

9th June, 2017

**MAYOR
COUNCILLORS
CITY OF MOUNT GAMBIER**

NOTICE is given that the Operational Standing Committee will meet in the following Meeting Room on the day, date and time as follows:

Operational Standing Committee
(Conference Room - Level 1):

Tuesday, 13th June 2017 at 7:30 a.m.

An agenda for the meeting is enclosed.



Mark McSHANE
CHIEF EXECUTIVE OFFICER

AGENDA INDEX

1.	PRESIDING MEMBER SELECTION - REPORT NO. AR17/20717	1
2.	APOLOGY(IES).....	3
3.	QUESTIONS.....	3
3.1.	With Notice	3
3.2.	Without Notice	3
4.	DEPUTATIONS	3
5.	COMMITTEE MINUTES AND REPORTS.....	3
5.1.	Minutes of Mount Gambier Cemetery Trust Committee - 5 th May 2017.....	3
5.2.	Mount Gambier Cemetery Trust - Financial Statement.....	3
5.3.	Mount Gambier Cemetery Trust - Property Management.....	3
5.4.	Mount Gambier Cemetery Trust - Next Meeting.....	4
6.	STANDING COMMITTEE REPORTS.....	4
6.1.	Ordinary Meeting Day/Time - Report No. AR17/20844	5
6.2.	Terms of Reference - Report No. AR17/20854	7
6.3.	Financial Statement as at 31 May 2017 - Report No. AR17/22196	9
6.4.	Works in Progress - City Infrastructure - Report No. AR17/21366.....	11
6.5.	Design and Construction of Civic Centre Flytower Façade - Project Update - Report No. AR17/20699	13
6.6.	China Engagement - Potential Regional Business Delegation - September / October 2017 - Report No. AR17/20215.....	16
6.7.	2017 Fringe Festival Evaluation Report - Report No. AR17/22253.....	18
6.8.	Delegation of Powers Local Nuisance and Litter Control Act - Report No. AR17/20953..	21
6.9.	Ryder Cheshire - Withdrawal of Guarantee - Report No. AR17/21077.....	23
6.10.	Aquatic Centre - Proposed Entrance Fees 2017/2018 - Report No. AR17/21402.....	26
6.11.	7 Eucalypt Drive - Commercial Lease - Report No. AR17/21014	29
6.12.	Request from Food Bank for Council Funding - Report No. AR17/22204	31
6.13.	Request from Lake City Taxi's - Reinstatement of Bay Road Taxi Stand - Report No. AR17/21598	34
6.14.	Tender AF17/77 - In-Service Safety Inspection and Testing of Electrical Equipment - 1 July 2017 to 30 June 2019 - Report No. AR17/21610.....	36
6.15.	Tender AF17/134 - Supply and Delivery of Concrete Pavers for City Centre - Report No. AR17/21300	39
6.16.	Tender AF17/59 - Receival of Recyclable Materials - 1 July 2017 to 30 June 2022	42
6.17.	Tender AF17/61 - Supply and Delivery of Fuel - 1 July 2017 to 30 June 2019 - Report No. AR17/21419	46
7.	MOTION(S)	49
7.1.	With Notice	49
7.2.	Without Notice	49
8.	CONFIDENTIAL ITEMS	50
8.1.	Consideration for Exclusion of the Public	50
8.4	Consideration for Exclusion of the Public	51
9.	REPORT ATTACHMENTS.....	52



AGENDA OF OPERATIONAL STANDING COMMITTEE MEETING

Meeting to be held at the Conference Room, Civic Centre, 10 Watson Terrace, Mount Gambier
on Tuesday, 13th June 2017 at 7:30 a.m.

PRESENT Mayor Andrew Lee

Cr Christian Greco
Cr Ian Von Stanke
Cr Steven Perryman
Cr Des Mutton
Cr Mark Lovett

COUNCIL OFFICERS	Chief Executive Officer	- Mr M McShane
	General Manager Community Wellbeing	- Ms B Cernovskis
	General Manager Council Business Services	- Mrs P Lee
	General Manager City Growth	- Dr J Nagy
	General Manager City Infrastructure	- Mr N Serle
	Manager Governance and Property	- Mr M McCarthy
	Team Leader Administration (City Infrastructure)	- Ms S Wilson

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.

As a newly established Committee the Chief Executive Officer took the Chair for the first item of business to elect a Presiding Member.

1. Presiding Member Selection - Report No. AR17/20717

REPORT RECOMMENDATION

- (a) That Operational Standing Committee Report No. AR17/20717 titled '*Operational Standing Committee - Presiding Member Selection*' dated 6 June 2017 as presented to the Operational Standing Committee on 13 June 2017 be noted.
- (b) That Cr be elected as Presiding Member of the Operational Standing Committee for a term to expire on 20th January 2018.



Background

At its meeting held on 16 May 2017, Council adopted a Decision Making Structure that included the establishment of two replacement 'Standing' Committees comprising the Strategic Standing Committee and Operational Standing Committee.

As a newly established Committee it is necessary that the Operational Standing Committee select a Presiding Member.

Discussion

It has been the practice of the Council during the current term to rotate the Standing Committee Presiding Member roles on a 1 year term.

As the Presiding Member of the former Operational Services Standing Committee, Cr Greco had completed only 4 months of a 12 month appointment.

As a member of the Operational Standing Committee, the Committee may recommend Cr Greco be appointed as the Committee's Presiding Member until January 2018.

Conclusion

The appointment of a Presiding Member is a matter for the Committee to determine from amongst its own membership. A draft recommendation has been presented for the Committee to consider in this respect.

Attachments

Nil



Michael McCARTHY
MANAGER GOVERNANCE & PROPERTY



Pamela LEE
GENERAL MANAGER COUNCIL BUSINESS SERVICES

6 June 2017
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2. APOLOGY(IES)

Apology(ies) received from Cr ...

That the apology(ies) from Cr ... be received.

Moved:

Seconded:

3. QUESTIONS

3.1. With Notice

Nil submitted

3.2. Without Notice

4. DEPUTATIONS

Nil

5. COMMITTEE MINUTES AND REPORTS

5.1. Minutes of Mount Gambier Cemetery Trust Committee - 5th May 2017

That the minutes of the Mount Gambier Cemetery Trust Committee meeting held 5th May 2017 be noted.

Moved:

Seconded:

5.2. Mount Gambier Cemetery Trust - Financial Statement

Statement of Trading Activity - AF11/1371

(a) The Statement of Trading Activity as at 30th April 2017 be received.

Moved:

Seconded:

5.3. Mount Gambier Cemetery Trust - Property Management

Compliance - Lake Terrace Cemetery - Licence Permits (Permits/Works on Graves) - Application by South East Monuments and Memorials - Miles Memorial - Ref. AF11/1386

(a) The report be received.

(b) The Trust reaffirms its decision to decline the application by South East Monuments and Memorials (on behalf of Mr Michael Miles), to construct a monument at Lake Terrace Cemetery on the following basis:

- The proposed design is considered to be a modern interpretation of what is appropriate as a cemetery monument.
- The proposed monument would intrude upon the character and early section of the cemetery.
- The proposed monument would create visual interference to the aesthetic character and appearance of a cemetery that has historical value.
- The proposed monument does not maintain or reflect the traditional design and pattern of existing monuments.
- The monument is not consistent with the heritage value, character, style, theme and interpretation of existing monuments and the cemetery reserve.



- The proposed monument detrimentally impacts upon the nature and sensitivities of other gravesites and historic character of the cemetery.
- The design of the monument does not respect the rights of other gravesites, lot owners and their heirs.
- The design of the monument detracts from the aesthetic character of the Lake Terrace Cemetery and is not considered appropriate.
- The proposed monument is not sympathetic to the context of its setting with regard to shape, design and appearance.
- The proposed monument is not sensitively designed and would become a dominant, stand out feature and would detract from the historic character of the Cemetery Reserve.
- The monument as proposed is not appropriate to the style and period of the cemetery and is incompatible with the historic character of the cemetery.
- The monument does not contribute towards the existing character of the cemetery.

Moved:

Seconded:

5.4. Mount Gambier Cemetery Trust - Next Meeting

(a) The next meeting of the Trust be held on Friday 23 June 2017 at 12.15 p.m.

Moved:

Seconded:

6. STANDING COMMITTEE REPORTS

Committee Reports commence on the following page.



6.1. Ordinary Meeting Day/Time - Report No. AR17/20844

COMMITTEE	Operational Standing Committee
MEETING DATE:	13 June 2017
REPORT NO.	AR17/20844
RM8 REFERENCE	AF17/225
AUTHOR	Michael McCarthy
SUMMARY	This Report is presented to enable the Operational Standing Committee to confirm the day/time of ordinary meetings.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION
<p>(a) That Operational Standing Committee Report No. AR17/20844 titled '<i>Operational Standing Committee - Ordinary Meeting Day/Time</i>' dated 6 June 2017 as presented to the Operational Standing Committee on 13 June 2017 be noted.</p> <p>(b) That the Operational Standing Committee hold ordinary meetings on the ____ day preceding each monthly Council Meeting commencing at ____ am/pm.</p>

Moved:

Seconded:



Background

At its meeting held on 16 May 2017 Council adopted a Decision Making Structure that included the establishment of two replacement 'Standing' Committees comprising the Strategic Standing Committee and Operational Standing Committee.

Amongst the resolutions to adopt the Decision Making Structure:

"Each Standing Committee shall hold ordinary meetings on Monday or Tuesday in the week prior to each Council meeting at a regular time determined taking into account the availability and convenience of Members of the Committee."

The Operational Standing Committee may now consider the day/time of ordinary meetings.

Discussion

Subject to the requirement imposed by the Council to meet on the Monday or Tuesday preceding each Council meeting, the Operational Standing Committee may determine its own ordinary meeting day and time taking into account the availability and convenience of Members and the nature and purpose of the Committee.

Conclusion

A draft recommendation has been presented for the Committee to consider its ordinary meeting day/time.

Attachments

Nil



Michael McCarthy
MANAGER GOVERNANCE & PROPERTY



Pamela LEE
GENERAL MANAGER COUNCIL BUSINESS SERVICES

6 June 2017
SW



6.2. Terms of Reference - Report No. AR17/20854

COMMITTEE	Operational Standing Committee
MEETING DATE:	13 June 2017
REPORT NO.	AR17/20854
RM8 REFERENCE	AF17/225
AUTHOR	Michael McCarthy
SUMMARY	This Report is presented to enable the Operational Standing Committee to consider Terms of Reference for adoption.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION
<p>(a) That Operational Standing Committee Report No. AR17/20854 titled '<i>Operational Standing Committee - Terms of Reference</i>' dated 7 June 2017 as presented to the Operational Standing Committee on 13 June 2017 be noted.</p> <p>(b) That the Draft Terms of Reference for the Operational Standing Committee as attached to the Operational Standing Committee agenda for the meeting held on 13th June 2017 be adopted.</p>

Moved:

Seconded:



Background

At its meeting held on 16 May 2017 Council adopted a Decision Making Structure that included the establishment of two replacement 'Standing' Committees comprising the Strategic Standing Committee and Operational Standing Committee.

Amongst the resolutions to adopt the Decision Making Structure:

"The Terms of Reference of Standing Committees established under resolution (b)(iii) are to be reviewed by the Standing Committee for presentation to Council by August 2017"

The Operational Standing Committee may now consider the Terms of Reference.

Discussion

A draft Terms of Reference for the Operational Standing Committee was provided to all Members prior to the meeting of Council held on 16 May 2017.

The draft Terms of Reference is again provided for consideration by the Operational Standing Committee.

Conclusion

A draft recommendation has been presented for the Committee to consider recommending adoption of the Draft Terms of Reference for the Operational Standing Committee.

Attachments

Attachment 1 (AR17/22182): Draft Operational Standing Committee - Terms of Reference



Michael McCARTHY
MANAGER GOVERNANCE & PROPERTY



Pamela LEE
GENERAL MANAGER COUNCIL BUSINESS SERVICES

7 June 2017
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6.3. Financial Statement as at 31 May 2017 - Report No. AR17/22196

COMMITTEE	Operational Standing Committee
MEETING DATE:	13 June 2017
REPORT NO.	AR17/22196
RM8 REFERENCE	AF16/108
AUTHOR	Gary Button
SUMMARY	This report presents the monthly financial position of Council as at 31 May 2017.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION
(a) That Operational Standing Committee Report No. AR17/22196 titled ' <i>Financial Statement as at 31 May 2017</i> ' dated 7 June 2017 as presented to the Strategic Standing Committee on 13 June 2017 be noted.

Moved:

Seconded:



Background

On a monthly basis the Council's financial position is reported as at the last day of the month for information.

Discussion

The report provides Council's bank balances, investment held with the Local Government Authority (LGFA), fixed and variable loans with the LGFA. Major items that influence Council's cash liquidity such as rates revenue, payroll and total expenditure are also detailed in this report.

Conclusion

The financial position is in line with the 3rd quarters budget review presented to Council at its meeting in May 2017.

Attachments

Attachment 1 (AR17/22235): Financial Statement as at 31 May 2017



Gary BUTTON
FINANCE MANAGER



Pamela LEE
GENERAL MANAGER COUNCIL BUSINESS SERVICES

7 June 2017
SW



6.4. Works in Progress - City Infrastructure - Report No. AR17/21366

COMMITTEE	Operational Standing Committee
MEETING DATE:	13 June 2017
REPORT NO.	AR17/21366
RM8 REFERENCE	AF17/243
AUTHOR	Daryl Morgan
SUMMARY	Update of works that are currently being undertaken and/or completed by the City Infrastructure Department.
COMMUNITY PLAN REFERENCE	Goal 2: Our Location

REPORT RECOMMENDATION
(a) That Operational Standing Committee Report No. AR17/21366 titled ' <i>Works in Progress - City Infrastructure</i> ' dated 7 June 2017 as presented to the Operational Standing Committee on 13 June 2017 be noted.

Moved:

Seconded:



Background

Works in progress and works completed are reported on a monthly basis to Council as part of the governance process to ensure planned and budgeted infrastructure works are completed in a timely manner.

Discussion

Commenced Tasks	% Completed
• James Street (paving works)	90%
• Gilmore Close (drainage works)	90%
• Bishop Road (bulk earthworks)	70%
• Helen Street (paving works)	20%
• Robin Street (concrete footpath)	30%

Completed Tasks

- Commercial Street West (reconstruction)
- Hotmix intersections
- Caroline Landfill (Cell 3B construction)
- Rotary Avenue (concrete footpath)
- Carpark resurfacing.

Conclusion

There has been significant progress on various works ranging from the Caroline landfill, roadworks and footpath upgrades in the month of May. The increased activity in May on footpath upgrades and Bishop Road in particular will ensure the majority of the work planned for 2016/2017 financial year will be completed by the end of June.

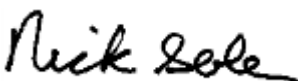
It is recommended Operational Standing Committee Report No. AR17/21366 be received and noted for information by Council.

Attachments

Nil



Daryl MORGAN
MANAGER ENGINEERING DESIGN & CONTRACT MANAGEMENT



Nick SERLE
GENERAL MANAGER CITY INFRASTRUCTURE

7 June 2017
SW



6.5. Design and Construction of Civic Centre Flytower Façade - Project Update - Report No. AR17/20699

COMMITTEE	Operational Standing Committee
MEETING DATE:	13 June 2017
REPORT NO.	AR17/20699
RM8 REFERENCE	AF15/133
AUTHOR	Michael Silvy
SUMMARY	A report to clarify updated costs for the Flytower Façade Refurbishment project and to recommend the authorisation of additional funding to cover increased costs.
COMMUNITY PLAN REFERENCE	Goal 2: Our Location

REPORT RECOMMENDATION
<p>(a) That Operational Standing Committee Report No. AR17/20699 titled '<i>Design and Construction of Civic Centre Flytower Façade - Project Update</i>' dated 6 June 2017 as presented to the Operational Standing Committee on 13 June 2017 be noted.</p> <p>(b) That Council authorise the Chief Executive Officer to amend the contract with Dycer Construction for the Civic Centre Flytower Upgrade to a final contract amount of up to \$1,370,000 (plus GST) including contingencies and professional fees.</p> <p>(c) That Country Arts SA be invoiced for 50% of the works, including professional fees.</p> <p>(d) That Council refer the estimated shortfall of \$35,000 between its current budget allocation (\$450,000, 16/17 and \$200,000, 17/18) and the final contract price including professional fees to a future budget review, with the view that the increased costs be offset by reductions in expenditure within the Capital Works Program (resulting in a nil impact on the budget).</p>

Moved:

Seconded:



Background

Council, at its meeting of 2 December 2016 in relation to the Civic Centre Flytower Upgrade, resolved:

- “(a) *The report be received;*
- (b) *Council authorise the Chief Executive Officer to execute a contract with Dycer Construction for the Civic Centre Flytower Upgrade up to a final contract amount of up to \$1,100,000 (plus GST) and also authorise expenditures up to an additional 5% of this amount for any contingencies during the works;*
- (c) *Country Arts SA be invoiced for 50% of the works, including professional fees;*
- (d) *Council refer the shortfall between its current budget allocation (\$450,000) and the final contract price and professional fees to a future budget review, with the view that the increased costs be offset by reductions in expenditure within the Capital Works Program (resulting in a nil impact on the budget).”*

Discussion

Members have been made aware, via regular updates in the Friday Edition, that significant alterations were required to the design of the scaffolding system for the flytower project due to limitations in the load bearing capabilities of the Civic Centre roof. This structural inadequacy was unknown at the time of tender.

The redesigned scaffolding is more complex and required additional anchor points to ensure appropriate worker safety and to ensure the roof structures were not compromised by the building works. These changes have caused timing delays of approximately 8 weeks with flow on consequences for bookings at the Sir Robert Helpmann Theatre. This has meant that building works have occasionally produced excessive noise levels with the need for works to be halted during performance times.

On going co-operation between Country Arts SA and the Council has resulted in a strategy for minimisation of flytower works interruption through a proactive process of identifying performance commitments and rescheduling of works to keep down time as low as possible.

Members will note a 5% contingency (\$54,695) was included in the original tender price of \$1,148,000 excluding GST. This allocation has been fully expended and additional costs are anticipated at approximately a further 10% due to scaffold hire, props costs, loss of time penalties for Theatre schedule closures and patching/painting the Theatre ceilings, and an estimate for rain delays of one week for the remainder of the project.

A breakdown of the projected costs are as follows:

CIVIC CENTRE FLYTOWER FAÇADE REFURBISHMENT PROJECT	
Contract Amount (including 5% contingency)	\$1,149,000
Fees for Architect, Engineer, QS and Building Surveyor	\$67,500
SUB TOTAL (ex GST)	\$1,216,500
Variations already claimed (e.g. scaffolding construction, engineering, supply and installation of props, loss of time for Theatre operations)	\$37,000
Variations up to end of May (as above)	\$18,000
Scaffold Hire above contract PC sum for remainder of contract (3 months)	\$32,000



Props & slims hire for remainder of contract (3 months)	\$6,000
Remove props not allowed in contract	\$6,000
Loss of time penalties for scheduled closures (up to end June)	\$22,000
Approximate allowance for loss of time due to rain	Est. \$12,500
Patch and paint ceilings in Theatre	Est. \$40,000
Credit for not required 'Miscellaneous hire' PC sum and a reduction of the 'Alter Decks' PC sum	+\$20,000
SUB TOTAL OF APPROXIMATE ADDITIONAL COSTS (ex GST)	\$130,000
APPROXIMATE TOTAL CONTRACT AMOUNT (ex GST)	\$1,370,000

Please note 'credit' allowance has been made for 'Alter Decks' and 'Miscellaneous hire' in the original tender because alternative solutions have been negotiated to save costs. Further solutions to reduce costs will continue to be investigated, including the possibility of working over the auditorium space during Theatre operations if the noise levels are agreed to by both parties.

Conclusion

We are pleased to report that despite changes required to works and works schedules as a result of project complexities, cost increases have been kept to a minimum with an estimated budget shortfall of \$35,000 (plus GST).

The contract value is now estimated as \$1,370,000, and will be shared equally between Council and Country Arts SA, at a cost of \$685,000 each. This includes the original 5% contingency allowance, additional variations and professional fees.

Council currently has \$450,000 in its 2016/2017 Budget and \$200,000 in its 2017/18 Budget.

This report recommends Council accepts the projected final costs.

Attachments

Nil



Michael SILVY
MANAGER DEVELOPMENT & REGULATORY



Dr Judy NAGY
GENERAL MANAGER CITY GROWTH

6 June 2017
SW



6.6. China Engagement - Potential Regional Business Delegation - September / October 2017 - Report No. AR17/20215

COMMITTEE	Operational Standing Committee
MEETING DATE:	13 June 2017
REPORT NO.	AR17/20215
RM8 REFERENCE	AF13/306
AUTHOR	Mark McShane
SUMMARY	Further update regarding the business and Council delegation to friendship cities Lu'an and Baotou in March 2017 and a proposed regional business delegation planned for October, 2017.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION
(a) That Operational Standing Committee Report No. AR17/20215 titled ' <i>China Engagement - Potential Regional Business Delegation - September / October 2017</i> ' dated 7 June 2017 as presented to the Operational Standing Committee on 13 June 2017 be noted.

Moved:

Seconded:



Background

A comprehensive report was provided to Council in May incorporating individual reports from Councillors and the Mayor, who participated in the March 2017 China delegation. A further report has been provided by Bruce Rodda, Manager Investment Attraction Limestone Coast RDA. This report has a major focus on the agricultural and primary producer stream of the delegation and highlights a number of potential business opportunities (Attachment 1). As previously advised, Bruce Rodda will be joining Council on a part time basis from July to drive investment attraction and international engagement.

Discussion

A draft memorandum summarising our delegation's focus has been received by Council from Lu'an reinforcing a significant number of business opportunities that were highlighted by the delegation three streams; agriculture and products, timber, education and tourism (Attachment 2). Importantly, the Memorandum encourages ongoing partnering not only with government but business to business.

Follow up work from the delegation has commenced with a meeting of the businesses attending the March delegation and other businesses in the City and region also interested in the China market. The Limestone Coast Councils Chief Executive Officers and Bruce Rodda have identified, along with businesses, that the logical next step is to support a Regional business delegation to China later this year that would visit both Lu'an and Baotou but may also include other locations identified by Councils and/or businesses, recognising and respecting existing business and Council relationships.

The objective is to reinforce and further business engagement and outcomes from the March delegation. While recognising the existing strong government to government relationships this will not be a focus of the business delegation excepting ensuring the continuity of relationships and business connection via the participation of Bruce Rodda and Mark McShane.

Conclusion

To maximise outcomes from the March delegation and reinforce business to business potential, the planned follow up business delegation is essential. Council's role is to support businesses attending, assist with scheduling and programming, connecting the Chinese and the local business and to leverage Lu'an and Baotou support for our local businesses. The planned delegation is highly dependent on ongoing business involvement and this must be gained for the delegation to occur.

Attachments

Attachment 1 (AR17/21304): Report - Bruce Rodda, Manager Investment Attraction Limestone Coast RDA

Attachment 2 (AR17/21303): Memorandum between Lu'an and Mount Gambier regarding future business focus



Mark McSHANE
CHIEF EXECUTIVE OFFICER

7 June 2017
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6.7. 2017 Fringe Festival Evaluation Report - Report No. AR17/22253

COMMITTEE	Operational Standing Committee
MEETING DATE:	13 June 2017
REPORT NO.	AR17/22253
RM8 REFERENCE	AF17/16
AUTHOR	Barbara Cernovskis
SUMMARY	Evaluation report of the inaugural 2017 Fringe in Mount Gambier.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION
<p>(a) That Operational Standing Committee Report No. AR17/22253 titled '<i>2017 Fringe Festival Evaluation Report</i>' dated 9 June 2017 as presented to the Operational Standing Committee on 13 June 2017 be noted.</p> <p>(b) That subject to allocation being made in Council's endorsed 2017/2018 Budget, Council negotiate a further 3 year funding commitment with Adelaide Fringe, Country Arts and SATC.</p> <p>(c) That the City of Mount Gambier support and participate in a community led initiative that includes active involvement of funding parties and local Fringe Ambassadors to oversee the implementation of planning a 2018 Fringe in Mount Gambier Festival.</p> <p>(d) That further update reports be provided to Council through the Operational Standing Committee on the progression of the 2018 Fringe in Mount Gambier Festival.</p>

Moved:

Seconded:



Background

At the meeting held on the 18 October 2016 Council resolved to support the inaugural Fringe in Mount Gambier Festival from 24 February 2017 to 26 March 2017.

Included in the resolution were the following conditions:

- “(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.”*

The Adelaide Fringe and Country Arts SA contributed \$26,800 toward the festival, the State Government through the SATC contributed \$44,000 towards marketing activities, coordination, performers fees and guarantees, event infrastructure, sound & lighting, travel and accommodation; and the City of Mount Gambier contributed \$30,000 cash and \$5,000 in-kind support.

The evaluation report from Adelaide Fringe (Attachment 1) has been received and is attached for Council's consideration. Additional feedback has been also been provided on the school based program included in the 'Send me to Fringe' initiative of Fringe Ambassador Louise Adams and co-facilitated by UniSA Event and Tourism Management student Natasha Little.

Discussion

The inaugural Fringe in Mount Gambier Festival was a collaboration between the Mount Gambier community, its venues, business and artists, Adelaide Fringe, Country Arts SA and the City of Mount Gambier and was intended to ignite arts and cultural activation within the region.

The Fringe in Mount Gambier Festival delivered a combination of open-access and curated activities where residents, businesses and visitors engaged with events. The community of Mount Gambier embraced the Fringe with retail businesses and cafes along the main street providing support through window displays, Fringe chalk drawings by local school students in the Cave Garden and strong attendance across a variety of events.

During the month 25 performing arts events were presented and 5 visual art/film events in different venue/spaces throughout the City of Mount Gambier. The evaluation of the inaugural Fringe in Mount Gambier Festival reports that the event attracted an approximate audience of 7,883 throughout the month with 75.8% of ticketholders residing in Mount Gambier. The successful 'Send me to Fringe' school based program involved a total of 1,433 school students and has inspired schools to seek further involvement with artists in future Fringe in Mount Gambier events. The economic value from the Fringe in Mount Gambier has been reported as beneficial to service businesses, cafes and hotels with 69% of survey respondents stating that they went out for a meal before or after a Fringe in Mount Gambier event. As artist participation and audience numbers increase to Fringe in Mount Gambier the potential exists for more businesses to host and market Fringe activities that will attract new and larger audiences.



Conclusion

The collective evaluation and feedback received for the Fringe in Mount Gambier has been very positive. This has been more than an economic event to attract people to Mount Gambier; the capacity building approach to business/venue development, school engagement, artist development and cultural development adds to the livability of Mount Gambier and over time will attract higher levels of participation - audience, artist, business and schools.

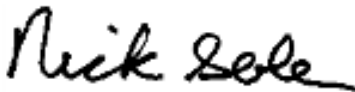
There have been a number of recommendations provided in the evaluation that will guide future planning and growth of the Fringe in Mount Gambier. A key consideration is for local management/facilitation of the catalyst event to encourage further artists and businesses to leverage value add activity.

Attachments

Attachment 1 (AR17/22273): Fringe in Mount Gambier Post Event Report



Barbara CERNOVSKIS
GENERAL MANAGER COMMUNITY WELLBEING



Nick SERLE
GENERAL MANAGER CITY INFRASTRUCTURE

9 June 2017
SW



6.8. Delegation of Powers Local Nuisance and Litter Control Act - Report No. AR17/20953

COMMITTEE	Operational Standing Committee
MEETING DATE:	13 June 2017
REPORT NO.	AR17/20953
RM8 REFERENCE	AF15/495
AUTHOR	Michael McCarthy
SUMMARY	A report to update the powers and functions delegated to the Chief Executive Officer under the Local Nuisance and Litter Control Act 2016 and Regulations 2017.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION	
(a)	That Operational Standing Committee Report No. AR17/20953 titled ' <i>Delegation of Powers Local Nuisance and Litter Control Act</i> ' dated 7 June 2017 as presented to the Operational Standing Committee on 13 June 2017 be noted.
(b)	That Council hereby revokes all previous delegations to the Chief Executive Officer of those powers and functions under the <i>Local Nuisance and Litter Control Act 2016</i> and <i>Local Nuisance and Litter Control Regulations 2017</i> .
(c)	That Council in exercise of the power contained in Section 44 of the Local Government Act 1999 the powers and functions under the following Acts and specified in the proposed Instrument of Delegation contained in Appendix 33 are hereby delegated this Tuesday, 20 th June 2017 to the person occupying the office of Chief Executive Officer subject to the conditions and / or limitations specified herein or in the Schedule of Conditions in each such proposed Instrument of Delegation. Local Nuisance and Litter Control Act 2016 (Appendix 33).
(d)	That Council acknowledges such powers and functions may be further delegated by the Chief Executive Officer in accordance with Sections 44 and 101 of the Local Government Act 1999 as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in each such proposed Instrument of Delegation.
(e)	That Council for the purpose of these delegations all delegations to the Chief Executive Officer extend to any person appointed to act in the position of Chief Executive Officer.
(f)	That Council for the purpose of these delegations all further delegations made by the Chief Executive Officer extend to any person who is appointed to act in the position of the delegate.

Moved:

Seconded:



Background

At its meeting on 21 February 2017, Council reviewed delegations to the Chief Executive Officer as required each financial year in accordance with Section 44(6) of the Local Government Act 1999.

On 18 April 2017, Council further reviewed delegations made under the Development Act and Regulations and the Freedom of Information Act.

Discussion

As a result of the release of Regulations under the Local Nuisance and Litter Control Act 2016 it is now appropriate that delegations now be re-made to the Chief Executive Officer under this Act and Regulations and for subsequent sub-delegations to be made to other Council Officers.

Conclusion

Delegations under this Act and Regulations are now recommended for adoption by Council and amendment of Council's Delegations and Sub-Delegations Register.

Attachments

Attachment 1 (AR17/22188): Appendix 33 - Instrument of Delegation under the Local Nuisance and Litter Control Act 2016 and Regulations 2017



Michael McCARTHY
MANAGER GOVERNANCE & PROPERTY



Pamela LEE
GENERAL MANAGER COUNCIL BUSINESS SERVICES

7 June 2017
SM



6.9. Ryder Cheshire - Withdrawal of Guarantee - Report No. AR17/21077

COMMITTEE	Operational Standing Committee
MEETING DATE:	13 June 2017
REPORT NO.	AR17/21077
RM8 REFERENCE	AF11/2354
AUTHOR	Michael McCarthy
SUMMARY	This report presents background on a Mortgage Guarantee granted by Council over a Ryder Cheshire property at Willow Avenue and recommends discharge of these property instruments.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION
<p>(a) That Operational Standing Committee Report No. AR17/21077 titled '<i>Ryder Cheshire - Withdrawal of Guarantee</i>' dated 6 June 2017 as presented to the Operational Standing Committee on 13 June 2017 be noted.</p> <p>(b) That the Guarantee/Mortgage over the Ryder Cheshire property at Willow venue be discharged and the Chief Executive Officer and Mayor be authorised to execute any necessary documentation.</p>

Moved:

Seconded:



Background

In 2006 Council acted as loan guarantor for a mortgage with the Police Credit Union for the construction of the Ryder Cheshire house located at Willow Avenue on land donated by Council for that purpose. The Guarantee is registered as a 2nd mortgage on the Title for the subject land.

In November 2011 Council received advice that the loan had been fully repaid and that the existing guarantee be maintained for the construction of a second residential development on the same site/title. A Council resolution supported the maintenance of the guarantee on the property.

At the Council meeting held on 21st February 2017 it resolved to commence a road process to close a portion of Willow Avenue for amalgamation with the Ryder Cheshire property contributing to a Building Better Regions Fund grant application for the construction of a second dwelling.

Ryder Cheshire have advised that future funding would likely be with an alternate lender and are seeking the removal of the Council Mortgage/Guarantee to provide clear Title.

Discussion

The Mortgage/Guarantee provided by Council for the former loan was formally registered on the Certificate of Title for the Ryder Cheshire property located at Willow Avenue.

It is understood that Ryder Cheshire Foundation will not require a Council Guarantee for future construction, instead being in a position to use their existing land and building as collateral.

The removal of the Mortgage Guarantee will require a formal discharge including liaison with the Police Credit Union to whom the Guarantee favours. This process will necessitate legal and conveyancing assistance to ensure all requirements and obligations are fully met.

Considering the community nature of the Ryder Cheshire Foundation it is proposed that Council (as Guarantor) pay its own costs associated with the discharge and this be coordinated by Council's legal representatives. Council's discharge costs are estimated to be \$550+gst plus disbursements.

Upon discharge Council will have no further liability or legal interest in the Ryder Cheshire property at Willow Avenue.

Conclusion

This report recommends that Council as Mortgage Guarantee over the Ryder Cheshire property at Willow Avenue be discharged.



Attachments

Nil



Michael McCARTHY
MANAGER GOVERNANCE & PROPERTY



Pamela LEE
GENERAL MANAGER COUNCIL BUSINESS SERVICES

6 June 2017
SM



6.10. Aquatic Centre - Proposed Entrance Fees 2017/2018 - Report No. AR17/21402

COMMITTEE	Operational Standing Committee
MEETING DATE:	13 June 2017
REPORT NO.	AR17/21402
RM8 REFERENCE	AF11/1451
AUTHOR	Judy Nagy
SUMMARY	Fees and charges for the Mount Gambier Aquatic Centre have recently been submitted by Innovative Leisure Management and are subsequently being presented to Council for consideration.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION
<p>(a) That Operational Standing Committee Report No. AR17/21402 titled '<i>Aquatic Centre - Proposed Entrance Fees 2017/2018</i>' dated 7 June 2017 as presented to the Operational Standing Committee on 13 June 2017 be noted.</p> <p>(b) That Council endorse the Mount Gambier Aquatic Centre Administration Fees and Charges for the 2017/2018 swimming season as proposed by Innovative Leisure Management.</p> <p>(c) That Council's Schedule of Fees and Charges 2017/2018 be updated to reflect the Aquatic Centre Admission Fees and Charges for 2017/2018.</p>

Moved:

Seconded:



Background

Section 188 of the Local Government Act provides the authority for Councils to impose fees and charges.

Section 188 further provides "the Council must keep a list of fees and charges imposed under this section on public display (during ordinary office hours) at the principal office of the Council."

and

"If a Council fixes a fee or charge under this section, or varies a fee or charge under this section the Council must up date the list of fees and charges and take reasonable steps to bring the fee or charge, or the variation of the fee or charge, to the notice of persons who may be affected."

At Council's meeting on 17 January 2017, it considered a Corporate and Community Services Report number AR16/50416 titled Council Fees and Charges Review 2017/2018 and approved the fees and charges for the 2017/2018 financial year.

Innovative Leisure Management managers the Mount Gambier Aquatic Centre and their fees and charges for the 2017/2018 financial year were unavailable in January 2017 when Council approved the Fees and Charges Schedule for 2017/2018.

Discussion

On the 3 May 2017, Innovative Leisure Management submitted their Proposed Fees and Charges Schedule for the 2017/2018 financial year.

In accordance with Section 188 of the Local Government Act, Council's Fees and Charges Schedule must be up dated. Notice to the persons who may be affected by the change will be via the updating of the Fees and Charges Schedule on Council's website www.mountgambier.sa.gov.au.

The list of fees and charges below represents only a modest increase over the current year.

		2016/2017	2017/2018
Adult		\$6.50	\$6.80
Child		\$5.50	\$5.80
Spectator	\$3.00	\$3.00	
Family (2+2/3 or 1+3/4)		\$23.00	\$24.00
Baby		N/A	N/A
Pensioner	\$5.00	\$5.00	
Fitness/laps		\$5.50	\$6.00
Vouchers	Adult	\$55.00	\$55.00
(10 swims)	Pensioner	\$45.00	\$45.00
	Child	\$50.00	\$50.00
Season Pass	Adult	\$240.00	\$250.00
	Pensioner	\$190.00	\$200.00
	Child	\$250.00	\$260.00
Family (1/2 adults + 2 children)		\$550.00	\$560.00
	(1 + 3)	\$590.00	\$600.00
	(2 + 3)	\$620.00	\$630.00
	(1 + 4)	\$640.00	\$650.00
	(2 + 4)	\$670.00	\$690.00
	(2 + 5)	\$720.00	\$740.00



Accordingly, it is appropriate that Council endorse the proposed fees and charges and update its Charges Register for 2017/2018.

Conclusion

This report presents a recommendation that the fees and charges proposed by Innovative Leisure Management be recommended to Council for endorsement and updating in Council's Fees and Charges Schedule for 2017/2018.

Attachments

Nil



Dr Judy NAGY
GENERAL MANAGER CITY GROWTH

7 June 2017
SM



6.11. 7 Eucalypt Drive - Commercial Lease - Report No. AR17/21014

COMMITTEE	Operational Standing Committee
MEETING DATE:	13 June 2017
REPORT NO.	AR17/21014
RM8 REFERENCE	AF11/1422
AUTHOR	Michael McCarthy
SUMMARY	This report is presented to enable Council to consider the granting of a further commercial lease arrangement for the waste management stream site located at 7 Eucalypt Drive.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION
<p>(a) That Operational Standing Committee Report No. AR17/21014 titled '<i>7 Eucalypt Drive - Commercial Lease</i>' dated 7 June 2017 as presented to the Operational Standing Committee on 13 June 2017 be noted.</p> <p>(b) That a further lease be granted for 7 Eucalypt Drive on commercial terms for waste management stream purposes and the Chief Executive Officer and Mayor be authorised to execute any necessary documentation.</p>

Moved:

Seconded:



Background

Council owns strategically located property at Eucalypt Drive for the purpose of providing waste management stream facilities. The property located at 7 Eucalypt Drive has been leased to commercial waste operators on 5+5 year commercial lease arrangements since at least 1997 for the permitted purpose of conducting a waste transportation depot, vehicle parking and maintenance and chemical and liquid waste storage business. The current lease is due to expire on 30th September 2017 and the tenant, Cleanaway, is seeking a new lease term.

Discussion

The Council owned sites at Eucalypt Drive are expected to remain targeted toward waste management into the foreseeable future and the tenancy at 7 Eucalypt Drive is consistent with this objective and use.

The granting of a commercial lease would be contractually binding on Council for an anticipated period of 10 or more years. Accordingly, it is appropriate that Council endorse the granting a lease over the subject land for such a long term period and specific purpose.

The granting of a further lease for this site would be on commercial terms prepared by Council's solicitors and a commencing market value rent based on the advice of an independent Valuer. Rental income for this site has been included in the 2017/18 Draft Budget based upon the current passing rent in the 2016/17 financial year.

The subject land is excluded from classification as community land (i.e. is 'operational' land) and not subject to the community land provisions of the Local Government Act 1999.

There are no negative environmental implications or EPA licensing issues that will affect Councils waste management practices with entering into a further lease arrangement with Cleanaway at 7 Eucalypt Drive. The leasing of 7 Eucalypt Drive to Cleanaway is in fact seen as a complimentary business to Councils previously established Eucalypt Drive waste management precinct.

Conclusion

This report presents a recommendation that a further commercial lease be granted over the Council site at 7 Eucalypt Drive for waste management stream purposes on commercial terms.

Attachments

Nil



Michael McCARTHY
MANAGER GOVERNANCE & PROPERTY



Pamela LEE
GENERAL MANAGER COUNCIL BUSINESS SERVICES

7 June 2017
SM



6.12. Request from Food Bank for Council Funding - Report No. AR17/22204

COMMITTEE	Operational Standing Committee
MEETING DATE:	13 June 2017
REPORT NO.	AR17/22204
RM8 REFERENCE	AF11/2283
AUTHOR	Mark McShane
SUMMARY	<p>Food Bank provides food relief distribution to the community in Mount Gambier and the Limestone Coast and has been operating from Mount Gambier for approximately 12 years.</p> <p>Food Bank operates from a leased property in Mount Gambier and Food Bank's strategy is to purchase the property to ensure continuity of services and allows for other capital improvements to the facility.</p>
COMMUNITY PLAN REFERENCE	Goal 1: Our People

REPORT RECOMMENDATION
<p>(a) That Operational Standing Committee Report No. AR17/22204 titled '<i>Report for Foodbank for Council Funding</i>' dated 7 June 2017 as presented to the Operational Standing Committee on 13 June 2017 be noted.</p> <p>(b) That the request for funding be referred to Council's Special Budget Meeting on 28 June 2017 for consideration along with all the 2017/2018 Budget issues.</p>

Moved:

Seconded:



Background

In late 2016 (Friday Edition 11 November 2016) Councillors were provided with information from Food Bank that in part sought funding from regional councils to assist with the purchase of their leased property in Mount Gambier to continue their work in food distribution in Mount Gambier and region. Food Banks strategy is to purchase and improved their Cave Road facility.

The three Lower South East regions and CEO's met to discuss the request with a letter (19 December 2016) to Food Bank seeking further information (Attachment 1). A fourth letter for Food Bank for now be received specifically requesting funding from the three councils to assist the purchase of the Cave Road (Attachment 2).

Discussion

Background information on the organisation and service provided by Food Bank was provided to Council in November 2016 and while previously distributed to Councillors is incorporated in the report (Attachment 3).

The most recent correspondence is seeking a 'once off' amount from Council of \$42,750 to assist Food Bank with the property purchase. Funding is also sought from District Council of Grant and Wattle Range Council with a total requested funding from the three Councils being \$75,000. Food Banks capital spend on the Cave Road property purchase and new freezer/cool room fit out is approximately \$400,000.

At this time formal decisions on funding from the three Councils are pending.

Council's 2017/2018 Draft Annual Budget and Business Plan was endorsed by Council on 16 May 2017 is subject to community consultation until June 16 2017. Variations to the Draft Budget will be considered by Council at the Special Meeting of Council on 28 June 2017. This report suggests that the request for Food Bank for an amount of \$42,750 be referred to the Special Council Meeting and be considered along with any other budget variation.

Conclusion

Discussion with Food Bank regarding their wish to purchase their leased property has continued over some time. The recently received financial request from Food Bank towards the end of Council's Budget setting process requires consideration in light of the Draft 2017/2018 Budget and potential variations from the Community, Councillors and staff.



Attachments

- Attachment 1 (AR17/22283): Letter to Foodbank SA - RE: Proposal Relating to Future of Foodbank SA
- Attachment 2 (AR17/22282): Letter - Regional Foodbank Limestone Coast - Property Acquisition
- Attachment 3 (AR17/22236): Memorandum - Regional Food Bank (extract from Friday Edition 11 November 2017)



Mark McSHANE
CHIEF EXECUTIVE OFFICER

7 June 2017
AL



6.13. Request from Lake City Taxi's - Reinstatement of Bay Road Taxi Stand - Report No. AR17/21598

COMMITTEE	Operational Standing Committee
MEETING DATE:	13 June 2017
REPORT NO.	AR17/21598
RM8 REFERENCE	AF11/1880
AUTHOR	Michael Silvy
SUMMARY	A report recommending a request to reinstate two taxi bays on Bay Road is respectfully declined.
COMMUNITY PLAN REFERENCE	Goal 2: Our Location

REPORT RECOMMENDATION
<p>(a) That Operational Standing Committee Report No. AR17/21598 titled '<i>Request from Lake City Taxi's - Reinstatement of Bay Road Taxi Stand</i>' dated 7 June 2017 as presented to the Operational Standing Committee on 13 June 2017 be noted.</p> <p>(b) That Council respectfully decline the request to reinstate two taxi bays on Bay Road.</p>

Moved:

Seconded:



Background

Council resolved at its meeting held on 27th January 2015 to reduce the four taxi bays on Bay Road to two taxi bays, following a request from the Department of Planning, Transport and Infrastructure (DPTI), due to the proposed bicycle lane installation.

By memo dated 9th February 2015 Members were advised that DPTI had since resolved not to proceed with the installation of bicycle lanes on Bay Road and proposed that the parking alterations already adopted by Council for Bay Road be retained.

Council is in receipt of a letter from Knud Rasmussen (Attachment 1) of Lake City Taxi's (owner) requesting Council to reinstate the four bay taxi stand on Bay Road (in lieu of the existing two bay taxi stand). Mr. Rasmussen believes there are insufficient bays for taxi's to park safely.

Discussion

Council's previous view has been that taxi's having to reverse into a parking spot is no different to private vehicles performing this maneuver, which is a very common occurrence in the City Centre.

The General Manager City Infrastructure and the Team Leader General Inspectorate inspected the two Bay Road and two Watson Terrace taxi bays and concluded that safety does not appear to be an issue at this location and the area is well served with sufficient taxi vehicle stands. Reinstating the extra two taxi bays on Bay Road would also take away two timed zone parking spaces for the CBD.

Conclusion

On the basis that there is no safety, financial, environmental or social justification to reinstate the two previously removed taxi bays on Bay Road that the Council respectfully decline the request to reinstate two taxi bays on Bay Road.

Attachments

Attachment 1 (AR17/22254): Request to Reinstate Taxi Stand (Bay Road)



Michael SILVY
MANAGER DEVELOPMENT & REGULATORY



Nick SERLE
GENERAL MANAGER CITY GROWTH

7 June 2017
SM



6.14. Tender AF17/77 - In-Service Safety Inspection and Testing of Electrical Equipment - 1 July 2017 to 30 June 2019 - Report No. AR17/21610

COMMITTEE	Operational Standing Committee
MEETING DATE:	13 June 2017
REPORT NO.	AR17/21610
RM8 REFERENCE	AF17/77-3
AUTHOR	Lisa Hinton
SUMMARY	To undertake all safety inspections and tagging of all electrical equipment on Council premises and to maintain Council's upgradeable asset register of all electrical equipment and residual current devises.
COMMUNITY PLAN REFERENCE	Goal 2: Our Location

REPORT RECOMMENDATION	
<p>(a) That Operational Standing Committee Report No. AR17/21610 titled '<i>Tender - In-Service Safety Inspection and Testing of Electrical Equipment (1 July 2017 to 30 June 2019)</i>' dated 6 June 2017 as presented to the Operational Standing Committee on 13 June 2017 be noted.</p> <p>(b) That Council accept the tender of Testel Australia Pty Ltd for the In-Service Safety Inspection and Testing of Electrical Equipment in accordance with tender submission AF17/61 (for the period 1 July 2017 to 30 June 2019) at the following tendered rates:</p>	
	UNIT RATE
Single phase plug-in, Multiphase plug-in, Non fixed RDCs, Fixed RCD's	3.00
Minimum Invoice Charge, ONLY applies when less than 50 items are tested	150.00

Moved:

Seconded:



Background

Council has recently advertised a two year contract (for the period 1 July 2017 to 30 June 2019) for the In-Service Safety Inspection and Testing of Electrical Equipment.

There is no existing contract with Council although Friswell Electrical SA has historically provided this service at a price of \$7.50 per unit excluding GST.

At the close of tenders, two conforming submissions were received from:

- SPA Trade Services
- Testel Australia Pty Ltd

As per Council's *P420 Procurement, & Disposal of Land and Assets Policy* each submission was assessed individually by a panel comprising three Council Officers against a pre-determined and documented set of criteria. One of the Officers was not involved in the development of the tender specification nor will be involved in the management of the tender contract.

Discussion

Tender evaluations were evaluated based on eleven criteria: licences and accreditation, insurance, WHS and risk management, organisation structure, experience, equipment and materials, documentation/recording method, firm commitment to timeframe, knowledge of standard (aims and objectives), involvement of local contractors and pricing.

The evaluation determined that the documentation and evidence provided by both companies was comparable set apart only by pricing. The tendered GST exclusive rates being:

SPA Trade Services - NSW

ELECTRICAL INSPECTION & TESTING	RATE PER UNIT
Single Phase Appliance	\$3.50
Polyphase Appliance	\$10.00
Fixed RCD - Integrity Test	\$10.00
Fixed RCD - Push Button	\$7.50
Portable RCD - Integrity Test	\$10.00
Portable RCD - Push Button	\$7.50
Microwave Oven - Leakage Test	\$15.00

Note: Minimum \$70.00 attendance fee per site, which is waived if the cumulative cost of the items per site being tested exceeds \$70.00.

Testel Australia Pty Ltd - SA

	UNIT RATE
Single phase plug-in, Multiphase plug-in, Non fixed RDCs, Fixed RCD's	3.00
Minimum Invoice Charge, ONLY applies when less than 50 items are tested	150.00



Conclusion

Given that Council servicing requirements are in excess of both Testel's minimum invoice charge and SPA Trade Services' minimum attendance fee, the tender submission received from Testel Australia Pty Ltd represents best value for money.

Testel Australia Pty Ltd conducts testing throughout the State of South Australia and in order to optimise trips and minimise costs, regional areas are serviced at regular intervals. Sites for a host of varying clients are pooled and serviced on each run. The South East region is serviced four times per year and the nominated months are January, April, July and October.

Attachments

Attachment 1 (AR17/22168): Tender AF17/77 In-Service Safety Inspection and Testing of Electrical Equipment (1 July 2017 to 30 June 2019) - Evaluation Summary



Lisa HINTON
PROCUREMENT OFFICER



Nick SERLE
GENERAL MANAGER CITY INFRASTRUCTURE

6 June 2017
SM



6.15. Tender AF17/134 - Supply and Delivery of Concrete Pavers for City Centre - Report No. AR17/21300

COMMITTEE	Operational Standing Committee
MEETING DATE:	13 June 2017
REPORT NO.	AR17/21300
RM8 REFERENCE	AF17/134
AUTHOR	Michael Silvy
SUMMARY	Report recommending the award of paver supply and delivery tender for City Centre works.
COMMUNITY PLAN REFERENCE	Goal 2: Our Location

REPORT RECOMMENDATION
<p>(a) That Operational Standing Committee Report No. AR17/21300 titled '<i>Tender AF17/134 – Supply and Delivery of Concrete Pavers for City Centre</i>' dated 7 June 2017 as presented to the Operational Standing Committee on 13 June 2017 be noted.</p> <p>(b) That Council accepts the tender submitted by APC Mount Gambier for the Supply and Delivery of Concrete Pavers for Elizabeth Street, Helen Street and Crouch Street South urban realm projects at a per unit rate of \$59.95/m² - approximately \$215,820 exc GST.</p>

Moved:

Seconded:



Background

Council has recently called tenders for the supply and delivery of concrete pavers for various CBD projects. Approximately 3600m² of commercial grade concrete pavers are required to pave the footpath areas of the following streets:

- Elizabeth Street (Helen Street to Commercial Street West)
- Crouch Street South (Sturt Street to Commercial Street East)
- Helen Street (Elizabeth Street to Wehl Street South)

In order to create a high quality urban design space equivalent to previous works such as Commercial Street, Railway Lands, Main Corner, Library Plaza, the pavers selected will need to be constructed to a high quality shot blast finish and be consistent in quality to the pavers used in recent projects.

Tenders were called for both 300 x 300 x 60mm and 400 x 400 x 60mm shot blast pavers in the colours creams / reds.

Two conforming tenders were received and these have been summarised in the table below:

Company	300x300x60 \$1m ² (exc GST)	400x400x60 \$1m ² (exc GST)	Total estimated project cost (exc GST)	Comments
Urbanstone	\$75.00	\$78.00	\$277,200	Used in Rail Lands and other CBD projects
APC (Best)	\$59.95	\$59.95	\$215,820	Mount Gambier based company but purchases pavers from elsewhere

Discussion

The tender called for the tenderers to submit paver samples representing both colours and paver texture in order for Council to make an assessment of the product being offered.

Paver samples will be on display at the Operational Standing Committee meeting for Members to view.

The pricing being offered by both tenderers is significantly different in unit rate resulting in approximately \$61,380 exc GST variation between the highest and lowest tenderer.

Council is familiar with the pavers supplied by Urbanstone as these were used in the Railway lands precinct and also at the library and Main Corner. The product is very consistent in thickness, texture and colour. Urbanstone pavers are manufactured in Perth (WA).

APC (Best) pavers are manufactured by Best out of Adelaide. Whilst Council has used pavers supplied directly from Best in the past (i.e. 40mm pavers in Gray Street) the pavers being offered as part of this tender are 60mm thick and appear to be a high quality commercial grade paver. Given the price difference, the APC (Best) option is now desirable.

This expenditure has been accounted for in the 2016/2017 budget (Account 7900.3999 – CBD Renewal).



Conclusion

It is recommended Council accepts the tender submitted by APC Mount Gambier for the supply of pavers for Elizabeth Street, Helen Street and Crouch Street South urban realm projects at a per unit rate of \$59.95/m² – approximately \$215,820 exc GST.

Attachments

Attachment 1 (AR17/22213): Tender Submission AF17/134 - Supply and Delivery of Concrete Pavers - Urbanstone

Attachment 2 (AR17/22214): Tender Submission AF17/134 - Supply and Delivery of Concrete Pavers - APC Mount Gambier



Michael SILVY
MANAGER DEVELOPMENT & REGULATORY



Nick SERLE
GENERAL MANAGER CITY INFRASTRUCTURE

7 June 2017
SM



6.16. Tender AF17/59 - Receival of Recyclable Materials - 1 July 2017 to 30 June 2022

COMMITTEE	Operational Standing Committee
MEETING DATE:	13 June 2017
REPORT NO.	AR17/21420
RM8 REFERENCE	AF17/59-3
AUTHOR	Daryl Morgan
SUMMARY	Recommendation to Council to accept the tender received for the receival of kerbside collected recyclable materials for the period 1 July 2017 to 30 June 2022 (five year contract).
COMMUNITY PLAN REFERENCE	Goal 2: Our Location

REPORT RECOMMENDATION
<p>(a) That Operational Standing Committee Report No. AR17/21420 titled '<i>Tender - Receival of Recyclable Materials - 1 July 2017 to 30 June 2022</i>' dated 7 June 2017 as presented to the Operational Standing Committee on 13 June 2017 be noted.</p> <p>(b) That Council accept the tender of Green Triangle Recyclers (Weber Management Pty Ltd as trustee for Weber Family Trust) for the contract price of \$118/tonne subject to annual CPI increases and also adjustments in relation to any future changes to landfill gate charges.</p>

Moved:

Seconded:



Background

Council has recently advertised the contract for the receipt of kerbside collected recyclable materials for the period 1 July 2017 to 30 June 2022 (five year contract) due to the current contract expiring on 30 June 2017.

The tender was publicly advertised for a four week period and Council received one conforming tender.

The contract is based on a schedule of rates contract (based on \$/tonne) for the receipt of the kerbside recyclable material that is collected via Council's collection vehicles. The volume of kerbside recyclable material collected in the City of Mount Gambier is typically 2,200 tonnes per year.

Council's current contract with an expiry date of 30 June 2017 is with Green Triangle Recyclers and this contract has been in place for a seven year period. Green Triangle Recyclers' safety, environmental, social (10 jobs are maintained in the City due to this contract and considerable in kind support is provided to charities) and general performance of the contract scope has been acceptable over the seven year period.

The current contract provides for Green Triangle Recyclers to dispose of any contamination that is received in the kerbside recyclables at the Caroline Landfill free of charge in return for a reduced receipt rate of \$73.68/tonne (exc. GST) of kerbside recyclables

The current contract arrangement whereby Green Triangle Recyclers are allowed to dispose of contamination free of charge at Caroline Landfill has a number of issues, namely:

- This does not incentivise Green Triangle Recyclers to maximise the amount of material that is recycled particularly if recyclables are placed inside non-recyclable plastic bags.
- It is difficult for Council to ensure only the material that is being disposed of by Green Triangle Recyclers free of charge at Caroline Landfill is contamination from within the kerbside recyclables.

In order to address the issues associated with the current provision of free access to the Caroline Landfill for disposal of contamination the tender specification for the upcoming contract required tenderers to pay the full cost for disposal for any contaminated (non-recyclable) content in the collected recycling stream. In addition to this change the tender specification required tenderers to operate a fully licensed receipt/sorting depot (in accordance with all legislative requirements) and to deal with the following recyclable items collected in a comingled system:

- glass
- plastic
- paper/cardboard
- tins (steel)
- cans (aluminium)
- milk cartons

Discussion

Council received one conforming tender from Green Triangle Recyclers (Weber Management Pty Ltd as trustee for Weber Family Trust) who have an EPA licence to operate a recycling depot.

The tendered rate is as follows:



- Price to receive recyclable materials (exc. GST): \$118/tonne (plus annual CPI increases)

Based on the current Caroline Landfill gate price of \$136.50/tonne, if Council's Caroline Landfill gate price was to rise for waste disposal the receival price for recyclables would also increase at an agreed rate based on the percentage of contamination present in the kerbside recyclables delivered.

Comparison with current pricing:

If we remove the cost to dispose of any contaminated material, then the following table can be used to compare the proposed tender rate against the current rate.

Contract / Tender	Rate/tonne \$/tonne (annual cost)	Contamination disposal cost \$/tonne (ex GST) (annual cost)	Total annual cost to Council	Adjusted \$/tonne	% increase from current contract
Current Contract 2017	\$73.68 (\$162,096)	0	\$162,096	\$73.68	-
Conforming Tender	\$118 (\$259,600)	-\$124 (-\$70,111)	\$189,489	\$86.13	+17%

Note - table based on following inputs

- 2,200 tonnes of recyclables delivered/annum
- 565 tonnes of contamination/annum
- \$136.50/tonne gate fee for waste disposal (\$124.09/tonne - ex GST)

This table indicates that the proposed tender of \$118/tonne (which includes all disposal costs for contamination to be borne by the contractor) is a 17% increase on the current rate when compared on the same basis. When questioned the tenderer explained the majority of the 17% increase is driven by a doubling of the tenderer's annual electricity cost over the last seven year period.

The conforming tender has the environmental benefit that greenhouse gas emissions are minimised by transporting only the recyclable material to recycling plants in Adelaide or Melbourne and disposing of non-recyclable material locally.

The conforming tender has the social benefit that ten full time jobs in the City of Mount Gambier are maintained by dealing with the recyclable material locally.

The conforming tender has the benefit that the tenderer will be incentivised to maximize the recyclable content and minimise the amount of material going to the Caroline Landfill.

Alternatives to the one conforming tender received:

Council Officers have explored the possibility of transporting kerbside recyclables to Adelaide or Melbourne for delivery to businesses who are offering a rebate on recycled content of approximately \$25/tonne. The total cost to Council of this option will be approximately \$130/tonne comprising; \$129 tonne for transport plus \$26/tonne for contamination disposal and \$25/tonne rebate.



The alternative of transporting kerbside recyclables (complete with contamination) to Adelaide or Melbourne has the environmental issue that greenhouse gas emissions will be greater than transporting only the recyclable material to recycling plants in Adelaide or Melbourne and disposing of non-recyclable material locally.

The alternative of transporting kerbside recyclables to Adelaide or Melbourne does not support the creation or maintenance of jobs in the City of Mount Gambier.

Conclusion

Based on the financial, environmental and social benefits discussed above it is recommended Council accept the tender of Green Triangle Recyclers (Weber Management Pty Ltd as trustee for Weber Family Trust) for the contract price of \$118/tonne subject to annual CPI increases and also adjustments in relation to any future changes to landfill gate charges.

Attachments

Nil



Daryl MORGAN
MANAGER ENGINEERING DESIGN & CONTRACT MANAGEMENT



Nick SERLE
GENERAL MANAGER CITY INFRASTRUCTURE

7 June 2017
SW



6.17. Tender AF17/61 - Supply and Delivery of Fuel - 1 July 2017 to 30 June 2019 - Report No. AR17/21419

COMMITTEE	Operational Standing Committee
MEETING DATE:	13 June 2017
REPORT NO.	AR17/21419
RM8 REFERENCE	AF17/61
AUTHOR	Lisa Hinton
SUMMARY	Supply and delivery, on demand (with 3 days notice), of unleaded petrol and on road and off road diesel to Council's Depot/Caroline Landfill.
COMMUNITY PLAN REFERENCE	Goal 2: Our Location

REPORT RECOMMENDATION
<p>(a) That Operational Standing Committee Report No. AR17/21419 titled '<i>Tender - Supply and Delivery of Fuel (1 July 2017 to 30 June 2019)</i>' dated 6 June 2017 as presented to the Operational Standing Committee on 13 June 2017 be noted.</p> <p>(b) That Council accept the tender of Caltex for the supply and delivery of fuels to the City of Mount Gambier as per tender submission AF17/61 for the period 1 July 2017 to 30 June 2019.</p>

Moved:

Seconded:



Background

Council has recently advertised its biennial contract (for the period 1 July 2017 to 30 June 2019) for the bulk supply and delivery of unleaded and diesel fuel to Council's Commercial Street Depot and Caroline Landfill.

Council currently purchases fuel under contract from Caltex's local depot (K & S Fuels) which expires 30 June 2017. Council owns all the fuel tanks and fuel dispensing equipment.

At the close of tenders, five conforming submissions were received from:

- Caltex
- L H Perry & Sons Pty Ltd
- Logicoil Pty Ltd
- Refuelling Solutions Group Pty Ltd
- United Petroleum Pty Ltd

As per Council's *P420 Procurement, & Disposal of Land and Assets Policy* each submission was assessed individually by a panel comprising three Council Officers against a pre-determined and documented set of criteria. One of the Officers was not involved in the development of the tender specification nor will be involved in the management of the tender contract.

Discussion

Tender submissions were evaluated based on ten criteria: licences and accreditation, insurance, WHS and risk management, organisation structure facilities and resources, contingency arrangements, experience, commitment to supply, freight, local involvement and pricing.

Understanding pricing for fuel on any given day can be complicated and typically the tendered pricing is linked to a particular Terminal Gate Price (TGP) with a margin applied (-discount, + freight etc.) to Council Sites.

The panel took a sample date of 25th May 2017 and using the tendered margins and the relevant TPG (publically available on the internet) the pricing was determined for each proposal based on the tendered annual quantities for that days pricing.

Upon completion of the evaluation process, Caltex ranked first for value for money (unleaded and Diesel) noting this factors in all ten evaluation criteria as listed above. Although the tendered pricing was not the lowest, the margin between the lowest price and Caltex's price was estimated at \$3,680.50 per annum which equates to a 1.2% minimal difference over the estimated annual spend.

Conclusion

Caltex are the current contractor and their performance and service has been excellent to date. Offering a unique online business centre for direct ordering saves Council administration time and offers transparent procurement/reporting opportunities. Caltex were the only respondent with a local depot (K & S Fuels) - the support and significant community knowledge possessed by the team of staff is integral in the efficient and effective way the business is run to meet the demands of Council's fuel needs in a regional area.



Attachments

Attachment 1 (AR17/22192): Tender AF17/61 - Supply and Delivery of Fuel (1 July 2017 to 30 June 2019) - Evaluation Summary

Attachment 2 (AR17/22194): Tender AF17/61 - Supply and Delivery of Fuel (1 July 2017 to 30 June 2019) - Fuel Pricing Comparison 25 May 2017



Lisa HINTON
PROCUREMENT OFFICER



Dr Judy NAGY
GENERAL MANAGER CITY GROWTH

6 June 2017
SM



7. MOTION(S)

7.1. With Notice

Nil Submitted

7.2. Without Notice



8. CONFIDENTIAL ITEMS

8.1. Consideration for Exclusion of the Public

Item 8.2

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 Councillors - C Greco, I Von Stanke, S Perryman, D Mutton and M Lovett and Council Officers - M McShane, B Cernovskis, P Lee, J Nagy, N Serle, M McCarthy and S Wilson) be excluded from the meeting in order for the Agenda Item (Mount Gambier Cemetery Trust - Tenders And Contracts - Supply and Delivery of Bronze Memorial Plaques - 1 July 2017 to 30 June 2022 - Ref. AF17/80) to be considered in confidence.

The Committee is satisfied that, pursuant to section 90(3)(k) of the Act the information to be received, discussed or considered in relation to this Agenda Item are tenders for:

- supply of goods.

The tender relates to the purchase of bronze memorial plaques.

The Trust is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information to be considered contains tender pricing.

ITEM NO.	SUBJECT MATTER	S90 (3) GROUNDS
8.2	Mount Gambier Cemetery Trust - Tenders And Contracts - Supply and Delivery of Bronze Memorial Plaques - 1 July 2017 to 30 June 2022 - Ref. AF17/80	(k)

Moved:

Seconded:



8.4 Consideration for Exclusion of the Public

Item 8.5

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 Councillors - C Greco, I Von Stanke, S Perryman, D Mutton and M Lovett and Council Officers - M McShane, B Cernovskis, P Lee, J Nagy, N Serle, M McCarthy and S Wilson) be excluded from the meeting in order for the Agenda Item (Mount Gambier Cemetery Trust - Tenders And Contracts - Supply and Delivery of Bulk LP Gas - 1 July 2017 to 30 June 2022 - Ref. AF17/79) to be considered in confidence.

The Committee is satisfied that, pursuant to section 90(3)(k) of the Act the information to be received, discussed or considered in relation to this Agenda Item are tenders for:

- supply of goods.

The tender relates to the purchase of bulk LP gas.

The Trust is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information to be considered contains tender pricing.

ITEM NO.	SUBJECT MATTER	S90 (3) GROUNDS
8.5	Mount Gambier Cemetery Trust - Tenders And Contracts - Supply and Delivery of Bulk LP Gas - 1 July 2017 to 30 June 2022 - Ref. AF17/79	(k)

Moved:

Seconded:

Meeting closed at

SW



9. REPORT ATTACHMENTS





Operational Standing Committee

TERMS OF REFERENCE

A 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 Committee were approved and adopted by the City of Mount Gambier at its meeting held on ##th Month, 201#.

Operational Standing Committee

The Operational Standing Committee has been established with a broad Operational 'business' focus on the following matters:

- Tenders
- Projects
- Legal Matters
- Road Closures
- Events
- Traffic Management
- Financial Management
- Quarterly Budget Reviews
- Leasing/Licensing
- Infrastructure
- Community Liaison
- Allocation & Delivery of Grants
- Regulatory Function
- Compliance

Operational Standing Committee

CONTENTS

1.	Name	1.
2.	Definitions	1.
	Notices	1.
3.	Establishment	2.
4.	Objectives	2.
5.	Membership	2.
6.	Casual Vacancies and Replacement of Representatives	3.
7.	No Proxy	3.
8.	Resignation of Committee Member	3.
9.	Quorum	3.
10.	Attendance at Meetings by Telephone or Other Electronic Means	3.
11.	Meetings of the Committee	4.
12.	Procedures at Meetings	4.
13.	Liability of the Committee	4.
14.	Delegation	5.
15.	Sub-Committees	5.
16.	Minutes of the Committee	5.
17.	Amendments to these Terms of Reference	6.
18.	Interpretation of these Terms of Reference	6.
19.	Winding Up	6.

1. NAME

The name of the Council Committee shall be the Operational Standing Committee (in these Terms of Reference referred to as “the Committee”).

2. DEFINITIONS

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

2.1.1 “Act” means the Local Government Act 1999 and includes all Regulations and Schedules.

2.1.2 “Committee” means the Committee of Council established pursuant to clause 3.

2.1.3 “Committee Member” means the persons appointed by the Council to the Committee pursuant to clause 5.

2.1.4 “Commencement Date” means the date on which the Committee is established and becomes operative pursuant to clause 3.

2.1.5 “Council” means the City of Mount Gambier that established the Committee and to which the Committee reports.

2.1.6 “Prescribed Committee” means a Prescribed Committee as defined in the Remuneration Tribunal Determination 7 of 2014 (or any replacement determination)

2.1.7 “Presiding Member of the Committee of Council” means the person appointed to that position pursuant to clause 5.

2.1.8 “Observers” means those persons attending any meeting of the Committee of Council, but not having a vote on any matter to be determined by the Committee and not having been appointed as Committee Members.

2.1.9 “Sub-Committee” means a sub-committee established in accordance with the Act.

2.2 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 A reference in these Terms of Reference to a “singular” includes a reference to the “plural” and a reference to a “plural” includes a reference to the “singular”.

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

2.5 Notices

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

City of Mount Gambier Operational Standing Committee
PO Box 56
MOUNT GAMBIER SA 5290
Email: city@mountgambier.sa.gov.au

3. ESTABLISHMENT

- 3.1 The Operational Standing Committee is established under Section 41 of the Local Government Act 1999.
- 3.2 The Committee will be established and become operative from the time a resolution of the Council is passed.
- 3.3 The Committee is established by the Council with:
- 3.3.1 a Operational 'forward planning' focus on the following matters:
- Tenders
 - Projects
 - Legal Matters
 - Road Closures
 - Events
 - Traffic Management
 - Financial Management
 - Quarterly Budget Reviews
 - Leasing/Licensing
 - Infrastructure
 - Community Liaison
 - Allocation & Delivery of Grants
 - Regulatory Function
 - Compliance
- 3.4 The Committee shall be a Prescribed Committee that is enduring to perform, assist and provide advice to Council on matters described in these Terms of Reference.

4. OBJECTIVES

The Committee is created with the express objective of providing considered advice to Council within the scope of its purpose and reasons for establishment

5. MEMBERSHIP

- 5.1 Membership of the Committee will comprise Elected Members as determined by resolution of Council in accordance with Council policy guiding appointment to committees.
- 5.2 The Council reserves the right from time to time to remove any Member of the Committee and appoint another Committee Member in their stead.
- 5.3 All Operational Standing Committee Members hold office at the pleasure of the Council.
- 5.4 The Mayor has Ex-Officio membership on this Committee.
- 5.5 The Committee will determine the Committee Member to be appointed to the position of Presiding Member of the Committee, which appointment will be reviewed by the Committee every 12 months.

6 CASUAL VACANCIES AND REPLACEMENT MEMBERS

- 6.1 If a Committee Member is absent from 3 or more consecutive meetings of the Committee without an apology accepted by the Committee then that Committee Member's position shall be considered vacant.
- 6.2 The Council will determine the filling of any vacancy in the Committee Membership in accordance with clause 5.

7 NO PROXY

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

8 RESIGNATION OF COMMITTEE MEMBER

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

9 QUORUM

- 9.1 At all Meetings of the Committee a quorum must be present.
- 9.2 A quorum will be determined by dividing by 2 the number of Operational Standing Committee Members formally appointed to the Committee ignoring any fraction and adding 1.

10 ATTENDANCE AT MEETINGS BY TELEPHONE OR OTHER ELECTRONIC MEANS

A Committee Member (including, subject to the operation of clause 11.2, the Presiding Member) may be considered as being present at a Committee Meeting despite not being physically present at the meeting, subject to the following conditions:

- 10.1 Written approval to participate in the meeting by telephone or other electronic means has been sought and obtained from the Committees Presiding Member and confirmed to the Chief Executive Officer not less than 24 hours prior to the meetings scheduled commencement time, and;
- 10.2 The Chief Executive Officer having confirmed prior to the scheduled commencement time of that meeting that the necessary technologies are available to accommodate the Committee Members participation in the meeting and compliance with the Act, and;
- 10.3 A Committee Member participating by such means being for the specified meeting only and not for 2 or more consecutive meetings of the Committee, and;
- 10.4 All Committee Members being able to hear each other Committee Member whilst a Committee Member is participating by telephone or other electronic means, and;
- 10.5 The Committee Member that is participating by telephone or other electronic means expressing their vote on each and every question in a manner that can be identified by all other persons present at the meeting (whether all other persons at the meeting are physically present or present by telephone or other electronic means), and;
- 10.6 The Presiding Member (or Acting Presiding Member) being authorised to disconnect the Committee Member in the event that the technology causes any disruption or inconvenience to the Committee meeting, and;

- 10.7 Should the telephone or other electronic connection fail, any attempt(s) to re-connect are made at the discretion of the Presiding Member, and;

Whilst participating in a Committee Meeting in accordance with this clause a Committee Member shall be considered as being present at the meeting for all purposes.

11 MEETINGS OF THE COMMITTEE

- 11.1 The Committee shall meet in accordance with its ordinary meeting schedule or otherwise in accordance with this clause.
- 11.2 The Presiding Member, when physically present, shall preside at all meetings of the Committee and at any other time the Committee shall appoint an Acting Presiding Member who shall preside at that meeting.
- 11.3 No business shall be transacted at any meeting of the Committee unless a quorum of Operational Standing Committee Members is present.
- 11.4 Each Operational Standing Committee Member of the Committee including the Presiding Member present at any meeting of the Committee must vote on any matter requiring determination and all decisions shall be decided on a simple majority of votes cast.
- 11.5 Each Operational Standing Committee Member of the Committee including the Presiding Member present at any meeting of the Committee shall have one deliberate vote only.

12 PROCEDURES AT MEETINGS

- 12.1 The procedure to be observed in relation to the conduct of meetings of the Committee is in accordance with the Act and the Local Government (Procedures at Meetings) Regulations 2013.
- 12.2 In accordance with s89 of the Act, insofar as a procedure is not prescribed by regulation, it shall be as determined by the Council, and insofar as a procedure is not determined by the Council, it shall be as determined by the Committee itself.

13 LIABILITY OF THE COMMITTEE

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

14 DELEGATION

- 14.1 The Committee has no delegation to act with all recommendations of the Committee (and of any Sub-Committees established by the Committee) to be considered by full Council for final decision and resolution.

15 SUB-COMMITTEES

- 15.1 The Committee may establish a subcommittee to assist it in a matter.
- 15.2 When establishing a subcommittee the Committee must set out the Terms of Reference for the subcommittee.
- 15.3 The Committee may appoint to a Sub-Committee Council Members who are not members of the Committee, Council Officers and members of the public with skills or expertise in a field relevant to the matters which the Sub-committee is established to assist with.
- 15.4 A Sub-Committee established in accordance with this clause will report to the Committee and will have the same meeting notice, minute keeping and procedural obligations as the Committee as defined in the Act.
- 15.5 If a Sub-Committee Member is absent from 2 or more consecutive meetings of the Sub-Committee without an apology accepted by the Committee and Council then that Sub-Committee Members position shall be considered vacant.
- 15.6 If a Sub-Committee established under this Clause 15 fails to achieve quorum on 3 consecutive occasions then the Sub-Committee will be considered to be in recess and the Chief Executive Officer is to present a report to the Operational Standing Committee for consideration.

16 MINUTES OF THE COMMITTEE

16.2 Administration

- 16.1.1 The CEO or his appointee must cause minutes to be kept of the proceedings of the Committee.
- 16.1.2 Minutes of the Committee shall be available to all Operational Standing Committee Members of the Committee, Council and the public.
- 16.1.3 The Minutes of the proceedings of a meeting are to comply with the requirements of the Act
- 16.1.4 Minutes of the Committee Meeting shall be submitted for confirmation at the next meeting of the Committee and if confirmed, shall be signed by the Presiding Member or other person presiding at the subsequent meeting.
- 16.1.5 Minutes of the Committee Meeting and any recommendations (including the minutes and recommendations of any Sub-Committee established by the Committee) shall be submitted to Council and shall be of no effect until endorsed as a resolution of Council.

17 AMENDMENTS TO THESE TERMS OF REFERENCE

- 17.1 It will be lawful for the Council by resolution of the Council 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.

17.2 Notwithstanding 17.1 hereof before the Council resolves to revoke, vary or add to any of the provisions of these Terms of Reference the opinion of the Committee shall be obtained.

18 INTERPRETATION OF THESE TERMS OF REFERENCE

18.1 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 Council shall determine the dispute and the decision of the Council shall be final and binding.

19 WINDING UP

19.1 The Council may cease the operation of the Committee and the Committee may make such recommendation to the Council on the completion of its function.

16th May, 2017
Ref: AF11/1718

FINANCIAL STATEMENT - Monthly Bank Reconciliation

as at 30/04/2017 \$	<u>GENERAL ACCOUNT (Westpac)</u>	as at 31/05/2017 \$
325,830.57 CR	OPENING BALANCE	197,294.90 CR
296,525.23	<u>PLUS</u> Receipts -	
853,371.55	Rates & Arrears	1,461,318.70
-	General	1,520,107.58
1,100,000.00	<u>Receipt of Cash Advance Funds</u>	
-	Transfer from CAD Loan 104	300,000.00
102,331.84	Transfer from CAD Loan 105	-
-	Transfer from Investment Funds	-
-	Transfer from Reserve Funds	140,000.00
<u>\$ 2,352,228.62</u>		<u>\$ 3,421,426.28</u>
2,678,059.19 CR		3,618,721.18 CR
733,912.45	<u>LESS</u> Direct Debits to Bank Account -	
-	Payroll - 2 Pays processed in May (12/5 & 26/5)	746,372.55
-	Sundry	-
-	Transfer to Investment Funds	-
-	Transfer to CAD Loan 104	500,000.00
<u>733,912.45</u>		<u>1,246,372.55</u>
1,944,146.74 CR		2,372,348.63 CR
1,746,851.84	<u>LESS</u> Expenditure Statement - \$	1,677,415.53
<u>\$ 197,294.90</u> CR	<u>CASH BALANCE</u>	<u>\$ 694,933.10</u> CR
	<u>BANK RECONCILIATION</u>	
240,450.02 CR	Balance as per Bank Statement	720,351.81 CR
6,779.44	<u>PLUS</u> Deposits not yet credited	23,018.95
- 8,986.83	<u>LESS</u> Deposits not yet reconciled	- 24,998.49
-	<u>LESS</u> Deposits not yet updated	-
-	<u>PLUS</u> Payments not yet reconciled	
<u>238,242.63</u> CR		<u>718,372.27</u> CR
3,413.19	<u>LESS</u> Unpresented Cheques & EFT's	0.00
37,534.54	Unpresented Direct Debits	23,439.17
<u>\$ 197,294.90</u> CR	<u>CASH BALANCE</u>	<u>\$ 694,933.10</u> CR

Current Interest Rate on Bank Account Balance is 0.10%

FINANCIAL STATEMENT - Monthly Bank Reconciliation continued.....

as at 30/04/2017 <u>\$</u>		as at 31/05/2017 <u>\$</u>
	<u>LGFA CAD LOAN 104</u>	
- DR	OPENING BALANCE	1,100,000.00 DR
-	<u>PLUS</u> Deposits	1,145,013.00
1,100,000.00	<u>LESS</u> Withdrawals (Transfer to General Account)	300,000.00
-	Sundry	-
<u>\$ 1,100,000.00</u> DR	<u>CASH BALANCE</u>	<u>\$ 254,987.00</u> DR

	<u>LGFA CAD LOAN 105</u>	
- DR	OPENING BALANCE	- DR
-	<u>PLUS</u> Deposits	-
-	<u>LESS</u> Withdrawals (Transfer to General Account)	-
-	Sundry	-
<u>\$ -</u> DR	<u>CASH BALANCE</u>	<u>\$ -</u> DR

Current Interest Rate on CAD Loan Balances is 3.75%

LOAN FUNDS OWING (Local Government Finance Authority)

Opening Bal	Loan Purpose	Interest Rate	Maturity Date	Closing Bal
84,178.62	101 RSL Bowls - Artificial Rink	5.05%	16/03/2019	68,171.89
3,011,064.85	102 Library	5.97%	15/06/2024	3,011,064.85
1,100,000.00	104 CAD - Variable Int Only	3.75%	17/06/2028	254,987.00
-	105 CAD - Variable Int Only	3.75%	17/08/2030	-
<u>\$ 4,195,243.47</u> DR				<u>\$ 3,334,223.74</u> DR

FINANCIAL STATEMENT - Monthly Bank Reconciliation continued.....

as at 30/04/2017 \$		as at 31/05/2017 \$
	<u>INVESTMENT FUNDS (Local Government Finance Authority)</u>	
100,000.00 CR	Opening Balance	- CR
-	<u>PLUS</u> Deposits	645,013.00
	<u>PLUS</u> Interest	-
- 102,331.84	<u>LESS</u> Withdrawals (Transfer to Westpac)	-
-	Withdrawals (Transfer to CAD Loan 104)	- 645,013.00
<u><u>-\$ 2,331.84</u></u> CR	CLOSING BALANCE	<u><u>\$ -</u></u> CR

DOWNSTREAM DRAINAGE FUNDS (Local Government Finance Authority)

266,180.04 CR	OPENING BALANCE	266,180.04 CR
-	<u>PLUS</u> Deposits	1,289.82
-	<u>LESS</u> Withdrawals	140,000.00
<u><u>\$ 266,180.04</u></u> CR	CLOSING BALANCE	<u><u>\$ 127,469.86</u></u> CR

INVESTMENT OF FUNDS

Investment Funds - all invested - 'At Call' at	1.50%
Reserve Funds - all invested - '90 Days' at	2.00%

Prepared by:

Reviewed by:

.....
Finance Manager

.....
Chief Executive Officer

Lu'an - 24 March 2017:

Arrive Lu'an by train:

Visit Moon Island, Lu'an Urban & Rural Planning Exhibition, Lu'an Administration Centre & Central Park.

Site visit - Urban Planning centre gave us an insight into the orderly process Lu'an has to its expansion and development. This developing prefecture governs 4 Cities and 3 Districts; and is a city of approximately 660,000; with the total population of the prefecture being 5.8 million. Outlined in their welcome, was the development planned for the next 5 and 10 year terms. This tier 5 city, is dissected by developing national highways and rail networks and is a major transport and logistics hub that services some 60 million people within 200km radius and 115 million within a 300km radius. Notable expansions are the Keppel cold chain logistics park (AUD\$200million), the AUD\$320million Food Park, and the development of a Joint Venture with a German company for the manufacture of helicopter engines.

Formal Dinner – Welcome by Mayor Bi

Lu'an - 25 March 2017:

Site visit - Keppel Logistics – Anhui International Coldchain Logistics Park.

Met on site by the General Manager, Mr Tan Hoe Lai (based in Singapore) and Director Mr Guo Dehua (who is also the owner of the hotel we stayed in). Mr Tan had invited a number of distributors to our visit allowing us to showcase the produce we had taken with us (Beston Aquaessence bottled water, cheese and Australian beef). The distributors showed tremendous interest in all our products and the management of Keppel are keen for us to set up an all Australian showcase when space is allocated.

Investment and Trade Promotion Meeting:

CEO Mark McShane outlined the key reasons for the delegation's visit to Lu'an presenting a range of regional opportunities by way of power point; supported by delegate members Bruce Rodda (Agriculture), Esabelle (Timber), Darren Turner (Mini Jumbuk Wool Products). Mark also spoke to a regional video, backed up by videos of Grow Systems Australia moving gully system and the potato industry.

Agriculture Sector – site visit to Bio Tech Chinese Medicine – Ms Yu

This centre is the site of cultivation and industrialisation for valuable and rare medicinal plants, mainly the cultivation and development of the herb Dendrobium. Graduates from this centre publish findings on the health benefits of the Dendrobium herb and they have published world class work on the metabolic analysis of medicinal Dendrobium during different growth years.

Round table with Luan Agriculture Committee –

Chaired by Mayor Lee, Bruce Rodda presented on behalf of the Limestone Coast delegation outlining our showcase from the regional profile document and backed up by videos of the moving gulley system, the potato production video and Bio Gro (one of the highlights they visited during their last visit).

Opening remarks by Mr Xie Shenhai – Chief Agronomist of Lu'an Agriculture Committee:

Outlined the statistics of the Lu'an region, highlighted the use of organic fertiliser and green manure and detailed some of the imbalance in the Lu'an soils.

He reiterated the move to replace the use of chemical fertiliser by organic, wants to see an 80% reduction – replace 30,000 tonnes of chemical fertiliser by organic. This demand for organic fertiliser is approx 1 million tonnes per year – they cannot meet the demand (even with an urban program).

The herb production is massive, 20 high value varieties, production over 240,000 mu will produce 120,000 tonnes, to the value of 2.4 billion RMB.

Houshan County has 12 demonstration sites and 28 under construction in Lu'an.

Response from the Lu'an Agriculture Committee:

Ms Yu Maoyum – President of Anhui Tongjisheng Biotechnology Co Ltd - she would like to see their herbs in the Australian market. She is very excited to see the Grow Systems Australia (Holla Fresh) growing system work and would support an initiative to establish in Lu'an.

Mr Chen Liangsong – Researcher of Lu’an Municipal Soil and Fertiliser Station – regulation for soil improvement, by 2020 replace the use of chemical fertiliser in vegetable and grain industry. This would require 10 million RMB in replacing the chemical by organic fertiliser. Using straw and livestock manure, he sees a great opportunity to engage with Mount Gambier in the technology transfer of use of straw into biomass.

Mr Lu Dahao – President of Anhui Huahao Ecological Breeding Co Ltd – Mr Lu sees opportunities in the dairy industry. Would like to see an eight fold expansion of their dairy industry (currently 140,000 head). Would see opportunity in silage development. Currently developing their industry in conjunction with assistance in farming techniques from Australia.

Mr Tang Yunzhou – Deputy Secretary-General of Lu’an Municipal People’s Government; Director of the Government (Foreign Affairs) Office – Mr Tang led the delegation to Mount Gambier last year. His comments were: urgent engagement with Bio Gro (he visited the Wandilo site last year) to explore the greater use of straw, to combine straw & timber waste. Move to greater use of green product for soil improvement. The fastest way for Lu’an to cooperate and engage with Mount Gambier is through the two projects on show today; the Bio Gro system and the moving gully system of Grow Systems Australia (Holla Fresh).

Lu’an - 26 March 2017

Visit to HuoShan Dendrobium Industrial Park – Huoshan County (in Anhui Province)

Huoshan County is located in the west of Anhui province, has an area of 2043 square kilometres and a population of 363,000 people. It has more than 6500 species of animals and plants. 1973 kinds of Chinese medicinal materials, including the ‘soft gold’ Huoshan Dendrobium stem ranking first of the famous Chinese herbs.

The Investment Platform for Huoshan – Economic Development Zone, Hengshan Industrial Park, Gaoqiaowan Modern Industrial Park and Preferential Policies and Service for Investors which include cost of power supply, cost of water, cost of gas, labour costs and costs associated with construction.

We received a welcome and briefing from Mr Luo Shaoming, Member of the Standing Committee and Deputy Mayor. Mr Luo expressed a view our industries have similarities, but we should still look to cooperate together. He then introduced us to the production of their herb Dendrobium and the industry that it supported. He explained how they adhered to 'green development', provenance protection was top of mind, and sustainable development with scientific technology was the way forward. He linked Chinese herbal medicine with leisure tourism and health. Mayor Lee introduced the Mount Gambier attributes and highlighted where we could engage and exchange through tourism, forestry, agriculture and animal husbandry. We showed our regional video to showcase our products. The goodwill continued over lunch.

Baotou – 28 March 2017

Baotou is the largest industrial city in the Inner Mongolia Autonomous Region of Northern China, a prefecture level city, 5 urban Districts and a population of over 2.65 million people.

Site visit – Baotou Rare Earth Research Centre – China produces over 95% of the world's rare earth minerals and two thirds of this comes from Baotou, (the smart phone has 8 different rare earth minerals in it). Rare Earth products are – polishing powder, high surface area cerium oxide, magnets, battery class mischmetal, Alloys, metals, phosphors, optical glass, ceramics, electronic crystals, water treatment, Fiber optics, Fluorescent lamp, Electrode, radiation, Metallurgy and Xray.

Site visit – NeiMengGU-Bo-Yung Aeronautics Technology Co. – an unmanned aerial vehicle company - (website – [wwwbyaero.com](http://www.by aero.com))

Site visit – Baotou Planning Exhibition Hall & Scientific Exhibition Hall

Welcome Dinner

Baotou - 29 March 2017

Site visit - Yuquan Inner Mongolia Wine Co – dept store – see photos

Site visit - Supermarket Yongshengcheng – see photos

Site Visit - Mongolia East International Trade – see photos

Site visit - Baotou Academy of Agriculture Sciences

The Academy conducts research programs around horticulture and animal husbandry. Currently, it has two agreements to work jointly with an Australian company (Kestra Company Ltd) on the 'preservation of semen in low temperatures' and 'exchange of embryo technology'. We believe there is an opportunity for companies in the Limestone Coast to engage with the Academy in the exchange of embryo transfer of both black and white dorper sheep.

Lunch – Little Lamb Restaurant - This company produces dorper sheep in Inner Mongolia and has a number of 'hot pot' outlets in Baotou.

Site visit - Baotou Agricultural & Livestock products Exhibition Centre – provides the opportunity for producers to showcase their products & it also provides a testing approval facility to certify the claims made in promotion.

Site Visit - Dongbao Biological Technology Co Ltd

The company is involved in collagen and toxicology security experiment research. Also, bovine collagen, protein peptide, Gelatin and Enzyme Process, and the science and technology of Gelatin. It is a world class modern collagen biotechnology company. The company has a 50 year experience of producing gelatin. Currently, produces a gelatin and collagen and a series of new products used widely in food, medicine and health products.

The company established cooperation with the University of California, LA and Deakin University, Australia in R&D, in the gelatin industry. In 2011 it successfully listed on the Shenzhen Stock Exchange as the first A-share private enterprise from Baotou City. It has seen investment of RMB 50 million in construction, and current spend on R&D is approximately RMB 10 million.

Risheng Shihao (RSSH) Festival Culture Industry Co - venue

Round table for officials & company representatives to hear our presentation, and provided them with a forum to ask questions and register their interest in our opportunities.

A number of these opportunities will provide us with a bridge into Baotou going forward:

- Both the Baotou City Academy of Agricultural and Animal Husbandry and Mr Chen expressed strong interest in accepting the offer for a partnership of manufacturing under licence (in Baotou) with Grow Systems Australia (Holla Fresh) to produce the 'moving gully system' in glass houses.
- Sheep Genetics – an opportunity for technology transfer in embryo technology and further development of a composite breed of sheep.
- Opportunity to strengthen the export of deer meat (antlers and alpaca).
- Explore the establishment of an auction selling system (similar to the Australian system) with all the associated infrastructure (yards, weighing scales, tagging system).

Two important opportunities came out of the round-table event:

- Firstly, the engagement of a Joint Venture between China Sheep Club Ltd (Sunway Foods) and Good Fresh Sheep Food Coop Ltd to import Limestone Coast red meat products into Baotou.
- The introduction of a company willing to import Limestone Coast wines into Baotou.

Dinner - Risheng Shihao Hotel – see photos

Baotou - 30 March 2017:

Visit to Temple – see photos

Beijing – 31 March 2017:

Meeting in Beijing with representative from the Beijing Ministry of Agriculture to discuss protocol issues with premium Australian fruit, vegetables etc.

Memorandum
On the Friendly Exchange and Cooperation
between City of Mount Gambier and Lu'an City
(draft)

At the invitation of Lu'an Municipal People's Government, Anhui Province, the People's Republic of China, an official delegation from Mount Gambier, headed by Mr. Andrew Lee, Mayor of City of Mount Gambier, South Australia, the Commonwealth of Australia, paid a friendly visit to Lu'an City from Mar. 24th to Mar. 27th, 2017. During the visit, Mr. Sun Yunfei, Member of the Standing Committee of the CPC Anhui Provincial Committee and Secretary of Lu'an Municipal Party Committee, and Mr. Bi Xiaobin, Mayor of Lu'an Municipal People's Government, met with the delegation respectively. The two sides held the Investment and Trade Promotion Meeting, and had in-depth discussions and exchanges on the pragmatic cooperation programs in fields of agriculture, trade, education, tourism and timber processing, etc. The delegation also visited Keppel Wanjiang Coldchain Logistics Park, timber processing companies in Yeji District, and concerned agricultural production enterprises.

In order to actively implement the *Agreement on the Establishment of Friendly Cooperative Relationship* signed by the two cities in June, 2016, as well as to promote practical communication and cooperation, City of Mount Gambier and Lu'an City, through sincere discussion and friendly consultation on the basis of equality, mutual benefit, and win-win cooperation, agree on exchange and cooperation in the following points:

- I. Both sides agree that cooperation is to be developed with Keppel Wanjiang International Coldchain Logistics Park (Anhui) Co. Ltd on the strength of the high-quality products resources such as beef and mutton, wine, seafood, etc. in Mount Gambier; and cooperation is to be conducted with timber processing industries in Yeji District of Lu'an in view of the premium timber resources in Mount Gambier.
- II. Both sides agree to enhance agricultural exchanges and cooperation step by step in areas of soil amendment, production of organic fertilizer, prevention and control of potato diseases, the moving gully system, and fermentation of crop straw.
- III. Both sides believe that educational exchange and cooperation between the two cities should be promoted. Educational management departments and schools of both cities are encouraged to establish mutual contact, and develop

cooperative programs including reciprocal visits for staff of educational management and students, short-term training for teachers, and mutually receiving exchange students.

- IV. Both sides believe that there is a bright prospect in tourism cooperation. Tourism management departments and tourism operators of the two cities are supposed to establish contacts, mutually publicize the excellent tourism resources and nudge more tourists to visit the other city.
- V. Both sides promise that, in order to implement the above mentioned cooperation items, the both cities will coordinate and designate the specific departments or enterprises to establish contacts with their counterparts and to hold talks on concrete cooperation terms so as to reach and sign the cooperative agreements.
- VI. Both sides promise that the governments of two cities will keep frequent contacts and consultations, and provide positive coordination and support for the aforementioned cooperation and exchanges.
- VII. This Memorandum comes into force from the date of signature.
- VIII. This Memorandum is kept in duplicate in the Chinese and English languages, both versions being equally authentic.

For and on behalf of
City of Mount Gambier
South Australia
The Common Wealth of Australia

For and on behalf of
City of Lu'an
Anhui Province
The People's Republic of China

Date: 2017

Date: 2017



POST EVENT REPORT

CONTENTS

<u>CITY OF MOUNT GAMBIER EVENT EVALUATION</u>	<u>PAGE 2</u>
<u>AUDIENCE ATTENDANCE AND ORIGIN</u>	<u>PAGE 9</u>
<u>PARTICIPANT'S ATTENDANCE AND ORIGIN (ARTIST AND DELEGATES)</u>	<u>PAGE 11</u>
<u>FRINGE IN MOUNT GAMBIER MARKETING ACTIVITIES</u>	<u>PAGE 12</u>
<u>FRINGE IN MOUNT GAMBIER PUBLICITY RESULTS</u>	<u>PAGE 14</u>
<u>DE-BRIEF NOTES</u>	<u>PAGE 16</u>
<u>FRINGE IN MOUNT GAMBIER SURVEY RESULTS</u>	<u>PAGE 18</u>

Prepared by Carin Waterson, Adelaide Fringe, April 2017

CITY OF MOUNT GAMBIER EVENT EVALUATION



Event Evaluation

An Event Evaluation must be completed post-event for all events sponsored by City of Mount Gambier as advised upon approval of funding.

Please complete all relevant sections to the best of your knowledge and submit your reconciled budget with this evaluation.

ORGANISATION NAME:	Adelaide Fringe		
EVENT NAME:	Fringe in Mount Gambier		
DATE OF EVENT:	24 February - 26 March 2017		
REPORT PREPARED BY:	Carin Waterson	DATE:	20/4/2017

Event Attendance Data				
	THIS YEAR	LAST YEAR	PREVIOUS YEAR	Financial ie. registration fee, entrance fees
Number of participants at your event	133			
Number of accompanying attendees (estimate)	25			
Number of spectators (estimate)	7883	n/a		
Please provide an approximate percentage breakdown of area of residency for participants	Local <u>45</u> % Regional ___ % SA <u>28</u> % VIC <u>15</u> % NSW <u>10</u> % QLD ___ % WA <u>2</u> % TAS ___ % NT ___ % International <u>1</u> %			

Event Budget	
Was the event delivered within budget ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Were there any major budget variations?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Final copy of reconciled event budget attached?	<input checked="" type="checkbox"/> Yes (please note, this must be included)
Any comments?	Being an inaugural event, budget variations and movements were to be expected.

CITY OF MOUNT GAMBIER EVENT EVALUATION

Please explain how your event supported the pillars of the City of Mount Gambier Community Plan

Our People

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

The inaugural Fringe in Mount Gambier delivered a combination of open-access and curated opportunities for the month where residents, businesses and visitors engaged with the event. The City of Mount Gambier embraced the Fringe with several shops and cafés on the main street supported the events with Fringe window displays and Fringe chalk drawings by local school students in the area in the Cave Garden's area and strong attendance numbers to a variety of events.

Fringe in Mount Gambier was a collaboration between the Mount Gambier community, its venues, business and artists, Adelaide Fringe, and Country Arts SA. From February 24 to March 26 2017, 25 performing arts events were presented and 5 visual art/film events in 13 different venue/spaces through the City of Mount Gambier. Venues that participated included:

Mount Gambier Library, Sir Robert Helpmann Theatre, Cave Gardens, The Old Mount Gambier Gaol, Morrison's Jazz Club, The Rail Lands, Metro Bakery, The South Aussie Hotel, Main Corner Complex, 1862 Wine Bar and Grill, Riddoch Art Gallery, Chapel Studio, The Old Courthouse Gallery & Museum.

These events and venues showcased the quality and diversity of the City of Mount Gambier and provided the opportunity for community to engage and connect.

Our Location

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

Fringe in Mount Gambier started the process of placing Mount Gambier on the arts touring circuit and raised the profile of Mount Gambier among local and interstate artists as a performance destination and attracted audiences from intra and interstate.

It provided the opportunity for artists and businesses to present something outside of their normal business operations and extend their networks with artists and organisations both in Mount Gambier and beyond. The event provided a platform for local artists and business to engage and be part of the larger festival umbrella of Fringe in Mount Gambier and Adelaide Fringe and benefit from additional umbrella marketing activities while providing the opportunity to residents to experience world class arts and entertainment.

Touring shows included: Our Corka Bubs, Eyes by Sandpit, We are the World by Post, Mortal Condition by Larissa McGowan, Mike Rudd's 1st Base in Crudd's Retrum-Spectco, Anya Anastasia: Rogue Romantic, Matt Tarrant: Honestly Dishonest, Kel Balnaves: Don't Shirk the Issue, The Wudidonga Arts Revue, A Case of You: The Songs of Joni Mitchell, Bluetique, Papillion Unplugged, After Hours Cabaret, Le Petit Circus, Superhuman, Beyby Wearing with Bey Dance.

Fringe in Mount Gambier also provided the opportunity for Mount Gambier based artists to be showcased under the one event umbrella including: Louise Adams, the Morrison's Jazz Club, Limestone Coast Opera, MJ the Poet, The Skategoats, The Dirge Singers, Mount Gambier Stand Up Comedy, Ovation Centre of Performing Arts and South East Arts Society. The event also enticed former residents to return to perform in their home town including Alison Avron (Jagged Little Singalong) and Adam Page and in conjunction with Se x SW artists Henry Jock Walker and Gavin Clarke both created and presented work during Fringe in Mount Gambier.

Our Diverse Economy

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

Throughout the month, the inaugural Fringe in Mount Gambier engaged the services of numerous event suppliers including technical and event equipment, event staff, food and beverage operators, performers and venues.

This group included: Baxter Hire, Steve Mullan Sound Lighting, South Aussie Hotel (Bar and Catering providers for Cave Gardens and Fringe Venue), Accommodation booked at the Grand Central Hotel, Jens Hotel, Mount Gambier Hotel (also Fringe Venue) Mid City Hotel, Commodore on the Park Motel, Wilson's Security, Limestone Coat Party Hire, Stuckey Electrical along with students from the Independent Learning Centre.

As audiences numbers increase to Fringe in Mount Gambier the potential exists for more businesses to self-present and market Fringe activities and attract new and larger audiences that in turn require additional staff and services to deliver these events. The flow on from the continued growth in audience numbers will also have a positive impact on business in and around event venues such as cafes and hotels with 69% of survey respondent stating that they went out for a meal before or after a Fringe event.

Our Climate, Natural Resources, Arts, Culture & Heritage

A culturally-inspired City that strives to minimise its ecological footprint

The inaugural Fringe in Mount Gambier was intended to ignite an annual arts and cultural activation within the region for years to come. Sustainable measures were considered and put in place within the initial event planning with the intention of realising this objective. These measures included:

- Incorporating community engagement within the shaping of the event to build and exchange the knowledge and experience required for the event to be managed from within the community in future years
- Local businesses, services and programs were engaged to deliver several aspects of the event
- Collaborating with Country Arts SA to provide several programming synergies e.g. Eyes by Sandpit, Mortal Condition by Larissa McGowan etc. The existing relationship with Country Arts will provide potential opportunities for future programming synergies of touring CASA works. These will be able to add substance, diversity and quality to future Fringe in Mount Gambier programs.

The nature of an open access Fringe festival aims to activate existing spaces and venues to host arts and cultural events. As well as activating an outdoor area (e.g. Cave Gardens) Fringe in Mount Gambier also utilised existing venues and infrastructure, thereby minimalizing the physical ecological footprint.

During the weekend of the outdoor activation sustainable waste management practices were employed to encourage event attendees to dispose of rubbish appropriately and responsibly. General waste bins as well as recycling (bottles, cardboard etc.) were placed frequently throughout the site for attendees to access. The outdoor activation within the Cave Gardens hosted multiple bars, therefore it was important that attendees were provided with the option to dispose of bottles and containers appropriately.

CITY OF MOUNT GAMBIER EVENT EVALUATION

Event Rating					
Overall rating <i>Please tick applicable rating for event as a whole</i>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 5
	<i>Unsuccessful</i>			<i>Very Successful</i>	
Accommodation Type <i>Please tick any that apply</i>	<input type="checkbox"/> Caravan Park <input checked="" type="checkbox"/> Motels <input type="checkbox"/> B&B's <input type="checkbox"/> Apartments <input checked="" type="checkbox"/> Hotels <input type="checkbox"/> Friends &/or Relatives <input checked="" type="checkbox"/> Private Accommodation <input type="checkbox"/> Other, please specify _____				
Accommodation Rating <i>Please tick applicable rating</i>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
	<i>Unsatisfactory</i>			<i>Better than expected</i>	
How would you rate the customer service received at the Accommodation?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5
	<i>Unsatisfactory</i>				<i>Excellent</i>
Venue Please name venue used for event	Cave Gardens, Sir Robert Helpmann Theatre, Main Corner Complex, Mount Gambier Library, The Old Mount Gambier Gaol, Morrisons Jazz Club, The South Aussie Hotel, 1862 Wine Bar & Grill				
Venue Rating	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5
	<i>Unsatisfactory</i>				<i>Excellent</i>
Any Tours/Activities/Attractions visited?	<input type="checkbox"/> Blue Lake <input type="checkbox"/> Main Corner <input type="checkbox"/> The Lady Nelson <input type="checkbox"/> Valley Lake <input type="checkbox"/> Umpherston Sinkhole <input type="checkbox"/> Engelbrecht Cave <input type="checkbox"/> Retail <input type="checkbox"/> Other, please specify _____				
How would you rate the Customer Service received at the above?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
	<i>Unsatisfactory</i>				<i>Excellent</i>
Dining Options <i>Please tick any that apply</i>	<input type="checkbox"/> Restaurants <input checked="" type="checkbox"/> Cafes <input type="checkbox"/> Fast Food <input type="checkbox"/> Onsite Caterers				
Dining Rating How was your experience?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 5
	<i>Unsatisfactory</i>				<i>Excellent</i>
How would you rate the customer service related to dining?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 5
	<i>Unsatisfactory</i>				<i>Excellent</i>
Did you use a Service Club? <i>eg. Rotary, Lions etc. If so, please specify</i>					
Any further comments?					

CITY OF MOUNT GAMBIER EVENT EVALUATION

SWOT Analysis	
Please analyse & list the Strengths, Weaknesses, Opportunities & Threats of your event	
<i>Strengths</i>	<i>Weaknesses</i>
Fringe in Mount Gambier brand has now been established	As an inaugural event it may encounter difficulties building a large audience/following
Location and accessibility – potential to become a real stopping point for touring artists	Location and proximity to Adelaide in terms of programming from the pool of Adelaide Fringe registered artists
Existing performance venues and infrastructure within MG e.g. SRHT, Cave Gardens, Main Corner	Distance between Adelaide Fringe staff and Fringe in Mount Gambier suppliers, venues and businesses
Location and tourism potential of MG along the Limestone Coast – picturesque location	
The existing local arts scene	
The region's existing relationship with Country Arts SA	
<i>Opportunities</i>	<i>Threats</i>
Increased involvement from venues and artists in Mount Gambier	Weather
Drive tourism to the City of Mount Gambier	Availability of artists
Secure local business sponsorship to support the sustainability of Fringe in Mount Gambier	Conflicts with other events both locally and in regional Victoria
Artists can develop and diversify their audiences	Continuation of funding to support artists and venues touring to the area
Build Mount Gambier as an arts and cultural destination for artists and audiences	Local community misinterpret the Fringe/open access model
Deliver positive economic benefits for businesses in the area	Competing with local sports scene can impact negatively on attendance numbers
Engage and inspire local audiences to connect with arts and culture	

Please return completed form to:

City of Mount Gambier
Community Events Officer
 35 Jubilee Highway East
 PO Box 56
 Mount Gambier SA 5290
 P: (08) 8723 3901
 E: city@mountgambier.sa.gov.au

CITY OF MOUNT GAMBIER EVENT EVALUATION – BUDGET

Mount Gambier Council Event Sponsorship Grant - Income and Expenditure	
INCOME	
Mount Gambier Council Event Sponsorship Grant	30,000
Matt Tarrant ticket income	3,345
South Australian Tourism	45,000
Adelaide Fringe	21,900
Country Arts SA	15,000
TOTAL	115,245
EXPENDITURE	
Artist performance fees and guarantees	13,280
Outdoor Projections - content creation and re-edit (AF)	200
Welcome to Country	400
Fuel allowance for artists vehicles	1,400
Contribution to materials for Henry Jock Walker	800
Wages and salaries	
Adelaide Fringe project producer	5,500
Adelaide Fringe production coordinator	3,200
Adelaide Fringe (additional staff on salary x 3 for event for 5 days including travel days))	3,600
Country Arts SA project producers	5,000
Country Art SA Local coordination staff	2,500
Event wages for event staff/crew/production - Adelaide Fringe	3,000
Event wages for staff/crew - through independent learning centre	1,400
Meals, incidentals and accommodation	
Pier diems event staff/crew/production including two site recces	2,160
Per diems artists and performers	4,090
Visiting Country Arts SA delegates (travel and accommodation subsidy).	7,500
Accommodation event personnel	2,605
Accommodation event artists	4,975
Accommodation and Per diems - Fringe Director	300
Accommodation and Per diems- Fringe Head of Marketing, Brand and Business	300
Accommodation and Per diems - Fringe Photographer	300
Catering / Tickets	
Back stage catering and vim drinks	490
Tickets for SATC as per funding requirements	510
Staff amenities	350
Transport	
Truck hire (Budget rental)	1,435
Fuel for trucks ad staff vehicles	1,100
Flights x 2	655
Taxis site inspection	34
Production equipment and services	
Hire of VR headsets units	490
Cave Gardens – Audio, Lighting , Stage Roof and The Bally	11,300
Baxter Hire (boom lift, fencing, lighting tower)	3,250
Event power cabling/festoon	1,130

Event design material and build	1,380
Supply of additional skip	330
Marquee Hire for ops tent	345
Backline hire	480
Toilet hire and pump out	3,100
Consumables	320
Security services	
Including event and overnight	2,995
Venue Hire fees	
Country Arts	1,190
Apra Fees	350
Marketing/Advertising/Promotion	
Print (posters, brochures) and paid advertising	8,000
Event inclusion in Country Art SA marketing activities and collateral	5,000
Listing in the front pages of the printed Fringe Guide (value)	3,500
Dedicated event page on adelaidefringe.com.au and social media (value)	2,000
Publicist fees	1,500
Graphic Design fee	1,500
TOTAL	115,245

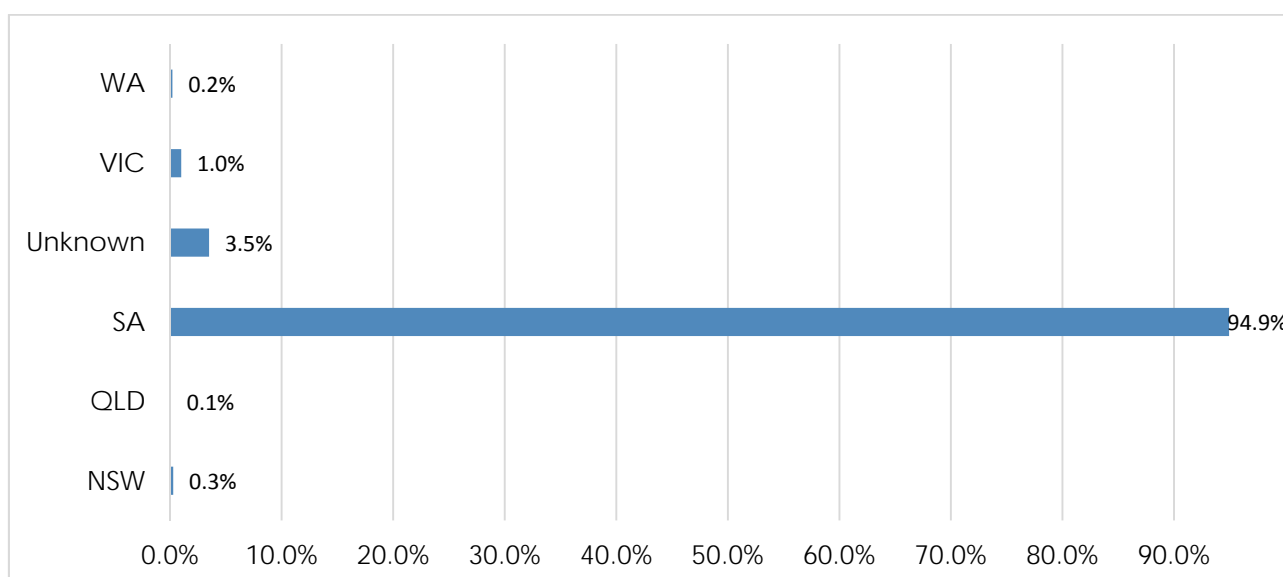
AUDIENCE ATTENDANCE AND ORIGIN

The inaugural Fringe saw an attendance throughout the month to Fringe in Mount Gambier events in excess of 6000. Total attendance numbers are approx. and are based on the below.

Non-ticketed attendance	Number of people	Total attendance
Fringe in Mount Gambier Opening Event	1000	
Morrison's Jazz Club opening weekend	200	
Mount Gambier stand-up comedy	150	
A Midsummer Night's Dream	300	
South East Art Society	300	
Fringe VR experience	548	
Main Corner Complex Exhibitions	2565	
Cave Gardens (final weekend, Free entry on Friday night for children and guest list, free entry Saturday)	800	
Ticketed attendance (including complimentary tickets)		
An evening of opera	254	
Country Arts SA Presented shows ticketed through Sir Robert Helpmann Theatre and FringeTIX	392	
Mount Gambier Goal shows through FringeTIX	120	
Total March weekend tickets allocated through FringeTIX	444	
Total March weekend through other ticket avenues (Sir Robert Helpmann and venue door sales)	810	7883

Audience origin

75.8% of ticket holders resided in the City of Mount Gambier and 94.9% of all ticket holders resided in South Australia.



Origin Breakdown

Origin	Percentage
South Australia	94.9%
Interstate	1.6%
Unknown	3.5%
South Australia breakdown	
City of Mount Gambier	75.8%
Other South Australian Locations	24.2%
Interstate breakdown	
Victoria	1.0%
New South Wales	0.3%
Queensland	0.1%
Western Australia	1.0%

*Unknown was primarily made up on Country Art SA delegates.

List of other South Australian and Interstate origins

South Australia	Interstate
Adelaide Beachport, Comaum, Coonawarra, Gilbertson, Glencoe, Gulfview heights Kalangadoo, Kapunda Millicent, Mount Mcintyre Mount Schank, Mylor Naracoorte, Northgate OB Flat, Park Holme Penola, Port Adelaide Port macdonnell, Prospect Robe, Stepney, Stockport, Tarpeena Thornlea, Toorak Gardens Torrens Park, West Lakes	Victoria Beaumaris, Bendigo Frankston, Vermont South Winnap Western Australia Falcon New South Wales Menai, West Wollongong Queensland Cremorne



Photo: Trentino Priori

PARTICIPANT'S ORIGIN (ARTIST AND DELEGATES)

A total of 133 artists and delegates participated in Fringe in Mount Gambier across the month. Please note this is an estimate based on information from show listings and does not include performers at events such as Rockin' the Rail and performers at the Fringe in Mount Gambier opening and visual artists other than Henry Jock Walker.

Origin	Percentage
South Australia	73%
Interstate	26%
International	1%
South Australia breakdown	
City of Mount Gambier	62%
Other South Australian Locations	38%
Interstate breakdown	
Victoria	15%
New South Wales	10%
Western Australia	1%



Anya Anastasia. Photo: Trentino Priori

FRINGE IN MOUNT GAMBIER MARKETING ACTIVITIES

ADELAIDE FRINGE

PRINT

- A5 Brochure- 5000x copies printed with half delivered to council for venue/main street distribution, half distributed to businesses, visitor information centres and outlying districts (Millicent, Kingston, Penola, Port MacDonnell, Beachport, Robe, Naracoorte and Bordertown)
- A3 Posters/programs – 1000x copies delivered to Mount Gambier council for venue and main street distribution
- 1/3 page feature in Adelaide Fringe Guide (over 320,000 copies printed and distributed)

NEWSPAPER

- Half page and quarter page ads printed in The Border Watch newspaper (18,600 readers per edition)
- Publicity coverage detailed in publicity report
- 8000x copies of A3 Poster/program inserted and distributed in The Border Watch, The Penola Pennant and the South Eastern Times newspapers (including front page branded banner)

SIGNAGE

- FIMG generic artwork provided to Mount Gambier council prints vinyl portrait, cross-street and flag banners (displayed prior to and during the month of FIMG)
- Fringe venue stickers and branded-bunting delivered to FIMG venues
- On-site FIMG signage at the Cave Gardens Precinct

RADIO

- Recorded commercials running on Limestone Coast Triple M & Hit96.1 aired to promote Fringe in Mount Gambier
- Live and recorded interviews with Fringe staff and FIMG artists conducted and aired to promote final Fringe weekend Extravaganza
- Double-pass ticket giveaways with on-air credits promoted in week leading up to Fringe closing weekend on Limestone Coast TripleM & Hit96.1

DIGITAL

- Fringe in Mount Gambier dedicated page on Adelaide Fringe website
- Facebook advertising (including FIMG TVC, carousels of select shows and video content for Matt Tarrant, totalling 73,000 impressions) – targeted at Mount Gambier and surrounding districts
- Dedicated Google Adwords campaign
- Fringe EDMs (FIMG article, image and link inclusions) sent out to Fringe e-news database (over 116,000 recipients)
- Sponsored awareness posts on The Border Watch Facebook page (over 10,000 followers)
- Ticket giveaways promotions for select shows promoted via The Border Watch Facebook page
- Double-pass ticket giveaways to select shows promoted across Limestone Coast Facebook pages
- Tailored show copy and images sent out for inclusion in local business/school/organisation communications (members EDMs and sharing on Facebook)

SOUTH AUSTRALIAN TOURISM AUTHORITY

- TVC production including FIMG endboard broadcast regionally in South Australia and
- EDM – FIMG events included in Southern Ocean Drive
- Events listed on www.southaustralia.com website
- Social media coverage

COUNTRY ARTS SA

- Radio adverts run across Limestone coast radio in lead-up to Country Arts FIMG opening weekend
- 4x CASA opening weekend-specific banners printed and displayed at venues and in main street
- CASA opening weekend-specific posters printed and distributed to venues and main street businesses
- CASA opening week-specific brochures printed and distributed to venues and main street businesses
- Quarter page ads in The Border Watch
- Social media coverage



Photo: Trentino Priori

FRINGE IN MOUNT GAMBIER PUBLICITY RESULTS

From January 2016

Date	Medium	Outlet	State	Title
18/01	PRINT	Border Watch	SA	'YEAR IN REVIEW'
25/01	RADIO	ABC South East	SA	Interview with Country Arts SA creative producer Steve Mayhew about Mount Gambier Fringe
27/01	PRINT	Border Watch	SA	'Fringe on the way'
8/02	PRINT	Border Watch, Mt Gambier	SA	'Fringe feel for city'
9/02	PRINT	Border Watch, Mt Gambier	SA	'Mortal performance'
9/02	PRINT	Border Watch, Mt Gambier	SA	'Alison Avron returns home with '90s-inspired sing-along'
10/02	PRINT	Border Watch, Mt Gambier	SA	'Fringe set for city'
17/02	PRINT	Border Watch, Mt Gambier	SA	'Month of magic'
17/02	PRINT	Border Watch, Mt Gambier	SA	'Special sound for city'
17/02	PRINT	Border Watch, Mt Gambier	SA	'Editorial'
17/02	RADIO	ABC South East SA, Mt Gambier	SA	Interview about opening of Mt Gambier Fringe on Feb 25th on Morning show
20/02	RADIO	ABC South East	SA	Live breakfast show interview with Heather Croall about Fringe in Mt Gambier
20/02	TV	WIN Mt Gambier	SA	Mt Gambier's famous fringe festival is set to kick-off on Friday night
21/02	TV	WIN Mt Gambier, Local News Update	SA	Mt Gambier prepares for its first Fringe event
22/02	ONLINE	Due South Australia	SA	'Check out what's in store for Fringe Opening Weekend in Mount Gambier!'
23/02	PRINT	Border Watch, Mt Gambier	SA	'Airport flying flag for city Fringe'
23/02	RADIO	ABC South East SA	SA	Breakfast show mentions Mt Gambier Fringe Festival will kick off tomorrow
23/02	TV	WIN Mt Gambier	SA	An exhibition highlighting the life and work of artist Lorraine Humphreys will open in conjunction with the Fringe Festival this weekend on Local News Update at 18:49
24/02	RADIO	ABC South East SA	SA	Mention of an exhibition on display during Mt Gambier Fringe Festival on Breakfast show
24/02	RADIO	HIT 96.1	SA	Story about Mt Gambier Fringe in morning news bulletin including comment from Heather Croall x4
24/02	RADIO	Triple M Limestone Coast	SA	Story about Mt Gambier Fringe in morning news bulletin including comment from Heather Croall x4
24/02	RADIO	ABC South East SA	SA	A month-long program of events begins in Mt Gambier tonight, as part of the Fringe Festival on 7:30 news
24/02	RADIO	ABC South East SA	SA	Mt Gambier Fringe festival launches tonight on 08:30 news
24/02	RADIO	ABC South East SA	SA	Interview with Steve Mayhew, Country Arts SA about the inaugural Mt Gambier Fringe Festival
24/02	RADIO	ABC South East	SA	Interview about Mt Gambier Fringe show 'The Jagged Little Sing Along' on Morning show
24/02	PRINT	Border Watch	SA	'Classics revived'
24/02	PRINT	Border Watch	SA	'Artist's life showcased'
28/02	PRINT	The Border Watch	SA	'Festival excitement'

28/02	PRINT	The Border Watch	SA	'Road closures approved'
28/02	PRINT	The Border Watch	SA	'Social snapshots'
28/02	PRINT	The Border Watch	SA	'Festival excitement'
28/02	PRINT	The Border Watch	SA	'Road closures approved'
28/02	PRINT	The Border Watch	SA	'Social snapshots'
01/03	PRINT	The Border Watch	SA	'Chapel Studio multicultural art project'
03/03	PRINT	The Border Watch	SA	'Festive fringe'
08/03	PRINT	The Border Watch	SA	'Fringe art initiative'
14/03	PRINT	The Border Watch	SA	'Next generation delivers classic tale'
17/03	PRINT	The Border Watch	SA	'Louise performs at Fringe Festival'
21/3	RADIO	ABC South East	SA	'Calling for buskers Fringe Extravaganza weekend'
22/3	RADIO	Triple M Limestone Coast	SA	'Fringe Weekend Extravaganza' interview
23/03	PRINT	The Border Watch	SA	'Adams teams up with talented musicians for Fringe performance'
23/03	PRINT	The Border Watch	SA	'Regional talent shines at Fringe'
23/03	PRINT	The Border Watch	SA	'Creativity and talent on show'
23/03	PRINT	The Border Watch	SA	'Regional art expression'
23/03	RADIO	ABC Radio Adelaide	SA	Mention of Leon Bignell's stand-up act for Fringe in Mt Gambier during Eddie's World segment on Breakfast show
23/03	RADIO	ABC South East	SA	Interview with Fringe in Mt Gambier performer Louise Adams on Breakfast show
23/03	RADIO	HIT 96.1 Limestone Coast	SA	Interview with Matt Tarrant – Fringe in Mount Gambier
24/03	PRINT	The Border Watch	SA	'Editorial'
24/03	PRINT	The Border Watch	SA	'Festival grand finale'
24/03	RADIO	ABC South East	SA	Interview with Fringe in Mt Gambier performer Jden Redden on Breakfast show
24/03	PRINT	The Boarder Watch	SA	'Festival Spotlight on emerging South East Dance Talents'
24/03	RADIO	ABC South East	SA	Interview with Fringe in Mt Gambier performer Anya Anastasia on Breakfast show
24/03	TV	WIN Mt Gambier	SA	Story about Fringe in Mt Gambier closing weekend in evening news bulletin
24/03	PRINT	The Border Watch	SA	'Festival finale'
25/03	RADIO	ABC South East	SA	Interview with Heather Croall – Cave Gardens free event
27/03	TV	WIN Mt Gambier	SA	Fringe in Mt Gambier closing weekend recap during evening news bulletin
28/03	PRINT	The Border Watch	SA	'Social snapshots'
28/03	RADIO	Triple M Limestone Coast	SA	Story about Fringe in Mt Gambier in morning news bulletin x3
28/03	RADIO	HIT 96.1 Limestone Coast	SA	Story about Fringe in Mt Gambier in morning news bulletin x3
28/03	PRINT	The Border Watch	SA	'Fringe Festival trumpeting success'
31/03	PRINT	The Border Watch	SA	'Street sweeper'

DEBRIEF NOTES

A de-brief with Fringe in Mount Gambier Committee members was held and feedback forms provided in advance. However only small amount of feedback forms were returned. The below is a summary of notes taken feedback from Adelaide Fringe.

Main successes:

- In a relatively short period of time a diverse program of local and touring shows and events / visual art exhibition was presented
- Pre-planning communication – good amount of meetings and frequency adequate
- A month long program ambitious however activity on most weekends throughout the month
- Good mix of various events and visual art representation and free and ticketed options available to audiences
- Fringe in Mount Gambier opening event very well attended and kick started the month off in the best possible way
- Touring artists to the area had a good experience and would consider returning to perform at a future Fringe in Mount Gambier
- Positive feedback from local presenters such as Ovation Centre of Performing arts and South East Art Society
- Performance tent the Bally provided a unique audience experience
- Cabaret and circus programming popular with audiences with good attendance numbers
- Showcased a variety of venues and artists from the City of Mount Gambier
- People were excited and got involved in various events throughout the month
- Delivered increased cultural and arts to the area

Challenges

- Technology for committee meetings at times did not work
- Event requires more on the ground and in person communication with venues and providers
- Attracting audiences on the March weekend of free programming – potential clashes with sports and other events in the region
- Lack of community buy in with Street Closure and optional extra activations
- Sourcing local crew and services
- Mixed marketing messages about the whole month and audiences accessing the information they needed to know easily, possibly too much on over the month or marketing not clear and concise
- Lateness in confirming food and amusement ride suppliers and requirements
- Word of mouth that you had to pay to get in on the Friday may have carried over to the Saturday. If fenced off, both nights free.
- Attracting artists for the middle weeks and artist to perform in larger venues
- Timings and placement of Street Closures impacted negatively on businesses and pedestrian flow around Cave Gardens area
- Confusion from audiences on how to and where to access Cave Gardens site on the March weekend
-

Recommendations

- Pre-planning - A clear mission statement for the planning team on or before the first meeting. More task focused meetings; if updates only, keep it short. Task list at end of meetings.
- If continuing the open access – venues/artists working together and self-presenting more lead time is required
- Continue to use Cave Gardens as an event location and continue to fence in but build in more access points or points where audience can see what is going on inside
- Re-look at dates and duration of the festival (over two weekends or just one weekend), before during or after Adelaide Fringe?
- Food/beverage/amusement rides – organisation and deliver of to be managed locally
- Local producer/event organiser to be responsible for the general site set up and management and local programming content

- Continue to encourage venues to present and host events
- Attract sponsorship from the event from businesses in the area to off-set costs such as accommodation
- Closure of Commercial Street East not required, condense to Watson Tce only
- Ensure pedestrian flow and access maintained between Library and City Hall
- Increase free and roving entertainment in the Cave Gardens area
- Program to be ideally locked down pre-Christmas
- Have free children's/ family activities on offer in the Cave Gardens area including workshops. This is be organised by local producer
- Look at earlier start time for free event in Cave Gardens
- Have clear and large signage around Cave Gardens area up in the lead up to and during events held there
- Event site layout to be confirmed earlier with council and committee
- Consider performance tent with shorter and cheaper shows
- Bump out of Cave Gardens are to occur on the following day not the same night as event day

FRINGE IN MOUNT GAMBIER SURVEY RESULTS

SECTIONS

[DEMOGRAPHIC INFORMATION](#)

[FRINGE IN MOUNT GAMBIER MARKETING AND PROMOTION](#)

[BUSINESS IN MOUNT GAMBIER](#)

[TRAVEL TO MOUNT GAMBIER](#)

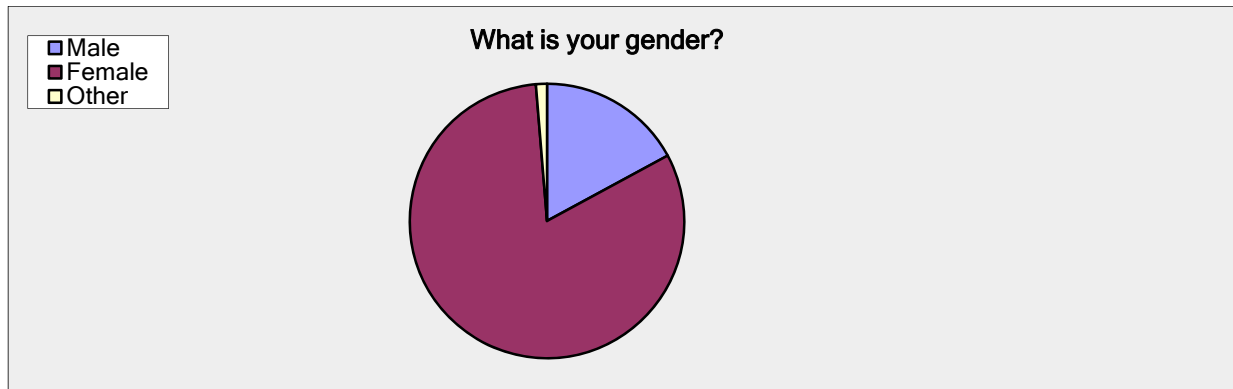
[FRINGE IN MOUNT GAMBIER ATTENDANCE](#)

[EXTRA ACTIVITIES](#)

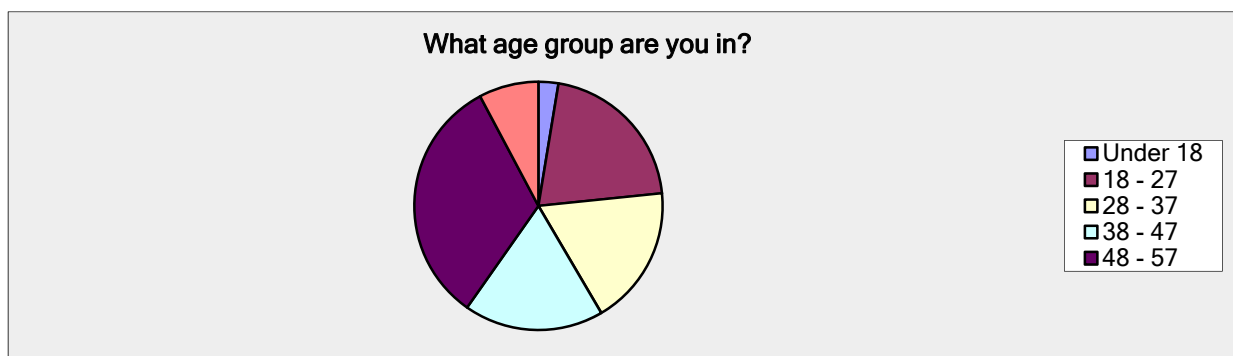
[FUTURE FRINGE IN MOUNT GAMBIER ACTIVITIES](#)

Demographic Information

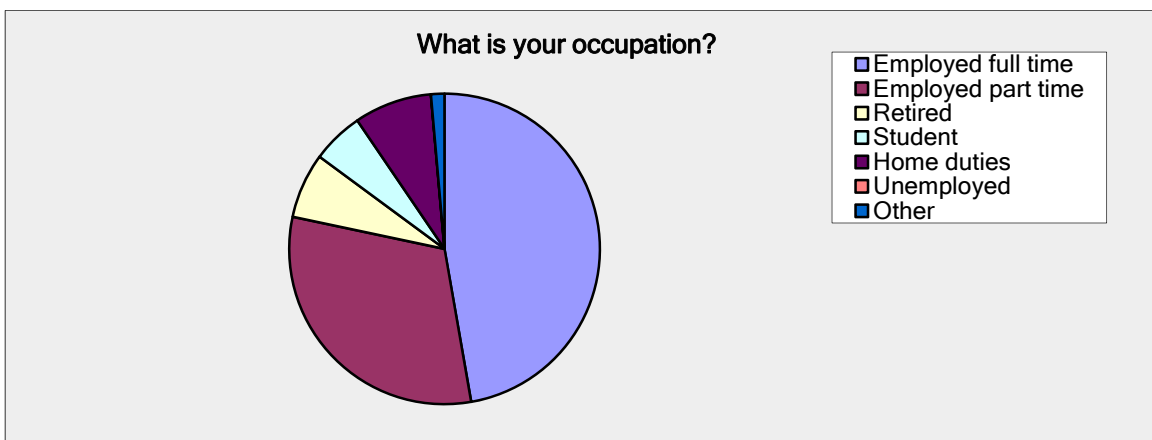
What is your gender?		
Answer Options	Response Percent	Response Count
Male	17.1%	13
Female	81.6%	62
Other	1.3%	1



What age group are you in?		
Answer Options	Response Percent	Response Count
Under 18	2.6%	2
18 - 27	20.8%	16
28 - 37	18.2%	14
38 - 47	18.2%	14
48 - 57	32.5%	25
58+	7.8%	6



What is your occupation?		
Answer Options	Response Percent	Response Count
Employed full time	47.3%	35
Employed part time	31.1%	23
Retired	6.8%	5
Student	5.4%	4
Home duties	8.1%	6
Unemployed	0.0%	0
Other	1.4%	1
<i>answered question</i>		74
<i>skipped question</i>		3



Which of these categories best describes your household income or your individual income (if not attending as a family)?		
Answer Options	Response Percent	Response Count
Less than \$25,000	10.8%	8
\$25,000 - \$50,000	16.2%	12
\$50,001 - \$75,000	21.6%	16
\$75,001 - \$100,000	32.4%	24
More than \$100,000	18.9%	14

FRINGE IN MOUNT GAMBIER MARKETING AND PROMOTION

Fringe in Mount Gambier ran from 24th Feb - 26th March. Were you aware of any activities or events held for Fringe in Mount Gambier?		
Answer Options	Response Percent	Response Count
Yes	98.6%	71
No	1.4%	1
If yes, which activities or events?		60

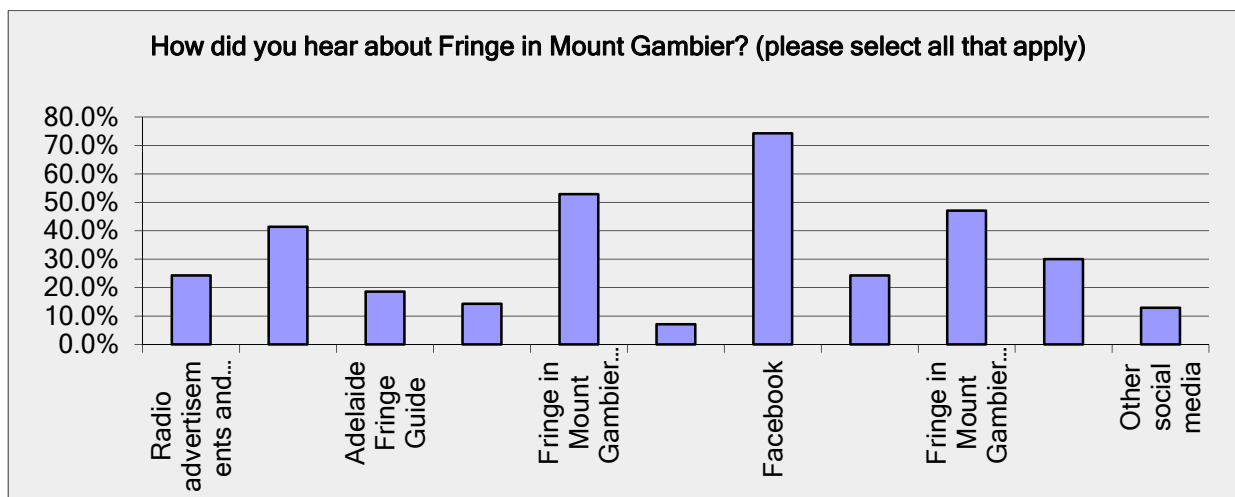
Events attended if yes selected

- Most of them
- lots
- SEVERAL OF THEM. OPENING, OPERA, CLOSING, LOUISE ADAMS UNPLUGGED, AND OTHERS
- All of them
- Concerts in cave gardens and at sir Robert Helpmann
- Lots of activities in the cave gardens and shows at the theatre
- show
- All of them
- Opening, cabaret at 1862, also looked through the book
- Rail lands events, Cave Gardens events, venue events
- most via booklet
- Several artists at SRHT, opening & closing events in Cave Gardens
- All events
- cabaret shows, cave gardens, comedy shows, plays, art exhibitions
- all activities stated in the blue program/flyer
- Most of them through Country Arts SA co-promotion. Went to 5 events plus launch and spent time in the Cave Gardens closing weekend.
- Performances at the old gaol, cave gardens, local cafes.
- Mike Rudd, An Evening of Opera, A Midsummer Night's Dream, Papillion and AH Cabaret Club
- Cave Garden Spectacular
- Social mediators
- The opening and the closing were the ones I attended, but I was aware of the others through the brochure.
- I was aware of some but did not feel the Cave Garden site was well publicised. We were lucky enough to attend to see what was happening. It was fabulous.
- Opening event, Louise Adams, various exhibitions and shows
- Country Arts SA Shows, Opening Night event
- The main event on sat night
- Cave gardens, individual shows at South Aussie & Sir Robert Helpmann
- All in program didn't realise there as the atmosphere garden show
- Too many to mention ... my favourite was Matt Tarrant though :)
- Opening night, shows at the bally, the Helpmann and Louise Adams
- All of them
- Opening night
- Midsummer night's dream
- The Shakespeare, dance at Robert Helpmann, Friday night's in the Cave Gardens, the opening night
- Opening and closing night, cabaret, mind reading, magic tricks, circus, dance workshops, tours
- All listed in program online
- I had a program of all events.
- Events held at the sir Robert Helpmann theatre, the cave gardens, and at the rail lands.
- Louise Adams
- Everything in the blue book!
- The Opening, the programme

- Cave Gardens, South Aussie Comedians, African Drummers , opening , closing,
- Opening night and closing night
- Only because of Facebook and the radio. My husband however didn't hear anything
- Various
- Opening
- All of them
- All of them - saw the printed guide
- Midsummer Night's Dream, various events at Sir Robert Helpmann Theatre, Street Parade & music in Cave Gardens
- I was aware they were on but could not information about where and when.
- Alanis merriest tribute, Adam pages and other free events on at the cave gardens, eyes by sandpit, Louise Adams, comedy night, cabaret, hypnotist,
- Opening night, Louise Adams, Matt Tarrant, Fringe Wonderland
- The music at The Cave Gardens on Saturday
- Opening night, ovation, Ali Felt, closing night, Louise Adams, Matt Tarrant, the Bally, I knew about a lot of them
- Cave gardens and theatre
- heaps
- All of them! Perused the program a lot!
- All that was in booklet
- Cave Garden events, South Aussie comedy, SRHT shows, Main Corner
- Opening, chapel studio opening, Riddick main corner Adam page Henry jock walker last day of fringe
- Opening event, Country Arts theatre shows, closing weekend, Louise Adams gig

FRINGE IN MOUNT GAMBIER MARKETING AND PROMOTION

How did you hear about Fringe in Mount Gambier? (please select all that apply)		
Answer Options	Response Percent	Response Count
Radio advertisements and interviews	24.3%	17
Newspaper advertisements and stories	41.4%	29
Adelaide Fringe Guide	18.6%	13
Adelaide Fringe website	14.3%	10
Fringe in Mount Gambier Brochure	52.9%	37
Television advertisements	7.1%	5
Facebook	74.3%	52
Sir Robert Helpmann Theatre website	24.3%	17
Fringe in Mount Gambier Poster	47.1%	33
Fringe in Mount Gambier brochure	30.0%	21
Other social media	12.9%	9



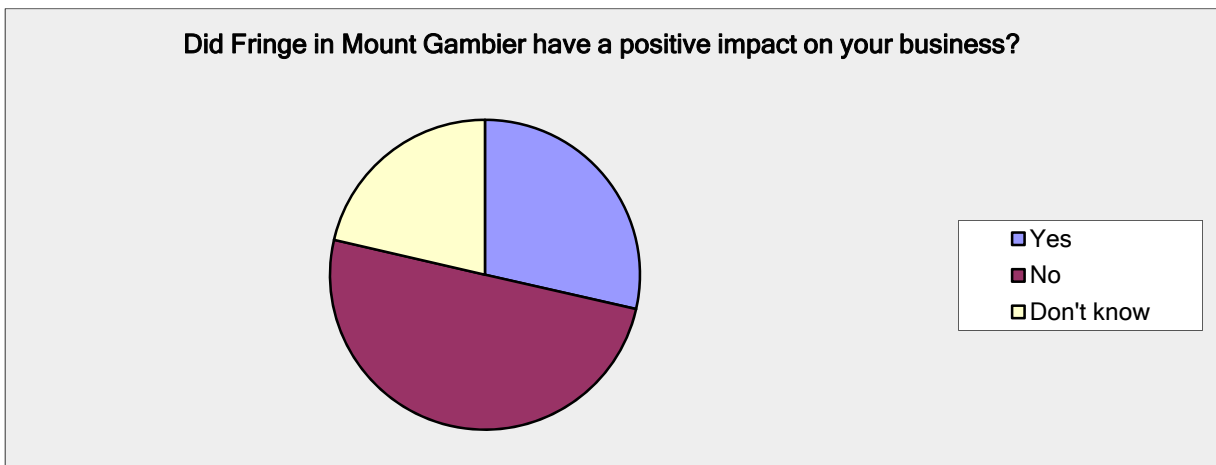
If selected no to hearing about Fringe in Mount Gambier:

What media mediums do you use to receive news? (please select all that apply)		
Answer Options	Response Percent	Response Count
Newspaper	63.4%	45
Facebook	90.1%	64
Radio	45.1%	32
Television	36.6%	26
Posters/Brochures	49.3%	35

BUSINESSES IN MOUNT GAMBIER

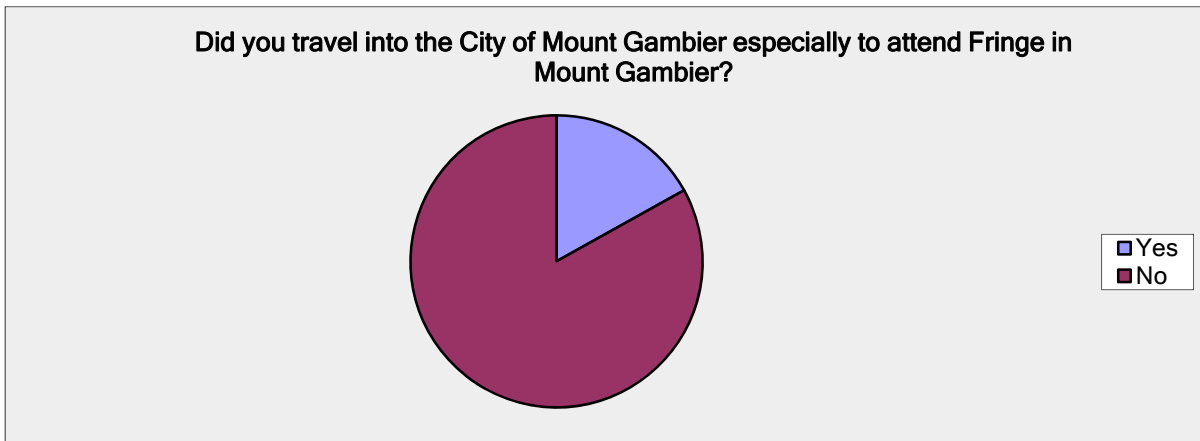
Are you a business owner or operator in the City of Mount Gambier?		
Answer Options	Response Percent	Response Count
Yes	21.3%	16
No	78.7%	59

Did Fringe in Mount Gambier have a positive impact on your business?		
Answer Options	Response Percent	Response Count
Yes	23.5%	4
No	41.2%	7
Don't know	17.6%	3



TRAVEL TO MOUNT GAMBIER

Did you travel into the City of Mount Gambier especially to attend Fringe in Mount Gambier?		
Answer Options	Response Percent	Response Count
Yes	16.9%	10
No	83.1%	49



How many nights did you stay in unpaid accommodation during your visit?		
Answer Options	Response Percent	Response Count
0	78.4%	40
1	0.0%	0
2	3.9%	2
3	0.0%	0
4+	17.6%	9



How many nights did you stay in paid accommodation during your visit?		
Answer Options	Response Percent	Response Count
0	94.1%	48
1	0.0%	0
2	3.9%	2
3	0.0%	0
4+	2.0%	1



FRINGE IN MOUNT GAMBIER ATTENDANCE

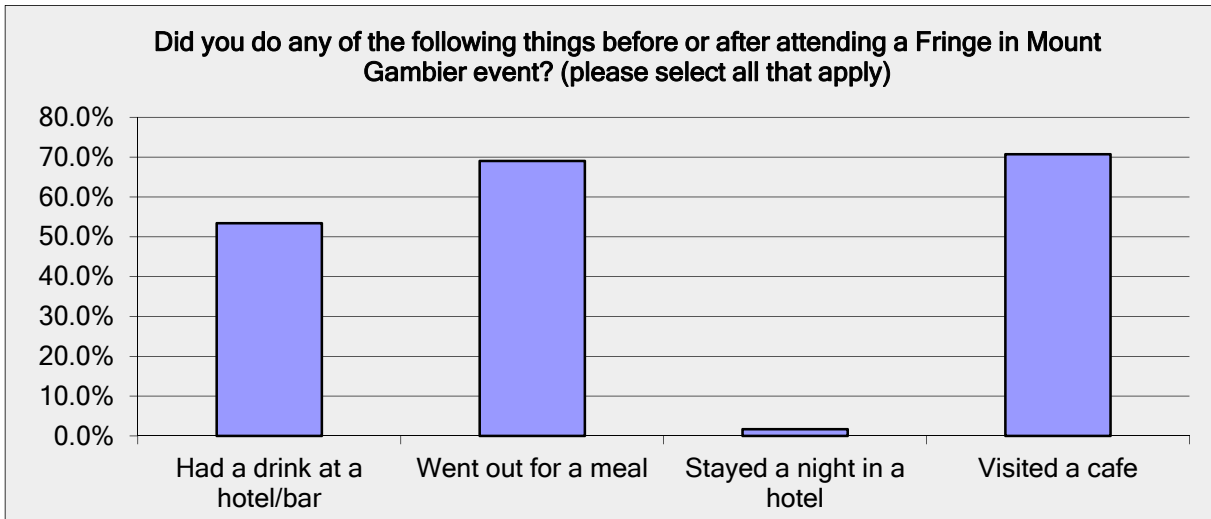
Did you attend a free or ticketed Fringe in Mount Gambier event during 2017?		
Answer Options	Response Percent	Response Count
Yes	90.7%	68
No	9.3%	7
Comments or feedback		18

COMMENTS

- Excellent shows
- My daughter participated it was wonderful
- Saw "Dishonestly honest" and it was FANTASTIC
- Attended both ticketed and free events
- Adam Page & others were just fantastic! Our entire family (ages 3 to 70) loved it!
- both
- Paid to attend 5 events + 2 free events
- Yes, I went to the opening, but left shortly before it began. I attempted to attend a comedy night at the South Aussie, only to find that they had sold out of tickets beforehand, and I attended the closing on Saturday.
- Enjoyed Papillion and matt Tarrant
- Some stuff was pointless but there was good points
- Free only
- Unplugged was fantastic
- Nothing really interested me. No big acts too artsy.
- Fabulous! Loved every event we attended. Louise Adams, Matt Tarrant
- Loved the decoration of the Cave Gardens for the Opening.
- Could not find enough information
- The cave gardens events where all wonderful
- Wish they'd been more!

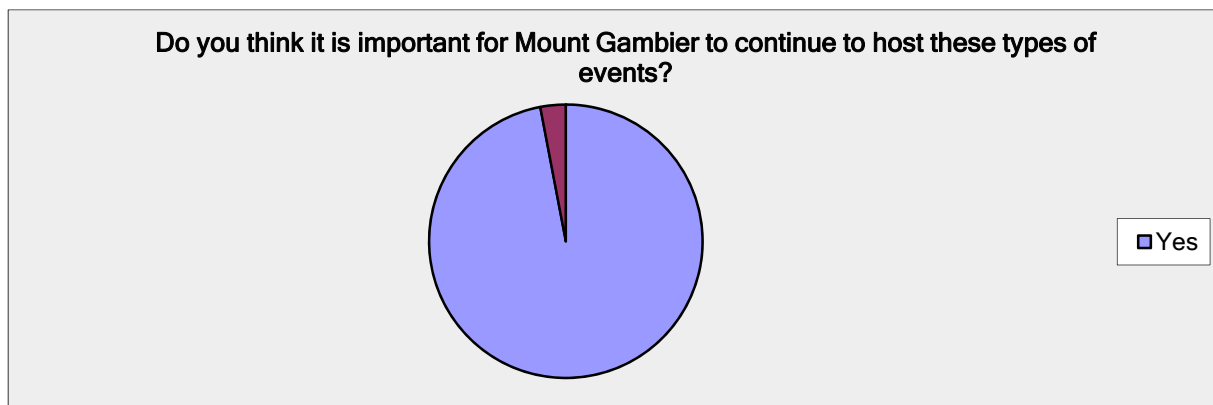
EXTRA ACTIVITES

Did you do any of the following things before or after attending a Fringe in Mount Gambier event? (please select all that apply)		
Answer Options	Response Percent	Response Count
Had a drink at a hotel/bar	53.4%	31
Went out for a meal	69.0%	40
Stayed a night in a hotel	1.7%	1
Visited a cafe	70.7%	41



FUTURE OF FRINGE IN MOUNT GAMBIER

Do you think it is important for Mount Gambier to continue to host these types of events?		
Answer Options	Response Percent	Response Count
Yes	97.0%	64
No	3.0%	2
If so, how could it be improved?		30



COMMENTS

- Be more organised. Have a local organising committee that is organised and transparent and keeps the public informed. Involve more volunteers in sub committees etc.
- More family friendly involvement
- Better advertising, found out about a couple of events I would have liked to have seen after they happened. But I will keep a better eye out next time
- Utilising more venues
- If possible to host more events, activities and artists
- More family friendly activities - inclusion of library & main corner
- Shorter time frame. Maybe a Fringe week. Street party has loads of potential to grow
- less shows on at the same time more spread-out
- our first fringe and we loved it
- It can only grow in popularity once people hear about the great events from this year.
- More advertising and getting the word out there
- Keep it at the caves gardens. Do not move to the raillands.
- The initial posters and brochures had the wrong starting and finishing dates on them, and the Fringe website was pretty tragic to navigate, lacking a chronological sort. Overall, it has potential apart from the few teething troubles.
- Better advertising in local media
- More events. Would be good to see Cave gardens have more to do like the Garden or Unearthly delights so there are stall holders & \$5-\$10 shows in little tents they are great
- Absolutely was a fantastic event i attending 4 shows and had a wonderful night. Maybe a little more advertising lots of people i spoke to did know what was on and that the garden event was happening
- Better marketing, no fencing around cave garden to promote inclusivity and pedestrian flow from commercial street to gardens
- More advertisement about what was on daily as it was hard to keep track
- More Facebook information about each event
- The Opening Ceremony could have had a MC and actual speeches to promote the Fringe in Mt Gambier-since it was the inaugural one, I would have liked a little more formality. An MC could have taken the load off Lizzie Coke who was doing a mighty job, but was apparently "holding the fort" while other stuff got organised. Also, there was a large number of children at the opening-I would like to have seen some music catering for the much younger crowd as well.
- Better advertising of times and dates

- I would have loved to have seen performers in the shopping centres. Great way to advertise and get people to notice.
- So great to have a variety of acts and shows to attend! Could only suggest having more shows next year if possible?
- Spread the events out throughout the month rather than the majority on one weekend, utilizes more venues around the city, e.g. Wehl street theatre, mount Gambier city band hall
- Continue utilising the cave gardens as a venue especially for live music as it is sheltered and acoustics are great
- More publicity. It was hard to find information about the event!
- We loved every event we went to, with my family and with friends defiantly look forward to it returning and hopefully bigger and better.
- the schedule was not that easy to follow
- More events throughout, it was all crammed into the first night and last weekend really
- Art in the park



APPENDIX [33]

INSTRUMENT OF DELEGATION UNDER THE LOCAL NUISANCE AND LITTER CONTROL ACT 2016

NOTES

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

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1.	Authorised Officers
1.1	The power pursuant to Section 12(3) of the Local Nuisance and Litter Control Act 2016 (the Act), to appoint:
1.1.1	specified officers or employees of the Council; or
1.1.2	a specified class of officers or employees of the Council,
	to be authorised officers for the purposes of the Act.
1.2	The power pursuant to Section 12(4) of the Act to make an appointment subject to conditions specified in the instrument of appointment.
1.3	The power pursuant to Section 12(6) of the Act to, at any time, revoke an appointment, or vary or revoke a condition specified in the instrument of an appointment or impose a further such condition.
2.	Identity Cards
2.1	The duty pursuant to Section 13(2) of the Act where the Minister has not designated a card issued by the Council to an authorised officer appointed by the Council as an identity card for the purposes of the Act, to issue an authorised officer appointed under the Act, with an identity card in a form approved by the Minister:
2.1.1	containing the person's name and a recent photograph of the person; and
2.1.2	stating that the person is an authorised officer for the purposes of the Act; and
2.1.3	specifying the name of the Council.
2.2	The duty pursuant to Section 13(3) of the Act to issue an identity card as soon as is reasonably practicable after the appointment is made.



INSTRUMENT OF DELEGATION UNDER THE LOCAL NUISANCE & LITTER CONTROL ACT 2016

3. Limit of Area of Authorised Officers Appointed by Councils
3.1 The power pursuant to Section 15(a) of the Act to agree in writing to an authorised officer appointed by another council exercising powers under the Act in the Council's area.
4. Provisions Relating to Seizure
4.1 The duty pursuant to Section 16(1)(a) of the Act if a substance, material or thing has been seized under Division 3 of the Act, to hold the substance, material or thing seized pending proceedings for an offence against the Act.
4.2 The power pursuant to Section 16(1)(a) of the Act, on application, authorise the release of the substance, material or thing seized to the person from whom it was seized, or to any person who had legal title to it at the time of its seizure, subject to such conditions as the delegate thinks fit.
4.3 The power pursuant to Section 16(1)(e) of the Act if a person is, under section 16 of the Act, entitled to recover any substance, material or thing, to request the person do so.
4.4 The power pursuant to Section 16(1)(f) of the Act to direct that any substance, material or thing forfeited under Section 16 of the Act be disposed of.
5. Exemptions from Application of Section 18
5.1 The power pursuant to Section 19(1) of the Act to declare by notice in writing in accordance with Section 19 of the Act that a person is exempt from the application of Section 18 of the Act in respect of a specified activity to be carried on in the Council's area.
5.2 The power pursuant to Section 19(2) of the Act to require an application for a declaration under Section 19 of the Act made to the Council to be accompanied by any other information in connection with the application that the delegate may require.
5.3 The duty pursuant to Section 19(3) of the Act to not make a declaration under Section 19 of the Act unless the delegate is satisfied that:
5.3.1 there are exceptional circumstances that justify the making of the declaration; and
5.3.2 the applicant's nuisance management plan adequately sets out the measures that the person will take to prevent, minimise or address any anticipated adverse effects from the specified activity on the amenity value of the area concerned.
5.4 The power pursuant to Section 19(4) of the Act to make a declaration unconditional or subject to conditions, including (but not limited to) conditions relating to:
5.4.1 the permitted times or periods of time for carrying on the activity; or



INSTRUMENT OF DELEGATION UNDER THE LOCAL NUISANCE & LITTER CONTROL ACT 2016

5.4.2	the manner of carrying on the activity.
5.5	The power pursuant to Section 19(5) of the Act to, by further notice in writing, vary or revoke a declaration under Section 19 of the Act.
5.6	The:
5.6.1	power pursuant to Section 19(7) of the Act to determine the website for publishing a declaration made under Section 19 of the Act and any variations of the declaration; and
5.6.2	duty pursuant to Section 19(7) of the Act to publish a declaration made under Section 19 of the Act and any variations of the declaration, on a website determined by the Council or the delegate.
6.	Disposing of Litter
6.1	The power pursuant to Section 22(3)(a)(i) of the Act to provide a bin or other receptacle in the Council's area for the disposal of litter.
6.2	The power pursuant to Section 22(3)(a)(ii) of the Act to approve or authorise the manner of the disposal of litter in the Council's area.
7.	Liability of Vehicle Owners
7.1	The duty pursuant to Section 26(3) of the Act, to accompany an expiation notice or expiation reminder notice given under the Expiation of Offences Act 1996 to the owner of a vehicle for an alleged offence against Section 26 of the Act involving the vehicle with a notice inviting the owner, if he or she was not the alleged principal offender, to provide the Council or officer specified in the notice, within the period specified in the notice, with a statutory declaration:
7.1.1	setting out the name and address of the person who the owner believes to have been the alleged principal offender; or
7.1.2	if he or she had transferred ownership of the vehicle to another prior to the time of the alleged principal offence and has complied with the Motor Vehicles Act 1959 or the Harbors and Navigation Act 1993 (as the case may require) in respect of the transfer – setting out details of the transfer (including the name and address of the transferee).
7.2	The power pursuant to Section 26(4) of the Act, to bring a prosecution for an offence against Section 26 of the Act against one of the owners or against some or all of the owners jointly as co-defendants.
7.3	The duty pursuant to Section 26(5) of the Act, before proceedings are commenced against the owner of a vehicle for an offence against Section 26 of the Act to send the owner a notice:
7.3.1	setting out particulars of the alleged principal offence; and
7.3.2	inviting the owner, if he or she was not the alleged principal offender or the



INSTRUMENT OF DELEGATION UNDER THE LOCAL NUISANCE & LITTER CONTROL ACT 2016

	owner of the vehicle at the time of the alleged principal offence, to provide the Council, within 21 days of the date of the notice, with a statutory declaration setting out any matters referred to in subsection 3(a)(and (b).
7.4	The duty pursuant to Section 26(9) of the Act, if:
7.4.1	an expiation notice is given to a person named as the alleged principal offender in a statutory declaration under Section 26, or
7.4.2	proceedings are commenced against such a person,
	to accompany the notice or summons, as the case may be, with a notice setting out particulars of the statutory declaration that named the person as the alleged principal offender.
7.5	The duty pursuant to Section 26(10) of the Act to not include in the particulars of the statutory declaration provided to the alleged principal offender the address of the person who provided the statutory declaration.
8.	Notification of EPA of Serious or Material Environmental Harm
8.1	The duty pursuant to Section 29 of the Act, if the delegate has reason to believe that an offence committed under Sections 18 or 22 of the Act has, or may have, resulted in material environmental harm, or serious environmental harm, within the meaning of the Environment Protection Act 1993, to, as soon as practicable, notify the Environment Protection Authority of that belief.
9.	Nuisance and Litter Abatement Notices
9.1	The power pursuant to Section 30(1)(a) of the Act to issue a nuisance abatement notice for or in connection with securing compliance with Part 4 Division 1 of the Act.
9.2	The power pursuant to Section 30(1)(b) of the Act to issue a litter abatement notice for or in connection with securing compliance with Part 4 Division 2 of the Act.
9.3	The:
9.3.1	duty pursuant to Section 30(2) of the Act in relation to a notice under Section 30 of the Act to ensure it:
9.3.1.1	is in the form of a written notice served on the person to whom it is issued; and
9.3.1.2	specifies the person to whom it is issued (by name or by a description sufficient to identify the person); and
9.3.1.3	specifies the purpose for which it is issued; and
9.3.2	power pursuant to Section 30(2) of the Act, in relation to a notice under Section 30 of the Act, to:
9.3.2.1	direct two or more persons to do something specified in the notice



INSTRUMENT OF DELEGATION UNDER THE LOCAL NUISANCE & LITTER CONTROL ACT 2016

	jointly; and
9.3.2.2	impose a requirement that the person do one or more of the following:
(a)	discontinue, or not commence, a specified activity indefinitely or for a specified period or until further notice;
(b)	not carry on a specified activity except at specified times or subject to specified conditions;
(c)	take specified samples or conduct specified tests, examinations, monitoring or analyses at specified times or intervals or for a specified period or until further notice;
(d)	furnish to the Council specified results or reports within a specified period;
(e)	clean up litter that the Council or delegate considers to have been caused by a contravention of this Act;
(f)	make good any damage to property that the Council or delegate considers to have been caused by a contravention of this Act;
(g)	prepare, in accordance with specified requirements and to the satisfaction of the Council or delegate, a plan of action for the purposes of securing compliance with any requirement of the Act or preventing any future contravention of the Act;
(h)	take such other specified action in a specified way, and within a specified period or at specified times or in specified circumstances; and
(i)	in the case of a litter abatement notice, impose a requirement that the person prepare, in accordance with specified requirements and to the satisfaction of the Council or delegate, a plan of action for the purposes of:
	A. preventing the escape of litter from business premises; or
	B. keeping a specified area (not exceeding 100 metres) around business premises free from litter; and
(j)	impose any other requirement prescribed by regulation; and
(k)	ensure it states that the person may, within 14 days, appeal against the notice to the Environment Resources and



INSTRUMENT OF DELEGATION UNDER THE LOCAL NUISANCE & LITTER CONTROL ACT 2016

Development Court.	
9.4	The power pursuant to Section 30(3) of the Act to issue a notice under Section 30 of the Act jointly with one or more other councils to prevent the person contravening a provision of the Act in those council areas.
9.5	The power pursuant to Section 30(4) of the Act to issue a notice under Section 30 of the Act that relates to an activity or conditions on premises to:
9.5.1	the owner or occupier of the premises; or
9.5.2	a person who has the management or control of the premises; or
9.5.3	a person who is the trustee of a person referred to in paragraph (a) or (b) or Section 30(4) of the Act, or is managing the affairs of such a person on some other basis.
9.6	The duty pursuant to Section 30(6) of the Act, if an emergency notice issued orally, to advise forthwith the person to whom the notice is issued of the person's right to appeal against the notice to the Environment, Resources and Development court.
9.7	The power pursuant to Section 30(8) of the Act, to, by written notice served on a person to whom a notice under section 30 of the Act has been issued by the Council, vary or revoke the notice.
10. Action on Non-compliance with Notice	
10.1	The power pursuant to Section 31 of the Act, if the requirements of a nuisance abatement notice or litter abatement notice issued by Council are not complied with, to take any action required by the notice.
10.2	The power pursuant to Section 31(2) of the Act to authorise a person to take action under section 31(1) of the Act on behalf of the Council.
10.3	The duty pursuant to Section 30(3) of the Act, if the delegate authorises a person to take action under section 31(2) of the Act to issue the person with an instrument of authority.
10.4	The power pursuant to Section 31(5) of the Act to recover the reasonable costs and expenses incurred by the Council in taking action under Section 31 of the Act as a debt from the person who failed to comply with the requirements of the notice.
10.5	The power pursuant to Section 31(6) of the Act, if an amount is recoverable from a person under Section 31 of the Act, to by notice in writing to the person, fix a period, being not less than 28 days from the date of the notice, within which the amount must be paid by the person, and, if the amount is not paid by the person within that period, the person is liable to pay interest charged at the prescribed rate per annum on the amount unpaid.
11. Civil Remedies	
11.1	The power pursuant to Sections 33(1) and (6) of the Act to apply to the Environment,



INSTRUMENT OF DELEGATION UNDER THE LOCAL NUISANCE & LITTER CONTROL ACT 2016

Resources and Development court for one or more of the following orders:	
11.1.1	if a person has engaged, is engaging or is proposing to engage in conduct in contravention of the Act – an order restraining the person from engaging in the conduct and, if the court considers it appropriate to do so, requiring the person to take any specified action;
11.1.2	if a person has refused or failed, is refusing or failing or is proposing to refuse or fail to take any action required by the Act – an order requiring the person to take that action;
11.1.3	if a person has caused damage to property by a contravention of the Act – an order requiring the person to take specified action to make good the damage and, if appropriate, to take specified action to prevent or mitigate further damage;
11.1.4	if the Council has incurred costs or expenses in taking action to prevent or mitigate damage caused by a contravention of the Act, or to make good resulting damage – an order against the person who committed the contravention for payment of the reasonable costs and expenses incurred in taking that action;
11.1.5	if the Council has suffered injury or loss or damage to property as a result of a contravention of the Act, or incurred costs and expenses in taking action to prevent or mitigate such injury, loss or damage – an order against the person who committed the contravention for payment of compensation for the injury, loss or damage, or for payment of the reasonable costs and expenses incurred in taking that action;
11.1.6	if the court considers it appropriate to do so, an order against a person who has contravened the Act for payment to the Council.
11.2	The power pursuant to Section 33(6) of the Act to make an application under Section 33 of the Act.
11.3	The power pursuant to Section 33(8) of the Act to serve a copy of the application on the Minister within three days after filing the application with the court.
11.4	The power pursuant to Section 33(9) of the Act to apply to the court for the Council to be joined as a party to the proceedings.
11.5	The power pursuant to Section 33(10) of the Act to make an application under Section 33 of the Act in a representative capacity (provided the consent of all persons on whose behalf the application is made is obtained).
11.6	The power pursuant to Section 33(11) of the Act to make an application without notice to any person.
11.7	The power pursuant to Section 33(14) of the Act to apply for an interim order without notice to any person.
11.8	The power pursuant to Section 33(19) of the Act to apply to the court to vary or



INSTRUMENT OF DELEGATION UNDER THE LOCAL NUISANCE & LITTER CONTROL ACT 2016

	revoke an order previously made under Section 33 of the Act.
12. Minister or Council May Recover Civil Penalty in Respect of Contravention	
12.1	The power pursuant to Section 34(1) of the Act, subject to Section 34 of the Act, if the delegate is satisfied that a person has committed an offence by contravening a provision of the Act, to, as an alternative to criminal proceedings, recover, by negotiation or by application to the Environment, Resources and Development court an amount as a civil penalty in respect of the contravention.
12.2	The duty pursuant to Section 34(2) of the Act to not recover an amount under Section 34 of the Act, in respect of a contravention if the relevant offence requires proof of intention or some other state of mind, and to, in respect of any other contravention, determine whether to initiate proceedings for an offence or take action under Section 34 of the Act, having regard to the seriousness of the contravention, the previous record of the offender and any other relevant factors.
12.3	The duty pursuant to Section 34(3) of the Act to not make an application to the court under Section 34 of the Act to recover an amount from a person as a civil penalty in respect of a contravention:
12.3.1	unless the Council or the delegate has served on the person a notice in the prescribed form advising the person that the person may, by written notice to the Council, elect to be prosecuted for the contravention and the person has been allowed not less than 21 days after service of the notice to make such an election; or
12.3.2	if the person serves written notice on the Council, before the making of such an application, that the person elects to be prosecuted for the contravention.
12.4	The power pursuant to Section 34(4) of the Act to recover by negotiation as a civil penalty in respect of a contravention a maximum amount being the sum of the amount specified by the Act as the criminal penalty in relation to that contravention and the amount of any economic benefit acquired by the person, or accrued or accruing to the person, as a result of the contravention.
12.5	The power pursuant to Section 34(5) of the Act to apply to the Environment, Resources and Development court for an order the person pay to the Council an amount as a civil penalty (but not exceeding the sum of the amount specified by the Act as the criminal penalty in relation to that contravention and the amount of any economic benefit acquired by the person, or accrued or accruing to the person, as a result of the contravention).
12.6	The power pursuant to Section 34(8) of the Act, if conduct of a person constitutes a contravention of two or more provisions of the Act, to recover an amount from the person under Section 34 of the Act in relation to the contravention of one or more of those provisions (provided that the person is not liable to pay more than one amount as a civil penalty in respect of the same conduct).
12.7	The power pursuant to Section 34(13) of the Act to apply to the Attorney-General for authorisation to commence proceedings for an order under Section 34 of the Act



INSTRUMENT OF DELEGATION UNDER THE LOCAL NUISANCE & LITTER CONTROL ACT 2016

	more than three years and within 10 years after the date of the alleged contravention.
13. Statutory Declaration	
13.1	The power pursuant to Section 40 of the Act if a person is required by or under the Act to provide information to the Council, to require that the information be verified by statutory declaration and, in that event, the person will not be taken to have provided the information as required unless it has been so verified.
14. Orders in Respect of Contraventions	
14.1	The power pursuant to Section 45(1) of the Act, if, in proceedings under the Act, the court finds that the defendant contravened the Act and the contravention has resulted in injury to the Council or loss or damage to property, to apply to the court, in addition to any penalty it may impose, one or more of the following:
14.1.1	an order the person to take specified action to make good any damage and, if appropriate, to take specified action to prevent or mitigate further damage;
14.1.2	an order the person to take specified action to publicise the contravention and its consequences and any other orders made against the person;
14.1.3	an order the person pay to the Council if the Council has incurred costs or expenses in taking action to prevent or mitigate or make good any damage (including, in the case of litter, taking action to remove or clean up, and lawfully dispose of the litter);
	the reasonable costs and expenses so incurred, or compensation for the injury, loss or damage so suffered, as the case may be, in such a manner as is determined by the Court.
14.2	The power pursuant to Section 45(2) of the Act if a person is found by a court to have contravened the Act, to apply to the court, for, in addition to any penalty it may impose, an order the person to pay to the Council an amount not exceeding the court's estimation of the amount of the economic benefit acquired by the person, or accrued or accruing to the person, as a result of the contravention.
14.3	The power pursuant to Section 45(5) of the Act to apply to the court for an order under Section 45 of the Act, fixing a period for compliance and imposing any other requirements the court considers necessary or expedient for enforcement of the order.
15. Recovery of Administrative and Technical Costs Associated with Contraventions	
15.1	The power pursuant to Section 48(1) of the Act, if a person has contravened this Act and the Council:
15.1.1	has taken action to:
	15.1.1.1 investigate the contravention; or



INSTRUMENT OF DELEGATION UNDER THE LOCAL NUISANCE & LITTER CONTROL ACT 2016

	15.1.1.2 issue a nuisance abatement notice or litter abatement notice in respect of the contravention; or
	15.1.1.3 ensure that the person has complied with requirements imposed in relation to the contravention by a nuisance abatement notice or litter abatement notice or by an order of a court under the Act; or
15.1.2	has, in taking such action, incurred costs and expenses in taking samples or in conducting tests, examinations, monitoring or analyses,
	to, by notice in writing served on the person, require the person to pay to the Council the reasonable costs and expenses incurred by the Council in taking such action.
15.2	The power pursuant to Section 48(2) of the Act to specify in the notice the period within which an amount payable to the Council in accordance with a notice under Section 48 of the Act must be paid.
15.3	The power pursuant to Section 48(3) of the Act, on application by a person who has been served a notice under Section 48 of the Act to, by notice in writing:
15.3.1	extend the time for payment of an amount payable in accordance with the notice; or
15.3.2	waive payment of such an amount or reduce the amount payable.
15.4	The power pursuant to Section 48(6) of the Act, if an amount payable to the Council is not paid in accordance with Section 48 of the Act to recover the amount as a debt.
16.	Assessment of Reasonable Costs and Expenses
16.1	The duty pursuant to Section 49 of the Act, to for the purposes of the Act, assess the reasonable costs and expenses that have been or would be incurred by the Council or some other person or body in taking any action by reference to the reasonable costs and expenses that would have been or would be incurred in having the action taken by independent contractors engaged for that purpose.
17.	Evidentiary Provisions
17.1	The power pursuant to Section 50(4) of the Act to execute a certificate certifying as to the matter relating to:
17.1.1	the appointment or non-appointment of a person as an authorised officer under the Act; or
17.1.2	a delegation or authority under the Act; or
17.1.3	a notice, requirement or direction of the Council or an authorised officer under the Act; or
17.1.4	the receipt or non-receipt by the Council or an authorised officer of a notification, report or information given or required to be given or furnished



INSTRUMENT OF DELEGATION UNDER THE LOCAL NUISANCE & LITTER CONTROL ACT 2016

to the Council or authorised officer under the Act.

- 17.2 The power pursuant to Section 50(5) of the act to execute a certificate detailing the costs and expenses incurred by the Council and the purpose for which they were incurred.



INSTRUMENT OF DELEGATION UNDER THE LOCAL NUISANCE & LITTER CONTROL ACT 2016

SCHEDULE OF CONDITIONS

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

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
	Nil



City of
Mount Gambier

Civic Centre, 10 Watson Terrace
Mount Gambier SA 5290

PO Box 56
Mount Gambier SA 5290

Telephone 08 87212555
Facsimile 08 87249791
city@mountgambier.sa.gov.au

mountgambier.sa.gov.au

Reference: AF11/2283 LD
Enquiries to: Mr Mark McShane

19th December, 2016

Mr Leigh Royans
General Manager and Founder
Foodbank South Australia Inc
PO Box 40
EDWARDSTOWN SA 5039

Email: leighr@foodbanksa.org.au

Dear Leigh

You will recall that Mayors and CEOs from Wattle Range Council, District Council of Grant and the City of Mount Gambier met on the 9th December, 2016 to discuss the matters outlined in your Report on Foodbank and the meeting between Foodbank and the three Councils on the 3rd November, 2016.

In summary the key matters were:

- Noted from your report and Foodbank's strategic direction preferring to have freehold ownership of Foodbank's facility in Mount Gambier, Councils recognised the State wide strategy while also questioning its translation into Mount Gambier, given the existing leased property arrangements that are delivering an effective service.
- Regional Services for Foodbank are recognised while several Councils questioned the community acceptability of providing significant funding to a capital project outside of their Council area.
- Councils are acutely aware of budget stress and the freezing of Federal Government Grants over the last 3 years. Doing more with less is a feature of Council's budget and the pressure is not reducing. Sourcing further operational budgets to provide to Foodbank may be problematic in the context of Council's total budget setting priorities.
- To engage further on this matter, Councils would be seeking detailed financial information from Foodbank, your financial contribution into the property purchase, funding sources from other tiers of Government and/or the private sector.

- To progress consideration of this matter each Council requested a specific proposal detailing the level of support sought by Foodbank that in turn could be considered by each Council most probably during the 17/18 budget setting period. The request for additional information will provide clarity and assist with a decision on the matter for each Council.

Councils recognised and valued the work carried out by Foodbank in the Limestone Coast and indeed all of the many organisations providing support to the community.


Yours sincerely



Andrew LEE
MAYOR
CITY OF MOUNT GAMBIER



Richard SAGE
MAYOR
DISTRICT COUNCIL OF GRANT



Peter GANDOLFI
MAYOR
WATTLE RANGE COUNCIL



Regional Foodbank Limestone Coast

23 Cave Road

Mt Gambier SA

Regional Foodbank Limestone Coast is a branch of Foodbank of SA Inc

Foodbank of SA Inc. is an ATO endorsed charity

ABN: 70 673 398 230

Enquiries/Correspondence to: Leigh Royans (leighr@foodbanksa.org.au)

5th June 2017

Mayor Andrew Lee
The City of Mount Gambier
PO Box 56
Mount Gambier SA 5290

Cc: Mr Mark McShane, Chief Executive Officer

RE: REGIONAL FOODBANK LIMESONE COAST

Dear Mayor Lee

Further to our meeting of 3.11.16 with Mayor's and CEO's of Mount Gambier, Wattyl Range and Grant Council's and your subsequent letter of 19.12.16, we are pleased to respond outlining the following:

- Since meeting in late 2016, Foodbank directors, executives, regional Committee members and local Building & Construction representatives (Versace Home Builders) have completed a thorough assessment of the premises at 23 Cave Road and are duly satisfied the property is well suited to regional Foodbank activities and should ably meet Limestone Coast service needs for the next 15-20 years.
- Considering Council budget constraints discussed we have **reduced our request for support from the three (3) Councils (City of Mount Gambier, Wattle Range Council and District Council of Grant) to a once-off total funding commitment of \$75,000 (previously \$100,000).**
- We request funding acquittal by 31 December 2018. Council contribution can be split over two (2) forward budget cycles, 2017/18 & 2018/19, or if capacity to do so, part-contribution prior to 30 June 2017 to lessen forward budget commitments. **Payment is flexible** to suit Council however acquittal is preferred by 31.12.18 if possible, to maintain appropriate momentum towards property acquisition goal and ensure transparent, line-of-sight reporting to stakeholders.

Property acquisition & infrastructure development involve multiple stakeholder contributions. Council commitment will certainly help encourage other potential finding partners to assist.

We have adopted Council suggestion made during our meeting of late 2016, that Council funding be correlated to population. Population statistics used for this purpose are those taken via Limestone Coast RDA website, April 2017. This shows **total population across the 3 Councils concerned as 46,022.**

Table below shows population data and percentage of total population for each of the 3 Council areas; dollar contribution proportioned as a percentage of total \$75,000 ask.

City of Mt Gambier	26,338 population	equates to 57%	\$42,750
Wattle Range Council	11,452 population	equates to 25%	\$18,750
District Council of Grant	8,232 population	equates to 18%	\$13,500
Total 3 Councils	46,022 population	(100%)	\$75,000

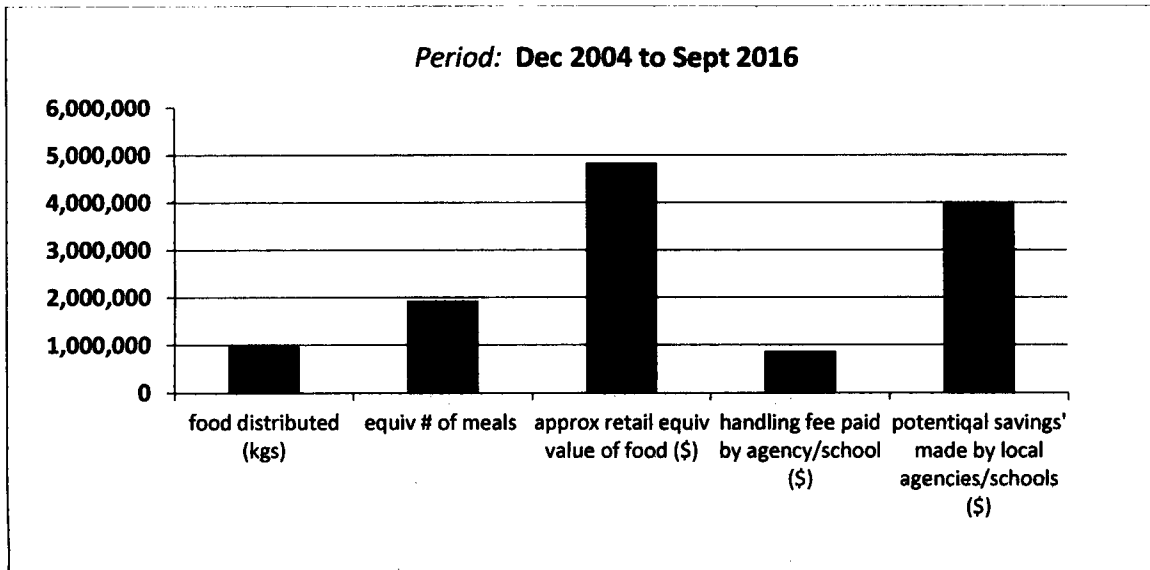
- We note the Foodbank board, executive and regional committee has already raised \$57,500 towards the purchase of the property located at 23 Cave Road Mount Gambier. These funds are '*held in trust*' by our board.
- Over the last 9 years our board has secured strategic freehold acquisition of all other key metropolitan and regional Foodbank operational properties (Edwardstown, Pooraka, Whyalla and Berri). Our board ratified freehold acquisition be achieved for Limestone Coast Foodbank property as a priority strategy.
- Securing freehold property for Foodbank's Limestone Coast operations is a board-endorsed pathway to a long-term sustainable business model - ensuring a viable local Foodbank service will always be available within your region, to promptly and sensitively assist food insecure individuals, families and children.
- Council commitment to this **once-off capital funding request** will ensure no additional further request be made by Foodbank to Council for future funds support.
- Our board, executive and local Committee will raise the balance of funds (other than Council's \$75k; and the \$57.5k already held in trust at our bank) required to effect freehold property settlement, with our goal to settle on the property before 30.6.2019.

We ask Council consider the above in good faith, as an extension of the relationship established through the valued assistance of the late Barry Maney AOM.

I had the pleasure to work closely with Barry Maney and David Millard to drive the establishment & operations for Foodbank's service across the Limestone Coast, including initial dialogue with Councils some 14 years ago. At that stage each Council provided a small cash contribution towards the significant start-up costs for Limestone Coast Foodbank operations:

- City of Mt Gambier \$6,150
- Wattle Range Council \$4,000
- District Council of Grant \$4,426

Through an ongoing collaboration with valued local supporters, we have delivered essential services to support the disadvantaged across your region for almost 12 years (*refer graph on page 3, which is taken from document provided to Council for our late 2016 meeting*)



We now seek a once-off capital donation or grant from The City of Mount Gambier for the sum of \$42,750 towards the freehold acquisition of the Cave Road premises.

We ask this funding be treated in isolation, quite separate to any success or other that our board/executive may or may not have following future meetings and lobby with Naracoorte Lucindale Council, noting the reduced total sum sought of \$75,000 (down from \$100,000) will hopefully allow all 3 engaged-Councils this **important flexibility** towards our end goal.

Initial dialogue with a member of Naracoorte Lucindale Council executive lead us to anticipate protracted negotiations with this Council, noting our local Foodbank has over 12 years history of engagement with The Mt Gambier City, Wattle Range Council & District Council of Grant (through the dedicated work of Barry Maney deceased). We envisage 6 to 12 month timeframe to bring Naracoorte Lucindale Council to the same level of understanding we were at when we all met in the Barry Maney Group boardroom in late 2016 (noting this Council was not involved in the start-up of operations).

Upon agreement to support this request as outlined, we will confirm in writing there will be no further assistance sought by our charity from your Council for property, infrastructure development, asset replacement, or program assistance.

Thank you for your consideration as we await your response.

Yours sincerely

Ray Tanner
Director

Leigh Royans
General Manager & Founder

Cc:
David Millard
Vince Versace
Lynne Neshoda

Chairman, Foodbank Limestone Coast Committee
Ambassador, Foodbank Limestone Coast
Branch Manager, Foodbank Limestone Coast



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Memorandum

TO: MAYOR
ELECTED MEMBERS

CC: DIRECTOR CORPORATE SERVICES
DIRECTOR OPERATIONAL SERVICES
MANAGER GOVERNANCE AND PROPERTY
MANAGER COMMUNITY SERVICES & DEVELOPMENT

REF: AF11/2283

RE: **REGIONAL FOODBANK MOUNT GAMBIER**

At the request of Regional Foodbank Mount Gambier, Mayor and CEO's of Wattle Range Council, District Council of Grant and the City of Mount Gambier met with local and state Foodbank representatives.

The comprehensive meeting (3rd November 2016) was supported by documentation provided by Foodbank and is attached for your information. The key matter is Foodbank's desire to purchase their current leased property, thereby securing the site for the future and reducing ongoing rental costs. Page 8 of the attached document provides further information.

To further progress this matter the Mayors and CEOs will meet in early December.

Please contact me if you wish to discuss Foodbank's proposal.

With regards

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

Mark McSHANE
CHIEF EXECUTIVE OFFICER

Attach...



Regional Foodbank Mt Gambier
23 Cave Road
Mt Gambier SA

A regional branch of Foodbank SA
ABN: 70 673 398 230

November 2016

Presented to:

City of Mount Gambier

Mayor Andrew Lee
CEO Mark McShane

Wattle Range Council

Mayor Peter Gandolfi
CEO Ben Gower

District Council of Grant

Mayor Richard Sage
CEO Trevor Smart

Presented by:

David Millard

Chairman, Regional Foodbank Mt Gambier Committee

John Sandercock

Branch Manager, Regional Foodbank Mt Gambier

Ray Tanner

Director, Foodbank SA

Leigh Royans

General Manager & Founder, Foodbank SA

Supported by:

Vince Versace

Ambassador, Regional Foodbank Mt Gambier

BACKGROUND

Foodbank SA commenced operations as an independent, non-denominational charitable entity in South Australia in September 2000. This followed three years involving feasibility study, business planning / financial modelling and fundraising the \$1.2M required to establish a sophisticated food warehouse, distribution centre and freight logistics business.

Foodbanks SA's role is to serve as an efficient central-charity for food-relief activities within South Australia. Today, it is the largest and most sophisticated food-relief charitable entity in the State (by far), managing around 2.4M kilograms of food & groceries every year - or, 2,400 tonnes of food, sufficient for almost 5M meals per year. visualize 160 x 40 foot semi-trailers packed full of groceries lined up in a row!

In 2002 we received an approach by the late Barry Maney OAM. Barry met with Foodbank GM/founder & inaugural Chairman Stephen Gerlach AM to lobby for the establishment of a local Foodbank service to help people experiencing hardship in the Limestone Coast region. Almost two and a half years later and following considerable fundraising via Barry and Foodbank executive (*refer attachment p2*) **Regional Foodbank Mount Gambier** commenced operations in Dec 2004 from a Cave Road Mt Gambier facility. This was to be the first of three regional Foodbank warehouses strategically established throughout country SA.

Infrastructure & works carried out at 23 Cave Road Mount Gambier premises for Foodbank Mt Gambier operations

Project / infrastructure	Supplier	Purchased	Gifted In-kind	Completion
Build new 5m x 5.5m loading canopy over roller door	Dycer Construtions		\$6,400	mid Nov
Remove partitions in office, cut new toilet doorway & office work benches, install airlocks to toilets, etc	Dycer Construtions		\$3,500	early Nov
Motorise & Repair Roller door	Barry's Doors		\$900	Oct
Landscape works to car park	Gambier Contracts		\$400	Oct
Install hot water system, sink & cupboards, upgrade waste drainage	Versace Homes		\$2,940	Oct
Major Pest treatment to whole building	All-Bugs Pest Control		\$320	Oct
Floor coverings to office area	Braithwaites Carpet Choice		\$890	Oct
Signage on Warehouse	Telsigns		\$870	mid Nov
Signwrite Van	Hyland & Fox		\$500	Oct
Racking for warehouse	G.O. Shelving (via Maney Ford)	\$2,800		Oct
New deadlock to front & side door, window locks	That's Yarni's		\$550	Oct
Computer & Printer	Barry Maney Ford & Others		\$1,200	Oct
Phone, Fax and wiring of lines	Green Triangle Electronics		\$720	Oct
Security Alarm System	Thompson Security		\$3,164	mid Nov
Fire extinguishers Exit Signs & alarm etc	Gaylard Plasterers		\$420	early Nov
Ford Transit Van inc on road costs	Barry Maney Ford	\$19,400		Nov-04
Forklift Truck	Forklift Australia	\$27,339	\$240	ordered
Freezer & Coolroom	(local coolroom builders)	\$28,574		Dec
Pallet truck	Forklift Australia	\$375		Nov
Stainless steel food pack/sort bench (moveable)	Catering Aids	\$1,700		Nov
Reseal front office windows	Pilkingtons (Aust)		\$270	mid Nov
Tint film to office windows	Mt Gambier Windscreens		\$680	Oct
Desks & Work Stations for offices	Exchange Printers	\$850		Nov
Upgrade power points, install new lighting to warehouse & offices	Dereck Friswell Electrical		\$2,800	Oct
Working drawings & engineering design for unloading canopy	Mario Cassar	\$1,480		Aug/Sept
Property lease preparation	(Henry Gayland's solicitors)	\$950		Sept
Repair car park surface & construct new kerb	Tony Agostinelli		\$980	Oct
Re-Tile Toilet	Chris Coutts		\$870	Oct
Prepare lease agreement for warehouse	Graham Stoodley		\$850	Oct
Accommodation for Foodbank GM	Commodore Motel		\$89	Oct
Executive time/resources of Barry Maney & his Co	time, travel, organisation		\$60,000	ongoing
Foodbank GM time committed with Barry in region & preparing grants/submissions/ etc over 2 years	Executive time, airfares, travel, meals etc		\$40,000	ongoing
Upgrade to building façade	Gaylard Plasterers	\$5,000	\$5,000	Oct
Freight on food Cartage - Adelaide to MtG (1 year)	Scott Group of Companies		\$5,250	Oct
Fuel on Ford Transit Van	Scott Group of Companies		\$1,095	Oct
Painting inside/out warehouse	Greg Saunders		\$2,700	Nov
Sealing of vinyl floor	Apec Cleaning		\$300	Nov
Media Coverage	Border Watch, Win TV, 5SE radio		\$10,000	initial 12 mths
		\$88,468	\$153,898	

Cash Donations - essential start-up and operations cash-flow	
Versace Homes	\$10,000
Gaylard Plasterers	\$4,000
BM Maney Nominees Pty Ltd	\$30,000
City of Mt Gambier	\$6,150
Wattle Range Council	\$4,000
District Council of Grant	\$4,426
Regional Partnerships - DOTARS	\$70,000
Service Clubs (Rotary & Lions etc)	\$42,000
Foodbank SA (cash injection)	\$30,000
	\$200,576

Nb: additional funding was raised to maintain services in subsequent years

Comments from table

As evidenced above over \$200,000 in cash was generated by the working group responsible for bringing the local Foodbank to the region. Donations of cash from Barry Maney, local business people (Vince Versace, Henry Gaylard) Local Government (City of Mt Gambier, Wattle Range Council & Grant Council), Service Clubs in the region, Foodbank SA support together with a grant via Commonwealth Government Regional Partnerships - provided the necessary seed-funds to underwrite key infrastructure procurement.

Additionally over \$150,000 was provided in Gifts In-kind (goods/services/professional assistance) by local business ([refer table page 2](#))

As mentioned earlier, Foodbanks require sophisticated food warehousing and logistics and as such, significant capital injection is needed to underwrite daily operations.

This equates to an investment of \$350,000 to underpin the initial infrastructure setup and 12-18 month trading period.

Ongoing fundraised has sustained the business, supported wonderfully by the late Barry Maney OAM and David Millard, MD Barry Maney Group. I note also the sound management of John Sandercock, manager Mt Gambier Foodbank operation.

WHAT IS THE SIZE OF FOODBANK SA OPERATIONS TODAY?

Today we have 2 very large central warehouses located in the city of Adelaide, our main ambient/frozen/dairy warehouse at Edwardstown and our dedicated fresh fruit & vegetable warehouse located at Pooraka. Edwardstown site is 3,000 sqm and Pooraka 1,100 sqm floor area. We also have 3 strategic placed regional warehouses located in Mt Gambier, Whyalla & Berri, from where we drive food-relief services into neighbouring geographic regions.

Our services are virtually state-wide, covering the following regions:

- Adelaide city and metropolitan region (incl' Adelaide Hills)
- Fleurieu Peninsula
- Limestone Coast
- Whyalla, Pt Augusta, Pt Pirie, Pt Lincoln, Tumby Bay & adjacent West Coast towns
- Ceduna & nearby aboriginal communities of Yalata, Oak Valley
- Waikerie, Loxton, Barmera, Berri, Renmark, Paringa (incl' Mildura/Red Cliffs)
- Murray Bridge & river towns
- Barossa & mid-north
- Far north of state (eg: Coober Pedy & The APY Lands)

Our most recently established regional branch is Riverland Foodbank, established 4.5 years ago at a cost of \$650,000 (including freehold acquisition of property). Foodbank Whyalla was established 8 year ago at a cost of \$350,000 under leasehold, with the property finally acquired freehold in June 2016 for \$325,000 (collective value, property & infrastructure/fit-out etc of \$675,000).

WHO DOES FOODBANK SA HELP?

Foodbank SA provides state-wide food relief services for:

- -511 not-for-profit community welfare groups, &
- -460 schools and nfp childcare services, assisting children with breakfast support

WHO DOES REGIONAL FOODBANK MT GAMBIER HELP?

Regional Foodbank Mt Gambier helps a large group of nfp member agencies & schools in the SE
(refer table p4 & p5)

Nb: the 'membership' provides necessary due-diligence over eligibility, and must be attached to the individual site of food storage & distribution, not merely just one membership over a peak agency - this is to allow for food controls and emergency food-recalls should they ever occur (please note that in our 16 years of operations we have not been required to oversight a food-recall for product routed via Foodbank SA)

Customer Name	City / Town
Abbeyfield Society of Mt Gambier & District Inc	Mt Gambier
AC Care	Mt Gambier
AC Care Millicent	Millicent
Acacia Kindergarten	Mt Gambier
ADRA - Mt Gambier Emergency Relief	Kalangadoo
Allendale East Primary School	Allendale East
Anglican Church of Mt Gambier	Mt Gambier
Bedford - Heritage	Mt Gambier
Bordertown Primary School	Bordertown
Burrardies Nunga Homework Centre	Mt Gambier
Carers SA-South East Carers	Mt Gambier
Centacare - Limestone Coast DV Services	Mt Gambier
Centacare Catholic Family Services	Mt Gambier
Frances Primary School	Frances
Goodstart Early Learning Mt Gambier	Mt Gambier
Gordon Education Centre	Mt Gambier West
Grant High School	Mt Gambier East
Highway Christian Centre	Bordertown
Limestone Coast Migrant Resource Centre	Mt Gambier
Lioness Club of Mt Gambier	Mt Gambier
Lions Club - Gambier City	Mt Gambier
Lions Club - Kalangadoo & District	Kalangadoo
Lions Club - Penola	Penola
Lions Club - Port McDonnell and District	Mt Gambier
Lucindale Area School	Lucindale
Lutheran Church St Martins	Mt Gambier
McDonald Park School	Mt Gambier
Meals on Wheels - Mt Gambier	Mt Gambier
Meals on Wheels - Pt MacDonnell	Pt MacDonnell

Melaleuca Park Kindergarten	Mt Gambier West
Melaleuca Park Primary School - ACE	Mt Gambier West
Melaleuca Park Primary School	Mt Gambier West
Millicent High School (Independent Learning Centre Mt Gambier	Millicent
Millicent High School	Millicent
Millicent North Primary School	Millicent
Miroma Cottage Inc	Mt Gambier
Mt Gambier High School	Mt Gambier West
Mt Gambier North Primary School	Mt Gambier West
Mulga Street Primary School	Mt Gambier West
Nangwarry Primary School	Nangwarry
Naracoorte High School	Naracoorte
Naracoorte Primary School	Naracoorte
Newbery Park Primary School	Millicent
Rotary Club of Mt Gambier	Mt Gambier
Rotary Club of Mt Gambier Lakes	Mt Gambier
SA Support Services Inc Mt Gambier	Mt Gambier
Salvation Army - Hamilton	Hamilton
Salvation Army - Mt Gambier	Mt Gambier
St Martins Lutheran College	Mt Gambier
St Vincent De Paul - Millicent	Millicent
St Vincent De Paul - Mt Gambier	Mt Gambier
St Vincent De Paul - Naracoorte	Naracoorte
Sunset Community Kitchen	Mt Gambier
Tantanoola Primary School	Mt Gambier West
Tenison Woods College	Mt Gambier West
Uniting Care Mt Gambier	Mt Gambier
Uniting Church - East Gambier	Mt Gambier East
Uniting Church - Portland	Portland
Uniting Communities - Aboriginal Community Connect	Mt Gambier
Yahl Primary School	Mt Gambier West

WHO GIVES FOODBANK THE FOOD IT DISTRIBUTES?

Foodbank SA receives food donations from the following sources:

- over 400 national & state-based food companies, wholesalers, distributors, retailers
- 95 fresh fruit & vegetable growers & pack-sheds, wholesalers, providores, markets
- food drives with community partners (eg: Versace Home Builders Mt Gambier)
- events & fundraising activities stages by Foodbank & our partner organisations
- corporate business partners
- members of the community, etc

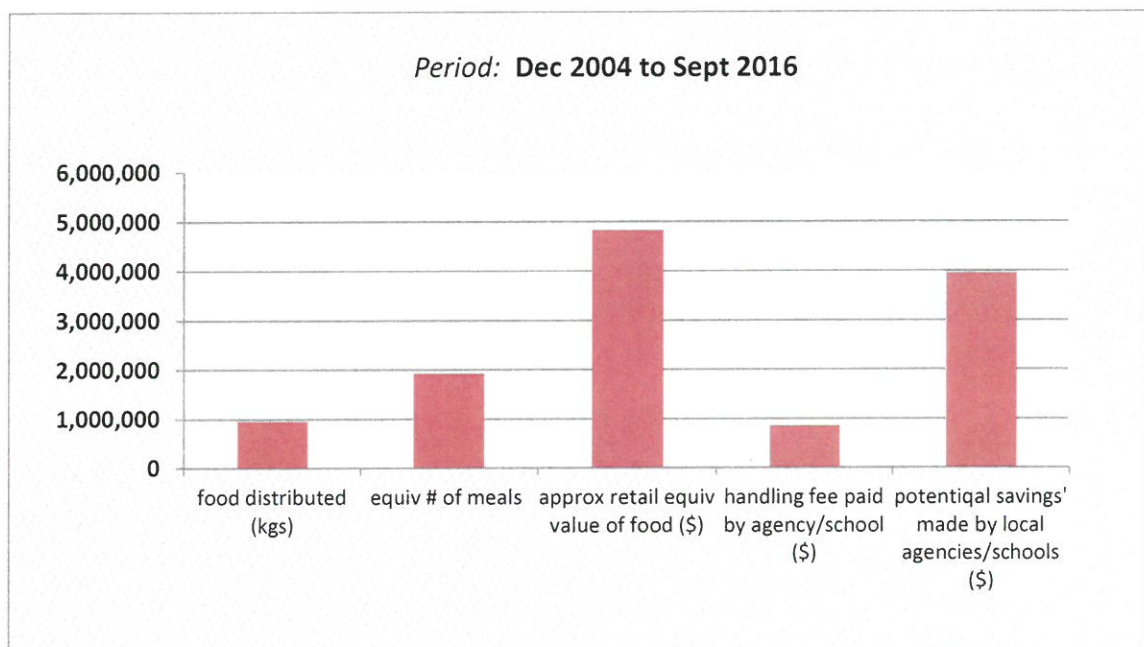
Approximately 2.5 million kilograms of food & groceries are gifted to Foodbank SA each year - although a small range of everyday *high-demand staple products* are also selectively purchased at 'preferential supply cost' (direct with processors) using 3rd party funds gifted specifically for this purpose - in order to ensure the right mix of key products is available for the welfare sector. We improve this range of staples further via regular Food Drives within the community, targeting those staples most needed by your local Foodbank branch.

THE FOODBANK FISCAL BENEFIT

The financial benefit is relatively easy to quantify (*refer graph below*)

The social benefit to your community however is far more qualitative. Perhaps the best method of gauging this is *through the eyes of front-line welfare groups* that deliver food-relief support to often 'broken lives' of people living in your region - and the teachers and coordinators at Breakfast Programs in your schools, who constantly support children from less advantaged backgrounds and kids at risk, trying to care for and uplift them to start their school day on a more equal footing to children from more fortunate family situations.

Perhaps the excerpt of testimonials from a selection of agencies and school at the rear of this document will assist in this matter.



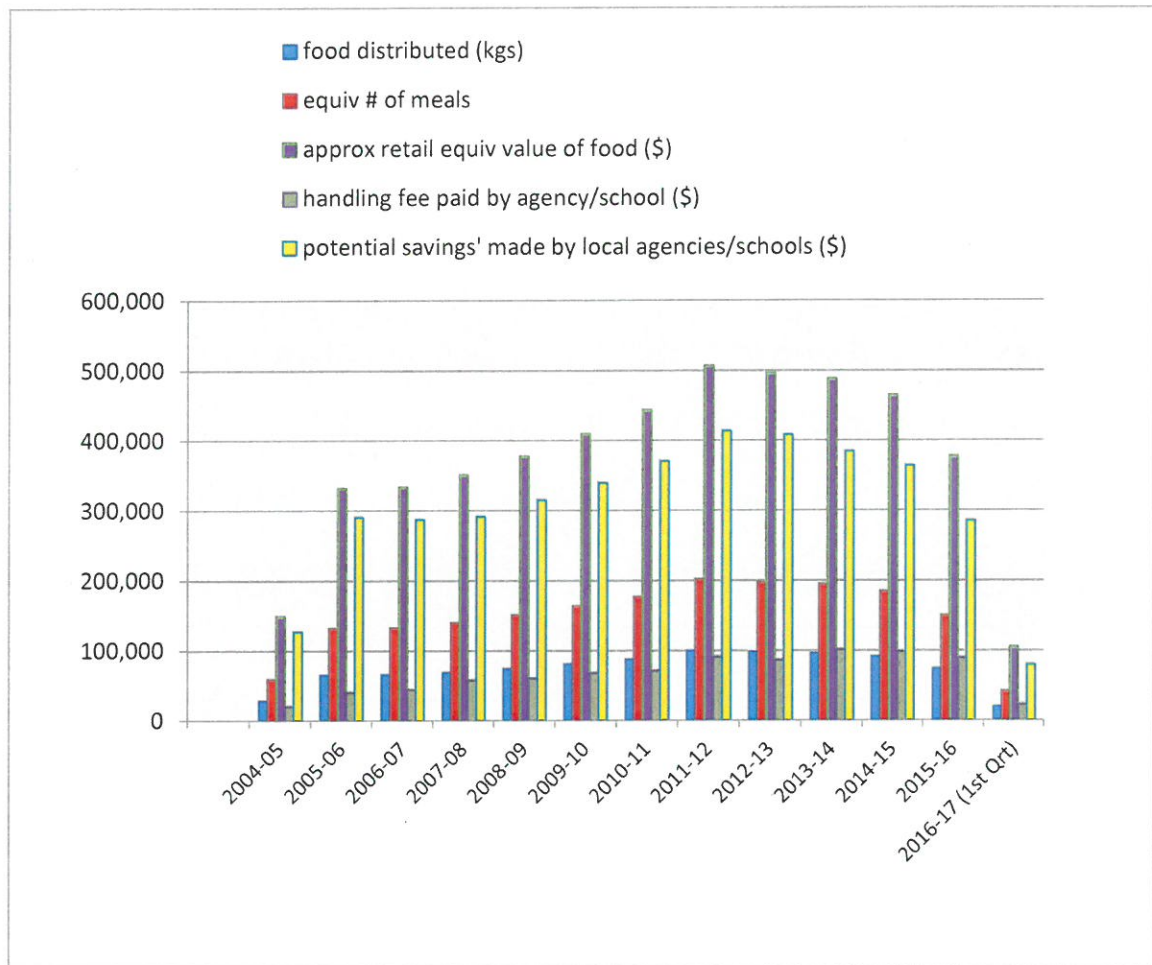
Comments from graph

In less than 12 years (including usual slow start-up phase for any new business), Regional Foodbank Mt Gambier has:

- distributed 978,711 kilograms of groceries to front-line agencies and schools to help feed disadvantaged people
- this was sufficient food for 1,937,422 meals
- with the food having a supermarket value of \$4,843,555
- whilst agencies/schools only paid a small handling-fee for the food totalling only \$872,235
- providing potential savings for local agencies/schools of \$3,971,320
.....allowing them to stretch their finite welfare budgets many-fold, helping far more people in need

Annual Trends

(influenced by changes to Commonwealth & State funding to Emergency Relief)



Comments from graph

We can explain the annual trend variation in food volume distributed, particularly as it primarily relates to changes in receipt of emergency food-relief funding by government to some frontline agencies (Commonwealth and State) and as such is largely outside of our direct control. Other economic factors effect agencies ability or otherwise to attract community donations often also partially directed to offset community outreach programs.

We expect 2016/17 will close similar to 2014/15, which is above last year, at about 85,000 kilograms distributed or 170,000 meals (food valued at \$425,000 - with very considerable savings for local agencies and schools as is depicted via historic graphing).

We also have some new plans to grow our services however much of this will happen in conjunction with the successful acquisition of freehold property for the region.

FUNDING REQUEST - "OUR ASK"

We seek Council assistance with the freehold purchase of the Cave Road Mt Gambier property, to secure Foodbank's essential food support services for decades to come for front-line welfare groups and schools across the South East region of the state.

Foodbank SA now operates from freehold warehouse properties across the state - Edwardstown, Pooraka, Whyalla & Berri - the only strategic facility remaining under leasehold now is Mount Gambier. Our Board has agreed securing freehold premises for Foodbanks Limestone Coast services is now a priority strategic objective for the charity.

We wish to address this with your collective assistance (we have a Foodbank-friendly landlord, but only a short-term lease) via a capital funds program, generating sufficient funds in total to acquire the property from the owner and make some upgrades necessary to coolrooms/freezers and provide an external undercover loading area suitable for truck unloading on property driveway).

A '**Regional Foodbank Mt Gambier Property Fighting Fund**' will be established and all funds donated for this purpose will be secured for this use ONLY under the watch of our directors, Foodbank GM and David Millard, with transparency and regular updates provided to local stakeholders (with visibility via our financials for Foodbank SA auditors PwC).

The GM of Foodbank SA has almost 20 years experience managing many such capital fundraising campaigns, raising funds for each of our four freehold sites mentioned above. Our board will ensure integrity over funds for the local region - funds raised for this purpose can ONLY be utilised for the purpose it is generated, for eventual property acquisition of the 'home' of Regional Foodbank Mt Gambier. Our local Committee Chairman David Millard will assist in this process.

HOW MUCH DO WE NEED TO RAISE (\$'s)

A recent property assessment indicates about \$275,000 will be required to purchase the existing Foodbank property and warehouse located at 23 Cave Road Mt Gambier. Members of our Board with appropriate operations expertise, together with our experienced executive officers, have assessed this site as being suitable to base Foodbank operations for decades into the future. Foodbanks partners also invested funds at start-up stage that provide a well insulated, clean food storage environment, which would be difficult to duplicate.

A further \$100-\$120,000 is needed to upgrade the freezer & coolroom to meet safe storage & handling standards (as exists at our other Foodbank centres) and purchase a sound reconditioned 2nd hand yard fork for exterior yard truck unloading etc.

We believe we will require a minimum of \$400,000 capital to both acquire freehold title and implement new freezer & coolroom fitout. This would re-establish Regional Foodbank Mt Gambier appropriately and securely for decades to come - in service of thousands of marginalised families, children and individuals living in the Limestone Coast region.

Whilst we recognise all it has achieved by Regional Foodbank Mt Gambier over the last 11¾ years (*refer stats at bottom of p6*), we are obliged to prepare the local business to support people *needing a little extra hand-up* into future generations.

Refer property assessment (pre-purchase estimate) on p9

(Nb: a full property valuation by licenced land valuer will be commissioned soon)

24 October 2016



Our ref: Cave Road

Dear Mr Millard,

Re: 23 Cave Road, Mount Gambier – Foodbank

LOT 75 D2481 – Zoned Industry (enterprise).

Purpose: Pre-purchase advice only.

We have externally inspected the industrial property located at 23 Cave Road, Mount Gambier, SA. After considering recent available sales evidence it is our opinion that the current market value of the unencumbered estate in fee simple with vacant possession as at 28th September 2016 is \$270,000 excluding GST.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Angus Shaw'.

Angus Shaw
Director
encl.

Mount Gambier

Herron Todd White (Ballarat and
Western Victoria) Pty Ltd
ABN 95 154 689 762
Member of Herron Todd White Group
Cost Regional Australia Pty Ltd

22 Alexander Street,
Mount Gambier

Telephone 02 4309 8000
hershame@htw.com.au
htw.com.au

Liability limited by a scheme approved under Professional Standards Legislation. The scheme does not apply within Tasmania.

FUNDING SUPPORT VIA OTHER REGIONAL COUNCILS IN SA

In developing & maintaining services for other key South Australian regional areas, Foodbank has established *long-term funding partnerships* with several key regional Councils.

By example,

- i. we partner with **Whyalla City Council**, which has committed assistance via their late Mayor Jim Pollock and Elected Members in the following manner:
 - ✓ initial \$5,000 seed-funding whilst scoping business start-up for the branch
 - ✓ in-kind support at the warehouse via Works Dept (ground preparation, gravel surfacing with tar, driveway cross-over for vehicle entry over footpath & associated landscaping & plants to property surround)
 - ✓ a 10 year funding commitment for \$5,000 cash each year to help underwrite Foodbank freight & operational costs for the branch (\$50,000 over 10 years)
 - ✓ additional support as of 2016/17 (increased from \$5k pa to now \$7.5k pa)
 - ✓ introduction to regional major business owners via Mayor and ceo
 - ✓ rate remission for Foodbank site since start-up 8 years ago
 - ✓ etc

- ii. we partner with the **3 x Riverland District Councils** (Berri Barmera Council, Loxton Waikerie Council, Renmark Paringa Council) in the following manner:
 - ✓ initial \$4,000 funding to assist with capex via Barmera Berri Council
 - ✓ in-kind support via Berri Barmera Works Dept for site clearing, preparation, gravel & tar laying to warehouse surround/apron, etc
 - ✓ cartage of river water at zero cost pass-through by Berri Barmera Council for fire tanks & site
 - ✓ initial 5 year funding agreement with each of the 3 Councils for \$5,000 support each year (\$75,000 over 5 years)....lapsing in 2015/16
 - ✓ resigning of new 5 year agreement for funding by each Council at \$5,000 pa (a further \$75,000 over the 5 years 2016/17-2020/21...that's \$150,000 in 10 years
 - ✓ assistance obtaining solar power installation for warehouse roof via ceo of Renmark Paringa Council
 - ✓ rate remission provided for Berri Foodbank site by Berri Barmera Council over last 5 years
 - ✓ etc

- iii. we have just signed a new partnership arrangement for funding with the **City of Murray Bridge** via Mayor Brenton Lewis & ceo Michael Sedgman, to bring a regular Foodbank service to their cities welfare agencies and schools & nfp childcare centres:
 - ✓ 10 year funding arrangement, at \$10,000 pa (\$100,000 in total)

Nb: at this stage we do not have a Foodbank warehouse located at Murray Bridge - however we have since commenced delivering loads of groceries into the region from our Berri Foodbank site weekly

- iv. We have commenced dialogue with **Port Lincoln City Council** - however expect not to further this until the last half of 2017 to allow focus on Mt Gambier. At some point we will re-engage as there is need to enhance services for this region beyond which we have capacity to manage periodically via our Whyalla branch..

Foodbank would like to thank you for your consideration.

Yours sincerely
David, Vince, Ray, John, Leigh

Testimonials follow from agencies & schools (p 11 onward)

1st November 2016

Foodbank SA
Att. John Sandercock

I write on behalf of **Anglican Community Care (ac.care)** in support of the Foodbank SA's Limestone Coast service.

We strongly support the service that FoodbankSA provides in the Limestone Coast. Our partnership with FoodbankSA provides a link to other services within the area. ac.care has been a partner with FoodbankSA for many years and our relationship continues to grow and flourish.

With the assistance of Foodbank SA our staff are able to provide practical and immediate emergency food relief to vulnerable families and individuals in our community. Foodbank SA are very responsive to need and understand the urgency in the support we are providing to those most in need in our region.

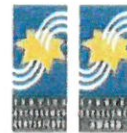
Having access to Foodbank enables our service to provide a holistic, client-centered focus, providing us with the opportunity to assist clients who may present with multiple needs.

As an organization in partnership with FoodbankSA Centre we are very supportive of the crucial role they play in the community.

Yours sincerely,



Rob Foggo
Chief Executive Officer
Anglican Community Care (ac.care)



Anglican Community Care Inc • ABN 53 440 436 445 • A member of Anglicare Australia • Charity Licence CCP1186

Head Office PO Box 1942 Mt Gambier SA 5290 P 08 8724 3011 F 08 8725 5987	Millicent Community Centre PO Box 319 Millicent SA 5280 P 08 8733 4720 F 08 8733 3045	Naracoorte 79 Smith Street Naracoorte SA 5271 P 08 8782 3088 F 08 8782 3872	Mt Gambier Community Centre PO Box 1882 Mt Gambier SA 5290 P 08 8723 0540 F 08 8723 5870	Family Relationship Centre PO Box 1842 Mt Gambier SA 5290 P 1800 880 913 F 08 8723 5124	Murray Bridge PO Box 2000 Murray Bridge SA 5253 P 08 8532 6300 F 08 8532 1823	Berrri PO Box 1340 Berrri SA 5263 P 08 8567 2244 F 08 8567 2265	Waikerie PO Box 3235 Waikerie SA 5330 P 08 8541 2081 F 08 8541 3390
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Email care@accare.org.au

www.accare.org.au

UnitingCare Mount Gambier

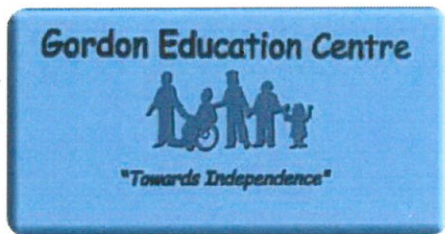
UnitingCare Mount Gambier relies heavily on the wonderful support of Foodbank SA.

Being able to purchase the many cheaper items that are available from this outlet is paramount in supporting the work of our volunteers as they offer help to people who are in need and often in an emergency situation. This low-cost purchasing greatly increases the value of our grant and gives us the power to be able to have far more relief in food etc for our clients. Our weekly orders are also delivered at no cost to us which is a really great service!

The Christmas Hampers that are offered by Foodbank SA are excellent value for the many families that are seeking support at Christmas time. These hampers are delivered to our workplace by the friendly staff and volunteers of our local Foodbank, which is not an easy job – there have been up to 80 to 100 hampers annually delivered over the years to our agency at no cost to us, at what is obviously a busy time for everyone including Foodbank.

The dedication and service given by the staff at the Mount Gambier Foodbank Outlet is of a high standard as is the help given when our officers attend the outlet to purchase goods. In all aspects we find that Foodbank SA and our local Foodbank branch are very helpful, with well organised and compassionate staff operating this valuable community service.

Beth Mackay



18 Brownes Road
PO Box 2488
Mount Gambier
SA 5290
Telephone (08) 8723 1043
Facsimile (08) 8723 1662
Email: dl.1645_info@schools.sa.edu.au
Courier Region: Limestone Coast

Dear Foodbank

On behalf of **Gordon Education Centre** I would like to sincerely thank you for your ongoing support of our site.

Your assistance has been invaluable in supporting our students to learn value life skills which will prepare them for their future. Foodbank has enabled our students to learn many skills including; organising food products, care of food, sorting foods and correct storage, utilising what's in our pantry as well as working with our community.

Foodbank has been able to offer our site a wide range of products from fresh fruit to frozen produce. If we have a special school project we contact Foodbank to ask their assistance and with enthusiasm they try their best to provide us with the items that we need.

They always support our site with the best available produce at the best price.

Thank you so much from the staff and students at Gordon Education Centre.
Yours sincerely

Lisa Thomas
Deputy Principal
Gordon Education Centre

Grant High & Mount Gambier High School

School breakfast programs isn't just only about the food!

Students have a warm place to come; they have friends that they develop over the months who also come to breakfast club, where they learn to start the day with others in a warm, supporting environment. When students leave school they say they will still come back for the breakfast club they enjoy it that much!

Without good nutritious food though, the whole thing would not succeed. I don't need to tell the students they've had too much milk, there is plenty more, they can have a juice and then a Milo! For me the Foodbank supplies mean I can feed students without having to worry about where the food is coming tomorrow. Give a teenager a hearty breakfast and you have a friend for life!

Foodbank has helped develop relationships with students who would otherwise be hungry, cold and without someone to say "good morning" before they start their school day.

Rob Berlin
Grant High & Mount Gambier High School

Carers SA

Carers SA has found the Mount Gambier Foodbank service invaluable.

As a not for profit organisation operating on a low budget having access to Foodbank Mount Gambier allows us to provide carers with a wide range of both food and other items to support them and their family.

Funds saved by accessing Foodbank Mt Gambier's great service are directed to providing *much needed* additional carer support services.

We have found the local Foodbank staff and volunteer team extremely helpful and organisation of the foodbank warehouse allows our staff to easily access what we need.

We thank everyone involved for this great community service.

Kind Regards
John



John Merrett
Regional Team Leader
Commonwealth Respite & Carelink Centre – South & East Country
Tel: 08 8724 8700 Email: John.Merrett@carers-sa.asn.au
Fax: 08 8724 8744 Web: www.carers-sa.asn.au
20 Percy Street, Mount Gambier, South Australia, 5290
PO Box 145, Mount Gambier SA 5290

Melaleuca Primary School

Breakfast Program

Melaleuca Park Primary School operates a breakfast program 5 days a week. This program ensures students and siblings can have something to eat when they arrive at school, especially if they haven't had any at home. The program provides students with a safe place to start their day. Some students may need this to help settle them and give them the ability to enter the classroom and be successful in their learning. Foodbank provides our program with a variety of choices for the students including bread, milk, jam, vegemite, cereals and milo. There are more options but these are the ones the students enjoy most. Foodbank deliver our orders quickly and the delivery people are always very polite. Without Foodbank's and our sponsor's support our school would not be able to provide our students with the healthy start to the day they require to achieve their best learning

LAP

At Melaleuca Park Primary School we run a program called the Learning Assistance Program (LAP).

Each student is "Buddied" with a Community Volunteer and always working 1:1 together for a range of reasons e.g. Self-esteem, Confidence, Anxiety, general help with the curriculum literacy/numeracy etc., Which can be difficult for some students to manage in a classroom setting.

LAP Volunteers use cooking to build a creative approach to learning which helps with confidence through communication incorporating Numeracy by measuring quantities and Literacy in reading recipes and transferring recipes by hand into work books.

Having access to Foodbank and being able to purchase goods that are required to keep these programs running is of great benefit to all the students who access these programs.

Wellbeing

Students across the school have the opportunity to work with our Wellbeing Team based around a life skills programme. This program allows students to learn to cook for themselves. Students learn nutrition and meal planning by using their skills and knowledge they have learned in literacy and numeracy in class time activities.

Some children who experience anxiety for whatever reason may just need to sit and have a milo which enables them to a little quiet time and gather their thoughts to enable themselves to re-enter the classroom without any distractions.

Foodbank's support is of an immense help to our school community and allows us to support student-wellbeing and engage them in their learning- improving their life prospect, health and wellbeing.

Regards



Rachel Larsen
School Support Officer
Melaleuca Park Primary School

Endorsed by



Lynette Corletto
Principal
Melaleuca Park Primary School

Sunset Community Kitchen

The **Sunset Community Kitchen** would like to commend Foodbank for the wonderful contribution that you make to our community.

At the Sunset Kitchen we would not be able to continue to offer the services we do without the groceries we access from Foodbank in Mount Gambier.

We purchase many of these supplies at reduced prices to allow us to prepare the nutritious meals that we make twice weekly and receive some produce for free. The cost of these meals would certainly be very considerably if not for our Foodbank service.

Thank you to all at Foodbank for this highly valued local support!

Kind regards

Maree Thompson

Co-Chairperson

Sunset Community Kitchen

Bordertown Primary School

Oh my gosh where do we begin!!

We have been using the Foodbank breakfast program for the past 2.5 years and it has made a huge difference and impact to our school and it's so hard to know where to start to share the benefits. Bordertown Primary School has 383 students enrolled and we provide Breakfast program 3 mornings a week, Mon, Wed and Friday.

We source via Mt Gambier, and usually we then drive 1hr to Naracoorte to meet John the local Foodbank manager with the goods (I am the Christian Pastoral Support Worker at Bordertown Primary). I do a larger order so to reduce the amount of trips per term to Naracoorte as I do have limited hours and this has been working really well.

The staff are brilliant, they keep in touch, if they happen to be coming to Bordertown, they will contact me to see if I need an order. The supply of foods is nothing short of brilliant, as they have a great range of breakfast foods and able to supply easily to our School. We have never had something missing. The staff at Foodbank are really quite amazing to work with, nothing is too hard, they have such a great 'can do approach' and helpful attitude it makes organising very easy and a pleasure to deal with.

We have made the program open to all people so as not to discriminate, or highlight those who are less privileged, but it's been amazing. On average we give 83 children for breakfast. Even the bus students look forward to hopping off bus, and coming to eat some food to start their day communally – this for some is 'refuelled' when they get to school and this has had a lot of positive effects in the classroom.

In our school, I run the program with help from the kids, so we can have some 5 year olds helping to the year 7's, and this helps those that are bit on the outer find a meaning and purpose, they feel valued and accepted, so without Foodbank we could not do this program, due to the cost. We simply could not meet the physical needs of the kids but also the emotional well being of the kids in this manner.

Other kids use it like a Kids Café, they meet their friends over breakfast, with their juice and Milo, cereal and toast and catch up and talk together, we see the different ages sitting together and helping one another, and including other kids. All of these things go hand in hand with the values of the school and help the kids have another level of acceptance and self worth,

which has been huge here at Bordertown Primary and definitely not possible without Foodbank.

Foodbank are one of the best organisations we deal with and we are super glad we have the opportunity to access the foods for our breakfast program (glad also that margarine is now included to breakfast program with all the other staples); but really the variety of food available is just fantastic and **we certainly say a huge thank you from deep in our hearts.**

Many blessings

Suzanne Flint

Bordertown Primary School

SA Support Services

I have had the pleasure of dealing with Regional Foodbank Mount Gambier once or twice each week over the past 3 years.

John, Sandra and the helpful and accommodating guys at Foodbank are terrific to deal with and nothing seems to be too much to ask for. I cannot speak more highly of this local facility and know that I am not alone in valuing our local Foodbank and its highly commendable vision of achieving a *South Australia without hunger*.

The variety and availability of most foods over this time has been very pleasing and the reasonable costs of purchasing these foodstuffs help us to accommodate, feed and support our residents within budget, whilst allowing us to use our scarce funds for other priorities/projects.

We at SA Support Services thank you for providing this service and whole heartedly applaud Foodbank South Australia for addressing the community needs by providing a valued service for struggling families, care providers and Not For Profit organizations.

Many thanks,

Gary Mansell

Manager

SA Support Services, South East

Newbery Park Primary School

At Newbery Park Primary School, we have a Breakfast Program as part of our Wellbeing focus. The Breakfast Program is mainly supplied through Foodbank Mount Gambier where we get most of our food supplies from. This includes bread, milk, Milo, cereal and spreads.

Foodbank Mount Gambier has been a valuable asset to the School in that it helps reduce costs to run this program and the majority of our students utilise this program at the beginning of every school day. Foodbank Mount Gambier has always had a good variety of foods available and at low cost or often at no cost to the school.

The School has a great relationship with Foodbank and regularly uses this service for other programs or events.

With thanks

Nathan McDuff

Newbery Park Primary School

Millicent South Australia

Uniting Church

Food4Thought Breakfast in Schools program has been greatly assisted by Foodbank Mt Gambier from the research stage through implementation and now in service delivery. The Manager John, and administrative assistant, Sandra, have competently guided us through the service Foodbank offers and in particular the specific practices of Foodbank SA Mt Gambier branch.

There is always a variety of foods available to meet the needs of your breakfast in schools program, basic cooking skills programs in reengagement and in assisting people in need with basic food stuffs.

Of great advantage is the availability of fruit and vegetables in season, supplied free of cost, which are appreciated by all recipients. While at times some foods are not available there is always options in any particular food group.

The provision of fresh fruit and vegetables at no cost is wonderful as are the reduced costs of many food items. This balances out well the need, at times, to purchase other food items. Without the free and reasonably priced foods from Foodbank Mt Gambier the Uniting Church Portland would struggle to deliver adequate food stuffs to local schools in Heywood and Portland for our breakfast in schools program. The variety and quantity and quality of foods supplied by Foodbank Mt Gambier and the additional free delivery is a vital factor in enabling our delivery of food to people who are vulnerable and in need.

Therefore through Foodbank we are better able to utilise limited funding and hold a long term vision for support of local schools and people in need.

With God's blessings

Denise Naish

**Minister
Uniting Church Portland**

Salvation Army, Mount Gambier

It is great to have local access to an organisation such as Foodbank because it provides the welfare sector the opportunity to purchase foods at reduced prices or sometimes free of any cost, much needed for food-relief activities.

Food is given to those in the community who are struggling to meet their day to day feeding needs.

We really appreciate what our Foodbank does for us and we also thank their volunteers who give their time and energies generously to help others.

Bev Wright

**The Salvation Army
Mount Gambier**

Subject: With thanks from the Supported Employees of Bedford

Hi Leigh

We would like to thank you for the great initiative to include the employees of Bedford Industries in your program of support.

We support your point of view that the employees of Disability services/ Enterprises are of low income and would benefit from your FOODBANK service.

Since beginning in late September we have received approximately 5 produce bins of excellent fruit and vegetables such as Onions, Carrots, Potatoes, Apples and Oranges.

The Supported employees have very much appreciated the gift of food to take home for their families. Employees have mentioned the savings they have made on their weekly food bills and they have told of the different meals they have made with the produce.

We are humbled by the kind offer and supply of food for the supported employees.

Bedford speak highly of the generosity of FOODBANK and its Managing Directors.

Leigh, your FOODBANK initiative deserves all the support from the community it can offer.

Thank you again and may our relationship be long lasting.

Kind regards

Patrick Golding

Personnel and Training Officer



m 0407 144 623 | t (08) 8725 6088 | f (08) 8723 1044
pgolding@bedfordgroup.com.au
Mount Gambier SA 5290 | PO Box 802 Mt Gambier SA 5090
www.bedfordgroup.com.au



Lake City Taxis
ABN: 68 056 806 181
9 Balambool Ave
MOUNT GAMBIER SA 5290
Base: 08 8723 0000
Fax: 08 8723 9068
Accounts: 08 8723 9068
Email: blue@lakecitytaxis.com

Website: www.lakecitytaxis.com

Dear Mr Mayor,

It is some time now that Council voted to abolish several taxi rank parking spots at the Bay Road Taxi Rank and ever since these changes were effected there has developed a major road and passenger safety issue at the rank.

The issue is mainly that there are now insufficient spots for taxis to safely pull up and service the Mount Gambier taxi passengers wishing to hail a taxi at that taxi rank. The Bay Road taxi rank is one of the most frequently used ranks in Mount Gambier and is the preferred rank for most Mount Gambier residents wishing to hail a taxi.

Given that Council places a high priority on resident safety, road user safety and taxi driver safety it is respectfully requested that Council reinstate the previous arrangement which existed at the Bay Road taxi rank prior to the changes.

I would be grateful if you would place this request on the Agenda for a Council meeting at the earliest opportunity.

I also request that you keep me informed as to when this Item is placed on a Council business Agenda.

Yours sincerely,

Knud Rasmussen
Owner
Lake City Taxis
Mount Gambier, SA
08.8723 0000
Premier Taxi Service 24/7



Email: knud@lakecitytaxis.com

Our web site: <http://www.lakecitytaxis.com>



TENDER AF17/77 SUMMARY

In-Service Safety Inspection and Testing of Electrical Equipment (01/07/2017 – 30/06/2019)

Tender Evaluation Scores

Name of Tenderer	Evaluator 1	Evaluator 2	Evaluator 3	Average Score	Ranking
SPA Trade Services	63	61	59	61	1
Testel Australia Pty Ltd	55	60	62	58	2

Pricing – per single phase appliance

Name of Tenderer	Total
SPA Trade Services	3.50
Testel Australia Pty Ltd	3.00

Value for Money

Name of Tenderer	Tendered Value exc GST (TV)	Evaluation Score (ES)	TV ÷ ES = Value for Money	Final Ranking
SPA Trade Services	3.50	61	0.057	2
Testel Australia Pty Ltd	3.00	58	0.051	1

Summary

- Minimal difference between tender documentation
- SPA Trade Services - Head Office is located in NSW but will subcontract to Gen2 Electrical who are based at Somerton Park SA
- Testel Australia Pty Ltd – Head Office is located in Unley SA. Testel conduct testing throughout SA and to minimise costs regional areas are serviced at regular intervals. Sites for a host of varying clients are pooled and serviced on each run. The South East region is serviced four times per year and the nominated months are January, April, July and October.
- Lower price of Testel Australia Pty Ltd represents better value for money

Recommendation

Testel Australia Pty Ltd



A wholly owned subsidiary of Schaffer Corporation Ltd

Our Ref: Cover Letter City of Mount Gambier

9 May, 2017

Tenders
City of Mount Gambier
P O Box 56
MOUNT GAMBIER SA 5290

Re:

SUPPLY AND DELIVERY OF CONCRETE PAVERS
CONTRACT NUMBER AF17/134

Dear Sir/Madam

Thank you for allowing us the opportunity to tender on the supply of pavers for the above project. Please find attached all relevant information as requested in the Tender to show that UrbanStone fully complies with your specifications.

We wish to submit to council the following proposal.

- Occupational Health & Safety Policy
- Company History
- Project History
- Environmental Policy
- Manufacturing
- Product Outline
- Tender Documentation and Technical specification
- Pricing Schedule

Please call me if you require any further assistance.

Yours faithfully

Simon Monteath
National Sales Manager

urbanstone.com.au

The Divisions of
UrbanStone Pty Ltd
ABN 28 008 764 976



LIMESTONE RESOURCES

Western Australia

Head Office
27 Jandakot Road
Jandakot WA 6164
PO Box 3853
Success WA 6964
Telephone [08] 9417 2444
Facsimile [08] 9417 7060
admin@urbanstone.com.au

New South Wales

10 Arnott Place
Wetherill Park NSW 2164
Telephone [02] 9757 4644
Facsimile [02] 9757 4655

Queensland

Unit C, 227 Fleming Road
Hemmant QLD 4174
Telephone [07] 3890 5062
Facsimile [07] 3890 5072

South Australia

4 South Road
Hindmarsh SA 5007
Telephone [08] 8346 2300
Facsimile [08] 8346 9855

Victoria

88 Governor Road
Mordialloc VIC 3195

URBANSTONE PTY LTD

SAFETY AND HEALTH POLICY

Urbanstone Management places the highest priority on establishing a safe and healthy workplace for all its employees and contractors. Our commitment is to meet or exceed the safety and health standards expected of an industry leader by the community and government and thereby achieve our goal of an accident-free and healthy workplace.

To accomplish this objective Urbanstone Pty Ltd will:

- comply with all applicable safety and health laws and regulations;
- actively promote and support employee consultative participation through the election of Safety and Health Representatives and Safety Committee in effective implementation of our Safety Management Team.
- provide safety and Occupational health training for employees;
- institute and utilise a safety management system, as an integral part of its business operations, to provide assurance that significant hazards are identified and controlled;
- provide adequate equipment and resources to protect the welfare of all employees.
- Continuously review work areas, equipment and methods to further improve safety and health of employees and contractors;
- Set targets and provide an environment that will create a desire to meet the targets and continuously improve performance;

All managers, supervisors and sub contractors are required to recognise and accept their responsibility to maintain a safe and healthy workplace and to develop and use a Safety Management Plan for each work group.

All employees are required to participate in their departments safety plan; to work in a manner that ensures safety to themselves and their workmates; to use all appropriate safety equipment provided by the Company for their own protection, and to immediately correct or report hazards and unsafe work practises to their supervisors.

MANUFACTURING

UrbanStone's wet cast manufacturing process is fully automated and computer controlled throughout the production process.

Automated aggregate batching, via computerized load cell weighing, ensures that every batch is accurately controlled and corrected for variations in aggregate specific gravity and moisture, thus producing exceptional consistency in the volumetric batching process

This batching precision facilitates greater control over colour consistency from batch to batch.

Volumetric dosing of the controlled wet-mixed concrete into UrbanStone's unique moulding system, together with high frequency vibration systems, guarantees dimensional accuracy, and generates an end product with exceptional density.

Controlled curing, combined with a specialized palletized storage system, enhances the quality of the end product.

UrbanStone's demonstrable quality control procedures guarantee the quality of our manufactured products, and our palletizing, packaging and transport system ensures the product is delivered to site safely and in pristine condition.

PRODUCT OUTLINE

UrbanStone's unique paving and landscaping products form a complete, and integrated landscaping system, designed specifically for the Residential and Commercial markets.

By combining natural stone with a high strength, cement concrete matrix, UrbanStone creates products which are not only extremely durable but also feature the natural beauty of real stone.

The resulting combination is aesthetically stunning and qualitatively superior.

UrbanStone paving, bullnoses, wall cladding and other hand crafted accessories are quite simply the best designed and the highest quality manufactured landscaping products currently available.

URBANSTONE PROJECT HISTORY

NEW SOUTH WALES

		<u>PRINCIPAL</u>
DOUBLE BAY STREETSCAPE	9,000 m ²	Woollahra City STAR CITY CASINO,
SYDNEY	6,000 m ²	Leighton
BURWOOD RD, BURWOOD	10,000 m ²	Burwood City BANKSTOWN
PLAZA	16,000 m ²	Bankstown City Council
INTERNATIONAL FLAG DISPLAY	1,800 m ²	ACA
CAMPBELLTOWN STREETSCAPE	4,000 m ²	Campbelltown
PORT STEPHENS STREETSCAPES	5,500 m ²	Port Stephens
PAUL KEATING PARK	3,000 m ²	Bankstown City
KING STREET	3,000 m ²	South Sydney
BONDI JUNCTION MALL	10,000 m ²	Waverley
HIGH COURT CANBERRA	1,800 m ²	ACA
TERRIGAL FORESHORE	6,000 m ²	Gosford
BALINA	1,800 m ²	Balina council
WOOLWORTHS H.O.	6000m ²	Woolworths
REVESBY CENTRE	3,000 m ²	Bankstown City
SYDNEY DOMESTIC TERMINAL	3,000 m ²	Ansett
KIRRIBILLI	4,000 m ²	NSSC

QUEENSLAND

MOOLOOLABA ESPLANADE	3,000 m ²	Maroochy Shire
SHIELDS ST, CAIRNS	3,000 m ²	Cairns
QUT KELVIN GROVE	1,500 m ²	QUT
BROADBEACH MALL	3,000 m ²	Gold Coast City
CAVILL AVE, SURFERS PARADISE	2,000 m ²	Gold Coast City
TOOWOOMBA STREESCAPE	6,000 m ²	Toowoomba
QUT GARDENS POINT	4,000 m ²	QUT
STH WEST TRANSIT Busway Stations	6,500 m ²	
BARON FALLS	2,000 m ²	QRX
SOUTHPORT CENTRAL	6,000 m ²	Gold Coast City

WESTERN AUSTRALIA

CITY OF PERTH	100,000 m ²	PCC
BURSWOOD CASINO, PERTH	5,000 m ²	Burswood
EAST PERTH REDEVELOPMENT	27,000 m ²	EPRA
FREMANTLE CITY COUNCIL	20,000 m ²	Fremantle
WESTFIELD CAROUSEL	4,500 m ²	Westfield
BATAVIA COAST	4,000 m ²	Landcorp
ROCKINGHAM CITY	10,000 m ²	Rockingham
ST BRIGIDS, PERTH	3,500 m ²	EPRA
JOONDALUP	20,000 m ²	City of Joondalup
KALGOORLIE/BOULDER Town Centre	21,000 m ²	Kalgoorlie

UWA	10,000 m ²	UWA
UWA CHEMISTRY CENTRE	3,500 m ²	UWA
ELLENBROOK TOWN CENTRE	7,000 m ²	Delfin
NORTHBRIDGE CENTRE	8,000 m ²	PCC
FREMANTLE MAUSOLEUM	1,500 m ²	
MELVILLE CITY COUNCIL OFFICES	1,000 m ²	MCC
EAST PERTH GATEWAY	4,500 m ²	EPRA
POINT FRASER	4,500 m ²	PCC
MARMION COVE ESTATE		
WILLIAM ST, STATION		
ESPLANADE TRAIN STATION		
SOUTHERN LINE TRAIN STATIONS		
JAMES ST, NORTHBRIDGE		
AUBIN GARDENS BANJUP		
THE ARION, ARMADALE RD		
LEIGHTON BEACH ESTATE		
CHRISTCHURCH GRAMMAR		
MANDURAH CULTURAL CENTRE		
BALDIVIS SHOPPING CENTRE		
CHAMPION LAKES, ARMADALE RD		
JINDALEE		
FORREST PLACE GRANITE	14,000 m ²	
PARLIAMENT PLACE	4,000 m ²	
CABINET OFFICES WA	1,500 m ²	

VICTORIA

MELBOURNE TENNIS CENTRE	5,000 m ²	MCC
SOUTHBANK	4,000 m ²	Melbourne City
GEELONG CITY CENTRE	4,000 m ²	Geelong City
FEDERATION SQUARE	4,000 m ²	Victoria Govt
DOCKLANDS	6,000 m ²	Various Private
CUSTOMS HOUSE	500 m ²	
OCEAN GROVE TOWN CENTRE	3,000 m ²	Geelong City
HOBART AIRPORT	1,000 m ²	Victoria Govt
QV CENTRE	2,000 m ²	

SOUTH AUSTRALIA

CITY OF MOUNT GAMBIER	5,000 m ²	Mount Gambier
HOLDFAST SHORES MARINA	5,000 m ²	Boulderstone
HINDLEY ST, ADELAIDE	5,000 m ²	Adelaide City
ADELAIDE CONVENTION CENTRE	1,000 m ²	Adelaide City
RIVERBANK – SA	3,000 m ²	Adelaide City
CENTRE FOR Visual & Performing ARTS	2,500 m ²	TAFE
TORRENS RIVERWALK	3,000 m ²	Adelaide City
ADELAIDE SHOWGROUNDS	1,000 m ²	
VARIOUS CITY STREETS	2,500 m ²	Adelaide City
MOSELY SQUARE, GLENELG	2,500 m ²	City of Holfast Bay

EXPORT

COMPANY HISTORY

UrbanStone Pty Ltd is a wholly owned subsidiary of Schaffer Corporation Ltd and began manufacturing paving products for the Western Australian residential market in early 1983.

In conjunction with the Engineering Department of the City of Perth, UrbanStone developed an exposed aggregate concrete paving module to resist the highly abrasive pedestrian traffic experienced in the Central Business District of the City.

This new generation of UrbanStone products, with its very attractive exposed natural aggregate, satisfied the City Engineers' requirements of durability and wear resistance, and hence the full range of UrbanStone's purpose designed paving modules was launched into the commercial market.

The Immediate success of this new range of exposed aggregate paving products led to the launch of UrbanStone's entire landscaping system and ultimately to its range of commercial products being installed and specified in some of Australia's most prestigious projects.

In 1993 UrbanStone again expanded its range of landscaping products to satisfy the desires and demands of the residential market, and in particular the needs of landscape architects, designers and specifiers.

This innovation added a welcome, new dimension to the home builders' and renovators' landscaping concepts and enable these specialists to complement and enhance their home design capabilities.

Late in 1996 UrbanStone continued its innovative trend by expanding its commercial range of paving products and introducing various combinations of shapes and sizes to satisfy the needs of architects and designers alike.

Since then, accessories such as bullnoses, stair treads, border inlays and tactile paving have been developed to assist and cater for the visually impaired.

With the growing local and national demand for the UrbanStone landscaping system, UrbanStone has now been made available in Western Australia, Victoria, New South Wales, South Australia, Queensland, Northern Territory, Tasmania and the ACT.

UrbanStone has a proud history, and is privileged to have been specified in commercial and residential projects throughout Australia, as well as being well received in the Asian market as a superior-quality alternative to traditional paving and landscaping products.

QUALITY COMMITMENT

Urbanstone Pty Ltd is a leading manufacturer of an exceptional range of quality Natural stone, concrete paving and landscaping accessories and it is our policy to supply products which conform, in all respects, to our Company's specifications and general requirements.

The management and staff of Urbanstone are firmly committed to the implementation of demonstrable quality control procedures that are in accordance with Standard AS/NZS ISO9002 to assure the quality of our manufactured products for all our customers.

Our management objectives are to:

1. ensure that all materials used in our processes are correct and comply with the Quality Standards required by the specifications and the applicable Australian Standards and regulatory requirements.
2. provide documentary evidence progressively to assure that all the quality requirements are as specified.
3. ensure that all Company personnel concerned with the work processes are aware of the Quality Standards and are committed to the goals required to attain the quality of the product upon which the Company has built its reputation and;
4. ensure that customers' expectations and needs are satisfied at all times.

Responsibility for quality rests with all employees.

It is however, the General Manager's responsibility to provide the means of assuring that our products meet specified requirements.

For this reason it is our policy to establish and maintain an effective and efficient Quality Management System, planned and developed in conjunction with other management functions.

This policy statement is issued to clearly indicate the commitment of the General Manager to the matter of quality.

Adherence to the policy is essential for the long term success of the Company – its competitive position, reputation and profitability as well as the achievement of customer and employee satisfaction.

ENVIRONMENTAL POLICY

UrbanStone Pty Ltd is committed to ensuring sustainable development without compromising the ability of future generations to meet their needs.

Our environmental objectives include:

- All UrbanStone products are 100 percent recyclable.
- Minimising the impact of our operations on the immediate surrounding environment.
- Minimising the impact of our operations on our surrounding neighbours, air-water-sound.
- Implementing sustainable manufacturing techniques that improve energy efficiency conserve natural resources and reduce emissions to the environment.
- Source raw materials only from suppliers who demonstrate synergy with our environmental aspirations and objectives.
- As policy we do not source any raw material from environmentally sensitive areas, and only source from quarries that conform to legislative and statutory environmental guidelines.
- Conservation and recycling of in-house production use water through extensive catchment, filtration and re-use program, managed in-house, and endorsed by relevant local statutory bodies.
- Minimisation and recycling of all secondary production waste, recycling of secondary concrete waste is performed by authorized concrete recycling authority, and re-used as road base.
- All packaging materials used by Urbanstone are 100 percent recyclable.
- Aligning ourselves with transport partner companies who can demonstrate environmental best-practice policies with regard to fuel efficiency and emission monitoring.
- Compliance with environmental legislation, regulations and codes of practice.
- Through communication and training, our employees are committed to the enhancement of UrbanStone's environmental awareness and performance.

Section E – Tender Response Schedules

Schedule 1	Tender Form – Formal Offer
Schedule 2	Tenderer’s Details
Schedule 3	Insurance
Schedule 4	Work Health & Safety & Risk Management
Schedule 5	Conflict of Interest
Schedule 6	Implementation Schedule & Transition Plan
Schedule 7	Pricing

Schedule 1 Tender Form - Formal Offer

I/We URBANSTONE PTY LTD (Tenderer) on
(Date) 8th MAY 2017

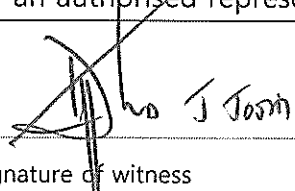
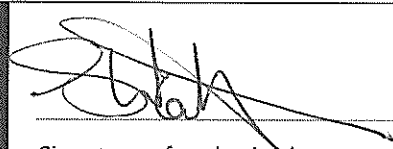
having read, understood and fully informed myself/ourselves/itself of the contents, requirements and obligations of the Request for Tender, do hereby tender to provide Goods described in the Specifications in accordance with the Contract for the amounts set out in the Tender Return Schedules attached.

The Tenderer:

1. is subject to the terms and conditions set out in the Conditions of Tendering;
2. irrevocably offers to provide the Goods on the terms of the Contract and the Specifications which form part of the Tender Documents.
3. confirms that this Tender has been prepared without any consultation, communication, agreement or other arrangement with any competitor regarding:
 - 3.1 prices or methods, factors or formulae used to calculate prices;
 - 3.2 the intention or decision to submit a Tender, or the terms of the Tender;
 - 3.3 the submission of a Non Conforming Tender; and
 - 3.4 the quality, quantity, specifications or particulars of the Goods; and
4. holds this offer open and capable of acceptance by the Council for a period of 90 days from the closing date.

The undersigned undertakes that if selected as the successful Tenderer, I/we/it will execute and be bound by the Contract in accordance with the Conditions of Tendering.

If the Tenderer is a company, it must execute this Tender as follows:

Executed by [Insert Company name] pursuant to section 127 of the <i>Corporations Act 2001</i>	
_____ Signature of Director	_____ Signature of Director/Company Secretary <i>(Please delete as applicable)</i>
_____ Name of Director (print)	_____ Name of Director/Company Secretary (print)
OR	
_____ Signature of Sole Director and Sole Company Secretary	
_____ Name of Sole Director and Sole Company Secretary (print)	
OR	
Signed for [Insert name of Representative] by an authorised representative in the presence of:	
 _____ Signature of witness	 _____ Signature of authorised representative

DANIEL JOSHI

Name of witness (print)

Simon Monteath

Name of authorised representative (print)

National Commercial Manager

Position of authorised representative (print)

N/A

If the Tenderer is an individual, the document must be executed as follows:

Signed by [insert name] in the presence of:	
_____ Signature of witness	_____ Tenderer
_____ Name of witness (print)	

If the Tenderer is a partnership, the Tender must be executed as follows:

Partner 1:

Signed sealed and delivered by [insert name] in the presence of:	
_____ Signature of witness	_____ Signature of partner
_____ Name of witness (print)	
_____ Address of witness (print)	

Partner 2:

Signed sealed and delivered by [insert name] in the presence of:	
----------------------------------------------------------------------------	--

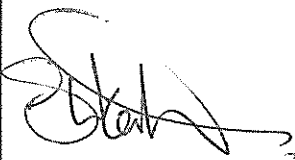
Signature of witness

Name of witness (print)

Address of witness (print)

Signature of partner

Schedule 2 Tenderer's Details

<p>1. Name of Tenderer</p> <p>State in full the name(s) of the person(s) or the registered name(s) of the company(s) and trading names.</p> <p>ABN number</p>	<p>URBANSTONE PTY LTD</p> <p>28 008 764 976</p>
<p>2. Contact person</p> <p>Nominate a contact person for this tender to deal with any questions or queries that may arise.</p>	<p>Simon Monteath</p>
<p>3. Registered address</p>	<p>27 Jandakot rd Jandakot WA 6164</p>
<p>4. Postal address</p>	<p>"</p>
<p>5. Telephone</p>	<p>08 94172444</p>
<p>6. Fax</p>	<p>08 94177060</p>
<p>7. Email</p>	<p>smonteath@urbanstone.com.au</p>
<p>8. Tender conditions</p> <p>Tenderer to sign that it has read and understood this RFT and the Conditions of Tender.</p>	
<p>9. Amendments to Tender Documents</p>	

Tenderer to indicate the
amendments it requests.

Schedule 3 Insurance

Provide details of insurance currently held by you and any proposed subcontractor that would be extended to provide cover for work under the Contract.

Insurance type	Policy no	Extent of cover		Expiry date	Name of insurer
		Per incident \$A	In aggregate \$A		
Public and products liability					
Property and facilities					
Contents					
Vehicles plant & equipment					
Workers compensation					
Directors and officers (if applicable)					
Other					

See attached.

Schedule of Underlying Insurances

POLICY NAME INSURER OCCURRENCE AGGREGATE

INSURANCE TYPE	POLICY NO	INSURER	OCCURRENCE	AGGREGATE	EXPIRY DATE
General Liability	05CL011365	Ace Insurance Limited	\$5,000,000		31/10/17
Product Liability	"	Ace Insurance Limited		\$5,000,000	31/10/17
Motor Vehicle Liability	63 2962019 VFT	Zurich Insurance Australia	\$35,000,000		31/10/17
Extra Territorial Workers Compensation		Ace Insurance Limited		\$2,000,000	31/10/17
Corporate Travel - Personal Liability	05PP008335	Ace Insurance Limited	\$10,000,000		31/10/17
Construction Liability		CGU Insurance Limited	\$10,000,000		31/10/17
Workers Compensation	Common Law WA	AAI Limited trading as GIO		\$200,000,000	31/10/17
Workers Compensation	SA	Work Cover			30/06/17

Schedule 4 Work Health & Safety & Risk Management

1. Tenderer Work Health and Safety Management System Questionnaire

1.1 **Work Health and Safety policy and management** Yes No

- (a) Does the Tenderer have a written Work Health and Safety Policy?

If yes provide a copy of policy

Comments:.....

.....

- (b) Does the Tenderer have a Work Health and Safety Management System recognised by an independent authority (eg Workcover Corporation)?

If yes provide details:

.....

.....

- (c) Does the Tenderer have a Work Health and Safety Management System manual or plan?

If yes provide a copy of contents page(s)

Comments:.....

.....

- (d) Are work health and safety responsibilities clearly identified for all levels of staff?

If yes provide a copy of contents page(s)

Comments:.....



.....

1.2 **Safe work practices and procedures**

- (a) Has the Tenderer prepared safe operating procedures or specific safety instructions relevant to its operations?

If yes provide a summary listing of procedures or instructions

Comments:.....

.....

- (b) Does the Tenderer have any permit to work systems?

If yes provide a summary listing or permits:

.....

.....

- (c) Is there a documented incident investigation procedure?

If yes provide a copy of a standard incident report form

- (d) Are there procedures for maintaining, inspecting and assessing the hazards of plant operated/owned by the company?

If yes provide details:

.....

.....

- (e) Are there procedures for storing and handling hazardous substances?

If yes provide details:

.....

.....
.....

- (f) Are there procedures for identifying, assessing and controlling risks associated with manual handling?

If yes provide details:

.....
.....

1.3 Work Health and Safety training

- (a) Describe how work health and safety training is conducted in your company:

Employment inductions
.....
.....

- (b) Is a record maintained of all training and induction programs undertaken for employees in your company?

If yes provide examples of work health and safety training records:

.....
.....

1.4 Work Health and Safety workplace inspection

- (a) Are regular work health and safety inspections at worksites undertaken?

N/A

If yes provide details:

.....

.....

- (b) Are standard workplace inspection checklists used to conduct work health and safety inspections?

If yes provide details or examples:

.....

.....

- (c) Is there a procedure by which employees can report hazards at workplaces?

If yes provide details:

.....

.....



1.5 **Work Health and Safety consultation**

(a) Is there a work health and safety committee?

(b) Are employees involved in decision making over work health and safety matters?

If yes please provide details:

.....
.....

(c) Are there employee elected work health and safety representatives?

Comments:.....
.....

1.6 **Work Health and Safety performance monitoring**

(a) Is there a system for recording and analysing work health and safety performance statistics?

If yes provide details:

.....
.....

(b) Are employees regularly provided with information on company work health and safety performance?

If yes provide details:

.....
.....



(c) Has the company ever been convicted of a work health and safety offence?

If yes provide details:

.....

.....



Schedule 5 Conflict of Interest

Provide details of any interest, relationship or clients which may or do give rise to a conflict of interest and the issue about which that conflict or potential conflict does or may arise.

N/A -

Schedule 6 Implementation Schedule

1. Implementation schedule

Tenderers need to indicate that they can deliver the quantity of pavers specified in the delivery schedule as failure to be able to supply pavers in accordance with this schedule may render the tender non conforming and any contract entered into to be in breach of the contract conditions.

Delivery Schedule

30% delivery to depot by 16th June 2017

60% delivery to depot by 30th June 2017

100% delivery to depot by 21st July 2017

UrbanStone Pty can produce and deliver the pavers as per the above dates.


Simon Montbath.

Schedule 19 Pricing

All prices must be listed exclusive of GST

Provide a breakdown of the costs for the Goods and/or each type of Goods (if applicable) and/or breakdown of fixed and variable costs (if applicable).

Schedule of Rates (for supply and delivery to council depot):

Item No	Description	Unit	Rate \$/unit (exc. GST)
1	300x300x60mm 'red' tone shot blast concrete paver (approx 1200m2) Gosford 1539	Square metre	\$75. ⁰⁰
3	400x400x60mm 'cream' tone shot blast concrete paver (approx. 2400m2) PAPERBARK	Square metre	\$78. ⁰⁰

NOTE: THE ABOVE RATES INCLUDE DELIVERY TO YOUR NOMINATED
DEPOT ON FULL SEMI-TRAILERS. YOU WILL NEED A TWO
TONNE FORK LIFT TO OFFLOAD.

Section E – Tender Response Schedules

Schedule 1	Tender Form – Formal Offer
Schedule 2	Tenderer's Details
Schedule 3	Insurance
Schedule 4	Work Health & Safety & Risk Management
Schedule 5	Conflict of Interest
Schedule 6	Implementation Schedule & Transition Plan
Schedule 7	Pricing

Schedule 1 Tender Form - Formal Offer


We Australian Paving Centre Mount Gambier (**Tenderer**) on 11th May 2017 having read, understood and fully informed myself/ourselves/itself of the contents, requirements and obligations of the Request for Tender, do hereby tender to provide Goods described in the Specifications in accordance with the Contract for the amounts set out in the Tender Return Schedules attached.

The Tenderer:

1. is subject to the terms and conditions set out in the Conditions of Tendering;
2. irrevocably offers to provide the Goods on the terms of the Contract and the Specifications which form part of the Tender Documents.
3. confirms that this Tender has been prepared without any consultation, communication, agreement or other arrangement with any competitor regarding:
 - 3.1 prices or methods, factors or formulae used to calculate prices;
 - 3.2 the intention or decision to submit a Tender, or the terms of the Tender;
 - 3.3 the submission of a Non Conforming Tender; and
 - 3.4 the quality, quantity, specifications or particulars of the Goods; and
4. holds this offer open and capable of acceptance by the Council for a period of 90 days from the closing date.

The undersigned undertakes that if selected as the successful Tenderer, I/we/it will execute and be bound by the Contract in accordance with the Conditions of Tendering.

If the Tenderer is a company, it must execute this Tender as follows:

Executed by Eastern Landscape & Paving Pty Ltd, trading as Australian Paving Centre Mount Gambier pursuant to section 127 of the <i>Corporations Act 2001</i>	
Signature of Director	Signature of Director/Company Secretary <i>(Please delete as applicable)</i>
Name of Director (print)	Name of Director/Company Secretary (print)
OR  Signature of Sole Director and Sole Company Secretary	
GRAVLEY CONCRETE JOHN KING Name of Sole Director and Sole Company Secretary (print)	
OR Signed for [Insert name of Representative] by an authorised representative in the presence of:	
Signature of witness	Signature of authorised representative

<hr/> <p>Name of witness (print)</p>	<hr/> <p>Name of authorised representative (print)</p> <hr/> <p>Position of authorised representative (print)</p>
--------------------------------------	-------------------------------------------------------------------------------------------------------------------

If the Tenderer is an individual, the document must be executed as follows:

Signed by [insert name] in the presence of:	
_____	_____
Signature of witness	Tenderer

Name of witness (print)	

If the Tenderer is a partnership, the Tender must be executed as follows:

Partner 1:

Signed sealed and delivered by [insert name] in the presence of:		in the
_____	_____	
Signature of witness	Signature of partner	

Name of witness (print)		


Address of witness (print)		

Partner 2:

Signed sealed and delivered by [insert name] in the presence of:	in the
----------------------------------------------------------------------------	---------------

_____ Signature of witness	_____ Signature of partner
_____ Name of witness (print)	
_____ Address of witness (print)	

Schedule 2 Tenderer's Details

<p>1. Name of Tenderer</p> <p>State in full the name(s) of the person(s) or the registered name(s) of the company(s) and trading names.</p> <p>ABN number</p>	<p>Eastern Landscape & Paving Pty Ltd trading as Australian Paving Centre Mount Gambier</p> <p>19 607 304 209</p>
<p>2. Contact person</p> <p>Nominate a contact person for this tender to deal with any questions or queries that may arise.</p>	<p>Grant King</p>
<p>3. Registered address</p>	<p>Level 6/211 Victoria Square ADELAIDE SA 5000</p>
<p>4. Postal address</p>	<p>PO Box 3152 MOUNT GAMBIER SA 5290</p>
<p>5. Telephone</p>	<p>08 87256019</p>
<p>6. Fax</p>	<p>08 87231907</p>
<p>7. Email</p>	<p>apcmtgambier@gmail.com</p>
<p>8. Tender conditions</p> <p>Tenderer to sign that it has read and understood this RFT and the Conditions of Tender.</p>	
<p>9. Amendments to Tender</p>	

Documents

Tenderer to indicate the amendments it requests.

Schedule 3 Insurance

Provide details of insurance currently held by you and any proposed subcontractor that would be extended to provide cover for work under the Contract.

Insurance type	Policy no	Extent of cover		Expiry date	Name of insurer
		Per incident \$A	In aggregate \$A		
Public and products liability	152A00544 2COM	\$10,000,000		30/6/17	Allianz
Property and facilities	As above	\$81390		30/6/17	Allianz
Contents	As above	\$61,610		30/6/17	Allianz
Vehicles plant & equipment	152R00071 1BSD	Market Value		30/6/17	Allianz
Workers compensation	25232208			30/6/17	Return to Work
Directors and officers (if applicable)					
Other					

Schedule 3 Insurance

Provide details of insurance currently held by you and any proposed subcontractor that would be extended to provide cover for work under the Contract.

Insurance type	Policy no	Extent of cover		Expiry date	Name of insurer
		Per incident \$A	In aggregate \$A		
Public and products liability	163U00693 6BPK	\$10,000,000		30/5/17	QBE
Property and facilities					
Contents					
Vehicles plant & equipment	24F247222 5	Market Value		30/5/17	CGU
Workers compensation					
Directors and officers (if applicable)					
Other					

NB: Details for Limestone Coast Holdings t/as Bruhn Stone

Schedule 3 Insurance

Provide details of insurance currently held by you and any proposed subcontractor that would be extended to provide cover for work under the Contract.

Insurance type	Policy no	Extent of cover		Expiry date	Name of insurer
		Per incident \$A	In aggregate \$A		
Public and products liability	10515204	\$1,250,000	\$32,500,000	31/3/18	National Transport Insurance Ltd
Property and facilities					
Contents					
Vehicles plant & equipment					
Workers compensation					
Directors and officers (if applicable)					
Marine Transit	SUR-CALI-70158	\$300,000		31/3/18	QBE

NB: Details for Clarend Freight Pty Ltd

Schedule 3 Insurance

Provide details of insurance currently held by you and any proposed subcontractor that would be extended to provide cover for work under the Contract.

Insurance type	Policy no	Extent of cover		Expiry date	Name of insurer
		Per incident \$A	In aggregate \$A		
Public and products liability	51-1286322-LCP	\$20,000,000		30/9/17	Allianz
Property and facilities					
Contents					
Vehicles plant & equipment					
Workers compensation					
Directors and officers (if applicable)					
Marine Transit					

NB: Details for Best Bricks & Pavers

Schedule 4 Work Health & Safety & Risk Management

1. Tenderer Work Health and Safety Management System Questionnaire

1.1	Work Health and Safety policy and management	Yes	No
(a)	Does the Tenderer have a written Work Health and Safety Policy?	x	<input type="checkbox"/>
	If yes provide a copy of policy		
	Comments: Complete copy of Australian Paving Centre		
	Policy and procedure documents to be provided to cover the complete section of this tender document.		
(b)	Does the Tenderer have a Work Health and Safety Management System recognised by an independent authority (eg Workcover Corporation)?	x	<input type="checkbox"/>
	If yes provide details:		
		
		
(c)	Does the Tenderer have a Work Health and Safety Management System manual or plan?	x	<input type="checkbox"/>
	If yes provide a copy of contents page(s)		
	Comments:.....		
		
(d)	Are work health and safety responsibilities clearly identified for all levels of staff?	x	<input type="checkbox"/>

If yes provide a copy of contents page(s)

Comments:.....

.....

1.2 Safe work practices and procedures

- (a) Has the Tenderer prepared safe operating procedures or specific safety instructions relevant to its operations?

×

If yes provide a summary listing of procedures or instructions

Comments:.....

.....

- (b) Does the Tenderer have any permit to work systems?

If yes provide a summary listing or permits:

.....

.....

- (c) Is there a documented incident investigation procedure?

If yes provide a copy of a standard incident report form

- (d) Are there procedures for maintaining, inspecting and assessing the hazards of plant operated/owned by the company?

If yes provide details:

.....

.....

- (e) Are there procedures for storing and handling hazardous substances?

If yes provide details:

.....
.....

- (f) Are there procedures for identifying, assessing and controlling risks associated with manual handling?

If yes provide details:

.....
.....

1.3 Work Health and Safety training

- (a) Describe how work health and safety training is conducted in your company:

This section contained in Australian Paving Centre Work Health & Safety Policy and Procedures manual (to be provided).

.....

- (b) Is a record maintained of all training and induction programs undertaken for employees in your company?

If yes provide examples of work health and safety training records:

.....
.....

1.4 Work Health and Safety workplace inspection

- (a) Are regular work health and safety inspections at worksites undertaken?

If yes provide details:

Covered under Australian Paving Centre Work Health & Safety Policy manual

.....

- (b) Are standard workplace inspection checklists used to conduct work health and safety inspections?

If yes provide details or examples:

.....

.....

- (c) Is there a procedure by which employees can report hazards at workplaces?

If yes provide details:

.....

.....

1.5 Work Health and Safety consultation

(a) Is there a work health and safety committee?

(b) Are employees involved in decision making over work health and safety matters?

If yes please provide details:

.....
.....

(c) Are there employee elected work health and safety representatives?

Comments:.....
.....

1.6 Work Health and Safety performance monitoring

(a) Is there a system for recording and analysing work health and safety performance statistics?

If yes provide details:

.....
.....

(b) Are employees regularly provided with information on company work health and safety performance?

If yes provide details:

.....
.....

(c) Has the company ever been convicted of a work health and safety offence?

If yes provide details:

.....

.....

Schedule 5 Conflict of Interest

Provide details of any interest, relationship or clients which may or do give rise to a conflict of interest and the issue about which that conflict or potential conflict does or may arise.

Schedule 6 Implementation Schedule

1. Implementation schedule

Tenderers need to indicate that they can deliver the quantity of pavers specified in the delivery schedule as failure to be able to supply pavers in accordance with this schedule may render the tender non conforming and any contract entered into to be in breach of the contract conditions.

Delivery Schedule

30% delivery to depot by 16th June 2017

60% delivery to depot by 30th June 2017

100% delivery to depot by 21st July 2017

Australian Paving Centre Mount Gambier is able to meet the Implementation Schedule as set out above.

Schedule 19 Pricing

All prices must be listed exclusive of GST

Provide a breakdown of the costs for the Goods and/or each type of Goods (if applicable) and/or breakdown of fixed and variable costs (if applicable).

Schedule of Rates (for supply and delivery to council depot):

Item No	Description	Unit	Rate \$/unit (exc. GST)
1	300x300x60mm 'red' tone shot blast concrete paver (approx 1200m2)	Square metre	\$59.95
3	400x400x60mm 'cream' tone shot blast concrete paver (approx. 2400m2)	Square metre	\$59.95

For the purpose of this tender for supply and delivery of pavers AF17/134, Australian Paving Centre Mount Gambier provides the following information in relation to the use of resources from other organisations.

We are part of the APC-Australian Paving Centre franchise network in South Australia and have pre-existing contractual arrangements for supply and delivery of products with a number of organisations.

For this tender pavers will be manufactured and supplied by Best Bricks & Pavers, Wingfield, South Australia and freight will be carried out by Bruhn Freight and Clarend Freight Pty Ltd, both based in Mount Gambier.

TENDER AF17/61 SUMMARY

Supply and Delivery of Fuel (01/07/2017 – 30/06/2019)

Tender Evaluation Scores

Name of Tenderer	Evaluator 1	Evaluator 2	Evaluator 3	Average Score	Ranking
United Petroleum	52	69.5	40	54	5
Refueling Solutions Group	71	80	71	74	2
Logicoil Pty Ltd	67	66	65	66	3
L H Perry & Sons	63	77	55	65	4
Caltex	75	79	71	75	1

Pricing (cents per litre excluding GST)

	United Petroleum		L H Perry & Sons		Refuelling Solutions		Logicoil Pty Ltd		Caltex	
	ULP	Diesel	ULP	Diesel	ULP	Diesel	ULP	Diesel	ULP	Diesel
Evaluator 1	106.71	104.13	109.4	107.12	108.34	104.77	110.94	107.34	108.95	105.35
Evaluator 2	106.71	104.13	109.4	107.12	108.34	104.77	110.94	107.34	108.95	105.35
Evaluator 3	106.54	103.8	109.27	106.78	108.34	104.77	110.94	107.34	108.95	107.17
Ranking	1	1	4	3	2	2	5	5	3	4

Value for Money - ULP

Name of Tenderer	Tendered Value exc. GST (TV)	Evaluation Score (ES)	TV ÷ ES = Value for Money	Final Ranking
United Petroleum	106.71	54	1.976	5
Refueling Solutions Group	108.34	74	1.464	2
Logicoil Pty Ltd	110.94	66	1.681	3
L H Perry & Sons	109.40	65	1.683	4
Caltex	108.95	75	1.452	1

Value for Money - Diesel

Name of Tenderer	Tendered Value exc. GST (TV)	Evaluation Score (ES)	TV ÷ ES = Value for Money	Final Ranking
United Petroleum	104.13	54	1.928	5
Refueling Solutions Group	104.77	74	1.416	2
Logicoil Pty Ltd	107.34	66	1.626	3
L H Perry & Sons	107.12	65	1.648	4
Caltex	105.35	75	1.405	1

Summary

Caltex

- Extensive fuel distribution infrastructure
- Online business centre for direct ordering/reporting – secure procurement process, minimal administration time
- Local depot – K & S Fuels

United Petroleum

- Tankers deliver direct from Birkenhead with the closest fuel depot being in Mt Barker
- Very poor tender documentation with no supporting WHS evidence/Accreditations/Organisation Structure supplied

Refuelling Solutions

- Fuel depot in Hamilton, tanker based in Casterton

Logicoil Pty Ltd

- Fuel delivered only by K & S Fuels (local)

L H Perry & Sons

- Based in Crystal Brook SA
- LGA member
- Pricing based on a minimum 15,000 litres per delivery (well above Council's maximum ordering - diesel)

Fuel Prices - completed 25/05/2017

Unleaded	Terminal Gate Price (excl gst)	Discount	Freight	Other	Total Cost (excl gst)	Anticipated Litre/year	anticipated cost excl gst (based on today's price)
United Petroleum	103.71		-1	4 -	\$ 106.71	24400.00	\$ 26,037.24
Refueling Solutions Group	102.94			4.4 1.00	\$ 108.34	24400.00	\$ 26,434.96
Logicoil Pty Ltd	103.71	-0.37		6.5 1.10	\$ 110.94	24400.00	\$ 27,069.14
L H Perry & Sons	104.85			4.55	\$ 109.40	24400.00	\$ 26,693.60
Caltex	110.45	-8		6.5	\$ 108.95	24400.00	\$ 26,583.80
							<u>\$ 132,818.74</u>

Diesel	Terminal Gate Price (excl gst)	Discount	Freight	Other	Total Cost (excl gst)	Anticipated Litre/year	anticipated cost excl gst (based on today's price)
United Petroleum	100.63		-0.5	4 -	\$ 104.13	256880.00	\$ 267,489.14
Refueling Solutions Group	100.37			3.4 1.00	\$ 104.77	256880.00	\$ 269,133.18
Logicoil Pty Ltd	100.63	-0.89		6.5 1.10	\$ 107.34	256880.00	\$ 275,727.99
L H Perry & Sons	102.57			4.55	\$ 107.12	256880.00	\$ 275,165.19
Caltex	106.85	-8		6.5	\$ 105.35	256880.00	\$ 270,623.08
							<u>\$1,358,138.57</u>

Summary	Unleaded	Diesel	Total
United Petroleum	\$ 26,037.24	\$ 267,489.14	\$293,526.38
Refueling Solutions Group	\$ 26,434.96	\$ 269,133.18	\$295,568.14
Logicoil Pty Ltd	\$ 27,069.14	\$ 275,727.99	\$302,797.12
L H Perry & Sons	\$ 26,693.60	\$ 275,165.19	\$301,858.79
Caltex	\$ 26,583.80	\$ 270,623.08	\$297,206.88
	<u>\$132,818.74</u>	<u>\$1,358,138.57</u>	