

MOUNT GAMBIER LIFELONG LEARNING SUB-COMMITTEE

Meeting to be held at the Committee Room, Civic Centre, 10 Watson Terrace, Mount Gambier
on Friday, 21st February, 2014 at 1.00 p.m.

AGENDA

Present: Cr Maher (Presiding Member)
Cr Shearing
Cr Julie Reis (District Council of Grant)
David Mezinec
Sarah Pellen
Alexandra Nicholson

Apologies: moved that the apology from be received
and accepted.
seconded

Not in Attendance:

Other Members in
Attendance: Deputy Mayor Cr Richardson

Council Employees: Mark McShane, Chief Executive Officer
Barbara Cernovskis, Manager - Community Services and
Development
Vicki Hutchinson, Library Manager
Alison Brash – Community Development Officer.

Employee Apologies:

Leave of Absence: Nil

Apologies – Other Members:

Other Guests in Attendance:

WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF THE LAND WHERE WE MEET TODAY. WE RESPECT THEIR SPIRITUAL RELATIONSHIP WITH THE LAND AND RECOGNISE THE DEEP FEELINGS OF ATTACHMENT OUR INDIGENOUS PEOPLES HAVE WITH THIS LAND.

MINUTES OF PREVIOUS MEETING – Friday, 29th November, 2013

moved that the minutes of the Mount Gambier Lifelong Learning Sub-Committee held on 29th November, 2013 be received.

seconded

1. LIFELONG LEARNING

The Presiding Member reported:

- (a) Elected Member representation
- (b) Operations of Sub-Committee
 - Terms of Reference attached for discussion
- (c) Calendar
 - Meeting Schedule to be set for 2014
- (d) Strategic / Corporate Plan Review
 - Review attached Learning Goal
- (e) Children's Charter
 - Draft document attached for discussion

RECOMMENDATION NO. 1

moved that the Sub-Committee recommend the following agreed actions:

seconded

2. MATTERS OF INFORMATION

The Manager Community Services and Development reported on:

- (a) Education Leaders Forum
 - Scheduled for 20th March, 2014 at 10am.
- (b) Outdoor Learning Environment
 - Meetings scheduled with Mulga Street Primary Leadership Governing Committee, Mount Gambier Children's Centre to determine engagement process for John Powell Reserve project.
- (c) Learning Trails
 - Working with RDA on a regional learning trails project. We have approached schools for feedback on the enablers for successful student excursions to the Civic Precinct with the aim of increasing student access to information about local history and geology to strengthen their connection to place.
- (d) LGA AGM Presentation
 - Lifelong Learning display to be showcased at the April 2014 event.

RECOMMENDATION NO. 2

moved it be recommended;

seconded

3. NEXT MEETING:

Meeting closed at

18th February, 2014

TLG

MOUNT GAMBIER LIFELONG LEARNING SUB-COMMITTEE

Minutes of Meeting held at the Committee Room, Civic Centre, 10 Watson Terrace, Mount Gambier on Friday, 29th November, 2013 at 1.00 p.m.

- Present: Cr Maher (Presiding Member)
Cr Julie Reis (District Council of Grant)
David Mezinec
Sarah Pellen
Alexandra Nicholson
- Apologies: Cr Reis moved that the apology from Cr Tietz be received and accepted.

Alexandra Nicholson seconded Carried
- Not in Attendance: Nil
- Other Members in Attendance: Nil
- Council Employees: Mark McShane, Chief Executive Officer
Barbara Cernovskis, Manager - Community Services and Development
Alison Brash, Community Development Officer.
- Employee Apologies: Vicki Hutchinson, Library Manager
- Leave of Absence: Cr Harfield
- Apologies – Other Members: Nil
- Other Guests in Attendance: Ann Aldersey, Executive Officer, South East Local Government Association (SELGA)

WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF THE LAND WHERE WE MEET TODAY. WE RESPECT THEIR SPIRITUAL RELATIONSHIP WITH THE LAND AND RECOGNISE THE DEEP FEELINGS OF ATTACHMENT OUR INDIGENOUS PEOPLES HAVE WITH THIS LAND.

MINUTES OF PREVIOUS MEETING – 13th June, 2013

Cr Maher moved that the minutes of the Mount Gambier Lifelong Learning Sub-Committee held on 13th June, 2013 be received.

Sarah Pellen seconded Carried

1. SELGA

The Presiding Member welcomed and introduced Ann Aldersey, Executive Officer, SELGA.

RECOMMENDATION NO. 1

Cr Maher moved it be recommended that Ann Aldersey be formally welcomed to the region, thanked for her attendance and extended an open invitation to attend future meetings.

Cr Reis seconded

Carried

2. LIFELONG LEARNING

The Presiding Member reported:

- (a) Welcome Alexandra Nicholson
- (b) Operations of Sub-Committee
- (c) Education Leaders Forum
- (d) Online Hub - Social Capital and Community-based Education and Learning Workshop
- (e) Children's Charter (presented at meeting)

RECOMMENDATION NO. 2

Cr Maher moved that the Sub-Committee recommend the following agreed actions;

- (a) A warm welcome extended to Alexandra Nicholson;
- (b) Review the operations of Sub-Committee in 2014;
- (c) Education Leaders Forum be scheduled for March 2014 with the focus to be Mount Gambiers Charter for Children;
- (d) Online Hub - Social Capital and Community-based Education and Learning is currently being developed will be a portal of all accumulated data so far;
- (e) Children's Charter
 - Document be prepared for consultation
 - Title be amended to Mount Gambier's Charter for Children
 - Consultation to seek the views of the children
 - Overview document be prepared outlining the findings of the Australian Early Development Index (AEDI) that refer to Mount Gambier
 - Clear cohort for the charter is 0-6
 - Charter discussion and directions be accepted by the committee and presented in a report at the next committee meeting for further discussion

Cr Reis seconded

Carried

3. LIBRARY COMMUNITY PROGRAM REPORT

The Library Manager reported:

- (a) One Library Management System
- Integration of the new One Library management system has been the primary focus for the Library staff. There have been few interruptions to service delivery and the community response has been very positive.

RECOMMENDATION NO. 3

Sarah Pellen moved it be recommended the Library staff be congratulated for the successful integration of the One Library Management System;

Alexandra Nicholson seconded

Carried

4. COMMUNITY DEVELOPMENT OFFICER REPORT

The Community Development Officer reported:

- (a) the report delivered by the Community Development Officer include:
- (i) Learning Trails
- Meeting with RDA to identify some key focus areas for exploration and potential collaboration
- (ii) Innovative Community Action Networks (ICAN)
- ICAN planning workshop to develop key themes for the ICAN Strategic Plan for 2014.
- (iii) Tertiary Health Education Grant
- This year over \$26,000 is available which will enable 12 people to receive a \$2,000 grant in 2014. The launch of the 2014 program occurred on Wednesday 20th of November. Feedback on career activities of former grant recipients has been gathered over the past month, collated and shared with sponsors of the program.

RECOMMENDATION NO. 4

Cr Reis moved it be recommended;

- (a) the Community Development Officer report be received;
- (b) Investigation into alternate grant modelling be undertaken that could financially support students enrolled and actively undertaking study at our local University campus's.

Sarah Pellen seconded

Carried

5. MANAGER COMMUNITY SERVICES & DEVELOPMENT REPORT

The Manager Community Services & Development reported on:

- (a) The Community Cultural Learning Centre
- (b) Mapping Country, Culture and Stories around the Mount and Surrounds
- (c) Mount Gambier Human Powered Vehicles (HPV) "Crank-It" circuit March 2014
- (d) Recess
 - Due to reduced activity during the Christmas New Year period recommend the subcommittee enter a period of recess during December 2013 and January 2014 and resume meetings on Friday, 28th February 2014.

RECOMMENDATION NO. 5

Cr Reis moved it be recommended;

- (a) The report delivered by the Manager Community Services and Development be received;
- (b) Julianne Woodroof be approached for a progress update on the Community Cultural Learning Centre;
- (c) The Canberra University 'Windows into Boandik Country' exhibition be extensively promoted;
- (d) Lifelong Learning sub committee support the Mount Gambier Human Powered Vehicles (HPV) "Crank-it" circuit
- (e) Sub committee enter a recess and resume meeting schedule from Friday, 21st February 2014 at 2.00 pm.

Alexandra Nicholson seconded

Carried

6. OTHER BUSINESS

The Presiding Member reported:

- (a) Tania Plunkett appointed as new TAFE SA Regional Manager
- (b) Work undertaken by the sub committee
- (c) Meeting with UniSA Vice Chancellor David Lloyd
 - (i) Review the mechanism through which UniSA deliver education to the South East
 - (ii) Increase local engagement by:
 - i. Providing a business development function that will work with SME's to identify gaps in their expertise
 - ii. Introduce programs in Tourism and Marketing

RECOMMENDATION NO. 6

Cr Maher moved it be recommended;

- (a) The Presiding Member report be received;
- (b) Invitation be extended to Tania Plunkett to attend next committee meeting;
- (c) A compilation of the last 12 months work be presented at the next committee meeting;

Sarah Pellen seconded

Carried

7. NEXT MEETING: 21st February 2014

Meeting closed at 2.52 p.m.

AB/FM/TLG



MOUNT GAMBIER LIFELONG LEARNING SUB-COMMITTEE

TERMS OF REFERENCE

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

Terms of Reference for the conduct of the business of the Council Sub-Committee were approved and adopted by the City of Mount Gambier at its meeting held on 18th September, 2012.

Mount Gambier Lifelong Learning Sub-Committee

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

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

The Sub-Committee will:

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

Mount Gambier Lifelong Learning Sub-Committee

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1. NAME

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

2. INTERPRETATION

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

2.1 Definition

- 2.1.1 “Act” means the Local Government Act 1999 and includes all Regulations and Schedules.
- 2.1.2 “Sub-Committee” means the Sub-Committee of Council established pursuant to 3.0.
- 2.1.3 “Sub-Committee Member” means the person appointed by the Standing Committee.
- 2.1.4 “Commencement Date” means the date on which the Sub-Committee is established and becomes operative pursuant to 3.2.
- 2.1.5 “Council” means the City of Mount Gambier.
- 2.1.6 “Presiding Member of the Sub-Committee of Council” means the person appointed to that position pursuant to 5.3.
- 2.1.7 “Observers” means those persons attending any meeting of the Sub-Committee of Council, but not having a vote on any matter to be determined by the Sub-Committee and not having been appointed as Members.
- 2.1.8 “Singular” includes a reference to the “plural”.
- 2.1.9 Standing Committee means the Committee that established the Sub-Committee and to which the Sub-Committee reports.

2.2 Defined Terms

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

2.3 Local Government Act

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

2.4 Notices

All communication to be given to the Sub-Committee shall be addressed to: -

Mount Gambier Lifelong Learning Sub-Committee
PO Box 56
MOUNT GAMBIER SA 5290
Email: city@mountgambier.sa.gov.au

3. ESTABLISHMENT

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

4. OBJECTIVES

- 4.1 The Sub-Committee is created for the express purpose of assisting the Standing Committee to develop, co-ordinate and progress the opportunities within Council's Lifelong Learning Strategy.

5. MEMBERSHIP

- 5.1 Membership of the Sub-Committee will comprise Elected Members and Community Members. The Mayor has Ex-Officio membership on this Sub-Committee.
- 5.2 The Standing Committee reserves the right from time to time to remove any Member of the Sub-Committee and appoint another Member in their stead. All Members hold office at the pleasure of the Standing Committee.
- 5.3 The Sub-Committee will appoint a Presiding Member.

6 CASUAL VACANCIES AND REPLACEMENT REPRESENTATIVES

- 6.1 The Standing Committee may replace any Member on the Sub-Committee or fill any casual vacancies, by notifying the Sub-Committee the identity of the person proposed to replace the representative or fill the casual vacancy.

7 NO PROXY

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

8 RESIGNATION OF REPRESENTATIVES

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

9 QUORUM

- 9.1 At all Meetings of the Sub-Committee a quorum must be present.

- 9.2 A quorum will be determined by dividing by 2 the number of Members formally appointed to the Sub-Committee ignoring any fraction and adding 1 (excluding Mayor as ex-officio).

10 MEETINGS OF THE SUB-COMMITTEE

- 10.1 The Sub-Committee shall meet as and when determined by the Presiding Member.
- 10.2 The CEO shall give notice to each Sub-Committee Member at least five clear days prior to any meeting.
- 10.3 The CEO shall send a copy of the notice of a meeting and minutes of the Sub-Committee to the Standing Committee.
- 10.4 The CEO must, at the request of the Presiding Member or three other Members, call a special meeting of the Sub-Committee.
- 10.5 All notices of meetings shall be issued under the hand of the CEO.
- 10.6 No business shall be transacted at any meeting of the Sub-Committee unless a quorum of Members is present.
- 10.7 Each Member of the Sub-Committee including the Presiding Member present at any meeting of the Sub-Committee must vote on any matter requiring determination and all decisions shall be decided on a simple majority of votes cast.
- 10.8 Each Member of the Sub-Committee including the Presiding Member present at any meeting of the Sub-Committee shall have one deliberative vote only.

11 PROCEDURES AT MEETINGS

The procedure to be observed in relation to the conduct of meetings of the Sub-Committee is in accordance with Local Government (Procedures at Meetings) Regulations 2000.

12 LIABILITY OF THE SUB-COMMITTEE

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

13 MINUTES OF THE SUB-COMMITTEE

13.1 Administration

- 13.1.1 The CEO must cause minutes to be kept of the proceedings of the Sub-Committee.

- 13.1.2 Minutes of the Sub-Committee shall be available to all Members of the Sub-Committee, Standing Committee, Council and the public.
- 13.1.3 The Minutes of the proceedings of a meeting must include:
 - 13.1.3.1 the names of the Members present and the time at which they entered or left the meeting;
 - 13.1.3.2 the names of observers or visitors to any meetings;
 - 13.1.3.3 every motion or amendment and the names of the mover and seconder;
 - 13.1.3.4 any disclosure of interest declared by a Member;
 - 13.1.3.5 whether the motion or amendment is carried, lost or lapsed;
 - 13.1.3.6 Minutes of the Sub-Committee Meeting shall be distributed within 5 days of the meeting;
 - 13.1.3.7 Minutes of the Sub-Committee Meeting shall be submitted for confirmation at the next meeting of the Sub-Committee and if confirmed, shall be signed by the Presiding Member or other person presiding at the subsequent meeting.

14 AMENDMENTS TO THESE TERMS OF REFERENCE

- 14.1 It will be lawful for the Standing Committee by resolution of the Standing Committee to revoke, vary or add to any of the provisions of these Terms of Reference at its own discretion within the parameters of the Local Government Act and other relevant legislation.
- 14.2 Notwithstanding 14.1 before the Standing Committee resolves to revoke, vary or add to any of the provisions of these Terms of Reference the opinion of the Sub-Committee shall be obtained.

15 INTERPRETATION OF THESE TERMS OF REFERENCE

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

16 WINDING UP

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

LEARNING

To be recognised as a learning community which encourages, respects and celebrates learning for all groups and members of our community.

Mount Gambier has much to be proud of with the achievements of its community, which is growing through a culture of lifelong learning incorporating informal learning and formal education. The City can expand on these achievements through the continuing development of its lifelong learning culture.

Council understands the key role of learning and education in building social capacity.

Lifelong learning does not start or end with tertiary education. Lifelong learning commences at birth and embraces early childhood development, primary, secondary education, trades and tertiary education and most importantly an ongoing involvement in community endeavours which is learning through life.

Mount Gambier has benefited from the commencement of degree programs offered through the University of South Australia, Flinders University and Southern Cross University as well as a wider range of TAFE programs. Council is committed to advocating for an expanded range of programmes to meet the needs and expectations of the community.

Council will create the environment for Mount Gambier to be (and recognised as) a learning City.

The stronger the knowledge and skills of our people the more dynamic and robust the community becomes.

Goal	Strategic Objectives	SA Strategic Plan Reference
Learning To be recognised as a learning community which encourages, respects and	1. Encourage and promote partnerships with the entire community so that everyone understands and embraces the benefits of a lifelong learning community.	Our Community – Target 12, 13, 14, 15, 23 Our Education – Target 87, 88, 89, 90, 91, 92, 93

celebrates cultural expression for all groups and members of our community.	2. Promote the benefits of cooperative learning and the contribution learning makes to our enhanced quality of life.	Our Community – Target 12, 13, 14, 15, 23 Our Education – Target 87, 88, 89, 90, 91, 92, 93
	3. Foster partnerships that develop programs, services and opportunities that deliver learning excellence.	Our Community – Target 12, 13, 14, 15, 23 Our Education – Target 87, 88, 89, 90, 91, 92, 93
	4. Support and encourage a diverse range of community learning initiatives and celebrate the successes of formal and informal learning achievements.	Our Community – Target 12, 13, 14, 15, 23 Our Education – Target 87, 88, 89, 90, 91, 92, 93
	5. Council support opportunities for the community to strengthen relationships with families, friends and extended networks so as to promote and extend the learning of life skills.	Our Community – Target 12, 13, 14, 15, 23 Our Education – Target 87, 88, 89, 90, 91, 92, 93

Goal	Strategic Objectives	Operational Activity	Key Performance Indicator and Target
<p>Learning</p> <p>To be recognised as a learning community which celebrates learning for all groups and members of the community.</p>	<p>1. Encourage and promote partnerships with the community, industry and governments that will increase delivery and uptake of lifelong learning opportunities.</p>	<p>1. Foster relationships and facilitate conversations to improve community engagement and learning.</p>	<p>1. Review current databases of contacts and update as necessary.</p> <p>2. Host forums that bring various groups together i.e. Education Leaders' Forum, Blue Sky Lectures, Thinker in Residence.</p> <p>3. Provide input to joint funding proposals for learning projects when required.</p> <p>4. Employ a whole of Government (Federal, State and Local), agencies and groups approach.</p> <p>5. Develop opportunities for staff and elected members to share their expertise with groups and vice versa.</p> <p>6. Develop and program community learning activities and experiences in the Garden Square with community groups.</p>
	<p>2. Promote the benefits of cooperative learning and the contribution learning makes to our enhanced quality of life.</p>	<p>1. Develop a coordinated approach across Council for the delivery of life long learning activities.</p>	<p>1. Develop an evaluation framework to review Council's achievement of lifelong learning goal.</p> <p>2. Recognise that most Council activities provide learning opportunities.</p> <p>3. Review existing community learning material, resources and information already available to communities.</p> <p>4. Establish a statistical baseline of community involvement in learning activities.</p> <p>5. Continue to be leaders in delivering, developing and promoting library collections and services to the community.</p>

	<p>3. Support a diverse range of community learning initiatives and celebrate the success of formal and informal learning achievements</p>	<p>1. Develop a framework within which learning achievements and initiatives can be recognised and celebrated.</p>	<p>1. Elected Members and key staff being visible and attending celebratory functions.</p> <p>2. Determine opportunities for recognition and celebration of learning achievements.</p> <p>3. Continue to support recognition of learning through active involvement in scholarship programs.</p>
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City of Mount Gambier's Charter for Children

We listen and respond to the many voices of our children.

Our children feel they belong, contribute and are valued citizens of Mount Gambier.

Our families are engaged in the care, education and development of their children.

Our children are loved, respected, safe and free to be, dream and explore.

Our community fosters equity & access for all of our children & their families.

Our community is a village of many cultures that raises our children through respect, diversity, cooperation & compassion.

Our Community is committed to seeing the whole child flourish; creative, physical, social, emotional and intellectual.

Children have a right to connect with natural environments, to explore, play, be challenged and have fun.

Our community applies courage and forethought in exploring creative initiatives with and for our children.

