



Reference: AF11/861 MJT

6th August, 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, 12th August, 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, 12th August, 2014 at 6.00 p.m.

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MOTIONS WITH NOTICE

MOTIONS WITHOUT NOTICE

CORPORATE AND COMMUNITY SERVICES COMMITTEE

Meeting to be held at the Committee Room, Level 4, Civic Centre, 10 Watson Terrace, Mount Gambier on Tuesday, 12th August, 2014 at 6.00 p.m.

AGENDA

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

APOLOGY: moved that the apology from
be received.

seconded

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

COUNCIL MEMBERS
AS OBSERVERS:

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

MINUTES: moved that the minutes of the previous meeting
held 8th July, 2014 be taken as read and confirmed.

seconded

QUESTIONS:

(a) With Notice - Nil received

(b) Without Notice -

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

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance.

moved it be recommended the financial statement as at 31st July, 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 12th August, 2014 cont'd...

Date of Motion	Subject Matter	Action Required	Responsibility	Status	Comments
CORPORATE AND COMMUNITY SERVICES					
20/11/2012	Establishment of City Development Framework		Chief Executive Officer	In Progress	<ul style="list-style-type: none"> • City Development Framework Sub-Committee established December 2013 to oversee project. • Professor John Martin engaged by Council • Draft Futures Paper being prepared, Professor John Martin in Mount Gambier 12 - 16th May, 2014. • May/June 2014 - consultation to commence to develop strategies. • Final Draft completed in July and desktop published for community consultation commencing 1st August - 29th August.
20/08/2013	Umpherston Sinkhole	<ul style="list-style-type: none"> • Expressions of Interest Process • Council Report 	Governance Officer	In Progress	Negotiations continuing with potential operator.
17/09/2013	China Relationship	Further investigations/members workshop	Chief Executive Officer	In Progress	<ul style="list-style-type: none"> • Initial workshop held • Regional workshop scheduled on 5th December • Members Informal workshop on 6th December • Further workshop scheduled for 19th February 2014. • Council Report and resolution in March to proceed to further investigation. • Members Workshop with Sean Keenihan - 12th June, 2014
17/09/2013	Smoke Free areas	Implementation of	Operational Services, Governance Officer, Manager Community Services and Development	In Progress	Internal Review and report to be developed.
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	<ul style="list-style-type: none"> • Statement of Commitment presented to Council • Ongoing planning with Pangula Mannamurna, Burrandies, Aboriginal Corporation and Elders Group. • 1st September date fixed for Ceremony in Council Chamber.

Corporate and Community Services Committee Agenda, Tuesday 12th August, 2014 cont'd...

18/3/2014	Men's Shed	Convene Project Group to finalise arrangements for Men's Shed at Council Depot Site.	Chief Executive Officer, Governance Officer, Director - Operational Services	In Progress	<ul style="list-style-type: none"> Project Group convened. Lease document finalised. Work to commence July pending 2014/2015 Budget.
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OPERATIONAL SERVICES					
17/09/2013	Regional Development Assessment Panels	Support the focus of the proposal and review the recommendations at a later date	Strategic Project Officer	Ongoing	Waiting for outcomes of investigation by SELGA
11/02/2014	Grant of easement - Botanic Park	Consent be given to the granting of easements	Governance Officer	Completed	No further action required by Council
18/03/2014	South East Animal Welfare League	Enter into a joint funding agreement with South East Animal Welfare League and District Council of Grant for a five (5) year term	Director - Operational Services	In Progress	Joint Funding Agreement Drafted - with SEAWL
17/06/2014	Civic Centre maintenance - external cladding	Release Expression of Interest (in conjunction with Country Arts SA)	Director - Operational Services	In Progress	Not started as yet
17/06/2014	Parking restrictions - Commerce Place Carpark	Arrange for rescission and installation of parking restrictions at Commerce Place Carpark	Team Leader - General Inspector	In Progress	Signage has been ordered
17/06/2014	Parking restrictions - Commercial Street East and West	Arrange for rescission and installation of parking restrictions on Commercial Street East and West	Team Leader - General Inspector	In Progress	Signage has been ordered
17/06/2014	Grant of easement - Calula Drive	Consent be given to the granting of easement	Governance Officer	Completed	No further action required by Council
08/07/2014	Establishment of bicycle lanes - Suttontown Road	Advise N.F. McDonnell and Sons of alterations to bicycle lanes on Suttontown Road	Engineering Manager	Completed	Letter sent on 16/07/2014
08/07/2014	Policy Review - C120 Cemeteries - Carinya Gardens and Lake Terrace Cemetery	Adopt new Policy and make the necessary amendments to Council's Policy Manual Index	Planning Officer	Completed	Adopted Policy updated on Council's website
08/07/2014	Policy Review - C355 Council Land - Irrigation Policy	Adopt new Policy and make the necessary amendments to Council's Policy Manual Index	Planning Officer	Completed	Adopted Policy updated on Council's website
08/07/2014	Policy Review - W125 Waste Management - Refuse Collection	Adopt new Policy and make the necessary amendments to Council's Policy Manual Index	Planning Officer	Completed	Adopted Policy updated on Council's website
08/07/2014	Policy Review - T120 Tree Policy	Adopt new Policy and make the necessary amendments to Council's Policy Manual Index	Planning Officer	Completed	Adopted Policy updated on Council's website
08/07/2014	Tender - Supply and Delivery of Concrete Pavers for Railway Lands	Advise successful and unsuccessful tenderers	Engineering Manager	Completed	Correspondence issued on 16/07/2014

Corporate and Community Services Committee Agenda, Tuesday 12th August, 2014 cont'd...

08/07/2014	Tender - Supply and Installation of Blue Lake Lighting	Set aside original Tender AF14/155 and retender by invitation (Tender AF14/277) to the tenderers who responded to AF14/155	Manager - Regulatory Services Environmental Sustainability Officer	In Progress	New tender process to commence 06/08/2014
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seconded

3. GOVERNANCE - Committees - Community Engagement and Social Inclusion Sub Committee - Minutes of Meeting held Monday 30th June, 2014 - Ref. AF12/376

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance

Cr Richardson moved it be recommended:

- (a) the minutes of the Community Engagement and Social Inclusion Sub-Committee held on Monday 30th June, 2014 be received;
- (b) recommendations (numbered 1 to 7) of the Community Engagement and Social Inclusion Sub-Committee meeting held on Monday 30th June, 2014 be adopted by Council:

1. ABORIGINAL AND TORRES STRAIT ISLANDER FLAGS

- (a) the verbal report be received;
- (b) a follow up meeting be scheduled.

2. RECONCILIATION ACTION PLAN

- (a) the report be received;
- (b) administration staff research existing Reconciliation Action Plan models and prepare a report to be tabled at the next meeting.

3. TERMS OF REFERENCE

- (a) the report be received;
- (b) the amended objectives as discussed be put together in a draft format to be tabled for discussion at the next Meeting.

4. REVIEW OF THE COMMUNITY ENGAGEMENT TOOL KIT

- (a) the Community Engagement Toolkit be received;
- (b) Minor formatting adjustments be made. The IAP2 spectrum and Engagement Flowchart to appear at the front of the document.

5. DOMESTIC VIOLENCE POLICY

The report be received.

6. ADVOCACY

- (a) the report be received;

- (b) Administration staff conduct further research into the specific issues identified;
- (c) an invitation be extended to Parliamentary Members to meet with Council and Sub-Committee Members.

7. STANDING ITEM: TERMS OF REFERENCE

The standing item Terms of Reference table be received.

seconded

4. **GOVERNANCE - Committees - Mount Gambier Lifelong Learning Sub-Committee - Minutes of Meeting held on 18th July, 2014 - Ref. AF12/375**

Goal: Learning

Strategic Objective: Foster partnerships that develop programs, services and opportunities that deliver learning excellence.

moved it be recommended:

- (a) the minutes of the Mount Gambier Lifelong Learning Sub-Committee meeting held on 18th July, 2014 be received;
- (b) the following recommendations (numbered 1 to 2) of the Mount Gambier Lifelong Learning Sub-Committee meeting held on Friday, 18th July, 2014 be adopted by Council:

1. ST MARTINS LUTHERAN COLLEGE

Dianne Eckermann be thanked for her attendance and presentation at the Mount Gambier Lifelong Learning Sub-Committee Meeting.

2. OPERATIONS OF SUB-COMMITTEE

The amended Terms of Reference as presented be accepted.

seconded

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

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance

Cr Richardson moved it be recommended:

- (a) the minutes of the Community Engagement and Social Inclusion Sub-Committee held on Monday 28th July, 2014 be received;
- (b) recommendations (numbered 1 to 6) of the Community Engagement and Social Inclusion Sub-Committee meeting held on Monday 28th July, 2014 be adopted by Council:

1. ATSI FLAGS

- (a) the report be received;
- (b) a special meeting of Council be held on the 1st September, 2014 to unfurl the flags and make the commitment to working with our Aboriginal and Torres Strait Islander community in the process of reconciliation.

2. RECONCILIATION ACTION PLAN

- (a) the report be received;
- (b) Members be encouraged to view the Reconciliation Australian Website to increase awareness of the Reconciliation Action Plan (RAP) development;
- (c) All Members encouraged to attend the meeting with Mark Waters from Reconciliation SA in late August (date and time to be considered).

3. ADVOCACY

- (a) the report be received;
- (b) Minister for Disabilities, Hon Tony Piccolo MP will send Council a full report in response to the questions raised in the meeting held 27th July, 2014;
- (c) Details on the meeting with Member for Barker, Mr Tony Pasin MP yet to be confirmed.

4. TERMS OF REFERENCE

- (a) The Terms of Reference for the Community Engagement and Social Inclusion Sub-Committee be received and recommended to Council.

5. STANDING ITEM: TERMS OF REFERENCE

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

6. MEETING SCHEDULE

- (a) The final meeting of the Community Engagement and Social Inclusion Sub-Committee under the present Council will be 25th August, 2014;
- (b) A social gathering for all volunteer community members that have served on Council's Sub-Committees be arranged for September 2014.

seconded

6. **ORGANISATIONS AND ASSOCIATIONS - Local Government Association - Annual 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 LGA Conference and Annual General Meeting of the Local Government Association of South Australia to be held in Adelaide on Friday, 31st October, 2014. The Chief Executive Officer will be attending the meeting.
- (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 and the Chief Executive Officer be registered to attend the LGA AGM on Friday, 31st October, 2014, with all costs of registration, travel, accommodation and meals etc. met by Council;
- (e) other Councillors may wish to attend the LGA AGM and should express their interest.

seconded

**7. ORGANISATIONS AND ASSOCIATIONS - Local Government Finance Authority
Notice of Meeting - Ref. AF11/726**

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 or his sub delegate (Deputy Mayor Cr Richardson) be appointed as the delegate to represent Council at the 2014 Annual General Meeting of the Local Government Finance Authority to be held in Adelaide on Friday, 31st October 2014;
- (b) the Local Government Finance Authority be advised Council does not wish to:
 - (i) make a nomination for a Board Member;
 - (ii) submit any Notice of Motion to the above meeting.

seconded

8. PERSONNEL - Leave - Ref. PERS

Goal: Governance

Operational Activity: Demonstrate innovative and responsible organisational governance.

moved it be recommended:

- (a) Council note that the Chief Executive Officer will be on leave from Monday 8th September, 2014 to Friday 12th September, 2014 inclusive, and as a consequence;

- (b) Director - Corporate Services, Mr Grant Humphries be appointed Acting Chief Executive Officer for the above period.

seconded

9. CORPORATE AND COMMUNITY SERVICES REPORT NO 50/2014 - Leasing - Frew Park - Ref: AF11/1426

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

moved it be recommended:

- (a) Corporate and Community Services Report No. 50/2014 be received;
- (b) a 6 month lease plus 6 month renewal be granted to St Johns over portion of the building it currently occupies at Frew Park, on terms to be negotiated by the Chief Executive Officer.
- (c) The Chief Executive Officer and Mayor be authorised to affix the Council Seal to any documentation necessary to give effect to the lease authorised at resolution (b).
- (d) Further discussions be undertaken with interested 3rd parties for the development of proposals for the future use and occupation of the buildings located at Frew Park, for subsequent presentation to Council for consideration.

seconded

10. CORPORATE AND COMMUNITY SERVICES REPORT NO 51/2014 - Leasing - 18 Ferrers Street - Ref: AF11/1466

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

moved it be recommended:

- (a) Corporate and Community Services Report No. 51/2014 be received;
- (b) a 3 year lease be granted to Red Cross over the property at 18 Ferrers Street, on terms to be finalised by the Chief Executive Officer.
- (c) The Chief Executive Officer and Mayor be authorised to affix the Council Seal to any documentation necessary to give effect to the lease authorised at resolution (b).

seconded

11. CORPORATE AND COMMUNITY SERVICES REPORT NO 52/2014 - Granting of New / Renewal of Leases and Licences - Ref: AF11/2366

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

moved it be recommended:

- (a) Corporate and Community Services Report No. 52/2014 be received and the content noted.

seconded

12. CORPORATE AND COMMUNITY SERVICES REPORT NO 53/2014 - Leasing - 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. 53/2014 be received.
- (b) The Chief Executive Officer and Mayor be authorised to affix the Common Seal to any documentation necessary to give effect to a 5 year lease/licence of the Umpherston log cabin/kiosk (and immediately surrounding area) for the operation of a tourism related business and any associated works/improvements.

seconded

13. CORPORATE AND COMMUNITY SERVICES REPORT NO 54/2014 - Strategic Plan/ Corporate Plan, Achievement of Key Performance Indicators Quarterly Report - June 2014 - Ref: AF11/1790

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance.

moved it be recommended:

- (a) Corporate and Community Services Report No. 54/2014 and the June 2014 Quarterly Summary KPI report be received and endorsed by Council.

seconded

MOTIONS WITH NOTICE - Nil

MOTIONS WITHOUT NOTICE

Meeting closed at p.m.
MJT

FINANCIAL STATEMENT - Monthly Bank Reconciliation

as at 30/06/2014 \$	<u>GENERAL ACCOUNT (Westpac)</u>	as at 31/07/2014 \$
346,552.31 CR	OPENING BALANCE	393,199.25 CR
2,346,587.30	<u>PLUS</u> Receipts -	
912,221.36	Rates & Arrears	299,497.23
-	General	899,198.09
1,200,000.00	Receipt of Cash Advance Funds	
-	Transfer from CAD Loan 103	3,400,000.00
0.00	Transfer from Investment Funds	0.00
4,458,808.66	Transfer from Reserve Funds	-
4,805,360.97 CR		4,598,695.32
(611,169.27)	<u>LESS</u> Direct Debits to Bank Account -	
-	Payroll - 2 Pays processed in July (11/7 & 25/7)	(614,735.67)
-	Sundry	-
(1,300,000.00)	Transfer to Investment Funds	-
(1,911,169.27)	Transfer to CAD Loan 103	-
2,894,191.70 CR		(614,735.67)
(2,500,992.45)	<u>LESS</u> Expenditure Statement - \$	4,377,158.90 CR
<u>\$393,199.25</u> CR	<u>CASH BALANCE</u>	<u>(3,995,857.24)</u>
		<u>\$381,301.66</u> CR

BANK RECONCILIATION

396,754.59 CR	Balance as per Bank Statement	472,601.54 CR
24,387.35	<u>PLUS</u> Deposits not yet credited	5,372.25
(10,260.05)	<u>LESS</u> Deposits not yet reconciled	(12,454.65)
-	<u>LESS</u> Deposits not yet updated	0.00
-	<u>PLUS</u> Payments not yet reconciled	
410,881.89 CR		465,519.14 CR
(17,682.64)	<u>LESS</u> Unpresented Cheques & EFT's	(84,217.48)
<u>\$393,199.25</u> CR	<u>CASH BALANCE</u>	<u>\$381,301.66</u> CR

Current Interest Rate on Bank Account Balance is 0.01%

LGFA CAD LOAN 103

(1,262,743.00) DR	OPENING BALANCE	(1,162,743.00) DR
1,300,000.00	<u>PLUS</u> Deposits	-
(1,200,000.00)	<u>LESS</u> Withdrawals (Transfer to General Account)	(3,400,000.00)
-	Sundry	-
<u>\$ (1,162,743.00)</u> DR	<u>CASH BALANCE</u>	<u>(4,562,743.00)</u> DR

Current Interest Rate on CAD Loan Balance is 4.75%

as at 30/06/2014 \$	FINANCIAL STATEMENT continued.....	as at 31/07/2014 \$
	<u>INVESTMENT FUNDS (Local Government Finance Authority)</u>	
- CR	Opening Balance	- CR
-	<u>PLUS</u> Deposits	906.27
-	<u>PLUS</u> Accrued interest	
-	<u>LESS</u> Withdrawals (Transfer to Westpac)	-
-	Withdrawals (Transfer to CAD Loan 103)	-
<u>\$0.00</u> CR	CLOSING BALANCE	<u>\$906.27</u> CR

	<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</u> CR	CLOSING BALANCE	<u>\$0.00</u> CR

INVESTMENT OF FUNDS

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

as at 30/06/2014 \$	LOAN FUNDS OWING (Local Government Finance Authority)	as at 31/07/2014 \$
Opening Bal	Loan Purpose	Closing Bal
6,341.35	099 MG Bowls - Artificial Rink	6,341.35
16,310.52	091 Blue Lake Golf Centre	16,310.52
46,650.49	094 Old Gaol/TAFE/Reidy Pk	23,776.98
158,489.66	101 RSL Bowls - Artificial Rink	158,489.66
3,390,197.37	102 Library	3,390,197.37
1,162,743.00	103 CAD - Variable Int Only	4,562,743.00
0.00	104 CAD - Variable Int Only	0.00
<u>\$4,780,732.39</u> DR		<u>\$8,157,858.88</u> DR

Prepared by:



.....
Finance Manager

Reviewed by:



.....
Chief Executive Officer

CORPORATE AND COMMUNITY SERVICES REPORT NO. 50/2014

SUBJECT: LEASING – FREW PARK

REF: AF11/1426

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance.

Members will recall an Elected Member Workshop on 16th June 2014 to discuss the future use and occupation of the former ambulance station building at Frew Park. Potential options discussed included:

- a community/art hub
- a volunteer/coordination hub
- a sporting use – in conjunction with the park/oval and clubrooms (John Frew Centre)

It is anticipated that each of these uses would require significant capital/re-development to suit the proposed use and a suitable head tenant to manage the site and sub-users.

The Chief Executive Officer and Governance Officer have had further discussions with representatives of St Johns and the South East Art Society with regard to their preparing proposals for their potential use and occupation of the building.

This report recommends that discussions continue with potential community tenants, with a view to presenting proposals that align with the abovementioned options to Council for consideration.

In the meantime, St Johns remain in occupation of portion of the Frew Park building following SA Ambulances relocation to their new facility. St Johns recent occupation has been at the pleasure of Council whilst SA Ambulance have been planning and developing their new site.

St Johns has indicated interest in being involved in the development of one of the proposals for the future use and occupation of the Frew Park facility and further seeks to secure its occupancy in the short-term whilst Council considers it's options.

This report recommends that St Johns be granted a 6 month lease (with an option to renew for a further 6 months) to secure their current occupancy.

This lease and renewal period would ensure that Council's site remains occupied whilst options for the sites use are prepared and considered and will enable St Johns to defer any relocation until after its own proposal has been considered.

It is proposed that the Chief Executive Officer liaise further with St Johns to negotiate lease terms and conditions that acknowledge both the high profile of the Frew Park site and the community service nature of St Johns use.

RECOMMENDATION

- (a) Corporate and Community Services Report No. 50/2014 be received;
- (b) a 6 month lease plus 6 month renewal be granted to St Johns over portion of the building it currently occupies at Frew Park, on terms to be negotiated by the Chief Executive Officer.
- (c) The Chief Executive Officer and Mayor be authorised to affix the Council Seal to any documentation necessary to give effect to the lease authorised at resolution (b).

Corporate and Community Services Report No. 50/2014 cont'd...

- (d) Further discussions be undertaken with interested 3rd parties for the development of proposals for the future use and occupation of the buildings located at Frew Park, for subsequent presentation to Council for consideration.



Michael McCARTHY
GOVERNANCE OFFICER

Sighted:



Mark McSHANE
CHIEF EXECUTIVE OFFICER

23rd July, 2014
MMcC/MJT

CORPORATE AND COMMUNITY SERVICES REPORT NO. 51/2014

SUBJECT: LEASING – 18 FERRERS STREET

REF: AF11/1466

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance.

Members will recall an Elected Member Workshop on 31st March 2014 regarding a range of property matters including the expiration of Red Cross's Lease of 18 Ferrers Street.

Council purchased 18 Ferrers Street from Red Cross in 2009 to consolidate the land holdings in the Civic Centre vicinity and extension of the Sturt Street car park. The land was excluded from classification as community land by Council resolution dated 21 April 2009.

Red Cross has remained in occupation of 18 Ferrers St under a 5 year lease arrangement that expires on 3 September 2014.

Following informal discussions, Red Cross has formally approached Council seeking a further 3 year lease, proposing a nominal ('peppercorn') rent, but with Red Cross to be responsible for all outgoing, repairs and maintenance, and minor capital improvements to suit their continued use. A copy of the letter dated 27 June 2014 and supporting statement are attached (Attachment 1).

As Council has no immediate plans to demolish and/or re-develop the site, this report recommends that a further 3 year lease be granted to Red Cross, subject to Red Cross being responsible for all outgoing, repairs and maintenance, and Council being under no obligation to undertake or contribute toward any structural repairs, replacement, upgrades or improvements that may arise during the lease period.

This further lease period will provide Red Cross with the opportunity to defer any relocation plans whilst it considers its future property requirements in Mount Gambier.

It is proposed that the Chief Executive Officer liaise further with Red Cross with a view to finalising a 3 year lease on similar terms and conditions to the expiring lease.

RECOMMENDATION

- (a) Corporate and Community Services Report No. 51/2014 be received;
- (b) a 3 year lease be granted to Red Cross over the property at 18 Ferrers Street, on terms to be finalised by the Chief Executive Officer.
- (c) The Chief Executive Officer and Mayor be authorised to affix the Council Seal to any documentation necessary to give effect to the lease authorised at resolution (b).



Michael McCARTHY
GOVERNANCE OFFICER

Sighted:



Mark McSHANE
CHIEF EXECUTIVE OFFICER

27 June 2014

Chief Executive Officer
City of Mount Gambier
P.O Box 56
Mount Gambier SA 5290

Attention: Mr Mark McShane,

RE: Lease Renewal at 18 Ferrers St Mt Gambier

I appreciate the ongoing discussions that I have had with Michael McCarthy from council and Steven Bain, our Regional Coordinator, South East Region, about our tenure at 18 Ferrers Street. I understand from those discussions that council has no immediate plans for the building.

This year we are celebrating 100 years of Red Cross in Australia. Australian Red Cross has worked in the South East for most of that period and has maintained a continuous presence at 18 Ferrers Street since 1956, when Branch members raised funds to build the original building which remains suitable for our ongoing community support operations.

Red Cross has a long standing history of community support and engagement, as both a humanitarian organisation and a service which actively engages volunteers and provides local employment. Red Cross adds value to the local community through our work on social inclusion and helping isolated and disadvantaged clients maintain community connections. An outline of the work run from the local office is attached.

Red Cross is interested in entering into a new 3 year lease arrangement with Council on similar terms and conditions to the current lease. We seek a peppercorn or nominal rent with the exception of normal outgoings. We assume these outgoings to include power consumption, water rates and consumption and other items such as insurance, mechanical repairs and maintenance.

100
years

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As part of the world's largest humanitarian movement, Red Cross has been part of the fabric of Australian life for 100 years. As a past, current or next generation supporter, you can help shape this great Australian story of people helping people in crisis for the next 100 years.

To find out more about the many ways to support Red Cross, visit redcross.org.au/centenary

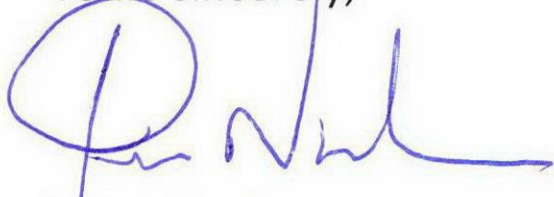
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A recent building compliance survey has confirmed that the building meets the appropriate codes but has recommended some minor improvements to improve disabled access. If we receive favourable consideration to our proposal above Red Cross would agree to undertake these and other minor capital works to keep the building in good repair at our own expense.

We appeal to Council to continue their support to Red Cross in maintaining our current Regional Office Program base in Ferrers Street.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Peter Nenke', with a large circular flourish at the beginning.

Peter Nenke
Property Manager SA

Supporting Statement to Council – Local Red Cross Services

Over the years we have been supporting our community with a retail shop, offered a Baby Seat fitting service, and our Branch Ladies have celebrated 78 years fundraising activities - with the Service branch continuing today.

We currently run two major programs from the Mouth Gambier Regional Office

- A Community Passenger Transport Service- helping approximately 900 financially and socially disadvantaged clients across the Limestone Coast to attend medical and social appointments. We currently enjoy the support of over 120 volunteer drivers, companions, and office support staff and make an average of over 400 trips per month, and will complete 300,000 kilometres this financial year. This is expanding to focus on increasing Social Inclusion and Connectedness through organising excursions, shopping and social events - a recognised community need. This program has already completed 9 excursions supporting 61 Community members, and with the recent appointment of a Social Support Co-ordinator, this activity will be significantly increased and offered to the wider community.
- A suite of Tele- Welfare Programs, all managed from our local call centre
 - Telecross- Daily welfare calls are made to approximately 60 clients each morning of the year, and the program has been running for 23 years
 - Telechat- A longer (30 minute) social call program to socially isolated clients. Their interests are matched to our callers.
 - Telecross REDi- A hot weather welfare call program- Government Activated
During the spate of hot weather earlier this year we were activated 3 times, with totals of 1326 clients contacted through 4042 calls by 73 volunteers and 7 staff

The building would also become our local support hub in the event of a natural disaster.

We also offer continued support to other community groups with the free use of our meeting rooms.

CORPORATE AND COMMUNITY SERVICES REPORT NO. 52/2014

SUBJECT: LEASING – GRANTING OF NEW / RENEWAL OF LEASES AND LICENCES

REF: AF11/2366

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance.

Further to Corporate and Community Services Reports 50/2014 and 51/2014 in relation to specific leasing matters, this information report brings to Member's attention a number of Leases and (sub)Licences that will expire or fall due for renewal in the last quarter of 2014 during the Local Government election/ caretaker period and the first months of the new Council.

Expiring Leases/Licences

The following 5 year Licences are due to expire on 31 December 2014:

- Community use sheds located at Hastings Cunningham Reserve, occupied by:
 - Blue Lake Dog Obedience
 - Lake City Rod & Custom Club
 - Lions Club of Gambier City
 - Mount Gambier Caledonian Society
 - Mount Gambier Gem Club
 - Mount Gambier Paraplegic Club
 - Mount Gambier Woodturning Club
 - Mount Gambier & District 4WD Club
 - Rotary Club of Mount Gambier Lakes
 - RSL Blue Lake Highland Pipe Band
 - South East Street Machine
- Mount Gambier and District Cricket Association (Reidy Park Oval)
- Saints United Tennis Club (Blue Lake Sports Park)
- Tenison Woods College (Marist Park Oval)

Annual Licence arrangements for the use of Vansittart Park by North Gambier Football Club & Mount Gambier Touch Association also expire in October.

It is proposed that new occupancy arrangements will be offered to each of the sitting tenants on terms and conditions consistent with Council Policy *R200 – Community Land (Reserves) Lease / Licence / Rental Arrangements Policy* and any relevant community land management plan(s).

The Chief Executive Officer has delegation under the Local Government Act 1999 to grant the continuing licence arrangements.

RECOMMENDATION

- (a) Corporate and Community Services Report No. 52/2014 be received and content noted.



Michael McCARTHY
GOVERNANCE OFFICER

Sighted:



Mark McSHANE
CHIEF EXECUTIVE OFFICER

CORPORATE AND COMMUNITY SERVICES REPORT NO. 53/2014

SUBJECT: LEASING – 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 18 February 2014 Council considered Corporate and Community Services Report No. 12/2014 relating to the leasing of Umpherston Log Cabin (Kiosk), and resolved:

- “(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.”*

Members are advised that negotiations are continuing with a potential operator, however a formal request to grant a lease has not yet been received and in accordance with the conditions provisions in resolution (b), public consultation is yet to be conducted.

It is anticipated that the potential operator will be requesting a lease to commence with sufficient lead time to enable fit-out works to be completed before the upcoming peak tourist period.

Due to time constraints and restrictions on discretionary public consultation associated with the upcoming election/caretaker period, it is no longer possible to conduct public consultation on a proposal to lease for a term greater than 5 years before the anticipated commencement date.

The community land provisions of the Local Government Act 1999 exempt a lease/licence for a term not exceeding 5 years from the requirement to conduct public consultation.

It should also be noted that at its meeting on 17th June 2014, following public consultation, Council adopted an amended Community Land Management Plan for Umpherston Sinkhole that now contains specific provisions for management of the kiosk under lease/licence.

In consideration of all these circumstances, and in an effort to avoid the log cabin/kiosk remaining vacant for a further extended period, it is now proposed that a lease/licence be granted by the Chief Executive Officer under delegated authority for a term of 5 years.

This report recommends that the Chief Executive Officer and Mayor be authorised to affix the Common Seal to any documentation necessary to give effect to a 5 year lease/licence.

Corporate and Community Services Report No. 53/2014 cont'd...

RECOMMENDATION

- (a) Corporate and Community Services Report No. 53/2014 be received.
- (b) The Chief Executive Officer and Mayor be authorised to affix the Common Seal to any documentation necessary to give effect to a 5 year lease/licence of the Umpherston log cabin/kiosk (and immediately surrounding area) for the operation of a tourism related business and any associated works/improvements.



Michael McCARTHY
GOVERNANCE OFFICER

Sighted:



Mark McSHANE
CHIEF EXECUTIVE OFFICER

25th July, 2014
MMcC/FM

CORPORATE AND COMMUNITY SERVICES REPORT NO. 54/2014

SUBJECT: STRATEGIC PLAN/CORPORATE PLAN, ACHIEVEMENT OF KEY PERFORMANCE INDICATORS QUARTERLY REPORT JUNE 2014

REF: AF11/1790

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

BACKGROUND

In early 2011 Council commenced a review of its Strategic Plan. After undergoing an extensive community consultation process, Council at its meeting in October, 2011 formally adopted the Strategic Plan – Beyond 2015.

After the adoption of the Strategic Plan – Beyond 2015, work commenced on the development of the 'Corporate Plan'. The Corporate Plan is the key document to incorporate the aspirations of the Strategic Plan – Beyond 2015 into the day to day operational work undertaken by all Council staff. The Corporate Plan also provides an important link to the development of business plans for individual work areas and the performance review of staff and the review of responsibility for budgets.

The Corporate Plan was adopted by Council in August 2012.

INTRODUCTION

The Corporate Plan contains a significant number of Key Performance Indicators which are required to be achieved by the administration staff and to assist with this a software program "Performance Manager" has been implemented. This will assist in the quality of reporting to Council.

DISCUSSION

The Strategic Plan – Beyond 2015 and the Corporate Plan 2012 are Corporate Planning Documents that outline the strategic direction and performance targets of Council over a period of time.

Together these documents provide a high level overview of Council as an organization and include:

- Vision and mission statement
- Objectives
- Core business
- Strategic direction and
- KPI's

Performance Manager is a strategic planning, organizational performance management and reporting tool specifically designed for Local Government. The seven goals and Strategic Objectives identified for each goal from the Strategic Plan and all of the Key Performance Indicator's identified within the Corporate Plan have been entered into Performance Manager.

As a reporting tool, Performance Manager now provides an opportunity to provide regular reports outlining how well the organization is meeting the KPI's.

Corporate and Community Services Report No. 54/2014 cont'd...

CONCLUSION

This report provides the June 2014 Quarterly report for Council's information.

RECOMMENDATION

- (a) Corporate and Community Services Report No. 54/2014 and the June 2014 Quarterly Summary KPI report be received and endorsed by Council.



Tracy TZIOUTZIOUKLARI
STRATEGIC PROJECT OFFICER

Sighted:



Mark McSHANE
CHIEF EXECUTIVE OFFICER

1st August, 2014
MJT



Quarterly Summary Kpi Report

Strategic Plan - Beyond 2015

For the month ending 30/06/2014

Key: — None

Good

On Target

Bad

Description	Result			Comment
	Target	Actual	Status	
Strategic Plan - Beyond 2015				
Corporate Plan				
1 Building Communities				
1.01 Strive for an increase in services and facilities to ensure the community has equitable access and that the identified needs of the community are met.				
1.1.1 Build on the connections of the role and responsibilities of the Community Health Officer, Environmental Health Officer and Environmental Sustainability Officer.				
At least four (4) meetings of the three (3) officers and one (1) project nominated and achieved in each year.	1	1		Next meeting regarding the Public Edible Plants EOI is scheduled for May 2014.
1.1.10 Ensure a wide range of library programs are offered and continue to be developed to address the changing needs of the community.				
Identify participation rates for each program.	1	1		<p>April-June 2014 Children's Programs 59 sessions held 2,470 participants average of 42 participants per session</p> <p>Other programs Author event - 5 sessions held, 288 participants JP service - 39 sessions held, 336 participants - average 9 participants per session Other groups - 14 sessions held, 637 participants - average 46 participants per session School groups - 51 sessions held, 2,301 participants - average 45 participants per session School holiday programmes - 5 sessions held, 412 participants, average 25 participants per session IT classes - 29 sessions held, 168 participants - average 6 participants per session</p> <p>In total for programs April-June 2014 6,612 participants attended</p>
Undertake an annual review of the number of programs offered and type to assist in the scheduling of future programs.	1	1		Annual review due to be undertaken in August after Bibliostat returns have been completed so that information can be added to



Quarterly Summary Kpi Report

Strategic Plan - Beyond 2015

For the month ending 30/06/2014

				programming statistics and feedback forms.
1.1.2 Continue to development and provide events support, management and assistance				
All permits for Special Events are issued and inspected to ensure compliance with Council's Policy for Special Events.	1	1	●	Team Leader Community Events ensures compliance. Operations Administration staff issue the permits.
Council events are appropriately managed and supported as identified within the budget and Long Term Financial plan and accounted for at all times.	1	1	●	Administered by Team Leader Community Events
Develop a yearly program of all events supported, managed and assisted by Council by 2012/2013	1	1	●	Submitted with the 2014/15 budget bids. Annual days/weeks/months of recognition list has been developed and will be presented to new Council
Develop, promote, implement a diverse program of activities in the Garden Square and review annually.	1	1	●	This KPI is not relevant.
1.1.3 Continue to provide high level customer services to all members of the community and visitors.				
Maintain or improve the annual performance results of the Local Government Association Comparative Performance Measurement Survey.	1	1	●	Maintained
1.1.4 Promote online booking systems for bus ticketing for better delivery of services.				
Identify the usage rate of the online booking system.	1	1	●	Constantly monitoring usage rate, and operator participation
Maintain and promote the online booking system for bus ticketing.	1	1	●	Online booking system fully operational
Review the usage rate of the on line booking system annually.	1	1	●	Constantly reviewing and encouraging operators to participate
1.1.5 Ensure the efficient implementation of the Dog and Cat Management Act through the enhancement, implementation and review of the Dog and Cat Management Plan 2013-2018.				
Prepare an annual community education plan and program to promote the Dog and Cat Management Plan.	1	1	●	Conducting an annual awareness campaign about the dog and cat management plan through media releases we have had talks to clubs and organisations regarding dog ownership and radio interviews on dog owners responsibility for the keeping of dogs
Conduct an annual public awareness campaign to raise awareness of the requirement to register dogs annually.	1	1	●	Media releases through local newspaper and radio are being done to raise awareness for dog registrations
Review City of Mount Gambier Dog and Cat Management Plan in 2013.	1	1	●	Continue to monitor dog and cat management plan to ensure KPIs are being met
1.1.6 Continue to provide an efficient and high performance kerbside household waste and recycling Service.				
Council's waste management system continues to reflect community, legislative requirements and Council's decisions.	1	1	●	We continue to supply a high standard of customer service in waste management, meeting legislative requirements.



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Strategic Plan - Beyond 2015

For the month ending 30/06/2014

Ensure the Waste Transfer Station accounts are maintained and all accounts are kept current and authenticated in daily operating systems and appropriately recorded.	1	1	●	Transfer Centre Operator is proficient in all aspects of administration.
Waste Services are delivered to customer satisfaction through maintaining the annual performance results of the Local Government Association Comparative Performance Measurement Survey.	1	1	●	Council's waste management team provide a high level of customer service expectations which meet continuous improvement and best practice outcomes. There was no LGA Comparative Performance Measurement Survey conducted in 2013.
1.1.7 Provide timely and effective burial and cremation services in accordance with relevant acts (Carinya Gardens and Lake Terrace Cemetery).				
All bookings for burial or cremation are undertaken efficiently and coordinated at all times.	1	1	●	No booking issues.
Maintain accurate and detailed record keeping in accordance with relevant legislation.	1	1	●	All records are maintained as per legislative requirements.
Provide secretariat services and advice to the Mount Gambier Cemetery Trust as required.	1	1	●	Trust Meeting held 6th June 2014.
Relevant Cemetery/Burial/Cremation Acts and Regulations are complied with 100% at all times.	1	1	●	New Act and Regulations implemented, however still awaiting 'interment right' book which is being printed by CASA for all South Australian Cemeteries.
The Carinya Gardens Cemetery Master Plan implemented and adhered to at all times.	1	1	●	Adhering to Master Plan.
1.1.8 Ensure all public toilet facilities and amenities are maintained and kept clean				
Customer requests are dealt with within 24 hours of receipt of any request.	1	1	●	All customer requests are dealt with within the 24 hour time frame..
Public toilets and amenities are audited and inspected quarterly by the Environmental Health Officer and any issues identified are appropriately addressed.	1	1	●	The Assistant Works Manager and Environmental Health Officer conduct regular audits as required.
Public toilets and amenities are cleaned as per the Public toilets and amenities schedule.	1	1	●	Cleaning is to a high standard and completed on a daily basis.
1.1.9 Continue to develop and deliver the library as a vibrant hub and destination, providing high quality library services and collections.				
Conduct a biannual (twice yearly) survey of customers to determine customer satisfaction.	1	1	●	Survey conducted June 2013, responses being compiled July 2014.
Use annual statistics to identify and review usage rates of all library programs and amend accordingly.	1	1	●	Usage rates for all programs compiled in July-August for discussion and any changes/additions for 2015 program.
1.02 Encourage the empowerment of the community to lead and self manage their respective desires and aspirations.				
1.2.1 Maintain the value of existing annual funding programs, including existing funding for events and festivals, including the main corner library programs.				
'In kind' (non-financial) support is initiated and budgeted against each event as identified within	1	1	●	Reviewed and updated the evaluation process for all events to accurately measure the in-



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Strategic Plan - Beyond 2015

For the month ending 30/06/2014

the annual events program is managed and reviewed.				kind support to inform future budgeting. 2014/15 will see the introduction of work orders for ALL events to accurately track the spend.
Develop a standard grant application and assessment process.	1	1	●	All grant funding, sponsorship and subsidised leasing arrangements are being reviewed and a new process will be introduced that aligns with our budgeting process.
1.2.2 Encourage the Community to self manage events and identify opportunities for new events				
Develop a marketing plan to promote Council facilities to community members and groups as a place to stage their community events and activities in 2012/2013.	1	1	●	End of 2014
Develop an Event Management Kit, including event funding application forms, to assist and support the community to identify opportunities and self manage events by 2012/2013 and review annually.	1	1	●	Complete and is reviewed annually
1.03 Encourage the development of community facilities and infrastructure, community events, and active and safe community spaces through direct support, seeking funding, facilitation etc.				
1.3.1 Encourage community ownership of events and decrease reliance on Council to manage and provide community events.				
Promote the Event Management Kit by sending to all clubs and community organisations to assist and support the community.	1	1	●	Ongoing improvement of Event Management Kit has identified for a section on "How to prepare a sponsorship proposal" for community organisations to approach potential sponsors. Adding to the Kit: forms for identifying when a liquor licence is needed Dry Zones Fire works risk assessment
Provide support to community based organisations in the preparation of Funding Applications for the management and holding of community events when requested.	1	1	●	Sponsorship funding applications: SE Highland Dancing \$1,000 Western Border Football League Carnival \$1,000 Blue Lake BMX Club SA versus Victoria Country Championships \$1500 with in kind support Dairy SA Conference \$500 Limestone Coast Symphony Orchestra Concert \$2,000 Mayfair Singers making of CD to commemorate 20th Anniversary \$500 Ongoing support to the community events with funding sponsorship
1.3.2 Provide access to reserves and facilities for community use, including sporting groups, special occasions (i.e. weddings)				
The booking system to use reserves and	1	1	●	Bookings are entered into diary and



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Strategic Plan - Beyond 2015

For the month ending 30/06/2014

facilities is maintained at all times.				Community Events Outlook calendar as approved.
1.3.3 Develop and manage sustainable infrastructure including roads, footpaths and drains.				
All Pedestrian ramps installed to meet Disability Discrimination Act requirements with an annual budget and program, which includes community needs, to be prepared by 2013/2014.	1	1	●	All pram ramps have been completed for the 2013/2014 calendar year as per legislative requirements.
Cycling paths continue to be developed in accordance with the Bike Plan up to the annual limit of Council's budget and grants.	1	1	●	All cycling paths have been completed for 2013/2014 as per the budget and works schedule.
Existing footpaths are maintained on an ongoing basis and in response to customer requests and within the standard response time.	1	1	●	The small works maintenance crew respond to any customer requests regarding footpath repairs in a timely manner.
New drains are constructed in accordance with budget allocation.	1	1	●	All drainage projects meet budget requirements.
New footpaths are constructed annually in accordance with the five year plan.	1	1	●	All footpaths are constructed in accordance with Council's specifications and meet Council's on-going five year programme schedule.
Roads are maintained and constructed annually in accordance with the long term infrastructure plan.	1	1	●	All road construction is completed under Council's Work Schedule 2013/2014.
Roads are repaired and patched as required and 95% of the scheduled reseal programme undertaken annually.	1	1	●	The fulltime maintenance crew repair the road networks on a daily basis and the reseal programme is completed each year by contractors.
Stormwater drains are maintained and repaired as required.	1	1	●	The permanent stormwater maintenance crew maintain and monitor the stormwater system as required.
1.3.4 Provide a road and street network that promotes safe movement of all traffic.				
Line marking of all roads is undertaken in accordance with legislative requirements..	1	1	●	Line marking crew are fully aware of their obligations in respect to legislative requirements.
Promote educational programs when developed, to encourage safe movement of traffic including cycling and walking.	1	1	●	Successful implementation of strategies to support the following themes - 'Give the Screen a Rest Active Play is Best' 'Think Feet First' 'It's Brighter Outside'
Regularly monitor parking areas monthly, including school zones, for compliance with parking restrictions.	1	1	●	Parking inspectors are continually monitoring parking compliance around CBD and school areas
Regulatory signs are inspected annually.	1	1	●	Signs are inspected for damage and replaced if necessary.
Street Signs and Interpretive signs are maintained and installed in accordance with legislative requirements.	1	1	●	Any damaged or worn signage is replaced to comply with legislative requirements.
1.04 The identified needs of the community are met, through implementing Long Term Asset Management Plans and Infrastructure Plans.				
1.4.1 The long term financial plan be further reviewed and updated to identify and recognise the anticipated spend on identified				



Quarterly Summary Kpi Report

Strategic Plan - Beyond 2015

For the month ending 30/06/2014

capital works.				
Respond and address customer requests in relation to footpaths, street trees and roads in a professional and timely manner.	1	1	●	Customer Requests are actioned within 48 hours.
Undertake annual audits on the City Centre footpaths to appropriately address risk management issues.	1	1	●	Footpath Audits Completed in February 2014 with defects being implemented into Authority. No further action required until the next financial year as this is an annual program.
1.4.2 Increase the design and operational capacity of the Engineering Division (for a period of three (3) years) to manage major capital projects.				
All major capital projects are planned and managed in a timely and efficient manner at all times as scheduled by Council through the implementation of the Long Term Financial Plan.	1	1	●	All projects listed on works program have been completed
1.05 Recognise and support our volunteers, community organisations and their sustainability as they continue to be the foundation of the community.				
1.5.1 Encourage community members to volunteer in community life and contribute to the social and cultural fabric of Mount Gambier.				
Develop a volunteer register to support Council and community based events by 2013/2014 and review annually.	1	1	●	In April, furnished Community Services and Development Division Volunteer Report. Approximately 115 volunteers were engaged over 2013. Held National Volunteer Week morning tea to celebrate volunteers of the City of Mount Gambier. Over 70 people attended. Have begun trail stage of Volunteer register for people expressing interest in Volunteering.
Identify, schedule and hold at least two events throughout the year to recognise volunteers.	1	1	●	Complete
1.5.2 Develop a community profile identifying the diverse groups/communities within the City of Mount Gambier.				
Undertake a desktop review of the 2011 Census data to identify the community profile of the City of Mount Gambier by 2013/2014.	1	1	●	Has been undertaken as part of the City Development Framework project.
1.5.3 Where possible, reasonable, practical and efficient, identify projects that may be carried out partly or wholly by community groups.				
Selected small scale construction projects to be carried out partly or wholly by community groups are identified annually.	1	1	●	Ongoing - current projects are Railway Lands redevelopment (planting, fences, heritage items etc). Looking at Forestry group assistance with Nature Play spaces and indigenous group involvement with various projects at the Railway Lands.



Quarterly Summary Kpi Report

Strategic Plan - Beyond 2015

For the month ending 30/06/2014

<p>1.06 Develop an improved means of communication and engagement between Council and the community (including vulnerable communities) in the building of community capacity.</p>				<p>Will continue to look at options at the Old Hospital site.</p>
<p>1.6.1 Establish and promote a Corporate image through effective marketing and engage with the community through effective communication and media management.</p>				
<p>Develop an on-line community notice board by 2013.</p>	1	1	●	Completed.
<p>Develop and implement a Corporate Community Engagement Framework by 2013.</p>	1	1	●	Completed, implementation strategy being developed
<p>Develop and implement a Strategic Communication Plan by 2013.</p>	1	1	●	Strategic Communication/Marketing/Brand Image to be done concurrently.
<p>Develop and implement a Strategic Marketing Plan by 2014.</p>	1	1	●	Strategic Communication/Marketing/Brand Image to be done concurrently
<p>Maintain consistency with branding and corporate messages with standardisation of corporate image by 2012/2013.</p>	1	1	●	Current project being developed. KPI needs to be reviewed.
<p>Review and improve media management policies and procedures by June 2013.</p>	1	1	●	Complete. Annually reviewed.
<p>Review Council's website annually.</p>	1	1	●	Completed review. Consolidation of two web sites and migration to new content management system commenced.
<p>1.07 Support the community's development through nurturing collaborative relationships and partnerships and through direct access to Council for recognition, funding, facilitation and in kind support.</p>				
<p>1.7.1 Facilitate access to Council services and resources.</p>				
<p>Continue to provide support to community based organisations through funding, facilitation and 'in kind' support as identified within the yearly program of events and the annual budget process.</p>	1	1	●	Ongoing
<p>Council advocates, partners on a range of social, recreational and cultural programs as required.</p>	1	1	●	Ongoing
<p>Services and facilities to remain accessible to Community Groups as required.</p>	1	1	●	All services and facilities within Community Services and Development are well maintained and accessible.
<p>1.08 Recognition of our different cultural communities. Building respectful partnerships with those communities and acknowledging the traditional custodians of this area.</p>				
<p>1.8.1 Provide interpretation and education opportunities through appropriate displays.</p>				
<p>Continue to foster the relationship between Aboriginal and Torres Strait Islander communities through consultation and involvement with the Community Engagement</p>	1	1	●	Ongoing



Quarterly Summary Kpi Report

Strategic Plan - Beyond 2015

For the month ending 30/06/2014

and Social Inclusion Working Party.				
Review and update existing displays within the Tourist Information Centre and the Main Corner which provide interpretation of communities, customs and heritage annually.	1	1	●	Reviewed, and wetlands upgrade taking place.
1.09 Recognition of our idigenous communities as traditional custodians of the land. Build respectful partnerships with our idigenous persons.				
1.9.1 Acknowledgment and recognition of Aboriginals and Torres Strait Islanders as traditional land owners.				
Boandik people are recognised on all Council agendas as per Council's policy.	1	1	●	Boandik people recognised on all Committee and Council Agendas.
Seek to work with Aboriginal and Torres Strait Island Communities and organisations in Mount Gambier and surrounds during 2013 to cooperatively identify and develop plans for possible projects.	1	1	●	Aboriginal and Torres Strait Islander flags to be displayed in the Council Chamber. Ceremony to be held 01 Sep 14.
1.10 Recognise the roles, needs and contributions of minority or diadvantaged groups in our community.				
1.10.1 Identify minority and disadvantaged groups in our community by a review of Census data.				
Include appropriate engagement strategies within the Community Engagement Framework by 2013/2014.	1	1	●	Implementation strategy being developed
1.10.2 Continue to service the needs of the socially disadvantaged and/or impaired people within the community.				
Support community organisations via grant funding that provide a service to minority or disadvantaged groups to develop programs to aid their contribution to the community.	1	1	●	This is under review to ensure alignment with our budgeting process.
2 Securing Economic Prosperity				
2.1 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.				
2.1.1 Initiate an independent land use analysis on Mount Gambier and the District Council of Grant regarding the 'Highest Use' of land in the region.				
Land uses analysis completed by 2015.	1	0	●	Not yet commenced
2.1.2 Actively support and participate in regional marketing to grow visitation to our city through the promotion of Mount Gambier.				
Develop a marketing plan for the bus terminal facilities and attractions within the City (and region) by 2013.	1	1	●	Marketing plan developing in conjunction with key stakeholders
Develop a marketing plan to promote Council's	1	1	●	N/A separate marketing plan not necessary -



Quarterly Summary Kpi Report

Strategic Plan - Beyond 2015

For the month ending 30/06/2014

Community facilities for conferences and seminars by 2013.				see previous
Identify areas to develop to encourage visitors to stay more than one night within the City of Mount Gambier and immediate area by 2014/2015.	1	1	●	Survey results indicate staff encourage visitors to stay more than one night, and provide further information
The Visitor Information Centre's tourism accreditation is maintained.	1	1	●	All accreditation criteria have been met
Work collaboratively with the Regional Development Australia (RDA) and South Australian Tourism Commission and other relevant external agencies .	1	1	●	Regular meetings with Regional Development and Tourism bodies
2.2 Support the development of our local economy, our unique local experiences and our capacity to grow visitation to our city.				
2.2.1 Partner and engage with other core tourism agencies and providers to develop and promote tourism opportunities.				
Integrate/Master Plan all methods of information services to minimise duplication and ensure adequate interpretation of key local features by 2014.	1	1	●	Not yet undertaken.
2.2.2 Investigate opportunities to review the future potential of the Visitor Information Centre, including funding opportunities				
Develop and plan for the future use of the Discovery Centre of The Lady Nelson, including the review of interpretive displays in 2012/2013.	1	1	●	Investigating plans already implemented
Participate and utilise the "Sell SA Project" including the purchase and implementation of a commission based on-line accommodation booking system.	1	1	●	Sell SA program defunct at SATC instigation, but still complying with guidelines set down and moving forward with online bookings system
Refurbish "The Lady Nelson" brig and undertake repairs consistent with the identified future needs and Council's environment sustainability guidelines by 2013.	1	1	●	Brig display updated and maintained, new displays under review constantly
Target Federal and State tourism development grant programs for identified tourism needs for Mount Gambier.	1	1	●	Met with key industry stakeholders to identify Mt G needs and grants available.
2.2.3 Continue to develop ideas for City Centre vibrancy through positive interactions with the Chamber of Commerce and retailers.				
Schedule a twice yearly meeting between Council and the Mount Gambier Chamber of Commerce.	1	1	●	Quarterly meeting conducted with Council CEO attending Chamber of Commerce meetings and presentations
2.2.4 Support and further develop major event opportunities.				
Identify community groups not currently gaining access to the events support available by 2013/2014.	1	1	●	We promote our support and availability thereof. KPI needs to be reviewed.
Investigate the potential for events and/or festivals during traditional 'off peak' months of July through to September by 2013/2014.	1	1	●	KPI not relevant, we have a full calendar of events.
Maintain our commitment to Sports Marketing Australia.	1	1	●	Support ongoing however will be reviewed at the end of 2014/15 to evaluate the cost



Quarterly Summary Kpi Report

Strategic Plan - Beyond 2015

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<p>2.3 Provide infrastructure and facilities that contribute to Mount Gambier being able to enhance its economic base and quality of life.</p>				benefit.
<p>2.3.2 Ensure all Council owned buildings and properties are maintained fit for purpose as defined in the Long Term Asset Management Plan.</p>				
<p>Assess all Council owned buildings annually to ensure compliance with building fire safety requirements and records updated accordingly.</p>	1	1	●	Buildings assessed for fire safety in conjunction with Council's asset management inspections. Fire safety services are maintained by contractor and records are updated accordingly.
<p>Develop and maintain Essential Safety Provision Registers annually.</p>	1	1	●	Registers being maintained and developed.
<p>Maintain and review Asbestos Registers for all Council buildings and properties annually.</p>	1	1	●	Asbestos registers maintained and reviewed where necessary. Registers not required to be reviewed until 2018.
<p>2.3.3 Ensure all activities associated with the works depot are undertaken efficiently and effectively.</p>				
<p>Ensure all 'field' functions and activities are undertaken in accordance with Council Policies, procedures and all relevant legislation at all times.</p>	1	1	●	Field functions meet Council Policies and Procedures Legislative Requirements at all times and not just limited to Waste Disposal Parks/Reserves Workshop Stores and Cemeteries.
<p>Plan and supervise all construction and maintenance work to ensure all duties are undertaken in specified timeframes.</p>	1	1	●	All Construction/Maint Works are Planned and Supervised to ensure Completion within Specified Time Frames.
<p>2.5 Develop and implement a dynamic planning process to meet emerging economic, social and environmental conditions</p>				
<p>2.5.1 Develop appropriate mechanisms to identify emerging economic, social and environmental conditions.</p>				
<p>Ensure all new areas identified for future development can be appropriately serviced by utility services and infrastructure when required on an ongoing basis.</p>	1	1	●	The infrastructure needs of future growth areas was identified as part of the Infrastructure Analysis completed as part of the Urban Boundary Adjustment Development Plan Amendment.
<p>Undertake a review of all utility services and infrastructure as part of the Urban Boundary Adjustment DPA by June 2013.</p>	1	1	●	Completed as part of the investigations for the Urban Boundary Adjustment Development Plan Amendment.
<p>2.6 Seek continuous improvement in long term master land use planning to guide sustainable development and activities.</p>				
<p>2.6.1 Review the Development Plan.</p>				
<p>Development Plan Amendments undertaken as required in a timely and efficient manner.</p>	1	1	●	Development Plan Amendments are undertaken in accordance with the timetable as specified within the Statement of Intent.
<p>Partner with universities, GTE, Chamber of Commerce, TAFE and other stakeholders to develop strategies to meet future labour supply and skills.</p>	1	1	●	Discussions with UniSA regarding an innovation hub in Mount Gambier 11 November 2013 Ongoing discussions with UniSA regarding



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Section 30 Reviews completed as required by the Development Act, 1993.	1	1	●	their building expansion Not yet required to be undertaken.
2.6.2 Undertake visionary Master Planning for key Council owned land and buildings to identify future desired projects and asset disposal				
Develop a Schedule of future desired projects of key Council owned land and buildings by 2013/2012.	1	1	●	Draft Structure for schedule developed but yet to be implemented. Target late 2014 for completion.
Implementation of the Schedule of significant key Council properties including the Railway Land and the former Mount Gambier Hospital.	1	1	●	Railway Lands project is well advanced with Wetland Construction nearing completion. Works have commenced for irrigation, soil refurbishment and laying of turf, shed refurbishment, tree planting, electrical services/alterations and balustrading/stairs/ramps construction. Arts SA funded artistic balustrade project has commenced with 3 short listed artists. Former Hospital has been demolished successfully and Laundry building retained for future use. Permanent bracing works have commenced and concrete repairs will commence in July.
2.7 Constantly monitor the need for more revenue to meet demands caused by ageing infrastructure, increased local responsibilities and demands.				
2.7.1 Council operations are conducted in a financially sustainable manner with appropriate key performance indicators to measure performance.				
Develop a vision for a vibrant and truly sustainable Mount Gambier/region in line with the Natural Step Framework by 2013/2014.	1	1	●	Being covered by the development of the City Development Framework.
Development and implementation of Council's Long Term Financial Plan (LTFP) and review revenue and expenditure of the plan annually.	1	1	●	LTFP was prepared and adopted by Council in December 213
In partnership with the State Government and other stakeholders to develop a regional strategy.	1	1	●	Economic diversification project continues to push the regional economy issues in partnership with PIRSA, DMITRE, RDA, NRM and SELGA. Project group has reassessed its achievements and reconfigured its work plan for the next year. Strong example of partnering between all parties. Strong representation from government and non-government agencies during the development of the City Development Framework. Meetings with new Minister for Regional Development on economic development. Meeting with Minister for Tourism regarding tourism in the region.
Review Council's Asset Management Plan annually.	1	1	●	Various sections of the road asset management plan are currently being



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<p>2.7.2 Maintain the existing benchmarking projects.</p>	1	1	●	<p>reviewed in line with the documentation pertaining to the review schedule</p>
<p>Annual participation in the Local Government Association (LGA) benchmarking survey.</p>				<p>LGA comparative performance measurement survey not conducted and initial discussions with the LGA indicate that the survey may not be continued in its current form (if at all). This may require reconsideration of gathering feedback and statistical analysis of community data.</p>
<p>2.7.3 Seek external funding from Federal and State Governments on an on going basis.</p>	1	1	●	<p>Grant Programs monitored during reporting period</p>
<p>Regularly monitor Federal and State Government Grants Programs.</p>				
<p>3 Diversity</p>				
<p>3.1 Understand our community profile</p>				
<p>3.1.1 Gather and summarise information and statistics including census data (2011) to assist understanding and decision making regarding our community.</p>				
<p>Maintain the data base which forms part of the community directory and review twice a year.</p>	1	1	●	<p>Completed, this is an annual update.</p>
<p>2011 Census summary document prepared by June 2013.</p>	1	1	●	<p>Profile id has been a supportive tool for the City Development Framework providing easy access and analysis of the 2011 census data</p>
<p>3.2 Engage with Federal and State Government and other agencies to provide resources to meet the needs of diverser groups in our community</p>				
<p>3.2.2 Advocacy and partnership with stakeholder groups to assist with service delivery programs.</p>				
<p>Maintain and strengthen Council's involvement with the Tertiary Education sector and support its expansion.</p>	1	1	●	<p>Ongoing.</p>
<p>Maintain regular meetings of the Community Engagement and Social Inclusion Sub Committee.</p>	1	1	●	<p>Regular scheduled meetings</p>
<p>3.3 Celebrate the positive contributions of all members of our communities, to our collective social, economic, cultural, health and overall wellbeing</p>				
<p>3.3.1 Facilitate a range of community cultural programs and events.</p>				
<p>All existing community events are held as per an annual schedule of events.</p>	1	1	●	<p>Up dated calendar of events provided to all potential enquiries for new major events to Mount Gambier to avoid "clashing" of events. A show of all annual events on an ongoing basis to help schedule new events to Mount Gambier.</p>
				<p>A calendar of major events are forwarded to SAPOL to advice staffing of traffic officers</p>



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<p>Identify and recognise opportunities regarding national/international days of significance.</p>	1	1	●	<p>used for road closures or policing traffic.</p> <p>A schedule of events is supplied to South Australia Tourism Commission with Mount Gambier's major events to place in their Limestone Coast Guide.</p> <p>Large Major Events are scheduled onto SATC website.</p> <p>This has previously been done collaboratively with the community. A list has been developed for further action with Council.</p>
<p>3.4 Recognise and respond to our collective responsibilities and to provide ease of access to physical facilities and spaces (public or privately owned).</p>				
<p>3.4.1 Undertake an assessment of all Council buildings to assess, record any issues identified.</p>				
<p>A schedule of all works to be carried out is developed by December 2013 and implementation commenced.</p>	1	1	●	<p>Schedule of works developed and being implemented on Council buildings</p>
<p>Inspections undertaken on all Council owned buildings and completed by 2014.</p>	1	1	●	<p>Inspections undertaken and completed.</p>
<p>3.5 Consider the needs of all community groups in developing projects, services and infrastructure (privately or publicly owned).</p>				
<p>3.5.1 Develop open spaces and recreation facilities that support active communities, healthy environments and maintain a high level of amenity.</p>				
<p>All roundabouts, reserves and playgrounds are maintained on an ongoing basis.</p>	1	1	●	<p>All roundabouts, reserves and playgrounds are maintained as per schedule and on request. Playgrounds are audited quarterly and any issues actioned.</p>
<p>Community spaces audited for accessibility and design in accordance with Good Urban Design Principles by 2015..</p>	1	1	●	<p>draft template completed. audit list to be confirmed and audit undertaken In September</p>
<p>3.5.2 Advocate for means of safe crossing of Major Arterial roads</p>				
<p>Actively liaise with the Department of Planning, Transport and Infrastructure (DPTI) to determine clearly what DPTI can and will do in relation to this matter.</p>	1	1	●	<p>This was completed in detail in last quarter. No further action required on this matter</p>
<p>3.6 Facilitate the community's active involvement in meeting the varied aspirations, diverse needs and special services that are required (including those for marginalised and vulnerable groups).</p>				
<p>3.6.1 Advocate for the development of a special needs program for marginalised and vulnerable groups.</p>				
<p>A Safe mobility program is developed, delivered and maintained by 2014.</p>	1	1	●	<p>Research conducted into program held in 2012. An educational program for mobility scooter safety will be further investigated once access ramps have been upgraded and</p>



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Provide support for the delivery of programs for special health groups for marginalised and vulnerable groups when requested.	1	1	●	maintenance to highlighted footpaths as raised by the Community Engagement and Social Inclusion Sub-Committee have been addressed. Requests are assessed when received.
3.6.2 Continue to promote a Child/Vulnerable People Safe Environment.				
All Elected Members, Employees and volunteers identified as working with children/vulnerable people undertake appropriate training as per legislative requirements	1	1	●	
3.7 Develop the capacity of Council to effectively communicate and engage with our communities, other agencies and service providers.				
3.7.1 Network with age care and disability service providers to identify needs within the community.				
Advertise for funding rounds biannually 2012/13	1	1	●	This does not apply to MCSD
Attend meetings with aged care and disability service providers twice a year.	1	1	●	Discussions held with Community Development Officer regarding attendance maintained.
3.7.2 Work with kindergartens and primary schools to improve health and wellbeing through active lifestyles.				
Identify safe walking/cycle path networks around schools through community education by 2013.	1	1	●	Was undertaken by OPAL. Bicycle paths continued to be identified.
Provide training and education to parents and new migrants on safe walking/cycle pathways to schools.	1	1	●	Successful partnership established for the implementation of the 'Community Move It' Program at Mount Gambier North Primary School
3.7.3 Develop and implement effective and efficient communication and community engagement tools to integrate with Council's daily operations.				
Establish online engagement tool by 2012/2013.	1	1	●	Bang the Table established and integrated within the City of Mount Gambier website
4 Environment				
4.1 Systematically build Council as an environmentally sustainable organisation.				
4.1.1 Identify the Carbon footprint of Council and understand the carbon trading scheme and the legislative requirements for climate change adaptation.				
Annually assess if Council is required to comply with any carbon and/or climate change legislation.	1	1	●	Assessment has been undertaken.
Establish a system to annually measure and report on Council's carbon emissions by 2014.	1	1	●	System has been established.



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Provide guidance to staff to adopt environmental practices in all operations 2013/2014	1	1	●	Guidance provided via all staff e-mails.
4.1.2 Incorporate and promote ecological Sustainable Development (ESD) principles in Council's plans, projects and developments.				
Provide Council divisions with templates and checklists for incorporating ESD principles into Council's plans, projects and developments by 2013.	1	1	●	Information has been circulated. CHAT Tool also provides examples.
4.1.3 Educate the community to minimise waste and improve recycling levels.				
>5%reducton in waste generation per capita by 2015 (in line with South Australia's Waste Strategy 2011-2015).	1	1	●	Total tonnages will be assessed after the completion of the 2013-2014 financial year.
4.1.4 Coordinate and support the Environmental Sustainability Sub Committee (ESSC).				
ESSC meetings held monthly.	1	1	●	June ESSC meeting was held on 24/06/2014.
The coordination and implementation of all action arising from meetings undertaken monthly.	1	1	●	Actions are being undertaken as required.
4.2 Partner with the community to conserve and reduce the quantity of water use and improve the quality of water entering our groundwater and lakes system.				
4.2.1 Develop a model that can be easily used to understand the environmental impact of any decision relating to supply, Council Services and Operations				
Actively provide information for the community regarding the interpretation of the importance of groundwater for the region's lifestyle and economy through the website, environmental drops etc..	1	1	●	Information provided via Council's website, and also talks in schools and to community groups.
Provide Council divisions with templates and checklists for incorporating integrated water management principles into Council's plans, projects and developments by 2013.	1	1	●	Information has been circulated. CHAT Tool also provides examples.
4.3 Plan and implement infrastructure to protect and enhance the natural and built environment, including in response to climate change influences.				
4.3.1 Ensure that development in areas of high natural and/or built heritage value complement and are sympathetic to the environment in which it is situated				
Ensure compliance with the requirements as specified within the Development Plan at all times.	1	1	●	Undertaking compliance checks on applications from 2011
Identify and plan for energy use requirements for Council buildings using the Building Code as a minimum requirement (try to achieve best practice).	1	1	●	New buildings designed with energy efficiency in mind. Existing buildings could be assessed by Environmental Sustainability Officer as he has



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				<p>a similar project resulting from resolution adopted at the 18/3/2014 Council meeting:</p> <p>Commencing in the 2014-2015 financial year, Council endeavour to establish an annual budget item of \$50,000 for energy efficiency and renewable energy measures. These funds should be used for actions focused on delivering the greatest financial savings, in the shortest time period. Energy efficiency measures should be considered first.</p>
<p>4.3.2 Develop and deliver a tree planting and management program to improve the quality and quantity of local vegetation under Council's care and control</p> <p>Trees planted on streets and reserves as per the tree planting policy program which will be reviewed annually (300 trees to be planted annually).</p> <p>Trees trimmed, removed and replaced as required on an ongoing basis. All complaints addressed within 48 hours of receipt.</p> <p>Undertake a fruit tree trial in public open space by 2014.</p>	<p>1</p> <p>1</p> <p>1</p>	<p>1</p> <p>1</p> <p>1</p>	<p>●</p> <p>●</p> <p>●</p>	<p>The procurement of trees for the annual tree planting programme is facilitated by the Engineering Technical Officer and planted to meet Council requirements.</p> <p>Any issues in regards to the planting and trimming of street trees are addressed within 48 hours.</p> <p>EOI has been released. Submissions will be assessed in May 2014.</p>
<p>4.4 Support initiatives that value and preserve our unique environment and contribute to environmental sustainability.</p> <p>4.4.1 Provide support to internal and external environmental sustainability initiatives.</p> <p>Assess initiatives and projects based on a merit assessment template (still to be developed) and linked to the Natural Step Framework once the template has been developed.</p> <p>Develop a merit assessment template to assess initiatives and projects linked to the Natural Step Framework by 2013.</p>	<p>1</p> <p>1</p>	<p>1</p> <p>1</p>	<p>●</p> <p>●</p>	<p>Tool has been developed and rolled out.</p> <p>The CHAT tool has been developed and is being used throughout Council.</p>
<p>4.5 Enhance the way of life and resilience of the Mount Gambier community through environmental sustainability guided by the Natural Step Framework.</p> <p>4.5.1 Develop and implement community education programs around our environmental aspirations and obligations.</p> <p>Community education developed including articles and talks to key groups promoting our environmental aspirations.</p> <p>Deliver three community education programs per year.</p>	<p>1</p> <p>1</p>	<p>1</p> <p>1</p>	<p>●</p> <p>●</p>	<p>Community education materials developed include media releases, articles, website content, brochures, booklets, and talks.</p> <p>Has been undertaken as part of the development of education materials for the community.</p>
<p>4.6 Support the preservation and enhancement of the City's unique natural and built heritage for future generations.</p> <p>4.6.1 Monitor and enforce the quality and standard of development approvals.</p>				



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Develop a schedule of planning inspections by 2013 to be completed annually.	1	1	●	A Spreadsheet has been created showing planning inspections/ site inspections
Provide information, including pre lodgement advice, to assist applicants to improve the quality of information submitted with Development Applications.	1	1	●	Completed
Provide information, including pre lodgement advice, to assist applicants to improve the quality of information submitted with Development Applications.	1	1	●	Pre lodgement advice carried out by phone/ counter enquiries/ onsite/ email etc
4.6.2 Ensure the design of Council projects such as road, drainage, reserves and building projects undertaken in a timely and professional manner.				
Council projects are designed in a timely and professional manner to reflect the annual planning and building program.	1	1	●	Projects include; Railway Lands (85% design complete - Stage Two Master Plan commenced including: Market Proposal, Wetland fence, shelters design, Signal Box details, planting plan), Railway Lands Solar Lighting EOI advertised.
4.6.3 Appropriately respond to and address storm, fire, accidental and criminal damage.				
Criminal damage is appropriately addressed and reported within twenty four hours.	1	1	●	All criminal damage is reported and actioned within 24 hours.
Emergency response to accidents undertaken immediately as required in accordance with the Regional Emergency Management Plan.	1	1	●	We have not had to action any issues relating to the Regional Emergency Management Plan to date.
Implement and comply with the state wide Bushfire Management Plan as developed by the South Australian Government at all times.	1	1	●	As we are in non fire season no permits for burning off are issued but we continue to monitor areas of concern that they are being maintained through our monthly bush fire maintenance checklist
Minor maintenance is undertaken in accordance with service standards.	1	1	●	Minor maintenance is identified through daily checklists and actioned by the Mechanics when reported.
Storm damage and flooding is addressed and managed in line with disaster recovery.	1	1	●	Stormwater and flooding is actioned through Depot Administration within 24 hours. CRM's are created to ensure all actions are completed.
4.6.4 Provide an efficient and effective development assessment service				
Development Assessment Panel (DAP) operations conducted to meet legislative requirements and be reviewed and reported on annually.	1	1	●	CDAP legislation up to date
High level customer service is achieved through maintaining the annual performance results of the Local Government Comparative Performance Survey.	1	1	●	LGA survey not completed in 13/14 as noted above
Planning decisions and Building Rules Consent issued within the statutory timeframes and reviewed through the Systems Indicators Data Reporting mechanism as required by legislation.	1	1	●	Time frames are complied with.
Records are maintained (i.e. scanning approved plans in TRIM) and Registers are kept up to date (i.e. Development Register, Builders	1	1	●	These records are regularly maintained by OPS Administration staff.



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database, Liquor Licence, Heritage and Notices).				
Working Parties associated with development assessment are attended and supported by the provision of clear and concise information when required.	1	1	●	working parties and appropriate meetings attended
4.6.5 Provide heritage conservation measures and liaise with the Heritage Advisor to ensure Best Practice is adhered to relative to the Burra Charter				
Continue to support the Heritage Advisory Service and provide a schedule of appointments monthly.	1	1	●	Scheduled appointments made and kept
Maintain the Local Heritage Grant Funding program annually.	1	1	●	Local Heritage Fund completed. Reports to Council
The Heritage Committee to continue to operate on a two monthly basis.	1	1	●	Heritage advisory group meeting regularly when not cancelled
4.7 Use every opportunity to increase the level of community understanding and awareness of the necessity of environmental sustainability.				
4.7.1 Raise awareness through the development of education programs as well as using other opportunities as they arise.				
Deliver three community education programs per year including articles and talks to key groups (community/business/industry) promoting our environmental aspirations.	1	1	●	Community education materials developed include media releases, articles, website content, brochures, booklets, and talks.
5 Governance				
5.3 Evaluate the effectiveness of all service delivery initiatives against the returns and/or benefits to the community				
5.3.1 Develop and implement systems to evaluate service delivery.				
Continue to participate in the Local Government Association Comparative Performance Measurement Survey annually.	1	1	●	As noted in other comments the LGA survey was not conducted and it appears as through the style/format of any future surveys is undecided. The data component of the report will still be available as it does not rely on the survey responses but is gathered from other sources. All KPIs relating to this information need to be reviewed.
Undertake a organisational functional review to evaluate service delivery by March 2013.	1	1	●	Completed December 2012 Implementation program developed and actioned to responsible officers Report and report provided to Council and all staff January 2013
5.3.2 Manage the administration of payments to suppliers, revenue collection, preparation of annual financial records, and recording of Council's assets.				
Financial statements prepared for external audit in accordance with legislative requirements and internal control.	1	1	●	External audit was completed by Galpins and was accepted by Council in November 2013.
Prepare reports, payments and receipts in accordance with legislative and internal	1	1	●	Reports have been prepared in accordance with requirements



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requirements.				
Undertake an annual review of financial control and systems.	1	1	●	Working with SELGA Councils to review and implement Internal Controls in readiness for 2015/16 implementation.
5.4 Develop and maintain a valued, adaptable, skilled and motivated work force				
5.4.1 Adopt a strategic approach to the integration of Human Resources, Risk and Occupational Health and Safety management systems and principles across the organisation.				
Develop, implement and review an OH&S Risk Management Strategy providing for best practice work health and safety outcomes and a workers compensation model.	1	1	●	
5.4.2 Respond to contemporary and emerging workforce and workplace issues through strategy and policy development.				
Annual training program scheduled for Elected Members and employees.	1	1	●	Focus at this time is on the preparation of a comprehensive induction program for the new council commencing November 2014. An initial Councillor workshop was conducted to gather input and also to reflect on Councillors experience from the induction program last time around and what content and process will assist to make an effective induction program. Following this input staff are developing a draft program to provide to Councillors for further feedback. Program will be completed and delivered "in-house". Councillors will be involved in program delivery
New Human Resources policy framework developed and implemented by 2012/2013.	1	1	●	
5.4.3 Review of the Human Resources requirements within the Corporate and Community Services Department.				
Integrate staffing across the Corporate and Community Events and Library divisions where possible by 2012.	1	1	●	Implementing Staff from Main Corner within Lady Nelson
Review the operating/open hours of facilities across the Corporate and Community Events and Library Divisions by 2012.	1	1	●	Reviewed within divisional meetings
5.5 Demonstrate innovative and responsive organised governance				
5.5.1 Manage the preparation of assessment of capital value for rating purposes and declaration and raising of rates.				
Council rates levied in accordance with legislative requirements.	1	1	●	Council rates are levied annually in July
Provide a letter of support to organisations that require Council support as part of an application seeking Grant funding.	1	1	●	Regularly completed.
Raise fines and interest and reconcile rates monthly.	1	1	●	Completed - Audited Annually



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Respond to requests from the Local Government Association to support in the preparation of submissions to either the Federal and/or State Governments.	1	1	●	Responses collated and provided as required to relevant matters
5.5.10 Support Council business through provision of quality records management and ensure Council's corporate records are managed in accordance with legislative requirements.				
Ensure Council's records management responsibilities are met in terms of the State Records Act 1997, Local Government Act 1999 and Adequate Records Management Standard.	1	1	●	Records staff follow practices and procedures and provide record keeping advice to staff in line with meeting Council's record keeping responsibilities.
Ongoing support, training and induction of staff in relation to their record keeping responsibilities and in use of Council's electronic document management system.	1	1	●	Records support staff in the use of TRIM on an ongoing basis and are available to provide further training or record keeping advice as required.
5.5.11 Support Council business processes by maintaining an effective and accurate electronic records management system and up to date Geographic Information System.				
Ensure all staff are inducted and trained in the use of Council's electronic records systems as required.	1	1	●	All new staff assigned a TRIM licence have received an introductory TRIM training session from Records staff within their first week, with a follow up session within their first month.
Maintain and review data contained within the GIS system quarterly.	1	1	●	Ongoing. Last completed in June 2014. Changes include update to cadastre, council properties, assets, reserves etc.
5.5.12 Continue to implement a Corporate Image of Council as a professional organisation.				
Development and implement a 'Brand image' for Council documents and projects by 2013 which can be easily identified by the Community.	1	1	●	2015 - after the City Development Framework is complete and with new Council
5.5.2 Maintenance of the property data for rating and electoral purposes and the collection of rate revenue.				
Council's Voter's roll is reviewed and updated in accordance with the State Government Electoral Act 1985.	1	1	●	Required for 2014 Local Government Elections
Prepare an Annual Business Plan and consult, liaise and promote to the community	1	1	●	Community Engagement component complete.
Review the financial components of the Road and Building Asset Plan annually.	1	1	●	Awaiting final figures to be reviewed and loaded as at 1 July 2014.
The name and address register is maintained at all times.	1	1	●	Maintained as required
Undertake an annual review of the Asset Management Plan and Long Term Financial Plan in relation to the Annual Budget.	1	1	●	Reviews were completed and have been incorporated into the 2014/15 Annual budget.
5.5.3 Provide quality administrative support to Council Members and Officers.				
Agendas and Minutes are prepared and provided within legislated time frames for all	1	1	●	Agenda and Minutes prepared and provided within Legislated time frames.



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Council and Committee meetings.				
5.5.4 Provide high performance customer services across Council.				
Compliance with legislative requirements at all times.	1	1	●	Compliant with legislative requirements during reporting period
Maintain or improve the annual performance results of the Local Government Association Comparative Performance Measurement Survey.	1	1	●	LGA comparative performance survey not conducted 13/14
5.5.5 To run an efficient and well maintained depot and store.				
Administration and customer service undertaken on time without delay and to a high standard.	1	1	●	All customer enquiries are dealt with expediently.
Depot and surrounds, small items and equipment are maintained at all times with quarterly audits.	4	4	●	Depot/Surrounds/Small Items and Equipment are audited on a regular basis to identify and non compliance issues.
Develop and implement an improved system to ensure individual accountability by employees for all tools, equipment which is allocated to them by 2013.	1	1	●	Newly implemented sign in/sign out registers for all stock, tools and equipment are being successfully completed daily.
Temporary roadwork signage maintenance undertaken regularly and reviewed monthly	1	1	●	All road signage is kept in good order and replaced when required.
5.5.6 Operate an appropriately resources and efficient workshop to maintain Council's fleet vehicles, plant and equipment to a safe operating standard.				
All fleet vehicles, plant and equipment are maintained as per regular maintenance programs.	1	1	●	All plant and equipment is maintained as per the regular maintenance schedule.
Plant and equipment are fabricated as required and on time.	1	1	●	Council no longer fabricates plant or equipment however fabricates small items for general repairs e.g. Stormwater grates
Provide training to staff on the use of machinery when new machinery is purchased and reviewed annually.	1	1	●	Relevant employees are trained and inducted before use of any new plant/equipment.
5.5.7 Maintain confidential employee records and payments.				
Provide effective and efficient administration of employee records and payments in accordance with legislative and internal procedures.	1	1	●	Reviews have been conducted to ensure that employee records are accurately recorded.
5.5.8 Promote Mount Gambier as a progressive City through innovative design solutions for urban realm projects.				
Urban Realm projects are identified and delivered on time and on budget when approved by Council.	1	1	●	Projects include; City Centre (80% complete), Old Hospital Laundry (30% complete), Railway Lands (Nature Play Area, tree planting, ramps/stairs, balustrading commenced), Valley Lakes Wildlife Park Entry (completed).
				Two solar lighting projects in Railway Lands and around Blue Lake have been initiated.
5.5.9 Provide high quality support for Council				



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Members and Council Employees.			
Business papers, including agendas, minutes and reports are compiled and distributed in accordance with the Local Government Act, 1999.	1	1	● Agendas and Minutes distributed within legislated time frames.
Provide support for civic and ceremonial responsibilities of Council, including citizenship ceremonies.	1	1	● Executive support provided for all Civic Ceremonies.
Provision of executive and administrative support to Council, standing committees, subcommittees, the Mayor, Member, Executive Management, and other staff.	1	1	● Executive Support available and provided to Council and Members
5.6 Establish measures for Council's performance and continually compare against community expectations			
5.6.1 Continue to be involved within the Local Government Association Comparative Performance Measurements Survey.			
Participate annually in the Local Government Association Comparative Performance Measurements Survey.	1	1	● LGA comparative performance survey not conducted 13/14
5.7 Engage with national, state, regional and local forums and partnerships to provide solutions and options to continually improve Councils service delivery and performance			
5.7.1 Ensure Council's information and communication infrastructure and environment.			
Annually evaluate the existing information and communication infrastructure system to ensure capability and suitability to Council's changing needs annually.	1	1	● Discussions undertaken with IT Contractor to supply computers and peripherals. Further discussion to be held.
Corporate systems are available for staff access and work 95% of standard day time working hours	1	1	● System available for Staff access. Maintenance schedules are carried out after business hours.
5.7.2 Ensure Employees are engaging with their peak professional organisations to continually update knowledge in their respective professional disciplines.			
Ensure employees continue to update knowledge in their respective professional disciplines through training and involvement with peer and professional organisations and groups.	1	1	● Have been identified within the Training Needs Analysis for Council Employees.
6 Community Well - Being			
6.1 Advocate for the health needs of the community by encouraging partnerships in the provision of affordable and viable facilities and infrastructure			
6.1.2 Ensure applications for on site waste water treatments are assessed according to the Public and Environmental Health Act and are regularly reviewed for maintenance.			
Maintenance reports are reviewed when	1	1	● Reports reviewed and no further action taken.



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submitted with Council.				
Review all properties for sewer connections in 2013/2014, subject to budget allocation.	1	1	●	project not proceeding at this time..
6.1.3 Provision of a safe, all inclusive and welcoming 'third place', through the library, that is free for all community members.				
Continue to promote and further enhance the library as an active and safe community space to maintain the community support and usage of the library.	1	1	●	History tours with school groups Da Vinci school group visits Finding My Place programme Unleashed Open Data event Bugs N Slugs workshop sessions Outreach visits Author events History Month School visits Children's workshops in conjunction with Country Arts SA Boandik iPad project eSmart Libraries training Youth Week activities
Identify and develop an annual schedule of programs to be offered through the library.	1	1	●	Schedule is now available through our What's On quarterly calendar as well as in Events calendar through Council Outlook. Most major events are now locked in for the year, many minor events are added as opportunities arise with authors/partners.
Keep detailed statistics on visitation and usage of service and prepare quarterly reports.	1	1	●	Loans April-June 2014 - 95,115 items loaned - .5% increase on same period in 2013 Visits April-June 2014 - 103,256 people - 2% increase on same period in 2013 Internet Hours Used April-June 2014 - 6,362 hours used 6% increase on same period in 2013
6.1.4 Have safe and regulated outside displays/eateries in accordance with relevant legislation.				
Ensure all outdoor furniture and displays have been issued with a permit subject to the Local Government Act.	1	1	●	All outdoor furniture and displays have been issued with a permit as per our register
Undertake (at least twice yearly) monitoring of furniture and displays to ensure they meet permit conditions.	1	1	●	All outdoor furniture and displays have been issued a permit and are 100% compliant as per our register
6.1.5 Deliver and regulate a taxi service which is beneficial to the community.				
Check taxi meters and registrations annually.	1	1	●	Taxi checks were conducted in July 2013. Annual taxi checks will be conducted in August, 2014. No complaints were received regarding taxis this year.
6.3 Actively liaise with community health service providers to encourage local programs and services and ongoing community consultation				



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<p>6.3.1 Monitor the level of assisted care for residents of supported residential facilities and boarding houses within the City in accordance with legislation.</p>	1	1	●	Renewal of license audit completed and the 2014 / 2015 SRF license issued
<p>Supported residential facilities and boarding houses are monitored to comply with legislation through annual licensing requirements.</p>				
<p>6.3.2 Work closely with Universities, TAFE, training bodies and allied health providers.</p>	1	1	●	Support provided through the Your Professional Network (YPN) group.
<p>Continue to provide support to the Medical, Pharmaceutical, Dental professions through the provision of orientation tours.</p>				
<p>6.6 Increase the local awareness and understanding of the range of health issues and needs of the community</p>				
<p>6.6.1 Continue to promote active lifestyles amongst the community.</p>	1	1	●	Council only approved the establishment of bicycle lanes in May 2014. Officers have now implemented over 70% of the listed roads with the plans to complete the remainder of the project in July 2014
<p>Continue to implement the Bike Plan and expanding the footpath and bike path network.</p>				
<p>Effective immunisation of target communities as per the schedule of immunisations and to maintain the current immunisation rate.</p>	1	1	●	Continued support of Community Health public immunisation program.
<p>Ensure all cooling tower and warm water systems are audited annually as per the Public and Environmental Health Act, relevant regulations, codes and standards.</p>	1	1	●	All due audit reports received
<p>Ensure timely follow up of communicable diseases where required.</p>	1	1	●	One unconfirmed food poisoning case received. Premise inspected as due for routine inspection.
<p>Food premises are inspected as per the Food Act and on a risk basis and notified accordingly.</p>	1	1	●	Inspections by ESO for June: Total number of Inspections 17
<p>Inspect hairdressers and skin penetration facilities in accordance with the Public and Environmental Health Act and risk management principles.</p>	1	1	●	Number of follow up inspections 10 Reminder and trending issue letter issued from audit. One premise inspected.
<p>Provide a timely and effective immunisation program to the Mount Gambier population.</p>	1	1	●	Continued support of Community Health public immunisation program.
<p>Support the 'Registered Training Organisation' in the provision of affordable and accessible food safety training for food handlers.</p>	1	1	●	promoted during inspections and during radio interview
<p>Undertake annual auditing, or ensure it is undertaken, of high risk food businesses serving vulnerable people.</p>	1	1	●	All due audit reports received
<p>Undertake inspections of public pools and spas in respect to relevant acts and regulations.</p>	1	1	●	no inspections for June
<p>When insanitary conditions are identified, attempt to resolve in a timely and effective manner.</p>	1	1	●	EHO working on-going case



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<p>6.7 Facilitate programs which focus attention on mental health issues in the community and support mental health providers in their work</p>	1	1	●	Opportunities are implemented as identified.
<p>6.7.1 Encourage community initiatives to identify, address and respond to emerging health issues and trends within the community.</p>				
<p>Identify opportunities for Community Groups to develop and enhance their activities and facilities</p>	1	1	●	Opportunities are implemented as identified.
<p>6.8 Advocate with Federal and State Governments to increase local availability to acute health care services and also primary health care services</p>				
<p>6.8.1 Encourage SA Health to identify opportunities and programs addressing mental health concerns and issues.</p>				
<p>Provide support and funding assistance to locally based programs addressing mental health issues and concerns within the community.</p>	1	1	●	No funding applications received. Research into possible community health projects conducted.
<p>6.8.2 Continue to maintain Council's advocacy role in the provision of health services.</p>				
<p>Ensure Council provides timely responses to requests for letter of support.</p>	1	1	●	On-going requests for small scale financial support for community groups to run local events/activities. Well supported by Council. In kind support also provided as requested.
<p>Letters of support for grant applications by community groups provided as needed.</p>				
<p>7 Learning</p>				
<p>7.1 Encourage and promote partnerships with the entire community so that everyone understands and embraces the benefits of a lifelong learning community</p>				
<p>7.1.1 Foster relationships and facilitate conversations to improve community engagement and learning.</p>				
<p>Develop and program community learning activities and experiences in the Garden Square with community groups.</p>	1	1	●	Strategic Plan undertaken with stakeholders. Viability review to be conducted in Nov/Dec 2014
<p>Develop opportunities for staff and elected members to share their expertise with groups and vice versa.</p>	1	1	●	Significant opportunities for staff and Councillors to work on major activities including the Public Health Plan and the new council induction program. Councillors and staff involved in community engagement regarding the City Development Framework that is now reaching the final preparation of the futures papers. On-going Councillor and staff workshops on a variety of issues and updates.
<p>Employ a whole of Government (Federal, State and Local), agencies and groups approach.</p>	1	1	●	Comprehensive example is the Limestone Coast economic Diversification project that has significant membership from State and local government. Project is progressing well due to this involvement.



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				Schedule of informal Council meetings with state and federal members arranged.
				Meeting with a number of Ministers on key issues, Tourism, regional development, correctional services, SAPOL
Host forums that bring various groups together i.e. Education Leaders' Forum, Blue Sky Lectures, Thinker in Residence.	1	1	●	Childrens Charter, Online Community Village, Education Leaders Forum, Perspectives of the Child project, Relational Learning workshops.
Provide input to joint funding proposals for learning projects when required.	1	1	●	Some opportunities have been investigated including a science week later in 2014. Due to timing and cost this may be considered for 2015. Council involved in careers expo at TAFE and UniSA. Presentation by John Martin to the community regarding regional development matters and sustainability.
Review current databases of contacts and update as necessary.	1	1	●	Maintain databases relevant to my work
7.2 Promote the benefits of cooperative learning and the contribution learning makes to our enhanced quality of life				
7.2.1 Develop a coordinated approach across Council for the delivery of life long learning activities.				
Continue to be leaders in delivering, developing and promoting library collections and services to the community.	1	1	●	
Develop an evaluation framework to review Council's achievement of lifelong learning goal.	1	1	●	Implementation and evaluation of current projects actively being developed
Establish a statistical baseline of community involvement in learning activities.	1	1	●	Basic data kept on Council controlled learning initiatives. KPI needs to be reviewed
Recognise that most Council activities provide learning opportunities.	1	1	●	Significant range of workshops with active involvement of Councillors and staff. Health plan, induction program, City Development Framework, Policy reviews and general matters relating to major projects and budget.
Review existing community learning material, resources and information already available to communities.	1	1	●	Ongoing
7.3 Foster partnerships that develop programs, services and opportunities that deliver learning excellence				
7.3.1 Develop a framework within which learning achievements and initiatives can be recognised and celebrated.				
Continue to support recognition of learning through active involvement in scholarship programs.	1	1	●	2014 round of Tertiary Health Education Grant completed
Determine opportunities for recognition and celebration of learning achievements.	1	1	●	Activities and outcomes from the Life Long Working Sub-Committee Continues. Charter for Children further refined. Discussions pending with UniSA regarding



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<p>Elected Members and key staff being visible and attending celebratory functions.</p>	<p>1</p>	<p>1</p>		<p>Councils contribution to the university expansion in Mount Gambier that potentially will provide additional university course offerings to the community along with other learning opportunities. High attendance at Citizen ceremonies and other community events</p>
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