

Reference: AF11/862

**MAYOR
COUNCILLORS
CITY OF MOUNT GAMBIER**

Members

1. NOTICE is given that a meeting of the Council of the City of Mount Gambier will be held at the Council Chamber, Civic Centre, 10 Watson Terrace, Mount Gambier on **TUESDAY, 15th NOVEMBER, 2016 AT 6.00 P.M.**
2. Notice is given that the Standing Committees (Committee Room and Level 1 Conference Room) and Development Assessment Panel (Level 1 Conference Room) will meet at the Civic Centre, 10 Watson Terrace, Mount Gambier on the days and dates as follows:

Corporate and Community Services Committee	Monday, 12th December, 2016
Operational Services Committee	Tuesday, 13th December, 2016
Development Assessment Panel	Thursday, 15th December, 2016



Mark McSHANE
CHIEF EXECUTIVE OFFICER

9th November, 2016
MJT

CONFLICT OF INTEREST DISCLOSURE FORM

I _____,
(insert name)

have received a copy of the agenda for the **ordinary** **special** meeting of the

_____ Council Committee Board
(insert full name of Committee/Sub-Committee/Board)

to be held on: _____
(insert date of meeting)

CONFLICT OF INTEREST DISCLOSURE

I consider that I have a:

material conflict of interest pursuant to section 73 (complete and sign below)

actual or **perceived** conflict of interest pursuant to section 74 (complete and sign overleaf)

of the *Local Government Act 1999* ("the LG Act") in relation to the following agenda item:

(insert details - include Agenda Item No, Report Number, Item/Report Subject Title)

which is to be discussed at that meeting.

MATERIAL

The nature of my **material** conflict of interest is as follows *[ensure sufficient detail is recorded, including the reasons why you (or a person prescribed in section 73(1) of the LG Act) stands to obtain a benefit or suffer a loss depending on the outcome of the consideration of the matter at the meeting of the Council in relation to the agenda item described above].*

In accordance with section 74(1)(b) I will be leaving the meeting room while the matter is being discussed and voted on.

Signature

Date

In accordance with section 75A(2)(b) I propose to not to participate in the meeting in relation to the matter.

ACTUAL

The nature of my **actual** conflict of interest is as follows *[ensure sufficient detail is recorded, including the reasons why the conflict between your interests and the public interests might lead to a decision that is contrary to the public interest in relation to the agenda item described above].*

Where I have proposed to participate in the meeting I intend to deal with my **actual** conflict of interest in the following transparent and accountable way *[ensure sufficient detail is recorded as to the manner in which you intend to deal with the actual conflict of interest in a transparent and accountable way].*

OR

PERCEIVED

The nature of the **perceived** conflict of interest is as follows *[ensure sufficient detail is recorded, including the reasons why you consider that an impartial fair-minded person could reasonably consider that you have a perceived conflict of interest in the matter].*

Where I have proposed to participate I intend to deal with the **perceived** conflict of interest in the following transparent and accountable way *[ensure sufficient detail is recorded as to the manner in which you intend to deal with the perceived conflict of interest in a transparent and accountable way].*

Signature

Date

CITY OF MOUNT GAMBIER

Meeting to be held at the Council Chamber, Civic Centre, 10 Watson Terrace, Mount Gambier
on Tuesday, 15th November, 2016 at 6.00 p.m.

AGENDA

COUNCIL

PRESENT:

Mayor Andrew Lee

Cr Christian Greco
Cr Mark Lovett
Cr Josh Lynagh
Cr Sonya Mezinac
Cr Frank Morello
Cr Des Mutton
Cr Steven Perryman
Cr Hanna Persello
Cr Penny Richardson
Cr Ian Von Stanke

APOLOGY/IES:

moved that the apology from be received.

seconded

COUNCIL OFFICERS:

Chief Executive Officer	- Mr M McShane
Director - Corporate Services	- Mr G Humphries
Director – Operational Services	- Mr D Sexton
Manager Governance and Property	- Mr M McCarthy
Manager Community Services and Development	- Ms B Cernovskis
Manager Business and Strategic Planning	- Mrs T Tzioutziouklaris
Finance Manager	- Mr G Button
Administrative Officer Executive Support	- Mrs M Telford

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 18th October, 2016 be taken as read and confirmed.

seconded

MAYORAL REPORT - Ref. AF11/881

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

<u>Member</u>	<u>Organisation</u>
.....
.....
.....

..... moved the reports made by Council representatives on outside organisations / activities be received.

..... seconded

QUESTIONS:

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

PETITIONS: Nil

NOTICE OF MOTION TO RESCIND: Nil

ELECTED MEMBERS WORKSHOPS - Ref. AF15/83

25/10/2016	Council's Representation Review and Progress of NBN Rollout
26/10/2016	Digital Strategy - Explor Consulting
01/11/2016	James Morrison Presentation and Update on Jazz Academy

Records for these Workshops are attached.

..... moved that the Records of Proceedings for the workshops held regarding Council's Representation Review and NBN Rollout, Digital Strategy - Explor Consulting and James Morrison Presentation and Update on Jazz Academy be received and the contents noted.

..... seconded

ELECTED MEMBER TRAINING AND DEVELOPMENT – Governance – Ref. AF11/903

Nil submitted.

COUNCIL ACTION ITEMS - Corporate and Community Services Committee and Operational Services Committee referred to the Council Meeting held 18th October, 2016 - Ref. AF11/1718, AF11/866

..... moved that the Council Action Items for the Corporate and Community Services Committee and the Operational Services Committee referred to the Council Meeting held 18th October, 2016 be received and the contents noted.

..... seconded

CORPORATE AND COMMUNITY SERVICES – 7th November, 2016

moved that the minutes of the meeting held 7th November, 2016 be received.

seconded

1. FINANCIAL STATEMENT – as at 31st October, 2016

Cr Mezinec moved it be recommended the financial statement as at 31st October, 2016 be received.

Cr Persello seconded

Carried

2. GOVERNANCE – Committees – Strategic Planning Sub-Committee – Minutes of Meeting held 21st September, 2016 – Strategic Planning Sub-Committee Reports 6/2016 and 7/2016 (attached) - Ref. AF15/366

Cr Mezinec moved it be recommended:

(a) the Minutes of the Strategic Planning Sub-Committee Meeting held on 28th October, 2016 be received;

(b) the following recommendations of the Strategic Planning Sub-Committee be adopted by Council:

1. BEST PEOPLE BEST COMMUNITY - Community Plan - Service Review, Strategic Planning Sub-Committee Report No. 6/2016 - Ref. AF16/185

(a) Strategic Planning Sub-Committee Report No. 6/2016 be received and the contents noted.

(b) The SWOT's undertaken for all of Council's services be made available for the information and perusal of Council Members and Council Employees via appropriate methods.

2. BEST PEOPLE BEST COMMUNITY - Community Plan - Organisation Structure - Strategic Planning Sub-Committee Report No. 7/2016 - Ref. AF16/185

Strategic Planning Sub-Committee Report No. 7/2016 be received and the contents noted.

3. STRATEGIC PLANNING SUB-COMMITTEE - Scheduled Meeting Dates - Ref. AF15/266

(a) The report be received and the up coming important Member meeting dates be noted.

Cr Persello seconded

Carried

3. CORPORATE AND COMMUNITY SERVICES REPORT NO. 71/2016 - Budget Update as at 30th September, 2016 (BR1) - Ref. AF15/461

Cr Lovett moved it be recommended:

(a) Corporate and Community Services Report No. 71/2016 be received;

- (b) the Budget Update as at 30th September, 2016 as presented with this Report be adopted by Council with all amendments to be made to the 2016/2017 Council Budget.

Cr Lynagh seconded

Carried

4. **CORPORATE AND COMMUNITY SERVICES REPORT NO. 72/2016** - Policy C410
Conduct of Meetings (S92/S90(8)) - Ref. AF11/1950

Cr Meziniec moved it be recommended:

- (a) Corporate and Community Services Report No. 72/2016 be received;
- (b) Council hereby adopts updated Council Policy:

C410 – Conduct of Meetings (s92 Code of Practice / s90(8a))

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

Cr Persello seconded

Carried

5. **CORPORATE AND COMMUNITY SERVICES REPORT NO. 73/2016** - Policy Review -
C265 - Communication with Council Committees - Ref. AF11/1950

Cr Meziniec moved it be recommended:

- (a) Corporate and Community Services Report No. 73/2016 be received;
- (b) Council hereby:

- (i) Revokes Council Policy C265 – Communication with Council Committees, as attached to this Report;

- (ii) As a result, makes the necessary amendments to Council's Policy Manual/ Index.

Cr Persello seconded

Carried

6. **CORPORATE AND COMMUNITY SERVICES REPORT NO. 74/2016** - Financial
Sustainability - Key Financial Indicators - Ref. AF11/704

Cr Meziniec moved it be recommended:

- (a) Corporate and Community Services Report No. 74/2016 be received for information;
- (b) Corporate and Community Services Report No. 74/2016 be referred to Council's Audit Committee for review.

Cr Lovett seconded

Carried

7. **CORPORATE AND COMMUNITY SERVICES REPORT NO. 75/2016** - Major Events -
AFL Pre-Season Competition Match - Port Adelaide v Richmond - Ref. AF15/473

Cr Meziniec moved it be recommended:

- (a) Corporate and Community Services Report No. 75/2016 - Major Events - 2017 AFL Pre-season Competition Match Port Adelaide v Richmond be received;

- (b) Council approve the allocation of \$8,000 in cash and up to the value of \$5,000 in-kind for the 2017 AFL Pre-season Competition Match Port Adelaide v Richmond conditional upon the proponents obtaining funding from all identified sources, any required approvals from relevant authorities, and the match occurring in March 2017;
- (c) Council release the cash component in two instalments as follows:
 - \$4,000 cash on approval
 - The in-kind support is to be reconciled at the conclusion of the event. Any overspend is to be deducted from the remaining cash balance and the final payment amended accordingly.
- (d) Council be acknowledged as sponsor with appropriate, agreed signage and use of corporate logo on marketing and promotional material;
- (e) Council be provided with a copy of the final event evaluation.

Cr Lovett seconded

Carried

8. CORPORATE AND COMMUNITY SERVICES REPORT NO. 76/2016 - Elector Representation Review - Recommendation Report - Ref. AF15/624

Cr Meziniec moved it be recommended:

- (a) Corporate and Community Services Report No. 76/2016 be received;
- (b) The Representation Review Report attached to Corporate and Community Services Report No. 76/2016 be received and endorsed for public consultation purposes;
- (c) Public Consultation on the Representation Review Report be conducted in accordance with the requirements of the Local Government Act and any resultant submissions be the subject of a further report to Council for consideration.

Mayor Lee seconded

Carried

OPERATIONAL SERVICES – 8th November, 2016

received. moved that the minutes of the meeting held 8th November, 2016 be

seconded

1. **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>
• Duigan Street (road reconstruction)	20%
• Umpherston Street (concrete footpath construction)	50%
• Foote Street (kerbing works)	10%
• Lansell Street (kerbing works)	10%

Railway Lands

• Heritage elements (fence and stobie poles)	80%
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Completed Tasks

- Railway Lands - major art piece tracks (paving works) / signalling change
- Rail Trail - Pick Avenue to White Avenue
- Carinya Gardens road extension
- Gray Street (CBD renewal)
- Harvie Street (concrete footpath construction)

Cr Mutton moved the report be received.

Cr Morello seconded

Carried

2. **HEALTH MANAGEMENT - Project Management - Pedometer Loan Kits - Ref. AF15/379**

The Presiding Member reported:

- (a) In September 2016 the Lioness Club of Mount Gambier and the City of Mount Gambier released 21 Pedometer Loan Kits for hire in the Library. The Pedometer Loan Kits were developed after the Lioness Club of Mount Gambier approached staff to develop a project based on pedometers for seniors to encourage physical activity. Along with the pedometer the kits contain information to encourage physical activity and the health benefits of walking. The kits can be utilised by any age group, initial promotion will continue to be directed towards seniors and later to the wider community;
- (b) in the first month of the kits being made available, over half have been loaned out by the public. Loan history will be monitored to gauge the public's use of these new resources and evaluate the program;
- (c) the Pedometer Loan Kit project is directed towards two priorities in Council's Health Plan; Physical Inactivity (follow on effects for Obesity & Overweight) and Degenerative and Mobility Issues for the Aged (follow on effects for Potentially Avoidable Hospital Admissions through falls prevention with seniors).

Cr Mutton moved it be recommended:

- (a) The report be received and noted.

Cr Von Stanke seconded

Carried

3. HEALTH MANAGEMENT - Project Management - Rail Trail - Walking SA Award - Ref. AF15/379

The Presiding Member reported:

- (a) On 13th October 2016 Council was presented with a Local Government Organisation award for the inaugural annual Walking SA Awards. The award nomination was for phase 1 works of the Rail Trail from Pick Avenue to White Avenue;
- (b) Walking SA has initiated annual awards to recognise sustained and outstanding contribution to walking at all levels throughout South Australia;
- (c) the Rail Trail project is directed towards the priority; Physical Inactivity (follow on effects for Obesity & Overweight) in Council's Regional Public Health Plan.

Cr Mutton moved it be recommended:

- (a) The report be received and noted.

Cr Morello seconded

Carried

4. HEALTH MANAGEMENT - Reporting - Regional Public Health Plan Reports - Ref. AF15/385

The Presiding Member reported:

- (a) The South Australian Public Health Act 2011, Section 52 requires Council to report on the implementation of their Regional Public Health Plan biannually to the Chief Public Health Officer;
- (b) The reporting format must show what actions/strategies have targeted the City of Mount Gambier's 11 health priorities; and how these actions/strategies align with the State Public Health Plan;
- (c) A report for the period 1st July 2014 - 30th June 2016 has been submitted to meet reporting requirements (copy was attached to the Operational Services Committee agenda).

Cr Mutton moved it be recommended:

- (a) The report be received and noted.

Cr Richardson seconded

Carried

5. INFRASTRUCTURE - Joint Boundary Roads Advisory Group - Notes of discussion held 2nd November 2016 - Ref. AF11/1228

The Presiding Member reported:

- (a) The Boundary Roads Advisory Group met on Wednesday, 2nd November 2016 (notes of the meeting were attached to the Operational Services Committee agenda);
- (b) as a result of the discussions, it is being recommended that Council adopt the Year 1 Program for the 2016/2017 financial year:

Bishop Road construction (Kennedy Avenue to Attamurra Road)	\$425,000
Hawkins Road - seal road shoulder to edge of drain	\$11,000
	TOTAL: <u>\$436,000</u>

Unexpended funds be carried forward to 2017/2018 to assist fund the indicated 2017/2018 program.

- (c) a formal indicative 5 Year Program is put forward for Council's consideration (refer notes of meeting).

Cr Mutton moved it be recommended:

- (a) **The report be received;**
- (b) **Council adopt the 5 Year Works Program as put forward in the Notes of the Boundary Roads Advisory Group meeting of Wednesday, 2nd November 2016 and proceed, with the concurrence of the District Council of Grant, with the following projects in 2016/2017:**
- **Bishop Road construction (Kennedy Avenue to Attamurra Road)**
 - **Hawkins Road - seal road shoulder to edge of drain**

Cr Von Stanke seconded

Carried

6. PROPERTY MANAGEMENT - Enquiries - Hosking Avenue Carpark Extension - Request from Grant High School - Ref. AF11/2245

The Presiding Member reported:

- (a) Council, at its meeting held on 21st June 2016 resolved:
- “Council Officers prepare a design and estimate for a car park extension to the Hosking Avenue carpark with the view to referring this matter to Council for consideration for inclusion in the 2017/2018 budget.”*
- (b) Council Officers have now prepared a concept design for an extension of the Hosking Avenue carpark and a copy of the plan (956-03) was attached to the Operational Services Committee agenda. The extension will add an additional 49 carparking spaces which will effectively double the capacity of the existing carpark;
- (c) the land required to expand the carpark is a passive reserve and can easily accommodate the carpark expansion without causing loss of community benefit;
- (d) the estimated cost to construct an additional 49 carparking spaces is estimated at \$90,000.

Cr Mutton moved it be recommended:

- (a) Council acknowledge the concept design (956-03) to extend the current Hosking Avenue carpark by a further 49 spaces at an estimated figure of \$90,000;
- (b) in line with Council's resolution of 21st June 2016, the construction of a further 49 carparking spaces to the Hosking Avenue carpark be now referred to the 2017/2018 budget deliberations for consideration.

Cr Morello seconded

Carried

7. COMMITTEES - Council Development Assessment Panel - Minutes of Meeting held 20th October 2016 - Ref. AF15/554

Cr Mutton moved it be recommended:

- (a) Minutes of the Council Development Assessment Panel meeting held on Thursday, 20th October 2016 be received;
- (b) the decisions made by the Council Development Assessment Panel be noted.

Cr Von Stanke seconded

Carried

8. COMMITTEES - Environmental Sustainability Sub-Committee - Minutes of Meeting held 1st November 2016 - Ref. AF12/377

Cr Mutton moved it be recommended:

- (a) Minutes of the Environmental Sustainability Sub-Committee held on Tuesday, 1st November 2016 be received;
- (b) the following recommendations (number 1 to 2) of the Environmental Sustainability Sub-Committee be adopted by Council:

1. SUSTAINABILITY INNOVATION FUND

- Council invites applications for a second round of the Environmental Sustainability Innovation Fund project in the first quarter of 2017 utilising the unallocated funding from Round 1.

2. REPORTS FOR INFORMATION

- The current table outlining projects for 2016 (as attached to the Environmental Sustainability Sub-Committee agenda) be received and noted for information.

Cr Von Stanke seconded

Carried

9. COMMITTEES - Mount Gambier Cemetery Trust (Section 41) Committee - Minutes of Meeting held 14th October 2016 - Ref. AF11/1371

Cr Von Stanke moved it be recommended:

- (a) Minutes of the Mount Gambier Cemetery Trust Committee meeting held on Friday, 14th October 2016 be received;
- (b) the following recommendations (number 1 to 6) of the Mount Gambier Cemetery Trust (Section 41) Committee be adopted by Council:

1. **FINANCIAL STATEMENT** - Statement of Trading Activity
 - The Statement of Trading Activity as at 30th June 2016 be received.
2. **BUDGET ESTIMATES 2016/2017**
 - Budget estimates for 2016/2017 be adopted.
3. **BURIALS AND CREMATIONS** - Statistics for 2015/2016
 - The report be received.
4. **SURRENDER OF INTERMENT RIGHTS** - Letter from [REDACTED]
 - The report be received.
 - The Trust acts according to State Government legislation of the day, therefore should [REDACTED] wish to proceed with the cancelling of the leases, a refund will be provided according to the formula set out in the Burial and Cremation Regulations 2014.
5. **NEXT MEETING**
 - the next meeting of the Trust be held on Friday, 16th December 2016 at 12:15 p.m.
6. **CARINYA GARDENS CEMETERY MASTER PLAN - PROPOSED DEVELOPMENT**
 - the Carinya Gardens Cemetery Master Plan be amended to reduce the size of the pedestrian mall to a width of approximately five metres.
 - Two seats be installed in She-Oak Garden between the existing family allotments and Row A.
 - Detailed plans be prepared showing vegetation planting in the She-Oak Garden.
 - Contour plans be prepared to determine layout of future burials in the She-Oak Garden, including family allotments.

Cr Richardson seconded

Carried

10. **OPERATIONAL SERVICES REPORT NO. 8/2016** - Regulating - Liquor Licence - Application for Restaurant Licence - 37 Degrees S - 34 Sturt Street, Mount Gambier - Ref. AF15/508

Cr Mutton moved it be recommended:

- (a) Operational Services Report No. 8/2016 be received;
- (b) both the Applicant and the Office of the Liquor and Gambling Commissioner be advised that Council does not voice any objection to the proposed Restaurant Licence for the café to be located at 34 Sturt Street, Mount Gambier to be known as 37 Degrees S;
- (c) the Applicant be advised the proposed Restaurant Licence be supported subject to the following conditions:
 1. the subject use hereby approved, shall not operate outside of the following times:

- **Monday to Thursday: 7:00 am to 3:30 pm;**
- **Friday: 7:00 am to 7:00 pm;**
- **Saturday and Sunday: 9:00 am to 7:00 pm.**

2. **live musical performances must be “acoustic” in nature and must not involve amplified live music.**

Cr Morello seconded

Carried

COUNCIL ITEMS

1. **STRATEGIC MANAGEMENT - Publication - City of Mount Gambier Annual Report 2015/2016 Preparation – Ref. AF15/231**

The Chief Executive Officer reported:

Section 131 of the Local Government Act 1999 requires Council to prepare and adopt on or before 30th November in each year an Annual Report containing the prescribed information and documents relating to the operations of Council.

Council's Annual Report in respect of the 2015/2016 financial year is to be tabled for adoption (draft copy to be provided at the meeting).

moved:

- (a) the report be received;
- (b) the Annual Report for the City of Mount Gambier 2015/16 as tabled be adopted;
- (c) copies of the 2015/16 Annual Report be made available to those bodies or persons referred to at Section 131 of the said Act.

seconded

MOTION WITH NOTICE - Nil

MOTION(S) WITHOUT NOTICE -

CONSIDERATION FOR EXCLUSION OF PUBLIC

moved that the following agenda item 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 Council Members: Mayor A Lee, Cr Christian Greco, Cr Mark Lovett, Cr Josh Lynagh, Cr S Mezinec, Cr Frank Morello, Cr Des Mutton, Cr Steven Perryman, Cr Hanna Persello, Cr Penny Richardson and Cr Ian Von Stanke and Council Officers: Mark McShane, Grant Humphries, Gary Button, Barbara Cernovskis, Michael McCarthy, Tracy Tzioutziouklaris and Melissa Telford now present) be excluded from the meeting in order for the item to be considered in confidence as the Council is satisfied that the item is a matter that can be considered in confidence.

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

- **s90(3)(b) - information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the Council is:**
 - proposing to conduct business; or
 - would prejudice the commercial position of the Council
- **s90(3)(d) - commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected:**
 - to prejudice the commercial position of the person who supplied the information, and
 - to confer a commercial advantage on a third party.

The information to be considered in relation to this Agenda Item include details the Council need to consider in determining and negotiating terms and conditions of a licencing arrangement, the release of which could confer a commercial advantage on the proponent with whom Council is proposing to conduct business and could prejudice Councils commercial position in negotiations.

Further, the information relates to a proposal to conduct a commercial activity for which the proponent has and/or will be making a significant capital investment and assuming a significant financial risk, the release of which could prejudice their own investment and confer an advantage on a competitor who could use the information to pursue a similar proposal.

In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information. The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because Council seeks to activate the Railway Lands and wishes to engage in trial activities in order to gauge the viability of more permanent options. A risk to trial opportunities resulting from disclosure would be detrimental to pursuing further development opportunities for the benefit of the community.

ITEM NO.	SUBJECT MATTER	S90(3) GROUNDS
Corporate and Community Services		
10.	<u>CORPORATE AND COMMUNITY SERVICES REPORT NO. 77/2016 - Licence – Railway Platform</u>	(b) & (d)
<u>CONSIDERATION FOR KEEPING MATTERS CONFIDENTIAL</u>		

seconded

IN CONFIDENCE

10. CORPORATE AND COMMUNITY SERVICES REPORT NO. 77/2016 - Licence - Railway Platform - Ref. AF15/398

Cr Mezinec moved it be recommended:

- (a) Corporate and Community Services Report No. 77/2016 be received;**
- (b) The Chief Executive Officer and Mayor be authorised to finalise negotiations for a Container Café located and operated on the western railway platform and to execute and affix the Common Seal as necessary to any documentation to give effect to a 6 month licence including any works associated with installing and removing buildings and services.**

Cr Lynagh seconded

Carried

CONSIDERATION FOR KEEPING MATTERS CONFIDENTIAL

moved that having considered Agenda Item 10 in confidence under section 90(2) and (3)(b)&(d) of the Local Government Act 1999 an order be made pursuant to Section 91 (7) that the report, discussion and minutes in relation to the following items which have been considered by Council on a confidential basis pursuant to Section 90 (3) be kept confidential as follows:

<u>Item No.</u>	<u>Subject Matter</u>	<u>S.90(3) Grounds</u>	<u>Element To Be Kept Confidential</u>	<u>Duration</u>
10.	<u>CORPORATE AND COMMUNITY SERVICES REPORT NO. 77/2016 - Licence - Railway Platform</u>	(b) & (d)	Report and Attachments only. Resolution to be released.	12 months

seconded

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

moved that the following Agenda Item 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 public (with the exception of Council Members: Mayor A Lee, Cr Christian Greco, Cr Mark Lovett, Cr Josh Lynagh, Cr S Mezinec, Cr Frank Morello, Cr Des Mutton, Cr Steven Perryman, Cr Hanna Persello, Cr Penny Richardson and Cr Ian Von Stanke and Council Officers: Mark McShane, Grant Humphries, Gary Button, Barbara Cernovskis, Michael McCarthy, Tracy Tzioutziouklaris and Melissa Telford now present) be excluded from the meeting in order for the Agenda Item 2. **PROPERTY MANAGEMENT – Acquisition, Ref. AF15/595 – First Right of Refusal to Purchase Property** to be considered in confidence.

The Council is satisfied that, pursuant to section 90(3)(b) of the Act the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which could reasonably be expected:

- to confer a commercial advantage on a person with whom the Council is:
 - proposing to conduct business; or
- to prejudice the commercial position of the Council.

Council, having a first right of refusal to purchase a property, needs to consider it's commercial and negotiating position. Consideration of such matters in an open meeting would disclose Council's negotiating position conferring an advantage on the vendor and prejudice the commercial position of the Council.

In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information. The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because Council is considering the expenditure of public/community funds to purchase land in a non-competitive environment and to disclose it's commercial/negotiating position could reasonably be expected to result in a poor community outcome.

ITEM NO.	SUBJECT MATTER	S90 (3) GROUNDS
Council Item		
2.	<u>PROPERTY MANAGEMENT – Acquisition AF15/595 – First Right of Refusal to Purchase Property</u>	(b)
	<u>CONSIDERATION FOR KEEPING MATTERS CONFIDENTIAL</u>	

seconded

IN CONFIDENCE

2. PROPERTY MANAGEMENT – Acquisition AF15/595 – First Right of Refusal to Purchase Property

The Manager Governance & Property reported:

Background

In the late 1990's Council identified the SA Country Women's Association (CWA) Hall at 1 Lawrence Street as being strategic in terms of the provision of city centre carparking and equally importantly as an opportunity to improve traffic flows in and around the Commerce Place carpark. Traffic management reports presented to Council in the late 1990's identified the intersection of Lawrence St and Penola Road as being a problem intersection due to the narrow road width on Lawrence Street and the poor sight distance on Penola Road – particularly for vehicles turning right out of Lawrence Street.

In 2000 Council entered into an Option Agreement with the SA Country Women's Association (CWA) for a first right of refusal to purchase property comprising the CWA Hall located at 1 Lawrence Place, Mount Gambier and a Caveat was registered over the property to protect Council's interest.

By letter dated 1 November 2016 and received on 4 November 2016 the CWA have given Council a formal "Sale Notice", triggering Council's obligation under the Option Agreement to give notice within 30 days of an acceptance or rejection of the sale offer and price (between \$240,000-250,000).

A copy of the Option Agreement and the "Sale Notice" letter are attached for information **(Attachments 1 & 2)**.

The Commerce Place carpark is strategically located and is well used but suffers from poor access and egress arrangements. The purchase of the CWA property will secure the first three properties on the southern side of Lawrence Street from Penola Road into Council ownership and will allow for traffic management improvements to and from the area (including localised widening of Lawrence Street) as well as an increase in the number of car parking spaces in the Commerce Place carpark.

The attached diagram displays the subject property at 1 Lawrence Street and the surrounding council landholdings **(Attachment 3)**.

1 Lawrence Street

1 Lawrence Street is located behind the former District Council Offices/South East Community Legal Services premises at 9 Penola Road.

Site improvements (comprising the CWA Hall) consist of a 2 storey limestone building with a medium sized hall, kitchenette, office and toilet facilities on the upper level facing Lawrence Street, and a small meeting room on the lower level.

The structural condition of the building could be described as fair requiring significant external maintenance to items such as guttering, roofing and paint. The interior is aged and would warrant full refurbishment of floor coverings, ceilings, wet areas (kitchen and toilets), painting and upgrade of services (hot water, heating and electrical) if it were to be made available for occupation/hire.

The building would not meet any current DDA requirements for access/toilet facilities.

Exercise of Option to Purchase

Council may now give consideration to accepting/rejecting the sale offer for the purchase of 1 Lawrence Street, Mount Gambier for a consideration amount between \$240,000-\$250,000.

Members should note the limited timeframe (30 days) imposed by the Option Agreement and that failure to exercise Council's right within that period (i.e. by 3 December 2016) will result in the expiry of Council's purchase right and the protections offered by the registered Caveat.

The Option Agreement provides that if notice of acceptance is received there shall be deemed to be a binding contract for the sale on the terms and conditions of the current Law Society of SA contract for the sale of land, with settlement to occur not more than thirty (30) days from the date of the acceptance notice.

If Council does not accept the purchase offer the owner will be at liberty to present the property for sale and to settle any subsequent sale contract. Such circumstances could present an opportunity for Council to pursue a purchase for a lower value, with the risk that the property could sell for a higher (or lower) value and/or to another purchaser.

moved:

- (a) the report of the Manager Governance & Property is received**
- (b) having considered the South Australian Country Women's Association Incorporated's offer to purchase 1 Lawrence Street for \$240,000-\$250,000, Council hereby confirms it's**

Acceptance / Rejection *(to be determined at the Council meeting)*

of the offer to sell.

- (c) the South Australian Country Women's Association Incorporated be notified of Council's intentions as specified in resolution (b) above.**
- (d) and, subject to an affirmative resolution at (b) above:**
 - a. the Mayor and Chief Executive Officer be duly authorised to arrange and affix the Council Seal to any documentation necessary to give effect to the purchase and settlement for property at 1 Lawrence Street, Mount Gambier.**
 - b. the purchase of 1 Lawrence Street, Mount Gambier being for operational purposes not be subject to any trust or other instrument affecting its ownership or use and that it be excluded from classification as community land under s193 of the Local Government Act 1999.**
 - c. funding options and any necessary budget variation to account for the purchase associated with an affirmative resolution at (b) above be presented with the next Budget Review.**

seconded

CONSIDERATION FOR KEEPING MATTERS CONFIDENTIAL

moved that an order be made pursuant to Section 91 (7) of the Local Government Act, 1999 that the document in relation to Item 2 which has been considered by the Council on a confidential basis pursuant to Section 90 (3) be kept confidential as follows:

<u>Item No.</u>	<u>Subject Matter</u>	<u>S.90(3) Grounds</u>	<u>Element To Be Kept Confidential</u>	<u>Duration</u>
2.	PROPERTY MANAGEMENT – ACQUISITION – FIRST RIGHT OF REFUSAL TO PURCHASE PROPERTY - REF. AF15/595	(b)	Report, resolution, all attachments and details	Until: Settlement of a contract for Council's purchase of the subject land or 13 months have elapsed, whichever is the earlier.

seconded

Meeting closed at

MJT

**MEMBERS INFORMAL WORKSHOP
REPRESENTATION REVIEW AND NBN
TUESDAY 25TH OCTOBER, 2016**

RECORD OF PROCEEDINGS
Tuesday 25th October, 2016 at 5.30 p.m.
Civic Centre, Mount Gambier

MEMBERS PRESENT:-

Mayor Andrew Lee
Cr Mark Lovett
Cr Josh Lynagh
Cr Hanna Persello
Cr Ian von Stanke
Cr Penny Richardson

STAFF PRESENT:-

Mark McShane – Chief Executive Officer
Michael McCarthy - Manager Governance and Property
Barbara Cernovskis - Manager Community and
Development

GUESTS:-

Craig Raul
Tim Saul NBN

MEMBERS APOLOGIES:-

Cr Sonya Meziniec
Cr Des Mutton
Cr Christian Greco

A workshop for Elected Members was held on Tuesday 25th October, 2016 to view a Presentation on Council's Representation Review, and Progress of NBN Roll out in Mount Gambier.

Workshop concluded at 7.15 p.m.

**MEMBERS INFORMAL WORKSHOP
DIGITAL STRATEGY - EXPLOR CONSULTING
WEDNESDAY 26TH OCTOBER, 2016**

RECORD OF PROCEEDINGS
Wednesday 26th October, 2016 at 5.30 p.m.
Civic Centre, Mount Gambier

MEMBERS PRESENT:-

Mayor Andrew Lee
Cr Mark Lovett
Cr Josh Lynagh
Cr Hanna Persello
Cr Frank Morello
Cr Penny Richardson

STAFF PRESENT:-

Mark McShane – Chief Executive Officer
Daryl Sexton – Director – Operational Services
Kristina Roberts - Economic Development Manager
Barbara Cernovskis - Manager Community and
Development
Vicki Hutchinson - Library Manager
Tracy Tzioutziouklaris - Manager Business and Strategic
Planning
Simon Wiseman - Economic Development Co-ordinator

GUEST:-

David Bartlett

MEMBERS APOLOGIES:-

Cr Sonya Meziniec
Cr Des Mutton
Cr Christian Greco
Cr Steven Perryman

A workshop for Elected Members was held on Wednesday 26th of October, 2016 to discuss Council's Digital Strategy.

Workshop concluded at 6.40 p.m.

**MEMBERS INFORMAL WORKSHOP
JAMES MORRISON PRESENTATION
TUESDAY 1ST NOVEMBER, 2016**

RECORD OF PROCEEDINGS
Tuesday 1st November, 2016 at 5.30 p.m.
Civic Centre, Mount Gambier

MEMBERS PRESENT:-

Mayor Andrew Lee
Cr Mark Lovett
Cr Josh Lynagh
Cr Hanna Persello
Cr Ian von Stanke
Cr Sonya Mezinec
Cr Frank Morello
Cr Des Mutton

STAFF PRESENT:-

Mark McShane – Chief Executive Officer
Michael McCarthy - Manager Governance and Property
Barbara Cernovskis - Manager Community and
Development
Dr Melentie Pandilovski - Director Riddoch At Gallery

MEMBERS APOLOGIES:-

Cr Penny Richardson
Cr Christian Greco

A workshop for Elected Members was held on Tuesday 1st November, 2016 to receive a presentation from James Morrison and update on the Jazz Academy.

Workshop concluded at 6.40 p.m.

City of Mount Gambier

Corporate and Community Services Committee 10/10/2016 - Council Meeting 15/11/2016

Committee	Item No.	Action	Responsible	Status
Corporate & Community Services Items	1. <u>FINANCIAL STATEMENT</u> – as at 30 th September, 2016	The financial statement as at 30 th September, 2016 be received.	DCS/FM	No Action
	2. <u>FINANCIAL MANAGEMENT</u> - Committees - City of Mount Gambier Junior Sports Assistance Fund - Minutes of Thirty First Annual General Meeting held 14th September, 2016 - Ref. AF11/725	<p>(a) the minutes of the City of Mount Gambier Junior Sports Assistance Fund Thirty First Annual General Meeting held on 14th September, 2016 be received;</p> <p>(b) the recommendations of the Junior Sports Assistance Fund be adopted by Council:</p> <ol style="list-style-type: none"> 1. STATEMENT OF INCOME AND EXPENDITURE - for period ended 30th June, 2016 <ol style="list-style-type: none"> (a) The Statement of Income and Expenditure for the period ended 30th June, 2016 detailing payments to or payments from the Fund with a 30th June, 2016 audited cash balance of \$69,135.30 be received and adopted 2. GENERAL DEVELOPMENTS SINCE THIRTIETH ANNUAL MEETING <ol style="list-style-type: none"> (a) The reports be received. 3. GENERAL MATTERS <ol style="list-style-type: none"> (a) The reports be received. 4. SUB COMMITTEE APPOINTMENTS – authority to make decisions on applications <ol style="list-style-type: none"> (a) The reports be received. 5. APPLICATIONS FOR FINANCIAL ASSISTANCE - Discretionary Assistance <ol style="list-style-type: none"> (a) The reports be received. 6. APPLICATIONS FOR ASSISTANCE – Denied <ol style="list-style-type: none"> (a) The reports be received. 7. MEMBER ORGANISATION CONTRIBUTIONS 2016/2017 <ol style="list-style-type: none"> (a) The report be received; (b) The Member Organisation contributions for the 2016/2017 financial year continue to be based on the funding formula as adopted at the Annual Meeting of Members held on 2nd August 2005 and as attached to this agenda (in respect of the required 2016/2017 contributions); (c) The “previous five (5) year annual average” be interpreted and calculated on a rolling basis i.e. the previous five (5) year annual average include the then financial year just ended so that the Member Organisation contributions reflect the most current figures and the minimum payment of \$400 and the maximum payment of \$800 apply for the 2016/2017 financial year <p>(Committee to consider and make final decision re 7(c)).</p>	CEO	Completed

Committee	Item No.	Action	Responsible	Status
		<p>8. COMMERCIAL CLUB EXCEPTIONAL JUNIOR AWARD - Annual Grant Initiative (a) The reports be received.</p> <p>9. FINANCIAL SUPPORT TO JUNIORS - NOT ABLE TO ATTEND THE NATIONAL EVENT DUE TO INJURY OR ILLNESS (a) The reports be received.</p>		
	<p>3. <u>GOVERNANCE</u> – Committees – City of Mount Gambier Junior Sports Assistance Fund (Section 41) – Minutes of Meeting held 14th September, 2016 – Ref. AF11/725</p>	<p>(a) the minutes of the City of Mount Gambier Junior Sports Assistance Fund Meeting held on 14th September, 2015 be received;</p> <p>(b) the recommendations of the Junior Sports Assistance Fund be adopted by Council;</p> <p>1. <u>FINANCIAL STATEMENT AS AT 31ST AUGUST, 2016</u> (a) The financial statement as at 31st August, 2016 be received noting a cash balance of \$76,290.00</p> <p>2. <u>APPLICATIONS FOR FINANCIAL ASSISTANCE FOR JUNIORS FROM 4TH JUNE, 2016 TO 31ST AUGUST, 2016</u> (a) The actions in making the above payments from the Fund be confirmed and ratified.</p> <p>3. <u>APPRECIATIONS</u> - letters received/forwarded (a) The report be received.</p> <p>4. <u>GENERAL INFORMATION</u> - Since 1st July 2015 (a) The reports be received.</p> <p>5. <u>OTHER APPLICATIONS</u> (a) The report be received.</p> <p>6. <u>MEMBER CONTRIBUTIONS</u> - Unpaid Membership 2015/2016 (a) The report be received.</p> <p>7. <u>NEW MEMBER - MOUNT GAMBIER SWIMMING CLUB</u> (a) The report be received.</p> <p>8. <u>COACHING CLINICS APPLICATIONS</u> - Annual Call for 2016 (a) The report be received; (b) The following application(s)/funding be made available in 2016 to the Member Organisation named below to assist in the conduct of specialised coaching clinics in accordance with the guidelines for such Clinics and funded by the Mount Gambier and District Bendigo Community Bank: (i) Blue Lake Y Swim Club (ii) Limestone Coast Football Association (iii) Mount Gambier And Districts Pony Club (iv) Mount Gambier Swimming Club (v) Mount Gambier & District Baseball League</p>	<p>CEO</p>	<p>Completed</p>

Committee	Item No.	Action	Responsible	Status
		(c) the successful Member Organisations to be reminded of their obligations to the Bendigo Community Bank as detailed at (d) above.		
	4. <u>GOVERNANCE</u> - Committees – Strategic Planning Sub-Committee – Minutes of Meeting held 21 st September, 2016 – Ref. AF15/366	(a) the Minutes of the Strategic Planning Sub-Committee Meeting held on 21 st September, 2016 be received; (b) the following recommendations of the Strategic Planning Sub-Committee be adopted by Council: 1. <u>BEST PEOPLE BEST COMMUNITY</u> – Service Review – Draft Service Register, Ref. AF16/185 The report and the Draft Service Register be received and provided to all Council Members and staff for information and perusal. 2. <u>BEST PEOPLE BEST COMMUNITY</u> – Service Review – update – Ref. AF16/185 (a) The report be received and the contents noted. 3. <u>STRATEGIC PLANNING SUB COMMITTEE – Next Meeting, Ref. AF15/266</u> (a) The report be received and the next meeting of the Strategic Planning Sub-Committee be noted.	MB&SP	In Progress
	5. <u>GOVERNANCE</u> - Committees – Community Engagement and Social Inclusion Sub-Committee – Minutes of Meeting held 26th September, 2016 – Ref. AF15/500	(a) the Minutes of the Community Engagement and Social Inclusion Sub-Committee Meeting held on 26 th September, 2016 be received; (b) the following recommendations of the Community Engagement and Social Inclusion Sub-Committee be adopted by Council: 1. <u>GUEST SPEAKER</u> – Mr Glenn Ahern, Mount Gambier Prison Due to a late apology this presentation is to be rescheduled. 2. <u>RECONCILIATION ACTION PLAN</u> – Reconciliation Action Plan Progress Table (a) The Reconciliation Action Plan progress table be received. 3. <u>KEY FOCUS AREAS</u> – Key Focus Area Progress Table (a) The Community Engagement & Social Inclusion Key Focus Area progress table be received and noted for information. 4. <u>LIMESTONE COAST COMMUNITY SERVICES ROUNDTABLE</u> – Update (a) the report on the Limestone Coast Community Services Roundtable be received.	MCSD	In Progress
	6. <u>CORPORATE AND COMMUNITY SERVICES REPORT NO. 66/2016</u> - Interim Budget (Introduction of Work In Progress Allocations 2015/2016 to 2016/2017) – Ref. AF14/427	(a) Corporate and Community Services Report No. 66/2016 be received; (b) the Interim Budget Update (introduction of Work in Progress allocations from 2015/2016 to 2016/2017) as presented with this Report be adopted by Council with all amendments to be made to the 2016/2017 Council Budget.	DCS	Completed

Committee	Item No.	Action	Responsible	Status																																
	7. <u>CORPORATE AND COMMUNITY SERVICES REPORT NO. 67/2016</u> - Investment Review – Yearly Report - 1st July 2015 - 30th June 2016 – Ref. AF11/684	(a) Corporate and Community Services Report No. 67/2016 detailing the Yearly Investment Review Report for 2015/2016 be received.	FM	No Action																																
	8. <u>CORPORATE AND COMMUNITY SERVICES REPORT NO. 68/2016</u> - Sport And Recreation Major Capital Works Program 2016/17 – Ref. AF15/251	<p>(a) Corporate and Community Services Report No. 68/2016 be received;</p> <p>(b) the \$70,000 allocated for distribution to the 2016/2017 Sport and Recreation Major Capital Works Program, be distributed as follows:</p> <table border="1" data-bbox="1167 373 1774 826"> <thead> <tr> <th>Applicant</th> <th>Priority (Score)</th> <th>Requested</th> <th>Approved</th> </tr> </thead> <tbody> <tr> <td>West Gambier Football Club</td> <td>1</td> <td>40,904</td> <td>40,000</td> </tr> <tr> <td>South Gambier Football Club</td> <td>2</td> <td>12,000</td> <td>9,000</td> </tr> <tr> <td>Mount Gambier & District Baseball League</td> <td>3</td> <td>18,800</td> <td>14,000</td> </tr> <tr> <td>Blue Lake Soccer Club</td> <td>4</td> <td>9,400</td> <td>7,000</td> </tr> <tr> <td>Mount Gambier Tennis Club</td> <td>5</td> <td>17,292</td> <td>0</td> </tr> <tr> <td>Blue Lake Y Swim Club</td> <td>6</td> <td>4,400</td> <td>0</td> </tr> <tr> <td></td> <td></td> <td>\$85,504</td> <td>\$70,000</td> </tr> </tbody> </table> <p>(c) All applicants be notified accordingly, advising that the provision and acquittal of these grant funds will always be subject to:</p> <ul style="list-style-type: none"> all necessary land holder and development approvals being obtained; and all works being completed in accordance with all relevant legislative and compliance standards 	Applicant	Priority (Score)	Requested	Approved	West Gambier Football Club	1	40,904	40,000	South Gambier Football Club	2	12,000	9,000	Mount Gambier & District Baseball League	3	18,800	14,000	Blue Lake Soccer Club	4	9,400	7,000	Mount Gambier Tennis Club	5	17,292	0	Blue Lake Y Swim Club	6	4,400	0			\$85,504	\$70,000	DCS	Completed
Applicant	Priority (Score)	Requested	Approved																																	
West Gambier Football Club	1	40,904	40,000																																	
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Blue Lake Y Swim Club	6	4,400	0																																	
		\$85,504	\$70,000																																	
	9. <u>CORPORATE AND COMMUNITY SERVICES REPORT NO. 69/2016</u> - China Engagement – Update – Ref. AF13/306	(a) Corporate and Community Services Report No. 69/2016 be received.	CEO	No Action																																
	10. <u>CORPORATE AND COMMUNITY SERVICES REPORT NO 70/2016</u> - Policy Review – T150 Treasury Management Policy; A130 Investment Policy – Ref. AF11/1950; AF11/1742	<p>(a) Corporate and Community Services Report No. 70/2016 be received;</p> <p>(b) Council hereby:</p> <ol style="list-style-type: none"> Adopts new Council Policy T150 – Treasury Management, as attached to this Report; Deletes former Council Policy (now merged) A130 – Investment Policy; As a result, makes the necessary amendments to Council’s Policy Manual / Index. <p>(c) Refer the reviewed Policy to Council’s Audit Committee for further review.</p>	DCS	In Progress																																
Council Items	1. <u>GOVERNANCE</u> – Committees – Audit Committee – Minutes of Meeting held 4 th October, 2016 – Ref. AF11/863	(a) the minutes of the City of Mount Gambier Audit Committee meeting held on 4 th October, 2016 be received;	DCS	Completed																																

Committee	Item No.	Action	Responsible	Status
		<p>(b) the following recommendations of the Audit Committee meeting held on Tuesday, 4th October, 2016 be adopted by Council:</p> <ol style="list-style-type: none"> 1. <u>REPORTS FOR INFORMATION</u> The report be received. 2. <u>AUDIT WORK PROGRAM 2014 - 2018</u> - Ref. AF11/863 The report be received. 3. <u>COUNCIL ANNUAL REPORT</u> (a) the report be received; (b) the draft Audit Committee, Annual Report entry be endorsed. 4. <u>S A GRANTS COMMISSION - COMPARATIVE REPORTS</u> - Ref. AF13/458 The S A Grants Commission database reports for the 2014/2015 financial year be received for information. 5. <u>ADOPTION OF AUDITED FINANCIAL STATEMENTS</u> - Ref. AF12/227 (a) the report be received; (b) In accordance with Section 126(4)(a) of the Local Government Act 1999 the Audit Committee advises that it has reviewed the annual financial statements of the Council for the year ended 30 June 2016 and is satisfied they present fairly the state of affairs of Council (subject to Final Audit clearance); (c) The Chief Executive Officer and Presiding Member of the City of Mount Gambier Audit Committee sign the statement to certify the independence of the Council Auditor, Galpins. 6. <u>FINANCIAL INTERNAL CONTROLS</u> - Internal Audit Program - Ref. AF16/164 (a) the report be received; (b) Financial Internal Controls Report No. 05/2016 be endorsed by Council. 7. <u>FINANCIAL INTERNAL CONTROLS</u> - Internal Audit Program - Ref. AF16/164 (a) the report be received; (b) Financial Internal Controls Report No. 06/2016 be endorsed by Council. 		

Committee	Item No.	Action	Responsible	Status
	2. <u>FINANCIAL MANAGEMENT</u> - Sponsorship - Major Events - 2017 Fringe in Mount Gambier - Ref. AF16/181	<ul style="list-style-type: none"> (a) Major Events – 2017 Fringe in Mount Gambier report be received; (b) Council commend the Minister of Tourism Mr Leon Bignell and Minister Jack Snelling for their initiative; (c) Council approve the allocation of \$30,000 sponsorship for the 2017 plus an estimated \$5,000 in kind support, provision for this non budgeted item is to be made by adjustment to the Council's 2016/17 Budget via the next Budget Review; (d) Funding for the Fringe in Mount Gambier 2017 is conditional upon the proponents obtaining funding from all identified sources and any required approvals from relevant authorities; (e) A committee be established that includes representation from Adelaide Fringe, Country Arts SA, local Fringe Ambassadors and a nominee of the City of Mount Gambier to oversee the implementation of the proposal. Such committee to be established under the auspices of Adelaide Fringe, to meet at least monthly and to provide copies of its meeting minutes, budget updates and programming to funding partners; (f) Council be provided with a copy of the final event evaluation; (g) Subject to evaluation of outcomes of the initial 2017 event, Council seek to negotiate a further 3 year funding commitment with identified funding parties. 	MCSD	In Progress
Motions Without Notice	1. <u>SOCIAL, CULTURAL AND COMMUNITY SERVICES</u> - Domestic Violence - Violence Against Women Collaboration - Ref. AF11/2284	<ul style="list-style-type: none"> (a) Council invite Susie Smith, Limestone Coast Domestic Violence Service Manager to a Members Informal Workshop to discuss the Violence Against Women Collaboration and what role Council can play in an advocacy role. 	TLES	In Progress
	2. <u>GOVERNANCE</u> – Appointment of Members on Committees and Other Bodies & Organisations - Ref. AF11/854	<ul style="list-style-type: none"> (a) Mr Daryl Sexton, Director - Operational Services be endorsed as Council's nominee for the Limestone Coast Local Government Associations Limestone Coast Climate Adaptation Committee. 	TLES	Completed
	3. <u>ECONOMIC DEVELOPMENT</u> - Letter of Appreciation - Ref. AF15/635	<ul style="list-style-type: none"> (a) Superintendent Twilley be thanked for his outstanding service to the community, his involvement with community initiatives and his support and communication with the City of Mount Gambier. (b) Council extend it best wishes to Superintendent Twilley for the future. 	CEO	Completed

City of Mount Gambier

Council Meeting 15th November 2016 - Operational Services Action Items

Committee	Item	Action	Responsible	Status
Operational Services (June 2016)	5. <u>INFRASTRUCTURE</u> - Maintenance - Request for Removal of Street Tree - Helloworld - James Street Car Park - Ref. AF15/546	<ul style="list-style-type: none"> • Council authorise the removal of the southernmost Melaleuca tree given it has started to split. • Council authorise the removal and replacement of the remaining three trees as part of the 2016/2017 City Centre Redevelopment Project which includes the upgrade of the James Street carpark. • Council undertake the required routine pruning to the remaining trees and remove all existing deadwood and twiggy dieback to help ensure the trees are maintained in a safe manner until the carpark upgrade commences. 	ETO	In Progress
	7. <u>TRAFFIC MANAGEMENT</u> - Regulating - Parking On-Street - Grant High School - Request for Extension of Bus Zone - Newsham Avenue (Northern Side) - Ref. AF11/1880	<ul style="list-style-type: none"> • Council Officers prepare a design and estimate for a car park extension to the Hosking Avenue carpark with the view to referring this matter to Council for consideration for inclusion in the 2017/2018 budget. • the Traffic Impact Statement to extend the bus zone on Newsham Avenue (as attached to the Operational Services Committee agenda) be endorsed by Council. • Council rescind the previous bus zone resolution on Newsham Avenue. • the City of Mount Gambier, pursuant to Ministerial delegation resolves the following: Prohibited Area BUS ZONE 2.1.085 NEWSHAM AVENUE (northern side) - from 10.0 metres east of the intersection with Hosking Avenue to 62.0 metres east of the said intersection, to apply at all times, to be effective on the installation of appropriate signage. 	EM	Completed
Operational Services (September 2016)	2. <u>ENVIRONMENTAL MANAGEMENT</u> - Environmental Protection (Air Quality) Policy 2016 - Ref. AF15/257	<ul style="list-style-type: none"> • The report be received. • Council defer a decision on this matter pending further information. 	MRS	In Progress
	4. <u>TRAFFIC MANAGEMENT</u> - Regulating - Parking On-Street - Ferrers Street - Buslink SA - Ref. AF11/1880	<ul style="list-style-type: none"> • The report be received; • The Traffic Impact Statement attached to the Operational Services Committee agenda be endorsed by Council; • Council rescind resolution number 3.2.117; • The City of Mount Gambier pursuant to Ministerial delegation resolves the following: 	EM	In Progress

		Prohibited Area 2.1.086 FERRERS STREET (WESTERN SIDE) - from 156.0 metres south of the intersection with Commercial Street East to 221.0 metres south of the said intersection, to apply between 8:00 a.m. to 5:30 p.m. Monday to Friday and 8:00 a.m. to 12:00 noon Saturday. to be effective on the installation of appropriate signage.	BUS ZONE	
	5. <u>SOCIAL, CULTURAL AND COMMUNITY SERVICES</u> - Recreation and Sport - Proposal for Disc Golf Park - Ref. AF11/1630	<ul style="list-style-type: none"> The report be received; Council request the Director Operational Services to further research and develop the proposal for a Disc Golf facility at Brownes Lake and provide a further report to Council for consideration. 	DOS	In Progress
Operational Services (October 2016)	2. <u>CELEBRATIONS AND FESTIVITIES</u> - 2016 Christmas Parade - Street Closure - Ref. AF15/566, AF11/1850	<ul style="list-style-type: none"> Council, being of the opinion that the 2016 Christmas Parade is an event to which Section 33 of the Road Traffic Act applies to, pass the order in relation to road closures for the purpose of the 2016 Christmas Parade on Saturday, 19th November 2016. 	DOS	Completed
	3. <u>ENVIRONMENTAL MANAGEMENT</u> - Enquiries - Establishment of Paintback Collection Point at Waste Transfer Centre - Ref. AF11/392	<ul style="list-style-type: none"> Council approve the Site Services Agreement with Paintback and establish a Paintback collection point at Council's Waste Transfer Centre. 	ESO	In Progress
	4. <u>ENVIRONMENTAL MANAGEMENT</u> - Reporting - Orchard Road Landfills - Groundwater Monitoring - Ref. AF11/498	<ul style="list-style-type: none"> Council receive the report entitled "Final Report, Orchard Road Landfills, Biennial Groundwater Monitoring Event 2015" (prepared by URS), dated 9th September 2016, and accept the proposed actions detailed in Section 6 of the report. a copy of the report be referred to the EPA for their records. Council continue with biennial monitoring as per the recommendations in the "Final Report, Orchard Road Landfills, Biennial Groundwater Monitoring Event 2015", with the next report due in 2017. 	DOS	Completed
	5. <u>INFRASTRUCTURE</u> - Street Tree Planting Program 2017 - Ref. AF15/431	<ul style="list-style-type: none"> Council, having considered all submissions in relation to the proposed Street Tree Program for 2017 adopt the tree planting schedule with the exception of 2 Longmire Terrace, 9 Silverbrook Avenue, 9 and 10 Ridgeview Court, 2, 3, 4, 5, 12 & 13 Mahoney Avenue, 16 Pearce Crescent, 24 West Street and 77 Shepherdson Road, 6 and 12 Skyline Place and 12 Grange Place. Council acknowledge and receive additional correspondence from the residents of 7 Emerald Drive and 16 Ridgeview Court, requesting that a tree not be planted adjacent to their property, and exclude these two properties in the tree planting schedule for the 2017 Street Tree Program. 	ETO	Completed

	6. <u>PROPERTY MANAGEMENT</u> - Railway Lands Redevelopment Project - Construction of Margaret Street Walkway - Ref. AF13/439	<ul style="list-style-type: none"> • Council proceed with the Margaret Street Walkway project in accordance with the revised concept to the amount of \$300,000 as per the 2016/2017 budget allocation. 	MRS	Completed
	7. <u>PROPERTY MANAGEMENT</u> - 18 Ferrers Street (Former Red Cross) - Demolition of Building - Ref. AF16/288	<ul style="list-style-type: none"> • Council accept the tender of SMB Civil for the demolition and removal of the building at 18 Ferrers Street (former Red Cross building) in accordance with the requirements of tender documents AF16/288 at a price of \$20,230 (excluding GST) and confirm in writing their commitment to meeting the project completion deadline of 25th November 2016. 	MRS	Completed

STRATEGIC PLANNING SUB COMMITTEE REPORT NO 6/2016

SUBJECT: COMMUNITY PLAN – BEST PEOPLE BEST COMMUNITY – SERVICE REVIEW

REF: AF16/185

INTRODUCTION

Best People Best Community is a focus on the delivery of the Community Plan through a review of all services to identify Council's strengths, weaknesses and to deliver services efficiently and effectively.

As previously outlined, the project work flow for Best People Best Community involves eight steps as follows:

- Step 1: Data Collection
- Step 2: Development of the Service Register
- Step 3: SWOT Analysis
- Step 4: Service and Strategic (Functional) Alignment
- Step 5: Review of Organisation Structure
- Step 6: Development of Action Plans
- Step 7: Performance Development and Accomplishment Records
- Step 8: Development Centres

Steps 1, 2, 3 have been completed and work is advancing on the completion of Step 4, which provides the foundation for Step 5.

DISCUSSION

Step 1 and 2

Steps 1 and 2 involving data collection and the development of a draft Service Register have been completed. The draft Service Register identified a total of 259 services provided by the City of Mount Gambier has previously been provided to Members. It is important to highlight that the Service Register will evolve as the Best People Best Community process continues.

Upon completion of the draft Service Register work began on Steps 3 and 4.

Step 3 and 4

These steps involved a Service Review, SWOT Analysis and Functional Alignment of all of the services identified in the Service Register.

This process assessed services on two levels:

1. The level of alignment with the strategic goals as contained within the Community Plan and Council core business; and
2. Options per alternative service delivery.

It was also intended to identify whether:

- To continue with the level of a service;
- To identify alternative Service Delivery Models;
- To decrease the level of service;

Strategic Planning Sub-Committee Report No. 6/2016 cont'd...

- To provide no service; or
- To increase the level of a service.

The second element investigated how well a service meets intended performance outcomes and identifies:

- Maintain performance;
- Continuous Improvement;
- Value and efficiency; and
- Delivery Review.

These steps have involved a comprehensive engagement process with all employees having input and involvement in workshop style discussions. The workshops have been facilitated by departmental Managers in consultation with Executive Management and have been strongly supported by Council's Manager People, Culture and Safety.

Information regarding Best People Best Community has also been regularly distributed through Council's Intranet and updates provided at staff meetings with opportunities to discuss any concerns or to ask questions.

A significant outcome achieved from this process is the development of a Schedule of Review for all of the identified services that Council provides. It is anticipated that the review of some identified services will commence in 2017, with a forward plan being developed outlining the review process of services for the next several years.

The schedule of Review for Council services will be provided to Members upon its completion.

The Service Review, SWOT Analysis and Functional Alignment templates provided an opportunity for employees to reflect on and consider work undertaken, how work contributes to the delivery of a service and to identify continuous improvement opportunities whilst also identifying impediments to the delivery of a service.

Some examples of completed Service Review, SWOT Analysis and Functional Alignment templates are attached to this report for Member's information and perusal.

CONCLUSION

Best People Best Community has been developed to focus on the efficient and effectiveness of services delivered by Council for the community and ensuring we have the capacity, skills and culture to continually adjust and refine our service delivery to meet changing demands. It will assist in the development of an understanding throughout Council of the resourcing implications of the Community Plan. It is about targeting improvements to Council's service delivery and aligning efforts towards achieving the aspirations of the Community Plan.

The templates prepared by Steps 3 and 4 will form the base information for the development of a Service Schedule of Review and a 5 year forward service review plan.

This process would not have produced the outcomes achieved to date without the involvement of employees and their willingness to embrace, engage in this process and apply their competencies and knowledge of their work practice.

Strategic Planning Sub-Committee Report No. 6/2016 cont'd...

RECOMMENDATION

- (a) Strategic Planning Sub-Committee Report no 6/2016 be received and the contents noted.



Tracy TZIOUTZIOUKLARIS
MANAGER BUSINESS AND STRATEGIC PLANNING

sighted:



Mark McSHANE
CHIEF EXECUTIVE OFFICER

17th October, 2016
TT/FM

Attachments: Example Service Review, SWOT Analysis & Functional Alignment Sheets

1. Caroline Landfill
2. Treasury Management
3. Planning Strategies and Policies
4. Public Toilet Maintenance
5. Facility Management

SERVICE REVIEW, SWOT ANALYSIS & FUNCTIONAL ALIGNMENT SHEET

Notes: 1. Only type text in green boxes. 2. select from drop down list in blue boxes

SERVICE

Caroline Landfill

ASSESSMENT TEAM

Daryl Sexton, Alan Hollway, Gary Mulraney, Daryl Lehman, Graeme Anderson, Darren Spencer

Adrian Sutton, Peter Brown, Graeme Gosden, Sinaway Georgiou

DEPARTMENT

Waste Management

DIVISION

Operational Services - Works

1. COMMUNITY PLAN ALIGNMENT

Our Location

A perfectly centered place where people aspire to live, work, visit and invest

2. SWOT ANALYSIS

Strengths	Opportunities
<p>plenty of space for long-term use and or expansion, well engineered, modern</p> <p>good site - reasonably remote</p> <p>Well resourced with equipment and plant.</p> <p>Council has the regional Monopoly in this area of service.</p>	<p>further waste receipt possible by actively promoting the landfill to a wider region (ie Victoria)</p> <p>carbon neutrality initiatives</p> <p>more and improved education for external customers. Increased enforcement if required.</p>
Threats	Weaknesses
<p>Environmental standards change (eg EPA, Carbon Tax)</p> <p>Weather and Climate change (increased leachate production).</p>	<p>large GHG producer. Lack of control over inappropriate waste from external customers.</p> <p>threat to environment (eg groundwater contamination). Clay liner failure (design, construction or nature), making this facility a high risk operation to Council.</p> <p>groundwater pollution evident prior to site occupation</p> <p>access road (within DC Grant) needs upgrading to sealed road standard</p>

3. SWOT RESULTS SUMMARY

Context Statement	Summary Statement
<p>The Caroline Landfill is an integral feature of the main services provided by Council. It is a service conducted in the context of being strategically aligned to the Community plan with our location. It is a prominent location with great public scrutiny and provides an essential service to the community. The service is well conducted well resourced and with quality staff, equipment and machinery, but still requires expert management and careful planning.</p>	<p>Moving forward in conducting the service, we need to be sensitive to future threats including EPA changes, a possible carbon tax and climate change. As the community grows and the population builds, combined with climate change, creates potential volatility in terms of environmental standards. For continual improvement to be made we need to take into account the threat to the environment including ground water contamination. The possible failure of the clay liner exposes the site to future risk and the sensitivities of these issues require expert management perhaps as a specialist. Furthermore there exists opportunities to maximise revenue as being the only landfill in the region with further waste receipts possible.</p>

4. SERVICE ALIGNMENT ASSESSMENT

	Alignment area	Rating	Description
1	Strategic relevance of service (community plan)	Very High	Direct reference in Community Plan or forms part of Council resolution
2	Strategic relevance of service (other)	Very High	Direct reference in a major external strategy, plan or policy
3	Level of community expectation	Very High	Expectation that the service is standard practice for local government and can be demonstrated as normal practice in other Councils providing a comparable service
4	Social impact and the level of community need	Very High	Service delivers an essential community need that is critical for widespread community wellbeing
5	Level of community use	Very High	Significant number of residents currently utilise this service per annum
6	Level of overlap with other local providers	Very Low	No other providers exist locally
	Level of Alignment	Priority 4	Services with a higher level of strategic alignment and lower level of overlap with other providers should continue to be delivered

5. SERVICE DELIVERY ASSESSMENT

	Alignment area	Rating	Description
1	Service performance	High	Service levels and/or agreed targets are in place and are being met on a consistent basis
2	People skills and experience	Very High	Service is currently resourced adequately (FTE) and budget with experienced resources that have expert knowledge and skills
3	Systems infrastructure	Very High	The current systems and infrastructure are the most appropriate to deliver our services ("best of breed") and are reliable and cost effective
4	Service efficiency	Very High	The service is performed in the best possible manner with the least waste of time and effort representing best value
5	Service effectiveness	Very High	The service always meets its objective, exceeding the intended or expected result for the community
6	Level of potential financial return	Medium	Improvements to the service could result in a reasonable return on Council investment
7	Level of potential other return	Medium	Improvements to service could result in a reasonable return (i.e. improved level of service, removing risk, improved customer outcomes etc.)
	Level of Alignment	Priority 4	Services that are delivered with a high level of competency with little opportunity for improvement are not candidates for review but could be commercialised

6. SERVICE DELIVERY ASSESSMENT

Fill out relevant Functional Alignment Sheet (separate document) for this Service

SERVICE REVIEW, SWOT ANALYSIS & FUNCTIONAL ALIGNMENT SHEET

Notes: 1. Only type text in green boxes. 2. select from drop down list in blue boxes

SERVICE

Treasury Management

ASSESSMENT TEAM

Gary Button, Kylie Harradine, Leanne Little, Mardi Chuck, Racheal Tilley
Grant Humphries & Alan Hollway

DEPARTMENT

Finance

DIVISION

Corporate Services

1. COMMUNITY PLAN ALIGNMENT

Our Diverse Economy

A diversified, innovative and resilient economy that generates jobs and services

2. SWOT ANALYSIS

Strengths	Opportunities
<ul style="list-style-type: none"> - Maximise interest revenue; financial benefits to Council - Minimise interest payable; financial benefits to Council - Daily knowledge of cashflow position - Cashflow management; meeting payment terms - Efficiency of staff; knowledgeable, experienced, reliable, skilled, diligent and stable - Team dynamic, job sharing, leave coverage, no reliance on any one individual - Separation of duties and internal control adherence - Internal controls; mandatory and software restricted - Financial access: restricted and dual authorisations required - Annual savings are in the vicinity of \$200k 	<ul style="list-style-type: none"> - Increases in EFT payment for rates due to EFT details on invoices - Implement Bpay for Debtor accounts; more automated process - Implement strategy to reduce payments made by EFT; promote web, bpay, contact customers who use EFT for rates or return funds - Daily Cash flow management between Investments and bank account; optimise interest revenue - Review internal controls regarding LGFA investment transfers to make daily transfers an easier process
Threats	Weaknesses
<ul style="list-style-type: none"> - Cash flow; reduced inflow; affects ability to make payments; increases cashflow management of and workload of creditors - Reduced government funding - Changes to internal controls or legislations - Further increases in EFT payments due to bank account details on invoices 	<ul style="list-style-type: none"> - Daily bank reconciliation must be completed; audit requirement - More payments processed by EFT; takes longer to identify and process - Teething issues with new Bpoint; harder and more time consuming to reconcile - Authority upgrade; changed back office receipting and reporting - now not as efficient - LGFA investment transfers; timely to process and source signatures

3. SWOT RESULTS SUMMARY

Context Statement	Summary Statement
<p>Treasury management is primarily an internal service of Council where cashflow is managed to ensure Council can meet its financial obligations and maximise its return on funds. Treasury management refers to the way in which borrowings are raised and cash and investments are managed. In addition to changes in the level of borrowings and changes in interest rates, Council's treasury management practice has a significant effect on our net interest costs.</p>	<p>Net interest costs have decreased significantly (\$200k) over the past few years. Internal controls restrict the ability to transfer directly between the bank account and investment accounts. There is an opportunity to review these internal controls to simplify this process, while also achieving the objective of these controls. It is recommended that we continue with our current Treasury Management practices with future decisions to be reflected in our Infrastructure & Assets Plan, Long Term Financial Plan and Annual Budget processes as per legislative guidelines.</p>

4. SERVICE ALIGNMENT ASSESSMENT

	Alignment area	Rating	Description
1	Strategic relevance of service (community plan)	High	Indirect reference in Community Plan and/or direct reference in other major Council strategy, policy or plan
2	Strategic relevance of service (other)	High	Indirect reference in major external strategy, plan or policy
3	Level of community expectation	High	Expectation that the service is usual practice for local government and can be demonstrated as normal practice in other Councils providing a comparable service
4	Social impact and the level of community need	Medium	Service delivers a non-essential community need that is however beneficial to community wellbeing
5	Level of community use	Very Low	Service not currently utilised
6	Level of overlap with other local providers	Very Low	No other providers exist locally
	Level of Alignment	Priority 4	Services with a higher level of strategic alignment and lower level of overlap with other providers should continue to be delivered

5. SERVICE DELIVERY ASSESSMENT

	Alignment area	Rating	Description
1	Service performance	High	Service levels and/or agreed targets are in place and are being met on a consistent basis
2	People skills and experience	High	Service is currently resourced adequately (FTE) with resources that have relevant knowledge and skills
3	Systems infrastructure	High	The current systems and infrastructure are generally appropriate to deliver our services and are generally reliable and cost effective
4	Service efficiency	High	The service is performed well with minimal waste of time and effort and minimal variation, errors, backlog or delays
5	Service effectiveness	High	The service always meets its objective, producing the intended or expected result for the community
6	Level of potential financial return	Low	Improvements to the service could result in minimal return on Council investment
7	Level of potential other return	Low	Improvements to service could result in minimal return (i.e. improved level of service, removing risk, improved customer outcomes etc.)
	Level of Alignment	Priority 4	Services that are delivered with a high level of competency with little opportunity for improvement are not candidates for review but could be commercialised

6. SERVICE DELIVERY ASSESSMENT

Fill out relevant Functional Alignment Sheet (separate document) for this Service

SERVICE REVIEW, SWOT ANALYSIS & FUNCTIONAL ALIGNMENT SHEET

Notes: 1. Only type text in green boxes. 2. select from drop down list in blue boxes

SERVICE

Planning Strategies and Policies (Section 30 Review and Development Plan Amendments)

ASSESSMENT TEAM

Tracy Tzioutziouklaris, Michael McCarthy, Simon Wiseman, Mark McShane

DEPARTMENT

Strategic & Corporate Planning

DIVISION

Office of the CEO

1. COMMUNITY PLAN ALIGNMENT

Our Diverse Economy

A diversified, innovative and resilient economy that generates jobs and services

2. SWOT ANALYSIS

Strengths	Opportunities
Guides property owners and other as to what can and cannot be done in the future on any piece of land.	Provides opportunities for the community to be involved in the future development of the City.
Provides the basis against which Development Applications are assessed.	Provides direction and guides the future development of the City.
SA Planning Policy Library prepared by the State Government provides leading practice policy.	Involves the input from many other organisations.
Provides a mechanism for Council to regularly review the policies within the Development Plan to ensure it remains relevant.	Changes to State Government Legislation
Requires Council to regularly review the Development Plan to determine how the Planning Strategy can be implemented.	New Planning System being introduced by the State Government to improve consistency throughout the State.
Threats	Weaknesses
Changes to State Government Legislation.	A complex process which take a lot of time to complete.
Conflict of Interest of Council in the preparation of.	Can be an expensive process.
Is a process required by the Development Act 1993.	The process can be influenced by external parties.
Need professional qualification and recognition to be able to undertake.	Need to be updated regularly to ensure they reflect the needs of the community, the economy and the environment.
	Is a complex and lengthy legislated process.
	Requires specialised professional experience and expertise and is not a well understood activity by Council Members, other Council Officers and the community.

3. SWOT RESULTS SUMMARY

Context Statement	Summary Statement
Section 30 Reviews are required to be undertaken as specified by the Development Act 1993 so as to ensure the Development Plan and associated policies remain relevant and up to date. The preparation of Development Plan Amendments ensure the Development Plan stays relevant and up to date with best practice and changes in society and development trends.	Section 30 Reviews are regulated by the State Government. Very few employees have the relevant experience, expertise and qualifications to undertake this service. The LCLGA previously coordinated a Joint Section 30 Review on behalf of all seven Member Councils. The preparation of Development Plan Amendments is a specialist professional field with what can be a complex and lengthy legislated process. It is not readily understood by those not working within the system. It is a process that can be externally influenced and is heavily regulated by the State Government. Very few employees have the relevant experience and qualifications to undertake this service.

4. SERVICE ALIGNMENT ASSESSMENT

	Alignment area	Rating	Description
1	Strategic relevance of service (community plan)	High	Indirect reference in Community Plan and/or direct reference in other major Council strategy, policy or plan
2	Strategic relevance of service (other)	High	Indirect reference in major external strategy, plan or policy
3	Level of community expectation	High	Expectation that the service is usual practice for local government and can be demonstrated as normal practice in other Councils providing a comparable service
4	Social impact and the level of community need	Very High	Service delivers an essential community need that is critical for widespread community wellbeing
5	Level of community use	Very High	Significant number of residents currently utilise this service per annum
6	Level of overlap with other local providers	Very Low	No other providers exist locally
	Level of Alignment	Priority 4	Services with a higher level of strategic alignment and lower level of overlap with other providers should continue to be delivered

5. SERVICE DELIVERY ASSESSMENT

	Alignment area	Rating	Description
1	Service performance	High	Service levels and/or agreed targets are in place and are being met on a consistent basis
2	People skills and experience	Very High	Service is currently resourced adequately (FTE) and budget with experienced resources that have expert knowledge and skills
3	Systems infrastructure	Very High	The current systems and infrastructure are the most appropriate to deliver our services ("best of breed") and are reliable and cost effective
4	Service efficiency	High	The service is performed well with minimal waste of time and effort and minimal variation, errors, backlog or delays
5	Service effectiveness	High	The service always meets its objective, producing the intended or expected result for the community
6	Level of potential financial return	Very Low	Improvements to the service will result in minimal return on Council investment
7	Level of potential other return		#N/A
	Level of Alignment	Priority 4	Services that are delivered with a high level of competency with little opportunity for improvement are not candidates for review but could be commercialised

6. SERVICE DELIVERY ASSESSMENT

Fill out relevant Functional Alignment Sheet (separate document) for this Service

SERVICE REVIEW, SWOT ANALYSIS & FUNCTIONAL ALIGNMENT SHEET

Notes: 1. Only type text in green boxes. 2. select from drop down list in blue boxes

SERVICE
Public Toilet Maintenance

ASSESSMENT TEAM
Chris Mustart, Daryl Ferguson, Malcolm Height, Corey Radford

Alan Hollway, Trevor Pettingill

DEPARTMENT
Waste Management

DIVISION
Operational Services - Works

1. COMMUNITY PLAN ALIGNMENT
Our Location

A perfectly centered place where people aspire to live, work, visit and invest

2. SWOT ANALYSIS

Strengths	Opportunities
Set a high standard of cleaning and maintenance of toilet facilities to reflect community expectations, ensuring continual servicing on a daily basis and efficient maintenance of these amenities. Discreet manner when cleaning toilets with minimal disruption to the general public	New self cleaning toilets, to help demands of tourists in key areas at peak times. Redesign toilets to reduce maintenance issues and help prevent unruly behaviour.
Local knowledge of all amenities with trained staff who are capable of dealing with emergencies as they occur. Multi-skilled flexibility Specialised resources to deal with all maintenance issues. Work health and safety processes and procedures in place to ensure the safety of employees and community members Public toilets audited annually to ensure cleanliness by Environmental Officer and Assistant Works Manager, results are found to be of a high standard.	Installation of anti drug lights, Urine defective paint, drains for cleaning, provide further information to the public regarding when the toilets were cleaned through a wall mounted recording Alternative service models could be looked at. Provide sharps refresher training.
Threats	Weaknesses
Contract cleaners may quote more competitively but history and experience shows that they are inadequate in working in such an environment. Emergency clean ups may not be responded to quickly and they lack the flexibility that our workers have. However we should ensure that knowledge transfer is completed internally.	Some toilets are lacking ventilation, location of some toilets may bring unacceptable behaviour, e.g., drug usage, loitering and graffiti. Natural light lacking in some toilets (redesign) Water quality is hard on infrastructure, e.g., taps and basins Not all toilets have sharps containers fitted to facilitate the use of needles in toilets.

3. SWOT RESULTS SUMMARY

Context Statement	Summary Statement
The cleaning of public toilets is a critical service which the community and tourists have high expectations. We work in the context of legislative requirements including WHS public health and we generally meet all expectations with dedicated and flexible employees which contract cleaners cannot provide.	Whilst this service is completed with significant due diligence there never the less exists opportunities to improve through redesigning old toilet blocks which fail to inhibit drug taking or other anti social behaviour in addition there should be a review of all toilet designs to improve ventilation and general quality for both the public and employees. This is essential if there is going to be continual improvement and make the job easier for our employees.

4. SERVICE ALIGNMENT ASSESSMENT

	Alignment area	Rating	Description
1	Strategic relevance of service (community plan)	High	Indirect reference in Community Plan and/or direct reference in other major Council strategy, policy or plan
2	Strategic relevance of service (other)	Very High	Direct reference in a major external strategy, plan or policy
3	Level of community expectation	Very High	Expectation that the service is standard practice for local government and can be demonstrated as normal practice in other Councils providing a comparable service
4	Social impact and the level of community need	Very High	Service delivers an essential community need that is critical for widespread community wellbeing
5	Level of community use	Very High	Significant number of residents currently utilise this service per annum
6	Level of overlap with other local providers	Low	Only a minimal number of providers currently provide a similar/comparable service within our Council area
	Level of Alignment	Priority 4	Services with a higher level of strategic alignment and lower level of overlap with other providers should continue to be delivered

5. SERVICE DELIVERY ASSESSMENT

	Alignment area	Rating	Description
1	Service performance	Very High	Service levels and/or agreed targets are in place and are being exceeded on a consistent basis
2	People skills and experience	High	Service is currently resourced adequately (FTE) with resources that have relevant knowledge and skills
3	Systems infrastructure	High	The current systems and infrastructure are generally appropriate to deliver our services and are generally reliable and cost effective
4	Service efficiency	High	The service is performed well with minimal waste of time and effort and minimal variation, errors, backlog or delays
5	Service effectiveness	High	The service always meets its objective, producing the intended or expected result for the community
6	Level of potential financial return	Low	Improvements to the service could result in minimal return on Council investment
7	Level of potential other return	Medium	Improvements to service could result in a reasonable return (i.e. improved level of service, removing risk, improved customer outcomes etc.)
	Level of Alignment	Priority 3	Services that are already delivered with a high level of competency but have further opportunity for internal improvements should continue to be improved through process / system reviews

6. SERVICE DELIVERY ASSESSMENT

Fill out relevant Functional Alignment Sheet (separate document) for this Service

SERVICE REVIEW, SWOT ANALYSIS & FUNCTIONAL ALIGNMENT SHEET

Notes: 1. Only type text in green boxes. 2. select from drop down list in blue boxes

SERVICE
Facility Management

ASSESSMENT TEAM
Peter Thompson, Gayle Sparrow, Tracey Nisbet, Lynne Dowling

DEPARTMENT
Executive Support

DIVISION
Office of the CEO

1. COMMUNITY PLAN ALIGNMENT
Our People

A safe, inclusive city where access to quality services and facilities supports a socially connected, vibrant and healthy community

2. SWOT ANALYSIS

Strengths	Opportunities
<p>Good time management</p> <p>Regular schedule prepared for checking stock, fixtures, City Hall facilities, Old Town Hall Clock, service and maintenance of water softeners, hot water units, toilets and taps</p> <p>Flexible attitude - regularly called away from routine tasks</p> <p>Pride in delivery of service</p>	<p>A third person as back up would enable regular maintenance tasks to be completed within schedule.</p>
Threats	Weaknesses
<p>Small team - unexpected absenteeism puts pressure on remaining person.</p> <p>Reputational damage.</p>	<p>Due to extra time required to clean additional work areas to expected standard, some routine maintenance tasks can be missed/rescheduled.</p> <p>Tired Staff.</p>

3. SWOT RESULTS SUMMARY

Context Statement	Summary Statement
<p>Closely tied to cleaning is the regular maintenance of fixtures, supplies and facilities (toilets, light fittings etc) along with ordering of supplies. Also responsible for ordering of bulk paper supplies for Administration - due to delivery in 1/2 pallet quantity and physical distribution to offices. These tasks are essential to the efficient running of Council facilities.</p>	<p>Tasks associated with facility management are often interrupted or rescheduled due to pressing matters which may occur on a day to day basis. They require a methodical approach and can be the difference between a successful or unsuccessful function - they are not always recognised but are essential tasks. As with cleaning a small team is responsible for the delivery of these duties in our growing/changing organisation and a third person to assist with cleaning would alleviate some of the pressure on the team.</p>

4. SERVICE ALIGNMENT ASSESSMENT

	Alignment area	Rating	Description
1	Strategic relevance of service (community plan)	Low	Indirectly referenced as an action within a Council strategy policy or business plan
2	Strategic relevance of service (other)	Low	Indirectly referenced as an action within a current section strategy or business plan
3	Level of community expectation	Very High	Expectation that the service is standard practice for local government and can be demonstrated as normal practice in other Councils providing a comparable service
4	Social impact and the level of community need	Very High	Service delivers an essential community need that is critical for widespread community wellbeing
5	Level of community use	Very High	Significant number of residents currently utilise this service per annum
6	Level of overlap with other local providers	High	Some providers currently provide a similar/comparable service within our Council
	Level of Alignment	Priority 1	Services with a lower level of strategic alignment and higher level of overlap with other providers should be reviewed

5. SERVICE DELIVERY ASSESSMENT

	Alignment area	Rating	Description
1	Service performance	Very High	Service levels and/or agreed targets are in place and are being exceeded on a consistent basis
2	People skills and experience	Low	Service is currently not resourced adequately (FTE) however current resources have the necessary knowledge and skills
3	Systems infrastructure	High	The current systems and infrastructure are generally appropriate to deliver our services and are generally reliable and cost effective
4	Service efficiency	Very High	The service is performed in the best possible manner with the least waste of time and effort representing best value
5	Service effectiveness	Very High	The service always meets its objective, exceeding the intended or expected result for the community
6	Level of potential financial return	Medium	Improvements to the service could result in a reasonable return on Council investment
7	Level of potential other return	High	Improvements to service could result in high return (i.e. improved level of service, removing risk, improved customer outcomes etc.)
	Level of Alignment	Priority 3	Services that are already delivered with a high level of competency but have further opportunity for internal improvements should continue to be improved through process /

6. SERVICE DELIVERY ASSESSMENT

Fill out relevant Functional Alignment Sheet (separate document) for this Service

STRATEGIC PLANNING SUB-COMMITTEE REPORT NO 7/2016

SUBJECT: COMMUNITY PLAN – BEST PEOPLE BEST COMMUNITY – ORGANISATION STRUCTURE

REF: AF16/185

INTRODUCTION

Step 5 of Best People Best Community involves a Review of the Organisational Structure of Council.

Following Steps 1 through to 4 recommendations are developed on the future delivery of a service and consideration will be given to the structure of the organisation to achieve the best delivery of services provided by Council.

The new Community Plan is a significant departure from previous strategic plans and along with other demands on Council, necessitates a structure best able to deliver services into the future. Informed by the reviews and input from senior staff a revised organisational structure will be developed for endorsement by Council in December 2016 and implementation in 2017.

DISCUSSION

Following the completion of Steps 1 to 4 as outlined within the Best People Best Community – Project Work Flow, consideration will be given to the most appropriate organisational structure to deliver the outcomes identified by the Community Plan and the ongoing demands placed on Local Government.

A draft organisational structure will be completed by the end of November 2016 following input by senior staff and final decisions made by the Chief Executive Officer.

Council's Strategic Planning Sub-Committee and Council will be presented with the revised structure towards the end of November, 2016.

Some important scheduled Member meeting dates are:

- Friday 25th November, 2016 Strategic Planning Sub-Committee meeting
- Tuesday 6th December, 2016 Special Meeting of Council

Upon the endorsement of the organisational structure by Council, meetings will occur with Directors, Managers/Supervisors to inform them of the structure. Staff whose roles and reporting lines have altered by the reviewed structure will meet with the Chief Executive Officer and relevant Directors & Supervisors.

There will be a general release of the organisational structure to all staff including a presentation by the Chief Executive Officer and Directors at staff meetings.

The implementation of the new structure will be staged over the first four months in 2017 in line with any required staffing changes. Logistical office accommodation arrangements will occur in due course during 2017.

The Annual Budget 2018/2019 will be reshaped to reflect the Community Plan and the aligned organisational structure.

Strategic Planning Sub-Committee Report No.07/2016 cont'd...

With a new organisational structure it is likely that the reporting structure to Council will also be reviewed. Should the structure of the organisation reflect in part or fully, the four goals within the Community Plan, consideration will need to be given to the Standing Committee and Sub-Committee structure of Council to provide an effective reporting process between the Elected Members of Council and the administration. As the new structure will be implemented over several months in early 2017, Members will have adequate time to reflect upon and adjust the decision making structure.

Once this process has been completed action plans for the new business units and individual staff will be developed and further refined to reflect the outcomes of each service that has been aligned to the Community Plan. Performance Manager will be modified to report on the Community Plan outcomes. The Action Plans will be supported by a revised Performance Development Review process with accomplishment records and development centres. These are outlined in Steps 6 – 8 of the Best People Best Community project work flow.

Not only is Best People Best Community a review process investigating the efficient and effective service delivery of the Community Plan, it also provides a strong focus on staff development. It is designed to build staff capacity, be inclusive, build capacity to think innovatively, challenge the status quo and embed a culture of continuous improvement into the future.

CONCLUSION

One key purpose of Best People Best Community is to develop an understanding of the resource implications of the Community Plan. Council's previous proactive consideration of two key resource needs, economic development and tourism have seen these potential resource gaps addressed. Assuming responsibility for the Riddoch Art Gallery has also achieved staffing and delivery capacity in the arts and culture from the Community Plan.

This review focuses on the efficiency and effectiveness of services delivered by Council for the community. The consideration of the organisational structure is about targeting improvement to Council's service delivery and aligning efforts towards achieving the aspirations of the Community Plan. Structure is not fixed and will be continuously recalibrated to meet the effective service delivery and needs of the community.

RECOMMENDATION

- (a) Strategic Planning Sub –Committee Report no 7/2016 be received and the contents noted.



Tracy TZIOUTZIOUKLARIS
MANAGER BUSINESS AND STRATEGIC PLANNING

Sighted:



Mark McSHANE
CHIEF EXECUTIVE OFFICER

**SOUTH AUSTRALIAN COUNTRY WOMEN'S
ASSOCIATION INCORPORATED
and
CITY OF MOUNT GAMBIER**

OPTION AGREEMENT

61X

THIS AGREEMENT is made the 27th day of December 2000

COMMISSIONER OF STATE TAXATION

BETWEEN: SOUTH AUSTRALIAN COUNTRY WOMEN'S ASSOCIATION INCORPORATED formerly of 162 Rundle Street, Adelaide but now of 30 Dequetteville Terrace, Kent Town SA 5067 (hereinafter with its respective executors, administrators, successors and assigns (as the case may be) called "the Grantor")

STAMP DUTY \$1.00
05/05/2001 11:56:36
00552420,1
Consideration / Value (\$10.00)
CONVEYANCE

AND: CITY OF MOUNT GAMBIER of 10 Watson Terrace, Mount Gambier SA 5290 (hereinafter together with its successors and permitted assigns called "the Grantee")

BACKGROUND:

- A. The Grantor is registered or entitled to be registered as the proprietor of an estate in fee simple in the whole of the land comprised in Certificate of Title Register Book Volume 1984 Folio 88 subject to the encumbrances liens and interests (if any) noted and described on the Certificates of Title (called "the Land").
- B. The Grantee is desirous of obtaining an option to purchase all of the Grantor's respective right, title, estate and interest in the Land and the Grantor has agreed to grant to the Grantee an option to purchase such right, title, estate and interest subject to and upon the terms, covenants, conditions and agreements contained in this Agreement.

THE PARTIES AGREE AS FOLLOWS:

1. INTERPRETATION

1.1 Background

The background set out above forms part of this Agreement and the parties agree that the background is true and accurate.

1.2 Definitions

In the interpretation of this Agreement unless the contrary intention appears or unless the context otherwise requires, the following expressions have the following meanings:

1.2.1 "the Land" means the whole of the land comprised in Certificate of Title Register Book Volume 1984 Folio 88

1.3 General

Unless the contrary intention appears:

- 1.3.1 Words denoting the singular number only shall include the plural number and vice versa.
- 1.3.2 Reference to any gender shall include every other gender and words denoting individuals shall include corporations and vice versa.
- 1.3.3 Reference to any Act of Parliament, Statute or Regulation shall include any amendment currently in force at the relevant time and any Act of Parliament, Statute or Regulation enacted or passed in substitution therefore.
- 1.3.4 Headings are for convenience of reference only and do not affect the interpretation or construction of this Agreement.
- 1.3.5 A requirement in this Agreement for liaison and consultation is a requirement for full and frank exchange and discussion and includes a requirement where necessary and appropriate, for full disclosure of relevant information and material.

2. CO-OPERATION AND GOOD FAITH

The parties agree that they will co-operate with each other and at all times act in good faith and with the joint objective of successfully and expeditiously concluding all of the arrangements contemplated in this Agreement.

3. COSTS

Unless and except as specified otherwise herein, the Grantee will pay the costs and expenses incurred in connection with negotiating, agreeing and stamping this Agreement and of all other transfers and instruments to be prepared, executed and stamped hereunder, by excluding any solicitors or conveyancing costs incurred directly by the Grantor.

4. ASSIGNMENT

Neither party may assign any of its rights or obligations hereunder without the prior written consent of the other party.

5. NOTICES

Any notice required or permitted to be given or served under this Agreement must be in writing and will, without prejudice to any other form of service, be treated as being duly given or served if it is:

- 5.1 left at the recipient party's address;

- 5.2 sent by pre-paid mail to the recipient party's address (in which case it will be deemed to have been given three (3) days after the date on which it was posted); or
- 5.3 transmitted by facsimile to the recipient party's facsimile.

For the purposes of this clause, a reference to an address means the party's principal and current business address which in the absence of notice to the contrary is deemed to be the address stated herein.

6. GENERAL

- 6.1 No variation or waiver of, or any consent to any departure by either party from, a provision of this Agreement is of any force or effect unless it is confirmed in writing, signed by the parties and then that variation, waiver or consent is effective only to the extent to which it is made or given.
- 6.2 The failure, delay, relaxation, or indulgence on the part of either party in exercising any power or right conferred upon that party by this Agreement does not operate as a waiver of that power or right, nor does any single exercise of any power or right preclude any other or further exercise of it or the exercise of any other right or power under this Agreement.
- 6.3 This Agreement constitutes the sole and entire agreement between the parties and no warranties, representations, guarantees or other terms or conditions of whatsoever nature not contained and recorded herein shall be of any force.
- 6.4 If any provision of this Agreement is invalid and not enforceable in accordance with its terms, all other provisions which are self-sustaining and capable of enforcement without regard to the invalid provisions shall be and continue to be valid and enforceable in accordance with their terms.

7. FIRST RIGHT OF REFUSAL TO PURCHASE

- 7.1 In consideration of the Grantee's covenants and payment by the Grantee to the Grantor of \$10, receipt of which is acknowledged the Grantor hereby covenants and agrees with the Grantee that if the Grantor wishes to sell or otherwise dispose of the Land at any time then the Grantee shall have the right of first refusal to purchase the Land (and for the purposes of this clause a reference to the Land means an unencumbered estate in fee simple in the Land) subject to the following:
 - 7.1.1 the Grantor shall give notice in writing to the Grantee of the Grantor's intention to dispose of the Land ("the Sale Notice") and the Sale Notice shall constitute an offer by the Grantor to sell the Land to the Grantee on the terms and conditions contained in the then current Law Society of South Australia contract for the sale of land and shall specify the consideration required by the Grantor from the Grantee for

the purchase by the Grantee of the Land and shall not result in the imposition of any more onerous obligations and duties upon the Grantee or require the Grantee to pay any greater sum than that which the Grantor would impose or require from a purchaser other than the Grantee.

7.1.2 the Grantee shall within thirty (30) days after the service of the Sale Notice give notice in writing to the Grantor of the Grantee's acceptance or rejection of the Grantor's offer to sell. If the Grantor receives a notice of acceptance from the Grantee there shall be deemed to be a binding contract for the sale by the Grantor and the purchase by the Grantee of the Land for the consideration stated in the notice given by the Grantor to the Grantee ("the purchase price") subject to the following:

7.1.2.1 the purchase price shall be paid at settlement which shall take place not more than thirty (30) days from the date of service of the Grantee's notice of acceptance on the Grantor;

7.1.2.2 all rents, rates, taxes, insurance and other outgoings and incomings shall be adjusted to the date of settlement;

7.1.2.3 the Grantee shall deliver to the Grantor a Memorandum of Transfer in registrable form and the Grantor shall execute such Memorandum of Transfer and deliver it to the Grantee at settlement and upon payment of the purchase price in full;

7.1.2.4 the Land shall in all respects be at the risk of the Grantee as and from the date of service of the Grantee's notice of acceptance on the Grantor;

7.1.2.5 settlement shall take place at the Lands Titles Office at 3.00 p.m. on the day of settlement or at such other place and time as may be mutually agreed between the Grantor and the Grantee.

8. DEALINGS WITH LAND RESTRICTED

During the term of this Option the Grantor shall not sell, assign, transfer, encumber, lease, grant any tenancy, grant any option over, or part with possession of the Land or any part thereof or any estate or interest to any person or by any act or deed procure or permit the Land or any part to be sold, assigned, transferred, encumbered, leased, let, optioned, or put into possession of any person except in any case with the prior consent in writing of the Grantee.

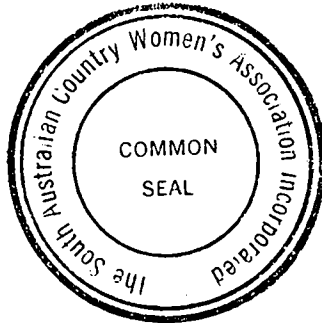
9. CAVEAT

The Grantor expressly agree that the Grantee shall be entitled to lodge a caveat upon the Certificates of Title for the Land to protect the Grantee's interest pursuant to this Agreement.

EXECUTED as an Agreement.

THE COMMON SEAL of SOUTH)
AUSTRALIAN COUNTRY)
WOMEN'S ASSOCIATION)
INCORPORATED was hereunto)
affixed in the presence of:

Roll Schumann
.....
Seal Holder



Lorna Basy
.....
Seal Holder

THE COMMON SEAL of CITY OF)
MOUNT GAMBIER was hereunto)
affixed in the presence of:)
)

F. W. Donnell
.....
Mayor



[Signature]
.....
Chief Executive Officer



THE SOUTH AUSTRALIAN
**COUNTRY WOMEN'S
ASSOCIATION**
INCORPORATED

State Office
30 Dequetteville Tce
Kent Town, SA 5067
Phone 08 8332 4166
Fax 08 8364 3050
Email sacwa@sacwa.org.au
Website www.sacwa.org.au
ABN 84 028 749 294

1st November 2016

Chief Executive Officer
Mt Gambier Council
PO Box 56
Mt Gambier 5290

Dear Mr McShane,

The property belonging to The South Australian Country Women's Association located at 1 Lawrence St, Mount Gambier is to be sold and as the City of Mt Gambier Council have the 'First Right to Purchase (option Agreement)' this is to notify you of the intention to sell.

Market Appraisal for the property has been estimated as between \$240,000 and \$250,000.

Would Council please advise of interest in giving further consideration to purchase the property within 30 days.

Yours Sincerely

Linda Bertram
State President
SACWA
Email statepres@sacwa.org.au

