CORPORATE AND COMMUNITY SERVICES COMMITTEE

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

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

APOLOGY: Cr Smith moved that the apology from Cr Persello be received.

Cr Lee seconded — Carried

COUNCIL OFFICERS: Chief Executive Officer, Mark McShane
Director - Corporate Services, Grant Humphries
Governance Officer, Michael McCarthy
Finance Manager, Gary Button
Tracy Tzioutziouklaris, Strategic Project Officer
Administration Officer, Melissa Telford

COUNCIL MEMBERS AS OBSERVERS: Cr Von Stanke, Cr 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 Richardson moved that the minutes of the previous meeting held 8th July, 2014 be taken as read and confirmed.

Cr Smith seconded — Carried

QUESTIONS:

(a) With Notice - Nil received

(b) Without Notice - Nil submitted

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

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

Cr Smith moved it be recommended the financial statement as at 31st July, 2014 be received.

Cr Richardson 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 Richardson 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					
20/11/2012	**Establishment of City Development Framework**		**Chief Executive Officer**	**In Progress**	• **City Development Framework Sub-Committee established December 2013 to oversee project.** • **Professor John Martin engaged by Council** • **Draft Futures Paper being prepared, Professor John Martin in Mount Gambier 12 - 16th May, 2014.** • **May/June 2014 - consultation to commence to develop strategies.** • **Final Draft completed in July and desktop published for community consultation commencing 1st August - 29th August.**
20/08/2013	**Umpherston Sinkhole**	• **Expressions of Interest Process** • **Council Report**	**Governance Officer**	**In Progress**	**Negotiations continuing with potential operator.**
17/09/2013	**China Relationship**	**Further investigations/members workshop**	**Chief Executive Officer**	**In Progress**	• **Initial workshop held** • **Regional workshop scheduled on 5th December** • **Members Informal workshop on 6th December** • **Further workshop scheduled for 19th February 2014.** • **Council Report and resolution in March to proceed to further investigation.** • **Members Workshop with Sean Keenihan - 12th June, 2014**
17/09/2013	**Smoke Free areas**	**Implementation of**	**Operational Services, Governance Officer, Manager Community Services and Development**	**In Progress**	**Internal Review and report to be developed.**
17/12/2013	**Display of Aboriginal and Torres Strait Islander Flags in the Council Chamber**	**Engagement with stakeholders and establishing a process**	**Manager Community Services and Development**	**In Progress**	• **Statement of Commitment presented to Council** • **Ongoing planning with Pangula Mannamurna, Burrandies,**

					Aboriginal Corporation and Elders Group. • 1st September date fixed for Ceremony in Council Chamber.
18/3/2014	Men's Shed	Convene Project Group to finalise arrangements for Men's Shed at Council Depot Site.	Chief Executive Officer, Governance Officer, Director - Operational Services	In Progress	• Project Group convened. • Lease document finalised. • Work to commence July pending 2014/ 2015 Budget.
OPERATIONAL SERVICES					
17/09/2013	Regional Development Assessment Panels	Support the focus of the proposal and review the recommendations at a later date	Strategic Project Officer	Ongoing	Waiting for outcomes of investigation by SELGA
11/02/2014	Grant of easement - Botanic Park	Consent be given to the granting of easements	Governance Officer	Completed	No further action required by Council
18/03/2014	South East Animal Welfare League	Enter into a joint funding agreement with South East Animal Welfare League and District Council of Grant for a five (5) year term	Director - Operational Services	In Progress	Joint Funding Agreement Drafted - with SEAWL
17/06/2014	Civic Centre maintenance - external cladding	Release Expression of Interest (in conjunction with Country Arts SA)	Director - Operational Services	In Progress	Not started as yet
17/06/2014	Parking restrictions - Commerce Place Carpark	Arrange for rescission and installation of parking restrictions at Commerce Place Carpark	Team Leader - General Inspector	In Progress	Signage has been ordered
17/06/2014	Parking restrictions - Commercial Street East and West	Arrange for rescission and installation of parking restrictions on Commercial Street East and West	Team Leader - General Inspector	In Progress	Signage has been ordered
17/06/2014	Grant of easement - Calula Drive	Consent be given to the granting of easement	Governance Officer	Completed	No further action required by Council
08/07/2014	Establishment of bicycle lanes - Suttontown Road	Advise N.F. McDonnell and Sons of alterations to bicycle lanes on Suttontown Road	Engineering Manager	Completed	Letter sent on 16/07/2014
08/07/2014	Policy Review - C120 Cemeteries - Carinya Gardens and Lake Terrace Cemetery	Adopt new Policy and make the necessary amendments to Council's Policy Manual Index	Planning Officer	Completed	Adopted Policy updated on Council's website
08/07/2014	Policy Review - C355 Council Land - Irrigation Policy	Adopt new Policy and make the necessary amendments to Council's Policy Manual Index	Planning Officer	Completed	Adopted Policy updated on Council's website
08/07/2014	Policy Review - W125 Waste Management - Refuse Collection	Adopt new Policy and make the necessary amendments to Council's Policy Manual Index	Planning Officer	Completed	Adopted Policy updated on Council's website
08/07/2014	Policy Review - T120 Tree Policy	Adopt new Policy and make the necessary amendments to Council's Policy Manual Index	Planning Officer	Completed	Adopted Policy updated on Council's website

08/07/2014	**Tender - Supply and Delivery of Concrete Pavers for Railway Lands**	**Advise successful and unsuccessful tenderers**	**Engineering Manager**	**Completed**	**Correspondence issued on 16/07/2014**
08/07/2014	**Tender - Supply and Installation of Blue Lake Lighting**	**Set aside original Tender AF14/155 and retender by invitation (Tender AF14/277) to the tenderers who responded to AF14/155**	**Manager - Regulatory Services** **Environmental Sustainability Officer**	**In Progress**	**New tender process to commence 06/08/2014**

Cr Lee seconded **Carried**

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

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

Cr Richardson moved it be recommended:

(a) the minutes of the Community Engagement and Social Inclusion Sub-Committee held on Monday 30th June, 2014 be received;

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

1. ABORIGINAL AND TORRES STRAIT ISLANDER FLAGS

(a) the verbal report be received;

(b) a follow up meeting be scheduled.

2. RECONCILIATION ACTION PLAN

(a) the report be received;

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

3. TERMS OF REFERENCE

(a) the report be received;

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

4. REVIEW OF THE COMMUNITY ENGAGEMENT TOOL KIT

(a) the Community Engagement Toolkit be received;

(b) Minor formatting adjustments be made. The IAP2 spectrum and Engagement Flowchart to appear at the front of the document.

5. DOMESTIC VIOLENCE POLICY

The report be received.

6. ADVOCACY

(a) the report be received;

(b) Administration staff conduct further research into the specific issues identified;

(c) an invitation be extended to Parliamentary Members to meet with Council and Sub-Committee Members.

7. STANDING ITEM: TERMS OF REFERENCE

The standing item Terms of Reference table be received.

Cr Lee seconded **Carried**

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

Goal: *Learning*
Strategy Objective: *Foster partnerships that develop programs, services and opportunities that deliver learning excellence.*

Cr Richardson moved it be recommended:

(a) the minutes of the Mount Gambier Lifelong Learning Sub-Committee meeting held on 18th July, 2014 be received;

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

1. ST MARTINS LUTHERAN COLLEGE

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

2. OPERATIONS OF SUB-COMMITTEE

The amended Terms of Reference as presented be accepted.

Cr Lee seconded **Carried**

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

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

Cr Richardson moved it be recommended:

(a) the minutes of the Community Engagement and Social Inclusion Sub-Committee held on Monday 28th July, 2014 be received;

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

1. ATSI FLAGS

(a) the report be received;

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

2. RECONCILIATION ACTION PLAN

(a) the report be received;

(b) Members be encouraged to view the Reconciliation Australian Website to increase awareness of the Reconciliation Action Plan (RAP) development;

(c) All Members encouraged to attend the meeting with Mark Waters from Reconciliation SA in late August (date and time to be considered).

3. ADVOCACY

(a) the report be received;

(b) Minister for Disabilities, Hon Tony Piccolo MP will send Council a full report in response to the questions raised in the meeting held 27th July, 2014;

(c) Details on the meeting with Member for Barker, Mr Tony Pasin MP yet to be confirmed.

4. TERMS OF REFERENCE

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

5. STANDING ITEM: TERMS OF REFERENCE

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

6. MEETING SCHEDULE

(a) The final meeting of the Community Engagement and Social Inclusion Sub-Committee under the present Council will be 25th August, 2014;

(b) A social gathering for all volunteer community members that have served on Council's Sub-Committees be arranged for September 2014.

Cr Lee seconded **Carried**

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

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

Cr Lee moved it be recommended:

(a) the Mayor be appointed as the delegate to represent Council at the 2014 LGA Conference and Annual General Meeting of the Local Government Association of South Australia to be held in Adelaide on Friday, 31st October, 2014. The Chief Executive Officer will be attending the meeting.

(b) Cr Richardson be appointed proxy delegate to represent Council should the Mayor not be able to attend the General Meeting;

(c) the Local Government Association be advised Council does not wish to submit any notice of motions;

(d) the Mayor and the Chief Executive Officer be registered to attend the LGA AGM on Friday, 31st October, 2014, with all costs of registration, travel, accommodation and meals etc. met by Council;

(e) other Councillors may wish to attend the LGA AGM and should express their interest with all costs of registration, travel, accommodation and meals etc. met by Council.

Cr Smith seconded **Carried**

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

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

Cr Lee moved it be recommended:

(a) the Mayor or his sub delegate (Deputy Mayor Cr Richardson) be appointed as the delegate to represent Council at the 2014 Annual General Meeting of the Local Government Finance Authority to be held in Adelaide on Friday, 31st October 2014;

(b) the Local Government Finance Authority be advised Council does not wish to:

(i) make a nomination for a Board Member;

(ii) submit any Notice of Motion to the above meeting.

Cr Smith seconded **Carried**

8. PERSONNEL - Leave - Ref. PERS

Goal: *Governance*
Operational Activity: *Demonstrate innovative and responsible organisational governance.*

Cr Richardson moved it be recommended:

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

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

Cr Lee seconded **Carried**

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

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

Cr Smith moved it be recommended:

(a) Corporate and Community Services Report No. 50/2014 be received;

(b) a 6 month lease plus 6 month renewal be granted to St Johns over portion of the building it currently occupies at Frew Park, on terms to be negotiated by the Chief Executive Officer.

(c) The Chief Executive Officer and Mayor be authorised to affix the Council Seal to any documentation necessary to give effect to the lease authorised at resolution (b).

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

Cr Lee seconded **Carried**

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

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

Cr Smith moved it be recommended:

(a) Corporate and Community Services Report No. 51/2014 be received;

(b) a 3 year lease be granted to Red Cross over the property at 18 Ferrers Street, on terms to be finalised by the Chief Executive Officer.

(c) The Chief Executive Officer and Mayor be authorised to affix the Council Seal to any documentation necessary to give effect to the lease authorised at resolution (b).

Cr Lee seconded **Carried**

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

Pursuant to Division 3 - Conflict of Interest, Section 74 Part 4 of the Local Government Act 1999, Cr Smith disclosed an interest in Item 11 (due to Cr Smith being a Member of the Rotary Club of Mount Gambier) however the Member sought the benefit of Section 74(4a)(c) and (6) of the said Act, as the interest was only in respect of a non pecuniary interest, as defined.

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

Cr Smith moved it be recommended:

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

Cr Lee seconded **Carried**

12. CORPORATE AND COMMUNITY SERVICES REPORT NO 53/2014 - Leasing - Umpherston Log Cabin Building - Ref: AF11/1474

Goal: *Building Communities*
Strategic Objective: *Encourage the development of community facilities and infrastructure, community events, and active and safe community spaces through direct support, seeking funding, facilitation etc.*

Cr Smith moved it be recommended:

(a) Corporate and Community Services Report No. 53/2014 be received.

(b) The Chief Executive Officer and Mayor be authorised to affix the Common Seal to any documentation necessary to give effect to a 5 year lease/licence of the Umpherston log cabin/kiosk (and immediately surrounding area) for the operation of a tourism related business and any associated works/improvements.

Cr Richardson seconded **Carried**

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

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

Cr Smith moved it be recommended:

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

Cr Lee seconded **Carried**

MOTIONS WITH NOTICE - Nil

MOTIONS WITHOUT NOTICE - Nil

Meeting closed at 6.46 p.m.
MJT

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PRESIDING MEMBER

CONFIRMED THIS DAY OF 2014.