

6 September 2018

**MAYOR  
COUNCILLORS  
CITY OF MOUNT GAMBIER**

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

**Strategic Standing Committee**  
*(Committee Room - Level 4):*

Monday, 10 September 2018 at 5:30 p.m.

An agenda for the meeting is enclosed.



**Mark McSHANE**  
CHIEF EXECUTIVE OFFICER

## AGENDA INDEX

<b>1.</b>	<b>APOLOGY(IES)</b> .....	<b>1</b>
<b>2.</b>	<b>CONFIRMATION OF STRATEGIC STANDING COMMITTEE MINUTES</b> .....	<b>1</b>
<b>3.</b>	<b>QUESTIONS</b> .....	<b>1</b>
	3.1. With Notice .....	1
	3.2. Without Notice .....	1
<b>4.</b>	<b>DEPUTATIONS</b> .....	<b>1</b>
<b>5.</b>	<b>STRATEGIC STANDING COMMITTEE REPORTS</b> .....	<b>2</b>
	5.1. Member Allowance, Re-imburements, Benefits and Facilities - Report No. AR18/36005 .....	3
	5.2. Elected Member's Planning Day - Report No. AR18/33042 .....	6
<b>6.</b>	<b>MOTION(S) - With Notice</b> .....	<b>9</b>
<b>7.</b>	<b>MOTION(S) - Without Notice</b> .....	<b>9</b>
<b>8.</b>	<b>REPORT ATTACHMENTS</b> .....	<b>10</b>



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

Meeting to be held in the Committee Room, Civic Centre, 10 Watson Terrace, Mount Gambier  
on Monday, 10 September 2018 at 5:30 p.m.

### **PRESENT**

Mayor Andrew Lee

Cr Frank Morello (Presiding Member)

Cr Josh Lynagh

Cr Hanna Persello

### **COUNCIL OFFICERS**

Chief Executive Officer

General Manager Community Wellbeing

General Manager Council Business Services

General Manager City Growth

General Manager City Infrastructure

Manager Executive Administration

Customer Service Officer

- Mr M McShane
- Ms B Cernovskis
- Mrs P Lee
- Dr J Nagy
- Mr N Serle
- Mr M McCarthy
- 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 Cr Sonya Meziniec and Cr Penny Richardson

That the apology from Cr Meziniec and Cr Richardson be received.

Moved:

Seconded:

### **2. CONFIRMATION OF STRATEGIC STANDING COMMITTEE MINUTES**

Meeting held on 13 August 2018.

That the minutes of the Strategic Standing Committee meeting held on 13 August 2018 as previously circulated be confirmed as an accurate record of the proceedings of that meeting.

Moved:

Seconded:

### **3. QUESTIONS**

#### **3.1. With Notice**

Nil submitted.

#### **3.2. Without Notice**

### **4. DEPUTATIONS**

Nil



**5. STRATEGIC STANDING COMMITTEE REPORTS**

Strategic Standing Committee Reports commence on the following page.



**5.1. Member Allowance, Re-imbursements, Benefits and Facilities - Report No. AR18/36005**

<b>COMMITTEE</b>	Strategic Standing Committee
<b>MEETING DATE:</b>	10 September 2018
<b>REPORT NO.</b>	AR18/36005
<b>RM8 REFERENCE</b>	AF17/506, AF11/1950
<b>AUTHOR</b>	Michael McCarthy
<b>SUMMARY</b>	This report sets out matters relating Council's Member Allowances, Reimbursements, Benefits and Facilities Policy
<b>COMMUNITY PLAN REFERENCE</b>	Goal 3: Our Diverse Economy

**REPORT RECOMMENDATION**

- (a) That Council Report No. AR18/36005 titled '*Member Allowance, Re-imbursements, Facilities and Benefits*' as presented to the Strategic Standing Committee on 10 September 2018 be noted.
- (b) That Members give thought to the benefits and facilities that they consider would be beneficial for presentation to the incoming Council, for discussion at an Elected Member Workshop to be held on Monday 15 October 2018.

Moved:

Seconded:



## Background

The provision of Member allowances, reimbursements, benefits and facilities is set out in sections 76-78 of the Local Government Act 1999 ("Act") and Council's Allowances, Re-imbursements, Benefits and Facilities Policy M405.

In summary, the legislative provisions specifically set out that Member allowances are in accordance with a determination made by the Remuneration Tribunal and the Act prescribes certain reimbursements that may be made and that other reimbursements are to be as approved by Council, specifically or in accordance with Council Policy.

Council Policy M405 makes provision for other facilities and support for Elected Members including administrative services associated with prescribed meetings, business cards, mobile computing device and data plan, and corporate attire to be worn at Council meetings/civic functions and when representing Council at other formal events. Additional facilities are made available for the Mayor including a mobile phone, office, access to administration support and a fully serviced motor vehicle.

In accordance with section 77(2) of the Act Council Policy M405 will lapse at the election and the policy provides that all facilities must be returned to the Council at the end of each term in office.

## Discussion

As set out in the Background, Council's Allowances, Re-imbursements, Benefits and Facilities Policy M405 will lapse at the election and the incoming Council will not be entitled to discretionary re-imbursements and any other discretionary facilities and support until it has resolved accordingly and/or adopted a Policy setting out the facilities and support that are to be provided to all members on a uniform basis (other than facilities or services specifically provided for the benefit of the Mayor).

Whilst it will be for the incoming Council to determine the discretionary re-imbursements, facilities and support services that it will resolve to provide for the benefit of its members, the outgoing Council have the opportunity to reflect on the services provided to them and may consider providing feedback to the administration to assist in the presentation of new policy provisions for presentation to the first meeting of the new Council.

In this respect it is suggested that current Members give thought to the value and benefit of the following benefits provided during the current term, in particular:

- Council provided mobile computing devices and data plans
- Corporate attire

Based upon administrative assessment and informal feedback received to-date it is considered that the provision of mobile computing devices and mobile data plans may no longer be required. Such devices are more readily available and more powerful than in the past with many options depending on the specific needs of the user.

An alternate solution may be to provide the Mayor and each Councillor with an annual/term reimbursement limit for private purchase/use of a device/plan/support.

Similarly, the wearing of Member's corporate attire appears to have been in decline over the past Council term such that it may no longer be relevant.



It is proposed that an Elected Member workshop be held on 15 October 2018 for Members to provide feedback on facilities provided in the current term of Council and discuss any suggestions that might be presented in a new policy to the first statutory meeting of the new Council.

Current Members should note the requirement to return all facilities in the week commencing Monday 5 November 2018 and by no later than 5pm on Friday 9 November 2018.

Importantly for any newly elected or returning members it should be noted that the legislative provisions do not accommodate discretionary re-imbursements or the provision of other Member benefits and services until Council specifically resolves or adopts a policy approving such provision.

### **Conclusion**

This report recommends that Members give thought to the benefits and facilities that they consider would be beneficial for presentation to the incoming Council for discussion at an Elected Member Workshop to be held on Monday 15 October 2018.

Further, that current Members are to return all Council provided facilities in the week commencing Monday 5 November 2018 and by no later than 5pm on Friday 9 November 2018.

Lastly, any newly elected or returning Members should note that no discretionary re-imbursements, benefits or services may be provided to members until the new Council has specifically resolved or adopted a policy to approve their provision.

### **Attachments**

[Attachment 1 \(AR14/44893\[v2\]\): Allowances, Re-imbursements, Benefits & Facilities Policy](#)



**Michael McCARTHY**  
MANAGER EXECUTIVE ADMINISTRATION



**Mark McSHANE**  
CHIEF EXECUTIVE OFFICER

31 August 2018  
MMcC



**5.2. Elected Member’s Planning Day - Report No. AR18/33042**

<b>COMMITTEE</b>	Strategic Standing Committee
<b>MEETING DATE:</b>	10 September 2018
<b>REPORT NO.</b>	AR18/33042
<b>RM8 REFERENCE</b>	AF17/506
<b>AUTHOR</b>	Dr Judy Nagy
<b>SUMMARY</b>	This report summarises the outcomes of the Elected Member’s Planning Day held Sunday 12 <sup>th</sup> August 2018.
<b>COMMUNITY PLAN REFERENCE</b>	Goal 1: Our People

<b>REPORT RECOMMENDATION</b>
<p>(a) That Strategic Standing Committee Report No. AR18/33042 titled ‘<i>Elected Member’s Planning Day</i>’ as presented to the Strategic Standing Committee on 10 September 2018 be noted.</p> <p>(b) That a workshop be held early in the new term of Council to receive this report and discuss the reports that were generated at the Elected Member Planning Day.</p>

Moved:

Seconded:





## Background

Over the current Council term considerable time and resources have been invested in ensuring that Council actions have been supported by a strong evidence base. Access to quality data that is specific to Mount Gambier has been challenging and numerous reports have provided valuable information to allow Council resources to be directed towards specific opportunities that are most likely to generate positive economic and community benefits.

Since 2016 there have been seven strategies completed and endorsed by Council, with a total of 159 recommendations. These strategies included:

- Digital Strategy
- City Growth Strategy
- Signage Strategy
- Tourism Data Collection
- Visitor Information Servicing
- Youth Engagement Strategy
- Culture and Heritage Plan

Elected Members engaged in numerous workshops to endorse the reports and to prioritise the 159 recommendations and then to further refine the priorities to a list of 78 recommendations for action. Since the endorsement of the strategies, and refining of recommendations, 17 recommendations were either completed or have commenced. The remaining 61 recommendations are awaiting action.

In addition to the reports noted above emerging issues and further reports, such as the Public Arts Strategy, waste management challenges and the potential development of a Recreation Centre, will also require considered discussion and prioritisation.

## Discussion

To provide the incoming Council with a knowledge legacy that demonstrates a collective view of possible future priorities, an Elected Member's Planning Day was held on 12<sup>th</sup> August 2018. The Planning Day was intended to further refine the prioritisation of the recommendations and draft an expected timeline for those identified.

To further refine the remaining 61 recommendations, four filters were consistently applied by the Elected Members present. The filters and grading applied were:

- **Resourcing** – What level of resourcing is required to achieve the outcome? (Low, Medium, High)
- **Council Control** – To what degree is the recommendation within Council's control? (Low, Medium, High)
- **Community Impact** – What is the level of benefit or impact as a result of implementing the recommendation? (Low, Medium, High)
- **Immediacy of result/outcome** – How soon will the result benefit or impact the Community? (Short Term, Medium Term, Long Term)

Having considered each filter independently, Elected Members then provided an overall assessment from 1 – 5, with the four filters previously applied supporting the overall assessment.

Results of the overall assessment score were aggregated to obtain an average result for each recommendation, with the list then sorted according to the ranking.

Elected Members then reviewed the rankings and discussed the outcome as a group, including adding any issues that have emerged or changed as a consequence of market or community needs to either refine the ranking or add new priorities to the list. The discussions were fruitful and included an overview of actions to date and consideration of how recommendations could be combined to achieve greater leverage.



Further discussion on the timeframe required for each prioritised recommendation then formed a suggested schedule of project commencement and completion dates for 2019 and beyond. Ensuring that complementary prioritised issues were linked and that proposed implementation timelines were realistic created a working document that will need further refinement over time.

While the outcomes reflect learnings from the past few years of Council operations, each recommendation will require the development of a detailed project plan for each project/concept activation. This will include the need for the following:

1. Determine the outcomes to be achieved
2. List all recommendations relevant to the proposed project
3. Identify key enablers required including
  - a. Human resources
  - b. Budget
  - c. Infrastructure
  - d. Technology and
  - e. Systemic processes
4. Analyse and assess the options for implementation
5. Prepare a detailed timeline for implementation
6. Prepare a detailed budget for approval including
  - a. Capital
  - b. Operating expenses.
7. Implement
8. Monitor and control

## Conclusion

The schedule of prioritised recommendations will be presented to the newly elected Council in December to ensure that Elected Members have a cohesive summary of strategic work done to date to inform and assist with gaining early traction in the new Council term.

## Attachments

[Attachment 1 \(AR18/35759\): Prioritised Strategies summary - Elected Member's Workshop](#)

[Attachment 2 \(AR18/35760\): Prioritised Strategies with detail - Elected Member's Workshop](#)



**DR JUDY NAGY**  
GENERAL MANAGER CITY GROWTH



**MARK MCSHANE**  
CHIEF EXECUTIVE OFFICER

14 August 2018  
DL



**6. MOTION(S) - With Notice**

Nil Submitted

**7. MOTION(S) - Without Notice**


Meeting closed at                      p.m.

AR18/34842



**8. REPORT ATTACHMENTS**



	<b>COUNCIL POLICY</b> <b>M405 MEMBERS – Allowances,  Re-imbursements, Benefits &amp; Facilities</b>	<b>Version No:</b>	2.0
		<b>Issued:</b>	April, 2015
		<b>Next Review:</b>	December, 2018

## 1. INTRODUCTION

The City of Mount Gambier will ensure that the payment of Council Members' allowances, the reimbursement of expenses and the provision of benefits by the Council is accountable and transparent and in accordance with the Local Government Act 1999 ("the LG Act") and the Local Government (Member's Allowances and Benefits) Regulations 2010 ("the Regulations").

This Policy sets out the provisions of the LG Act and Regulations in respect of Council Member allowances, expenses and support. This Policy is also provided in accordance with Section 77(1)(b) of the LG Act by specifying the types of expenses that will be reimbursed without the need for specific approval of Council every time a claim is made.

Council Members are paid an allowance for performing and discharging their functions and duties on Council. Section 59 of the LG Act provides (in part) that the role of a Council Member, as a member of the governing body of the Council, is to:

- *participate in the deliberations and civic activities of the Council;*
- *keep the Council's objectives and policies under review to ensure that they are appropriate and effective; and*
- *keep the Council's resource allocation, expenditure and activities, and the efficiency and effectiveness of its service delivery, under review.*

This Policy also explains the information that must be recorded within the Council's Register of Allowances and Benefits to ensure compliance with section 79 of the LG Act.


This Policy, in its entirety, will automatically lapse at the next general election of this Council.

## 2. POLICY OBJECTIVE & PRINCIPLES

To ensure Council Member allowances, the reimbursement of expenses and the provision of benefits, facilities and support by the Council are compliant with the *Local Government Act 1999* and *Local Government (Members Allowances and Benefits) Regulations 2010*.

*This policy is underpinned by the following principles:*

- *Council Members should not be out-of-pocket as a result of performing and discharging their Council functions and duties.*
- *To assist Council Members in performing or discharging their official functions and duties they are entitled to be provided with a range of necessary facilities and support and to be reimbursed for expenses as specified in this policy.*
- *Any reimbursements claimed by Council Members must be for expenses actually and necessarily incurred in performing and discharging their official Council functions and duties, which will be assessed according to the role of a Council Member under the LG Act.*
- *Council encourages continued professional training and development for Council Members. This is seen as being necessary in terms of good governance and to the improved performance of their functions and duties.*
- *The accountability of the Council to its community for the use of public monies.*

	<b>COUNCIL POLICY</b> <b>M405 MEMBERS – Allowances,</b> <b>Re-imbursments, Benefits &amp; Facilities</b>	<b>Version No:</b>	2.0
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### 3. ROLES AND RESPONSIBILITIES

This Policy applies to all Council Members, who each have an obligation to abide by this Policy.

The Council's Chief Executive Officer has the duty to:

1. maintain the Register of Allowances and Benefits;
2. implement Consumer Price Index ('CPI') adjustment of allowances paid to Council Members (to be adjusted on the first, second and third anniversaries of the relevant periodic elections to reflect changes in the CPI under the scheme prescribed by the Regulations); and
3. ensure copies of this Policy are available for inspection by the public at the principal office of the Council.

In addition, the Chief Executive Officer is responsible for:

4. implementing and monitoring expense reimbursement procedures in accordance with the LG Act, the Regulations this Policy and any associated procedure; and
5. ensuring a copy of this Policy is provided to all Council Members.

### 4. ENTITLED ALLOWANCES AND REIMBURSEMENTS

#### Allowances

Council Member allowances are determined by the Remuneration Tribunal on a 4 yearly basis before the designated day in relation to each set of periodic elections held under the *Local Government (Elections) Act 1999*.

An allowance determined by the Remuneration Tribunal will take effect from the first ordinary meeting of the Council held after the conclusion of the relevant periodic election. Council Member allowances are to be adjusted on the first, second and third anniversaries of the relevant periodic elections to reflect changes in the Consumer Price Index ("CPI") under a scheme prescribed by the Regulations.

In accordance with regulation 4 of the Regulations, (and for the purposes of section 76 of the LG Act), an allowance may be paid in installments up to 3 months in advance or 3 months in arrears of each month in respect of which an installment is payable.

The annual allowance for a Council Member is determined according to the relevant Council group. There are six Council Groups which are each explained within the determination of the Remuneration Tribunal. The annual allowance for:

- principal members, is equal to four times the annual allowances for Council Members of that council;
- deputy mayor or deputy chairperson or a Council Member who is the presiding member of one or more prescribed committees is equal to one and a quarter (1.25) times the annual allowances for Council Members of that Council;

An additional allowance in the form of a sitting fee is also payable for Councillors who are presiding members of other committees (who are not deputy mayors, deputy chairpersons or presiding members of prescribed committees).

	<b>COUNCIL POLICY</b> <b>M405 MEMBERS – Allowances,</b> <b>Re-imbursements, Benefits &amp; Facilities</b>	<b>Version No:</b>	2.0
		<b>Issued:</b>	April, 2015
		<b>Next Review:</b>	December, 2018

The determination applicable for the City of Mount Gambier from November 2014 is as follows:

**COUNCIL:** Group 2 classification (out of 5 Groups)

**GROUP 2:** Base \$15,900

**Mayoral Allowance:** 4 times \$15,900 = \$63,600

**Deputy Mayoral Allowance:** 1.25 times \$15,900 = \$19,875

**Presiding Member:** as for Deputy Mayoral Allowance

**Council Members:** \$15,900

All Allowances are paid by electronic funds transfer (EFT) in the first week of each calendar month (two weeks in arrears/two weeks in advance).

NOTE: A member of a council who holds office for part only of the period in respect of which an allowance is payable is entitled to the proportion of the allowance that the period for which the member held the office bears to the total period (section 76(11) of the LG Act).

An allowance under this section is to be paid in accordance with any requirement set out in the Regulations (unless the member declines to accept payment of an allowance section 76(12) of the LG Act).

**Allowances - Payments When Acting in a Higher Office**

Where a vacancy or absence occurs in a position of Mayor, Deputy Mayor or Presiding Member and Council resolves that another Council Member formally act in the position until the vacancy is filled or the absence concludes then:

- Council will pay the higher prescribed allowance to the Member for the acting period where the acting to fill the vacancy or absence is for a minimum period of two (2) months.


**5. MANDATORY RE-IMBURSEMENTS (Prescribed Meetings)**

Travel (Section 77(1)(a))

Council Members are entitled to receive reimbursement for travelling expenses actually and necessarily incurred by the Council Member for travel within the Council area and associated with attendance at a “prescribed meeting” (section 77(1)(a) of the LG Act).

A “prescribed meeting” is defined under the Regulations to mean a meeting of the Council or Council committee, or an informal gathering, discussion, workshop, briefing, training course or similar activity which is directly or closely related to the performance or discharge of the roles or duties of the member:

- reimbursement for travel expenses is restricted to ‘eligible journeys’ (as defined in Regulation 3) provided the journey is by the shortest or most practicable route and to that part of the journey within the Council area i.e. any travelling outside the Council area in order to attend Council or Council committee meetings is not reimbursable under section 77(1)(a) of the LG Act. For reimbursement for travel outside the Council area refer to “Prescribed and Approved Reimbursements” below.

	<b>COUNCIL POLICY</b> <b>M405 MEMBERS – Allowances,</b> <b>Re-imbursements, Benefits &amp; Facilities</b>	<b>Version No:</b>	2.0
		<b>Issued:</b>	April, 2015
		<b>Next Review:</b>	December, 2018

- an ‘eligible’ journey means a journey (in either direction) between the principal place of residence, or a place of work, of a Council Member, and the place of a prescribed meeting.
- where a Council Member travels by private motor vehicle, the rate of reimbursement is at a rate equal to the appropriate rate per kilometre (determined according to the engine capacity of the vehicle) prescribed for the purposes of calculating deductions for car expenses under section 28.25 of the *Income Tax Assessment Act 1997* of the Commonwealth.
- travelling by taxi, bus or other means of public transport is reimbursed on the basis of expenses ‘actually and necessarily incurred’, but is still limited to ‘eligible journeys’ by the shortest or most practicable route and to the part of the journey that is within the Council area.
- the Council may aggregate claims for reimbursement of expenses that relate to journeys that do not exceed 20 kilometres and then pay them on either a quarterly or monthly basis.

#### Child/Dependant Care - Section 77(1)(a)

Council Members are entitled to reimbursement for child/dependant care expenses actually or necessarily incurred by the Council Member as a consequence of the Council Member’s attendance at a prescribed meeting. A Council Member is not entitled to be reimbursed if the care is provided by a person who ordinarily resides with the member.

To receive reimbursement for such prescribed expenses (travel and child/dependant care) each Council Member is required to complete a **Form 1** and submit it to the Chief Executive Officer. For the purposes of administrative efficiency Council Members are requested to submit these forms on a quarterly basis.

## **6. PRESCRIBED AND APPROVED REIMBURSEMENTS (Discretionary)**

There are additional prescribed expenses incurred by Council Members, that can be reimbursed by the Council that do not fall within the category of mandatory reimbursement outlined above.

Section 77(1)(b) of the LG Act provides that the Council (meaning the Council as the governing body) may approve the reimbursement of additional expenses as set out in the Regulations incurred by Council Members, either on a case-by-case basis or under a policy adopted by Council. This Policy sets out the types of approved expenses that may be reimbursed.

These additional types of reimbursed expenses are distinguished from the payment of allowances and from the mandatory reimbursement of travel and child/dependant care expenses associated with attendance at a prescribed meeting.


For the purposes of this Policy, and pursuant to section 77(1)(b) of the LG Act, the Council approves the reimbursement of additional expenses of Council Members as described below.

#### Travelling Expenses (Outside the Council Area)

Council Members will be entitled to receive reimbursement for expenses incurred when required to travel to a function or activity on Council business that the Council Member has been authorised or directed to attend on behalf of Council. The following conditions apply to these expenses:

- travel both within and outside the Council area must be incurred by the Council Member as a consequence of attendance at a function or activity on the business of Council. A ‘function or activity on the business of the Council’ includes official Council functions including Mayoral/Chairperson receptions, opening ceremonies, dinners, citizenship ceremonies and official visits etc.; inspection of sites within the Council area which relate to Council or



	<b>COUNCIL POLICY</b> <b>M405 MEMBERS – Allowances,</b> <b>Re-imbursements, Benefits &amp; Facilities</b>	<b>Version No:</b>	2.0
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		<b>Next Review:</b>	December, 2018

Committee agenda items; meetings of community groups and organisations as a Council representative – but not to attend meetings of community groups or organisations when fulfilling the role as a member of the Board of any such community group or organisation.

- reimbursement is restricted to the shortest or most practicable route.
- where a Council Member travels by private motor vehicle, the rate of reimbursement is at a rate equal to the appropriate rate per kilometre (determined according to the engine capacity of the vehicle) prescribed for the purposes of calculating deductions for car expenses under section 28.25 of the Income Tax Assessment Act 1997 of the Commonwealth.
- car parking fees will be reimbursed (where they are a consequence of a Council Member attending a function or activity on the business of the Council).
- travel by taxi, bus, plane or other means of public transport will be reimbursed on the basis of being expenses where they are ‘actually and necessarily’ incurred as a consequence of the Member’s attendance at a function or activity on the business of the Council however such travel must still be by the shortest or most practicable route.

### Care Expenses

Council Members will be entitled to receive reimbursement for reasonable expenses actually and necessarily incurred for the care of a child of a Council Member or a dependant of the Council Member requiring full time care as a consequence of the Council Member’s attendance at a function or activity on the business of the Council (other than expenses for which the Member is reimbursed under section 77 (1)(a) of the LG Act).

The following conditions apply to discretionary care expenses:

- Care expenses will not be reimbursed if the care is provided by a person who ordinarily resides with the Member.
- Re-imbursement of discretionary care expenses pursuant to Section 77(1)(b) will be limited to the following annual values:  
 Mayor - \$4,000  
 All Other Members - \$500 (per Member)

### Other Expenses

Council Member’s will be entitled to receive reimbursement for reasonable expenses actually and necessarily incurred as a consequence of the Elected Member’s attendance at a conference, seminar, training course or other similar activity that is directly or closely related to the performance or discharge of the roles or duties of the Member.

Expenses will only be reimbursed for attendance at conferences, seminars, etc which have been approved by Council or under delegation/policy. The following types of expenses will be reimbursable - airfares, registration fees, accommodation, meals, taxi fares, carparking and incidentals (up to a daily maximum of \$20.00).

*Note: Receipts or other evidence of expenditure that has been incurred must be provided with a claim made for all discretionary prescribed and approved reimbursements.*

## **7. CLAIMS FOR REIMBURSEMENT**

To receive reimbursement of expenses incurred in association with prescribed meetings under clause 5 each Council Member is required to complete a **Form 1** and submit it to the Chief Executive Officer.

	<b>COUNCIL POLICY</b> <b>M405 MEMBERS – Allowances,</b> <b>Re-imbursements, Benefits &amp; Facilities</b>	<b>Version No:</b>	2.0
		<b>Issued:</b>	April, 2015
		<b>Next Review:</b>	December, 2018

To receive reimbursement of discretionary expenses under clause 6 each Council Member is required to complete a **Form 2** and submit it to the Chief Executive Officer.

For the purposes of administrative efficiency Council Members are requested to submit these forms on a quarterly basis for the purposes of re-imbursement and maintaining the Register of Allowances and Benefits.

Reimbursement of expenses will only be paid to a Council Member upon presentation of the form/s and adequate *evidence supporting the claims made*.

## 8. FACILITIES AND SUPPORT

Council can provide facilities and other support to Council Members to assist them to perform or discharge their official functions and duties.

The Council must specifically approve the particular facility and support as necessary or expedient to the performance or discharge of all Council Members' official functions or duties which must be made available to all Council Members on a uniform basis, other than those facilities or support specifically provided to the Mayor as set out below.

Council has considered and is satisfied that the following facilities and support are necessary or expedient for all Council Members to assist them in performing or discharging their official functions and duties:

- *typing, photocopying and stationery for business directly associated with prescribed meetings, other official Council functions and activities, and otherwise only as approved by Council.*
- *business cards*
- *a mobile computing device with wireless connectivity to Council's wireless local area network*
- *a mobile data plan (for each Member a maximum spend of \$600 per annum on mobile data provided by Council after which time any further data 'top ups' to be the responsibility of the Member)*
- *corporate attire comprising jacket, shirt, tie, trousers or skirt that may be worn at Council meetings/civic functions and when representing Council at other formal events.*

The provision of these facilities and support are made available to all Council Members (including the Mayor) under the LG Act on the following basis:

- *they are necessary or expedient for the Council Member to perform or discharge his/her official functions or duties;*
- *the facilities remain the Council's property regardless of whether they are used off site or not; and*
- *whilst the facilities are to be used predominately in performing and discharging of official duties, limited private purpose use is allowable.*

	<b>COUNCIL POLICY</b> <b>M405 MEMBERS – Allowances,</b> <b>Re-imbursements, Benefits &amp; Facilities</b>	<b>Version No:</b>	2.0
		<b>Issued:</b>	April, 2015
		<b>Next Review:</b>	December, 2018

In addition to the above, Council has resolved to make available to the Mayor (and to any acting Mayor appointed during the Mayor’s absence) the following additional facilities and support to assist them in performing and discharging their official functions and duties:

- *a mobile phone with mobile calls and data plan*
- *office space adjacent the Council Chamber with fixed telephone line and desktop computing device with connectivity to internet and Council’s local area network for access to Council Member/Mayoral documents*
- *access to an executive assistant to manage civic diary and associated arrangements.*
- *A fully serviced motor vehicle in accordance with Council Policy C375 – Provision and Replacement of Council Vehicles.*

Council has determined that the provision of the above facilities and support are made available to Council Members on the following terms:


- *each Council Member is solely responsible for those facilities released into their care and/or control for the duration of their term in office;*
- *computing devices shall be loaded with Council’s approved corporate software only.*
- *all facilities must be returned to the Council at the end of each term in office, upon the office of a Member of a Council becoming vacant, or earlier at the request of the Chief Executive Officer;*
- *if the facilities provided to the Council Member are damaged or lost the Council Member must lodge a written report with the Council officer responsible for this Policy (whose name is detailed at the end of this Policy).*
- *The Mayoral vehicle shall be available for use as a pool vehicle for Council Members for extended travel purposes.*

Council Members using Council computing devices will comply with relevant provisions of Council Policies including R180 Records Management Policy, and internal procedures including “Computer Network / Software Use” procedure, “Mobile Device Use” procedures and will sign any associated acknowledgement/agreement documentation as required from time to time before taking delivery of computing devices or any associated service.

The use of Council facilities, support and/or services by Council Members for campaign or election purposes is not permitted under any circumstances on the basis it is not necessary or expedient to the performance or discharge of a Council Member’s official functions or duties under the LG Act. The use of such facilities for electoral purposes during the election period would be a breach of section 78(3) of the Local Government Act 1999.

## **9. OTHER RE-IMBURSEMENTS/FACILITIES**

Any additional reimbursements and facilities and support not detailed in this Policy will require the specific approval of Council prior to any reimbursements being paid, benefits being received and facilities and/or support being provided.

	<b>COUNCIL POLICY</b> <b>M405 MEMBERS – Allowances,</b> <b>Re-imbursements, Benefits &amp; Facilities</b>	<b>Version No:</b>	2.0
		<b>Issued:</b>	April, 2015
		<b>Next Review:</b>	December, 2018

## 10. FACILITIES AND SUPPORT - PRIVATE USE

Facilities or support provided to a Council Member must not be used for a purpose unrelated to the performance or discharge of official functions or duties unless:

- *the use has been approved by the Council; and*
- *the Member has agreed to reimburse the Council for any additional cost or expenses associated with that use.*

Given that any facilities and support have been provided to assist Council Members in carrying out their Council duties then only additional variable costs arising from private use must be reimbursed to the Council.

Adequate records will need to be maintained to assist in substantiating the degree of private use of Council facilities and support by Elected Members. This may not need to occur on an ongoing basis - e.g. if accurate records of usage are made for a reasonable period of time (e.g. 3 months) where such records are representative of ordinary usage and usage has not materially altered.

## 11. REGISTER OF ALLOWANCES AND BENEFITS

Pursuant to section 79(1) and (2) of the Local Government Act, the Chief Executive Officer must maintain a Register in which he or she shall ensure that a record is kept of—

- a. the annual allowance payable to a Council Member (in the case of section 79 (1)(a)); and
- b. any expenses reimbursed under section 77(1)(b) of the LG Act (in the case of section 79(1)(b)); and
- c. other benefits paid or provided for the benefit of the Member by the Council (in the case of section 79(1)(c)); or
- d. to make a record of the provision of a reimbursement or benefit not previously recorded in the Register (in the case of section 79(2)(b)),  
on a quarterly basis (see regulation 7 of the Regulations).


Reimbursements paid under section 77(1)(a) are not required to be recorded in the Register.

The Chief Executive Officer is required to record in the Register any changes in the allowance or a benefit payable to, or provided for the benefit of, Council Members. Accordingly, the Chief Executive Officer will update the Register each quarter and therefore each Council Member is required to provide his or her claim form for reimbursement to the Chief Executive Officer quarterly.

The Register of Allowances and Benefits is available for inspection by members of the public, free of charge, at the Council's office at 10 Watson Terrace, Mount Gambier during ordinary business hours. Copies or extracts of the Register are available for purchase upon payment of a fixed fee.

*Note: For the purpose of section 79 of the Local Government Act 1999 and subclause 11(b) – above, any cost or expense incurred by Council in association with a Council Member(s) may be considered as being provision to the Council Member of a 'benefit'.*

For example, Council meeting all costs associated with a Council Member's attendance at the ALGA conference in Canberra is considered a "benefit" provided to the Council Member.

	<b>COUNCIL POLICY</b> <b>M405 MEMBERS – Allowances,</b> <b>Re-imbursments, Benefits &amp; Facilities</b>	<b>Version No:</b>	2.0
		<b>Issued:</b>	April, 2015
		<b>Next Review:</b>	December, 2018

Accordingly, such costs and expenses are necessarily to be recorded in the Register of Allowances and Benefits for each Council Member.

## 12. REVIEW AND EVALUATION

Council Member allowances are determined by the Remuneration Tribunal on a 4 yearly basis. The correctness and effectiveness of this Policy will also be reviewed and evaluated in November 2018.

This Policy will lapse at the next general election at which time the newly elected Council will be required to adopt a new policy dealing with Council Member's allowances, reimbursements and benefits for their term in office (section 77(2) LG Act).

## 13. AVAILABILITY OF THE ELECTED MEMBER'S ALLOWANCES AND SUPPORT POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au). Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

Any enquiries regarding this policy are to be directed to the Chief Executive Officer, telephone 8721 2555 or email [city@mountgambier.sa.gov.au](mailto:city@mountgambier.sa.gov.au).

	<b>COUNCIL POLICY</b> <b>M405 MEMBERS – Allowances,</b> <b>Re-imbursements, Benefits &amp; Facilities</b>	<b>Version No:</b>	2.0
		<b>Issued:</b>	April, 2015
		<b>Next Review:</b>	December, 2018

File Reference:	AF11/1740
Applicable Legislation:	Local Government Act 1999 s76-s79 LG (Members Allowances & Benefits) Regs 2010
Reference: Strategic Plan – Beyond 2015	Goal 5, Objective 5
Related Policies:	
Related Procedures:	
Related Documents:	Remuneration Tribunal Determination 7 of 2014

#### DOCUMENT DETAILS

Responsibility:	MANAGER - GOVERNANCE & PROPERTY
Version:	2.0
Last revised date:	21 <sup>st</sup> April, 2015
Effective date:	21 <sup>st</sup> April, 2015
Minute reference:	21 <sup>st</sup> April, 2015, Corporate and Community Services Item 6, Corporate and Community Services Report No. 22/2015.
Next review date:	December, 2018
<u>Document History</u>	
First Adopted By Council:	25 <sup>th</sup> November, 2014
Previous Reviews:	21 <sup>st</sup> April, 2015

	<b>COUNCIL POLICY</b> <b>M405 MEMBERS – Allowances,</b> <b>Re-imbursements, Benefits &amp; Facilities</b>	<b>Version No:</b>	2.0
		<b>Issued:</b>	April, 2015
		<b>Next Review:</b>	December, 2018

# Form 1

Lodge with: Chief Executive Officer

## Council Member’s Reimbursement Claim Form 1

Name: .....

Period: .....

Total Reimbursement Claim Amount: \$.....

**Reimbursement of prescribed expenses associated with attending a prescribed meeting that is not subject to Council approval (refer to section 77(1)(a) of the *Local Government Act 1999* and Regulation 5 of the *Local Government (Members Allowances and Benefits) Regulations 2010*)**

**1. Travel Expenses & Travel Time Payment (if applicable)**

1.1 Date of Travel	1.2 Council Function or Business Attended*	1.3 Mode of Transport	1.4 Distance Travelled (km)**, if Motor Vehicle

**1.5 Details of your motor vehicle (where applicable):**

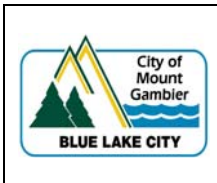
- Model and make of motor vehicle: .....
- Engine size: .....
- Total number of kilometres for reimbursement claim: .....

**1.6 Bus and/or taxi costs (where applicable):**

- Reimbursement claim: \$.....

**Please attach copies of all receipts.**

\*NOTE: Travel claims must relate to expenses actually and necessarily incurred by the Member in travelling to or from a prescribed meeting provided the journey is an eligible journey and is by the shortest or most practicable route. For the purposes of this Form 1 the term “**eligible journey**” means a journey between the principal place of residence, or a place of work, of a Member of the Council, and the place of a prescribed meeting (in either direction), in accordance with the *Local Government (Members Allowances and Benefits) Regulations 2010*.



**COUNCIL POLICY  
M405 MEMBERS – Allowances,  
Re-imbursments, Benefits & Facilities**

<b>Version No:</b>	2.0
<b>Issued:</b>	April, 2015
<b>Next Review:</b>	December, 2018

**2. Care Expenses:**

2.1 Name of Child/Dependant	2.2 Date of Care	2.3 Prescribed meeting attended	2.4 Hours of Care Provided	2.5 Care Provider

- Reimbursement claim: \$.....

**Please attach copies of all receipts.**

\*\*\*NOTE: A 'prescribed meeting' means a meeting of the council or council committee, or an informal gathering, discussion, workshop, briefing, training course or similar activity which is directly or closely related to the performance or discharge of the roles or duties of the member.

Select preferred method of payment: Cheque  Direct Debit \*

\* If not provided previously or your details have changed please complete your details below:

BSB:

Account No:

Bank and Branch:

**Please remember to attach all paperwork supporting your claim otherwise payment will be delayed.**

I, confirm that the above claims for reimbursement are true and accurate and are made in accordance with section 77(1)(a) of the *Local Government Act 1999* and Regulation 5 of the *Local Government (Members Allowances and Benefits) Regulations 2010*.

.....  
Signature of Council Member

Date: .....

FOR OFFICE USE ONLY

.....  
Signature of Chief Executive Officer (Acknowledging receipt)

Date: .....

Claim processed by: .....



	<b>COUNCIL POLICY</b> <b>M405 MEMBERS – Allowances,</b> <b>Re-imbursements, Benefits &amp; Facilities</b>	<b>Version No:</b>	2.0
		<b>Issued:</b>	April, 2015
		<b>Next Review:</b>	December, 2018

## Form 2

Lodge with: Chief Executive Officer

Name: .....

Period: .....

Total Reimbursement Claim Amount: \$.....

**Reimbursement of Council approved expenses (Refer to section 77(1)(b) of the *Local Government Act 1999* and Regulation 5 of the *Local Government (Members Allowances and Benefits) Regulations 2010* and the Council Member’s Allowances & Benefits Policy)**

### 1. Travel Expenses

1.1 Date of Travel	1.2 Council Function or Business Attended	1.3 Mode of Transport	1.4 Distance Travelled (km), if Motor Vehicle

#### 1.5 Details of your motor vehicle (where applicable):

- Model and make of motor vehicle: .....
- Engine size: .....
- Total number of kilometres for reimbursement claim: .....

#### 1.6 Bus and/or taxi costs and associated receipts (where applicable):

- Reimbursement claim: \$.....

### 2. Care Expenses

2.1 Name of Child/Dependant	2.2 Date of Care	2.3 Council Function or Business Attended	2.4 Hours of Care Provided	2.5 Care Provider

- Reimbursement claim: \$.....

	<b>COUNCIL POLICY</b> <b>M405 MEMBERS – Allowances,</b> <b>Re-imbursments, Benefits &amp; Facilities</b>	<b>Version No:</b>	2.0
		<b>Issued:</b>	April, 2015
		<b>Next Review:</b>	December, 2018

**3. Telephone, Facsimile or Other Telecommunications Device**

- o Reimbursement claim: \$.....

**Please attach copies of the applicable telephone account/s or facsimile transmissions highlighting those calls being claimed for reimbursement**

**4. Conference, Seminar or Training Course**

4.1 Date	4.2 Council Function or Business Activity	4.3 Venue/Location of Function or Business Activity

- o Reimbursement claim: \$.....

**Please attach copies of all receipts.**

Select preferred method of payment: Cheque  Direct Debit \*

\* If not provided previously or your details have changed please complete your details below:

BSB:

Account No:

Bank and Branch:

**Please remember to attach all paperwork supporting your claim otherwise payment will be delayed.**

I, confirm that the above claims for reimbursement are true and accurate and are made in accordance with section 77(1)(a) of the *Local Government Act 1999* and Regulation 5 of the *Local Government (Members Allowances and Benefits) Regulations 2010*.

.....  
Signature of Council Member

Date: .....

**FOR OFFICE USE ONLY**

.....  
Signature of Chief Executive Officer (Acknowledging receipt)

Date: .....

Claim processed by: .....

Ranking	Report	Recommendation No.	Recommendation commencement to completion				
			2019	2020	2021	2022	Beyond
1	Tourism Data Collection	106					
1	Tourism Data Collection	107					
1	Tourism Data Collection	112					
1	Tourism Data Collection	117					
2	New - Waste	Organic Waste					
2	New - Waste	Kurbside Collection					
2	New - Waste	Glass recycling					
3	City Growth Strategy	12					
3	CHP	CHP6.1					
4	Signage Strategy	88					
4	Signage Strategy	89					
4	Signage Strategy	102					
4	Signage Strategy	103					
5	CHP	CHP3.2					
6	City Growth Strategy	18					
7	VIS	75					
7	VIS	75 a					
7	VIS	75 b					
7	VIS	75 c					
7	VIS	75 d					
8	Signage Strategy	96					
8	CHP	CHP1.2					
9	CHP	CHP2.8					
9	CHP	CHP4.4	Discuss	Action			
9	YES	YES3.1					
10	YES	3.1					
10	Digital Strategy	45					
10	CHP	CHP5.2	Research	Action	Action	Action	Action
10	YES	YES3.3					
10	YES	YES2.7					
11	Tourism Data Collection	109					
12	City Growth Strategy	16	Audit	Implement			
13	YES	YES1.2					
14	New - MGRSRC	MGRSRC					
15	New - PAS	PAS					
16	YES	YES1.3					
17	YES	YES5.1					
18	YES	YES2.3					
19	VIS	81					
20	CHP	CHP1.5					
	City Growth Strategy	1					
	City Growth Strategy	2					
	City Growth Strategy	3					
	City Growth Strategy	4					
	City Growth Strategy	5					
	City Growth Strategy	6					
	City Growth Strategy	8					
	City Growth Strategy	9					
	City Growth Strategy	10					
	City Growth Strategy	13					
	City Growth Strategy	15					
	City Growth Strategy	20					
	City Growth Strategy	22					
	City Growth Strategy	24					
	Digital Strategy	25					
	Digital Strategy	46					
	Signage Strategy	94					
	Tourism Data Collection	118					
	VIS	61					
	VIS	74					
	VIS	77					
	VIS	82					
	VIS	86					
	VIS	87					
	CHP	CHP1.1					
	CHP	CHP1.4					
	CHP	CHP2.1					
	CHP	CHP2.7					
	CHP	CHP4.1					
	CHP	CHP4.2					
	YES	YES4.1					

Ranking	Report	Recommendation No.	Details	Recommendation commencement to completion				
				2019	2020	2021	2022	Beyond 2022
1	Tourism Data Collection	106	While the Blue Lake is the iconic natural feature that will provide the focus for destination branding it is recommended that the positioning of Mount Gambier is broadened to reflect the volcanic history of the region and to also include the hygiene factors that will encourage the touring market to stop over.					
	Tourism Data Collection	107	It is recommended that a destination brand is developed for the Mount Gambier area that relates specifically to the geographic region of the City of Mount Gambier and the surrounding area and the unique attributes of the region – in particular the Blue Lake, caves and volcanic formations.					
	Tourism Data Collection	112	Further development of crater lakes area to create a 'must see' experience for the touring markets. At minimum this will include improved signage and interpretation and development of walking trails. If funding is available a new café could be considered overlooking the lake and including interpretation of the volcanic history of the region. Further development of water based activities could also be considered on the Valley Lake and Little Blue Lake. The lack of tour operators was identified by industry stakeholders as a weakness and it is recommended that the development of multiday tour itineraries is encouraged.					
	Tourism Data Collection	117	It is recommended that communication developed for the touring market emphasises the benefits of staying overnight in Mount Gambier including hygiene factors such as range of accommodation, shopping, services etc.					
2	New - Waste	Organic						
	New - Waste	Kurbside						
	New - Waste	Glass recycling						
3	City Growth Strategy	12	Develop a comprehensive marketing campaign including prospectuses and materials that promotes the many competitive strengths of the City and opportunities for business, migration, tourism and future investment.					
	CHP	CHP6.1	Undertake a collaborative 5 year evaluation to establish baseline data and track cultural growth in the areas of Cultural, Social, Economic, Governance and Environmental to establish a realistic growth rate for Mount Gambier.					
4	Signage Strategy	88	Focus on information signage that directs tourists to and informs them about local attractions					
	Signage Strategy	89	Identify attractions that are not currently well known e.g. "top 5 places within 1 hour from here". Change these according to each location					
	Signage Strategy	102	Incorporate digital links to existing signage where possible					
	Signage Strategy	103	Maximise use of technology through smartphones via QR codes and NFC chips, 'beacons' and social media					
5	CHP	CHP3.2	Value add to the energy and increase the visibility of Jazz throughout our city					
6	City Growth Strategy	18	Implement the Digital Strategy and Action Plan for the City of Mount Gambier to better promote tourism opportunities in Mount Gambier, develop content and connectivity with key domestic and international markets.					
7	VIS	75	Repurpose the Lady Nelson building in its entirety:					
	VIS	75 a	a. Reduce and adapt the existing VIC space to a more open-plan public VIS function (similar to the VIS space at the Library). Ensure free wifi encourages use of visitor's own technology and also add a touch sensitive computer console system to provide additional visitor access to the Discover Mount Gambier website and online tourism resources such as trip aggregators and allow volunteers to easily use these mechanisms to support mobile VIS delivery.					
	VIS	75 b	b. Decommission the Lady Nelson Discovery Centre and repurpose the available space for office, meeting and training facilities.					
	VIS	75 c	c. Refit office, service and meeting spaces to accommodate the entire Economic Development Division.					
	VIS	75 d	d. Maintain the small function/ training room, but significantly increase its usage, particularly around the upskilling of the tourism industry in digital technologies, customer service and information servicing.					
8	Signage Strategy	96	The Council maintain a list of approved place names for consistency across the region					
	CHP	CHP1.2	Increase the visual presence and recognition of the Boandik culture throughout the City					
9	CHP	CHP2.8	Review accessibility and frequency of public transport services to identify opportunities for increased participation in cultural activity, particularly during evenings and weekends	Discuss	Action			
	CHP	CHP4.4	Ensure events and activities in the city are accessible and inclusive					
	YES	3.5	Council work with existing transport providers to review access to reliable and affordable transport particularly in the evenings and weekends					
	YES	3.1	Council considers the development of a CBD precinct activation group to foster community leadership	Research	Action	Action	Action	Action

Ranking	Report	Recommendation No.	Details	Recommendation commencement to completion				
				2019	2020	2021	2022	Beyond 2022
10	Digital Strategy	45	Establish a Digital Youth Hub					
	CHP	CHP5.2	Establish a collaborative activation strategy with CBD traders that: - Builds capacity of local businesses - Delivers a mix of hospitality, cultural and retail trade offerings - Extends trading hours and captures/caters for the evening economy - Include temporary vendors					
	YES	YES3.3	Included in Urban Planning, Council considers the needs of young people to enjoy safe and accessible spaces in the public realm in the early evenings.					
	CHP	CHP2.7	Acknowledge and support the ongoing development of online/live gaming and alternative pursuits such as pop/retro/geek culture and e-sports					
11	Tourism Data Collection	109	It is recommended that an independent web portal is established for the region. Operators should be encouraged to enable the portal as a booking channel through which Mount Gambier Tourism can receive commission.					
12	City Growth Strategy	16	Enhance the facilities, services and infrastructure that supports visitation to the Blue Lake and work with the arts sector to sponsor and develop an iconic event/performance focussed on increasing visitation to the Blue Lake and City.	Audit	Implement			
13	YES	YES1.2	Council consider the health, wellbeing and social benefits clearly articulated by young people regarding the development of an indoor pool facility/aquatic centre					
14	New - MGRSRC	MGRSRC						
15	New - PAS	PAS						
16	YES	YES1.3	Council further the proposal that was submitted to Fund My Neighbourhood and introduce a Pump Track at Hastings Cunningham Reserve that extends the all age offering of recreational assets					
17	YES	YES5.1	Advocate and actively support initiatives and services that identify and address youth at risk of homelessness and disengagement					
18	YES	YES2.3	Council invest in programming which provide youth-led public art outcomes (eg YAG proposal - Attachment 5)					
19	VIS	81	Refresh and better utilise the Kings Floor space. Improved interpretation, particularly indigenous, would be appealing to visitors and the space could also be used more engagingly for creative community use.					
20	CHP	CHP1.5	Collaborative investment in resources, programming and mentoring opportunities that enhance our capacity to capture and share our local stories					