

CORPORATE AND COMMUNITY SERVICES COMMITTEE

Minutes of meeting held at the Reception Area, Level 4, Civic Centre, 10 Watson Terrace, Mount Gambier on Tuesday, 11th March, 2014 at 6.00 p.m.

PRESENT: Cr A Lee, Cr A T Smith and Cr H Persello

In opening of the meeting the Chief Executive Officer advised of the absence of the Presiding Member and Acting Presiding Member. The Chief Executive Officer called for nominations for the position of Acting Presiding Member for the meeting.

Cr Persello nominated Cr Lee. Cr Lee accepted the nomination. There being no other nominations, the Chief Executive Officer declared Cr Lee Acting Presiding Member of Corporate and Community Services Committee for the meeting.

APOLOGIES: Cr Smith moved that the apologies from Cr J A Maher and Cr P G Richardson be received.

Cr Persello seconded

Carried

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

COUNCIL MEMBERS

AS OBSERVERS: Cr I Von Stanke
Cr M White

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 Persello moved that the minutes of the previous meeting held 11th February, 2014 be taken as read and confirmed.

Cr Smith seconded

Carried

QUESTIONS:

(a) With Notice – Nil received

(b) Without Notice – Nil

1. FINANCIAL STATEMENT – as at 28th February, 2014

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance.

Cr Smith moved it be recommended the financial statement as at 28th February, 2014 be received.

Cr Persello seconded

Carried

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

Goal: Governance

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

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

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

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					plans including engagement with constituent Councils (independent of Council's resolution on this matter) <ul style="list-style-type: none"> • Councillor Workshop conducted 25th February, 2014 with SELGA President Richard Vickery & SELGA Executive Officer Ann Aldersey.
20/08/2013	Umpherston Sinkhole	<ul style="list-style-type: none"> • Expressions of Interest Process • Council Report 	Governance Officer	In Progress	Review of leasing options for this and other Council facilities
17/09/2013	China Relationship	Further investigations/members workshop	Chief Executive Officer	In Progress	<ul style="list-style-type: none"> • Initial workshop held • Regional workshop scheduled on 5th December • Members Informal workshop on 6th December • Further workshop scheduled for 19th February 2014.
17/09/2013	Smoke Free areas	Implementation of	Operational Services, Governance Officer, Manager Community Services and Development	In Progress	Event surveys underway and results to be presented in 2014
15/10/2013	Policy Review	Review process confirmed	Governance Officer	In Progress	Review continuing Report to Corporate and Community Services 11th February 2014
17/12/2013	Display of Aboriginal and Torres Strait Islander Flags in the Council Chamber	Engagement with stakeholders and establishing a process	Manager Community Services and Development	In Progress	Ongoing planning with Pangula Mannamurna, Burrandies Aboriginal Corporation and Elders Group. Date to be confirmed for May 2014 Ceremony .
28/1/2014	Men's Shed	Further Planning	Chief Executive Officer, Governance Officer	In Progress	Meeting with Men's Shed, Councillors and Staff scheduled for 10 th February, 2014 Report to Corporate and Community Services Sub-Committee 11 th March, 2014.
28/1/2014	Pedal Prix Event	Further Report	Manager Community Services and Development	Completed	Application withdrawn

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

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	Playgrounds	engage with the local community and schools regarding their ideas/ acceptance and contributions towards a natural playground			
17/09/2013	Regional Development Assessment Panels	Support the focus of the proposal and review the recommendations at a later date	Strategic Project Officer	Ongoing	Waiting for outcomes of investigation by SELGA
15/10/2013	Desktop Analysis of Strategic Plan	Relevant sections of Strategic Plan - Beyond 2013 and the Corporate Plan 2012 be provided to relevant Committees, Members and Staff (subject to reviewing the responsibility matrix)	Strategic Project Officer	In Progress	Review is progressing
19/11/2013	Disposal of surplus materials	Nominate all surplus/unwanted materials and arrange public auction	Director - Operational Services	Completed	Scheduled to occur on Sunday, 30 th March 2014 at 11:00am
17/12/2013	12 Canavan Road - fence and retaining walls	Prepare report on condition of the fence	Director - Operational Services	Completed	Refer to item on agenda
28/01/2014	Mount Gambier Cemetery Trust	Adopt Terms of Reference (with addition of Clause 17.1.2) and Memorandum of Understanding	Director - Operational Services	Completed	Documents signed and forwarded to the Mount Gambier Cemetery Trust for execution
28/01/2014	Installation of Bus Zone - Lady Nelson Carpark	Arrange installation of Bus Zone	Team Leader - General Inspector	Completed	Signage in place
28/01/2014	Rescission of Motorcycle Parking - Railway Terrace Carpark	Arrange for rescission of Motorcycle Parking	Team Leader - General Inspector	Completed	Signage removed and lines repainted
28/01/2014	Operational Services Policy Review	Receive feedback by 21/02/2014, to present further report in March 2014	Governance Officer	Completed	Refer to item on agenda
11/02/2014	Earth Hour 2014	Arrange for participation in Earth Hour	Environmental Sustainability Officer	In Progress	Arrangements in progress
11/02/2014	Installation of Loading Zone - Lady Nelson Carpark	Arrange installation of Loading Zone	Team Leader - General Inspector	In Progress	Signage has been ordered
11/02/2014	Installation of 1 Hour Parking Zone - Percy Street	Arrange installation of 1 Hour Parking Zone	Team Leader - General Inspector	In Progress	Signage has been ordered
11/02/2014	Grant of easement - Botanic Park	Consent be given to the granting of easements	Governance Officer	In Progress	Awaiting registration of easements
11/02/2014	Metro Bakery and Cafe - Liquor Licence application	Send letter to the applicant and Office of the Liquor and Gambling Commissioner	Planning Officer	Completed	Letter sent on 19/02/2014
11/02/2014	Lease - 24 Margaret Street	Send letter to Lessee to advise extension of time	Director - Operational Services	Completed	Letter sent on 20/02/2014
11/02/2014	Tender for Provision of Organic Waste Modelling and Advice	Advise successful and unsuccessful applicants	Environmental Sustainability Officer	Completed	Letters sent on 19/02/2014
11/02/2014	Tender for Supply and Delivery of Out	Advise successful and unsuccessful applicants	Director - Operational Services	Completed	Letters sent on 19/02/2014

	Front Deck Mower				
11/02/2014	Tender for Supply and Delivery of Tip Truck	Advise successful and unsuccessful applicants	Director - Operational Services	Completed	Letters sent on 19/02/2014
11/02/2014	Tender for Supply of Painting Services (Council Buildings and Structures)	Advise successful applicant	Director - Operational Services	Completed	Letter sent on 19/02/2014
11/02/2014	Tender for Supply of Maintenance Services (Council Buildings and Structures)	Advise successful and unsuccessful applicants	Director - Operational Services	Completed	Letters sent on 19/02/2014

Cr Persello seconded

Carried

3. **GOVERNANCE - Committees – City Development Framework Sub-Committee – Minutes of Meeting held on 27th February, 2014 - Ref. AF13/486**

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisations governance.

Cr Smith moved it be recommended:

- (a) the minutes of the City Development Framework Sub-Committee meeting held on 27th February, 2014 be received;
- (b) recommendations (numbered 1 to 4) of the City Development Framework Sub-Committee be adopted by Council.

1. **COMMUNITY ENGAGEMENT – Ref. AF13/125**

- (a) The report be received.
- (b) Mayor Perryman be nominated to attend the Lions dinner/meeting to present the City Development Framework project at the RSL on Tuesday 25th March, 2014.

2. **COMMUNITY ENGAGEMENT – WORKSHOPS – Ref. AF13/125**

- (a) The report be received.

3. **COMMUNITY ENGAGEMENT – DR SUE MUTTON – Ref. AF13/125**

- (a) The report be received.
- (b) Council continue to undertake further consultation with community groups as proposed and as suggested by Dr Sue Mutton during the month of July, 2014.

4. ANY OTHER BUSINESS

General discussion was undertaken as to undertaking further and wider consultation with the community including but not limited to:

- (a) Advertisements in the print media and other forms of media;**
- (b) The internet and other forms of social media;**
- (c) Bang the table**

This discussion to be further expanded at the next meeting of the City Development Framework Sub Committee.

Cr Persello seconded

Carried

4. GOVERNMENT – Local – Provincial Cities Association of South Australia – Minutes of Meeting held on Wednesday 12th February, 2014 – Ref. AF11/935

Goal: Governance

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

Cr Persello moved that the minutes of the Provincial Cities Association meeting held in Glenelg on Wednesday, 12th February, 2014 be received and contents noted.

Cr Smith seconded

Carried

5. ORGANISATIONS AND ASSOCIATIONS – Australian Local Government Association (ALGA) – National Assembly of Local Government – Ref. AF11/947

Goal: Financial Sustainability

Operational Activity: Engage with National, State, Regional and local forums and partnerships to provide solutions and options to improve Council's financial sustainability

Cr Smith moved it be recommended that Mayor Perryman (or Deputy Mayor if Mayor unable to attend) and Chief Executive Officer attend the 2014 National General Assembly of Local Government to be held in Canberra from 15th – 18th June 2014 with all costs of registration, travel, accommodation and meals etc. being met by Council.

Cr Persello seconded

Carried

6. CORPORATE AND COMMUNITY SERVICES REPORT NO. 16/2014 – Review of Valuation and Rating System – Ref: AF11/2290

Goal: Governance

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

Cr Smith moved it be recommended:

- (a) Corporate and Community Services Report No. 16/2014 be received;**
- (b) Rating assumptions and directions referred to in this Report be used to prepare Council's draft Annual Business Plan and draft Budget, for Council's future consideration.**

Cr Persello seconded

Carried

7. CORPORATE AND COMMUNITY SERVICES REPORT NO. 17/2014 – Policy Review – C305 Caretaker Policy & Member – Complaints Handling – Ref: AF11/1950

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance.

Cr Persello moved it be recommended:

- (a) Corporate and Community Services Report No. 17/2014 be received;**
- (b) Council hereby adopts minor alterations to Council Policy C305 Council and Committees - Caretaker Policy, as attached to Corporate and Community Services Report No. 17/2014;**
- (c) Council hereby adopts the new Council Policy ‘Member – Complaints Handling’, as attached to Corporate and Community Services Report No. 17/2014, to be numbered and incorporated into Council’s Policy Index.**

Cr Smith seconded

Carried

8. CORPORATE AND COMMUNITY SERVICES REPORT NO. 18/2014 – Delegation of Powers of Council – Ref: AF11/1020

Goal: Governance

Strategy: Demonstrate innovative and responsive organisational governance

Cr Smith moved it be recommended:

- (a) Corporate and Community Services Report No. 18/2014 be received;**
- (b) Hereby revokes its previous delegations to the Chief Executive Officer of those powers and functions under the:**
 - Community Titles Act 1996**
 - Expiation of Offences Act 1996**
 - Liquor Licensing Act 1997**
 - Heavy Vehicle National Law (South Australia) Act 2013**
 - Strata Titles Act 1988**
- (c) (i) In exercise of the power contained in Section 44 of the Local Government Act 1999 the powers and functions under the following Act and specified in the proposed Instruments of Delegation contained in Appendices 1, 5, 12, 29, 31 & 32 (attached and individually identified below) are hereby delegated this 18th of March 2014 to the person occupying the office of Chief Executive Officer subject to the conditions and or limitations specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation.**
 - Community Titles Act 1996 (Appendix 1)**
 - Expiation of Offences Act 1996 (Appendix 5)**
 - Liquor Licensing Act 1997 (Appendix 12)**
 - Strata Titles Act 1988 (Appendix 29)**
 - Heavy Vehicle National Law (South Australia) Act 2013 (Appendix 31)**

- **Burial and Cremation Act 2013 and Burial and Cremation Regulations 2014 (Appendix 32)**
- (ii) Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Sections 44 and 101 of the Local Government Act 1999 as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation.
- (iii) For the purposes of these delegations, all delegations to the Chief Executive Officer extend to any person appointed to act in the position of Chief Executive Officer.
- (iv) For the purposes of these delegations all delegations made by the Chief Executive Officer extends to any person who is appointed to act in the position of the sub-delegate.

Cr Persello seconded

Carried

9. **CORPORATE AND COMMUNITY SERVICES REPORT NO. 19/2014 – Mount Gambier Men’s Shed – Ref: AF11/1700**

- Goal:
- (i) *Building Communities*
 - (ii) *Community Well-Being*
- Strategy:
- (i) *Recognise and support our volunteers, community organisations and their sustainability as they continue to be the foundation of the community.*
 - (ii) *Increase the local awareness and understanding of the range of health issues and needs of the community.*

Cr Persello moved it be recommended:

- (a) Corporate and Community Services Report No. 19/2014 be received.
- (b) The Council Depot site (portion of existing shed and land at the corner of Commercial Street West and McDonnell Drive on Lot 71 in Deposited Plan 51622 contained in Certificate of Title Volume 5727 Folio 721) be endorsed as the location for development of a Men’s Shed.
- (c) A Project Group comprising 2 representatives of Councillors, Council Administration and the Mount Gambier Men’s Shed be convened to finalise the design, scope of works and responsibilities and leasing arrangements for a Men’s Shed at the location in resolution (b).
- (d) A capital budget of \$80,000 be incorporated into the 2014/15 Budget for the cost of pre-lease works to prepare the Men’s Shed site for occupation.
- (e) Pre-Handover works be undertaken by Council within its allocated budget specified at resolution (d) to comprise:
 - Site access from McDonnell Drive including inverts and sealed car park.
 - Secure internal fencing to separate Council Depot and Men’s Shed areas (including gates on Council’s key system to enable controlled access)
 - 1x roller door and 1x personal access door for Men’s Shed access to building.
 - Fixed internal wall to separate Men’s Shed from Council portion of building.
 - Water, Sewer and Electricity connections including tenancy meters to building to agreed specification.

- **Separation of (existing) internal lighting from Council portion of building.**
 - **Basic existing internal electrical layout plus installation of new meter board.**
 - **Activities and works associated in connection with achieving the above works.**
- (f) **Post-Handover works to be undertaken by the Men's Shed at their own cost and arrangement:**
- **Internal fit-out including any internal walls, ceilings, storage.**
 - **Internal wet area fit-out (i.e. toilets/kitchen), to relevant building standards (if/as required) including, but not limited to:**
 - i. **Internal walls/ceilings and any sound/dust/water proofing/treatments**
 - ii. **Plumbing and other services to service connections at building perimeter**
 - iii. **Cabinets, sinks, toilets, etc**
 - iv. **Exhaust fans, lighting etc**
 - v. **Disabled/ambulant facilities**
 - **Any additional Internal/external electrical layout including any external lighting**
 - **Any other service connections/layout (e.g. security, telephone, internet, gas)**
 - **Provision of detailed plans prior to commencing any internal works, and provision of as-built/as-constructed plans of any works once completed.**
 - **Lodgement of any required application and supporting documentation for planning and/or building rules consent for proposed works.**
 - **Engagement of qualified engineer/builder to confirm adequacy of any works and structural components of building prior to commencing any relevant works.**
- (g) **Interested Councillors to nominate as representatives (The Mayor, one Corporate and Community Services Committee Member and one Operational Services Committee Member) to work with Council Administration and Men's Shed representatives on the Project Group for the design, leasing and works.**
- (h) **The Chief Executive Officer and Mayor be authorised to negotiate the final terms and conditions and to execute any documentation necessary to give effect to a lease over portion of Lot 71 in Deposited Plan 51622 contained within Certificate of Title Volume 5727 Folio 721 to the Men's Shed for an initial term of 2 years with 1 (3 year) renewal.**

Cr Smith seconded

Carried

10. **CORPORATE AND COMMUNITY SERVICES REPORT NO. 20/2014 – Hands Off Aussie Post – Ref: AF11/234**

Goal: Building Communities

Strategy: 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.

Cr Smith moved it be recommended:

- (a) **Corporate and Community Services Report No. 20/2014 be received.**
- (b) **Council write to the Member for Barker, Mr Tony Pasin MP seeking information regarding the Federal Governments plans for Australia Post and seeking assurance that regional and rural postal services will not be reduced.**

Cr Persello seconded

Carried

11. CORPORATE AND COMMUNITY SERVICES REPORT NO. 21/2014 – Economic Development – Joint Ventures – Partnering Cities – Ref: AF13/306

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

Cr Persello moved it be recommended:

- (a) Report by the Chief Executive Officer on Economic Development – Joint Ventures – Partnering Cities be received;**
- (b) That the matter be progressed to the next stage that includes engaging with Mr Sean Keenihan to provide expertise and advice in developing a strategy. A budget to a maximum of \$5,000 be allocated from the 2013-2014 budget.**
- (c) Councillors and senior staff participate in the strategy development with Mr Sean Keenihan leading to a further report to Council.**

Cr Smith seconded

Carried

12. CORPORATE AND COMMUNITY SERVICES REPORT NO. 22/2014 – Major Events – 2014 Tour Of The Great South Coast – Ref: AF13/154

Goal: Securing Economic Prosperity
Strategic Objective: Support the development of our local economy, our unique local experiences and our capacity to grow visitation to our City

Cr Smith moved it be recommended:

- (a) Corporate and Community Services Report No. 22/2014 be received;**
- (b) Council approve the allocation of \$20,000 sponsorship for the 2014 Tour of the Great South Coast cycling event conditional upon the proponents obtaining all necessary approvals from relevant authorities;**
- (c) Funding be allocated to Major Events Sponsorship account number 6350.0805**

Cr Persello seconded

Carried

13. CORPORATE AND COMMUNITY SERVICES REPORT NO. 23/2014 – Family Fun Day – Ref: AF13/471

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

Goal: Diversity
*Strategic Objective: Understand our community profile
Consider the needs of all community groups in developing projects, services and infrastructure (public or privately owned)*

Goal: Community Well-being
Strategic Objective: Ensure through research and engagement that the current and future health (services and infrastructure) needs are identified

Cr Persello moved it be recommended:

- (a) Corporate and Community Services Report No. 23/2014 be received;**
- (b) Alternate format/s for the Family Fun Day be developed by the Lifelong Learning and Community Engagement & Social Inclusion Sub Committees;**
- (c) An alternate event be held by August 2014.**

Cr Smith seconded

Carried

MOTIONS WITH NOTICE: NIL

MOTIONS WITHOUT NOTICE: NIL

Meeting closed at 6.40 p.m.
TLG

CONFIRMED THIS DAY OF 2014.

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PRESIDING MEMBER