



Reference: AF12/375 MJT

17<sup>th</sup> June, 2014

TO: CR MAHER (PRESIDING MEMBER)  
CR RICHARDSON  
CR SHEARING  
CR REIS (DISTRICT COUNCIL OF GRANT)  
DAVID MEZINEC  
SARAH PELLE  
ALEXANDRA NICHOLSON  
ADAM BOX (CO-OPT MEMBER)  
CHIEF EXECUTIVE OFFICER  
LIBRARY MANAGER  
COMMUNITY DEVELOPMENT OFFICER

COPY: MAYOR  
MEMBERS  
TEAM LEADER EXECUTIVE SUPPORT

**NOTICE** is hereby given that the Mount Gambier Lifelong Learning Sub-Committee will meet in the following Meeting Room on the day, date and time as follows:

**LIFELONG LEARNING SUB-COMMITTEE**  
(Committee Room - Level 4)

Friday, 20<sup>th</sup> June, 2014 at 2.00 pm

An agenda for the meeting is enclosed herewith.

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 AND DEVELOPMENT

MOUNT GAMBIER LIFELONG LEARNING SUB-COMMITTEE

Meeting to be held at the Committee Room, Civic Centre, 10 Watson Terrace, Mount Gambier  
on Friday, 20<sup>th</sup> June, 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  
Adam Box (Co-opt Member)

APOLOGY: moved that the apology from be  
received.  
seconded

NOT IN ATTENDANCE:

OTHER MEMBERS IN  
ATTENDANCE:

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:

APOLOGIES - OTHER  
MEMBERS:

OTHER GUESTS IN  
ATTENDANCE: Dianne Eckermann, Principal, St Martins Lutheran College

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

MINUTES: moved that the minutes of the Mount Gambier Lifelong Learning Sub-Committee held on 16<sup>th</sup> May, 2014 be received.  
seconded

**1. ST MARTINS LUTHERAN COLLEGE**

The Presiding Member welcomed Dianne Eckermann, Principal of St Martins Lutheran College and invited her to give a presentation on a recent Study Tour to Singapore and Korea visiting high performing Schools and exploring integrated models of learning.

RECOMMENDATION NO. 1

moved it be recommended that:

(a) Dianne Eckermann be thanked for her attendance and presentation at the Mount Gambier Lifelong Learning Sub-Committee Meeting;

(b)

seconded

**2. OPERATIONS OF SUB-COMMITTEE**

The Manager Community Services and Development presented the attached amended Terms of Reference for review and discussion.

**RECOMMENDATION NO. 2**

moved it be recommended that the amended Terms of Reference as presented be accepted.

seconded

**3. CHILDRENS CHARTER IMPLEMENTATION STRATEGY**

The Manager Community Services and Development presented the attached draft consolidated list of suggestions for an implementation strategy for review and discussion.

**RECOMMENDATION NO. 3**

moved it be recommended that

(a) the draft implementation strategy be accepted;

(b)

seconded

**4. MOUNT GAMBIER VILLAGE ONLINE HUB**

The Presiding Member opened discussion as to 'where to from here' in relation to the Mount Gambier Village Online Hub.

**RECOMMENDATION NO. 4**

moved it be recommended that the discussion notes be presented at the next meeting of the Mount Gambier Lifelong Learning Sub-Committee.

seconded

**5. LEARNING TRAILS**

The Manager Community Services and Development provided a verbal update on ownership and progress with the Learning Trails Project.

**RECOMMENDATION NO. 5**

moved it be recommended that the report from the Manager Community Services and Development be received.

Mount Gambier Lifelong Learning Sub-Committee Agenda, Friday, 20<sup>th</sup> June, 2014 cont'd..

seconded

6. **NEXT MEETING:** Friday, 18<sup>th</sup> July, 2014 at 2.00 p.m.

Meeting closed at \_\_\_\_\_ p.m.

17<sup>th</sup> June, 2014  
BJC/MJT



## **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 18<sup>th</sup> 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](mailto: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 recognised 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 ~~three (3) City of Mount Gambier Elected Members, one (1) District Council of Grant Elected Member and three (3) Elected Members and~~ Community Members. The Mayor has Ex-Officio membership on this Sub-Committee.

- ~~5.15.2~~ Elected Members will serve on the Sub-Committee for the duration of the Council term (4 years). Community Members appointment will be a four (4) year term commencing mid way through the Council term (with the right to re-nominate). Community Members will be stood down (with a right to re-nominate) mid way through the Council term for a period equivalent to said term to enable efficient successive transition effective succession.

- ~~5.25.3~~ The Standing Corporate and Community Services 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.

- ~~5.43~~ The Sub-Committee will appoint a Presiding Member.

- ~~5.54~~ The Sub-Committee have the flexibility to co-opt Members to assist in an advisory capacity to assist with project work. Term to be at the pleasure of the Sub-Committee. 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

How do we get them transparent?

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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.



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

## Children's Charter – DRAFT Implementation Strategy

Could all members please add their ideas/comments regarding an implementation strategy for the Children's Charter to the table below and return to me via email by the close of business this Friday, 23<sup>rd</sup> May 2014.

Strategy	Actions	Who	When	Measure
Online consultation concludes	Feedback is collated and presented for consideration to the LLL Sub-Committee	Administration LLL Sub-committee	*Alison to check finalisation date when online access allows.	Feedback is collated and presented for consideration of LLL Sub-committee
Consultation concludes	A decision is made about any further consultation on the Charter principles necessary. If so a strategy is designed and community engagement occurs for further consideration of the LLL Sub-committee.	LLL Sub-Committee	June meeting	Clarification is offered.
Charter is endorsed.	Principles of the Charter are endorsed by the LLL Sub-committee and offered to Council for endorsement	Cr. Jim Maher	TBA	This occurs
Charter Launch	High exposure launch with focus on children's participation is developed.  The process is documented, for consideration by other LGA's.	LLL Sub-committee	Identify a key event to value add to.	The Charter is Launched.  Documentation about the process is made available on 'Our Mount Gambier Village', and offered through appropriate National journals.
Inform the community about the Charter. What Why etc.	An awareness campaign with large community reach about the Charter is developed.	Administration utilising feedback offered by Charter developers.	Post July 2014	The Campaign is developed and implemented.
The Charter is highly visible	The Charter is made available in multiple formats	Administration and community collaborators	Post July 2014	
Developing Recognition awards of examples of excellence in demonstration of key principles. (as suggested by Grant High School)	An awards program is developed by the LLL Sub-Committee, in consultation with local schools.	LLL Sub-Committee.  Judging occurs with children representing local primary schools.	To go live in 2015	Awards are offered and organisations apply for consideration.

Develop Action Plan	Brainstorm as widely as possible any existing models for implementing/activating Bring the early childhood network together to advise us	Lifelong Learning		
Think about how to expand the charter to embrace older children				Actions of charter implementation of younger cohort are fulfilled
Promote the Charter	Bring the early childhood network together to advise us Drive it through the online village			
Schools and businesses can highlight where their practices/services align to points of the charter. LLL committee and council could publicly acknowledge where this initiative is introduced.	Send finished charter to schools/preschools and local businesses to be displayed. Invite schools/preschools/businesses to attend a workshop or information session about this. Schools etc will probably be easier adopters of this as they could probably see quite quickly where they already do many of those points. But it would definitely be helpful to work with local businesses as there could be many things that they do already that they could highlight .	Members of the LLL committee?	When Charter is ready to be released to public.	6 month then 12 month count on how many schools or businesses are highlighting areas of their practices or services that align to the Charter. This could be on-going as a measurement but also would be good to get feedback from those schools or businesses on how or if their adoption or affirmation of the charter has impacted on them.
Accountability for organisations/schools/businesses who have the charter in their workplace	Registration for the Children's Charter	Organisations Schools Businesses	at the beginning 12 monthly re-registration	Registration signed by the business/school/organisation

	Re-registration for the Children's Charter	Organisations Schools Businesses	Every 12 months	re-sign their registration for the charter each staff member to sign a proforma (or similar) to have whole business awareness and accountability for the registration
Promotion of length of registration	Places of work are provided with different coloured certificates (like the RAA cards) Acknowledging years of registration	Organisations Schools Businesses	3 years 5 years 10 years	Bronze Certificate Silver Certificate Gold Certificate
Business promotion for registration of Children's Charter	Each workplace that registers for the Children's Charter to actively promote within their community and the wider public that they have become a member, and what that means' for their workplace	Organisations Schools Businesses	As each organisation's discretion	Public feedback
Accountability for the registration	Report back to eg LLL or City of Mount Gambier activities that have been undertaken with the Charter in mind	Organisations Schools Businesses	quarterly	Written material/report fed back to the council
Promotion of registration  Breastfeeding welcome here   <small>Australian Breastfeeding Association www.breastfeeding.asn.au</small>  	Stickers on doors, similar to Asthma foundation or breastfeeding welcome here that denotes this is 'another' business registered and are being inclusive of the Children's Charters in their workplace practices	All registeree's	With registration pack	Feedback Witnessing around the town Included with the businesses' promotion of their own registration (local media)

Promotion of those who are registered	A list of places who have registered with the Children's Charter, being child focused in their work practices	Welcome to Mount Gambier Packs Tourism to Mount Gambier School information brochures	Always	
Promotion of Children's Charter	Mayoral/City Council invitation for current, re-newing, new and potential interest businesses/workplaces/schools/education institutions to continue discussion of the Children's Charter and relevance to Mount Gambier Guest Speakers from those who have been registered discussing how they have incorporated the Children's Charter into their workplace practices	New and re-newing registerees	Annual re-registration gathering/memorial	Attendees New Registrations
Honouring lengthy Registrations	Big announcements and certification with e.g. 10 <sup>th</sup> year milestone of registering and being a business/organisation/school associated with and being mindful of the children's charter in their daily practices	LLL/City of Mount Gambier	Yearly milestones	Registration for the Children's Charter