

Reference: AF11/861

5<sup>th</sup> November, 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**  
(Committee Room - Level 4):

Monday, 9<sup>th</sup> November, 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, 9<sup>th</sup> November, 2015 at 5.30 p.m.

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6. CORPORATE AND COMMUNITY SERVICES REPORT NO. 73/2015 - Lions Club of Mount Gambier - Review of Licence Fee
7. CORPORATE AND COMMUNITY SERVICES COMMITTEE REPORT NO. 74/2015 - Re Main Corner Public Holiday Opening

### MOTIONS WITH NOTICE

### MOTIONS WITHOUT NOTICE

8. CONSIDERATION FOR EXCLUSION OF PUBLIC

## CORPORATE AND COMMUNITY SERVICES COMMITTEE

Meeting to be held at the Committee Room, Level 4, Civic Centre, 10 Watson Terrace,  
Mount Gambier on Monday 9<sup>th</sup> November 2015 at 5.30 p.m.

### AGENDA

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

APOLOGY: moved that the apology from  
be received.

seconded

COUNCIL OFFICERS: Chief Executive Officer, Mark McShane  
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  
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 12<sup>th</sup> October, 2015 be taken as read and confirmed.

seconded

### QUESTIONS:

(a) With Notice - Nil received

(b) Without Notice -

#### **1. FINANCIAL STATEMENT – as at 31<sup>st</sup> October, 2015**

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

moved it be recommended the financial statement as at 31<sup>st</sup>  
October, 2015 be received.

seconded

**2. GOVERNANCE – Committees – Community Engagement and Social Inclusion Sub-Committee – Minutes of Meeting held 2/11/2015 – 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 2<sup>nd</sup> November, 2015 be received;
- (b) the following recommendations (numbered 1 to 4) of the Community Engagement and Social Inclusion Sub-Committee be adopted by Council;
  - 1. GUEST SPEAKER – Mr Glenn Ahern, Mount Gambier Prison - Ref. AF15/78
    - (a) Mr Glenn Ahern be thanked for his presentation.
  - 2. RECONCILIATION ACTION PLAN – Reconciliation Action Plan Progress Table - Ref. AF15/341
    - (a) the Reconciliation Action Plan progress table be received;
    - (b) advice be sought from the Aboriginal Elders for community and youth representation on the Reconciliation Action Plan focus group.
  - 3. KEY FOCUS AREAS – Key Focus Area Progress Table - Ref. AF15/78
    - (a) the Community Engagement & Social Inclusion Key Focus Area progress table be received and noted for information.
  - 4. LIMESTONE COAST COMMUNITY ROUNDTABLE - Update - Ref. AF13/469
    - (a) the report be received.

seconded

**3. FINANCIAL MANAGEMENT - Budgeting - Annual Budget Review - Estimates including Comparisons 2015/2016 Financial Year - Ref. AF14/428**

*Goal:* Building Communities

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

The Director - Corporate Services reported;

- (a) Council resolved on 20<sup>th</sup> October, 2015
  - “that Council prepare a report as to where Council will find the additional \$50,000 for the Rail Lands Activation”*
- (b) Following the endorsed Budget review as at 30<sup>th</sup> September, 2015, Council’s Budget position provided for:
  - Operating Budget \$73,000 surplus



Corporate and Community Services Committee Agenda, Monday 9<sup>th</sup> November, 2015 cont'd...

- Cash Budget \$84,000 surplus

moved it be recommended:

- (a) the report be received;
- (b) Council allocate \$50,000 in its Capital Budget for works associated with the Rail Lands activation projects (resulting in a reduced cash budget surplus).

seconded

**4. CORPORATE AND COMMUNITY SERVICES REPORT NO. 71/2015 - Election of Corporate and Community Services Standing Committee Presiding Member - Ref. AF11/858**

*Goal:* Governance

*Strategic Objective:* Demonstrate innovative and responsive organisational governance

moved it be recommended

- (a) Corporate and Community Services Report No. 71/2015 be received;
- (b) Cr \_\_\_\_\_ be Presiding Member of the Corporate and Community Services Committee on and from 20<sup>th</sup> January 2016.

seconded

**5. CORPORATE AND COMMUNITY SERVICES REPORT NO. 72/2015 - Strategic Plan/Corporate Plan, Achievement of Key Performance Indicators Quarterly Report, September 2015 - Ref. AF11/1790**

*Goal:* Governance

*Strategic Objective:* Demonstrate innovative and responsive organisational governance

moved it be recommended:

- (a) Corporate and Community Services Report No. 72/2015 and the September 2015 Quarterly Summary KPI report be received and endorsed by Council.

seconded

**6. CORPORATE AND COMMUNITY SERVICES REPORT NO. 73/2015 - Lions Club of Mount Gambier - Review of Licence Fee - Ref. AF11/1439**

*Goal:* Building Communities

*Strategic Objective:* (i) Encourage the development of community facilities and infrastructure, community events, and active and safe community spaces through direct support, seeking funding, facilitation etc.  
(ii) Recognise and support our volunteers, community organisations and their sustainability as they continue to be the foundation of the community.

*Goal:* Governance

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

(ii) *Demonstrate innovative and responsive organisational governance.*

moved it be recommended:

- (a) Corporate and Community Services Report No. 73/2015 be received.
- (b) the Lions Club of Mount Gambier be advised that a determination on it's request for a rental fee reduction/waiver has been deferred pending a review of Council Policy R200 - Community Land (Reserves) Lease / Licence/ Rental Arrangements.
- (c) A Elected Member Workshop be convened for the purpose of reviewing Council Policy R200 - Community Land (Reserves) Lease / Licence / Rental Arrangements.

seconded

**7. CORPORATE AND COMMUNITY SERVICES REPORT NO. 74/2015 - Review Main Corner Public Holiday Opening - Ref. AF11/2267**

*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 of the community are met.*

*Goal: Governance*

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

*Goal: Learning*

*Strategic Objective: Council support opportunities for the community to strengthen relationships with families, friends and extended networks so as to promote and extend the learning of life skills.*

moved it be recommended:

- (a) Corporate and Community Services Report No. 74/2015 on Review of the Main Corner Public Holiday Opening be received;
- (b) Council authorise the additional public holiday closure of the Main Corner Complex on Boxing Day/Proclamation Day as per the proposed schedule in the report.

**MOTIONS WITH NOTICE** - Nil

**MOTIONS WITHOUT NOTICE**

**8. CONSIDERATION FOR EXCLUSION OF PUBLIC**

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

ITEM NO.	SUBJECT MATTER	S90(3) GROUNDS
9.	<u>SALE OF LAND FOR NON PAYMENT OF RATES</u> - Notice of Intention to Sell Land for Non-Payment of Council Rates	(b)
10.	<u>SALE OF LAND FOR NON PAYMENT OF RATES</u> - Notice of Intention to Sell Land for Non-Payment of Council Rates	(b)
11.	<u>CONSIDERATION FOR KEEPING MATTERS CONFIDENTIAL</u>	

seconded

## FINANCIAL STATEMENT - Monthly Bank Reconciliation

as at 30/09/2015 \$		as at 31/10/2015 \$
	<u>GENERAL ACCOUNT (Westpac)</u>	
484,044.54 CR	OPENING BALANCE	184,105.79 CR
3,742,621.51	<u>PLUS</u> Receipts -	
575,711.52	Rates & Arrears	417,945.61
	General	1,115,131.86
	<u>Receipt of Cash Advance Funds</u>	
	Transfer from CAD Loan 104	680,000.00
500,000.00	Transfer from CAD Loan 105	
	Transfer from Investment Funds	500,578.68
	Transfer from Reserve Funds	
<u>\$ 4,818,333.03</u>		<u>\$ 2,713,656.15</u>
5,302,377.57 CR		2,897,761.94 CR
	<u>LESS</u> Direct Debits to Bank Account -	
667,336.75	Payroll - 3 Pays processed in October (2/10, 16/10 & 30/10)	1,037,551.68
	Sundry	
700,000.00	Transfer to Investment Funds	
<u>2,375,001.48</u>	Transfer to CAD Loan 104	300,000.00
3,742,338.23		
		<u>1,337,551.68</u>
1,560,039.34 CR		1,560,210.26 CR
1,375,933.55	<u>LESS</u> Expenditure Statement \$	1,331,496.51
<u>\$ 184,105.79 CR</u>	<u>CASH BALANCE</u>	<u>\$ 228,713.75 CR</u>
	<u>BANK RECONCILIATION</u>	
199,499.23 CR	Balance as per Bank Statement	241,831.40 CR
14,742.90	<u>PLUS</u> Deposits not yet credited	6,401.28
18,154.80	<u>LESS</u> Deposits not yet reconciled	9,492.61
	<u>LESS</u> Deposits not yet updated	
	<u>PLUS</u> Payments not yet reconciled	
<u>196,087.33 CR</u>		<u>238,740.07 CR</u>
1,699.38	<u>LESS</u> Unpresented Cheques & EFT's	843.00
10,282.16	Unpresented Direct Debits	9,183.32
<u>\$ 184,105.79 CR</u>	<u>CASH BALANCE</u>	<u>\$ 228,713.75 CR</u>

Current Interest Rate on Bank Account Balance is 0.10%

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

as at 30/09/2015 \$		LGFA CAD LOAN 104	as at 31/10/2015 \$	
2,375,001.48	DR	OPENING BALANCE	-	DR
2,375,001.48		<u>PLUS</u> Deposits	-	
-		<u>LESS</u> Withdrawals (Transfer to General Account)	680,000.00	
-		Sundry	-	
<u>\$ -</u>	DR	<u>CASH BALANCE</u>	<u>\$ 680,000.00</u>	DR

		LGFA CAD LOAN 105	
-	DR	OPENING BALANCE	- DR
-		<u>PLUS</u> Deposits	-
-		<u>LESS</u> Withdrawals (Transfer to General Account)	-
-		Sundry	-
<u>\$ -</u>	DR	<u>CASH BALANCE</u>	<u>\$ -</u> DR

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
115,019.14	101 RSL Bowls - Artificial Rink	5.05%	16/03/2019	115,019.14
3,245,199.58	102 Library	5.97%	15/06/2024	3,245,199.58
	104 CAD - Variable Int Only	4.25%	17/06/2028	680,000.00
	105 CAD - Variable Int Only	4.25%	17/08/2030	-
<u>\$ 3,360,218.72</u>				<u>\$ 4,040,218.72</u> DR

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

as at 30/09/2015 \$		<u>INVESTMENT FUNDS (Local Government Finance Authority)</u>	as at 31/10/2015 \$
- CR	Opening Balance		200,000.00 CR
700,000.00	<u>PLUS</u> Deposits		307,806.46
-	<u>PLUS</u> Accrued interest		
500,000.00	<u>LESS</u> Withdrawals (Transfer to Westpac)		500,578.68
-	Withdrawals (Transfer to CAD Loan 104)		-
<u>\$ 200,000.00</u> CR	CLOSING BALANCE		<u>\$ 7,227.78</u> CR

		<u>DOWNSTREAM DRAINAGE FUNDS (Local Government Finance Authority)</u>	
174,194.81 CR	OPENING BALANCE		174,194.81 CR
-	<u>PLUS</u> Deposits		985.48
-	<u>LESS</u> Withdrawals		-
<u>\$ 174,194.81</u> CR	CLOSING BALANCE		<u>\$ 175,180.29</u> CR


## INVESTMENT OF FUNDS

Investment Funds - all invested - 'At Call' at	2.00%
Reserve Funds - all invested - '90 Days' at	2.35%

Prepared by:

  
.....  
Finance Manager

Reviewed by:

  
.....  
Chief Executive Officer

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, 2<sup>nd</sup> November 2015 at 5.30pm

PRESENT: Cr Richardson (Acting Presiding Member)  
Cr Lovett  
Caroline Hill  
Rob Foggo  
John Amoroso

APOLOGIES: Cr Persello  
Emma Milera (leave of absence)  
Mr Mark McShane

ACTING PRESIDNG MEMBER: Caroline Hill moved that Cr Richardson be appointed as Acting Presiding Member.

Cr Lovett seconded Carried

COUNCIL OFFICERS: Manager Community Services & Development, Barbara Cernovskis  
Library Manager, Vicki Hutchinson  
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: Caroline Hill moved that the minutes of the previous meeting held on 28<sup>th</sup> September 2015 be taken as read and confirmed.

Cr Lovett seconded Carried

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

**1. GUEST SPEAKER – Mr Glenn Ahern, Mount Gambier Prison - Ref. AF15/78**

Mr Glenn Ahern, Director Mount Gambier Prison invited to present on the wellbeing and representation of the Aboriginal and Torres Strait Islander community in prison and the rehabilitation programs for Domestic Violence offenders.

**John Amoroso moved it be recommended:**

**(a) Mr Glenn Ahern be thanked for his presentation.**

Caroline Hill seconded Carried

Community Engagement & Social Inclusion Sub-Committee Agenda, 2<sup>nd</sup> November 2015 cont'd...

**2. RECONCILIATION ACTION PLAN – Reconciliation Action Plan Progress Table - Ref. AF15/341**

The Community Development Officer reported:

- (a) The Reconciliation Action plan progress table be tabled for discussion.

**Cr Lovett moved it be recommended:**

- (a) the Reconciliation Action Plan progress table be received;  
(b) advice be sought from the Aboriginal Elders for community and youth representation on the Reconciliation Action Plan focus group.

**Rob Foggo seconded**

**Carried**

**3. KEY FOCUS AREAS – Key Focus Area Progress Table - Ref. AF15/78**

The Manager Community Services & Development reported:

- (a) Key Focus Area progress table outlines progress against key focus area action items for Members information.

**John Amoroso moved it be recommended:**

- (a) the Community Engagement & Social Inclusion Key Focus Area progress table be received and noted for information.

**Caroline Hill seconded**

**Carried**

**4. LIMESTONE COAST COMMUNITY ROUNDTABLE - Update - Ref. AF13/469**

Caroline Hill, Chair of the Limestone Coast Community Services Roundtable (LCCSRT) reported:

- (a) tabled an update on the LCCSRT Action Plan and meeting held on Tuesday 13<sup>th</sup> October, 2015.

**Cr Richardson moved it be recommended:**

- (a) the report be received.

**John Amoroso seconded**

**Carried**

**MOTIONS WITH NOTICE - Nil**

**MOTIONS WITHOUT NOTICE - Nil**

The meeting closed at 7.14 p.m.

BC/MJT

CONFIRMED THIS                      DAY OF                      , 2015.

.....  
PRESIDING MEMBER



## **CORPORATE AND COMMUNITY SERVICES REPORT NO. 71/2015**

**SUBJECT: ELECTION OF CORPORATE AND COMMUNITY SERVICES STANDING COMMITTEE PRESIDING MEMBER**

**REF: AF11/858**

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*Goal: Governance*

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

At its meeting on 27<sup>th</sup> January, 2015 Council confirmed the 1 year appointment of Cr Perryman as Corporate and Community Services Committee Presiding Member from 20<sup>th</sup> January 2015.

In preparation for the expiry of the 1 year appointment term the Corporate and Community Services Committee and Council may now consider the appointment of a Presiding Member for the period from 20<sup>th</sup> January 2016.

The election of Presiding Member is by the Standing Committee from amongst its own number.

The following election process is summarised from Council's C410 Conduct of Meetings Policy:

*If only one nomination is received then that Member is to be declared Corporate and Community Services Presiding Member.*

*Where more than one nomination is received a secret ballot shall be conducted forthwith without debate. Resolutions will be passed to endorse the voting process and appoint the Chief Executive Officer (or any other Senior Officer present at the meeting) as Returning Officer to declare the result and draw lots (if/as necessary).*

- Any Member present at the meeting may be nominated.*
- A Member not in his or her seat at the meeting does not vote.*
- The candidate with the highest number of votes (or where two or more candidates receive the equal highest number of votes to first name drawn in the lot) shall be declared the Corporate and Community Services Presiding Member.*

There is no Conflict of Interest whereby a nominated candidate votes for themselves.

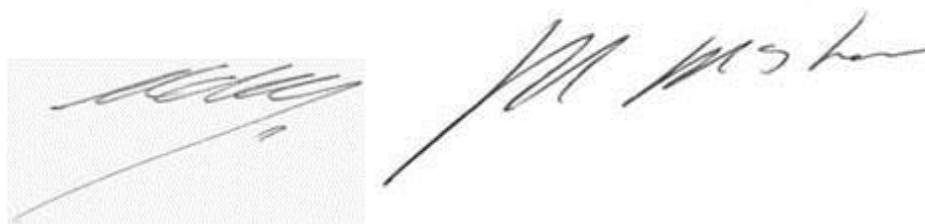
The Corporate and Community Services Committee may now accept nominations (and conduct a ballot - if necessary) to determine the Presiding Member from 20<sup>th</sup> January 2016, or otherwise seek nominations for presentation to a subsequent meeting.

Corporate and Community Services Committee meetings from February 2016 will continue to be scheduled monthly on the same days/times as in 2015.

### **RECOMMENDATION**

- Corporate and Community Services Report No. 71/2015 be received;
- Cr \_\_\_\_\_ be Presiding Member of the Corporate and Community Services Committee on and from 20<sup>th</sup> January 2016.

sighted



**Michael McCARTHY**  
MANAGER GOVERNANCE & PROPERTY

**Mark McSHANE**  
CHIEF EXECUTIVE OFFICER

3<sup>rd</sup> November, 2015

Corporate and Community Services Report No. 71/2015 cont'd...

- (a) the term of office for the position of Corporate and Community Services Presiding Member for the City of Mount Gambier Council be 1 year commencing 20<sup>th</sup> January, 2016.
- (b) Council determines that the method of choosing a Presiding Member be by an election process undertaken by secret ballot.
- (c) the successful candidate will be the candidate with the highest number of votes.
- (d) where two or more candidates have an equal number of votes one of those candidates will be determined as successful from a drawing of lots by the Returning Officer.
- (e) the Chief Executive Officer be appointed Returning Officer for the election.
- (f) upon the completion of the election, the Returning Officer be authorised to declare the successful candidate elected to the position of Corporate and Community Services Presiding Member.
- (g) upon the declaration of the Returning Officer the candidate is appointed to the position of Corporate and Community Services Presiding Member for the term of office determined by this resolution.
- (h) Nominations for the position of Corporate and Community Services Presiding Member:

The following nominations were received:

- (i) Cr \_\_\_\_\_ nominated Cr \_\_\_\_\_ to be Corporate and Community Services Presiding Member.
- (ii) Cr \_\_\_\_\_ nominated Cr \_\_\_\_\_ to be Corporate and Community Services Presiding Member.

Cr \_\_\_\_\_ and Cr \_\_\_\_\_ indicated that they accept their nomination for the position of Corporate and Community Services Presiding Member.

**If more than one nomination received and accepted:**

The Returning Officer conducted the secret ballot.

Then –

There being only one candidate the Returning Officer declared Cr \_\_\_\_\_ to be elected to the position as Corporate and Community Services Presiding Member.

**OR**

The Returning Officer declared the successful candidate with the highest number of votes as Cr \_\_\_\_\_ to be elected as Corporate and Community Services Presiding Member.

**OR**

Cr \_\_\_\_\_ and Cr \_\_\_\_\_ each having an equal highest number of votes, the Returning Officer drew a lot and declared the successful candidate being the first name drawn as Cr \_\_\_\_\_ to be elected as Corporate and Community Services Presiding Member.

- (i) move a motion to endorse the result of the ballot that Cr \_\_\_\_\_ has been appointed Corporate and Community Services Presiding Member.

## **CORPORATE AND COMMUNITY SERVICES REPORT NO. 72/2015**

**SUBJECT: STRATEGIC PLAN/CORPORATE PLAN, ACHIEVEMENT OF KEY PERFORMANCE INDICATORS QUARTERLY REPORT, SEPTEMBER 2015**

**REF: AF11/1790**

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*Goal: Governance*

*Strategic Objective: Demonstrate innovative and responsive organisational governance*

### **BACKGROUND**

Section 122 of the Local Government Act, 1999 requires Council to have a Strategic Management Plan. Council's current Strategic Plan "Beyond 2015" was formally adopted by Council at its meeting in October, 2011.

After the adoption of the Strategic Plan – Beyond 2015, work commenced on the development of a 'Corporate Plan'. The Corporate Plan is the key document to incorporate the aspirations of the Strategic Plan – Beyond 2015 into the day to day operational work undertaken by all Council staff. The Corporate Plan also provides an important link to the development of business plans for individual work areas, the performance review of staff and setting, monitoring and adjustment of the annual budget.

The Corporate Plan was adopted by Council in August 2012.

### **INTRODUCTION**

The Corporate Plan contains a significant number of Key Performance Indicators to be achieved by Council staff.

### **DISCUSSION**

The Strategic Plan – Beyond 2015 and the Corporate Plan 2012 are Corporate Planning Documents that outline the strategic direction and performance targets of Council over a period of time.

Together these documents provide a high level overview of Council as an organisation and include:

- Vision and mission statement
- Objectives
- Core business
- Strategic direction and
- KPI's

Performance Manager is a strategic planning, organisational performance management and reporting tool specifically designed for Local Government. The seven goals and Strategic Objectives identified for each goal from the Strategic Plan and all of the Key Performance Indicator's identified within the Corporate Plan have been entered into Performance Manager.

As a reporting tool, Performance Manager now provides an opportunity to provide quarterly reports outlining the achievement of the KPI's.

Corporate and Community Services Report No. 72/2015 cont'd...

**CONCLUSION**

This report provides the September, 2015 quarterly report for Council's information.

**RECOMMENDATION**

- (a) Corporate and Community Services Report No. 72/2015 and the September 2015 Quarterly Summary KPI report be received and endorsed by Council.



Tracy TZIOUTZIOUKLARIS  
**MANAGER BUSINESS AND STRATEGIC PLANNING**

sighted:



Mark McSHANE  
**CHIEF EXECUTIVE OFFICER**

29<sup>th</sup> October, 2015  
TT/FM

Attachment: Quarterly Summary KPI Report – September, 2015



# Quarterly Summary Kpi Report

## Strategic Plan - Beyond 2015

Undertake an annual review of the number of programs offered and type to assist in the scheduling of future programs.

Completed in December each year.

### 1.1.2 Continue to development and provide events support, management and assistance

All permits for Special Events are issued and inspected to ensure compliance with Council's Policy for Special Events.

Special events permits are administered by the Operational Services Department.

Council events are appropriately managed and supported as identified within the budget and Long Term Financial plan and accounted for at all times.

All events are managed within the parameters of the budget and with appropriate approvals.

Develop a yearly program of all events supported, managed and assisted by Council by 2012/2013

A full calendar of events has been established.

Develop, promote, implement a diverse program of activities in the Garden Square and review annually.

There is no budget allocation for Garden Square initiatives in the 2015/16 budget.

### 1.1.3 Continue to provide high level customer services to all members of the community and visitors.

Maintain or improve the annual performance results of the Local Government Association Comparative Performance Measurement Survey.

The Local Government Association Comparative Performance Measurement Survey has not been undertaken this year.

### 1.1.4 Promote online booking systems for bus ticketing for better delivery of services.

Identify the usage rate of the online booking system.

Online booking system constantly monitored.

Maintain and promote the online booking system for bus ticketing.

Ongoing.

Review the usage rate of the on line booking system annually.

Online booking used.

### 1.1.5 Ensure the efficient implementation of the Dog and Cat Management Act through the enhancement, implementation and review of the Dog and Cat Management Plan 2013-2018.

Prepare an annual community education plan and program to promote the Dog and Cat Management Plan.

Council has a monthly article in the Border Watch newspaper called tips from the GIs which promotes the Dog and Cat Management Plan.

Conduct an annual public awareness campaign to raise awareness of the requirement to register dogs annually.

Media releases and radio interviews to promote Dog Registration time.

Review City of Mount Gambier Dog and Cat Management Plan in 2013.

The City of Mount Gambier Dog and Cat Management plan 2013/18 has been adopted by council and the Dog and Cat Management Board.

# Quarterly Summary Kpi Report

## Strategic Plan - Beyond 2015

### 1.1.6 Continue to provide an efficient and high performance kerbside household waste and recycling Service.

Council's waste management system continues to reflect community, legislative requirements and Council's decisions.

Ensure the Waste Transfer Station accounts are maintained and all accounts are kept current and authenticated in daily operating systems and appropriately recorded.

Waste Services are delivered to customer satisfaction through maintaining the annual performance results of the Local Government Association Comparative Performance Measurement Survey.

### 1.1.7 Provide timely and effective burial and cremation services in accordance with relevant acts (Carinya Gardens and Lake Terrace Cemetery).

All bookings for burial or cremation are undertaken efficiently and coordinated at all times.

Maintain accurate and detailed record keeping in accordance with relevant legislation.

Provide secretariat services and advice to the Mount Gambier Cemetery Trust as required.

Relevant Cemetery/Burial/Cremation Acts and Regulations are complied with 100% at all times.

The Carinya Gardens Cemetery Master Plan implemented and adhered to at all times.

### 1.1.8 Ensure all public toilet facilities and amenities are maintained and kept clean

Customer requests are dealt with within 24 hours of receipt of any request.

Public toilets and amenities are audited and inspected quarterly by the Environmental Health Officer and any issues identified are appropriately addressed.

Public toilets and amenities are cleaned as per the Public toilets and amenities schedule.

### 1.1.9 Continue to develop and deliver the library as a vibrant hub and destination, providing high quality library services and collections.

Conduct a biannual (twice yearly) survey of customers to determine customer satisfaction.

Use annual statistics to identify and review

Council's waste management system meets legislative, community, and council requirements.

All daily transactions are recorded and monies are kept in the safe or in the office, weekly reports are recorded, and then end of month reports are completed and issued to management, monthly accounts are printed out and given to finance.

Waste services are delivered to customer satisfaction. Comparative Performance Survey has not yet commenced.

All bookings for services dealt with immediately, and confirmation advice sent same day.

All records are accurate and detailed and recorded in accordance with relevant legislation.

Next meeting of the Trust to be held Friday 13th November 2015.

Compliant with all relevant legislative requirements.

All works undertaken conform with Carinya Gardens Cemetery Master Plan.

Customer requests are actioned within 24 hours of receipt .

Public toilets are audited annually by Environmental Health Officer and Assistant Works Manager - this will commence 21/10/2015

Public toilets are cleaned on a regular schedule, most are cleaned daily.

Survey to be conducted 2016.



# Quarterly Summary Kpi Report

## Strategic Plan - Beyond 2015

usage rates of all library programs and amend accordingly.

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

#### **1.2.1 Maintain the value of existing annual funding programs, including existing funding for events and festivals, including the main corner library programs.**

'In kind' (non-financial) support is initiated and budgeted against each event as identified within the annual events program is managed and reviewed.

Develop a standard grant application and assessment process.

A database is kept by Community Events that tracks all cash and 'inkind' support for events.

Grants and sponsorship process continually assessed for improvement and work has been undertaken to deliver a members workshop on grants & sponsorship in preparation for the 2016/17 budget

#### **1.2.2 Encourage the Community to self manage events and identify opportunities for new events**

Develop a marketing plan to promote Council facilities to community members and groups as a place to stage their community events and activities in 2012/2013.

Develop an Event Management Kit, including event funding application forms, to assist and support the community to identify opportunities and self manage events by 2012/2013 and review annually.

Not yet commenced.

This will be reviewed again after the grants & sponsorship workshop with Members as part of continual improvement.

### **1.03 Encourage the development of community facilities and infrastructure, community events, and active and safe community spaces through direct support, seeking funding, facilitation etc.**

#### **1.3.1 Encourage community ownership of events and decrease reliance on Council to manage and provide community events.**

Promote the Event Management Kit by sending to all clubs and community organisations to assist and support the community.

Ongoing improvement of Event Management Kit has identified for a section on "How to prepare a sponsorship proposal" for community organisations to approach potential sponsors.

A review of forms through Records Management has been identified to have all forms consistent in Community Services & Development Division. Therefore a hold on existing forms in the Kit has ceased until confirmation/feedback received from Records Management together with sub committee.

City of Mount Gambier with the change of logo has now seen the signage and banner



# Quarterly Summary Kpi Report

## Strategic Plan - Beyond 2015

Provide support to community based organisations in the preparation of Funding Applications for the management and holding of community events when requested.

changes -

14 new Bali banners, 14 new corflutes and 4 new canvas banners, and 2 new pull-up banners. Still sourcing good photos to change the banners on Commercial Street reflecting the message of "What's good about living in Mount Gambier".

Next quarter will adapt to the new branding on all forms. Progression to capture all forms and change.

Highland Dancing - \$600

Mount Gambier Gold Cup - \$3,000

Legend of the Lakes Hillclimb- \$6,000

Tour of the Great South Coast - \$20,000

Mount Gambier Rodeo 2016 - \$500

RSL ANZAC Centenary Celebrations - \$1,000

Dodge Bros Rally - SA and VIC - \$350

Open Art Exhibition - \$2,000

Mount Gambier Show - \$5000

Youth Training - \$800

Mens and Ladies 4's Bowls - \$500

Horse Trials - \$500

Christmas Party at the Zoo - \$500

Xavier Rudd National Tour - \$2,500

Fork and Cork - \$7716

Christmas Carnival Mixed Triples - \$550

Park Run signage - \$675

Outstanding Business Awards by chamber of Commerce - \$1,000

Justice of the Peace - \$500

Sharks Soccer Club - \$1500

Mount Gambier Rotary West - \$1500

Blue Lake Y Swim Club - \$2000

St Vincent De Paul Mount Gambier - \$200

Backstage Inc - \$5,000

Borderline Speedway - \$500

Borderline Speedway - \$500

Borderline Speedway - \$1,000

Ovation Centre for Performing Arts - \$2,500

Rotary Club of Mount Gambier Lakes -

\$2,000 Blue Lake Fun run

Mount Gambier Blue Lake Highland Pipe Band - \$6,000

Adelaide Symphony Orchestra - \$10,000

Lifeline SE - \$250

SE Justices Group - \$500

Mount Gambier Touch Association - In-Kind Support with line marking

Mount Gambier Bowls Club - \$500 Christmas tournament

Mount Gambier Toy Library - \$2,000

Millicent Sand Buggy Club - \$1,000

Very successful community day at the Melaleuca Reserve Community Day held on

# Quarterly Summary Kpi Report

## Strategic Plan - Beyond 2015

<p><b>1.3.2 Provide access to reserves and facilities for community use, including sporting groups, special occasions (i.e. weddings)</b></p> <p>The booking system to use reserves and facilities is maintained at all times.</p>	<p>Sunday 20th September 2015. Residents from the East End where invited to a free BBQ, craft, gardening tips and preparing and cooking with fresh fruit and vegetables as a consultation day of input from the residents in what they would like to change in their community reserve.</p>
<p><b>1.3.3 Develop and manage sustainable infrastructure including roads, footpaths and drains.</b></p> <p>All Pedestrian ramps installed to meet Disability Discrimination Act requirements with an annual budget and program, which includes community needs, to be prepared by 2013/2014.</p> <p>Cycling paths continue to be developed in accordance with the Bike Plan up to the annual limit of Council's budget and grants.</p> <p>Existing footpaths are maintained on an ongoing basis and in response to customer requests and within the standard response time.</p> <p>New drains are constructed in accordance with budget allocation.</p> <p>New footpaths are constructed annually in accordance with the five year plan.</p> <p>Roads are maintained and constructed annually in accordance with the long term infrastructure plan.</p> <p>Roads are repaired and patched as required and 95% of the scheduled reseal program undertaken annually.</p> <p>Stormwater drains are maintained and repaired as required.</p>	<p>Bookings are entered into diary and Community Events Outlook calendar as approved.</p> <p>Pedestrian ramp program approximately 80% complete.</p> <p>Cycling path program has not commenced at this stage.</p> <p>Existing footpaths are maintained on a regular basis to meet customer requests.</p> <p>All new drainage works are completed within budget when possible.</p> <p>Footpath program has not commenced.</p> <p>Roads are maintained on a regular basis and constructed within Councils current work schedule and in accordance with long term infrastructure plan</p> <p>Roads are maintained on a regular basis and sealed and repaired for reseal program.</p> <p>Drains and pits are cleaned and repaired as required.</p>
<p><b>1.3.4 Provide a road and street network that promotes safe movement of all traffic.</b></p> <p>Line marking of all roads is undertaken in accordance with legislative requirements..</p> <p>Promote educational programs when developed, to encourage safe movement of traffic including cycling and walking.</p> <p>Regularly monitor parking areas monthly, including school zones, for compliance with parking restrictions.</p> <p>Regulatory signs are inspected annually.</p>	<p>No linemarking undertaken during winter season.</p> <p>Was previously completed as part of the OPAL program.</p> <p>Regular monitoring of the CBD and School zones are conducted</p> <p>All regulatory signs are inspected annually by</p>

# Quarterly Summary Kpi Report

## Strategic Plan - Beyond 2015

Street Signs and Interpretive signs are maintained and installed in accordance with legislative requirements.

### **1.04 The identified needs of the community are met, through implementing Long Term Asset Management Plans and Infrastructure Plans.**

#### **1.4.1 The long term financial plan be further reviewed and updated to identify and recognise the anticipated spend on identified capital works.**

Respond and address customer requests in relation to footpaths, street trees and roads in a professional and timely manner.

Undertake annual audits on the City Centre footpaths to appropriately address risk management issues.

#### **1.4.2 Increase the design and operational capacity of the Engineering Division (for a period of three (3) years) to manage major capital projects.**

All major capital projects are planned and managed in a timely and efficient manner at all times as scheduled by Council through the implementation of the Long Term Financial Plan.

### **1.05 Recognise and support our volunteers, community organisations and their sustainability as they continue to be the foundation of the community.**

#### **1.5.1 Encourage community members to volunteer in community life and contribute to the social and cultural fabric of Mount Gambier.**

Develop a volunteer register to support Council and community based events by 2013/2014 and review annually.

Identify, schedule and hold at least two events throughout the year to recognise volunteers.

#### **1.5.2 Develop a community profile identifying the diverse groups/communities within the City of Mount Gambier.**

Undertake a desktop review of the 2011 Census data to identify the community profile of the City of Mount Gambier by 2013/2014.

the compliance officer 100% complete.

All signage has been installed to meet legislative requirements.

All customer service requests are actioned as soon as possible and are controlled by the Assistant Works Manager in a timely and professional manner.

The City Centre Footpath Audits are conducted on an Annual Basis. It should be noted that the audits and all works required have been completed for the 2015 Audit Period.

Works program is being progressed as per the works schedule.

Railway lands on track to be completed by Nov 2015.

Caroline landfill to be completed by Nov 2015.

Is to be reviewed and continually developed as part of the responsibilities of the Community Development Project Officer's role.

A successful morning tea was held at the City Hall for all Council volunteers. The next event has not yet been scheduled.

A desktop analysis of Census data was undertaken as part of the City Development Framework project.

# Quarterly Summary Kpi Report

## Strategic Plan - Beyond 2015

### 1.5.3 Where possible, reasonable, practical and efficient, identify projects that may be carried out partly or wholly by community groups.

Selected small scale construction projects to be carried out partly or wholly by community groups are identified annually.

Ongoing - current projects are Railway Lands redevelopment (planting, fences, heritage items, nature play elements etc).

Forestry group has provided assistance with Nature Play spaces (timber log supply) and possible indigenous group involvement with various projects at the Railway Lands.

Rotary Market group discussions continue with a formal application to use the space received. Await Council direction on this issue.

Old Hospital site - possible Lions Park.

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

#### 1.6.1 Establish and promote a Corporate image through effective marketing and engage with the community through effective communication and media management.

Develop an on-line community notice board by 2013.

Has been incorporated as part of the Have Your Say Website.

Develop and implement a Corporate Community Engagement Framework by 2013.

The framework has been completed and is being implemented.

Develop and implement a Strategic Communication Plan by 2013.

Community Services Division are currently developing a Social Media Strategy that will form part of a Communication Strategy.

Develop and implement a Strategic Marketing Plan by 2014.

Community Services Division are currently developing a Social Media Strategy that will guide a broader marketing strategy.

Maintain consistency with branding and corporate messages with standardisation of corporate image by 2012/2013.

Initial implementation of Councils new branding is almost complete. A policy review and reference document is also being developed as part of this process.

Review and improve media management policies and procedures by June 2013.

Media training is currently being sourced.

Review Council's website annually.

The website is being constantly reviewed and improved

### 1.07 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.

#### 1.7.1 Facilitate access to Council services and resources.

# Quarterly Summary Kpi Report

## Strategic Plan - Beyond 2015

Continue to provide support to community based organisations through funding, facilitation and 'in kind' support as identified within the yearly program of events and the annual budget process.

Council advocates, partners on a range of social, recreational and cultural programs as required.

Services and facilities to remain accessible to Community Groups as required.

### **1.08 Recognition of our different cultural communities. Building respectful partnerships with those communities and acknowledging the traditional custodians of this area.**

#### **1.8.1 Provide interpretation and education opportunities through appropriate displays.**

Continue to foster the relationship between Aboriginal and Torres Strait Islander communities through consultation and involvement with the Community Engagement and Social Inclusion Working Party.

Review and update existing displays within the Tourist Information Centre and the Main Corner which provide interpretation of communities, customs and heritage annually.

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

#### **1.9.1 Acknowledgment and recognition of Aboriginals and Torres Strait Islanders as traditional land owners.**

Boandik people are recognised on all Council agendas as per Council's policy.

Seek to work with Aboriginal and Torres Strait Island Communities and organisations in Mount Gambier and surrounds during 2013 to cooperatively identify and develop plans for possible projects.

### **1.10 Recognise the roles, needs and contributions of minority or disadvantaged groups in our community.**

#### **1.10.1 Identify minority and disadvantaged groups in our community by a review of Census data.**

Include appropriate engagement strategies within the Community Engagement Framework by 2013/2014.

#### **1.10.2 Continue to service the needs of the**

All applications are processed in accordance with budget parameters.

Development of a Reconciliation Action Plan process, facilitated a wellbeing & resilience forum with in excess of 30 education, social, health & employment services. Conducted a community day at Melaleuca Reserve with a collaboration of services.

This is being strengthened via the development of the Reconciliation Action Plan.

Displays reviewed within the Visitor Information Centre.

All Council Agendas include recognition of Boandik people.

Development of a Reconciliation Action Plan has been identified as a key focus area of the Community Engagement & Social Inclusion sub committee and actioned.

Engagement strategies are continually reviewed to identify and implement new and different ways to engage with the community.



<p><b>socially disadvantaged and/or impaired people within the community.</b></p> <p>Support community organisations via grant funding that provide a service to minority or disadvantaged groups to develop programs to aid their contribution to the community.</p>	<p>Is undertaken through the development of partnerships with other service providers.</p>
<p><b>2 Securing Economic Prosperity</b></p>	
<p><b>2.1 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.</b></p>	
<p><b>2.1.1 Initiate an independent land use analysis on Mount Gambier and the District Council of Grant regarding the 'Highest Use' of land in the region.</b></p> <p>Land uses analysis completed by 2015.</p>	<p>The land use analysis was completed as part of the Urban Boundary Adjustment development Plan Amendment.</p>
<p><b>2.1.2 Actively support and participate in regional marketing to grow visitation to our city through the promotion of Mount Gambier.</b></p>	
<p>Develop and implement a cooperative tourism Marketing Plan for the City of Mount Gambier by 2014/2015 that aligns with regional and state plans.</p>	<p>Implementing current plan.</p>
<p>Identify areas to develop to encourage visitors to stay more than one night within the City of Mount Gambier and immediate area by 2014/2015.</p>	<p>Staff constantly working to increase visitors length of stay.</p>
<p>The Visitor Information Centre's tourism accreditation is maintained.</p>	<p>Accreditation maintained.</p>
<p>Work collaboratively with the Limestone Coast RDA, SELGA and SA Tourism Commission</p>	<p>Cooperating with all local stakeholders.</p>
<p><b>2.2 Support the development of our local economy, our unique local experiences and our capacity to grow visitation to our city.</b></p>	
<p><b>2.2.1 Partner and engage with other core tourism agencies and providers to develop and promote tourism opportunities.</b></p>	
<p>Internal audit of information services to conduct and develop an interpretation strategy of key local features by 2014/2015.</p>	<p>Key local features identified.</p>
<p><b>2.2.2 Investigate opportunities to review the future potential of the Visitor Information Centre, including funding opportunities</b></p>	
<p>Actively promote the commission based on-line accommodation booking system to offset costs associated with the securing of major events for Mount Gambier by 2014/2015.</p>	<p>No longer applies.</p>
<p>Develop and plan for the future use of the</p>	<p>Reviewing constantly undertaken.</p>

Discovery Centre of The Lady Nelson, including the review of interpretive displays in 2013/2015.

### **2.2.3 Continue to develop ideas for City Centre vibrancy through positive interactions with the Chamber of Commerce and retailers.**

Schedule three meetings per annum between Council and the Mount Gambier Chamber of Commerce.

Meetings scheduled but here was a delay in arranging due to the commencement of the new council. Meetings with SAPOL, Chamber and Local State Government Member ongoing.

### **2.2.4 Support and further develop major event opportunities.**

Identify community groups not currently gaining access to the events support available by 2014/2015.

Promotion of grant programs.

Investigate the potential for events and/or festivals during traditional 'off peak' months of July through to September by 2014/2015.

A full schedule of events occur throughout the year.

Maintain our commitment to Sports Marketing Australia.

Met with Rick Sleeman from Sports Marketing Australia to review expectations and future with the program. Actions to be followed up with the appointed Economic Development Manager.

## **2.3 Provide infrastructure and facilities that contribute to Mount Gambier being able to enhance its economic base and quality of life.**

### **2.3.2 Ensure all Council owned buildings and properties are maintained fit for purpose as defined in the Long Term Asset Management Plan.**

Assess all Council owned buildings annually to ensure compliance with building fire safety requirements and records updated accordingly.

Buildings assessed for fire safety in conjunction with Council's asset management inspections. Fire safety services are maintained by contractor and records are updated accordingly.

Review Asbestos Registers for all Council buildings and properties once every five years in accordance with regulations.

Asbestos registers for Council buildings updated as required and in accordance with regulations. Registers not required to be reviewed until 2018.

Review Essential Safety Provision Registers annually and ensure all required follow ups are actioned and recorded.

Registers being maintained and developed.

### **2.3.3 Ensure all activities associated with the works depot are undertaken efficiently and effectively.**

All 'field' functions and activities to be undertaken in accordance with Council Policies, procedures and all relevant legislation.

All Field Functions are in Accordance with Council Policies and Procedures and meet Legislative requirements.

Plan and supervise all works to ensure all tasks are undertaken, completed in the appropriate financial year.

Works are well planned and Supervised and are completed within the Current Financial Year.



### **2.5 Develop and implement a dynamic planning process to meet emerging economic, social and environmental conditions**

#### **2.5.1 Develop appropriate mechanisms to identify emerging economic, social and environmental conditions.**

Ensure all new areas identified for future development can be appropriately serviced by utility services and infrastructure when required on an ongoing basis.

The City Development Framework is established including Futures Papers that provide a direction for the City in the long term and incorporates economic, social and sustainability issues

Undertake a review of all utility services and infrastructure as part of the Urban Boundary Adjustment DPA by June 2013.

### **2.6 Seek continuous improvement in long term master land use planning to guide sustainable development and activities.**

#### **2.6.1 Review the Development Plan.**

Development Plan Amendments undertaken as required in a timely and efficient manner.

Partner with universities, GTE, Chamber of Commerce, TAFE and other stakeholders to develop strategies to meet future labour supply and skills.

Section 30 Reviews completed as required by the Development Act, 1993.

#### **2.6.2 Undertake visionary Master Planning for key Council owned land and buildings to identify future desired projects and asset disposal**

Develop a Schedule of future desired projects of key Council owned land and buildings by 2014/2015.

Implementation of the Schedule of significant key Council properties including the Railway Land and the former Mount Gambier Hospital.

The Urban Boundary Adjustment Development Plan Amendment considered the provision of services to areas identified for future development. These services will be provided as part of the Development Approval processes.

Achieved.

The Urban Boundary Adjustment Development Plan Amendment was completed in August, 2014.

Council is currently in the process of undertaking an Industry (Timber Mill) Zone Development Plan Amendment. The draft DPA will be considered by Council at its meeting in November, 2015.

Most activities has been with UniSA and their expanding presence in Mount Gambier. Number of meetings with faculty groups regarding course offerings from 2017 on and including engineering, health, foundation as well as existing courses.

Council is not yet required to undertake a Section 30 Review.

Audit of key Council open public spaces completed. Audit will be used to identify future upgrade projects in 2015.

Railway Lands project is nearing completion. Feature lighting to palm promenade completed, balustrading/stairs/ramps construction completed. Paving is 95% complete. Nature play elements and artwork being worked on in conjunction with Activation Team.

# Quarterly Summary Kpi Report

## Strategic Plan - Beyond 2015

### **2.7 Constantly monitor the need for more revenue to meet demands caused by ageing infrastructure, increased local responsibilities and demands.**

#### **2.7.1 Council operations are conducted in a financially sustainable manner with appropriate key performance indicators to measure performance.**

Annual Review of Council's Long Term Financial Plan (LTFP) including revenue and expenditure projections.

In partnership with the State Government and other stakeholders to develop a regional strategy.

Review Council's Asset and Infrastructure Management Plan annually.

#### **2.7.2 Maintain the existing benchmarking projects.**

Annual participation in the Local Government Association (LGA) benchmarking survey.

#### **2.7.3 Seek external funding from Federal and State Governments on an on going basis.**

Grant programs are monitored

### **3 Diversity**

#### **3.1 Understand our community profile**

##### **3.1.1 Gather and summarise information and statistics including census data (2011) to assist understanding and decision making regarding our community.**

Arts SA funded artistic balustrade project is completed - installation expected in mid October.

Major Art Commission funding application for Railway Lands was successful. Committee has now determined final breakdown of Art component of the project. Two major pieces have commenced.

Former Hospital - Laundry building retained for future use - all works now complete for the building apart from final floor finish. Floor re-surfacing due for completion late October. Paths, cul-de-sac construction and street furniture to be installed in coming months.

Rail Trail project has been funded by DPTI so will now need detail design to be undertaken.

Annual review of LTFP has finally been completed and will be submitted to the December 2015 Council meeting for adoption.

On going strategy development via the Limestone Coast Economic Development Group with representation from LCLGA, RDA and state government.

Plans being updated as per the mapped out time schedule

Survey has not been conducted by the LGA.

Grant Programs monitored during period

# Quarterly Summary Kpi Report

## Strategic Plan - Beyond 2015

<p>2011 Census summary document prepared by June 2013.</p> <p>Maintain the data base which forms part of the community directory and review twice a year.</p> <p><b>3.2 Engage with Federal and State Government and other agencies to provide resources to meet the needs of diverse groups in our community</b></p> <p><b>3.2.2 Advocacy and partnership with stakeholder groups to assist with service delivery programs.</b></p> <p>Maintain and strengthen Council's involvement with the Tertiary Education sector and support its expansion.</p> <p>Maintain regular meetings of the Community Engagement and Social Inclusion Sub Committee.</p> <p><b>3.3 Celebrate the positive contributions of all members of our communities, to our collective social, economic, cultural, health and overall wellbeing</b></p> <p><b>3.3.1 Facilitate a range of community cultural programs and events.</b></p> <p>All existing community events are held as per an annual schedule of events.</p> <p>Support community groups and agencies to celebrate national/international days of significance.</p> <p><b>3.4 Recognise and respond to our collective responsibilities and to provide ease of access to physical facilities and spaces (public or privately owned).</b></p> <p><b>3.4.1 Undertake an assessment of all Council</b></p>	<p>Completed.</p> <p>This is undertaken by the Chief Executive Officer.</p> <p>Regular meetings of the Community Engagement &amp; Social Inclusion sub committee are held monthly.</p> <p>Up dated calendar of events provided to all potential enquiries for new major events to Mount Gambier to avoid "clashing" of events. A show of all annual events on an ongoing basis to help schedule new events to Mount Gambier.</p> <p>With the new website in place easier observation of major events for the public to view.</p> <p>A calendar of major events are forwarded to SAPOL to advice staffing of traffic officers used for road closures or policing traffic.</p> <p>A schedule of events is supplied to South Australia Tourism Commission with Mount Gambier's major events to place in their Limestone Coast Guide.</p> <p>Large Major Events are scheduled onto SATC website and DataTrax.</p> <p>Support is provided as requested.</p>
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# Quarterly Summary Kpi Report

## Strategic Plan - Beyond 2015

### **buildings to assess, record any issues identified.**

A schedule of all works to be carried out is developed by December 2013 and implementation commenced.

Inspections undertaken on all Council owned buildings and completed by 2014.

The schedule has been completed and implemented.

Inspections undertaken and completed during 2014.

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

#### **3.5.1 Develop open spaces and recreation facilities that support active communities, healthy environments and maintain a high level of amenity.**

All reserves and playgrounds are maintained in accordance with Council's maintenance policies.

Quarterly audits for playground equipment were completed in early September 2015, repairs were carried out and softfall added. Weed maintenance spraying on reserves and footpaths is undertaken when weather conditions are suitable

Community spaces audited for accessibility and design in accordance with Good Urban Design Principles by 2015..

This KPI has been completed in previous reporting periods so no further action required.

#### **3.5.2 Advocate for means of safe crossing of Major Arterial roads**

Actively liaise with the Department of Planning, Transport and Infrastructure (DPTI) to determine clearly what DPTI can and will do in relation to this matter.

KPI previously completed. No further action required.

### **3.6 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).**

#### **3.6.1 Advocate for the development of a special needs program for marginalised and vulnerable groups.**

A Safe mobility program is developed, delivered and maintained by 2014.

This was completed in October 2014.

Provide support for the delivery of programs for special health groups for marginalised and vulnerable groups when requested.

July - planning of Dental Health Week 2016

Council of the Aged (COTA SA) Pills & Spills, medicine management and falls prevention held on 15/07/2015.

Promotion of Red Cross Blood Service for July local visit. Links with Potentially avoidable hospital admissions.

Formal adoption of the City of Mount Gambier Regional Public Health Plan 2015-2020

### **3.6.2 Continue to promote a Child/Vulnerable People Safe Environment.**

All Elected Members, Employees and volunteers identified as working with children/vulnerable people undertake appropriate training as per legislative requirements

Training schedules have been developed for all staff and training is undertaken accordingly.

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

#### **3.7.1 Network with age care and disability service providers to identify needs within the community.**

Community Engagement and Social Inclusions sub committee.

Guest speakers are identified by the committee and invited to speak. Guests this quarter was Mark Waters facilitating the RAP process and Kate Fife on the Regional Health Plan.

#### **3.7.2 Work with kindergartens and primary schools to improve health and wellbeing through active lifestyles.**

Identify safe walking/cycle path networks around schools through community education by 2013.

This is addressed by Council's Sustainability Team.

Provide training and education to parents and new migrants on safe walking/cycle pathways to schools.

Is included as part of the works program of the Environmental Sustainability portfolio.

#### **3.7.3 Develop and implement effective and efficient communication and community engagement tools to integrate with Council's daily operations.**

Establish online engagement tool by 2012/2013.

Completed with the introduction of the Bang the Table.

## **4 Environment**

### **4.1 Systematically build Council as an environmentally sustainable organisation.**

#### **4.1.1 Identify the Carbon footprint of Council and understand the carbon trading scheme and the legislative requirements for climate change adaptation.**

Annually assess if Council is required to comply with any carbon and/or climate change legislation.

Assessment has been undertaken. No resulting action required.

Establish a system to annually measure and report on Council's carbon emissions by 2014.

System has been established, and is being used each year to measure and report on emissions.

#### **4.1.2 Incorporate and promote ecological Sustainable Development (ESD) principles in Council's plans, projects and developments.**

Assess all eligible initiatives and projects using

Tool has been developed and rolled out.

# Quarterly Summary Kpi Report

## Strategic Plan - Beyond 2015

the CHAT tool.

### 4.1.3 Educate the community to minimise waste and improve recycling levels.

>5% reduction in waste generation per capita by 2015 (in line with South Australia's Waste Strategy 2011-2015).

### 4.1.4 Coordinate and support the Environmental Sustainability Sub Committee (ESSC).

ESSC meetings held regularly.

The coordination and implementation of all action arising from meetings undertaken.

### 4.2 Partner with the community to conserve and reduce the quantity of water use and improve the quality of water entering our groundwater and lakes system.

#### 4.2.1 Develop a model that can be easily used to understand the environmental impact of any decision relating to supply, Council Services and Operations

Actively provide information for the community regarding the interpretation of the importance of groundwater for the region's lifestyle and economy through the website, environmental drops etc..

Annually provide water related information to the community in 3 different formats (e.g. talks, online and media).

### 4.3 Plan and implement infrastructure to protect and enhance the natural and built environment, including in response to climate change influences.

#### 4.3.1 Ensure that development in areas of high natural and/or built heritage value complement and are sympathetic to the environment in which it is situated

Ensure compliance with the requirements as specified within the Development Plan at all times.

Identify and plan for energy use requirements for Council buildings using the Building Code as a minimum requirement (try to achieve best practice).

Assessments are the responsibility of all relevant staff.

Council is not on track to meet this aspirational target. Volume of waste to landfill from residents has been fairly steady for the past eight years. It is not currently trending downwards.

Meetings held as required. Meetings held monthly from June 2015.

All tasks have been completed, or are in the process of being completed.

Information provided via Council's website, and also talks in schools and to community groups.

Community education materials developed include media releases, articles, website content, brochures, booklets, and talks.

Completed and ongoing.

New buildings designed with energy efficiency in mind.

Existing buildings be assessed by Environmental Sustainability Officer.



# Quarterly Summary Kpi Report

## Strategic Plan - Beyond 2015

### 4.3.2 Develop and deliver a tree planting and management program to improve the quality and quantity of local vegetation under Council's care and control

Trees planted on streets and reserves as per the tree planting policy program which will be reviewed annually (300 trees to be planted annually).

Trees trimmed, removed and replaced as required on an ongoing basis. All complaints addressed within 48 hours of receipt.

### 4.4 Support initiatives that value and preserve our unique environment and contribute to environmental sustainability.

#### 4.4.1 Provide support to internal and external environmental sustainability initiatives.

Assess all eligible initiatives and projects using the CHAT tool.

### 4.5 Enhance the way of life and resilience of the Mount Gambier community through environmental sustainability guided by the Natural Step Framework.

#### 4.5.1 Develop and implement community education programs around our environmental aspirations and obligations.

Deliver three community education activities per year.

### 4.6 Support the preservation and enhancement of the City's unique natural and built heritage for future generations.

#### 4.6.1 Monitor and enforce the quality and standard of development approvals.

Annually develop and complete a schedule of planning inspections.

Provide information, including pre lodgment advice, to assist applicants to improve the quality of information submitted with Development Applications.

#### 4.6.2 Ensure the design of Council projects such as road, drainage, reserves and building projects undertaken in a timely and professional manner.

Commencing in the 2014-2015 financial year, Council established an annual budget item of \$50,000 for energy efficiency and renewable energy measures. These funds should be used for actions focused on delivering the greatest financial savings, in the shortest time period. Energy efficiency measures should be considered first.

All trees have been planted on streets and reserves as per the 2015 schedule.

All tree issues are reported by employees when undertaking routine tasks, all customer requests are completed.

Tool has been developed and rolled out. Assessments are the responsibility of all relevant staff.

Community education materials developed include media releases, articles, website content, brochures, booklets, and talks.

Planning inspections carried out and recorded on Authority

High standard of customer service in regard to pre lodgment and assistance to applicants in lodging applications has occurred



# Quarterly Summary Kpi Report Strategic Plan - Beyond 2015

Council budgeted projects are designed in a timely and professional manner to reflect the annual planning and building program.

Projects include; Railway Lands (100% design complete - Stage 2 Master Plan commenced including: Feature entrance walls, shelters, plaza paving design, street furniture, nature play area, Signal Box details),

Railway Lands Margaret Street Link - detail design now to commence.

Major Art Commission funding application has been awarded. Preferred artist(s) have been engaged following instruction from the Committee.

Former Laundry - Finished floor surface restoration underway.

Old Hospital Site - Lion's Park detail design now to commence.

Rail Trail project has been awarded funding - detail design to now commence

Design Competition for external cladding systems for Civic Centre Flytower has been concluded with winner awarded. Project must now proceed to next phase with Council and Arts SA endorsement.

#### **4.6.3 Appropriately respond to and address storm, fire, accidental and criminal damage.**

Criminal damage is appropriately addressed and reported within twenty four hours.

Implement and comply with the City of Mount Gambier Bushfire Management Plan.

Minor maintenance is undertaken in accordance with service standards.

Storm damage and flooding is addressed and managed in line with disaster recovery.

Storm damage and flooding is addressed and managed.

When notified of damage or graffiti, it is reported to the police, photos are taken and cleaned up as soon as possible

Weekly curing or greening figures are sent to the CFS as well as a monthly Bushfire Maintenance checklist to ensure compliance with the Bushfire Management Plan

All necessary maintenance is undertaken and meets Councils service standards

All storm damage is addressed as reported and working with emergency services when in attendance

All storm damage is actioned once reported

#### **4.6.4 Provide an efficient and effective development assessment service**

Development Assessment Panel (DAP) operations conducted to meet legislative requirements.

High level customer service is achieved through maintaining the annual performance results of the Local Government Comparative

CDAP meetings are taking place as per legislation and conducted to meet legislative requirements





Performance Survey.

Planning decisions and Building Rules Consent issued within the statutory timeframes and reviewed through the Systems Indicators Data Reporting mechanism as required by legislation.

Records are maintained (i.e. scanning approved plans in TRIM) and Registers are kept up to date (i.e. Development Register, Builders database, Liquor Licence, Heritage and Notices).

Planning decisions made within the statutory time frames

These records are regularly maintained by OPS Administration staff.

#### **4.6.5 Provide heritage conservation measures and liaise with the Heritage Advisor to ensure Best Practice is adhered to relative to the Burra Charter**

Continue to support the Heritage Advisory Service and provide a schedule of appointments monthly.

Manage the Local Heritage Grant Funding program.

The Heritage Advisory Group to continue to operate on a bi monthly basis.

An up to date schedule of appointments with Councils Heritage Advisor is maintained and used each month

Letters will go out in September/ October to Local Heritage Place owners

The Heritage Advisory Group has met when required

#### **4.7 Use every opportunity to increase the level of community understanding and awareness of the necessity of environmental sustainability.**

##### **4.7.1 Raise awareness through the development of education programs as well as using other opportunities as they arise.**

Deliver three community education activities per year including articles and talks to key groups (community/business/industry) promoting our environmental aspirations.

Community education materials developed include media releases, articles, website content, brochures, booklets, and talks.

### **5 Governance**

#### **5.1 Advocate for increase in access to alternative and new sources of growth based revenues, in order to improve Council's ability to provide for the community**

##### **5.1.1 Support and partner with the ALGA/LGA (Local Government Association) and other agencies in response to initiatives as proposed and developed by the Federal and State Governments.**

Review results of any industry initiatives and submissions supported by Council.

Review results of grant funding applications submitted by local organisations, supported by Council.

As needed.

As needed.

# Quarterly Summary Kpi Report

## Strategic Plan - Beyond 2015

### 5.2 Fully integrate long term asset and financial plans with the annual business plan and annual budget

#### 5.2.2 Integration of Asset Management Plans, Long Term Financial Plan, Business Plan and Annual Budget.

Consult, liaise and promote to the community the Annual Business Plan and Budget.

Annual budget was loaded on 1/7/2015 and BR1 as at 30/6/2015 was approved by Council on 20/10/2015 and has been loaded into Authority.

### 5.3 Evaluate the effectiveness of all service delivery initiatives against the returns and/or benefits to the community

#### 5.3.1 Develop and implement systems to evaluate service delivery.

Continue to implement outcomes from the organisational functional review completed in 2012.

Completed.

Develop and implement a process to continually monitor and evaluate new legislation, compliance requirements and impact on the Council and it's resources, including the financial implications.

Legislative changes monitored during period:  
Local Government (Accountability & Governance) Amendment Bill - 1st readings  
Planning, Development & Infrastructure Bill - 1st reading  
ICAC Regulations  
Liquor Licensing (Entertainment on Licensed Premises) Bill - 1st reading  
LGA survey not conducted.

Maintain or improve on the annual performance result in the Local Government Association Comparative Performance Measurement Survey annually.

#### 5.3.2 Manage the administration of payments to suppliers, revenue collection, preparation of annual financial records, and recording of Council's assets.

An internal audit of payroll records i.e. levels, rates of pay, leave accruals etc.

Leave accruals were checked by 'external auditors' on 8/9/2015.  
Internal check of pay rates is planned during December 2015 quarter.

Complete internal financial control project.

Internal Control project has been completed, now the maintaining phase commences. Risks are diaried for regular review over a three year period.

Financial statements prepared for external audit in accordance with legislative requirements and internal control.

AFS for 2015 as signed by Auditors on 22/10/2015 comply with legislative requirements.

Financial sustainability indicators to operate within the adopted target ranges.

Operating Surplus Ratio - Actual 6% Target 0%

Net Financial Liabilities Ratio - Actual 26% Target >100%

Asset Sustainability Ratio - Actual 53% Target 3 year average of between 90% -

Liaise with Council's Audit Committee to complete an annual review of financial policies including internal controls.

### **5.4 Develop and maintain a valued, adaptable, skilled and motivated work force**

#### **5.4.1 Adopt a strategic approach to the integration of Human Resources, Risk and Occupational Health and Safety management systems and principles across the organisation.**

Develop and implement a two (2) year Human Resources Strategy that reflects the functional review

Develop, implement and review a WHS Risk Management Strategy providing for best work practice

Develop, implement and review a WHS Risk Management Strategy providing for best work practice

#### **5.4.2 Respond to contemporary and emerging workforce and workplace issues through strategy and policy development.**

Develop a Human Resources Manual reflective of the new HR policy framework

Develop and implement new performance development and review process.

Review and update position descriptions.

Develop a Human Resources Manual reflective of the new HR policy framework

#### **5.4.3 Review of the Human Resources requirements within the Corporate and Community Services Department.**

Implement collaborative staff practices within the Community Services and Development Division by 2015.

### **5.5 Demonstrate innovative and responsive organised governance**

#### **5.5.1 Manage the preparation of assessment of capital value for rating purposes and declaration and raising of rates.**

Council rating strategy reviewed on an annual basis including reference to any significant rating issues or themes arising out of the previous rating year.

Timely completion of Council's annual rating and periodic rating processes.

100%

(107% in 2014 and 85% in 2013)

Diary system is in place to commence the review of existing risks identified via the Internal Financial Controls project.

Developed and Implemented. 2015 HR Plan has been adopted to finalise implementation of strategy.

Strategy fully implemented. 2015 plan progressing well against KPI and timeline targets.

Strategy fully implemented. 2015 plan progressing well against KPI and timeline targets.

Progressing according to targets. Anticipated completion end 2015.

Fully implemented. First and second cycles complete.

All position descriptions have now been reviewed and updated.

Progressing according to targets. Anticipated completion end 2015.

Regular divisional meetings are held and a collaborative approach is being applied within CSD in the development of a Social Media Strategy.

Council rates are levied annually in July.

Council rates were levied July 2015 in accordance with policies, Local Government Act and Procedures.

# Quarterly Summary Kpi Report

## Strategic Plan - Beyond 2015

### **5.5.10 Support Council business through provision of quality records management and ensure Council's corporate records are managed in accordance with legislative requirements.**

Ensure Council's records management responsibilities are met in terms of the State Records Act 1997, Local Government Act 1999 and Adequate Records Management Standard.

Ongoing support, training and induction of staff in relation to their record keeping responsibilities and in use of Council's electronic document management system.

### **5.5.11 Support Council business processes by maintaining an effective and accurate electronic records management system and up to date Geographic Information System.**

Ensure all staff are inducted and trained in the use of Council's electronic records systems as required.

Maintain and review data contained within the GIS system quarterly.

### **5.5.12 Continue to implement a Corporate Image of Council as a professional organisation.**

Development and implement a 'Brand image' for Council by 2016 that aligns with the City Development Framework.

### **5.5.2 Maintenance of the property data for rating and electoral purposes and the collection of rate revenue.**

Council's Voter's roll is reviewed and updated in accordance with the Local Government (Elections) Act 1999.

Review the financial components of the Road and Building Asset Plan annually.

Weekly updating of property data reports provided by Valuer-General Land Services.

### **5.5.4 Provide high performance customer services across Council.**

Compliance with legislative requirements at all times.

### **5.5.5 To run an efficient and well maintained depot and store.**

All roadwork signage inspected quarterly.

Records staff follow practices and procedures and provide record keeping advice to staff in line with meeting Council's record keeping responsibilities.

Records support staff in the use of TRIM on an ongoing basis and are available to provide further training or record keeping advice as required.

All new staff assigned a TRIM licence have received an introductory TRIM training session from Records staff within their first week, with a follow up session within their first month.

Ongoing. Last completed in September 2015. Changes include update to cadastre, council properties, assets, reserves etc.

Initial implementation of Council's new branding is almost complete

The Voters roll was reviewed and updated for the 2014 Council Election

To be reviewed in conjunction with the Operational staff and the figures will be updated and incorporated with the LTFFP which is reviewed annually.

Undertaken daily - weekly as required.

Compliant with legislative requirements during reporting period

Signage inspected, storage sheds are tidy and inspection completed.

# Quarterly Summary Kpi Report

## Strategic Plan - Beyond 2015

Depot and surrounds, small items and equipment are maintained at all times with 6 monthly audits.

Develop and implement an improved system to ensure individual accountability by employees for all tools, equipment which is allocated to them by mid 2014.

Investigate and cost automated/electronic fuel dispensing/recording system in 2014.

### **5.5.6 Operate an appropriately resources and efficient workshop to maintain Council's fleet vehicles, plant and equipment to a safe operating standard.**

All fleet vehicles, plant and equipment are maintained as per regular maintenance programs.

Provide training to staff on the use of machinery when new machinery is purchased and reviewed annually.

### **5.5.8 Promote Mount Gambier as a progressive City through innovative design solutions for urban realm projects.**

Urban Realm projects are identified and delivered on time and on budget when approved by Council.

### **5.5.9 Provide high quality support for Council Members and Council Employees.**

Business papers, including agendas, minutes and reports are compiled and distributed in accordance with the Local Government Act, 1999.

Depot and surrounds are kept as tidy as possible and maintained as required

System in place to sign tools and equipment in and out of depot stores to ensure accountability by employees for all items taken to work sites, six monthly audit due in December.

Recommendation was made during 2016 budget process for an electronic fuel dispensing system to be installed at the depot. Project did not receive funding approval and will be submitted for further consideration for 2017 capital budget.

All vehicles are serviced at regular times most sooner than required to check the condition of the vehicle

All staff are trained as and when required to meet work health and safety requirements. Induction process is followed as required.

Projects include; City Centre Streetscapes (0% complete), Old Hospital Laundry (95% complete), Railway Lands (Feature walls, plaza seating, platform re-surfacing commenced),

Railway Lands Margaret Street Link about to commence design.

Both solar lighting projects in Railway Lands and around Blue Lake have been completed - minor programming/sequencing to be completed.

Rail Trail project about to commence.

Lions Park concept about to commence.

Civic Centre Flytower Project about to proceed to Design Development phase.

All business papers including agendas, minutes and reports are prepared, compiled and distributed in accordance with the LG Act.

# Quarterly Summary Kpi Report

## Strategic Plan - Beyond 2015

Provide support for civic and ceremonial responsibilities of Council, including citizenship ceremonies.

Provision of executive and administrative support to Council, standing committees, subcommittees, the Mayor, Member, Executive Management, and other staff.

### **5.6 Establish measures for Council's performance and continually compare against community expectations**

#### **5.6.1 Continue to be involved within the Local Government Association Comparative Performance Measurements Survey.**

Participate annually in the Local Government Association Comparative Performance Measurements Programs.

### **5.7 Engage with national, state, regional and local forums and partnerships to provide solutions and options to continually improve Councils service delivery and performance**

#### **5.7.1 Ensure Council's information and communication infrastructure and environment.**

Annually evaluate the existing IT and communication systems to ensure capability and suitability to Council's changing needs.

Corporate systems are available for staff access and work 95% of standard day time working hours

#### **5.7.2 Ensure Employees are engaging with their peak professional organisations to continually update knowledge in their respective professional disciplines.**

Encourage and support employees to update knowledge in their respective professional disciplines through training and involvement with peer and professional organisations and groups.

## **6 Community Well - Being**

### **6.1 Advocate for the health needs of the community by encouraging partnerships in the provision of affordable and viable facilities and infrastructure**

#### **6.1.2 Ensure applications for on site waste water treatments are assessed according to the Public and Environmental Health Act and are regularly reviewed for maintenance.**

Maintenance reports are reviewed when submitted with Council.

Executive Support is provided for Civic Ceremonies and Citizenship Ceremonies are conducted in compliance with the Australian Citizenship Act of 2007.

Executive and Administrative Support is provided to Council and all Committee Meetings, Elected Members and Senior Executive.

LGA survey not conducted.

Investigations undertaken as to capacity completed. No need for any new equipment. New Telephone and Anti Virus/Malware software in place.

System stable. Shift in URL location to stabilise system dropouts undertaken and completed.

Incorporated into Employee Performance Development and Review process to ensure 6-monthly assessment and review.

Reports received during July - September quarter have been reviewed.



# Quarterly Summary Kpi Report

## Strategic Plan - Beyond 2015

Review all properties for sewer connections in 2013/2014, subject to budget allocation.

### **6.1.3 Provision of a safe, all inclusive and welcoming 'third place', through the library, that is free for all community members.**

Continue to promote and further enhance the library as an active and safe community space to maintain the community support and usage of the library.

Identify and develop an annual schedule of programs to be offered through the library.

Keep detailed statistics on visitation and usage of service and prepare quarterly reports.

### **6.1.4 Have safe and regulated outside displays/eateries in accordance with relevant legislation.**

Ensure all outdoor furniture and displays have been issued with a permit subject to the Local Government Act.

Undertake (at least twice yearly) monitoring of furniture and displays to ensure they meet permit conditions.

### **6.1.5 Deliver and regulate a taxi service which is beneficial to the community.**

Check taxi meters and registrations annually.

### **6.3 Actively liaise with community health service providers to encourage local programs and services and ongoing community consultation**

#### **6.3.1 Monitor the level of assisted care for residents of supported residential facilities and boarding houses within the City in accordance with legislation.**

Supported residential facilities are monitored to comply with legislation through annual licensing requirements.

This project has not yet commenced.

Community programming continues. Regular meetings are now occurring with SAPOL and Families SA re school holidays, prior to and after school holidays.

Community IT programming has changed in response to community needs - more focus on one on one help and mobile based computing as well as social media. Group sessions for interested people to talk about tablet issues and share information. Planning for next year's ongoing programs has commenced.

All outdoor furniture and displays are compliant as per our register.

All outdoor displays and furniture have been issued with a permit and are complying with the conditions of the permit.

Council has reviewed and updated taxi licence documentation for the 2015/16 year

Regulation and administration of the SRF Act and Regulations conducted during the July - September quarter which included the change in ownership and transfer of the SRF Licence application and assessment.

# Quarterly Summary Kpi Report

## Strategic Plan - Beyond 2015

### 6.3.2 Work closely with Universities, TAFE, training bodies and allied health providers.

Continue to provide support to the Medical, Pharmaceutical, Dental professions through the provision of orientation tours.

Completed through Your Professional Network by Community Development Officer.

### 6.6 Increase the local awareness and understanding of the range of health issues and needs of the community

#### 6.6.1 Continue to promote active lifestyles amongst the community.

Continue to implement the Bike Plan and expanding the footpath and bike path network.

No projects on bike paths planned for this financial year..  
Footpath construction program is being implemented as per the works schedule  
The shared Rail trail through the rail lands is being negotiated with DPTI

Effective immunisation of target communities as per the schedule of immunisations and to maintain the current immunisation rate.

SA Health promotional materials are now available in the Library's Parents Room.  
Promotion on flu and pertussis (whooping cough) due to higher rates this winter

Ensure all cooling tower and warm water systems are audited annually as per the Public and Environmental Health Act, relevant regulations, codes and standards.

All due reports received.

Ensure timely follow up of communicable diseases where required.

no action required.

Food premises are inspected as per the Food Act and on a risk basis and notified accordingly.

Food Safety Short Course was held on Monday, 20 July 2015 by TAFE SA and the City of Mount Gambier

Inspect hairdressers and skin penetration facilities in accordance with the Public and Environmental Health Act and risk management principles.

Routine Inspections conducted during the July - September quarter, annual self audits received and a joint free industry presentation conducted in July to educate and update on operators responsibilities to meet compliance with legislation

Provide a timely and effective immunisation program to the Mount Gambier population.

Support provided to Community Health's immunisation program.

Support the 'Registered Training Organisation' in the provision of affordable and accessible food safety training for food handlers.

Food Safety Training Course was held in July 2015

Undertake annual auditing, or ensure it is undertaken, of high risk food businesses serving vulnerable people.

Due audits reports received for the July - September quarter

Undertake inspections of public pools and spas in respect to relevant acts and regulations.

Routine inspections conducted during the July - September quarter

When insanitary conditions are identified, attempt to resolve in a timely and effective manner.

Investigation and cases undertaken and addressed on a case by case basis in conjunction with Management



# Quarterly Summary Kpi Report

## Strategic Plan - Beyond 2015

### **6.7 Facilitate programs which focus attention on mental health issues in the community and support mental health providers in their work**

#### **6.7.1 Encourage community initiatives to identify, address and respond to emerging health issues and trends within the community.**

Identify opportunities for Community Groups to develop and enhance their activities and facilities

Advice and support provided to all community enquiries.

### **6.8 Advocate with Federal and State Governments to increase local availability to acute health care services and also primary health care services**

#### **6.8.1 Encourage SA Health to Identify opportunities and programs addressing mental health concerns and issues.**

Provide support and funding assistance to locally based programs addressing mental health issues and concerns within the community.

No funding requests received.

SafeTALK free half day training promoted on behalf of Lifeline SE. Links with the suicide prevention priority in the Health Plan.

#### **6.8.2 Continue to maintain Council's advocacy role in the provision of health services.**

Ensure Council provides timely responses to requests for letter of support.

Completed as needed.

## **7 Learning**

### **7.1 Encourage and promote partnerships with the entire community so that everyone understands and embraces the benefits of a lifelong learning community**

#### **7.1.1 Foster relationships and facilitate conversations to improve community engagement and learning.**

Develop and program community learning activities and experiences in the Garden Square with community groups.

Develop opportunities for staff and elected members to share their expertise with groups and vice versa.

There is no budget for this initiative therefore no activities

Ongoing with recent examples being place activation project and the development of the strategic plan. The Riddoch Art Gallery Working Group is a positive example of the strong collaboration between senior staff and Councillors to deal effectively with a complex organisational matter.

Significant Councillor and senior staff input during workshops and information sessions, sub-committees and committees.

Employ a whole of Government (Federal, State and Local), agencies and groups approach.

Continuing work with Economic Diversification. Work achieving the establishment of the Music Academy. Liaison with UniSA in course expansion from 2017.

# Quarterly Summary Kpi Report

## Strategic Plan - Beyond 2015

<p>Host forums that bring various groups together i.e. Education Leaders' Forum, Blue Sky Lectures, Thinker in Residence.</p> <p>Provide input to joint funding proposals for learning projects when required.</p> <p>Review current databases of contacts and update as necessary.</p>	<p>Tiered support for key issues including fracking, health services, Head Space, grants and funding. Penola Road Traffic lights, rail trail lease, grants for rail land, China Engagement.</p> <p>Maintaining positive relationships with other tiers of government while recognising differences</p> <p>Achieved.</p> <p>Hosted the Wellbeing &amp; Resilience forum facilitated by Gabrielle Kelly, Director of Wellbeing &amp; Resilience Directorate with SAHMRI on 4th September 2015</p> <p>Ongoing as needed. Commenced work on the organisation resilience program with the state government and this will be the focus of the life long learning sub-committee in the immediate future.</p> <p>Relevant databases are maintained</p>
<p><b>7.2 Promote the benefits of cooperative learning and the contribution learning makes to our enhanced quality of life</b></p> <p><b>7.2.1 Develop a coordinated approach across Council for the delivery of life long learning activities.</b></p> <p>Continue to be leaders in delivering, developing and promoting library collections and services to the community.</p> <p>Develop an evaluation framework to review Council's achievement of lifelong learning goal.</p>	<p>July-September 2015</p> <ul style="list-style-type: none"> <li>*Unleashed Open Data Competition</li> <li>*Unleashed NexGen Open Data Competition</li> <li>*School Holiday Programmes July and September</li> <li>*Minecraft Club</li> <li>*Bookwell</li> <li>*Miracle Babies visits</li> <li>*Volunteer Morning Tea</li> <li>*Outreach sessions to kindergartens and child care centre</li> <li>*Baby Play Workshop</li> <li>*School visits</li> <li>*Recycled Runway</li> <li>*Children's Bookweek school visits</li> <li>*Author event - Marlyse Carroll</li> <li>*TWC Special Needs class visits</li> <li>*Youth programme with Young Carers</li> <li>*Symphony Orchestra storytime</li> <li>*Book Launch - Nel Jans</li> <li>*Author night - Nicole Alexander</li> <li>*Books in homes sessions</li> </ul> <p>This can be measured through the activities of the Lifelong Learning sub committee</p>

# Quarterly Summary Kpi Report

## Strategic Plan - Beyond 2015

Establish a statistical baseline of community involvement in learning activities.

Recognise that most Council activities provide learning opportunities.

Review existing community learning material, resources and information already available to communities.

### **7.3 Foster partnerships that develop programs, services and opportunities that deliver learning excellence**

#### **7.3.1 Develop a framework within which learning achievements and initiatives can be recognised and celebrated.**

Continue to support recognition of learning through active involvement in scholarship programs.

Determine opportunities for recognition and celebration of learning achievements.

Elected Members and key staff being visible and attending celebratory functions.

however a number of education/learning programs are delivered at the Library, with Environmental Sustainability, Environmental Health that can be measured for success via attendance numbers.

Basic data is kept on Council learning initiatives.

Consolidated list of all learning activities conducted by Council has been prepared and considered by the Lifelong Learning Sub Committee.

Materials are reviewed regularly throughout the organization.

Planning for the launch of the 2016 Tertiary Health Education Grant program is currently underway. This will be a 10 year milestone for the program.

Lifelong Learning have commenced work on the key focus area of wellbeing & resilience that starts with training.

The new Primary version of Finding My Place program concluded and a successful graduation ceremony was held at the Library.

The Library continue to deliver a suite of early learning programs.

Council have supported the Mount Gambier Children Centre 'Pop Up Play' trailer that encourages early learning through play.

Ongoing and achieved. Chief Executive Officer and Mayor attending many community events and celebrations and presentations to interest groups, Rotary, Chamber of Commerce, Local Government Association.

## **CORPORATE AND COMMUNITY SERVICES REPORT NO. 73/2015**

**SUBJECT: LIONS CLUB OF MOUNT GAMBIER - REVIEW OF LICENCE FEE**

**REF: AF11/1439**

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<i>Goal:</i>	<i>Building Communities</i>
<i>Strategic Objective:</i>	<i>Encourage the development of community facilities and infrastructure, community events, and active and safe community spaces through direct support, seeking funding, facilitation etc.</i>
<i>Strategic Objective:</i>	<i>Recognise and support our volunteers, community organisations and their sustainability as they continue to be the foundation of the community.</i>
<i>Goal:</i>	<i>Governance</i>
<i>Strategic Objective:</i>	<i>Evaluate the effectiveness of all service delivery initiatives against the returns and/or benefits to the community.</i>
<i>Strategic Objective:</i>	<i>Demonstrate innovative and responsive organisational governance.</i>

Members are referred to the attached correspondence (**Attachment 1**) received from the Lions Club of Mount Gambier seeking formal consideration of a request for a waiver or reduction of the licence rental fee applicable to the occupancy of their shed at Hastings Cunningham Reserve.

Such a waiver or reduction is at variance to the policy provisions (and beyond the authorised discretionary power of the Chief Executive Officer) in Council Policy R200 – Community Land (Reserves) Lease / Licence / Rental Arrangements Policy (**Attachment 2**).

### **Background**

The Lions Club of Mount Gambier occupy one of several sheds located at Hastings Cunningham Reserve under a licence arrangement with Council. Historically, these sheds (and as is also the case with many other community/sporting facilities) were constructed and are maintained by each of the occupying groups at their own cost.

Such occupation of Council land is documented in a standard Local Government Facilities Licence (typically for a term of 5 years) providing consistent conditions for Council tenants.

Upon the expiry of licence arrangements existing occupiers are invariably offered a new licence term with essentially the same conditions and standard licence documentation. The standard (Local Government Association) licence template has remained unchanged for over 10 years.

Historically, some arrangements have included rental waivers/reduction. Rental fees for renewed arrangements are consistently applied in accordance with Council Policy R200 in the first instance. Policy R200 is considered further below.

Any request for a rental waiver/reduction is considered on its own merit and circumstances and strictly in accordance with Policy R200. An applicant for a waiver or reduction is requested to provide their most recent audited financial statements and commentary of their 'exceptional circumstances' to support and warrant a fee reduction/waiver.

### **Community Land (Reserves) Lease / Licence / Rental Arrangements Policy – R200**

Council Policy R200 sets out Council's expectations with respect to the leasing/licensing of community land (reserves) to community organisations and sporting associations.

The policy prescribes a 'Declared Figure' annual rental that is determined at the commencement of each financial year (being the previous years declared figure amount increased by the overall percentage rate increase adopted with the Council Budget).

Corporate and Community Services Report No. 73/2015 cont'd...

The (annual) declared figure for the 2014/15 financial year was \$400+gst, and was increased to \$415+gst for the 2014/15 financial year.

The declared figure has no connection with the value or ownership of the improvements but is a nominal rental that can be consistently applied in recognition of the community use of Council facilities (community land), and provides a balance between the extremes of 'peppercorn' or 'upon-demand' rents (i.e. rent-free) and cost-prohibitive 'commercial' or 'market-value' rent.

Policy R200 provides that:

*'the Chief Executive Officer may waiver payment of the declared figure in exceptional circumstances (e.g. where it is considered that payment would be of unreasonable detriment to the lessee/licensee - such as in the case of a newly created organisation)'*

The Policy provides no further example or clarification of the circumstances in which discretionary waiver (or reduction) by the Chief Executive Officer is authorised.

The use of the term 'exceptional' infers some set of circumstances that is different from normal.

The following may be considered normal circumstances applicable to most community/sporting tenants and not sufficient to support a rental waiver/reduction:

- development and maintenance of own building facilities
- not-for-profit organisation
- limited budget/income/turnover
- reliance on membership fees, external funding/grants, in-kind support and work of members/volunteers
- provision of services or sporting/club activities to the community.

Lions Club of Mount Gambier - Request for Licence Fee Waiver/Reduction

An earlier request from the Lions Club of Mount Gambier for a fee waiver/reduction (**Attachment 3**) was declined on the basis that the Lions Club situation was not considered 'exceptional circumstances' (relative to other similar service/community/sporting organisations) and that the Chief Executive Officer was therefore unable to exercise delegation in the matter.

The response to the Lions Club of Mount Gambier (**Attachment 4**) offered the opportunity for their request to be considered formally by Council. This position and process was also supported by the Mayor (**Attachment 5**).

The Lions Club request for a fee waiver/reduction is now presented to Council for consideration.

In considering whether to accommodate or to decline the Lions Club request, Council may also wish to consider any wider implications of its decision, such as on other community tenants who have accepted (or are yet to accept) the declared figure rental in accordance with Council Policy R200, and the referral of any further requests for similar fee waiver/reductions to Council.

Alternatively, Council may wish to consider the provisions of its rental policy (noting the arbitrary but nominal/objective nature of the 'declared figure' and subjectivity of alternate rental calculation methods) and may determine to confirm or vary its policy position with regard to consistent application of the 'declared figure' rental amount.

**RECOMMENDATION**

- (a) Corporate and Community Services Report No. 73/2015 be received.

Corporate and Community Services Report No. 73/2015 cont'd...

- (b) the Lions Club of Mount Gambier be advised that a determination on it's request for a rental fee reduction/waiver has been deferred pending a review of Council Policy R200 – Community Land (Reserves) Lease / Licence / Rental Arrangements.
- (c) An Elected Member Workshop be convened for the purpose of reviewing Council Policy R200 – Community Land (Reserves) Lease / Licence / Rental Arrangements.



**Michael McCARTHY**  
MANAGER - GOVERNANCE & PROPERTY

Sighted:



**Mark McSHANE**  
CHIEF EXECUTIVE OFFICER

4<sup>th</sup> November, 2015  
MMcC

## Lions Club of Mount Gambier Inc.

President: Brendon Hirth  
Secretary: Ross Parkinson

Box 990  
Mount Gambier 5290 S.A.

T: 8725 1019  
M: 0400 107 571  
E: lionsclubmtgambier@gmail.com

19.10.2015

Chief Executive Officer  
Mr Mark McShane  
City of Mount Gambier  
10 Watson Terrace,  
Mount Gambier S.A 5290

### Reference – Licence – Shed #10 – Hastings Cunningham Reserve. [AF11/1430]

Dear Sir,

Thank you for your letter of the 20<sup>th</sup> August 2015.

In response, I am instructed to write on behalf of President Brendon Hirth and the members of the Lions Club of Mount Gambier, to respectfully request that the Council consider granting a waiver or reduction at variance to Policy R200.

#### Rationale:

The Lions Club of Mt Gambier is an active service group providing many hours of volunteer labour and financial support to our community and the City. Funding these activities is challenging. We are regularly staffing our catering van, running BBQs, raffles, selling Christmas Cakes, organising auctions and other opportunities as they present themselves. The community in supporting us is aware that every dollar raised is invested back into the community.

You have asked us to pay a licence fee on our storage shed at the Hastings Cunningham reserve. This shed is on your reserve and technically owned by you. We have funded its construction and maintenance and make space available to the Mt Gambier Lioness Club. Furthermore the Riding for the Disabled and Dog Obedience have had the use of the Lion's Den.



**We Serve**

[www.mountgambierlionsclub.org.au](http://www.mountgambierlionsclub.org.au)



## Lions Club of Mount Gambier Inc.

President: Brendon Hirth  
Secretary: Ross Parkinson

Box 990  
Mount Gambier 5290 S.A.

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E: [lionsclubmtgambier@gmail.com](mailto:lionsclubmtgambier@gmail.com)

We are pleased to continue to partner with your council, providing volunteer hours and skills as requested. The proposed increase in the licence fee, would have to be met from the member's personal subscriptions, as this fee can only be defined an administrative charge, per the Constitution of Lions Clubs International. The lease fee of \$400 would amount to an additional levy in the order of \$11.46 per member per year.

### Lions Clubs International.

Lions Clubs International is the largest non-government community service organisation in the world. Lions Clubs International, under the motto 'We Serve' convenes and conducts global humanitarian service projects, addressing acute and chronic needs in Sight, Health, Community, Environment, Disaster Relief and Youth to name but a few.

The Lions Club of Mount Gambier is an integral part of this humanitarian service organisation and has been serving the Mount Gambier community for the past 52 years. The influence and contribution of the Lions Club to our community could only be described as substantial, enduring and excellent. The contribution of the Lions is clearly evident, with many of the utilitarian facilities displaying the Lions emblem.

As you may be aware, the Lions Club of Mount Gambier is very active in raising funds for donation to a diverse range of not for profit organisations to help those less fortunate.

The objective of the Club is to assist as many residents in need as possible, locally, nationally and internationally. Lions are very proud of the fact that every dollar raised in the community is donated back into the community and there is no administration charges what so ever. The reason for this facility is that all Lions across the globe pay personal subscriptions at a local, District, Multiple District and Internationally, to totally fund the administrative expenses of operating the organisation around the globe.

We respectfully request that these matters be taken into account when the Council considers this matter.

In closing, the President and members express their utmost respect and admiration for the City of Mount Gambier and all of the staff. We applaud the Council for the professional management of our fair city.



**We Serve**

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## Lions Club of Mount Gambier Inc.

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Yours faithfully



Lion Ross Parkinson #1370841  
Secretary  
Lions Club of Mount Gambier # 022668

Enclosure:

Copy of the Annual Report inclusive of the Audited Financial Report - 31.05.2015



**We Serve**

[www.mountgambierlionsclub.org.au](http://www.mountgambierlionsclub.org.au)

# Lions Club of Mount Gambier



52nd Changeover - 20th June 2015

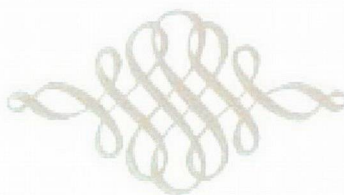


Chartered February 1963



## Changeover Dinner Program

<i>Call to Order 7.00 pm</i>	<i>Chairman Past President Greg Driscoll</i>
<i>Introduction of Guests</i>	<i>Chairman</i>
<i>Apologies</i>	<i>Secretary Malcolm Laslett</i>
<i>Official Welcome</i>	<i>President Peter Pignotti</i>
<i>Lions Invocation</i>	<i>Lion Trevor Gartside</i>
<i>Loyal Toast</i>	<i>Lion Trevor Gartside</i>
<i>Lions Club Purposes</i>	<i>Past President Gino Margiotta</i>
<i>Toast to Lions Clubs International</i>	<i>Cabinet Secretary Ross Parkinson</i>
<i>President's Report &amp; Awards</i>	<i>President Peter Pignotti</i>
<i>Installation of Club President &amp; Board</i>	<i>Lion Jeff Davison</i>
<i>Acceptance</i>	<i>President Brendon Hirth</i>
<i>Lions Club Ethics</i>	<i>Past President Trevor Buckell</i>
<i>Closure</i>	<i>President Brendon Hirth</i>



## President's Annual Report 2014-2015

As my second term as club president comes to an end I reflect on my performance over the past year. I remember my first presidential year and the nervousness of the occasion. Back then I must admit I approached the role with a bit more vigor and tried to attend as many functions and events as possible. This time round I was more relaxed about the role (comes with experience and age I suppose). Unfortunately my personal circumstances changed and the time I would have liked to commit to the role was just not available to me. The year has been very busy for me both professionally and privately with many challenges faced. Fortunately I had a good team of Lions around me and with their support we were able to attend to most Lions and Community functions and events.

Never the less the year has been very rewarding and I am pleased I took on the role of club president. When I look back at the many projects our club has undertaken and continue to undertake we should all be very proud of our club and ourselves. This year we had a reasonable surplus of funds and I am pleased to see that we were able to contribute large funds to local beneficiaries and keep the money here in the region where it was raised. My only regret is that we did not undertake many community projects where raising money was not the focus. But as this year closes our club will be involved with the Dog enclosure project at Hastings Cunningham Reserve. However due to our aging membership we have lost contact with some community organizations such as Riding for the Disabled, I believe some members have provided their time to RDA but as a club we did not do any major works. I hope that our community involvement can be resurrected in the next Lions year.

### The year in review

The change over held at the Lakes Resort was attended by 58 lions, partners and guests. Major awards presented, James D Richards to Brendon Hirth and Stephen Bell and Melvin Jones Fellowship to Robin Conboy.

I would like to thank all our members who have volunteered their time helping at the Eisteddfod's many events such as Public Speaking, Debating and Music.

The club purchased a mobile public address system. This unit is of great benefit at our club meetings and can also be used at other external functions that Lions participate in.

The Lions Mad Minute is a tremendous project for the youth and it seems that this event is getting bigger every year. Next year this project will be rolled out in Zone 10 and I am sure it will grow to other Lion zones. Many thanks to Lion Rory and his hard working team for such commitment and drive to make this project a huge success.

The official opening of our 50<sup>th</sup> anniversary project at the Valley Lakes took place on the 20<sup>th</sup> August 2014. This project spanned a couple of Lion's years and Lions donated



over 1000 hours of their time to make this project such a jewel to show case the Valley Lake area to our city's visitors and residents.

The Black dog event held at Casidio Park saw 105 attending and our zone contributed over \$2000.00 to Life Line which was this year's recipient of the black dog fund raising efforts in support of depression awareness and counseling.

Our van under took catering at the North Gambier Football club on grand final evening, The Mount Gambier Show, Legends of the Lakes, Lucindale Field days and Penola rodeo to name a few. Along with other catering at Bunning's etc. it has been a profitable year.

Wood cutting has been an on going project with many tonne of wood cut, split and delivered. This again is a very profitable project but as we all know and discussed it has a limited project life due to our aging members. I am pleased that the club approved the go ahead of the donut machine as this project may be an alternative to the wood cutting and hopefully in time we can make it just as profitable.

The Brass Band Festival has again been very successful. The profile of this event grows every year and bands are now requesting to attend. This is a good problem to have however the event can only cater for a limited number of bands.

Our Christmas party held on the 14<sup>th</sup> December was well attended, I believe everyone enjoyed themselves. Many thanks to Greg and Marie who once again organised the event and ensured we did not go hungry.

On the 10<sup>th</sup> March 2015, 43 Lions, partners and Lionesses attended a dinner at St. Paul's Hall which was hosted by the Congolese community. It was a very interesting evening with a variety of food presented that most of us were not accustomed to. Proceeds from the dinner along with raffle revenue and donations from our club has been donated to the surviving children from the tragic accident a few weeks prior that claimed their parents and sibling. Over \$700.00 was raised via the raffle and donations.

On March 14 the youth of the year regional final was held at Millicent with 10 contestants participating. Our representative spoke and presented very well however did not place. The winner was Lilly Thornly who represented Gambier City Lions congratulations to Lilly and all contestants.

The end of March saw many Lions attend the Narrawong camp. The weather was very kind to us. There was good fellowship and a very good time was had by all that attended.

Some members are working on Den improvements within the near future we should have new shelving to tidy up the accumulation of items that have been stacked within the Den area. We were fortunate to acquire second hand pavers at no cost to the club, these pavers will be laid on the Northern side of the Den between the building and the existing concrete path with a return to the roller door on the Eastern side. This will be a significant improvement which will eliminate the eyesore we currently have there.



A contingent of our members attended a club visit to The Lions Club of Millicent on the 5<sup>th</sup> May. We were made very welcome and I believe all members that attended thoroughly enjoyed themselves.

There were many other projects and activities undertaken by our club members over the past year that have not been mentioned. I would sincerely like to thank all members for their participation on all projects throughout the year and hope that I have not offended anyone by not mentioning a specific project.

I would like to take a moment to remember deceased club members and hope that one day we can honour them with a fitting memorial in Mount Gambier's own Lions Park.

I would like to thank all club members for making my year successful and enjoyable. A special thank you to Secretary Malcolm and Treasurer Trevor as without their support my job could not have been done.

In closing I would like to congratulate incoming president Brendon and his board for taking up their new roles and wish you all the very best and hope you have a rewarding year and embrace the Lions motto, "We Serve".

Attilio Peter Pignotti  
President 2014-2015  
Lions Club of Mount Gambier

#### **LIONS CLUB of MOUNT GAMBIER MINT REPORT 2014-2015**

Mint revenue has increased over the past 12 months with a return of \$1491.50. Last year's profit was \$574.00 with a five year average profit of \$1080.00. This is a tremendous result considering our outlets have in fact reduced and the cost of the mints have also increased without an increase in the sale price of mints.

We currently have 25 outlets serviced by 5 lions. I can only speculate on the reasons for the increase, one being an increase in volume of sales from our more prominent sites (I do not have the figures on our unit turnover) and the other being we are suffering less losses due to dishonesty.

Well done to all Lions that have helped achieve this fantastic result.

Peter Pignotti  
Lions Mint Chairman

## SECRETARY'S REPORT

I congratulate President Peter on his past year as leader of our Lions Club, and would like to thank him and the rest of the membership for their help over the year. Special thanks must go to Cabinet Secretary Ross Parkinson for all of his patience and assistance, and Past District Governor Eric Roughana for his invaluable experience.

The past year has certainly been another busy one for the club and all members should be very proud of the effort put in, and the results achieved.

This year, under President Peter, the club invited partners to all our Dinner meetings which has the effect of greater audiences for guest speakers and for more entertaining meetings. I feel the concept has been endorsed by the members, as the input by all has added to the strength of the club.

The Clubs membership has remained stagnant over the past year and with the passing of Past President Rodney Moore and the transfer to Adelaide of Peter Rees sees membership at 34. All members should be seeking new members to join, to carry on the excellent work that we all do for our community.

Meeting attendances this year have been pretty consistent with 604 attendances being made up of 475 by members, 87 by partners and 42 by guests. Unfortunately there were no 100% attendance at our own meetings but I am sure some members have more than excelled in visits to other Lions related activities.

As a Lions club we should all be proud of the contribution and achievements over the past year as we have been able to make a difference to those less fortunate than ourselves on a local, national and international basis.

Let us all keep on with the excellent work that this Lions Club has done for many years, and for many years into the future.

I wish President Elect Brendon Hirth and the incoming board an enjoyable and productive year ahead.

Malcolm Laslett Secretary 2014 / 2015



LIONS CLUB OF MT GAMBIER INC.  
FINANCIAL STATEMENT

31/05/2015

ADMINISTRATION ACCOUNT

INCOME

Balance as at 31/05/2014	6999.95
Subscriptions	2,830.50
Business Meeting	\$1,760.00
Wood Sales	\$1,540.00
Changover Dinner	\$1,995.00
Hire Fee	\$620.00

15745.45

PAYMENTS

International Dues	\$1,590.91
District Dues	2,893.00
Awards	\$197.85
Printing	\$95.00
ANZI Forum	\$100.00
Changeover Dinner	\$2,208.93
Club Supplies	<u>\$307.50</u>
Bank Fees	\$19.95
Xmas Function	\$143.01

Total Expenses 7556.15

Balance as at 31/05/2015 \$8,189.30

15745.45

CONVENTION ACCOUNT

Income

Balance as at 31/05/2014	3000.54
Tail Twisting	\$204.40
Meal Surplus	\$108.10
Raffle	\$670.95

3983.99

Payments

Bank Fees	\$7.85
Transfer to Admin Account	\$350.00
Convention Expenses	\$500.00

Total \$857.85

Balance as at 31/05/2015 \$3,126.14

\$3,983.99



LIONS CLUB OF MT GAMBIER INC  
FINANCIAL STATEMENT AT 31/05/2015

**SERVICE ACCOUNT**

**INCOME**

Balance as at 31/05/2014	15,693.23
Food Stalls Bunnings	\$4,543.94
Show BBQ	\$8,391.26
Show Col's Stall	\$3,687.40
Hill Climb	\$4,992.33
Toy Run	\$726.15
SE Field Days	\$6,332.75
Penola Rodeo	\$2,300.70
Lion Mints	\$2,633.90
Xmas Cakes	\$12,750.28
Xmas Raffle	\$4,417.45
Wood Sales	6,810.38
Community Projects	\$2,085.00
Health Projects	\$1,788.50
Youth Projects	\$30.00
Lioness Club of Mt Gambier	\$334.40
Interest	\$119.98
Band Competition	5,000.00

**PAYMENTS**

Food Stalls Bunnings	\$1,751.02
Show BBQ	\$4,659.06
Show Col's Stall	\$2,729.11
Hill Climb	\$1,353.13
Toy Run	\$525.85
SE Field Days	\$3,428.80
Penola Rodeo	\$619.95
Lion Mints	\$1,142.40
Xmas Cakes	\$9,260.57
Xmas Raffle	\$1,630.64
Wood Sale Expenses	\$1,064.28
Community Projects	\$9,973.12
Health Projects	\$3,115.26
Youth Projects	\$13,465.00
Lioness Club of Mt Gambier	\$334.40
Lions Den Expenses	\$1,433.44
Band Competition	\$6,000.00
Insurance	\$2,373.41
Bank Fees	\$91.45
Publicity	\$143.65
Float	
Audit Fees	\$60.00

Total Expenses	65154.54
Balance as at 31/05/2015	17,483.11
	<u>82637.65</u>

\$82,637.65

**ASSET MAINTENANCE**

**DISASTER RELIEF**

**MINIMUM AMOUNT TO BE HELD IN SERVICE ACCOUNT**

\$2,000.00
\$2,000.00
3,000.00

**PROJECTS APPROVED**

BAND COMPETITION 2015/16	\$1,000.00
Lions Centenary Project	5,000.00
Donut Machine	3,000.00

**AUDITOR'S REPORT**

I have examined the books and other documents of the Lions Club of Mount Gambier Inc for the period 1/6/14 to 31/5/15 and report that according to those records and information supplied to me the above statement correctly shows the transactions of the period and the balance at the end of that period, namely;

Administration Account	\$8,189.30
Convention Account	\$3,126.14
Service Account	\$17,483.11

Accountant

*[Signature]*  
DAVID CHANT  
1391816

## Membership Committee Report

Once again this year's membership has remained static.

As a club with an aging member list it must become a priority for us to lift our numbers or in a very short timeframe we will struggle to be an active club.

To that end, the committee has been meeting with the goal of improving our membership by trying some new ideas and targeting our efforts in a more focussed area.

We are open to any suggestions from members.

In the meantime, please would all members make an effort in the next 12 months to invite friends, neighbours etc. to a meeting.

We all need to make an effort.

Trevor Fulton

## Lioness Liaison Report

I have pleasure in reporting that the Lioness Club have had a very successful year under the leadership of President Sue Parkinson.

Once again the Lioness Club has participated in many varied projects, all very successful.

The fundraising raffles have been a credit to the members as they all support their fundraising committee.

I would also like to thank Lion Des Lattin for his contribution in upgrading the Lioness Lectern, well done Des the girls were very impressed with the result.

### Lioness Donations:

\$500	ALF
\$500	Lions Bushfire Appeal
\$250	Black Dog Ride
\$ 54	Christmas Boxes
\$280	Foodbank
\$188	Red Cross Transport (Local)
\$120	Mental Health (Local)
\$155	Youth Projects (Local)
\$100	Christmas Bowl (Local)

Another \$5,000 has been allocated for distribution at the end of the Lions year.

Trevor Fulton



## CATERING REPORT 2014 - 2015

Catering this year has been a challenge, with 8 events at Bunnings, and the Van only used 6 times.

Our approx. earnings = \$16,420.00.

Our approx. person hours = 713.

The hours are representative of hours worked at each event and don't take into account the hours pre and post each event for stocktaking, purchasing, cutting onions and cleaning and even counting takings and paying bills.

We have regular events and that is great to rely on them for our income, however, I feel we may struggle to find new opportunities in the future.

As we all lead busy lives, forward planning is essential, and advising Club members well in advance of activities will hopefully help us avoid clashes.

For example,

Bunnings	12 July
Bunnings	9 August
Mount Gambier Show	23 & 24 October
Hill Climb	7 & 8 November
Legacy Golf Day	15 November
Band Festival/Pageant	21 November
Toy run	5 December (?)
Club Christmas	13 December

The Club is in the process of completing the Donut Machine and making this an additional resource for catering and whilst this may prove worthwhile it will also take up more time for our members.

Prices for sausages and hamburgers are about to increase. The sausages for Bunnings on the 24<sup>th</sup> May were 95 cents each up from 85 cents on the 10<sup>th</sup> May. Our hamburgers may go up to \$1.20 each. However, our steaks may not be affected so much. Without doubt our sell prices will have to go up to ensure we maintain our profit margin.

Thank you to all members who give of their time to assist with catering it is greatly appreciated.

Greg Driscoll  
Catering Committee

## GRADUATE OF THE YEAR AWARDS, 2014

This popular project was maintained for the 2014-15 year. It is the presentation of an award to students who have completed their primary education and are moving on to a higher level. The award is designed to reward the best boy and best girl in each of the seven primary schools in Mt Gambier, based on academic results and the all round performance of the student. In both the school and the general community with the idea they will be "citizens of the future".

Selections are usually made by students with teachers having the final say.

In addition to a framed certificate, the successful students also receive a book voucher.

Presentations are made at the end of the year functions, usually in the last week of the school year.

Recipients this year were:-

McDonald Park School	Jade Revill, Brayden Coppick
Melaleuca Park R-7 School	Sean Vinko, Emma Knight
Mt Gambier North R-7 School	Maddison Sieber, Zachary Walker
Mulga Street Primary School	Tayla Wilson-Smith, Madisyn Freeman
Reidy Park Primary School	Brayden Burston, Caitlin McMahon
St Martin's Lutheran College	David Swijnenburg, Sienna Hubber
Tenison Woods College	Jordan Gould, Sienna Allen

Congratulations to these young People, we wish them well for the future. I'm sure we will see their names in future press. Thank you to the teachers and schools for their support at a busy time. Also thanks to those Lions who presented certificates, particularly Lion Alistair who is a very large help.

LION FRED PFIEFFER

## CHRISTMAS CAKES 2014

Sales of cakes for 2014 Christmas were very good. The idea of selling cakes with our raffle tickets was a rewarding project that boosted our cake sales.

Our energetic organizer for this was Lion Trevor Jacobs, PP and PDG, who took 43 boxes of 1.5 kg and 8 boxes of 1.0 kg cakes, which is a truly mighty effort. Thank you Trevor!

Normal outlet sales were down a bit, probably because buyers found it more convenient to get their cakes from the raffle ticket outlets.

Purchases this year were 70 boxes of 1.5 kg and 15 boxes of 1.0 kg.

Value	\$9260
Sales	\$12386
Cash Profit	\$3126

Donations to meals of Wheels, Anglicare, Salvation Army, and St. Vincent de Paul were as normal. In addition, six Lions Widows in Mt Gambier received a 1.0 kg cake, organized by Lion Mike Scutter.

Other organizations that have helped us, such as Baxter Hire, Jerry Hyland, who scribes our Graduate of the Year Certificates, Elgas and others. A great way to show our appreciation of support given.

There is a carry-over of cakes at the Den and in the Pfeiffer garage. Lions are requested to notify me if you have a need to take any cakes.

LION FRED PFEIFFER.



**T**he Lions Brass Band Festival 2014 reached a new level of excellence with the two Lions awards in the forefront of comment around the band world. The event saw quality brass bands from South Australia and Victoria make the journey to Mount Gambier.

The Greater Dandenong Band (Vic) took away the **Lions Band of the Year Award** with an application that illustrated initiative and an understanding of what Lions is about. The application outlined the similarities in community service between Lions and banding groups based upon the Lions objects and ethics. This award gave the band a \$2,000 payment and the holding of the perpetual trophy for 12 months.

Musical Director, Michael Mathers, is pictured (right) with Lion's Eric and Allen, accepting the award.

**The Lions Musical Director of the Year award**, was presented to the Creswick Band's musical director, Katrina Bird. Katrina was 'blown away' and moved to tears to be awarded this honour and is one of the movements dedicated and



talented young women who advance both young and older players within the community band movement. Katrina received the Lions \$1,000 award and is custodian of the perpetual trophy until the 2015 festival. Katrina is pictured (left) with Lion's Eric and Allen, accepting the award.

The music program, in the Sir Robert Helpmann Theatre was streamed live over the internet to the world and watched by many people in various countries. This was a first for Mount Gambier and illustrated how we can expose a Lions activity far beyond our shores. It is planned to live

stream the 2015 festival, including the Christmas Parade and Street March, in similar fashion. It is aimed to include video clips and commentary on Mount Gambier, interviews and details of Lions involvement in the Brass Band Festival and similar commentary. Mount Gambier is now advancing its profile enormously as a place of music excellence and is setting bench marks for community involvement. It is exciting and a credit to the Lions Club of Mount Gambier for having the initiative to support the Brass Band Festival for the past 9 years. This event will continue to be an important one within our community as it integrates so well with the Christmas Parade to provide action and extra colour to this event. A special 'thank you' to all those Lions members who are directly involved and to those who support this project with encouragement and advice. Denise Richardson and her assistant Ashlea Fisher from the City Council's Christmas Parade Committee ensure the band involvement is correlated into the program to assist the afternoon music festival. This is very much appreciated.

Special thanks too to Lion Sandra who assists in so many ways to double check and ensure arrangements are in place in so many areas. Thank you everyone.

Lions Allen Woodham OAM  
Lions Brass Band Festival co-ordinator



# BLUE LAKE CITY BRASS BAND FESTIVAL 2014

## INCOME

City of Mount Gambier	5,000.00
Mt Gambier Xmas Parade Com	4,000.00
Extra Band Payment (MGXPC)	1,000.00
Lions Club Mt Gambier	8,119.98
Entrance Fee & Programmes	1,355.00

S Thompson	400.00
------------	--------

Interest	20.55
----------	-------

	<u>19,895.53</u>
Balance at 21/12/2013	<u>1,418.92</u>
	<u>21,314.45</u>

## EXPENDITURE

Bands ( Attendance money )	4,500.00
Ajudicators	1,599.43
Musical Director Award	1,000.00
Sir Robert Helpmann Theatre	1,372.54
A Woodham (Expenses)	699.17
Pulfords Prize Prod (Trophies)	318.25
TV Adverts	423.50
Thompson Memorial	300.00
Murray Johnson Award	100.00

Lions Band of the Year	2,000.00
------------------------	----------

Bank Fees	39.45
-----------	-------

	<u>12,352.34</u>
Balance at 25/02/2015	<u>8,962.11</u>
	<u>21,314.45</u>

NOTE, Lions Club of Mt Ganbier approved \$1000.00 for Five (5) years from 2014 to 2019 for Musical Director of the Year.

Mike Scutter  
TREASURER

*Mike Scutter*

Audited  
*[Signature]*  
Gillian McGonigley CPA  
26/5/15

## Fund Raising Committee Report

May 30<sup>th</sup> 2014 to May 30<sup>th</sup> 2015

As Coordinator of the fund raising committee for this year I would like to personally thank all the members for all their hard work & dedication to complete the many projects we performed.

Our wood cutting delivery & sales was well attended and we cut and delivered on 18 days

**Total hours worked 508.5hours**

15 hours were donated for a 5 cubic metre load given to 5 GTR radio station for their fund raiser raffle.

**Special thanks to Steve Bell on the wood cutting project.**

Total money raised \$8350.38

Expenses(oil, fuel, chains etc) \$1020.78

**Nett profit \$7330.60**

I would also like to thank:

**Greg Driscoll** Catering coordinator

**Fred Pfeiffer** Christmas Cakes

**Peter Pignotti** Lions Mints

Projects done in 2014/2015:

November 2014 - an area 11 metres x 2metres was concreted in front of our new Den garages at Hastings Cunningham **19 hours labour**

March 2015 – 5 pallets of pavers were picked up from the old Mitre 10 store to pave the eastern front and end of our Den **16 hours labour**

May 2015 – donated panelboard for shelving was manufactured& fitted to the Den to store Lioness & Lions materials

**16 hours labour**

May 2015 – a group of members pressure cleaned and painted the front walling of the Animal Welfare Kennels, Penola Road near the airport

**33 hours labour only**

*1<sup>st</sup> Vice President Brendon Hirth*



## Lions Mad Minute

### 2015 report.

We have been slowly building and refining Lions mad Minute over the last four years. From modest beginnings interest is starting to grow rapidly. We reached our first goal of involving all seventeen public and private Mt Gambier and District schools this year. This required gaining assistance from our fellow Lions club and Lionesses.

We have also cautiously spread our wings further with Millicent Lions assisting in two schools and both Kingston and Lucindale Lions Clubs teaming up with us to offer this great programme to their local schools. Approximately 650 students will be involved in the school based contests this year, all receiving a Lions Participation Certificate to proudly display at home. The three new Lions Clubs running the programme this year will be able to run their own school based competition into the future freeing up our resources to assist other clubs take on this great initiative.

The second tier in the Lions Mad Minute programme is to bring all the school based winners together for a Grand Challenge where they compete for individual awards and two perpetual trophies. Sixty students from twenty schools will again assemble in the Garry Costello Performing Art Centre to put their skills to the test. We will need to find a larger venue next year as we continue to grow. This takes a great team effort, many thanks to all those involved. The students greatly appreciate your efforts.

Lion Rory

Mad Minute Convenor

## Lions Cancer Lodges Support Group

### Report Changeover Bulletin 2015

Our committee has had a very successful year, with the support of Lion's and Lioness Clubs in our District, the South East community and Lions Clubs International, we have been able to replace all the air conditioners, to reverse cycle units. I would like to thank Eric for his successful achievement in receiving a \$30,000 Grant from LCIF.

We have had a last minute call for ten more recliner chairs and two more air conditioner units, they will be installed by mid-June. The committee has felt we have achieved the commitment we made to the Cancer Council and wind up the Support Group by the end of June.

We will be giving a full report to the C2 District Convention in October.

I would like to thank Trevor and Haydn for the work they have done over the last six years.

Talking to patients over the time this project has been going, we have received many positive comments, Lions Clubs of C2 you can be very proud of your achievements.

Personally I would like to thank the members of the Mount Gambier Lions Club for supporting me in getting this project up and going.

Lion Ivan

Chairman.

## LIONS CLUB OBJECTS

TO CREATE and foster a spirit of understanding among the peoples of the world.

TO PROMOTE the principles of good government and good citizenship.

TO TAKE an active interest in the civic, cultural, social and moral welfare of the community.

TO UNITE the clubs in the bonds of friendship, good fellowship and mutual understanding.

TO PROVIDE a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.

TO ENCOURAGE service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavours.



## LIONS CODE OF ETHICS

TO SHOW my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.

TO SEEK success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionably acts on my part.

TO REMEMBER that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.

WHENEVER a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.

TO HOLD friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.

ALWAYS to bear in mind my obligations as a citizen to my nation, my state and my community, and to give them my unswerving loyalty in word, act and deed. To give them freely of my time, labour and means.

TO AID others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.

TO BE CAREFUL with my criticism and liberal with my praise; to build up and not destroy.

 City of Mount Gambier	<b>R200 - COMMUNITY LAND (RESERVES) LEASE / LICENCE / RENTAL ARRANGEMENTS POLICY</b>	Version No:	4
		Issued:	31 July 2015
		Next Review:	July 2016

## 1. INTRODUCTION

This documents sets out the policy of the City of Mount Gambier ("Council") for:

- 1.1 leasing / licensing of Council community land (Reserves)to community based organisations;
- 1.2 expense recovery where community land is occupied by a sporting association and where Council maintains the facilities.

## 2. DEFINITIONS

**“Community Land”** – any ‘*local government land*’ as defined in the Local Government Act 1999 that has not been excluded or revoked of its classification as community land, including land owned by Council or under Councils care control and management, and including reserves, ornamental grounds and parklands.

## 3. LEASE/LICENCE POLICY

### 3.1 Policy Provisions

Where Council proposes to (re)grant a lease or licence for any portion of community land to a community based not for profit organisation (including sporting clubs) pursuant to the provisions of the Local Government Act, then the conditions under which any lease or licence may be granted under (sub)delegation should include:

#### 3.1.1 Lease Term:

term should not exceed ten (10) years;

#### 3.1.2 Licence Term

term should not exceed five (5) years;

#### 3.1.3 Public Liability Insurance:

minimum sum of \$10,000,000.

minimum sum of \$20,000,000 if any building works to be undertaken

#### 3.1.4 Lease or Licence Fee:

is the "declared" figure per annum plus GST

the "declared" figure is the annual fee that Council resolves at the commencement of each financial year.

for all subsequent years of the lease / licence then the "declared" annual fee be increased (or decreased) by the overall percentage rate increase (or decrease) that Council adopts for each financial year on a compounding calculation plus GST.

The Chief Executive Officer may waiver payment of the declared figure in exceptional circumstances (eg where it is considered that payment would be of unreasonable detriment to the lessee/licensee - such as in the case of a newly created organisation).

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### 3.1.5 Rounding Down:

in applying part (b) of this Policy i.e. the compounding use of the overall percentage rate increase (or decrease) to the annual lease fee then the resultant calculation be rounded down to the nearest whole "five dollars".

## 3.2 Annual Review of 'Declared' Figure

3.2.1 In terms of the lease or licence fee, the declared lease fee be \$415 (plus GST) for the 2015/16 financial year, calculated as follows:

$$\$400 + 3.9\% = \$415 (+GST)$$

3.2.2 the Chief Executive Officer be authorised to amend the figures in clause 3.2.1 of this Policy on the basis set out in 3.1.4 and 3.1.5 above, on an annual basis.

## 4. RENTAL POLICY

4.1 Where Council maintains the recreation and sporting facilities on community land that is leased/licensed, occupied or used by a sporting organisation, then the following rental policy will apply when calculating the cost recovery by Council from that sporting organisation:

4.1.1 A Base Annual Rental is set to cover the annual maintenance costs of the reserve (playing area and immediate related surrounds) incurred by Council in the previous year and in respect of that specific occupier(s) anticipated/actual level of use;

4.1.2 The Base Annual Rental, may, under certain circumstances, be discounted by a 10% to 20% reduction in maintenance costs where full and free access to the facility is allowed to members of the general public (except when being used by clubs and associations);

4.1.3 A further reduction may occur, based on each specific occupier(s) ability to pay, based on a scale of one (1) to ten (10) with each scale point equivalent to 5% of the Base Annual Rental (maximum is 50%);

4.1.4 A further reduction may occur based on each specific occupier(s) special case, i.e.

Criteria - (each worth 5% discount - maximum of 35% discount):

- 1 = large capital costs incurred by Club;
- 2 = significant number of juniors;
- 3 = less than significant actual use, wear or tear of Council land;
- 4 = financial capacity of Club;
- 5 = nominal maintenance costs by Council;
- 6 = significant self help by Club;
- 7 = contribution to Mount Gambier economy (Major Events etc.)

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- 4.1.5 Tenants are responsible for the cost of services to buildings and floodlights, such as electricity, gas, water, etc.

## 5. REVIEW & EVALUATION

This Policy shall be reviewed during each term of Council, and at any other time as may be required by any legislative changes which may occur.

## 6. AVAILABILITY OF POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au). Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

 City of Mount Gambier	<b>R200 - COMMUNITY LAND (RESERVES) LEASE / LICENCE / RENTAL ARRANGEMENTS POLICY</b>	Version No:	4
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File Reference:	AF11/1948
Applicable Legislation:	Local Government Act, 1999 Chapter 11 Part 1
Reference: Strategic Plan – Beyond 2015	Goal 1, Strategic Objective 7.
Related Policies:	R210 - Lease Term/Fee (superseded) R240 - Rental Where Council Maintains (superseded)
Related Procedures:	Nil
Related Documents:	Corporate and Community Services Report No. 12/1998 (Establishing Methodology)

## DOCUMENT DETAILS

Responsibility:	Director - Corporate Services
Version:	3.0
Last revised date:	31 July, 2015
Effective date:	31 July, 2015
Minute reference:	CCS Item 12 - Report No. 33/2014 - 20 <sup>th</sup> May, 2014
Next review date:	July, 2016
<u>Document History</u> First Adopted By Council: Reviewed/Amended:	18 <sup>th</sup> February, 1999 (Superseded Policies R210 and R240) 20 <sup>th</sup> May, 2014, 7 July, 2014 - clause 3.2.1, 31 July, 2015 - clause 3.2.1)





## Lions Club of Mount Gambier Inc.



PRESIDENT:

BOX 990  
MOUNT GAMBIER. 5290  
SOUTH AUSTRALIA

TELEPHONE.....

SECRETARY:

25.06.2015

Manager – Governance & Property

Mr Michael McCarthy

City of Mount Gambier

10 Watson Terrace

Mount Gambier S.A 5290

**Reference – Licence – Shed #10 – Hastings Cunningham Reserve. [AF11/1430 FM]**

Dear Michael,

Thank you for your letter of the 17<sup>th</sup> February 2015.

In response, I am instructed to write on behalf of President Brendon Hirth and the members of the Lions Club of Mount Gambier, to respectfully request a review of the declared lease fee of \$400.00.

We believe \$100 would be fair and reasonable in the circumstance.

Rationale:

Lions Clubs International is the largest non-government community service organisation in the world. Lions Clubs International, under the motto 'We Serve' convenes and conducts global humanitarian service projects, addressing acute and chronic needs in Sight, Health, Community, Environment, Disaster Relief and Youth to name but a few.

The Lions Club of Mount Gambier is an integral part of this humanitarian service organisation and has been serving the Mount Gambier community for the past 52 years. The influence and contribution of the Lions Club to our community could only be described as substantial, enduring and excellent. The contribution of the Lions is clearly evident, with the number of utilitarian facilities displaying the Lions emblem.

As you may be aware, the Lions Club of Mount Gambier is very active in raising funds for donation to a diverse range of not for profit organisations to help those less fortunate.

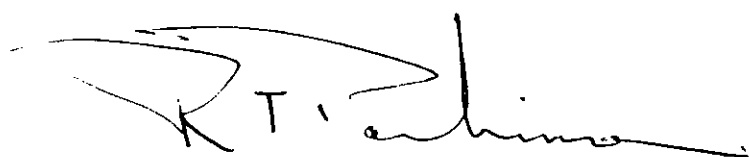
The objective of the Club is to assist as many residents in need as possible, locally, nationally and internationally. Lions are very proud of the fact that every dollar raised in the community is donated back into the community and there is no administration charges what so ever. The reason for this facility is that all Lions across the globe pay personal subscriptions at a local, District, Multiple District [national] and International level to totally fund the administrative expenses of operating the organisation around the globe.

A case in point is the proposed increase in the Shed 10 lease fee, which would have to be met from the member's subscriptions, as this can only be considered an administrative charge, per the Constitution of Lions Clubs international. The lease fee of \$400 would amount to an additional levy of \$11.46 per member per year.

We respectfully request that these matters be taken into account when considering an assessment of the fairness of the lease fee.

In closing, the President and members express their utmost respect for the City of Mount Gambier and all staff. We applaud the Council for the professional management of our fair city.

Yours faithfully

A handwritten signature in black ink, appearing to read 'R. T. Parkinson', with a stylized flourish at the end.

Lion Ross Parkinson #1370841

Secretary

Past President

Lions Club of Mount Gambier # 022668

Enclosure:

Copy of the Annual Report inclusive of the Audited Financial Report - 31.05.2015



City of Mount Gambier

Reference: AF11/1439  
Enquiries to: Michael McCarthy 8721 2576

20<sup>th</sup> August, 2015

Ross Parkinson  
Secretary  
Lions Club of Mount Gambier  
PO Box 990  
MOUNT GAMBIER SA 5290

Dear Mr Parkinson,

**RE: HASTINGS CUNNINGHAM RESERVE LICENCE FEE**

Thank you for your correspondence requesting a review of the declared rate rental fee applied to the Lions Club Licence for Shed #10 at Hastings Cunningham Reserve.

Council appreciates the range of services provided by the Lions Club and looks forward to continuing to provide in-kind and financial support to Lions Club community activities and events such as the Brass Band Festival.

The declared rate rental fee applicable to the Hastings Cunningham Shed Licence is set by Council Policy R200 and applies equally to a range of other community and sporting organisations that occupy Council land and provide community services in a similar manner to the Lions Club.

At \$415+gst for the 2015/16 year (adjusted annually by overall percentage rate increase) the declared rate is considered to be a fair and equitable rental amount that attributes a nominal value to the community facility (land/space) being occupied without being prohibitive to smaller groups of lesser means.

Policy R200 authorises the waiver of payment of the declared rate in exceptional circumstances. Whilst the community value of the services provided by the Lions Club are unquestionable, I do not consider the Lions Club situation to be exceptional circumstances (relative to other similar service/community/sporting organisations) and accordingly I am unable to exercise delegation in this matter.

Should your organisation wish for this matter to be considered further it would need to be put to a formal Council meeting for deliberation on granting a waiver or reduction at variance to Policy R200. Should you wish this course of action to be pursued please submit a further letter of request to my attention.

Yours faithfully,

**Mark McSHANE**  
CHIEF EXECUTIVE OFFICER



City of Mount Gambier

Reference: AF11/1439  
Enquiries to: Michael McCarthy 8721 2576

6<sup>th</sup> October, 2015

Brenton Hirth  
President  
Lions Club of Mount Gambier  
PO Box 990  
MOUNT GAMBIER SA 5290

Dear Brenton,

**RE: HASTINGS CUNNINGHAM RESERVE LICENCE FEE**

I refer to the Lions Club of Mount Gambier request for a review of the Licence Fee for Shed #10 at Hastings Cunningham Reserve, and your subsequent approach to Mayor Andrew Lee in relation to this matter.

The Mayor, having reviewed Council Policy R200 (attached) and the process undertaken by the Chief Executive Officer to consider a reduction/waiver of the 'declared rate' rental as applied to the Lions Club licence, has asked that I confirm his agreement with the processes undertaken that follow the Policy endorsed by Council.

As previously offered by letter dated 20<sup>th</sup> August 2015 (attached), the Lions Club of Mount Gambier are welcome to submit a further written request to the Chief Executive Officer seeking the matter to be put to a formal Council meeting for deliberation on granting a waiver or reduction at variance to Policy R200.

Please do not hesitate to contact me on telephone: 8721 2576 or email: [mmccarthy@mountgambier.sa.gov.au](mailto:mmccarthy@mountgambier.sa.gov.au) if you have any further queries in relation to this matter.

Yours faithfully,

**Michael McCARTHY**  
MANAGER – GOVERNANCE & PROPERTY



## CORPORATE AND COMMUNITY SERVICES COMMITTEE REPORT NO. 74/2015

**SUBJECT: REVIEW MAIN CORNER PUBLIC HOLIDAY OPENING**

**REF: AF11/2267**

*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 of the community are met.*

*Goal: Governance*

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

*Goal: Learning*

*Strategic Objective: Council support opportunities for the community to strengthen relationships with families, friends and extended networks so as to promote and extend the learning of life skills.*

### **Background**

The City of Mount Gambier ASU Enterprise Agreement Number 9 of 2015, included a clause that required the Council, in consultation with Main Corner employees, to review a number of holiday opening times.

*'Within the first year of this Agreement Council undertakes, in consultation with Main Corner employees, to review the following public holiday opening hours: Boxing Day, Anzac Day and Easter Monday. The review to include, but may go beyond the issues of customer patronage, resourcing and employee work balance.'*

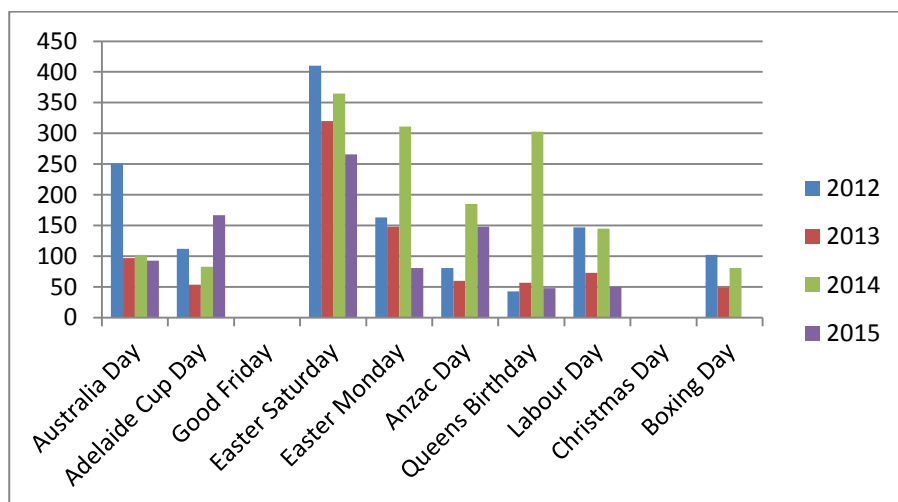
In preparing this report, consideration has been given to the above public holidays that were suggested by staff as being public holidays which could be negotiated for closing with minimal impact on customers but with maximum impact on improvement of employee work life balance.

The following graph shows visitation over all Public Holidays since the opening of The Main Corner Complex, with statistics for 2014 being heavily influenced by The Da Vinci Machines special exhibition over a period of 3 months. This exhibition is the only time that Main Corner Public Holidays have been influenced by a Riddoch Art Gallery exhibition, as all other Public Holidays the gallery remains closed.

Consistent with the data below, the Main Corner's busiest public holidays are during the Easter period with both the influx of tourists and the popularity of Haigh's Chocolate Sales.

The public holiday with the least amount of patronage is Boxing Day, which consistently results in less than 100 visitors to the complex, as this is traditionally a time many spend with their families or travelling to a destination.

Number of Visitors – Public Holidays



## Conclusion

The review of patronage clearly shows that of the public holidays, on which the Main Corner is open, Easter has the highest visitor figures and by closing there would be a greater negative impact on our customers. Boxing Day is by far the quietest in terms of patronage and while benefitting employee work balance, would have little impact on patronage.

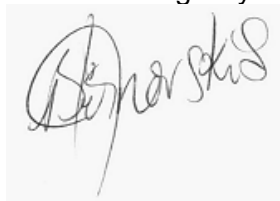
## Public Holiday Schedule

Public Holiday	Currently Open	Currently Closed	Proposed Closure
Christmas Day		χ	χ
Boxing Day	√		χ
New Years Day		χ	χ
Australia Day	√		
March	√		
Good Friday		χ	χ
Easter Saturday	√		
Easter Monday	√		
ANZAC Day	√		
June	√		
October	√		

On review of the patronage it is recommended that the Boxing Day public holiday be an additional public holiday closure that will result in minor financial savings and will allow Main Corner staff, particularly at Christmas, to achieve a greater work life balance, with very minimal impact on our customers.

## RECOMMENDATION

- Corporate and Community Services Report No. 74/2015 on Review of the Main Corner Public Holiday Opening be received;
- Council authorise the additional public holiday closure of the Main Corner Complex on Boxing Day/Proclamation Day as per the proposed schedule in the report.



**Barbara CERNOVSKIS**  
MANAGER - COMMUNITY SERVICES AND DEVELOPMENT

Sighted:



**Mark McSHANE**  
CHIEF EXECUTIVE OFFICER