

CORPORATE AND COMMUNITY SERVICES COMMITTEE

Minutes of Meeting held at the Committee Room, Level 4, Civic Centre, 10 Watson Terrace, Mount Gambier on Tuesday, 13th May, 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 Lee moved that the apology from Cr Persello be received.

Cr Smith seconded

Carried

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

COUNCIL MEMBERS

AS OBSERVERS: Cr Von Stanke, Cr White and Cr Shearing

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 April, 2014 be taken as read and confirmed.

Cr Lee seconded

Carried

QUESTIONS:

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

1. FINANCIAL STATEMENT – as at 30th April, 2014

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance.

Cr Richardson moved it be recommended the financial statement as at 30th April, 2014 be received.

Cr Smith 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.

Corporate and Community Services Committee Minutes, Tuesday 13th May, 2014 cont'd...

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	<ul style="list-style-type: none"> Meeting with Presiding Member 2nd April 2013 with Chief Executive Officer and Senior Staff to progress the two matters being: <ol style="list-style-type: none"> 1) Improved Corporate reporting and review; and 2) Strategic Plan reflecting roles of Elected Members and Staff Desktop Analysis completed in April 2014.
20/11/2012	Establishment of City Development Framework		Chief Executive Officer	In Progress	<ul style="list-style-type: none"> City Development Framework Sub-Committee established December 2013 to oversee project. Professor John Martin engaged by Council Draft Futures Paper being prepared, Professor John Martin in Mount Gambier 12 - 16th May, 2014. May/June 2014 - consultation to commence to develop strategies.
20/08/2013	Umpherston Sinkhole	<ul style="list-style-type: none"> Expressions of Interest Process Council Report 	Governance Officer	In Progress	Negotiations continuing with potential operator.
17/09/2013	China Relationship	Further investigations/members workshop	Chief Executive Officer	In Progress	<ul style="list-style-type: none"> Initial workshop held Regional workshop scheduled on 5th December Members Informal workshop on 6th December Further workshop scheduled for 19th February 2014. Council Report and resolution in March to proceed to further investigation.
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
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

Corporate and Community Services Committee Minutes, Tuesday 13th May, 2014 cont'd...

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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 established and meetings commenced.
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
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
11/02/2014	Installation of Loading Zone - Lady Nelson Carpark	Arrange installation of Loading Zone	Team Leader - General Inspector	In Progress	Signage installed, line marking to be completed (after the carpark is resealed)
11/02/2014	Grant of easement - Botanic Park	Consent be given to the granting of easements	Governance Officer	In Progress	Awaiting registration of easements
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	Arrangements are being made
15/04/2014	Community Land Management Plans	Place draft Community Land Management Plans on public exhibition	Director - Operational Services	In Progress	To be advertised on 09/05/2014, submissions will close on 30/05/2014
15/04/2014	Installation of Pedestrian Crossing - Jubilee Highway West	Send letter to Department of Planning, Transport and Infrastructure to advise of Council's support	Engineering Manager	Completed	Letter emailed on 24/04/2014
15/04/2014	Declaration of B-double routes	Initiate proceedings to have Provenance Drive and Pinaceae Court declared as B-double routes	Engineering Manager	Completed	Letter emailed on 24/04/2014
15/04/2014	Playground construction - John Powell Drive Reserve	Proceed with the construction of major elements of this plan in accordance with budget allocation	Engineering Manager	In Progress	<ul style="list-style-type: none"> • SMB civil have been engaged to commence the following works: <ul style="list-style-type: none"> - Sand pit - Perimeter path - Concrete lined rock pools / water fall area • Rotary are building a pedestrian bridge , meetings with Community groups to look at what works they can achieve.
15/04/2014	Blue Lake Public Lighting	Release a design and construct tender	Director - Operational Services	Completed	Tender has been released, submissions close on 16/06/2014

15/04/2014	Commerce Place Carpark Shade Structures	Release design and construct tender	Director - Operational Services	Completed	Tender has been released, submissions close on 30/05/2014
15/04/2014	Supply and delivery of motor vehicle (unit 113)	Advise successful (Barry Maney Ford) and unsuccessful tenderers	Director - Operational Services	Completed	All correspondence has been issued
15/04/2014	Supply and delivery of tip truck	Advise successful (OGR Trucks) and unsuccessful tenderers	Director - Operational Services	Completed	All correspondence has been issued
15/04/2014	Supply and delivery of concrete pavers for Ferrers Street	Advise successful (Build Pro) and unsuccessful tenderers	Director - Operational Services	Completed	All correspondence has been issued
15/04/2014	Laying of concrete pavers to Ferrers Street	Re-advertise tender	Engineering Manager	Completed	Tender has been re-advertised, submissions close on 23/05/2014

Cr Lee seconded

Carried

3. ELECTED MEMBERS - Training and Development - S A Tourism Industry Council Annual Conference - AF11/903

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

The Director - Corporate Services reported:

- (a) at a recent meeting with the Minister for Tourism the importance to 'be at the table' and contribute strategically to tourism development of the City and region was highlighted;
- (b) during these discussions, in the absence of any other representative industry group, Mayor Perryman committed to act as a pro tempore member of the Minister's Regional Chairs Forum and to promote the establishment of a tourism industry group in Mount Gambier;
- (c) Mayor Perryman advised that he is currently involved in bringing together a group of people in the Mount Gambier area to form a Working Party with the aim of establishing a representative body for the Tourism Sector so that formal connections can be established between industry, RDA, SATC, SATIC, Council's, VIC's, Chambers of Commerce and other stakeholders.

Cr Lee moved it be recommended:

- (a) Mayor Perryman be authorised to attend the 2014 South Australian Tourism Industry Commission Annual Conference to be held in Adelaide on 29th May, 2014 (program: <http://satic.com.au/index.php/events/conference/program>);
- (b) all costs associated with attendance at the Conference be met by Council - Acc. No. 6000.0105 (Members Training).

Cr Smith seconded

Carried

4. FINANCIAL MANAGEMENT - Internal Accounting Controls - AF11/714

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance

The Director - Corporate Services reported:

- (a) Council's existing 'petty cash' (including cash floats) limits are in need of review:

Description	Existing \$	Proposed \$	Reason
Civic Centre - petty cash	300	300	-
Civic Centre - cash float	1,200	1,300	OPS Counter
Lady Nelson - cash float	1,000	1,500	Bus Ticketing
Library - cash float	250	250	-
Main Corner - cash float	650	1,050	Da Vinci
Waste Transfer - cash float	400	400	-
Carinya Gardens - cash float	200	200	-
Travel Expenses - cash float	2,000	2,000	-
Total	\$6,000	\$7,000	

Maximum cash advance for any one transaction remains at \$150.

Cr Smith moved it be recommended:

- (a) the report be received;
- (b) Council authorise the following revised (increased) petty cash advance limits:
- Civic Centre - cash float \$1,300
 - Lady Nelson - cash float \$1,500
 - Main Corner - cash float \$1,050 (temporary to 30th June, 2014)
- (c) all other existing petty cash advance limits to remain unaltered;
- (d) the necessary amendments be authorised to be made to Council's Statutory Resolutions and Council Policy I105 - Internal Controls.

Cr Richardson seconded

Carried

5. **GOVERNANCE** - Committees - Mount Gambier Lifelong Learning Sub-Committee - Minutes of Meeting held on 17th April, 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 17th April, 2014 be received;
- (b) the following recommendations (numbered 1 to 2) of the Mount Gambier Lifelong Learning Sub-Committee be adopted by Council:
1. **LIFELONG LEARNING**
- (a) the Presiding Member's report be received;
- (b) the Terms of Reference be amended as discussed and presented at next meeting for review;
- (c) the Children's Charter, as discussed and amended be endorsed for consultation release on 7th May, 2014.

2. MATTERS OF INFORMATION

- (a) the Manager Community Services and Development report be received;
- (b) provide advice of ongoing progress with design etc. for John Powell Reserve;
- (c) involvement with the RDA Learning Trails Project be suspended pending a report to next meeting;
- (d) the Lifelong Learning Sub-Committee strongly support the proposal from professor Scott Heyes, Canberra University seeking Council contribution to a paper submission of the Transects Project for the International Indigenous Development Research Conference 2014. Cr Maher and Community Development Officer to work with Professor Heyes;
- (e) the Lifelong Learning Sub-Committee endorse ongoing work with Professor John Halsey in principle, a report be provided at the next meeting for discussion;
- (f) the Lifelong Learning Sub-Committee seek information on the Melaleuca Park Early Learning Project and provide update at the next meeting;
- (g) a Family Fun Day Meeting with Community Engagement and Social Inclusion Sub-Committee be scheduled as soon as practicable.

Cr Lee seconded

Carried

6. GOVERNANCE - Committees - Community Engagement and Social Inclusion Sub Committee - Minutes of Meeting held Monday 28th April, 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 April, 2014 be received;
- (b) recommendations (numbered 1 to 4) of the Community Engagement and Social Inclusion Sub-Committee meeting held on Monday 28th April, 2014 be adopted by Council.

1. BUSINESS ARISING

- (a) A draft document be developed based on Centacare model and presented to next meeting for discussion;
- (b) Both documents to be circulated to all of Community Engagement and Social Inclusion Sub-Committee Members for a decision to be made at a special meeting of Community Engagement and Social Inclusion Sub-Committee in the next fortnight.

2. MANAGER COMMUNITY SERVICES AND DEVELOPMENT REPORT

- (a) the Manager – Community Services and Development report be received;

- (b) amendments to the Community Engagement Tool Kit to be made and presented to the special sub-committee meeting

3. **COMMUNITY DEVELOPMENT OFFICER REPORT**

The Community Development Officer report be received.

4. **STANDING ITEM: TERMS OF REFERENCE**

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

Cr Smith seconded

Carried

7. **GOVERNMENT RELATIONS - Federal Member for Barker - Regular Meetings with Council - Ref. AF12/335**

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.

The Director - Corporate Services reported:

- (a) Council has received a request from the Member for Barker to meet with Elected Members and senior staff on an informal half yearly basis;
- (b) Mayor Perryman has suggested informal meetings be initially scheduled in the months of March and July.

Cr Smith moved it be recommended:

- (a) the letter be received;
- (b) Council respond to the Member for Barker accepting the proposal to establish regular half yearly meetings on an informal basis;
- (c) Council propose that the initial informal meeting be held in July 2014 on a date and time mutually acceptable.

Cr Richardson seconded

Carried

8. **CORPORATE AND COMMUNITY SERVICES REPORT NO. 28/2014 - SELGA - Executive Officer Works Plan and Administration Support Proposal - AF11/936**

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 Smith moved it be recommended:

- (a) Corporate and Community Services Report No. 28/2014 be received;
- (b) That Council support SELGA's proposal to engage a project administrator for a contract period of 2 years and inform SELGA of this resolution, pending 2014/2015 Budget approval;

- (c) The current draft budget for SELGA to support SERIC be reallocated to the project administrator's role resulting in no additional budget allocation to SELGA from Council's 2014-15 draft budget.

Cr Lee seconded

Carried

9. **CORPORATE AND COMMUNITY SERVICES REPORT NO. 29/2014 - South East Resource Information Centre (SERIC) Board Resolution - AF11/217**

Goal: Governance

Operational Activity: 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. 29/2014 be received;
- (b) That Council inform SERIC (and SELGA) that the City of Mount Gambier will not provide funding to SERIC after 1 July 2014;
- (c) Council acknowledge SERIC's work and Terry Strickland's leadership in providing Geographical Information Services to SELGA Councils.

Cr Lee seconded

Carried

10. **CORPORATE AND COMMUNITY SERVICES REPORT NO. 31/2014 - Riddoch Art Gallery - Request to Financially Support Business Planning Consultancy - AF11/1615**

*Goal: Building Communities
Diversity
Learning*

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.

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

Promote the benefits of cooperative learning and contribution learning make, to our enhanced quality of life.

Cr Smith moved it be recommended:

- (a) Corporate and Community Services Report No. 31/2014 be received;
- (b) Council respectfully declines to provide financial support (in addition to current funding) to the Riddoch Art Gallery to conduct a business review;
- (c) Council arrange an informal roundtable discussion between the City of Mount Gambier and the Riddoch Art Gallery to further discuss the financial situation faced by the Riddoch Art Gallery.

Cr Richardson seconded

Carried

11. CORPORATE AND COMMUNITY SERVICES REPORT NO. 32/2014 - Lease - Dimjalla Park - AF11/2200

Goal: Diversity

Strategic Objective: Recognise and respond to our collective responsibilities to provide ease of access to physical facilities and spaces (public & privately owned)

Cr Richardson moved it be recommended:

- (a) Corporate and Community Services Report No. 32/2014 be received;**
- (b) The expiry of temporary occupancy arrangements on 30 June 2014, and requirement to vacate and make good the site, be noted;**
- (c) A further report be presented to Council in the event that an agreement is reached on a further lease term and rental on similar terms to the expired lease.**

Cr Lee seconded

Carried

12. CORPORATE AND COMMUNITY SERVICES REPORT NO. 33/2014 - Policy Review - R200 - Community Land (Reserves) - AF11/1948

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance.

Cr Smith moved it be recommended:

- (a) Corporate and Community Services Report No. 33/2014 be received;**
- (b) Council hereby adopts new Council Policy R200 Community Land (Reserves), as attached to this Report;**
- (c) Council hereby deletes former Council Policies (now merged):**
 - R210 Reserves - Lease Term/Fee**
 - R240 Reserves - Rental Where Council Maintains**
- (d) Council makes the necessary amendments to Council's Policy Manual Index.**

Cr Lee seconded

Carried

13. CORPORATE AND COMMUNITY SERVICES REPORT NO. 34/2014 - Policy Review - R130 - Rates General Matters - AF11/1952

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance.

Cr Smith moved it be recommended:

- (a) Corporate and Community Services Report No. 34/2014 be received;**
- (b) Council hereby adopts new Council Policy R130 Rates - General Matters, as attached to this Report;**
- (c) Council hereby deletes former Council Policies (now merged):**

**R110 Rates - Appeals Against Assessments
R120 Rates - Fines on Unpaid Rates
R160 Rates - Outstanding**

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

Cr Richardson seconded

Carried

**14. CORPORATE AND COMMUNITY SERVICES REPORT NO. 35/2014 - Policy Review - P155
Privacy Policy - AF11/1948**

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance.

Cr Richardson moved it be recommended:

(a) Corporate and Community Services Report No. 35/2014 be received;

(b) Council hereby adopts new Council Policy P155 - Privacy Policy, as attached to this Report;

(c) Council hereby deletes former Council Policies (now merged):

P160 Privacy

P185 Property - Provision of Related Information

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

Cr Smith seconded

Carried

**15. CORPORATE AND COMMUNITY SERVICES REPORT NO. 36/2014 - Leasing - Frew Park - SA
Ambulance Service - AF11/1426**

Goal: Diversity

Strategic Objective: Consider the needs of all community groups in developing projects, services and infrastructure (public or privately owned).

Cr Smith moved it be recommended:

(a) Corporate and Community Services Report No. 36/2014 be received;

(b) SA Ambulance Service request to 'holdover' on the Frew Park lease beyond 30 June 2014 be acknowledged and granted, subject to rent being paid on a monthly basis in advance;

(c) An Elected Members Workshop be scheduled to enable further discussion on potential options for the future use/occupation of the Frew Park building.

Cr Richardson seconded

Carried

**16. CORPORATE AND COMMUNITY SERVICES REPORT NO. 37/2014 - Local Area Network
Computer Replacement Process - AF11/1828**

Goal: Governance

Strategic Objective: (i) Develop and maintain a valued, adaptable, skills and motivated workplace.

(ii) Demonstrate innovative and responsive organisational governance.

Cr Richardson moved it be recommended:

- (a) Corporate and Community Services Report No. 37/2014 be received;**
- (b) Council authorise the Chief Executive Officer to enter into direct negotiations with Green Triangle Electronics for the supply, installation, integration training and ongoing support for the hardware, software and services associated with the upgrade/replacement of Councils local area network infrastructure;**
- (c) Council fund the upgrade/replacement of the local area network infrastructure from the 2014/2015 Budget (pending approval) as follows:**
 - hardware purchase/supply - Acc No. 6014.0330 (Computer Equipment lease fees)**
 - application software purchase/supply; and**
 - installation/configuration; and**
 - returns/freight etc. - Acc No. 7460.4407 (Capital Support Services, IT, costs)**

Cr Smith seconded

Carried

17. CORPORATE AND COMMUNITY SERVICES REPORT NO. 38/2014 - Policy Review - R180 - Records Management Policy - AF11/1948

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance.

Cr Smith moved it be recommended:

- (a) Corporate and Community Services Report No. 38/2014 be received;**
- (b) Council hereby adopts new Council Policy R180 - Records Management, as provided with this report;**
- (c) Council makes the necessary amendments to Council's Policy Manual Index.**

Cr Maher seconded

Carried

MOTIONS WITH NOTICE: Nil

MOTIONS WITHOUT NOTICE: Nil

18. CONSIDERATION FOR EXCLUSION OF PUBLIC

Cr Smith moved that the following Items be received, discussed and considered in confidence by excluding the public pursuant to Section 90 (2) of the Local Government Act 1999, and an order be made that the public (with the exception of other Council Members and Council Officers now present) be excluded from the meeting in order for the items to be considered in confidence as the Council is satisfied that the item is a matter that can be considered in confidence pursuant to the grounds referenced in Section 90 (3) of the said Act as follows:

- CCS19 (a) S.90(3)(m) - information to be considered in relation to this Agenda Item is information relating to an amendment under the Development Act 1993 before a Development Plan Amendment report relating to the amendment is released for public consultation under that Act.**

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances as the Development Plan amendment has not yet been finalised which could result in the public becoming inadvertently misinformed of the proposed changes.

CCS19 (b) S.90(3)(d) - information to be considered in relation to this item is commercial information of a confidential nature (not being a trade secret) the disclosure of which:

- i. could reasonably be expected to confer a commercial advantage on a 3rd party; and
- ii. would, on balance, be contrary to the public interest.

The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information.

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because it would be inappropriate to advantage a potential purchaser and/or disadvantage an owner/vendor.

<u>Item No.</u>	<u>Subject Matter</u>		<u>S90 (3) Grounds</u>
Corporate & Community Services Committee Minutes			
19.	<u>GOVERNANCE</u> - Review of In-Confidence Items		
	<i>Meeting Date</i>	<i>Subject</i>	
(a)	15/12/2009	<u>OPERATIONAL SERVICES REPORT NO. 44/2009</u> - Heritage - Local Heritage Development Plan Amendment - Ref. 225/1/10	(m)
(b)	17/7/2012	<u>SALE OF LAND FOR NON PAYMENT OF RATES</u> – Notice of Intention to Sell Land for Non-Payment of Council Rates	(d)

Cr Lee seconded

Carried

Meeting closed at 6.36 p.m.

MJT