



City of Mount Gambier

Reference: AF11/861

5th August, 2015

MEMBERS

NOTICE is hereby 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, 10th August, 2015 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, 10th August, 2015 at 5.30 p.m.

CONTENTS

1. FINANCIAL STATEMENT – as at 31st July, 2015
2. FINANCIAL MANAGEMENT – Audit - Interim Audited Financial Statements
3. GOVERNANCE – Committees – Strategic Planning Sub-Committee - Minutes of Meeting held 22nd July, 2015
4. GOVERNANCE – Committees – Community Engagement and Social Inclusion Sub - Committee - Minutes of Meeting held 27th July, 2015
5. GOVERNANCE – Committees – Audit Committee - Minutes of Meeting held 28th July, 2015
6. CORPORATE AND COMMUNITY SERVICES REPORT NO. 53/2015 - SA Grants Commission Database Report
7. CORPORATE AND COMMUNITY SERVICES REPORT NO. 54/2015 - Funding Request For Aboriginal Cultural Purposes
8. CORPORATE AND COMMUNITY SERVICES REPORT NO. 55/2015 - Section 41 Committee - Community Engagement and Social Inclusion Sub-Committee - Terms of Reference
9. CORPORATE AND COMMUNITY SERVICES REPORT NO. 56/2015 - Section 41 Committee - Lifelong Learning Sub-Committee - Terms of Reference
10. CORPORATE AND COMMUNITY SERVICES REPORT NO. 57/2015 - Freedom of Information Statement
11. CORPORATE AND COMMUNITY SERVICES REPORT NO. 58/2015 - Council Representative - Limestone Coast Violence Against Women Collaboration
12. CORPORATE AND COMMUNITY SERVICES REPORT NO. 60/2015 - Review Policy F140 Flags – Protocol

MOTIONS WITH NOTICE

MOTIONS WITHOUT NOTICE

13. CONSIDERATION FOR EXCLUSION OF PUBLIC

CORPORATE AND COMMUNITY SERVICES COMMITTEE

Meeting to be held at the Reception Area, Level 4, Civic Centre, 10 Watson Terrace,
Mount Gambier on Monday 10th August, 2015 at 5.30 p.m.

AGENDA

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

APOLOGY: moved that the apology from Mayor Lee and Cr Lovett be received.

seconded

COUNCIL OFFICERS: Director - Corporate Services, Grant Humphries
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:

COUNCIL MEMBERS Cr I Von Stanke
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 13th July, 2015 be taken as read and confirmed.

seconded

QUESTIONS:

(a) With Notice - Nil received

(b) Without Notice -

1. FINANCIAL STATEMENT – as at 31st July, 2015

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

moved it be recommended the financial statement as at 31st July, 2015 be received.

seconded

2. FINANCIAL MANAGEMENT - Audit - Interim Audited Financial Statements - Ref. AF12/227

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance

The Director - Corporate Services reported:

- (a) following the recent interim audit Council has now received the subsequent Audit Management letter which was an agenda item for the July Audit Committee Meeting;
- (b) the Audit Management letter identified three (3) 'findings' to which a management response has now been prepared and included in the report.

moved it be recommended:

- (a) the report be received;
- (b) Council provide the management response (as presented) to the External Auditor, in response to the 2015 Interim Audit;
- (c) the identified 2015 Interim Audit findings continue to be monitored by the Audit Committee.

seconded

3. GOVERNANCE – Committees – Strategic Planning Sub-Committee – Minutes of Meeting held 22nd July, 2015 – Ref. AF15/366

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance

moved it be recommended:

- (a) the minutes of the Strategic Planning Sub-Committee Meeting held on 22nd July, 2015 be received;
- (b) the following recommendation (numbered 1 to 3) of the Strategic Planning Sub-Committee be adopted by Council:

1. MEMBERS WORKSHOPS – Strategic Planning – Ref. AF15/83

The report be received.

2. REVIEW OF THE STRATEGIC PLAN – Ref. AF13/486

- (a) The report be received.
- (b) The Strategic Plan be presented in a simple template and provided to Members of the Strategic Planning Committee for further consideration.
- (c) The draft Strategic Plan continue to be refined and developed in consultation with Council Members and Council Officers.

Corporate and Community Services Committee Agenda, Monday 10th August, 2015 cont'd...

3. FUTURES PAPER - Launch - Ref 13/125

- (a) The report be received.
- (b) The following options for the promotion of the Futures Paper be undertaken:
 - (i) The production of a summary document, maximum of four A4 pages.
 - (ii) Copies of the Futures Paper be printed once the document has been reformatted using the new branding style.
 - (iii) A media release be prepared and released promoting the Futures Paper.
 - (iv) The Futures Paper be promoted as the document used to review and develop Council's Strategic Plan.

seconded

4. **GOVERNANCE – Committees – Community Engagement and Social Inclusion Sub-Committee – Minutes of Meeting held 27th July, 2015 – 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 27th July, 2015 be received;
- (b) the following recommendation (numbered 1 and 2) of the Community Engagement and Social Inclusion Sub-Committee be adopted by Council;
 1. KEY FOCUS AREA – Reconciliation Action Plan - Community Engagement & Social Inclusion Sub Committee Report No. 7/2015 - Ref AF12/376
 - (a) That the Community Engagement and Social Inclusion Sub-Committee Report No 7/2015 on the Reconciliation Action Plan (RAP) development workshop be received;
 - (b) Community Engagement and Social Inclusion Sub-Committee engage a RAP focus group to develop a Stretch RAP which identify measures that can be embedded into the organisation;
 - (c) Consult with Elders and request that they identify who they wish to be represented by on the RAP focus group. This may be a male and female.
 - (d) Foundation of the RAP focus group will be made of RAP Champions to work alongside Elders. The group will also include:
 - Elected Members
 - City of Mount Gambier staff from across divisions
 - Community representatives
 - Young People

Corporate and Community Services Committee Agenda, Monday 10th August, 2015 cont'd...

- CESI Members

- (e) Communicate with the Aboriginal community so they are aware of what is proposed and occurring in developing the RAP.
- (f) By end of August 2015 a meeting will occur to discuss potential employment issues and opportunities within Council for Aboriginal and Torres Strait Islanders. The group will comprise of Cr. Richardson, Cr. Lovett and key staff, inclusive of the CEO and HR Manager.
- (g) By December 2015 hold three targeted focus groups in order to consult, gather ideas and embed tangible outcomes in structure of the RAP. The focus groups should include:
 - Interested community members, young people, Educators
 - City of Mount Gambier Staff
 - The Business Community
- (h) A representative from Families SA be invited to Community Engagement and Social Inclusion Sub-Committee meeting to present on the issue of Indigenous children in care in the South East.

2. KEY FOCUS AREA – Community Engagement & Social Inclusion - Report for Information - Ref. AF12/376

The Community Engagement & Social Inclusion Key Focus Area progress table be received and noted for information;

seconded

5. **GOVERNANCE – Committees – Audit (Section 41) Committee – Minutes of Meeting held 28th July, 2015 – Ref. AF11/863**

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance

moved it be recommended:

- (a) the minutes of the City of Mount Gambier Audit Committee meeting held on 28th July, 2015 be received;
- (b) recommendations 1 to 11 of the Audit Committee meeting held on Tuesday, 28th July, 2015 be adopted by Council.

1. REPORTS FOR INFORMATION

The reports be received.

2. EXTERNAL AUDITOR - INTERIM AUDIT 2015 - Ref. AF12/227

- (a) the report be received;
- (b) the identified 2014/2015 Audit recommendations continue to be monitored by the Audit Committee;

Corporate and Community Services Committee Agenda, Monday 10th August, 2015 cont'd...

- (c) Council provide a suitable management response to the Internal Audit findings.
- 3. AUDIT WORK PROGRAM 2007 - 2014 - Ref. AF11/863
The report be received.
- 4. AUDIT COMMITTEE SELF ASSESSMENT OF PERFORMANCE - AF11/863
 - (a) 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.
- 5. AUDIT COMMITTEE TERMS OF REFERENCE - Ref. AF11/863
 - (a) the report be received;
 - (b) the Audit Committee considers the existing Terms of Reference remain current, relevant and appropriate and therefore be endorsed by Council including procedural amendments only.
- 6. AUDIT COMMITTEE WORK PROGRAM 2014-2018 - Ref. AF11/863
 - (a) the report be received;
 - (b) the revised Work Program 2014-2018 be adopted.
- 7. CORPORATE AND COMMUNITY SERVICES REPORT NO. 48/2015 - Audit Committee Annual Report to Council - AF11/863
 - (a) that Corporate and Community Services Report No. 48/2015 be received;
 - (b) that the Audit Committee adopt the 2014/2015 City of Mount Gambier Audit Committee Annual Report, as presented in Corporate and Community Services Report No. 48/2015;
 - (c) Audit Committee Members be invited to attend the Corporate and Community Services Committee to present/discuss any aspects of the Annual Report.
- 8. CORPORATE AND COMMUNITY SERVICES REPORT NO. 49/2015 - Governance and Corporate Risk Update - AF11/1948, AF11/1950
Corporate and Community Services Report No. 49/2015 be received.
- 9. CORPORATE AND COMMUNITY SERVICES REPORT NO. 50/2015 – Policy Review – C290 Internal Review of Council's Decisions – Ref. AF11/950
 - (a) Corporate and Community Services Report No. 50/2015 be received;
 - (b) Council hereby adopts replacement Council Policy C290 – Internal Review of Council's Decisions, as provided with this report;

Corporate and Community Services Committee Agenda, Monday 10th August, 2015 cont'd...

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

10. CORPORATE AND COMMUNITY SERVICES REPORT NO. 51/2015 – Policy Review – M265 Members Complaints Handling – AF11/1950

(a) Corporate and Community Services Report No. 51/2015 be received;

(b) Council hereby adopts replacement Council Policy M265 – Members Complaints Handling, as provided with this report;

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

11. CORPORATE AND COMMUNITY SERVICES REPORT NO. 52/2015 - Policy Review - R305 Risk Management Framework - Ref. AF11/1948

(a) Corporate and Community Services Report No. 52/2015 be received;

(b) Council hereby adopts replacement Council Policy R305 – Risk Management Framework Policy, as provided with this report;

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

seconded

6. **CORPORATE AND COMMUNITY SERVICES REPORT NO. 53/2015** - S A Grants Commission Database Report - Ref. AF13/458

Goal: Governance

Strategic Objective: (vi) Establish measures for Council's performance and continually compare against community expectations.

(vii) Engage with national, state, regional and local forums and partnerships to provide solutions and options to continually improve Councils service deliver and performance.

moved it be recommended:

(a) Corporate and Community Services Report No. 53/2015 be received;

(b) Corporate and Community Services Report No. 53/2015 be referred to Council's Audit Committee for further review.

seconded

7. CORPORATE AND COMMUNITY SERVICES REPORT NO. 54/2015 - Funding Request For Aboriginal Cultural Purposes - Ref. AF11/1595

Goal: Building Communities

*Strategic Objective: Recognition of our different cultural communities. Building respectful partnerships with those communities and acknowledging the traditional custodians of this area.
Recognition of our indigenous communities as traditional custodians of the land. Build respectful partnerships with our indigenous persons.*

Goal: Diversity

*Strategic Objective: Celebrate the positive contributions of all members of our communities, to our collective social, economic, cultural, health and overall well-being.
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).
Develop the capacity of Council to effectively communicate and engage with our communities, other agencies and service providers.*

moved it be recommended:

- (a) Corporate & Community Services report 54/2015 on Funding request for Aboriginal Cultural Purposes be received;
- (b) That Council allocate \$20,000 from GL account 6630.1128 Aboriginal Cultural Heritage to support Pangula Mannamurna's submission for a long term cultural development project.

seconded

8. CORPORATE AND COMMUNITY SERVICES REPORT NO. 55/2015 - Section 41 Committee - Community Engagement and Social Inclusion Sub-Committee - Terms of Reference - Ref. AF15/78

Goal: Governance

*Strategic Objective: Demonstrate innovative and responsible organisational governance.
Establish measures for Council's performance and continually compare against community expectations.*

moved it be recommended:

- (a) Corporate and Community Services Report No. 55/2015 be received;
- (b) proposed amendments contained in the redrafted Community Engagement & Social Inclusion Sub-Committee Terms of Reference attached to the Report be supported and referred to the Community Engagement & Social Inclusion Sub-Committee for comment.

seconded

9. CORPORATE AND COMMUNITY SERVICES REPORT NO. 56/2015 - Section 41 Committee - Lifelong Learning Sub-Committee - Terms of Reference - Ref. AF15/77

Goal: Governance

Strategic Objective: Demonstrate innovative and responsible organisational governance.

Establish measures for Council's performance and continually compare against community expectations.

moved it be recommended:

- (a) Corporate and Community Services Report No. 56/2015 be received;
- (b) proposed amendments contained in the redrafted Lifelong Learning Sub-Committee Terms of Reference attached to the Report be supported and referred to the Lifelong Learning Sub-Committee for comment.

seconded

10. CORPORATE AND COMMUNITY SERVICES REPORT NO. 57/2015 - Freedom of Information Statement - Ref. AF11/1169

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance.

moved it be recommended:

- (a) Corporate and Community Services Report No. 57/2015 be received;
- (b) Council endorse the revised Information Statement as attached to Corporate and Community Services Report No. 57/2015, in accordance with the requirements of the Freedom and Information Act, 1991 and authorise the publication of the Information Statement in accordance with the Freedom of Information (General) Regulations, 2002.

seconded

11. CORPORATE AND COMMUNITY SERVICES REPORT NO. 58/2015 - Council Representative - Limestone Coast Violence Against Women Collaboration - Ref. AF11/854

Goal: Governance

Strategy: 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. 58/2015 be received.

- (b) The nomination from Cr Greco be accepted for the vacant Limestone Coast Violence Against Women Collaboration position and Cr Greco be endorsed as Council's nominee.

seconded

12. CORPORATE AND COMMUNITY SERVICES COMMITTEE REPORT NO. 60/2015 - Review Policy F140 Flags – Protocol Ref. AF14/410

Goal: Building Communities
Strategic Objective: Recognise the roles, needs and contributions of minority or disadvantaged groups in our community. Support the community's development through nurturing collaborative relationships and partnerships and through direct access to Council for recognition, funding, facilitation and in kind support.

Goal: Diversity
Strategic Objective: Celebrate the positive contributions of all members of our communities, to our collective social, economic, cultural, health and overall well-being. 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). Develop the capacity of Council to effectively communicate and engage with our communities, other agencies and service providers.

moved it be recommended

- a) Corporate & Community Services Report 60/2015 on Review Policy F140 Flags – Protocol be received;
- 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.

seconded

MOTIONS WITH NOTICE

MOTIONS WITHOUT NOTICE

13. CONSIDERATION FOR EXCLUSION OF PUBLIC

moved that pursuant to section 90(2) of the Local Government Act 1999 the Council orders that all members of the public (with the exception of other Council Members and Council Officers now present) be excluded from the meeting in order for Agenda Item 14 to be received, discussed and considered in confidence.

The Council is satisfied that the information to be received, discussed or considered in relation to this Agenda Item is information that pursuant to:

Corporate and Community Services Committee Agenda, Monday 10th August, 2015 cont'd...

- section 90(3)(b) – the disclosure of which could reasonably be expected:
 - to confer a commercial advantage on a person with whom the Council is proposing to conduct business,
 - and;
 - would prejudice the commercial position of the Council.
- section 90(3)(d) - is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected:
 - to prejudice the commercial position of the person who supplied the information,
 - and;
 - to confer a commercial advantage on a third party.

The information to be received and discussed relates to the business of a 3rd party organisation with whom Council is considering to conduct business the disclosure of which would reasonably be expected to prejudice or confer advantage on the commercial positions of various stakeholders and the current operating activities of that organisation.

In addition, the disclosure of this information 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 disclosure would prejudice the Council's position in negotiating appropriate commercial and acceptable community outcomes with 3rd party stakeholders.

<u>Item No.</u>	<u>Subject Matter</u>	<u>S90 (3) Grounds</u>
Corporate & Community Services		
14.	<u>CORPORATE AND COMMUNITY SERVICES REPORT NO. 59/2015</u> - Riddoch Art Gallery- Ref. AF11/1615	(b) & (d)
	CONSIDERATION FOR KEEPING MATTERS CONFIDENTIAL	

seconded

FINANCIAL STATEMENT - Monthly Bank Reconciliation

as at 30/06/2015 \$		as at 31/07/2015 \$
	<u>GENERAL ACCOUNT (Westpac)</u>	
183,414.35 CR	OPENING BALANCE	49,947.62 CR
2,165,367.41	<u>PLUS</u> Receipts -	
907,512.46	Rates & Arrears	336,775.66
-	General	1,248,131.39
700,000.00	<u>Receipt of Cash Advance Funds</u>	
-	Transfer from CAD Loan 103	900,000.00
-	Transfer from CAD Loan 104	1,000,000.00
-	Transfer from Investment Funds	-
-	Transfer from Reserve Funds	-
\$ 3,772,879.87		\$ 3,484,907.05
3,956,294.22 CR		3,534,854.67 CR
653,280.56	<u>LESS</u> Direct Debits to Bank Account -	
-	Payroll - 2 Pays processed in July (10/7 & 24/7)	654,993.85
-	Sundry	-
1,300,000.00	Transfer to Investment Funds	-
1,953,280.56	Transfer to CAD Loan 103	654,993.85
2,003,013.66 CR		2,879,860.82 CR
1,953,066.04	<u>LESS</u> Expenditure Statement - \$	2,814,601.60
\$ 49,947.62 CR	<u>CASH BALANCE</u>	\$ 65,259.22 CR
	<u>BANK RECONCILIATION</u>	
86,618.48 CR	Balance as per Bank Statement	68,569.99 CR
7,559.45	<u>PLUS</u> Deposits not yet credited	9,688.15
26,141.31	<u>LESS</u> Deposits not yet reconciled	8,812.90
-	<u>LESS</u> Deposits not yet updated	-
-	<u>PLUS</u> Payments not yet reconciled	
68,036.62 CR		69,445.24 CR
18,089.00	<u>LESS</u> Unpresented Cheques & EFT's	4,186.02
\$ 49,947.62 CR	<u>CASH BALANCE</u>	\$ 65,259.22 CR

Current Interest Rate on Bank Account Balance is 0.05%

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

as at 30/06/2015		as at 31/07/2015
\$		\$
3,251,048.93	<u>LGFA CAD LOAN 103</u> OPENING BALANCE	1,333,926.93
2,617,122.00	<u>PLUS</u> Deposits	2,233,926.93
700,000.00	<u>LESS</u> Withdrawals (Transfer to General Account)	900,000.00
-	Sundry	-
\$ 1,333,926.93	CASH BALANCE	-\$ 0.00

<u>LGFA CAD LOAN 104</u>		
-	DR OPENING BALANCE	-
-	<u>PLUS</u> Deposits	-
-	<u>LESS</u> Withdrawals (Transfer to General Account)	1,000,000.00
-	Sundry	2,233,926.93
\$ -	DR CASH BALANCE	\$ 3,233,926.93

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
129,872.11	101 RSL Bowls - Artificial Rink	5.05%	16/03/2019	129,872.11
3,245,199.58	102 Library	5.97%	15/06/2024	3,245,199.58
1,333,926.93	103 CAD - Variable Int Only	4.25%	10/08/2015	-
-	104 CAD - Variable Int Only	4.25%	17/06/2028	3,233,926.93
\$ 4,708,998.62				\$ 6,608,998.62

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

as at 30/06/2015 \$		as at 31/07/2015 \$
	<u>INVESTMENT FUNDS (Local Government Finance Authority)</u>	
-	Opening Balance	-
1,317,122.00	<u>PLUS</u> Deposits	36.45
-	<u>PLUS</u> Accrued interest	
1,317,122.00	<u>LESS</u> Withdrawals (Transfer to Westpac)	-
	Withdrawals (Transfer to CAD Loan 103)	-
<u>\$ -</u>	CLOSING BALANCE	<u>\$ 36.45</u>

DOWNSTREAM DRAINAGE FUNDS (Local Government Finance Authority)

173,145.64	CR	OPENING BALANCE	173,145.64	CR
-		<u>PLUS</u> Deposits	-	
-		<u>LESS</u> Withdrawals	-	
<u>\$ 173,145.64</u>	CR	CLOSING BALANCE	<u>\$ 173,145.64</u>	CR

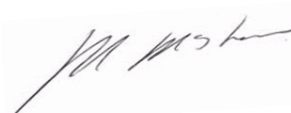
INVESTMENT OF FUNDS

Investment Funds - all invested - 'At Call' at	2.00%
Reserve Funds - all invested - '90 Days' at	2.15%

Prepared by:


.....
Finance Manager

Reviewed by:


.....
Chief Executive Officer



Accountants, Auditors
& Business Consultants

David Chant FCPA
Simon Smith FCPA
David Sullivan CPA
Jason Seidel CA
Renaë Nicholson CA
Tim Muhlhausler CA
Aaron Coonan CA
Luke Williams CPA

4 August 2015

Mr Andrew Lee
Mayor
City of Mount Gambier
PO Box 56
Mount Gambier SA 5290

Dear Mr Lee,

Re: 2014/15 Interim Audit Management Letter

We write in relation to our interim audit processes for the Council. The staff were helpful and professional and readily located records we requested.

While we assume no responsibility to design audit procedures to identify matters to report to you, we communicate any matters encountered during the course of our audit which we believe should be brought to Councils' attention.

This does not mean that there are no other matters of which Council should be aware in meeting its responsibilities, nor does this report absolve Council from taking appropriate action to meet these responsibilities.

Our interim report is attached, along with an appendix outlining significant controls relevant to the upcoming controls opinion.

This letter replaces the one we issued on 6 July 2015 and which was provided to the audit committee on 27 July 2015. We have incorporated management's responses in the table.

If you have any queries in relation to these matters, please do not hesitate to contact me.

Yours sincerely,

Simon Smith FCPA, Registered Company Auditor
Partner

Mount Gambier

233 Commercial Street West
PO Box 246, Mount Gambier SA 5290
DX 29044

p 08 8725 3068
f 08 8724 9553
e admin@galpins.com.au

Stirling

Unit 4/3-5 Mount Barker Road
PO Box 727, Stirling SA 5152

p 08 8339 1255
f 08 8339 1266
e stirling@galpins.com.au

Norwood

3 Kensington Road
PO Box 4067, Norwood South SA 5067

p 08 8332 3433
f 08 8332 3466
e norwood@galpins.com.au

w www.galpins.com.au

ABN 30 630 511 757

Liability limited by a scheme approved
under Professional Standards Legislation

MANAGEMENT LETTER

City of Mount Gambier

2014/15 – Interim Audit

30/06/2015

Local Expertise : Real Access



Accountants, Auditors
& Business Consultants

Table of Contents

1.1 Background	3
1.2 Objectives and Scope	3
1.3 Overall Review of the Council's Internal Controls	4
1.4 Critical Financial Internal Controls	5
1.5 Category of Findings	6
1.6 New Findings Identified in 2014-15	7
1.7 Repeated Findings from Previous Years	7
2. NEW AUDIT FINDINGS IDENTIFIED IN 2014-15	8
2.1: Leave Policies	8
2.2: Risk Management	9
2.3: Lady Nelson Visitor Information Centre Stock Control	10
3. REPEATED FINDINGS FROM PREVIOUS YEARS	11
APPENDIX 1 – CRITICAL INTERNAL FINANCIAL CONTROLS.....	12

1. EXECUTIVE SUMMARY

1.1 Background

We recently completed our interim audit for the City of Mount Gambier. The staff members were helpful and professional and readily located records we requested.

During our interim audit we performed procedures to gain an understanding of the internal controls in place relevant to the financial statements and performed tests of design and effectiveness for these controls. Based on the results of the control testing, we then assessed the audit risks to define the extent and nature of our substantive procedures (e.g. inspection of documents, recalculation, reconciliation, etc) for our final visit.

While we assume no responsibility to design audit procedures to identify matters to report to you, we communicate any matters encountered during the course of our audit which we believe should be brought to Council's attention.

This does not mean that there are no other matters of which Council should be aware in meeting its responsibilities, nor does this report absolve Council from taking appropriate action to meet these responsibilities.

1.2 Objectives and Scope

The objectives of our interim audit were to:

- Understand Council's business, business cycles and processes relevant to the financial statements.
- understand the internal controls in place for the areas we consider critical for the audit of the financial statements
- design internal controls tests for the internal controls identified
- Perform the internal controls tests to determine the final risks of material misstatements in the financial statements to be addressed in our final audit.
- Perform a follow up of last year's interim management letter.

During our audit we focussed on the following business cycles:

- Entity-level controls (general internal policies, risk assessment processes, budgetary processes, general ledger controls, general IT access rights)
- Cash and Financing management
- Rates, Debt Collection and Receipting
- Supplies and Services expenditure
- Contract management
- Payroll management
- Grants management

The audit is not designed or intended to detect all weakness related to internal control, nor is it designed or intended to identify all instances of fraud or error. Limitations of the audit process include that it is not performed continuously throughout the period, internal controls tests are focused on key controls based on professional judgement and risk assessment and the tests performed are on a sample basis. Because of the inherent limitations of any internal controls structure, including the reliance on human intervention and the possibility of management override, it is possible that fraud, error, or non-compliance with laws and regulations may occur and not be detected.

1.3 Overall Review of the Council's Internal Controls

During our interim visit we noted that most of the internal controls considered as key controls by external audit were in place and were operating effectively. None of the issues identified during our audit are classified as high risk and there were no issues raised in the last year interim management letter.

Audit identified three new issues (related to leave policies, the risk register and stock control at the Lady Nelson Visitor Information Centre) that have been included in this report but they are not considered high risks issues. These issues are included in part 2 of this report.

Amendments to s129 of the Local Government Act 1999 require auditors to provide an opinion regarding internal controls of Councils. This applies to non-prescribed (regional) Councils from 2015-16 onwards. This opinion focuses on Councils obligations under s125 of the Local Government Act 1999.

It is important to highlight that this interim audit was focused on assessing risk of material misstatements in the Council's financial statements and does not represent an assessment of compliance with Council's obligations under s125 of the Local Government Act 1999.

1.4 Critical Financial Internal Controls

In order to assist Council in addressing the requirements of the amendments of s129, we have included as an appendix to this report a list of internal controls that audit understands Council should ensure are in place next financial year when we perform our audit.

This list of internal financial controls represents a prioritised list of controls from the better practice model. They are 76 controls we believe are likely to be most important for rural councils to monitor on an ongoing basis.

The list is general in nature, and has not been personalised to any particular Council. Council may have different descriptions of controls that address the same risk provided by the better practice model. Council may consider tailoring the controls description to better describe the actual controls in place.

The list of controls does not represent a population of internal controls that the Council should have in place. There is an expectation that controls not in this list will still exist and be operating effectively within Council.

The list of controls is only intended to be a guide for the ongoing monitoring of internal controls i.e. it is a risk based listing of controls which may be desirable for Council to include in its ongoing monitoring program for internal financial controls.

The list should not be considered a minimum standard – rather, it is a starting reference point for Council to consider. It is expected that Council will have performed a risk assessment of financial risks, and given consideration to the need to monitor controls that address High / Extreme risks that may not be included in this listing.

Equally, Council may wish to remove controls from this list if its own risk assessment reveals that they relate to low risks.

1.5 Category of Findings

In order to assist the Council in establishing its level of priority we classified the findings in accordance with our risk assessment. This risk assessment is focussed on risk of material misstatements in the financial statements which is primarily the purpose of our audit.

The Council should also perform its own assessment based not only on audit risks but also other risks management considers relevant such as non-compliance with pertinent legislations and regulations.

A table defining the risk ratings used by audit to classify the findings can be seen below:

Category	Description
High Risk	The issue represents a material weakness in the Council's financial controls framework and could potentially lead to a material misstatement in the financial statements.
Moderate	The issue described does not represent a material weakness due to the existence of compensating controls. However, the failure of the compensating controls or the existence of any other moderate weakness within the same business cycle may lead to a material misstatement in the Council's financial statements.
Low Risk	The issue described is a low risk weakness due to the existence of compensating controls and the failure or absence of the internal controls does not impact significantly on the Council's financial statements. However, multiple low level risk weakness within the same business cycle may lead to a material weakness in the Council's internal controls.
Better Practice	The issue described has been included in this report as an opportunity for better practice.

1.6 New Findings Identified in 2014-15

Finding	Description	Risk
2.1	<p><u>Leave Policies</u></p> <p>Effective February 2014, a suite of policies were revoked by Council including Annual Leave & Long Service Leave Policies.</p>	Moderate
2.2	<p><u>Risk Register</u></p> <p>The 2006-2010 Risk Register has not been reviewed recently.</p>	Moderate
2.3	<p><u>Lady Nelson Visitor Information Centre Stock Control</u></p> <p>Discrepancies in stock records indicate that stock records have not been updated when goods were received.</p>	Low

1.7 Repeated Findings from Previous Years

Finding	Description	Risk
	There were no repeat findings identified in the interim audit.	N/A

2. NEW AUDIT FINDINGS IDENTIFIED IN 2014-15

2.1: Leave Policies		Moderate
Issues and Impact	Recommendations	Management Response
<p><u>Issues</u></p> <p>Effective February 2014, a suite of policies were revoked by Council including Annual Leave & Long Service Leave Policies. Council now solely relies on the relevant award provisions for such matters which may not cover all the principles of leave including the eligibility and entitlement, taking of leave and the expectations and requirements for effective leave management.</p> <p><u>Impact</u></p> <p>In the absence of clearly documented policies, the behavior of staff may not reflect the objectives, culture and values of council.</p>	<p>Council reviews relevant award provisions and ensure all aspects of leave are covered, including the management of leave balances.</p>	<p>In place of the former Corporate Leave Policies the administration has introduced a monthly reporting regime for all employee leave types.</p> <p>Senior Managers are provided with monthly balances of <u>all</u> leave types including:</p> <ul style="list-style-type: none"> • Annual Leave • Sick Leave • Long Service Leave • TOIL <p>In addition the CEO receives a monthly management leave balance report for <u>all</u> employees.</p> <p>This ongoing, regular monitoring program identifies any excessive leave balances and if necessary leave plans are established to reduce Council's liability.</p>

2.2: Risk Management

Moderate

Issues and Impact	Recommendations	Management Response
<p><u>Issues</u></p> <p>The 2006-2010 Risk Register has not been reviewed recently. Audit acknowledges that risks related to Council's operations are usually discussed at audit committee and council meetings.</p> <p><u>Impact</u></p> <p>It is a good practice to maintain a risk register to ensure that all the risks are identified for the areas the Council considers critical and that these risks are adequately addressed. Risk registers also promote transparency in risks identification and assist Councils in ensuring smooth succession in case of changes in senior management.</p>	<p>Council to continuously develop the risk register and review at least annually to make sure it is relevant and up to date with a variety of risks facing council.</p> <p>We understand that an update on the Risk Register review process went to the May15 Audit Committee Meeting and that a simultaneous review of Council's Risk Register and Business continuity Plan is proposed in 2015.</p> <p>Guidance/assistance is being sought from LG Risk Services.</p>	<p>Council's Risk Management Framework Policy reviewed by the Audit Committee/Council in July/August 2015.</p> <p>A commitment is provided by the administration to review by 2006 - 2010 Risk Register as a matter of priority as part of Council's overall re-development of its Risk Management Framework.</p> <p>Council notes the excellent results achieved in its 2015 Risk Management Review.</p>

2.3: Lady Nelson Visitor Information Centre Stock Control

Low Risk

Issues and Impact	Recommendations	Management Response
<p><u>Issues</u></p> <p>There were instances of stock on hand amounts being higher than the numbers recorded in the stock system and some items shown in minus amounts in the system. This would suggest that stock records were not updated when goods were received. Stock records are confirmed through a stock count on a quarterly basis.</p> <p>The total dollar value of the Lady Nelson Visitor Information Centre stock is minor when considered in the context of the Council's financial statements, but it is important to maintain a culture of control and accountability within council operations.</p> <p><u>Impact</u></p> <p>The reliability of the stock system may be compromised if the system is not updated when new stock arrives. This increases the difficulty of keeping track of stock loss or damage.</p>	<p>Review procedure for updating stock records when goods are received and keep a record of quarterly stock takes, signed off by the responsible staff members.</p>	<p>Council Administration review stock control processes at The Lady Nelson and introduce new controls/ processes to address the issued identified at Audit.</p>

3. REPEATED FINDINGS FROM PREVIOUS YEARS

There were no repeat findings identified in the interim audit.

APPENDIX 1 – CRITICAL INTERNAL FINANCIAL CONTROLS

Risks

R1	Fixed asset acquisitions, disposals and write-offs are fictitious, inaccurately recorded or not recorded at all.
R2	Fixed assets are inadequately safeguarded.
R3	Fixed Assets are not valued correctly
R4	Depreciation charges are either invalid not recorded at all or are inaccurately recorded.
R5	Fixed Asset maintenance and/or renewals are inadequately planned.

RISKS	Control	Control Type	CSA Importance Weighting
R1	Regular verification of fixed assets are conducted and reconciled to the FAR.	Core	4
R1	Recorded changes to the FAR and/or masterfile are approved by management, compared to authorised source documents and General Ledger to ensure accurate input.	Core	5
R1	All fixed asset acquisitions and disposals are approved in accordance with Delegation of Authority and relevant Procurement and Fixed Asset Policies.	Core	5
R1	Access and on-going maintenance of the fixed asset register is performed by authorised officers only.	Core	4
R1	Council has an asset accounting policy which details thresholds for recognition of fixed assets which is monitored to ensure adherence.	Core	5
R1	Reconciliation of fixed assets to the General Ledger is performed regularly.	Core	4
R1	Asset maintenance schedules are prepared, updated, and monitored by management and activity per the asset maintenance schedule. Changes to the asset maintenance history register are compared to source documents to ensure that they were input accurately.	Core	4
R3	Management regularly reviews valuation of fixed assets - methodology and useful lives, to ensure valuation is appropriate and in accordance with reporting requirements. Where appropriate, Council may engage an expert to perform valuations.	Core	5
R3	Management reviews depreciation rates and methodology (at least annually) to ensure that methods used to value fixed assets are still appropriate.	Core	5
R3	Asset revaluations and depreciation reviews are performed in accordance with Australian Accounting Standards.	Core	5
R3	The annual review of assets includes reviewing the appropriateness of categories of assets and impairment testing.	Core	4
R4	Depreciation charges are calculated in accordance with the accounting policy, including the useful life, depreciation method and calculation formulas.	Core	5
R5	Asset Management Plans exist for all major asset classes and all changes to the asset management plan must be approved by Council.	Core	5

Risks

R1	Council does not obtain value for money in its purchasing & procurement.
R2	Purchases of goods and services are made from non-preferred suppliers.
R3	Purchase orders are either recorded inaccurately or not recorded at all.
R4	Purchase orders are placed for unapproved goods and services.

RISKS	Control	Control Type	CSA Importance Weighting
R1	Council has a comprehensive Contract and Procurement Policy that is reviewed regularly.	Core	5
R1, R2, R4	Employees must ensure all purchase orders are approved in accordance with the Delegations of Authority and relevant policies.	Core	5
R3	Purchase orders are issued in accordance with the Council's Purchasing and Procurement Policy.	Core	5

Risks

R1	Council does not raise the correct level of rate income.
R2	Rates and rate rebates are either inaccurately recorded or not recorded at all.
R3	The Property master file data does not remain pertinent
R4	Pensioner concessions and self-funded retirees are either inaccurately recorded or not recorded at all.

RISKS	Control	Control Type	CSA Importance Weighting
R1, R2	Rates are automatically generated by the rate system, including the calculation of rate rebates, if applicable.	Core	4
R1, R2	Management regularly reviews the calculation methodology within the rate application system and for a sample of ratepayers to ensure correct calculation and methodology has been used.	Core	4
R1	All software changes to rate modelling functionality fully tested and reviewed by qualified personnel.	Core	5
R2	Regular review of exempt properties to ensure still valid, interest flag switched off and rate rebates.	Core	5
R2	Council approves rate rebates to rate payers in accordance with Delegations of Authority and as per the legislation.	Core	4
R2	Regular independent review of the rates aged receivables reports and independent check of rates payable by rates staff.	Core	4
R3	Recorded changes to property master file data are compared to authorised source documents or confirmed with ratepayers to ensure that they were input accurately. An audit trail is maintained for all changes.	Core	4
R3	Access to the Property master file is restricted to appropriately designated personnel, with significant changes to the Property master file approved by management.	Core	5
R4	Authorised officers verify all pensioner concession entitlement information provided annually by government departments.	Core	4

Risks

R1	Banking transactions are either inaccurately recorded or not recorded at all.
R2	Fraud.

RISKS	Control	Control Type	CSA Importance Weighting
R1, R2	Blank cheques and/or cheque-signing machine are adequately safeguarded.	Core	5
R1, R2	Access to EFT Banking system restricted to appropriately designated personnel.	Core	5
R1, R2	Bank reconciliations are performed on a predetermined basis and are reviewed by an authorised officer. Any identified discrepancies are investigated immediately.	Core	5
R1, R2	All cash held securely in safe/registers with access restricted to appropriately designated personnel.	Core	5
R2	Cash transfers between bank accounts and investment bodies are approved by authorised officer.	Core	5
R2	Procedures are in place to ensure that all cash collected is banked and properly recorded.	Core	5

Risks

- R1 Payroll expense is inaccurately calculated.
- R2 Payroll disbursements are made to incorrect or fictitious employees
- R3 Time and/or attendance data is either invalid, inaccurately recorded or not recorded at all.
- R4 Payroll master file does not remain pertinent and/or unauthorised changes are made to the payroll master file.
- R5 Voluntary and statutory payroll deductions are inaccurately processed
- R6 Salary sacrifice transactions are inaccurately processed.
- R7 Employees are terminated in breach of statutory and enterprise agreements.

RISKS	Control	Control Type	CSA Importance Weighting
R1	Standard programmed formulae perform payroll calculations.	Core	5
R1, R3	Overtime hours worked and payments for such overtime are authorised by management for all eligible employees.	Core	5
R2	The transfer of the bank file should be restricted to authorised officers who are not be involved in the preparation of the pay run.	Core	5
R2	Payroll system generates exception reports detailing all payroll changes that are regularly reviewed by management who investigate & approve variances.	Core	5
R2	Employee records to include employment details and/or contract terms and conditions, authorisations for payroll deductions and leave entitlements.	Core	5
R2	Officers responsible for originating/preparing payroll disbursements are precluded from authorising transfer of same.	Core	5
R2	Employees made inactive in payroll records immediately upon termination. Termination report provided as supporting documentation with request for an EFT. Comparison of subsequent current employee listings made by independent person to verify correctness.	Core	5
R2	All employee deductions must be substantiated with documented approval provided by employee.	Core	5
R3	Total of payment summaries for the year is reconciled to general ledger and payroll.	Core	4
R3	Relevant staff are required to complete timesheets and/or leave forms, authorise them and have approved by the supervisor/manager.	Core	5
R4	Significant changes (supported by adequate audit trail) to the payroll master files approved by management.	Core	4
R4	All payroll suspense accounts are reconciled and reviewed by management or other supervisory personnel on a timely basis. Transactions recorded in the payroll suspense accounts are proper suspense items; other items are investigated and resolved in a timely manner.	Core	4
R5	Access to the payroll deduction listing is restricted to authorised officers.	Core	5
R6	All original salary sacrifice transactions must be approved by the relevant employee. Payroll staff must ensure that such approval has been obtained prior to processing transactions into the payroll system.	Core	5
R7	Establish employee termination policies and procedures, including statutory regulation and union requirements. Regularly review and update these policies and procedures.	Core	4

Risks

R1	General Ledger does not contain accurate financial information
R2	Data contained within the General Ledger is permanently lost.

RISKS	Control	Control Type	CSA Importance Weighting
R1, R2	All updates and changes to General Ledger programmes are authorised, tested and documented.	Core	5
R1, R2	Access to General Ledger maintenance is restricted to authorised personnel.	Core	5
R1	General Ledger reconciliations (including control and clearing accounts) are prepared on a regular basis; all reconciliations independently reviewed.	Core	4
R1	Manual journal entries recorded in the register are authorised by the officer preparing the journal and an independent reviewer.	Core	5
R1, R2	Off-site backup of data, program and documentation.	Core	4
R1	System does not allow posting of unbalanced journals.	Core	5
R1	Amendments to the structure of the General Ledger framework are approved by an authorised officer.	Core	5
R1, R2	General Ledger policies and procedures are appropriately created, updated & communicated to relevant personnel in the finance department.	Core	5
R2	Formal disaster recovery plan adopted by Council or Senior Executive.	Core	5

Risks

R1	Debtors are either inaccurately recorded or not recorded at all.
R2	Rebates and credit notes to debtors are either inaccurately recorded or not recorded at all
R3	An appropriate provision for doubtful debts is not recorded
R4	Debtors are either not collected on a timely basis or not collected at all
R5	The Debtors master file data does not remain pertinent.

RISKS	Control	Control Type	CSA Importance Weighting
R1, R4	Debtor's reconciliation performed on a regular basis to the General Ledger and reviewed by an independent person.	Core	4
R1	Council maintains a Debt Collection Policy.	Core	5
R2, R3, R4	Management and/or Council review and approve all rebates, credit notes, bad debt write-offs and movements in the provision for doubtful debts, in accordance with delegations of authority and Local Government Act.	Core	5
R3, R4	Management reviews debtors ageing profile on a regular basis and investigates any outstanding items.	Core	4
R5	Access to the debtor's master file is restricted to appropriately designated personnel and is reviewed by management for accuracy and on-going pertinence.	Core	5
R5	Recorded changes to debtor's master file data are compared to authorised source documents or confirmed with customers/ratepayers to ensure that they were input accurately.	Core	4

Risks

R1	Accounts payable amounts and disbursements are either inaccurately recorded or not recorded at all
R2	Credit notes and other adjustments to accounts payable are either inaccurately recorded or not recorded at all
R3	Disbursements are not authorised properly.
R4	Accounts are not paid on a timely basis
R5	Supplier master file data does not remain pertinent and/or unauthorised changes are made to the supplier master file.

RISKS	Control	Control Type	CSA Importance Weighting
R1, R2, R4	Statements received from suppliers are reconciled to the supplier accounts in the accounts payable subledger regularly and differences are investigated.	Core	4
R1	Invoices received are authorised and accompanied by appropriate supporting documentation.	Core	5
R1	Payments (Cheques and EFT's) are endorsed by authorised officers separate to the preparer who ensure that they are paid to the specified payee.	Core	5
R2	Access to the supplier master file is restricted to authorised officers.	Core	5
R2, R5	Separation of Accounts Payable and Procurement duties.	Core	5
R3	All disbursements must be approved by an authorised officer in accordance with relevant policies and/or Delegations of Authority.	Core	5
R3	Purchase Orders must be raised for the purchase of goods and services in line with the Council's Procurement policy or over a predetermined amount where applicable.	Core	5
R3	Individuals who authorise payment of suppliers are authorised officers who are independent of the processing of invoices.	Core	5
R4	Authorised officer to review aged payables listing on a predetermined basis and investigate where appropriate.	Core	5
R5	Recorded changes to the supplier master file are compared to authorised source documents to ensure that they were input accurately.	Core	5
R5	The accounts payable system and or supplier master file prevents users from making unauthorised adjustments to supplier accounts.	Core	5

Risks

- R1 Council is not able to demonstrate that all probity issues have been addressed in the Contracting process.
- R2 Council does not obtain value for money in relation to its Contracting.

RISKS	Control	Control Type	CSA Importance Weighting
R1,R2	Robust and transparent selection processes to ensure effective and qualified suppliers / contractors are selected by Council, including compliance with Code of Conduct, Conflict of Interest and procurement Policies.	Core	5
R1	Council to maintain a contract register.	Core	4
R1	The Contracts, Tenders and Procurement Policy and Procedures should be reviewed regularly.	Core	4
R2	Council does not release milestone payments to suppliers / contractors until they meet all their associated objectives.	Core	5

STRATEGIC PLANNING SUB-COMMITTEE

Minutes of the Meeting held in the Committee Room, Level Four of Civic Centre, 10 Watson Terrace, Mount Gambier, on Wednesday, 22nd July, 2015 at 12.00 p.m.

MINUTES

<u>PRESENT:</u>	Cr F Morello (Presiding Member) Mayor A Lee and Cr P Richardson
<u>APOLOGIES:</u>	Cr S Perryman
<u>NOT IN ATTENDANCE:</u>	Cr M Lovett
<u>COUNCIL OFFICERS:</u>	Chief Executive Officer, Mark McShane Manager Business and Strategic Planning, Tracy Tzioutziouklaris
<u>COUNCIL MEMBERS AS OBSERVERS:</u>	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 Richardson moved that the Minutes of the previous meeting held on Friday 8th May, 2015 be taken as read and confirmed.

Mayor Lee seconded.

Carried

QUESTIONS:

- (a) With Notice - nil submitted
- (b) Without Notice – nil submitted

1. MEMBERS WORKSHOPS – Strategic Planning – Ref. AF15/83

- (a) Two workshops for Members on Strategic Planning have been held on:
 - (i) Tuesday, 5th May, 2015 Workshop discussed the role and process of Strategic Planning.

Facilitated by Council Officers.
 - (ii) Wednesday, 24th June, 2015 Workshop provided an overview and summary of the Futures Paper and the incorporation of this framework into Council's new Strategic Plan. Including a focus about the future of regional cities.

Facilitated by Emeritus Professor John Martin.
- (b) Now is an opportune time for a debriefing discussion regarding these workshops. The issues raised as part of the debriefing included:

Strategic Planning Sub-Committee Minutes, Wednesday, 22nd July, 2015 cont'd...

- (i) The Futures Paper is not a static document and will need to be reviewed as issues change.
- (ii) Members are still able to include issues not identified within the Futures Paper into the Strategic Plan if identified and determined appropriate.
- (iii) The role of Council has become much more diverse than the traditional core business of rates, roads and rubbish. Council needs to reconsider the allocation and distribution of its resources to ensure it can carry out the functions that it wishes to choose.
- (iii) As part of developing the strategic plan and setting the focus areas for this term of Council, Members will need to determine what areas they wish to focus on. Council can take on the role of an enabler and/or initiator within the community.
- (iv) Council will also need to make adjustments in accordance with the external community needs and expectations. As such Council will need to continually change and adjust.
- (v) The development of the Strategic Plan is important to set a collective clear vision of what Council wishes to achieve.

Cr Morello moved it be recommended that the report be received.

Mayor Lee seconded.

Carried

2. REVIEW OF THE STRATEGIC PLAN – Ref. AF13/486

The Manager Business and Strategic Planning reported:

- (a) At the Members Workshop held on Wednesday, 24th June, 2015, Members identified Key Strategies from the Futures Paper that were considered important. Those Key Strategies will form the base for the drafting of Council's new Strategic Plan.
- (b) The identified Key Strategies are documented in Attachment 1.
- (c) It is recommended that Council aim for a maximum of 5 Key Strategies for each goal as identified within the Futures Paper. Members also need to remember that the Futures Paper was developed with a time frame of approximately four years. Not all of the Key Strategies identified within the Futures Paper will be able to be achieved over a four year period.
- (d) It is also recommended that a minimum of one Key Strategy for each goal incorporates key legislative activities undertaken within Council's administration so as to ensure the Strategic Plan is a meaningful document that can be administered.

Cr Morello moved it be recommended:

- (a) **The report be received.**
- (b) **The Strategic Plan be presented in a simple template and provided to Members of the Strategic Planning Committee for further consideration.**

- (c) **The draft Strategic Plan continue to be refined and developed in consultation with Council Members and Council Officers.**

Mayor Lee seconded.

Carried

MOTIONS WITH NOTICE - Nil

MOTIONS WITHOUT NOTICE

1. FUTURES PAPER - LAUNCH, Ref 13/125

Goal: Building Communities
Strategic Objective: Strive for an increase in services and facilities to ensure the community has equitable access and that the identified needs are met.

Encourage the empowerment of the community to lead and self manage their respective desires and aspirations.

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.

The Manager Business and Strategic Planning reported:

- (a) Council at it's meeting held in October, 2014 considered the Futures Paper and determined:

“(a) Corporate and Community Services Report No. 66/2014 be received.

(b) The Futures Paper now be received and endorsed, pending minor editorial amendments.

(c) The Futures Paper be published and copies be made available for all people who participated and general availability via hard copy and Council's website.

(d) The Futures Paper will be a component of the incoming Council's induction program, a base for the development of the new Strategic Plan and provides a reference point to assist the citizens of Mount Gambier to achieve their collective future.

(e) The Members of the City Development Framework Sub Committee and Associate Professor John Martin be thanked for their facilitation of this project and to achieve the development of a document that reflects the aspirations of the community and guides the future long term development of the City of Mount Gambier. “

- (b) It was previously identified within the Minutes of the City Development Framework Sub Committee meeting held on 16th January, 2014 that once the Futures Paper were completed, it be officially launched by the Mayor and Councillors.

Strategic Planning Sub-Committee Minutes, Wednesday, 22nd July, 2015 cont'd...

- (c) The Futures Paper has been published and hard copies have been made available and is on Council's website.
- (d) The Futures Paper is now recognised by Council as it's Peak Strategic Plan. As such it was considered appropriate that the Futures Paper be promoted once it had been reformatted using the new branding Council has recently adopted.
- (e) Council has determined that the Futures Paper will form the basis for the review of it's current Strategic Plan – Beyond 2015. Council has commenced this review process.
- (d) It is Council's decision as to what form of promotion it wishes to undertake in relation to the publication of the Futures Paper. It is envisaged that once the rebranding of the Futures Paper has been completed it be presented in a format similar to that of the Annual Report.

Cr Richardson moved it be recommended:

- (a) The report be received.**
- (b) The following options for the promotion of the Futures Paper be undertaken:**
 - (i) The production of a summary document, maximum of four A4 pages.**
 - (ii) Copies of the Futures Paper be printed once the document has been reformatted using the new branding style.**
 - (iii) A media release be prepared and released promoting the Futures Paper.**
 - (iv) The Futures Paper be promoted as the document used to review and develop Council's Strategic Plan.**

Cr Morello seconded.

Carried

The meeting closed at 12.51 p.m.

TT/TLG

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, 27th July 2015 at 5.30pm

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

APOLOGIES: Caroline Hill moved that the apologies from Cr Lovett, Rob Foggo, Mark McShane and Vicki Hutchinson be received.

John Amoroso seconded Carried

Emma Milera (leave of absence)

COUNCIL OFFICERS: Manager Community Services & Development, Barbara Cernovskis
Community Development Officer, Alison Brash

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: Cr Richardson moved that the minutes of the previous meeting held on 22nd June 2015 be taken as read and confirmed.

Caroline Hill seconded Carried

QUESTIONS: (a) With Notice - nil submitted
(b) Without Notice - nil submitted

1. **KEY FOCUS AREA – Reconciliation Action Plan - Community Engagement & Social Inclusion Sub Committee Report No. 7/2015 - Ref AF12/376**

Cr Richardson moved it be recommended:

- (a) That the Community Engagement and Social Inclusion Sub-Committee Report No 7/2015 on the Reconciliation Action Plan (RAP) development workshop be received;
- (b) Community Engagement and Social Inclusion Sub-Committee engage a RAP focus group to develop a Stretch RAP which identify measures that can be embedded into the organisation;
- (c) Consult with Elders and request that they identify who they wish to be represented by on the RAP focus group. This may be a male and female.
- (d) Foundation of the RAP focus group will be made of RAP Champions to work alongside Elders. The group will also include:
 - Elected Members
 - City of Mount Gambier staff from across divisions

Community Engagement & Social Inclusion Sub-Committee Minutes, 27th July 2015 cont'd...

- Community representatives
 - Young People
 - CESI Members
- (e) Communicate with the Aboriginal community so they are aware of what is proposed and occurring in developing the RAP.
- (f) By end of August 2015 a meeting will occur to discuss potential employment issues and opportunities within Council for Aboriginal and Torres Strait Islanders. The group will comprise of Cr. Richardson, Cr. Lovett and key staff, inclusive of the CEO and HR Manager.
- (g) By December 2015 hold three targeted focus groups in order to consult, gather ideas and embed tangible outcomes in structure of the RAP. The focus groups should include:
- Interested community members, young people, Educators
 - City of Mount Gambier Staff
 - The Business Community
- (h) A representative from Families SA be invited to Community Engagement and Social Inclusion Sub-Committee meeting to present on the issue of Indigenous children in care in the South East.

Caroline Hill seconded

Carried

2. KEY FOCUS AREA – Community Engagement & Social Inclusion - Report for Information - Ref. AF12/376

The Manager Community Services & Development reported:

- (a) Attachment 2, Community Engagement & Social Inclusion Key Focus Area progress table outlines progress against key focus area action items for Members information.

Cr Richardson moved it be recommended the Community Engagement & Social Inclusion Key Focus Area progress table be received and noted for information.

Caroline Hill seconded

Carried

MOTIONS WITH NOTICE - Nil

MOTIONS WITHOUT NOTICE - Nil

The meeting closed at 5.54 p.m.
BJC/MJT

CONFIRMED THIS DAY OF , 2015

.....
PRESIDING MEMBER

AUDIT COMMITTEE

Minutes of Meeting held on Tuesday, 28th July, 2015 at 5.30 p.m.
in the Committee Room, Civic Centre, 10 Watson Terrace, Mount Gambier

PRESENT: Jeroen Zwijnenburg (Presiding Member)
Donald Currie
Cr Sonya Meziniec

APOLOGY/IES: Nil

COUNCIL MEMBERS/

OTHERS AS

OBSERVERS: Nil

GUESTS: Mr Simon Smith, Auditor, Galpins

COUNCIL EMPLOYEES

IN ATTENDANCE: Mr Grant Humphries, Director - Corporate Services
Mr Mark McShane, Chief Executive Officer (arrived 5.42 p.m.)
Mr Gary Button, Finance Manager
Ms Kahli Rolton, Team Leader Finance

OTHER APOLOGIES:

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 Meziniec moved the minutes of the previous meeting held on Tuesday, 24th March, 2015 be taken as read and confirmed.

Donald Currie seconded

Carried

QUESTIONS:

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

1. REPORTS FOR INFORMATION

The Director - Corporate Services reported that the following Council Reports were provided to the Audit Committee for information:

- 2.1 CCS Report No. 27/2015 – Treasury Management - CAD
- 2.2 CCS Report No. 30/2015 – Business Plan and Budget - Community Consultation
- 2.3 CCS Report No. 34/2015 – Rating Policy Review
- 2.4 CCS Report No. 37/2015 – Budget Update as at 31st May, 2015
- 2.5 CCS Report No. 38/2015 - Internal Review of Council Decisions
- 2.6 CCS Report No. 39/2015 - Members Complaints Handling Policy

Audit Committee Minutes, Tuesday 28th July, 2015 cont'd...**RECOMMENDATION NO. 1**

Donald Currie moved it be recommended that the above reports be received.

Cr Mezinec seconded

Carried

2. EXTERNAL AUDITOR - INTERIM AUDIT 2015 - Ref. AF12/227

The Director - Corporate Services reported:

- (a) following the recent annual interim audit Council has now received the subsequent Audit Management letter for the 2014/2015 Interim Audit;
- (b) a copy of the Audit Management letter which provides a guide as to the audit procedures that were performed, is attached;

RECOMMENDTION NO. 2

Donald Currie moved it be recommended:

- (a) **the report be received;**
- (b) **the identified 2014/2015 Audit recommendations continue to be monitored by the Audit Committee;**
- (c) **Council provide a suitable management response to the Internal Audit findings.**

Cr Mezinec seconded

Carried

3. AUDIT WORK PROGRAM 2007 - 2014 - Ref. AF11/863

The Director - Corporate Services reported:

- (a) the Audit Committee should continually review the Audit Work Program to establish whether any adjustments are required to be introduced for the particular financial years activities;
- (b) the Audit Work Program 2007-2014 was last reviewed and adopted in August 2014;
- (c) the following activities and associated timelines (extracted from the Audit Work Program) are highlighted in abbreviated form, for the Committees review:

- | | |
|----------|--|
| FEBRUARY | <ul style="list-style-type: none"> • Work Plan • Treasury Management Reviews • Asset Reviews • Policy reviews incorporating; <ul style="list-style-type: none"> • Internal Controls • Fraud and Corruption Framework • Whistleblowing • Risk Management • Budget Performance |
| MAY | <ul style="list-style-type: none"> • Interim External Audit • Work Plan • Business Continuity • Business Plan and Budget |

Audit Committee Minutes, Tuesday 28th July, 2015 cont'd...

- AUGUST
- Work Plan
 - Annual Report to Council incorporating;
 - Self Assessment
 - Review of Work Plan
 - Review of Terms of Reference
- NOVEMBER
- Work Plan
 - Statutory External Audit
 - AFS authorisation by Presiding Member
 - Council Annual Report Compliance

RECOMMENDATION NO. 3

Cr Mezinec moved it be recommended the report be received.

Donald Currie seconded

Carried

4. AUDIT COMMITTEE SELF ASSESSMENT OF PERFORMANCE - AF11/863

The Director - Corporate Services reported:

- (a) the Audit Committee Terms of Reference provides for "at least once a year, review its own performance and terms of reference to ensure it is operating at a maximum effectiveness and recommend changes it considers necessary to the Council for approval";
- (b) the Self Assessment should take into account factors such as:
- the Committee's work program
 - the Committee's operating environment
 - the stage of maturity of the Committee
 - Council's strategic directions
 - Council's risk and control environment
 - current and emerging trends and factors
 - the outcomes of previous self assessments (if any)
- (c) the Audit Committee's comments and recommendations resulting from the Self Assessment is detailed as follows:

Issue	Comment(s)	Recommendation(s)
<i>Role & Terms of Reference</i>	<i>The Audit Committee is of the view that functions and extent of authority as defined under S126(4) LGA are adequately defined in the Terms of Reference established by Council</i>	<i>The Audit Committee is of the view that its role and function is not to compete with the role of the Corporate and Community Services Committee, nor to make decisions in lieu of Council, but rather to examine and comment on financial statements/internal control framework and activities of Council</i>

Audit Committee Minutes, Tuesday 28th July, 2015 cont'd...

<p><i>Independence</i></p>	<p><i>The Audit Committee is of the view that it is able to form opinions and express views without coercion or undue influence of external persons or bodies</i></p>	<p><i>The Audit Committee believes the invited attendance of the CEO, Director - Corporate Services and Finance Manager provides direction without influence. Continued attendance is desirable</i></p>
<p><i>Committee Skills/Training</i></p> <p><i>Council Structure and Decision Making</i></p> <p><i>Meeting Operation and Frequency</i></p> <p><i>Resources available to the Audit Committee</i></p> <p><i>Audit Committee's working relationship with Council and the senior management team</i></p> <p><i>The Audit Committee members' understanding of financial indicators (and targets for these) being used to assess the Council's performance work program</i></p>	<p><i>The Audit Committee is of the view that its members have been selected due to their qualifications and expertise</i></p> <p><i>The Audit Committee have been made aware of the processes of Council and are provided with copies of public financial statements, policies and reports of Council</i></p> <p><i>The Audit Committee has been meeting on a regular basis since inception</i></p> <p><i>The Audit Committee utilises the resources of Council through the attendance of the CEO, Director – Corporate Services and Finance Manager and other employees as requested</i></p> <p><i>Council appears to be aware of role and function of Audit Committee. Presence of CEO, Director – Corporate Services and Finance Manager assist Audit Committee in decision achievement</i></p> <p><i>The Audit Committee regularly monitors and assesses financial performance indicators as published. Comparison with other Councils and advice from LGA is also noted</i></p>	<p><i>Members consist of accounting representation and are subject to ongoing professional training</i></p> <p><i>Audit Committee Members have been made aware of the Council structure and decision making process following the recent review of Council's Decision Making Structure and the completion of an organisational and functional review.</i></p> <p><i>The Audit Committee holds the view that current frequency and duration is adequate to address issues</i></p> <p><i>The Audit Committee has liaised with external auditors and Council employees as required in order to meet its role and terms of reference</i></p> <p><i>No issues of conflict have arisen. The Audit Committee recognises the significant role played by Council employees to address and advise the Committee</i></p> <p><i>The Audit Committee holds the view that expenditure allocation, particularly depreciation, greatly affects financial indicators and status</i></p>

Audit Committee Minutes, Tuesday 28th July, 2015 cont'd...

<i>The Audit Committee's access to appropriate Council information</i>	<i>The Audit Committee notes the inclusion of its role and function in decisions of major financial expenditure</i>	<i>The Audit Committee is able to be involved with complementary committees, receive financial expenditure projections and reviews of major expenditure and contract negotiation and is able to actively participate in Council.</i>
<i>The extent to which the Audit Committee's advice is contributing to the effective operation of the Council</i>	<i>The Audit Committee recognises that its role and terms of reference are a requirement of the LGA. Members are cognisant of their requirement to monitor and review financial practices and, public financial statements of Council</i>	<i>The Audit Committee holds the view that its function and role will be increasingly viewed as complimentary to Council in its activities for ratepayers</i>

RECOMMENDATION NO. 4

Donald Currie moved it be recommended:

- (a) 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.**

Cr Meziniec seconded

Carried

5. AUDIT COMMITTEE TERMS OF REFERENCE - Ref. AF11/863

The Director - Corporate Services reported that in conjunction with the Committee Self Assessment process, the Audit Committee is also charged with the responsibility of reviewing its Terms of Reference and recommending any alterations to Council for consideration.

RECOMMENDATION NO. 5

Cr Meziniec moved it be recommended:

- (a) the report be received;**
- (b) the Audit Committee considers the existing Terms of Reference remain current, relevant and appropriate and therefore be endorsed by Council including procedural amendments only.**

Donald Currie seconded

Carried

6. AUDIT COMMITTEE WORK PROGRAM 2014-2018 - Ref. AF11/863

The Director - Corporate Services reported that as part of the Annual Reporting process to Council, the Audit Committee should review its adopted Work Program.

A revised Work Program 2014-2018 with minor amendments/updates is now recommended for adoption by the Committee.

Audit Committee Minutes, Tuesday 28th July, 2015 cont'd...**RECOMMENDATION NO. 6**

Donald Currie moved it be recommended:

- (a) the report be received;
- (b) the revised Work Program 2014-2018 be adopted.

Cr Mezinec seconded

Carried

7. CORPORATE AND COMMUNITY SERVICES REPORT NO. 48/2015 - Audit Committee Annual Report to Council - AF11/863

The Director – Corporate Services reported:

- 4.1 Corporate and Community Services Report No. 48/2015 has been prepared as the Annual report of the Audit Committee to Council for the 2014/2015 financial year;
- 4.2 Prior to presentation to Council the Audit Committee should review and be satisfied with the content.

RECOMMENDATION NO. 7

Cr Mezinec moved it be recommended:

- (a) that Corporate and Community Services Report No. 48/2015 be received;
- (b) that the Audit Committee adopt the 2014/2015 City of Mount Gambier Audit Committee Annual Report, as presented in Corporate and Community Services Report No. 48/2015;
- (c) Audit Committee Members be invited to attend the Corporate and Community Services Committee to present/discuss any aspects of the Annual Report.

Donald Currie seconded

Carried

8. CORPORATE AND COMMUNITY SERVICES REPORT NO. 49/2015 - Governance and Corporate Risk Update - AF11/1948, AF11/1950

The Director - Corporate Services reported:

- (a) Council's Governance Officer has provided the attached report on a range of 'Risk' or 'Compliance' matters that are currently in progress, some of which are reference in the Audit Committee Work Program;
- (b) these regular progress reports are provided for information and it updates Committee Members on the status/progress of 'Risk' or 'Compliance' matters.

RECOMMENDATION NO. 8

Donald Currie moved it be recommended that Corporate and Community Services Report No. 49/2015 be received.

Cr Mezinec seconded

Carried

Audit Committee Minutes, Tuesday 28th July, 2015 cont'd...

9. CORPORATE AND COMMUNITY SERVICES REPORT NO. 50/2015 – Policy Review – C290 Internal Review of Council’s Decisions – Ref. AF11/950

The Director – Corporate Services Reported:

Council’s Audit Committee reviews several policies on a regular basis as part of its work plan, including Council’s Internal Review of Council Decision Policy C290.

The Internal Review of Council’s Decision Policy C290 has been reviewed and updated in an effort to simplify the commentary associated with the various policy provisions, and to include several provisions from the Local Government Association Model Policy Template, noting the legislative provisions of Section 270 of the Local Government Act 1999 regarding procedures for review of decisions.

RECOMMENDATION NO. 9

Cr Mezinec moved it be recommended

- (a) Corporate and Community Services Report No. 50/2015 be received;**
- (b) Council hereby adopts replacement Council Policy C290 – Internal Review of Council’s Decisions, as provided with this report;**
- (c) Council makes the necessary amendments to Council's Policy Manual Index.**

Donald Currie seconded

Carried

10. CORPORATE AND COMMUNITY SERVICES REPORT NO. 51/2015 – Policy Review – M265 Members Complaints Handling – AF11/1950

The Director – Corporate Services Reported:

Council policy M265 Members Complaints Handling is scheduled for review within 12 months after a general election, by November 2015.

The Members Complaints Handling Policy M265 has been reviewed and minor amendments made to clarify some administrative matters, more particularly that only an actual (not an alleged) behavioral code breach (Part 2 of the Code of Conduct for Council Members) be the subject of a report to Council.

RECOMMENDATION NO 10.

Cr Mezinec moved it be recommended:

- (a) Corporate and Community Services Report No. 51/2015 be received;**
- (b) Council hereby adopts replacement Council Policy M265 – Members Complaints Handling, as provided with this report;**
- (c) Council makes the necessary amendments to Council's Policy Manual Index.**

Donald Currie seconded

Carried

Audit Committee Minutes, Tuesday 28th July, 2015 cont'd...**11. CORPORATE AND COMMUNITY SERVICES REPORT NO. 52/2015 - Policy Review - R305 Risk Management Framework - Ref. AF11/1948**

The Director - Corporate Services advised:

Council's Audit Committee reviews several policies on an annual basis as part of its annual work plan, including Council's Risk Management Framework Policy R305.

The Risk Management Framework Policy R305 was adopted following a comprehensive review in August 2015. A further review has identified only minor amendments including new reference to Council's Project Plan/Corporate Risk Plan template which is currently under development for addressing corporate risk issues in project planning/management.

RECOMMENDATION NO. 11

Donald Currie moved it be recommended:

- (a) Corporate and Community Services Report No. 52/2015 be received;
- (b) Council hereby adopts replacement Council Policy R305 – Risk Management Framework Policy, as provided with this report;
- (c) Council makes the necessary amendments to Council's Policy Manual Index.

Cr Meziniec seconded

Carried

12. NEXT MEETING

- Tuesday, 29th September 2015 (to be confirmed)

The meeting closed at 6.40 p.m.

29th July, 2015
MJT

CONFIRMED THIS DAY OF 2015.

.....
PRESIDING MEMBER

CORPORATE AND COMMUNITY SERVICES REPORT NO. 53/2015

SUBJECT: SA GRANTS COMMISSION 'DATABASE' REPORT

REF: AF13/458

Goal: Governance

Strategic Objective: (vi) Establish measures for Council's performance and continually compare against community expectations.

(vii) Engage with national, state, regional and local forums and partnerships to provide solutions and options to continually improve Councils service deliver and performance.

Each year the SA Local Government Grants Commission prepares what is commonly known as 'database' reports which are derived from South Australian Councils Annual Financial Statements and General Information Returns.

The Database Reports are as follows:

- Report 1 – General Information;
- Report 2 – Sources of Operating Revenue;
- Report 3 – Operating Expense Information;
- Report 4 – Net Outlays on Non-Financial Assets;
- Report 5 – Summary Balance Sheet Information;
- Report 6 – Council Rating Arrangements;
- Report 7 – Net Financial Liabilities;
- Report 8 – Financial Indicators;
- Report 9 – Operating expenses;
- Report 10– Operating Income.

These detailed reports incorporating a range of financial statistics for all South Australian Councils have now been received for the 2013/2014 financial year.

Provided, as attachments to this Report is a range of data drawn from Council's 2013/2014 Annual Financial Statements submitted to the SA Local Government Grants Commission.

FINANCIAL COMPARATIVE REPORTS

Relevant financial data extracted from the database reports has been assembled, in comparative format with other 'like' Councils, under four (4) major headings i.e.

- Financial Comparison
- Expenditure Comparison
- Revenue Comparison
- Rates Comparison

TIME SERIES REPORTS

From the Comparative Reports, further data has been extracted and assembled in a 'time series' format in order to track Councils key financial statistics over the past five (5) financial years.

Corporate and Community Services Report No. 53/2015 cont'd...

These Time Series Reports have been arranged under the following headings:

- Employee/Operating
- Assets
- Financial
- Rating

These statistics also find their way into Council's Annual Report.

RATING COMPARISONS

The Australian Classification of Local Governments (ACLG) categorises Councils using the population, population density and the proportion of the population that is classified as urban for the Council.

All Local Governments who receive general purpose financial assistance grants via Grants Commission are classified according to ACLG categories.

The above categories are defined as:

URS: Urban Regional Small
 URM: Urban Regional Medium
 UFS: Urban Fringe Small

The majority of other SA Councils are classified in "Rural" or "Urban" large (metro) categories.

SA Councils categorised as "urban" (regional or fringe) have been used in the table below for comparative purposes:

Council	ACLG	Population (ERP) 2014	Total Rates \$	Rates as % of revenue	Res Rates/ Res Prop \$
Mount Gambier	URS	26,246	16,826	74	1,099
Murray Bridge	URS	20,740	18,613	63	1,491
Port Augusta	URS	14,557	15,110	48	1,487
Port Lincoln	URS	14,888	10,942	72	1,338
Victor Harbour	URS	14,938	17,468	78	1,750
Whyalla	URS	22,754	17,188	68	1,314
Mount Barker	URM	31,950	28,632	78	1,657
Alexandrina	UFS	25,136	31,065	84	1,608
Barossa	UFS	22,964	26,157	77	1,548
Gawler	UFS	22,219	17,166	78	1,520
State Average				73	1,368
URS/URM/UFS Average				72	1,481

In 2013/2014 the City of Mount Gambier residential rates per rateable property (\$1099) were 80% of the State average (\$1,368) or 20% below the State average.

Corporate and Community Services Report No. 53/2015 cont'd...

In the previous financial year (2012/2013) this figure was 79% of the State average or 21% below the State average.

RECOMMENDATION

- (a) Corporate and Community Services Report No. 53/2015 be received;
- (b) Corporate and Community Services Report No. 53/2015 be referred to Council's Audit Committee for further review.



Grant HUMPHRIES
DIRECTOR - CORPORATE SERVICES

Sighted:



Mark McSHANE
CHIEF EXECUTIVE OFFICER

21st August, 2014
FM

(Refer Item of Corporate and Community Services Minutes)

**S A Local Government Grants Commission database comparative reports 2013/2014
FINANCIAL COMPARISON**

COUNCIL	TOTAL ASSETS (\$000)	TOTAL LIABILITIES (\$000)	TOTAL EQUITY (\$000)	TOTAL FINANCIAL ASSETS (\$000)	NET FINANCIAL LIABILITIES (\$000)	OPERATING SURPLUS RATIO (%)	NET FINANCIAL LIABILITIES RATIO (%)	ASSET SUSTAINABILITY RATIO (%)
Alexandrina	418,339	35,780	382,559	5,768	30,012	(5)	83	41
Barossa	300,479	24,788	275,691	10,795	13,993	0	43	116
Gawler	207,980	16,579	191,403	5,880	10,697	(53)	49	119
Mount Gambier	197,640	9,418	188,222	2,459	6,959	(4)	31	244
Murray Bridge	264,970	16,016	248,954	8,387	7,629	(11)	26	(6)
Port Augusta	209,604	35,967	173,637	7,093	28,874	(42)	92	47
Port Lincoln	168,656	5,058	163,600	4,341	717	(2)	5	311
Victor Harbor	262,007	17,428	244,579	5,151	12,277	5	56	80
Whyalla	251,466	13,983	237,483	4,297	9,686	(16)	40	171

**S A Local Governments Grants Commission database comparative reports 2013/2014
EXPENDITURE COMPARISON**

COUNCIL	Estimated Resident Population 30 June 2014	Employee Costs (\$000)	MATERIALS, CONTRACTS AND OTHER EXPENSES (\$000)	FINANCE COSTS (\$000)	DEPRECIATION, AMORTISATION AND IMPAIRMENT (\$000)	TOTAL OPERATING EXPENSES (\$000)	OPERATING SURPLUS/ (DEFICIT) (\$000)
Alexandrina	25,136	11,873	15,738	1,576	9,257	38,461	(1,549)
Barossa	22,964	10,913	13,990	1,277	6,534	32,719	76
Gawler	22,219	8,211	9,626	811	12,237	30,919	(8,914)
Mount Gambier	26,246	8,772	8,467	262	5,907	23,408	(668)
Murray Bridge	20,740	13,480	11,202	618	6,080	31,477	(1,976)
Port Augusta	14,557	16,236	14,475	1,113	5,942	37,766	(6,176)
Port Lincoln	14,888	3,799	8,886	12	2,784	15,481	(192)
Victor Harbor	14,938	7,899	7,788	869	4,995	21,551	875
Whyalla	22,754	9,395	12,253	169	5,993	27,810	(2,694)

**S A Local Government Grants Commission database comparative reports 2013/2014
REVENUE COMPARISON**

COUNCIL	TOTAL RATES (\$000)	STATUTORY CHARGES (\$000)	USER CHARGES (\$000)	GRANTS, SUBSIDIES AND CONTRIBUTIONS (\$000)	INVESTMENT INCOME (\$000)	REIMBURSEMENTS (\$000)	OTHER REVENUES (\$000)	TOTAL OPERATING REVENUE (\$000)
Alexandrina	31,065	833	2,260	1,724	77	407	506	36,912
Barossa	25,157	583	2,365	2,624	304	953	792	32,795
Gawler	17,166	648	1,396	2,061	161	366	53	22,005
Mount Gambier	16,826	378	3,530	1,278	32	229	467	22,740
Murray Bridge	18,613	587	2,277	6,949	145	313	617	29,501
Port Augusta	15,110	314	4,624	9,302	232	365	1,643	31,950
Port Lincoln	10,942	264	1,163	1,120	171	582	1,047	15,289
Victor Harbor	17,468	426	2,086	1,203	178	591	434	22,426
Whyalla	17,188	494	3,405	2,729	60	108	1,132	25,116

**S A Local Governments Grants Commission database comparative reports 2013/2014
RATES COMPARISON**

COUNCIL	Estimated Resident Population 30 June 2014	Number of Rateable Properties January 2014	Capital Value January 2014 (\$Mil)	Total Rates (\$000)	Number of Rateable Residential Properties as at January 2013	Total Residential Rates (\$000)	Total Residential Rates per rateable residential Property (\$)	Total Rate Revenue % Increase/Decrease
Alexandrina	25,136	18,145	6,386	31,065	11,854	19,056	1,608	6.7 %
Barossa	22,964	12,477	4,338	25,157	8,084	12,514	1,548	4.9%
Gawler	22,219	10,746	3,106	17,166	8,419	12,794	1,520	7.0 %
Mount Gambier	26,246	14,145	3,170	16,826	11,457	12,596	1,099	6.7%
Murray Bridge	20,740	11,688	2,703	18,613	7,539	11,242	1,491	4.8%
Port Augusta	14,557	7,556	1,613	15,110	6,253	9,301	1,487	6.4%
Port Lincoln	14,888	8,393	2,358	10,942	6,349	8,498	1,338	5.6%
Victor Harbor	14,938	10,719	3,748	17,468	7,673	13,431	1,750	8.1%
Whyalla	22,754	12,095	2,402	17,188	10,617	13,949	1,314	10.8%

Local Government Grants Commission Database Time Series Reports

FINANCIAL

Year	Total Liabilities	Total Financial Assets	Net Financial Liabilities	Total Equity	% Operating Surplus Ratio	Net Financial Liab. Ratio %	Asset Sustainability Ratio %
2009/10	9,059,000	11,334,000	(2,275,000)	133,317,000	2	(12)	55
2010/11	12,534,000	10,818,000	1,716,000	135,289,000	(8)	9	51
2011/12	8,432,000	2,451,000	5,981,000	211,612,000	(4)	27	52
2012/13	7,070,000	2,072,000	4,998,000	189,053,000	2	23	85
2013/14	9,418,000	2,459,000	6,959,000	188,222,000	(4)	31	244

Local Government Grants Commission Database Time Series Reports

ASSETS

Year	Cash / Cash Equiv.	Other Receivables	Inventories	Land	Buildings	Infrastructure	Plant, Equipment	Other Assets	Total Assets
2009/10	9,696,000	1,638,000	44,000	28,012,000	53,120,000	43,618,000	4,842,000	1,406,000	142,376,000
2010/11	8,298,000	2,520,000	35,000	28,363,000	56,215,000	45,263,000	4,704,000	2,425,000	135,289,000
2011/12	981,000	1,470,000	47,000	41,026,000	112,109,000	56,625,000	4,840,000	2,946,000	220,044,000
2012/13	675,000	1,397,000	40,000	41,188,000	87,340,000	58,186,000	4,627,000	2,670,000	196,123,000
2013/14	1,173,000	1,286,000	37,000	40,858,000	86,810,000	60,343,000	4,749,000	2,384,000	197,690,000

Local Government Grants Commission Database Time Series Reports

RATING

Year	Estimated Population	Ratable Properties	Capital Value of Rateable Properties	Total Rates	No. of Residential Properties	Total Residential Rates	Total Res Rates per Property
2009/10	26,128	13,441	2,879,000	12,689,000	10,760	9,206,000	856
2010/11	26,206	13,801	3,171,000	13,872,000	11,276	10,157,000	901
2011/12	25,911	13,937	3,209,000	14,881,000	11,276	11,474,000	1,018
2012/13	26,092	14,037	3,127,000	15,772,000	11,317	11,688,000	1,033
2013/14	26,246	14,145	3,170,000	16,826,000	11,457	12,596,000	1,099

Local Government Grants Commission Database Time Series Reports

EMPLOYEE / OPERATING

Year	Employees FTE	Employee Costs	Operating Exp	Operating Rev	Operating Surplus / (Deficit)
2009/10	107	6,610,000	18,459,000	18,733,000	274,000
2010/11	110	7,286,000	20,742,000	19,632,000	(1,110,000)
2011/12	112	7,983,000	23,038,000	22,455,000	(583,000)
2012/13	116	8,318,000	22,153,000	22,452,000	299,000
2013/14	118	8,772,000	23,408,000	22,740,000	(668,000)

CORPORATE AND COMMUNITY SERVICES COMMITTEE REPORT NO. 54/2015

SUBJECT: FUNDING REQUEST FOR ABORIGINAL CULTURAL PURPOSES

REF: AF11/1595

Goal: Building Communities

Strategic Objective: Recognition of our different cultural communities. Building respectful partnerships with those communities and acknowledging the traditional custodians of this area.

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

Goal: Diversity

Strategic Objective: Celebrate the positive contributions of all members of our communities, to our collective social, economic, cultural, health and overall well-being.

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).

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

Background

This report has been prepared following the resolution of Council on 16th June 2015.

"4. DIVERSITY – Funding request for Aboriginal Cultural Purposes in the Mount Gambier Area – Ref. AF11/1595

The Manager Community Services & Development reported:

- (a) Correspondence has been received from Pangula Mannamurna Inc. seeking funding of \$27,270.86 to support a Yaitya Makkitura digital and cultural arts project;*
- (b) Council have formally acknowledged receipt of the correspondence and the item was referred to the Community Engagement & Social Inclusion Sub-Committee;*
- (c) Consideration of the funding request is outside the scope of the Community Engagement and Social Inclusion Sub-Committee and therefore item has been referred to Corporate and Community Services.*

Cr Perryman moved it be recommended:

- (a) the funding request from Pangula Mannamurna Inc. be received;*
- (b) a further report be prepared by administration and presented for the consideration of the Corporate and Community Services Committee.*

Cr Mezinac seconded

Carried

Cr Perryman moved the recommendation of the Corporate and Community Services Committee as contained in item 4 be adopted.

Cr Von Stanke seconded

Carried"

Corporate and Community Services Report No. 54/2015 cont'd...

A copy of the funding request received from Pangula Mannamurna Inc. is attached for Member's reference.

Officers have met with Pangula Mannamurna to increase understanding of their funding request and the project to better inform Council. The meeting identified;

- This is a capacity building project aimed at recording local stories and sharing knowledge. Pangula Mannamurna staff would be a significant group accessing the training, in order to on-skill others in the community.
- Beyond interviews, Pangula also intend to create documentaries during cultural tours and; increased regional cultural gatherings on country are currently being planned. Recording these is important for the community.
- There will be a strong focus on using new media for cultural mentoring. This is of interest to Pangula given that locally the majority of Aboriginal children in foster care do not have Aboriginal foster carers. Families SA attend family reunification programs weekly on site, with Pangula serving as a significant contact point for local Aboriginal families.
- Pangula wish to use new media for cross generational transfer of local cultural knowledge. Currently Pangula are working with many single fathers raising children. Pangula hope that making, banking and strengthening local cultural links through the use of new and online media may enhance children's sense of cultural belonging, pride and identify. Pangula currently run a Strong Father's group.
- The Treasuring Life South East Aboriginal and Torres Strait Islander Suicide Prevention Action Plan 2014 -19 identifies positive interventions need to be multi-dimensional with capacity building efforts to support them. Early intervention in high risk population groups should focus on transition points, preschool, middle school, entering high school, leaving high school and entering the workforce. Pangula recognise the importance of up-skilling their community to use new media to strengthen community ties.
- The film making equipment purchased would be made available to Pangula Mannamurna staff and community to record local stories and store these locally well into the future.
- The core purpose of purchasing equipment is so the community may access it.
- If equipment is sourced Pangula may explore establishing a designated media space on site to enable the trained film makers to edit footage on site. Currently the bulk of film making has been occurring in Pangula's youth room utilising Yaiya Makkitura's equipment. The equipment is not available outside of these sessions.
- There is no media resource centre locally where camera equipment can be hired.

Pangula have secured a funding contribution from Medicare to the value of \$10,000 and propose that funding from Council will support the purchase of digital equipment and skills development workshops as identified in the attached request. Quotes for media equipment inclusive of iMac, editing software, camera and associated film equipment have come in at \$20,927.

Corporate and Community Services Report No. 54/2015 cont'd...

Separate to Pangula's application but significant given the context, in late July Council were alerted of a decision that Mount Gambier would be the host location of the inaugural Statewide *I Dream In Screen And New Arts* Indigenous film forum. Whilst details and expected forum participant numbers have not yet been identified, it is a testament to the groundswell of enthusiasm for exploring new media in Mount Gambier that the forum will be held here.

Council has an existing budget allocating \$25,000 for an Aboriginal Cultural Heritage project in the 2015-16 financial year. Initial Reconciliation Action Plan workshop costs have been allocated to this budget line but at this time no major project has yet been identified for this funding.

RECOMMENDATION

- (a) Corporate & Community Services report 54/2015 on Funding request for Aboriginal Cultural Purposes be received;
- (b) That Council allocate \$20,000 from GL account 6630.1128 Aboriginal Cultural Heritage to support Pangula Mannamurna's submission for a long term cultural development project.



Alison BRASH
COMMUNITY DEVELOPMENT OFFICER



Mark McSHANE
CHIEF EXECUTIVE OFFICER

27th July, 2015
BJC



DIGITAL STORYTELLING: Mount Gambier City councillor Mark Lovett was the centre of attention during an indigenous filmmaking project with crew members Janine and Leah Williams working on the digital storytelling initiative.

New age of storytelling

Filmmaker promotes digital art to indigenous communities



**ALEX
McGREGOR**
alex@tbw.com.au

A LONG-TERM project by an Indigenous filmmaker to develop skills in digital storytelling for the Aboriginal community has begun in collaboration with Burrendies and Pangula Mannamurna.

Filmmaker David Wilson is working for state-wide Aboriginal screen and new arts media organisation Yaitya Makkitura, which has received federal arts funding for three years to

conduct a skills development program across the state.

Mr Wilson is excited about what the future holds for digital storytelling among Aboriginal communities.

"I am helping local people to develop digital stories about Aboriginal people in and around Mount Gambier," he said.

"Part of this process is to identify potential documentaries for the future."

Mr Wilson said a writer would help people once stories were identified.

"We also hope that people will become interested in learning writing skills as

well," he said.

Aboriginal people are also being introduced to the light painting artform in the South East.

"This is a photographic long shutter speed technique filmed at night or in a dark space," Mr Wilson.

He hopes to introduce members of the indigenous community to time lapse photography.

"The skills development is initially non-accredited with the aim of introducing a certificate course once we have built up the interest in these techniques," he said.

The feedback from the

community has been positive and Mr Wilson was pleased to have some stories already identified for development.

Mount Gambier City Council's first elected Boandik member Mark Lovett was put in the spotlight during Mr Wilson's visit to the region.

"It was great to have Mark share his stories with us and assist with the filmmaking and photography initiative we are working on," Mr Wilson said.

He plans to return to the region in March to assist Aboriginal people to edit stories filmed during his recent visit.

Quote for Film Equipment

<u>Product Code</u>	<u>Description</u>	<u>Qty</u>	<u>EX GST</u>	<u>GST</u>	<u>Total Incl GST</u>
	DSLR CAMERA KIT				
	Canon 24-105 F3.5-4 Version 2		540.91	54.09	594
	Canon 50mm f1.4 lens		372.73	37.27	410
Hoodman 3.2"	Hoodman Custom Finder Kit for 3.2" Camera LCD Screens	1	250	25	275
SDSDXS-32G-XQ4	Sandisk 32GB SD Extreme Plus card \$99ea	2	180	18	396
Amicroe	CF 64GB 1000x	1	543.64	54.36	598
HOYA77_UVPRO1	77mm UV(O) Pro1D DMC Filter C559277	1	77.27	7.73	85
HOYA	77mm Polarizer Filter	1	90	9	99
DREIBCCC003	E-Image Oscar S Shoulder bag Internal size 42cm(l) x 16cm(w) x 20cm(h)	1	109.09	10.91	120
GA-CL1002	Giotto Lens Cleaner Kit Pro incl medium rocket air	1	27.27	2.72	29.99
	CAMERA TRIPOD				
	Miller aIR Tripod	1	886.36	88.64	975
	CAMERA ACCESSORIES				
MB PL-E-702	Manfrotto - Pro Light Camera Rain/Dust Cover	1	85.46	8.54	94
Varavon	Varavon SlideCam Lite 800 80cm	1	363.64	36.36	400
	Manfrotto MDEVE 755XB Video Tripod for slider	2	229.91	50.09	560
	LIGHTING KIT FOR INTERVIEWS				
RESG107	Prolux 5 in 1 folding Reflector Kit 107cm (42") incl translucent, silver, white, gold, black	1	68.18	6.82	75
	LEDGO 600W with barndoors	3	408.19	40.81	449
	Manfrotto Alu Master 3 Riser 12' AC Stand	2	318.19	31.81	348
JBM3BOOM	JINBEI 2 in 1 Convertible Light Stand	1	154.5	15.45	169.95

	with Self-Telescoping Boom Arm				
	V Mount Battery	3	344.55	34.45	1137
	V Mount Dual Battery Charger	1	280.91	28.09	309
	LEDGO remote for 600w	3	270	27	297
	LEDGO softbox for 600w	2	161.2	16.18	178
MF1314B	Manfrotto Background Stand 1314b kit 1 x 3m telescopic pole, 2 x baby stand 2x mini clamp, bag	1	331.82	33.18	365
	Fold Up Chroma-Key Blue/Green size: 5 x 7' (1.5 x 2.1m)	1	168.19	16.81	185
AUDIO MICROPHONES & RECORDER					
Rode NTG- 3	Rode shotgun mic w/ 48v & AA power	1	544.45	54.45	599
Senheisser	Headphones HD202-II \$55ea	2	90.91	9.09	100
ZOOMH6N	ZOOM H6 6 Track/Recorder		453.64	45.36	499
BLIMP	Rode High Wind Windshield & Mount Suits NTG2 and 3	1	190	18.99	208.99
CAB-XLR-XLR-3M	Microphone Cable 3M (M-F) Amphenol 3M XLR-XLR	3	20	2	66
MS205BK	TAMA microphone stand	2	216.37	21.63	238
	Sennheiser EW 112-P G3-B Portable wireless microphone kit	1	622.73	62.27	685
INSTRUCTIONAL DVD's					
Vortex Media	How to Set up and Shoot Awesome Interviews with LED Lights DVD	1		89	89
			8400.11	867.1	10633.93

IMAC COMPUTER 5K OPTIONS**OPTION 1**

IMAC 5K 27" 4ghz i7, 1TB SSD, 4g graphics	1	4559	4559
5k retina			
ram 8 gig x 4	4	149	596
			5155

Apple Video/Audio Software

Apple Final Cut Pro X			380
Apple Compressor 4			64.99
Apple Motion 5			64.99
Total Apple Software			509.98

Hitachi (Touro) Fast External Hard Drives	3		255
7200rpm			

Canon 5 D Mark III with 24-105 stm f4 lens	1		4374
and additional Canon 50mm 1.4 lens (quote from Diamonds Camera)			

TOTAL PRICE for Film Gear + IMAC + Cameras **20927.91**



Pangula Mannamurna Inc.

Aboriginal Community Controlled Health Service

Mr Mark McShane
CEO
Mount Gambier City Council
Via email

Dear Mark,

Re: Funding request for Aboriginal cultural purposes in the Mount Gambier area

Pangula Mannamurna has been aware that the Mount Gambier City Council has had some funding available over the past few years for the purposes of supporting the Aboriginal community to maintain and strengthen local Aboriginal culture. Pangula Mannamurna has enjoyed a positive working relationship with the Mount Gambier City Council over a number of years, through the Main Corner development and launch, the development of the Craitbul story, the annual NAIDOC festivities, including the flagraising and march, OPAL project and more recently through the Sir Robert Helpman Theatre and the digital media initiative.

Yaitya Makkitura, is a statewide Aboriginal digital screen and media arts organisation. Yaitya Makkitura is in the second of their three year strategy *'In front of the future'* to work with and build regional Aboriginal communities to develop our digital literacy and to develop our own digital media such as documentaries, short films, light painting and promotional resources. The strategy was developed through extensive community consultation, including here at Mount Gambier. The skills to be developed includes: how to effectively use the camera, writing for documentaries, sound, editing, lighting and photography, as well as putting the information up on websites and through other digital mechanisms. Please see attached, a news clipping from December 2014.

During the last training workshop in April, more Aboriginal community people have become interested in being involved. The feedback each time is more positive than the previous visit and the number of people engaged is growing. This is exciting for the whole community, because for the first time, a platform for local Aboriginal role models is possible with a focus on capturing local Aboriginal people's stories, especially Elders, about their lives, experiences, cultural knowledge and contribution to the wider community as well as to the Aboriginal community. Pangula Mannamurna has a lack of local resources produced with local images. Telling local stories through this process provides an opportunity for skills building (four people currently involved in camera and sound eight people involved in documentary writing, 28 people involved in the light painting), to develop resources with local Aboriginal leaders/ heroes and role models.

Aboriginal people view health and wellbeing holistically. As such, cultural, spiritual and emotional wellbeing is as important as physical and mental health. Seeing positive local people talking about their life journeys and how they faced and overcame their challenges is a very important resource. There are now a group of six people ready to tell their stories, from people who are local and who have lived most of their lives in Mount Gambier to people who have made Mount Gambier their home and who are from the stolen generation, a range of ages.

Pangula Mannamurna have asked Yaitya Makkitura to source and gather quotes for the appropriate equipment required for production. This has been done and the full list is at attachment 2. The total equipment costs are almost \$20,000, and the Medicare Local is supporting us with the camera and IMac.



Pangula Mannamurna Inc.

Aboriginal Community Controlled Health Service

Further, Pangula Mannamurna would like David Wilson from Yaitya Makkitura to attend Mount Gambier more frequently than the annual workshops through the *'In front of the future strategy'*. We have estimated that two more visits of a fortnight duration would benefit the skills building and honing and see the first of the documentaries completed with the trainees. Please see attached, the cost for a two week visit, including travel, meals and accommodation. David will be attending during May to finalise the non smoking dvd using local people for launching at the world no tobacco day event, and to finalise the Pangula Mannamurna 10 year dvd.

It is intended that over time, local people will have the skills to take all of these steps and produce our own documentaries and other resources, as is intended through the *'In front of the future strategy'*.

The final aspect of the production, is to include a specific purpose writing workshop to provide the skills and process in developing the appropriate planning and writing for a documentary, and linking that to the specific documentaries that are currently under development. There are currently five ideas that could become documentaries. A one day workshop, including travel and overnight accommodation is included below.

The total amount of funding including GST being sought from the Mount Gambier City Council is:

Digital equipment	\$10,000.00
2 x Workshops	\$15,270.86
Documentary writer	\$ 2,000.00
	<u>\$27,270.86</u>

Aboriginal people learning, developing and producing Aboriginal specific digital resources, benefits the whole community. Benefits include: Aboriginal people gaining confidence and skills, the broader community finding out more about local Aboriginal people and the Mount Gambier City Council facilitating the way to bring the whole community together. Some discussions have already started with the Sir Robert Helpman about holding an Aboriginal 'Premier' event once some of the resources are completed, together with the students talking about the processes.

I look forward to hearing further from you about this. Please contact me on 8724 7270 or 0407 394 311 should you need any further information, or should you wish to contact both David Wilson from Yaitya Makkitura and myself for a meeting, he would be happy to link in by telephone or in person.

Yours sincerely

Karen Glover

CEO
4/5/2015

TAX INVOICE

ABN: 91360 584 224

FROM David Wilson
PO Box 108 Port Adelaide SA 5000
Ph: 0418 293072

Bank Credit Union SA
Account Name David Wilson
Acc number 1126358
BSB 805-007

TO Pangula Mannamurna
PO BOX 942
Mt Gambier SA 5290

FOR Film Editing and Training for Pangula Mannamurna

DATE OF INV: 29-Apr-15

Qty	Description	Rate	Days	Sub Total	Total
1	ARTIST Fees Out of Workshop fees for 25-29 May 2015 and 1-5 June 2015 Total artist fees	400	10	4000	4000
1	Per Diems 1 day Adelaide to Mount Gambier Return Total per diems	67	14	938	938
1	Fees Oncost Super 9% of writers fee Total Oncost	9%		360	360
1	Fuel Adelaide to Mt Gambier Return Total Travel	485		485	485
1	Accommodation Blue Lake \$99 per night for 13 nights less 10% discount for staying over a week Total Accommodation	99	13	1287	1158.3
	Equipment Hire (inclusive) IMAC's, Canon DSLR's, lighting equipment, audio equipment	100	10	1000	0
				Sub Total:	6941.30
				GST	694.13
				TOTAL:	7,635.43

CORPORATE AND COMMUNITY SERVICES REPORT NO. 55/2015

**SUBJECT: SECTION 41 COMMITTEE – COMMUNITY ENGAGEMENT & SOCIAL INCLUSION
SUB-COMMITTEE - TERMS OF REFERENCE**

Ref: AF15/78

Goal: Governance
*Strategic Objective: Demonstrate innovative and responsible organisational governance.
 Establish measures for Council's performance and continually compare against community expectations.*

Council at its meeting on 16th June, 2015 in consideration of reviewing Terms of Reference for all Sub-Committees by 31st August 2015 resolved as follows:

“The Presiding Member of the Corporate & Community Services Committee, the Presiding Member of the Community Engagement & Social Inclusion Sub-Committee and the Governance Officer meet to review the Community Engagement and Social Inclusion Sub-Committee Terms of Reference and provide a report to the Corporate and Community Services Committee for consideration at its July meeting.”

The Presiding Members and Manager - Governance & Property met on Thursday 2nd July to consider the Terms of Reference for the Community Engagement & Social Inclusion Sub-Committee and the resulting re-drafted Terms of Reference are presented for consideration (Attachment 1).

The Terms of Reference provide for the opinion of the Sub-Committee to be obtained before the Standing Committee recommends to revoke, vary or add to any provisions of the Terms of Reference. Accordingly, the re-drafted Terms of Reference may be referred to the Community Engagement & Social Inclusion Sub-Committee inviting comment, noting that any comments or changes will not be binding on the Corporate and Community Services Committee or Council.

RECOMMENDATION

- (a) Corporate and Community Services Report No. 55/2015 be received;
- (b) proposed amendments contained in the redrafted Community Engagement & Social Inclusion Sub-Committee Terms of Reference attached to the Report be supported and referred to the Community Engagement & Social Inclusion Sub-Committee for comment.



Michael McCARTHY
 MANAGER - GOVERNANCE & PROPERTY

Sighted:



Mark McSHANE
 CHIEF EXECUTIVE OFFICER



COMMUNITY ENGAGEMENT AND SOCIAL INCLUSION SUB-COMMITTEE

TERMS OF REFERENCE

A Sub-Committee of Council Established
pursuant to the provisions of Section 41
of the Local Government Act 1999.

Terms of Reference for the conduct of the business of the Council Sub-Committee were approved and adopted by the City of Mount Gambier at its meeting held on ##th MONTH, 20##

COMMUNITY ENGAGEMENT AND SOCIAL INCLUSION SUB-COMMITTEE

The Community Engagement and Social Inclusion Sub-Committee has been established to support Council's current and future community engagement and social inclusion activities that will:

- identify and report to the Standing Committee and Council on community needs, strengths and aspirations
- review biennially Council's current community engagement and social inclusion practices, policies and strategies in the first and third years of the Council term

COMMUNITY ENGAGEMENT AND SOCIAL INCLUSION SUB-COMMITTEE

CONTENTS

1.	Name	1.
2.	Interpretation	1.
3.	Establishment	1.
4.	Objectives	2.
5.	Annual Work Plan	2.
6.	Membership	2.
7.	No Proxy	3.
8.	Resignation of Representatives	3.
9.	Quorum	3.
10.	Meeting of the Sub-Committee	3.
11.	Procedures at Meetings	4.
12.	Liability of the Sub-Committee	4.
13.	Delegation	4.
14.	Minutes of the Sub-Committee	4.
15.	Amendments to these Terms of Reference	5.
16.	Dispute/Grievance	5.
17.	Winding Up	5.

1 NAME

The name of the Council Sub-Committee shall be the Community Engagement and Social Inclusion Sub-Committee (in these Terms of Reference referred to as “the Sub-Committee”).

2 INTERPRETATION

For the purpose of these Terms of Reference, unless inconsistent with the subject matter or context: -

2.1 Definition

- 2.1.1 “Act” means the Local Government Act 1999 and includes all Regulations and Schedules.
- 2.1.2 “Sub-Committee” means the Sub-Committee of Council established pursuant to 3.0.
- 2.1.3 “Sub-Committee Member” means the person appointed by Council to the Sub-Committee by the Standing Committee.
- 2.1.4 “Commencement Date” means the date on which “the Sub-Committee” is established and becomes operative pursuant to 3.2.
- 2.1.5 “Council” means the City of Mount Gambier.
- 2.1.6 “Presiding Member” means the Sub-Committee member appointed to that position pursuant to Clause 6.5.
- 2.1.7 “Standing Committee” means the Corporate and Community Services Committee that established the Sub-Committee and to which the Sub-Committee reports.

Any words, phrases or terms used in these Terms of Reference which are defined in the Act shall have the same meaning as are given in the Act.

A reference in these Terms of Reference to a “singular” includes a reference to the “plural” and a reference to a “plural” includes a reference to the “singular”.

These Terms of Reference shall be interpreted in line with the Provisions of the Act.

3 ESTABLISHMENT

- 3.1 The Sub-Committee is established under Section 41 of the Local Government Act 1999.
- 3.2 The Sub-Committee will be established and become operative from the time a resolution of the Standing Committee is passed.
- 3.3 The Sub-Committee is established by the Standing Committee to assist in the co-ordination and administration of current and future Community Engagement activities.

4 OBJECTIVES

- 4.1 The Community Engagement and Social Inclusion Sub-Committee has been established to support Council's current and future community engagement and social inclusion activities that will:
- identify and report to the Standing Committee and Council community needs, strengths and aspirations
 - review biennially Council's current community engagement and social inclusion practices, policies and strategies in the first and third years of the Council term

5 ANNUAL WORK PLAN

- 5.1 The Sub-Committee shall prepare and submit for the approval of Council an Annual Work Plan to guide its activities within the scope of the Objectives at Clause 4
- 5.2 The Sub-Committee shall operate strictly within the activities contained within the approved Annual Work Plan unless otherwise approved by the Standing Committee and Council.

6 MEMBERSHIP

- 6.1 Membership of the Sub-Committee will comprise three (3) City of Mount Gambier Elected Members, one (1) District Council of Grant Elected Member and three (3) Community Members. The Mayor has Ex-Officio membership on this Sub-Committee.
- 6.2 City of Mount Gambier Elected Members will serve on the Sub-Committee for a term determined at the pleasure of Council.
- 6.3 Community Members appointment will be for a four (4) year term commencing mid way through the Council term. Community Members will be stood down (with the right to re-nominate) mid way through the Council term to enable effective succession.
- 6.4 Notwithstanding clauses 6.1 and 6.3 all Sub-Committee Members hold office at the pleasure of the Council.
- 6.5 The Sub-Committee will appoint a Presiding Member.
- 6.6 The Sub-Committee to favourably consider a representative of Aboriginal and Torres Strait Islander descent.
- 6.7 If a Sub-Committee Member is absent from 2 or more consecutive meetings of the Sub-Committee without an apology accepted by the Standing Committee and Council then that Sub-Committee Members position shall be considered vacant.
- 6.8 The Standing 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.

7 NO PROXY

- 7.1 The appointment of a person as proxy for any Member on the Sub-Committee is not permissible.

8 RESIGNATION OF REPRESENTATIVES

- 8.1 Any Sub-Committee member may resign from the Sub-Committee, but such resignation shall not be effective until the Presiding Member has received written notice to that effect.

9 QUORUM

- 9.1 At all Meetings of the Sub-Committee a quorum must be present.
- 9.2 A quorum will be determined by dividing by 2 the number of Sub-Committee Members then formally appointed to the Sub-Committee ignoring any fraction and adding 1 (excluding the Mayor as ex-officio).
- 9.3 If the Sub-Committee fails to achieve quorum on 3 consecutive occasions then the Sub-Committee will be considered to be in recess and the Chief Executive Officer is to present a report to the Standing Committee for consideration.

10 MEETINGS OF THE SUB-COMMITTEE

- 10.1 The Sub-Committee shall hold at least 4 ordinary meetings per calendar year in accordance with a meeting schedule prepared in conjunction with the Presiding Member.
- 10.2 The CEO shall give notice to each Sub-Committee Member at least five clear days prior to any ordinary meeting scheduled in accordance with Clause 10.1.
- 10.3 The CEO must, at the request of the Presiding Member or three other Sub-Committee Members, call a special meeting of the Sub-Committee.
- 10.4 The CEO shall send a copy of the Notice and Minutes of any meeting of the Sub-Committee to the Standing Committee.
- 10.5 Notices of all meetings shall be issued under the hand of the CEO.
- 10.6 No business shall be transacted at any meeting of the Sub-Committee unless a quorum of Sub-Committee Members is present.
- 10.7 Each Sub-Committee Member including the Presiding Member present at any meeting of the Sub-Committee must vote on any matter requiring determination and all decisions shall be decided on a simple majority of votes cast.
- 10.8 Each Sub-Committee Member including the Presiding Member present at any meeting of the Sub-Committee shall have one deliberate vote only.

11 PROCEDURES AT MEETINGS

11.1 The procedure to be observed in relation to the conduct of meetings of the Sub-Committee is in accordance with the Act and the Local Government (Procedures at Meetings) Regulations 2013.

11.2 In accordance with s89 of the Act, insofar as a procedure is not prescribed by regulation, and insofar as a procedure is not determined by the Council or the Standing Committee, it shall be as determined by the Committee itself.

12 LIABILITY OF THE SUB-COMMITTEE

12.1 A liability incurred by the Sub-Committee rests against Council.

12.2 No liability attaches to a Sub-Committee Member for an honest act or omission by that Sub-Committee Member in the performance or discharge, or purported performance or discharge, of the Sub-Committee Member's functions or duties.

13 DELEGATION

13.1 The Sub-Committee has no delegation to act with all recommendations of the Sub-Committee to be referred to the Standing Committee and considered by full Council for final decision and resolution.

14 MINUTES OF THE SUB-COMMITTEE

14.1 Administration

14.1.1 The CEO or his appointee must cause minutes to be kept of the proceedings of each Sub-Committee meeting.

14.1.2 Minutes of the Sub-Committee meeting shall be available to all Sub-Committee Members, the Standing Committee, Council and the public.

14.1.3 The Minutes of the proceedings of a Sub-Committee meeting are to comply with the requirements of the Act.

14.1.4 Minutes and any recommendations of the Sub-Committee Meeting shall be submitted to the Standing Committee and Council and shall be of no effect until endorsed as a resolution of Council

14.1.5 Minutes of the Sub-Committee Meeting shall be submitted for confirmation at the next or a subsequent meeting of the Sub-Committee and if confirmed, shall be signed by the Presiding Member or other person presiding at the subsequent meeting.

15 AMENDMENTS TO THESE TERMS OF REFERENCE

15.1 The Standing Committee may by a recommendation endorsed by resolution of Council revoke, vary or add to any of the provisions of these Terms of Reference.

15.2 Notwithstanding 15.1 hereof before the Standing Committee recommends to revoke, vary or add to any of the provisions of these Terms of Reference the opinion of the Sub-Committee shall first be obtained.

16 DISPUTE/GRIEVANCE

16.1 Should there be any dispute as to the definition and/or interpretation of these Terms of Reference, or any part thereof or any irregularities whatsoever, then the Council shall determine the dispute and the decision of the Council shall be final and binding.

16.2 Any person or organisation having any grievance as to the management, operation, interpretation or definition of the Terms of Reference, or the Sub-Committee wishes to make recommendations as to the general operation of the Sub-Committee, shall communicate in writing any such grievance to the Standing Committee.

16.3 The Standing Committee shall determine the grievance or recommendation and advise the author and the Sub-Committee of its decision.

17 WINDING UP

17.1 The Standing Committee may cease the operation of the Sub-Committee and the Sub-Committee may make such recommendation to the Standing Committee on the completion of its function.

CORPORATE AND COMMUNITY SERVICES REPORT NO. 56/2015

SUBJECT: SECTION 41 COMMITTEE – LIFELONG LEARNING SUBCOMMITTEE - TERMS OF REFERENCE

Ref: AF15/77

Goal: Governance
Strategic Objective: Demonstrate innovative and responsible organisational governance. Establish measures for Council's performance and continually compare against community expectations.

Council at its meeting on 16th June, 2015 in consideration of reviewing Terms of Reference for all Sub-Committees by 31st August 2015 resolved as follows:

“The Presiding Member of the Corporate & Community Services Committee, the Presiding Member of the Lifelong Learning Sub-Committee and the Governance Officer meet to review the Lifelong Learning Sub-Committee Terms of Reference and provide a report to the Corporate and Community Services Committee for consideration at its July meeting”

The Presiding Members and Manager - Governance & Property met on Thursday 2nd July to consider the provisions of the Terms of Reference for the Lifelong Learning Sub-Committee and the resulting re-drafted Terms of Reference are presented for consideration (Attachment 1).

The Terms of Reference provide for the opinion of the Sub-Committee to be obtained before the Standing Committee recommends to revoke, vary or add to any provisions of the Terms of Reference. Accordingly, the re-drafted Terms of Reference may be referred to the Lifelong Learning Sub-Committee inviting comment, noting that any comments or proposed changes will not be binding on the Corporate and Community Services Committee or Council.

RECOMMENDATION

- (a) Corporate and Community Services Report No. 56/2015 be received;
- (b) proposed amendments contained in the redrafted Lifelong Learning Sub-Committee Terms of Reference attached to the Report be supported and referred to the Lifelong Learning Sub-Committee for comment.



Michael McCARTHY
 MANAGER - GOVERNANCE & PROPERTY

Sighted:



Mark McSHANE
 CHIEF EXECUTIVE OFFICER



MOUNT GAMBIER LIFELONG LEARNING SUB-COMMITTEE

TERMS OF REFERENCE

A Sub-Committee of Council Established
pursuant to the provisions of Section 41
of the Local Government Act 1999.

Terms of Reference for the conduct of the business of the Council Sub-Committee were approved and adopted by the City of Mount Gambier at its meeting held on ##th of MONTH 20##.

Mount Gambier Lifelong Learning Sub-Committee

The Mount Gambier Lifelong Learning Sub-Committee has been established to assist the Mount Gambier City Council achieve its strategic goal;

“To be recognised as a learning community which celebrates learning for all groups and members of the community.”

The Sub-Committee will:

1. Encourage and promote partnerships with the community, industry and governments that will increase delivery and uptake of lifelong learning opportunities.
2. Foster relationships and facilitate conversations to improve community engagement and learning.
3. Promote the benefits of cooperative learning and the contribution learning makes to our enhanced quality of life.
4. Support a diverse range of community learning initiatives and celebrate the success of formal and informal learning achievements.

Mount Gambier Lifelong Learning Sub-Committee

CONTENTS

1.	Name	1.
2.	Interpretation	1.
3.	Establishment	1.
4.	Objectives	2.
5.	Annual Work Plan	2.
6.	Membership	2.
7.	No Proxy	3.
8.	Resignation of Representatives	3.
9.	Quorum	3.
10.	Meetings of the Sub-Committee	3.
11.	Procedures at Meetings	4.
12.	Liability of the Sub-Committee	4.
13.	Delegation	4.
14.	Minutes of the Sub-Committee	4.
15.	Dispute/Grievance	4.
16.	Interpretation of these Terms of Reference	5.
17.	Winding Up	5.

1 NAME

The name of the Council Sub-Committee shall be the Mount Gambier Lifelong Learning Sub-Committee (in these Terms of Reference referred to as “the Sub-Committee”).

2 INTERPRETATION

For the purpose of these Terms of Reference, unless inconsistent with the subject matter or context: -

2.1 Definition

- 2.1.1 “Act” means the Local Government Act 1999 and includes all Regulations and Schedules.
- 2.1.2 “Sub-Committee” means the Sub-Committee of Council established pursuant to 3.0.
- 2.1.3 “Sub-Committee Member” means the person appointed to the Sub-Committee by the Standing Committee.
- 2.1.4 “Commencement Date” means the date on which the Sub-Committee is established and becomes operative pursuant to 3.2.
- 2.1.5 “Council” means the City of Mount Gambier.
- 2.1.6 “Presiding Member” means the Sub-Committee Member appointed to that position pursuant to Clause 6.5.
- 2.1.7 “Standing Committee” means the Corporate and Community Services Committee that established the Sub-Committee and to which the Sub-Committee reports.

Any words, phrases or terms used in these Terms of Reference that are defined in the Act shall have the same meaning as are given in the Act.\

A reference in these Terms of Reference to a “singular” includes a reference to the “plural” and a reference to a “plural” includes a reference to the “singular”.

These Terms of Reference shall be interpreted in line with the provisions of the Act.

3 ESTABLISHMENT

- 3.1 The Sub-Committee is established under Section 41 of the Local Government Act 1999.
- 3.2 The Sub-Committee will be established and become operative from the time a resolution of the Standing Committee is passed.
- 3.3 The Sub-Committee is established by the Standing Committee to assist in the co-ordination and administration of Council’s Lifelong Learning Strategy.

4 OBJECTIVES

- 4.1 To be recognised as a learning community which celebrates learning for all groups and members of the community.

The Sub-Committee will:

- 4.1.1 Encourage and promote partnerships with the community, industry and governments that will increase delivery and uptake of lifelong learning opportunities.
- 4.1.2 Foster relationships and facilitate conversations to improve community engagement and learning.
- 4.1.3 Promote the benefits of cooperative learning and the contribution learning makes to our enhanced quality of life.
- 4.1.4 Support a diverse range of community learning initiatives and celebrate the success of formal and informal learning achievements.

5 ANNUAL WORK PLAN

- 5.1 The Sub-Committee shall prepare and submit for the approval of Council an Annual Work Plan to guide its activities within the scope of the Objectives at Clause 4
- 5.2 The Sub-Committee shall operate strictly within the activities contained within the approved Annual Work Plan unless otherwise approved by the Standing Committee and Council.

6 MEMBERSHIP

- 6.1 Membership of the Sub-Committee will comprise three (3) City of Mount Gambier Elected Members, one (1) District Council of Grant Elected Member and three (3) Community Members. The Mayor has Ex-Officio membership on this Sub-Committee.
- 6.2 City of Mount Gambier Elected Members will serve on the Sub-Committee for a term determined at the pleasure of Council..
- 6.3 Community Members appointment will be a four (4) year term commencing mid way through the Council term. Community Members will be stood down (with a right to re-nominate) mid way through the Council term to enable effective succession.
- 6.4 Notwithstanding Clauses 6.1 and 6.3 all Sub-Committee Members hold office at the pleasure of the Council.
- 6.5 The Sub-Committee will appoint a Presiding Member.
- 6.6 If a Sub-Committee Member is absent from 2 or more consecutive meetings of the Sub-Committee without an apology accepted by the Standing Committee and Council then that Sub-Committee Members position shall be considered vacant.
- 6.7 The Standing 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.

7 NO PROXY

- 7.1 The appointment of a person as proxy for any Member on the Sub-Committee is not permissible.

8 RESIGNATION OF REPRESENTATIVES

- 8.1 Any Sub-Committee Member may resign from the Sub-Committee, but such resignation shall not be effective until the Presiding Member has received written notice to that effect.

9 QUORUM

- 9.1 At all Meetings of the Sub-Committee a quorum must be present.
- 9.2 A quorum will be determined by dividing by 2 the number of Sub-Committee Members formally appointed to the Sub-Committee ignoring any fraction and adding 1 (excluding Mayor as ex-officio).
- 9.3 If the Sub-Committee fails to achieve quorum on 3 consecutive occasions then the Sub-Committee will be considered to be in recess and the Chief Executive Officer is to present a report to the Standing Committee for consideration.

10 MEETINGS OF THE SUB-COMMITTEE

- 10.1 The Sub-Committee shall hold at least 4 ordinary meetings per calendar year in accordance with a meeting schedule prepared in conjunction with the Presiding Member.
- 10.2 The CEO shall give notice to each Sub-Committee Member at least five clear days prior to any ordinary meeting scheduled in accordance with Clause 10.1.
- 10.3 The CEO must, at the request of the Presiding Member or three other Sub-Committee Members, call a special meeting of the Sub-Committee.
- 10.4 The CEO shall send a copy of the notice and minutes of any meeting of the Sub-Committee to the Standing Committee.
- 10.5 Notices of all meetings shall be issued under the hand of the CEO.
- 10.6 No business shall be transacted at any meeting of the Sub-Committee unless a quorum of Sub-Committee Members is present.
- 10.7 Each Sub-Committee Member including the Presiding Member present at any meeting of the Sub-Committee must vote on any matter requiring determination and all decisions shall be decided on a simple majority of votes cast.
- 10.8 Each Sub-Committee Member including the Presiding Member present at any meeting of the Sub-Committee shall have one deliberative vote only.

11 PROCEDURES AT MEETINGS

- 11.1 The procedure to be observed in relation to the conduct of meetings of the Sub-Committee is in accordance with the Act and the Local Government (Procedures at Meetings) Regulations 2013.
- 11.2 In accordance with s89 of the Act, insofar as a procedure is not prescribed by regulation, and insofar as a procedure is not determined by the Council or the Standing Committee, it shall be as determined by the Committee itself.

12 LIABILITY OF THE SUB-COMMITTEE

- 12.1 A liability incurred by the Sub-Committee rests against Council.
- 12.2 No liability attaches to a Sub-Committee Member for an honest act or omission by that Sub-Committee Member in the performance or discharge, or purported performance or discharge, of the Sub-Committee Member's functions or duties.

13 DELEGATION

- 13.1 The Sub-Committee has no delegation to act with all recommendations of the Sub-Committee to be referred to the Standing Committee and considered by full Council for final decision and resolution.

14 MINUTES OF THE SUB-COMMITTEE

14.1 Administration

- 14.1.1 The CEO or his appointee must cause minutes to be kept of the proceedings of each Sub-Committee meeting.
- 14.1.2 Minutes of the Sub-Committee meeting shall be available to all Sub-Committee Members, the Standing Committee, Council and the public.
- 14.1.3 The Minutes of the proceedings of a Sub-Committee meeting are to comply with the requirements of the Act
- 14.1.4 Minutes and any recommendations of the Sub-Committee Meeting shall be submitted to the Standing Committee and Council and shall be of no effect until endorsed as a resolution of Council.
- 14.1.5 Minutes of the Sub-Committee Meeting shall be submitted for confirmation at the next meeting of the Sub-Committee and if confirmed, shall be signed by the Presiding Member or other person presiding at the subsequent meeting.

15 AMENDMENTS TO THESE TERMS OF REFERENCE

- 15.1 The Standing Committee may by a recommendation endorsed by resolution of Council revoke, vary or add to any of the provisions of these Terms of Reference.
- 15.2 Notwithstanding 15.1 before the Standing Committee recommends to revoke, vary or add to any of the provisions of these Terms of Reference the opinion of the Sub-Committee shall first be obtained.

16 DISPUTE/GRIEVANCE

- 16.1 Should there be any dispute as to the definition and/or interpretation of these Terms of Reference, or any part thereof or any irregularities whatsoever, then the Council shall determine the dispute and the decision of the Council shall be final and binding.
- 16.2 Any person or organisation having any grievance as to the management, operation, interpretation or definition of the Terms of Reference, or the Sub-Committee wishes to make recommendations as to the general operation of the Sub-Committee, shall communicate in writing any such grievance to the Standing Committee.
- 16.3 The Standing Committee shall determine the grievance or recommendation and advise the author and the Sub-Committee of its decision.

17 WINDING UP

- 17.1 The Standing Committee may cease the operation of the Sub-Committee and the Sub-Committee may make such recommendation to the Standing Committee on the completion of its function.

23rd July, 2015
Ref: AF11/350
MMcC

CORPORATE AND COMMUNITY SERVICES REPORT NO. 57/2015

SUBJECT: FREEDOM OF INFORMATION STATEMENT

REF: AF11/1169

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

Section 9 of the Freedom of Information Act 1991 provides;

“(1a) An agency (other than a State Government agency) must, at intervals of not more than 12 months, cause an up-to-date information statement to be published in a manner prescribed by regulation.

Subsection 2 provides a list of the information that is to be contained within the information statement.

Council has completed an annual review of its Information Statement that is to be published on the Council website in accordance with the requirements of the Freedom of Information (General) Regulations, 2002.

A copy of the updated Information Statement is attached.

RECOMMENDATION

- (a) Corporate and Community Services Report No. 57/2015 be received;
- (b) Council endorse the revised Information Statement as attached to Corporate and Community Services Report No. 57/2015, in accordance with the requirements of the Freedom and Information Act, 1991 and authorise the publication of the Information Statement in accordance with the Freedom of Information (General) Regulations, 2002.



Michael McCARTHY
 MANAGER GOVERNANCE AND PROPERTY
 Sighted:



Mark McSHANE
 CHIEF EXECUTIVE OFFICER

FREEDOM OF INFORMATION

CITY OF MOUNT GAMBIER - INFORMATION STATEMENT

This Information Statement is published by the City of Mount Gambier in accordance with the requirements of Section 9 (1a) of the Freedom of Information Act 1991.

An up-to-date Information Statement is to be published every 12 months

1 COUNCIL DECISION MAKING STRUCTURE

1.1 Council

Council, consisting of the Mayor and ten (10) Elected Members, is the decision making body on all policy matters. Ordinary meetings of the Council are held on the third Tuesday of every month at 6.00p.m. and members of the public are welcome to attend. The meetings are held at the Council Chamber, Civic Centre, 10 Watson Terrace, Mount Gambier.

1.2 Standing Committees

Standing Committees have been formed to streamline Council business. These committees normally meet the week prior to the Council meeting each month and make recommendations to Council. Members of the public are again welcome to attend. The standing committees are the:

- Corporate and Community Services Committee – Monday 5.30 p.m.
- Operational Services Committee - Tuesday 7.30 a.m.

Refer to Councils website for meeting Agenda/Minutes, Terms of References etc.

1.3 Sub-Committees

The following Sub-Committees have been established by the following Standing Committees:

- Corporate and Community Services Committee
 - Community Engagement and Social Inclusion
 - Mount Gambier Lifelong Learning
 - Strategic Planning
- Operational Services Committee
 - Environmental Sustainability

Refer to Councils website for meeting Agenda/Minutes, Terms of References etc.

1.4 Section 41 Committees

- Audit
- Junior Sports Assistance Fund
- CEO Performance Development and Review
- Mount Gambier Cemetery
- Railway Lands Development & Management

Refer to Councils website for meeting Agenda/Minutes, Terms of References etc.

1.5 Statutory Committees

- Building Fire Safety
- Council Development Assessment Panel

Refer to Council's website for meeting Agenda/Minutes, Terms of Reference etc.

1.6 Agendas and Minutes

Agendas of all Council and Committee meetings are placed on public display not less than three days prior to those meetings. Minutes and the recommendations and/or resolutions from these meetings are placed on display within five days of the meeting being held.

All agendas/minutes from Council and Committee meetings are also published on Council's website.

1.7 Advisory Groups

- Australia Day Awards Selection
- Australia Day Celebrations
- Mayors Christmas Appeal
- Mount Gambier Christmas Parade
- Mount Gambier Youth Advisory Group
- Seniors Month
- Joint Boundary Roads
- Mount Gambier Aquatic Centre
- Mount Gambier Heritage

1.8 Delegations

Council is charged with making decisions which direct and/or determine its activities and functions. Such decisions include the approval of works and services and the resources which are to be made available to undertake such works and services.

Decisions are also made to determine whether or not approvals are to be granted for applications for various forms of activities and development.

The Chief Executive Officer has delegated authority from Council to make certain decisions on specified administrative and policy matters in keeping with the legislative responsibilities of Council, i.e.

- to determine policies to be applied by the Council in exercising its discretionary powers;
- to determine the type, range and scope of projects to be undertaken by the Council; and
- to develop comprehensive management plans, budgets, financial controls and performance objectives and indicators for the operations of the Council.

These delegations (and sub-delegations to Council's Officers) are listed in the Delegations Register and are reviewed annually by Council.

1.9 Services for the Community

Council makes decisions on policy issues relating to services that are provided for members of the public. These services currently include (but are not limited to):

Roads/Footpaths/Kerbing	Stormwater Drainage
Traffic Control	Traffic Lights/School Crossings
Public Cemeteries	Parking Bays/Street Closures
Street Lighting	Street Sweeping
Street Tree Planting	Litter Bins
Refuse Collection	Public Conveniences
Fire Protection	Public Libraries
Garbage Disposal	Senior Citizens
Playground Equipment	Community Services - General
Aquatic Facilities	Aged Care
Waste Management/Recycling	Parking Controls
Waste Minimisation	Car Parks and on street parking
Building Control	Dog Control
Planning Control	Environmental Health Matters
Clean Air Control	Community Health/Well Being
Tourism	Emergency Services
Animal and Pest Plants	Heritage Recognition
Economic and Industry Services	Recreation/Sporting Facilities
Parks, Reserves and Gardens (Public)	Crime Prevention
Special Needs Programmes - Donations	Arts/Cultural
Youth Services	Environmental Protection/Sustainability
Food Premises/Sampling	

2 PUBLIC PARTICIPATION

2.1 Council Meetings

Members of the public have a number of opportunities to put forward their views on particular issues before Council.

These include:

- (i) Deputations - With the permission of the Committee or Development Assessment Panel Presiding Member, a member of the public can address a Council Committee or the Panel personally or on behalf of a group of residents/interested persons.
- (ii) Presentations to Council - With prior notification and approval of the Mayor.
- (iii) Petitions - Written petitions can be addressed to the Council on any issue within the Council's jurisdiction.
- (iv) Written Requests - A member of the public can write to the Council on any Council policy, activity or service.
- (v) Elected Members - Members of the public can contact the Elected Members of Council to discuss any issues relevant to Council.

2.2 Public Consultation

Council has adopted a Community Consultation and Engagement Policy in accordance with Section 50 of the Local Government Act, 1999.

The Policy underpins the City of Mount Gambier's commitment to the highest level of community engagement in Council's decision making process through effective communication and consultation strategies, and has the following broad objectives:

- To promote positive relationships between Council and the community.
- To provide the framework for appropriately structured, targeted and delivered community engagement as part of Council's decision making.
- To provide effective communication and engagement between Council and the community.
- To encourage, enhance and provide the opportunity for community participation in the decision making processes of Council.
- To achieve a greater level of community input, understanding and ownership of decisions made by Council.
- To support Council decision making that is open, transparent, responsive, inclusive and accountable to the community.

This Policy applies to those initiatives or activities of Council on which consultation is required by the Local Government Act, 1999 and other legislation or will be undertaken as a matter of Council policy on other issues.

The areas that Council is required to follow the relevant steps set out in its public consultation policy are:

- Changes to the manner, places and times at which Council Offices will be open for business (Section 45);
- Adoption, alteration or substitution of a code of practice relating to the principles, policies, procedures and practices to apply for meetings and documents (Section 92);
- The Adoption of Councils Annual Business Plan (Section 123);
- Changes to basis of Rating (Section 151);
- Rating - Differential Rates (Section 156);
- The exclusion of Local Government land from the classification as community land (Section 193) or the revocation of the classification (Section 194);
- The adoption, amendment or revocation of a management plan for community land (Sections 197 and 198);
- The granting of a lease or licence over community land (Section 202);
- The granting of a permit over a public road granting exclusive occupation or restricting access to a road, or in relation to a use or activity for which public consultation is required (Section 223);
- The planting of vegetation on a public road that may have a significant impact on residents, businesses or advertisers (Section 232);

When a matter under Council's consideration is not specifically required by the Local Government Act 1999 to follow the steps set out in its Public Consultation Policy, but specific sections within the Act do specify that certain public consultation steps must be followed, Council will be guided by the steps outlined in the relevant sections of the Act.

This will apply to:

- | | |
|------------------------------------|-------------|
| ▪ Representation Review | Section 12 |
| ▪ Status of Council or Name Change | Section 13 |
| ▪ Certain Commercial Activities | Section 48 |
| ▪ Public Consultation Policy | Section 50 |
| ▪ Strategic Management Plans | Section 122 |
| ▪ Making of By-Laws | Section 249 |
| ▪ Order Making Policies | Section 259 |

The Policy is to be implemented in accordance with the Community Consultation and Engagement Toolkit.

3 ACCESS TO COUNCIL REGISTERS, CODES, POLICIES AND ADMINISTRATIVE DOCUMENTS

3.1 In accordance with Section 132 of the Local Government Act, 1999, a member of the public is entitled:

- (i) to inspect the following documents at the Council Office during ordinary hours without charge; and,

Annual Report
Annual Business Plan (Summary)
Changes to a Councils Rating System Report
Strategic Management Plans

- (ii) to purchase the following documents at the Council Office during ordinary hours for a fee fixed by the Council.

Annual Financial Statements
Annual Business Plan (Draft)
Annual Business Plan and Budget
Assessment Record
Council By-Laws
Delegations & Authorisations Register
Development Application Register
Development Applications (by Consent)
Development Assessment Panel, Agenda and Minutes
Dog Register
Election Campaign Donations Returns
Freedom of Information - Information Statement
Notice of Meetings (Council/Committees/Panel)
Parking Register
Rate Rebates Register
Schedule of Fees and Charges levied by Council
Register of Community Land
Register of Employee's Salaries, Wages and Benefits
Register of Gifts & Benefits – Council Employees
Register of Gifts & Benefits – Council Members
Register of Members Allowances and Benefits
Register of Members Interests

Register of Officers Interests
Register of Public Roads
Risk Register
Council & (Sub)Committee Agendas and Minutes
Supplementary Development Plans (previously on exhibition)
Voters Roll

- (iii) to purchase the following Council Policies at the Council Office during ordinary hours for a fee fixed by the Council:

Administration Policies

C200 - Complaint Compliment
E115 - Elections - Council Entitlement to Vote
F140 - Flags - Flying of
P155 - Privacy
R180 - Records Management
R200 - Community Land - Reserves - Lease - Licence - Rental Arrangements
R305 - Risk Management Framework
S140 - Street Numbering

Community Policies

A270 - Australia Day Awards
C140 - Main Corner Complex - Hire
H120 - Historical Matters - Collection of
H125 - Historical Matters - Copyright - 'The Les Hill Photographic Collection'
L190 - Library - Opening Hours

Council & Committee Policies

C160 - Coat of Arms
C190 - Community Identity
C265 - Communication with Council Committees
C275 - Access to Council Meetings *
C280 - Appointment of Members to Serve of Council Committees *
C285 - Appointment of Independent Members *
C290 - Internal Review of Councils Decisions
C300 - Protocol for Common Items *
C305 - Caretaker Policy
C310 - Presentation of Recommendations *
C315 - Voting En-Bloc *
C320 - Council Chamber and Reception Area - Use of
C410 – DRAFT Conduct of Meetings (s92 Code of Practice)
F130 - Flag - Mount Gambier
F225 - Fraud and Corruption Prevention
M130 - Media - Statements of Behalf of Council
M170 - Members - Conferences, Courses and Seminars
M190 - Members - Deputy Mayor *
M205 - Members - Mayor - Anniversary Messages
M210 - Members - Newly Elected Members
M225 - Members - Service Recognition

M240 - Members - Access to Information
M250 - Members - Training and Development
M255 - Members - Council Induction
M260 - Members - Use of Council Letterhead
M265 - Members - Complaint Handling
M270 - Members - Mayor Seeking Legal Advice
M405 - Members - Allowances, Re-imbursments, Benefits and Facilities
P195 - Community Consultation and Engagement
P415 - Prudential Management
P420 - Procurement and Disposal of Land and Assets
S110 - South East Local Government Association (SELGA) – Delegates *
S130 - South East LGA - Guiding Principle for Appointments *
S400 - Supplementary Elections
V140 - Visits by Parliamentary/Government Representatives
* Denotes Policy Identified to be superseded by C410 Conduct of Meetings (s92 Code of Practice)

Engineering

C120 - Cemeteries - Carinya Gardens and Lake Terrace Cemetery
F175 - Footways and Crossovers
F190 Footways - Requests for Paving - Works within the City Centre Zone
R270 Road Pavement - Excavation and Reinstatement Of
S115 - Fencing of Stormwater Retention Basins
S120 - Street Signs - Directional Tourist and Other Scenic Facility Signs

Finance

A130 - Investment
B300 - Budget Reporting and Amendment
D230 - Donations - Authority to Approve Requests
I105 - Internal Controls
R105 - Rating
R130 - Rates - General Matters
R155 - Rates Rebate
T150 - Treasury Management

Health & Environment

W115 - Waste Management - Reival of Waste - Caroline Landfill
W125 - Waste Management - Refuse Collection

Inspectorial

A515 - Animal Control - Dogs
A520 - Animal Control
B150 - Sewer Connections, Waste Management Control & Provision of Toilet Facilities
E135 - Encroachments - Protection of Public During Building & Maintenance Works
E240 - Expiation Notice - Cancellation and Waiver
F110 - Fencing Costs - Contributions by Council
F120 - Fires - Clean Air - Burning in Open - Non-Domestic Premises
F135 - Flammable Undergrowth
F500 - Footways and Council Land - Removal of Objects
F505 - Footways and Council Land - Sale of Commodities

F510 - Footways and Council Land - Fundraising and Promotion
O110 - Order Making
T110 - Taxi Regulation

Personnel

C375 - Council Vehicles - Provision and Replacement of
E200 - Employees - Service Awards and Resignation Gifts
S175 - Safe Environment
W150 - Whistleblowers

Planning

A170 - Advertising and Signage
D140 - Development Act - Delegations
D150 - Development Act - Inspection of Building Work
D160 - Inspection and Copying of Documents
L130 - Land Divisions
L230 - Licensed Premises
P135 - Entertainment Venues
S135 - Streets - Naming Of

Recreation

A240 - Assemblies and Events on Streets and Other Council Land
C355 - Council Land - Irrigation
T120 - Tree Policy

The above documents may be inspected and purchased during ordinary business hours at the Council Offices:

Civic Centre
10 Watson Terrace
MOUNT GAMBIER SA 5290

Most of the documents identified above are also available for viewing, download and printing from Councils website www.mountgambier.sa.gov.au.

The Fees and Charges fixed for the provision of copies of the above documents are contained in Councils Schedule of Fees and Charges, which is available for inspection on Councils website www.mountgambier.sa.gov.au.

3.2 Other Information Requests

Requests for other information not included in clause 3.1 above may be considered in accordance with the provisions of the Freedom of Information Act. Under this legislation, an application fee and a search fee must be forwarded with the appropriately completed request as provided for in the Freedom of Information - (Fees and Charges) Regulations, unless the applicant is applicable for or has been granted an exemption.

Any applications should be forwarded to Council's designated Freedom of Information Officer (refer 3.3 – below)

Should an applicant require copies of any documents, the charges that will apply will be as set out in Council's Schedule of Fees & Charges or in the Freedom of Information (Fees & Charges) Regulations (whichever is applicable), unless an exemption has been granted.

In some circumstances the formalities of the Freedom of Information Act may not be necessary to provide access to a document or to amend a personal record. Wherever possible this would be the preferred method of providing access to information.

3.3 Council Designated Freedom of Information Officer

All enquiries concerning the lodgement procedures for Freedom of Information requests, the procedures for inspecting or purchasing the identified City of Mount Gambier Administrative and Policy Documents, Procedures for Access to other Councils Documents and Amendments of any Council records concerning the personal affairs of a member of the public are to be directed to:

Manager - Governance & Property
Civic Centre, 10 Watson Terrace
MOUNT GAMBIER SA 5290

Applications will be responded to as soon as possible within the statutory period of 30 days of Council receiving the appropriately completed Freedom of Information request together with the application and search fee and all other information necessary for a qualified response to be provided.

In accordance with the Freedom of Information Act 1991 a formal application for access to a Council's document(s):

- (a) must be in writing; and
- (b) must specify that it is made under the Freedom of Information Act; and
- (c) must be accompanied by such application fee as may be prescribed; and
- (d) must contain such information as is reasonably necessary to enable the document to be identified; and
- (e) must specify an address in Australia to which notices under this Act should be sent; and
- (f) must be lodged at an office of the agency, and may request that access to the document be given in a particular way.

4 AMENDMENT OF COUNCIL RECORDS

A person to whom access to any Council documents has been given may apply for the amendment of the Councils records if;

- the documents contains information concerning the persons personal affairs
- the information available for use by Council in connection with its administrative functions
- the information is, in the persons opinion, incomplete, incorrect, out of date or misleading.

An application for the amendment of a Councils records must be in writing and contain the prescribed information.

Any application will be dealt with on behalf of the Council by an accredited Freedom of Information officer as soon as practicable, but in any case, within 30 days from date of receipt.

Council must determine an application by:

- amending its records in accordance with the application
- by refusing to amend its records in accordance with an application;

- if it is satisfied that its records are not incomplete, incorrect, out-of-date or misleading in a material respect; or
- if it is satisfied that the application contains matter that is incorrect or misleading in a material respect; or
- if the procedures for amending its records are prescribed by or under the provision of a legislative instrument other than this Act, whether or not the amendment of those records is subject to a fee or charge.

Mark McSHANE
CHIEF EXECUTIVE OFFICER

30th July, 2015

<i>First Issued/Approved:</i>	1991
<i>Last Reviewed:</i>	August 2014
<i>This Review:</i>	July 2015
<i>Council Minute Reference:</i>	CCS ## ##/##/201#
<i>Next Review Due:</i>	August 2016
<i>File Reference:</i>	AF11/1319
<i>Legislative Reference:</i>	Freedom of Information Act 1991 - s9(1a)
<i>Responsible Officer:</i>	Manager - Governance & Property

CORPORATE AND COMMUNITY SERVICES REPORT NO. 58/2015

SUBJECT: COUNCIL REPRESENTATIVE – LIMESTONE COAST VIOLENCE AGAINST WOMEN COLLABORATION

REF: AF11/854

Goal: Governance
Strategy: 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.

Further to Corporate and Community Services Report No. 42/2015 considered at the 21st July 2015 Council meeting nominations have been sought from Elected Members to fill a Council representative position on the Limestone Coast Violence Against Women Collaboration (LCVAWC).

By memorandum in the Friday Edition on 24th July 2015 nominations were requested to be submitted by the close of business on Friday 31st July 2015.

A single nomination has been received from Cr Christian Greco for the LCVAWC position.

RECOMMENDATION

- (a) Corporate and Community Services Report No. 58/2015 be received.
- (b) The nomination from Cr Greco be accepted for the vacant Limestone Coast Violence Against Women Collaboration position and Cr Greco be endorsed as Council's nominee.



Michael McCARTHY
 MANAGER - GOVERNANCE & PROPERTY

Sighted:



Mark McSHANE
 CHIEF EXECUTIVE OFFICER

4th August, 2015
 MMcC

CORPORATE AND COMMUNITY SERVICES COMMITTEE REPORT NO. 60/2015

SUBJECT: REVIEW POLICY F140 FLAGS – PROTOCOL

REF: AF14/410

Goal: Building Communities
Strategic Objective: Recognise the roles, needs and contributions of minority or disadvantaged groups in our community.
Support the community's development through nurturing collaborative relationships and partnerships and through direct access to Council for recognition, funding, facilitation and in kind support.

Goal: Diversity
Strategic Objective: Celebrate the positive contributions of all members of our communities, to our collective social, economic, cultural, health and overall well-being.
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).
Develop the capacity of Council to effectively communicate and engage with our communities, other agencies and service providers.

Background

Council receives occasional requests to fly flags to promote awareness of special days, causes or events. Policy F140 Flags - Protocol (attached) is clear about the flying of Governance Flags (2.1), the Aboriginal and Torres Strait Islander flags (2.1.2) and identified special days for flying the flag (2.1.3) however is silent on flags for causes or special events, and does not outline an eligibility criteria for how any requests received for special days (not identified in the policy), causes or special event flags should be considered.

In 2012 a request was received from the then Minister for Communities and Social Inclusion The Hon Ian Hunter MLC seeking that local governments in South Australia fly the Rainbow Flag on 17th May 2012 as part of International Day Against Homophobia (IDAHO). A Rainbow Flag was purchased in response to this request and subsequently flown by Council in that year.

Feast is an Adelaide based festival held in November that includes, as a state-wide initiative, a *Flying the Rainbow Flag – Celebrating Diversity* project that aims to provide evidence of safe and supportive places for members of the Lesbian, Gay, Bisexual, Transgender, Intersex, Queer (LGBTIQ) community whose sexuality may see them experience increased levels of discrimination, violence, misunderstanding and fear. The Rainbow Flag is a common pride and civil rights symbol for the LGBTIQ community worldwide. Flying the flag is a symbol that they are not alone.

The City of Mount Gambier along with other local governments across the state have received formal requests from Feast to fly the Rainbow Flag during the period of their November festival to celebrate diversity. Previous requests from Feast Festival organisers have been considered by staff following reference to Council Policy and acknowledging that the event is not nationally or internationally recognised leading to respectfully declining the request to fly the flag for this event.

Council may choose to reconsider the advice provided to Feast for 2015 and formally resolve to fly the Rainbow Flag for the period 14th – 29th November 2015.

Corporate and Community Services Report No. 60/2015 cont'd...

Summary

International Day Against Homophobia and Transphobia (IDAHOT)	
Recognition	International
Special Day	17 May
Purpose	The day aims to coordinate international events that raise awareness of lesbian, gay, bisexual, transgender, intersex (LGBTI) rights violations and stimulate interest in LGBTI rights work worldwide. IDAHOT's date was chosen to commemorate the decision to remove homosexuality from the International Classification of Diseases of the World Health Organization (WHO) in 1990.

Feast Festival <i>Flying the Rainbow Flag – Celebrating Diversity</i> project	
Recognition	Adelaide, South Australia Initiative
Special Event	November
Purpose	The Feast Festival is Adelaide's lesbian, gay, bisexual, transgender, intersex, queer (LGBTIQ) Arts and Cultural Festival. Feast focuses on celebrating LGBTIQ diversity and inclusion, promoting positive engagement and strategic partnerships to actively contribute to acceptance of the diversity of sexuality which makes up the community. It is one of the largest LGBTIQ festivals in Australia.

RECOMMENDATION

- a) Corporate & Community Services Report 60/2015 on Review Policy F140 Flags – Protocol be received;
- 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.



Barbara CERNOVSKIS
MANAGER COMMUNITY SERVICES & DEVELOPMENT

Sighted:



Mark McSHANE
CHIEF EXECUTIVE OFFICER

29th July, 2015
BJC

Attached: Flags Protocol Policy F140



F140 FLAGS - PROTOCOL

FLAGS POLICY

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 Council enables the flying of flags in public locations in the City. It gives guidance with respect to those flags flown as an expression of Council's governance responsibilities.

3 POLICY STATEMENTS

3.1 The City of Mount Gambier recognises the significance of certain flags connected to its governance responsibilities and will utilise designated flagpoles within the City to fly such flags. The flags that are to be flown permanently pursuant to this policy are the Australian National Flag, State Flag of South Australia, Aboriginal and Torres Strait Islander flags, and the flag bearing the City of Mount Gambier.

4 LEGISLATIVE REQUIREMENTS AND CORPORATE POLICY CONTEXT

4.1 This Policy reflects Council's strategic objectives for the City.

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

FLAG GUIDELINES

1 INTRODUCTION

1.1 Scope of the Guidelines

These Operating Guidelines support the implementation of Council's Flags Protocol Policy. Overall guidance is provided with respect to specific requirements applicable to flags flown for governance purposes.

1.2 Legislative and Corporate Requirements



- 2 -

1.2.1 Governance Purposes

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

- (a) the recognised National Flag (pursuant to the Commonwealth Flags Act 1953, including subsequent Proclamations),
- (b) the South Australian State Flag (State Proclamation 1904),
- (c) Council's Coat of Arms, or
- (d) flags approved for this purpose by specific resolution of Council and/or in the opinion of Council should be displayed on certain occasions.

2 ADMINISTRATIVE GUIDELINES

2.1 Public Domain Flag Policy for Governance Purposes

2.1.1 Governance Responsibilities - Context

As the major city servicing the needs of this region, a policy regarding the flying of nationally recognised flags is important. It is possible to identify three aspects of this role:

- public acknowledgement of our constitutional democracy;
- the Regional City role referred to above; and
- the use of flags to reflect broader civic and ceremonial responsibilities.

Key drivers for a flags policy relating to 'governance' are:

- (a) the Commonwealth Flags Act 1953 and relevant Proclamations. This Act formally identified the Australian National Flag, while the Governor-General was authorised to acknowledge other designated flags as "flags of Australia." This provides a basis for Council's formal flying of the National Flag, as well as the Aboriginal and Torres Strait Islander Flags (both proclaimed as "flags of Australia" in July 1995);
- (b) the South Australian State Flag was authorised by a State proclamation in 1904 as the State Flag of South Australia. It has not been proclaimed a "flag of Australia" under the Flags Act 1953;
- (c) the need to give due recognition to the City of Mount Gambier flag which bears the City's Coat of Arms; and
- (d) the need to vary standard arrangements from time to time in response to advice from the Protocol Unit of the Premier's Department (e.g. to replace the National Flag with the United Nations Flag on 24 October annually to celebrate United Nations Day).



- 3 -

2.1.2 Reconciliation and the Aboriginal and Torres Strait Islander Flags

Council has endorsed the need to fly the Aboriginal and Torres Strait Islander flags in recognition of a mutual commitment to the Reconciliation process with the Indigenous community, as well as in acknowledgement of their status as national flags.

The position taken can be summarised as follows:

- the ongoing flying of the Aboriginal and Torres Strait Islander flags in the Cave Garden (the two poles fronting Watson Terrace) is a valuable statement of Council's commitment to Reconciliation.

2.1.3 Special Days for Flying Flags

The follow list shows days of commemoration on which the flying of the Australian National Flag and, where appropriate, other flags, is particularly encouraged. Unless noted otherwise, these days are celebrated nationally.

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 – Flags are flown at half-mast until noon then at the peak until the usual time for closure of business.

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.



- 4 -

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

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 – Flags are flown at the peak from 8 a.m., at half-mast from 10.30 a.m. to 11.02 a.m., and at the peak again from 11.02 a.m. until the usual time for closure of business.

Source: 'Australian Flags', Department of Prime Minister and Cabinet.

2.1.4 Flags to be Flown at Designated Locations - Governance Purposes

Council has two (2) locations where it has responsibility for the permanent flying of flags for governance purposes i.e.

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



- 5 -

"The Lady Nelson", standard arrangement

Pole 1 (western pole) - Australian National Flag

Pole 2 (central pole) - SA Flag

Pole 3 (eastern pole) - Mount Gambier Flag

2.1.5 Flags Flown at Designated Locations - Memorial Purposes

- Vansittart Park War Memorial
- Boer War Memorial

Flags to be flown on Anzac Day and Remembrance Day in accordance with the protocol for these special days.

2.1.6 Flags Flown at other Designated Council Locations

Federation Arch at Vansittart Park

- Australian National Flag flown permanently

Cave Garden Courtyard

- 3 x poles used only for special occasions

Council Depot

- Australian National Flag flown on all work days.

Note: The flagpole near Old Town Hall Fountain fronting Commercial Street East is the responsibility of the Mount Gambier and District RSL.

2.1.7 Special Notes on Flag Flying

- Australia Day Public Holiday and Queens Birthday will always be over long weekend. Flag should be raised on Saturday morning and left up till following Tuesday.
- 26th January, 3rd September, 24th October and 11th November will sometimes fall on weekends.
 - (a) 26th January - will be covered by long weekend arrangements;
 - (b) 3rd September - will not be flown on weekends;
 - (c) 24th October - will not be flown on weekends. United Nations flag to be flown on third flag pole at Civic Centre when 24th October is a week day;
 - (d) 11th November - will always be flown when falls on weekend.
- 25th April - will always fall on public holiday - flag will be flown from all Council facility flag poles, plus four from the Vansittart Park memorial gates.



Adopted by Council: 18th February 1999	Amended: 20th August 2002	Reviewed: 15 th April 2003
Reviewed: 19 th September 2006	Amended: 16 th December 2008	Amended:
Amended:	Amended:	Amended:
Amended:	Amended:	Amended:
Amended:	Amended:	Amended: