

Reference: AF11/861

3<sup>rd</sup> March, 2016

## MEMBERS

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

**Corporate and Community Services Committee**  
(Reception Area - Level 4):

Monday, 7<sup>th</sup> March, 2016 at 5.30 p.m.

An agenda for the meeting is enclosed herewith.



**Mark McSHANE**  
CHIEF EXECUTIVE OFFICER

## CORPORATE AND COMMUNITY SERVICES COMMITTEE

Meeting to be held on Monday, 8<sup>th</sup> February at 5.30 p.m.

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6. CORPORATE AND COMMUNITY SERVICES REPORT NO. 16/2016 - Appointment of Member - Lifelong Learning Sub-Committee - Ref. AF15/501
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8. CORPORATE AND COMMUNITY SERVICES COMMITTEE REPORT NO. 18/2016 - Policy C410 Conduct of Meetings (S92/S90(8)) - Ref. AF11/1950
9. CORPORATE AND COMMUNITY SERVICES COMMITTEE REPORT NO. 20/2016 - Rate Rebate Application - Forestry SA / RDA Limestone Coast (RDALC) - Ref. AF11/823
10. CORPORATE AND COMMUNITY SERVICES COMMITTEE REPORT NO. 21/2016 - Policy C420 Procurement & Disposal of Land and Assets - Ref. AF11/1950
11. CORPORATE AND COMMUNITY SERVICES COMMITTEE REPORT NO. 22/2016 - Policy F140 - Flags Protocol - Ref. AF11/1948

MOTIONS WITH NOTICE - Nil

MOTIONS WITHOUT NOTICE -

## CORPORATE AND COMMUNITY SERVICES COMMITTEE

Meeting to be held in the Reception Area, Level 4, Civic Centre, 10 Watson Terrace,  
Mount Gambier on Monday 7<sup>th</sup> March, 2016 at 5.30 p.m.

### AGENDA

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

APOLOGY: moved that the apology from  
be received.

seconded

COUNCIL OFFICERS: Chief Executive Officer, Mark McShane  
Director - Corporate Services, Grant Humphries  
Finance Manager, Gary Button  
Manager Community Services and Development, Barbara Cernovskis  
Manager Governance and Property, Michael McCarthy  
Manager Business and Strategic Planning - Tracy Tzioutziouklaris  
Administration Officer – Executive Support, Melissa Telford

COUNCIL MEMBERS  
AS OBSERVERS:

COUNCIL MEMBERS  
AS OBSERVERS  
APOLOGY:

**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 8<sup>th</sup> February, 2016 be taken as read and confirmed.

seconded

QUESTIONS:

(a) With Notice - Nil received

(b) Without Notice -

### **1. FINANCIAL STATEMENT – as at 29<sup>th</sup> February, 2015**

*Goal:* Governance

*Strategic Objective:* Demonstrate innovative and responsive organisational governance

moved it be recommended the financial statement as at 29<sup>th</sup>  
February, 2016 be received.

seconded

**2. GOVERNANCE – Committees – Community Engagement and Social Inclusion Sub-Committee – Minutes of Meeting held 22<sup>nd</sup> February, 2016 – Ref. AF15/78**

*Goal:* Governance

*Strategic Objective:* Demonstrate innovative and responsive organisational governance

moved it be recommended:

- (a) the minutes of the Community Engagement and Social Inclusion Sub-Committee Meeting held on 22<sup>nd</sup> February, 2016 be received;
- (b) the following recommendations (numbered 1 to 3) of the Community Engagement and Social Inclusion Sub-Committee be adopted by Council:
  - 1. RECONCILIATION ACTION PLAN – Reconciliation Action Plan Progress Table
    - (a) The Reconciliation Action Plan progress table be received.
  - 2. KEY FOCUS AREAS – Key Focus Area Progress Table
    - (a) the Community Engagement & Social Inclusion Key Focus Area progress table be received and noted for information.
  - 3. LIMESTONE COAST COMMUNITY SERVICES ROUNDTABLE - Update
    - (a) The presentation on the progress of the online Limestone Coast Community Services Directory be received.

seconded

**3. ORGANISATIONS AND ASSOCIATIONS - Local Government Association - 2016 Council Best Practice Showcase and Ordinary General Meeting - Ref. AF11/933**

*Goal:* Governance

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

moved it be recommended:

- (a) the Mayor be appointed as the delegate to represent Council at the 2016 Council Best Practice Showcase and Ordinary General Meeting of the Local Government Association of South Australia to be held in Adelaide on Thursday 14<sup>th</sup> April, 2016 and Friday 15<sup>th</sup> April, 2016 at the Adelaide Showgrounds;
- (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 attend the LGA Conference and AGM and Dinner on Thursday, 14<sup>th</sup> April, 2016 and Friday 15<sup>th</sup> April, 2016, with all associated costs met by Council;

Corporate and Community Services Committee Agenda, Monday 7<sup>th</sup> March, 2016 cont'd...

- (e) Other Councillors may wish to attend the 2016 Council Best Practice Showcase and Ordinary General Meeting, with all associated costs met by Council and should express their interest to the Team Leader Executive Support by Friday 18<sup>th</sup> March, 2016;
- (f) Council has been successful in its submission of an Expression of Interest to participate in the Showcase with a presentation and display booth on the Railway Lands Redevelopment and Activation. This will require attendance of at least 2 staff members at the Showcase.

seconded

**4. PROPERTY MANAGEMENT - Railway Lands Activation Team Update - Ref. AF15/398**

*Goal: Building Communities*

*Strategic Objective: Encourage the empowerment of the community to lead and self manage their respective desires and aspirations.  
Encourage the development of community facilities and infrastructure, community events, and active and safe community spaces through direct support, seeking funding, facilitation etc.*

The Manager – Community Services and Development reported:

During February 2016 the Railway Lands Activation Team continued to work with a number of community groups to deliver and facilitate community led events and activities at the site. The notable event for February was the Rockin' the Rail Karaoke Challenge.

Once again this was an event that achieved participant numbers that well exceeded 2,000. Licensees and food vendors supporting these events are surpassing expectations and it is emerging success from these events is experienced beyond the Railway Lands; patronage at local restaurants and hotels within the CBD has significantly increased. Consistent feedback indicates that the usual decline experienced for February trade has been increased to parallel that of the busier pre Christmas period.

In addition, the Railway Lands Activation Team has continued to progress temporary, low cost activations and events including the following initiatives:

| <b>Commercial/Community integration</b> |                                                                                                                 |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| Railway Building                        | Short term commercial enquiry regarding use of the Railway building – interested party not yet returned to area |
| Site                                    | Short term hospitality option currently being discussed for site                                                |

| <b>Arts/Cultural/Music activities</b>  |                                                                                                                                                                                                                                                                                                   |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Public Art @ The Rail<br>Public Murals | <i>First Stop Public Art @ the Rail</i><br>The successful artists have been advised of their selection and the team are currently negotiating formal agreements with each of the artists<br>It is expected that work will commence within the coming weeks with installation to occur Mar/Apr 16. |
| Nature Play Sculptures                 | Invitation for submissions are currently underway and the team is working toward providing a selection to Members by mid to late April with installation expected to be completed by the end of May 2016.                                                                                         |

Corporate and Community Services Committee Agenda, Monday 7<sup>th</sup> March, 2016 cont'd...

| <b>Food &amp; wine beverage</b>       |                                                                                                                                        |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Rockin' the Rail<br>Karaoke Challenge | Outcomes from the Pop Up Bar post event debriefs were applied to this event and proved very successful for patrons and operators alike |

Since inception the activation team has worked closely with the Operations team to ensure the integrity of the site does not become compromised and community feedback regarding infrastructure on the site is collaboratively addressed to ensure the site is well equipped to provide sustainable support for ongoing community led events.

It is fair to say that in the design phase of the site it could never have been expected that the community would have embraced this space with such enthusiasm.

| <b>Event Evaluation</b>   |                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Attendance Expectation    | 75% - Greater than expected                                                                                                                                                                                                                                                                                                                                        |
| Council support           | Application process, Council advice, Council support with both logistics and equipment were all given a high rating                                                                                                                                                                                                                                                |
| Rating Experience of site | The question <i>Facilities available on site were suitable for my event?</i> Rated the lowest of all questions with the consistent feedback referencing a need for increased provision and permanent access to the following: <ul style="list-style-type: none"> <li>• Toilets</li> <li>• Power</li> <li>• Storage</li> <li>• Water</li> <li>• Lighting</li> </ul> |
| Future Events             | 75% of the feedback received confirmed consideration would be given to hosting another event at the Railway Lands                                                                                                                                                                                                                                                  |

Confirmed future events for the Railway Lands.

| <u><b>March</b></u>                                                                                                                                                                                               | <u><b>April</b></u>                                                                                                                                                | <u><b>May</b></u>                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| <a href="#"><u>Ford Mustang Launch</u></a><br><br><a href="#"><u>Louise Adams Community Concert – South East X South West (Fundraiser for Leukaemia Foundation)</u></a><br><br><a href="#"><u>Harmony Day</u></a> | <a href="#"><u>HPV Pedal Prix Scrutineering</u></a><br><br><a href="#"><u>RFDS 20<sup>th</sup> Anniversary</u></a><br><br><a href="#"><u>LimeFM Family Day</u></a> | <a href="#"><u>Family Day</u></a> |

moved it be recommended:

- (a) The progress report on the Railway Lands Activation Team be received.

seconded

**5. CORPORATE AND COMMUNITY SERVICES REPORT NO. 15/2016 - Frew Park State Emergency Services (SES) Shed - Ref. AF15/317**

*Goal: Building Communities*

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

*Goal: Governance*

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

moved it be recommended:

- (a) Corporate and Community Services Report No. 15/2016 be received.
- (b) Consent be granted to the State Emergency Services for continued occupation of the shed at Frew Park on a monthly tenancy from 31 April 2016 for a 3 month period only with no further tenancy beyond 31 July 2016.
- (c) Written notice be given to the State Emergency Service to provide Council with vacant possession of the shed occupied by them at Frew Park on and from Monday 1 August 2016.

seconded

**6. CORPORATE AND COMMUNITY SERVICES REPORT NO. 16/2016 - Appointment of Member - Lifelong Learning Sub-Committee - Ref. AF15/501**

*Goal: Governance*

*Strategic Objective: Demonstrate innovative and responsive organisational 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.*

*Goal: Diversity*

*Strategic Objective: Develop the capacity of Council to effectively communicate and engage with our communities, other agencies and service providers.*

moved it be recommended:

- (a) Corporate and Community Services Report No. 16/2016 be received.
- (b) To be determined

seconded

**7. CORPORATE AND COMMUNITY SERVICES REPORT NO. 17/2016 - Strategic Plan/Corporate Plan, Achievement of Key Performance Indicators Quarterly Report - December 2016 - Ref. AF11/1790**

*Goal: Governance*

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

moved it be recommended:

- (a) Corporate and Community Services Report No. 17/2016 and the December 2016 Quarterly Summary KPI report be received and endorsed by Council.

seconded

**8. CORPORATE AND COMMUNITY SERVICES REPORT NO. 18/2016 - Policy C410  
Conduct of Meetings (S92/S90(8)) - Ref. AF11/1950**

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

moved it be recommended:

- (a) Corporate and Community Services Report No. 18/2016 be received;
- (b) Council hereby adopts updated Council Policy:

C410 - Conduct of Meetings (s92 Code of Practice / s90(8))

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

seconded

**9. CORPORATE AND COMMUNITY SERVICES REPORT NO. 20/2016 - Rate Rebate  
Application - Forestry SA / RDA Limestone Coast (RDALC) - Ref. AF11/823**

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

moved it be recommended:

- (a) Corporate and Community Services Report No. 20/2016 be received.
- (b) the rate rebate application from Forestry SA/RDALC be approved on the following basis:
  - (i) the rate rebate be set at 50%;
  - (ii) the rate rebate to apply from the next rating period i.e. from 1<sup>st</sup> July, 2016.

seconded

**10. CORPORATE AND COMMUNITY SERVICES REPORT NO. 21/2016 - Policy C420  
Procurement & Disposal of Land and Assets - Ref. AF11/1950**

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

moved it be recommended:

Corporate and Community Services Committee Agenda, Monday 7<sup>th</sup> March, 2016 cont'd...

- (a) Corporate and Community Services Report No. 21/2016 be received;
- (b) Council hereby adopts updated Council Policy:  
C420 – Procurement, & Disposal of Land and Assets
- (c) Council makes the necessary amendments to Council's Policy Manual Index.

seconded

**11. CORPORATE AND COMMUNITY SERVICES REPORT NO. 22/2016 - Policy F140 - Flags Protocol - Ref. AF11/1948**

*Goal: Governance*

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

moved it be recommended:

- (a) Corporate and Community Services Report No. 22/2016 be received;
- (b) Council hereby adopts updated Council Policy:  
F140 – Flags Protocol
- (c) Council makes the necessary amendments to Council's Policy Manual Index.
- (d) that requests to fly flags on special days be presented to Council in accordance with the guidelines contained in Corporate and Community Services Report No. 22/2016 and that a calendar of special days be maintained as resolved by Council.
- (e) the calendar of special days at this time to include (and be added to as resolved by Council)
  - 13<sup>th</sup> February - Anniversary of the apology to the stolen generations
  - 17<sup>th</sup> May - International Day Against Homophobia and Transphobia (IDAHOT) and Feast Festival in November
  - 29<sup>th</sup> November - 3<sup>rd</sup> December - Anniversary of the Eureka Stockade

seconded

**MOTIONS WITH NOTICE - Nil**

**MOTIONS WITHOUT NOTICE -**

Meeting closed at           p.m.

MJT

### FINANCIAL STATEMENT - Monthly Bank Reconciliation

| as at<br>31/01/2016<br>\$ |                                                     | as at<br>29/02/2016<br>\$ |
|---------------------------|-----------------------------------------------------|---------------------------|
|                           | <u>GENERAL ACCOUNT (Westpac)</u>                    |                           |
| 61,775.18 CR              | OPENING BALANCE                                     | 111,239.96 CR             |
| 344,203.76                | <u>PLUS</u> Receipts -                              |                           |
| 619,414.50                | Rates & Arrears                                     | 1,226,319.88              |
| -                         | General                                             | 721,541.64                |
| -                         | <u>Receipt of Cash Advance Funds</u>                |                           |
| -                         | Transfer from CAD Loan 104                          | 845,000.00                |
| 1,000,000.00              | Transfer from CAD Loan 105                          | -                         |
| -                         | Transfer from Investment Funds                      | 43,122.75                 |
|                           | Transfer from Reserve Funds                         | -                         |
| <u>\$ 1,963,618.26</u>    |                                                     | <u>\$ 2,835,984.27</u>    |
| 2,025,393.44 CR           |                                                     | 2,947,224.23 CR           |
| 694,335.96                | <u>LESS</u> Direct Debits to Bank Account -         |                           |
| -                         | Payroll - 2 Pays processed in February (5/2 & 19/2) | 691,709.30                |
| -                         | Sundry                                              | -                         |
| -                         | Transfer to Investment Funds                        | 80,000.00                 |
| -                         | Transfer to CAD Loan 104                            | 486,111.00                |
| <u>694,335.96</u>         |                                                     | <u>1,257,820.30</u>       |
| 1,331,057.48 CR           |                                                     | 1,689,403.93 CR           |
| 1,219,817.52              | <u>LESS</u> Expenditure Statement - \$              | 1,277,653.50              |
| <u>\$ 111,239.96</u> CR   | <u>CASH BALANCE</u>                                 | <u>\$ 411,750.43</u> CR   |
|                           | <u>BANK RECONCILIATION</u>                          |                           |
| 139,174.61 CR             | Balance as per Bank Statement                       | 475,242.33 CR             |
| 2,045.70                  | <u>PLUS</u> Deposits not yet credited               | 35,795.81                 |
| 8,795.81                  | <u>LESS</u> Deposits not yet reconciled             | 75,177.11                 |
| -                         | <u>LESS</u> Deposits not yet updated                | -                         |
| -                         | <u>PLUS</u> Payments not yet reconciled             |                           |
| <u>132,424.50</u> CR      |                                                     | <u>435,861.03</u> CR      |
| 9,577.82                  | <u>LESS</u> Unpresented Cheques & EFT's             | 5,584.22                  |
| 11,606.72                 | Unpresented Direct Debits                           | 18,526.38                 |
| <u>\$ 111,239.96</u> CR   | <u>CASH BALANCE</u>                                 | <u>\$ 411,750.43</u> CR   |

Current Interest Rate on Bank Account Balance is 0.10%

**FINANCIAL STATEMENT - Monthly Bank Reconciliation continued.....**

| as at<br>31/01/2016<br>\$ |    |                                                       | as at<br>29/02/2016<br>\$ |    |
|---------------------------|----|-------------------------------------------------------|---------------------------|----|
|                           |    | <u>LGFA CAD LOAN 104</u>                              |                           |    |
| -                         | DR | OPENING BALANCE                                       | -                         | DR |
| -                         |    | <u>PLUS</u> Deposits                                  | 845,000.00                |    |
| -                         |    | <u>LESS</u> Withdrawals (Transfer to General Account) | 845,000.00                |    |
| -                         |    | Sundry                                                | -                         |    |
| <u>\$ -</u>               | DR | <u>CASH BALANCE</u>                                   | <u>\$ -</u>               | DR |
|                           |    | <u>LGFA CAD LOAN 105</u>                              |                           |    |
| -                         | DR | OPENING BALANCE                                       | -                         | DR |
| -                         |    | <u>PLUS</u> Deposits                                  | -                         |    |
| -                         |    | <u>LESS</u> Withdrawals (Transfer to General Account) | -                         |    |
| -                         |    | Sundry                                                | -                         |    |
| <u>\$ -</u>               | DR | <u>CASH BALANCE</u>                                   | <u>\$ -</u>               | DR |

Current Interest Rate on CAD Loan Balances is 4.25%

LOAN FUNDS OWING (Local Government Finance Authority)

| Opening Bal            | Loan Purpose                    | Interest Rate | Maturity Date | Closing Bal            |
|------------------------|---------------------------------|---------------|---------------|------------------------|
| 115,019.14             | 101 RSL Bowls - Artificial Rink | 5.05%         | 16/03/2019    | 115,019.14             |
| 3,169,438.64           | 102 Library                     | 5.97%         | 15/06/2024    | 3,169,438.64           |
| -                      | 104 CAD - Variable Int Only     | 4.25%         | 17/06/2028    | -                      |
| -                      | 105 CAD - Variable Int Only     | 4.25%         | 17/08/2030    | -                      |
| <u>\$ 3,284,457.78</u> |                                 |               |               | <u>\$ 3,284,457.78</u> |
|                        |                                 |               |               | DR                     |

**FINANCIAL STATEMENT - Monthly Bank Reconciliation continued.....**

| as at<br>31/01/2016<br>\$ |                                                              | as at<br>29/02/2016<br>\$ |
|---------------------------|--------------------------------------------------------------|---------------------------|
|                           | <u>INVESTMENT FUNDS (Local Government Finance Authority)</u> |                           |
| 1,041,116.78 CR           | Opening Balance                                              | 43,122.75 CR              |
| 2,005.97                  | <u>PLUS</u> Deposits                                         | 438,889.00                |
|                           | <u>PLUS</u> Interest                                         |                           |
| - 1,000,000.00            | <u>LESS</u> Withdrawals (Transfer to Westpac)                | - 43,122.75               |
| -                         | Withdrawals (Transfer to CAD Loan 104)                       | - 358,889.00              |
| <u>\$ 43,122.75 CR</u>    | CLOSING BALANCE                                              | <u>\$ 80,000.00 CR</u>    |

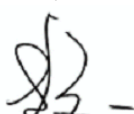
DOWNSTREAM DRAINAGE FUNDS (Local Government Finance Authority)

|                         |                         |                         |
|-------------------------|-------------------------|-------------------------|
| 175,180.29 CR           | OPENING BALANCE         | 175,180.29 CR           |
| -                       | <u>PLUS</u> Deposits    | 1,037.07                |
| -                       | <u>LESS</u> Withdrawals | -                       |
| <u>\$ 175,180.29 CR</u> | CLOSING BALANCE         | <u>\$ 176,217.36 CR</u> |

INVESTMENT OF FUNDS

|                                                |       |
|------------------------------------------------|-------|
| Investment Funds - all invested - 'At Call' at | 2.00% |
| Reserve Funds - all invested - '90 Days' at    | 2.35% |

Prepared by:



Finance Manager

Reviewed by:



Chief Executive Officer

COMMUNITY ENGAGEMENT & SOCIAL INCLUSION SUB-COMMITTEE

Minutes of meeting held in the Committee Room, Level Four of Civic Centre, 10 Watson Terrace,  
Mount Gambier on Monday, 22<sup>nd</sup> February 2016 at 5.30 p.m.

PRESENT: Cr Persello (Presiding Member)  
Cr Lovett  
Cr Richardson  
Caroline Hill  
John Amoroso

APOLOGIES: Cr Richardson moved the apologies from Emma Milera (leave of absence) and Community Development Officer, Alison Brash be accepted.

Caroline Hill seconded Carried

COUNCIL OFFICERS: Chief Executive Officer, Mark McShane  
Manager Community Services & Development, Barbara Cernovskis  
Library Manager, Vicki Hutchinson

NOT IN ATTENDANCE Rob Foggo

COUNCIL MEMBERS  
AS OBSERVERS: Nil

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

MINUTES: John Amoroso moved that the minutes of the previous meeting held 23<sup>rd</sup> November, 2015 be taken as read and confirmed.

Cr Lovett seconded Carried

QUESTIONS: (a) With Notice - nil submitted

(b) Without Notice - nil received

**1. RECONCILIATION ACTION PLAN – Reconciliation Action Plan Progress Table**

The Community Development Officer reported:

(a) The Reconciliation Action plan progress table (attachment 1) be tabled for discussion.

**Caroline Hill moved it be recommended:**

(a) The Reconciliation Action Plan progress table be received.

Cr Lovett seconded Carried

Community Engagement & Social Inclusion Sub-Committee Minutes, 22<sup>nd</sup> February 2016 cont'd...

**2. KEY FOCUS AREAS – Key Focus Area Progress Table**

The Manager Community Services & Development reported:

- (a) Key Focus Area progress table (attachment 2) outlines progress against key focus area action items for Members information.

**Cr Lovett moved it be recommended:**

- (a) the Community Engagement & Social Inclusion Key Focus Area progress table be received and noted for information.

**Cr Richardson seconded**

**Carried**

**MOTIONS WITH NOTICE** - Nil

**MOTIONS WITHOUT NOTICE**

**1. LIMESTONE COAST COMMUNITY SERVICES ROUNDTABLE - Update**

Caroline Hill, Chair of the Limestone Coast Community Service Roundtable (LCCSRT) reported:

- (a) An update to the Sub-Committee on the progress of the online Limestone Coast Community Services directory [www.limestonecoast.servicesdirectory.org.au](http://www.limestonecoast.servicesdirectory.org.au)

**Cr Richardson moved it be recommended:**

- (a) The presentation on the progress of the online Limestone Coast Community Services Directory be received.

**Cr Persello seconded**

**Carried**

CONFIRMED THIS                      DAY OF                      ,2016

.....  
PRESIDING MEMBER

The meeting closed at 6.18 p.m.  
BJC

**SUBJECT: FREW PARK STATE EMERGENCY SERVICES (SES) SHED****REF: AF15/317***Goal: Building Communities**Strategic Objective: Recognise and support our volunteers, community organisations and their sustainability as they continue to be the foundation of the community.**Goal: Governance**Strategic Objective: Demonstrate innovative and responsive organisational governance.*

At its meeting held on 17<sup>th</sup> March 2015 Council considered Corporate and Community Services Report No. 19/2015 in regard to the State Emergency Services (SES) Shed located at Frew Park and passed the following resolution:

- (a) *Corporate and Community Services Report No. 19/2015 be received;*
- (b) *The SES be granted a local government facilities licence to occupy the SES Shed at Frew Park for a term of 1 year.*

A 1 year licence was granted to the SES commencing on 1 May 2015 and expiring 30 April 2016 with the expectation that alternative occupation arrangements would be made during the licence period.

By email dated Monday 22 February 2016 (**Attachment 1**), the SES have sought a further 3 month extension of their licence arrangements whilst they finalise negotiations for an alternative site.

The standard local government facilities licence contains a 'holding over' clause that enables a licensee to continue occupation of a facility after the expiry of the licence (with the consent of the Council) as a monthly licence where either party may give one months written notice to terminate.

This report recommends that the holding over clause be utilised to accommodate the 3 month extension with no further tenancy beyond 31 July 2016.

Vacant possession of the shed would be sought at the end of the 3 month extension period, or from 31 April 2016 if consent to the extension is not granted.

**RECOMMENDATION**

- (a) Corporate and Community Services Report No. 15/2016 be received.
- (b) Consent be granted to the State Emergency Services for continued occupation of the shed at Frew Park on a monthly tenancy from 31 April 2016 for a 3 month period only with no further tenancy beyond 31 July 2016.
- (c) Written notice be given to the State Emergency Service to provide Council with vacant possession of the shed occupied by them at Frew Park on and from Monday 1 August 2016.



**Michael McCARTHY**  
MANAGER – GOVERNANCE & PROPERTY

Sighted:



**Mark McSHANE**  
CHIEF EXECUTIVE OFFICER

**Melissa Telford**

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**From:** Halleday, Derren (SES) <Derren.Halleday@sa.gov.au>  
**Sent:** Monday, 22 February 2016 2:58 PM  
**Subject:** SES Frew Park

Good afternoon Michael, as discussed during my last visit to Mt Gambier the South Australian State Emergency service are seeking a 3 month extension to our lease terms on Frew Park. We are currently in active negotiations regarding another property in the vicinity.

We are hopeful that the alternative arrangements we are negotiating will be of a medium length and the Council will consider us for any future development opportunities that may become apparent within the near vicinity of Frew Park. We embrace our relationship with Local Government and look forward to serving the community of Mount Gambier together.

Regards

Derren

Derren Halleday  
Commander South  
SASES  
0438500381

**SUBJECT: MEMBER APPOINTMENT – LIFELONG LEARNING SUBCOMMITTEE****REF: AF15/501**

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

*Goal: Diversity*  
*Strategic Objective: Develop the capacity of Council to effectively communicate and engage with our communities, other agencies and service providers.*

On Wednesday 27<sup>th</sup> January 2016 Cr Persello gave notice of her resignation from her position on Council's Lifelong Learning Sub-Committee.

In accordance with Council Policy provisions for appointment to Committees, Members were notified of the vacant position via memorandum circulated by email on Tuesday 2<sup>nd</sup> February 2016 and again in the 19<sup>th</sup> February 2016 Friday Edition, with nominations sought by close of business on Friday 19<sup>th</sup> February 2016 for presentation to the March Corporate and Community Services Committee meeting.

No nominations had been received at the time of preparation of this report.

The Terms of Reference for the Lifelong Learning Sub-Committee provide that membership will comprise three (3) City of Mount Gambier Elected Members, one (1) District Council of Grant Elected Member, three (3) Community Members, and the Mayor having ex-officio membership.

Two (2) City of Mount Gambier Elected Member positions are filled by Cr Mezinec (Presiding Member) and Cr Richardson.

The Terms of Reference also provide that the Standing (Corporate and Community Services) Committee reserves the right not to appoint any nominee, to remove and replace any Sub-Committee Member, or to leave any Sub-Committee member position vacant.

The Committee may now consider whether to seek nominations for the vacant position on the Lifelong Learning Sub-Committee and conduct a secret ballot to select/confirm the nominee (if/as necessary).

### **RECOMMENDATION**

- (a) Corporate and Community Services Report No. 16/2016 be received.
- (b) To be determined



**Michael McCARTHY**  
MANAGER GOVERNANCE & PROPERTY

Sighted:



**Mark McSHANE**  
CHIEF EXECUTIVE OFFICER

## **CORPORATE AND COMMUNITY SERVICES REPORT NO. 17/2016**

**SUBJECT: STRATEGIC PLAN/CORPORATE PLAN, ACHIEVEMENT OF KEY PERFORMANCE INDICATORS QUARTERLY REPORT - DECEMBER 2016**

**Ref: AF11/1790**

|                            |                                                                        |
|----------------------------|------------------------------------------------------------------------|
| <i>Goal:</i>               | <i>Governance</i>                                                      |
| <i>Strategy Objective:</i> | <i>Demonstrate innovative and responsive organizational governance</i> |

### **BACKGROUND**

Section 122 of the Local Government Act, 1999 requires Council to have a Strategic Management Plan. Council's current Strategic Plan "Beyond 2015" was formally adopted by Council at its meeting in October, 2011.

After the adoption of the Strategic Plan – Beyond 2015, work commenced on the development of a '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, the performance review of staff and setting, monitoring and adjustment of the annual budget.

The Corporate Plan was adopted by Council in August 2012.

### **INTRODUCTION**

The Corporate Plan contains a significant number of Key Performance Indicators to be achieved by Council staff.

### **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 organisation 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.

Corporate and Community Services Report No. 17/2016 cont'd...

As a reporting tool, Performance Manager now provides an opportunity to provide quarterly reports outlining the achievement of the KPI's.

**CONCLUSION**

This report provides the December, 2016 quarterly report for Council's information.

**RECOMMENDATION**

- (a) Corporate and Community Services Report No. 17/2016 and the December 2016 Quarterly Summary KPI report be received and endorsed by Council.



Tracy TZIOUTZIOUKLARIS  
**MANAGER BUSINESS AND STRATEGIC PLANNING**

Sighted:



Mark McSHANE  
**CHIEF EXECUTIVE OFFICER**

24<sup>th</sup> February, 2016  
MTT.MJT

Attachment: Quarterly Summary KPI Report – December, 2016

## Strategic Plan - Beyond 2015

For the month ending 31/12/2015

| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <b>Strategic Plan - Beyond 2015</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>Corporate Plan</b></p> <p><b>1 Building Communities</b></p> <p><b>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.</b></p> <p><b>1.1.1 Build on the connections of the roles and responsibilities of the Community Health Officer, Environmental Health Officer and Environmental Sustainability Officer.</b></p> <p>At least four (4) meetings of the three (3) officers and one (1) project nominated and achieved in each year.</p> <p><b>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.</b></p> <p>Identify participation rates for each program.</p> <p>Undertake an annual review of the number of programs offered and type to assist in the scheduling of future programs.</p> <p><b>1.1.2 Continue to development and provide events support, management and assistance</b></p> <p>All permits for Special Events are issued and inspected to ensure compliance with Council's Policy for Special Events.</p> <p>Council events are appropriately managed and supported as identified within the budget and Long Term Financial plan and accounted for at all times.</p> <p>Develop a yearly program of all events supported, managed and assisted by Council by 2012/2013</p> <p>Develop, promote, implement a diverse program of activities in the Garden Square and review annually.</p> <p><b>1.1.3 Continue to provide high level customer services to all members of the community and visitors.</b></p> <p>Maintain or improve the annual performance results</p> | <p>Meetings of all officers taking place around the Public Edible Plants EOI and the Mount Gambier: Edible City program.</p> <p>Due to reporting requirements of Performance Manager, statistics will now be reported on the quarter following as information is not available by the date required.</p> <p>October-December quarter information will now be reported in March quarter.</p> <p>Review completed.</p> <p>Reduction in some children's programming during school holidays, addition of youth programs for Jan school holidays in response to demand.</p> <p>IT schedule has changed, more partnerships identified for sessions - no classes to be run in December, one on ones to continue.</p> <p>Introduction of some late night classes (first trial run was very popular, different audience to day classes) - will use for sessions of particular interest to business and those that are in the workforce.</p> <p>Makerspace program being developed for introduction in February - starting off with a small range of programs, incorporating other groups that are already running programs that fit the brief in the library.</p> <p>Adult programs to be identified through the year depending on opportunities that may arise with presenters/organisations.</p> <p>All events are managed within the parameters of the budget and with the appropriate approvals.</p> <p>A full calendar of events has been established</p> <p>There is no budget for Garden Square activities.</p> <p>The survey was not undertaken by the LGA.</p> |

# Quarterly Summary Kpi Report Strategic Plan - Beyond 2015

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For the month ending 31/12/2015

of the Local Government Association Comparative Performance Measurement Survey.

## **1.1.4 Promote online booking systems for bus ticketing for better delivery of services.**

Identify the usage rate of the online booking system.

Ongoing

Maintain and promote the online booking system for bus ticketing.

Ongoing

Review the usage rate of the on line booking system annually.

N/A

## **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.

Councils monthly article in the Border Watch newspaper called tips from the GIs promotes the Dog and Cat Management Plan

Conduct an annual public awareness campaign to raise awareness of the requirement to register dogs annually.

Media Releases and radio interviews are conducted throughout the year

Review City of Mount Gambier Dog and Cat Management Plan in 2013.

The City Of Mount Gambier Dog and Cat Management Plan 2013/18 has been approved by the Dog and Cat Management Board and the City of Mount Gambier Council

## **1.1.6 Continue to provide an efficient and high performance kerb side household waste and recycling Service.**

Council's waste management system continues to reflect community, legislative requirements and Council's decisions.

Council's waste management meets community requirements, legislative and council requirements.

Ensure the Waste Transfer Station accounts are maintained and all accounts are kept current and authenticated in daily operating systems and appropriately recorded.

All accounts and daily transactions are recorded and maintained at the Waste Transfer Station and monthly reported to the Engineering Technical Officer and the Finance Department.

Waste Services are delivered to customer satisfaction through maintaining the annual performance results of the Local Government Association Comparative Performance Measurement Survey.

The survey was not undertaken by the LGA.

## **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.

All bookings for services dealt with immediately, and confirmation advice sent same day.

Maintain accurate and detailed record keeping in accordance with relevant legislation.

All records meet the requirements of relevant legislation and are accurate.

Provide secretariat services and advice to the Mount Gambier Cemetery Trust as required.

Secretariat services provided as required.

Relevant Cemetery/Burial/Cremation Acts and Regulations are complied with 100% at all times.

Compliant with all relevant legislative requirements.

The Carinya Gardens Cemetery Master Plan implemented and adhered to at all times.

All work undertaken conform with the Carinya Gardens Cemetery 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.

Customer requests distributed to suitable personnel for action within required time frames.

## Strategic Plan - Beyond 2015

For the month ending 31/12/2015

Public toilets and amenities are audited and inspected quarterly by the Environmental Health Officer and any issues identified are appropriately addressed.

Public toilets and amenities are cleaned as per the Public toilets and amenities schedule.

### **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.

Use annual statistics to identify and review usage rates of all library programs and amend accordingly.

### **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 the annual events program is managed and reviewed.

Develop a standard grant application and assessment 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.

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.

### **1.03 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.

Provide support to community based organisations in the preparation of Funding Applications for the management and holding of community events when requested.

#### **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 facilities is maintained at all times.

Public toilets have recently been audited and are reviewed 12 monthly.

Public toilets are cleaned on a daily basis as per the public toilets schedule

Survey has not been undertaken in 2015. Review for 2016, smaller survey with targeted information gathering.

Review completed.

A database is kept by Community Events that tracks all events expenses against the budget

Grant and sponsorship applications have been developed and are regularly reviewed.

The Grants and Sponsorship workshop has been held with Members and application and support kits will be reviewed in the New Year

Waiting outcome of review by manager CS&D and Councillor's.

Continue to identify and provide support to community based organisations. There are annual community events but also to support the new events from the community and help where we are able.

Bookings are entered into diary and Community Events Outlook calendar as approved.

## Strategic Plan - Beyond 2015

For the month ending 31/12/2015

### 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.

Cycling paths continue to be developed in accordance with the Bike Plan up to the annual limit of Council's budget and grants.

Existing footpaths are maintained on an ongoing basis and in response to customer requests and within the standard response time.

New drains are constructed in accordance with budget allocation.

New footpaths are constructed annually in accordance with the five year plan.

Roads are maintained and constructed annually in accordance with the long term infrastructure plan.

Roads are repaired and patched as required and 95% of the scheduled reseal program undertaken annually.

Storm water drains are maintained and repaired as required.

All pedestrian ramps have been completed for 2015/2016 and meet disability discrimination act requirements

Cycling paths plan has not yet commenced for this financial year

Footpaths are maintained on a regular basis and CRM's actioned when received

New drains are constructed within 2015/2016 works schedule and budget

Footpath program for 2015/2016 has just commenced with one path completed

Roads are constructed in accordance with the long term infrastructure plan and meet work schedule requirements.

Roads are repaired and patched on a regular basis. The reseal program commences February 2016.

Storm water drains are maintained on a regular basis including CRM enquiries

### 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..

Promote educational programs when developed, to encourage safe movement of traffic including cycling and walking.

Regularly monitor parking areas monthly, including school zones, for compliance with parking restrictions.

Regulatory signs are inspected annually.

Street Signs and Interpretive signs are maintained and installed in accordance with legislative requirements.

All line marking is completed in accordance with legislative requirements

Was previously undertaken as part of the OPAL program.

Parking Inspectors monitor the CBD and School areas on a rotating weekly basis

Signs are maintained and installed in accordance 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 capital works.

Respond and address customer requests in relation to footpaths, street trees and roads in a professional and timely manner.

Undertake annual audits on the City Centre footpaths to appropriately address risk management issues.

All customer requests are dealt with in a reasonable time frame and put on a priority list to complete when suitable

The City Centre Footpath Audits are conducted on an Annual Basis. It should be noted that the audits and all works required have been completed for the 2015 Audit Period.

#### 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

Works program is being progressed as per the works schedule.

## Strategic Plan - Beyond 2015

For the month ending 31/12/2015

scheduled by Council through the implementation of the Long Term Financial Plan.

### **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.

Identify, schedule and hold at least two events throughout the year to recognise volunteers.

#### **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.

#### **1.5.3 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.

### **1.06 Develop an improved means of communication and engagement between Council and the community (including vulnerable communities) in the building of community capacity.**

#### **1.6.1 Establish and promote a Corporate image through effective marketing and engage with the community through effective communication and media management.**

Develop an on-line community notice board by 2013.

Develop and implement a Corporate Community Engagement Framework by 2013.

Develop and implement a Strategic Communication Plan by 2013.

Develop and implement a Strategic Marketing Plan by 2014.

Maintain consistency with branding and corporate messages with standardisation of corporate image by 2012/2013.

Review and improve media management policies and procedures by June 2013.

Review Council's website annually.

### **1.07 Support the community's development through nurturing collaborative relationships and**

Is continually reviewed and updated as required.

Christmas luncheon was held in the Library on the 9th December 2015

This was undertaken as part of the City Development project which was completed in October 2014.

Ongoing - current projects are Railway Lands redevelopment (planting, fences, heritage items, nature play elements etc).

Rotary Market group discussions continue with a formal application to use the space received. Await Council direction on this issue.

Old Hospital site - possible Lions Park.

Has been incorporated as part of the Have Your Say Website.

The framework has been completed and is being implemented.

CSD are currently developing a Social Media Strategy that will form part of the Communication Plan

Forms part of the Social Media Strategy.

Initial implementation of Councils new branding now complete. Templates are available to all staff via TRIM and related Policy will be reviewed in the new year.

Website is consistently being reviewed and a reference group has been established and they are working through development of content management procedures.

# Quarterly Summary Kpi Report

## Strategic Plan - Beyond 2015

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For the month ending 31/12/2015

**partnerships and through direct access to Council for recognition, funding, facilitation and in kind support.**

### **1.7.1 Facilitate access to Council services and resources.**

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.

Council advocates, partners on a range of social, recreational and cultural programs as required.

Services and facilities to remain accessible to Community Groups as required.

**1.08 Recognition of our different cultural communities. Building respectful partnerships with those communities and acknowledging the traditional custodians of this area.**

### **1.8.1 Provide interpretation and education opportunities through appropriate displays.**

Continue to foster the relationship between Aboriginal and Torres Strait Islander communities through consultation and involvement with the Community Engagement 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.

**1.09 Recognition of our indigenous communities as traditional custodians of the land. Build respectful partnerships with our indigenous 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.

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.

**1.10 Recognise the roles, needs and contributions of minority or disadvantaged 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.

### **1.10.2 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

All applications are processed within budget parameters

Ongoing development of the Reconciliation Action Plan. Facilitation of a regional Wellbeing & Resilience collaborative project. Extensive community engagement associated with activation of the Railway Lands.

Progression with development of the Reconciliation Action Plan is underway.

Ongoing

This will be addressed through development of the Reconciliation Action Plan

Has been completed.

Support provided where appropriate.

# Quarterly Summary Kpi Report

## Strategic Plan - Beyond 2015

For the month ending 31/12/2015

to the community.

### 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.

The Land Use Analysis was undertaken as part of the Urban Boundary Adjustment Development Plan Amendment which was completed in August 2014.

**2.1.2 Actively support and participate in regional marketing to grow visitation to our city through the promotion of Mount Gambier.**

Develop and implement a cooperative tourism Marketing Plan for the City of Mount Gambier by 2014/2015 that aligns with regional and state plans.

Implementing current plan.

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.

Areas identified

The Visitor Information Centre's tourism accreditation is maintained.

Maintained re accredited for 12 months

Work collaboratively with the Limestone Coast RDA, SELGA and SA Tourism Commission

Cooperation ongoing

**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.**

Internal audit of information services to conduct and develop an interpretation strategy of key local features by 2014/2015.

Ongoing

**2.2.2 Investigate opportunities to review the future potential of the Visitor Information Centre, including funding opportunities**

Actively promote the commission based on-line accommodation booking system to offset costs associated with the securing of major events for Mount Gambier by 2014/2015.

N/A

Develop and plan for the future use of the Discovery Centre of The Lady Nelson, including the review of interpretive displays in 2013/2015.

Constantly under review

**2.2.3 Continue to develop ideas for City Centre vibrancy through positive interactions with the Chamber of Commerce and retailers.**

Schedule three meetings per annum between Council and the Mount Gambier Chamber of Commerce.

Ongoing and achieved

**2.2.4 Support and further develop major event opportunities.**

Identify community groups not currently gaining access to the events support available by

Ongoing promotion of available grant programs

## Strategic Plan - Beyond 2015

For the month ending 31/12/2015

2014/2015.

Investigate the potential for events and/or festivals during traditional 'off peak' months of July through to September by 2014/2015.

Maintain our commitment to Sports Marketing Australia.

### **2.3 Provide infrastructure and facilities that contribute to Mount Gambier being able to enhance its economic base and quality of life.**

#### **2.3.2 Ensure all Council owned buildings and properties are maintained fit for purpose as defined in the Long Term Asset Management Plan.**

Assess all Council owned buildings annually to ensure compliance with building fire safety requirements and records updated accordingly.

Review Asbestos Registers for all Council buildings and properties once every five years in accordance with regulations.

Review Essential Safety Provision Registers annually and ensure all required follow ups are actioned and recorded.

#### **2.3.3 Ensure all activities associated with the works depot are undertaken efficiently and effectively.**

All 'field' functions and activities to be undertaken in accordance with Council Policies, procedures and all relevant legislation.

Plan and supervise all works to ensure all tasks are undertaken, completed in the appropriate financial year.

### **2.5 Develop and implement a dynamic planning process to meet emerging economic, social and environmental conditions**

#### **2.5.1 Develop appropriate mechanisms to identify emerging economic, social and environmental conditions.**

Ensure all new areas identified for future development can be appropriately serviced by utility services and infrastructure when required on an ongoing basis.

The City Development Framework is established including Futures Papers that provide a direction for the City in the long term and incorporates economic, social and sustainability issues

Undertake a review of all utility services and infrastructure as part of the Urban Boundary Adjustment DPA by June 2013.

### **2.6 Seek continuous improvement in long term master land use planning to guide sustainable development and activities.**

#### **2.6.1 Review the Development Plan.**

Development Plan Amendments undertaken as required in a timely and efficient manner.

There are no off peak times, we have a full schedule of events throughout the year.

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.

Asbestos registers for Council buildings updated as required and in accordance with regulations. Registers not required to be reviewed until 2018.

Registers being maintained and developed.

All field functions and activities meet Councils policies and Procedures and meet Legislative Requirements measured by Tasks Completed.

Works are Planned and Supervised to ensure all tasks are completed within the Financial Year and meet 2015/2016 Works Schedule.

This was undertaken as part of the Urban Boundary Adjustment Development Plan Amendment. No further investigations required at this time.

Achieved.

This was completed within the Urban Boundary Adjustment Development Plan Amendment which was authorised by the Minister for Planning in August 2014.

The Urban Boundary Adjustment Development Plan Amendment has been completed. The Local Heritage and Lakes Zone Development Plan Amendment has been forwarded to the Minister for Planning for Authorisation. The Industry (Timber Mill) Zone DPA has commenced public consultation and Interim Authorisation.

## Strategic Plan - Beyond 2015

For the month ending 31/12/2015

Partner with universities, GTE, Chamber of Commerce, TAFE and other stakeholders to develop strategies to meet future labor supply and skills.

Section 30 Reviews completed as required by the Development Act, 1993.

### **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 2014/2015.

Implementation of the Schedule of significant key Council properties including the Railway Land and the former Mount Gambier Hospital.

No Action this quarter

Council is not currently required to undertake a Section 30 Review.

Audit of key Council open public spaces completed. Audit will be used to identify future upgrade projects in 2015.

Council will need to determine how it wishes to proceed with the walkway joining the Railway Lands with Margaret Street

Railway Lands project is nearing completion. Nature play signage and artwork being worked on in conjunction with Activation Team. Heritage items yet to be commenced.

Major Art Commission funding application for Railway Lands was successful. Two major pieces have commenced and are due for installation in January/February.

Margaret Street walkway concept has been provided to Council for action in 15/16.

Former Hospital - Laundry building retained for future use - all works now complete for the building. Paths, cul-de-sac construction and street furniture to be installed in coming months.

Rail Trail project has been funded by DPTI so will now need detail design to be undertaken.

### **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.**

Annual Review of Council's Long Term Financial Plan (LTFP) including revenue and expenditure projections.

In partnership with the State Government and other stakeholders to develop a regional strategy.

Review Council's Asset and Infrastructure Management Plan annually.

Work has commenced on 2016 LTFP using new software from IPWEA

Further work on this via the Regional Economic Group that has a number of focus programs including now the China Engagement strategy. Significant regional approach including the Country Cabinet meeting here in November 2015.

Asset management plan developed for storm water infrastructure and submitted to SA EPA as part of licence for storm water management.

All other asset management plans scheduled for review next year

#### **2.7.2 Maintain the existing benchmarking projects.**

Annual participation in the Local Government Association (LGA) benchmarking survey.

Survey not undertaken by the LGA.

#### **2.7.3 Seek external funding from Federal and State Governments on an on going basis.**

Grant programs are monitored

Funding applications are prepared and submitted where appropriate.

### **3 Diversity**

## Strategic Plan - Beyond 2015

For the month ending 31/12/2015

### 3.1 Understand our community profile

#### 3.1.1 Gather and summarise information and statistics including census data (2011) to assist understanding and decision making regarding our community.

2011 Census summary document prepared by June 2013.

Maintain the data base which forms part of the community directory and review twice a year.

Completed

### 3.2 Engage with Federal and State Government and other agencies to provide resources to meet the needs of diverse groups in our community

#### 3.2.2 Advocacy and partnership with stakeholder groups to assist with service delivery programs.

Maintain and strengthen Council's involvement with the Tertiary Education sector and support its expansion.

Maintain regular meetings of the Community Engagement and Social Inclusion Sub Committee.

Community Engagement and Social Inclusion meetings are held monthly. Currently in recess until February 2016

### 3.3 Celebrate the positive contributions of all members of our communities, to our collective social, economic, cultural, health and overall wellbeing

#### 3.3.1 Facilitate a range of community cultural programs and events.

All existing community events are held as per an annual schedule of events.

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.

With new website public are able to utilise the "calendar of events" to inform them of up coming events and details on the event.

A calendar of major events are forwarded to SAPOL to advice staffing of traffic officers used for road closures or policing traffic.

A schedule of events is supplied to South Australia Tourism Commission with Mount Gambier's major events to place in their Limestone Coast Guide.

Large Major Events are scheduled onto SATC website.

Support community groups and agencies to celebrate national/international days of significance.

### 3.4 Recognise and respond to our collective responsibilities and to provide ease of access to physical facilities and spaces (public or privately owned).

#### 3.4.1 Undertake an assessment of all Council buildings to assess, record any issues identified.

A schedule of all works to be carried out is developed by December 2013 and implementation commenced.

Inspections undertaken on all Council owned buildings and completed by 2014.

The schedule has been completed and implemented.

Inspections undertaken and completed during 2014.

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

## Strategic Plan - Beyond 2015

For the month ending 31/12/2015

### 3.5.1 Develop open spaces and recreation facilities that support active communities, healthy environments and maintain a high level of amenity.

All reserves and playgrounds are maintained in accordance with Council's maintenance policies.

Community spaces audited for accessibility and design in accordance with Good Urban Design Principles by 2015.

Sporting fields are mowed weekly in preparation for the cricket carnival and all other areas are mowed as required as per mowing schedule, Completed in previous reporting period. No further action required

### 3.5.2 Advocate for means of safe crossing of Major Arterial roads

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.

Major projects completed in this reporting period:

- Railway Lands development
- Caroline landfill capping of cell 1 & 2

Major projects designed and planned in this reporting period:

- Wireless Rd East road reconstruction including retaining wall design
- CBD concept plans for Percy St, Gray St, James St, Helen St presented to council workshop

### 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).

#### 3.6.1 Advocate for the development of a special needs program for marginalised and vulnerable groups.

A Safe mobility program is developed, delivered and maintained by 2014.

Provide support for the delivery of programs for special health groups for marginalised and vulnerable groups when requested.

This was completed in October 2014.

Project with Mount Gambier Lioness Club investigated to address Physical Inactivity priority.

#### 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

All training required is identified and undertaken as per section training schedules

### 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.

Community Engagement and Social Inclusions sub committee.

The focus group for the Reconciliation Action Plan has been identified and the first meeting has been held. Cesi guest speaker for this quarter was Glenn Ahern Director G4S Prison

#### 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.

Was previously undertaken as part of the OPAL program.

Provide training and education to parents and new migrants on safe walking/cycle pathways to schools.

Was previously undertaken as part of the OPAL program.

#### 3.7.3 Develop and implement effective and efficient communication and community engagement tools to integrate with Council's daily operations.

# Quarterly Summary Kpi Report Strategic Plan - Beyond 2015

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For the month ending 31/12/2015

Establish online engagement tool by 2012/2013.

Completed.

## 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.

Assessment has been undertaken. No resulting action required.

Establish a system to annually measure and report on Council's carbon emissions by 2014.

System has been established, and is being used each year to measure and report on emissions.

#### 4.1.2 Incorporate and promote ecological Sustainable Development (ESD) principles in Council's plans, projects and developments.

Assess all eligible initiatives and projects using the CHAT tool.

Tool has been developed and rolled out. Assessments are the responsibility of all relevant staff.

#### 4.1.3 Educate the community to minimise waste and improve recycling levels.

>5% reduction in waste generation per capita by 2015 (in line with South Australia's Waste Strategy 2011-2015).

Council is not on track to meet this aspirational target. Volume of waste to landfill from residents has been fairly steady for the past eight years. It is not currently trending downwards.

#### 4.1.4 Coordinate and support the Environmental Sustainability Sub Committee (ESSC).

ESSC meetings held regularly.

Meetings held as required.

The coordination and implementation of all action arising from meetings undertaken.

All tasks have been completed, or are in the process of being completed.

### 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..

Information provided via Council's website, and also talks in schools and to community groups.

Annually provide water related information to the community in 3 different formats (e.g. talks, online and media).

Information provided via Council's website, media and also talks in schools and to community groups.

### 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.

New buildings designed with energy efficiency in mind.

Identify and plan for energy use requirements for Council buildings using the Building Code as a minimum requirement (try to achieve best practice).

Existing buildings could be assessed by Environmental Sustainability Officer as he has a similar project resulting from resolution adopted at the

## Strategic Plan - Beyond 2015

For the month ending 31/12/2015

18/3/2014 Council meeting:

Commencing in the 2014-2015 financial year, Council endeavor 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.

Council undertakes an Energy Efficiency program associated within it's buildings and assets. Some recent initiatives include:

Changing fluorescent lighting to LED lighting at the Aquatic Centre. Solar systems have been identified to be installed at the Depot, Carinya Gardens and the Waste Transfer Centre.

### 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

Trees planted on streets and reserves as per the tree planting policy program which will be reviewed annually (300 trees to be planted annually).

Trees trimmed, removed and replaced as required on an ongoing basis. All complaints addressed within 48 hours of receipt.

Street tree planting program has been completed and weekly watering rounds are completed dependent on weather conditions

Ongoing, Council staff are maintaining the tree assets as per the requirements and are responding to customer complaints as per the requirements within the CRM system.

### 4.4 Support initiatives that value and preserve our unique environment and contribute to environmental sustainability.

#### 4.4.1 Provide support to internal and external environmental sustainability initiatives.

Assess all eligible initiatives and projects using the CHAT tool.

Tool has been developed and rolled out. Assessments are the responsibility of all relevant staff.

### 4.5 Enhance the way of life and resilience of the Mount Gambier community through environmental sustainability guided by the Natural Step Framework.

#### 4.5.1 Develop and implement community education programs around our environmental aspirations and obligations.

Deliver three community education activities per year.

Community education materials developed include media releases, articles, website content, brochures, booklets, and talks.

### 4.6 Support the preservation and enhancement of the City's unique natural and built heritage for future generations.

#### 4.6.1 Monitor and enforce the quality and standard of development approvals.

Annually develop and complete a schedule of planning inspections.

Provide information, including pre lodgment advice, to assist applicants to improve the quality of information submitted with Development Applications.

Planning inspections carried out and recorded on Authority

High standard of customer service in regard to pre lodgment and assistance to applicants in lodging applications has occurred

#### 4.6.2 Ensure the design of Council projects such as road, drainage, reserves and building projects undertaken in a timely and professional manner.

## Strategic Plan - Beyond 2015

For the month ending 31/12/2015

Council budgeted projects are designed in a timely and professional manner to reflect the annual planning and building program.

Projects include; Railway Lands (100% design complete - Stage 2 Master Plan almost complete with Heritage items outstanding along with interpretive signage),

Railway Lands Margaret Street Link - concept design completed for Council approval.

Major Art Commission for two pieces has been awarded and due for installation in January/February 2016.

Former Laundry - complete.

Old Hospital Site - Lion's Park detail design commenced.

Rail Trail project has been awarded funding - detail design to now commence

External cladding systems for Civic Centre Fly tower has been awarded to local architectural company to conduct design development.

### 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.

Implement and comply with the City of Mount Gambier Bushfire Management Plan.

Minor maintenance is undertaken in accordance with service standards.

Storm damage and flooding is addressed and managed in line with disaster recovery.

Storm damage and flooding is addressed and managed.

Criminal damage is addressed and reported to police for further action

Curing figures are done weekly and a monthly bush fire maintenance checklist is done monthly

Minor maintenance issues are controlled through depot staff and meets Council's service standards.

All storm water issues are addressed as soon as possible working with emergency services and SAPOL

Drainage crew's action any problems once reported.

### 4.6.4 Provide an efficient and effective development assessment service

Development Assessment Panel (DAP) operations conducted to meet legislative requirements.

High level customer service is achieved through maintaining the annual performance results of the Local Government Comparative Performance Survey.

Planning decisions and Building Rules Consent issued within the statutory timeframes and reviewed through the Systems Indicators Data Reporting mechanism as required by legislation.

Records are maintained (i.e. scanning approved plans in TRIM) and Registers are kept up to date (i.e. Development Register, Builders database, Liquor Licence, Heritage and Notices).

CDAP meetings are taking place as per legislation and conducted to meet legislative requirements

The survey has not been undertaken by the LGA.

Planning decisions made within the statutory time frames

### 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.

Manage the Local Heritage Grant Funding program.

The Heritage Advisory Group to continue to operate on a bi monthly basis.

An up to date schedule of appointments with Councils Heritage Advisor is maintained and used each month

Letters have been sent out and awaiting finish date to take to the Advisory Group then Council

The Heritage Advisory Group has met when required

### 4.7 Use every opportunity to increase the level of

# Quarterly Summary Kpi Report

## Strategic Plan - Beyond 2015

For the month ending 31/12/2015

**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 activities per year including articles and talks to key groups (community/business/industry) promoting our environmental aspirations.

Community education materials developed include media releases, articles, website content, brochures, booklets, and talks.

### 5 Governance

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

**5.1.1 Support and partner with the ALGA/LGA (Local Government Association) and other agencies in response to initiatives as proposed and developed by the Federal and State Governments.**

Review results of any industry initiatives and submissions supported by Council.

As needed

Review results of grant funding applications submitted by local organisations, supported by Council.

As needed

Review results of any industry initiatives and submissions supported by Council.

As needed

Review results of grant funding applications submitted by local organisations, supported by Council.

As needed

**5.2 Fully integrate long term asset and financial plans with the annual business plan and annual budget**

**5.2.2 Integration of Asset Management Plans, Long Term Financial Plan, Business Plan and Annual Budget.**

Consult, liaise and promote to the community the Annual Business Plan and Budget.

Preparation of the 2016/17 Budget has commenced - To be completed by May 2016

**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 implement outcomes from the organisational functional review completed in 2012.

Completed

Develop and implement a process to continually monitor and evaluate new legislation, compliance requirements and impact on the Council and its resources, including the financial implications.

Completed.

Maintain or improve on the annual performance result in the Local Government Association Comparative Performance Measurement Survey annually.

Survey not continuing.

**5.3.2 Manage the administration of payments to suppliers, revenue collection, preparation of annual financial records, and recording of Council's assets.**

## Strategic Plan - Beyond 2015

For the month ending 31/12/2015

An internal audit of payroll records i.e. levels, rates of pay, leave accruals etc.

Complete internal financial control project.

Financial statements prepared for external audit in accordance with legislative requirements and internal control.

Financial sustainability indicators to operate within the adopted target ranges.

Liaise with Council's Audit Committee to complete an annual review of financial policies including internal controls.

Leave accruals have been reconciled in Authority against manual records

Internal Financial Control project has been completed.

Financial Statements for 2015 complied with legislative requirements.

Program is in place to review Council policies and report to the Audit Committee

### 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 and implement a two (2) year Human Resources Strategy that reflects the functional review

Develop, implement and review a WHS Risk Management Strategy providing for best work practice

Develop, implement and review a WHS Risk Management Strategy providing for best work practice

Completed.

Completed.

Completed.

#### 5.4.2 Respond to contemporary and emerging workforce and workplace issues through strategy and policy development.

Develop a Human Resources Manual reflective of the new HR policy framework

Develop and implement new performance development and review process.

Review and update position descriptions.

Develop a Human Resources Manual reflective of the new HR policy framework

Completed.

Fully implemented. First and second cycles complete.

Position Descriptions are reviewed and updated as required.

Progressing according to targets.

#### 5.4.3 Review of the Human Resources requirements within the Corporate and Community Services Department.

Implement collaborative staff practices within the Community Services and Development Division by 2015.

Regular CSD divisional meetings are held. Collaborative rostering is being trailed with the Main Corner and Lady Nelson staff, a Social Media strategy is collectively being developed and Wellbeing & Resilience training is scheduled for the new year.

### 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 rating strategy reviewed on an annual basis including reference to any significant rating issues or themes arising out of the previous rating year.

Timely completion of Council's annual rating and periodic rating processes.

Council rates are levied annually in July.

Council rates were levied July 2015 in accordance with policies, Local Government Act and Procedures.

#### 5.5.10 Support Council business through provision of quality records management and

# Quarterly Summary Kpi Report

## Strategic Plan - Beyond 2015

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For the month ending 31/12/2015

### **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.

Ongoing support, training and induction of staff in relation to their record keeping responsibilities and in use of Council's electronic document management system.

### **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.

Maintain and review data contained within the GIS system quarterly.

### **5.5.12 Continue to implement a Corporate Image of Council as a professional organisation.**

Development and implement a 'Brand image' for Council by 2016 that aligns with the City Development Framework.

### **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 Local Government (Elections) Act 1999.

Review the financial components of the Road and Building Asset Plan annually.

Weekly updating of property data reports provided by Valuer-General Land Services.

### **5.5.4 Provide high performance customer services across Council.**

Compliance with legislative requirements at all times.

### **5.5.5 To run an efficient and well maintained depot and store.**

All roadwork signage inspected quarterly.

Depot and surrounds, small items and equipment are maintained at all times with 6 monthly audits.

Develop and implement an improved system to ensure individual accountability by employees for all tools, equipment which is allocated to them by mid 2014.

Investigate and cost automated/electronic fuel dispensing/recording system in 2014.

### **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.

Records staff follow practices and procedures and provide record keeping advice to staff in line with meeting Council's record keeping responsibilities.

Records support staff in the use of RM8 on an ongoing basis and are available to provide further training or record keeping advice as required.

All new staff assigned a RM8 licence to receive introductory RM8 training session when they first start with Council.

Ongoing. Last completed in December 2015. Changes include update to cadastre, council properties, assets, reserves etc.

Initial implementation of Council's new branding has been completed. Secondary activity will be activated as the budget and replacement schedules allow.

The Voters roll was reviewed and updated for the 2014 Council Election.

Road and Building Asset plan data is to be incorporated in LTFP review

Undertaken as required.

Compliant with legislative requirements during the reporting period.

Storage shed for signs is tidy with signs maintenance carried out regularly - Comment provided by B Patzel

Depot and surrounds are maintained and audits are completed by the store person

System in place to ensure accountability by all staff for tools and equipment allocated to them.

Electronic fuel dispensing system was investigated in 2015 - waiting for budget approval to proceed.

All vehicles are maintained as per regular maintenance programs

## Strategic Plan - Beyond 2015

For the month ending 31/12/2015

Provide training to staff on the use of machinery when new machinery is purchased and reviewed annually.

### 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.

### 5.5.9 Provide high quality support for Council Members and Council Employees.

Business papers, including agendas, minutes and reports are compiled and distributed in accordance with the Local Government Act, 1999.

Provide support for civic and ceremonial responsibilities of Council, including citizenship ceremonies.

Provision of executive and administrative support to Council, standing committees, subcommittees, the Mayor, Member, Executive Management, and other staff.

### 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 Programs.

### 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 IT and communication systems to ensure capability and suitability to Council's changing needs.

Corporate systems are available for staff access and work 95% of standard day time working hours

#### 5.7.2 Ensure Employees are engaging with their peak professional organisations to continually update knowledge in their respective professional disciplines.

Encourage and support employees to update knowledge in their respective professional disciplines through training and involvement with

All staff are trained on the use of machinery and induction process are followed to ensure operators are competent

Projects include; City Centre Streetscapes (Percy, Gray, James & Helen Street 100% concept plans complete), Old Hospital Laundry (complete), Railway Lands (fencing & heritage items about to commence, nature play signage about to be installed),

Railway Lands Margaret Street Link concept design complete.

Rail Trail project about to commence.

Lions Park concept has commenced.

Civic Centre Fly tower Project has proceeded to Design Development phase with consultant architects.

All business papers including agendas, minutes and reports are prepared, compiled and distributed in accordance with the LG Act.

Executive support is provided for Civic Ceremonies and Citizenship Ceremonies are conducted in accordance with the Australian Citizenship Act.

Executive and administrative support is provided to Council and all committee Meetings, Elected Members and Senior Executive.

Survey was not undertaken by the LGA.

New equipment identified as being required for new Staff Members - Next Lease include equipment.

Citrix and local systems available for all staff for quarter.

Incorporated into Employee Performance Development and Review process to ensure 6-monthly assessment and review.

# Quarterly Summary Kpi Report Strategic Plan - Beyond 2015

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For the month ending 31/12/2015

peer and professional organisations and groups.

## 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 submitted with Council.

Review all properties for sewer connections in 2013/2014, subject to budget allocation.

#### 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.

Identify and develop an annual schedule of programs to be offered through the library.

Keep detailed statistics on visitation and usage of service and prepare quarterly reports.

#### 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.

Undertake (at least twice yearly) monitoring of furniture and displays to ensure they meet permit conditions.

#### 6.1.5 Deliver and regulate a taxi service which is beneficial to the community.

Check taxi meters and registrations annually.

### 6.3 Actively liaise with community health service providers to encourage local programs and services and ongoing community consultation

#### 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.

Supported residential facilities are monitored to comply with legislation through annual licensing requirements.

#### 6.3.2 Work closely with Universities, TAFE, training bodies and allied health providers.

Continue to provide support to the Medical, Pharmaceutical, Dental professions through the provision of orientation tours.

Reports are reviewed when received.

Completed as required.

Community programming continues. Regular meetings are now occurring with SAPOL and Families SA re school holidays, prior to and after school holidays.

Annual schedule of regular programs for 2016 has been developed.

Due to reporting requirements of Performance Manager, statistics will now be reported on the quarter following as information is not available by the date required. October-December quarter information will now be reported in March quarter.

All outdoor furniture and displays have been issued permits

All furniture and displays have been checked and are compliant with their permit conditions

Council has reviewed and updated the taxi license documentation for the 2015/16 year

October - Undertaken by the Environmental Health Officer.  
November & December - License conditions reviewed by Community Health Officer.

Completed through Your Professional Network by Community Development Officer.

# Quarterly Summary Kpi Report Strategic Plan - Beyond 2015

For the month ending 31/12/2015

## **6.6 Increase the local awareness and understanding of the range of health issues and needs of the community**

### **6.6.1 Continue to promote active lifestyles amongst the community.**

Continue to implement the Bike Plan and expanding the footpath and bike path network.

Effective immunisation of target communities as per the schedule of immunisations and to maintain the current immunisation rate.

Ensure all cooling tower and warm water systems are audited annually as per the Public and Environmental Health Act, relevant regulations, codes and standards.

Ensure timely follow up of communicable diseases where required.

Food premises are inspected as per the Food Act and on a risk basis and notified accordingly.

Inspect hairdressers and skin penetration facilities in accordance with the Public and Environmental Health Act and risk management principles.

Provide a timely and effective immunisation program to the Mount Gambier population.

Support the 'Registered Training Organisation' in the provision of affordable and accessible food safety training for food handlers.

Undertake annual auditing, or ensure it is undertaken, of high risk food businesses serving vulnerable people.

Undertake inspections of public pools and spas in respect to relevant acts and regulations.

When insanitary conditions are identified, attempt to resolve in a timely and effective manner.

No construction work on the bike plan in this reporting period, however design details for the rail tracks have commenced

Support provided to Community Health's immunisation program. Vaccine preventable communicable diseases monitored in monthly SA Health reports.

Undertaken by the Environmental Health Officer.

Weekly & Monthly Communicable Disease Control Branch (CDCB) reports monitored.

Food inspections completed, risk rating assessment done and result entered into authority

Skin penetration, Beauty and Hairdressing businesses inspected and highest risk issue which is blood/body fluid injury management written procedures reviewed and requested if not in place.

Support provided to Community Health's immunisation program.

TAFE Food Safety Short course was presented in conjunction with authorised officers on the 7 November 2016

All premises which where due have submitted their independent auditors report to Council. An authorised officer has reviewed each report and data entry completed for the quarter. One premises was confused by the report and a meeting was conducted on site to clarify the food safety standards and their food safety program.

Undertaken by the Environmental Health Officer.

One case was closed off due to significantly improved conditions which no longer met the squalor scale. Another two cases are working towards the same outcome with investigating officers. All three cases now have the residents living in improved conditions from the initial assessments.

## **6.7 Facilitate programs which focus attention on mental health issues in the community and support mental health providers in their work**

### **6.7.1 Encourage community initiatives to identify, address and respond to emerging health issues and trends within the community.**

Identify opportunities for Community Groups to develop and enhance their activities and facilities

## **6.8 Advocate with Federal and State Governments to increase local availability to acute health care services and also primary health care services**

### **6.8.1 Encourage SA Health to Identify opportunities and programs addressing mental health concerns and issues.**

Provide support and funding assistance to locally based programs addressing mental health issues and concerns within the community.

### **6.8.2 Continue to maintain Council's advocacy role in the provision of health services.**

We provide advice and support to all community enquiries

No funding requests received.

## Strategic Plan - Beyond 2015

For the month ending 31/12/2015

Ensure Council provides timely responses to requests for letter of support.

### 7 Learning

**7.1 Encourage and promote partnerships with the entire community so that everyone understands and embraces the benefits of a lifelong learning community**

**7.1.1 Foster relationships and facilitate conversations to improve community engagement and learning.**

Develop and program community learning activities and experiences in the Garden Square with community groups.

Develop opportunities for staff and elected members to share their expertise with groups and vice versa.

Employ a whole of Government (Federal, State and Local), agencies and groups approach.

Host forums that bring various groups together i.e. Education Leaders' Forum, Blue Sky Lectures, Thinker in Residence.

Provide input to joint funding proposals for learning projects when required.

Review current databases of contacts and update as necessary.

**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.

Develop an evaluation framework to review Council's achievement of lifelong learning goal.

Ongoing process in support of community and sporting groups

There is no budget allocation for this initiative therefore no activity.

Ongoing and as needed. Very positive results/outcomes from Council Strategic Plan Committee and the Riddoch working party and solid input from Councillors working with senior staff.

Ongoing. Example include Regional Economic Development and the approach used during Country Cabinet.

Second Wellbeing & Resilience forum scheduled for 21st January 2016

Significant resources applied in the resilience training program and further workshops planned for early in the new year. Major learning focus for 2016 and beyond.

Relevant databases are maintained.

October-December 2015

\*October school holiday program

\*IT lesson program

\*Book Club

\*Bookwell for seniors

\*Mount Gambier Nurture Group sessions

\*ForestrySA Historic Photographic Collection Launch

\*RiAus Future Innovators Series Lecture

\*TWC Special Needs Group sessions

\*History Tour

\*Minecraft Club

\*Author - Tricia Stringer

\*Social Media 101

\*U3A tour

\*Social Media for small business

\*Lynda Launch

\*Young Carers programme

\*Local History book launch

\*Author - Rachael Johns

\*Year 12 intro to library session

\*December School Holiday Program

\*Volunteers thankyou lunch

This can be measured by the activities of the Lifelong Learning sub committee and the attendance numbers of the Library, Environment Health and Environmental Sustainability education programs

# Quarterly Summary Kpi Report Strategic Plan - Beyond 2015

For the month ending 31/12/2015

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| <p>Establish a statistical baseline of community involvement in learning activities.</p> <p>Recognise that most Council activities provide learning opportunities.</p> <p>Review existing community learning material, resources and information already available to communities.</p> <p><b>7.3 Foster partnerships that develop programs, services and opportunities that deliver learning excellence</b></p> <p><b>7.3.1 Develop a framework within which learning achievements and initiatives can be recognised and celebrated.</b></p> <p>Continue to support recognition of learning through active involvement in scholarship programs.</p> <p>Determine opportunities for recognition and celebration of learning achievements.</p> <p>Elected Members and key staff being visible and attending celebratory functions.</p> | <p>Basic data is kept on Council learning activities</p> <p>Completed.</p> <p>Completed.</p> <p>The 2016 Tertiary Health Education Grant was successfully launched in November. A celebration acknowledging 10 years of the program was also held and a number of past recipients provided personal updates on the value of the program to them.</p> <p>Celebrated 10 years of the Tertiary Health Education Grant.</p> <p>Strong attendance of Councillors, Deputy mayor and Mayor at community events. CEO and Senior Staff also attend. Assessment is that here is a very high visibility of Councillors and senior staff in the community.</p> |
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**CORPORATE AND COMMUNITY SERVICES COMMITTEE REPORT NO. 18/2016**

**SUBJECT: POLICY C410 CONDUCT OF MEETINGS (S92/S90(8))**

**REF: AF11/1950**

*Goal: Governance*

*Strategy: Demonstrate innovative and responsive organizational governance.*

The legislative changes arising from the Local Government (Accountability and Governance) Amendment Bill 2015 include the insertion of additional provisions that an informal gathering or discussion may only be held if the Council has adopted a policy on the holding of informal gatherings or discussions, and the informal gathering or discussion complies with the policy.

The Local Government Association has developed a Model Informal Workshop Policy that may be used in full or part by Councils.

The Minister for Local Government, the Hon Geoff Brock MP has also noted his expectations by letter to Council dated 17<sup>th</sup> February 2016, including that, while informal gatherings are a useful tool for elected members to gain a better understanding of Council matters, they are not to be used as a replacement for full debate and decision making at Council meetings.

The existing provisions of Council Policy C410 - Conduct of Meetings relating to informal gatherings have been expanded to reference the amended legislative provisions.

The amended policy is attached for Members information and consideration **(Attachment 1)**.

**RECOMMENDATION**

(a) Corporate and Community Services Report No. 18/2016 be received;

(b) Council hereby adopts updated Council Policy:

C410 – Conduct of Meetings (s92 Code of Practice / s90(8a))

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



**Michael McCARTHY**  
MANAGER GOVERNANCE & PROPERTY

Sighted:



**Mark McSHANE**  
CHIEF EXECUTIVE OFFICER

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|  | <b>COUNCIL POLICY</b><br><b>C410 CONDUCT OF MEETINGS</b><br><b>(s92 CODE OF PRACTICE / s90(8a))</b> | Version No:  | 3 <sup>43</sup> |
|                                                                                   |                                                                                                     | Issued:      | March, 2016     |
|                                                                                   |                                                                                                     | Next Review: | March, 2019     |

## 1. PURPOSE

The City of Mount Gambier (“Council”) supports open, transparent and informed decision-making and encourages appropriate community participation in the affairs of Council.

Sections 86 and 89 of the Local Government Act 1999 (“Act”) provides that procedures to be observed for the conduct of Council and Committee meetings will be:

- as prescribed by the [Local Government \(Procedures at Meetings\) Regulations 2013](#)
- insofar as the procedure is not prescribed by regulation—as determined by the council;
- insofar as the procedure is not prescribed by regulation or determined by the council—as determined by the council committee itself.

Council also recognises that occasionally it may be appropriate and necessary to restrict public access to discussion and/or documents relating to a particular matter and section 92 provides that Council must prepare and adopt a code of practice relating to the principles, policies, procedures and practices that the council will apply in relation to public access to meetings and the release of minutes and documents.

This Policy:

- prescribes the practices and procedures to be adopted by this Council for the conduct of Council and Committee meetings.
- sets out a Code of Practice for the principles, policies and procedures that Council must follow for providing public access to meetings, agendas and documents and the release of meeting minutes and documents.

This Policy should be read in conjunction with, and will be administered in accordance with the following Local Government Association (“LGA”) publications:

- [Confidentiality Guidelines: How to Apply Section 90 \(2013\)](#)
- [Council Meeting Procedures Handbook \(2013\)](#)
- [Minute Takers Handbook for Local Government \(2014\)](#)

These documents are available on the LGA website at: [www.lga.sa.gov.au](http://www.lga.sa.gov.au) under the Codes and Guidelines heading.

## 2. PUBLIC ACCESS TO MEETINGS AND MEETING DOCUMENTS

Council encourages public attendance at meetings of Council and Council Committees through public notification of meetings. Details of all meeting dates and times are listed on the public notice board at the front reception area of the principal office of Council, Civic Centre, 10 Watson Terrace, Mount Gambier and on the Council website [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au).

Council and Council Committee meetings are open to the public, and the public will only be excluded when considered proper and necessary where in the broader community interest the need for confidentiality outweighs the principle of open decision making.

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Council's Agendas, documents and minutes are prepared and published, including on the Council website [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au) in accordance with the provisions of the Local Government Act 1999, Local Government (Meeting Procedures) Regulations 2013, and this Policy.

Copies of Agendas and meeting documents are made available at meetings. Various documents can be available for inspection and purchase (for a fee) by the public. Council also makes documents available in electronic form on Council's website.

In all cases it is Council's objective to make information publicly available at the earliest possible opportunity and that the community be informed of any confidentiality orders.

It is the expectation of Council that Agendas and Meeting documents be prepared in such a manner as to avoid unnecessary inclusion of sensitive or private information that cannot be considered and retained in-confidence.

Notwithstanding that a person may request that information provided to Council be kept confidential, Council may not be able to consider such a request unless the matter is one that falls within the grounds specified in section 90(3).

### 3. OTHER ACCESS TO PUBLIC DOCUMENTS

Council has a wide range of documents and other information available for public inspection and published on its website. These are further detailed in Council's Freedom of Information - [Information Statement](#) published annually on its website.

Requests to access other Council documents may also be made under the [Freedom of Information Act 1991](#). Any inquiries in relation to the process for seeking access to documents held by Council should be directed to Council's accredited Freedom of Information Officer – Manager - Governance & Property, telephone 8721 2555.

### 4. USE OF CONFIDENTIALITY PROVISIONS

Minutes and/or documents associated with a discussion from which the public have been excluded pursuant to sections 90(2) and 90(3) of the Act will remain confidential if Council or the Council Committee make a valid confidentiality order under section 91(7).

A confidentiality order must specify the duration of the order or the circumstances in which the order will cease to apply, or a period after which the order must be reviewed.

An order will lapse if the time or event specified has been reached or carried out. There is no need for a Council to resolve for the confidential order to be lifted. Once the order has lapsed, the minutes and/or documents become public.

A confidentiality order that operates for a period exceeding 12 months must be reviewed at least once a year, and must be assessed as to whether the grounds for non disclosure are still relevant and, if so, provide the relevant grounds and reasons for remaining confidential.

If any items require a fresh confidentiality order because the original order is due to expire, then a report should be prepared to Council making recommendations and addressing each item separately against section 90(3) and section 91(7) of the Act.

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A Council may resolve to exclude the public from a meeting to discuss and undertake consideration of the recommendations arising from the annual review in confidence, subject to the application of the relevant ground under section 90(3) of the Act. Section 90(3) of the Act must be applied separately to each item and not en bloc.

The Council may delegate the power to undertake an annual review or to revoke a section 91(7) order, but cannot delegate the power to apply sections 90(3) and 91(7) of the Act.

#### 4.1 MATTERS FROM WHICH THE PUBLIC CAN BE EXCLUDED

Section 90(3) of the Act prescribes the information, matters and circumstances where Council or a Council Committee may order that the public be excluded.

These circumstances and model orders for the purpose of sections 90(2) of the Act are covered extensively in the LGA publication [Confidentiality Guidelines: How to Apply Section 90 \(2013\)](#).

Council adopts the LGA guidelines for the purpose of applying section 90 of the Act.

In considering whether an order should be made under section 90(2), it is irrelevant that discussion of a matter in public may:

- cause embarrassment to the Council or Committee concerned, or to members or employees of the Council; or
- cause a loss of confidence in the Council or Committee.

#### 4.2 PROCESS TO EXCLUDE THE PUBLIC FROM A MEETING

For the convenience of the public present at a meeting it is the ordinary practice of this Council to consider any matters in confidence after all the other business has been dealt with rather than ask the public to leave the room and wait for however long it takes until the matter is concluded and then allow the public to return to the meeting room with the possibility of the same process being repeated for a subsequent matter.

Before a meeting orders that the public be excluded to receive, discuss and consider a particular matter, the meeting must, in public, formally determine if this is necessary and appropriate, and pass a resolution to exclude the public while dealing with that particular matter.

If a decision to exclude the public is taken, the Council or the Council Committee is required to make a note in the minutes of the making of the order and the grounds on which it was made. Sufficient detail of the grounds on which the order was made will be included in the minutes.

If this occurs then the public must leave the room. This means all members of the public (including staff), unless exempted by being named in the resolution as entitled to remain, but does not include a member of Council.

It is an offence for a person, who knowing that an order is in force, enters or remains in a room in which such a meeting is being held. It is lawful for an employee of Council or a member of the police to use reasonable force to remove the person from the room if he or she fails to leave on request.

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It is recommended that if any form of force is required that it be left to the police to deal with.

The Council, or the Council committee, may by inclusion within the resolution permit a particular person or persons to remain in the meeting. An example would be to allow a ratepayer who is suffering personal hardship to remain in the meeting when their circumstances concerning the payment of rates is being discussed.

Once discussion on the particular matter is concluded, the public are permitted to re-enter the meeting. The decision of the meeting in relation to the matter will be made publicly known unless Council has resolved to order that some (or all) of the minutes, information, discussion and documents are to remain confidential.

Details of an order to keep any minutes, information, discussion or document confidential will be made known including the extent and duration of the order and any circumstances in which the order will cease to apply (conditions of release).

If there is a further matter that is to be considered in confidence it is necessary to undertake the formal determination process again to resolve to exclude the public.

#### 4.3 REPORTING ON USE OF CONFIDENTIAL ORDERS

A report on the use of sections 90(2) and 91(7) by the Council and Council Committees must be published in the annual report of a Council as required by the Act.

Council has further endorsed the preparation and publication of a Confidential Items Register, including the details of all Section 90(2) and 91(7) orders, their section 90(3) grounds, the duration/conditions for release, and weblinks to released agenda items, minutes and documents published on Council's website.

At the time of preparation of this policy the preparation and publication of the Confidential Items Register and released documents is still a work in progress.

## **5. OTHER MEETING PRACTICES & PROCEDURES**

### 5.1 FILMING AND AUDIO RECORDING DEVICES

Council maintain its current minute taking practice that involves the agenda item and recommendation/resolution being projected on screen at the Council and Standing Committee meetings with the minutes being typed at the meeting.

Any person may record audio of Council, committee and sub-committee meetings provided that such recording does not interfere with the orderly conduct of such a meeting.

Audio devices used for such purposes are to be held by the operator of such a device and are not to be placed on the meeting table being used by the members of that Council, committee or sub-committee meeting unless otherwise resolved by the members at that particular meeting.

The Presiding Member may at any time during the course of any meeting direct the audio recording of such meeting to cease, should the Presiding Members be of the view that the audio recording of the meeting is interfering with the orderly conduct of the meeting.

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Audio recording of items considered 'In-Confidence' under the provisions of the Local Government Act 1999 is prohibited.

Any person wishing to take photographs or video recordings of any Council, committee or sub-committee meeting must request the permission of the Presiding Member.

Such request must be made in writing and be received by the Presiding Member at least 48 hours in advance of the meeting. In considering such a request the Presiding Member shall not unreasonably refuse permission however they may place restrictions and conditions on such recording and photography as they see fit so as to ensure such recording does not interfere with the orderly conduct of the meeting.

Where such permission has been granted, should at any time during the course of the meeting the Presiding Member be of the view that the video recording or photography of the meeting is interfering with the orderly conduct of the meeting, the Presiding Member may direct the video recording or photography of the meeting to cease.

Video recording and photography of items considered 'In-confidence' under the provisions of the Local Government Act 1999 is prohibited.

## 5.2 PRESENTATION OF COMMITTEE RECOMMENDATIONS TO COUNCIL

It is the policy of this Council that the Presiding Member of any Council Committee will present the Committee Minutes and Recommendations to Council.

Should a Presiding Member of any Committee not be able to attend a Council Meeting then they may nominate in advance, any other Member of such Committee to present the Committee Minutes and Recommendations to Council.

Should a Presiding Member of any Committee not be in attendance at a Committee Meeting, but is in attendance at the Council meeting at which the Committee Minutes and Recommendations are to be presented, then the Presiding Member of the Committee shall present the Committee Minutes, but may elect to refer any item of business to the Member that presided over the Committee Meeting, or to another Member who attended the Committee meeting, for presentation of the item to Council.

## 5.3 VOTING 'EN-BLOC'

This Council does not support the use of 'en-bloc' voting during Council and Committee meetings to adopt a number of items, motions or recommendations by one resolution without debate.

En-bloc decision-making is not lawful in relation to items for decision and not considered good practice for other agenda items, and is in conflict with the guiding principles of the Local Government (Procedures at Meetings) Regulations 2013.

## 5.4 APPOINTMENT OF DEPUTY MAYOR

This policy provision shall only apply where the Council resolves to appoint a Deputy Mayor in accordance with Section 51(3) of the Local Government Act 1999.

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Section 51(4) provides that a Deputy Mayor will be chosen by the members of a Council from amongst their own number and will hold office for a term determined by the Council that must not exceed 4 years. At the expiration of the term a Deputy Mayor is eligible for a further term.

Where Council has resolved to have a Deputy Mayor the Mayor shall immediately call for nominations and acceptances from Members present at the Council Meeting.

If only one nomination is received then that Member is to be declared Deputy Mayor.

Where more than one nomination is received a secret ballot shall be conducted forthwith without debate. Resolutions will be passed to endorse the voting process and appoint the Chief Executive Officer (or any other Senior Officer present at the meeting) as Returning Officer to declare the result and draw lots (if/as necessary).

The following shall apply to the determination of Deputy Mayor:

- Any Member present at the meeting may be nominated.
- The Mayor does not vote on the question of the appointment of Deputy Mayor.
- A Member not in his or her seat at the meeting does not vote.
- The candidate with the highest number of votes (or where two or more candidates receive the equal highest number of votes the first name drawn in the lot) shall be declared the Deputy Mayor.
- A division cannot be called for when a vote on the question of appointing a Deputy Mayor is taken.
- The Mayor may (but is not required to) accept a motion to endorse the appointment of the Deputy Mayor however any failure or variation of the motion shall be of no effect on the result of the secret ballot.

#### Role of Deputy Mayor

In the absence of the Mayor, the Deputy Mayor may act in the office of the Mayor.

In the Council Chamber, the Deputy Mayor shall assume no precedence, except in the absence of the Mayor, when the Deputy Mayor shall act in the office of Mayor.

Outside the Council Chamber, the Deputy Mayor shall be given precedence, immediately following the Mayor.

### 5.5 APPOINTMENT TO COMMITTEES AND OTHER BODIES AND ORGANISATIONS

This policy provision applies when Council has been requested or is required to nominate or appoint a Member or any other person to fill a vacant position on any Committee or as delegate/representative on an outside body or organisation.

Where these policy provisions are inconsistent with any legislative or statutory provisions or the Terms of Reference or other governing instrument of any Committee or other body or organisation, then those other provisions shall apply and override this policy (with the exception that Council may, subject to any statutory prohibitions, override the Terms of Reference of its own Committees)

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The Chief Executive Officer shall notify Members of the request and/or requirements associated with the vacancy, including details of the Committee/Body/Organisation Terms of Reference and other relevant information, and will seek a written nomination of any Elected Member, Council Officer or other person with appropriate qualifications and/or experience.

Where Council is required under a legislative or some other requirement under Terms of Reference to seek community or independent nominees to Committee positions, then a public notice shall be published in a newspaper circulating in the area seeking interested persons to nominate within 21 days (or such other period as may be required). Such nominees may also be sought through a targeted process to identify suitable nominees.

The Chief Executive Officer shall present details of all nominees for vacant positions to the next available Council meeting together with a recommendation and draft resolutions that Council may endorse a secret ballot voting process and appoint the Chief Executive Officer (or any other Senior Officer present at the meeting) as Returning Officer to declare the result and draw lots (if/as necessary).

The following shall apply to the appointment of Committee Members and delegates/representatives on other bodies and organisations:

- A nominee need not be present at the meeting, but must provide a written acceptance to the Chief Executive Officer prior to consideration.
- Candidate nominees should display the qualities sought to fill the vacant position including relevant skills, experience and interests.
- Prior to commencing the secret ballot process, by passing a resolution, Council:
  - i. may determine not to nominate or appoint any person to fill a vacancy.
  - ii. should determine the term to apply to the nomination/appointment, that may survive the next general/periodic election.
- The Mayor may vote on the question of position appointments to Committee's and other bodies and organisation's.
- A Member not in his or her seat at the meeting does not vote.
- The candidate with the highest number of votes (or where two or more candidates receive the equal highest number of votes the first name drawn in the lot) shall be declared as being nominated/appointed to the vacant position.
- A division cannot be called for when a vote on the question of appointing a person to fill a vacant position is taken.
- The Mayor may (but is not required to) accept a motion to endorse the filling of the vacant position however any failure or variation of the motion shall be of no effect on the result of the secret ballot.
- Council may determine to appoint proxies/deputies to certain positions to ensure representation in the absence of selected members/delegates/representatives.

#### South East Local Government Association/Provincial Cities Association Positions

The Mayor shall be the preferred candidate for any Board Member positions (and the Deputy Mayor the preferred candidate for any proxy/deputy position) on a s42 subsidiary (ie South East Local Government Association and Provincial Cities Association).

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Nominations shall only be sought for the position of Board Member and/or proxy/deputy where the Mayor or Deputy Mayor are unable to fill the positions, or to act when both the Mayor and Deputy Mayor may be unavailable, in which case the nomination/appointment procedure shall be as described in this Policy.

#### Payment of Allowances/Sitting Fees

Council should have a consistent and reasonable approach to payment of allowances/ sitting fees to Members and other community and independent persons appointed to positions on Committees which should be prescribed in the Terms of Reference.

Appointments of Independent Members of a Council committee will be for a term determined by the Council, and may survive the next general/periodic election unless Council specifically resolves otherwise at the time of the appointment (noting that Council may have the right to terminate any appointment at any time, or that the term of appointment may be determined by some other statutory means).

#### Roles of Nominees/Appointees

Upon nomination/appointment to a position, Council's duly declared nominee/appointee shall be authorised to fill that position, including the exercise of any voting rights.

Where more than one person has been nominated/appointed to fill a position or as deputy/proxy, precedence shall apply based upon the persons position (ie Mayor, Deputy Mayor, Member, CEO etc).

#### Attendance by Non-Appointed Persons

Subject to any valid provision to the contrary, any non-appointed Elected Member or Council Officer may attend meetings of any Committee or other body or organisation to whom Council has nominated/appointed a Member or delegate/representative, but may not speak or be heard or vote at the meeting unless invited by the meeting organiser and in accordance with a direction of the Council or the Chief Executive Officer.

#### Independence of Bodies/Organisations

Other bodies and organisations to which Council nominates/appoints Elected Members, Council Officers or other suitably persons as delegates/representatives do not operate under the provisions of the Local Government Act 1999 or other legislation that prescribe meeting procedures and Member obligations.

Any person appointed to a position on a body or organisation (whether a Council Member, Council Officer or some other person) is bound by the governing arrangements applicable to that other body or organisation. In that capacity that person does not represent the interests of Council, but will be required to act in the interests of that body or organisation, which at times may be inconsistent with the interests or a formal position of the Council.

Council may influence but is not to instruct any Elected Member, Council Officer or other person whom it has nominated/appointed as a delegate/representative on another body or organisation as to the manner in which they act in fulfilling their non-Council duties. It is for the delegate/representative to determine how they fulfil their duties on a body or organisation and deal with any conflict that may arise between their competing interests/roles.

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## 6. INFORMAL GATHERINGS

Section 90(8) of the Act enables Council Members, Committee Members and Council Officers to participate in informal gatherings ~~that are not open to the public and are not required to have formal published agendas and minutes/documents~~, provided that a matter which would ordinarily form part of the agenda for a formal meeting of a Council or Council Committee is not dealt with in such a way as to obtain or effectively obtain, a decision on the matter outside a formally constituted meeting of the Council or Council Committee.

Informal gatherings may include:

- *planning sessions associated with the development of policies and strategies;*
- *briefing or training sessions,*
- *workshops;*
- *social gatherings to encourage informal communication between members or between members and staff.*

Section 90(8a) further provides that an informal gathering or discussion under subsection may only be held if—

- *the council has adopted a policy on the holding of informal gatherings or discussions; and*
- *the informal gathering or discussion complies with the policy.*

A policy adopted under subsection (8a) must comply with any requirements prescribed by the regulations that may (for example) include requirements that the policy provide for—

- *the imposition of limitations on the holding of informal gatherings or discussions; and*
- *procedures for approval of informal gatherings or discussions; and*
- *the capacity of the council to impose conditions on an approval.*

In the interests of transparency and accountability it is the policy of this Council that informal gatherings and discussions will be used solely for the purpose of information sharing and not for the purpose of debating issues, building consensus positions or otherwise discharging council's deliberative and decision-making functions.

Informal gatherings will not be used for the purpose of conducting the general business of the council or to stifle debate on issues that may subsequently be dealt with by the council at a formal meeting. However informal gatherings may be used to discuss issues that involve strategy or policy or other matters of council administration and to brief council members on issues relating to their decision-making function.

Informal gatherings and discussions will only be convened to give effect to a resolution of Council or as otherwise determined at the sole discretion of the Chief Executive Officer.

Informal gatherings will not involve a formal minute taking process. However, this Council will table a 'Record of Proceedings' at the next available Council Meeting with the time/date, attendees, and purpose/matter(s) discussed at the informal gatherings.

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The Chief Executive Officer may determine not to present a 'Record of Proceedings' for any particular informal gathering **where the information or matter discussed is of a kind as listed at s90(3) of the Act and would be considered in confidence if it arose as a Council meeting.**

## 7. AVAILABILITY OF POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au).

Copies of this Policy may also be obtained by interested members of the community upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

## 8. REVIEW & EVALUATION

The Council is required to review this code within 12 months after the conclusion of each periodic election. However, it may be reviewed at any other time as required by any legislative changes which may occur.

In accordance with Section 92(5) of the Local Government Act 1999, Council must follow the relevant steps set out in its public consultation policy before adopting, altering or substituting a code of practice relating to the principles, policies, procedures and practices that the Council will apply for public access to council and committee meetings and the release of Council and Committee meeting minutes and documents.

## 9. GRIEVANCE

Council has established procedures for the review of decisions under Section 270 of the Act for:

- Council, and its Committees;
- employees of Council and
- other persons acting on behalf of Council.

Should a person be aggrieved about public access to either a meeting or a document then they can lodge an application for review of that decision under the Internal Review of Council Decisions Procedure established by Council. The procedures adopted by Council are available from the Chief Executive Officer, telephone 8721 2555 or from Council web-site [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au).

## 10. FURTHER INFORMATION

Further information about this Policy may be expressed in writing, addressed to:

Chief Executive Officer  
City of Mount Gambier  
PO Box 56  
MOUNT GAMBIER SA 5290

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|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| File Reference:                            | AF11/1740                                                                                                                                                                                                                                                                        |
| Applicable Legislation:                    | <a href="#">Local Government Act 1999</a><br><a href="#">Local Government (Procedures at Meetings) Regulations 2013</a><br><a href="#">Freedom of Information Act 1991.</a>                                                                                                      |
| Reference:<br>Strategic Plan – Beyond 2015 | Goal 5, Strategic Objective 5                                                                                                                                                                                                                                                    |
| Related Policies:                          | P195 Community Consultation and Engagement Policy<br>R180 Records Management Policy<br>C290 Internal Review of Council's Decisions                                                                                                                                               |
| Related Procedures:                        | Council Meeting Procedures – for preparation of meeting documents.<br>Confidential Items Register (AR14/13329)<br>Confidential Items Procedures - Management & Website Publication                                                                                               |
| Related Documents:                         | <a href="#">Confidentiality Guidelines: How to Apply Section 90 (2013)</a><br><a href="#">Council Meeting Procedures Handbook (2013)</a><br><a href="#">Minute Takers Handbook for Local Government (2014)</a><br><a href="#">Freedom of information – Information Statement</a> |

## DOCUMENT DETAILS

|                                                                               |                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Responsibility:                                                               | MANAGER - GOVERNANCE & PROPERTY                                                                                                                                                                    |
| Version:                                                                      | 3.0                                                                                                                                                                                                |
| Last revised date:                                                            | 26 <sup>th</sup> February, 2016                                                                                                                                                                    |
| Effective date:                                                               | 15 <sup>th</sup> March, 2016                                                                                                                                                                       |
| Minute reference:                                                             | 15 <sup>th</sup> March, 2016, Corporate and Community Services Item #                                                                                                                              |
| Next review date:                                                             | March 2019                                                                                                                                                                                         |
| <u>Document History</u><br>First Adopted By Council:<br><br>Reviewed/Amended: | November 2014<br><br>Superseded Policies - C300, C310, C275, C315, S110, S130, M190, C280 & C285, 17 <sup>th</sup> March, 2015<br><br>15 <sup>th</sup> December, 2015, 15 <sup>th</sup> March 2016 |

REF: AF11/823

## BACKGROUND

## DISCRETIONARY RATE REBATE PROVISIONS

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

- 5.1.1 where it is desirable for the purpose of securing the proper development of the area (or a part of the area);
- 5.1.2 where it is desirable for the purpose of assisting or supporting a business in its area;
- 5.1.3 where it will be conducive to the preservation of buildings or places of historic significance;
- 5.1.4 where the land is being used for educational purposes;
- 5.1.5 where the land is being used for agricultural, horticultural or floricultural exhibitions;
- 5.1.6 where the land is being used for a hospital or health centre;
- 5.1.7 where the land is being used to provide facilities or services for children or young persons;
- 5.1.8 where the land is being used to provide accommodation for the aged or disabled;
- 5.1.9 where the land is being used for a residential aged care facility that is approved for Commonwealth funding under the Aged Care Act 1997 (Commonwealth) or a day therapy centre;
- 5.1.10 where the land is being used by an organisation which, in the opinion of the Council, provides a benefit or service to the local community;

Corporate and Community Services Report No. 20/2016 cont'd...

- 5.1.11 where the rebate relates to common property or land vested in a community corporation under the Community Titles Act 1996 over which the public has a free and unrestricted right of access and enjoyment;
- 5.1.12 where the rebate is considered by the Council to be appropriate to provide relief against what would otherwise amount to a substantial change in rates payable due to a change in the basis of valuation used for the purposes of rating, rapid changes in valuations, or anomalies in valuations;
- 5.1.13 where the rebate is considered by Council to be appropriate to provide relief in order to avoid a liability to pay a rate or charge that is inconsistent with liabilities that were anticipated in the annual Business Plan or a liability that is unfair or unreasonable;
- 5.1.14 where the rebate is to give effect to a review of a decision of the Council under Chapter 13 Part 2; and
- 5.1.15 where the rebate is contemplated under another provision of this Act.
- 5.2 The Council may grant a rebate of rates up to and including 100% of the relevant rates or service charges. The Council may grant a rebate for a period exceeding one year, but not exceeding 10 years in respect of those cases identified at 4.1.1, 4.1.2 or 4.1.11 above.
- 5.3 The Council has an absolute discretion –
- (a) *to grant a rebate of rates or service charges in the above cases; and*
- (b) *to determine the amount of any such rebate.*
- 5.4 Persons who or bodies which seek a discretionary rebate will be required to submit an application form to the Council and provide to the Council such information as stipulated on the application form and any other information that the Council may reasonably require.
- 5.5 Council has developed certain qualifying criteria to assist with the application process for Discretionary Rebates in respect of:

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

- provide a real measurable community benefit to the wider community
- applies only to the existing premises now occupied by the respective community service organisations
- not for profit community service organisations
- limited capacity to generate funds by way of means such as public access, bar facilities and/or gaming machines
- proof of limited capacity to raise funds (i.e. Annual Reports)
- provide a service which meets a recognised community service need in Mount Gambier
- provide access and opportunity for community service development to the wider community of Mount Gambier
- the dominant use on the land is for community service activities and not for social activities

Corporate and Community Services Report No. 20/2016 cont'd...

- net rates payable shall not be less than the current fixed charge then applicable
- incorporated associations
- exclusion of properties which are club/social/commercial office by land use

**CONSIDERATION**

The application cites clause 5.1.10 as the grounds for their rebate application i.e. "where the land is being used by an organisation which, in the opinion of the Council, provides a benefit or service to the local community".

If Council is supportive of the rate rebate application on the grounds cited, consideration needs to be given to:

- (i) the amount (percentage) of rebate to be provided (typically most discretionary rebates such as CWA, City Band, Foodbank etc. are authorised at a 50% rebate).
- (ii) the date the rebate will apply from - Council Policy provides for any discretionary rebates to apply from the next rating year (to avoid Budget implications caused by rate refunds in the current year).

**RECOMMENDATION**

- (a) Corporate and Community Services Report No. 20/2016 be received.
- (b) the rate rebate application from Forestry SA/RDALC be approved on the following basis:
  - (i) the rate rebate be set at 50%;
  - (ii) the rate rebate to apply from the next rating period i.e. from 1<sup>st</sup> July, 2016.



**Grant HUMPHRIES**  
DIRECTOR - CORPORATE SERVICES

Sighted:



**Mark McSHANE**  
CHIEF EXECUTIVE OFFICER

29<sup>th</sup> February, 2016  
GH. MJT

## **CORPORATE AND COMMUNITY SERVICES COMMITTEE REPORT NO. 21/2016**

**SUBJECT: POLICY P420 PROCUREMENT & DISPOSAL OF LAND AND ASSETS**

**REF: AF11/1950**

*Goal: Governance*

*Strategy: Demonstrate innovative and responsive organisational governance.*

At its meeting held on the 25<sup>th</sup> November 2014 Council adopted [Policy P420 - Procurement, & Disposal of Land and Assets](#) that provides guidance and authority to the Chief Executive with respect to Council's procurement and disposal processes.

No policy changes are suggested at this time.

The policy contained an initial review date of November 2015.

Activities undertaken during 2015 since the adoption of Policy P420 have seen the policy implemented within Council's procurement practices and further improvements are proposed in support of the broader policy objectives/principles and procurement methods/structure set out in Policy P420.

It is recommended that Policy P420 be retained in its current form to enable the full extent of policy objectives and benefits to be developed and realised, with a further review to be undertaken within 12 months of the next general election.

Policy P420 is attached for Member's information and consideration (**Attachment 1**) with updated review dates.

### **RECOMMENDATION**

- (a) Corporate and Community Services Report No. 21/2016 be received;
- (b) Council hereby adopts updated Council Policy:  
  
P420 – Procurement, & Disposal of Land and Assets
- (c) Council makes the necessary amendments to Council's Policy Manual Index.



**Michael McCARTHY**  
MANAGER GOVERNANCE & PROPERTY

Sighted:



**Mark McSHANE**  
CHIEF EXECUTIVE OFFICER

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## 1. INTRODUCTION

Section 49 of the Local Government Act 1999 requires Council to prepare and adopt policies on the contracting out of services, competitive tendering and the use of other measures to ensure that services are delivered cost-effectively, the use of local goods and services, and the sale or disposal of land or other assets.

Further, Section 49 (a1) of the Act requires Council to develop and maintain policies, practices and procedures directed towards obtaining value in the expenditure of public money, providing for ethical and fair treatment of participants, and ensuring probity, accountability and transparency in all disposal processes.

This Policy provides comprehensive guidance and authority to the Chief Executive Officer with respect to procurement and disposal processes.

All procurements and disposals are undertaken to give effect to Council's endorsed Budget and/or a specific resolution of Council.

This Policy:

- defines the methods by which Council can acquire goods and services;
- defines the methods by which Land and Assets are disposed of;
- demonstrates accountability and responsibility of Council to ratepayers;
- provides fairness and equity to all parties involved;
- enables all processes to be monitored and recorded; and
- ensures that the best possible outcome is achieved for the Council.

This Policy does not cover:

- non-procurement expenditure such as sponsorships, grants, funding arrangements, donations and employment contracts; or
- the purchase of land by the Council.

This Policy also does not cover:

- Land sold by Council for the non-payment of rates; or
- disposal of goods which are not owned by the Council, such as abandoned vehicles; as these are dealt with in the Act.

## 2. DEFINITIONS

In this Policy, unless the contrary intention appears, these words have the following meanings:

**Act** means the Local Government Act 1999

**Asset** means any physical item that the Council owns and that has at any time been treated pursuant to the Australian Accounting Standards as an 'asset', and includes

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all Plant and Equipment. It **does not include** financial investments or finance related activities.

**Authorised Officer** means a Council Officer with formal (sub)delegation and/or financial authorisation to enter into contracts and transactions to a specified value and includes the Chief Executive Officer and Directors.

**Land** includes community land, vacant land, operational land, road reserves, any legal interest in land, and any other land-related assets, including all buildings (community and operational) on Land.

**Minor Plant, Materials and Equipment** includes all minor plant and equipment owned by Council with an original value of less than \$5,000. It includes all loose tools, store items, furniture, second hand items removed from other Plant and Equipment (such as air conditioners, bricks and pavers) and surplus bulk items.

### 3. POLICY OBJECTIVES

Council aims to achieve advantageous outcomes by:

- enhancing value for money through fair, competitive, non-discriminatory procurement and disposal;
- promoting the use of Council's financial, physical and staffing resources in an efficient, effective and ethical manner;
- making decisions with probity, accountability and transparency;
- advancing and/or working within Council's economic, social and environmental policies;
- providing reasonable opportunity for competitive and appropriately qualified and experienced local businesses to supply to Council;
- appropriately managing risk; and
- ensuring compliance with all relevant legislation.

### 4. POLICY PRINCIPLES

Council must have regard to the following principles in its Procurement and Disposal of Land and Assets:

- *Encouragement of open and effective competition*
- *Obtaining Value for Money*

Value for Money is not restricted to price alone, assessment must include consideration of (where applicable):

- the contribution to Council's long term financial plan and strategic management plans;
- any relevant direct and indirect benefits to Council, both tangible and intangible;

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- efficiency and effectiveness of the proposed activity;
  - the performance history, and quality, scope of services and support of each prospective supplier;
  - fitness for purpose of the proposed goods or service;
  - whole of life costs;
  - the costs of various disposal methods;
  - internal administration costs;
  - technical compliance & knowledge issues;
  - risk exposure; and
  - the value of any associated environmental benefits.
- *Probity, Ethical Behaviour and Fair Dealing*
  - *Accountability, Transparency and Reporting*
  - *Ensuring compliance with all relevant legislation*
  - *Encouragement of the development of competitive local business and industry*

Where other evaluation criteria are comparable, Council will also give consideration/weighting to the following:

    - the creation of local employment opportunities;
    - increased availability of local servicing support;
    - increased convenience with communications with the supplier for contract management;
    - economic growth within the local area;
    - benefit to Council of associated local commercial transaction; and/or
    - the short and long term impact of the procurement on local business.
  - *Environmental protection*

Council will seek to:

    - adopt purchasing practices which conserve natural resources;
    - align the Council's procurement activities with principles of ecological / environmental sustainability and the Natural Step Framework;
    - purchase recycled and environmentally preferred products where fit for purposes and it is possible and reasonable to do so;
    - integrate relevant principles of waste minimisation and energy;
    - foster the development of fit for purpose products and services which have a low environmental impact;
    - provide leadership to business, industry and the community in promoting the use of environmentally sensitive goods and services.

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- *Compliance with adopted Work, Health & Safety policies, procedures and practices.*
- *Procurement and Disposals are undertaken within the parameters of and authority granted by Council's endorsed Budget and/or a specific resolution of Council.*

## 5. PROCUREMENT METHODS

Generally, open and fair competition is best achieved by undertaking a tender process so that all interested parties have an opportunity to bid. However, there may be procurements in which a tender process will not necessarily deliver the most advantageous outcome for the Council – in such instances, other market approaches may be more appropriate.

The Council may, having regard to its Procurement Principles and any other factors considered relevant by the Council, in its absolute discretion determine to utilise one or more of the following procurement methods:

- Direct Purchasing

This is where Council purchases from a single source, without first obtaining competing bids.

This method may be suitable for low value, low risk goods and services, and where the supplier already has a successful service history with the Council.

Where Direct Purchasing is utilised as a procurement method for items obtained with relative frequency and volume, a supplier is to be requested to submit to Council and keep current a list of unit prices / rates for such items purchased under this purchasing method.

Direct Purchasing may be utilised by an Authorised Officer using petty cash (up to \$150) or credit card (in addition to Council's formal online requisitioning system) up to the value of \$2,000.

Direct Purchasing may also be utilised for routine purchases of any value from any single or group of suppliers under a supply contract with a fixed pricing regime established under a Tender, Panel Contract or Strategic Alliance arrangement in accordance with this Clause 5.

- Quotations

This is where Council obtains quotations from prospective suppliers.

Generally, a minimum of two written quotations should be sought. If a written quote cannot be obtained, the Council must keep detailed written records of the oral quote obtained, including details of the commercial terms of the quote.

This method may be suitable for an Authorised Officer to purchase low value, low risk goods and services with an estimated value not exceeding \$5,000

- Request for Quotations (RFQ)

This is where Council obtains written quotations from prospective suppliers.

Generally, a minimum of three written quotations are sought.

This method may be suitable for simple, largely price-based purchases with an estimated value not exceeding \$50,000.

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- **Requests for Expressions of Interest (REOI)**

This is where Council issues an open invitation for a proposed good(s) and/or service(s) of any value.

This method may be used by an Authorised Officer where there is potentially a large market for the proposed goods and/or service, and the Council would like to be able to prepare a short list of suppliers to invite to participate in a tender or request for quotation process.

- **Request for Tenders (RFT)**

This is where the Council issues a formal tender for the supply of goods and/or service where the estimated value is in excess of \$50,000.

Council may issue a "Select" Request for Tender where it has already issued a REOI, or where it has documented reasonable grounds for only dealing with a select group of potential suppliers.

Otherwise, Council may issue an "Open" Request for Tender.

Prior to any procurement decision arising from a Request for Tender process each Tender is to be assessed against a pre-determined and documented set of criteria. Assessment is to be undertaken individually by a panel comprising at least 3 Council Officers of which at least one is not to have been involved in the development of the Tender specification or to be involved in the management of the Tender Contract.

- **Panel Contracts**

This is where the Council establishes panel arrangements with a select group of suppliers – generally, this occurs once the Council has completed its appointment of such suppliers in accordance with this Policy, and can include either:

- a standing offer from a pool of suppliers for the provision of goods and services on agreed terms; or
- the prequalification of certain suppliers who may or may not be engaged on terms to be agreed.

Once a panel has been established, the Council may purchase the particular goods and/or service through such panel arrangements.

A panel contract must be first endorsed by Council including the extent of goods and services and any value limit or conditions applicable to any particular contract, purchase or group/category of purchase.

An Authorised Officer may utilise a panel contract for direct purchasing of goods and services of any value within approved budget and authorisation limits.

- **Strategic Alliances**

This is where the Council undertakes procurement through contract arrangements already established and administered by other organisations, including:

- LGA Procurement;
- a purchasing group of which the Council is (or becomes) a member;
- Procurement Australia;
- State Government contracts.

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A Strategic alliance must first be endorsed by Council including the extent of goods and services and any value limit or conditions applicable to any particular alliance, purchase or group/category of purchase.

An Authorised Officer may utilise a strategic alliance for direct purchasing goods and services of any value within approved budget and authorisation limits.

A panel contract or strategic alliance will not require endorsement by Council where the panel or alliance is administered by the Local Government Association or under an arrangement between the constituent councils of a s43 subsidiary with which Council is associated (ie South East Local Government Association or Provincial Cities Association).

## 6. PROCUREMENT STRUCTURE

The appropriate method of procurement will be determined by reference to a number of factors, including:

- *Value of the Purchase (all values exclusive of gst)*

| Value of Purchase (\$)        | Possible Method of Procurement             | Assessment/Purchasing Decision (sub)Delegation                                  |
|-------------------------------|--------------------------------------------|---------------------------------------------------------------------------------|
| <b>Not exceeding \$2,000</b>  | Direct Purchasing                          | Authorised Officer - up to \$ limit                                             |
| <b>Not exceeding \$5,000</b>  | At least 2 Informal Quotations             | Authorised Officer - up to \$ limit                                             |
| <b>Not exceeding \$50,000</b> | Request for Quotation (RFQ)                | Authorised Officer - up to \$ limit<br>CEO/Director - up to \$50,000            |
| <b>In excess of \$20,000</b>  | Request for Expression of Interest (REOI)  | N/A - refer quotation/tender limit                                              |
| <b>In excess of \$50,000</b>  | Request for Tender (RFT)                   | Director - up to \$50,000<br>CEO - up to \$100,000<br>Council - above \$100,000 |
| <b>Budget</b>                 | Direct Purchasing (Formal Supply Contract) | Authorised Officer - up to \$ limit<br>CEO/Director - up to Budget              |
|                               | Panel Contracts                            | Authorised Officer - up to \$ limit<br>CEO/ Director - up to Budget             |
|                               | Strategic Alliances                        | Authorised Officer - up to \$ limit<br>CEO/ Director - up to Budget             |

The value of the purchase will be calculated as follows:

- *single one-off purchase* – the total amount, or estimated amount, of the purchase (excluding GST);
- *multiple purchases* – the gross value, or the estimated gross value, of the purchases (excluding GST); or

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- *ongoing purchases over a period of time* – the annual gross value, or the estimated annual gross value, of the purchases (excluding GST).
- *purchase including a trade-in/changeover* – the gross changeover value being the gross value of the item being purchased minus the value of the traded-in/changed-over

*Noting always that all procurements and disposals are undertaken to give effect to and implement Council's plans and objectives within the parameters of Council's endorsed Budget and/or a specific resolution of Council.*

- *cost of an open market approach versus the value of the acquisition and the potential benefits;*
- *the particular circumstances of the procurement activity;*
- *the objectives of the procurement;*
- *the size of the market and the number of competent suppliers;*
- *the Council's leverage in the marketplace;*
- *time constraints;*
- *a holistic assessment of the risks associated with the relevant activity and /or project, including the risk profile of the procurement and any risks associated with the preferred procurement method.*

For the purpose of this clause 6, any variation in determining the procurement method in accordance with the values prescribed in the above table must be endorsed by the Chief Executive Officer and be accompanied by detailed written reasons of the relevant factors.

## 7. CONSIDERATIONS PRIOR TO DISPOSAL OF LAND AND ASSETS

Any decision to dispose of Land and Assets will be made after considering (where applicable):

- *the usefulness of the Land or Asset;*
- *the current market value of the Land or Asset;*
- *the annual cost of maintenance;*
- *any alternative future use of the Land or Asset;*
- *any duplication of the Land or Asset or the service provided by the Land or Asset;*
- *any impact the disposal of the Land or Asset may have on the community;*
- *any cultural or historical significance of the Land or Asset;*
- *the positive and negative impacts the disposal of the Land or Asset may have on the operations of the Council;*
- *the long term plans and strategic direction of the Council;*
- *the remaining useful life, particularly of an Asset;*
- *a benefit and risk analysis of the proposed disposal;*
- *the results of any community consultation process;*

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- *any restrictions on the proposed disposal;*
- *the content of any community land management plan; and*
- *any other relevant policies of the Council.*

Consideration given to these matters will be recorded in Council's corporate records management system and in the case of a decision to dispose of Land, will be presented in a report at a meeting of Council prior to the disposal decision being made.

## 8. DISPOSAL METHODS

### Land disposal

The Council may resolve to dispose of Land.

Where the Land forms or formed a road or part of a road, the Council must ensure that the Land is closed under the Roads Opening and Closing Act 1991 (SA) prior to its disposal.

Where Land is classified as community land, the Council must:

- undertake public consultation in accordance with the Act and the Council's public consultation policy; and
- ensure that the process for the revocation of the classification of Land as community land has been concluded prior to its disposal; and
- comply with all other requirements under the Act in respect of the disposal of community land.

Where the Council proposes to dispose of Land through the grant of a leasehold interest, the Council must have complied with its obligations under the Act, including its public consultation obligations under Section 202 of the Act.

The Council will, where appropriate, dispose of Land through one of the following methods:

- *open market sale* - advertisement for disposal of the Land through the local paper and where appropriate, a paper circulating in the State, or by procuring the services of a licensed real estate agent and/or auctioneer (following compliance with this Policy);
- *expressions of interest* - seeking expressions of interest for the Land;
- *select tender* - seeking tenders from a selected group of persons or companies;
- *open tender* - openly seeking bids through tenders, including public auction;
- *by negotiation* – with owners of land adjoining the Land or others with a pre-existing interest in the Land, or where the Land is to be used by a purchaser whose purpose for the Land is consistent with the Council's strategic objectives for the Land.

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Selection of a suitable disposal method will include consideration of (where appropriate):

- the number of known potential purchasers of the Land;
- the original intention for the use of the Land;
- the current and possible preferred future use of the Land;
- the opportunity to promote local economic growth and development;
- delegation limits, taking into consideration accountability, responsibility, operation efficiency and urgency of the disposal;
- the total estimated value of the disposal; and
- compliance with statutory and other obligations.

The Council will not dispose of Land to any Council Member or employee of the Council who has been involved in any process related to a decision to dispose of the Land and/or the establishment of a reserve price.

If Land is to be auctioned or placed on the open market or disposed of by an expression of interest, then (unless the Council resolves otherwise) one independent valuation must be obtained to establish the reserve price for the Land. The independent valuation must be made no more than 6 months prior to the proposed disposal.

If Land is to be disposed of via a select tender or direct sale, then (unless the Council resolves otherwise) a minimum of two independent valuations must be obtained to ensure that an appropriate market value is obtained. The independent valuation must be made no more than 6 months prior to the proposed disposal.

The Council will seek to dispose of Land at or above current market valuation by whichever method is likely to provide the Council with a maximum return, unless there are reasons for the Council to accept a lesser return which is consistent with the Council's overall strategic direction. These reasons must be documented in writing.

If the disposal is not to be on the open market, the disposal should be at or above the current market valuation (with due regard to all associated costs to achieve the transaction or such other amount as the Council resolves).

### **Assets disposal**

The sale of Assets will be the responsibility of the relevant Director who is responsible for those Assets.

The Council will, where appropriate, dispose of Assets through one of the following methods:

- *trade-in* – trading in equipment to suppliers
- expressions of interest – seeking expressions of interest from buyers;
- *select tender* – seeking tenders from a selected group of persons or companies;
- *open tender* – openly seeking bids through tenders;

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- *public auction* – advertisement for auction in a paper circulating in the area, or procuring the services of an auctioneer (following compliance with this Policy).

Selection of a suitable method will include consideration of (where appropriate):

- the public demand and interest in the Asset;
- the method most likely to return the highest revenue;
- the value of the Asset;
- the costs of the disposal method compared to the expected returns; and
- compliance with statutory and other obligations.

Consideration will be given to direct disposal to a community group(s) for Minor Plant and Equipment where it is considered such disposal provides a cost/service benefit to Council and reasonable opportunity has been provided for other community groups to participate in the disposal.

Elected Members and employees of the Council will not be permitted to purchase Assets unless the purchase is via an open tender process or a public auction, and the tender submitted or bid made is the highest.

Purchasers of Assets must be required to agree in writing that before purchasing any Asset that no warranty is given by the Council in respect of the suitability and condition of the Asset for the purchaser and that the Council will not be responsible for the Asset in any respect following the sale.

## 9. CONSULTATION

The Council must undertake public consultation in respect of its proposed disposals in accordance with the requirements of the Act and its public consultation policies at all times.

## 10. RECORDS

The Council must record reasons for utilising a specific procurement or disposal method in each activity and where it uses a procurement or disposal method other than a tendering process.

## 11. EXEMPTIONS FROM THIS POLICY

This Policy contains general guidelines to be followed by the Council in its procurement and disposal activities. There may be emergencies, or procurements or disposals in which a tender process will not necessarily deliver the best outcome for the Council, and other market approaches may be more appropriate.

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In certain extenuating circumstances, the Chief Executive Officer may waive application of this Policy and pursue a method which will bring the best outcome for the Council.

Such circumstances might include, but not be limited to:

- emergency situations threatening life and property; or
- where the supply market is known; or
- timing constraints

The Chief Executive Officer must record in writing reasons for waiving application of this Policy.

This clause is not intended to override or avoid any other restrictive/prohibitive policy, delegation or other statutory or documented provisions or requirements.

## 12. DELEGATIONS

This policy is to be administered with regard to and consistent with duly made delegations, subdelegations and financial authorisations of the Council and Chief Executive Officer.

## 13. PRUDENTIAL REQUIREMENTS

This policy is to be administered with regard to and consistent with Council's Prudential Management Policy, practices and procedures and s48 of the Local Government Act 1999.

## 14. RISK MANAGEMENT

This policy is to be administered with regard to and consistent with Council's Risk Management Framework Policy and risk management practices and procedures.

## 15. REVIEW OF POLICY

This Policy shall be reviewed at least once during each term of Council, and shall be reviewed and presented to Council following it's first 12 months of operation. Council may revise or review this Policy at any time (but not so as to affect any process that has already commenced).

## 16. FURTHER INFORMATION

This Policy will be published on the Council's website and will be available for inspection at the principal office of the Council.

A copy of this Policy will be provided to any person upon request following payment of a fee as prescribed in Council's Schedule of Fees and Charges.

|                                                                                                         |                                                                |              |                 |
|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|--------------|-----------------|
|  City of Mount Gambier | <b>P420 PROCUREMENT, &amp;<br/>DISPOSAL OF LAND AND ASSETS</b> | Version No:  | 2 <sup>69</sup> |
|                                                                                                         |                                                                | Issued:      | March 2016      |
|                                                                                                         |                                                                | Next Review: | November 2019   |

|                                            |                                                                                                                                                                                       |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| File Reference:                            | AF11/1740                                                                                                                                                                             |
| Applicable Legislation:                    | Local Government Act 1999 (s49)                                                                                                                                                       |
| Reference:<br>Strategic Plan – Beyond 2015 | Goal 5, Strategic Objective 5                                                                                                                                                         |
| Related Policies:                          | C375 Provision and Replacement of Council Vehicles<br>F225 Fraud and Corruption Prevention<br>I105 Internal Controls<br>R300 Risk Management Policy<br>R180 Records Management Policy |
| Related Procedures:                        |                                                                                                                                                                                       |
| Related Documents:                         | <a href="#">LGA Procurement Handbook</a><br>Procurement Contracting Document Templates (AF11/1901)<br>WHS Policies/Document Templates (AF13/175)                                      |

## 17. DOCUMENT DETAILS

|                           |                                                                                                            |
|---------------------------|------------------------------------------------------------------------------------------------------------|
| Responsibility:           | Manager - Governance & Property                                                                            |
| Version:                  | 2.0                                                                                                        |
| Last revised date:        | 15 <sup>th</sup> March, 2016                                                                               |
| Effective date:           | 15 <sup>th</sup> March, 2016                                                                               |
| Minute reference:         | 15 <sup>th</sup> March, 2016, Corporate and Community Services Item #                                      |
| Next review date:         | November, 2019                                                                                             |
| <u>Document History</u>   |                                                                                                            |
| First Adopted By Council: | 25 <sup>th</sup> November 2014                                                                             |
| Reviewed/Amended:         | 18/2/1999 Superseded Policy Q110, C250<br>20/7/2000 Superseded Policy Q115<br>15 <sup>th</sup> April, 2016 |

## **CORPORATE AND COMMUNITY SERVICES COMMITTEE REPORT NO. 22/2016**

**SUBJECT: POLICY F140 – FLAGS PROTOCOL**

**REF: AF11/1948**

*Goal: Governance*

*Strategy: Demonstrate innovative and responsive organisational governance.*

At its meeting held on the 18<sup>th</sup> August 2015 in relation to the flying of flags for special purposes and events, Council resolved as follows:

*b) Council review policy F140 to:*

- *identify by resolution adjustments to item 2.1.3 the schedule of special days for flying flags annually to include other national and international days of observance, such as 17 May, the International Day Against Homophobia and Transphobia (IDAHOT).*
- *identify eligibility criteria to process requests seeking observance of causes or special events on which to fly flags either occasionally or periodically.*

A review has now been undertaken on Council Policy [F140 Flags Protocol](#).

The flying of flags forms part of Council's governance purpose and flags are flown under the following main categories:

Permanent flags flown at designated locations

- (Australian) National Flag
- South Australian State Flag
- Council's Coat of Arms (Council Flag)
- Aboriginal Flag
- Torres Strait Islander Flag
- Memorial Flags flown on Anzac Day and Remembrance Day
- Other flags flown in accordance with instructions received from the State and/or Commonwealth, or to give effect to a specific resolution of Council.

The flying of flags by Council is undertaken in accordance with protocols for the appropriate use and the flying of the (Australian National) flag published by the Department of the Prime Minister and Cabinet, or by instruction received from the State and/or Commonwealth, or as otherwise determined by resolution of Council (in accordance with the abovementioned protocols).

Policy F140 contains an extract from the abovementioned protocols listing days of commemoration for the flying of the Australian National Flag and other identified flags. This list should be considered as a guide and is subject to alteration/addition in accordance with State/Commonwealth instructions.

Separate and additional to the abovementioned days of commemoration, Council may determine to fly any flag at any time (subject to the abovementioned protocols).

It is proposed, rather than include a schedule of special days within Council Policy F140 (that would require to be continuously updated), that flags be flown on special days in accordance with specific resolutions of Council, with a calendar of special days to be maintained by the Executive Support Team.

The suggested current calendar of special days may comprise:

- 13<sup>th</sup> February - Anniversary of the formal apology to members of the stolen generations by the Australian Parliament (Torres Strait Islander and Aboriginal flags only).
- The Eureka Flag has been flown annually for many years based upon an annual request from the Eureka Group and Council resolving in favour of flying this flag.

Corporate and Community Services Report No. 22/2016 cont'd...

- The Rainbow Flag has been flown previously as resolved by Council recognising the International Day Against Homophobia and Transphobia (IDAHOT) on 17<sup>th</sup> May and the Feast Festival (Adelaide) during November.

The following guidelines are recommended to assist Council with determining any special days on which flags are to be flown.

That a recommendation be presented to Council:

- specifying the flag that is proposed to be flown.
- specifying the day(s)/date(s) that the flag is proposed to be flown, including whether it is to be flown as a 'one off' or with some frequency (e.g. annually).
- that is sufficiently in advance of the proposed days/dates to enable the relevant flag to be purchased/delivered (if/as necessary).
- that considers whether the relevant body (i.e. whose flag is being flown) has supported the flying of their flag by Council in the proposed circumstances.

Policy F140 has been updated and simplified to address the abovementioned issues and is attached for Members information and consideration (**Attachment 1**).

RECOMMENDATION

- (a) Corporate and Community Services Report No. 22/2016 be received;
- (b) Council hereby adopts updated Council Policy:

F140 – Flags Protocol

- (c) Council makes the necessary amendments to Council's Policy Manual Index.
- (d) that requests to fly flags on special days be presented to Council in accordance with the guidelines contained in Corporate and Community Services Report No. 22/2016 and that a calendar of special days be maintained as resolved by Council.
- (e) the calendar of special days at this time to include (and be added to as resolved by Council)
  - 13<sup>th</sup> February - Anniversary of the apology to the stolen generations
  - 17<sup>th</sup> May - International Day Against Homophobia and Transphobia (IDAHOT) and Feast Festival in November
  - 29<sup>th</sup> November - 3<sup>rd</sup> December - Anniversary of the Eureka Stockade



**Michael McCARTHY**  
MANAGER GOVERNANCE & PROPERTY

Sighted:



**Mark McSHANE**  
CHIEF EXECUTIVE OFFICER

|                                                                                                            |                           |              |             |
|------------------------------------------------------------------------------------------------------------|---------------------------|--------------|-------------|
|  City of<br>Mount Gambier | <b>F140 FLAG PROTOCOL</b> | Version No:  | 6           |
|                                                                                                            |                           | Issued:      | April, 2016 |
|                                                                                                            |                           | Next Review: | April, 2017 |

## 1. INTRODUCTION

The City of Mount Gambier is responsible for the flying of flags in various public locations in the City.

This role responds to governance responsibilities with respect to recognised National flags, the State Flag of South Australia and the official flag of Council, (Mount Gambier).

## 2. POLICY OBJECTIVES

This policy identifies the basis upon which flags are flown in public locations in the City including in response to its governance responsibilities.

## 3. GOVERNANCE PURPOSES

Flags flown in response to Council's governance responsibilities will be flown in accordance with relevant State and Commonwealth legislation and protocol guidelines in force from time to time.

3.1. Flags may be flown for a governance purpose if they are:

- 3.1.1. the recognised National Flag (pursuant to the Commonwealth Flags Act 1953, including subsequent Proclamations),
- 3.1.2. the South Australian State Flag (State Proclamation 1904),
- 3.1.3. flown in accordance with instructions that may be received from time to time from the State and/or Commonwealth, including for the flying of flags at half mast, or
- 3.1.4. Council's Coat of Arms, or
- 3.1.5. flags approved for this purpose by specific resolution of Council that in the opinion of Council should be displayed on certain occasions.

By way of example Appendix 1 contains a list of days of commemoration for the flying of the Australian National Flag and, where appropriate, other flags.

These days are necessarily separated from these policy provisions as they may be changed from time to time in accordance with the provisions at 3.1.1-3.1.3.

## 4. DESIGNATED LOCATIONS FOR FLYING FLAGS

### 4.1. Permanent Locations

Council has responsibility for the permanent flying of flags at the following locations:

#### Civic Centre, standard arrangement

- Pole 1 (northern pole) - Australian National Flag
- Pole 2 (central pole) - South Australian Flag
- Pole 3 (southern pole) - Mount Gambier Flag

#### Cave Garden, standard arrangement

- Two poles fronting Watson Terrace
- Pole 1 (northern pole) - Aboriginal Flag
- Pole 2 (southern pole) - Torres Strait Islander Flag

|                                                                                                            |                           |              |             |
|------------------------------------------------------------------------------------------------------------|---------------------------|--------------|-------------|
|  City of<br>Mount Gambier | <b>F140 FLAG PROTOCOL</b> | Version No:  | 6           |
|                                                                                                            |                           | Issued:      | April, 2016 |
|                                                                                                            |                           | Next Review: | April, 2017 |

"The Lady Nelson", standard arrangement

Pole 1 (western pole) - Australian National Flag

Pole 2 (central pole) – South Australian Flag

Pole 3 (eastern pole) - Mount Gambier Flag

Federation Arch at Vansittart Park

Australian National Flag flown permanently

Council Depot

Australian National Flag (work days only).

4.2. Memorial Purposes

Flags are flown on Anzac Day and Remembrance Day in accordance with the protocol for these special days at the following locations:

Vansittart Park War Memorial

Boer War Memorial

4.3. Other Purposes/Locations

Council provides locations for the flying of flags, including those flown in accordance with clauses 3.1.3 and 3.1.5, as follows:

Cave Garden Courtyard

3 x poles used only for special occasions

Old Town Hall Fountain fronting Commercial Street East

1x pole for use by the Mount Gambier and District RSL.

**5. COUNCIL CHAMBER STATIC FLAG DISPLAY**

Council displays the following flags within the Council Chamber:

Australian National Flag

British Flag (Union Jack)

South Australian Flag

Aboriginal Flag

Torres Strait Islander Flag

Mount Gambier Flag.

**6. REVIEW & EVALUATION**

This Policy is scheduled for review by Council in March 2019, however, will be reviewed as required by any legislative changes which may occur.

**7. AVAILABILITY OF POLICY**

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

|                                                                                                         |                           |              |             |
|---------------------------------------------------------------------------------------------------------|---------------------------|--------------|-------------|
|  City of Mount Gambier | <b>F140 FLAG PROTOCOL</b> | Version No:  | 6           |
|                                                                                                         |                           | Issued:      | April, 2016 |
|                                                                                                         |                           | Next Review: | April, 2017 |

|                                            |                                                                                                                                                   |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| File Reference:                            | AF11/1738                                                                                                                                         |
| Applicable Legislation:                    | <a href="#">Proclamation 1904</a> (State)<br><a href="#">Flags Act 1953</a> (Cwlth)                                                               |
| Reference:<br>Strategic Plan – Beyond 2015 | Goal 5, Strategic Objective 5                                                                                                                     |
| Related Policies:                          | <a href="#">F130 – Flag – Mount Gambier</a>                                                                                                       |
| Related Procedures:                        | Flag Flying Procedures                                                                                                                            |
| Related Documents:                         | <a href="#">Australian Flags – Protocols for appropriate use and the flying of the flag</a> (extract)<br><a href="#">It's an Honour</a> (website) |

## DOCUMENT DETAILS

|                                                                           |                                                                                                                                                                                              |
|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Responsibility:                                                           | TEAM LEADER – EXECUTIVE SUPPORT                                                                                                                                                              |
| Version:                                                                  | 2.0                                                                                                                                                                                          |
| Last revised date:                                                        | 15 <sup>th</sup> March, 2016                                                                                                                                                                 |
| Effective date:                                                           | 15 <sup>th</sup> March, 2016                                                                                                                                                                 |
| Minute reference:                                                         | 15 <sup>th</sup> March, 2016 Corporate & Community Services, Item #                                                                                                                          |
| Next review date:                                                         | March, 2019                                                                                                                                                                                  |
| <u>Document History</u><br>First Adopted By Council:<br>Reviewed/Amended: | 18 <sup>th</sup> February 1999<br>20 <sup>th</sup> August 2002, 15 <sup>th</sup> April 2003, 19 <sup>th</sup> September 2006, 18 <sup>th</sup> December 2008<br>15 <sup>th</sup> March 2016. |

|                                                                                                            |                           |              |             |
|------------------------------------------------------------------------------------------------------------|---------------------------|--------------|-------------|
|  City of<br>Mount Gambier | <b>F140 FLAG PROTOCOL</b> | Version No:  | 6           |
|                                                                                                            |                           | Issued:      | April, 2016 |
|                                                                                                            |                           | Next Review: | April, 2017 |

## APPENDIX 1

Days of commemoration for the flying of the Australian National Flag and, where appropriate, other flags:

**1 January** – Anniversary of the establishment of the Commonwealth of Australia

**26 January** – Australia Day

**March, second Monday** – Commonwealth Day

**21 March** – Harmony Day – Harmony Day began in 1999 and celebrates Australia's success as a diverse society united as one family by a common set of values.

**25 April** – Anzac Day

**9 May** – Anniversary of the inauguration of Canberra as the seat of government (Australian Capital Territory only)

**27 May to 3 June** – National Reconciliation Week – In recognition of 27 May as the anniversary of the 1967 Referendum which successfully removed from the Constitution clauses that discriminated against indigenous Australians and 3 June as the anniversary of the High Court decision in the Eddie Mabo land rights case of 1992.

The Australian Aboriginal Flag and the Torres Strait Islander Flag should be flown on additional flagpoles, where available, next to or near the Australian National Flag on Australian Government buildings and establishments.

If there is only one flagpole available, the Australian Aboriginal Flag and the Torres Strait Islander Flag should not replace the Australian National Flag. If there are two flagpoles available, it is at the discretion of the authority concerned to determine which flag should be flown with the Australian National Flag.

**June, second Monday** – Celebrated as the Queen's birthday, except in Western Australia, where it is observed in October.

**July, nominated week** – NAIDOC Week (originally an acronym for National Aboriginal and Islanders' Day Observance Committee, the acronym has since become the name of the week) – NAIDOC Week is held every year to celebrate and promote a greater understanding of Aboriginal and Torres Strait Islander peoples and culture.

The Australian Aboriginal Flag and the Torres Strait Islander Flag should be flown on additional flagpoles, where available, next to or near the Australian National Flag on Australian Government buildings and establishments.

If there is only one flagpole available, the Australian Aboriginal Flag and the Torres Strait Islander Flag should not replace the Australian National Flag. If there are two flagpoles available, it is at the discretion of the authority concerned to determine which flag should be flown with the Australian National Flag.

**3 September**

– Australian National Flag Day - anniversary of our Flag, first flown in 1901.

**17 September** – Citizenship Day – Citizenship Day was introduced in 2001 and is an opportunity for all Australians to take pride in our citizenship and reflect on the meaning and importance of being Australian.

**24 October** – United Nations Day – The United Nations Flag, if available, should be flown all day. If only one flagpole is available, the United Nations Flag should be flown, even if that flagpole is ordinarily reserved for the Australian National Flag. If two flagpoles are available, the United Nations Flag should be flown in the pre-eminent position.

**11 November** – Remembrance Day

Excerpt from the booklet ['Australian flags – Part 2: The protocols for the appropriate use and the flying of the flag'](#) published on behalf of the Department of the Prime Minister and Cabinet