



City of Mount Gambier - Memorandum

TO: CR MAHER (PRESIDING MEMBER)
CR RICHARDSON
CR SHEARING
CR REIS (DISTRICT COUNCIL OF GRANT)
Email:
DAVID MEZINEC
Email:
SARAH PELLEN
Email:
ALEXANDRA NICHOLSON
Email:
CHIEF EXECUTIVE OFFICER
LIBRARY MANAGER
COMMUNITY DEVELOPMENT OFFICER

COPY: MAYOR
MEMBERS
TEAM LEADER EXECUTIVE SUPPORT

REF: AF11/323

RE: **NOTICE LIFELONG LEARNING SUB COMMITTEE MEETING -
THURSDAY, 17TH APRIL AT 2.00 PM**

Notice is hereby given that a meeting of the Lifelong Learning Sub Committee is scheduled for Thursday, 17th April 2014 at 2.00 pm at the Civic Centre, Committee Room.

Minutes from the previous meeting, an agenda, the amended Terms of Reference and Children's Charter are attached for your information.

Members of the sub committee, please note the date/time of the above meeting.

Other Members not on the sub committee are encouraged to attend the above meeting as your thoughts and contributions will be appreciated.

Barbara CERNOVSKIS
MANAGER - COMMUNITY SERVICES & DEVELOPMENT

15 April 2014
BJC

MOUNT GAMBIER LIFELONG LEARNING SUB-COMMITTEE

Meeting to be held at the Committee Room, Civic Centre, 10 Watson Terrace, Mount Gambier
on Thursday, 17th April 2014 at 2.00 p.m.

AGENDA

Present: Cr Maher (Presiding Member)
Cr Richardson
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:

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

Employee Apologies: Mark McShane, Chief Executive Officer

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, 21st February 2014

moved that the minutes of the Mount Gambier Lifelong Learning Sub-
Committee held on 21st February 2014 be received.

seconded

1. LIFELONG LEARNING

The Presiding Member reported:

- (a) Operations of Sub-Committee
 - Amended Terms of Reference attached for discussion
- (b) Children's Charter
 - Amended Draft document attached for discussion

RECOMMENDATION NO. 1

moved that the Presiding Members report be received.

seconded

2. MATTERS OF INFORMATION

The Manager Community Services and Development reported on:

- (a) Education Leaders Forum
 - Scheduled for 7th May, 2014 at 10am
 - Update on the program
 - Online Village
- (b) Outdoor Learning Environment
 - Report prepared and presented to Council, Tuesday 15th April, 2014
 - Ongoing meetings scheduled with Mulga Street Primary Leadership Governing Committee, Mount Gambier Children's Centre and community to collaboratively implement the project for John Powell Reserve project.
- (c) Learning Trails
 - RDA will be engaging on a short term contract a project officer to develop an Educational Resource template.
- (d) LGA AGM Presentation
 - Report on the Lifelong Learning display showcased in Adelaide on 10/11 April 2014.
- (e) Transects – Canberra University Proposal
 - Tabled at meeting for discussion
- (f) Sidney Myer Foundation/Flinders University Workshop
 - Tabled at meeting for discussion

RECOMMENDATION NO. 2

Moved that the Manager Community Services & Development report be received;

seconded

3. **NEXT MEETING:** 2.00 pm Friday, 16th May 2014

Meeting closed at

14th April, 2014

BJC

MOUNT GAMBIER LIFELONG LEARNING SUB-COMMITTEE

Minutes of meeting held at the Committee Room, Civic Centre, 10 Watson Terrace, Mount
Gambier
on Friday, 21st February, 2014 at 1.00 p.m.

MINUTES

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

Apologies: Cr Shearing moved that the apology from Sarah Pellen be received
and accepted.

Alexandra Nicholson seconded

Carried

Not in Attendance:

Other Members in
Attendance:

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

Employee Apologies: Mark McShane, Chief Executive Officer

Leave of Absence: Nil

Apologies – Other Members: Nil

Other Guests in Attendance: Nil

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

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

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

Alexandra Nicholson seconded

Carried

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

- (a) **David Meziniec moved that Cr Penny Richardson be welcomed as Council's recently endorsed Member of the Lifelong Learning Sub Committee.**

Cr Reis (District Council of Grant) seconded

Carried

- (b) **Cr Richardson moved that a draft amendment of the Terms of Reference addressing the following:**

- i) **Number of Members;**
- ii) **Appointment process;**
- iii) **Membership;**
- iv) **Co-opting in an advisory capacity;**
- v) **Objectives consistent with Councils Strategic Goal.**

To be tabled at the next meeting.

Cr Shearing seconded

Carried

- (c) **David Meziniec moved the proposed 2014 Meeting Schedule be endorsed.**

Cr Reis (District Council of Grant) seconded

Carried

- (d) **David Meziniec moved that:**

- i) **The Goal and the Strategic Objectives of the Corporate Plan be reflected in the Strategic Plan;**
- ii) **Amend the preamble of the Strategic Plan;**

- iii) **Manager Community Services and Development collate all commentary regarding the Strategic Plan and forward to all Members for confirmation.**

Cr Shearing seconded

Carried

- (e) **Cr Shearing moved the Children's Charter as discussed be amended and tabled at the next meeting.**

Alexandra Nicholson seconded

Carried

2. MATTERS OF INFORMATION

The Manager Community Services and Development reported on:

- (a) Education Leaders Forum
- Scheduled for 20th March, 2014 at 10am – amended to 27th March, 2014.
- (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

- (a) **Cr Richardson moved that:**

- i) **Restricted access to the online Mount Gambier Village Hub be arranged for Sub-Committee Members to review and provide feedback;**
- ii) **Endorse the proposals put forward for the Education Leaders Forum and the online Mount Gambier Village Hub.**

Cr Reis (District Council of Grant) seconded

Carried

- (b) **Cr Maher moved that:**

- i) **The work being undertaken reflect local Aboriginal nature and culture;**
- ii) **Elevate the profile of the project.**

Cr Reis (District Council of Grant) seconded

Carried

- (c) **David Mezinec moved that the report on Learning Trails and the LGA Annual General Meeting Showcase presentation be accepted.**

Cr Shearing seconded

Carried

3. **NEXT MEETING: 21st March, 2014 at 2.00 pm**

Meeting closed at 2.10 pm

25th February, 2014
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. To be recognized as a learning community which celebrates learning for all groups and members of the community.~~

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.

How do we get them transparent?

- 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.

- 5.4 ~~The Sub-Committee have the flexibility to co-opt Members to assist in an advisory capacity to assist with project work. A co-opted Member will not have any voting rights.~~

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.

25th February, 2014
Ref: AF11/350
MJT/LD/TLG

City of Mount Gambier's Charter for Children

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

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

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

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.

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

Our community applies courage and forethought in the planning and administration of creative initiatives that are developed for our children.

