

CORPORATE AND COMMUNITY SERVICES COMMITTEE

Minutes of Meeting held in the Reception Area, Level 4, Civic Centre, 10 Watson Terrace,
Mount Gambier on Monday 8th August, 2016 at 5.30 p.m.

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

APOLOGY: Cr Meziniec moved that the apology from Cr Perryman be received.

Mayor Lee seconded

Carried

COUNCIL OFFICERS: Chief Executive Officer, Mark McShane
Finance Manager, Gary Button
Manager Community Services and Development, Barbara Cernovskis
Manager Governance and Property, Michael McCarthy
Administration Officer – Executive Support, Fiona McGregor

COUNCIL MEMBERS
AS OBSERVERS: Cr F Morello

COUNCIL MEMBERS
AS OBSERVERS
APOLOGY: 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: Cr Lynagh moved that the minutes of the previous meeting held 14th June, 2016 be taken as read and confirmed.

Cr Lovett seconded

Carried

QUESTIONS:

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

1. FINANCIAL STATEMENT – as at 31st July, 2016

Cr Meziniec moved it be recommended the financial statement as at 31st July, 2016 be received.

Cr Lovett seconded

Carried

2. ORGANISATIONS AND ASSOCIATIONS - Local Government Association - Annual General Meeting - Ref. AF11/933

Cr Meziniec moved it be recommended:

- (a) the Mayor be appointed as the delegate to represent Council at the 2016 LGA Conference and Annual General Meeting of the Local Government Association of South Australia to be held in Adelaide on Thursday 20th October, 2016 and Friday 21st October, 2016. The Chief Executive Officer and the Mayor will be registered to attend;**
- (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) other Councillors may wish to attend the LGA AGM and should express their interest to Lynne Dowling, Team Leader Executive Support by Wednesday 31st August, 2016.**

Cr Persello seconded

Carried

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

Mayor Lee moved it be recommended:

- (a) the Mayor or his delegate (Deputy Mayor Cr Penny Richardson) be appointed as the delegate to represent Council at the 2016 Annual General Meeting of the Local Government Finance Authority to be held in Adelaide on Friday, 21st October 2016;**
- (b) the Local Government Finance Authority be advised Council does not wish to:**
 - (i) make a nomination for a Board Member;**
 - (ii) submit any Notice of Motion to the above meeting.**

Cr Persello seconded

Carried

4. GOVERNANCE – Committees – Lifelong Learning Sub-Committee – Minutes of Meeting held 15th July, 2016 – Ref. AF15/501

Cr Meziniec moved it be recommended:

- (a) the Minutes of the Lifelong Learning Sub-Committee Meeting held on 15th July, 2016 be received;**
- (b) the following recommendations of the Lifelong Learning Sub-Committee be adopted by Council:**

1. **KEY FOCUS AREA** – Wellbeing and Resilience

- (a) The progress report on the Regional Wellbeing and Resilience Collaboration provided by the Manager Community Services and Development be received.

2. **KEY FOCUS AREA** – Wellbeing and Resilience

- (a) The progress report on a Wellbeing Workforce/Positive Organisation project provided by the Manager Community Services and Development report be received.

3. **KEY FOCUS AREA** – South East Strategy and Action Plan 2015 – 2018

- (a) Adam Box be invited to present to Council and the Lifelong Learning Sub-Committee on the STEM South East Strategy and Action Plan 2015 - 2018.

Cr Persello seconded

Carried

5. **GOVERNANCE** – Committees – Audit Committee – Minutes of Meeting held 2nd August, 2016 – Ref. AF11/863

Cr Meziniec moved it be recommended:

- (a) the minutes of the City of Mount Gambier Audit Committee meeting held on 2nd August, 2016 be received;
- (b) the following recommendations of the Audit Committee meeting held on Tuesday, 2nd August, 2016 be adopted by Council:

1. **REPORTS FOR INFORMATION**

- (a) it be recommended that the report be received.

2. **AUDIT WORK PROGRAM 2014 - 2018** - Ref. AF11/863

- (a) it be recommended the report be received.

3. **EXTERNAL AUDITOR** - Ref. AF12/227

- (a) it be recommended the report be received;
- (b) the Senior Management Team report on the review of Council's Risk Register including the ongoing review approach, treating the document as a living and evolving document, be endorsed by the Audit Committee.

4. **EXTERNAL AUDITOR** - Financial Controls Review - Ref. AF11/714

- (a) it be recommended the report be received.

5. **CORPORATE & COMMUNITY SERVICES REPORT NO. 54/2016** - External Audit Services - Ref. AF16/207
 - (a) it be recommended Corporate and Community Services report No 54/2016 be received;
 - (b) Council accept the tender proposal from Galpins, for appointment as External Auditor to the City of Mount Gambier for the 2016/2017, up to and including the 2020/2021 financial years.
6. **FINANCIAL INTERNAL CONTROLS** - Internal Audit Program - Ref. AF16/164
 - (a) it be recommended the report be received;
 - (b) Financial Internal Controls Report No. 3/2016 be endorsed by Council.
7. **AUDIT COMMITTEE SELF ASSESSMENT OF PERFORMANCE** - AF11/863
 - (a) it be recommended the report be received;
 - (b) the Audit Committee record that it is satisfied that its performance is meeting Council and other relevant Authority's standards and expectations
8. **AUDIT COMMITTEE TERMS OF REFERENCE** - Ref. AF11/863
 - (a) it be recommended the report be received;
 - (b) the Audit Committee Terms of Reference (as reviewed) be endorsed by Council.
9. **AUDIT COMMITTEE WORK PROGRAM 2014-2018** - Ref. AF11/863
 - (a) it be recommended the report be received;
 - (b) the revised Work Program 2014-2018 (Version 9) be adopted.
10. **CORPORATE AND COMMUNITY SERVICES REPORT NO. 55/2016** - Audit Committee Annual Report to Council - AF11/863
 - (a) it be recommended that Corporate and Community Services Report No. 55/2016 be received;
 - (b) that the Audit Committee adopt the 2015/2016 City of Mount Gambier Audit Committee Annual Report, as presented in Corporate and Community Services Report No. 55/2016.
11. **GOVERNANCE** - Audit Committee - Resignation, Mr Donald Currie – Ref. AF11/863
 - (a) it be recommended the report be received;

- (b) **Mr Currie's resignation be received with regret and he be formally thanked via letter for his services to the Audit Committee over the past five (5) years.**

Cr Lynagh seconded

Carried

6. PROPERTY MANAGEMENT - Railway Lands Activation Team update – Ref. AF15/398

Mr Peter Smith of Place Governance Partners conducted a series of workshops with Council in August 2015 to provide guidance and deepen the Council's level of knowledge and appreciation of place making principles as an effective strategy for place/space activation.

In response to these workshops Council identified the Railway Lands as the pilot site to test the application of place making principles within our community and appointed the Railway Lands Activation Team; a cross-divisional, multidisciplinary team of staff given the mandate to work with a range of stakeholders to initiate a program of activities to explore, test and trial how the Railway Lands site could be used and encourage community ownership of the Railway Lands as a dynamic and intergenerational public space.

For the above to work effectively Council endorsed the following principles to enable the Railway Lands Activation Team to be nimble with administrative processes for activating the site:

- Allow for activation of the Railway Lands site
- Encourage innovation and social entrepreneurial partnerships
- Allow for quick implementation and small scale activation to test concepts for larger scale implementation
- Allow for broader stakeholder engagement in suggesting projects, partnering in project implementation and experiencing the effects of projects
- Create an image of Council as government enabling citizens to test and inform Council policies

The Chief Executive Officer was also authorised to negotiate with and approve:

- a. adjoining landowners to integrate with the site, on a non permanent basis, informal commercial activities that are low impact and associated with their core business, and
- b. short term occupants with start up initiatives to be trialled at the Railway Building to test and determine the long term use of the site.

Community and Stakeholder engagement

The activation team identified and grouped a broad section of the community and adopted a staged approach to community engagement to seek co-contributors to activate the site. The initial response was incredibly positive for the future of the site and a trend of interest in the space emerged:

- Commercial/Community integration
- Health & Fitness
- Arts/Cultural/Music activities

- Food & wine beverage
- Passive play activities

This trend was confirmed by the community at the opening of the Railway Lands on the 15th November 2015 where the opportunity to seek further community feedback on their expectations/aspirations for the site was undertaken. The feedback remained extremely positive and strengthened Council's understanding of community expectations for the site.

Key Outcomes

Creation of an activation team to test the place making principles at the Railway Lands has been a successful model that has opened a new and positive dialogue with our community. This model has achieved a number of meaningful outcomes:

- It has demonstrated the value of putting our community at the beginning of any conversation be it planning/designing infrastructure, developing a concept or delivering an event
- It has confirmed the strength of a grassroots approach to engaging with our community that has delivered results
- It has inspired a community to take risks and to work collaboratively with Council to achieve mutual outcomes
- It has built community capacity in community led event delivery, for example fundraising activities led by the Royal Flying Doctor Service, Leukaemia Foundation and local service clubs
- Passive activation of the site is contributing to the health and wellbeing of our community
- Cultural activation is building community pride in the site
- Economic benefit has extended beyond direct commercial integration with the site
- The team has maintained an [online 'hub'](#) that provides information about delivering events at the site, application forms, feedback boards and online Q & A
- Internally the activation team model has re-engaged employees and presents as an effective cultural change/professional development program for staff

The activation team initiated the following activation programs to encourage activities on the site:

- Events
- Pop up food & Beverage @the Rail
- Fitness @ the Rail
- First Stop @ the Rail – Cultural Development
- Summer activity @ the Rail
- Winter activity @ the Rail

Below is a summarised calendar of events that have been, and are scheduled to be, hosted on the site.

Sep 15	Oct 15	Nov 15	Dec 15
Edible Cities	Seniors Month Walk Together	Launch Pop Up Restaurant	Carols by Candlelight

Corporate and Community Services Committee Minutes, Monday 8th August 2016 cont'd...

Jan 16	Feb 16	Mar 16	Apr 16
Australia Day Sprint Car Display Classic Car Display Pop Up Food & Wine Australia Day Breakfast Auto Fest Display	Fit Feb Health Plan Karaoke@TheRail Ford Mustang Photo shoot Barry Maney Ford SUV Drive Days City Band Teddy Bears Picnic	Louise Adams Community Concert – South East X South West <i>(Fundraiser for Leukaemia Foundation)</i> Harmony Day Ford Mustang Launch	RFDS 20 th Anniversary HPV Pedal Prix Scrutineering LimeFM Family Day
May 16	Jun 16	Jul 16	Aug 16
STEMfun day	Winter @ the Rail Pt 1 Leaders Event	Winter @the Rail Pt 2	Connecting Community with Homelessness Winter @the Rail Pt 3
Sep 16	Oct 16	Nov 16	Dec 16
	AFL Grand Final @ the Rail Leukaemia Foundation Light the Night	Leukaemia Foundation Talent Showcase Craft Beer Festival/Christmas @ the Rail Christmas Countdown Markets/Deckchair Cinema	Christmas @ the Rail
Jan 17	Feb 17		
Koonara Wines Australia Day on the Green	Leukaemia Foundation Rockin' the Rail		

Stakeholder Evaluation

A number of evaluations (attachment 1) have been undertaken for events, health providers, stall holders, surrounding site owners, surrounding business owners, general community seeking evidence regarding commercial return, lifestyle and cultural influence of the railway lands. Stakeholders were asked to rate the site on a scale of 1-10 in the following areas:

Commercial or economic development perspective – 78% rated above 7

Cultural perspective – 79% rated above 7

Corporate and Community Services Committee Minutes, Monday 8th August 2016 cont'd...

Lifestyle perspective – 84 % rated above 7

In other comments access to toilets still remains a strong feature in the feedback that was received.

Event Evaluation	
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	<p>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:</p> <ul style="list-style-type: none">• Toilets• Power• Storage• Water• Lighting
Future Events	75% of the feedback received confirmed consideration would be given to hosting another event at the Railway Lands

Site Management/Integration

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.

The ongoing maintenance of the site and the equipment management will be the function of the Operations team.

Administrative processes that have been developed for the site will be absorbed into the daily activities of the Community Events and Operations team.

The commercial integration with a community space has highlighted a need to ensure that Council comply with the National Competition Policy when administering community space. A separate report has been prepared for Council's consideration.

Summary

The Railway Lands as the pilot site to test the application of place making principles within our community and appointment of the Railway Lands Activation Team has proven to be a

success. Whilst the test phase has now concluded, the site activation and the learning from the application of place making principles within our community will prove to be beneficial as Council progress to work collaboratively with the community to deliver in the areas of Economic Development, Cultural Development and Tourism identified in the Community Plan and encourage an extension of community ownership beyond the Railway Lands to build civic pride in Mount Gambier as a dynamic, innovative and inclusive place.

Cr Meziniec moved it be recommended:

- (a) The evaluation report on the Railway Lands Activation Team be received;

Cr Persello seconded

Carried

7. CORPORATE AND COMMUNITY SERVICES REPORT NO. 56/2016 - Inquiry into Local Government Rate Capping Policies - Ref. AF11/708

Mayor Lee moved it be recommended:

- (a) Corporate and Community Services Report No. 56/2016 be received;
- (b) Council provide the following response in the LGA template format:

<i>Recommendation 1: Local Councils retain full authority to set their own rates and that no rate cap be introduced.</i>
(Support)
<i>Recommendation 2: Local Councils continue to set rates after full consultation with their communities.</i>
(Support)
<i>Recommendation 3: Councils be subject to a thorough auditing process under the auspices of the Auditor-General, consistent with section 36 of the Public Finance and Audit Act 1987.</i>
(Not Support)
<i>Recommendation 4: Councils be required to publish, on an annual basis, these audits.</i>
(Not Support)
<i>Minority Report</i> <i>Recommendation: That a local government rate capping regime be introduced in South Australia to reduce cost pressures on households.</i>
(Not Support)

Cr Lovett seconded

Carried

8. **CORPORATE AND COMMUNITY SERVICES REPORT NO. 57/2016 - Strategic Plan / Achievement of Key Performance Indicators Quarterly Report, June 2016 - Ref. AF11/790**

Cr Meziniec moved it be recommended:

- (a) Corporate and Community Services Report No. 57/2016 and the June, 2016 Quarterly Summary KPI report be received and endorsed by Council.

Cr Lynagh seconded

Carried

9. **CORPORATE AND COMMUNITY SERVICES REPORT NO. 58/2016 - Economic Development - Tourism Plan Implementation - Ref. AF15/400, AF16/188**

Cr Meziniec moved it be recommended:

- (a) Corporate and Community Services Report No. 58/2016 be received;

(b) Council :

- 1) Endorses the *“Changing the Tourism Culture” – an industry plan to grow Mount Gambier’s Tourism Economy* tourism plan.
- 2) Endorses the joint partnership of Council and Tourism Mount Gambier to deliver the tourism plan.
- 3) Council’s 2016/2017 Tourism budget of \$160,000 (G L Code 6350.0815) is applied in partnership with Tourism Mount Gambier to achieve actions and outcomes as detailed in the Industry Plan. It is recommended that similar partnership funding be provided in the next 2 financial years.
- 4) Acknowledge that within the allocated budget engagement of a tourism specialist to deliver the tourism plan and the position to be engaged and supported by Council including the provision of in kind support for a three year period.
- 5) Request Tourism Mount Gambier establish Key Performance Indicators to provide quarterly reports to Council on tourism plan performance and financial reporting.
- 6) Provide Councillor representation on the Tourism Mount Gambier Board.

Cr Lynagh seconded

Carried

10. **CORPORATE AND COMMUNITY SERVICES REPORT NO. 59/2016 - Governance - Review of Confidentiality Orders - Ref. AF13/64**

Cr Meziniec moved it be recommended:

- (a) Corporate and Community Services Report No. 59/2016 be received;

- (b) The following Confidential Orders, having been reviewed by Council, continue in operation on the grounds provided within Attachment 1 to Report 59/2016.

- (i) Council 18/8/2015 – Railway Lands Development and Management Committee 7/8/2015 - Item 7 PROPERTY MANAGEMENT - Railway Lands - Expression of Interest - Management of Community Markets
- (ii) Council 18/8/2015 – Railway Lands Development and Management Committee 7/8/2015 - Item 8 - PROPERTY MANAGEMENT - Railway Lands - Expression of Interest - Occupation and Use of Old Railway Station Building

Cr Lovett seconded

Carried

11. CORPORATE AND COMMUNITY SERVICES REPORT NO. 60/2016 - Internal Review of Council Actions - Ref. AF11/1749

Cr Lovett moved it be recommended:

- (a) Corporate and Community Services Report No. 60/2016 be received;
- (b) The content of Corporate and Community Services Report No. 60/2016 be material that is to be included in Council's 2015/16 Annual Report.

Cr Persello seconded

Carried

12. CORPORATE AND COMMUNITY SERVICES REPORT NO. 61/2016 - Frew Park (Ambulance Station) Development - Ref. AF11/1426

Cr Meziniec moved it be recommended:

- (a) Corporate and Community Services Report No. 61/2016 be received.

Cr Persello seconded

Carried

MOTIONS WITH NOTICE - Nil

MOTIONS WITHOUT NOTICE - Nil

Meeting closed at 5.57 p.m.

FM