



Reference: AF11/861 MJT

4th March, 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
(Committee Room - Level 4):

Tuesday, 10th March, 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, 10th March, 2015 at 5.30 p.m.

CONTENTS

1. FINANCIAL STATEMENT – as at 28th February, 2015
2. FINANCIAL MANAGEMENT – Council Fees and Charges Review 2015/2016
3. CORPORATE AND COMMUNITY SERVICES REPORT NO. 15/2015 – Sport and Recreation Major Capital Work Program - Review of Program Guidelines
4. CORPORATE AND COMMUNITY SERVICES REPORT NO. 16/2015 – Recording of Council Meetings, Draft Policy C140 Conduct of Meetings
5. CORPORATE AND COMMUNITY SERVICES REPORT NO. 17/2015 – Review of Valuation and Rating System
6. CORPORATE AND COMMUNITY SERVICES REPORT NO. 18/2015 – Gallipoli 100th Annivesary Memorial Flame
7. CORPORATE AND COMMUNITY SERVICES REPORT NO. 19/2015 – Frew Park State Emergency Services (SES) Shed
8. CORPORATE AND COMMUNITY SERVICES REPORT NO. 20/2015 – Council Representatives to Committees Outside of Council

MOTIONS WITH NOTICE

MOTIONS WITHOUT NOTICE

CORPORATE AND COMMUNITY SERVICES COMMITTEE

Meeting to be held at the Committee Room, Level 4, Civic Centre, 10 Watson Terrace, Mount Gambier on Tuesday 10th March, 2015 at 5.30 p.m.

AGENDA

PRESENT: Cr S Perryman (Presiding Member)
Cr M Lovett, Cr J Lynagh, Cr S Meziniec, Cr H Persello

APOLOGY: moved that the apology from
be received.

seconded

COUNCIL OFFICERS: Chief Executive Officer, Mark McShane
Director - Corporate Services, Grant Humphries
Manager Governance and Property, Michael McCarthy
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 9th February, 2015 be taken as read and confirmed.

seconded

QUESTIONS:

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

The Presiding Member welcomed Mr Bob Sandow, President of the Mount Gambier Community RSL who made a presentation to the Committee on the Memorial Flame Proposal.

Mr Sandow will answer any questions from the floor.

1. FINANCIAL STATEMENT – as at 28th February, 2015

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance.

moved it be recommended the financial statement as at 28th
February, 2015 be received.

seconded

2. STRATEGIC MANAGEMENT – Council Fees and Charges Review 2015/2016 - Ref: AF11/2289

Goal: Governance

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

The Director – Corporate Services reported that:

- (a) Council on 17th February, 2015 resolved:
- (a) *Corporate and Community Services Report No. 8/2015 be received;*
 - (b) *Council adopt all recommended fees and charges identified in the “Schedule of Fees and Charges” – with the exception of Reidy Park Oval (Page 3 of attachment “Council Fees and Charges 2015/2016”), Info charges (Page 12 of attachment “Council Fees and Charges 2015/2016”), Outdoor Display, Outdoor Dining Furniture, Mobile Vendors (Page 16 of attachment “Council Fees and Charges 2015/2016”);*
 - (c) *the excluded matters in (b) above be subject to further discussion at the March meeting of the Corporate and Community Services Committee meeting;*
 - (d) *The Director of Community Services be asked to provide a report to the March meeting of the committee on the status of Reidy Park oval as Council or Crown owned land, whether a formal lease exists and the commercial rental value of the land, and any other matters relevant to the use of the land by the Education Department.*
- (b) the relevant extracts from the fees/charges Report, which have been excluded, are attached for the consideration of Council;
- (c) In terms of the further information in relation to the Licence for the Reidy Park Oval with the Minister for Education the following is provided, again for the consideration of Council:
- Reidy Park Oval is Crown Land dedicated for "Recreation" purposes pursuant to the Crown Lands Act.
 - The City of Mount Gambier is the "Custodian" of the Crown Land that incorporates the Reidy Park Oval.
 - No formal lease arrangements exist for the Reidy Park Oval (would require Ministerial approval) however non-exclusive Licence arrangements exist between Council, the Minister for Education and the Mount Gambier District Cricket Association for the non-exclusive use of Reidy Park Oval exist (these do not require Ministerial approval).
 - Being Crown Land dedicated for "Recreational" purposes only there is no commercial rental value of the land.
 - The Licence to the Minister of Education is for a five (5) year term, concluding 31st December, 2015.
 - Fee – currently \$9,377 (adjusted annually in line with the Council gross rate revenue increase).
 - The Mount Gambier and District Cricket Association are also licensed for cricket season use (annual maintenance cost of \$1,200).
 - Annual maintenance costs for the Reidy Park Oval are \$10,000 - \$11,000 per annum (\$10,113.92 in 2013/2014; \$5,793 to date in 2014/2015).

moved it be recommended:

- (a) the report be received;
- (b) *for Council consideration.*

seconded

3. CORPORATE AND COMMUNITY SERVICES REPORT NO. 15/2015 – Sport and Recreation Major Capital Work Program – Review of Program Guidelines - Ref: AF14/54

Goal: Building Communities
Strategic Objective: Encourage the empowerment of the community to lead and self manage their respective desires and aspirations. Recognise and support our volunteers, community organisations and their sustainability as they continue to be the foundation of the community.

moved it be recommended:

- (a) Corporate and Community Services Report No. 15/2015 be received.
- (b) *for Council's consideration.*

seconded

4. CORPORATE AND COMMUNITY SERVICES REPORT NO. 16/2015 - Recording of Council Meetings, Draft Policy C410 Conduct of Meetings - Ref. AF11/1950

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

moved it be recommended:

- (a) Corporate and Community Services Report No. 16/2015 be received;
- (b) Council maintain it's current minute taking practice that involves the agenda item and recommendation/resolution being projected on screen at the Council and Standing Committee meetings with the minutes being typed at the meeting. Council does not implement audio recording of Council and Committee meetings for minute taking purposes;
- (c) The research indicates minimum benefits to audio and/or visual recording of Council and Committee meetings with Council currently utilizing a range of techniques to inform and communicate with the community;
- (d) Section 5.1 FILMING AND AUDIO RECORDING DEVICES of Council Policy C410 Conduct of Meetings (s92 Code of Practice) be amended to read as follows:

"It is the policy of this Council that no person, other than authorized representatives from recognized media industry organizations and who subscribe to the Press

Council Code of Ethics shall photograph, film, televise or record by any devices any Committee or Council Meeting. When authorized media representatives wish to video or film Council or Committee Meetings, prior permission is to be sought from the Mayor and/or the Presiding Member. Permission will be granted except where, on the view of the Mayor and/or the Presiding Member that such videoing and/or photographing will be disruptive and interfere with the conduct of the meeting.

For the purpose of this policy provision "No Person" shall include Members of Council, Members of Committees, general public and officers of Council, other than authorized representatives from recognized media industry organisations and who subscribe to the Press Council Code of Ethics.

Any Member or Council Officer present at the meeting may request any person found to be in breach of this policy to cease forthwith, and that person may be requested to leave the meeting if they continue to breach this policy provision."

seconded

5. CORPORATE AND COMMUNITY SERVICES REPORT NO. 17/2015 – Review of Valuation and Rating System - Ref: AF11/2290

Goal: Governance

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

moved it be recommended:

- (a) Corporate and Community Services Report No. 17/2015 be received;
- (b) Rating assumptions and directions referred to in this Report be used to prepare Council's draft Annual Business Plan and draft Budget, for Council's future consideration.

seconded

6. CORPORATE AND COMMUNITY SERVICES REPORT NO. 18/2015 – Gallipoli 100th Anniversary Memorial Flame – Ref. AF11/213

Goal: Building Communities

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

moved it be recommended:

- (a) Corporate and Community Services Report No. 18/2015 be received.
- (b) The Mount Gambier Community RSL proposal to place a Memorial Flame at Vansittart Park to honour the 100th Anniversary of Gallipoli is supported.
- (c) The Mount Gambier Community RSL will be responsible for all associated costs and for obtaining all required development approvals in relation to the Memorial Flame and to liaise with the Council as necessary to progress the proposal.
- (d) In accordance with the Community Land Management Plan for Vansittart Park Council will assume ongoing maintenance responsibilities associated with the Memorial Flame structure whilst the Mount Gambier Community RSL will remain

responsible for the gas supply, ignition system and any other componentry associated with the operation of the flame, which responsibilities shall only be performed with prior approval and arrangement with Council's Operational Services Department and any requirements thereof.

seconded

7. CORPORATE AND COMMUNITY SERVICES REPORT NO. 19/2015 - Frew Park State Emergency Services (SES) Shed - Ref. AF11/2366

Goal: Building Communities

Strategic Objective: Recognise and support our volunteers, community organisations and their sustainability as they continue to be the foundation of the community.

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance.

moved it be recommended:

- (a) Corporate and Community Services Report No. 19/2015 be received;
- (b) The SES be granted a local government facilities licence to occupy the SES Shed at Frew Park for a term of 1 year, with a further 2 year renewal term conditional upon the SES confirming their future intentions with regard to vacating the Frew Park site.

seconded

8. CORPORATE AND COMMUNITY SERVICES REPORT NO. 20/2015 - Council Representatives to Committees Outside of Council - Ref: AF11/854

Goal: Governance

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

moved it be recommended:

- (a) Corporate and Community Services Report No. 20/2015 be received.
- (b) The Chief Executive Officer and Cr Steven Perryman are both endorsed as Council's representatives on the South East Local Government Association Limestone Coast Economic Diversification Group.

seconded

MOTIONS WITH NOTICE

MOTIONS WITHOUT NOTICE

Meeting closed at p.m.

MJT

FINANCIAL STATEMENT - Monthly Bank Reconciliation

as at 31/01/2015 \$	<u>GENERAL ACCOUNT (Westpac)</u>	as at 28/02/2015 \$
150,793.85 CR	OPENING BALANCE	258,894.16 CR
448,133.46	<u>PLUS</u> Receipts -	
601,081.65	Rates & Arrears	969,391.82
-	General	519,759.98
1,000,000.00	Receipt of Cash Advance Funds	
-	Transfer from CAD Loan 103	900,000.00
0.00	Transfer from Investment Funds	200,000.00
<u>2,049,215.11</u>	Transfer from Reserve Funds	<u>-</u>
		2,589,151.80
2,200,008.96 CR		2,848,045.96 CR
(640,512.62)	<u>LESS</u> Direct Debits to Bank Account -	
-	Payroll - 2 Pays processed in February (06/02 & 20/02)	(631,813.63)
-	Sundry	-
-	Transfer to Investment Funds	-
<u>(640,512.62)</u>	Transfer to CAD Loan 103	<u>-</u>
		(631,813.63)
1,559,496.34 CR		2,216,232.33 CR
(1,300,602.18)	<u>LESS</u> Expenditure Statement - \$	(1,540,310.68)
<u>\$258,894.16</u> CR	<u>CASH BALANCE</u>	<u>\$675,921.65</u> CR

BANK RECONCILIATION

259,576.04 CR	Balance as per Bank Statement	605,321.14 CR
14,724.36	<u>PLUS</u> Deposits not yet credited	76,707.05
(10,595.72)	<u>LESS</u> Deposits not yet reconciled	(3,988.38)
-	<u>LESS</u> Deposits not yet updated	0.00
-	<u>PLUS</u> Payments not yet reconciled	
<u>263,704.68</u> CR		<u>678,039.81</u> CR
(4,810.52)	<u>LESS</u> Unpresented Cheques & EFT's	(2,118.16)
<u>\$258,894.16</u> CR	<u>CASH BALANCE</u>	<u>\$675,921.65</u> CR

Current Interest Rate on Bank Account Balance is 0.01%

LGFA CAD LOAN 103

(400,000.00) DR	OPENING BALANCE	(1,400,000.00) DR
-	<u>PLUS</u> Deposits	448,994.47
(1,000,000.00)	<u>LESS</u> Withdrawals (Transfer to General Account)	(900,000.00)
-	Sundry	-
<u>\$ (1,400,000.00)</u> DR	<u>CASH BALANCE</u>	<u>(1,851,005.53)</u> DR

Current Interest Rate on CAD Loan Balance is 4.50%

as at 31/01/2015 \$	<u>FINANCIAL STATEMENT continued.....</u>	as at 28/02/2015 \$
	<u>INVESTMENT FUNDS (Local Government Finance Authority)</u>	
- CR	Opening Balance	325.47 CR
325.47	<u>PLUS</u> Deposits	648,669.00
	<u>PLUS</u> Accrued interest	
-	<u>LESS</u> Withdrawals (Transfer to Westpac)	(200,000.00)
-	Withdrawals (Transfer to CAD Loan 103)	(448,994.47)
<u>\$325.47</u> CR	CLOSING BALANCE	<u>\$0.00</u> CR

<u>DOWNSTREAM DRAINAGE FUNDS (Local Government Finance Authority)</u>		
171,323.16 CR	OPENING BALANCE	171,323.16 CR
-	<u>PLUS</u> Deposits	623.10
-	<u>LESS</u> Withdrawals	0.00
<u>\$171,323.16</u> CR	CLOSING BALANCE	<u>171,946.26</u> CR

INVESTMENT OF FUNDS

Investment Funds - all invested - 'At Call' at	2.25%
Reserve Funds - all invested - '90 Days' at	2.70%

as at 31/01/2015 \$	<u>LOAN FUNDS OWING (Local Government Finance Authority)</u>	as at 28/02/2015 \$
	Loan Purpose	
Opening Bal	Interest Rate	Maturity Date
144,359.28	101 RSL Bowls - Artificial Rink	16/03/2019
3,318,764.61	102 Library	15/06/2024
1,400,000.00	103 CAD - Variable Int Only	10/08/2015
0.00	104 CAD - Variable Int Only	17/06/2028
<u>\$4,863,123.89</u> DR		<u>\$5,314,129.42</u> DR

Prepared by:



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Finance Manager

Reviewed by:



.....
Chief Executive Officer

INFORMATION SERVICES

FEE OR CHARGE	DESCRIPTION AND COMMENTS	GST TREATMENT	1/7/2014	1/7/2015	NOTES
Council Documents	Access to Meetings and Documents - Code of Practice	Exempt	20c per sheet	20c per sheet	Reviewed with F.O.I. Statement
	Annual Financial Statements		20c per sheet	20c per sheet	
	Annual Report		Free of charge	Free of charge	
	Annual Business Plan (Draft)		20c per sheet	20c per sheet	
	Annual Business Plan and Budget		20c per sheet	20c per sheet	
	Annual Business Plan (Summary)		Free of charge	Free of charge	
	Assessment Record		20c per sheet	20c per sheet	
	Changes to a Council Rating System Report		Free of charge	Free of charge	
	Code of Conduct - Elected Members Policy		20c per sheet	20c per sheet	
	Code of Conduct - Employees Policy		20c per sheet	20c per sheet	
	Contracts and Tenders Policy		20c per sheet	20c per sheet	
	Council Agenda and Minutes		20c per sheet	20c per sheet	
	Council By-Laws		20c per sheet	20c per sheet	
	Delegations Register		20c per sheet	20c per sheet	
	Development Applications by Consent		20c per sheet	20c per sheet	
	Development Application Registers		20c per sheet	20c per sheet	
	Development Assessment Panel, Agenda and Minutes		20c per sheet	20c per sheet	
	Dog Register		20c per sheet	20c per sheet	
	Elected Members Allowances and Support Policy		20c per sheet	20c per sheet	
	Election Campaign Donations Returns		20c per sheet	20c per sheet	
	Information Statement for F.O.I.		20c per sheet	20c per sheet	
	Internal Review of Council Decisions Procedure		20c per sheet	20c per sheet	
	Members Conflict of Interest Guidelines		20c per sheet	20c per sheet	
	Notice of Meetings (Council/Committees/Panel)		20c per sheet	20c per sheet	
	Order Making Policy		20c per sheet	20c per sheet	
	Parking Register		20c per sheet	20c per sheet	
	Policy Manual		20c per sheet	20c per sheet	
	Public Consultation Policy		20c per sheet	20c per sheet	
	Rate Rebates Report		20c per sheet	20c per sheet	
	Rating Policy		20c per sheet	20c per sheet	
	Register of Annual Fees and Charges Levied by Council		20c per sheet	20c per sheet	
	Register of Community Land		20c per sheet	20c per sheet	
	Register of Employee's Salaries, Wages and Benefits		\$2.00 per entry	\$2.00 per entry	
	Register of Members Allowances and Benefits		\$2.00 per entry	\$2.00 per entry	
	Register of Members Interests		20c per sheet	20c per sheet	
	Register of Officer Interests		20c per sheet	20c per sheet	
	Register of Public Roads		20c per sheet	20c per sheet	
	Risk Management Identification Register		20c per sheet	20c per sheet	

FEE OR CHARGE	DESCRIPTION AND COMMENTS	GST TREATMENT	1/7/2014	1/7/2015	NOTES
Council Documents continued...	Standing and Community Committee Agendas and Minutes Statutory Resolutions and Statutory Appointments Register Strategic Management Plan - Future Directions 2002-2006 Supplementary Development Plans (previously on exhibition) Voters Roll	Exempt	20c per sheet 20c per sheet Free of charge 20c per sheet 20c per sheet	20c per sheet 20c per sheet Free of charge 20c per sheet 20c per sheet	
Freedom of Information	Application, access and review in relation to Council documents	Exempt	Statutory	Statutory	
Property Searches	Rate searches (section 7 & 187), certificates of liability & extracts from assessment book	Exempt	Statutory	Statutory	
Development Application Searches	Building or Planning documents - search/copy of (refer to Council Policy D160)	Taxable	\$31 Initial Fee (2 hours) \$44 per hour thereafter plus \$0.20c per page : A4 \$0.50 per page : A3 \$17.00 per A1 or \$14.00 per A2 plan	\$32 Initial Fee (2 hours) \$45 per hour thereafter plus \$0.20c per page : A4 \$0.50 per page : A3 \$17.00 per A1 or \$14.00 per A2 plan	Fee includes GST
Voters Roll	Supply of to candidates for election	Taxable	(1) combined rolls free of charge or as per photocopying fee structure	(1) combined rolls free of charge or as per photocopying fee structure	Statutory

LICENCES AND PERMITS

FEE OR CHARGE	DESCRIPTION AND COMMENTS	GST TREATMENT	1/7/2014	1/7/2015	NOTES
Diving	Diving Permits - per permit	Exempt	\$30.00	\$30.00	
Mobile Vendors	Permit for mobile ice cream & other food vendors	Exempt if raised under S188(1)(f) LGA Taxable if raised under S188(1)(a) LGA	\$720.00	\$755.00	
Outdoor Dining	One Setting (is up to) - 1 x table, 4 x chairs, 1x umbrella Additional chairs Additional tables Additional umbrellas	Exempt - raised under S188(1)(f) LGA	Fee is \$53 per annum per setting. Minimum charge is \$100.00 per annum \$12.00 per annum \$12.00 per annum \$12.00 per annum	Fee is \$54 per annum per setting. Minimum charge is \$100.00 per annum \$12.00 per annum \$12.00 per annum \$12.00 per annum	
Outdoor Displays	On footways (permit under LGA S.222)	S.222 LGA	\$53.00 per display unit	\$54.00 per display unit	GST applicable
Parking	Private Parking Areas Act Fees (When authorised by Council)	Exempt	Statutory	Statutory	
Road Closures	All applications and consents (inc. advertising fees charged) in relation to temporary road closures.	Exempt	Nil	Nil	

CORPORATE AND COMMUNITY SERVICES REPORT NO. 15/2015

**SUBJECT: SPORT AND RECREATION MAJOR CAPITAL WORKS PROGRAM –
REVIEW OF PROGRAM GUIDELINES**

REF: AF14/54

Goal: Building Communities
Strategic Objective: Encourage the empowerment of the community to lead and self manage their respective desires and aspirations.
Recognise and support our volunteers, community organisations and their sustainability as they continue to be the foundation of the community.

BACKGROUND

Council established this Program in 2010 to foster and assist the capital renewal/development of Sport and Recreation infrastructure within the City.

The Program has now operated for five (5) years and has been established on an annual call for funding basis, designed to replace ad-hoc applications to Council.

During deliberations on the 2014/2015 funding round it was recommended that a review of the program be conducted which would include:

- (i) Terms of Reference;
- (ii) the application format;
- (iii) acquittal process;
- (iv) the overall operation of the fund including:
 - annual allocations;
 - amounts applied for;
 - cost share details for each grant

PROGRAM GUIDELINES AND APPLICATION

In relation to points (i), (ii) and (iii) above attached are the current Program Guidelines and Program Application that is available from the Council website.

Members will note that the Program Guidelines indicate that preference will be given to applications:

- which aim to renovate, overhaul or repair existing buildings or facilities
- can demonstrate a high incidence of self help as evidenced by matching funding or significant in-kind contributions towards the project
- can demonstrate general compliance with other requirements within the guidelines i.e. provision of financial information etc.

The Program Guidelines also provide information on eligibility for the Program and the funding acquittal requirements of successful applicants.

PROGRAM FUNDING

Since inception the Program has received 35 applications to the value of \$967,434 for which Council has contributed \$415,000 to 22 different projects under the Program.

These projects are summarised below:

Year	Organisation	Project Description	Allocation \$	Total Annual Allocation \$
2010	MG Little Athletics	Purchase of timing gate	10,000	45,000
	Basketball Mount Gambier	Canteen/viewing area upgrade (stage 1)	20,000	
	Suttontown Tennis	Court fencing upgrade	15,000	
2011	Apollo Soccer	Fencing	12,242	100,000
	MG Softball League	Fencing	25,000	
	Basketball Mount Gambier	Clubroom upgrade (stage 2)	31,046	
	West Gambier Cricket	Turf wicket development	22,312	
	MG Tennis Club	Kitchen upgrade	9,400	
2012	LSE Hockey Association	Upgrade/replace playing surface	40,000	100,000
	MG Croquet	Upgrade kitchen & watering system	10,000	
	MG Netball Association	Netball shelters	20,000	
	Basketball Mount Gambier	Clubroom upgrade (stage 3)	30,000	
2013	West Gambier Football Club	Clubroom air-conditioning	11,000	100,000
	MG Greyhound	Well construction	11,000	
	MG Softball League	Clubroom upgrade	18,000	
	MG Tennis Club	Safety fencing / sun shelters	10,000	
	North Gambier Football/Netball	Vansittart Park Infrastructure Upgrades (Special Allocation)	50,000	
2014	West Gambier Football Club	Purchase/Install Rainwater Tanks	10,000	70,000
	East Gambier Sportsmen's Club	Re-roof Clubrooms	20,000	
	North Gambier Football Club	Upgrade Canteen/BBQ Shed	8,000	
	Mount Gambier Little Athletics	Upgrade Athletic Track	24,000	
	Blue Lake BMX Club	Re-roof Clubrooms	8,000	

Attached to this Report, for Members information are all previous annual Program Reports which detailed all matters associated with each application submitted including:

- overview of each application
- membership details of each organisation
- assessment of community benefit
- location or project
- project funding breakdown (contributions of each organisation to the Project)
- selection rationale summary (introduced for the 2014 round) which endeavours to summarise each applications compliance with the key criteria identified in the Program Guidelines i.e.
 - preference to renovate/repair facilities rather than construction of new facilities
 - preference to high incidences of self help / matching funding
 - previous contributions from the Program
 - general compliance with other Program requirements i.e. provision of financials etc.

Corporate and Community Services Report No. 15/2015 cont'd...

SUMMARY

The Selection Rationale Summary used for the 2014 Program which endeavours to provide a summarised assessment of the key criteria in the program guidelines is provided for general information:

No.	Application	Infrastructure Assessment	Contribution of Club/ Other Contributions		Guidelines Compliance			
		Infrastructure Priority	% Club Contribution	Other Contributions	Financial/Bank Statements	Quotations Provided	Previous / Level of Grants	
1	WGFC	2	2	-	1	1	2	8
2	EGSC	3	3	-	1	1	3	11
3	NGFC	2	3	1	1	-	1	8
4	Tennis	3	1	-	1	-	2	7
5	Athletics	3	1	1	1	1	2	9
6	BMX	3	0	-	1	1	3	8
Rating Legend	Renew of Existing 3		33% + 3	Yes 1	Provided 1	Provided 1	None Previously 3	
	Enhance/Add to Existing 2		16-33% 2	No 1	Not Provided 0	Not Provided 0	Moderate previously 2	
	New 1		1-16% 1				Significant previously 1	
			0 0					

For Members further information, for the years the Program has operated, there have never been any challenges/issues raised etc. reported to Council in respect of Councils annual allocations.

RECOMMENDATION

- (a) Corporate and Community Services Report No. 15/2015 be received.
- (b) for Council's consideration.



Grant HUMPHRIES
DIRECTOR – CORPORATE SERVICES

Sighted:



Mark McSHANE
CHIEF EXECUTIVE OFFICER



City of Mount Gambier

Sport and Recreation Major Capital Works Program

2014/2015 Guidelines

The aim of the City of Mount Gambier Sport and Recreation Major Capital Works Program is to foster and assist in the development and/or capital renewal of Sport and Recreation infrastructure, within the City.

For the 2014/2015 year, Council will again make available significant funds for allocation to eligible Sport and Recreation groups and organisations.

Applications for funding under the Sport and Recreation Major Capital Works Program, as a general rule, should be for projects with a minimum total project cost of \$10,000. An allocation of \$70,000 has been made in Councils 2014/2015 budget for distribution in this annual program.

As a general rule, preference will be given to applications which can demonstrate a high incidence of self help as evidenced by matching funds or significant in kind contributions by the organisation, towards the project.

The applicant's contributions for this purpose may include cash from the organisation's own resources, grants or funds from sponsors or other sources or in kind support in the form of labour or services. If the applicant's contribution includes a grant from another source, the applicant must provide evidence that the grant has been awarded or confirmed with an application under this program.

The following guidelines are provided to assist in the preparation of applications.

What Types of Projects are eligible for Program Funding ?

The types of projects which would be considered appropriate for Sport and Recreation Major Capital Works Program funding include :

- Capital renewal of existing asset infrastructure e.g. replace lighting, pitches, upgrade courts, capital repair of buildings, grounds etc.
- Capital upgrades to enhance existing asset infrastructure e.g. building extensions, rebuild structures, upgrade lighting, additional new facilities etc.
- New capital assets - to build/develop assets not previously provided e.g. new clubrooms, toilets, lighting, change rooms etc.
- Projects which are aimed at increasing the community usage of specific sport or recreation facilities.

In respect of projects involving buildings or infrastructure, preference will be given to applications which aim to renovate, overhaul or repair existing buildings or facilities, rather than the construction of new or additional facilities.

What is not eligible for Program Funding ?

Grants will not be awarded to fund :

- Routine or ongoing operating costs (staff wages, rent, electricity, water, insurance etc), the purchase of land or the repayment of financial loans.

- Projects which have already been commenced or completed prior to grants being awarded.
- Projects submitted by individuals.

Who can apply for Grant Funding ?

- Any Sport or Recreation organisation, which is based in the City of Mount Gambier area and who's activities are predominantly conducted within the City of Mount Gambier.
- Applicants **must** have a current Australian Business Number (**ABN**) issued by the Australian Taxation Office (ATO). Applications will not be considered unless the applicant has an ABN at the time of submitting the grant application.

Any individual or organisation can apply for an ABN very easily on-line via the Australian Business Register at <http://www.abr.gov.au/>

An organisation may only submit one application per annum.

Primary and Secondary schools are generally excluded from applying, unless they can demonstrate that their project is predominantly for the benefit of the wider community.

Payment Conditions of Grants :

- Grant funds will be paid to successful applicants following receipt by Council of evidence clearly demonstrating that the project has been completed (which may include payment receipts, a brief report, photographs of completed project) and that funds have been expended on the approved project.
- Council will consider, on written application in the manner outlined above, a claim for payment of Grant Funds for projects which are not fully completed. However the applicant must demonstrate that the project is substantively complete at the time of submitting the Claim.
- Payment will not be made for a completed project which is not the project detailed in the grant application.
- If the grant recipient is registered for GST, a tax invoice must accompany the Claim for payment.
- Claims for payment of Grant Funds must be submitted to Council by the end of the current financial year, or the grant may be forfeited. Claims for payment of a Grant which are received by Council after 30th June 2015 will not be considered under any circumstances.

Applications must be received by the Chief Executive Officer, City of Mount Gambier by 5.00 p.m. on the advertised closing date for the program.

Mark McSHANE
CHIEF EXECUTIVE OFFICER
City of Mount Gambier
Civic Centre
10 Watson Terrace
(P O Box 56)
MOUNT GAMBIER SA 5290
Email: city@mountgambier.sa.gov.au

CITY OF MOUNT GAMBIER
SPORT AND RECREATION MAJOR CAPITAL WORKS PROGRAM
APPLICATION

SECTION 1 - INFORMATION ABOUT YOUR ORGANISATION

1. **Name of Organisation**

2. **ABN (Mandatory)**

3. **Registered for GST ?** Yes No

4. **Address of Organisation**

Street Address :	
Suburb/Town :	Postcode :

5. **Postal Address**
(If different to Street Address)

Address :	
Suburb/Town :	Postcode :

6. **Contact Person**

Title : Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/>
First Name :
Surname :
Position :
Phone :
Mobile :
Email :

7. **Is your Club/Association registered for the StarClub Development Program** Yes No

8. **Is your Club/Association registered as a Good Sports Club?** Yes No

If yes, which Level: Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>			
Level 0 <input type="checkbox"/>	<small>(accreditation Level for clubs without a Liquor Licence)</small>		

9. **About Your Membership**
(Indicate numbers under each heading)

	Junior	Senior	Total
Male			
Female			
Total			

SECTION 2 - INFORMATION ABOUT YOUR PROJECT

(Please attach extra pages if insufficient space is provided)

1. Title of your Project

--

2. Describe what you are planning to do

3. Describe why you are doing it

4. Will the wider community benefit from your project, and how will they benefit?

5. Where will the project be conducted? (If the project involves construction)

If the construction is to occur on land owned by City of Mount Gambier, you **MUST** obtain approval from Council **PRIOR** to submitting this application, or your application will not be considered.

Address:

SECTION 3 - PROJECT COSTS, FUNDING SOURCES AND GRANT SOUGHT

PROJECT COSTS

A. Project Cash Expenses

Item (List all items and expenses you will have to pay for with cash)	Amount (Inc GST)
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Sub Total (A)

\$

B. Project In Kind Contributions

Item (List all items which are to be provided IN KIND toward your Project)	Estimated Value
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Sub Total (B)

\$

C. Project Voluntary Labour Contributions

Item (Provide an estimate of any voluntary labour directly involved in your Project)	Estimated Value
Skilled (Trade) Voluntary Labour	(hours) X \$45/hour = \$
Unskilled Voluntary Labour	(hours) X \$20/hour = \$

Sub Total (C)

\$

D. Total Project Cost (A + B + C)

\$

PROJECT FUNDING

	Amount
E. Your Organisation’s Cash Contribution	\$
F. Grant/s from other sources (Attach evidence that other grants have been awarded)	\$
G. Value of In Kind Contributions (Sub Total B from previous page)	\$
H. Value of Voluntary Labour (Sub Total C from previous page)	\$
I. Value of Grant Requested from Council	\$
J. Total Project Funding (E + F + G + H + I)	\$

[The Total Costs at (D) must equal the Total Funding at (J)]

The following documents for your organisation must be attached to this application :

1. Most recent annual financial statements (do not have to have been audited).
2. All bank statements for the last 3 months up to the current date.

Please note that applications which are not accompanied by these documents will not be considered.

REDUCED GRANT VALUE

1. Will your Organisation be able to proceed with the Project if Council awards a Grant of a lower value than that requested in (I) above ?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
------------------------------	-----------------------------

2. If your Project can still proceed with a lower value Grant, how will you meet the funding shortfall for the Project ?

Signature :	<input type="text"/>
Name :	<input type="text"/>
Position :	<input type="text"/>
Date :	<input type="text"/>

Applications may be lodged at the Council Office, Civic Centre, 10 Watson Terrace, posted to P O Box 56, Mount Gambier SA 5290 or emailed to city@mountgambier.sa.gov.au but must be received by Council by **5.00 p.m. on Friday, 7th November, 2014.**

CORPORATE AND COMMUNITY SERVICES REPORT NO. 67/2014

SUBJECT: SPORT AND RECREATION MAJOR CAPITAL WORKS PROGRAM 2014/15

REF: AF14/54

Goal: Building Communities

*Strategic Objective: (i) Encourage the development of community facilities and infrastructure, community events and active and safe community spaces through direct support, seeking funding, facilitation etc.
(ii) Recognise and support our volunteers, community organisations and their sustainability as they continue to be the foundation of the community.*

BACKGROUND

Council had previously resolved to provide an allocation in the annual budget to establish a Sport and Recreation Major Capital Works Program and once established, publicly call for applications.

The 2014/2015 Budget provides an amount of \$70,000 for this Program.

The Sport and Recreation Major Capital Works Program was publicly advertised during October, 2014 and at close of applications on 7th November, 2014, the following applications were received;

Applications Received - Overview

1. West Gambier Football Club
Project Title: Rainwater Tank Purchase / Installation
Total Project Cost: \$15,758
Contribution Requested: \$10,858
 2. East Gambier Sportsmens Club
Project Title: Clubhouse re-roofing
Total Project Cost: \$39,988
Contribution Requested: \$20,000
 3. North Gambier Football Club
Project Title: Canteen and BBQ Shed Upgrade
Total Project Cost: \$50,000
Contribution Requested: \$12,000
 4. Mount Gambier Tennis Club
Project Title: Court Fencing Upgrade
Total Project Cost: \$21,310
Contribution Requested: \$18,810
 5. Mount Gambier and Districts Little Athletics Centre
Project Title: Athletic Track Upgrade
Total Project Cost: \$116,572
Contribution Requested: \$26,072
 6. Blue Lake BMX Club
Project Title: Clubhouse re-roofing
Total Project Cost: \$14,838
Contribution Requested: \$14,838
- Total Grants/sought: \$103,078

Corporate and Community Services Report No. 67/2014 cont'd...

Application Guidelines

The criteria developed for the Program Guidelines includes the following (in brief);

- minimum total project cost of \$10,000
- preference to high incidence of self help
- preference to matching funds or significant in-kind contribution by the applicant
- priority for capital renewal or upgrade of existing assets rather than enhancement/additions or new assets
- for projects aimed at increasing community usage of sport and recreation facilities
- not for operating costs, the purchase of land or repayment of loans
- not for projects already commenced or completed
- not for projects submitted by individuals
- claims for payment to be submitted by end of financial year.

A copy of the guidelines and application form developed for the 2014/2015 Program are provided for further information.

Section 1: Membership Details

		Junior		Senior		Total		Grand Total
		M	F	M	F	M	F	
1	WGFC	300	200	300	150	600	350	950
2	EGSC	178	56	190	110	368	166	534
3	NGFC	100	60	200	100	300	160	460
4	MG Tennis	29	18	26	24	55	42	97
5	MG Little Athletics	119	117			119	117	236
6	BMX	30	18	20	2	50	20	70

Section 2: The Project

	Community Benefit	High	Average	Low
1	WGFC	✓		
2	EGSC	✓		
3	NGFC	✓		
4	MG Tennis		✓	
5	MG Little Athletics	✓		
6	BMX		✓	

Location

1	WGFC	Malseed Park Reserve (Council Owned)
2	EGSC	McDonald Park (Council Owned)
3	NGFC	Vansittart Park (Council Owned)
4	MG Tennis	Heriot Street Courts (Privately Owned)
5	MG Little Athletics	Mount Gambier High School (Education Department)
6	BMX	Hastings Cunningham Reserve (Council Owned)

Corporate and Community Services Report No. 67/2014 cont'd...

Section 3: Project Funding

	Funding Breakdown	Cash \$	In Kind \$	Voluntary \$	Grant Requested \$	Total \$
1	WGFC	2,000	750	2,150	10,858	15,758
2	EGSC	8,693	11,295	-	20,000	39,988
3	NGFC (see footnote)	10,000	2,500	10,000	12,500	50,000 *
4	MG Tennis	500	-	2,000	18,810	21,310
5	MG Little Athletics (see footnote)	15,000	-	-	26,072	116,572 *
6	BMX	-	-	-	14,838	14,838

* North Gambier Football Club have secured additional project funding of \$15,000

* Mount Gambier Little Athletics have secured additional project funding:

- Recreation and Sport Facilities Grant of \$50,000
- Mount Gambier High School \$20,000
(support letters provided)

		Percentage Contribution by Proponent to Project		
		Cash %	In Kind/Voluntary %	Total %
1	WGFC	2,000	2,900	31%
2	EGSC	8,693	11,295	50%
3	NGFC	10,000	12,500	45%
4	MG Tennis	500	2,000	12%
5	MG Little Athletics	15,000	-	13%
6	BMX	-	-	0%

Other Funding Requirements - Provision of Further Information

		Financial Statements	Current Bank Statements	Quotations Received	Ability for project to proceed if funding shortfall
1	WGFC * (see footnote)	✓	✓	✓	No
2	EGSC	✓	✓	✓	Yes
3	NGFC *	✓	✓		Yes
4	MG Tennis	✓	✓		Yes
5	MG Little Athletics	✓	✓	✓	Yes
6	BMX	✓	✓	✓	Yes

* 2013 Financial Statements only provided

Corporate and Community Services Report No. 67/2014 cont'd...

Previous Years Allocations

Year	Organisation	Amount \$	Total Program Annual Allocated \$
2010	Mount Gambier Little Athletics	10,000	
	Basketball Mount Gambier	20,000	
	Suttontown Tennis	15,000	45,000
2011	Apollo Soccer	12,242	
	Mount Gambier Softball	25,000	
	Basketball Mount Gambier	31,046	
	West Gambier Cricket	22,312	
	Mount Gambier Tennis	9,400	100,000
2012	Lower South East Hockey	40,000	
	Mount Gambier Croquet	10,000	
	Mount Gambier Netball Association	20,000	
	Basketball Mount Gambier	30,000	100,000
2013	West Gambier Football Club	11,000	
	MG Greyhound	11,000	
	MG Softball League	18,000	
	MG Tennis Club	10,000	
	North Gambier Football/Netball	50,000	100,000

Selection Rationale

The following application assessment rationale has been developed (based on the program guidelines) which in turn has influenced the recommended grant allocations.

No.	Application	Infrastructure Assessment	Contribution of Club/ Other Contributions		Guidelines Compliance			
		Infrastructure Priority	% Club Contribution	Other Contributions	Financial/Bank Statements	Quotations Provided	Previous / Level of Grants	
1	WGFC	2	2	-	1	1	2	8
2	EGSC	3	3	-	1	1	3	11
3	NGFC	2	3	1	1	-	1	8
4	Tennis	3	1	-	1	-	2	7
5	Athletics	3	1	1	1	1	2	9
6	BMX	3	0	-	1	1	3	8
Rating Legend	Renew of Existing 3		33% + 3	Yes 1	Provided 1	Provided 1	None Previously 3	
	Enhance/Add to Existing 2		16-33% 2	No 1	Not Provided 0	Not Provided 0	Moderate previously 2	
	New 1		1-16% 1				Significant previously 1	
			0 0					

RECOMMENDATION

- (a) Corporate and Community Services Report No. 67/2014 be received;

Corporate and Community Services Report No. 67/2014 cont'd...

(b) the \$70,000 allocated for distribution to the 2014/2015 Sport and Recreation Major Capital Works Program, be distributed as follows:

1. West Gambier Football Club	\$10,000
2. East Gambier Sportsmens Club	\$20,000
3. North Gambier Football Club	\$8,000
4. Mount Gambier Little Athletics Centre	\$24,000
5. Blue Lake BMX Club	<u>8,000</u>
Total	<u>\$70,000</u>

(c) All applicants be advised accordingly.



Barbara CERNOVSKIS
MANAGER - COMMUNITY SERVICES AND DEVELOPMENT

Sighted:



Mark McSHANE
CHIEF EXECUTIVE OFFICER

11th November, 2014
MJT

CORPORATE AND COMMUNITY SERVICES REPORT NO. 47/2013

SUBJECT: SPORT AND RECREATION MAJOR CAPITAL WORKS PROGRAM 2013/14

REF: AF13/95

Goal: Building Communities

*Strategic Objective: (i) Encourage the development of community facilities and infrastructure, community events and active and safe community spaces through direct support, seeking funding, facilitation etc.
(ii) Recognise and support our volunteers, community organisations and their sustainability as they continue to be the foundation of the community.*

BACKGROUND

Council had previously resolved to provide an allocation in the annual budget to establish a Sport and Recreation Major Capital Works Program and once established, publicly call for applications.

The 2013/2014 Budget provides an amount of \$50,000 for this Program.

The Sport and Recreation Major Capital Works Program was publicly advertised during July/August, 2013 and at close of applications on 23rd August, 2013, the following applications were received;

Applications Received - Overview

1. Mount Gambier Softball League
Project Title: Kitchen Upgrade
Total Project Cost: \$21,348
Contribution Requested: \$20,000
2. Mount Gambier Greyhound Racing and Coursing Club
Project Title: Water Supply Well Construction
Total Project Cost: \$22,087
Contribution Requested: \$11,043
3. West Gambier Football Club
Project Title: Install Air-conditioning Units in Clubrooms
Total Project Cost: \$64,982
Contribution Requested: \$11,013
4. Blue Lake BMX Club
Project Title: Track Completion Project
Total Project Cost: \$36,668
Contribution Requested: \$20,000
5. Mount Gambier Tennis Club
Project Title: Sun Protection and Fence Safety OHS
Total Project Cost: \$13,300
Contribution Requested: \$11,000
6. Blue Lake Gymnastic Club Inc.
Project Title: Storage Shed
Total Project Cost: \$25,130
Contribution Requested: \$18,450
7. Mount Gambier and District Baseball League

Corporate and Community Services Report No. 47/2013 cont'd...

Project Title: Facilities Upgrade
 Total Project Cost: \$20,693
 Contribution Requested: \$10,000

Total Grants/sought: \$101,506

Application Guidelines

The criteria developed for the Program Guidelines includes the following (in brief);

- minimum total project cost of \$10,000
- preference to high incidence of self help
- preference to matching funds or significant in-kind contribution by the applicant
- for capital renewal or upgrade of existing assets or for new capital assets
- for projects aimed at increasing community usage of sport and recreation facilities
- not for operating costs, the purchase of land or repayment of loans
- not for projects already commenced or completed
- not for projects submitted by individuals
- claims for payment to be submitted by end of financial year.

A copy of the guidelines and application form developed for the 2013/2014 Program are provided for further information.

Section 1: Membership Details

		Junior		Senior		Total		Grand Total
		M	F	M	F	M	F	
1	Softball		100		150		250	250
2	Greyhounds	15	5	70	30	85	35	120
3	West Gambier Football Club	110	50	200	170	310	220	530
4	BMX	20	10	10	6	30	16	46
5	Tennis	22	27	39	34	61	61	122
6	Gymnastics	19	53	1	3	20	56	76
7	Baseball	180	30	180	10	360	40	400

Section 2: The Project

	Community Benefit	High	Average	Low
1	Softball	✓		
2	Greyhounds		✓	
3	West Gambier Football Club	✓		
4	BMX		✓	
5	Tennis		✓	
6	Gymnastics		✓	
7	Baseball		✓	

Corporate and Community Services Report No. 47/2013 cont'd...

Location

1	Softball	Blue Lake Sports Park (Council Owned)
2	Greyhounds	Greyhound Club (Privately Owned)
3	West Gambier Football Club	Malseed Park Reserve (Council Owned)
4	BMX	Hastings Cunningham Reserve (Council Owned)
5	Tennis	Heriot Street Courts (Privately Owned)
6	Gymnastics	Malseed Park (Council Owned)
7	Baseball	Blue Lake Sports Park (Council Owned)

Section 3: Project Funding

	Funding Breakdown	Cash \$	In Kind \$	Voluntary \$	Grant Requested \$	Total \$
1	Softball	1,348			20,000	21,348
2	Greyhounds	11,044			11,043	22,087
3	West Gambier Football Club *	10,000		1,600	11,013	64,982
4	BMX *	16,668			20,000	36,668
5	Tennis	1,000		1,300	11,000	13,300
6	Gymnastics	5800	480	400	18,450	25,130
7	Baseball	10,693			10,000	20,693

* Notes: West Gambier Football Club: Have received a Federal Government "Community Energy Efficiency" Grant for the balance of the cost of the Project (\$43,369).

BMX: Application only refers to the sealing works - considerable pre and post works to be completed by Club.

		Percentage Contribution by Proponent to Project		
		Cash %	In Kind/Voluntary %	Total %
1	Softball	6	0	6
2	Greyhounds	50	0	50
3	West Gambier Football Club	81	2.5	83.5
4	BMX	45	0	45
5	Tennis	7.5	10	17.5
6	Gymnastics	23	3.5	26.5
7	Baseball	52	0	52

Other Funding Requirements - Provision of Further Information

		Financial Statements	Current Bank Statements	Quotations Received	Ability for project to proceed if funding shortfall
1	Softball	✓	✓	✓	No
2	Greyhounds	✓	✓	✓	No
3	West Gambier Football Club	✓	✓	✓	No
4	BMX	✓	✓	✓	Yes
5	Tennis	✓	✓	-	Yes
6	Gymnastics	✓	✓	-	Yes
7	Baseball	✓	✓	-	Yes

Corporate and Community Services Report No. 47/2013 cont'd...

Previous Years Allocations

Year	Organisation	Amount \$	Total Program Annual Allocated \$
2010	Mount Gambier Little Athletics	10,000	
	Basketball Mount Gambier	20,000	
	Suttontown Tennis	15,000	45,000
2011	Apollo Soccer	12,242	
	Mount Gambier Softball	25,000	
	Basketball Mount Gambier	31,046	
	West Gambier Cricket	22,312	
	Mount Gambier Tennis	9,400	100,000
2012	Lower South East Hockey	40,000	
	Mount Gambier Croquet	10,000	
	Mount Gambier Netball Association	20,000	
	Basketball Mount Gambier	30,000	100,000
2013			50,000

Selection Rationale

Greyhound Club project will result in a major cost saving for the Club - half the project self funded.

The West Gambier Football Club Rooms have been identified as a safe haven in event of a regional disaster - majority of funding for the project has been obtained from a Federal Government Community Energy Efficiency Program Grant - West Gambier Football Club matching the requesting Council construction.

In addition to the above, neither of the above Associations have received previous funding under the Program, show a high incidence of self help and have therefore been recommended to be funded.

The Softball Application is in part upgrading the "food safe" requirements of their premises which are used by others as well as Softball. The Association has been extremely proactive over recent times securing the 2014 State Junior Championships.

The Tennis Application resolves some OHS&W issues that the Club has in addition to providing some sun shade protection for players/spectators.

The remainder of the applications remain unfunded:

- Gym Club - storage shed
- Baseball - storage sheds, electrical
- BMX - further track upgrade

RECOMMENDATION

- (a) Corporate and Community Services Report No. 47/2013 be received;
- (b) the \$50,000 allocated for distribution to the 2013/2014 Sport and Recreation Major Capital Works Program, be distributed as follows:

Corporate and Community Services Report No. 47/2013 cont'd...

1.	West Gambier Football Club	\$11,000
2.	Mount Gambier Greyhound and Coursing Club	\$11,000
3.	Mount Gambier Softball League	\$18,000
4.	Mount Gambier Tennis Club	<u>\$10,000</u>
	Total	<u>\$50,000</u>

(c) All applicants be advised accordingly.



Grant HUMPHRIES
DIRECTOR - CORPORATE SERVICES

Sighted:



Mark McSHANE
CHIEF EXECUTIVE OFFICER

28th August, 2013
MJT

CORPORATE AND COMMUNITY SERVICES REPORT NO. 41/2012

SUBJECT: SPORT AND RECREATION MAJOR CAPITAL WORKS PROGRAM 2012/13

REF: AF12/194

Goal: Building Communities

*Strategic Objective: (i) Encourage the development of community facilities and infrastructure, community events and active and safe community spaces through direct support, seeking funding, facilitation etc.
(ii) Recognise and support our volunteers, community organisations and their sustainability as they continue to be the foundation of the community.*

BACKGROUND

Council had previously resolved to provide an allocation in the annual budget to establish a Sport and Recreation Major Capital Works Program and once established, publicly call for applications.

The 2012/2013 Budget provides an amount of \$100,000 for this Program.

The Sport and Recreation Major Capital Works Program was publicly advertised during August, 2012 and at close of applications on 14th September, 2012, the following applications were received;

Applications Received - Overview

1. Blue Lake Golf Club
Project Title: Extension to Buggy Shed
Total Project Cost: \$46,503
Contribution Requested: \$22,000
2. Lower South East Hockey Association
Project Title: Upgrade/replace hockey playing surface
Total Project Cost: \$574,027
Contribution Requested: \$140,000 (\$40,000 cash)
3. Mount Gambier Croquet Club
Project Title: Upgrade to kitchen/watering system
Total Project Cost: \$11,770
Contribution Requested: \$10,370
4. Mount Gambier Netball Association
Project Title: Netball Shelters
Total Project Cost: \$57,544
Contribution Requested: \$25,000
5. Mount Gambier Cycling and Triathlon Club
Project Title: Cleaning of Velodrome
Total Project Cost: \$4,900
Contribution Requested: \$4,300
6. Mount Gambier Softball League
Project Title: Canteen/Clubroom Upgrade
Total Project Cost: \$51,605
Contribution Requested: \$38,805

Corporate and Community Services Report No. 41/2012 cont'd...

7. Mount Gambier Tennis Club
 Project Title: Tennis Court Painting
 Total Project Cost: \$13,150
 Contribution Requested: \$9,750
8. Basketball Mount Gambier
 Project Title: Clubroom Upgrade (Stage 3)
 Total Project Cost: \$49,582
 Contribution Requested: \$31,013
9. West Gambier Football Club
 Project Title: Electrical Upgrade
 Total Project Cost: \$17,821
 Contribution Requested: \$10,000
10. Tenison Woods College
 Project Title: Upgrade of Soccer Facilities
 Total Project Cost: \$29,360
 Contribution Requested: \$20,000
- Total Grants/sought: \$211,238

Application Guidelines

The criteria developed for the Program Guidelines includes the following (in brief);

- minimum total project cost of \$10,000
- preference to high incidence of self help
- preference to matching funds or significant in-kind contribution by the applicant
- for capital renewal or upgrade of existing assets or for new capital assets
- for projects aimed at increasing community usage of sport and recreation facilities
- not for operating costs, the purchase of land or repayment of loans
- not for projects already commenced or completed
- not for projects submitted by individuals
- claims for payment to be submitted by end of financial year.

A copy of the guidelines and application form developed for the 2012/2013 Program are provided for further information.

Section 1: Membership Details

		Junior		Senior		Total		Grand Total
		M	F	M	F	M	F	
1	Golf	-	-	128	32	128	32	160
2	Hockey	138	154	266	276	404	430	834
3	Croquet	-	-	10	22	10	22	32
4	Netball	-	495	-	279	-	774	774
5	Cycling and Triathlon	18	7	109	11	127	18	145
6	Softball	-	100	-	150	-	250	250
7	Tennis	32	30	22	23	54	53	107
8	Basketball	200	170	150	125	350	295	645
9	Football	440	-	247	43	687	43	730
10	Tenison (Soccer)							?

Corporate and Community Services Report No. 41/2012 cont'd...

Section 2: The Project

	Community Benefit:	High	Average	Low
1	Golf		✓	
2	Hockey	✓		
3	Croquet		✓	
4	Netball	✓		
5	Cycling and Triathlon		✓	
6	Softball		✓	
7	Tennis		✓	
8	Basketball	✓		
9	Football		✓	
10	Tenison (Soccer)		✓	

Location

1	Golf	Blue Lake Golf Course (Council Owned)
2	Hockey	Blue Lake Sports Park (Council Owned)
3	Croquet	Malseed Park Reserve (Council Owned)
4	Netball	Olympic Park (Council Owned)
5	Cycling and Triathlon	Blue Lake Sports Park (Council Owned)
6	Softball	Blue Lake Sports Park (Council Owned)
7	Tennis	Heriot Street Courts (Private)
8	Basketball	Icehouse Stadium (Council Owned)
9	Football	Malseed Park Reserve (Council Owned)
10	Tenison (Soccer)	Tenison Woods College (Private)

Section 3: Project Funding

	Funding Breakdown	Cash \$	In Kind \$	Voluntary \$	Grant Requested \$	Total \$
1	Golf	22,053	-	2,450	22,000	46,503
2	Hockey *	397,693	29,334	7,000	140,000	574,027
3	Croquet	1,000	-	400	10,370	11,770
4	Netball *	25,000	-	5,000	25,000	55,000
5	Cycling and Triathlon	-	-	600	4,300	4,900
6	Softball	12,000	-	800	38,805	51,605
7	Tennis	1,000	-	2,400	9,750	13,150
8	Basketball	4,500	6,885	7,185	31,012	49,582
9	Football	6,021	1,500	300	10,000	17,821
10	Tenison (Soccer)	4,510	2,350	2,500	20,000	29,360

* Both application are for elements of an overall project i.e.

Hockey: Replacement of playing base and underground watering system (this application)
Total Cost: \$537,000

Netball: Re-orientation and resurfacing of courts and installation of shelters (this application).
Total Cost: \$476,000
Includes \$170,000 Government Grant

Corporate and Community Services Report No. 41/2012 cont'd...

		Percentage Contribution by Proponent to Project	
		Cash %	In Kind/Voluntary %
1	Golf	47	53
2	Hockey	69	76
3	Croquet	9	12
4	Netball	45	55
5	Cycling and Triathlon	0	12
6	Softball	23	25
7	Tennis	8	26
8	Basketball	9	37
9	Football	34	44
10	Tenison (Soccer)	15	32

Other Funding Requirements - Provision of Further Information

		Financial Statements	Current Bank Statements	Quotations Received	Ability for project to proceed if funding shortfall
1	Golf	✓	✓	x	✓
2	Hockey	✓	✓	✓	✓
3	Croquet	✓	✓	✓	x
4	Netball	✓	✓	✓	✓
5	Cycling and Triathlon	x	x	x	✓
6	Softball	✓	✓	✓	✓
7	Tennis	✓	✓	x	✓
8	Basketball	✓	✓	x	x
9	Football	✓	✓	✓	✓
10	Tenison (Soccer)	✓	x	✓	✓

Previous Years Allocations

Year	Organisation	Amount	Total Program Annual Allocated
2010	Mount Gambier Little Athletics	10,000	
	Basketball Mount Gambier	20,000	
	Suttontown Tennis	15,000	45,000
2011	Apollo Soccer	12,242	
	Mount Gambier Softball	25,000	
	Basketball Mount Gambier	31,046	
	West Gambier Cricket	22,312	
	Mount Gambier Tennis	9,400	100,000

Selection Rationale

In addition to how the applicants addressed the Program guidelines (detailed above) the following commentary is provided in relation to the successful applications:

- Hockey and Netball projects are related to significant infrastructure upgrades and financial commitments from both Associations
- Hockey, Netball and Croquet projects are critical to ensure playing surfaces are available to their memberships
- Basketball and Croquet projects are required to maintain health, safety standards and comply with building code (access) standards

Corporate and Community Services Report No. 41/2012 cont'd...

- Basketball is phase three of a three phase upgrade plan
- Basketball is the only Association that has previously been funded under the Program, this allocation being the final phase of their three (3) phase upgrade plan
- all recommended projects are for projects of a capital nature rather than for operational expenditure
- the capacity of each applicant to raise funds

RECOMMENDATION

- (a) Corporate and Community Services Report No. 41/2012 be received;
- (b) the \$100,000 allocated for distribution to the 2012/2013 Sport and Recreation Major Capital Works Program, be distributed as follows:

1. Lower South East Hockey Association	\$40,000
2. Mount Gambier Croquet Club	\$10,000
3. Mount Gambier Netball Association	\$20,000
4. Basketball Mount Gambier	<u>\$30,000</u>
Total	<u>\$100,000</u>

- (c) All applicants be advised accordingly.



Grant HUMPHRIES
DIRECTOR - CORPORATE AND COMMUNITY SERVICES

Sighted:



Mark McSHANE
CHIEF EXECUTIVE OFFICER

19th September, 2012
MJT

(Refer Item of Corporate and Community Services Minutes)

CORPORATE AND COMMUNITY SERVICES REPORT NO. 42/2011

SUBJECT: SPORT AND RECREATION MAJOR CAPITAL WORKS PROGRAM 2011/12

REF: AF11/766

Goal: Building Communities

Strategy: Infrastructure

Operational Activity: Support the community's development through direct access to Council funding, facilitation and in kind support.

BACKGROUND

Council had previously resolved to provide an allocation in the annual budget to establish a Sport and Recreation Major Capital Works Program and once established, publicly call for applications.

The 2011/2012 Budget provided an amount of \$135,000 (1% of previous years rate revenue) however this was subsequently reduced to \$100,000 during the Budget Determination process.

The Sport and Recreation Major Capital Works Program was publicly advertised during July, 2011 and at close of nominations on 26th August, 2011, the following applications were received;

Applications Received - Overview

1. Apollo Soccer Club
Project Title: Erect Fencing
Total Project Cost: \$25,142
Contribution Requested: \$12,242

2. Mount Gambier Softball Association
Project Title: Fencing around Diamond 3
Total Project Cost: \$37,248
Contribution Requested: \$25,000

3. Basketball Mount Gambier
Project Title: Clubroom Upgrade
Total Project Cost: \$102,922
Contribution Requested: \$54,222

Note: Stage 2 Clubroom Upgrade (Viewing Area)
Project Cost: \$59,846
Contribution: \$31,046

Stage 3 Clubroom Upgrade (Toilets)
Project Cost: \$43,076
Contribution Requested: \$23,176

4. West Gambier Cricket Club
Project Title: Turf Wicket Ground Redevelopment
Total Project Cost: \$74,915
Contribution Requested: \$36,505

Corporate and Community Services Report No. 42/2011 cont'd...

5. Mount Gambier Tennis Club
 Project Title: Kitchen Upgrade
 Total Project Cost: \$12,750
 Contribution Requested: \$9,400

6. Blue Lake Gymnastics Club
 Project Title: Extension to Existing Facility
 Total Project Cost: \$27,111
 Contribution Requested: \$16,311

Application Guidelines

The criteria developed for the Program Guidelines includes the following (in brief);

- minimum total project cost of \$10,000
- preference to high incidence of self help
- preference to matching funds or significant in-kind contribution by the applicant
- for capital renewal or upgrade of existing assets or for new capital assets
- for projects aimed at increasing community usage of sport and recreation facilities
- not for operating costs, the purchase of land or repayment of loans
- not for projects already commenced or completed
- not for projects submitted by individuals
- claims for payment to be submitted by end of financial year.

A copy of the guidelines and application form developed for the 2011/2012 Program are provided for further information.

Section 1: Membership Details

		Junior		Senior		Total		Grand Total
		M	F	M	F	M	F	
1	Soccer	60	1	300	50	260	51	411
2	Softball	-	100	-	150	-	250	250
3	Basketball	196	161	143	124	339	285	624
4	Cricket	66	12	58	40 *	114	52	166
5	Tennis	32	30	22	23	54	53	107
6	Gymnastics	25	60	-	-	25	60	85

* Non Playing Members

Section 2: The Project

		Sufficiently Detailed Application
1	Soccer	✓
2	Softball	✓
3	Basketball	✓
4	Cricket	✓
5	Tennis	✓
6	Gymnastics	✓

Corporate and Community Services Report No. 42/2011 cont'd...

	Community Benefit:	High	Average	Low
1	Soccer	✓		
2	Softball	✓		
3	Basketball	✓		
4	Cricket		✓	
5	Tennis		✓	
6	Gymnastics		✓	

Location

1	Soccer	Hastings Cunningham Reserve (Council Owned)
2	Softball	Blue Lake Sports Park (Council Owned)
3	Basketball	"Ice House" Basketball Stadium (Council Owned)
4	Cricket	Malseed Park Reserve (Council Owned)
5	Tennis	Heriot Street Courts (Privately Owned)
6	Gymnastics	Malseed Park Reserve (Council Owned)

Section 3: Project Funding

	Funding Breakdown	Cash \$	In Kind \$	Voluntary \$	Grant Requested \$	Total \$
1	Soccer	10,000*	1,500	1,400	12,242	25,142
2	Softball	12,248	-	-	25,000	37,248
3	Basketball	15,000	9,200	24,500	54,222	102,922
4	Cricket	20,000	12,950	5,460	36,505	74,915
5	Tennis	1,000	-	2,350	9,400	12,750
6	Gymnastics	10,000	-	800	16,311	27,111

* Includes State Government Grant of \$7,000

		Percentage Contribution by Proponent to Project
1	Soccer	49%
2	Softball	67%
3	Basketball	53%
4	Cricket	49%
5	Tennis	73%
6	Gymnastics	60%

Other Funding Requirements - Provision of Further Information

		Financial Statements	Current Bank Statements	Quotations Received	Ability for project to proceed if funding shortfall
1	Soccer	✓	✓	✓	Yes
2	Softball	✓	✓	✓	No
3	Basketball	✓	✓	✓	Yes *
4	Cricket	✓	✓	-	Yes
5	Tennis	✓	✓	-	Yes
6	Gymnastics	✓	✓	✓	Yes

* Ability to "stage" the Project

Corporate and Community Services Report No. 42/2011 cont'd...

YEAR	DESCRIPTION		
2010	Basketball	Little Athletics	Suttontown Tennis
Amount	20,000	10,000	15,000

RECOMMENDATION

- (a) Corporate and Community Services Report No. 42/2011 be received;
- (b) the \$100,000 allocated for distribution to the 2011/2012 Sport and Recreation Major Capital Works Program, be distributed as follows:

1.	Apollo Soccer Club (full allocation)	\$12,242
2.	Mount Gambier Softball Association (full allocation)	\$25,000
3.	Basketball Mount Gambier (Stage 2 only)	\$31,046
4.	West Gambier Cricket Club (partial allocation only)	\$22,312
5.	Mount Gambier Tennis Club (full allocation)	\$9,400
6.	Blue Lake Gymnastics Club	<u>Nil</u>
	Total	<u>\$100,000</u>

- (c) All applicants be advised accordingly.



Grant HUMPHRIES
DIRECTOR - CORPORATE AND COMMUNITY SERVICES

Sighted:



Greg MULLER
CHIEF EXECUTIVE OFFICER

2nd September, 2011
MJT

(Refer Item of Corporate and Community Services Minutes)

CORPORATE AND COMMUNITY SERVICES REPORT NO. 57/2010

SUBJECT: SPORT AND RECREATION MAJOR CAPITAL WORKS PROGRAM 2010/11

REF: 185/6/8

Goal: Building Communities

Strategy: Infrastructure

Operational Activity: Support the community's development through direct access to Council funding, facilitation and in kind support.

BACKGROUND

Council had previously resolved to provide an allocation in the annual budget to establish a Sport and Recreation Major Capital Works Program and once established, publicly call for applications.

The draft 2010/2011 Budget provided an amount of \$122,000 (1% of previous years rate revenue) however this was reduced to \$71,000 then further reduced to \$30,000 due to the fact that this Budget line provided for some ongoing existing commitments totaling \$41,000.

The Sport and Recreation Major Capital Works Program was publicly advertised during August/September, 2010 and at close of nominations on 17th September, 2010, the following applications were received;

Applications Received

1. Lower South East Hockey Association
Project Title: Spectator Pavillion (NEW CAPITAL)
Total Project Cost: \$38,650
Contribution Requested: \$27,860
2. Mount Gambier and Districts Little Athletics Centre
Project Title: Athlete Timing Gate System (NEW CAPITAL)
Total Project Cost: \$15,000
Contribution Requested: \$10,000
3. Suttontown Tennis Club
Project Title: Tennis Court Fencing Upgrade (CAPITAL RENEWAL)
Total Project Cost: \$23,316
Contribution Requested: \$20,000
4. Mount Gambier Softball Association
Project Title: Upgrade Power / Build Scoring Facilities / Grandstand Drainage / Pitching Practice Nets (CAPITAL RENEWAL / NEW CAPITAL)
Total Project Cost: Not indicated
Contribution Requested: Not indicated
5. Basketball Mount Gambier
Project Title: Clubroom/Canteen Upgrade to meet food safety (CAPITAL UPGRADES)
Total Project Cost: \$41,070
Contribution Requested: \$22,260

Corporate and Community Services Report No. 57/2010 cont'd...

6.	Blue Lake BMX Club	
	Project Title:	Blue Lake BMX Club Facility Upgrade (CAPITAL RENEWAL / UPGRADES)
	Total Project Cost:	\$592,740
	Contribution Requested:	\$263,590
	Priority One:	\$130,435
	Priority Two:	\$70,000
	Priority Three:	\$63,155

Application Guidelines

The criteria developed for the Program Guidelines includes the following (in brief);

- minimum total project cost of \$20,000
- preference to high incidence of self help
- preference to matching funds or significant in-kind contribution by the applicant
- for capital renewal or upgrade of existing assets or for new capital assets
- for projects aimed at increasing community usage of sport and recreation facilities
- not for operating costs, the purchase of land or repayment of loans
- not for projects already commenced or completed
- not for projects submitted by individuals
- claims for payment to be submitted by end of financial year.

A copy of the guidelines and application form developed for the 2010/2011 Program are provided for further information.

Section 1: Membership Details

		Junior		Senior		Total		Grand Total
		M	F	M	F	M	F	
1	Hockey	136	129	303	284	439	413	852
2	Little Athletics	91	70	-	-	91	70	161
3	Suttontown Tennis	15	23	13	22	28	45	73
4	Softball	Not Advised						
5	Basketball	184	162	140	130	324	292	616
6	BMX							80

Section 2: The Project

	Project Description:	Well Detailed	Limited Detail
1	Hockey	✓	
2	Little Athletics	✓	
3	Suttontown Tennis	✓	
4	Softball	✓	
5	Basketball	✓	
6	BMX	✓	

Corporate and Community Services Report No. 57/2010 cont'd...

	Community Benefit:	High	Average	Low
1	Hockey	✓		
2	Little Athletics	✓		
3	Suttontown Tennis		✓	
4	Softball		✓	
5	Basketball	✓		
6	BMX	✓		

Location

1	Hockey	Blue Lake Sports Park (Council Owned)
2	Little Athletics	Mobile and Mount Gambier High School
3	Suttontown Tennis	Suttontown Tennis Club (Private Land)
4	Softball	Blue Lake Sports Park (Council Owned)
5	Basketball	Basketball Stadium (Council Owned)
6	BMX	Hastings Cunningham Reserve (Council Owned)

Section 3: Project Funding

	Funding Breakdown	Cash \$	In Kind \$	Voluntary \$	Grant Requested \$	Total \$
1	Hockey	2,500	4,700	3,590	27,860	38,650
2	Little Athletics	5,000			10,000	15,000
3	Suttontown Tennis	1,000	716	2,600	20,000	24,316
4	Softball	?	?	?	?	?
5	Basketball	3,000	1,700	14,110	22,260	41,070
6	BMX			332,740	263,590	592,740

Note: BMX - Combination of cash, in kind and voluntary.

Other Funding Requirements - Provision of Further Information

		Financial Statements	Current Bank Statements	Quotations Received	Ability for project to proceed if funding shortfall
1	Hockey	✓	✓	✓	yes
2	Little Athletics	✓	✓	✓	not indicated
3	Suttontown Tennis	✓	✓	✓	yes
4	Softball	✓	✓	some	yes
5	Basketball	✓	✓	✓	yes
6	BMX			some	some

RECOMMENDATION

- (a) Corporate and Community Services Report No 57/2010 be received;
- (b) the \$30,000 allocated for distribution to the 2010/2011 Sport and Recreation Major Capital Works Program, be distributed as follows:
 - (i) Mount Gambier and Districts Little Athletics Centre \$10,000

Corporate and Community Services Report No. 57/2010 cont'd...

(ii) Basketball Mount Gambier \$20,000

(c) in addition to the funds distributed under the 2010/2011 Sport and Recreation Major Capital Works Program, Council distribute a further separate amount of \$15,000 to the Suttontown Tennis Club for tennis court fencing upgrades (as per application) to be funded from Account No. 6560.1041 Donations - Sport and Recreation (carryover/work in progress funds for tennis court renewals).



Grant HUMPHRIES

DIRECTOR - CORPORATE AND COMMUNITY SERVICES

Sighted:



Greg MULLER

CHIEF EXECUTIVE OFFICER

12th November, 2010
NC/MJT

(Refer Item of Corporate and Community Services Minutes)

CORPORATE AND COMMUNITY SERVICES COMMITTEE REPORT NO. 16/2015

SUBJECT: RECORDING OF COUNCIL MEETINGS, DRAFT POLICY C410 CONDUCT OF MEETINGS

REF: AF11/1950

Goal: Governance

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

Demonstrate innovative and responsive organizational governance.

BACKGROUND

Council at its meeting held in November, 2014 determined:

- “(a) Draft Policy C410 Conduct of Meetings (S92 Code of Practice) as attached to the agenda (Attachment 10) be endorsed for the purpose of undertaking public consultation.*
- (b) that public consultation on Draft Policy C410 Conduct of Meetings (s92 Code of Practice) be undertaken in accordance with Council’s Community Consultation and Engagement Policy – P195.*
- (c) that submissions received on Draft Policy C410 Conduct of Meetings (s92 Code of Practice) be reported to Council for consideration, and for Council to determine whether to adopt the Draft Policy, and to revoke those policies it in intended to replace.*
- (d) That ‘other meeting practices and procedures’ contained at clause 5, but excluding 5.1, of the Draft Policy (on which public consultation is not necessary) be adopted immediately, including for the remainder of this meeting.*
- (e) That 5.1 of the Draft Policy be the subject of a report for Council consideration by March 2015 specifying:*
- The circumstances where recordings, photographic, audio or film may or may not be permitted;*
 - The approval process;*
 - The advantages and disadvantages of recording meetings and committees;*
 - LGA best practice in relation to recordings;*
 - Case studies of Australian Councils that have adopted a recording policy;*
 - Protocols surrounding the use of recording devices at meetings, for instance only allowing recordings of non-confidential parts of the meeting.*
- (f) No person shall photograph, film, televise or record by any devices any committee or council meeting without the express approval of the Council or committee member presiding over the meeting, having been obtained prior to the commencement of the meeting, until such a time as Council has received and considered said report and determined what change (if any) it wishes to make to this policy.”*

INTRODUCTION

The purpose of this report is to provide additional information regarding section 5.1 of Draft Policy C410 Conduct of Meetings (s92 Code of Practice).

Corporate and Community Services Report No. 16/2015 cont'd...

Section 5.1 of Draft Policy C410 Conduct of Meetings refers to the filming and audio devices being used at any Committee or Council Meeting.

In particular the Policy identifies that it is a policy of this Council that no person shall photograph, film, televise or record by any devices any Committee or Council Meeting without the express approval of the Council or Committee Member presiding over the meeting having been obtained prior to the commencement of the meeting.

DISCUSSION

When considering the recording of Council Meetings (including Committee Meetings of Council) by visual or audio means this report will consider the following circumstances:

- The recording of Council Meetings for the purpose of ensuring and assisting in accurate minute taking;
- The recording of Council Meetings and the provision of these recordings to improve accessibility and availability of the Meetings to the Public;
- The recording of Council Meetings by third parties.

Recording for the accuracy of Minutes

The Local Government Act 1999

The Local Government Act 1999 does not have any requirements, specifications or reference to the filming or recording by audio devices of Council Meetings or a Committee of Council and whether they may or may not be permitted.

The Local Government Act 1999, however, does require Council to:

- Ensure that notice is given to the public of the times and places of meetings of Council or a Council committee.
- Ensure that the notice and agenda (including any document or report associated with the agenda) of the meeting is available to the public until the completion of the relevant meeting.
- Ensure that the notice advising of the time and place and the agenda of a Council and/or Committee meeting of Council is published on a website.
- A meeting of Council or Council Committee must be conducted in a place open to the public.
- Minutes are to be kept of the proceedings at every meeting of the Council or a Council Committee.
- A copy of the minutes of a meeting must be kept on public display and be able to be inspected by the public. A person is also entitled to a copy of any documents available for inspection upon payment of a fee.

Corporate and Community Services Report No. 16/2015 cont'd...

Records Management

Council is able to create audio recordings of its meeting for the express purpose of improving the accuracy of the minutes. Once the minutes have been prepared the recordings may be disposed of (deleted). However the ability for Council to validly dispose (i.e. delete) of such "temporary records/working documents" remains the subject of continuing debate between State Records, Council's and legal advisors.

Where Council creates audio recordings of its meetings, for purposes other than improving the accuracy of the minutes, these recordings fall within the definition of an 'Official Record' and must be preserved in accordance with State Records retention and disposal requirements. These recordings would be able to be obtained through the Freedom of Information (FOI) process and would enable them to be accessible in the public realm and accessed in an uncontrolled manner.

There is no legal obligation to record the proceedings at Council or Committee Meetings. The Council Minutes are intended to be a brief formal record of the outcomes of the meeting and the Council is not required to keep a transcript of proceedings at meetings and therefore the recording of Council meetings is not necessary. The accuracy of the minutes is currently maintained by the projection of what the minute taker is typing on a screen that all Members can see.

LGA Best Practice

There is very limited information available through the Local Government Association (LGA) in relation to the recording of the Council Meetings (including Committee Meetings of Council).

Recording of Minutes for accessibility

The Ombudsman

The Ombudsman, in its report, "Ombudsman SA – In the Public Eye, An audit of the use of meeting confidentiality provisions of the Local Government Act 1999 in South Australian Councils, November, 2012", has recognized that Council's are increasingly looking to develop sophisticated approaches to community engagement through mechanisms such as e-panel community groups, leadership forums and community/neighborhood development networks. *"The use of social media to inform, consult and engage local residents and businesses is also an interesting innovation. A few Council are either investigating, or have established, website links to audio recordings of council meetings in addition to the traditional record of minutes. Initiatives such as these hold considerable potential for further developing council profiles and for generating positive, open connections with the community."*

Case Studies

In preparing this report Council Officers have contacted 69 Local Government Authorities within South Australia to ascertain what each Council is currently doing in relation to the recording of Council Meetings. The results are as follows:

- 14 Council's record the meetings of Council.
- 13 of these recordings were audio only.
- 6 of these recordings are not made available for the public. The audio was recorded for minuting purposes only and were deleted when the minutes were confirmed.
- 5 of these recordings were made available to the public if requested or as part of a Freedom of Information (FOI) application.

Corporate and Community Services Report No. 16/2015 cont'd...

- 2 Councils record and up load the audio files to their websites.
- 1 Council undertakes video recording which are available via YouTube (currently Council meetings only). This Council previously recorded Council Workshops but found that the attendance at a Council Meeting and/or workshop can make people anxious and the recording of workshops elevated the public's reluctance to attend these meetings.
- 3 Councils used to record Meetings but are no longer recording them.
- 2 Councils are currently investigating the possibility of recording meetings.
- 50 Councils are not recording meetings and at this time are not investigating to do so.

Within the SELGA region, the District Council of Grant is the only Council undertaking the audio recording of meetings, however this is for minuting purposes only, with the recordings deleted when the minutes are finalized. All other Council's within SELGA do not record (video or audio) Council meetings.

The City of Prospect is the only Council within South Australia which currently visually records Council meetings and makes these recording available to the public via YouTube on it's website. These recordings are available for a period of two months after the Council meeting. It is interesting to note that in December, 2014 the City of Prospect determined that *"After consideration of the number of views, level of interest and overall benefit to the Council and it's community, City of Prospect will no longer record and upload Council Workshops to the internet"*.

The City of Prospect keep statistics for views on You Tube which are as follows:

Council Meeting	YouTube Views
May 2014	168
June 2014	361
July 2014 – Special	34
July 2014	92
August 2014	18
September 2014	38
October 2014 – Special	6
October	25
November 2014	32
December 2014	19
January 2015	30

The higher statistics related to issues were there was high public interest/involvement. The You Tube statistics also do not indicate if a person logs in numerous times and who the person is viewing the footage (for example Prospect Council Councilor's and staff, other Councils or the public), so these numbers may not be a true reflection of the real numbers of people watching.

In September 2014 A report was considered by Prospect City Council on the costs associated with the video recording of Council meetings and workshops. This report is summarised to provide a guide to Council on the envisaged costs.

The activities that take place to record a single Council Meeting and workshop and to upload the recording to You Tube include:

- Prepare FaceMe meeting, setup and monitor session;

Corporate and Community Services Report No. 16/2015 cont'd...

- Verify file and liaise with FaceMe in New Zealand to convert the file;
- Download file, check quality and handover to communications team;
- Process file for uploading to YouTube;
- Upload file to YouTube and add links.

The approximate staff time was calculated at between 3 to 7.7 hours per meeting with a cost of \$6,300 - \$15,700 per annum in ongoing operational costs with additional recurrent lease and licensing cost of providing a video conferencing facility at the City of Prospect of \$26,630 per annum.

The City of Prospect have also reviewed this service and have had to address the following quality issues:

- Connection was lost during a meeting;
- Video drop out, audio still available;
- Staff time in identifying dropouts in the recording;
- The camera does not pick up what is shown on the minute screen;
- The size of the file is limited to 5mb;
- FaceMe can only convert the video and audio part of a presentation, and not the agenda being displayed on the VDU/screen;
- Full transparency of recordings has resulted in minimal editing of footage;
- Movement of the camera is linked with the audio detected by sensitive microphones. Sounds generated by movement at meetings, shuffling of papers or conversations between members results in the camera focusing in the direction of the sound.
- Sounds generated in adjacent areas/rooms are also recorded.
- The quality of the recording needs to be appropriate for viewing by the public.

Staff have viewed the YouTube footage of a City of Prospect Meeting and do have concerns regarding the quality and professionalism of the footage that was available. These concerns also relate to the relevance of the information that was provided within the footage and the ability to follow and understand what was being discussed.

It was also noted that the recording picked up all noises within the room including papers being shifted, coffee mugs being put down, chewing/crunching, side conversations whether directed towards the debate or whether intended to be heard by others or not, which all have the potential to dilute the focus of the debate.

At this time no information is provided on initial set-up costs for the recording of Council meetings but may be in the range of \$30,000 - \$60,000 (Camera purchase/upgrade, audio system, building acoustics and sound proofing, staff time and external expertise/consulting, based upon the experience of the Gold Coast and Wollongong Council's for live streaming).

In November, 2013 the City of Prospect received funding from the Federal Government to implement a Digital Local Government Project that included making video recordings of Council Meetings available to the public and the ability for the community to participate in Council meetings via video conferencing facilities. Such funds may have made the project more feasible.

Australia Wide

Few Councils (less than 5% of LGA's in Australia) are live streaming Committee and Council meetings. Additionally in recent years, a number of Councils have ceased or rejected/not proceeded proposals for the streaming of meetings.

Corporate and Community Services Report No. 16/2015 cont'd...

The key issues for this include:

- Audience size: the benefits of live streaming depend on audience size, which in general are very low and a very small percentage of the total population; and
- Cost: There are significant uncertainties on cost which depend on a number of system decisions including camera setup, frequency of meeting streaming, interface systems, editing and captioning, archiving, other operational matters (eg, internal/external hosting, user training, Council Chamber and Committee Rooms seating and acoustics and soundproofing).

It is difficult to compare Council's throughout Australia in relation to this issue. Whilst there are similarities in legislation there are some distinct variations between the legal requirements and specifications and implications between different states and Local Government Authorities.

In Queensland, legislation was introduced in early 2012 to mandate live streaming of Council meetings for all Local Government Areas with a population greater than 100,000, but it was subsequently repealed, primarily because the audience size relative to additional costs (approximately \$1 million in the first year for the 13 LGAs) made it a 'poor investment' for local Councils.

The explanatory notes accompanying the repeal legislation in Queensland observed that:

"The new State Government considers the policy unnecessary and represents a poor investment for the local governments affected. The meeting procedures and reporting requirements currently in place for local governments are considered sufficient for communicating the decisions of local governments transparently to local communities. Local government meeting agendas and minutes are freely available for access through council websites and local government meetings themselves remain open to members of the public."

Recording of Council Meetings by Third Parties

The media plays an important role in the transparency, accountability and public participation in the activities and operation of Council. Traditional media forms such as newspapers, radio and television operate to professional standards, using people trained in reporting and subject to reporting standards.

The media are represented by reporters at Council meetings and the meetings of the two Standing Committees. It may be appropriate to enable representatives/reports from recognized media organizations to record Council meetings to assist in the reporting of Council business.

Councillors and Senior Council Officers have also developed a positive working relationship with the media and regularly provide information on various Council operations and activities in different formats, including monthly meetings scheduled with the BorderWatch and the radio stations.

The public is also notified of all Council, two Standing Committees and six Sub-Committee meetings. Agendas for the meetings are available, at the Council Office and via Council's website and at the meeting. Likewise, the Minutes of the Meetings are available at the Council Office and via Council's website.

Council also uses the website and other forms of social media regularly to inform, communicate and interact with the public as well as by other more traditional means. It is considered that dissemination of information to the public using a variety of different methods effective in communicating messages to the community.

Corporate and Community Services Report No. 16/2015 cont'd...

Upon request and via the Council website, the public is also able to obtain a range of information and documents as prescribed by the relevant legislation.

From the research conducted it appears that the recording of Council and/or Committee meetings is unlikely to improve the standard and availability of information that is already produced.

Council should have regard to the Listening and Surveillance Act 1972 which regulates the ability to make audio recordings of "private conversations". To ensure the privacy of those attending any meetings of Council, consideration must be given to the use of recording devices and/or cameras. Personal information other than what is included the agenda may be disclosed during the course of discussions and/or submissions during the course of a meeting.

Council also needs to be aware that Council as a Corporate identity is unable to pursue anyone for defamation. Any recording, visual or audio of a Council/Committee meeting may be altered and edited by an external party for their own needs and purposes that may involve the electronic publishing of this material and used for legal or other purposes.

CONCLUSION

It is unlikely that the recording of Council and the Committee Meetings of Council will assist in improving the accuracy of the minute taking process. The Council Minutes are projected onto a screen as they are typed/edited in real time and minutes taken do not require a recording to be made to assist this process. Recordings of meetings will also have to be managed in accordance with the State Records Act.

The cost of visual and/or audio recording or 'live streaming' and the size of the audience is not expected to produce any significant benefit for the community and Council. Nor is it considered that the recording of Council Meetings would improve accountability and transparency when considering the breadth of information already available. Costs associated with the initial system selection, set up and maintenance and acoustic treatment would be significant and staff resources will be required to upload, monitor and manage such a system.

There may be legal implications that could arise from the use of recording devices and/or cameras during Council Meetings. Some of these legal implications, such as those arising from the Listening and Surveillance Act 1972, would suggest that the recording of Council Meetings may be inappropriate.

Council continues to use and develop alternative and other forms of communication such as social media to inform, communicate and interact with the public as well as by the more traditional means. Council currently has three Face Book pages, a Twitter account and Bang the Table on the website. It is considered that dissemination of information to the public using a variety of different methods is more effective in communicating messages to the community rather than the recording of Council Meetings.

RECOMMENDATION

- (a) Corporate and Community Services Report No. 16/2015 be received;

Corporate and Community Services Report No. 16/2015 cont'd...

- (b) Council maintain it's current minute taking practice that involves the agenda item and recommendation/resolution being projected on screen at the Council and Standing Committee meetings with the minutes being typed at the meeting. Council does not implement audio recording of Council and Committee meetings for minute taking purposes;
- (c) The research indicates minimum benefits to audio and/or visual recording of Council and Committee meetings with Council currently utilizing a range of techniques to inform and communicate with the community;
- (d) Section 5.1 FILMING AND AUDIO RECORDING DEVICES of Council Policy C410 Conduct of Meetings (s92 Code of Practice) be amended to read as follows:

"It is the policy of this Council that no person, other than authorized representatives from recognized media industry organizations and who subscribe to the Press Council Code of Ethics shall photograph, film, televise or record by any devices any Committee or Council Meeting. When authorized media representatives wish to video or film Council or Committee Meetings, prior permission is to be sought from the Mayor and/or the Presiding Member. Permission will be granted except where, on the view of the Mayor and/or the Presiding Member that such videoing and/or photographing will be disruptive and interfere with the conduct of the meeting.

For the purpose of this policy provision "No Person" shall include Members of Council, Members of Committees, general public and officers of Council, other than authorized representatives from recognized media industry organisations and who subscribe to the Press Council Code of Ethics.

Any Member or Council Officer present at the meeting may request any person found to be in breach of this policy to cease forthwith, and that person may be requested to leave the meeting if they continue to breach this policy provision."



Tracy TZIOUTZIOUKLARIS
MANAGER STRATEGIC PROJECTS

Sighted:



Mark McShane
CHIEF EXECUTIVE OFFICER

CORPORATE AND COMMUNITY SERVICES REPORT NO. 17/2015

SUBJECT: REVIEW OF VALUATION AND RATING SYSTEM

REF: AF11/2290

Goal: Governance

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

BACKGROUND

During 2003/2004, Council in conjunction with community representatives completed an extensive review of the Council Rating Policy.

The Valuation and Rating Systems Review had the following aims:

- identify the options for rating allowed under the Local Government Act;
- identify an appropriate valuation system for the City of Mount Gambier; and
- using rate modelling to assess the various options, recommend a rating system that will serve Mount Gambier into the future.

The Valuation and Rating Systems Working Party Report was adopted by Council in March 2004, for community consultation purposes.

Following an extensive community consultation process on the proposed changes to Council's Rating Policy, Council resolved to introduce a rating system which has as its focus the broad principle of achieving fairness and equity in the distribution of the rate burden, but particularly within the residential land use type.

The principle elements of the new rating system are:

- **change the basis of valuation from site value to capital value**
- **introduce differential general rates based on land use (as per the local government land use codes)**
- **introduce a fixed charge for all assessments in lieu of a minimum rate**
- **introduce transitional rate caps (for certain classes of ratepayers)**
- **introduce the new valuation and rating structure from 1st July 2004**

Council also resolved to implement transitional measures (rate caps) to assist where ratepayers experience substantial changes in rates payable as a result of the introduction of the new rating system, as follows:

- for the transition to the new valuation/rating system, no property with an eligible pensioner concession provided by SA Water will pay an increase of greater than 15% of the rates levied in the previous year **inclusive** of the gross rate revenue increase percent;
- for the transition to the new valuation/rating system, increases in the rates levied by residential owner/occupied/principal place of residence properties will be limited to 31.48%, of the rates levied in the previous year **inclusive** of the gross rate revenue percentage increase adopted for the financial year;
- for the transition to the new valuation/rating system, increases in the rates paid by Commercial and Industrial properties will be limited to 91.48% of the rates levied in the previous year **inclusive** of the gross rate revenue percentage increase adopted for the financial year;

Corporate and Community Services Report No. 17/2015 cont'd...

- for the transition to the new valuation/rating system eligible self funded retirees may be considered for a rebate/deferral on Council rates on a case by case basis, upon application, through the existing relief provisions in the Local Government Act, i.e. hardship application with a maximum rate benefit of up to \$90 provided no other additional concessions for self funded retirees are introduced in addition to those concessions that were available to self funded retirees as at 30th June, 2004;
- for the transition to the new valuation/rating system, 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.

2015/2016 RATING STRATEGY

Since the introduction of the new valuation and rating system Council has conducted an annual review highlighting any issues that have arisen from the years rating process.

In 2008 Council engaged independent consultant Mr David Hope of Skilmar Systems to conduct a periodic review of Councils ongoing rating strategy and as a result no significant issues or deficiencies were identified.

There are a number of rating assumptions that continue to be used as a basis to Council's rating strategy that require confirmation on an annual basis, for incorporation in the rate modelling/budgeting process. These matters include:

- Fixed Charge

Council's fixed charge is currently \$565.50 which continues to raise approximately half (45%) of Councils overall general rate burden.

This principle appears to now be well accepted as a fair and equitable system rather than the historic valuation by rate in the dollar principle.

By maintaining this principle Council achieves its initial aim of "future proofing" its rating structure against the vagaries of the property valuation system.

- Differential General Rates

Have been set on the following basis;

- Commercial and Industrial differential is set at +170% of the Residential rate
- Vacant Land differential has also now been set at +170%
- All other land uses (Primary Production and Other) are set at the Residential differential

The most recent South Australian Councils rates comparison indicates the following average comparative figures:

Corporate and Community Services Report No. 17/2015 cont'd...

	<u>Mount Gambier</u>	<u>Metro</u>	<u>Rural</u>
Residential	\$1,021	\$1,377	\$1,182
Fixed Charge	\$566	\$538	\$373
Average Increase	\$37	\$51	\$53

Source: Local Government Association 2014/2015 Rating Survey.

(See attachments for graphical representation).

- Rate Capping - Eligible Pensioners

Has been accepted that this arrangement should continue and be a permanent fixture to Council's rating structure (15% inclusive of the general rate revenue percentage increase).

- Rate Capping - Residential (Principal Place of Residence)

Introduced in the 2007/2008 rating period to provide relief to residential ratepayers (principal place of residence) where increases in rates have been experienced greater than 15% plus the gross rate revenue percentage increase.

- Vacant Land Rate Rebate

Council introduced this measure to assist ratepayers who own vacant land and are therefore rated on the vacant land differential (previously +300% / now +170%).

If the ratepayer can demonstrate the vacant land is to be used for residential purposes in the short term as opposed to holding for pure speculation purposes, then a rebate back to the rates payable on the average residential land use, is available.

Given the recent boundary adjustment and the resultant availability of 'new' land area within the City, Council considered that a relaxation of the previous high differential on vacant land (to encourage development of) was justified.

As from the 2010/2011 rating period the vacant land differential reverted back to +170% (consistent with other differentials) whilst still maintaining the vacant land rebate provisions.

- Other Rate Relief Options

Mandatory and Discretionary Rate Rebates, Postponement of Rates for Seniors and Hardship provisions continue to be available in accordance with the Local Government Act and Council Policy criteria where applicable.

- Boundary Rate Adjustment Plan (concluded as at 30th June, 2015)

Has been implemented in accordance with the Joint Council's Initiated Proposal for Boundary Adjustment. All transferring properties are now rated in accordance with this Council's established rating structure and are now consistent with the remainder of the City. The rate adjustment methodology will continue to apply until such time as the individual assessment rate amounts fall under the prescribed rate rebate percentage levels or within the five (5) year term of the Financial Plan.

Corporate and Community Services Report No. 17/2015 cont'd...

SUPPLEMENTARY INFORMATION

Provided as an attachment is a copy of Valuation and Rating Comparison which details all aspects of Council's Rating Strategy over the past three (3) rating periods, in comparative format.

RECOMMENDATION

- (a) Corporate and Community Services Report No. 17/2015 be received;
- (b) Rating assumptions and directions referred to in this Report be used to prepare Council's draft Annual Business Plan and draft Budget, for Council's future consideration.



Grant HUMPHRIES
DIRECTOR – CORPORATE SERVICES

Sighted:



Mark McSHANE
CHIEF EXECUTIVE OFFICER

17th February, 2015
MJT

COUNCIL RATES SURVEY 2014/15 - RESULTS

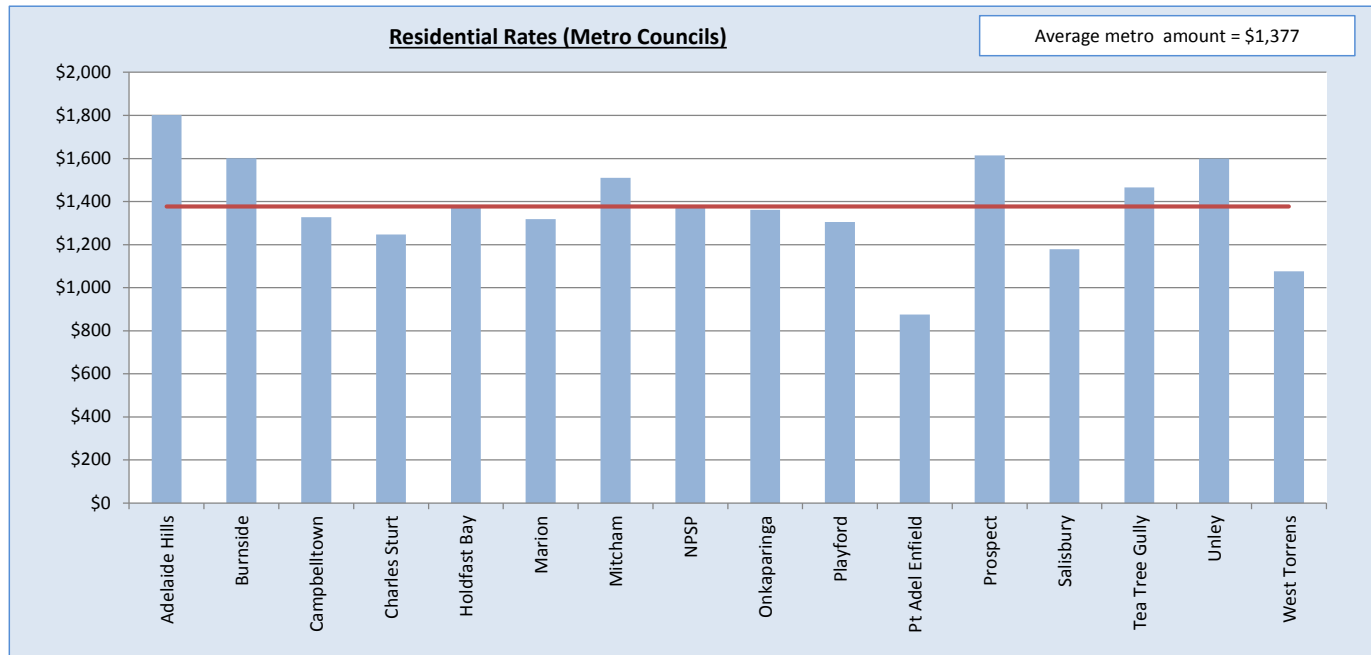
Dashboard Report

Select graph category:

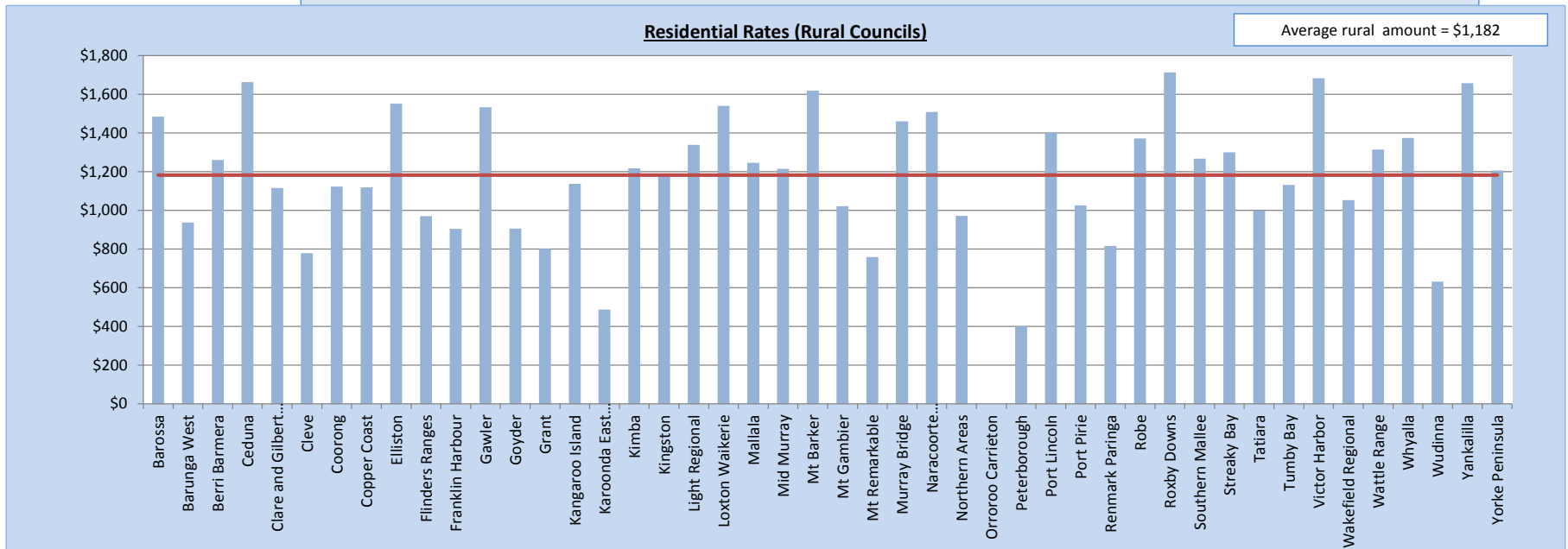
- Residential Rates
- Average Residential Dollar Increases
- Minimum Rates
- Fixed Charges
- General Rates Revenue
- Mandatory Rates Rebates
- Discretionary Rates Rebates
- Total Operating Revenue
- Total Operating Expenditure
- Total Waste Charges
- Capital Expenditure

Click on hyperlinks below for other data:

- ▶ [Base Rates Data Council by Council](#)
- ▶ [Rates Concessions Table](#)
- ▶ [Rates Questions \(yes/no's, etc\)](#)



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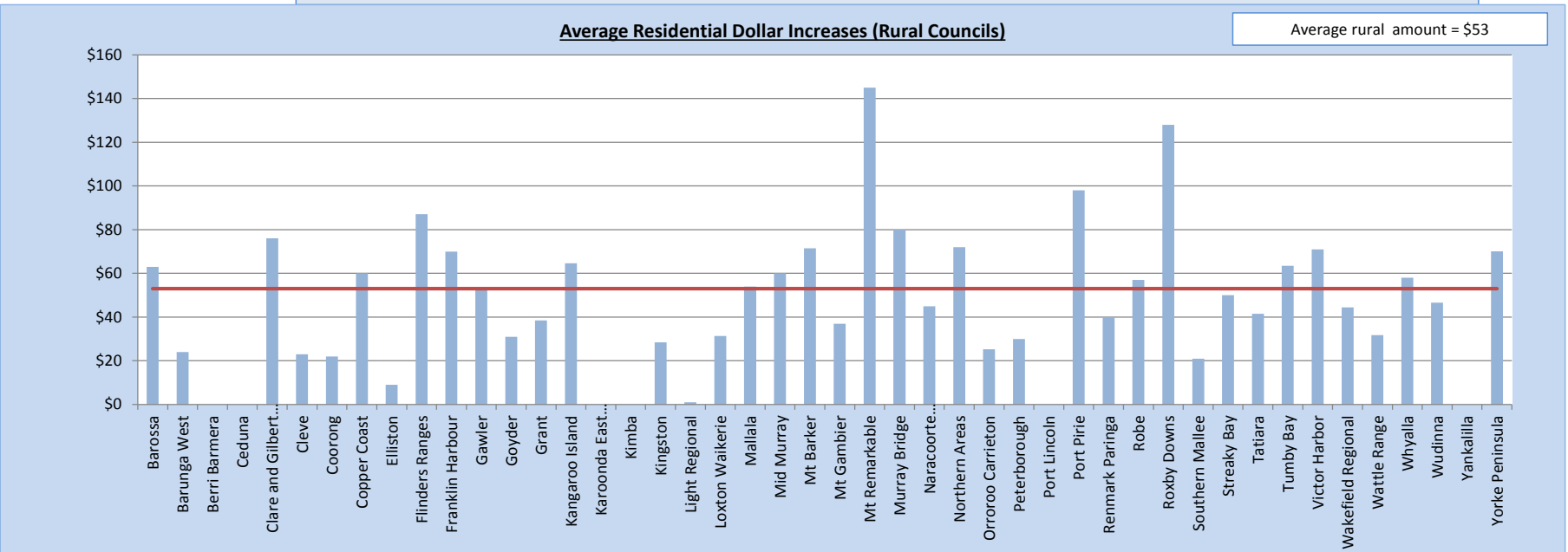
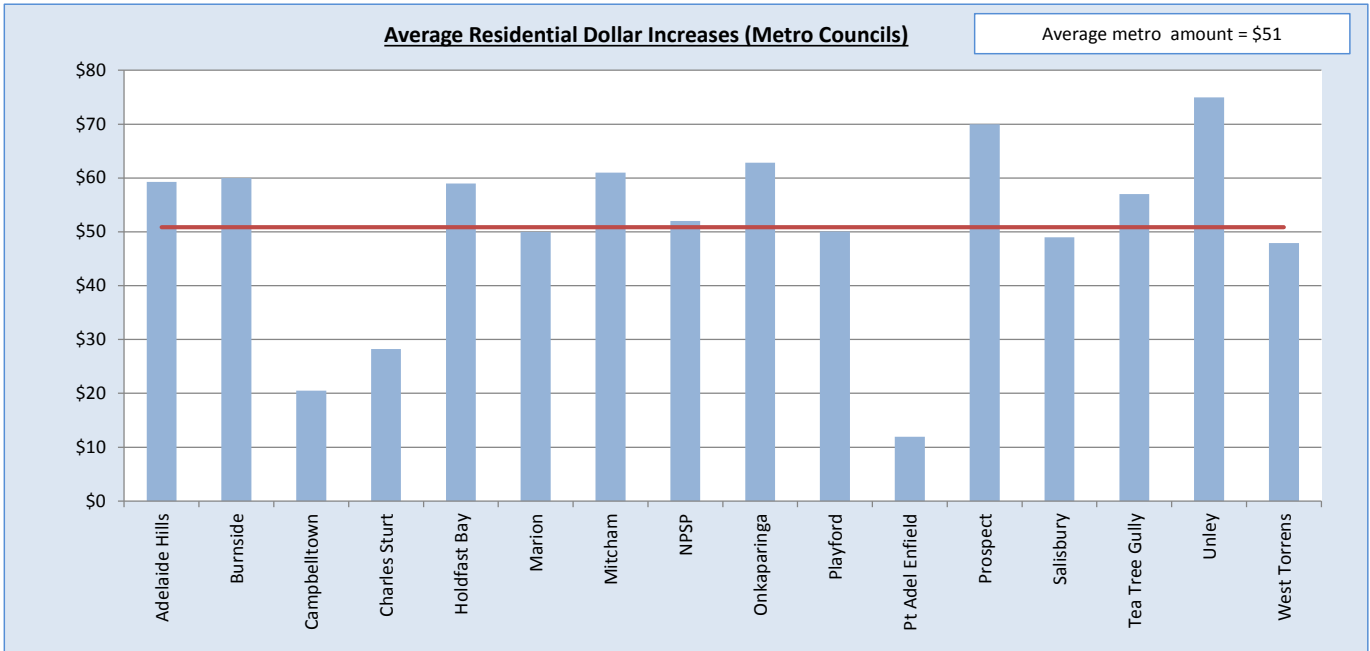


COUNCIL RATES SURVEY 2014/15 - RESULTS

Dashboard Report

- Select graph category:
- Residential Rates
 - Average Residential Dollar Increases
 - Minimum Rates
 - Fixed Charges
 - General Rates Revenue
 - Mandatory Rates Rebates
 - Discretionary Rates Rebates
 - Total Operating Revenue
 - Total Operating Expenditure
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 - Capital Expenditure

- Click on hyperlinks below for other data:
- ▶ [Base Rates Data Council by Council](#)
 - ▶ [Rates Concessions Table](#)
 - ▶ [Rates Questions \(yes/no's, etc\)](#)

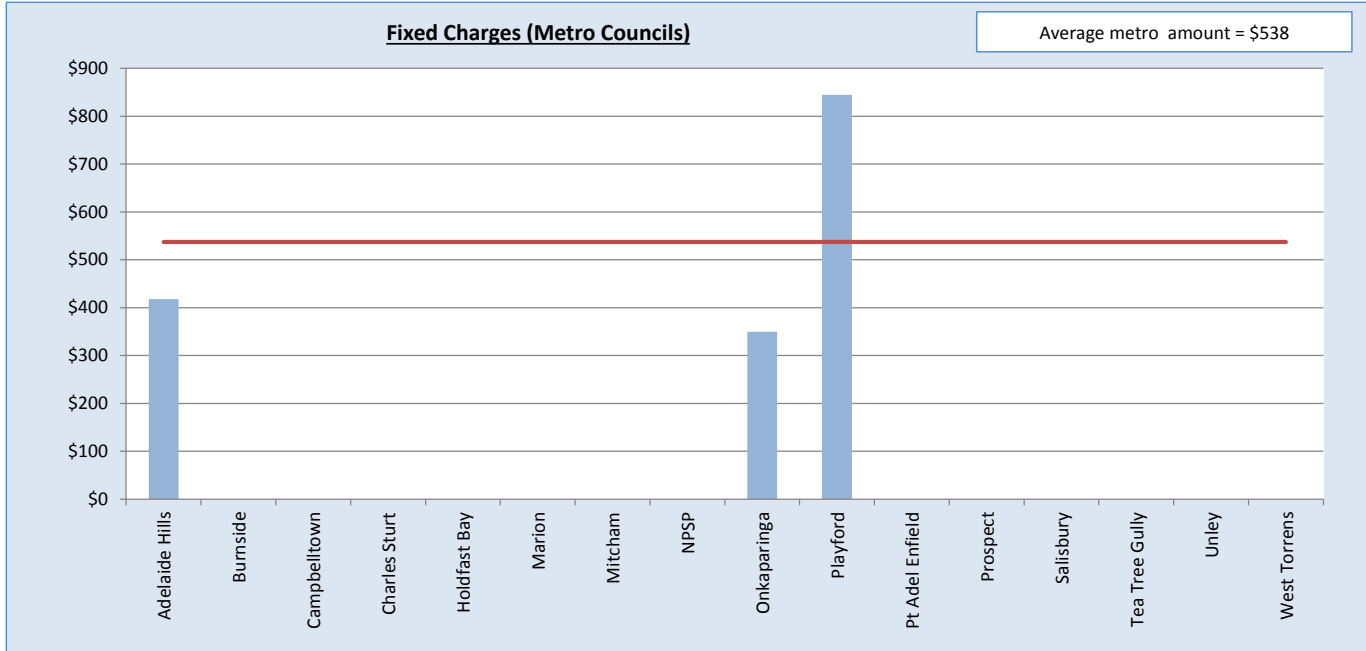


COUNCIL RATES SURVEY 2014/15 - RESULTS

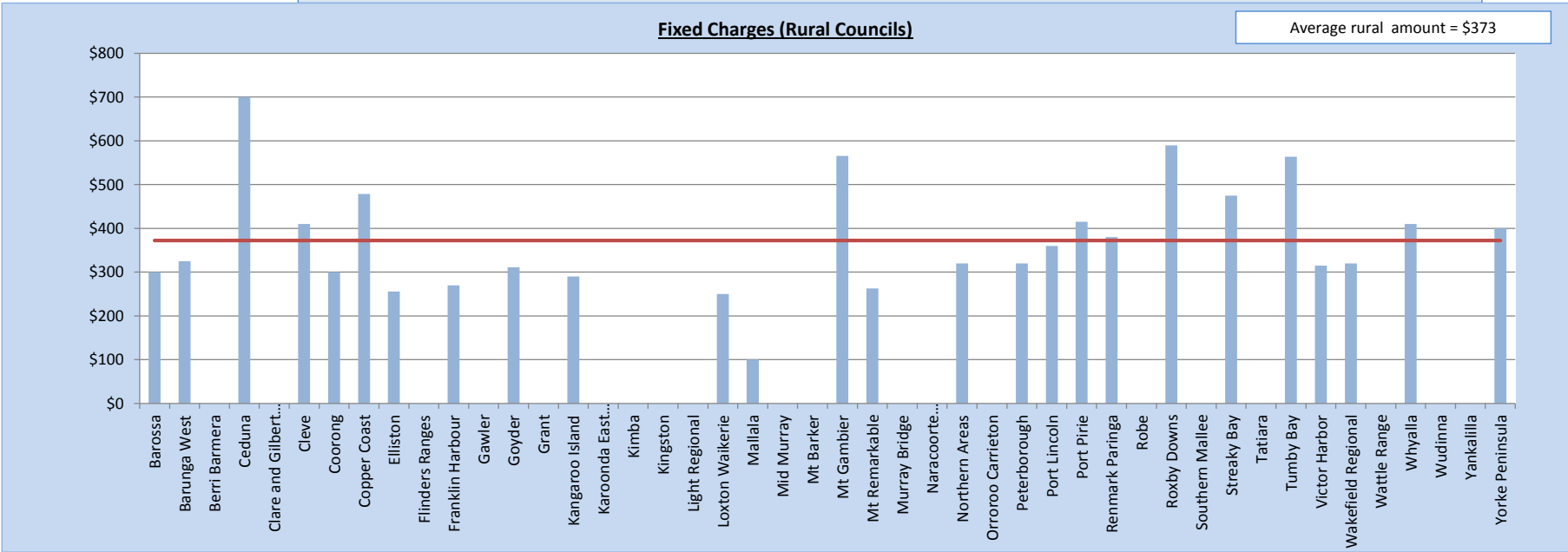
Dashboard Report

- Select graph category:
- Residential Rates
 - Average Residential Dollar Increases
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 - Capital Expenditure

- Click on hyperlinks below for other data:
- ▶ [Base Rates Data Council by Council](#)
 - ▶ [Rates Concessions Table](#)
 - ▶ [Rates Questions \(yes/no's, etc\)](#)



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RATES DETERMINATION STATEMENT / VALUATION AND RATING COMPARISON

<u>RATING COMPONENT</u>	<u>2012/2013</u>	<u>2013/2014</u>	<u>2014/2015</u>
1. <u>Fixed charge</u>	\$516.40	\$544.80	\$565.50
Amount Total Collection	\$6,950,744	\$7,378,226	\$7,729,820
%of Total Rates	45%	45%	45%
2. <u>Differential Rates</u>			
1. Residential	.19945	.21167	.21980
2. Commercial - Shop	.5385	.57151	.59346
3. Commercial - Office	.5385	.57151	.59346
4. Commercial - Other	.5385	.57151	.59346
5. Industry - Light	.5385	.57151	.59346
6. Industry - Other	.5385	.57151	.59346
7. Primary Production	.19945	.21167	.21980
8. Vacant Land	.5385	.57151	.59346
9. Other	.19945	.21167	.21980
3. <u>Valuation</u>			
Rateable Land	\$3,139,059,180	\$3,167,914,030	\$3,202,252,530
Non Rateable Land	\$ 177,104,360	\$ 199,262,010	\$ 203,617,310
All Land	\$3,316,162,540	\$3,367,176,040	\$3,405,869,840
4. <u>Rate Revenue</u>			
Gross General Rates	\$15,450,000	\$16,396,000	\$17,183,000
% Increase on Previous Year	6.9%	6.1%	4.8%
<u>Separate Rate</u>			
5. NRM Board Contribution			
NRM Levy	\$533,000	\$544,445	\$554,609
	\$39.80	\$40.60	\$40.90
6. <u>Average Residential Rates Calculations (Growth Excluded)</u>			
Average Residential Rates	\$927	\$984	\$1,021
Average Dollar Increase	\$23	\$57	\$37
Average Percentage Increase	2.5%	6.1%	3.8%
7. <u>Value of Rate Income Attributable to 'Growth'</u>			
<p>'Growth' is predominantly the result of new housing and property improvements as reported by the Valuer General.</p>			
Number of 'Growth' Assessments (Net)		149	
Capital Value of 'Growth' Assessments		\$15,649,000	
Estimate of Rate Value of 'Growth' Assessments		\$156,773	
Estimated Total Gross Rate Income (6.1%)		\$17,183,000	
Estimated 'Growth' percentage		0.90%	



8. Valuation Comparison

		2012/2013		2013/2014		2014/2015		
	Land Use Category	Properties	Assessed Value \$	Properties	Assessed Value \$	Properties	Assessed Value \$	% Increase
1	Residential	11,693	2,410,824,455	11,782	2,456,321,080	11,939	2,488,244,085	1.30%
2	Commercial	986	488,945,087	1,026	471,547,185	1,018	473,287,243	0.37%
5	Industry	223	115,988,142	222	115,131,058	220	117,080,486	1.69%
7	Primary Production	56	23,140,500	66	24,451,511	60	23,359,500	-4.47%
8	Vacant Land	482	55,776,896	430	55,937,396	417	56,051,946	0.20%
9	Other	59	44,383,100	58	44,525,800	56	44,229,270	-0.67%
	TOTALS	13,499	3,139,058,180	13,584	3,167,914,030	13,170	3,202,252,530	1.08%



9. **Rating Comparison**

Land Use Category		2012/2013			2013/2014				2014/2015			
		Fixed Charge	Capping Rates	Total Rates	Fixed Charge	Differential Levy	Total Rates	% Increase	Fixed Charge	Differential Levy	Total Rates	% Increase
1	Residential	6,035,167	1,030	10,842,537	6,396,496	5,199,123	11,595,619	6.9%	6,728,319	5,469,160	12,197,479	5.2%
2	Commercial	498,326		3,131,296	558,965	2,694,939	3,253,904	3.9%	575,679	2,808,771	3,384,450	4.0%
5	Industry	113,092		737,689	120,946	657,986	778,932	5.5%	124,410	694,826	819,236	5.2%
7	Primary Production	26,853		73,007	35,957	51,757	87,714	20.1%	33,930	51,344	85,274	-2.9%
8	Vacant Land	246,839		547,199	234,264	319,688	553,952	1.2%	235,814	332,646	568,460	2.6%
9	Other	30,467		118,989	31,598	94,248	125,846	5.8%	31,668	97,216	128,884	2.4%
	TOTALS	6,950,744		15,450,717	7,378,226	9,017,741	16,395,967	6.1%	7,729,820	9,453,963	17,183,783	4.8%

10. This is to certify that 13,710 assessments with a combined capital value of \$3,202,252,530 as at 17th June, 2014 are recorded and to the best of my knowledge comprise all rateable properties within the City of Mount Gambier.

Mark McSHANE
CHIEF EXECUTIVE OFFICER

CORPORATE AND COMMUNITY SERVICES REPORT NO. 18/2015

SUBJECT: GALLIPOLI 100th ANNIVERSARY MEMORIAL FLAME

REF: AF11/213

Goal: Building Communities

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

Council has received a letter from the Mount Gambier Community RSL requesting to present a proposal to place a Memorial Flame adjacent the Soldier's Memorial at Vansittart Park to honour the 100th anniversary of Gallipoli. A copy of the letter is attached to the report. **(Attachment 1)**

An invitation was extended to the President of the Mount Gambier Community RSL, Mr Robert (Bob) Sandow to present the proposal to the Corporate and Community Services Committee.

It is understood that the securing of corporate sponsorship to cover the cost of building, installing, gas connection and operation of the flame are well advanced, to the extent that the proposal is ready to be progressed.

The Indenture (Trust) made in 1884 with Spencer Vansittart provides that the land to be called "Vansittart Park" be forever for the use and enjoyment of the inhabitants of the Town of Mount Gambier to be used by them as a Public Park. The proposed Memorial Flame would complement the existing Memorial Garden at the southern entrance to Vansittart Park which is managed in accordance with the provisions of the Community Land Management Plan for the land.

This report recommends that the proposal be supported and that the administration proceed to work with the Mount Gambier Community RSL to facilitate the installation and operation of the Memorial Flame by Remembrance Day 2015.

RECOMMENDATION

- (a) Corporate and Community Services Report No. 18/2015 be received.
- (b) The Mount Gambier Community RSL proposal to place a Memorial Flame at Vansittart Park to honour the 100th Anniversary of Gallipoli is supported.
- (c) The Mount Gambier Community RSL will be responsible for all associated costs and for obtaining all required development approvals in relation to the Memorial Flame and to liaise with the Council as necessary to progress the proposal.
- (d) In accordance with the Community Land Management Plan for Vansittart Park Council will assume ongoing maintenance responsibilities associated with the Memorial Flame structure whilst the Mount Gambier Community RSL will remain responsible for the gas supply, ignition system and any other componentry associated with the operation of the flame, which responsibilities shall only be performed with prior approval and arrangement with Council's Operational Services Department and any requirements thereof.



Michael McCARTHY
MANAGER – GOVERNANCE & PROPERTY

Sighted:



Mark McSHANE
CHIEF EXECUTIVE OFFICER



Mount Gambier Community RSL

16 Sturt Street PO Box 80 Mount Gambier 5290 South Australia
P 08 8725 8181 F 08 8725 1944 E info@mountgambierrsl.com.au
www.mountgambierrsl.com.au

6/02/2015

Mr. Mark Mc Shane

CEO, City of Mount Gambier Council

Dear Mark,

As part of our commemorations and celebrations re our proud ANZAC traditions the Mount Gambier Community RSL has the following vision for our Community.

The vision for our community to honour the 100th anniversary of Gallipoli is to place a Memorial Flame at the Soldiers Memorial in Vansittart Gardens some 5 paces from that memorial.

The RSL Committee has an agreed position selected for the flame. This position has been worked through with our local army reservists to ensure that it does not interfere with their ceremonial Catafalque Party duties on our memorial days.

The Mount Gambier Community RSL would like to present this to our ANZAC Diggers and community in general and with the overall aim of having it in place for Remembrance Day 2015.

So far, without too much trouble I have secured corporate sponsorship to build the flame and to partly install.

There is a gas meter and initial installation required and this cost is sounding like Origin Energy will perhaps do for free. That leaves an annual cost of \$400 plus the gas used. This will need following up to see if the gas retailer will assist in this charge.

I know that we will not be able to afford the flame burning perpetually but some days before and after each memorial service should be achievable. Hence the name of Memorial Flame.

Mark, I now seek to place the request of the Mount Gambier RSL on the table and seek from the City of Mount Gambier Council permission to meet with them so that this gift to the Mount Gambier community can proceed.

Yours faithfully

Bob Sandow...

President Mount Gambier Community RSL

CORPORATE AND COMMUNITY SERVICES REPORT NO. 19/2015

SUBJECT: FREW PARK STATE EMERGENCY SERVICES (SES) SHED

REF: AF11/2366

Goal: Building Communities
Strategic Objective: Recognise and support our volunteers, community organisations and their sustainability as they continue to be the foundation of the community.

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

At the request of the Corporate and Community Services Committee Presiding Member the following information is provided on the background and occupancy status of the State Emergency Services (SES) Shed located at Frew Park.

Frew Park was originally held in Trust by several community members under a Trust Deed dated 4 August 1896, for the use and enjoyment of the inhabitants of Mount Gambier. The Trust was transferred to Council in 1939 at the request of the Trustees and was later revoked in 2010 by an amendment to the Local Government Act 1999 that also provided that the community land classification of Frew Park is irrevocable.

Until 30 June 1999 the local Mount Gambier & District State Emergency Service (SES) had occupied the brick building now known as the 'John Frew Centre' essentially as a 'division' of Council and did not require any formal tenancy arrangement.

From 1 July 1999 the SES transferred to the State Government as part of a statewide change to emergency services arrangements. Together with this the State Government sought long term (up to 40 years) tenure of the SES occupied portion of Frew Park to enable further development of the site. Council records indicate that negotiations occurred over the period from at least 1997 until October 2001.

The proposed continuation of Frew Park as a site for emergency service purposes (including SES & SA Ambulance) was met with some strong and mixed responses. Council took the position that the State Government should secure an alternate (non-Council) site to develop a purpose built facility for co-location of emergency service activities. The State Government suggested that Council should provide/contribute toward an alternate site if it wanted SES and/or SA Ambulance relocated from Frew Park. Local SES volunteers sought to remain at Frew Park for historical reasons and concerns with a potential increase in emergency response times from a less central location.

Following significant negotiations regarding a 10 year (+10 year renewal) lease Council empowered the Mayor and Chief Executive Officer to sign the lease by resolution dated 16th October 2001. Despite this neither Council nor SES State Headquarters have yet located any evidence of a formal lease.

Prior to the lease negotiations concluding in October 2001 an 'extension' to the existing SES (now John Frew Centre) Building was proposed for the purpose of garaging a larger SES vehicle. Development Approval was granted in January 2002 with 6 conditions including that 'the garage shall be removed after a period of five (5) years'. The SES sought extension of the 5 year approval to reflect the 10+10 year lease period, but the temporary approval was re-confirmed with clarification that an extension in time or a new Development Application would need to be submitted to Council for continued use of the building beyond the five (5) year period.

The extension comprising the front portion of the current 'SES Shed' located on the eastern side of the John Frew Centre was built subject to this temporary condition.

Corporate and Community Services Report No. 19/2015 cont'd...

A further Development Application and request in 2005 to replace the SES Shed with a larger more permanent building met with the following response as resolved by Council on 20th September 2005:

"Cr Clark moved:

(a) Operational Services Report No. 30/2005 be received.

(b) The State Emergency Services and the Development Assessment Commission be advised that Council (as landowner) does not support any further building changes or extensions to the SES facilities at Frew Park (except the proposed toilets/store at the rear of the existing building);

(c) Mayor Perryman and the Chief Executive Officer meet with representatives of the State Emergency Services to discuss the future needs of the State Emergency Services and possible future locations.

Mayor Perryman seconded

Carried"

The discussions in accordance with resolution (c) and subsequent communications led to the Development Application being withdrawn and include reference to a January 2007 deadline for the SES to leave the Frew Park site. The SES continued to occupy the buildings beyond 2007 and no records have been located to indicate that an extension of time was ever sought/granted.

In mid 2009 SES operations were relocated to Jubilee Highway East, with SES vacating the main building (John Frew Centre) but continuing to occupy the SES Shed at the Frew Park site.

The former SES building was re-fitted and renamed the John Frew Centre in 2010 and is now tenanted by several community users under a joint use licence arrangement. The John Frew Centre licence arrangement does not include the adjacent SES Shed.

In late 2010 the Mount Gambier & District Cricket Association (head tenant of the John Frew Centre) sought additional storage space and obtained approval from the SES for an extension to the rear of 'their' shed. This extension received development approval as 'an addition to an existing storage building'. This development approval has the effect of changing the nature of the whole building and as such the earlier 'temporary' condition has no further application.

The SES continue to occupy the SES Shed at Frew Park without any formal tenure.

RECOMMENDATION

(a) Corporate and Community Services Report No. 19/2015 be received.

(b) The SES be granted a local government facilities licence to occupy the SES Shed at Frew Park for a term of 1 year, with a further 2 year renewal term conditional upon the SES confirming their future intentions with regard to vacating the Frew Park site.



Michael McCARTHY
MANAGER – GOVERNANCE & PROPERTY

Sighted:



Mark McSHANE
CHIEF EXECUTIVE OFFICER

CORPORATE AND COMMUNITY SERVICES REPORT NO. 20/2015

SUBJECT: COUNCIL REPRESENTATIVES TO COMMITTEES OUTSIDE OF COUNCIL

REF: AF11/854

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

At its meeting held on 20th January 2015 Council considered Elected Member appointments and nominations to positions on a range of internal and external committees/bodies/organisations.

The South East Local Government Association (SELGA) at its Annual General Meeting held on Friday 13th February, 2015 considered the City of Mount Gambier nominees for various SELGA positions including appointment of Cr Steven Perryman to SELGA's Limestone Coast Economic Diversification Group (LCEDG).

The motion carried by SELGA at its AGM in relation to membership of the LCEDG included City of Mount Gambier CEO Mr Mark McShane amongst the delegates appointed.

Whilst the Chief Executive Officer is authorised by resolution dated 25th November 2014 to represent Council, SELGA's appointment of the CEO to the LCEDG alongside Cr Perryman is presented to Council for formal endorsement.

RECOMMENDATION

- (a) Corporate and Community Services Report No. 20/2015 be received.
- (b) The Chief Executive Officer and Cr Steven Perryman are both endorsed as Council's representatives on the South East Local Government Association Limestone Coast Economic Diversification Group.



Michael McCARTHY
MANAGER – GOVERNANCE & PROPERTY

Sighted:



Mark McSHANE
CHIEF EXECUTIVE OFFICER