



Reference: AF11/861 TLG

6th February, 2014

MEMBERS

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

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

Tuesday, 11th February, 2014 at 6.00 p.m.

An agenda for the meeting is enclosed herewith.

Mark McSHANE
CHIEF EXECUTIVE OFFICER

CORPORATE AND COMMUNITY SERVICES COMMITTEE

Meeting to be held on Tuesday, 11th February, 2014 at 6.00 p.m.

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5. ORGANISATIONS AND ASSOCIATIONS - Local Government Association Showcase and Ordinary General Meeting
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8. CORPORATE AND COMMUNITY SERVICES REPORT NO. 13/2014 – Corporate and Community Services Policy Review
9. CORPORATE AND COMMUNITY SERVICES REPORT NO. 14/2014 – Local Government Association Showcase and General Meeting – City of Mount Gambier Presentation and Display

MOTION WITH NOTICE

MOTIONS WITHOUT NOTICE

CORPORATE AND COMMUNITY SERVICES COMMITTEE

Meeting to be held at the Reception Area, Level 4, Civic Centre, 10 Watson Terrace, Mount Gambier on
Tuesday, 11th February, 2014 at 6.00 p.m.

AGENDA

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

APOLOGY: moved that the apology from
be received.

seconded

COUNCIL OFFICERS: Chief Executive Officer, Mark McShane
Director – Corporate Services, Grant Humphries
Governance Officer, Michael McCarthy
Manager Community Services and Development, Barbara Cernovskis
Administration Officer, Tracey Gritton

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 10th
December, 2013 be taken as read and confirmed.

seconded

QUESTIONS:

(a) With Notice - Nil received

(b) Without Notice -

1. FINANCIAL STATEMENT – as at 31st January, 2014

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance.

moved it be recommended the financial statement as at 31st January, 2014 be received.

seconded

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

Goal: Governance

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

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

Corporate and Community Services Committee Agenda, Tuesday 11th February, 2014 cont'd...

Date of Motion	Subject Matter	Action Required	Responsibility	Status	Comments
CORPORATE AND COMMUNITY SERVICES					
18/10/2011	Strategic Management Plan	Develop Operational Plans	Chief Executive Officer	In Progress	Meeting with Presiding Member 2nd April 2013 with Chief Executive Officer and Senior Staff to progress the two matters being: <ol style="list-style-type: none"> 1) Improved Corporate reporting and review; and 2) Strategic Plan reflecting roles of Elected Members and Staff <ul style="list-style-type: none"> • Desktop analysis to be conducted • Review of responsibility matrix to be completed • Comments reviewed by 27th November 2013 • Workshop commencing January 2014
20/11/2012	Establishment of City Development Framework		Chief Executive Officer	In Progress	<ul style="list-style-type: none"> • Stage 1 completed • Stage 2 authorised • Additional funding authorised • Workshop conducted with Professor John Martin on 3rd December 2013 • Working group now a sub-committee of Corporate and Community Services • Professor John Martin engaged by Council • Visits by John Martin 16th January 2014 and week beginning 3rd February 2014
09/07/2013	SELGA Review	Council prepare plans to undertake a review (of SELGA) by the end of the calendar year	Chief Executive Officer	In Progress	<ul style="list-style-type: none"> • Waiting for a date from SELGA to arrange an extended Workshop for Elected Members. Facilitator is organised. • SELGA President and Executive Officer informal meeting with Council • SELGA conducting a review of its strategic plans including engagement with constituent Councils (independent of Council's resolution on this matter)
20/08/2013	Umpherston Sinkhole	<ul style="list-style-type: none"> • Expressions of Interest Process • Council Report 	Governance Officer	In Progress	Review of leasing options for this and other Council facilities

Corporate and Community Services Committee Agenda, Tuesday 11th February, 2014 cont'd...

17/09/2013	China Relationship	Further investigations/members workshop	Chief Executive Officer	In Progress	<ul style="list-style-type: none"> Initial workshop held Regional workshop scheduled on 5th December Members Informal workshop on 6th December Further workshop scheduled for 19th February 2014.
17/09/2013	Smoke Free areas	Implementation of	Operational Services, Governance Officer, Manager Community Services and Development	In Progress	Event surveys underway and results to be presented in 2014
15/10/2013	Policy Review	Review process confirmed	Governance Officer	In Progress	Review commenced Report to Corporate and Community Services 10th December 2013
19/11/2013	Community Engagement and Social Inclusion Sub-Committee	Members Workshop	Manager Community Services and Development, Chief Executive Officer	Completed	
17/12/2013	Display of Aboriginal and Torres Strait Islander Flags in the Council Chamber	Engagement with stakeholders and establishing a process	Manager Community Services and Development	In Progress	Ongoing discussion with Pangula Mannamurna, Burrandies Aboriginal Corporation and Elders Group. Amended handover date to be advised.
28/1/2014	SELGA Appointments	Notify SELGA	Chief Executive Officer	Completed	SELGA meeting and AGM 7 th February, 2014
28/1/2014	Men's Shed	Further Planning	Chief Executive Officer, Governance Officer	In Progress	Meeting with Men's Shed, Councillors and Staff scheduled for 10 th February, 2014
28/1/2014	Pedal Prix Event	Further Report	Manager Community Services and Development	In Progress	Correspondence sent to District Council of Grant and A & H Society as per resolution
28/1/2014	Committee Appointments	Nominations Called	Chief Executive Officer	Completed	Close 7 th February, 2014 Report to Council 18 th February, 2014

Date of Motion	Subject Matter	Action Required	Responsibility	Status	Comments
OPERATIONAL SERVICES					
16/04/2013	Park and Stride - community engagement	Matter left to lie on table pending further re-engagement with the community	Director - Operational Services	In Progress	Referred to Environmental Sustainability Sub-Committee for further action
17/09/2013	Playground Construction - Traditional Playgrounds vs. Natural Playgrounds	Prepare concept designs for a natural playground within the John Powell Drive Reserve, engage with the local community and schools regarding their ideas/ acceptance and contributions towards a natural playground	Engineering Manager	In Progress	Concept being prepared, consultation in process

Corporate and Community Services Committee Agenda, Tuesday 11th February, 2014 cont'd...

17/09/2013	Regional Development Assessment Panels	Support the focus of the proposal and review the recommendations at a later date	Strategic Project Officer	Ongoing	Waiting for outcomes of investigation by SELGA
15/10/2013	Desktop Analysis of Strategic Plan	Relevant sections of Strategic Plan - Beyond 2013 and the Corporate Plan 2012 be provided to relevant Committees, Members and Staff (subject to reviewing the responsibility matrix)	Strategic Project Officer	In Progress	Review is progressing
19/11/2013	Disposal of surplus materials	Nominate all surplus/unwanted materials and arrange public auction	Director - Operational Services	In Progress	This will occur in early 2014, date yet to be confirmed
19/11/2013	Equip Mobility - request for permit area (disabled) - Canavan Road	Send letter to Equip Mobility, arrange installation of two (2) permit area (disabled) car parking bays	Team Leader - General Inspector	Completed	Signage installed and invert has been constructed
17/12/2013	12 Canavan Road - fence and retaining walls	Prepare report on condition of the fence	Director - Operational Services	In Progress	Letter sent to Tonkin Consulting on 02/01/2014 to undertake assessment
28/01/2014	Caroline Landfill - TANA Compactor	Replace front and rear drums	Director - Operational Services	Completed	GCM Enviro will undertake these works
28/01/2014	Mount Gambier Cemetery Trust	Adopt Terms of Reference (with addition of Clause 17.1.2) and Memorandum of Understanding	Director - Operational Services	In Progress	Documents to be signed and forwarded to the Mount Gambier Cemetery Trust
28/01/2014	Village Medical Centre	Send letter to Village Medical Centre	Director - Operational Services	Completed	Letter sent on 31/01/2014
28/01/2014	Aquatic Centre Management Advisory Group	Send letter of congratulations to Peter Collins, Manager	Director - Operational Services	Completed	Letter sent on 29/01/2014
28/01/2014	Penola Road Bicycle Lanes	Send letter to DPTI, Minister Koutsantonis and Local Member for Mount Gambier	Director - Operational Services	Completed	Letters sent on 29/01/2014
28/01/2014	Elizabeth Street Traffic Safety Investigation	Send letter and copy of Report to Mr Renko	Director - Operational Services	Completed	Letter and Report sent on 31/01/2014
28/01/2014	Installation of Bus Zone - Lady Nelson Carpark	Arrange installation of Bus Zone	Team Leader - General Inspector	In Progress	Signage has been ordered
28/01/2014	Rescission of Motorcycle Parking - Railway Terrace Carpark	Arrange for rescission of Motorcycle Parking	Team Leader - General Inspector	In Progress	Signage to be removed and lines repainted
28/01/2014	Operational Services Policy Review	Receive feedback by 21/02/2014, to present further report in March 2014	Governance Officer	In Progress	Further report will be presented at March 2014 meeting

seconded

3. FINANCIAL MANAGEMENT - Budgeting - Annual Business Plan and Budget Consultation 2014/15 Financial Year – Ref. AF13/457

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

The Director - Corporate Services reported:

- (a) In accordance with Section 123 of the Local Government Act 1999, the following Program leading up to the adoption of Annual Business Plan and Budget for 2014/2015 is proposed (actual dates to be confirmed):

Date (2014)	Description
March/April	Members Budget Workshops/Briefing(s) (actual dates to be confirmed).
by 30 th April	Draft Business Plan and Budget released for public comment.
by 31 st May	Public submissions on draft Business Plan and Budget close.
early June	First Special (public) Meeting to hear any public submissions and to discuss the draft Business Plan and Budget.
mid June	Second Special (public) Meeting to be held to discuss/finalise the draft Business Plan and Budget (if required).
late June/July	Special Council meeting to be held to finalise draft Business Plan and Budget (if required).
31 st July	Last date for finalization/distribution of first quarterly rate notice and distribution of summary Annual Business Plan.
12 th September	First quarterly rate installment final payment date.

- (b) Further noting the public consultation requirements of Section 123 the following public notification process (advising of availability and inviting submissions) is proposed:

- Newspaper advertisements (3 inserts)
- News releases/interviews
- Online community engagement “Have Your Say” facility
- A range of community engagement opportunities/processes that may include but go beyond the processes used during the 2013/2014 Business Plan and Budget Consultation. Elected Members input into the nature of this engagement will be sought.

moved it be recommended:

- (a) the report be received;
- (b) the Draft 2014/2015 Annual Business Plan and Budget Program be endorsed by Council.

seconded

4. GOVERNANCE - Committees – City Development Framework Sub-Committee – Minutes of Meeting held on 16th January, 2014 - Ref. AF13/486

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

moved it be recommended:

- (a) the minutes of the City Development Framework Sub-Committee meeting held on 16th January, 2014 be received;

Corporate and Community Services Committee Agenda, Tuesday 11th February, 2014 cont'd...

- (b) recommendations (numbered 1 to 4) of the City Development Framework Sub-Committee be adopted by Council.

1. TERMS OF REFERENCE – City Development Framework Steering Committee - Ref. AF13/486, Attachment 1

- (a) the report be received.
(b) the Terms of Reference be adopted.

2. COMMUNITY ENGAGEMENT – Opening Workshops – Ref. AF13/125

- (a) the report be received.
(b) the format of the workshops to proceed in accordance with the following:
- (i) Mayor (Cr Smith) Welcomes and outlines project, identifies Council Members from the City Development Framework Sub Committee and introduces Prof Martin facilitator (5 mins).
 - (ii) Professor Martin Outlines process and invites participants to intro each other at their tables (5 mins)
 - (iii) Professor Martin outlines the rational four themes futures papers 'The Resilient City' (10 mins)
 - (iv) Strategic Project Officer provides a comparative overview of Mount Gambier with two other regional cities (Warrnambool in Vic and Whyalla in SA) (10 mins)
 - (v) Participants invited to identify measure(s) that they use to compare Mount Gambier with other locations. They are asked to first write down three measures on a sheet of paper and then to share these with their table group coming up with a summary list (30 mins). These are then listed on butcher's paper through a plenary (JM facilitates TT supports) (30 mins)
 - (vi) In the last session we ask them to identify their aspirations; for themselves, their family and friends and for the community. They are invited to share these with their table groups and Professor Martin facilitates asking for only one of each from each table group to get an overview of aspirations. The individual sheets are collected (20 mins)
 - (vii) Professor Martin will review the process over the coming months, thanks them for their participation, identifies Tracy Tzioutziouklaris as the contact person, invited Mayor to thank and close (5 mins).

- (c) The timetable and process for the preparation of the four Futures Papers guiding the City Development Framework project as provided by Professor Martin is as follows:

3-6 Feb Workshop 1: Welcome, Rationale for the Futures Papers, Workshop process for community involvement outlined, participant's introduce themselves to each other, work in groups on measures that matter and identify and share their aspirations. We present comparative information on MTG, Warrnambool and Whyalla related to each of the four themes. We ask participants to tell us the measures that matter for them and their organisation. We invite them to tell us their aspirations; for themselves, family and friends and the community. We

Corporate and Community Services Committee Agenda, Tuesday 11th February, 2014 cont'd...

summarise these in plenary and invite them back to the second workshop where will review and refine this first round of discussions.

3-7 March Workshop 2: We will present the findings from the first workshop and seek their feedback on measures and aspirations. We will have analysed the output from the February workshop examining the range of measures categorising the responses. We will ask participants to think broadly about their community and to determine if the aspirations related to each theme are comprehensive. The question we are addressing here is; have we overlooked anything? In this second two hour workshop the opportunity is to both analyse initial responses, to refine and make additions and begin to consolidate a view of the future related to each theme. This workshop provides the opportunity for participant's to reflect and speak more about what matters to them about living and working in Mount Gambier.

In March we will seek an invitation from various groups (including mothers' groups and recent arrivals to the Mt Gambier community, eg Congolese, Karens) to meet with them to discuss their aspirations for living and working in this city. Council members will take a leading role in these meetings. The outcomes from these will also contribute to the preparation of the Futures Papers.

31 Mar - 4 April Workshop 3: We next ask participants to identify options to achieve future aspirations related to each theme. They will have had the opportunity to discuss the first two workshops with their colleagues and community members and will be primed to put their views about how best to act, in their own right and in partnership with other organisations across Mount Gambier.

12 - 16 May Workshop 4: The draft futures paper for each theme is presented to respective workshops for their consideration: clarification, correction, and addition. Participant feedback will be used to redraft each paper.

16 June: Revised futures papers will be completed and emailed to all participants. They will be asked to present the respective papers to their organisation/interest group for comment and feedback. This process should be both informing and an opportunity to receive feedback from participants and their representative organisations.

21 July: Penultimate draft futures papers are published by the Mount Gambier City Council calling for feedback from the whole community. We will ask respondents to address specific questions related to respective papers. There will be a structured media campaign so as many people as possible are aware and can contribute if they choose.

Aug - mid Sept: Futures Papers are completed and officially launched by the Mayor and Councillors.

3. MOBILISING LEADERSHIP IN CITIES AND REGIONS - paper by Andrew Beer and Terry Clower, Centre for Housing, Urban and Regional Planning, University of Adelaide Ref.- AF13/125
 - (a) the report be received.
 - (b) The comments about regional leadership in the paper be noted.
 - (c) Consideration be undertaken as to how the paper reflects the leadership of the community.

4. CITY DEVELOPMENT FRAMEWORK PROJECT – Appointment of Professor John Martin – Ref - 13/125

- (a) The report be received.
- (b) Council reconfirm its engagement of Professor John Martin of Cadence Management Consulting to assist Council in Stage Two of the City Development Framework to a maximum direct cost of up to \$45,000.

seconded

5. **ORGANISATIONS AND ASSOCIATIONS - Local Government Association Showcase and Ordinary General Meeting - Ref. AF11/933**

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) the Mayor be appointed as the delegate to represent Council at the 2014 Local Government Showcase and Ordinary General Meeting of the Local Government Association of South Australia to be held in Adelaide on Thursday 10th April, 2014 and Friday 11th April, 2014.
- (b) Cr Richardson be appointed proxy delegate to represent Council should the Mayor not be able to attend the General Meeting;
- (c) the Local Government Association be advised Council does not wish to submit any notice of motions;
- (d) the Mayor be registered to attend the 2014 Local Government Showcase and Ordinary General Meeting to be held on Thursday 10th April, 2014 and Friday, 11th April, 2014, with all costs of registration, travel, accommodation and meals etc met by Council;
- (e) any Council Member wishing to attend the Local Government Showcase and Ordinary General Meeting on Thursday 10th April, 2014 and Friday 11th April, 2014 be registered to attend with all costs being met by Council.

seconded

6. CORPORATE AND COMMUNITY SERVICES REPORT NO. 11/2014 – Council Fees and Charges Review 2014/2015 – Ref. AF11/2289

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. 11/2014 be received;
- (b) Council adopt all recommended fees and charges identified in the “Schedule of Fees and Charges - 2014/2015 Financial Year” as presented in Corporate and Community Services Report No. 11/2014 notwithstanding that;
 - (i) other than those fees and charges that are identified as having specific commencement or review dates, all fees and charges in the “Schedule of Fees and Charges - 2014/2015 Financial Year” will come into effect on 1st July 2014.
 - (ii) Council may see fit to amend any fee or charge as circumstances change or arise.
 - (iii) the approval of Dog and Cat Management Board is required in relation to Council's application for revised dog registration fees for the 2014/2015 year.

seconded

7. CORPORATE AND COMMUNITY SERVICES REPORT NO. 12/2014 – Umpherston Log Cabin Building – Ref. AF11/1474

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. 12/2014 be received and contents noted.
- (b) Subject to successful negotiations with interested operators, public consultation be conducted on the proposal to lease/licence the Umpherston log cabin/kiosk (and immediately surrounding area) for a period of not less than 5 years for the operation of a tourism related business and any associated works/improvements.
- (c) The results of public consultation on the proposal to lease/licence the Umpherston log cabin/kiosk be presented to Council for consideration. In the event that no submissions are received in objection to the proposal the Chief Executive Officer be authorised to immediately grant a lease/licence to the preferred operator.

seconded

8. CORPORATE AND COMMUNITY SERVICES REPORT NO. 13/2014 – Corporate and Community Services Policy Review – Ref. AF11/1950

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

moved it be recommended:

Corporate and Community Services Committee Agenda, Tuesday 11th February, 2014 cont'd...

- (a) Corporate and Community Services Report No. 13/2014 be received.
- (b) Corporate and Community Services Policies be revoked and removed from the City of Mount Gambier Policy Index, as follows:
 - 1. P190 - Pro-formas and Handouts
 - 2. P170 - Property - Sales, Purchases or Development of Land and Buildings
 - 3. F230 - Frew Park - Trust Deed
 - 4. B110 - Building - Construction Industry Training Fund
 - 5. L110 - Lady Nelson - Christmas and New Year Period
 - 6. C240 - Controlling Authorities
 - 7. S170 - Sponsorship
 - 8. E120 - Employees - Advance on Salaries and Wages
 - 9. E130 - Employees - Attendance at Council and Committee Meetings
 - 10. E140 - Employees - Authority for Overtime
 - 11. E180 - Employees - Industrial Representation - Engagement of Experts
 - 12. E190 - Employees - Meetings and Seminars
 - 13. E125 - Employees - Annual Leave Policy
 - 14. E150 - Employees - Christmas Leave
 - 15. E165 - Employees - Defence Reserves Forces Leave
 - 16. E175 - Employees - Jury Service/Witness Service
 - 17. E185 - Employees - Long Service Leave
 - 18. C270 - Council and Committees - Agenda Inquiries
 - 19. C295 - Council and Committees - Conduct- Filming and Audio Recording Devices
 - 20. M120 - Media - Access and Availability of Documents
 - 21. R190 - Refreshments
 - 22. M180 - Members - Copies of Legislation
 - 23. M200 - Members - Meetings of Electors
 - 24. M220 - Members - Photographs
 - 25. M245 - Members - Induction Policy
- (c) Corporate and Community Services Policies be revoked and removed from the City of Mount Gambier Policy Index, and relevant content incorporated into administrative documentation as specified in CCS Report No. 80/2013, as follows:
 - 1. A160 - Addresses
 - 2. E245 - Employees - Code of Conduct
 - 3. E220 - Employees - Superannuation
 - 4. C380 - Council Vehicles - Involved in Accidents
 - 5. E230 - Employees - Telephone
 - 6. E235 - Employees - Voluntary Emergency Service
 - 7. E170 - Employees - Driver's Licence

Corporate and Community Services Committee Agenda, Tuesday 11th February, 2014 cont'd...

8. E160 - Employees - Credit Cards
9. E215 - Employees - Social Club Council Contribution
10. C210 - Contracts (Licenses, Leases etc.)
11. C350 - Council Land - Special Events Permit
12. C230 - Correspondence - Outwards
13. L140 - Legislation - Procedure for Breach of
14. P150 - Policy Manual - Distribution
15. R175 - Records Management - Policy and Procedure Statement
16. R260 - Reserves - Work Undertaken by Community Organisations
17. V130 - Volunteers
18. L120 - Lady Nelson Entrance Fees
19. L150 - Library - Censorship
20. L160 - Library - Loans/Borrowers
21. L170 - Library - Unattended Children
22. T130 - Tourism - Miscellaneous Matters
23. T140 - Tourism - Objectives of Council
24. A225 - Arts and Cultural Policy
25. A230 - Art Works - Council Assistance
26. C130 - Citizenship Ceremonies
27. M215 - Members - Code of Conduct and Complaint Handling Policy
28. C260 - Council and Committees - Agenda Deadlines
29. R150 - Rates - Rebate Register
30. R170 – Receipts

(d) Corporate and Community Services Policies be converted to Operational Services Policies, as follows:

1. A240 - Assemblies and Events on Council Land
2. C180 - Community Organisations

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

seconded

9. CORPORATE AND COMMUNITY SERVICES REPORT NO. 14/2014 – Local Government Association Showcase and General Meeting – City of Mount Gambier Presentation and Display – Ref. AF11/933

Goal: Governance

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

moved it be recommended:

Corporate and Community Services Committee Agenda, Tuesday 11th February, 2014 cont'd...

- (a) Corporate and Community Services Report No. 14/2014 be received;
- (b) Cr Maher be registered to attend the LGA Showcase and General Meeting to deliver a presentation on Lifelong Learning on behalf of the City of Mount Gambier, with all costs being met by Council;
- (c) Council employees who will be attending the Showcase and assisting at the presentation booth be registered to attend with all costs being met by Council.

seconded

MOTIONS WITH NOTICE: NIL

MOTIONS WITHOUT NOTICE

Meeting closed at p.m.

TLG

CITY DEVELOPMENT FRAMEWORK SUB-COMMITTEE

Meeting held in the Committee Room, level four of the Civic Centre, 10 Watson Terrace, Mount Gambier, on Thursday 16th January, 2014 at 3.00 p.m.

MINUTES

PRESENT: Cr A Smith (Presiding Member)
Cr J Maher
Cr M White

APOLOGIES: Cr White moved the apology from Mayor Perryman be accepted.
Cr Maher seconded.

Carried

COUNCIL OFFICERS: Chief Executive Officer, Mark McShane
Director – Operational Services, Daryl Sexton
Strategic Project Officer, Tracy Tzioutziouklaris

SPECIAL GUEST: Professor John Martin

COUNCIL MEMBERS

AS OBSERVERS: Cr I Von Stanke

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

MINUTES OF PREVIOUS MEETING: Cr Maher moved that the Minutes of the previous meeting held on Monday 9th December, 2013 be taken as read and confirmed.

Cr White seconded.

Carried

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

1. TERMS OF REFERENCE – City Development Framework Steering Committee - Ref. AF13/486, Attachment 1

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

The Strategic Project Officer reported:

- (a) at its meeting held on Monday 9th December, 2013 the City Development Framework Sub-Committee determined that the Terms of Reference be further considered at the next meeting of the City Development Framework Committee.
- (b) the Terms of Reference have been updated and a copy of which is attached to this agenda.

Cr White moved it be recommended:

Minutes of the City Development Framework Sub Committee meeting held on 16th January, 2014
Cont'd...

- (a) the report be received.
- (b) the Terms of Reference be adopted.

Cr Maher seconded

Carried

2. COMMUNITY ENGAGEMENT – Opening Workshops – Ref. AF13/125

Goal: Building Communities
Strategic Objective: Strive for an increase in services and facilities to ensure the community has equitable access and that the identified needs are met.

Encourage the empowerment of the community to lead and self manage their respective desires and aspirations.

Goal: Securing Economic Prosperity
Strategic Objective: Foster the expansion of commerce and industry in a sustainable manner, considering industry, employment and climate change impacts, and enhance our positioning as the major centre for the region.

The Strategic Project Officer reported:

- (a) the community engagement for this project is commencing with four workshops scheduled for the week commencing Monday 3rd February, 2014, starting at 4.00p.m. and concluding at 6.00p.m. Each of the workshops will focus on four key areas previously identified by the City Development Framework Steering Committee in association with Professor John Martin and are as follows:

- Workshop 1 Our People;
- Workshop 2 Our Location;
- Workshop 3 Our Diverse Economy; and
- Workshop 4 Our Climate, Natural Resources and Heritage.

Attendance at these workshops will be by invitation. The database of invitees for the workshops have previously been provided to Members for their perusal and input.

- (c) all Council Members will be invited to attend the workshops as well as relevant staff from throughout Council.
- (d) all of the workshops will be facilitated by Professor Martin who will be assisted by the Sub-Committee and Council's Strategic Project Officer.
- (e) Professor Martin will be available to provide an update to Members as to the format of the workshops and what is envisaged to be achieved.

Cr White moved it be recommended:

- (a) the report be received.
- (b) the format of the workshops to proceed in accordance with the following:

Minutes of the City Development Framework Sub Committee meeting held on 16th January, 2014
Cont'd...

- (i) Mayor (Cr Smith) Welcomes and outlines project, identifies Council Members from the City Development Framework Sub Committee and introduces Prof Martin facilitator (5 mins).
 - (ii) Professor Martin Outlines process and invites participants to intro each other at their tables (5 mins)
 - (iii) Professor Martin outlines the rational four themes futures papers 'The Resilient City' (10 mins)
 - (iv) Strategic Project Officer provides a comparative overview of Mount Gambier with two other regional cities (Warrnambool in Vic and Whyalla in SA) (10 mins)
 - (v) Participants invited to identify measure(s) that they use to compare Mount Gambier with other locations. They are asked to first write down three measures on a sheet of paper and then to share these with their table group coming up with a summary list (30 mins). These are then listed on butcher's paper through a plenary (JM facilitates TT supports) (30 mins)
 - (vi) In the last session we ask them to identify their aspirations; for themselves, their family and friends and for the community. They are invited to share these with their table groups and Professor Martin facilitates asking for only one of each from each table group to get an overview of aspirations. The individual sheets are collected (20 mins)
 - (vii) Professor Martin will review the process over the coming months, thanks them for their participation, identifies Tracy Tzioutziouklaris as the contact person, invited Mayor to thank and close (5 mins).
- (c) The timetable and process for the preparation of the four Futures Papers guiding the City Development Framework project as provided by Professor Martin is as follows:

3-6 Feb Workshop 1: Welcome, Rationale for the Futures Papers, Workshop process for community involvement outlined, participant's introduce themselves to each other, work in groups on measures that matter and identify and share their aspirations. We present comparative information on MTG, Warrnambool and Whyalla related to each of the four themes. We ask participants to tell us the measures that matter for them and their organisation. We invite them to tell us their aspirations; for themselves, family and friends and the community. We summarise these in plenary and invite them back to the second workshop where will review and refine this first round of discussions.

3-7 March Workshop 2: We will present the findings from the first workshop and seek their feedback on measures and aspirations. We will have analysed the output from the February workshop examining the range of measures categorising the responses. We will ask participants to think broadly about their community and to determine if the aspirations related to each theme are comprehensive. The question we are addressing here is; have we overlooked anything? In this second two hour workshop the opportunity is to both analyse initial responses, to refine and make additions and begin to consolidate a view of the future related to each theme. This workshop

Minutes of the City Development Framework Sub Committee meeting held on 16th January, 2014
Cont'd...

provides the opportunity for participants to reflect and speak more about what matters to them about living and working in Mount Gambier.

In March we will seek an invitation from various groups (including mothers' groups and recent arrivals to the Mt Gambier community, eg Congolese, Karens) to meet with them to discuss their aspirations for living and working in this city. Council members will take a leading role in these meetings. The outcomes from these will also contribute to the preparation of the Futures Papers.

31 Mar - 4 April Workshop 3: We next ask participants to identify options to achieve future aspirations related to each theme. They will have had the opportunity to discuss the first two workshops with their colleagues and community members and will be primed to put their views about how best to act, in their own right and in partnership with other organisations across Mount Gambier.

12 - 16 May Workshop 4: The draft futures paper for each theme is presented to respective workshops for their consideration: clarification, correction, and addition. Participant feedback will be used to redraft each paper.

16 June: Revised futures papers will be completed and emailed to all participants. They will be asked to present the respective papers to their organisation/interest group for comment and feedback. This process should be both informing and an opportunity to receive feedback from participants and their representative organisations.

21 July: Penultimate draft futures papers are published by the Mount Gambier City Council calling for feedback from the whole community. We will ask respondents to address specific questions related to respective papers. There will be a structured media campaign so as many people as possible are aware and can contribute if they choose.

Aug- mid Sept: Futures Papers are completed and officially launched by the Mayor and Councillors.

Cr Maher seconded.

Carried

3. **MOBILISING LEADERSHIP IN CITIES AND REGIONS - paper by Andrew Beer and Terry Clower, Centre for Housing, Urban and Regional Planning, University of Adelaide Ref.- AF13/125**

Goal: Governance

Strategic Objective: Demonstrate innovative and responsible organisational governance

The Strategic Project Officer reported:

- (a) attention is drawn to the paper by Andrew Beer and Terry Clower, Mobilising Leadership in cities and regions, 2014 as attached to the agenda. The paper provides a rationale for the approach being taken with the development of the Mount Gambier City Development Framework. A copy of the paper is attached to the agenda for Members perusal.

Cr Maher moved it be recommended:

Minutes of the City Development Framework Sub Committee meeting held on 16th January, 2014
Cont'd...

- (a) the report be received.
- (b) The comments about regional leadership in the paper be noted.
- (c) Consideration be undertaken as to how the paper reflects the leadership of the community.

Cr White seconded.

Carried

MOTIONS WITHOUT NOTICE

1. CITY DEVELOPMENT FRAMEWORK PROJECT – Appointment of Professor John Martin – Ref.- 13/125

- | | |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Goal: | <i>Securing economic prosperity</i> |
| Strategic Objective: | <ul style="list-style-type: none"> (i) <i>Foster the expansion of commerce and industry in a sustainable manner, considering industry, employment and climate change impacts, and enhance our positioning as the major centre for the region.</i> (ii) <i>Support the development of our local economy, our unique local experiences and our capacity to grow visitation to our City.</i> (iii) <i>Develop and implement a dynamic planning process to meet emerging economic, social and environmental conditions.</i> |

The Strategic Project Officer reported:

- (a) Council at it's meeting held in November, 2013 determined:
 - “(a) *Corporate and Community Services Report No. 71/2013 be received;*
 - (b) *Council engage Professor John Martin, Director – Sustainable Regional Communities, La Trobe University to assist Council in Stage Two of the City Development Framework to a maximum direct cost of up to \$45,000;.*
 - (c) *The City Development Framework Committee become a formal Sub-Committee of the Corporate and Community Services Committee.”*
- (b) Professor Martin has advised Council that he has accepted an offer of redundancy from La Trobe University. La Trobe University is in the process of restructuring its academic and administration positions to achieve better financial sustainability and management. Professor Martin will remain an ‘Honorary Associate’ of La Trobe University and will continue to have access to the University’s facilities and be involved in specialist programs and projects associated with the University.

Professor Martin’s relationship with University of Technology Sydney and the Australian Centre for Excellence in Local Government will continue on a contractual basis.
- (c) Professor Martin has confirmed that the change in his employment will not impact upon his engagement with the City of Mount Gambier to undertake this project.

Cr Maher moved it be recommended:

Minutes of the City Development Framework Sub Committee meeting held on 16th January,2014
Cont'd...

- (a) The report be received.
- (b) Council reconfirm its engagement of Professor John Martin of Cadence Management Consulting to assist Council in Stage Two of the City Development Framework to a maximum direct cost of up to \$45,000.

Cr White seconded.

Carried

The meeting closed at 4.10 p.m.

AF13/486
MTT/FM

FINANCIAL STATEMENT - Monthly Bank Reconciliation

as at 31/12/2013 \$		as at 31/01/2014 \$
	GENERAL ACCOUNT (Westpac)	
903,770.21 CR	OPENING BALANCE	767,287.47 CR
2,631,998.56	<u>PLUS</u> Receipts -	
608,564.68	Rates & Arrears	326,476.24
-	General	785,629.47
-	Receipt of Cash Advance Funds	
0.00	Transfer from CAD Loan 103	300,000.00
3,240,563.24	Transfer from Investment Funds	389,090.25
	Transfer from Reserve Funds	-
4,144,333.45 CR		1,801,195.96
(644,482.99)	<u>LESS</u> Direct Debits to Bank Account -	
-	Payroll - 2 Pays processed in January (10/1 & 24/1)	(629,212.49)
-	Sundry	
(644,482.99)	Transfer to Investment Funds	
	Transfer to CAD Loan 103	(629,212.49)
3,499,850.46 CR		1,939,270.94 CR
(2,732,562.99)	<u>LESS</u> Expenditure Statement - \$	(1,577,330.74)
<u>\$767,287.47 CR</u>	CASH BALANCE	<u>\$361,940.20 CR</u>
	BANK RECONCILIATION	
837,732.64 CR	Balance as per Bank Statement	354,679.68 CR
1,511.25	<u>PLUS</u> Deposits not yet credited	23,667.05
(53,556.32)	<u>LESS</u> Deposits not yet reconciled	(6,798.55)
-	<u>PLUS</u> Payments not yet reconciled	
785,687.57 CR		371,548.18 CR
(18,400.10)	<u>LESS</u> Unpresented Cheques & EFT's	(9,607.98)
<u>\$767,287.47 CR</u>	CASH BALANCE	<u>\$361,940.20 CR</u>
	Current Interest Rate on Bank Account Balance is	0.01%
	LGFA CAD LOAN 103	
- DR	OPENING BALANCE	- DR
-	<u>PLUS</u> Deposits	
-	<u>LESS</u> Withdrawals (Transfer to General Account)	(300,000.00)
-	Sundry	
<u>\$ - DR</u>	CASH BALANCE	<u>(300,000.00) DR</u>
	Current Interest Rate on CAD Loan Balance is	4.75%

as at 31/12/2013 \$	<u>FINANCIAL STATEMENT continued.....</u>	as at 31/01/2014 \$
	<u>INVESTMENT FUNDS (Local Government Finance Authority)</u>	
382,654.89 CR	Opening Balance	382,654.89 CR
-	<u>PLUS</u> Deposits	6,435.36
-	<u>PLUS</u> Accrued interest	
-	<u>LESS</u> Withdrawals (Transfer to Westpac)	(389,090.25)
-	Withdrawals (Transfer to CAD Loan 103)	
<u>\$382,654.89 CR</u>	CLOSING BALANCE	<u>\$0.00 CR</u>
	<u>RESERVE FUNDS (Local Government Finance Authority)</u>	
0.00 CR	OPENING BALANCE	0.00 CR
-	<u>PLUS</u> Deposits	
-	<u>LESS</u> Withdrawals (Transfer to CAD Loan 103)	
<u>\$0.00 CR</u>	CLOSING BALANCE	<u>\$0.00 CR</u>

INVESTMENT OF FUNDS

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

as at 31/12/2013 \$	<u>LOAN FUNDS OWING (Local Government Finance Authority)</u>	as at 31/01/2014 \$
Opening Bal	Loan Purpose	Closing Bal
50,062.61	098 City Hall Redevelopment	50,062.61
12,481.52	099 MG Bowls - Artificial Rink	12,481.52
32,023.82	091 Blue Lake Golf Centre	32,023.82
68,654.82	094 Old Gaol/TAFE/Reidy Pk	46,650.49
172,272.03	101 RSL Bowls - Artificial Rink	172,272.03
3,459,559.66	102 Library	3,459,559.66
0.00	103 CAD - Variable Int Only	300,000.00
0.00	104 CAD - Variable Int Only	0.00
<u>\$3,795,054.46 DR</u>	Interest Rate	<u>\$4,073,050.13 DR</u>
	Maturity Date	

Prepared by:


.....
Finance Manager

Reviewed by:


.....
Chief Executive Officer

CORPORATE AND COMMUNITY SERVICES REPORT NO. 11/2014**SUBJECT: COUNCIL FEES AND CHARGES REVIEW 2014/2015****REF: AF11/2289**

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

Local Government Act

Section 188 of the Local Government Act provides the authority for Councils to impose fees and charges.

Section 188 further provides *"the Council must keep a list of fees and charges imposed under this section on public display (during ordinary office hours) at the principal office of the Council."*

and

"If a Council fixes a fee or charge under this section, or varies a fee or charge under this section the Council must up date the list of fees and charges and take reasonable steps to bring the fee or charge, or the variation of the fee or charge, to the notice of persons who may be affected."

Council Fees and Charges Review 2014/2015

Following the introduction of the GST legislation in 2000, the LGA developed guidelines including a "model schedule" of local government fees and charges and recommends the adoption of this standardized format by all Councils in the interests of consistency across the local government sector.

Council's review of fees and charges for 2014/2015 has now been completed having regard to the provisions of the Local Government Act as well as the Fees and Charges guidelines.

The fees and charges review has continued to adopt the model format recommended in the guidelines.

In completing the current Review, account has also been taken of the previous Council resolution ie. "where practical, Council endeavour to increase fees and charges, on an annual basis, by the ruling, consumer price index percentage."

For the 2014/2015 Review, the following matters in particular are highlighted;

Dog Registration Fees - the fees proposed in the schedule. Any variation in fees must be approved by the Dog and Cat Management Board to whom application will be made.

RECOMMENDATION

- (a) Corporate and Community Services Report No. 11/2014 be received;
- (b) Council adopt all recommended fees and charges identified in the "Schedule of Fees and Charges - 2014/2015 Financial Year" as presented in Corporate and Community Services Report No. 11/2014 notwithstanding that;
 - (i) other than those fees and charges that are identified as having specific commencement or review dates, all fees and charges in the "Schedule of Fees and Charges - 2014/2015 Financial Year" will come into effect on 1st July 2014.

Corporate and Community Services Report No. 11/2014 cont'd...

- (ii) Council may see fit to amend any fee or charge as circumstances change or arise.
- (iii) the approval of Dog and Cat Management Board is required in relation to Council's application for revised dog registration fees for the 2014/2015 year.



Grant HUMPHRIES
DIRECTOR - CORPORATE SERVICES

Sighted:



Mark McSHANE
CHIEF EXECUTIVE OFFICER

3rd February, 2013
MJT

(Refer Item of Corporate and Community Services Minutes)

CITY OF MOUNT GAMBIER



SCHEDULE OF FEES AND CHARGES

2014/2015 FINANCIAL YEAR

INDEX

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COMMUNITY SERVICES

FEE OR CHARGE	DESCRIPTION AND COMMENTS	GST TREATMENT	1/7/2013	1/7/2014	NOTES
Aged / Youth / Disabled Programmes	Activity & social programmes conducted for aged, young & disabled persons	Taxable			
Child Care	Provision of child care services	GST Free (potentially)			
Courses & Education	Community educational, recreational & craft courses	Taxable			
Home Assistance	Home assistance services including maintenance, cleaning, home security, respite care and transport etc	GST Free			Only GST Free if Council has HACC funding for the supply, otherwise it is Taxable
Road Safety	Road safety courses & sessions	Taxable			
Transport - Charter	Charter of community bus or other transport (with or without driver)	Taxable			
Transport - Charter Bonds	Refundable security bonds in relation to vehicle hire	Taxable if forfeited			
Transport - Charter Deposits & Cancellation fees	Deposits refunded/absorbed on full payment or forfeited on cancellation	Taxable if forfeited			
Transport	Now responsibility of Office of Public Transport	Taxable			
Transport - Taxi	Use of Council taxi service	Taxable			
Advertising - Business	"The Lady Nelson" Mt Gambier Guide Voucher	Taxable			
Advertising - Special Events	Erection of Banner boards & Other advertising for special events	Taxable			
Blue Light Disco	Entry	Taxable			
CATV Services	Provision of common antennae television transmission service	Exempt			

FEE OR CHARGE	DESCRIPTION AND COMMENTS	GST TREATMENT	1/7/2013	1/7/2014	NOTES
Loans	Council taking out loan on behalf of clubs & associations	Input Taxed			
Admin Fee for EFTPOS	Bank EFTPOS fees for non bank customers	Taxable			
Golf Course	Membership & round fees	Taxable			
Hire Bonds	Refundable cleaning & security bonds in relation to lease, hire & rental arrangements	Taxable if forfeited			
Hire Buildings	City Hall/Institute See Page No. 6 Facilities Hire - Council Chambers/Reception Area Full Day - Inc tea/coffee Half Day - Inc tea/coffee Committee Room Full Day - Inc tea/coffee Half Day - Inc tea/coffee	Taxable			
			\$410.00	\$412.00	
			\$280.00	\$280.00	
			\$215.00	\$217.00	
			\$155.00	\$155.00	
Hire Deposits & Cancellation Fees	Deposits refunded/absorbed on full payment or forfeited on cancellation	Taxable if forfeited			
Hire Insurance	Provision of insurance for use of Council property (may be by way of increased hire fee)	Taxable			
Hire Key Deposits	Refundable key deposits	Taxable if forfeited			
Hire Parks & Reserves	Hire and site fees for occupation of parks, gardens & reserves	Taxable			
Hire Plant	Hire/rental of plant, equipment & facilities (such as bbq equipment, sound systems) including call out fees	Taxable			

FEE OR CHARGE	DESCRIPTION AND COMMENTS	GST TREATMENT	1/7/2013	1/7/2014	NOTES
Hire Recreation	<p>Lease, hire or rental (including long term rental) of sports grounds & equipment</p> <p>Rental (Council maintained land)</p> <p>Blue Lake BMX Club - Hastings Cunningham Reserve</p> <p>Blue Lake Obedience Dog Club - Hastings Cunningham Reserve</p> <p>MtG Cycling & Triathlon Club - Blue Lake Sports Park</p> <p>Lower South East Hockey Association - Blue Lake Sports Park</p> <p>Mount Gambier & District Baseball League - Blue Lake Sports Park</p> <p>Mount Gambier & District Cricket Association</p> <ul style="list-style-type: none"> - Blue Lake Sports Park - Frew Park - Gladigau Reserve - Marist Park - Reidy Park <p>Mount Gambier Softball Association - Blue Lake Sports Park</p> <p>North Gambier Football Club - Vansittart Park (2014 Football Season)</p> <p><u>Licence Agreements</u></p> <p>Reidy Park Oval (Education Dept)</p> <p>Centenary Tower (GTFFP)</p> <p>Marist Park (Tenison College)</p> <p><u>Lease Fee (Council Policy)</u></p> <p>Is the "declared" figure per annum plus GST</p> <p>The "declared" figure is the annual lease fee that Council resolves at the commencement of each financial year.</p> <p>All subsequent years of the lease then the "declared" annual fee be increased (or decreased) by the overall percentage rate increase (or decrease) that Council adopts for each financial year on a compounding calculation plus GST</p> <p>Lease Fee - Policy R210 - As per the above, the declared lease fee for the 2013/14 financial year is \$385 (+ GST), calculated as follows - \$365 + 6.1%</p>	Taxable	<p>Add GST to amounts below</p> <p>\$500.00</p> <p>\$500.00</p> <p>\$1,700.00</p> <p>\$6,000.00</p> <p>\$7,000.00</p> <p>\$1,200.00</p> <p>\$2,400.00</p> <p>Nil</p> <p>\$1,200.00</p> <p>\$1,200.00</p> <p>\$4,800.00</p> <p>\$18,500.00</p> <p>Council Policy</p> <p>Council Policy</p> <p>Council Policy</p> <p>Council Policy - to be revised July 2013</p>	<p>Add GST to amounts below</p> <p>\$500.00</p> <p>\$500.00</p> <p>\$1,700.00</p> <p>\$6,700.00</p> <p>\$7,400.00</p> <p>\$1,200.00</p> <p>\$2,500.00</p> <p>Nil</p> <p>\$1,200.00</p> <p>\$1,300.00</p> <p>\$5,300.00</p> <p>\$19,200.00</p> <p>Council Policy</p> <p>Council Policy</p> <p>Council Policy</p> <p>Council Policy - to be revised July 2014</p>	<p>All fees GST exc.</p>

FEE OR CHARGE	DESCRIPTION AND COMMENTS	GST TREATMENT	1/7/2013	1/7/2014	NOTES
Library fines	Lost/replacement cards & items, overdue books,	Not subject to GST (no supply)			
Library fees	Photocopying - A4 BW - A4 BW (double sided) - A4 Colour - A4 Colour (double sided) - A3 BW - A3 BW (double sided) - A3 Colour - A3 Colour (double sided) Faxing Sale of Computer discs (for use with Internet) Material replacement charges Library Bags Discarded Library materials	Taxable	\$0.20 per page \$0.30 per page \$0.60 per page \$1.50 per page \$0.30 per page \$0.50 per page \$2.00 per page \$4.00 per page \$1.00 per page \$1.70 per disc purchase cost \$1.00	\$0.20 per page \$0.30 per page \$0.60 per page \$1.50 per page \$0.30 per page \$0.50 per page \$2.00 per page \$4.00 per page \$1.00 per page \$1.70 per disc purchase cost \$1.00	
Library – other	See also Office & Professional Services				
Library - Toy	All membership & damaged/lost toys	Taxable			
Office - Duplicate Photographs	Local History Photos Photocopying A4 laser printed/photo quality A4 laser printed/paper quality	Taxable	A4 \$0.30 per page A3 \$0.50 per page \$5.00 per page \$3.00 per page	A4 \$0.30 per page A3 \$0.50 per page \$5.00 per page \$3.00 per page	
The Les Hill Photographic Collection	Provision of image to disk (inc. disk cost) (i) Study/Research/Community Use - 1 to 4 images - 4+ images (ii) Commercial Use (Refer Council Policy H125 - Copyright)		\$5.00 \$10.00 \$20 per image	\$5.00 \$10.00 \$20 per image	
Office - Laminating & Binding	Provision of laminating & binding services or facilities	Taxable			
Office - Printing, Photocopying, Facsimile etc	All other printing, microfilming, photo copying & facsimile services or facilities	Taxable	As per library fee structure	As per library fee structure	
Office - Typing	Typing & word processing services	Taxable			
Professional Services	Provision of training and other consulting services & professional advice	Taxable			
Publications	Sale of books, trail and road maps	Taxable			

FEE OR CHARGE	DESCRIPTION AND COMMENTS	GST TREATMENT	1/7/2013	1/7/2014	NOTES
Recreation & Swimming Centre	Swimming pool patronage including for lessons and for spectators, use of spas, saunas, lockers & creches Adult Child Spectator Family Pensioner Lap Swimmers Water Polo/Fitness Vouchers/-Adult 10 Visits - Pensioner - Child Season Pass - Adult - Pensioner - Child Family - 1-2 Adults/2 Children - 1 Adults/3 Children - 2 Adults/3 Children - 1 Adults/4 Children - 2 Adults/4 Children - 2 Adults/5 Children	Taxable	\$5.50 \$4.50 \$3.00 \$19.00 \$4.50 \$5.00 \$3.50 \$47.00 \$40.00 \$40.00 \$205.00 \$155.00 \$210.00 \$460.00 \$490.00 \$520.00 \$555.00 \$590.00 \$660.00	(to be determined) \$5.80 \$4.70 \$3.00 \$20.00 \$4.70 \$5.00 \$5.00 \$49.00 \$42.00 \$42.00 \$215.00 \$170.00 \$230.00 \$490.00 \$520.00 \$550.00 \$580.00 \$610.00 \$670.00	Aquatic Centre Committee to determine new years fees in May/June of each year
Sale of Art	Commission on sale of art works	Taxable			
Sponsorship	Sponsorship moneys in relation to memorial property/engraved property (benches, gardens etc)	Taxable			
Tourism	"The Lady Nelson" - Admittance Fees Adults Children (under 15 years) Seniors/Concessions Family (2A + 4CH) Students School Groups (per student/supervisors free of charge) Adult Groups	Taxable	\$4.00 \$2.00 \$2.00 \$10.00 \$2.00 \$1.00 \$2.00	\$4.00 \$2.00 \$2.00 \$10.00 \$2.00 \$1.00 \$2.00	

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MAIN CORNER/CITY HALL/INSTITUTE

FEE OR CHARGE	DESCRIPTION AND COMMENTS	GST TREATMENT	1/7/2013	1/7/2014	NOTES
City Hall Hire	<p>Reception Area</p> <ul style="list-style-type: none"> - Part Day (6 or 3 hours) - Full Day <p>Hall</p> <ul style="list-style-type: none"> - Part Day - Full Day <p>All Facilities</p> <ul style="list-style-type: none"> - Part Day - All Day <p>Kitchen</p>		<p>Half Day/3 Hour \$200.00/\$120.00 \$340.00</p> <p>Half Day/3 Hour \$220.00/\$150.00 \$350.00</p> <p>Half Day/3 Hour \$400.00/\$250.00 \$650.00</p> <p>Full Day/Half Day/Part Day \$80.00/\$50.00/ -</p>	<p>\$205.00/\$120.00 \$350.00</p> <p>\$225.00/\$155.00 \$360.00</p> <p>\$410.00/\$255.00 \$670.00</p> <p>\$85.00/\$50.00</p>	All Fees Inc. GST
Institute Hire	<p><u>College Room</u> (full day/6 hours/3 hours)</p> <p><u>Leadlight Room</u></p> <p><u>All facilities</u></p> <p><u>Kitchen</u></p>	Taxable	<p>Full Day/Half Day/3 Hour \$250.00/\$155.00/\$80.00</p> <p>Full Day/Half Day/3 Hour \$250.00/\$155.00/\$80.00</p> <p>Full Day/Half Day/3 Hour \$450.00/\$290.00/\$150.00</p> <p>Full Day/Half Day/Part Day \$80.00/\$50.00/ -</p>	<p>\$255.00/\$160.00/\$85.00</p> <p>\$255.00/\$160.00/\$85.00</p> <p>\$460.00/\$300.00/\$155.00</p> <p>\$80.00/\$50.00/ -</p>	All Fees Inc. GST
Main Corner	<p>Foyer</p> <ul style="list-style-type: none"> - Part Day (6 or 3 hours) - Full Day <p>Balcony</p> <ul style="list-style-type: none"> - Part Day - Full Day <p>Kings Floor</p> <ul style="list-style-type: none"> - Part Day - All Day <p>Dress Circle</p> <ul style="list-style-type: none"> - Part Day - Full Day <p>All Facilities</p> <ul style="list-style-type: none"> - Part Day - Full Day 		<p>Half Day/3 Hour \$230.00 / - \$380.00</p> <p>Half Day/3 Hour \$210.00/\$120.00 \$340.00</p> <p>Half Day/3 Hour \$220.00 / - \$350.00</p> <p>Half Day/3 Hour \$320.00/\$200.00 \$600.00</p> <p>Half Day/3 Hour \$900.00 / - \$1,600.00</p>	<p>\$235.00 / - \$390.00</p> <p>\$215.00/\$125.00 \$350.00</p> <p>\$225.00 / - \$360.00</p> <p>\$330.00/\$205.00 \$615.00</p> <p>\$925.00 / - \$1,650.00</p>	All Fees Inc. GST
Main Corner/ City Hall/Institute	<p>All Facilities</p> <ul style="list-style-type: none"> - Part Day - Full Day 		<p>\$1,400.00 \$2,300.00</p>	<p>\$1,450.00 \$2,350.00</p>	All Fees Inc. GST

DEVELOPMENT

FEE OR CHARGE	DESCRIPTION AND COMMENTS	GST TREATMENT	1/7/2013	1/7/2014	NOTES
Bond Documents	Preparation & administration of bond documents	Taxable			
Construction	Levy collected to fund training in the building &	Exempt	0.25% of Construction Costs	0.25% of Construction Costs	Statutory
Advertising	Advertising in newspaper as required under the Development Act (Category 3)	Taxable	Admin \$78 Adv. \$87 Total \$165 (inc GST)	Admin \$80 Adv. \$90 Total \$170 (inc GST)	
Lodgement fees	Lodgement fees under the Development Act	Exempt	Statutory	Statutory	
Land division fee	Land division fee under the Development Act	Exempt	Statutory	Statutory	
Registration of private certifiers	Application for registration of private certifiers & annual registration fee under the Development Act	Exempt	Payable to Minister, not Council	Payable to Minister, not Council	
Building rules fees	Building rules fees under the Development Act	Taxable	Statutory	Statutory	
Development Act	Development plan assessment fee	Exempt	Statutory	Statutory	
Public Notification Fee (category 2 & 3)	Public Notification Fee (category 2 & 3) under the Development Act	Exempt	Maximum Amount	Maximum Amount	Statutory
Referral fees	Referral fees under the Development Act	Exempt	Statutory	Statutory	
Certificate of Approval Fee	Certificate of Approval Fee under the Development Act	Exempt	Statutory	Statutory	
Consent to Development at Variance with Building Rules	Consent to Development at Variance with Building Rules under the Development Act	Taxable	Statutory	Statutory	
Non-complying Development Fee	Non-complying Development Fee under the Development Act	Exempt	Statutory	Statutory	
Application for assignment of classification of a building	Application for assignment of, or change in, classification of a building under the Development Act	Taxable	Statutory	Statutory	
Certificate of Occupancy Fee	Certificate of Occupancy Fee under the Development Act	Taxable	Statutory	Statutory	
Application for issue of Schedule of Essential Safety Provisions	Application for issue of Schedule of Essential Safety Provisions under the Development Act	Taxable	Statutory	Statutory	

FEE OR CHARGE	DESCRIPTION AND COMMENTS	GST TREATMENT	1/7/2013	1/7/2014	NOTES
Referral to Building Rules Assessment Commission	Referral to Building Rules Assessment Commission under the Development Act	Exempt	Statutory	Statutory	
Statement of Requirements Fee	Statement of Requirements Fee under the Development Act	Exempt	Statutory	Statutory	
Enterprise Roads	Sale of land	Taxable			
Land Management/ Water Agreements	Private Water Services Agreements & Land Management Agreements including inspection, preparation &	Taxable			
Parking	Making car parking spaces to accommodate new	Taxable			
Developers' Contributions toward Street Signs	Contributions by developers towards installation & kerbside etching of street signs	Exempt			
Developer's Cash Contributions	Levies imposed on or made by developers when creating land divisions	Exempt			
Developer's "In-Kind" Contributions	Non-cash contributions made by developers when creating land divisions	Exempt			
Installation of Street Signs	Installation of additional street signs at ratepayers request	Taxable			
Development Application Searches	Refer to Information Services on page 14				

ENVIRONMENT

FEE OR CHARGE	DESCRIPTION AND COMMENTS	GST TREATMENT	1/7/2013	1/7/2014	NOTES
Dog Control	Impounding & dog destruction	Exempt	Statutory	Statutory	
Dog Expiations	Dog nuisance, attack, harassment, injury, wandering, presence in schools, shops & other areas, failure to register, display registration disc, advice of change of address or owner, muzzle, leash, desex, remove faeces	Exempt	Statutory	Statutory	
Dog Registration	Standard Desexed Concession (50%) Working Dog Greyhound Guide Dog/Therapeutic Dog Microchipped Trained Desexed/Microchipped Desexed/Trained Desexed/Microchipped/Trained Microchipped/Trained Business Registration Fee Transfer Registration Fee Replacement Disc Late Registration Fee Penalty Partial Year Registration (January) Impounding Fee Daily Holding Fee (1) For maximum of two (2) dogs (2) No other rebates applicable	Exempt	\$44.00 \$26.00 50% \$15.00 \$19.00 No Fee \$36.00 \$36.00 \$18.00 \$18.00 \$10.00 \$28.00 \$44.00 \$4.00 \$4.00 \$13.00 \$25.00 \$43.00 \$19.00	\$45.00 \$27.00 50% \$16.00 \$20.00 No Fee \$37.00 \$37.00 \$19.00 \$19.00 \$11.00 \$29.00 \$45.00 \$5.00 \$5.00 \$14.00 \$26.00 \$44.00 \$20.00	Effective for 2014 renewal period. After approval from Dog/Cat Management Board.

FEE OR CHARGE	DESCRIPTION AND COMMENTS	GST TREATMENT	1/7/2013	1/7/2014	NOTES
Expiations – Burning	Fines & expiations in relation to burning, burning out of hours & burning particular material	Not subject to GST (no supply)	Statutory	Statutory	
Expiations - By Laws	Fines & expiations in relation to Council by-laws	Not subject to GST (no supply)	Statutory	Statutory	
Expiations – Littering	Fines & expiations in relation to littering	Not subject to GST (no supply)	Statutory	Statutory	
Expiations – Parking	Fines & expiations in relation to stopping & parking of motor vehicles, double parking & obstruction of access	Not subject to GST (no supply)	Statutory	Statutory	
Impounding of Vehicles	Removal Storage Search Fees Notification to owner Advertising/Tendering Auctioneers Charge (if applicable) Any other charges Special overtime only for Council Officers (if applicable) in Council Officer's wages during normal time Administrative charge	Exempt	Actual towing charge by contractor \$80.00 per week or part thereof actual cost \$42.00 actual cost actual cost actual cost actual cost no charge \$74.00	Actual towing charge by contractor \$82.00 per week or part thereof actual cost \$43.00 actual cost actual cost actual cost actual cost no charge \$76.00	

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FEE OR CHARGE	DESCRIPTION AND COMMENTS	GST TREATMENT	1/7/2013	1/7/2014	NOTES
Removal of Property	<p><u>Shopping Trolleys, Pedal Cycles</u></p> <p>Removal Storage</p> <p><u>Signboards and Other Objects</u></p> <p>Removal Storage</p>	Exempt	<p>\$42.00 \$6.00 per day or part thereof for each trolley, pedal cycle or other object</p> <p>\$42.00 \$6.00 per day or part thereof for each signboard or other object</p>	<p>\$43.00 \$7.00 per day or part thereof for each trolley, pedal cycle or other object</p> <p>\$43.00 \$7.00 per day or part thereof for each signboard or other object</p>	
Removal of Vegetation	Slash/burning & other removal of vegetation for fire prevention or pest control purposes	Taxable			

HEALTH SERVICES

FEE OR CHARGE	DESCRIPTION AND COMMENTS	GST TREATMENT	1/7/2013	1/7/2014	NOTES
Fire Safety	Inspection and reporting on fire safety in nursing homes	Taxable			
Provision of Food Safe Handling Kits &	Provision of Food Safe Handling Kits & Videos Food Safe Food Safe Revisions Kits	Taxable	\$140.00 \$75.00	\$144.00 \$77.00	
Inspection of nursing homes	Inspection & reporting on food safety in nursing homes	Taxable			
Food Regulation Inspection Fees	Standard Inspections Annual first inspection Process Fees/Compliance Inspections Follow up inspections - per inspection Complaints Inspections Complaints Inspection - initial Follow up inspections - per inspection Community/Charitable Organisations (NFP) Inspection Fee Follow up inspections - if necessary Nominal Risk Business Inspection Fee Follow up inspections - if necessary Festivals, Fetes and Shows Annual Fee for host organisations Food Markets Annual Fee for host organisations Mobile Food Vans Inspection Fee Follow up inspections - if necessary Businesses with Food Safety Programs Inspection Fee Follow up inspections - if necessary	Taxable	NIL \$85.00 NIL \$85.00 NIL \$85.00 NIL \$85.00 \$134.00 \$134.00 NIL \$85.00 NIL \$85.00	NIL \$87.00 NIL \$87.00 NIL \$87.00 NIL \$87.00 \$138.00 \$138.00 NIL \$87.00 NIL \$87.00	Introduced as from 18/3/2003 (all fees ex-GST) Statutory Statutory Statutory Statutory Discretionary Discretionary Statutory Statutory
Fines - Food Safety	Fines & expiations under the <i>Food Act</i>	Not subject to GST (no supply)			

FEE OR CHARGE	DESCRIPTION AND COMMENTS	GST TREATMENT	1/7/2013	1/7/2014	NOTES
Fines - Public & Environmental Health Act	Fines & expiations under the <i>Public & Environmental Health Act</i>	Not subject to GST (no supply)			
Application & licence fees for Supported Residence	Application & licence fees including renewals & transfers for Supported Residence	Exempt			
Fines - <i>Supported Residential Facilities Act</i>	Fines & expiations in relation to the <i>Supported Residential Facilities Act</i>	Not subject to GST (no supply)			
Retirement Villages	Accommodation in retirement village	Input Taxed or GST-free			

FEE OR CHARGE	DESCRIPTION AND COMMENTS	GST TREATMENT	1/7/2013	1/7/2014	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	
Council Documents-Freedom of Information	<i>Freedom of Information Act</i> applications in relation to Council documents	Exempt			Statutory
Provision of general statistical information	Provision of general statistical information & research/reporting (including building statistics, business information & local history)	Taxable			
Property Searches	Rate searches (section 7 & 187), certificates of liability & extracts from assessment book	Exempt	\$49-00 Normal Search \$59-00 Urgent Search \$29-00 Rates Only		Statutory No urgent surches from February 2014
Development Application Searches	Building or Planning documents - search/copy of (refer to Council Policy D160)	Taxable	\$30 Initial Fee (2 hours) \$43 per hour thereafter plus \$0.20c per page : A4 \$0.50 per page : A3 \$16.00 per A1 or \$13.00 per A2 plan	\$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	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

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FEE OR CHARGE	DESCRIPTION AND COMMENTS	GST TREATMENT	1/7/2013	1/7/2014	NOTES		
Plan Printing	Plain Paper Plots - Black & White	Taxable			Quotes required for printing over 50 pages.		
	Size B1 1-10 pages		\$6.00	\$7.00			
	11-20 pages		\$5.00	\$6.00			
	21-50 pages		\$5.00	\$6.00			
	Size A0 1-10 pages		\$7.00	\$8.00			
	11-20 pages		\$6.00	\$7.00			
	21-50 pages		\$6.00	\$7.00			
	Size A1 1-10 pages		\$5.00	\$6.00			
	11-20 pages		\$4.00	\$5.00			
	21-50 pages		\$4.00	\$5.00			
	Size A2 1-10 pages		\$4.00	\$5.00			
	11-20 pages		\$4.00	\$5.00			
	21-50 pages		\$3.00	\$4.00			
	Size A3 1-10 pages		\$3.00	\$4.00			
	11-20 pages		\$2.00	\$3.00			
	21-50 pages		\$2.00	\$3.00			
	Plain Paper Plots - Colour (Line Drawing)						
	Size B1 1-10 pages		\$19.00	\$20.00			
	11-20 pages		\$16.00	\$17.00			
	21-50 pages		\$14.00	\$15.00			
	Size A0 1-10 pages		\$22.00	\$23.00			
	11-20 pages		\$19.00	\$20.00			
	21-50 pages		\$16.00	\$17.00			
	Size A1 1-10 pages		\$16.00	\$17.00			
	11-20 pages		\$14.00	\$15.00			
	21-50 pages		\$11.00	\$12.00			
	Size A2 1-10 pages		\$14.00	\$15.00			
	11-20 pages		\$11.00	\$12.00			
	21-50 pages		\$8.00	\$9.00			
	Size A3 1-10 pages		\$6.00	\$7.00			
	11-20 pages		\$5.00	\$6.00			
	21-50 pages		\$4.00	\$5.00			
	Plain Paper Plots - Colour (Fill Drawing)						
	Size B1 1-10 pages		\$24.00	\$23.00			
	11-20 pages		\$22.00	\$23.00			
	21-50 pages		\$19.00	\$20.00			
	Size A0 1-10 pages		\$27.00	\$28.00			
	11-20 pages		\$24.00	\$25.00			
	21-50 pages		\$22.00	\$23.00			
	Size A1 1-10 pages		\$22.00	\$23.00			
	11-20 pages		\$19.00	\$20.00			
	21-50 pages		\$16.00	\$17.00			

FEE OR CHARGE	DESCRIPTION AND COMMENTS	GST TREATMENT	1/7/2013	1/7/2014	NOTES
Plan Printing continued...	Plain Paper Plots - Colour (Fill Drawing) continued...	Taxable			Quotes required for printing over 50 pages.
	Size A2 1-10 pages		\$16.00	\$17.00	
	11-20 pages		\$13.00	\$14.00	
	21-50 pages		\$11.00	\$12.00	
	Size A3 1-10 pages		\$8.00	\$9.00	
	11-20 pages		\$6.00	\$7.00	
	21-50 pages		\$5.00	\$6.00	
	Plain Paper Copies - Black and White				
	Size B1 1-10 pages		\$6.00	\$7.00	
	11-20 pages		\$6.00	\$7.00	
	21-50 pages		\$5.00	\$6.00	
	Size A0 1-10 pages		\$7.00	\$8.00	
	11-20 pages		\$7.00	\$8.00	
	21-50 pages		\$6.00	\$7.00	
	Size A1 1-10 pages		\$6.00	\$7.00	
	11-20 pages		\$6.00	\$7.00	
	21-50 pages		\$6.00	\$7.00	
	Size A2 1-10 pages		\$5.00	\$6.00	
	11-20 pages		\$5.00	\$6.00	
	21-50 pages		\$5.00	\$6.00	
	Size A3 1-10 pages		\$3.00	\$4.00	
11-20 pages	\$2.00	\$3.00			
21-50 pages	\$2.00	\$3.00			

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LICENCES AND PERMITS

FEE OR CHARGE	DESCRIPTION AND COMMENTS	GST TREATMENT	1/7/2013	1/7/2014	NOTES
Burning	Consent to carry out burning	Exempt			
Diving	Diving permits - per permit	Exempt	\$30.00	\$30.00	
Filming	Fee for filming commercials & feature films in Council area	Exempt if raised under S188(1)(f) LGA Taxable if raised under S188(1)(a) LGA			
Marinas, Boat Ramps & River Access	Use of moorings, marinas, boat ramp & river access (including fees for applications & transfers)	Exempt			
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	\$680.00	\$720.00	
Outdoor Dining	<u>One Setting</u> (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 \$52 per annum per setting. Minimum charge is \$100.00 per annum \$11.00 per annum \$11.00 per annum \$11.00 per annum	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	
Outdoor Displays	On footways (permit under LGA S.222)	S.222 LGA	\$52.00 per display unit	\$53.00 per display unit	GST applicable
Parking	Parking permit (including replacement permit)	Exempt			

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FEE OR CHARGE	DESCRIPTION AND COMMENTS	GST TREATMENT	1/7/2013	1/7/2014	NOTES
Road Closures	All applications & consents (inc advertising fees charged) in relation to temporary road closures	Exempt			
Road Rents	Commercial & agricultural road rents inc fees for agistment, cropping and de pasturing	Exempt if raised under S188(1)(f) LGA Taxable if raised under S188(1)(a) LGA			
Taxi & Hire Car	Taxi Licence - first issue Taxi Licence - renewal Transfer of the holder of a taxi or hire-car licence Transfer of a taxi or hire-car licence between vehicles Leasing Licence - per annum or part thereof	Exempt	By Public Tender \$485.00 \$68.00 \$68.00 \$68.00	By Public Tender \$485.00 \$68.00 \$68.00 \$68.00	
Taxi Fees	<p>Metered Fares</p> <p>Flag Fall</p> <p style="padding-left: 40px;">- Tariff 1 7am - 7pm on any day</p> <p style="padding-left: 40px;">- Tariff 2 7am - 7am on any day</p> <p>The above tariff being charged shall be indicated within the taxi cab by a method approved by the Chief Executive Officer of Council</p> <p>Per Kilometre</p> <p>Waiting Time, per hour</p> <p>The kilometre and waiting time charges shall be registered automatically on the taxi metre fitted in the taxi cab, in units of 10c.</p> <p>Extras</p> <p>For each booking by telephone</p> <p>Christmas Day - Midnight to Midnight \$2.00 surcharge + T1 or T2</p> <p>New Years Eve - 7pm - 7am and News Years Day - \$2.50 surcharge + T1 or T2</p> <p>Miscellaneous Charges</p> <p>Befouling Fee</p> <p>Non Metered Journeys</p> <p>Fares for non metered journeys shall be by contract</p> <p>Council to conduct a review of Taxi Fares each (2) two years to ensure currency and appropriateness of local taxi fares and related tariff structures.</p>	Taxable	\$ 4.40 \$ 4.90 \$ 2.50 \$45.00 \$2.00 \$2.00 \$2.00 \$100.00 Contract	\$ 4.40 \$ 4.90 \$ 2.50 \$45.00 \$2.00 \$2.00 \$2.00 \$100.00 Contract	All fares are GST inclusive and are due for review

FEE OR CHARGE	DESCRIPTION AND COMMENTS	GST TREATMENT	1/7/2013	1/7/2014	NOTES
Trading	Street Traders - Annual licence - at least equal to Council's fixed charge rate for the same financial year as the licence Permit - per week or part thereof	Exempt - raised under S188(1)(f) LGA	Fixed Charge \$62.00	Fixed Charge \$64.00	
Under Road Pipelines	All application & licence fees in relation to under road pipe laying. Refer to Private Works for reinstatement charges & Development for bonds	Exempt if raised under S188(1)(f) LGA Taxable if raised under S188(1)(a) LGA			
By-Law Offences			\$62.00	\$64.00	

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MISCELLANEOUS

FEE OR CHARGE	DESCRIPTION AND COMMENTS	GST TREATMENT	1/7/2013	1/7/2014	NOTES
Airport	Landing charges, terminal & parking area rental, advertising fees	Taxable			
Cemetery	<p>Lake Terrace Cemetery</p> <p>Leases Lease Fees</p> <p>Interment Fees Single depth burial 1.67 metres Double depth burial 2.13 metres Triple depth burial 3.05 metres</p> <p>Fees Payable in Addition to Interments Interment after hours Mon-Fri and on a Saturday not being a Public Holiday, an additional Interment on a Sunday or Public Holiday, an additional Oversized caskets with advance notice given Surcharge for oversized casket-no notice given Monument Licence Fee - Single - Double - each additional</p> <p>Other Fees Exhumation after minimum period when authorised Interment of cremated remains Monumental mason's work - for each permit for the erection of any vault, monument, tomb, gravestone or other erection</p>	Taxable	<p>\$1,750.00</p> <p>\$1,450.00</p> <p>\$1,500.00</p> <p>\$1,600.00</p> <p>0</p> <p>\$570.00</p> <p>\$880.00</p> <p>no extra charge</p> <p>\$150.00</p> <p>\$550.00</p> <p>\$850.00</p> <p>\$80.00</p> <p>\$2,200.00</p> <p>\$400.00</p> <p>N/C</p>	<p>\$1,800.00</p> <p>\$1,500.00</p> <p>\$1,550.00</p> <p>\$1,650.00</p> <p>\$590.00</p> <p>\$900.00</p> <p>no extra charge</p> <p>\$155.00</p> <p>\$410.00</p> <p>\$620.00</p> <p>\$60.00</p> <p>\$2,270.00</p> <p>\$410.00</p> <p>N/C</p>	<p>Aligned with Carinya Gardens</p> <p>(all fees inc GST)</p>
Cemetery	<p>Long term leases (Lake Terrace - 50 years)</p> <p>Cancellation of Lease (Admin Fee)</p>	Exempt if raised under 188(1)(f), otherwise taxable	<p>\$1,750.00</p> <p>\$150.00</p>	<p>\$1,800.00</p> <p>\$155.00</p>	All fees include GST.
Rental	Rental in relation to private residences of Council employees	Input Taxed			
Sale proceeds of plant and equipment	Sale of plant & equipment	Taxable			
Sale Proceeds of plants and mulch	Sale of plants & mulch	Taxable			

PRIVATE WORKS

FEE OR CHARGE	DESCRIPTION AND COMMENTS	GST TREATMENT	1/7/2013	1/7/2014	NOTES
Footpaths, Stormwater Pipes, Culverts, Inverts & Crossovers, Sundry Works	Labour On cost of labour Plant Hire Materials	Taxable	At cost 80% of labour (normal internal charge is 50 %) At cost + 20% At cost + 20% (+ GST on overall cost)	At cost 80% of labour (normal internal charge is 50 %) At cost + 20% At cost + 20% (+ GST on overall cost)	Inherent increase
Graffiti Removal	Graffiti removal	Taxable			
Mowing Ovals	Mowing ovals for schools/sporting clubs	Taxable	\$103.00 + GST	\$106.00 + GST	
Nature Strips	Lawn and nature strips on footpaths	Taxable			
Other	Supply of labour, plant & materials	Taxable			
Reinstatements	Per square metre Min. charge	Taxable	\$112.00 + GST \$112.00 + GST	\$115.00 + GST \$115.00 + GST	
Street Tree Removal	Removal of street trees for driveway construction	Taxable			
Truck Wash Facilities	Use of truck wash facilities & wash down bays	Taxable			

WASTE MANAGEMENT

FEE OR CHARGE	DESCRIPTION AND COMMENTS	GST TREATMENT	1/7/2013	1/7/2014	NOTES
Waste Transfer Centre (Rubbish Removal)	<p>General Public Single garbage bag Minimum Fee (small loads, eg car boot) Small trailer or utility (standard) Small trailer or utility (heaped) Small trailer or utility (caged) Tandem trailer (standard) Tandem trailer (heaped) Tandem trailer (caged) Truck or large trailer Mattresses (regardless of size) Inspection fee - empty pesticide container</p> <p>Senior's Card/Aged Pensioners Card On production of Seniors Card/Aged Pensioners Card/Health Card Single garbage bag Limit car boot load only</p> <p>Private Contractors Charge per tonne at Waste Transfer Centre Charge per tonne via Waste Transfer Centre Disposal by arrangement (direct to landfill) Minimum Charge Minimum charge for roll on roll off bin (based on volume of bin) Minimum charge for Account Customers</p>	Taxable	\$4.00 per bag \$19.00 per load \$35.00 per load \$45.00 per load \$48.00 per load \$60.00 per load \$74.00 per load \$80.00 per load \$118.00 per tonne \$26.00 each \$7.00 each \$3.00 per bag \$12.00 per load \$118.00 \$110.00 \$176.00 per tonne \$118.00 \$54.00 per cubic metre \$58.00 per visit	\$4.00 per bag \$20.00 per load \$36.00 per load \$46.00 per load \$49.00 per load \$62.00 per load \$76.00 per load \$83.00 per load \$121.00 per tonne \$26.00 each \$7.00 each \$4.00 per bag \$13.00 per load \$121.00 \$112.00 \$181.00 per tonne \$121.00 \$56.00 per cubic metre \$60.00 per visit	
Applications for septic tank installations	Applications for septic tank installations & upgrades (including referrals to SA Health Commission) & inspection of septic tanks	Exempt			
Rubbish Collection	Green Waste Collection Fortnightly Service (Applied on Pro-Rata Basis) Fee applies for July-June period but payments will commence in June	Exempt	\$76.00 (applied pro-rata)	\$78.00 (applied pro-rata)	

FEE OR CHARGE	DESCRIPTION AND COMMENTS	GST TREATMENT	1/7/2013	1/7/2014	NOTES
Sale of rubbish & recycling bins & receptacles	Sale of 240L Bins (Greenwaste)	Taxable	\$70.00	\$70.00	
	Replacement Bins (Garbage/Recycling) - (lost or stolen bins)		\$70.00	\$70.00	
	Additional Bins (Garbage/Recycling) - (cost for bin plus collection service)		\$117.00	\$117.00	
Sharps Containers	Sale of needle/sharps containers	Taxable			
Storm Water Drainage	Developer Contribution - Downstream Drainage For developments of 1 hectare or greater For developments less than 1 hectare	Exempt			
			\$5,050.00 per hectare	\$5,200.00 per hectare	
			\$0.80 per square metre	\$0.82 per square metre	
eWaste Recycling	1. CDs, Discs, USBs, Calculators etc	Taxable	free	free	Includes GST
	2. Compact Fluro Lights (CFLs)		\$0.50	\$0.50	
	3. Fluro tubes, high density lamps		\$1.00	\$1.00	
	4. Keyboards, Toaster, Frypans, Lamps etc		\$6.00	\$6.00	
	5. Microwaves, Vacuums, DVDs, Printers etc		\$15.00	\$15.00	
	6. Computer Package, Large TVs, Medium Printers etc		\$25.00	\$25.00	
	7. Extra Large Items i.e. Photocopiers etc		\$1.20/kilo	\$1.20/kilo	

WATER SUPPLY

FEE OR CHARGE	DESCRIPTION AND COMMENTS	GST TREATMENT	1/7/2013	1/7/2014	NOTES
Service Fees for Water Supply	All service fees charged to Developer	Exempt (potentially)			Exempt if charged as a rate under Chapter 10 LGA, otherwise it is Taxable
Supply of Water	Supply of water	GST Free (potentially - see Chapter 4)			

CORPORATE AND COMMUNITY SERVICES REPORT NO. 12/2014

SUBJECT: UMPHERSTON LOG CABIN BUILDING

REF: AF11/1474

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.

At its meeting on 20 August 2013 Council considered Corporate and Community Services Report No. 38/2013 relating to the vacant Umpherston Log Cabin (Kiosk), and resolved:

- (a) *Corporate and Community Services Report No. 38/2013 be received;*
- (b) *The Chief Executive Officer be authorised to seek Expressions of Interest from suitably experienced operators to operate a tourism related business from the Umpherston Log Cabin;*
- (c) *A further report be presented to the Corporate and Community Services Committee to give consideration to future options for the Umpherston Log Cabin.*

Members are now advised that a number of Expressions of Interest have been received. Negotiations are continuing with selected operators to determine whether (and to whom) a lease/licence may be granted under delegated authority for a term of not less than 5 years.

Whilst the intention is to avoid any lease arrangement requiring significant expenditure on the premises by Council, negotiations may result in some unbudgeted expenditure being required to secure a suitable operator on favourable terms/conditions. With the exception of any incidental costs, a further report will be presented to Council to consider any proposed capital expenses.

The community land provisions of the Local Government Act 1999 ("the Act") necessitate public consultation first being conducted on the proposal to lease/licence the log cabin/kiosk (and immediately surrounding area). For continued compliance with the Act an amendment will be presented to the Operational Services Committee for inclusion of a specific reference to the granting of leases/licences in the Umpherston Sinkhole community land management plan.

RECOMMENDATION

- (a) Corporate and Community Services Report No. 12/2014 be received and contents noted.
- (b) Subject to successful negotiations with interested operators, public consultation be conducted on the proposal to lease/licence the Umpherston log cabin/kiosk (and immediately surrounding area) for a period of not less than 5 years for the operation of a tourism related business and any associated works/improvements.
- (a) The results of public consultation on the proposal to lease/licence the Umpherston log cabin/kiosk be presented to Council for consideration. In the event that no submissions are received in objection to the proposal the Chief Executive Officer be authorised to immediately grant a lease/licence to the preferred operator.

Corporate and Community Services Report No. 12/2014 cont'd...



Michael McCARTHY
GOVERNANCE OFFICER

Sighted:



Mark McSHANE
CHIEF EXECUTIVE OFFICER

4th February, 2014
MMcC

(Refer Item of Corporate and Community Services Minutes)

CORPORATE AND COMMUNITY SERVICES REPORT NO. 13/2014**SUBJECT: CORPORATE AND COMMUNITY SERVICES POLICY REVIEW****REF: AF11/1950**

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

At its meeting held on 17 December 2013 Council considered Corporate and Community Services Report No. 80/2013 relating to the review of Council's Corporate and Community Services policies, and resolved:

- (a) *Corporate and Community Services Report No. 80/2013 be received.*
- (b) *Councillors provide any feedback on the proposed recommendations to the Chief Executive Officer/Governance Officer by Friday 24th January 2014 for incorporation into an updated report and tables.*
- (c) *A further report be presented to the February 2014 Corporate and Community Services Committee meeting for consideration of updated policy review recommendations.*

The review process to-date comprised:

- Elected Member Workshop held on 3 September 2013 to consider the necessity and proposed methodology for a comprehensive review of Council Policies.
- Corporate and Community Services Report No. 62/2013 of 15 October 2013 adopting a process for review of policies, including the reduction of the total number of policies and subsequent review of retained policies on a prioritised and continuing basis.
- Corporate and Community Services Report No. 80/2013 of 17 December 2013 presenting and seeking Councillor feedback on proposed recommendations to revoke, convert, amalgamate or retain and review each of Council's 120 Corporate and Community Services Policies.
- This report to action the reduction in Corporate and Community Services policies by revoking those policies identified as redundant and/or containing content to be converted to procedures and other administrative/operational documentation

Limited Councillor feedback has been received on the proposed recommendations as presented to the 17 December 2013 Council meeting, with the only amendment being to retain and review (rather than revoke) the Library and Historical Collections policies (L190, H120 & H125) to demonstrate Council's commitment to this centrepiece of community activity and associated library services and collections.

Should Council support the reduction/revocation of policies as presented in the following recommendations the Administration will proceed to incorporate the relevant content of identified policies into administrative procedures and operational documentation. The revoked policies will act as guiding documents in the intervening period.

The remaining Corporate and Community Services Policies will be prioritised and presented to the Corporate and Community Services Committee on a case by case or periodical basis (or as otherwise directed by Committee or Council) for consideration and to determine appropriate action for their review.

RECOMMENDATION

- (a) Corporate and Community Services Report No. 13/2014 be received.

Corporate and Community Services Report No. 13/2014 cont'd...

(b) Corporate and Community Services Policies be revoked and removed from the City of Mount Gambier Policy Index, as follows:

1. P190 - Pro-formas and Handouts
2. P170 - Property - Sales, Purchases or Development of Land and Buildings
3. F230 - Frew Park - Trust Deed
4. B110 - Building - Construction Industry Training Fund
5. L110 - Lady Nelson - Christmas and New Year Period
6. C240 - Controlling Authorities
7. S170 - Sponsorship
8. E120 - Employees - Advance on Salaries and Wages
9. E130 - Employees - Attendance at Council and Committee Meetings
10. E140 - Employees - Authority for Overtime
11. E180 - Employees - Industrial Representation - Engagement of Experts
12. E190 - Employees - Meetings and Seminars
13. E125 - Employees - Annual Leave Policy
14. E150 - Employees - Christmas Leave
15. E165 - Employees - Defence Reserves Forces Leave
16. E175 - Employees - Jury Service/Witness Service
17. E185 - Employees - Long Service Leave
18. C270 - Council and Committees - Agenda Inquiries
19. C295 - Council and Committees - Conduct- Filming and Audio Recording Devices
20. M120 - Media - Access and Availability of Documents
21. R190 - Refreshments
22. M180 - Members - Copies of Legislation
23. M200 - Members - Meetings of Electors
24. M220 - Members - Photographs
25. M245 - Members - Induction Policy

(c) Corporate and Community Services Policies be revoked and removed from the City of Mount Gambier Policy Index, and relevant content incorporated into administrative documentation as specified in CCS Report No. 80/2013, as follows:

1. A160 - Addresses
2. E245 - Employees - Code of Conduct
3. E220 - Employees - Superannuation
4. C380 - Council Vehicles - Involved in Accidents
5. E230 - Employees - Telephone
6. E235 - Employees - Voluntary Emergency Service
7. E170 - Employees - Driver's Licence
8. E160 - Employees - Credit Cards

Corporate and Community Services Report No. 13/2014 cont'd...

9. E215 - Employees - Social Club Council Contribution
10. C210 - Contracts (Licenses, Leases etc.)
11. C350 - Council Land - Special Events Permit
12. C230 - Correspondence - Outwards
13. L140 - Legislation - Procedure for Breach of
14. P150 - Policy Manual - Distribution
15. R175 - Records Management - Policy and Procedure Statement
16. R260 - Reserves - Work Undertaken by Community Organisations
17. V130 - Volunteers
18. L120 - Lady Nelson Entrance Fees
19. L150 - Library - Censorship
20. L160 - Library - Loans/Borrowers
21. L170 - Library - Unattended Children
22. T130 - Tourism - Miscellaneous Matters
23. T140 - Tourism - Objectives of Council
24. A225 - Arts and Cultural Policy
25. A230 - Art Works - Council Assistance
26. C130 - Citizenship Ceremonies
27. M215 - Members - Code of Conduct and Complaint Handling Policy
28. C260 - Council and Committees - Agenda Deadlines
29. R150 - Rates - Rebate Register
30. R170 – Receipts

(d) Corporate and Community Services Policies be converted to Operational Services Policies, as follows:

1. A240 - Assemblies and Events on Council Land
2. C180 - Community Organisations

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



Michael McCARTHY
GOVERNANCE OFFICER

Sighted:



Mark McSHANE
CHIEF EXECUTIVE OFFICER

5th February, 2014
MMcC

(Refer Item of Corporate and Community Services Minutes)

CORPORATE AND COMMUNITY SERVICES REPORT NO. 14/2014

SUBJECT: LOCAL GOVERNMENT ASSOCIATION SHOWCASE AND GENERAL MEETING – CITY OF MOUNT GAMBIER PRESENTATION AND DISPLAY

REF: AF11/933

Goal: Governance

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

At the annual April Local Government Association Showcase and General Meeting, opportunities are provided to all Councils to:

- Give a presentation on an innovative or successful Council project or activity and / or
- Showcase via a presentation booth, material related to a Council project or activity.

Following suggestions from several Councillors that the City Council has involvement in one or both of the above activities (following Councillor attendance at previous Showcases), Council expressed an interest to the LGA to provide a presentation and present a Showcase booth on Lifelong Learning. Cr Jim Maher, Presiding Member Mount Gambier Lifelong Learning Sub-Committee has volunteered to give the presentation.

Council staff attend the presentation booth along with Councillors who may wish to attend the Showcase and LGA General Meeting on Thursday 10th April, 2014 and Friday 11th April, 2014.

This Showcase provides an opportunity to present some of this Council's achievements to all other Councils across South Australia and further promote our activities in the area of Lifelong Learning.

RECOMMENDATION

- (a) Corporate and Community Services Report No. 14/2014 be received;
- (b) Cr Maher be registered to attend the LGA Showcase and General Meeting to deliver a presentation on Lifelong Learning on behalf of the City of Mount Gambier, with all costs being met by Council;
- (c) Council employees who will be attending the Showcase and assisting at the presentation booth be registered to attend with all costs being met by Council.



Mark McSHANE
CHIEF EXECUTIVE OFFICER

6th February, 2014
LD/TLG

(Refer Item of Corporate and Community Services Minutes)



Showcase your Council at the 2014 Local Government Showcase - Circular 2.4

To	Chief Executive Officer Community Services Staff Corporate Services Staff Economic Development and Tourism Staff Elected Members Emergency and Risk Management Staff Environment Staff Environmental Health Staff Governance Officers Marketing and Public Relations Staff Planning - Building Staff Policy and Strategic Planning Staff Procurement Staff	Date	9 January 2014
Contact	Leeanne Manuel Email: leeanne.manuel@lga.sa.gov.au		
Response Required	No		
Summary	Do you have a project or service from which other Councils could learn? One of the LGA's objectives is to support sharing case study/best practice information across SA Councils.		

The 2014 Local Government Showcase is an opportunity for SA Councils to share and demonstrate their projects and services with their peers/fellow Councils. The LGA is inviting Councils or any Local Government related organisations to submit a case study/best practice project or service to Showcase at this event via the link below. Councils can either submit a project/service to be displayed in the exhibition area of the Showcase and/or as a presentation as part of the program. Online submissions will close on **Friday 24 January 2014**.

Presentations are a short summary (10 minutes) followed by questions.

We would like to hear about case study/best practice examples under categories that include:

- *Environment & Water Management*
- *Community Services/Development*
- *Disability Programs & Services*
- *Emergency Services Management*
- *Intergovernmental Relations*
- *Governance*
- *Marketing and Communications*
- *Planning & Development*
- *Recreation & Sport Programs and Facilities development*
- *Reconciliation*
- *Economic Development/Mainstreet activities*
- *Social Media/Open Data*
- *Libraries*
- *Climate Change/Environment*
- *Risk Management*
- *Remote Councils and the delivery of Services across large rural areas.*

- *Procurement*
- *Urban challenges*
- *Public Health*
- *Tourism Development*
- *Infrastructure and Transport*

Please submit your case study/best practice project or service at: 2014 Showcase Expression of Interest to Participate

The 2014 Local Government Showcase and Ordinary General Meeting will be held at the Westpac Centre, AAMI Stadium West Lakes on the 10 and 11 April 2014. Further information on the event is available at www.lga.sa.gov.au/2014showcase.

Accommodation:

The LGA has organised rooms to be on hold for delegates at the The Lakes Resort Hotel visit: <http://www.lakesresorthotel.com.au/>

To book a room please quote the following name "**Local Government Showcase**" There are limited rooms available, therefore Councils are encouraged to make their accommodation bookings early.

Please contact Leeanne Manuel on 8224 2028 or leeanne.manuel@lga.sa.gov.au for further information.



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

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