

5 July 2018

**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, 10 July 2018 at 7:30 a.m.

An agenda for the meeting is enclosed.



**Mark McSHANE**  
CHIEF EXECUTIVE OFFICER

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## **AGENDA OF ORDINARY OPERATIONAL STANDING COMMITTEE MEETING**

Meeting to be held in the Conference Room, Civic Centre, 10 Watson Terrace, Mount Gambier  
on Tuesday, 10 July 2018 at 7:30 a.m.

**PRESENT** Cr Mark Lovett (Presiding Member)  
Cr Ian Von Stanke  
Cr Steven Perryman

<b>COUNCIL OFFICERS</b>	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
	Customer Service Officer	- Ms S Moretti

**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.**

### **1. APOLOGY(IES)**

Apology(ies) received from, Mayor Andrew Lee and Cr Des Mutton

That the apology from Mayor Lee and Cr Mutton be received.

Moved:

Seconded:

### **2. LEAVE OF ABSENCE**

Cr Christian Greco

### **3. CONFIRMATION OF OPERATIONAL STANDING COMMITTEE MINUTES**

Meeting held on 12 June 2018.

That the minutes of the Operational Standing Committee meeting held on 12 June 2018 as previously circulated be confirmed as an accurate record of the proceedings of that meeting.

Moved:

Seconded:

### **4. QUESTIONS**

#### **4.1. With Notice**

Nil submitted.

#### **4.2. Without Notice**

### **5. DEPUTATIONS**

Nil



## 6. COMMITTEE MINUTES AND RECOMMENDATIONS

### 6.1. Minutes of Heritage Sub-Committee - 27 June 2018

That the minutes of the Heritage Sub-Committee meeting held 27 June 2018 as previously circulated be noted.

Moved:

Seconded:

### 6.2. Heritage Advisory Documents – April and May 2018 - Report No. AR18/24017

(a) That Heritage Sub-Committee Report No. AR18/24017 titled '*Heritage Advisory Documents - April and May 2018*' as presented to the Heritage Sub-Committee on 27 June 2018 be noted.

Moved:

Seconded:

### 6.3. Rook Walk Update - Report No. AR18/24447

(a) That Heritage Sub-Committee Report No. AR18/24447 titled '*Rook Walk Update*' as presented to the Heritage Sub-Committee on 27 June 2018 be noted.

Moved:

Seconded:

## 7. OPERATIONAL STANDING COMMITTEE REPORTS

Operational Standing Committee Reports commence on the following page.



**7.1. Works in Progress - City Infrastructure - Report No. AR18/25406**

<b>COMMITTEE</b>	Operational Standing Committee
<b>MEETING DATE:</b>	10 July 2018
<b>REPORT NO.</b>	AR18/25406
<b>RM8 REFERENCE</b>	AF17/505
<b>AUTHOR</b>	Daryl Morgan
<b>SUMMARY</b>	Update of works that are currently being undertaken and/or completed by the City Infrastructure Department.
<b>COMMUNITY PLAN REFERENCE</b>	Goal 2: Our Location

**REPORT RECOMMENDATION**

- (a) That Operational Standing Committee Report No. AR18/25406 titled '*Works in Progress - City Infrastructure*' as presented to the Operational Standing Committee on 10 July 2018 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

The following projects have field work currently in progress:

Commenced Tasks	% Completed
• Rail Trail (stage 2) shared path	90%
• Doughty St road reconstruction	70%
• Webber St road reconstruction	90%
• Library car park extension (red cross site)	60%
• Blackall Lane drainage works and road construction	90%
• Bridges St drainage improvement works	50%
• Street tree planting program	70%

### Completed Tasks

- Reuse Market site – site civil works
- Caldwell St road reconstruction
- Elizabeth St road reconstruction
- Ferrers St footpath construction
- Alexander St footpath construction

## Conclusion

It is recommended that this report be received and noted for information by Council.

## Attachments

Nil



**Daryl MORGAN**  
MANAGER ENGINEERING DESIGN & CONTRACTS



**Nick SERLE**  
GENERAL MANAGER CITY INFRASTRUCTURE

28 June 2018  
DM



**7.2. Traffic Management - Regulating Parking - Establishment of Bus Zone - Pinehall Avenue - Suttontown Primary School - Report No. AR18/24488**

<b>COMMITTEE</b>	Operational Standing Committee
<b>MEETING DATE:</b>	10 July 2018
<b>REPORT NO.</b>	AR18/24488
<b>RM8 REFERENCE</b>	AF11/1880
<b>AUTHOR</b>	Daryl Morgan
<b>SUMMARY</b>	Recommendation to Council to establish a timed bus zone on Pinehall Avenue adjacent to Suttontown Primary School
<b>COMMUNITY PLAN REFERENCE</b>	Goal 2: Our Location

**REPORT RECOMMENDATION**

- (a) That Operational Standing Committee Report No. AR18/24488 titled '*Traffic Management – Regulating Parking – Establishment of Bus Zone Pinehall Avenue Suttontown Primary School*' as presented to the Operational Standing Committee on 10 July 2018 be noted.
- (b) Council establish a timed bus zone on Pinehall Avenue (south side) adjacent to the Suttontown Primary School as per the following;
 

Prohibited area – Bus zone 2.1.086

Pinehall Avenue (southern half) – from 460m west of the intersection with Suttontown Road to 498m west of the intersection with Suttontown Road (length of 38.0m), to apply from 8.00am to 8.30am and 3.30pm to 4.00pm Monday to Friday.

To be effective on the installation of appropriate signage.
- (c) Council endorse the Traffic Impact Statement relating to the establishment of the timed bus zone included within this report

Moved:

Seconded:



## Background

Council recently received correspondence from Suttontown Primary School regarding concerns for the safety of children being dropped off and picked up on Pinehall Avenue from the morning and afternoon school bus run. (*refer to attached correspondence AR18/22597, AR18/22555, AR18/19271*).

Currently, the buses have no dedicated bus zone or stopping area and sometimes need to stop adjacent to parked vehicles in order to pick up or drop off school children. On occasions when parked vehicles restrict the bus being able to pull up adjacent to the school it creates a safety issue.

Council Officers have met onsite with representatives of Suttontown Primary School to discuss the issue and observe the movements. It was generally agreed that the most effective solution would be to create a timed bus zone adjacent to the school on the south side of Pinehall Avenue.

## Discussion

Creating a timed bus zone (between the hours of 8am – 8.30am and 3.30pm – 4.00pm) will allow a free and unrestricted area for the buses to pull up and drop off / pick up school children adjacent to the school in a safe manner. These times are typically also outside of the busiest periods for when parents are picking up / dropping off school children.

The proposed times have been suggested by the School as they cover when the buses arrive at the school and are also outside of the busiest periods.

The proposed zone will only take up part of the on street parking on the southern side of Pinehall Avenue adjacent to the school therefore still allowing sufficient car parking spaces adjacent to the school during these restricted times that the bus zone will be in effect.

Proposed bus zone (for two buses) – 38.0m in length (9 Car parking spaces).  
This leaves seven remaining available on street car parking spaces on south side of Pinehall Ave when the bus zone is in effect.

Council is also required to prepare and endorse a Traffic Impact Statement for the Installation of Traffic control devices (which also includes parking restrictions). A Traffic Impact Statement has been prepared for the proposed bus zone and is included as an attachment to this report.

## Conclusion

It will be recommended to Council that,

- a) Council establish a timed bus zone on Pinehall Ave (south Side) adjacent to the Suttontown Primary school; and
- b) Endorse the Traffic Impact Statement for the establishment of the timed bus zone on Pinehall Ave.





## Attachments

[Attachment 1 \(AR18/24697\): Correspondence from School to Council and acknowledgment emails from Council Officers](#)

[Attachment 2 \(AR18/24520\): Plan of timed bus zone for Pinehall Avenue](#)

[Attachment 3 \(AR18/24551\): Traffic Impact Statement for Timed bus zone – Pinehall Avenue](#)



**Daryl Morgan**  
MANAGER ENGINEERING DESIGN AND CONTRACTS



**Nick Serle**  
GENERAL MANAGER CITY INFRASTRUCTURE

22 June 2018  
DM



**7.3. 2018 New Year’s Eve Event - Report No. AR18/25787**

<b>COMMITTEE</b>	Operational Standing Committee
<b>MEETING DATE:</b>	10 July 2018
<b>REPORT NO.</b>	AR18/25787
<b>RM8 REFERENCE</b>	AF16/279
<b>AUTHOR</b>	Barbara Cernovskis
<b>SUMMARY</b>	Mount Gambier Community Events are requesting Council consider financial support for a 2018 New Year’s Eve event
<b>COMMUNITY PLAN REFERENCE</b>	Goal 1: Our People

<b>REPORT RECOMMENDATION</b>
<p>(a) That Operational Standing Committee Report No. AR18/25787 titled ‘<i>2018 New Year’s Eve Event</i>’ as presented to the Operational Standing Committee on 10 July 2018 be noted.</p> <p>(b) That the Operational Standing Committee notes the application for Events funding from Mount Gambier Community Events for \$10,000 cash and \$5,000 in kind to assist running the New Year’s Eve event in 2018.</p> <p>(c) That consideration of funding to be determined at the meeting.</p>

Moved:

Seconded:



## Background

The City of Mount Gambier has been a major sponsor of the New Year's Eve event delivered by Mount Gambier Community Events since its inception in 2011. Annual sponsorship has consistently been in the vicinity of \$10,000-\$12,000 cash and in-kind support up to the value of \$5,000.

A review of community grants, contributions and sponsorship as part of Councils annual budget deliberations for 2017/2018 the New Year's Eve event sponsorship was reduced to \$5,000 cash and up to the value of \$2,500 in-kind.

The Mount Gambier Community Events organizing committee were unable to secure ongoing sponsorship, volunteer support and were further compromised with increased costs for 2017 and subsequently sought a one off consideration from Council to provide an additional \$5,000 cash and \$500 in-kind to deliver a final event.

This request was presented in a report (Attachment 1) to Council in October 2017 and the following was resolved:

- “(a) That Council Report No. AR17/41824 titled ‘2017 New Year’s Eve Event’ as presented to the Council on 17 October 2017 be noted.*
- “(b) That Council acknowledge the considerable effort taken by the Mount Gambier Community Events committee to reduce costs and secure additional sponsorship.*
- “(c) That Council approve a one off sponsorship increase of \$5,000 cash and \$500 in-kind support (totalling \$10,000 cash and \$3,000 in-kind) for the 2017 New Year’s Eve event from GL6240.0038*

*Moved: Cr Richardson*

*Seconded: Cr Greco*

*Carried”*

## Discussion

Despite significant challenges experienced by the organizing committee for the 2017 event and the unlikelihood of ongoing financial support from Council, an application (Attachment 2) has been received for consideration for a 2018 event.

The cover letter clearly indicates that whilst a number of people have indicated assistance and financial support, should this fail to materialize the planning for a 2018 event will not progress.

In addition to the application, an evaluation (Attachment 3) has been submitted for the 2017 event and a copy of the audited financials (Attachment 4) has been received.

Consistent with the discussion and resolution of the 17 October 2017 Council meeting this application was excluded from the applications presented in the 2018/19 budget and is now presented independently to Council for reconsideration.



## Conclusion

Whilst the events themselves are well attended the organizing committee have been consistently challenged each year with securing adequate sponsorship and volunteer support to deliver the event.

The organising committee have commenced planning for a 2018 event in accordance with the parameters outlined in their covering letter. Their level of success relies on confirmation of considerable financial and volunteer support.

## Attachments

[Attachment 1 \(AR17/41824\): Council Resolution 17 October 2017](#)

[Attachment 2 \(AR18/1042\): 2018 New Year's Eve Event Application](#)

[Attachment 3 \(AR18/1040\): 2017 New Year's Eve Event Evaluation](#)

[Attachment 4 \(AR18/25872\): Independent Audited Financials](#)



**Barbara Cernovskis**  
GENERAL MANAGER COMMUNITY WELLBEING



**Mark McSHANE**  
CHIEF EXECUTIVE OFFICER

30 June 2018  
BJC



**8. MOTION(S)**

**8.1. With Notice**

Nil Submitted

**8.2. Without Notice**

Meeting closed at                      a.m.

AR18/25141



**9. REPORT ATTACHMENTS**



**From:** [Goodes, Judy \(Suttontown Primary School\)](#)  
**To:** [Daryl Morgan](#)  
**Cc:** [Nick Serle](#)  
**Subject:** Re: Bus parking Zone for Suttontown Primary School  
**Date:** Thursday, 7 June 2018 1:19:47 PM  
**Attachments:** [image001.png](#)

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Good afternoon,

Thank you for taking the time to come to Suttontown Primary School to discuss our bus and car park concerns. Myself and the school community are very supportive of the development of a bus zone which will ideally be created on the south side of Pinehall Ave starting just east of the current yellowed out no parking area and extending for approximately 38m to the east (towards Suttontown Rd). Which would effectively mean that no vehicles (other than buses) will be allowed to park (stop) in the current car parks at this location between the hours of 8am - 8.30am and 3.30 - 4.00pm. We are looking forward to hearing the response from the next council meeting.

Kind Regards  
Judy Goodes  
Acting Principal  
Suttontown Primary School

---

**From:** Daryl Morgan  
**Sent:** Thursday, 7 June 2018 11:52:26 AM  
**To:** Goodes, Judy (Suttontown Primary School)  
**Cc:** Nick Serle  
**Subject:** RE: Bus parking Zone for Suttontown Primary School

Hi Judith,

Thank you for meeting with myself, Andrew and Nick today onsite to discuss the bus parking matter.

Nick has now asked me to respond to your email of 16<sup>th</sup> May with the agreed way forward to assist with this issue.

As discussed onsite, Council Officers will prepare a report for Council's July round of meetings for the consideration of a bus zone between the hours of 8.00am - 8.30am and 3.30pm - 4.00pm.

The bus zone would ideally be created on the south side of Pinehall Ave starting just east of the current yellowed out no parking area and extending for approximately 38m to the east (towards Suttontown Rd). This will effectively mean that no vehicles (other than buses) will be allowed to park (stop) in the current car parks at this location between the hours of 8am - 8.30am and 3.30 - 4.00pm.

Council also understands that the School has had numerous discussions with parents about driving and parking in accordance with the road rules and that the School is supportive of SAPOL enforcing the road rules in future. As a result, Council recommends that you contact SAPOL directly regarding the enforcement of any breaches of road rules in this area.

Should you be supportive of the proposed establishment of the bus zone as described above, could you please provide a confirmation email so that this can be added as support when the report is placed before council.

Should you need to discuss this matter further then please give me a call.

Once again, thank you for meeting onsite today.

regards

Daryl Morgan

Manager Engineering Design & Contracts

---

Civic Centre 10 Watson Terrace Mount Gambier

D 08 8721 2524 / T 08 8721 2555 / M 0418 810 523

PO Box 56 Mount Gambier SA 5290

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**From:** Goodes, Judy (Suttontown Primary School)  
[mailto:Judith.Goodes133@schools.sa.edu.au]  
**Sent:** Wednesday, 16 May 2018 2:44 PM

**To:** City Emails

**Subject:** Bus parking Zone for Suttontown Primary School

Attention Nick

Hi Nick,

I am writing on behalf of the students, parents and staff of Suttontown Primary School, we have worked hard to have the two buses arrive both in the morning and afternoon on the same side of the road, so students can now catch the bus without having to cross Pine Hall Avenue, which I am sure you are aware is a very busy road, and with our school location which is at the bottom of a rise either side, makes crossing the road difficult.

As the buses now stop on the same side of the road as parents park, we now need to look at how we can accommodate two buses and parent cars safely. We are hoping that the council can assist us in some way, whether this be a signed area for buses to park at a certain time - after school they arrive between 3:40 and 3:50, in the morning both buses arrive at 8:15.

Children safety is our focus here and we have fought hard to change this bus run, we now are hoping to make a parking area for the buses that will continue to keep all involved safe.

Kind Regards

Judith Goodes

Acting Principal

0887254047

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**From:** [Daryl Morgan](#)  
**To:** ["Goodes, Judy \(Suttontown Primary School\)"](#)  
**Cc:** [Nick Serle](#)  
**Subject:** RE: Bus parking Zone for Suttontown Primary School  
**Date:** Thursday, 7 June 2018 11:52:00 AM  
**Attachments:** [image001.png](#)

---

Hi Judith,

Thank you for meeting with myself, Andrew and Nick today onsite to discuss the bus parking matter. Nick has now asked me to respond to your email of 16<sup>th</sup> May with the agreed way forward to assist with this issue.

As discussed onsite, Council Officers will prepare a report for Council's July round of meetings for the consideration of a bus zone between the hours of 8.00am – 8.30am and 3.30pm – 4.00pm.

The bus zone would ideally be created on the south side of Pinehall Ave starting just east of the current "yellowed out" no parking area and extending for approximately 38m to the east (towards Suttontown Rd). This will effectively mean that no vehicles (other than buses) will be allowed to park (stop) in the current car parks at this location between the hours of 8am – 8.30am and 3.30 – 4.00pm. Council also understands that the School has had numerous discussions with parents about driving and parking in accordance with the road rules and that the School is supportive of SAPOL enforcing the road rules in future. As a result, Council recommends that you contact SAPOL directly regarding the enforcement of any breaches of road rules in this area.

Should you be supportive of the proposed establishment of the bus zone as described above, could you please provide a confirmation email so that this can be added as support when the report is placed before council.

Should you need to discuss this matter further then please give me a call.

Once again, thank you for meeting onsite today.

regards

Daryl Morgan

Manager Engineering Design & Contracts

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Civic Centre 10 Watson Terrace Mount Gambier  
D 08 8721 2524 / T 08 8721 2555 / M 0418 810 523  
PO Box 56 Mount Gambier SA 5290



---

**From:** Goodes, Judy (Suttontown Primary School) [mailto:Judith.Goodes133@schools.sa.edu.au]

**Sent:** Wednesday, 16 May 2018 2:44 PM

**To:** City Emails

**Subject:** Bus parking Zone for Suttontown Primary School

Attention Nick

Hi Nick,

I am writing on behalf of the students, parents and staff of Suttontown Primary School, we have worked hard to have the two buses arrive both in the morning and afternoon on the same side of the road, so students can now catch the bus without having to cross Pine Hall Avenue, which I am sure you are aware is a very busy road, and with our school location which is at the bottom of a rise either side, makes crossing the road difficult.

As the buses now stop on the same side of the road as parents park, we now need to look at how we can accommodate two buses and parent cars safely. We are hoping that the council can assist us in some way, whether this be a signed area for buses to park at a certain time - after school they arrive between 3:40 and 3:50, in the morning both buses arrive at 8:15. Children safety is our focus here and we have fought hard to change this bus run, we now are hoping to make a parking area for the buses that will continue to keep all involved safe.

Kind Regards

Judith Goodes  
Acting Principal  
0887254047

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**From:** [Goodes, Judy \(Suttontown Primary School\)](#)  
**To:** [City Emails](#)  
**Subject:** Bus parking Zone for Suttontown Primary School  
**Date:** Wednesday, 16 May 2018 2:44:13 PM

---

Attention Nick

Hi Nick,

I am writing on behalf of the students, parents and staff of Suttontown Primary School, we have worked hard to have the two buses arrive both in the morning and afternoon on the same side of the road, so students can now catch the bus without having to cross Pine Hall Avenue, which I am sure you are aware is a very busy road, and with our school location which is at the bottom of a rise either side, makes crossing the road difficult.

As the buses now stop on the same side of the road as parents park, we now need to look at how we can accommodate two buses and parent cars safely. We are hoping that the council can assist us in some way, whether this be a signed area for buses to park at a certain time - after school they arrive between 3:40 and 3:50, in the morning both buses arrive at 8:15. Children safety is our focus here and we have fought hard to change this bus run, we now are hoping to make a parking area for the buses that will continue to keep all involved safe.

Kind Regards

Judith Goodes  
Acting Principal  
0887254047

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# Timed Bus Zone - Pinehall Avenue - Suttontown Primary School

Bus Zone  
8:00am – 8:30am  
3:30pm – 4:00pm – Monday to Friday



Map Zoom: 239.1 m  
Plot Date: Wednesday, 13 June 2018

# TRAFFIC IMPACT STATEMENT

## Installation of Timed Bus Zone Pinehall Avenue (southern side)

### Part A - Traffic Management

It is the view of the undersigned that the installation of timed bus zone (8am to 8.30am and 3.30pm to 4.00pm, Monday to Friday) will not be detrimental to traffic management in the area.

### Part B - Road Safety Effects

It is anticipated that the proposal will not have any negative impacts on road safety and will provide an unrestricted area for the safe drop off and pick up of School children to adjacent to the Suttontown Primary School.

### Conclusion

In the opinion of the undersigned, the proposal to install a timed bus zone on the southern side of Pinehall Avenue adjacent to the school will not have negative impacts on traffic management or road safety and is therefore deemed appropriate for the area.



**Daryl Morgan**  
MANAGER ENGINEERING – DESIGN AND CONTRACTS

# Timed Bus Zone - Pinehall Avenue - Suttontown Primary School



Map Zoom: 239.1 m  
Plot Date: Wednesday, 13 June 2018



## COUNCIL RESOLUTION 17/10/2017

Pursuant to Division 3 - Conflict of Interest, Section 75A of the Local Government Act 1999, Cr Lynagh informed the meeting of a *perceived* conflict of interest in Item 13.19:

*"Mount Gambier Community Events, to which this item relates, is a Committee I have previously had involvement with and been a part of".*

Cr Lynagh informed the meeting of the manner in which they intend to deal with the *actual/perceived* conflict of interest as follows:

*"I intend to stay and participate in the discussions."*

In accordance with section 75A Cr Lynagh:

*"participated in the meeting in relation to the matter".*

### 14.4 2017 New Year's Eve Event - Report No. AR17/41824

- |  |
|--|
| <p>(a) That Council Report No. AR17/41824 titled '2017 New Year's Eve Event' as presented to the Council on 17 October 2017 be noted.</p> <p>(b) That Council acknowledge the considerable effort taken by the Mount Gambier Community Events committee to reduce costs and secure additional sponsorship.</p> <p>(c) That Council approve a one off sponsorship increase of \$5,000 cash and \$500 in-kind support (totalling \$10,000 cash and \$3,000 in-kind) for the 2017 New Year's Eve event from GL6240.0038</p> |
|--|

Moved: Cr Richardson

Seconded: Cr Greco

Carried

Having participated in the meeting in relation to the matter Cr Lynagh voted in favour the motion.

**REPORT TITLE**

**2017 NEW YEAR'S EVE EVENT**

<b>COMMITTEE</b>	Council
<b>MEETING DATE:</b>	17 October 2017
<b>REPORT NO.</b>	AR17/41824
<b>RM8 REFERENCE</b>	AF17/522
<b>AUTHOR</b>	Barbara Cernovskis
<b>SUMMARY</b>	Mount Gambier Community Events are requesting consideration for a one off increase in funding from Council to support the 2017 New Year's Eve event.
<b>COMMUNITY PLAN REFERENCE</b>	Goal 1: Our People

**REPORT RECOMMENDATION**

- (a) That Council Report No. AR17/41824 titled '*2017 New Year's Eve Event*' as presented to the Council on 17 October 2017 be noted.
- (b) That Council acknowledge the considerable effort taken by the Mount Gambier Community Events committee to reduce costs and secure additional sponsorship.
- (c) That Council approve a one off sponsorship increase of \$5,000 cash and \$500 in-kind support (totalling \$10,000 cash and \$3,000 in-kind) for the 2017 New Year's Eve event from GL6240.0038
- (d) That the Mount Gambier Community Events committee be advised that consideration to any future sponsorship applications for a New Year's Eve event will not exceed \$5,000.



## Background

The City of Mount Gambier has been a major sponsor of the New Year's Eve event delivered by Mount Gambier Community Events since its inception in 2010. Annual sponsorship has traditionally been in the vicinity of \$10,000-\$12,000 cash and in-kind support up to the value of \$5,000 throughout this period.

Whilst the events themselves are well attended the organising committee have been consistently challenged each year with securing adequate sponsorship and volunteer support to deliver the event.

## Discussion

A review of community grants, contributions and sponsorship is part of Council's annual budget deliberations and for 2017/2018 the New Year's Eve event sponsorship was reduced to \$5,000 cash and up to the value of \$2,500 in-kind support.

Mount Gambier Community Events commenced planning for the 2017 event in the first half of this year and the committee has again been challenged with securing ongoing sponsorship and are actively seeking volunteer support to deliver the event. The budget has been further compromised with increased costs, particularly for the fireworks.

Given the challenges with securing ongoing sponsorship, increasing costs and the need for a greater pool of volunteer support the committee have conceded that 2017 may be the last year that they will be able to deliver the New Year's Eve event.

In light of the fact that this may be the last year, the committee have revisited their budget and reviewed all avenues for sponsorship and volunteer support to enable them to deliver a 2017 New Year's Eve event.

## Conclusion

The Mount Gambier Community Events committee therefore request that Council give consideration to providing an additional \$5,000 cash and \$500 in-kind for the 2017 event to a total of \$10,000 cash and \$3,000 in-kind support. This would still leave the committee with a deficit of \$4,500 however they are confident that a small carry over of funds from the 2016 event would offset this.

## Attachments

Nil



**Michael McCARTHY**  
MANAGER – GOVERNANCE AND PROPERTY



A handwritten signature in black ink, appearing to read "Barbara Cernovskis". The signature is written in a cursive style with a large, stylized initial 'B'.

**Barbara CERNOVSKIS**  
ACTING CHIEF EXECUTIVE OFFICER

10 October 2017  
BJC



# MOUNT GAMBIER community events

2 January 2018

Ms Denise Richardson  
Team Leader Community Events  
City of Mount Gambier  
PO Box 56  
MOUNT GAMBIER SA 5290

Dear Ms Richardson

Please find attached a copy of our funding application for the 2018 New Year's Eve celebrations.

As you are fully aware, the 2017 was a struggle and there are issues around committee membership, volunteers and also raising funds to stage the event. The committee made it very clear to the Mount Gambier community the 2017 celebration could be the last unless there is further help being offered.

I firmly believe we will be able to stage a 2018 celebration as a number of people have indicated their assistance and support. If this help fails to materialise, we will not proceed with the event and withdraw our application for funding from the City of Mt Gambier. I would ask the application is considered on its merits, as in past years and if supported by the decision makers, an allocation be made for the event.

I fully understand the circumstances under which the City of Mount Gambier funding was given to Mt Gambier Community Events Management Inc for the 2017 celebrations and do understand the reasoning behind the decision. We are submitting our application and will be appreciative of future sponsorship.

The celebrations are an important community event and it would be a retrograde step to allow them not to continue. They would be missed.

If you require any further information or wish to discuss this matter with me, please do not hesitate to contact me. I will forward a copy of our audited statement to you after they are completed in the middle of 2018.

I would commend this application to you and the City of Mount Gambier can view the application in a positive light and continue to provide a level of support for the celebrations.

Yours sincerely



Steve Toope  
Chair  
0438230770  
dialatoner@secnet.net.au



Office Use Only	
RM8	
Forwarded	
Approved	
PO #	
Invoice	
EE	

## Event Sponsorship Program

### APPLICATION FOR TIER 2 SPONSORSHIP (over \$2000)

Title of Event: Mount Gambier Community New Year's Celebrations
Name of Organisation/s: Mount Gambier Community Events Management Inc
Postal Address: PO Box 20232
Mount Gambier SA 5290

Details of Key Personnel for the event:

Name	Role/Responsibility	Contact Phone	Email Address
Steven Toope	President	0438230770	dialatoner@secnet.net.au
Maxine Tuffnell	Secretary	0418838930	maxt45@hotmail.com
Jenni Jackson	PR/Events Coordinator	0428239601	jenijac1@dodo.com.au>

Is your organisation registered for GST?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO									
Please provide your organisation's Australian Business Number (ABN)	9	6	8	5	4	6	7	4	0	1	9

Event Dates: 31st December 2018		
Event Venue: Vansittart Park		
Is this is a new event or continuation of existing? <b>Continuation</b>		
Are you considering applying for use of a council venue? i.e City Hall, Cave Garden etc	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, please specify which venue you are considering: <b>Vansittart Park</b>		
Have you submitted your Hire Application or Special Events Permit for use of council venue	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO

**\*\*Please note – If you are in the process of negotiating access to a Council venue, you will need to complete the hire permit before we can consider this application for sponsorship (please include copy of permit/application with your sponsorship application).**

Anticipated Event Attendance			
Number of <u>local</u> residents you anticipate your event will attract:		5,000	
Number of <u>visitors</u> you anticipate your event will attract:		250	
Please provide a percentage breakdown of the anticipated attendees:			
Local Residents	% 98	Surrounding Areas	%
Interstate	%	Other SA	% 2
Overseas	%		
Provide an indication of the percentage of non-local participants and spectators expected to stay in paid accommodation within the region			% Minimal

Estimated total budget for event: (please attach itemised budget including funding from other sources)	\$ 50,000
---	-----------

Please detail below any cash &/or additional support you are seeking from Council

Cash <input checked="" type="checkbox"/>	Amount Requested	\$ 10,000
Describe how your funding will be expended:		
Funding is allocated to a number of activities for the event including firework displays		
Other Council Support <input checked="" type="checkbox"/> (Refer to Fee Schedule for an estimated cost)	Amount Requested	\$ 5,000
Please detail any other assistance you are requesting (eg. supply of rubbish bins & waste removal, hire of bollards, bunting, witches hats, tiered seating etc, road closures, temporary parking restrictions, road signage)		
Rubbish bins, bunting, safety flags, tiered seating, labour, signage, tomato stakes.		

*When assessing your application, a cost will be applied to the support/assistance sought. Local Government account for all costs for the organisation whether they be direct or in-direct. Please note that any additional requests for support not included in this application will incur a cost as determined by the Event Support Fee Schedule.*

<b>Event Description &amp; Program Outline</b> Please attach detailed program if available. Please include activities, entertainment, catering and other relevant information
Program will include several live music performers, children's amusements eg jumping castle, giant slide, mini putt putt, merry go round, bucking bull, bumper soccer etc, wrestling, circus act, catering outlets, alcohol sales, wrestling troupe and two firework displays.

**Event History**

Please provide a brief history of the event, including number of times the event has been held in the past, including number of participants, spectators and key event outcomes

The event was started in 2010 and in that time has attracted between 4,000 and 5,000 participants.

We estimate we were able to attract over 5,500 attendees in 2016. There has been a steady climb in numbers and we believe the event is becoming accepted by the broader general community.

**Event Objectives**

Please list the aims and objectives of the proposed event

The event is targeted at families and our goals are to provide a safe environment affordable event and utilises local talent.

**Event Sustainability**

What strategies do you have in place to ensure the event is sustainable?

The event is staged by volunteers and any surpluses are returned to the celebrations. We seek sponsorship from local businesses and also from businesses outside the region. The past NYE celebrations we made a concerted effort to attract new sponsors but found it very difficult. We also undertook the setting up of the event to reduce our costs and not go over the \$3k in kind support from the City of Mount Gambier.

**Economic Impact**

Provide detailed examples of the economic impacts that are likely to result from the event. Include estimations ie. Increase in tourism/retail/hospitality/business trade, new economic opportunities, tourism growth etc.

The NYE celebrations are a localised event and would generate a benefit to the community. The past three years have seen an increase in the number of tourists who attend the celebrations. This year we saw an number of people from Asia and the middle east in attendance. We also had two coach companies who knew the event was being staged and made arrangements for the tourists attend.

There are a small number of performers and others who travel and would stay in motels etc. Local caterers and performers are recruited for the event.

**Sponsorship Acknowledgement**

Outline how you intend to recognise the support provided by City of Mount Gambier

**When using the City of Mount Gambier Logo please provide a proof for approval prior to printing.**

The City of Mount Gambier will be recognised via print media eg Border Watch, Radio (5SE), TV adverts (Win TV), social media, website, posters around town, signage on the night and live announcements on the night.

**Community Involvement & Consultation**

How will your event involve local businesses, artists and community groups? eg. markets, entertainment, food, security etc.

Local businesses are used for catering, alcohol service, performances, security, advertisement and promotion.

### Marketing Plan and Advertising Schedule

Please provide a detailed schedule of marketing and advertising activities to be undertaken.  
Please specify what media outlets you are using.

Date	Media	Activity	Cost (estimate)
eg. 4-15 Dec	Radio – 5SE	On Air spots x 3	\$
eg 6-15 Dec	Newspaper – Border Watch	Display ads x 5	\$
Early December	Win TV	55 Plus spots	\$2,800
Mid December	Border Watch	Adverts and stories	\$2,700
Xmas - NYE	Radio 96.1	Interviews	
December	ABC, 5GTRFM	Interviews	-

#### Accessibility

How will you address accessibility for people with disabilities?

People with disability can drive into the event and we have a designated car park. We can use a golf cart to assist people with a disability if required.

#### Environmental Impact

Briefly outline how you intend to manage the environmental impact of your event. This may include elements from your Traffic Management Plan, Occupational Health & Safety Plan, Waste Management Plan and Risk Assessment. Factors to consider will include waste management, noise levels, pollution/rubbish, impact on community infrastructure etc. Also identify any environmental benefits arising from the event.

The stage is slanted towards the SW so the sound from the live music is directed towards the least populated area. Numerous rubbish bins are spread throughout the venue and tended to over the course of the night by designated personnel. The fireworks debris is cleaned up after the mid night display. With an open air venue, noise will be an issue with the neighbors. We give notice to the nearby residents advising them of the activities, the start and finish times of the event, the firework displays and who to contact if they need to discuss any matters. Traffic is not impacted except for No Parking in certain areas to allow for easy access and exit for emergency vehicles.

### Event Evaluation

How will you know if you have achieved the aims and the objectives of the event? Eg. Customer surveys, local business surveys, community surveys, participant surveys, attendance data-registrations etc.

Success will be measured by the number of attendees, personal feedback on the night, level of complaints and social media comments. This year we conducted a small survey and asked attendees what they think of the event.

### City of Mount Gambier Community Plan

Please identify the area/s in which your event supports 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



#### Our Location

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



#### Our Diverse Economy

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



#### Our Climate, Natural Resources, Arts, Culture & Heritage

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

To download a copy of the Community Plan, please visit:

[www.mountgambier.sa.gov.au/CommunityPlan-TheFuturesPaper2016-2020.pdf](http://www.mountgambier.sa.gov.au/CommunityPlan-TheFuturesPaper2016-2020.pdf)

Please explain how your event supports these pillars

We believe the NYE celebrations fit into Our people and Our Location pillars. The NYE celebrations are just one of many community events held throughout the year and they add to the vibrancy of the city. It

provides an opportunity to celebrate community and allows for social connection. The NYE event is the largest ~~community NYE celebrations, outside of Adelaide and we have the largest fireworks displays in rural SA. It is one~~ event that adds to the cities livability.

### Risk Management Planning

Please attach details of Risk Management Planning to be undertaken for the event, including pre-event liaison with emergency services and any emergency services to be present at your event. Your event planning should include a Risk Management Plan, Occupational Health & Safety considerations, and Emergency Response Plan. If you anticipate your event will attract large numbers, you should also consider completing a SAPOL Safety Assessment for Crowded Places – this only takes a few minutes and can be accessed online at [www.police.sa.gov.au/online-services/mass-gatherings](http://www.police.sa.gov.au/online-services/mass-gatherings).

Please ensure you make contact with the following organisations to inform them about your event;

- SAPOL
- St John First Aid - requests completed online at [www.stjohnsa.com.au/EventsQuoteRequest.aspx](http://www.stjohnsa.com.au/EventsQuoteRequest.aspx)
- Security
- Mount Gambier Hospital if necessary.
- SA Ambulance Service regarding access to your event if required
- Metropolitan Fire Service

If you need information in regard to establishing a Risk Management Plan, please contact the Community Events Division.



## Event Evaluation

If you are successful with your application Council will require a completed Event Evaluation form & reconciled budget post-event providing declarations that the funding has been spent only for the purposes for which you applied.

I acknowledge that the above information provided in this application is true and correct. I have read the "Events Sponsorship Guidelines" and understand that should this application be approved by the City of Mount Gambier I will be required to enter into a Sponsorship Agreement with the City in order to receive the funds.

*In order for your application to be considered please attach a clear event budget including breakdown of income and expenditure*

Signature:  \_\_\_\_\_ Date: 2 January 2018

Name: Steven Toope

Before submitting your application, please ensure you have attached the following:

<input checked="" type="checkbox"/>	Full Event Budget showing all income & expenditure
<input checked="" type="checkbox"/>	Proof of Public Liability Insurance
<input type="checkbox"/>	List of all funding partners for event
<input type="checkbox"/>	Copy of Hire permit/Special Event Permit – if applicable
<input checked="" type="checkbox"/>	Your Business Plan and/or Marketing Plan
<input type="checkbox"/>	Copy of your organisation's most recent audited annual financial statement
<input type="checkbox"/>	Completed Risk Assessment for your event

Team Leader Community Events  
City of Mount Gambier  
PO Box 56  
Mount Gambier SA 5290  
P: (08) 8723 1025  
E: [city@mountgambier.sa.gov.au](mailto:city@mountgambier.sa.gov.au)  
[www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au)

## NEW YEAR'S EVE PROPOSED 2018 DRAFT BUDGET

### INCOME:

Catering	500.00
Sponsorship	23,050.00
Entrance Fees	22,000.00

**TOTAL:** 45,550.00

### EXPENDITURE:

#### Entertainment:

Mischief and Mayhem	3,500.00
Music acts	1,000.00
Laser Tag	1,000.00
Face painting/Booth	2,050.00
D.Barr	9,020.00
Wrestling	4,000.00
Fireworks	12,000.00
Insurance	2,064.00
Security	2,400.00
Mini Golf	480.00
Advertising	4,232.00
Equipment Hire	6,133.00
Pump out	350.00

**TOTAL:** 48,229.00

**Surplus / Deficit:** -2,679.00

### SPONSORS:

	\$
City of Mt Gambier	10,000.00
DC Grant	4,000.00
First Super	4,000.00
Bendigo bank	500.00
Trident	500.00
Clockwise Jewellers	500.00
UFS Chemist	500.00
Henri Post	250.00
KFC	1,000.00
Sportspower	500.00
Nth Gambier	500.00
KCA	800.00

**TOTAL** 23,050.00



# Hunter General Insurance

Postal: PO Box 651      Situation: 27 Sturt Street  
Mount Gambier SA 5290      Mount Gambier SA 5290

T: (08) 8723 6611  
M: 0438 672 714

Authorised representative number 001252803 of Insurance House Pty Ltd  
ABN 33 006 500 072      AFSL240954

You have elected to pay this invoice by Monthly Instalments which will be deducted from your nominated financial institution account. Please ensure funds are available as unpaid instalments may result in cancellation of your cover.

## TAX INVOICE

This document is a tax invoice for GST

MT GAMBIER COMMUNITY EVENTS  
PO BOX 2032  
MOUNT GAMBIER SA 5290

Invoice Date: 16/10/2017  
Invoice No: 382954  
Our Reference: MTGAMBIERC

Should you have any queries in relation to this account, please contact your Account Manager  
IH Hunter Insurance Services

**Class of Policy:** Business Insurance  
**Insurer:** QBE Insurance (Australia) Limited  
G P O Box 4323, MELBOURNE VIC 3001  
ABN: 78 003 191 035  
**The Insured:** MOUNT GAMBIER COMMUNITY EVENTS MANAGEMENT INC

**RENEWAL**  
**Policy No:** 161A268039BPK  
**Period of Cover:**  
From 1/12/2017  
to 1/12/2018 at 4:00 pm

**Details:** See attached schedule for a description of the risk(s) insured

2017/2018 RENEWAL  
PREMIUM PAID DIRECT TO INSURER VIA MONTHLY DEBITS

### Your Premium:

Premium	UW Levy	F&ES Levy*	GST	Stamp Duty	Broker Fee
\$1,374.50	\$0.00	\$0.00	\$142.45	\$166.31	\$50.00

\* \*\*Where ES relates to State Emergency Services (Applicable NSW only)

**TOTAL \$1,733.26**

(A processing fee applies for Credit Card payments)

### YOUR DUTY OF DISCLOSURE:

Before you enter into a Contract of general insurance with an Insurer, you have a duty under the Insurance Contract Act 1984 to disclose to the Insurer every matter that you know, or could reasonably expect to know, is relevant to the Insurer's decision whether to accept the risk, and, if so, on what terms. You have the same duty to disclose those matters to the Insurer before you renew, extend or reinstate a Contract of general insurance. If you fail to comply with the above, the Insurer may be entitled to reduce the liability under the Contract in respect of a claim or may cancel the Contract. If your non-disclosure is fraudulent, the Insurer may also have the option of avoiding the Contract from its beginning.

### CANCELLATION AND COMPLAINTS:

We reserve the right to retain the broker fee and pro-rata commission return on any policy cancellations.

Clients who are not fully satisfied with our services should contact our customer relations/complaints officer. We subscribe to the Financial Ombudsman Service (FOS), a free consumer service, and the principles of the Insurance Brokers Code of Practice. Further information is available from our office, or visit [www.fos.org.au](http://www.fos.org.au).

You have chosen to pay this invoice by Monthly Instalments which will be deducted from your nominated account.

### The Insurance House Group

Our Reference: MTGAMBIERC  
Invoice No: 382954  
Due Date: 1/12/2017

Premium \$1,374.50  
U'writer Levy \$0.00  
F&ES Levy \$0.00  
GST \$142.45  
Stamp Duty \$166.31  
Broker Fee \$50.00

**AMOUNT DUE \$0.00**



## 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:	Mount Gambier Community Events Management Inc		
EVENT NAME:	Community New Year's Eve celebrations		
DATE OF EVENT:	31 December 2017		
REPORT PREPARED BY:	Steve Toope	DATE: 8 January 2018	

Event Attendance Data				
	THIS YEAR	LAST YEAR	PREVIOUS YEAR	Financial ie. registration fee, entrance fees
Number of participants at your event	30	25	22	Family - \$35 Adults - \$15 Concession - \$10
Number of accompanying attendees (estimate)	20	20	20	
Number of spectators (estimate)	5,000	5,500	5,000	
Please provide an approximate percentage breakdown of area of residency for participants	Local <u>98</u> % Regional ___% SA <u>1</u> % VIC <u>1</u> % NSW ___% QLD ___% WA ___% TAS ___% NT ___% International ___%			

### Event Budget

Was the event delivered within budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Were there any major budget variations?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Final copy of reconciled event budget attached?	<input type="checkbox"/> Yes (please note, this must be included)
Any comments?	Audited statements to be sent on completion and they will also show if we broke even and there was a modest deficit.

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 type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <i>Unsuccessful</i> <i>Very Successful</i>
Accommodation Type <i>Please tick any that apply</i>	<input checked="" type="checkbox"/> Caravan Park <input checked="" type="checkbox"/> Motels <input type="checkbox"/> B&B's <input type="checkbox"/> Apartments <input type="checkbox"/> Hotels <input checked="" type="checkbox"/> Friends &/or Relatives <input 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 type="checkbox"/> 3 <input checked="" 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 type="checkbox"/> 5 <i>Unsatisfactory</i> <i>Excellent</i>
Venue <i>Please name venue used for event</i>	Vansitart Park
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 type="checkbox"/> Cafes <input type="checkbox"/> Fast Food <input type="checkbox"/> Onsite Caterers
Dining Rating <i>How was your experience?</i>	<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>
How would you rate the customer service related to dining?	<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>
Did you use a Service Club? <i>eg. Rotary, Lions etc. If so, please specify</i>	West Rotary Club
Any further comments?	

## Benefits to the Community & Region

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*

As a major broad based community event, it does contribute to the communities vibrancy and clearly demonstrates we have the facilities that aides in keeping communities connected. Community events are an important part of any town or region.

### Our Location

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

People choose to live in Mt Gambier for a variety of reasons including family, rural atmosphere, easy living and a closer more supportive community. Being able to participate and celebrate community is part of the attraction.

### Our Diverse Economy

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

The celebrations provide an opportunity for a limited number of small business operators to supply goods and services to the event and an opportunity for a small number of people to be employed on the night.

### Our Climate, Natural Resources, Arts, Culture & Heritage

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

## Marketing & Promotion

(Please attach a copy of your marketing strategy)

Who was your target market?

Families

Did you reach them?

We reached our target audience.

How did you promote your event?

TV advertising, radio interviews, print adverts and stories, social media, posters and free ticket give away.

Rate the effectiveness of your marketing/promotion -

1

Ineffective

2

3

4

5

Highly Effective

## SWOT Analysis

Please analyse & list the Strengths, Weaknesses, Opportunities & Threats of your event

<i>Strengths</i>	<i>Weaknesses</i>
Family event	Funding
Safe and secure event	Attracting Volunteers
Entertainment and activities	Outdoor event
Valued by the broader community	
<i>Opportunities</i>	<i>Threats</i>
Add more activities	Weather
Advertise outside of the region	Struggle to continually seek sponsorship
Give the event a broader appeal	Need to change to remain relevant

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](mailto:city@mountgambier.sa.gov.au)

AB Clements Pty Ltd ATF Clements Family Trust, trading as

# Kirby Financial Solutions

ACCOUNTANTS AND BUSINESS ADVISERS

A B N 22 687 105 207

157 Commercial Street East  
(PO Box 3032)  
Mount Gambier SA 5290Telephone: (08) 8723 2744  
Facsimile: (08) 8725 4666  
Email: admin@kirbyfinancial.com.au  
Web: www.kirbyfinancial.com.au

## INDEPENDENT REVIEW REPORT

**To the members of the Mount Gambier Community Events Management Inc.**

### Scope

We have prepared and then reviewed the attached special purpose financial report comprising the Income & Expenditure Statement of the Mount Gambier Community Events Management Inc for the period 23<sup>rd</sup> March 2017 to 31<sup>st</sup> March 2018. The Committee is responsible for the preparation of the financial report and the selection of appropriate accounting policies. We have performed a review of the financial records in order to state whether, on the basis of the procedures described, anything has come to our attention that the financial report is not presented fairly in accordance with the Committee's financial reporting requirements.

The financial report has been prepared for distribution to the members for the purpose of fulfilling the Committee's financial reporting requirements. We disclaim any assumption of responsibility for any reliance on this review report or on the financial report to which it relates to any person other than the members.

Our review has been conducted in accordance with Australian Auditing Standards applicable to review engagements. A review is limited primarily to enquiries of company personnel and analytical procedures applied to the financial data. These procedures do not provide all the evidence that would be required in an audit, thus the level of assurance provided is less than given in an audit. We have not performed an audit and, accordingly, we do not express an audit opinion.


### Qualification

As is common for organisations of this type, it is not practicable for the Mount Gambier Community Events Management Inc. to maintain an effective system of internal control over donations, sponsorship and other fundraising activities until their initial entry in the accounting records. Accordingly, our review in relation to fundraising was limited to amounts recorded.

### Statement

Based on our review, which is not an audit, nothing has come to our attention that causes us to believe that the financial report of Mount Gambier Community Events Management Inc for the period 23<sup>rd</sup> March 2017 to 31<sup>st</sup> March 2018 does not present fairly the payments and receipts for the period then ended in accordance with the financial reporting requirements of the committee.

KIRBY FINANCIAL SOLUTIONS



Andrew Clements



**MOUNT GAMBIER COMMUNITY EVENTS MANAGEMENT INC**

**STATEMENT OF RECEIPTS AND PAYMENTS**

**FOR THE PERIOD 23RD MARCH 2017 to 31ST MARCH 2018**

<b>2017</b>		<b>2018</b>
\$		\$
16,135.13	<b>Opening Cashbook Balance 23/03/2017</b>	10,596.63
	<b><u>RECEIPTS</u></b>	
2,090.12	Donation - Catering	-
3,000.00	Float	3,000.00
21,369.00	Gate Takings	24,435.00
-	Interest	83.52
10,000.00	Local Council	14,000.00
600.00	Site Fees	700.00
9,250.00	Sponsorship	14,450.00
<u>46,309.12</u>	<b>TOTAL RECEIPTS</b>	<u>56,668.52</u>
	<b><u>PAYMENTS</u></b>	
4,232.34	Advertising	\$ 3,281.35
11,145.00	Amusements	\$ 14,000.00
1,273.00	Donations	\$ -
6,033.40	Equipment Hire	\$ 7,599.46
10,000.00	Fireworks	\$ 12,000.00
3,000.00	Floats	\$ 3,000.00
2,300.88	Insurance	\$ 2,133.33
6,485.00	Performers	\$ 4,600.00
300.00	Postage	\$ 461.00
2,204.00	Security	\$ 2,871.00
	Sundry	
	Audit	\$ 297.00
	Bank Fees	\$ 3.70
	St John First Aid	\$ 252.00
	Blue Lake Dog Obedience - Setup and Cleanup of event	\$ 500.00
874.00	Committee Tea	\$ 139.00
4,000.00	Wrestlers	\$ 1,191.70
<u>51,847.62</u>	<b>TOTAL PAYMENTS</b>	<u>\$ 55,137.84</u>
<u>10,596.63</u>	<b>CLOSING CASHBOOK BALANCE 31/03/2018</b>	<u>12,127.31</u>

**REPRESENTED BY:**

**Bendigo Bank Account @ 31/03/2018**

12,127.31