

CITY OF MOUNT GAMBIER

Meeting to be held at the Council Chamber, Civic Centre, 10 Watson Terrace, Mount Gambier
on Tuesday 28th January 2014 at 6.00 p.m.

AGENDA

COUNCIL

PRESENT: Mayor SA Perryman

Cr A Lee
Cr J Maher
Cr DK Mutton
Cr H Persello
Cr PG Richardson
Cr B Shearing
Cr A Smith
Cr I Von Stanke
Cr MR White

LEAVE OF ABSENCE:

APOLOGY/IES: moved the apologies received from

be accepted.

seconded

COUNCIL OFFICERS:

| | | |
|---|---|-----------------|
| Chief Executive Officer | - | Mr M McShane |
| Director Operational Services | - | Mr D Sexton |
| Director Corporate Services | - | Mr G Humphries |
| Manager Community Services and Development | - | Ms B Cernovskis |
| Governance Officer | - | Mr M McCarthy |
| Administrative Officer Executive Support | - | Mrs F McGregor |

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.

**CONFIRMATION
OF MINUTES:**

moved the minutes of the previous meeting held on
17th December, 2013 be taken as read and confirmed.

seconded

MAYORAL REPORT - Ref. AF11/881

REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS - Ref. AF11/882

| <u>Member</u> | <u>Organisation</u> |
|---------------|---------------------|
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moved the reports made by Council representatives on outside organisations be received.

seconded

QUESTIONS:

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

PETITIONS: Nil.

NOTICE OF MOTION TO RESCIND: Nil.

ELECTED MEMBERS WORKSHOPS: Ref. AF11/2028

No Elected Members Informal Workshops were conducted between 18th December, 2013 and 27th January 2014.

COMMITTEE MINUTES

OPERATIONAL SERVICES COMMITTEE MINUTES – 21st January, 2014

Cr Shearing moved that the minutes of the meeting held 21st January, 2014 be received.

Cr Von Stanke seconded

Carried

1. STRATEGIC MANAGEMENT - Internal - Operational Services Committee - Business Arising Table - Ref. AF11/1900

Goal: Governance

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

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

| Date of Motion | Subject Matter | Action Required | Responsibility | Status | Comments |
|---|---|---|---|-------------|--|
| CORPORATE AND COMMUNITY SERVICES | | | | | |
| 18/10/2011 | Strategic Management Plan | Develop Operational Plans | Chief Executive Officer | In Progress | Meeting with Presiding Member 2nd April 2013 with Chief Executive Officer and Senior Staff to progress the two matters being: 1) Improved Corporate reporting and review; and 2) Strategic Plans reflecting roles of Elected Members and Staff <ul style="list-style-type: none"> • Desktop analysis to be conducted • Review of responsibility matrix to be completed • Comments reviewed by 27th November 2013 • Workshop commencing January 2014 |
| 17/7/2012 | Council's Decision Making Structure | Review of Terms of Reference for Section 41's | Chief Executive Officer and Director - Operational Services | Completed | |
| 20/11/2012 | Establishment of City Development Framework | | Chief Executive Officer | In Progress | <ul style="list-style-type: none"> • Stage 1 completed • Stage 2 authorised • Additional funding authorised • Workshop conducted with Professor John Martin on 3rd December 2013. |

| | | | | | |
|------------|---------------------|---|--|-------------|---|
| | | | | | <ul style="list-style-type: none"> Working group now a sub-committee of Corporate and Community Services Professor John Martin engaged by Council Visits by John Martin 16th January 2014 and week beginning 3rd February 2014 |
| 09/07/2013 | SELGA Review | Council prepare plans to undertake a review (of SELGA) by the end of the calendar year | Chief Executive Officer | In Progress | <ul style="list-style-type: none"> Waiting for a date from SELGA to arrange an extended Workshop for Elected Members. Facilitator is organised. SELGA President and Executive Officer informal meeting with Council SELGA conducting a review of its strategic plans including engagement with constituent Councils (independent of Council's resolution on this matter) |
| 20/08/2013 | Umpherston Sinkhole | <ul style="list-style-type: none"> Expressions of Interest Process Council Report | Governance Officer | In Progress | Review of leasing options for this and other Council facilities |
| 17/09/2013 | China Relationship | Further investigations / members workshop | Chief Executive Officer | In Progress | <ul style="list-style-type: none"> Initial workshop held Regional workshop scheduled on 5th December Members Informal workshop on 6th December |
| 17/09/2013 | Smoke Free areas | Implementation of | Operational Services, Governance Officer, Manager Community Services and Development | In Progress | Event surveys underway and results to be presented in 2014 |
| 17/09/2013 | Tourism Budget | Members workshops to be scheduled | Chief Executive Officer | Completed | |
| 15/10/2013 | Policy Review | Review process confirmed | Governance Officer | In Progress | Review commenced Report to Corporate and Community Services 10th December 2013 |
| 19/11/2013 | January Meetings | Advertise Dates | Director - Corporate Services | Completed | |
| 19/11/2013 | Eureka Flag | Display | Manager - Community Services and Development | Completed | |
| 19/11/2013 | Annual Report | Distribute | Manager - Community Services and Development | Completed | |

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|-----------------------------|---|---|---|-------------|--|
| 19/11/2013 | Lifelong Learning | New Appointment | Manager - Community Services and Development | Completed | |
| 19/11/2013 | Confidential Items Review | Members Workshop | Governance Officer Chief Executive Officer | Completed | |
| 19/11/2013 | Community Engagement and Social Inclusion Sub-Committee | Members Workshop | Manager - Community Services and Development Chief Executive Officer | Completed | |
| OPERATIONAL SERVICES | | | | | |
| 16/04/2013 | Park and Stride - community engagement | Matter left to lie on table pending further re-engagement with the community | Director - Operational Services | In Progress | Referred to Environmental Sustainability Sub-Committee for further action |
| 17/09/2013 | Playground Construction - Traditional Playgrounds vs. Natural Playgrounds | Prepare concept designs for a natural playground within the John Powell Drive Reserve, engage with the local community and schools regarding their ideas/ acceptance and contributions towards a natural playground | Engineering Manager | In Progress | Concept being prepared, consultation in process |
| 17/09/2013 | Regional Development Assessment Panels | Support the focus of the proposal and review the recommendations at a later date | Strategic Project Officer | Ongoing | Waiting for outcomes of investigation by SELGA |
| 15/10/2013 | Desktop Analysis of Strategic Plan | Relevant sections of Strategic Plan - Beyond 2013 and the Corporate Plan 2012 be provided to relevant Committees, Members and Staff (subject to reviewing the responsibility matrix) | Strategic Project Officer | In Progress | Review is progressing |
| 19/11/2013 | Disposal of surplus materials | Nominate all surplus/unwanted materials and arrange public auction | Director - Operational Services | In Progress | This will occur in early 2014, date yet to be confirmed |
| 19/11/2013 | Equip Mobility - request for permit area (disabled) - Canavan Road | Send letter to Equip Mobility, arrange installation of two (2) permit area (disabled) car parking bays | Team Leader - General Inspector | In Progress | signage has been ordered, invert works yet to commence |
| 17/12/2013 | Local Heritage Restoration Fund Program | Send letters to advise successful applicants | Senior Planner | Completed | Letters sent on 19/12/2013 |
| 17/12/2013 | Mount Gambier Cemetery Trust | Adopt Terms of Reference and Memorandum of Understanding | Director - Operational Services | In Progress | Refer to item on agenda (addition to Terms of Reference) |
| 17/12/2013 | Street Tree Planting Program | Send letter to property owners/occupiers that requested a street tree not be planted, advise all other property owners street tree program will commence in 2014 | Engineering Technical Officer | Completed | Letters to property owners/occupiers that requested a tree not be planted have been sent, all other letters to advise the program will commence in 2014 will be sent this week |
| 17/12/2013 | Department of Planning, Transport and | Send letter to DPTI | Director - Operational Services | Completed | Letter emailed on 20/12/2013, response has been received (refer |

| | | | | | |
|------------|---|---|---------------------------------------|-------------|---|
| | Infrastructure - Community Consultation - Penola Road Bicycle Lanes | | | | to item on agenda) |
| 17/12/2013 | Liquor Licence - Molten Chocolate Cafe | Send letter to Applicant and Office of the Liquor and Gambling Commissioner | Senior Planner | Completed | Letter emailed on 19/12/2013 |
| 17/12/2013 | Street tree maintenance and removal - Umpherston Street | Send letters (and copy of report) to adjoining owners/occupiers | Engineering Technical Officer | Completed | Letters sent on 19/12/2013 |
| 17/12/2013 | Mount Gambier and District Tennis Association - sponsorship signage | Send letter to Mount Gambier and District Tennis Association | Planning Officer | Completed | Approval issued on 23/12/2013 |
| 17/12/2013 | 12 Canavan Road - fence and retaining walls | Prepare report on condition of the fence | Director - Operational Services | In Progress | Letter sent to Tonkin Consulting on 02/01/2014 to undertake assessment |

Cr Shearing seconded

Carried

2. COMMITTEES - Internal - Operational Services Committee - re Projects to be undertaken by the Operational Services Department, Engineering Division, during month - Ref. AF11/866

The Presiding Member reported the following works are to be undertaken/are currently being undertaken by the Operational Services Department, Engineering Division, during the month:

| <u>Commenced Tasks</u> | <u>% Completed</u> |
|--|--------------------|
| • Streetscaping / paving city centre stage 4 (Bay Rd to Ferrers St) | 90% |
| • Line marking program | ongoing |
| • Wireless Road East Construction (Aramanta Drive to 500m west of Aramanta) | 50% |
| • Bishop Road (Penola Road to 300m east) kerb and channel widening and reshaping of road | 10% |
| • Caroline Landfill | 10% |
| • Former Hospital demolition | 70% |
| • Rail lands site remediation | 60% |

Completed Tasks

- White Ave footpath construction
- Commercial St East (Pick Ave to Davison St) road construction

Cr Von Stanke moved it be recommended the report be received.

Cr Shearing seconded

Carried

3. COMMITTEES - Environmental Sustainability Sub-Committee - Minutes of Meeting held 17th December 2013 - Ref. AF12/377

Goal: Governance
Strategic Objective: (i) Demonstrate innovative and responsible organisational governance

Cr Von Stanke moved it be recommended:

(a) The minutes of the Environmental Sustainability Sub-Committee held on Tuesday, 17th December 2013 be received;

(b) the following recommendations (number 1 to 4) of the Environmental Sustainability Sub-Committee be adopted by Council:

1. **Efficient Homes Project**

- Council approve of the publishing of the Interim Report to the City of Mount Gambier website.

2. **Salvage Yard Options (3 Eucalypt Drive)**

- Council proceed to develop an Expression of Interest for the operation of a materials recovery facility (salvage yard) at Council's 3 Eucalypt Drive site, in accordance with the principles and criteria set out in this report. The draft report will be sent to Find Workable Solutions and Future Employment Opportunities for review before final release.

3. **Park and Stride**

- Relevant Council staff proceed to develop a community education program in liaison with relevant external stakeholders, to be delivered on an ongoing basis.

4. **Reports for information**

South East Biomass Group

Following on from the brief update provided to Members in November, the summary of the 18th November meeting of the group was attached to the Environmental Sustainability Sub-Committee agenda, compiled by Zero Waste staff.

Environmental Sustainability Program 2013 - Project Progress

The current table outlining projects for 2013 was attached to the Environmental Sustainability Sub-Committee agenda for Members information.

Cr Shearing seconded

Carried

4. **EQUIPMENT, PLANT AND STORES - Programme Management - Landfill Compactor - Urgent Maintenance Works - Ref. AF11/629**

The Presiding Member reported:

- (a) The TANA Landfill compactor is in need of urgent works to replace its compacting teeth on the front and rear rollers. The works can be done by either cutting off the existing compactor teeth and welding new ones on or replacing the entire drum with teeth already fitted;

- (b) the first option is in the order of \$60,000 but will take 2-3 weeks to undertake repairs and Council will need to try and hire a replacement compactor (at a cost) for this period;
- (c) the second option will cost in the order of \$100,000 (it is anticipated a firm quotation will be available by the meeting) and whilst more expensive the downtime on the machine will be 1-2 days (therefore no need to hire a replacement machine);
- (d) the components required are unique and therefore the purchase cost cannot be subject to a tender process;
- (e) this report will recommend option 2 - replacement of the front and rear rollers with teeth attached and this will require an adjustment to Council's Budget;
- (f) as this is a major expenditure it can be classified as a capital spend and Council could defer the replacement of unit 77 - Toro mower (\$85,000 estimated change over cost) and unit 9 - utility (\$17,000 estimated change over cost) to fund the works. Obviously an adjustment will need to be made to the forward plant replacement program which will be done before the Budget is prepared for consideration.

Cr Von Stanke moved it be recommended:

- (a) **The report be received;**
- (b) **Council proceed to replace both the front and rear drums of the TANA Landfill compactor at a price of \$105,000;**
- (c) **Council adjusts its 2013/14 Budget by deleting the replacement of the following plant items from the Budget (refer account 7300.7400):**
 - **Unit 77 (Toro GM mower)**
 - **Unit 9 (utility)**

Cr White seconded

Carried

5. FINANCIAL MANAGEMENT - Committees - Mount Gambier Cemetery Trust (Section 41) Committee - Terms of Reference - Ref. AF11/1371

Goal: Governance

Strategic Objective: (i) Demonstrate innovative and responsible organisational governance

The Presiding Member reported:

- (a) Council, at its meeting held on Tuesday, 17th December 2013 resolved:
 - “(a) The report be received;*
 - (b) Council adopts the revised Mount Gambier Cemetery Trust (Section 41 Committee) Terms of Reference and Memorandum of Understanding (as attached to the Operational Services Committee agenda);*
 - (c) Council hereby confirms the following Committee Member appointments:*
 - *Rev. Brian Ashworth (as Presiding Member);*

- *Cr Byron Harfield (City of Mount Gambier);*
- *Cr Ian Von Stanke (City of Mount Gambier);*
- *Cr Brian Collins (District Council of Grant); and*
- *Mr Anthony Bolton.*

(d) *Council not require non-Elected Members of the Committee to complete Register of Interest Declarations (as per Section 72 of the Local Government Act)."*

- (b) An additional Clause was omitted from the Terms of Reference document attached to the Operational Services Committee agenda of 10th December 2013, as follows:

17.1.2 The Trust's annual budget shall be forwarded to Council for approval.

- (c) This report will recommend an amendment to Section 17.1 to include the additional clause.

Cr Von Stanke moved it be recommended:

- (a) **The report be received;**
- (b) **Council amend Section 17.1 to read as follows:**

17.1 Accounting

- 17.1.1 The Trust shall ensure that adequate and proper accounting records are maintained in respect of the Trust.**
- 17.1.2 The Trust's annual budget shall be forward to Council for approval.**
- 17.1.3 A financial statement shall be prepared by the Trust as soon as is practicable after the conclusion of any financial year and which shall be audited on an annual basis by the Auditor for the time being of the Council.**
- 17.1.4 The audited accounts must be submitted to the Council by the day determined by the Council for inclusion as part of the Council's financial statements and Annual Report.**
- 17.1.5 A copy of the said financial statements shall be forwarded to the Council and the District Council.**
- 17.1.6 All moneys received by the Trust shall be paid to the credit of the Trust with a bank or financial institution at Mount Gambier.**
- 17.1.7 No money shall be withdrawn from any such bank or financial institution except by cheque signed by at least two of the following: Chief Executive Officer, a Trust Member, Trust Secretary.**
- 17.1.8 The Trust may pay to any Member or the Secretary any travelling or other expenses necessarily incurred by the Member or the Secretary on the business of the Trust.**

Cr Shearing seconded

Carried

6. INFRASTRUCTURE - Construction - Request for Carparking - Letter from Village Medical Centre - Ref. AF11/2245

The Presiding Member reported:

- (a) Council, at its meeting held on Tuesday, 19th November 2013 resolved:
- “(a) The report be received;*
 - (b) Council refer a copy of the carpark layout and estimate to the Village Medical Centre for their comment and in particular for an indication of their financial contribution to the project;*
 - (c) Council further consider the request following receipt of advice from the Village Medical Centre addressing part (b) of this resolution.”*
- (b) the Village Medical Centre have now responded to Council's resolution (correspondence attached) with an offer to meet 10% of the costs (in the order of \$8,200 based on initial estimate);
- (c) there is a parking issue at this location that requires attention and the practice has no land available to expand their own carpark. The business is now well established, it appears to be very well utilised suggesting that it will remain for some time to come.

Cr Von Stanke moved it be recommended:

- (a) **The report be received;**
- (b) **Council refer an amount for \$75,000 to the 2014/15 Budget process for consideration of a carpark on the Council land bounded by Penola Road, Buronga Avenue and Kywong Court.**

Cr Shearing seconded

Carried

7. PROPERTY MANAGEMENT - Committees - Report of the Aquatic Centre Management Advisory Group meeting held at 7:00 a.m. Wednesday, 15th January 2013 - Ref. AF11/1370

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

The Presiding Member reported:

- (a) The Notes of the Aquatic Centre Management Advisory Group meeting held on Wednesday, 15th January 2014 are attached to the agenda.

Cr Von Stanke moved it be recommended:

- (a) **The report be received;**

- (b) Council refer an amount of \$12,000 to the 2014/15 Budget for consideration of the following projects:

\$7,000 outdoor change room facility

\$5,000 replace padding to columns

- (c) Mr Peter Collins be congratulated on the score achieved for the external workplace audit at the Aquatic Centre.

Cr Shearing seconded

Carried

8. **TRAFFIC MANAGEMENT** - Consultation - Penola Road Bicycle Lanes - Letter received from Department of Planning, Transport and Infrastructure (DPTI) - Ref. AF11/1853

The Presiding Member reported:

- (a) Council, at its meeting of 17th December 2013 resolved:

“(a) The report be received;

(b) Council write to the Department of Planning, Transport and Infrastructure (DPTI) expressing its disappointment that they did not re-consult with Council after their public consultation, as Council agreed to do;

(c) Council request the Dept of Planning, Transport and Infrastructure to hold a community information session in Mount Gambier to inform the local community of the outcomes of the public consultation conducted in relation to the Penola Road /Bay Road traffic management scheme and to advise on the progress moving forward as a result of the Department’s consideration of community comments. The information session to also provide an opportunity for questions and answers from the community.”

- (b) the Department has now responded (refer correspondence that was attached to the Operational Services Committee agenda) and their response and offer of a meeting for the exchange of information and views is not what was envisaged by Council in passing its resolution on 17th December 2013. A formal Council meeting is not the appropriate forum for community discussions on his topic (and noting the Chamber is unlikely to accommodate the number of people likely to attend). Furthermore, Council “holding” the meeting suggests that Council is taking ownership of this issue which is simply incorrect. The road is under the management of the Department of Planning, Transport and Infrastructure (DPTI), the community consultation was conducted by DPTI and the outcomes and implementation of changes are the responsibility of DPTI;
- (c) Council has been constructing bicycle lanes in the City for many years and now has a comprehensive (although still developing) network;
- (d) DPTI’s discussion on the matter of bike lanes appear to reflect a strong national and global move to encourage safe and active transport, a philosophy this Council has also embraced (evidenced by Council’s adopted bike plan). What has not been done by DPTI is them presenting their case to the community in any meaningful way that evidences all the issues including the outcomes of community consultation and how this has affected their decision making. Council’s understanding is that DPTI have extremely interesting data on road trauma, road accidents, road speed and the inter-relationships of all these aspects, yet this information is not widely known in regional areas. The forum proposed in the Council resolution of 17th December

2013 may have provided DPTI a valuable opportunity to actively “tell their story” and inform the community;

- (e) Mr Whelan’s letter states very clearly that if his offer to attend a Council meeting is not accepted then this matter is closed.

Cr Von Stanke moved it be recommended:

- (a) **The report be received;**
- (b) **Council write to Mr Whelan, Regional Manager, the Chief Executive Officer of the Department of Planning, Transport and Infrastructure, Minister Koutsantonis and Local Member for Mount Gambier, Mr Don Pegler expressing its disappointment of the failure for DPTI not to address the Mount Gambier community in an open forum on the issue of Penola Road bicycle lanes and request that they reconsider their position as a matter of urgency;**
- (c) **Council further advise the Department of Planning, Transport and Infrastructure that conducting such an open forum as envisaged by Council via a formal Council meeting process is not considered appropriate for this particular matter that has caused high levels of concern within the community;**
- (d) **Council request no action be taken by the Department of Planning, Transport and Infrastructure on the matter of bike lanes on Penola Road until Council and the community have been provided the above opportunity and understand the Departments decision making on this matter.**

Cr Shearing seconded

Carried

9. TRAFFIC MANAGEMENT - Public Reaction - Elizabeth Street Traffic safety Investigation - Letter received from J Renko - Ref. AF11/1867

The Presiding Member reported:

- (a) Council has recently received a formal complaint from J Renko raising his concerns about road safety issues on Elizabeth Street, from Wyatt Street to Jubilee Highway West (correspondence was attached to the Operational Services Committee agenda);
- (b) as a result of Mr Renko’s concerns Council completed a Traffic Safety Investigation Report in December 2013 (copy was attached to the Operational Services Committee agenda).

Cr Von Stanke moved it be recommended:

- (a) **The report be received;**
- (b) **as a result of there being no major benefits in altering the traffic flow from one way to two way for the section of Elizabeth Street (Wyatt Street to Jubilee Highway) and lack of data to support this suggestion, it is recommended that Council take no further action with respect to this matter at this point in time;**
- (c) **Mr Renko be provided with a copy of the Traffic Safety Investigation Report (December 2013) and be further advised of Council’s resolution in relation tot he matter.**

Cr Shearing seconded

Carried

10. **TRAFFIC MANAGEMENT - Regulating - Parking Off-Street - Lady Nelson Carpark (northern side) - Ref. AF11/1879**

The Presiding Member reported:

- (a) Due to the construction of the new bus terminal in the Lady Nelson Carpark (northern side) it is necessary to implement a bus zone only parking area at the terminal for regulatory purposes;
- (b) the location requested for the bus zone parking area is shown on the attached aerial map.

Cr Von Stanke moved it be recommended:

- (a) **The report be received;**
- (b) **the Traffic Impact Statement that was attached to the Operational Services Committee agenda be endorsed by Council;**
- (c) **the City of Mount Gambier, pursuant to Ministerial delegation resolves the following:**

**Prohibited Area
2.1.084**

Bus Zone

LADY NELSON CARPARK - northern side comprising of a bus zone to apply at all times

to be effective upon the installation of appropriate signage

Cr Shearing seconded

Carried

11. **TRAFFIC MANAGEMENT - Regulating - Parking Off-Street - Railway Terrace Carpark - Rescission of Motorcycles Only parking Area - Ref. AF11/1879**

The Presiding Member reported:

- (a) Council is requested to consider rescinding the motorcycles only parking area in the Railway Terrace Carpark (eastern side);
- (b) following constant monitoring over a period of time it is believed that the motorcycles only parking area is being under utilised and that the area be better served for all day parking;
- (b) the location of the motorcycles only parking area requested to be rescinded is shown on the attached aerial map.

Cr Von Stanke moved it be recommended:

- (a) **The report be received;**
- (b) **Council rescinds Resolution No. 5.9.91 which came into effect on 16th February 2010, as follows:**

***"Prohibited Area
5.2.91***

Motorcycles Only

RAILWAY TERRACE - GRAY STREET CARPARK - east end of carpark adjacent to the old Railway Station to apply at all times.

to be effective upon the installation of appropriate signage”

Cr White seconded

Carried

12. GOVERNANCE - City of Mount Gambier Building Fire Safety Committee - Minutes of Meeting held on 8th January 2014 - Ref. AF13/420

Goal: Governance

Strategic Objective: (i) Demonstrate innovative and responsible organisational governance

Cr White moved it be recommended:

- (a) Minutes of the City of Mount Gambier Building Fire Safety Committee meeting held on Wednesday, 8th January 2014 be received;
- (b) The decisions made by the City of Mount Gambier Building Fire Safety Committee be noted.

Cr Von Stanke seconded

Carried

13. GOVERNANCE - Council Development Assessment Panel - Minutes of Meeting held 19th December 2013 - Ref. AF12/392

Goal: Governance

Strategic Objective: (i) Demonstrate innovative and responsible organisational governance

Cr Von Stanke moved it be recommended:

- (a) Minutes of the Council Development Assessment Panel meeting held on Thursday, 19th December 2013 be received;
- (b) the decisions made by the Council Development Assessment Panel be noted.

Cr Shearing seconded

Carried

14. OPERATIONAL SERVICES REPORT NO. 1/2014 - Strategic Management - Policy - Operational Services Policy Review - Ref. AF11/1950

Goal: Governance

Strategic Objective: (i) Demonstrate innovative and responsive organisational governance

Cr Shearing moved it be recommended:

- (a) Operational Services Report No. 1/2014 be received;
- (b) Councillors provide any feedback on the proposed recommendations to the Chief Executive Officer/Governance Officer by Friday, 21st February 2014 for incorporation into an updated report and tables;
- (c) a further report be presented to the March 2014 Operational Services Committee meeting for consideration of updated policy review recommendations.

Cr Von Stanke seconded

Carried

15. **OPERATIONAL SERVICES REPORT NO. 2/2014 - Infrastructure - Long Term Infrastructure and Asset Management Plan - Ref. AF11/1255, AF11/1253, AF11/1254, AF11/1491, AF11/629, AF13/7**

Goal: *Building Communities*

Strategic Objective: (i) *The identified needs of the community are met, through implementing Long Term Asset Management Plans and Infrastructure Plans*

Cr Von Stanke moved it be recommended:

- (a) **Operational Services Report No. 2/2014 be received;**
- (b) **all projects listed in Appendix 1 to Appendix 6 inclusive for 2014/15 be referred to the 2014/15 Draft Budget for further consideration.**

Cr Shearing seconded

Carried

16. **TENDER - Crushing of Stone, Concrete and Brick at Caroline Landfill - Ref. AF13/475**

The Presiding Member reported:

- (a) Council has an allocation of \$200,000 in the current budget to crush legacy waste at the Caroline Landfill (this waste being substantially concrete, stone and brick from demolition sites);
- (b) tenders have been invited and received for this project and they are summarised in the following table. For the sake of comparison all rates have been converted to dollars per cubic metre (\$/m³) and where a tenderer has submitted a price in dollars per tonne, a conversion function of 1.5 cubic metres/tonne has been applied.

| Tenderer | Rate / Cubic Metre (\$1m³) | Notes |
|-----------------------------------|--|---|
| Teagle Contracting Pty Ltd | 0-10,000m ³ \$14.65 >10,000m ³ \$14.45 | |
| Lucas Total Contracting Solutions | All quantities \$9.02 | Mobilisation \$7,850 (+GST) Demobilisation \$7,850 (+GST) \$15,700 (+GST) Price tendered was on a \$1/tonne rate, converted at 1.5m ³ /tonne Other options given for "finer" material |
| Mibus Bros | 0-10,000m ³ \$9.32 >10,000m ³ \$9.21 >20,000m ³ \$9.10 | |
| Adelaide Resource Recovery (ARR) | 0-10,000m ³ \$12.00 >10,000m ³ \$11.00 >20,000m ³ \$10.66 | |
| Rock and Crete Crushing Services | 0-10,000m ³ \$14.50 >10,000m ³ | Completion date by 31/05/2014 |

| | | |
|--|---|--|
| | \$13.50 >20,000m ³ \$12.50 | |
|--|---|--|

Discussion

All tenderers are conforming and can be considered. All tenderers have substantial experience and the skills required to successfully fulfil the requirements of the tender specification.

The two lowest tenderers are Mibus Bros and Lucas Total Contracting Solutions. Lucas Total Contracting Solutions have a mobilisation/demobilisation cost of \$15,700 and also have tendered on a weight basis, hence depending on the final density of the crushed material there may be "plus or minus" on the converted rate. For example, if final density is 1.4tonne/m³ the tender price becomes \$8.41/m³, however if final density is 1.7tonne/m³ the tender price becomes \$10.21/m³.

It is recommended that Council accept the tender of Mibus Bros from Portland at the rates indicated in the above table.

Cr Von Stanke moved it be recommended:

- (a) The report be received;**
- (b) Council accept the tender of Mibus Bros to crush concrete, stone and brick at the Caroline Landfill in accordance with tender specification AF13/475 at the following rates:**

| | |
|--------------------------------|-----------------------------|
| 0-10,000m³ | \$9.32/m³ |
| >10,000m³ | \$9.21/m³ |
| >20,000m³ | \$9.10/m³ |

- (c) Council appoint the Director - Operational Services, Mr Daryl Sexton to be the Superintendent of the contract and authorise the Mayor and Chief Executive Officer to execute the contract documents.**

Cr White seconded

Carried

CORPORATE AND COMMUNITY SERVICES ITEMS

1. FINANCIAL STATEMENT – as at 31st December, 2013

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance.

moved that the financial statement as at 31st December, 2013 be received.

seconded

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

Goal: Governance

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

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

| Date of Motion | Subject Matter | Action Required | Responsibility | Status | Comments |
|---|---|---|---|-------------|---|
| CORPORATE AND COMMUNITY SERVICES | | | | | |
| 18/10/2011 | Strategic Management Plan | Develop Operational Plans | Chief Executive Officer | In Progress | Meeting with Presiding Member 2nd April 2013 with Chief Executive Officer and Senior Staff to progress the two matters being: <ol style="list-style-type: none"> 1) Improved Corporate reporting and review; and 2) Strategic Plan reflecting roles of Elected Members and Staff <ul style="list-style-type: none"> • Desktop analysis to be conducted • Review of responsibility matrix to be completed • Comments reviewed by 27th November 2013 • Workshop commencing January 2014 |
| 17/7/2012 | Council's Decision Making Structure | Review of Terms of Reference for Section 41's | Chief Executive Officer and Director – Operational Services | Completed | |
| 20/11/2012 | Establishment of City Development Framework | | Chief Executive Officer | In Progress | <ul style="list-style-type: none"> • Stage 1 completed • Stage 2 authorised • Additional funding authorised • Workshop conducted with Professor John Martin on 3rd December 2013 • Working group now a sub-committee of |

| | | | | | |
|------------|---------------------------|---|--|-------------|---|
| | | | | | <p>Corporate and Community Services</p> <ul style="list-style-type: none"> • Professor John Martin engaged by Council • Visits by John Martin 16th January 2014 and week beginning 3rd February 2014 |
| 09/07/2013 | SELGA Review | Council prepare plans to undertake a review (of SELGA) by the end of the calendar year | Chief Executive Officer | In Progress | <ul style="list-style-type: none"> • Waiting for a date from SELGA to arrange an extended Workshop for Elected Members. Facilitator is organised. • SELGA President and Executive Officer informal meeting with Council • SELGA conducting a review of its strategic plans including engagement with constituent Councils (independent of Council's resolution on this matter) |
| 20/08/2013 | Umpherston Sinkhole | <ul style="list-style-type: none"> • Expressions of Interest Process • Council Report | Governance Officer | In Progress | Review of leasing options for this and other Council facilities |
| 17/09/2013 | China Relationship | Further investigations/members workshop | Chief Executive Officer | In Progress | <ul style="list-style-type: none"> • Initial workshop held • Regional workshop scheduled on 5th December • Members Informal workshop on 6th December |
| 17/09/2013 | Smoke Free areas | Implementation of | Operational Services, Governance Officer, Manager Community Services and Development | In Progress | Event surveys underway and results to be presented in 2014 |
| 17/09/2013 | Tourism Budget | Members workshops to be scheduled | Chief Executive Officer | Completed | |
| 15/10/2013 | Policy Review | Review process confirmed | Governance Officer | In Progress | Review commenced Report to Corporate and Community Services 10th December 2013 |
| 19/11/2013 | January Meetings | Advertise Dates | Director - Corporate Services | Completed | |
| 19/11/2013 | Eureka Flag | Display | Manager - Community Services and Development | Completed | |
| 19/11/2013 | Annual Report | Distribute | Manager - Community Services and Development | Completed | |
| 19/11/2013 | Lifelong Learning | New Appointment | Manager - Community Services and Development | Completed | |
| 19/11/2013 | Confidential Items Review | Members Workshop | Governance Officer Chief Executive Officer | Completed | |

| | | | | | |
|-----------------------------|---|---|--|-------------|--|
| 19/11/2013 | Community Engagement and Social Inclusion Sub-Committee | Members Workshop | Manager - Community Services and Development Chief Executive Officer | Completed | |
| OPERATIONAL SERVICES | | | | | |
| 16/04/2013 | Park and Stride - community engagement | Matter left to lie on table pending further re-engagement with the community | Director - Operational Services | In Progress | Referred to Environmental Sustainability Sub-Committee for further action |
| 17/09/2013 | Playground Construction - Traditional Playgrounds vs. Natural Playgrounds | Prepare concept designs for a natural playground within the John Powell Drive Reserve, engage with the local community and schools regarding their ideas/ acceptance and contributions towards a natural playground | Engineering Manager | In Progress | Concept being prepared, consultation in process |
| 17/09/2013 | Regional Development Assessment Panels | Support the focus of the proposal and review the recommendations at a later date | Strategic Project Officer | Ongoing | Waiting for outcomes of investigation by SELGA |
| 15/10/2013 | Desktop Analysis of Strategic Plan | Relevant sections of Strategic Plan - Beyond 2013 and the Corporate Plan 2012 be provided to relevant Committees, Members and Staff (subject to reviewing the responsibility matrix) | Strategic Project Officer | In Progress | Review is progressing |
| 19/11/2013 | Disposal of surplus materials | Nominate all surplus/unwanted materials and arrange public auction | Director - Operational Services | In Progress | This will occur in early 2014, date yet to be confirmed |
| 19/11/2013 | Equip Mobility - request for permit area (disabled) - Canavan Road | Send letter to Equip Mobility, arrange installation of two (2) permit area (disabled) car parking bays | Team Leader - General Inspector | In Progress | signage has been ordered, invert works yet to commence |
| 17/12/2013 | Local Heritage Restoration Fund Program | Send letters to advise successful applicants | Senior Planner | Completed | Letters sent on 19/12/2013 |
| 17/12/2013 | Mount Gambier Cemetery Trust | Adopt Terms of Reference and Memorandum of Understanding | Director - Operational Services | In Progress | Refer to item on agenda (addition to Terms of Reference) |
| 17/12/2013 | Street Tree Planting Program | Send letter to property owners/occupiers that requested a street tree not be planted, advise all other property owners street tree program will commence in 2014 | Engineering Technical Officer | Completed | Letters to property owners/occupiers that requested a tree not be planted have been sent, all other letters to advise the program will commence in 2014 will be sent this week |
| 17/12/2013 | Department of Planning, Transport and Infrastructure - Community Consultation - Penola Road Bicycle Lanes | Send letter to DPTI | Director - Operational Services | Completed | Letter emailed on 20/12/2013, response has been received (refer to item on agenda) |
| 17/12/2013 | Liquor Licence - Molten Chocolate Cafe | Send letter to Applicant and Office of the Liquor and Gambling Commissioner | Senior Planner | Completed | Letter emailed on 19/12/2013 |

| | | | | | |
|------------|---|---|---------------------------------|-------------|--|
| 17/12/2013 | Street tree maintenance and removal - Umpherston Street | Send letters (and copy of report) to adjoining owners/occupiers | Engineering Technical Officer | Completed | Letters sent on 19/12/2013 |
| 17/12/2013 | Mount Gambier and District Tennis Association - sponsorship signage | Send letter to Mount Gambier and District Tennis Association | Planning Officer | Completed | Approval issued on 23/12/2013 |
| 17/12/2013 | 12 Canavan Road - fence and retaining walls | Prepare report on condition of the fence | Director - Operational Services | In Progress | Letter sent to Tonkin Consulting on 02/01/2014 to undertake assessment |

seconded

3. **COMMITTEES - SOCIAL, CULTURAL AND COMMUNITY SERVICES - Committees - City of Mount Gambier Library (Section 41) Committee – Ref. AF11/1608**

Goal: Learning

Operational Activity: Foster partnerships that develop programs, services and opportunities that deliver learning excellence.

The Director – Corporate Services reported:

- (a) the Mount Gambier Library Committee recently held one of its half yearly meetings (Minutes attached) to principally review the previous financial year's data.;
- (b) this is likely to be the final meeting of this committee;

moved

- (a) the minutes of the Mount Gambier Library Committee meeting held on 3rd December, 2013 be received;
- (b) the following recommendations (numbered 1 – 4) of the City of Mount Gambier Library Committee be adopted;

1. Apologies

moved that the apologies from Cr Richardson and Mr Trevor Smart be received.

2. Minutes of Previous Meeting

moved that the minutes of the previous meeting held on 14th May, 2013 be taken as read and confirmed.

3. Library Managers Report

moved that the Library Managers Report be received.

4. Financial Provisions

- (a) the Audited Financial Statements of the Mount Gambier Library and Port MacDonnell Public Library as presented, be received;
- (b) the Comparative Statement, prepared in accordance with the Financial Agreement between the City of Mount Gambier and District Council of Grant in respect of each Councils Library operations, be adopted;

(c) that in respect of Part (X) of the Financial Agreement (Annual Comparative Review), the City of Mount Gambier Library Committee advise each Council:

(i) of their respective payment as a result of the Annual Comparative Review process for the 2012/2013 financial year i.e.;

- Mount Gambier Public Library payment of \$18,932 by the City of Mount Gambier to the District Council of Grant.
- Port MacDonnell Public Library payment of \$7,891 by the District Council of Grant to the City of Mount Gambier.

(ii) of their responsibility to issue Tax Invoices and make the necessary payments in respect of the Annual Comparative Review process for the 2012/2013 financial year.

seconded

4. GOVERNANCE - COMMITTEES - City Development Framework Sub-Committee Minutes of Meeting held 9th December, 2013 - Ref. AF13/486

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance.

The Chief Executive Officer reported:

(a) the City Development Framework Committee held the first meeting in a formal Sub-Committee environment (minutes attached);

moved

(a) the minutes of the City Development Framework Steering Committee held on 9th December, 2013 be received;

(b) the following recommendations (numbered 1 – 2) of the City Development Framework Steering Committee be adopted;

1. TERMS OF REFERENCE

(a) The report be received;

(b) The Corporate and Community Services Committee hereby confirms the following Committee Member appointments:

- Mayor S Perryman
- Cr J Maher
- Cr A Smith
- Cr M White

(c) The City Development Framework Steering Committee Terms of Reference be further considered at the next meeting of the City Development Framework Sub-Committee.

2. COMMUNITY ENGAGEMENT

moved it be recommended:

- (a) The report be received.
- (b) The date of the workshops be confirmed.
- (c) After further work to review the letter, flyer and recipients the invitations to attend the workshops and flyer be forwarded to the people as identified.

seconded

5. PERSONNEL - Leave - Ref. PERS

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

moved

- (a) Council note that the Chief Executive Officer will be on leave from Friday 11th April, 2014 to Wednesday 7th May 2014 inclusive, and as a consequence;
- (b) Director - Corporate Services, Mr Grant Humphries be appointed Acting Chief Executive Officer for the above period.

seconded

6. CORPORATE AND COMMUNITY SERVICES REPORT NO. 1/2014 - Budget Update as at 30th November, 2013 - Ref. - AF13/13

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

moved

- (a) Corporate and Community Services Report No. 1/2014 be received;
- (b) the Budget Update as at 30th November, 2013 as presented with this Report be adopted by Council with all amendments to be made to the 2013/2014 Council Budget.

seconded

7. CORPORATE AND COMMUNITY SERVICES REPORT NO. 2/2014 - Rentals by Sporting Organisations occupying Council owned land and which Council maintains - 2013/2014 Review - Ref. AF11/1482

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

moved

- (a) Corporate and Community Services Report No 2/2014 be received;
- (b) (i) That in respect of the 2014/2015 financial year the following annual maintenance recovery charges (exclusive of GST) apply to the following sporting/community/organisations/business groups who occupy Council owned premises which Council maintains (wholly or partially):

| | | |
|--|----------------|-----------------|
| Mount Gambier and District Cricket Association | | |
| Frew Park | \$2,500 | |
| Reidy Park | \$1,200 | |
| Blue Lake Sports Park | \$1,200 | |
| Marist Park | <u>\$1,300</u> | \$6,200 |
| Mount Gambier & District Baseball League | | |
| Blue Lake Sports Park | \$7,400 | |
| Lower South East Hockey Association | | |
| Blue Lake Sports Park | \$6,700 | |
| Mount Gambier Softball Association | | |
| Blue Lake Sports Park | \$5,300 | |
| North Gambier Football Club | | |
| Vansittart Park | \$19,200 | * |
| Mount Gambier Cycling & Triathlon Club | | |
| Blue Lake Sports Park | \$1,700 | |
| Blue Lake BMX Club | | |
| Hastings Cunningham Reserve | \$500 | |
| Blue Lake Dog Obedience Club | | |
| Hastings Cunningham Reserve | <u>\$500</u> | |
| TOTAL | | <u>\$47,500</u> |

* 2014 Football Season

- (ii) That any other applications for the rental of Council reserves be considered by Council as and when same are made during the 2014/2015 financial year.
- (c) That the following additional lease fee income will be received automatically as per individual lease agreements with various community based organisations, as follows:

| | | | |
|------------|---|--------|--------|
| 2 x \$10 | = | 20 | |
| 1 x \$100 | = | 100 | |
| 2 x \$50 | = | 100 | |
| 5 x \$200 | = | 1,000 | |
| 36 x \$385 | = | 13,860 | 15,080 |

Total Revenue Est. \$62,580.

seconded

**8. CORPORATE AND COMMUNITY SERVICES REPORT NO. 3/2014 - SELGA
Appointments – Nominations for 2014 AGM Ref. – AF11/854**

Goal: Governance
Strategy: Demonstrate innovative and responsive organisational governance.

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

moved

- (a) Corporate and Community Services Report No. 3/2014 be received.
- (b) Council's SELGA Board Member be re-affirmed as Mayor Steve Perryman and Deputies Cr White (First) and Von Stanke (Second).
- (c) Council re-nominates Cr White and Director Operational Services, Daryl Sexton as representatives on SELGA's Roads and Transport Working Group.
- (d) Council re-nominates Cr White as SELGA's (proxy) representative on the Green Triangle Freight Action Plan Implementation Group.
- (e) Council re-nominates Cr Maher as SELGA's representative on the Greater Green Triangle University Department of Rural Health.
- (f) Council nominates _____ as a representative on SELGA's _____
_____ (Committee/Working Parties – see Attachment 2).
- (g) Council nominates _____ as SELGA's representative on the _____
_____ (Appointment on Outside Bodies – see Attachment 3)

seconded
seconded

9. **CORPORATE AND COMMUNITY SERVICES REPORT NO. 4/2014 - Delegation of Powers of Council Ref. – AF11/1020**

Goal: Governance
Strategy: Demonstrate innovative and responsive organisational governance

moved

- (a) Corporate and Community Services Report No. 4/2014 be received;
- (b) (i) In exercise of the power contained in Section 44 of the Local Government Act 1999 the powers and functions under the following Act and specified in the proposed Instrument of Delegation contained in Appendix 31 (attached) are hereby delegated this 28th of January 2014 to the person occupying the office of Chief Executive Officer subject to the conditions and or limitations specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation.
 - Heavy Vehicle National Law (South Australia) Act 2013 (Appendix 31).
- (ii) Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Sections 44 and 101 of the Local Government Act 1999 as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation.
- (iii) For the purposes of these delegations, all delegations to the Chief Executive Officer extend to any person appointed to act in the position of Chief Executive Officer.

- (iv) For the purposes of these delegations all delegations made by the Chief Executive Officer extends to any person who is appointed to act in the position of the sub-delegate.

seconded

10. CORPORATE AND COMMUNITY SERVICES REPORT NO. 5/2014 – Mount Gambier Men’s Shed. – AF11/1700

Goal: Building Communities
Strategy: Recognise and support our volunteers, community organisations and their sustainability as they continue to be the foundation of the community.

Goal: Community Well-Being
Strategy: Increase the local awareness and understanding of the range of health issues and needs of the community.

moved

- (a) Corporate and Community Services Report No. 5/2014 be received.
- (b) Men’s Shed be thanked for the provision of a Business Plan in support of their proposal.
- (c) The depot site (portion of the existing shed and land at the corner of Commercial Street West and MacDonnell Drive) be endorsed as the potential location for the Men’s Shed.
- (d) Further work be carried out to prepare detailed plans and determine the full extent of work/budget required to convert the depot site for occupation by the Men’s Shed.
- (e) Staff and interested Councillors work with the Men’s Shed in an attempt to further develop a robust financial plan with detailed expenditure estimates for representation of an amended Business Plan to Council.

seconded

11. CORPORATE AND COMMUNITY SERVICES REPORT NO. 6/2014 – Mount Gambier Pedal Prix. – AF12/65

Goal: (i) Building Communities
(ii) Securing Economic Prosperity
(iii) Community Well Being
(iv) Learning

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) Support the development of our local economy, our unique local experiences and our capacity to grow visitation to our City
(iii) Advocate for support programs which increase the level of community engagement in healthy lifestyle activities and which encourage our community to make quality health decisions

- (iv) *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

- (a) Corporate and Community Services Report No. 6/2014 be received;
- (b) Council support Option 2, as costed, for the circuit refurbishment pending agreement from the A & H Show Society and District Council of Grant;
- (c) Council approach the A & H Show Society and the District Council of Grant for contributions of \$6,000 and \$3,000 respectively;
- (d) A further report be provided to Council on the progress of this initiative.

seconded

12. CORPORATE AND COMMUNITY SERVICES REPORT NO. 7/2014 – Resignation of Deputy Mayor, Cr Byron Harfield Ref. – AF11/884

Goal: Governance
Strategy: Demonstrate innovative and responsive organisational governance.

moved

- (a) Corporate and Community Services Report No. 7/2014 be received;
- (b) Council acknowledges the resignation of Deputy Mayor Cr Byron Harfield from 10th January, 2014;
- (c) Council recognises Cr Byron Harfield's extensive service to this Council and to the Mount Gambier community and the Mayor formally writes to former Cr Byron Harfield recognising his service to the Council and community.

seconded

13. CORPORATE AND COMMUNITY SERVICES REPORT NO. 8/2014 – Appointment of Councillors on Council Committees Ref. – AF11/854

Goal: Governance
Strategy: Demonstrate innovative and responsive organisational governance.

moved

- (a) Corporate and Community Services Report No. 8/2014 be received;
- (b) The CEO seeks Councillor nominations in writing by 5.00 pm, Friday 7th February 2014 for the following external appointments:
- Mount Gambier and Districts Airport Committee
 - Blue Lake Management
 - Mount Gambier Aquatic Centre

(c) The CEO seeks Councillor nominations in writing by 5.00 pm, Friday 7th February 2014 for the following internal appointments:

- Mount Gambier Lifelong Learning Sub-Committee
- Environmental Sustainability Sub-Committee
- City of Mount Gambier Junior Sports Assistance Fund
- Mount Gambier Cemetery Trust
- Operational Services Committee and Strategic Planning and Policy Development Committee

seconded

14. CORPORATE AND COMMUNITY SERVICES REPORT NO. 9/2014 – Deputy Mayor – Appointment and Term Ref. - AF11/1740

Goal: Governance
Strategy: Demonstrate innovative and responsive organisational governance.

moved

(a) Corporate and Community Services Report No. 9/2014 be received.

seconded

15. CORPORATE AND COMMUNITY SERVICES REPORT NO. 10/2014 – Election of a Deputy Mayor Ref. – AF11/1740

Goal: Governance
Strategy: Demonstrate innovative and responsive organisational governance.

moved

(a) Council Report No.10/2014 be received.

(b) the term of office for the position of Deputy Mayor for the City of Mount Gambier Council be the 28th January 2014 until the second Saturday in November 2014.

(c) Council determines that the method of choosing a Deputy Mayor be by an election process.

(d) the method of election be by secret ballot.

(e) the successful candidate will be the candidate with the most votes.

(f) 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.

(g) the Chief Executive Officer be appointed Returning Officer for the election.

(h) upon the completion of the election, the Returning Officer be authorised to declare the successful candidate elected to the position of Deputy Mayor.

(i) upon the declaration of the Returning Officer the candidate is appointed to the position of Deputy Mayor for the term of office determined by this resolution.

seconded

MOTIONS WITH NOTICE - Nil

MOTIONS WITHOUT NOTICE

CONSIDERATION FOR EXCLUSION OF PUBLIC

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

S.90(3)(m) - information relating to a proposed amendment to a Development Plan under the Development Act 1993 before a Development Plan Amendment proposal relating to the amendment is released for public consultation under that Act.

The Council is satisfied that the information to be received, discussed or considered in relation to this item is information relating to an amendment under the Development Act 1993 that should be considered in confidence so as to prevent land and development speculation before a Development Plan Amendment report relating to the amendment is released for public consultation under that Act.

| <u>Item No.</u> | <u>Subject Matter</u> | <u>S90 (3) Grounds</u> |
|-----------------|---|------------------------|
| 1. | <u>STRATEGIC PLANNING AND DEVELOPMENT POLICY REPORT NO. 1/2014 - Development Control - Regulating - Local Heritage and Lakes Zone Development Plan Amendment (DPA) - Ref. AF11/290</u> | (m) |

seconded

FINANCIAL STATEMENT - Monthly Bank Reconciliation

| as at 30/11/2013 \$ | | as at 31/12/2013 \$ |
|---------------------------|--|---------------------------|
| | GENERAL ACCOUNT (Westpac) | |
| 125,497.71 CR | OPENING BALANCE | 903,770.21 CR |
| 619,220.41 | <u>PLUS</u> Receipts - | |
| 1,231,076.47 | Rates & Arrears | 2,631,998.56 |
| | General | 608,564.68 |
| | Receipt of Cash Advance Funds | |
| 1,100,000.00 | Transfer from CAD Loan 103 | 0.00 |
| 0.00 | Transfer from Investment Funds | 0.00 |
| <u>2,950,296.88</u> | Transfer from Reserve Funds | - |
| | | <u>3,240,563.24</u> |
| 3,075,794.59 CR | | 4,144,333.45 CR |
| (1,024,580.79) | <u>LESS</u> Direct Debits to Bank Account - | |
| | Payroll - 2 Pays processed in December (13/12 & 27/12) | (644,482.99) |
| | Sundry | |
| | Transfer to Investment Funds | |
| | Transfer to CAD Loan 103 | |
| <u>(1,024,580.79)</u> | | <u>(644,482.99)</u> |
| 2,051,213.80 CR | | 3,499,850.46 CR |
| (1,147,443.59) | <u>LESS</u> Expenditure Statement - \$ | (2,732,562.99) |
| <u>\$903,770.21 CR</u> | CASH BALANCE | <u>\$767,287.47 CR</u> |
| | BANK RECONCILIATION | |
| 898,245.33 CR | Balance as per Bank Statement | 837,732.64 CR |
| 25,101.56 | <u>PLUS</u> Deposits not yet credited | 1,511.25 |
| (13,512.57) | <u>LESS</u> Deposits not yet reconciled | (53,556.32) |
| | <u>PLUS</u> Payments not yet reconciled | |
| <u>909,834.32 CR</u> | | <u>785,687.57 CR</u> |
| (6,064.11) | <u>LESS</u> Unpresented Cheques & EFT's | (18,400.10) |
| <u>\$903,770.21 CR</u> | CASH BALANCE | <u>\$767,287.47 CR</u> |
| | Current Interest Rate on Bank Account Balance is | 0.01% |
| | LGFA CAD LOAN 103 | |
| | OPENING BALANCE | |
| | <u>PLUS</u> Deposits | |
| | <u>LESS</u> Withdrawals (Transfer to General Account) | |
| | Sundry | |
| <u>\$ - DR</u> | CASH BALANCE | <u>- DR</u> |
| | Current Interest Rate on CAD Loan Balance is | 4.75% |

| as at 30/11/2013 \$ | <u>FINANCIAL STATEMENT continued.....</u> | as at 31/12/2013 \$ |
|---------------------------|--|---------------------------|
| | <u>INVESTMENT FUNDS (Local Government Finance Authority)</u> | |
| 1,045,395.89 CR | Opening Balance | 382,654.89 CR |
| 437,259.00 | <u>PLUS</u> Deposits | |
| | <u>PLUS</u> Accrued interest | |
| (1,100,000.00) | <u>LESS</u> Withdrawals (Transfer to Westpac) | |
| | Withdrawals (Transfer to CAD Loan 103) | |
| <u>\$382,654.89 CR</u> | CLOSING BALANCE | <u>\$382,654.89 CR</u> |
| | <u>RESERVE FUNDS (Local Government Finance Authority)</u> | |
| 0.00 CR | OPENING BALANCE | 0.00 CR |
| | <u>PLUS</u> Deposits | |
| | <u>LESS</u> Withdrawals (Transfer to CAD Loan 103) | |
| <u>\$0.00 CR</u> | CLOSING BALANCE | <u>\$0.00 CR</u> |

INVESTMENT OF FUNDS

Investment Funds - all invested - 'At Call' at 2.50%

Reserve Funds - all invested - 'At Call' at 2.50%

| as at 30/11/2013 \$ | <u>LOAN FUNDS OWING (Local Government Finance Authority)</u> | as at 31/12/2013 \$ |
|---------------------------|--|---------------------------|
| Opening Bal | Loan Purpose | Closing Bal |
| 50,062.61 | 098 City Hall Redevelopment | 50,062.61 |
| 12,481.52 | 099 MG Bowls - Artificial Rink | 12,481.52 |
| 32,023.82 | 091 Blue Lake Golf Centre | 32,023.82 |
| 68,654.82 | 094 Old Gaol/TAFE/Reidy Pk | 68,654.82 |
| 172,272.03 | 101 RSL Bowls - Artificial Rink | 172,272.03 |
| 3,526,911.50 | 102 Library | 3,459,559.66 |
| 0.00 | 103 CAD - Variable Int Only | 0.00 |
| 0.00 | 104 CAD - Variable Int Only | 0.00 |
| <u>\$3,862,406.30 DR</u> | | <u>\$3,795,054.46 DR</u> |

Prepared by:

.....
Finance Manager

Reviewed by:

.....
Chief Executive Officer

CITY OF MOUNT GAMBIER PUBLIC LIBRARY COMMITTEE

Minutes of Meeting held at the Mount Gambier Library on Tuesday, 3rd December, 2013 at 5.00 p.m.

1. Present: City of Mount Gambier representatives:
Cr Andrew Lee (Chairperson)
Mr Grant Humphries (Secretary)
Mrs Vicki Hutchinson, Library Manager
District Council of Grant representatives:
Cr Alan Hill
Mrs Eve Carlin, Library Assistant
Ms Jane Fetherstonehaugh, Director - Finance and Community Services

2. Apologies

Cr A Hill moved that the apologies from Cr Richardson and Mr Trevor Smart be received.

Mrs E Carlin seconded Carried

3. Minutes of Previous Meeting

Cr A Hill moved that the minutes of the previous meeting held on 14th May, 2013 be taken as read and confirmed.

Mrs E Carlin seconded Carried

4. Library Managers Report

Mrs E Carlin moved that the Library Managers Report be received.

Ms J Fetherstonehaugh seconded Carried

5. Financial Provisions
 - 5.1 Annual Budget - Mount Gambier Public Library N/A
 - 5.2 Annual Budget - Port MacDonnell Public Library N/A
 - 5.3 Financial Statement - Mount Gambier Public Library - N/A
 - 5.4 Financial Statement - Port MacDonnell Public Library - N/A
 - 5.5 Financial Agreement - Cost Sharing Calculations - as attached

Mrs V Hutchinson moved that:

 - (a) the Audited Financial Statements of the Mount Gambier Library and Port MacDonnell Public Library as presented, be received;
 - (b) the Comparative Statement, prepared in accordance with the Financial Agreement between the City of Mount Gambier and District Council of Grant in respect of each Councils Library operations, be adopted;
 - (c) that in respect of Part (X) of the Financial Agreement (Annual Comparative Review), the City of Mount Gambier Library Committee advise each Council:
 - (i) of their respective payment as a result of the Annual Comparative Review process for the 2012/2013 financial year i.e.;
 - Mount Gambier Public Library payment of \$18,932 by the City of Mount Gambier to the District Council of Grant.

- Port MacDonnell Public Library payment of \$7,891 by the District Council of Grant to the City of Mount Gambier.
- (ii) of their responsibility to issue Tax Invoices and make the necessary payments in respect of the Annual Comparative Review process for the 2012/2013 financial year.

Mrs E Carlin seconded

Carried

6. Any Other Urgent Business

- District Council of Grant representatives thanked the City of Mount Gambier representatives for their support and co-operation over the years of involvement with the Library Committee.
- City of Mount Gambier representatives expressed the same sentiments to the District Council of Grant representatives.

7. Next Meeting - Not required, final meeting of this Committee.

8. Closure: 5.12 p.m.

CITY DEVELOPMENT FRAMEWORK SUB-COMMITTEE

Meeting held in the Committee Room, Level four of the Civic Centre, 10 Watson Terrace, Mount Gambier, on Monday 9th December 2013 at 4.30 p.m.

MINUTES

PRESENT: Crs J Maher, A Smith and M White

APOLOGIES: Nil

PRESIDING MEMBER:

The Chief Executive Officer invited nominations for the position of Presiding Member for this Committee.

Cr Maher nominated Cr Smith as Presiding Member.

Cr White seconded the nomination.

Cr Smith accepted the nomination to be the Presiding Member.

Carried

COUNCIL OFFICERS: Chief Executive Officer, Mark McShane
Strategic Project Officer, Tracy Tzioutziouklaris
Executive Assistant, Lynne Dowling

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.

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

1. **TERMS OF REFERENCE** – City Development Framework Steering Committee - Ref. AF13/34001

Goal: Governance
Strategic Objective: Demonstrate innovative and responsible organizational governance

The Strategic Project Officer reported:

- (a) As this is the first formal meeting of the City Development Framework Steering Sub-committee, the Terms of Reference of the Sub-Committee will need to be adopted. The Terms of Reference are attached to this agenda as attachment 1.

Cr White moved it be recommended:

- (a) **The report be received.**

- (b) **The Corporate and Community Services Committee hereby confirms the following Committee Member appointments:**
- **Mayor S Perryman**
 - **Cr J Maher**
 - **Cr A Smith**
 - **Cr M White**
- (c) **The City Development Framework Steering Committee Terms of Reference be further considered at the next meeting of the City Development Framework Sub-Committee.**

Cr Smith seconded.

Carried

2. COMMUNITY ENGAGEMENT – Opening Workshops – Ref AF13/125

Goal: Building Communities

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

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

Goal: Securing Economic Prosperity

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

The Strategic Project Officer reported:

- (a) Members of the City Development Framework Steering Committee, supported by Council Officers, participated in an intensive workshop facilitated by Professor John Martin. Professor Martin has been engaged to undertake the development of the City Development Framework and 'Futures Papers' for the City of Mount Gambier on Tuesday 3rd December, 2013.
- (b) An outcome of this workshop is a schedule of work for 2014 that involves the commencement of some initial forums to commence engagement with the community. Four opening workshops have been scheduled for the week commencing Monday 3rd February, 2014, commencing at 4.00p.m. and concluding at 6.00p.m. Each of the workshops will focus on the four strategic issues identified at the workshop and are as follows:
- (1) Our People;
 - (2) Our Location;
 - (3) Our Diverse Economy; and
 - (4) Our Climate, Natural Resources and Heritage.

At this stage attendance at these workshops will be by invitation.

- (c) Some initial suggestions of the types of organisations represented at the workshops are:

Minutes of the City Development Framework Sub Committee meeting held on 9th December, 2013
Cont'd...

- (1) Our People Educational establishments (Primary, Secondary and Tertiary, including technical), NGO's, Government Departments, Health, Service Clubs, Aboriginal and Torres Strait Islanders, migrants and the Migrant Resource Centre, Emergency Services, YAG, marginalised and disadvantaged groups, Doctors and Health Professional/Practitioners.
- (2) Our Location Sporting, Chamber of Commerce, Tourism Organisations/Operators, Service Clubs, Riddoch, Art Gallery, Sir Robert Helpman Theatre, Library, Migrant Groups, Aboriginal Organisations, Aged/Health Care, Real Estate, Events.
- (3) Our Diverse Economy Chamber of Commerce, Business Leaders, Educational organisations, PIRSA, Apprentice / Workskill / job placement organisations, DMITRE, RDA, CFMU and Unions.
- (4) Our Climate, Natural Resources and Heritage PIRSA, DENR, CAS, Heritage/History Groups, Aboriginal Organisations, SA Water, NRM, Blue Lake Management Committee, Bureau of Meteorology, Emergency Services, community and volunteer groups.

It is anticipated that one of the four strategic themes as identified above will be the primary focus for each of the workshops. Relevant staff from throughout Council will also be in attendance with all workshops facilitated by Prof. Martin as will Committee Members and other Councillors.

- (d) A one page flyer is currently being development to promote this project and the workshops. It is anticipated that the flyer will be available for Members perusal at the Committee Meeting. The base wording of the flyer has also been attached to this agenda for Members perusal within Attachment 2.
- (e) A draft letter inviting people to attend the workshop has also been attached to this agenda and is contained within Attachment 3.

Cr Maher moved it be recommended:

- (a) **The report be received.**
- (b) **The date of the workshops be confirmed.**
- (c) **After further work to review the letter, flyer and recipients the invitations to attend the workshops and flyer be forwarded to the people as identified.**

Cr White seconded.

Carried.

Minutes of the City Development Framework Sub Committee meeting held on 9th December,2013
Cont'd...

MOTIONS WITHOUT NOTICE - nil

The meeting closed at 5.25 p.m.

AF13/486
MTT. TLG

CORPORATE AND COMMUNITY SERVICES REPORT NO. 1/2014

SUBJECT: BUDGET UPDATE AS AT 30TH NOVEMBER, 2013

REF: AF13/13

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance.

Following the introduction of the Local Government (Financial Management) Regulations 2011, Council completed a review of its Budget reporting processes (Corporate and Community Services Report No. 30/3012 - Monitoring Council's Budget Performance) resulting in the adoption of the new Policy B300 - Budget Reporting and Amendment.

The objective of the Budget Reporting and Amendment Policy is to provide management with a framework to operate in regard to the following:

- The content, timing and process to be followed for reporting to Council on its performance against budget;
- The scope and conditions associated with the Chief Executive Officer approving variations in activity (that are within the scope of the approved budget allocations) without obtaining Council approval; and
- The process required to be followed as well as general guidelines in relation to the carrying forward of expenditure authority associated with projects included in the budget for the previous year.

The Policy provides for a Budget Update report to be prepared and included in the agenda of the Ordinary Meeting of Council's Corporate and Community Services Committee in the months of November and March (as a minimum). The report will highlight at summary level budget activity for the year to date, original and revised budget information, and include the latest revised forecast of expected budget results for the year.

The Budget Update as at 30th November, 2013, as presented with this Report, is now recommended for adoption.

RECOMMENDATION

- (a) Corporate and Community Services Report No. 1/2014 be received;
- (b) the Budget Update as at 30th November, 2013 as presented with this Report be adopted by Council with all amendments to be made to the 2013/2014 Council Budget.



Grant HUMPHRIES
DIRECTOR - CORPORATE SERVICES

Sighted:



Mark McSHANE
CHIEF EXECUTIVE OFFICER

26th November, 2013
MJT

(Refer Item of Corporate and Community Services Minutes)



BUDGET UPDATE: BR2 JANUARY 2014 AS AT 30TH NOVEMBER, 2013

- 1. HIGH LEVEL SUMMARY BY FUNCTION (PAGES 1 - 13)**
- 2. DETAILED SUMMARY OF REQUESTED BUDGET VARIATIONS (PAGES 14 - 16)**
- 3. SUMMARY OF REQUESTED BUDGET VARIATIONS (PAGE 17)**
- 4. BR1 COMMENTARY (PAGE 18)**
- 5. UNIFORM PRESENTATION OF FINANCES (PAGES 19 - 24)**

HIGH LEVEL SUMMARY BY FUNCTION

1. ADMINISTRATION

| | Original Budget '000 | Revised BR1 '000 | Revised Budget '000 | Actual 30/11/2013 '000 | Variance now Requested '000 | Revised E of Y Budget Forecast '000 |
|--|----------------------------|------------------------|---------------------------|------------------------------|-----------------------------------|---|
| OPERATING EXPENDITURE (6000) | 1,764 | 1,764 | 1,764 | 910 | 0 | 1,764 |
| OPERATING REVENUE (4100 - 4120) | 18,857 | 18,857 | 19,033 | 17,411 | 176 | 19,033 |
| NET OPERATING - SURPLUS / (DEFICIT) | 17,093 | 17,093 | 17,269 | 16,501 | 176 | 17,269 |
| CAPITAL EXPENDITURE (7500) | 50 | 125 | 125 | 5 | 0 | 125 |
| CAPITAL REVENUE | | | | | | |
| NET CAPITAL - SURPLUS / (DEFICIT) | (50) | (125) | (125) | (5) | 0 | (125) |
| NON OPERATING EXPENDITURE | | | | | | |
| NON OPERATING REVENUE | | | | | | |
| NET NON OPERATING - SURPLUS / (DEFICIT) | | | | | | |

Financial Report: refer detailed Summary

HIGH LEVEL SUMMARY BY FUNCTION

2. SUPPORT SERVICES

| | Original Budget '000 | Revised BR1 '000 | Revised Budget '000 | Actual 30/11/2013 '000 | Variance now Requested '000 | Revised E of Y Budget Forecast '000 |
|--|----------------------------|------------------------|---------------------------|------------------------------|-----------------------------------|---|
| OPERATING EXPENDITURE (6010) | 2,760 | 2,797 | 2,797 | 1,169 | 0 | 2,797 |
| OPERATING REVENUE | | | | | | |
| NET OPERATING - SURPLUS / (DEFICIT) | (2,760) | (2,797) | (2,797) | (1,169) | 0 | (2,797) |
| CAPITAL EXPENDITURE (7460) | 78 | 90 | 90 | 37 | 0 | 90 |
| CAPITAL REVENUE | | | | | | |
| NET CAPITAL - SURPLUS / (DEFICIT) | (78) | (90) | (90) | (37) | 0 | (90) |
| NON OPERATING EXPENDITURE | | | | | | |
| NON OPERATING REVENUE | | | | | | |
| NET NON OPERATING - SURPLUS / (DEFICIT) | | | | | | |

Financial Report: refer detailed Summary

HIGH LEVEL SUMMARY BY FUNCTION

3. COMMUNITY

| | Original Budget '000 | Revised BR1 '000 | Revised Budget '000 | Actual 30/11/2013 '000 | Variance now Requested '000 | Revised E of Y Budget Forecast '000 |
|--|----------------------------|------------------------|---------------------------|------------------------------|-----------------------------------|---|
| OPERATING EXPENDITURE (6100) | 1,752 | 1,842 | 1,846 | 703 | 4 | 1,846 |
| OPERATING REVENUE (4130) | 148 | 148 | 148 | 51 | 0 | 148 |
| NET OPERATING - SURPLUS / (DEFICIT) | (1,604) | (1,694) | (1,698) | (652) | (4) | (1,698) |
| CAPITAL EXPENDITURE (7560, 7570, 7620) | 80 | 80 | 80 | 21 | 0 | 80 |
| CAPITAL REVENUE | | | | | | |
| NET CAPITAL - SURPLUS / (DEFICIT) | (80) | (80) | (80) | (21) | 0 | (80) |
| NON OPERATING EXPENDITURE | | | | | | |
| NON OPERATING REVENUE | | | | | | |
| NET NON OPERATING - SURPLUS / (DEFICIT) | | | | | | |

Financial Report: refer detailed Summary

HIGH LEVEL SUMMARY BY FUNCTION

4. CULTURAL

| | Original Budget '000 | Revised BR1 '000 | Revised Budget '000 | Actual 30/11/2013 '000 | Variance now Requested '000 | Revised E of Y Budget Forecast '000 |
|--|----------------------------|------------------------|---------------------------|------------------------------|-----------------------------------|---|
| OPERATING EXPENDITURE (6200) | 2,835 | 2,871 | 2,871 | 1,195 | 0 | 2,871 |
| OPERATING REVENUE (4140 - 4142) | 615 | 615 | 615 | 126 | 0 | 615 |
| NET OPERATING - SURPLUS / (DEFICIT) | (2,220) | (2,256) | (2,256) | (1,069) | 0 | (2,256) |
| CAPITAL EXPENDITURE (7470, 7640, 7650) | 199 | 226 | 226 | 14 | 0 | 226 |
| CAPITAL REVENUE | | | | | | |
| NET CAPITAL - SURPLUS / (DEFICIT) | (199) | (226) | (226) | (14) | 0 | (226) |
| NON OPERATING EXPENDITURE | | | | | | |
| NON OPERATING REVENUE | | | | | | |
| NET NON OPERATING - SURPLUS / (DEFICIT) | | | | | | |

Financial Report: refer detailed Summary

HIGH LEVEL SUMMARY BY FUNCTION

5. ECONOMIC

| | Original Budget '000 | Revised BR1 '000 | Revised Budget '000 | Actual 30/11/2013 '000 | Variance now Requested '000 | Revised E of Y Budget Forecast '000 |
|--|----------------------------|------------------------|---------------------------|------------------------------|-----------------------------------|---|
| OPERATING EXPENDITURE (6300) | 1,478 | 1,488 | 1,533 | 557 | 45 | 1,533 |
| OPERATING REVENUE (4153) | 402 | 402 | 402 | 171 | 0 | 402 |
| NET OPERATING - SURPLUS / (DEFICIT) | (1,076) | (1,086) | (1,131) | (386) | (45) | (1,131) |
| CAPITAL EXPENDITURE | | | | | | |
| CAPITAL REVENUE | | | | | | |
| NET CAPITAL - SURPLUS / (DEFICIT) | | | | | | |
| NON OPERATING EXPENDITURE | | | | | | |
| NON OPERATING REVENUE | | | | | | |
| NET NON OPERATING - SURPLUS / (DEFICIT) | | | | | | |

Financial Report: refer detailed Summary

HIGH LEVEL SUMMARY BY FUNCTION

6. ENVIRONMENT

| | Original Budget '000 | Revised BR1 '000 | Revised Budget '000 | Actual 30/11/2013 '000 | Variance now Requested '000 | Revised E of Y Budget Forecast '000 |
|--|----------------------------|------------------------|---------------------------|------------------------------|-----------------------------------|---|
| OPERATING EXPENDITURE (6400) | 3,762 | 3,796 | 3,772 | 1,420 | (24) | 3,772 |
| OPERATING REVENUE (4162) | 1,674 | 1,674 | 1,699 | 857 | 25 | 1,699 |
| NET OPERATING - SURPLUS / (DEFICIT) | (2,088) | (2,122) | (2,073) | (563) | 1 | (2,073) |
| CAPITAL EXPENDITURE (7670, 7665, 7800) | 2,135 | 2,391 | 2,391 | 28 | 0 | 2,391 |
| CAPITAL REVENUE | | | | | | |
| NET CAPITAL - SURPLUS / (DEFICIT) | (2,135) | (2,391) | (2,391) | (28) | 0 | (2,391) |
| NON OPERATING EXPENDITURE | | | | | | |
| NON OPERATING REVENUE | | | | | | |
| NET NON OPERATING - SURPLUS / (DEFICIT) | | | | | | |

Financial Report: refer detailed Summary

HIGH LEVEL SUMMARY BY FUNCTION

7. RECREATIONAL

| | Original Budget '000 | Revised BR1 '000 | Revised Budget '000 | Actual 30/11/2013 '000 | Variance now Requested '000 | Revised E of Y Budget Forecast '000 |
|---|----------------------------|------------------------|---------------------------|------------------------------|-----------------------------------|---|
| OPERATING EXPENDITURE (6500) | 2,402 | 2,456 | 2,496 | 1,036 | 40 | 2,496 |
| OPERATING REVENUE (4170) | 63 | 63 | 63 | 37 | 0 | 63 |
| NET OPERATING - SURPLUS / (DEFICIT) | (2,339) | (2,393) | (2,433) | (999) | (40) | (2,433) |
| CAPITAL EXPENDITURE (7680, 7690, 7700, 7730) | 4,593 | 5,936 | 5,936 | 723 | 0 | 5,936 |
| CAPITAL REVENUE | | | | | | |
| NET CAPITAL - SURPLUS / (DEFICIT) | (4,593) | (5,936) | (5,936) | (723) | 0 | (5,936) |
| NON OPERATING EXPENDITURE | | | | | | |
| NON OPERATING REVENUE | | | | | | |
| NET NON OPERATING - SURPLUS / (DEFICIT) | | | | | | |

Financial Report: refer detailed Summary

HIGH LEVEL SUMMARY BY FUNCTION

8. REGULATORY

| | Original Budget '000 | Revised BR1 '000 | Revised Budget '000 | Actual 30/11/2013 '000 | Variance now Requested '000 | Revised E of Y Budget Forecast '000 |
|--|----------------------------|------------------------|---------------------------|------------------------------|-----------------------------------|---|
| OPERATING EXPENDITURE (6600) | 1,028 | 1,138 | 1,158 | 442 | 20 | 1,158 |
| OPERATING REVENUE (4180) | 361 | 361 | 361 | 255 | 0 | 361 |
| NET OPERATING - SURPLUS / (DEFICIT) | (667) | (777) | (797) | (187) | (20) | (797) |
| CAPITAL EXPENDITURE | | | | | | |
| CAPITAL REVENUE | | | | | | |
| NET CAPITAL - SURPLUS / (DEFICIT) | | | | | | |
| NON OPERATING EXPENDITURE | | | | | | |
| NON OPERATING REVENUE | | | | | | |
| NET NON OPERATING - SURPLUS / (DEFICIT) | | | | | | |

Financial Report: refer detailed Summary

HIGH LEVEL SUMMARY BY FUNCTION

9. TRANSPORT

| | Original Budget '000 | Revised BR1 '000 | Revised Budget '000 | Actual 30/11/2013 '000 | Variance now Requested '000 | Revised E of Y Budget Forecast '000 |
|---|----------------------------|------------------------|---------------------------|------------------------------|-----------------------------------|---|
| OPERATING EXPENDITURE (6700) | 3,236 | 3,236 | 3,236 | 913 | 0 | 3,236 |
| OPERATING REVENUE (4192, 4193) | 338 | 438 | 438 | 230 | 0 | 438 |
| NET OPERATING - SURPLUS / (DEFICIT) | (2,898) | (2,798) | (2,798) | (683) | 0 | (2,798) |
| CAPITAL EXPENDITURE (7300, 7400, 7450, 7830, 7900) | 3,424 | 5,887 | 5,973 | 690 | 86 | 5,973 |
| CAPITAL REVENUE | | | | | | |
| NET CAPITAL - SURPLUS / (DEFICIT) | (3,424) | (5,887) | (5,973) | (690) | 86 | (5,887) |
| NON OPERATING EXPENDITURE | | | | | | |
| NON OPERATING REVENUE | | | | | | |
| NET NON OPERATING - SURPLUS / (DEFICIT) | | | | | | |

Financial Report: refer detailed Summary

HIGH LEVEL SUMMARY BY FUNCTION

10. ENGINEERING/INDIRECT

| | Original Budget '000 | Revised BR1 '000 | Revised Budget '000 | Actual 30/11/2013 '000 | Variance now Requested '000 | Revised E of Y Budget Forecast '000 |
|--|----------------------------|------------------------|---------------------------|------------------------------|-----------------------------------|---|
| OPERATING EXPENDITURE (6800) | 996 | 996 | 996 | 422 | 0 | 996 |
| OPERATING REVENUE | | | | | | |
| NET OPERATING - SURPLUS / (DEFICIT) | (996) | (996) | (996) | (422) | 0 | (996) |
| CAPITAL EXPENDITURE | | | | | | |
| CAPITAL REVENUE | | | | | | |
| NET CAPITAL - SURPLUS / (DEFICIT) | | | | | | |
| NON OPERATING EXPENDITURE | | | | | | |
| NON OPERATING REVENUE | | | | | | |
| NET NON OPERATING - SURPLUS / (DEFICIT) | | | | | | |

Financial Report: refer detailed Summary

HIGH LEVEL SUMMARY BY FUNCTION

11. UNCLASSIFIED

| | Original Budget '000 | Revised BR1 '000 | Revised Budget '000 | Actual 30/11/2013 '000 | Variance now Requested '000 | Revised E of Y Budget Forecast '000 |
|--|----------------------------|------------------------|---------------------------|------------------------------|-----------------------------------|---|
| OPERATING EXPENDITURE (6900) | 762 | 842 | 842 | 123 | 0 | 842 |
| OPERATING REVENUE (4210, 4230, 4240) | 317 | 336 | 387 | 186 | 51 | 387 |
| NET OPERATING - SURPLUS / (DEFICIT) | (445) | (506) | (455) | 63 | 51 | (455) |
| CAPITAL EXPENDITURE | | | | | | |
| CAPITAL REVENUE | | | | | | |
| NET CAPITAL - SURPLUS / (DEFICIT) | | | | | | |
| NON OPERATING EXPENDITURE | | | | | | |
| NON OPERATING REVENUE | | | | | | |
| NET NON OPERATING - SURPLUS / (DEFICIT) | | | | | | |

Financial Report: refer detailed Summary

HIGH LEVEL SUMMARY BY FUNCTION

12. NON - OPERATING

| | Original Budget '000 | Revised BR1 '000 | Revised Budget '000 | Actual 30/11/2013 '000 | Variance now Requested '000 | Revised E of Y Budget Forecast '000 |
|---|----------------------------|------------------------|---------------------------|------------------------------|-----------------------------------|---|
| OPERATING EXPENDITURE | | | | | | |
| OPERATING REVENUE | | | | | | |
| NET OPERATING - SURPLUS / (DEFICIT) | | | | | | |
| CAPITAL EXPENDITURE | | | | | | |
| CAPITAL REVENUE | | | | | | |
| NET CAPITAL - SURPLUS / (DEFICIT) | | | | | | |
| NON OPERATING EXPENDITURE (7000) | 878 | 878 | 878 | 112 | 0 | 878 |
| NON OPERATING REVENUE (4250, 4260, 4270, 4280, 4300, 4500) | 11,437 | 15,993 | 15,993 | 916 | 0 | 15,993 |
| NET NON OPERATING - SURPLUS / (DEFICIT) | 10,559 | 15,115 | 15,115 | 804 | 0 | 15,115 |

Financial Report: refer detailed Summary

HIGH LEVEL SUMMARY BY FUNCTION

13. SUMMARY

| | Original Budget '000 | Revised BR1 '000 | Revised Budget '000 | Actual 30/11/2013 '000 | Variance now Requested '000 | Revised E of Y Budget Forecast '000 |
|---|----------------------------|------------------------|---------------------------|------------------------------|-----------------------------------|---|
| OPERATING EXPENDITURE | 22,775 | 23,226 | 23,311 | 8,890 | 85 | 23,311 |
| OPERATING REVENUE | 22,775 | 22,894 | 23,146 | 19,324 | 252 | 23,146 |
| NET OPERATING BUDGET SURPLUS/(DEFICIT) | 0 | (332) | (165) | 10,434 | 167 | (165) |
| CAPITAL EXPENDITURE | 10,559 | 14,735 | 14,821 | 1,518 | 86 | 14,821 |
| CAPITAL REVENUE | 0 | 0 | 0 | 0 | 0 | 0 |
| NON OPERATING EXPENDITURE | 878 | 878 | 878 | 112 | 0 | 878 |
| NON OPERATING REVENUE | 11,437 | 15,993 | 15,993 | 916 | 0 | 15,993 |
| NET CASH BUDGET SURPLUS/(DEFICIT) | 0 | 48 | 129 | | | 129 |

2. DETAILED SUMMARY OF REQUESTED BUDGET VARIATIONS

| Account No. | Description | Original Budget '000 | Revised BR1 '000 | Revised Budget '000 | Actual 30/11/2013 '000 | Variance now Requested '000 | Revised E of Y Budget Forecast '000 |
|-------------|---|----------------------|------------------|---------------------|------------------------|-----------------------------|-------------------------------------|
| | 2.1 OPERATING REVENUE | | | | | | |
| | ADMINISTRATION | | | | | | |
| 4120.0201 | GRANTS COMMISSION - GENERAL PURPOSE GRANTS (FUNDING INCREASE) | 2,038,000 | - | 2,202,000 | 580,586 | 164,000 | 2,202,000 |
| 4120.0202 | GRANTS COMMISSION - LOCAL ROADS GRANT (FUNDING INCREASE) | 376,000 | - | 382,000 | 77,988 | 6,000 | 382,000 |
| 4120.0203 | GRANTS COMMISSION - SUPP. ROAD GRANT (FUNDING INCREASE) | 171,000 | - | 177,000 | 88,444 | 6,000 | 177,000 |
| | ENVIRONMENTAL | | | | | | |
| 4162.0621 | WASTE MANAGEMENT - BIN PURCHASES (EXTRA SALES) | 20,000 | - | 25,000 | 24,906 | 5,000 | 25,000 |
| 4162.0623 | WASTE MANAGMENT - GREENWASTE COLLECTION (EXTRA SALES) | 247,000 | - | 260,000 | 258,864 | 13,000 | 260,000 |
| 4162.0627 | WASTE MANAGEMENT - eWASTE (EXTRA SALES) | 7,000 | - | 14,000 | 13,896 | 7,000 | 14,000 |
| | UNCLASSIFIED | | | | | | |
| 4230.1305 | SUNDRY INCOME - LGA SCHEMES SPECIAL DISTRIBUTION | 2,000 | 21,000 | 72,000 | 71,189 | 51,000 | 72,000 |
| | | | | | | | |
| | TOTAL OPERATING REVENUE Increase/(Decrease) | | | | | 252,000 | |
| | 2.2 NON - OPERATING REVENUE | | | | | | |
| | | | | | | | |
| | NON OPERATING REVENUE Increase (Decrease) | | | | | Nil | |

| Account No. | Description | Original Budget '000 | Revised BR1 '000 | Revised Budget '000 | Actual 30/11/2013 '000 | Variance now Requested '000 | Revised E of Y Budget Forecast '000 |
|-------------|--|----------------------|------------------|---------------------|------------------------|-----------------------------|-------------------------------------|
| | | | | | | | |
| | 2.3 OPERATING EXPENDITURE | | | | | | |
| | ECONOMIC | | | | | | |
| 6320.0762 | CITY DEVELOPMENT FRAMEWORK | 35,000 | - | 80,000 | 2,540 | 45,000 | 80,000 |
| | COMMUNITY SERVICES | | | | | | |
| 6100.0404 | CRIME PREVENTION - UNDER VERANDAH LIGHTING COSTS | 2,000 | - | 6,000 | 5,465 | 4,000 | 6,000 |
| 6138.0034 | MAIN CORNER - EMPLOYEE EXP (RE-ALLOCATION) | 7,000 | - | 4,000 | 1,398 | (3,000) | 4,000 |
| 3168.0035 | MAIN CORNER - TRAINING EXP (RE-ALLOCATION) | 2,000 | - | 5,000 | 587 | 3,000 | 5,000 |
| | RECREATION | | | | | | |
| 6550.1031 | AQUATIC CENTRE (M) - NEW BOILET INSTALLATION ISSUES | 60,000 | - | 100,000 | 80,759 | 40,000 | 100,000 |
| | ENVIRONMENT | | | | | | |
| 6430.0920 | FOOTPATH SWEEPING/CLEANING - REDUCED COSTS | 107,000 | - | 83,000 | 30,419 | (24,000) | 83,000 |
| | REGULATORY | | | | | | |
| 6630.1120 | CITY PLANNING - LEGAL/PROF FEES - COURT CASES | 35,000 | - | 55,000 | 46,199 | 20,000 | 55,000 |
| | | | | | | | |
| | TOTAL OPERATING EXPENDITURE Increase/(Decrease) | | | | | 85,000 | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

3. SUMMARY OF REQUESTED BUDGET VARIATIONS

| | Original Budget \$ | Revised BR1 \$ | Variation Requested \$ | Revised BR2 Budget \$ |
|---|-----------------------|-------------------------|------------------------------|-----------------------------|
| OPERATING | | | | |
| Operating Expenditure (Increase) Decrease | 22,775,000 | 23,226,000 | 85,000 | 23,311,000 |
| Operating Revenue Increase (Decrease) | 22,775,000 | 22,894,000 | 252,000 | 23,146,000 |
| Operating Surplus/(Deficit) | 0 | (332,000) | 167,000 | (165,000) |
| CAPITAL EXPENDITURE | | | | |
| Capital Expenditure (Increase) Decrease | 10,559,000 | 14,735,000 | 86,000 | 14,821,000 |
| CAPITAL REVENUE | | | | |
| Capital Revenue Increase (Decrease) | 0 | 0 | 0 | 0 |
| NON OPERATING EXPENDITURE | | | | |
| Non Operating Expenditure (Increase) Decrease | 878,000 | 878,000 | 0 | 878,000 |
| NON OPERATING REVENUE | | | | |
| Non Operating Revenue Increase (Decrease) | 11,437,000 | 15,993,000 | 0 | 15,993,000 |
| Revised Cash Budget Surplus/(Deficit) | 0 | 48,000 | | 129,000 |
| SUMMARY OF ALTERATIONS : SURPLUS/(DEFICIT) | | Operating Budget | Cash Budget | |
| Adopted Budget | | 0 | 0 | |
| Revised Budget | | (451,000) | 0 | |
| Budget Update No. 1 (as at 30th September, 2013) | | (332,000) | 48,000 | |
| Budget Update No. 2 (as at 30th November, 2013) | | (165,000) | 129,000 | |

4. **BR2 Commentary**

- This is the second Budget Review for the 2013/2014 financial year other than the interim review which introduced work in progress amounts from 2012/2013 into the 2013/2014 Budget.
- BR2 takes into account most costs for the first 5 months of operating (July to November) however the majority of creditors for the month of November are not yet included (processed in December).
- Operating Revenue increases by \$252,000 principally due to additional Grants Commission Funding and the LGA Special Distribution.
- Operating Expenditure increases by \$85,000 principally due to additional funding allocated to the City Development Framework, Aquatic Centre maintenance issues associated with install of the new boiler and planning/building court cases.
- In overall terms BR2 provides for;
 - An increase in Operating Expenditure of \$85,000
 - An increase in Operating Revenue of \$252,000
 - A net benefit to the operating result of \$167,000
- Council's Budgeted Operating commentary;
 - The adopted Budget provided for a balanced operating result
 - Interim (WIP) Review resulted in a \$451,000 Operating Deficit
 - BR1 resulted in a \$332,000 deficit as at 30th September, 2013
 - BR2 results in a \$165,000 deficit as at 30th November, 2013
- Council's Cash Budget commentary:
 - adopted balanced cash Budget
 - the Interim (WIP) Review Council continued to maintain a balanced Cash Budget
 - as a result of BR1 Council Cash Budget provides for a \$48,000 surplus as at 30th September, 2013
 - BR2 results in a \$129,000 surplus as at 30th November, 2013.

STATEMENT OF COMPREHENSIVE INCOME

| 2012-13 ACTUAL \$'000 | INCOME | 2013-14 ORIGINAL BUDGET \$'000 | 2013-14 REVISED ESTIMATE \$'000 |
|-----------------------------|--|---|--|
| 15,772 | Rates | 16,272 | 16,272 |
| 357 | Statutory Charges | 361 | 361 |
| 3,393 | User Charges | 2,623 | 2,648 |
| 2,232 | Grants Subsidies and Contributions | 3,253 | 3,529 |
| 31 | Investment Income | 10 | 10 |
| 191 | Reimbursements | 229 | 229 |
| 476 | Other | - | 70 |
| 22,452 | TOTAL REVENUES | 22,748 | 23,119 |
| | EXPENSES | | |
| 8,318 | Wages and Salaries | 8,491 | 8,491 |
| 7,837 | Materials, contracts & other expenses | 7,683 | 8,219 |
| 336 | Finance Costs | 369 | 369 |
| 5,662 | Depreciation, amortisation & impairment | 6,232 | 6,232 |
| 22,153 | Total Expenses | 22,775 | 23,311 |
| 299 | OPERATING SURPLUS/(DEFICIT) | (27) | (192) |
| (1,838) | Net gain (loss) on disposal or revaluation of assets | - | - |
| 835 | Amounts specifically for new or upgraded assets | 27 | 1,032 |
| (704) | NET SURPLUS/(DEFICIT) | - | 840 |
| - | Changes in Revaluation Surplus | - | - |
| (704) | NET SURPLUS/(DEFICIT) | - | 840 |
| (704) | NET SURPLUS/(DEFICIT) | - | 840 |

CASH FLOW STATEMENT

| 2012-13 ACTUAL \$'000 Inflows (Outflows) | | 2013-14 ORIGINAL BUDGET \$'000 Inflows (Outflows) | 2013-14 REVISED ESTIMATE \$'000 Inflows (Outflows) |
|--|---|--|---|
| | CASHFLOWS FROM OPERATING ACTIVITIES | | |
| | RECEIPTS | | |
| 24,446 | Operating Receipts | 22,738 | 23,109 |
| 63 | Investment Receipts | 10 | 10 |
| | PAYMENTS | | |
| (18,456) | Operating payments to suppliers & employees | (16,174) | (16,710) |
| (342) | Finance Payments | (369) | (369) |
| <u>5,711</u> | Net Cash provided by (or used in) Operating Activities | <u>6,205</u> | <u>6,040</u> |
| | CASH FLOWS FROM INVESTING ACTIVITIES | | |
| | RECEIPTS | | |
| 835 | Grants specifically for new or upgraded assets | 27 | 1,032 |
| 212 | Sale of Assets | 224 | 224 |
| 106 | Repayment of Loan by Community Groups | 100 | 100 |
| | PAYMENTS | | |
| - | Loans Made to Community Groups | (10) | (10) |
| (5,010) | Expenditure on renewal/replacement of assets | (3,850) | (7,462) |
| (1,022) | Expenditure on new/upgraded assets | (6,709) | (7,359) |
| <u>(4,879)</u> | Net Cash provided by (or used in) Investing Activities | <u>(10,218)</u> | <u>(13,475)</u> |
| | CASH FLOWS FROM FINANCING ACTIVITIES | | |
| | RECEIPTS | | |
| | Proceeds from Borrowings | 4,588 | 4,588 |
| | PAYMENTS | | |
| (1,138) | Repayment of Borrowings | (600) | (600) |
| <u>(1,138)</u> | NET CASH USED IN FINANCING ACTIVITIES | <u>3,988</u> | <u>3,988</u> |
| | NET INCREASE (DECREASE) IN CASH HELD | | |
| (306) | | (25) | (3,447) |
| 981 | CASH AT BEGINNING OF YEAR | 675 | 675 |
| <u>675</u> | CASH AT END OF YEAR | <u>650</u> | <u>-2,772</u> |

CITY OF MOUNT GAMBIER
BUDGET REVISION 2013/2014 - BR2

BALANCE SHEET

| 2012-13 ACTUAL | | 2013-14 ORIGINAL BUDGET | 2013-14 REVISED ESTIMATE |
|--------------------------------|---|-------------------------------|--------------------------------|
| \$'000 | | \$'000 | \$'000 |
| ASSETS | | | |
| CURRENT ASSETS | | | |
| 675 | Cash and cash equivalents | 650 | (2,772) |
| 1,149 | Trade & other receivables | 1,149 | 1,149 |
| 40 | Inventories | 40 | 40 |
| - | Other Financial Assets | - | - |
| <u>1,864</u> | TOTAL CURRENT ASSETS | <u>1,839</u> | <u>(1,583)</u> |
| NON-CURRENT ASSETS | | | |
| 248 | Financial Assets | 158 | 158 |
| - | Other Non-current Assets | - | - |
| <u>194,011</u> | Infrastructure, Property, Plant & Equipment | <u>198,114</u> | <u>202,376</u> |
| <u>194,259</u> | TOTAL NON-CURRENT ASSETS | <u>198,272</u> | <u>202,534</u> |
| <u>196,123</u> | TOTAL ASSETS | <u>200,111</u> | <u>200,951</u> |
| LIABILITIES | | | |
| CURRENT LIABILITIES | | | |
| 1,116 | Trade & Other Payables | 1,116 | 1,116 |
| 356 | Borrowings | 356 | 356 |
| <u>1,723</u> | Short-term Provisions | <u>1,723</u> | <u>1,723</u> |
| 3,195 | TOTAL CURRENT LIABILITIES | <u>3,195</u> | <u>3,195</u> |
| NON-CURRENT LIABILITIES | | | |
| 3,618 | Long-term Borrowings | 7,606 | 7,606 |
| <u>257</u> | Long-term Provisions | <u>257</u> | <u>257</u> |
| <u>3,875</u> | TOTAL NON-CURRENT LIABILITIES | <u>7,863</u> | <u>7,863</u> |
| <u>7,070</u> | TOTAL LIABILITIES | <u>11,058</u> | <u>11,058</u> |
| <u>189,053</u> | NET ASSETS | <u>189,053</u> | <u>189,893</u> |
| EQUITY | | | |
| 48,060 | Accumulated Surplus | 47,897 | 52,274 |
| 131,574 | Asset Revaluation Reserve | 131,574 | 131,574 |
| <u>9,419</u> | Other Reserves | <u>9,582</u> | <u>6,045</u> |
| <u>189,053</u> | TOTAL EQUITY | <u>189,053</u> | <u>189,893</u> |

STATEMENT OF CHANGES IN EQUITY

| 2012-13 ACTUAL \$'000 | | 2013-14 ORIGINAL BUDGET \$'000 | 2013-14 REVISED ESTIMATE \$'000 |
|-----------------------------|--|---|--|
| | ACCUMULATED SURPLUS | | |
| 52,707 | Balance at end of previous reporting period | | 48,060 |
| -704 | Net Result for Year | 48,060 | 48,060 |
| 8 | Transfer From Reserves | 0 | 840 |
| -3,951 | Transfer To Reserves | 105 | 3,642 |
| | | -268 | -268 |
| 48,060 | BALANCE AT END OF PERIOD | 47,897 | 52,274 |
| | ASSET REVALUATION RESERVE | | |
| 131,574 | Balance at end of previous reporting period | 131,574 | 131,574 |
| 0 | Gain on revaluation of infrastructure, property, plant & equipment | 0 | 0 |
| 0 | Transfer to Accumulated Surplus on sale of infrastructure, property, plant & equipment | 0 | 0 |
| 131,574 | BALANCE AT END OF PERIOD | 131,574 | 131,574 |
| | Long Service Leave | | |
| 724 | Balance at end of previous reporting period | 724 | 724 |
| 0 | Transfer to reserve from accumulated surplus | 0 | 0 |
| 0 | Transfer from reserve to accumulated surplus | -105 | -105 |
| 724 | BALANCE AT END OF PERIOD | 619 | 619 |
| | Off Street Car Park | | |
| 267 | Balance at end of previous reporting period | 267 | 267 |
| 0 | Transfer to reserve from accumulated surplus | 0 | 0 |
| 0 | Transfer from reserve to accumulated surplus | 0 | 0 |
| 267 | BALANCE AT END OF PERIOD | 267 | 267 |
| | Plant Replacement | | |
| 1,561 | Balance at end of previous reporting period | 1,561 | 1,561 |
| 0 | Transfer to reserve from accumulated surplus | 0 | 0 |
| 0 | Transfer from reserve to accumulated surplus | 0 | 0 |
| 1,561 | BALANCE AT END OF PERIOD | 1,561 | 1,561 |
| | Lady Nelson Park Development | | |
| 6 | Balance at end of previous reporting period | 6 | 6 |
| 0 | Transfer to reserve from accumulated surplus | 0 | 0 |
| 0 | Transfer from reserve to accumulated surplus | 0 | 0 |
| 6 | BALANCE AT END OF PERIOD | 6 | 6 |
| | Asset Replacement | | |
| 1,296 | Balance at end of previous reporting period | 1,296 | 1,296 |
| 0 | Transfer to reserve from accumulated surplus | 0 | 0 |
| 0 | Transfer from reserve to accumulated surplus | 0 | 0 |
| 1,296 | BALANCE AT END OF PERIOD | 1,296 | 1,296 |
| | Land Division - Outstanding Work | | |
| 232 | Balance at end of previous reporting period | 232 | 232 |
| 0 | Transfer to reserve from accumulated surplus | 0 | 0 |
| 0 | Transfer from reserve to accumulated surplus | 0 | 0 |
| 232 | BALANCE AT END OF PERIOD | 232 | 232 |
| | Downstream Drainage | | |
| 61 | Balance at end of previous reporting period | 116 | 116 |
| 55 | Transfer to reserve from accumulated surplus | 0 | 0 |
| 0 | Transfer from reserve to accumulated surplus | 0 | 0 |
| 116 | BALANCE AT END OF PERIOD | 116 | 116 |
| | Work In Progress | | |
| 0 | Balance at end of previous reporting period | 3,537 | 3,537 |
| 3,537 | Transfer to reserve from accumulated surplus | 0 | 0 |
| 0 | Transfer from reserve to accumulated surplus | 0 | 0 |
| 3,537 | BALANCE AT END OF PERIOD | 3,537 | -3,537 |
| | City Centre Improvement | | |
| 688 | Balance at end of previous reporting period | 688 | 688 |
| 0 | Transfer to reserve from accumulated surplus | 0 | 0 |
| 0 | Transfer from reserve to accumulated surplus | 0 | 0 |
| 688 | BALANCE AT END OF PERIOD | 688 | 688 |
| | Major Capital Works | | |
| 482 | Balance at end of previous reporting period | 482 | 482 |
| 0 | Transfer to reserve from accumulated surplus | 0 | 0 |
| 0 | Transfer from reserve to accumulated surplus | 0 | 0 |
| 482 | BALANCE AT END OF PERIOD | 482 | 482 |
| | Reserve Funds Total | | |
| 0 | Balance at end of previous reporting period | 0 | 0 |
| 0 | Transfer to reserve from accumulated surplus | 268 | 268 |
| 0 | Transfer from reserve to accumulated surplus | 0 | 0 |
| 0 | BALANCE AT END OF PERIOD | 268 | 268 |

Mount Gambier Cemetery Trust

| | | | |
|-----|--|------------|------------|
| 107 | Balance at end of previous reporting period | 466 | 466 |
| 359 | Transfer to reserve from accumulated surplus | 0 | 0 |
| 0 | Transfer from reserve to accumulated surplus | 0 | 0 |
| 466 | BALANCE AT END OF PERIOD | <u>466</u> | <u>466</u> |

Junior Sporting Foundation

| | | | |
|----|--|-----------|-----------|
| 52 | Balance at end of previous reporting period | 44 | 44 |
| 0 | Transfer to reserve from accumulated surplus | 0 | 0 |
| -8 | Transfer from reserve to accumulated surplus | 0 | 0 |
| 44 | BALANCE AT END OF PERIOD | <u>44</u> | <u>44</u> |

| | | | |
|----------------|--|-----------------------|-----------------------|
| 189,053 | TOTAL EQUITY AT END OF REPORTING PERIOD | <u>189,053</u> | <u>189,893</u> |
|----------------|--|-----------------------|-----------------------|

UNIFORM PRESENTATION OF FINANCES

| 2012-13 ACTUAL \$'000 | | 2013-14 ORIGINAL BUDGET \$'000 | 2013-14 REVISED ESTIMATE \$'000 |
|-----------------------------|---|---|--|
| 22,452 | Income | 22,748 | 23,119 |
| (22,153) | less Expenses | (22,775) | (23,311) |
| 299 | Operating Surplus / (Deficit) | (27) | (192) |
| | Less Net Outlays on Existing Assets | | |
| 5,010 | Capital Expenditure on renewal and replacement of Existing Assets | 3,850 | 7,462 |
| (5,662) | less Depreciation, Amortisation and Impairment | (6,232) | (6,232) |
| (212) | less Proceeds from Sale of Replaced Assets | (224) | (224) |
| (864) | | (2,606) | 1,006 |
| | Less Net Outlays on New and Upgraded Assets | | |
| 1,022 | Capital Expenditure on New and Upgraded Assets | 6,709 | 7,359 |
| (835) | less Amounts received specifically for New and Upgraded Assets | (27) | (1,032) |
| - | less Proceeds from Sale of Surplus Assets | - | - |
| 187 | | 6,682 | 6,327 |
| 976 | Net Lending / (Borrowing) for Financial Year | (4,103) | (7,525) |

NOTE TO UNIFORM PRESENTATION OF FINANCES STATEMENT

The Local Government Association's General Meeting in March 2006 resolved that Council budgets include a high level summary of both operating and capital investment activities prepared on a uniform and consistent basis, thereby enabling more meaningful comparisons between councils.

It is also intended that annual financial statements and long-term financial plans be summarised on the same basis.

The Uniform Presentation of Finances table includes a measure known as "net lending / (borrowing)" as the bottom line (prepared on a standard and consistent basis by all SA Councils).

Net Lending / (borrowing) is a 'flow' measure that takes account of both operating and capital activities for the financial year. Achieving a zero result on the net lending / borrowing measure in any one year essentially means that Council has met all of its expenditure (both operating and capital) from the current year's income.

**CITY OF MOUNT GAMBIER
BUDGET REVISION 2013/2014 - BR2**

FINANCIAL INDICATORS

These Financial Indicators have been calculated in accordance with *Information Paper 9 - Local Government Financial Indicators* prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia. Detailed methods of calculation are set out in the SA Model Statements.

| 2012-13 ACTUAL \$ | | 2012-13 ORIGINAL BUDGET \$ | 2013-14 REVISED ESTIMATE \$ |
|-------------------------|---|-------------------------------------|--------------------------------------|
| 299 | Operating Surplus Being the operating Surplus (Deficit before Capital Amounts) | (27) | (192) |
| 2% | Operating Surplus Ratio <u>Operating Surplus</u> Rates - general & other less NRM levy This ratio expresses the operating surplus as a percentage of general and other rates, net of NRM Levy | (0%) | (1%) |
| 4,998 | Net Financial Liabilities Net Financial Liabilities are defined as total liabilities less financial assets (excluding equity accounted investments in Council businesses) | 9,101 | 12,523 |
| 23% | Net Financial Liabilities Ratio <u>Net Financial Liabilities</u> Total Operating Revenue less NRM Levy | 41% | 55% |
| 85% | Asset Sustainability Ratio <u>Net Asset Renewals</u> Depreciation Expense | 62% | 120% |

CORPORATE AND COMMUNITY SERVICES REPORT NO. 2/2014

SUBJECT: RENTALS BY SPORTING ORGANISATIONS OCCUPYING COUNCIL OWNED LAND AND WHICH COUNCIL MAINTAINS (WHOLLY OR PARTIALLY) - SPORT AND RECREATION - 2013/2014 REVIEW

REF: AF11/1482

Goal: Building Communities

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

Council at its meeting held on 21st September 1995 resolved to adopt a policy for organisations that occupy Council land and where Council either wholly or partially maintains same and the policy determines how Council seeks to recover some of its annual maintenance costs.

The resolution referred to above also set the maintenance recovery rates for the effected organisations for 1996/97 and the method of how maintenance recovery are to be calculated in the future so as to recover some of the maintenance costs incurred by Council.

This report maintains the principals of the calculations referred to above and more particularly detailed in Finance Report No. 27/95.

2014/2015 Review

A review has been undertaken of the maintenance charges that should be made during the 2014/2015 financial year, in respect of organisations that occupy certain Council owned reserves and where Council actually maintains the reserve (or partially maintains).

The calculations and resulting charges recommended are as follows:

RENTAL TO APPLY FROM 1ST JULY 2014
(AS PER COUNCIL POLICY)

1. BASE ANNUAL RENTAL (B.A.R.)

A. FREW PARK

FORMAL USES

(a) CRICKET

400 hours

1/10 - 31/3 = 6 months (26 weeks)
each Saturday = 9 hours x 20 = 180
twice a week (2.5) = 5 hours x 20 = 100
Sunday = 8 hours x 10 = 80
360

say 400 hours per annum

(b) PUBLIC

1576 hours

(c) TOTAL AVAILABLE HOURS

say 1976 hours (38 hours x 52 weeks)

Corporate and Community Services Report No. 2/2014 Cont'd...

(d) AVERAGE COST (3 YEAR AVE) TO MAINTAIN

say \$21,000 p.a.

= 21,000 ÷ 1976 = \$10.50 per hour

| | |
|-------------------------|-----------------|
| Cricket 400 x \$10.50 = | \$4,200 |
| Public 1576 x \$10.50 = | <u>\$16,500</u> |
| | <u>\$20,700</u> |

B. REIDY PARK

- (a) Cricket say 400 hours per annum
 - (b) Total hours say 1976 hours
 - (c) Average Cost p.a. to maintain say \$10,000 per annum
say \$10,000 ÷ 1976 = \$5.00 per hour
- | | |
|------------------------------|-----------------|
| Cricket 400 @ \$5.00 = | \$2,000 |
| Public 1576 hours @ \$5.00 = | <u>\$8,000</u> |
| | <u>\$10,000</u> |

Note: Reidy Park School Use (approx 400 hours pa) now charged via Council Licence Agreement Process

C. BLUE LAKE SPORTS PARK

FORMAL USERS

COUNCIL INVOLVEMENT

| | |
|---|-----|
| South Gambier Football | No |
| Baseball | Yes |
| Cycling | Yes |
| Softball (on-charged to Women's Soccer) | Yes |
| Cricket (x 2 ovals) | Yes |
| Hockey | Yes |
| Cycling and Triathlon | Yes |
| Public Spaces | Yes |

Total cost to maintain say \$102,000 p.a.

52 weeks x 38 hours = 1976

\$105,000 ÷ 1976 = \$53.00 per hour

BASEBALL

| | |
|--------------------------------|------------|
| 26 weeks @ 10 hours per week = | 260 |
| 26 weeks @ 5 hours per week = | <u>130</u> |
| | <u>390</u> |

Corporate and Community Services Report No. 2/2014 Cont'd...

CRICKET

No. 2 Ground (Turf)

| | | |
|------------------------------|---|------------|
| 26 weeks @ 8 hours per week | = | 208 |
| 10 weeks @ 8 hours (Sundays) | = | <u>80</u> |
| | | <u>288</u> |

No. 3 Ground

| | | |
|------------------------------------|--|------------|
| Based on rental use each season | | <u>104</u> |
| 13 weeks @ 8 hours per week | | |
| Say a total of 392 hours per annum | | |

Cost to Maintain

Use hourly rate used for Marist Park i.e. \$5.00/hour

Calculation: 392 hours @ \$5.00 per hour = \$2,000 per annum

HOCKEY

| | | |
|---|-------|------------|
| 26 weeks @ 10 hours per week ÷ 2 (softball) | | 130 |
| 26 weeks @ 5 hours | + 130 | <u>260</u> |

SOFTBALL

| | | |
|-------------------|--|------------|
| Reverse of Hockey | | <u>260</u> |
| | | <u>260</u> |

CYCLING & TRIATHLON

| | | |
|-----------------------------|---|------------|
| 52 weeks @ 2 hours per week | = | <u>100</u> |
|-----------------------------|---|------------|

PUBLIC

| | | |
|-----------------|--|-----|
| Remaining Hours | | 506 |
|-----------------|--|-----|

| | | |
|------------------|---------------|-----------|
| Cycling | 100 @ 53.00 = | 5,300 |
| Baseball | 390 @ 53.00 = | 20,600 |
| Hockey | 260 @ 53.00 = | 13,700 |
| Softball | 260 @ 53.00 = | 13,700 |
| Cricket | 392 @ 5.00 = | (nominal) |
| Public (balance) | 506 for | 50,700 |

\$104,000

D. VANSITTART PARK OVAL

(a) NGFC 1/1 - 30/9 = 9 months
or

| | | | |
|----------------------|--------------|---|-----|
| each second Saturday | 13 x 9 hours | = | 117 |
| four times a week | 4 x 3 x 30 | = | 360 |
| Sunday | 10 x 9 hours | = | 90 |

567

Corporate and Community Services Report No. 2/2014 Cont'd...

Annual maintenance costs (3 year average) of \$40,000 p.a.

say 570 hours per annum
or 9 months of \$40,000 p.a. = \$30,000

(b) Total available hours

52 weeks per year M - S
52 x 38
say 1976 hours

(c) OPTION 1

Three year average cost p.a. to maintain

\$40,000 p.a. ÷ 1976 = \$20.00 per hour

OPTION 2

| | | |
|-----------------|---|-----------------|
| NGFC - 9 MONTHS | = | \$30,000 |
| Public | = | <u>\$10,000</u> |
| | | <u>\$40,000</u> |

E. HASTINGS CUNNINGHAM RESERVE

(a) BMX 12 months use

52 weeks x 3 = 156 hours p.a.

(b) Dog Obedience

52 weeks x 3 = 156 hours p.a.

(c) Total available hours

52 x 38 = 1976 hours

(d) Average Cost Per Annum to maintain

| | | |
|--------------------------|---|----------------|
| say \$8,000 p.a. ÷ 1976 | = | \$4.05 |
| BMX 156 @ 4.05 | = | \$630 |
| Dog Obedience 156 @ 4.05 | = | \$630 |
| Public 1716 @ 4.05 | = | <u>\$6,740</u> |
| | | <u>\$8,000</u> |

F. MARIST PARK

(a) Mount Gambier & District Cricket Assoc.

Play each Saturday morning and afternoon for 26 weeks (maximum)

400 hours

9 hours x 26 weeks = 234 hours
training 2 nights/week - 2-1/2 hours
2.5 x 2 x 26 = 130 hours
Say 400 Hours

Corporate and Community Services Report No. 2/2014 Cont'd...

2. ACCESS BY PUBLIC

Discount of say 10% - 20% when full and free access is available when not required by the formal user.

Frew Park

(a) Cricket - actual hours of use has been used in BAR so 10% not applicable.

Reidy Park

- (a) Cricket - actual hours of use has been used in BAR so 10% not applicable.
- (b) School - from 2005/2006 the use by Reidy Park School is charged with their Sport and Recreation licence agreement.

Vansittart Park Oval

- (a) NGFC - 30,000
 6,000 (20%)
 \$24,000

Blue Lake Sports Park

- (a) Baseball - actual hours of use has been used in BAR so 10% not applicable.
- (b) Cricket - actual hours of use has been used in BAR so 10% not applicable.
- (c) Hockey - actual hours of use has been used in BAR so 10% not applicable.
- (d) Softball - actual hours of use has been used in BAR so 10% not applicable.
- (e) Cycling - actual hours of use has been used in BAR so 10% not applicable.

Hastings Cunningham

- (a) BMX - actual hours of use has been used in BAR so 10% not applicable.
- (b) Dog Obedience - actual hours of use has been used in BAR so 10% not applicable.

Marist Park

- (a) Cricket - actual hours of use has been used in BAR so 10% not applicable.
- (b) Tenison Woods College - fees charged separately under Licence Agreement.

Gladigau Reserve

- (a) Cricket - hours of use has been used in BAR so 10% not applicable.

Corporate and Community Services Report No. 2/2014 Cont'd...

3. ABILITY TO PAY

Scale 1 - 10 - each scale point = 5% of discount

e.g. 1 = 5%, 5 = 25%, 8 = 40% etc. etc.

| | BAR \$ | PUBLIC ACCESS DISC | ABLE TO PAY DISC | NET \$ |
|------------------------------------|-----------------|---------------------------|-------------------------|-----------------|
| <u>FREW PARK</u> | | | | |
| (a) Cricket | 4,200 | NIL | 30% (1,300) | 2,900 |
| <u>REIDY PARK</u> | | | | |
| (a) Cricket | 2,000 | NIL | 30% (600) | 1,400 |
| <u>BLUE LAKE SPORTS PARK</u> | | | | |
| (a) Baseball | 20,600 | NIL | 45% (9,200) | 11,400 |
| (b) Cricket (2 ovals) | 2,000 | NIL | 30% (600) | 1,400 |
| (c) Hockey | 13,700 | NIL | 25% (3,400) | 10,300 |
| (d) Softball | 13,700 | NIL | 40% (5,500) | 8,200 |
| (e) Cycling | 5,300 | NIL | 50% (2,700) | 2,600 |
| <u>VANSITTART PARK</u> | | | | |
| (a) NGFC | 30,000 | 6,000 (20%) | NIL | 24,000 |
| <u>HASTINGS CUNNINGHAM RESERVE</u> | | | | |
| (a) BMX | 630 | NIL | 50% | 500 * |
| (b) Dog Obedience | 630 | NIL | 50% | 500 * |
| <u>MARIST PARK</u> | | | | |
| (a) Cricket | 2,200 | NIL | 30% (700) | 1,500 |
| (b) Tenison Woods College | - | - | - | - |
| <u>GLADIGAU PARK</u> | | | | |
| Cricket | - | NIL | NIL | - |
| | \$94,960 | \$6,000 | \$24,000 | \$64,700 |

* Denotes a standard minimum charge of \$500 to apply to all accounts.

Corporate and Community Services Report No. 2/2014 Cont'd...

4. SPECIAL CASE REDUCTION

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)

| | NET \$ | CRITERIA (S) | CRITERIA (VALUE) \$ | PROPOSED FEE 2013/2014 \$ | PREVIOUS FEE 2012/2013 \$ |
|---|-----------------|---------------------|------------------------|---------------------------------|---------------------------------|
| <u>FREW PARK</u> | | | | | |
| (a) Cricket | 2,900 | 2,3,6 (15%) | 400 | 2,500 | 2,400 |
| <u>REIDY PARK</u> | | | | | |
| (a) Cricket | 1,400 | 2,3,5 (15%) | 200 | 1,200 | 1,200 |
| <u>BLUE LAKE SPORTS PARK</u> | | | | | |
| (a) Baseball | 11,400 | 1,2,3,4,5,6,7 (35%) | 4,000 | 7,400 | 7,000 |
| (b) Cricket (2 ovals) | 1,400 | 2,3,6 (15%) | 200 | 1,200 | 1,200 |
| (c) Hockey | 10,300 | 1,2,3,4,5,6,7 (35%) | 3,600 | 6,700 | 6,000 |
| (d) Softball | 8,200 | 1,2,3,4,5,6,7 (35%) | 2,900 | 5,300 | 4,800 |
| (e) Cycling | 2,600 | 1,2,3,4,5,6,7 (35%) | 900 | 1,700 | 1,700 |
| <u>VANSITTART PARK</u> | | | | | |
| (a) NGFC | 24,000 | 2,4,6,7 (20%) | 4,800 | 19,200 | 18,500 |
| <u>HASTINGS CUNNINGHAM RESERVE</u> | | | | | |
| (a) BMX | 500 | 1,2,3,4,5,6,7 (35%) | - | 500 * | 500 * |
| (b) Dog Obedience | 500 | 3,4,5,7 (20%) | - | 500 * | 500 * |
| <u>MARIST PARK</u> | | | | | |
| (a) Cricket | 1,500 | 2,3,6 (15%) | 200 | 1,300 | 1,200 |
| (b) Tenison Woods College | - | - | - | - | - |
| <u>GLADIGAU PARK</u> | | | | | |
| Cricket | - | 2,3,5 (15%) | - | - | - |
| | \$64,700 | | \$17,200 | \$47,500 | \$45,000 |

* Denotes a standard minimum charge of \$500 to apply to all accounts.

5. ANNUAL MAINTENANCE COSTS

To calculate the annual maintenance costs Council uses the budgeted maintenance costs for each individual reserve, averaging this amount over a three year period.

The budget estimate would always reflect the previous years actual income and the three year average serves to even out cost 'spikes' that may occur in any one year for a particular reason or event.

| Reserve | 2011/12 | 2012/13 | 2013/14 | 3 Year Average |
|-----------------------|----------------|----------------|----------------|-----------------------|
| Frew Park | 19,000 | 22,000 | 22,000 | 21,000 |
| Reidy Park | 10,000 | 10,000 | 10,000 | 10,000 |
| Blue Lake Sports Park | 100,000 | 105,000 | 110,000 | 105,000 |
| Vansittart Park Oval | 40,000 | 40,000 | 40,000 | 40,000 |
| Hastings Cunningham | 8,000 | 8,000 | 9,000 | 8,000 |
| Marist Park | 11,000 | 10,000 | 12,000 | 11,000 |
| Gladigau | 7,000 | 7,000 | 7,000 | 7,000 |

RECOMMENDATION:

- (a) Corporate and Community Services Report No 2/2014 be received.
- (b) (i) That in respect of the 2014/2015 financial year the following annual maintenance recovery charges (exclusive of GST) apply to the following sporting/community/organisations/business groups who occupy Council owned premises which Council maintains (wholly or partially):

| | | |
|--|----------------|------------------------|
| Mount Gambier and District Cricket Association | | |
| Frew Park | \$2,500 | |
| Reidy Park | \$1,200 | |
| Blue Lake Sports Park | \$1,200 | |
| Marist Park | <u>\$1,300</u> | \$6,200 |
| Mount Gambier & District Baseball League | | |
| Blue Lake Sports Park | | \$7,400 |
| Lower South East Hockey Association | | |
| Blue Lake Sports Park | | \$6,700 |
| Mount Gambier Softball Association | | |
| Blue Lake Sports Park | | \$5,300 |
| North Gambier Football Club | | |
| Vansittart Park | | \$19,200 * |
| Mount Gambier Cycling & Triathlon Club | | |
| Blue Lake Sports Park | | \$1,700 |
| Blue Lake BMX Club | | |
| Hastings Cunningham Reserve | | \$500 |
| Blue Lake Dog Obedience Club | | |
| Hastings Cunningham Reserve | | <u>\$500</u> |
| TOTAL | | <u>\$47,500</u> |

* 2014 Football Season

- (ii) That any other applications for the rental of Council reserves be considered by Council as and when same are made during the 2014/2015 financial year.

Corporate and Community Services Report No. 2/2014 Cont'd...

- (c) That the following additional lease fee income will be received automatically as per individual lease agreements with various community based organisations, as follows:

| | | | |
|------------|---|--------|--------|
| 2 x \$10 | = | 20 | |
| 1 x \$100 | = | 100 | |
| 2 x \$50 | = | 100 | |
| 5 x \$200 | = | 1,000 | |
| 36 x \$385 | = | 13,860 | 15,080 |

Total Revenue Est. \$62,580.



Grant HUMPHRIES
DIRECTOR - CORPORATE SERVICES

Sighted:



Mark McSHANE
CHIEF EXECUTIVE OFFICER

3rd December, 2013
MJT

(Refer Item of Corporate and Community Service Minutes)

Copy: November Reminder File

CORPORATE AND COMMUNITY SERVICES REPORT NO. 3/2014

SUBJECT: SELGA APPOINTMENTS – NOMINATIONS FOR 2014 AGM

REF: AF11/854

Goal: Governance

Strategy: Demonstrate innovative and responsive organisational governance.

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

Members are advised that the 2014 Annual General Meeting of the South East Local Government Association (SELGA) is scheduled for 7th February 2014.

By letter dated 19th December 2013 (attached) Council has been invited to make nominations for appointments to the SELGA Board, SELGA Committees and Working Parties, and to Outside Bodies.

For the SELGA Board, constituent Councils may appoint an Elected Member as Board Member, and two Elected Members as First and Second Deputies either of whom may act in place of the Board Member.

On 29 December 2010 Council appointed the Mayor Steve Perryman as its SELGA Board Member and Cr White as First Deputy until the second Saturday in November 2014. On 20 December 2011 Cr Von Stanke was appointed as Second Deputy, the appointment being at the pleasure of Council.

A list of SELGA Committee and Working Parties and representatives is provided at Attachment 2, with the Chief Executive Officer, Mark McShane having been appointed by SELGA resolution of 7 December 2012 to the Limestone Coast Economic Diversification Reference and Cr White remaining on the SELGA Roads and Transport Working Group with Director Operational Services, Daryl Sexton since being nominated in 2011.

Appointments to SELGA Committees and Working Parties have no fixed term and are effectively continuing. Council is invited to affirm its current representation and/or make a nomination for any one or more SELGA Committees/Working Parties.

A list of SELGA appointments to Outside Bodies is provided at attachment 3 with the City of Mount Gambier represented on the Green Triangle Freight Action Plan Implementation Group by Cr White (as proxy – noting the substantive appointment is vacant) and the Greater Green Triangle University Department Of Rural Health (GGTUDRH) by Cr Maher.

Similar to SELGA Committees and Working Parties, SELGA appointments to Outside Bodies have no fixed term with the exception of appointments to RDA-Limestone Coast (expiring in November 2015 and November 2017) and SENRM Board (expiring at the upcoming AGM). Council is invited to affirm its current representation and/or make a nomination for any one or more SELGA Outside Bodies.

Council's nominee(s) to SELGA Committees, Working Parties or Outside Bodies may be Elected Members, Council Officers, or any other suitable representatives.

Council Policy S130 SELGA – *Guiding Principle for Appointments* provides that Elected Members should advise their interest in any positions to the Chief Executive Officer accompanied by a brief personal curriculum vitae.

Corporate and Community Services Report No. 3/2014 cont'd...

Confirmation of Council's SELGA Board Member and Deputy appointments and (re)nominations to any SELGA Committees, Working Parties and Outside Bodies (with the exception of RDA-Limestone Coast) are sought by Wednesday 29th January 2014 for inclusion in the SELGA AGM Agenda.

In order to meet this limited timeframe Elected Members were requested to provide any nominations to Council's Governance Officer by close of business Thursday 23 January 2014 for distribution to all Members. Due to the limited time frame Council may wish to accept and consider nominations from any Members present at the meeting.

Council Policy S130 provides that Council should seek to nominate only one Elected Member for any available position and should conduct a secret ballot to determine which nominees will be formally endorsed should there be more Elected Members nominating for the same position.

Council's nominations for SELGA Committee, Working Party and Outside Body representatives will then be notified to SELGA and subject to consideration at its AGM on 7th February 2014.

RECOMMENDATION

- (a) Corporate and Community Services Report No. 3/2014 be received.
- (b) Council's SELGA Board Member be re-affirmed as Mayor Steve Perryman and Deputies Cr White (First) and Von Stanke (Second).
- (c) Council re-nominates Cr White and Director Operational Services, Daryl Sexton as representatives on SELGA's Roads and Transport Working Group.
- (d) Council re-nominates Cr White as SELGA's (proxy) representative on the Green Triangle Freight Action Plan Implementation Group.
- (e) Council re-nominates Cr Maher as SELGA's representative on the Greater Green Triangle University Department of Rural Health.
- (f) Council nominates _____ as a representative on SELGA's _____
_____ (Committee/Working Parties – see Attachment 2).
- (g) Council nominates _____ as SELGA's representative on the _____
_____ (Appointment on Outside Bodies – see Attachment 3)



Michael McCARTHY
GOVERNANCE OFFICER

Sighted:



Mark McSHANE
CHIEF EXECUTIVE OFFICER

8th January, 2014
MMcC

(Refer Item _____ of Corporate and Community Services Minutes)

SOUTH EAST LOCAL GOVERNMENT ASSOCIATION INC

Incorporated under the provisions of The Local Government Act

C/- PO Box 1445
Mount Gambier 5290

“Old Town Hall”
Commercial Street East
Mount Gambier

Phone: 08 8723 1057
Fax: 08 8723 1286
Email: eo@selga.sa.gov.au

Business Hours - 9.00 am to 5.00 pm - Monday to Friday

President: Mr Mark McShane
Mayor Richard Vickery Chief Executive Officer
City of Mount Gambier
PO Box 56
MOUNT GAMBIER SA 5290

Executive Officer:
Ann Aldersey

19 December 2013

Dear Mark,

Member Councils:

Nominations for SELGA Appointments at the 2014 Annual General Meeting

City of:
Mount Gambier

The 2014 Annual General Meeting of the South East Local Government Association (SELGA) is scheduled for 7th February 2014.

Districts of:
Grant
Kingslon

The Annual General Meeting will acknowledge the appointment of Board Members, elect the President and Vice President, and make appointments to SELGA Committees and to outside bodies.

Naracoorte Lucindale
Robe

I invite nominations to the SELGA Board, SELGA Committees and representation on outside bodies for consideration at the Annual General Meeting in February 2014.

Tatiara
Wattle Range

Nominations to the SELGA Board

Under the SELGA Charter, Constituent Councils may appoint an elected member to be a Board Member, and may at any time revoke this appointment and appoint another elected member. In addition, Councils may appoint two elected members to be Deputies, either of whom may act in place of that Constituent Council's Board Member.

The current list of Board Members and Deputies are provided in **Attachment 1**. I encourage you to confirm Council's appointed Board Member and Deputies.

SELGA Committees and Working Parties

Constituent Councils can make nominations to several SELGA Committees:

1. Roads and Transport Working Group
2. SELGA SE Road Safety Steering Group
3. SE Local Government Inspectorate Group (SELGIG)
4. SELGA Building and Fire Safety Committee
5. Limestone Coast and Coorong Coastal Management Committee
6. Limestone Coast Economic Diversification Reference Group
7. SELGA Development Assessment Panel Working Party

The current membership is detailed in **Attachment 2**.

Appointments to Outside Bodies

SELGA has appointed representatives to contribute to the work of the following outside bodies:

1. Anglicare Community Care
2. Limestone Coast Community Services Roundtable
3. Regional Development Australia Limestone Coast
4. South East Natural Resources Management Board
5. South East Regional Bushfire Prevention Committee
6. South East Resource Information Centre (SERIC)
7. Green Triangle Freight Action Plan implementation Group
8. Group Training Employment (GTE)
9. South East Zone Emergency Management Committee
10. Limestone Coast Strategic Youth Coalition

The current membership status is provided in **Attachment 3**.

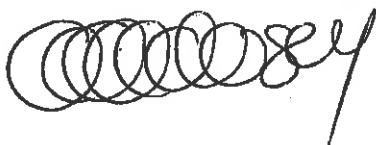
Thank you for seeking your Council's consideration of nominations ahead of the SELGA Annual General meeting in February. I look forward to receiving your advice on:

1. Confirmation of appointed SELGA Board Members;
2. Nominations for appointment on SELGA Committees; and
3. Nominations for appointment on outside bodies.

In order to compile the list of nominees from each Council in time for the Agenda for the Annual General Meeting, please provide your response by Wednesday 29th January 2014.

Please contact me at any time to discuss the nomination process on mobile 0428 854 825 or email eo@selga.sa.gov.au.

Yours sincerely,



Ms Ann Aldersey
EXECUTIVE OFFICER

ATTACHMENT 2

SELGA COMMITTEES & WORKING PARTIES

| Committee / Working Party | Representative | Council |
|--|-------------------------------|------------------------------|
| SELGA Roads and Transport Working Group | Cr Jamie Jackson ¹ | Tatiara District Council |
| SELGA SE Road Safety Strategy Steering Group | Ms Ann Aldersey (Convenor) | SELGA |
| SE Local Government Inspectorate Group (SELGIG) | Mr John Best (Convenor) | Wattle Range Council |
| SELGA Building Fire Safety Committee | Mayor Erika Vickery | Naracoorte Lucindale Council |
| | Cr Brian Collins | District Council of Grant |
| | Mr Milan Hodak | Kingston District Council |
| Coorong and Limestone Coast Coastal Management Committee | Cr Robert Mock | Tatiara District Council |
| Limestone Coast Economic Diversification Reference Group | Mayor Richard Vickery (Chair) | Tatiara District Council |
| | Dr Helen Macdonald | Naracoorte Lucindale Council |
| | Mr Mark McShane | City of Mount Gambier |
| | Ms Ann Aldersey | SELGA |
| SELGA Development Assessment Panel Working Party | Mayor Richard Vickery (Chair) | Tatiara District Council |
| | Mayor Erika Vickery | Naracoorte Lucindale Council |
| | Mayor Peter Riseley | District Council of Robe |
| | Mr Trevor Smart | Grant District Council |
| | Mr Peter Harriott | Wattle Range Council |

¹ Tatiara District Council advised on 18 November 2013 that Cr Jackson to replace Cr Robert Mock.

ATTACHMENT 3

Appointments to Outside Bodies

| Board / Committee (Number) | Representative | Council | Notes |
|--|--|------------------------------|--|
| Anglicare Community Care (1) | Mr Glenn Brown | Wattle Range Council | |
| Limestone Coast Community Services Roundtable (1) | Ms Ann Aldersey | SELGA | |
| Regional Development Australia Limestone Coast (4) | Mayor Richard Vickery | Tatiara District Council | Term Expires 20/11/17 |
| | Mayor Erika Vickery | Naracoorte Lucindale Council | Term Expires 20/11/17 |
| | Cr Harvey Nolan | District Council of Robe | Term Expires 20/11/15 |
| | Mayor Richard Sage | District Council of Grant | Term Expires 20/11/15 (replaced Cr Darren O'Halloran) |
| South East Natural Resources Management Board (1) | Dr Helen Macdonald | Naracoorte Lucindale Council | |
| SE Regional Bush Fire Prevention Committee (1) | Mr David Hood | Naracoorte Lucindale Council | |
| SE Resource Information Centre (SERIC) (1) | Mr Tom Krieger | Naracoorte Lucindale Council | |
| Green Triangle Freight Action Plan Implementation Group (1) | Vacant | | |
| | Proxy Cr Merv White | City of Mount Gambier | |
| Group Training Employment (GTE) (1) | Cr Julie Reis | District Council of Grant | |
| South East Zone Emergency Management Committee (1) | Ms Ann Aldersey (Local Government Controller) | SELGA | |
| | Mr Ken Stratton (Deputy Local Government Controller) | District Council of Grant | |
| Limestone Coast Strategic Youth Coalition (1) | Vacant | | |
| Greater Green Triangle University Department of Rural Health Board (1) | Cr Jim Maher | City of Mount Gambier | |

CORPORATE AND COMMUNITY SERVICES REPORT NO. 4/2014

SUBJECT: DELEGATION OF POWERS OF COUNCIL

REF: AF11/1020

Goal: Governance
Strategy: Demonstrate innovative and responsive organisational governance

At its meeting on 17th December 2013 Council reviewed delegations to the Chief Executive Officer as required each financial year in accordance with Section 44(6) of the Local Government Act 1999.

On 19th December 2013 the Local Government Association released a standard delegation template and schedule (Appendix 31 - attached) containing delegations under the Heavy Vehicle National Law (SA) Act 2013. This act was assented in September 2013 and is scheduled to commence on 10 February 2014.

Relevant provisions of this Act and Regulations warrant delegation to the Chief Executive Officer, and in some instances sub-delegation to Senior and Authorised Officers.

Delegations under this Act are now recommended for adoption by Council and Council's Delegations and Authorisations Register will be amended accordingly.

RECOMMENDATION

- (a) Corporate and Community Services Report No. 4/2014 be received;
- (b) (i) In exercise of the power contained in Section 44 of the Local Government Act 1999 the powers and functions under the following Act and specified in the proposed Instrument of Delegation contained in Appendix 31 (attached) are hereby delegated this 28th of January 2014 to the person occupying the office of Chief Executive Officer subject to the conditions and or limitations specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation.
 - Heavy Vehicle National Law (South Australia) Act 2013 (Appendix 31).
- (ii) Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Sections 44 and 101 of the Local Government Act 1999 as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation.
- (iii) For the purposes of these delegations, all delegations to the Chief Executive Officer extend to any person appointed to act in the position of Chief Executive Officer.
- (iv) For the purposes of these delegations all delegations made by the Chief Executive Officer extends to any person who is appointed to act in the position of the sub-delegate.



Michael McCARTHY
GOVERNANCE OFFICER

Corporate and Community Services Report No. 4/2014 cont'd...

Sighted:

A handwritten signature in black ink, appearing to read 'Mark McShane', written in a cursive style.

Mark McSHANE
CHIEF EXECUTIVE OFFICER

15th January, 2014
MMcC

(Refer Item of Corporate and Community Services Minutes)

APPENDIX [31]

INSTRUMENT OF DELEGATION UNDER THE HEAVY VEHICLE NATIONAL LAW (SOUTH AUSTRALIA) ACT 2013

NOTES

1. Conditions or Limitations: conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. Refer to the relevant Council resolution(s) to identify when these delegations were made, reviewed and or amended.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

| |
|--|
| 1. Deciding Request for Consent Generally |
| 1.1 The power pursuant to Section 156(1) of the <i>Heavy Vehicle National Law (South Australia) Act 2013 (the Act)</i> , to, subject to Sections 156(2), (3) (4) and (6) of the Act, if the Regulator asks for the Council's consent to the grant of a mass or dimension authority, decide to give or not to give the consent: |
| 1.1.1 within: |
| 1.1.1.1 28 days after the request is made, unless Section 156(1)(a)(ii) of the Act applies; or |
| 1.1.1.2 if Section 156 of the Act applies because the Council gave the Regulator a notice of objection to the grant under Section 167 of the Act – 14 days after giving the notice of objection; or |
| 1.1.2 within a longer period, of not more than 6 months after the request is made, agreed to by the Regulator. |
| 1.2 The power pursuant to Section 156(2) of the Act, to ask for a longer period under Section 156(1)(b) of the Act only if: |
| 1.2.1 consultation is required under a law with another entity (including, for example, for the purpose of obtaining that entity's |

**INSTRUMENT OF DELEGATION UNDER THE
HEAVY VEHICLE NATIONAL LAW (SOUTH AUSTRALIA) ACT 2013**

| | |
|---------|--|
| | approval to give the consent); or |
| 1.2.2 | the delegate considers a route assessment is necessary for deciding whether to give or not to give the consent; or |
| 1.2.3 | the Council is the road authority for the participating jurisdiction and the delegate considers that a local government authority that is not required under a law to be consulted should nevertheless be consulted before deciding whether to give or not to give the consent. |
| 1.3 | The power pursuant to Section 156(2)(c) of the Act to, in relation to the Regulator obtaining the consent of the road manager for a road for the purpose of granting a mass or dimension authority make submissions where the road manager is the road authority for the participating jurisdiction and considers that the Council, whilst not required under a law to be consulted should nevertheless be consulted before the road manager decides whether to give or not to give consent. |
| 1.4 | The power pursuant to Section 156(3) of the Act to decide not to give the consent only if the delegate is satisfied: |
| 1.4.1 | the mass or dimension authority will, or is likely to: |
| 1.4.1.1 | cause damage to road infrastructure; or |
| 1.4.1.2 | impose adverse effects on the community arising from noise, emissions or traffic congestion or from other matters stated in approved guidelines; or |
| 1.4.1.3 | pose significant risks to public safety arising from heavy vehicle use that is incompatible with road infrastructure or traffic conditions; and |
| 1.4.2 | it is not possible to grant the authority subject to road conditions or travel conditions that will avoid, or significantly minimise: |
| 1.4.2.1 | the damage or likely damage; or |
| 1.4.2.2 | the adverse effects or likely adverse effects; or |
| 1.4.2.3 | the significant risks or likely significant risks. |
| 1.5 | The power pursuant to Section 156(4) of the Act, in deciding whether or |

| | |
|---|--|
| not to give the consent, to have regard to: | |
| 1.5.1 | for a mass or dimension exemption – the approved guidelines for granting mass or dimension exemptions; or |
| 1.5.2 | for a class 2 heavy vehicle authorisation – the approved guidelines for granting class 2 heavy vehicle authorisations. |
| 1.6 | The power pursuant to Section 156(6) of the Act, if the delegate decides not to give consent to the grant of the authority, to give the Regulator a written statement that explains the delegate’s decision and complies with Section 172 of the Act. |
| 2. Action Pending Consultation with Third Party | |
| 2.1 | The power pursuant to Section 158(2) of the Act, if the consultation with the other entity is not yet completed, to, as far as practicable, deal with the request for consent and decide to give or not to give the consent (even though the consultation with the other entity is not completed). |
| 2.2 | The power pursuant to Section 158(4) of the Act, if: |
| 2.2.1 | the consultation with the other entity is completed and the other entity’s approval is required; and |
| 2.2.2 | the delegate has not yet decided to give or not to give the consent, |
| To - | |
| 2.2.3 | decide not to give the consent, on the ground that the consent would be inoperative; or |
| 2.2.4 | decide to give the consent. |
| 3. Deciding Request for Consent if Route Assessment Required | |
| 3.1 | The power pursuant to Section 156(1) and (2) of the Act to, form the opinion a route assessment is necessary for deciding whether to give or not to give the consent and notify the Regulator of the following: |
| 3.1.1 | that a route assessment is required for deciding whether to give |

| | |
|-----------|--|
| | or not to give the consent; |
| 3.1.2 | the fee payable (if any) for the route assessment under a law of the jurisdiction in which the road is situated. |
| 3.2 | The power pursuant to Section 156(4) of the Act, if a fee is payable for the route assessment under a law of the jurisdiction in which the road is situated to stop considering whether to give or not to give the consent until the fee is paid. |
| 4. | Imposition of Road Conditions |
| 4.1 | The power pursuant to Section 160(1) of the Act and in accordance with Section 160(2) of the Act, to consent to the grant of the authority subject to: |
| 4.1.1 | except in the case of a class 2 heavy vehicle authorisation (notice) – the condition that a stated road condition is imposed on the authority; or |
| 4.1.2 | in the case of a class 2 heavy vehicle authorisation (notice) – the condition that a stated road condition of a type prescribed by the national regulations is imposed on the authority. |
| 4.2 | The power pursuant to Section 160(2) of the Act to, if the delegate consents to the grant of the authority subject to a condition as mentioned in Section 160(1)(a) of the Act to give the Regulator a written statement that explains the decision to give consent to the grant of the authority subject to the condition and complies with Section 172 of the Act. |
| 5. | Imposition of Travel Conditions |
| 5.1 | The power pursuant to Section 161(1) of the Act, to, consent to the grant of the authority subject to the condition that a stated travel condition is imposed on the authority. |
| 5.2 | The power pursuant to Section 161(2) of the Act, if the delegate consents to the grant of the authority as mentioned in Section 161(1) of the Act to give the Regulator a written statement that explains the decision to give consent to the grant of the authority subject to the condition and complies with Section 172 of the Act. |
| 6. | Imposition of Vehicle Conditions |

| | |
|------------|--|
| 6.1 | The power pursuant to Section 162(1) of the Act, where the delegate gives consent to the grant of the authority to ask the Regulator to impose a stated vehicle condition on the authority. |
| 7. | Expedited Procedure for Road Manager's Consent for Renewal of Mass or Dimension Authority |
| 7.1 | The power pursuant to Section 167(2)(b) of the Act, to give the Regulator a notice of objection to the application of Section 167 of the Act to the proposed replacement authority within the period of: |
| 7.1.1 | 14 days after the request for consent is made; or |
| 7.1.2 | 28 days after the request for consent is made if the delegate seeks the extension of time within the initial 14 days. |
| 8. | Granting Limited Consent for Trial Purposes |
| 8.1 | The power pursuant to Section 169(1) of the Act to give consent to the grant of a mass or dimension authority for a trial period of no more than 3 months specified by the delegate. |
| 9. | Renewal of Limited Consent for Trial Purposes |
| 9.1 | The power pursuant to Section 170(3) of the Act to give the Regulator a written objection within the current trial period to the renewal of a mass or dimension authority for a further trial period of no more than 3 months. |
| 10. | Amendment or Cancellation on Regulator's Initiative |
| 10.1 | The power pursuant to Section 173(3)(d) of the Act to make written representations about why the proposed action should not be taken. |
| 11. | Amendment or Cancellation on Request by Relevant Road Manager |
| 11.1 | The power pursuant to Section 174(1) of the Act to form the opinion and be satisfied that the use of heavy vehicles on a road under the authority: |
| 11.1.1 | has caused, or is likely to cause, damage to road infrastructure; or |
| 11.1.2 | has had, or is likely to have, an adverse effect on the community arising from noise, emissions or traffic congestion or from other |

**INSTRUMENT OF DELEGATION UNDER THE
HEAVY VEHICLE NATIONAL LAW (SOUTH AUSTRALIA) ACT 2013**

| |
|--|
| matters stated in approved guidelines; or |
| 11.1.3 has posed, or is likely to pose, a significant risk to public safety arising from heavy vehicle use that is incompatible with road infrastructure or traffic conditions. |
| 11.2 The power pursuant to Section 174(2) of the Act to ask the Regulator to: |
| 11.2.1 amend the mass or dimension authority by: |
| 11.2.1.1 amending the areas or routes to which the authority applies; or |
| 11.2.1.2 amending the days or hours to which the authority applies; or |
| 11.2.1.3 imposing or amending road conditions or travel conditions; or |
| 11.2.2 cancel the authority. |
| 12. Amendment or Cancellation on Application by Permit Holder |
| 12.1 The power pursuant to Section 176(4)(c) of the Act to consent to the amendment of a mass or dimension authority. |
| 13. Amendment or Cancellation on Request by Relevant Road Manager |
| 13.1 The power pursuant to Section 178(1) of the Act to form the opinion and be satisfied that the use of heavy vehicles on a road under the authority: |
| 13.1.1 has caused, or is likely to cause, damage to road infrastructure; or |
| 13.1.2 has had, or is likely to have, an adverse effect on the community arising from noise, emissions or traffic congestion or from other matters stated in approved guidelines; or |
| 13.1.3 has posed, or is likely to pose, a significant risk to public safety arising from heavy vehicle use that is incompatible with road infrastructure or traffic conditions. |

**INSTRUMENT OF DELEGATION UNDER THE
HEAVY VEHICLE NATIONAL LAW (SOUTH AUSTRALIA) ACT 2013**

| |
|---|
| 13.2 The power pursuant to Section 178(2) of the Act to ask the Regulator to: |
| 13.2.1 amend the mass or dimension authority, including, for example, by: |
| 13.2.1.1 amending the areas or routes to which the authority applies; or |
| 13.2.1.2 amending the days or hours to which the authority applies; or |
| 13.2.1.3 imposing or amending road conditions or travel conditions on the authority; or |
| 13.2.2 cancel the authority. |

SCHEDULE OF CONDITIONS

**CONDITIONS OR LIMITATIONS
APPLICABLE TO DELEGATIONS
CONTAINED IN THIS INSTRUMENT**

| Section(s) in Act to which conditions/ limitations apply | Conditions / Limitations |
|--|--------------------------|
| | Nil |
| | |
| | |
| | |
| | |
| | |
| | |

CORPORATE AND COMMUNITY SERVICES REPORT NO. 5/2014

SUBJECT: MOUNT GAMBIER MEN'S SHED

REF: AF11/1700

Goal: Building Communities

Strategy: Recognise and support our volunteers, community organisations and their sustainability as they continue to be the foundation of the community.

Goal: Community Well-Being

Strategy: Increase the local awareness and understanding of the range of health issues and needs of the community.

Member's attention is brought to a letter and Business Plan received from the Mount Gambier Men's Shed in support of a proposed occupation of a portion of an existing shed located at Council's Commercial Street West Depot.

Background

Council has supported the establishment of the Mount Gambier Men's Shed and during the period since 2010 has considered several Council sites for their occupation. The Men's Shed currently has temporary occupation of portion of a privately owned site on Lake Terrace East that is inadequate for their needs.

Potential locations for a more permanent Men's Shed have been discussed during informal Elected Member Workshops held on 30th July 2013 and again on 29th October 2013.

On 7th November 2013 several Councillors attended a meeting with Men's Shed representatives during which a concept plan was presented for their potential occupation of a portion of an existing shed at the Council's Depot on Commercial Street West.

From that meeting Council sought from the Men's Shed in-principle acceptance of the proposed location and additional information to be presented to the January 2014 Council meeting (refer Attachment A) as follows:

- current financial position and balance sheet
- capacity to financially meet all outgoing annual costs associated with the Men's Shed including utilities costs
- plans to engage with a range of community groups as previously informally discussed with Council
- grant processes and applications to gain additional funding
- the amount of funds that the Men's Shed will contribute to the establishment of the facility at Council's Works Depot
- current Business Plan if one has been established
- current membership numbers and average attendees at weekly gatherings

In-principle acceptance of the proposed site was received on 14th November 2013, and the attached letter (Attachment B) and Business Plan (Attachment C) were received on 10th January 2014.

Men's Shed Business Plan & Income/Expenditure

The Administration have reviewed the Business Plan and note that it provides an overview of the Men's Shed Activities to-date but is limited in providing a clear plan of future operations/activities and growth.

Corporate and Community Services Report No. 5/2014 cont'd...

Of particular concern are the Men's Shed membership, income and expenditure figures.

The Men's Shed indicates a current membership of 44. Membership has increased each year from 20 members in 2010, but remains relatively low. The Business Plan does not identify a long term membership goal or optimal membership numbers, focusing on a short-term (2014) goal to increase membership by 28% to 56.

The statement of income and expenditure for financial year 2013 (at 18th December 2013) provided in the Business Plan does not clearly specify whether the figures relate to the full 2012/13 year or the 2013/14 year to date.

The Administration is concerned with the financial sustainability of the Men's Shed in its current operating form with its income largely consisting of (highly contested) fundraising and donation monies totaling \$2,873.25 and membership dues of \$1,003.00 (averaging \$22 per member).

The Men's Shed 'Membership Scope' provides that *'the association will be financed principally by annual membership fees at a level designed to meet non-salaried operational costs, plus any fundraising'*. This differs from the 'Marketing Strategy' that provides *'annual membership fees are structured to cover operational costs including insurance, electricity, stationery, website maintenance and other incidentals'*.

The combined costs of insurance (\$1,151.63), electricity (\$915.35), tools (\$311.00) and materials (\$1,280.16) are reported as totaling \$3,658.14 (equating to \$83 per member).

Whilst it is not for the Council to assess the membership charges of any community body nor its pattern/source of income and expenditures, the Administration is concerned with the Men's Shed capacity to continue sustaining their base operating expenditure (association fees, insurance & utility costs) based upon their level and source of income.

The Business Plan contains several references to applying for and seeking funds and support, financial and in-kind, from various sources but does not consider the risk/lack of certainty of such discretionary income sources, nor does it consider any increases in operational costs associated with increased usage and activities.

Success in obtaining grants leads to increased activity and overheads, with grant monies generally not available to cover operational expenses. A larger and more accessible/inviting premises is also expected to result in increased and more frequent use of tools/equipment with proportionate increases in electricity costs.

The Men's Shed current electricity expenditure of \$915.35 is based upon a very small space with limited usage/capacity. Electricity costs could be expected to increase by a multiple of 4x or 5x up to or even exceeding \$5,000 per annum depending upon the extent and frequency of use of lighting, tools/equipment, kitchen facilities, and any heating/cooling.

The Men's Shed were requested at the 7th November 2013 meeting to review and provide load and anticipated usage (hours) data for their electrical equipment to enable incoming connection requirements and usage/costs to be determined. Council has not yet received such information.

Council has an interest in the Men's Shed capacity to pay utility (water/sewer/electricity) costs as separate retail connections/meters and billing are not available at the depot site hence Council will therefore incur all utility costs before seeking re-imburement from the Men's Shed.

It is considered that the Men's Shed need to undertake rigorous financial/scenario modeling to improve their operational expenditure projections and fixed income requirements.

Corporate and Community Services Report No. 5/2014 cont'd...

Men's Shed Capital Contribution/Costs

The Men's Shed have indicated in their Business Plan and covering letter that capital funds of \$21,000 are available to contribute toward works to prepare the Depot site for their occupation. The income and expenditure details also refer to a Building Fund Term Deposit in the amount of \$21,074.59 with a maturity date of 5th December 2014.

The maturity date of this term deposit is inconsistent with the development and handover of a site during the 2014 calendar year.

Preliminary plans and cost estimates prepared by Council indicate a capital expenditure of approximately \$80,000 will be required to prepare the depot site for occupation by the Men's Shed including service connections, structural alterations (i.e. access doors), vehicle entry/parking, perimeter fencing, and basic toilet/kitchen facilities.

These estimated costs do not include any additional internal/external fit-out that the Men's Shed may wish for such as floor coverings or wall/ceiling linings, additional internal walls, fixed or loose furniture, internal electrical (and other services) layout, or any other fittings/equipment. Any further development would be at the cost and arrangement of the Men's Shed as tenant.

Summary

In summary, the Administration has significant concerns with the ongoing financial sustainability of the Men's Shed based upon the information they have presented to-date and the lack of forward projections of expenditure and income requirements presented in the Business Plan.

It is recommended that staff and interested Councillors work with the Men's Shed in an attempt to further develop a robust financial plan with detailed expenditure estimates for re-presentation of an amended Business plan to Council.

This work may also seek to investigate the wider relationships, collaborative efforts and community outcomes that the Men's Shed could pursue at a new premises.

RECOMMENDATION

- (a) Corporate and Community Services Report No. 5/2014 be received.
- (b) Men's Shed be thanked for the provision of a Business Plan in support of their proposal.
- (c) The depot site (portion of the existing shed and land at the corner of Commercial Street West and MacDonnell Drive) be endorsed as the potential location for the Men's Shed.
- (d) Further work be carried out to prepare detailed plans and determine the full extent of work/budget required to convert the depot site for occupation by the Men's Shed.
- (e) Staff and interested Councillors work with the Men's Shed in an attempt to further develop a robust financial plan with detailed expenditure estimates for re-presentation of an amended Business Plan to Council.



Corporate and Community Services Report No. 5/2014 cont'd...

Michael McCARTHY
GOVERNANCE OFFICER

Sighted:

A handwritten signature in black ink, appearing to read 'M McCarthy', written over a horizontal line.

Mark McSHANE
CHIEF EXECUTIVE OFFICER

20th January, 2014
MMcC

(Refer Item of Corporate and Community Services Minutes)



Reference: AF11/1700 MM.MJT
Enquiries to: Mr Mark McShane

12th November, 2013

Mr Peter Young
President
Mount Gambier Men's Shed

Email: jazz6545@southernphone.com.au

Dear Peter,

I refer to the meeting on 7th November, 2013 between Council and representatives from the Mount Gambier Men's Shed. At the meeting Council presented a concept regarding a site for a future Men's Shed being an existing facility within Council's depot complex, Commercial Street West. This letter provides clarity regarding Council's expectations from the Men's Shed representatives.

Firstly Council seeks a response from the Men's Shed regarding the concept of using the facility at Council's Works Depot and a response by 2nd December, 2013 will assist.

In principle support from the Men's Shed will then lead to further information being provided by the Men's Shed to Council as detailed below.

Council seeks the following information from the Men's Shed to support and progress the Depot location option:

- current financial position and balance sheet
- capacity to financially meet all outgoing annual costs associated with the Men's Shed including utilities costs
- your plans to engage with a range of community groups as previously informally discussed with Council
- grant processes and applications you have and will have to gain additional funding
- the amount of funds that the Men's Shed will contribute to the establishment of the facility at Council's Works Depot
- current Business Plan if one has been established
- current membership numbers and average attendees at your weekly gatherings

The Council is keen to progress these matters and looks forward to an early formal response regarding both the in principle agreement and further written details of a range of matters as identified above.

Again thank you for your attendance at the meeting last week and I look forward to progressing this matter.

Yours faithfully

Mark McSHANE
CHIEF EXECUTIVE OFFICER

cc. Mike tomayservices@bigpond.com
Mayor Perryman
Councillors
Michael McCarthy
Daryl Sexton
Barbara Cernovskis

Michael W Smith
Vice President
Mount Gambier's Men's Shed
PO BOX 1243
MOUNT GAMBIER SA 5290

Mount Gambier City Council
Chief Executive Officer
PO BOX 56
MOUNT GAMBIER 5290
SOUTH AUSTRALIA

Email: city@mountgambier.sa.gov.au

RE REFERENCE AF11/700 MOUNT GANMIBER MENS SHED REPLY TO YOUR LETTER DATED 12th NOVEMBER 2013

Dear Mark,

I refer to your letter dated November 12, 2013 and the items listed on the letter relating to the ability of the Men's Shed to supply information relating to the Council Depot location. Our current financial position is detailed in the Business plan that accompanies this letter.

As can be seen in the business plan the club can financially meet all outgoing annual costs including the cost of utilities.

We have been engaging with a wide range of community groups. However, our current situation is that we haven't got the room to currently encourage other groups to join with our organisation. In fact we currently don't have the room to encourage them to visit our current premises.

Last year we had secured a number of different grants to help us undertake different projects. We will always apply for grants to help us help those people who are socially or economically disadvantaged in our society. We also help people with health related problems and encourage them to interact with the general community by encourage them to engage with other men at the shed. We also secured a grants to help us move to the suggested location. In fact we will be able to help the council undertake the works in the new shed location with the help of \$21,000

Our current business plan is appended to this forward letter and we hope the council support our business plan to look forward to moving to the new suggested location.

Our previous membership was 40 members and the average attendance at each day the shed is open is 30. This is a great support for the Mount Gambier's Men's Shed.

This support is great as the space we currently have is limiting to enable men to engage with projects. If you want to build something the men in the current shed have to duck to ensure they don't get hit with the wood being brought into the shed. This does not only present Workshop Health and Safety (WHS) problems but if you are working on another project and don't realise the wood is coming through the area, then you can be injured by the fact we don't have enough room.

The suggested new shed proposal will help with the WHS problems associated with a small shed. Some of the projects need to be undertaken outside the current shed as the noise of dust will interfere with other people trying to talk to people in the shed. In the suggested new shed this will not be a problem.

The in principle letter was forwarded last year and we had confirmation of you receiving that letter. I have been hearing proposals of the Men's Shed undertaking the repair and construction of Christmas floats. We have discussed the proposal within the Men's shed and we are supportive of the proposal. We are capable of undertaking the work involved with maintaining the current and building new Christmas floats with direction.

We hope this information is sufficient to progress this matter further and help the Mount Gambier Men's Shed find a suitable location to operate from.

Yours Faithfully

Michael W Smith
Vice President Mount Gambier Men's Shed

CC President Mount Gambier Men's Shed Peter Young <pwvjyoung@yahoo.com.au>
Secretary Mount Gambier Men's Shed jazz6545@sothernphone.com.au



Australian Men's Shed Association
SHOULDER TO SHOULDER

Mount Gambier Men's Shed

Business Plan

172 Lake Terrace East
PO Box 1243
Mount Gambier SA 5290

President : Peter Young

Mobile: 0431 696 880

Email: pwjoung@yahoo.com.au

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1. An Overview

1. The first meeting to consider the establishment of a Men's Shed in Mount Gambier was held 8th January 2009, which was an initiative of the City of Mount Gambier. A Steering Committee was elected 19th January 2010 for the investigation and possible planning of a new shed.
2. Early March 2010, the Mount Gambier Men's Shed incorporated (Inc.) affiliated with the Australian Men's Shed Association, with its first General Meeting held 18th March 2010, while auspiced through the City of Mount Gambier.
3. The Mount Gambier Men's Shed is unique to the City of Mount Gambier and surrounding area, as it provides a safe place for gatherings to encourage a talk or tinker, to learn, to share experiences and to offer support to each other.
4. The Men's Shed is now an established centre where men of all ages, backgrounds and ethnicity can enjoy each other's company to promote self-worth and work ethics while developing and sharing skills for the benefit of both the individual and the community.

Including:

- a) To provide facilities which encourage participation in the creation of items that give a sense of satisfaction to the maker.
- b) To provide training facilities suitable to the needs of the members, conduct workshop or health information sessions
- c) To create an association wherein co-operative assistance in areas of mutual interest is available to all members and experience and expertise are freely shared.
- d) To operate this association in such ways that participation is pursued without any reference to entry criteria, qualifications, assessment or awards and to provide a climate free from discrimination according to colour, race, creed or gender.
- e) To realise the potentialities of males of all ages and to allow them to continue to use their skills and hobbies in a productive way and to learn new skills and / or hobbies in an environment that is socially engaging and non-threatening.
- f) To exchange ideas and resources with other Men's Sheds, both within Australia and overseas; and to encourage the extension of similar organisations in other parts of South Australia.
- g) To do all such things as may be incidental to the attainment of the above objectives

2. Our Membership Scope

- a) Those who join as members will be encouraged to learn, to teach or in other ways to assist in the operation of the association.
- b) Except in exceptional circumstances no salary or emolument will be paid to members in recognition of their contributions as tutors, convenors or organisers.
- c) All people without prejudices may join the association but emphasis will be on the needs, health and interests of males.
- d) There will be no pre-requisites for participation and no assessment.
- e) The association will be financed principally by annual membership fees at a level designed to meet non-salaried operational costs, plus any fundraising. Any other support, financial or in kind, will be accepted only on condition that the association remains independent.
- f) The programme of activities will be as wide as the human resources of the members permit, subject to overall guidelines.
- g) It is expected that the form of any activity and the standard at which it is conducted will be set by mutual agreement between those participating in it and Workplace Health and Safety (WHS.) standards and rules set by act of Parliament

3. Our Membership Goals

The below table demonstrates the membership growth experienced since 2010.

| Year | Membership Numbers | % of Growth |
|------|--------------------|-------------|
| 2010 | 20 | 0% |
| 2011 | 24 | 20% |
| 2012 | 32 | 33% |
| 2013 | 44 | 37% |

Our projected growth for 2014 is based on an average over the past 3 years indicative growth, being 28%, or a membership number of 56. With membership growth continuing, it is evident that our current facilities will not meet the needs of our growing membership numbers.

4. Our Organisational Goals

- a) To increase our membership to support those that are seeking our services without prejudice, including new arrivals to our City.
- b) To expand our facilities to incorporate a general community area where the community and members could undertake reading, computing, photography, drawing and other quiet activities as determined by our members. Other items the members undertake can be pottery, welding, automotive mechanical repairs and household maintenance.
- c) To use the equipment that we currently hold in our containers that cannot currently be used due to space restrictions.
- d) To provide a wider range of electrical power tools and shed equipment for the use of members.
- e) To gain access to more funding opportunities that support mental health recovery, training and development from funding bodies.

5. Products and Services

The Mount Gambier Men's Shed provides specifics to its members including but not limited to:

1. The provision of a safe non-threatening environment
2. Power tools and equipment for general use
3. Workshops, learning and opportunities to share
4. Men's Health Support and Education
5. A general area for verbal and non-verbal communications

6. Target Market Analysis

The primary target market is broad = all men

This primary target can be broken down into cohorts such as:

- Retired Men
- New Arrivals
- Indigenous Australian
- Young Men
- Working Men
- Unemployed men
- Men with a disability
- Men on reentry programs
- Men with community service obligations

Our networking and fostering of relationships with the mixing of members, and other community groups extends the knowledge of the members of the Mount Gambier Men's Shed, is to the benefit of members and to the wider community.

The analysing of the changing needs and the growth of our membership assist in determining our future focuses or trends.

7.

| Year Issued | Name of Grant | Value of Grant |
|-------------|--|----------------|
| 2009 | Foundation Skills Project with Doorways to Construction at Grant High School | \$30,000 |
| 2010 | Australian Men's Shed Association | \$10,000 |
| 2011 | Grant for Seniors (Tools for Kitchen) | \$4000 |
| 2011 | Grants for seniors (Garden beds) | \$689.70 |
| 2012 | South Australia Works, Regional Development Australia. (Migrant Mentoring Program) | \$5000 |
| 2013 | Australia Post Top 100 Grant | \$10,000 |
| 2013 | Foundation Skills with DFEEST (non accredited training) | \$10,100 |

8. Ongoing Projects

Bat Boxes

The team at the Men's Shed construct the Bat Boxes for placement in suitable wildlife areas. The Bat Boxes cost \$15 per box to construct, they are sold for \$17 per box.

Trevor Twilley, Acting President of the Animal Rescue Group, who is associated with the Wildlife Fund and the Port MacDonnell Wildlife Group (Kathrine Pye) are our links to providing this project.

Bicycle Maintenance

The community are invited to bring their bicycles to the Mount Gambier Mens's Shed for maintenance. This is conducted for those disadvantaged as a service to the local Community.

Garden Boxes

The team at the Men's Shed construct garden boxes for Opal (Obesity Prevention And Lifestyle). This is a Country Health SA project that is managed through the City of Mount Gambier. The Garden Boxes are for a project called "Plant Your Own Fresh Snack." This project encourages housing trust tenants (Housing SA) to grow their own vegetables in their own garden. It has been a very successful project. The teams at the Mount Gambier Men's Shed construct square boxes to hold and grow the vegetables in. Garden Boxes are constructed and provided fee free as a service to the local Community.

Table and Chairs

Eight chairs and a sand table were constructed for a Mount Gambier Kindergarten. Following this a cabinet was constructed for the children to place their bags in.

9. Marketing Strategy

The Marketing Strategy uses multiple methods to raise awareness and interest. These range from print, Radio, word of mouth to social media and the internet. ABC personalities Stan Thomson and Kate Hill programmed live from the Men's Shed on international Men's Health Day. We also had interviews on Men's health and men's issues in general.

To achieve the awareness we printed flyers and delivered them to community based organisations and business houses for interested persons to pick up and take at will. The flyer promotes the location of the Men's Shed, membership to the Group, the hours the facility is open, and what activities are undertaken.

Positive word of mouth from participants in training programmes such as: Engaging men, using power tools safely and Basic math for Measurement.

Website marketing is a modern and valuable tool that appeals to a younger demographic, which is affordable and considered valued and important. The maintenance of the website is undertaken on a volunteer basis by Mount Gambier Men's Shed Member. A Mount Gambier men's shed web site has also been created

Annual Membership Fees are structured to cover operational costs including insurance, electricity, stationery, web site maintenance and other incidentals.

The Mount Gambier Men's Shed actively share services and facilities among other nearby sheds. It works in an environment that is collaborative and without competition.

Our success is determined by:

1. The number of members of the Men's shed. We are on target for a 28% increase during 2014. (New facilities pending to accommodate larger membership).
2. The number of regular attendees.

10. Governance

The Mount Gambier Men's Shed is an incorporated body the Australian Men's Shed Association.

1. The affairs of the are managed and controlled by a committee
2. The committee has the management and control of the funds and other property of the association.
3. The committee comprises of a President, Vice President, Secretary, Treasurer, and up to twelve members of the general membership.

11. Income and expenditure for financial year 2013 at 18th December 2013

Income

| | |
|--------------------------|----------|
| Membership | 1,003.00 |
| Grants | 689.70 |
| Sales | 611.00 |
| Donations | 70.50 |
| Fundraising - BBQ Sales | 1,002.75 |
| Fundraising - Race Gates | 1,800.00 |
| Garage Sale | 539.80 |
| Total | 5,716.75 |

Expenditure

| | |
|--------------------------------|----------|
| Tools | 311.00 |
| Electricity | 915.35 |
| AMSA Affiliation and Insurance | 1,151.63 |
| Materials | 1,280.16 |
| GST | 450.00 |
| Total | 4,108.14 |

Cash at Bank

(at 18th December 2013) 1,608.61

Building Fund Term Deposit
(matures 5th December 2014)

21,074.59

Training Account (Project Funding)

Income DFEEST - ACE Grant Funding 10,010.00
To be used for training only Total 10,010.00

Expenditure

| | |
|------------------------------|----------|
| Sudanese Small Tool Training | 1,343.85 |
| Ambulance Training | 120.00 |
| Miscellaneous Training | 60.00 |
| GST | 399.00 |
| Total | 1,922.85 |

Cash at Bank

(at 18th December 2013) 13,637.15

12. Asset Register

| AssetID | Asset Description | Make | Location | Current Value |
|---------|-------------------------|----------------|-------------------|---------------|
| 1 | Saw Bench | | Container | 4800 |
| 2 | Router Bench | | Workshop | 2400 |
| MGMS001 | 18v Lithium-ion Battery | | Workshop Cupboard | 80.00 |
| MGMS002 | 18v Lithium-ion Battery | Makita | Workshop Cupboard | 80.00 |
| MGMS003 | 18v Lithium-ion Battery | Makita | Workshop Cupboard | 80.00 |
| MGMS004 | 18v Lithium-ion Battery | Makita | Workshop Cupboard | 80.00 |
| MGMS005 | Battery Charger | Makita | Workshop Cupboard | 50.00 |
| MGMS006 | Battery Charger | Makita | Workshop Cupboard | 50.00 |
| MGMS007 | Battery Screwdriver | Bosch | Workshop | 48.00 |
| MGMS008 | Bench Grinder | Dynalink | Workshop | 170.00 |
| MGMS009 | Pedestal Drill 3 Phase | Waldown | Container | 300.00 |
| MGMS010 | Hand Saw Electric | Black & Decker | Container | 80.00 |
| MGMS011 | LXT Battery Drill | Makita | Workshop Cupboard | 268.00 |
| MGMS012 | Jackaroo Barbeque | | Container | 350.00 |
| MGMS013 | HP Notebook | | Office | 2,450.00 |
| MGMS014 | VICG Bench Wood Dawn | | Container | 400.00 |
| MGMS015 | Angle Grinder 9"-230mm | Metabo | Container | 120.00 |
| MGMS016 | Chain Saw Electric | Ryobi | Container | 80.00 |
| MGMS017 | Hammer Drill 710W | GMC | Container | 100.00 |
| MGMS018 | Ladder | Prostep | Workshop | 200.00 |
| MGMS019 | Cut Off Saw | Hitachi | Container | 80.00 |
| MGMS020 | Bandsaw 190mm | Ryobi | Container | 150.00 |
| MGMS021 | Portable Scaffold | Stanley | Container | 50.00 |
| MGMS022 | LXT Battery Drill | Makita | Workshop Cupboard | 200.00 |
| MGMS023 | Battery Charger | Arlec | Container | 50.00 |
| MGMS024 | Recipro Saw | | Blue Container | 100.00 |
| MGMS025 | Compound Saw | Dewalt | Workshop | 536.00 |
| MGMS026 | Drill Press Heavy Duty | Herless | Workshop | 150.00 |
| MGMS027 | Trolley Tool | | Workshop | 70.00 |
| MGMS028 | Hand Tire Pump | | Workshop | 30.00 |
| MGMS029 | Toolbox | Stanley | Workshop | 536.00 |
| MGMS030 | Belt Sander | Toolex | Workshop | 300.00 |
| MGMS031 | Planner 82mm | Makita | Workshop | 134.00 |
| MGMS032 | Multi Tool | Bosch | | 70.00 |
| MGMS033 | LXT Battery Drill | Makita | Workshop | 200.00 |
| MGMS034 | Bench Grinder | Toolex | Workshop | 400.00 |
| MGMS035 | Forstner Bit Set | Forstner | Workshop | 150.00 |
| MGMS040 | Bandsaw | Toolmac | Workshop | 200.00 |
| MGMS041 | Power Saw 185mm | Makita | Workshop | 134.00 |
| MGMS042 | Jigsaw | Bosch | | 134.00 |
| MGMS043 | Jigsaw | Metabo | Workshop | 134.00 |
| MGMS044 | LXT Battery Drill | Makita | Workshop Cupboard | 200.00 |
| MGMS045 | Hot Water Service | | Outside Kitchen | 268.00 |
| MGMS046 | Micro Wave Oven | National | Kitchen | 150.00 |

| | | | | |
|---------|----------------------------|----------------|-------------------|--------------|
| MGMS047 | Wall Oven & Bench Top | Simpson | Kitchen | 400.00 |
| MGMS048 | Range Hood | Chateau Grange | Kitchen | 80.00 |
| MGMS049 | Stove | Chef | Kitchen | 300.00 |
| MGMS050 | Dust Extractor | | Container | 1,000.00 |
| MGMS051 | Woodwork Bench | | Workshop | 500.00 |
| MGMS052 | Woodwork Bench | | Workshop | 500.00 |
| MGMS053 | Bandsaw | | Container | 500.00 |
| MGMS054 | Metal Lathe | | Container | 3,600.00 |
| MGMS055 | Planer Jointer | | Container | 500.00 |
| MGMS056 | Thicknesser | | Container | 500.00 |
| MGMS057 | Wood Lathe | | Container | 1,500.00 |
| MGMS058 | Wood Lathe | | Container | 1,500.00 |
| MGMS059 | CIG Spot Welder | | Container | 500.00 |
| MGMS060 | Lincoln Welding Helmut | | Workshop Cupboard | 100.00 |
| MGMS061 | Lincoln Handy Stick Welder | | Workshop Cupboard | 900.00 |
| MGMS062 | 5" Random Orbital Sander | Makita | Workshop Cupboard | 168.00 |
| MGMS063 | Jigsaw | Metabo | Workshop Cupboard | 167.00 |
| MGMS064 | Fridge | Sharp | Kitchen | 400.00 |
| | | | TOTAL | 29727 |

13. Project Plan

| Key Projects | Task | By Whom | By When |
|-------------------------|---|-------------|------------|
| Training | Working Safely with Power Tools | Mike Smith | 13/12/2013 |
| Training | Basic Maths for Measurement | Mike Smith | 31/03/2013 |
| Open Day | Fundraising and membership drive | Peter Young | 28/02/2013 |
| Location of Men's Shed | Seek new larger location | Peter Young | 31/06/2013 |
| Relocation | Relocate tools and equip | Peter Young | 31/06/2013 |
| ACE Funding 2014 | Apply for Training Funds | Peter Young | 31/03/2013 |
| Development of New Shed | Apply for funds to assist in the relocation /development of a new proposed site | Peter Young | 31/01/2013 |
| Men's Health | Open Day with support from a Chemist/Dr or Pharmacist on site. | Peter Young | 31/12/2014 |
| Bat/Bird Boxes | Construct and sell boxes | Peter Young | ongoing |
| Bicycle Maintenance | Undertake bicycle maintenance free for local community. | Peter Young | ongoing |
| Garden Boxes | Construct on a as need basis. | Mike Smith | ongoing |

14. SWOT Analysis

| | Strengths | Weaknesses |
|--|--|--|
| | <p>Unique provider of support and friendship specific to our City</p> <p>Experience and knowledge of members willing to share</p> <p>Flexible environment to grow and expand level of services offered to meet new and existing members</p> <p>Enthusiastic team with extensive knowledge on "shed activities"</p> <p>Friendly and welcoming environment</p> <p>Ability to network</p> | <p>Small location that is becoming outgrown</p> <p>Participants cramped due to minimal space from good membership</p> <p>Current venue limits the expansion of membership due to space limitations</p> <p>With natural reduction in membership through illness or passing, the sharing of knowledge and experience from the individual also leaves</p> |
| Opportunities | Strategies using strengths to address opportunities | Strategies to reverse weaknesses to address opportunities |
| <ul style="list-style-type: none"> • Increase Membership • Apply for Grant Funding to assist to improve employment opportunities for Job Seekers • Support from The Australian Men's Shed Association • Ability to network and foster relationships with our Men's Shed neighbours ie Millicent, Penola, Port MacDonnell | <p>From new arrivals, existing members of the community, word of mouth, recipient of flyers, AMSA website</p> <p>To assist in financially achieving specific projects or purchases</p> <p>Foster relationships and share knowledge from the experienced,</p> | <p>Liaise with community groups to contact with new arrivals</p> <p>Update and print more information flyers</p> <p>Promote and encourage those with knowledge to continue to share</p> |
| Threats | Strategies to counter threats with strengths | Strategies to fix vulnerabilities |
| <p>Reduction of Membership</p> <p>WHS – we currently do not offer a disabled access toilet, or a space for those with hearing difficulties</p> <p>Reduction of Funds to Operate</p> <p>Information Technology</p> | <p>Proactively seek new members and new interests for members participation</p> <p>Ensure that services and management of the shed meet the needs and expectations of members</p> <p>Obtain computers and software to enable education in IT, including electronic minute taking and finances</p> | <p>Conduct fundraising events ie open day on wood work, men's health info lunch, to help increase membership and add value to existing memberships. Conduct phases of non-accredited training on basic computing, basic internet and emails</p> <p>Bigger shed providing more space, including the provision of a disabled access toilet</p> |

15. Letters of Support

We have received written Letters of Support from the following:

ABC South East
Australian Workplace Injury Consultants
Department for Families and Communities
Department of Further Education, Employment, Science & Technology
Lifeline South East
Mental Illness Fellowship of South Australia Inc
Mr Don Pegler MP – Member for Mount Gambier
Regional Development Australia Limestone Coast
South East Regional Community Health Service
Stand Like Stone
The Rotary Club of Mount Gambier Lakes
Trevor Twilley, SA Police, Mount Gambier.
Uniting Care Wesley

16. Activities List

Activities either undertaken or being considered in the future include:

Art
Auto Electrical
Basic Electronics
Bicycle Repairs
Ceramics
Cooking
Health Sessions
Home Maintenance
Leather Work
Legal Information (Wills, POA)
Mechanics
Metal Work
Model Making
Photography
Print Making
Sculpture including Limestone
Solar Energy Talks
Wine Making / Home Brewing
Wood Work
Wooden Toy Making / Repairs

17. Our Future

The Mount Gambier Men's Shed Inc. is committed to supporting the City of Mount Gambier by offering to maintain existing and build new floats for the Mount Gambier Christmas Parade.

Our main project for 2014 will be the development of a larger shed that is suitable by providing an increase in space to cater for our growing membership base, plus enabling a wider range of services to be offered. With support and consultation from the City of Mount Gambier, the Mount Gambier Men's Shed Inc will apply for grants and approach local organisation for both financial support or in kind support.

Our projected income is \$1,600 for the membership of the AMSA affiliation and insurance. Further income is contracted from Mount Gambier Racing Club. Income for the 2014 season is projected to be \$3600, along with BBQ Sausage Sizzle income (proposed based on previous success) \$1500.

We are planning for an approximate expenditure of \$21,000 for the development of the proposed new location of the Mount Gambier Men's Shed. These funds are in a Term Investment that matures December 2014.

Our current ACE training program is approved for \$10,010.00 (Project Funding) to 30th June 2014. The Mount Gambier Men's Shed is one of only 3 approved Adult Community Education training providers in the Limestone Coast Region, approved by the Department of Further Education, Employment, Science and Technology. This enables the Mount Gambier Men's Shed to apply for funds on a competitive basis.

A previous example of this has been our multicultural training program for the use of small tools for new arrivals (Congolese).

We wish to increase our support in the future for our target market who are socially isolated, experience age or social discrimination, have limited employability skills, experience family breakdowns, suffer with loss, have low self-esteem, have mental health issues or those with a disability.

As we have followed the process of investigation of a new suitable location for the Mount Gambier Men's Shed, we have been offered a significant support from various local businesses. On confirmation of a new suitable location we will establish a firm level of commitment from these business houses, recognising their valued support.

- Masters Hardware Store
- Banner/Mitre 10
- Whitehead Timber Sales
- Carter Holt Harvey
- Kimberley Clark Australia
- GT Industrial Sales

An example of how the Mount Gambier Men's Shed makes a difference ...

'When involved in town planning K assisted in the establishment of the Mount Gambier Men's Shed. Now, with significant dementia, it is one of the few places that K remembers and allows male connection.'

CORPORATE AND COMMUNITY SERVICES REPORT NO. 6/2014

SUBJECT: MOUNT GAMBIER PEDAL PRIX

REF: AF12/65

- Goal:*
- (i) Building Communities*
 - (ii) Securing Economic Prosperity*
 - (iii) Community Well Being*
 - (iv) Learning*
- 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) Support the development of our local economy, our unique local experiences and our capacity to grow visitation to our City*
 - (iii) Advocate for support programs which increase the level of community engagement in healthy lifestyle activities and which encourage our community to make quality health decisions*
 - (iv) 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*

Introduction

Correspondence received from the St Martins Lutheran College HPV (Human Powered Vehicle) Team has requested Council support the Mount Gambier HPV "Crank-It" Six Hour event in the form of refurbishment of the Showgrounds circuit. Refurbishment of the circuit is required to enhance the safety and ride ability of the surface ensuring a memorable event that will support the aspirations of regularly hosting this event in Mount Gambier into the future.

Council officers have met with the organisers of the event and assessed the level of assistance required for the refurbishment and the proposal has also been presented to the Lifelong Learning Sub-Committee for endorsement given the extensive level of school involvement within the Limestone Coast and the intergenerational learning outcomes for the participating students and families.

Background information

St Martins Lutheran College has been running an extra-curricular HPV program since 2008. There are 12 schools in the Limestone Coast running similar programs, some schools include it as an elective subject; some run only one team and some like St Martins run three or four teams. Under the SA racing rule, teams can be up to 20 students to allow a whole class to participate. St Martins Lutheran College were introduced to the sport by a Victorian trained teacher and have raced exclusively in Victoria but for the last two years they have been working toward a Mount Gambier event by staging Test N Tunes at the Mount Gambier Go Kart track. They are now ready to present a 6 hour race and as a South Australian city have approached UniSA as a sponsor in order to come under the banner of the Super Series in which Mount Gambier is being advertised as pre-season warm-up.

The sport of Human Powered Vehicles has grown in popularity for over 20 years. In Victoria there are currently a number of series with the premier event held in Maryborough in November each year comprising 6 different events using two criterion circuits and a large area of displays and presentations. This is billed the largest HPV event in the world and attracted 21,000 visitors and injected \$4.4 million into the town in 2012 winning the 2013 Victoria Tourism award for Festival and Events. The major support of HPV in Victoria is the Victorian Education Department which places HPV on the curriculum with the supporting areas of technology – design and building, and science – sport health and fitness, fossil fuel alternative energies, environmental issues.

In SA the UniSA Pedal Prix Super Series focuses on the sport of HPV and has developed the highest standards of design and safety specifications in Australia. They are currently working

Corporate and Community Services Report No.6/2014 cont'd...

toward an Australian oversight body to increase safety standards and raise professionalism in HPV. The SA Super Series currently attracts 225 entrants and involves 6 hour races in Adelaide and Loxton and a 24 hour endurance race at Murray Bridge. The Murray Bridge event brings approximately 8,000 people into the town including riders plus support crew, parents, friends and family.

If this event is successful UniSA has offered to add Mount Gambier to the Super Series in 2015.

South Australian Pedal Prix

The Australian HPV Super Series (AHPVSS) is sponsored by UniSA and is governed by the Australian International Pedal Prix association (AIPP) – the board is made up of business people and administrators all of whom have a background in HPV and who are determined to make HPV as safe as possible through design and construction and the safe running of events. They are actively working with Victorian organisers to standardise HPV racing and specifications in order to seek accepted national standards and eventually an Australian oversight body.

For a number of years the Super Series has included 3 races. Two six hour races at Victoria Park Adelaide (two day events), followed by the 24 hour Endurance in Murray Bridge (a three day event). Some teams compete in all three races. By far the most popular is the Murray Bridge event which sees 225 teams compete. SA rules allow up to 20 riders per team – this allows a whole school class to participate in the HPV program and also race in the cart. Murray Bridge Council reported in 2013 that AHPVSS generates \$3.2 million business in the region.

AHPVSS president, Andrew McLachlan, has visited Mount Gambier and is pleased with the space and facilities the Showground offers and the potential of the race circuit however the road surface needs work. The committee has considered a number of different locations including road circuits around Mount Gambier City. The Showground road circuit, while needing work to make it suitable, needs no new roads to be built and has a variety of available buildings and sheds, ample space, camping and is close to the City centre.

If the March 2014 event is successful the St Martins Lutheran College HPV Team will work to:

- Grow the Test N Tune at the Go Kart track in August that currently attracts a minimum of 16 – 18 teams and up to 30 – 40 teams
- Be added to the Super Series as one of the Six Hour rounds which would attract 100 – 150 teams in 2015
- Extending the Six Hour race (2 day event) to become a 24 Hour endurance (3 day event)
- Including some of the Victorian elements – Push-carts, Innovations in Technology and Hybrids

Cost Estimates

Three scenarios have been costed for the circuit refurbishment and have been tiered from the minimum level of works required for the event to be staged to the best possible outcome (ie an asphalt surface).

The following is a summary of the works / costs required:

Option 1:

Consists of minor patching works (120m²), Asphalt overlays to 3 corners (205m²), bitumen seal to some straights (1200m²)

Estimate: \$12,000

Corporate and Community Services Report No.6/2014 cont'd...

Option 2:

Consists of a 7mm bitumen seal to all road surfaces along the track (excluding the existing asphalt burnout area)

Estimate: \$21,000

Option 3:

Consists of a 30mm asphalt overlay to all road surfaces along track (excluding the existing asphalt burnout area)

Estimate: \$75,000

It is worth noting that any refurbishment undertaken will provide a direct benefit to the Show Society by improving the current condition of their assets.

Conclusion

The event provides significant benefits for the participants from the physical activity, the technical and mechanical learning about their cart, team building, and the interaction needed with the parents and community support.

If Council supports the refurbishment of the circuit at the Showgrounds it is recommended that option 2 be undertaken and Council allocate \$12,000 from its current road resealing program, that the A & H Show Society be approached to contribute \$6,000 and the District Council of Grant be approached for \$3,000.

RECOMMENDATION

- (a) Corporate and Community Services Report No. 6/2014 be received;
- (b) Council support Option 2, as costed, for the circuit refurbishment pending agreement from the A & H Show Society and District Council of Grant;
- (c) Council approach the A & H Show Society and the District Council of Grant for contributions of \$6,000 and \$3,000 respectively;
- (d) A further report be provided to Council on the progress of this initiative.



Barbara CERNOVSKIS
MANAGER - COMMUNITY SERVICES AND DEVELOPMENT

Sighted:



Mark McSHANE
CHIEF EXECUTIVE OFFICER

CORPORATE AND COMMUNITY SERVICES REPORT NO. +/2014

SUBJECT: RESIGNATION OF DEPUTY MAYOR, CR BYRON HARFIELD

REF: AF11/884

Goal: Governance

Strategy: Demonstrate innovative and responsive organisational governance.

As previously notified to Councillors on 10th January, 2014 Deputy Mayor, Cr Byron Harfield tendered his resignation as Councillor on 10th January, 2014. His resignation letter is attached and took effect immediately.

Byron was elected to Council on 10th May, 2003 and was presented with his 10 year Certificate of Meritorious Service at Council on 21st May, 2013. Byron was elected (internally by his peers) Deputy Mayor in November 2006 and again in November 2010, a position he held until his resignation from Council.

Byron represented Council on a number of Committees and Groups including, Operational Services Committee, Mount Gambier and Districts Airport Committee, Mount Gambier Cemetery Trust, Blue Lake Management, Junior Sports Assistance Fund, Environmental Sustainability Sub-Committee (Presiding Member) Mount Gambier Aquatics Centre and Mount Gambier Lifelong Learning Sub-Committee.

Byron also held a number of Council Portfolios including Recreation and Sport and Environment, Health and Water Quality.

As Deputy Mayor and Councillor, Byron formally represented Council at a very large number of community events and at official Council, Local Government and State Government functions.

Byron's contribution to the Mount Gambier Council and to the community is acknowledged and highly appreciated.

RECOMMENDATION

moved;

- (a) Corporate and Community Services Report No. 7/2014 be received;
- (b) Council acknowledges the resignation of Deputy Mayor Cr Byron Harfield from 10th January, 2014;
- (c) Council recognises Cr Byron Harfield's extensive service to this Council and to the Mount Gambier community and the Mayor formally writes to former Cr Byron Harfield recognising his service to the Council and community.

seconded



Mark McSHANE
CHIEF EXECUTIVE OFFICER

CEO,

Mr. Mark McShane,

City of Mount Gambier ,

Watson Terrace,

Mount Gambier S.A. 5290.

Dear Mark,

It is with regret and a heavy heart that I wish to tender my resignation as Councillor/Deputy Mayor for the City of Mount Gambier as of today. This is due to family matters and my new business/work commitments in Adelaide.

I thank you for your support and assistance over the past 2 years and am pleased to have known and worked with you in progressing and developing the City.

Yours Sincerely,

Byron Harfield

10th January 2014

CORPORATE AND COMMUNITY SERVICES REPORT NO. 8/2014

SUBJECT: APPOINTMENT OF COUNCILLORS ON COUNCIL COMMITTEES

REF: AF11/854

Goal: Governance

Strategy: Demonstrate innovative and responsive organisational governance.

Following the resignation of Deputy Mayor Cr Byron Harfield (10th January 2014) a number of Council appointments, internal and external to Council fall vacant.

As directed by Council Policy C280 Committees – Appointments of Members to serve on Council Committees (Section 5), the following occurs:

“5. Other or Subsequent Council Appointments

In the event of other or subsequent Council appointments (whether internal or external of Council) being required during the term of council the following processes shall be followed:

- (a) The Chief Executive Officer shall give notice to all Elected Members, of the position vacancy and invite expressions of interest in the position from the Elected Members;*
- (b) The above notice shall provide detail relative to the position and shall specify a date whereby expressions of interest (in writing) will close;*
- (c) The Chief Executive Officer shall refer all expressions of interest received by the closure date to Council for decision;*
- (d) In the event of more than one expression of interest being received for the position Council shall in the first instance give preference to the Portfolio holder, draw lots for the position (the name drawn out being declared the appointed person).”*

Appointments to External Bodies

The following appointments to external groups are now sought:

- Mount Gambier and Districts Airport
- Blue Lake Management
- Mount Gambier Aquatics Centre

Appointments to Council Committees

Nominations are sought for representation on:

- Mount Gambier Lifelong Learning Sub-Committee
- Environmental Sustainability Sub-Committee
- City of Mount Gambier Junior Sports Assistance Fund
- Mount Gambier Cemetery Trust
- Operational Services Committee and Strategic Planning and Policy Development Committee

Corporate and Community Services Report No. 8/2014 cont'd...

The position of Deputy Mayor is also a nominated (Council resolution of 21st February, 2012) member of the CEO Performance Development and Review Committee.

Appointment to Portfolios

Proxy holders for the Recreation and Sport Portfolio (Cr Shearing) and Environment, Health and Water Quality Portfolio (Cr Mutton) have identified their willingness to accept responsibility for general matters that fall within the Portfolios for the remainder of this Council term while noting the need for Council Policy provisions to apply for appointment to external bodies and Council Committees.

As required by the policy, Councillor expressions of interest for the internal and external appointments must be provided to the CEO (via email) by Friday 7th February, 2014. All expressions of interest will be referred to Council for consideration in the Agenda for the 18th February, 2014 Council Meeting.

RECOMMENDATION

moved;

- (a) Corporate and Community Services Report No. 8/2014 be received;
- (b) The CEO seeks Councillor nominations in writing by 5.00 pm, Friday 7th February 2014 for the following external appointments:
 - Mount Gambier and Districts Airport Committee
 - Blue Lake Management
 - Mount Gambier Aquatic Centre
- (c) The CEO seeks Councillor nominations in writing by 5.00 pm, Friday 7th February 2014 for the following internal appointments:
 - Mount Gambier Lifelong Learning Sub-Committee
 - Environmental Sustainability Sub-Committee
 - City of Mount Gambier Junior Sports Assistance Fund
 - Mount Gambier Cemetery Trust
 - Operational Services Committee and Strategic Planning and Policy Development Committee

seconded



Mark McSHANE
CHIEF EXECUTIVE OFFICER

14th January, 2014
LD/FM

(Refer Item of Corporate and Community Services Minutes)

CORPORATE AND COMMUNITY SERVICES REPORT NO. 9/2014

SUBJECT: DEPUTY MAYOR – APPOINTMENT AND TERM

REF: AF11/1740

Goal: Governance

Strategy: Demonstrate innovative and responsive organisational governance.

Further to the notification in Corporate and Community Services Report No. 7/2014, the position of Deputy Mayor has been vacated by the resignation of Cr Harfield.

Section 51(3) of the Local Government Act 1999 provides ‘*If a council has a mayor, there may also be, if the council so resolves, a deputy mayor...*’

Following the 2010 Local Government Elections Council made the following resolution at the Special Meeting held on 29 November 2010:

“Cr Smith moved pursuant to the powers contained in Section 51 (3) and (4) of the Local Government Act 1999 Council hereby resolves to appoint a Deputy Mayor;

Cr White seconded

Carried”

This resolution remains valid.

In discussions with the Chief Executive Officer the Mayor has indicated his preference that the role of Deputy Mayor be continued for the remaining term of the Council until November 2014.

RECOMMENDATION

moved;

(a) Corporate and Community Services Report No. 9/2014 be received.

seconded



Mark McSHANE
CHIEF EXECUTIVE OFFICER

13 January, 2014
LD/FM

(Refer Item of Corporate and Community Services Minutes)

CORPORATE AND COMMUNITY SERVICES REPORT NO. 10/2014

SUBJECT: ELECTION OF A DEPUTY MAYOR

REF: AF11/1740

Goal: Governance

Strategy: Demonstrate innovative and responsive organisational governance.

Following the resignation on 10th January, 2014 of the previous Deputy Mayor, Cr Byron Harfield, the position of Deputy Mayor is now vacant. Council, having resolved (Corporate and Community Services Report No. 09/2014) to appoint a Deputy Mayor, should now do so.

The following report is presented for Council to consider nominations and a selection process for an appointment to the position of Deputy Mayor.

Council Policy M190 – Members – Deputy Mayor (attached), specifies the process of appointing a Member as Deputy Mayor. The process (in part) is as follows, with numbering matching Council's Policy:

2. The Mayor will call for nominations.
3. Any Member present may be nominated.
4. Only Members who are not a candidate for the office may make a nomination that is only valid on acceptance of that nomination by the candidate.
5. No Member may nominate more than one candidate.
8. If only one nomination is received for the office of Deputy Mayor and no other Member is nominated, then that Member is to be declared elected. If more than one nomination is received, a vote of Council is to be conducted forthwith, without debate.
9. By virtue of the provision of Section 51 (4) of the Local Government Act, the Mayor does not vote on the question of the Appointment of Deputy Mayor.
10. The vote for the office is to be a secret ballot. A division cannot be called for when a vote on the Deputy Mayor is taken. A Member not present at the meeting does not vote.
11. The Mayor may appoint any Senior Officer to act as Returning Officer of the secret ballot and the Returning Officer shall also effect the drawing of lots, if required.
12. Upon the taking of the secret ballot, the Returning Officer shall report to the meeting the result of the vote.
13. Where two or more candidates receive the equal highest number of votes, the office of Deputy Mayor will be decided by the drawing of lots. The first name drawn in the lot shall be appointed Deputy Mayor.

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

Corporate and Community Services Report No. 10/2014 cont'd...

Council also needs to determine and resolve the method of voting with the following suggested process:

- Voting is by secret ballot (as determined by Policy).
- Should two or more candidates nominate then the Member with the most votes will be declared elected.
- Should there be an equal number of votes between two or more candidates then the matter will be decided by the drawing of lots by the Returning Officer.

RECOMMENDATION

moved;

- (a) Council Report No. 10/2014 be received;
- (b) the term of office for the position of Deputy Mayor for the City of Mount Gambier Council be the 28th January 2014 until the second Saturday in November 2014;
- (c) Council determines that the method of choosing a Deputy Mayor be by an election process;
- (d) the method of election be by secret ballot;
- (e) the successful candidate will be the candidate with the most votes;
- (f) 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;
- (g) the Chief Executive Officer be appointed Returning Officer for the election;
- (h) upon the completion of the election, the Returning Officer be authorised to declare the successful candidate elected to the position of Deputy Mayor;
- (i) upon the declaration of the Returning Officer the candidate is appointed to the position of Deputy Mayor for the term of office determined by this resolution.

seconded



Mark McSHANE
CHIEF EXECUTIVE OFFICER

13th January, 2014
LD/FM

(Refer Item of Corporate and Community Services Minutes)

M190 MEMBERS - Deputy Mayor

Should the Council so resolve to appoint a Deputy Mayor pursuant to the powers contained in the provisions of the Local Government Act, then the following Policy and Procedure is to be observed in the process of appointing a Member as Deputy Mayor:

1. The appointment is to take place as soon as possible from when the Council so resolves to have a Deputy Mayor or at the first Council Meeting (whether special or general meeting) immediately following the general election.
2. The Mayor is to call for nominations.
3. Any Member present (at the special or general meeting) may be nominated to the office of Deputy Mayor by any other Member present.
4. Only Members who are not a candidate for the office may make a nomination and the nomination is only valid on acceptance of that nomination by the candidate.
5. No Member may nominate more than one candidate.
6. Where no nomination has been made, any Member may indicate to the meeting that the Member is prepared to stand for the office, in an effort to draw a nomination from any other Member.
7. If any Member wishes to nominate for the office, but cannot obtain a nominator, then that Member is unable to proceed as a candidate.
8. If only one nomination is received for the office of Deputy Mayor and no other Member is nominated, then that Member is to be declared elected. If more than one nomination is received, a vote of Council is to be conducted forthwith without debate.
9. By virtue of the provisions of Section 51 (4) of the said Act, the Mayor does not vote on the question of the appointment of Deputy Mayor.
10. The vote for the office is to be a secret ballot. A division cannot be called for when a vote on the Deputy Mayor is taken. A Member not present at the meeting does not vote.
11. The Mayor may appoint any Senior Officer to act as scrutineer of the secret ballot and the scrutineer shall also effect the drawing of the lots, if required.

M190 - Members - Deputy Mayor cont'd....

12. Upon the taking of the secret ballot the scrutineer shall report to the meeting the results of the vote.
13. Where two or more candidates receive the equal highest number of votes, the office of Deputy Mayor will be decided by the drawing of lots. The first name drawn in the lot shall be appointed Deputy Mayor.
14. In the Council Chamber, the Deputy Mayor shall assume no precedence, (other than as Councillor), except during any absence of the Mayor, when the Deputy Mayor shall act in the place of the Mayor.
15. Outside the Council Chamber, the Deputy Mayor shall be given precedence, immediately following the Mayor.

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|---|--|--|
| Adopted by Council: 18 th February 1999 | Reviewed: 15 th April 2003 | Amended: 17 th June 2003 |
| Reviewed: 19 th September 2006 | Reviewed: 21 st April 2009 | Amended: |
| Amended: | Amended: | Amended: |
| Amended: | Amended: | Amended: |
| Amended: | Amended: | Amended: |