valuer-General  
GPO Box 1354  
ADELAIDE SA 5001  
Email: [lsgobjections@sa.gov.au](mailto:lsgobjections@sa.gov.au)  
Phone: 1300 653 345

Note: Lodgement of an objection does not change the due date for the payment of rates.

#### **4.11 Minimum Rate**

Council does not use the minimum rate provisions, instead, preferring to use the combination of fixed charge and valuation based rating.



Version No:	24
Issued:	July 2015 <sup>4</sup>
Next Review:	June 2016 <sup>5</sup>

#### 4.12 Natural Resource Management Levy

The Council is in the South East Natural Resource Management Board area and is required under the NRM Act to make a specified annual contribution to the South East NRM Board. As such, Council is obliged to collect the levy on behalf of the State Government for no gain to Council.

The Council is simply operating as a revenue collector for the South East Natural Resource Management Board in this regard. It does not retain this revenue nor determine how the revenue is spent.

#### 4.13 State Government Concessions

~~You may be eligible for a Council rate concession if you:~~

- ~~• are a pensioner and have a current Pensioner Concession Card or Department of Veterans' Affairs (DVA) Gold Card (TP, EDA, WW); or~~
- ~~• receive an eligible Centrelink Allowance; or~~
- ~~• hold a State Seniors Card; or~~
- ~~• are a low income wage earner who meets the DCSI low income threshold.~~

~~Apply through the Department for Communities and Social Inclusion (DCSI) Concessions Hotline 1800 307 758 or at [www.sa.gov.au/concessions](http://www.sa.gov.au/concessions) using the on-line form.~~

~~As from the 2015/2016 financial year the State Government will no longer provide concessions for eligible pensioners in respect of Council rates.~~

~~Pensioners, low income earners and self funded retirees holding a Commonwealth Seniors Health Card will receive up to \$200 per year under a new 'Cost of Living' (CLC) concession.~~

~~For more information contact the State Government Concessions Hotline 1800 307 758.~~

#### 4.14 Payment of Rates

The Council will collect rates quarterly on the dates to be specified on the rates notice, in the following months:

- September
- December
- March
- June

Rate notices will be issued quarterly however the total outstanding balance of rates may be paid at any time.

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Version No:	24
Issued:	July 20154
Next Review:	June 20165

Rates may be paid:

- > In person, at the Council Offices during the hours of 8.30 a.m. to 5.00 p.m., Monday to Friday
- > By post , P O Box 56, Mount Gambier SA 5290
- > Over the Internet - [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au)
- > By telephone , using credit card, phone 1300 303 201 - 24 hours, 7 days per week (Quote Infopay Number 4342)
- > By Bpay - Use Biller Code 464263
- > Bpay View (register with your Bank)
- > By direct debit from savings accounts
- > By Centrepay deductions from social security payments
- > Any Australia Post outlet

Any ratepayer who may, or is likely to, experience difficulty with meeting the standard instalments and due dates can contact the Council to discuss alternative payment arrangements. It should be noted that fines and interest may still be levied in accordance with the Act.

#### 4.15 Late Payment of Rates

The Local Government Act provides that Councils impose a penalty of 2% on any payment for rates, whether instalment or otherwise, that is received late. A payment that continues to be late is then charged an interest rate, set each year according to a formula in the Act, for each month it continues to be late. Interest charged on late payments is charged on both the amount of the rate arrears and any interest that has previously been imposed. The purpose of this penalty is to act as a genuine deterrent to ratepayers who might otherwise fail to pay their rates on time, to allow Councils to recover the administrative cost of following up unpaid rates and to cover any interest cost the Council may incur because it has not received the rates on time.

The City of Mount Gambier imposes late payment penalties strictly in accordance with the Local Government Act. The ability to remit penalties in whole or part is a power vested in Council. At the City of Mount Gambier each case will be considered on its merit based on the information provided.

#### 4.16 Debt Recovery

Council has determined that Rate Payments will be applied in accordance with the provisions of Section 183 of the Act.

When Council receives a payment in respect of overdue rates the Council applies the money received in accordance with Section 183 of the Local Government Act, as follows:

- firstly – to satisfy any costs awarded in connection with court proceedings;
- secondly – to satisfy any interest costs;
- thirdly – in payment of any fines imposed; and
- fourthly – in payment of rates, in date order of their imposition (starting with the oldest account first).

Version No:	24
Issued:	July 20154
Next Review:	June 20165

#### 4.17 Rebate of Rates - Mandatory

The Local Government Act requires Councils to rebate the rates payable on some land uses. Specific provisions are made for land used for health services, community services, religious purposes, public cemeteries, the Royal Zoological Society and educational institutions. These rebates vary from 25% to 100% and will be applied upon application and on verification.

#### 4.18 Rebate of Rates - Discretionary

The Local Government Act 1999 enables Council (upon application and subject to certain eligibility criteria) to grant discretionary rebates of up to 100% for land used for the purposes of a community benefit and that meet certain legislative and Council Policy criteria.

Council (by Policy) has agreed to grant specific Rate Rebates pursuant to the said Act.

Councils Rate Rebate Policy (incorporating Rate Rebate Application) is available from the Council website - [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au).

#### 4.19 Rate Capping

To address any potential inequities in how rates are levied across the Council area the following rate relief assistance ~~options continue to be is~~ available:

##### 4.19.1 Residential (Principal place of Residence) Rate Cap

This option will provide relief where a ratepayer (principal place of residence) with a residential land use is levied an increase in rates greater than 15% ~~plus the gross rate revenue percentage increase adopted for the financial year (after considering other rebates).~~

This rebate will not apply where:

- The increase is due to an increase in valuation as a result of improvements greater than \$20,000
- The increase is a result of a change of zoning or land use
- Ownership of the property has changed in the year previous
- The subject property has been altered in some way (boundary alignment etc) which has resulted in a new property valuation compared to previous
- Properties other than the principal place of residence i.e. second and subsequent properties and all other non-principal places of residences of the ratepayer



Version No:	24
Issued:	July 20154
Next Review:	June 20165

#### ~~4.19.2 Residential (Eligible Pensioner) Rate Cap~~

~~This option will provide relief where a ratepayer (principal place of residence) with a residential land use who is entitled to an eligible pensioner concession, is levied an increase in rates greater than 15% inclusive of the gross rate revenue percentage increase adopted for the financial year.~~

~~This rebate will not apply where the property exhibits the same characteristics as detailed in the Residential (Principal Place of Residence) Rate Cap.~~

#### **4.20 Vacant Land**

The vacant land rate in the dollar is set higher than the residential rate in the dollar.

For those owners of vacant land who intend to develop that land, in the short term, as their principal place of residence (as opposed to land speculation), may be entitled to a rebate on Council rates.

Applications must be in writing with the maximum rebate calculated so that the rates payable are equivalent to the average residential land use.

#### **4.21 Postponement of Rates - Seniors**

Any person holding a State Seniors Card issued by the State Government may make application to Council for a postponement of the prescribed proportion of rates for the current or future financial years.

All applications of postponement will need to be considered in accordance with the relevant legislative provisions.

#### **4.22 Hardship**

Any ratepayer experiencing difficulties in meeting rates payments or experiencing hardship will be able to access payment plans tailored to meet their particular circumstances. All arrangements will be strictly confidential.

#### **4.23 Applications**

All applications for rebates, remissions or postponements must be in writing, addressed to the Chief Executive Officer, City of Mount Gambier, P O Box 56, Mount Gambier SA 5290 and include sufficient details to identify the relevant property and support the application.

Application forms are available from Council's website [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au).

Please refer to Councils Rate Rebate Policy for further information.





Version No:	24
Issued:	July 20154
Next Review:	June 20165

#### **4.24 Sale of Land for Non-Payment of Rates**

The Local Government Act provides that a Council may sell any property where the rates have been in arrears for three years or more. The Council is required to provide the principal ratepayer and the owner (if not the same person) with details of the outstanding amounts and advise the owner of its intention to sell the land if payment of the outstanding amount is not received within one month. The City of Mount Gambier enforces the sale of land for non-payment of rates after 3 years or more in accordance with the provisions of the Act.

#### **4.25 Changes to Assessment Records**

All changes to postal address of ratepayer/owner and changes of ownership of a property must be notified promptly to Council in writing.

#### **4.26 Disclaimer**

A rate cannot be challenged on the basis of non-compliance with this policy and must be paid in accordance with the required payment provisions.

Where a ratepayer believes that the Council has failed to properly apply this policy it should raise the matter with the Council. In the first instance contact Council's Director - Corporate Services on (08) 8721 2555 to discuss the matter. If, after this initial contact, a ratepayer is still dissatisfied they should write to the Chief Executive Officer, City of Mount Gambier, P O Box 56, Mount Gambier SA 5290, or email [city@mountgambier.sa.gov.au](mailto:city@mountgambier.sa.gov.au)

### **5. REVIEW & EVALUATION**

This Policy is scheduled for review by Council annually, 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](http://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.

Version No:	2 <sup>4</sup>
Issued:	July 201 <sup>5</sup> 4
Next Review:	June 201 <sup>6</sup> 5

File Reference:	AF11/1742
Applicable Legislation:	Local Government Act, 1999 - Chapter 10
Reference: Strategic Plan – Beyond 2015	Goal 5, Strategic Objective 5.
Related Policies:	R105 Rating Policy/Statement R155 Rates - Rebate Policy Statement and Application Process R130 Rates - General Policy
Related Procedures:	Nil
Related Documents:	Nil

**DOCUMENT DETAILS**

Responsibility:	Director - Corporate Services <del>Team Leader - Rates</del>
Version:	2 <sup>0</sup>
Last revised date:	16 <sup>th</sup> June, 201 <sup>5</sup>
Effective date:	17 <sup>th</sup> -16 <sup>th</sup> June, 201 <sup>5</sup> 4
Minute reference:	17 <sup>th</sup> -16 <sup>th</sup> June, 201 <sup>4</sup> 5 Corporate and Community Services Item 9
Next review date:	June, 201 <sup>6</sup> 5
<u>Document History</u>	
First Adopted By Council:	18 <sup>th</sup> October, 2011
Reviewed/Amended:	Annually

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## CORPORATE AND COMMUNITY SERVICES REPORT NO.35/2015

**SUBJECT: MAJOR EVENTS – 2016 FORK AND CORK, MOUNT GAMBIER FOOD AND WINE FESTIVAL**

**REF: AF15/284**

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*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*

### BACKGROUND

The inaugural 2014 Fork and Cork Food and Wine Festival was held during the week of 24<sup>th</sup> February to Saturday 1<sup>st</sup> March, 2014. The week long program of workshops and activities was fully prescribed and the event held on Saturday 1<sup>st</sup> March, 2015 was attended by approximately 1,300 patrons, exceeding the expectations of the organising committee.

Members were provided advice on the 8<sup>th</sup> January, 2015 that due to a number of unforeseen circumstances the committee of the Fork and Cork Food and Wine Festival would not proceed with the event scheduled for 2015. In order to maintain the calibre and integrity of the event the Committee agreed to postpone to 2016 and acknowledged the ongoing valuable level of support provided by Council.

The Fork and Cork Food and Wine Festival Committee have recently refreshed, appointed a new Chairperson and have submitted a request to Council seeking funding and in-kind support for their 2016 event scheduled for 28<sup>th</sup> and 29<sup>th</sup> February 2016.

### PROPOSAL

The proposal indicates that the 2016 event will attract in the vicinity of 2,000 people, with as many as 400 visitors from interstate.

The economic rationale is based on analysis of similar food and wine events involving weekend stays associated with major sports competitions and therefore the Committee estimate that the Fork and Cork event has the capacity to generate in the vicinity of \$185,000 from interstate visitors alone over the two day period.

The aims and objectives of the proposed event include:

1. To provide opportunities for people to learn more about the food and beverages grown and produced around Mount Gambier and the wider region of the Limestone Coast.
2. To create opportunities for food and wine businesses to collaborate and build partnerships.
3. To promote the premium quality and clean credentials of the region.
4. Continue to build a reputation for food and wine tourism.
5. Enhance Business opportunity through the value chain.

The request is seeking an amount of \$10,000 for sponsorship which would need to be an additional consideration for the 2015/2016 budget allocations against the Major Events Sponsorship account.

Further discussion regarding logistics and in kind support for the event are pending Council's decision.

A copy of the request for funding has been attached for information along with a copy of last year's evaluation form.

Corporate and Community Services Report No. 35/2015 cont'd...

**RECOMMENDATION**

- (a) Corporate and Community Services Report No. 35/2015 be received;
- (b) Council approve the allocation of \$10,000 sponsorship for the 2016 Fork and Cork, Mount Gambier Food and Wine Festival conditional upon the proponents obtaining all necessary approvals from relevant authorities;
- (c) Funding request to be an additional consideration for the 2015/2016 Major Events Sponsorship budget allocations.



**Barbara CERNOVSKIS**  
MANAGER - COMMUNITY SERVICES AND DEVELOPMENT



**Grant HUMPHRIES**  
Acting CHIEF EXECUTIVE OFFICER

6<sup>th</sup> May, 2015  
BJC

Attached:      Event Sponsorship Application – 2016 Fork and Cork, Mount Gambier Food and Wine Festival  
                    2014 Fork and Cork Food and Wine Festival Evaluation Form



# EVENT SPONSORSHIP PROGRAM

## APPLICATION FOR FINANCIAL ASSISTANCE

Office Use Only	
TRIM	
Forwarded	
Approved	
PO #	
Invoice	
EE	

### MAJOR EVENTS

#### Applicant Information

Name of Organising Group/Individual:        **Fork and Cork Mount Gambier**

Postal Address:        **PO Box 1445, 152 Jubilee Highway East, Mt Gambier. 5290**

Name	Role/Responsibility	Contact Phone	Email Address
Barbara Lightburn	President  PR/Events Co-Ordinator	0439 848 624	blightburn@rdalimestonecoast.org.au
Kent Comley	Food Coordinator	+61 8 8726 9999	kcomley@barn.com.au
Volunteer Coordinator	TBA		
Terry Strickland	Wine Coordinator		
David Herbert	Sponsorship coordinator		
Jayne Miller	Food Hero Coordinator  Potato Cluster		

Is your organisation registered for GST? Yes

**Yes** – Please provide your organisation's Australian Business Number (ABN)

72725212853

Incorporation Registration number of the organisation: \_\_\_\_\_

### **Proposed Event Information**

Name of Event: **Fork and Cork, Mount Gambier Food and Wine Festival**

Event Dates: **28<sup>th</sup> and 29<sup>th</sup> February 2016**

Event Venue: **City Centre Precinct**

Are you considering applying for use of a council venue? i.e Main Corner, City Hall, Hastings Cunningham Reserve or Frew Park etc.   **Yes**

If yes, please specify which venue you are considering: **The Main Corner**

Have you submitted your Hire Application or Special Events Permit for use of such facility?   **/NO (please circle)**

*\*\*Please note – If you are in the process of negotiating access to a Council venue, you will need to complete the hire permit before we can consider this application for sponsorship.*

Estimated total budget of event: **\$65,000**

### **Funding Sought:**

Amount      (not including GST)      \$10,000

Has Council funded your organisation during the past three years?   **Yes**

If yes, please provide details below:

Amount \$ \_\_\_\_\_ Date Rec'd \_\_\_\_\_ Event/Project \_\_\_\_\_

Amount \$ \_\_\_\_\_ Date Rec'd \_\_\_\_\_ Event/Project \_\_\_\_\_

Amount \$ \_\_\_\_\_ Date Rec'd \_\_\_\_\_ Event/Project \_\_\_\_\_

Please provide a **budget for your event** and budget/statements from previous years.

Describe how your funding will be expended (ie. Marketing, entertainment, trophies)  
Payment of expenses for headline acts, marketing the event

\*\*see in attached business plan

Please detail funding received from other sources (including Grants applied for):

Name **\_Primary Industries and Regions SA** Amount \$ **\_\_\_10,000\_\_**

Name **\_\_Potatoes SA** Amount \$ **5,000\_\_**

### **In-Kind Sponsorship**

Clearly specify how Council contribution as "in kind" will be supported eg. place/remove 50 road barriers on Sunday 8<sup>th</sup> October, Delivery of rubbish bins etc.

- Assistance in preparing cave garden area for event – I.D of pipelines under grass, rubbish removal on Saturday 27<sup>th</sup>
- Provision of civic precinct facilities – Maincorner, Leadlight and College rooms, City Hall and kitchen for events
- Road Closure – Watson Terrace

### **Special Permit:**

Does your event require a "Special permit" from Council if being held on Councils reserves eg: Vansittart Park Oval, Cave Garden, Valley Lake. Please advise so this permit can be organized.

**Dry area regulation for Cave Garden Precinct will need to be rescinded for the event**

### **Assessment Criteria:**

**Event Description:** (Please supply detailed program if available)  
Please include activities, entertainment, catering and other relevant information

**A showcase of regional food and wine, craft beers and cider.**

**A focus on potatoes as the hero product.**

**Launch of a video showing how potatoes are grown and the value of the product to the Limestone Coast Region.**

**Educational activities, demonstrations and marsterclasses.**

**Mount Gambier Winemakers Show**

**Cider brewing competition**

**Beer Brewing Competition**

**Celebrity Chef demonstrations**

**Celebrity Chef Long Table Lunch**

**There will be an emphasis on making the event family focused with food based activities for all age groups where possible.**

## **Event History:**

A brief history of the event, including number of times the event has been held in the past, including number of participants, spectators and key event outcomes.

The inaugural 2014 Fork and Cork Festival was held during the week February 24 to Saturday March 1<sup>st</sup>. In the lead up to the Saturday event a program of workshops and activities for schools was run in Mount Gambier. All program offerings were fully subscribed.

On Saturday, March 1<sup>st</sup>, a food and wine event was held in the Cave Gardens and Main Corner precinct which was attended by approximately 1300 patrons. Activities during the day included cooking demonstrations by local chefs and celebrity chef, Justine Schofield, wine Masterclasses facilitated by Nick Stock and beer and cider tasting workshops. Public response to the event has been overwhelmingly positive.

Seventeen Limestone Coast wineries and one boutique micro brewery exhibited along with six local food providers. A focus on responsible alcohol consumption saw all wine served in standard drink measures and excellent public participation in a voluntary breathalyzer exercise run by the SA Police and Mount Gambier Road Safety Committee.

The event concluded on Saturday evening with a Gala dinner for 107 guests in the City Hall, where guests enjoyed local produce prepared by the Main Catering staff and local wines.

Estimated visitors to the event from ticket sales indicate that 1300 attended at various times during the event. A limited exit survey conducted with departing patrons who agreed to participate revealed a number that had come from Melbourne and Adelaide for the event, with the majority drawn from the local region, including the Western Districts of Victoria.

## **Event Objectives:**

Please list the aims and objectives of the proposed event

*Raise Awareness and Access to quality Limestone Coast produce through the Fork and Cork Mount Gambier, food and wine festival.*

1. To provide opportunities for people to learn more about the food and beverages grown and produced around Mount Gambier and the wider region of the Limestone Coast
2. To create opportunities for food and wine businesses to collaborate and build partnerships
3. To promote the premium quality and clean credentials
4. Continue to build a reputation for food and wine tourism
5. Enhance business opportunity through the value chain

What strategies do you have in place to ensure the event is sustainable?

A focus on

Responding to the suggestions and feedback from the previous festival

- building the food offerings
- Developing a garden to plate program to build on the Stephanie Alexander experience within schools



- Ensuring each component of the festival is financially viable and returns a profit – no matter how small
- Developing competitions around wine, beer and cider
- Developing a strong community based committee
- Appointing convenors for each aspect of the Festival
- Developing a culture of volunteering to share the load and develop fundraising opportunities for community groups
- Building a buzz through social media to get strong local buy-in
- Sourcing funding from outside the region to inject investment into the event
- Promoting the Festival as a commissionable product
- Budgeted for surplus to facilitate the next event
- Engagement with wide range of potential stakeholders

## Event Attendance

Provide a breakdown of your estimated event attendance

Local residents \_\_1000\_\_ Interstate \_200\_\_\_\_\_

Other SA 600 Overseas \_\_\_\_\_

Provide an indication of the percentage of non-local participants and spectators expected to stay in paid accommodation within the region \_\_\_\_\_80\_\_\_\_\_ %.

## Economic Impact

Provide detailed examples of the economic impacts that are likely to result from the event. Include estimations ie. Increase in tourism/retail/hospitality/business trade, new economic opportunities, tourism growth etc.

### *Estimated tourism and Economic Impact*

It is anticipated that 2000 people could attend on Saturday, with as many as 400 as visitors from interstate.

Based on analysis of similar food and wine events involving weekend stays associated with major sports competitions, it is anticipated that Fork and Cork event has the capacity to generate in the vicinity of \$185,000 from interstate visitors alone over the two day period.

Assuming that most visitors will be drawn from the Limestone Coast Region when the multiplier effects on tourism of having 2000 people in the Mount Gambier region over 2 days, as associated impact on Tourism Impact (activities) using a multiplier of 1.4, an output of \$500,000 from local business, associated or servicing the event would result in an estimated increase in demand for goods and services of \$150,000.

The boost to the local economy over the duration of the event and potentially either side of the event as a result of visitor consumption of local Tourism opportunities (Value Added), using a multiplier of 1.2 would see a value added boost to the economy of \$100,000.

## Sponsorship Acknowledgement

Outline how you intend to recognize the support provided by City of Mount Gambier

- Logo in all promotional Materials, flag banners at venues
- Event naming as event **Partner** if deemed appropriate

## Marketing Plan and Advertising Schedule

Please provide a detailed schedule of marketing and advertising activities to be undertaken. Please specify what media outlets you are using.

Date	Media	Activity	Cost (estimate)
eg. 4-15 Dec	Radio – 5SE	On Air spots x 3	\$
eg 6-15 Dec	Newspaper – Border Watch	Display ads x 5	\$
<b>Ongoing</b>	Social media campaing Facebook Instagram	Advertising and content engagement	\$2000
	Hashtag campaign	Through social network sharing and tracking via tagboard	

## Risk Management Planning

Please provide details of Risk Management Planning to be undertaken for the event, including pre-event liaison with emergency services and any emergency services to be present at your event. Your event planning should include a Risk Management Plan, OH & S, and Emergency Response Plan. Please also include who you have made contact with at SAPOL, St Johns, Security etc. Please enclose with this application.

If you need information in regard to establishing a plan please read the attached Guideline or contact Community & Events Division.

## Accessibility

How will you address accessibility for people with disabilities?

**All facilities proposed will already have disabled access**

## Community Involvement & Consultation

How will your event involve local businesses, artists and community groups? eg. markets, entertainment, food, security etc.

Core Committee includes a cross section with other sections involved as program develops.

### **Environmental Impact**

Briefly outline how you intend to manage the environmental impact of your event. This may include elements from your Traffic Management Plan, Occupational Health & Safety Plan, Waste Management Plan and Risk Assessment. Factors to consider will include waste management, eg. Using paper recycled cups, paper plates; also have you identified noise levels, pollution/rubbish, impact on community infrastructure etc. Also identify any environmental benefits arising from the event.

- Paper products and polycarbonate glasses will be mandated
- Watson Tce isolated – vehicle access limited to service vehicles
- Public parking areas at library, target and RSL utilised
- Public space program on Saturday will Run 12 -7 should not create noise issues with community

### **Event Evaluation**

How will you know if you have achieved the aims and the objectives of the event/festival? Eg. Customer surveys, local business surveys, community surveys, participant surveys, attendance data-registrations etc.

---

Survey of event participants and local business operators in key areas e.g.:  
hospitality/accommodation

---

**Please, after your event, complete Event Evaluation form as this will be used to help consider funding in future years.**

### **Support Material:**

Please attach the following support material with this application:

- Your detailed event budget showing all income and expenditure
- Copy of your organisation's most recent audited annual financial statement
- Copy of your Public Liability Insurance Cover
- Your Business Plan and/or Marketing Plan

City of Mount Gambier reserves the right to request additional information if needed.

**Acquittal Report:**

If you are successful with your application Council will require a report, providing declarations that the funding has been spent only for the purposes for which you applied, once the project is completed. We will also require a completed Event Evaluation Form which will be forwarded to you.

I acknowledge that the above information provided in this application is true and correct. I have read the "Events Sponsorship Guidelines" and understand that should this application be approved by the City of Mount Gambier I will be required to enter into a Sponsorship Agreement with the City in order to receive the funds.

Signature:  Date:20/05/2015

Name: Barbara Lightburn

**Office Use Only**

**Approved**

**Yes / No**

**Amount:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Chief Executive Officer**

**Community Events :**

**City of Mount Gambier**

35 Jubilee Highway East (PO BOX 56), MOUNT GAMBIER SA 5290

P: (08) 8723 1025 Mobile: 0419 871 436 F: 08 8723 2833

E: drichardson@mountgambier.sa.gov.au [www.mountgambiertourism.com.au](http://www.mountgambiertourism.com.au)

## **To Educate. To Promote. To Involve.**

### **Quality Food and Wine from the Limestone Coast.**

*Raise Awareness and Access to quality Limestone Coast produce through the Fork and Cork Mount Gambier, food and wine festival.*

#### *Context*

*The Food and beverage industry is seen as essential to support economic growth worldwide. As the regional centre for the Limestone Coast, Mount Gambier plays a key role in promoting an environment that raises the profile and value of the high quality produce from the region.*

*Through this strategy, Fork and Cork Mount Gambier seeks to build connections, partnerships, collaborations and alliances that will be the currency for growth in the food and beverage sector for the region.*

*February 27th 2016 the Mount Gambier Food and Wine Festival, Fork and Cork is on again. It will be a true celebration of fabulous food, great wine, brilliant music, and wonderful people. This is a food and wine affair to be proud of and after the resounding success of our inaugural event, we need your involvement as a partner to make this a hallmark event.*

*A significant theme of this event is education. Our hard working team is planning a range of activities themed around exploring food traditions, wine appreciation, brewing beer and cider as well as food focused activities for children and the young at heart. There will be Wine Master Classes, coordinated by Nick Stock, tastings and sales from regional wineries and delicious food created by our local chefs. As well we are planning workshops and demonstrations featuring mixology, barista skills, knife sharpening, butchery, yeast making.*

*Our fabulous guest chef, Miguel Maestre, from the award winning Channel 10 program The Living Room, will be cooking up a storm and demonstrating his unique skills. Miguel's passion for food and life is infectious, and he has developed a talent for incorporating Spanish inspired ingredients and cooking styles into his Australian menus.*

*On Sunday, the festival will conclude with Miguel Maestre preparing a Spanish Fiesta featuring local food and wine. Sponsorship from the City of Mount Gambier will add to the breadth and diversity of the region's produce we can showcase and will assist all of us in spreading the word on what this region has to offer.*

#### *Objectives*

*Raise Awareness and Access to quality Limestone Coast produce through the Fork and Cork Mount Gambier, food and wine festival.*

1. To provide opportunities for people to learn more about the food and beverages grown and produced around Mount Gambier and the wider region of the Limestone Coast
2. To create opportunities for food and wine businesses to collaborate and build partnerships
3. To promote the premium quality and clean credentials
4. Continue to build a reputation for food and wine tourism
5. Enhance business opportunity through the value chain

### *Management Structure*

The event will be planned and managed under the umbrella of Mount Gambier Events, an incorporated body established primarily to organise public events in the Mount Gambier region. With the support of local government and the regional community Mount Gambier Events have successfully planned, managed and staged large public events such as the New Year Celebrations at Vansittart Park in Mount Gambier for several years.

Mount Gambier Events  
ABN: 96 854 674 019

Fork and Cork, Mount Gambier  
ABN: 72 725 212 853

Responsibility for the planning and management of the Mount Gambier event will rest with the Fork and Cork Festival Management Committee consisting of:

- Barbara Lightburn
  - Ian Perry
  - Andrew Burchell
  - Terry Strickland
  - David Herbert
  - Alan Richardson
  - Jocelyn Lee
  - Kent Comley
- Sub Committees
- Tony Veronas
  - Dennis Jackson
  - Tom & Hillary Ellis
  - Kirsty Trahar

Subcommittees are being established with specific stakeholder groups to initiate and develop specific sector programs.

### *Estimated tourism and Economic Impact*

It is anticipated that 2000 people could attend on Saturday, with as many as 400 as visitors from interstate.

Based on analysis of similar food and wine events involving weekend stays associated with major sports competitions, it is anticipated that Fork and Cork event has the capacity to generate in the vicinity of \$185,000 from interstate visitors alone over the two day period.

Assuming that most visitors will be drawn from the Limestone Coast Region when the multiplier effects on tourism of having 2000 people in the Mount Gambier region over 2 days, as associated impact on Tourism Impact (activities) using a multiplier of 1.4, an output of \$500,000 from local business, associated or servicing the event would result in an estimated increase in demand for goods and services of \$150,000.

The boost to the local economy over the duration of the event and potentially either side of the event as a result of visitor consumption of local Tourism opportunities (Value Added), using a multiplier of 1.2 would see a value added boost to the economy of \$100,000.

### *Key Working Relationships*

#### Key Stakeholders

- Local Government, City of Mount Gambier, District Council of Grant
- Regional hospitality industry
- Accommodation providers
- Restaurants
- Food and Wine Industry
- Emerging beer and cider brewers
- SAPOL
- Potatoes SA
- Regional Development Australia Limestone Coast
- Department of Primary Industry and Regions SA

### *Marketing Plan*

#### **Target Markets**

In terms of attracting visitors into the region, we will be focusing on a number of groups; the indulger market, i.e. food and wine event participants from rural and urban South Australia and Victoria; families from across the Limestone Coast by leveraging the educational program in schools and the promotion of healthy food and lifestyle and the “knowledge seekers”, those people who have a desire to seek out information and experiences in areas of interest and locations they are unfamiliar with.

#### **Proposed Strategies**

It is proposed to purchase advertising and editorial space in Melbourne and Adelaide weekend newspapers, in the Lifestyle/Food and Wine sections. Social media will be utilised to engage with the general public and targeted participants. Celebrity Chef Miguel Maestre profile and social media platforms will be utilised to draw in participation.

## Logo



## Website



## Social Media



## Marketing

Promotional materials will be developed for distribution to Tourist Information Centres, Accommodation and Hospitality venues across the Limestone Coast and Green Triangle.



### *Media Coverage*

A Communications plan will inform the development and release of information. It is proposed that communications will focus on:

Media releases to:

- Food and wine writers in all capital city newspapers and lifestyle magazines will be provided with a number of targeted releases leading up to the event. Target publications such as The Age Good Food Guide, Gourmet Traveller, Delicious, Winestate, Gourmet Traveller Wine and Food and Wine liftouts in capital city daily newspapers.

Our budget includes allowance for hosting a key Wine Journalist such as Nick Stock as well as three Lifestyle journalists from capital city newspapers or Lifestyle magazines.

- Radio
- Interviews with key participants utilising the ABC and Macquarie networks
- Video/YouTube, Facebook, Webpage, Instagram

### *Strategies*

1. *Create awareness through the media including social media*
2. *Establish regular and reliable forms of communication with target clients*
3. *Create credibility and word of mouth endorsement of the festival to promote enthusiasm in the region for business growth and economic development by communicating our achievements and those of businesses involved in the festival.*

### *Action Plan:*

1. *Establish and develop a target client communications database:*
2. *Develop and publish online communications presence*
  - Regularly upload information, articles and events onto the Web page
  - Regularly update Facebook, Instagram and Twitter pages with events and newsworthy information
  - Develop B2B communication exchange
3. *Communicate regularly with target client audience to communicate key messages:*
  - Produce regular articles for local media editorials, stakeholder media
  - Use networking opportunities
  - Encourage the use of digital communication across all stakeholders

## FORK + CORK 2015 - Mt Gambier Food & Wine Festival

Budget as at May 2015						
REVENUE						
Grants , Donations and Sponsorship revenue						
	Cash \$	In Kind \$	\$/Unit	Number	Committed	Comments
Potatoes SA Gold sponsor	5,000.00					
PIRSA Gold Sponsor	5,000.00					
Gold Sponsorsip - Other	5,000.00					
City Of Mt Gambier Partner	10,000.00	2,000.00				
District Council of Grant Silver Sponsor	3,000.00					
Commonwealth Bank Silver Sponsor	3,000.00				Yes	
Mt Gambier Chamber Of Commerce Gold Sponsor	5,000.80		2.80	1786	Yes	Glasses
Voluhntreer Sponsorship	4,800.00		60.00	80		Uniform, entry, lunch
Harvey Norman/AEG	5,000.00					
Friends of Festival	2,000.00		500.00	4		10 at \$500
<b>Total Sponsorship Sought</b>	<b>\$ 47,800.80</b>	<b>\$ 2,000.00</b>				
<b>Confirmed Sponsorship</b>						
Commonwealth Bank Silver Sponsor	3,000.00					
Mt Gambier Chamber Of Commerce Gold Sponsor	5,000.00					
Festival Revenue						
Exhibitor's Site Fees	8,000.00		400.00	20		10 @ \$500, 10@ \$300 + \$500 admin
Entry fees - Saturday event	30,000.00		1,200.00	25		<a href="#">1200@\$25</a>
Administration	500.00		25.00	20		
Tickets for masterclasses	1,500.00		25.00	60		<a href="#">60@ \$25,</a>
Tickets for Masreclass	1,200.00		20.00	60		
100 dinner tickets @ \$120	12,000.00		120.00	100		
Merchandise glasses	750.00		5.00	150		
<b>TOTAL REVENUE</b>	<b>61,950.00</b>					
EXPENDITURE						
	Proposed					
Marketing & Promotional collateral						
Social Media engagement	1,500.00					
Website development & Domain registration	1,000.00					
Printing for Event collateral	2,000.00					Fliers, Posters, Programmes, corflutes
AC Wristbands	500.00					Tokens
Advertising	6,000.00					

Glasses for each entrant	4,200.00		2.80	1500		1000@ \$2.80 plus GST
tokens at entry						1000 @ \$4
<b>Infrastructure Expenses</b>						
Fencing & Generator	3,000.00					
Marquees for exhibitors	6,000.00					
Stage	0.00					Council
PA and production	2,000.00					4 venues
Chairs and tables	3,000.00					
Miscellaneous hire Equipment	1,000.00					Tables & Chairs - tbc
Stuckey Electrical	600.00					Council
Equipment hire for demonstrations	500.00					Electrolux
<b>Artist Fees &amp; Journalists</b>						
Celebrity Chef - Headline act	10,950.00					Miguel Maestre
Miguel & sous chef travel travel	1,550.00					
Wine Media and MC	2,500.00					Nick Stock
Daytime entertainment	2,500.00					
Nick Stock travel	500.00					to KC
<b>Personnel</b>						
Security	2,000.00					
Volunteer donation	1,000.00					
<b>Event Costs</b>						
Food & wine for demonstrations	1,000.00					
Events in schools	5,000.00					
<b>Lunch Expenses</b>						
Meals - 120 @ \$80pp	9,600.00					
Music	600.00					
Dinner wines - 120 @ 18pp	2,100.00					
Decoration	500.00					
<b>Overhead Expenses</b>						
Insurance & Public Liability	1,000.00					
Postage & phone	500.00					
License	75.00					
St John First Aid	500.00					
<b>TOTAL EXPENDITURE</b>	<b>73,175.00</b>					
<b>Budgeted surplus/shortfall</b>	<b>-11,225.00</b>					

Please complete the relevant sections and return to the **CITY OF MOUNT GAMBIER, EVENTS SUPPORT DIVISION** no later than 60 days after the conclusion of the event.

#### DATA SUPPLIED BY EVENT ORGANISER

BASIC DATA	
ORGANISATION NAME	Fork + Cork Mount Gambier
EVENT NAME	Fork + Cork - Food + Wine Festival 2014
DATE OF EVENT	Saturday, 1st March 2014
REPORT PREPARED BY:	Ashlea Fisher - based on survey results

#### EVENT SPECIFIC DATA

	THIS YEAR	LAST YEAR	PREVIOUS YEAR	Financial ie registration fee, entrance fees
Number of participants at your event	30 stalls	N/A	N/A	
Number of accompanying attendees (estimate)	1000 approx	N/A	N/A	
Number of spectators (estimate)				
Whereabouts are the participants visiting from? (estimated %)	Local <u>90%</u> SA <u>3%</u> NSW ____ VIC <u>1%</u> QLD ____ WA ____ TAS ____ NT ____ International <u>1%</u>			

**MARKETING DETAILS**

Details of promotional campaign, media and activities (please attach any media copies available)	Please tick which promotional materials were used:	
	Newspaper <input checked="" type="checkbox"/>	Radio <input checked="" type="checkbox"/>
	Television <input checked="" type="checkbox"/>	Website <input checked="" type="checkbox"/>
	Magazine <input checked="" type="checkbox"/>	Outdoor advertising <input checked="" type="checkbox"/>
	Newsletter <input type="checkbox"/>	Flyers <input type="checkbox"/>
	Posters <input checked="" type="checkbox"/>	Branded Material <input type="checkbox"/>
	Other: <input checked="" type="checkbox"/>	
	If other please list:	
	social media - facebook - Instagram	

Who was your target market for this event?
my lovers of food + wine - 18 years + over

**EVENT BUDGET**

Was the event delivered within budget (as submitted)?	(Y) N
<b>Please attach a Final copy of the event budget</b>	
Were there any major budget variations?	(Y) N
<b>Please Comment</b>	
- Cost of dinner was significantly higher than anticipated due to the high number of free tickets provided to sponsors.	
still, we were able to come away with a small profit overall to utilise towards next year's Festival.	

**FEEDBACK**

**EVENT RATING (Please circle)**

Overall running of your event				
1 better than expected    2 as expected    3 Less than expected    4 unsatisfactory				
<b>Overall rating</b>	On a scale of 1 to 4 please rate as above			
	(1)	2	3	4
<b>Accommodation</b> Please circle	N/A	Caravan Park	Motels	B&B's    Apartments    Hotels
<b>Accommodation</b> Feed back rating	N/A	1	2	3    4
<b>Venue</b> Please name venue used for event	Cave Garden / Main corner			
<b>Venue</b> Feedback rating	(1)	2	3	4
Tours & Activities available	N/A			
<b>Dining options</b> please circle	Restaurants	cafes	fast food	onsite vendors
<b>Dining options</b> – How was your experience	(1)	2	3	4
Did you use a Service Club? eg. Rotary Clubs, Lions etc, please specify	service club volunteers used for assistance throughout the event.			

Comments
location was brilliant + enabled us to showcase the main corner on a large scale.

**COMMUNITY ENGAGEMENT / DEVELOPMENT**

What opportunities were made available to the local community and club/organisation to increase capacity?

ie Special Guests/Speakers, Sponsorship, workshops, mentoring, Membership?

- Demonstrations from celebrity chef - Justine Schofield
- Demonstrations from well-accomplished local chefs
- Beer masterclasses facilitated by local brewers
- Cider workshops
- Wine masterclasses facilitated by celebrated wine critic, Nick Stock + local winemakers

What worked well?

The location, celebrity chef, high participation from local wineries, brilliant weather, high rate of attendance, celebration dinner. Overall, the event was an overwhelming success.

Would you consider holding another event in the City of Mount Gambier? (If not, why not?)

Yes - already planning for Saturday 28 Feb 2015.

**BENEFITS**

What social and economic benefit does this event bring to the City of Mount Gambier?

**Social:**

A wonderful social occasion in the heart of the city where people of all ages can get together + catch up.

**Economic:**

significant profit to the local stall holders, many whom sold out of produce.

Attracting visitors to the region + encouraging repeat visitation.

How could Council help you achieve a better result for your next event?

Brilliant support from Council both in-kind + financially. The same level of support for next year's event would be greatly appreciated.

**Community & Events****City of Mount Gambier**

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