

9 November, 2017

**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, 13 November 2017 at 5:30 p.m.

An agenda for the meeting is enclosed.



Mark McSHANE
CHIEF EXECUTIVE OFFICER

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5. STRATEGIC STANDING COMMITTEE REPORTS

Strategic Standing Committee Reports commence on the following page.



5.1. First Nations of the South East Native Title Claim - Report No. AR17/43714

COMMITTEE	Strategic Standing Committee
MEETING DATE:	13 November 2017
REPORT NO.	AR17/43714
RM8 REFERENCE	AF17/296
AUTHOR	Michael McCarthy
SUMMARY	This report provides notice of a native title claim lodged with the Federal Court for the south east region of South Australia and recommends that Council engage legal representation in conjunction with the other Limestone Coast Councils on matters relating to the claim.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION

- (a) That Strategic Standing Committee Report No. AR17/43714 titled '*First Nations of the South East Native Title Claim*' as presented to the Strategic Standing Committee on 13 November 2017 be noted.
- (b) That Council engage Norman Waterhouse Lawyers to represent Council in conjunction with the other Limestone Coast Councils on matters relating to the First Nations of the South East Native Title Claim.
- (c) That Council Register to become a party to proceedings if the First Nations of the South East's Native Title Claim (No 1) is registered by the National Native Title Tribunal and that the Chief Executive Officer and Mayor be authorised to execute any documentation necessary to give effect to this resolution.

Moved:

Seconded:



Background

Native Title is a body of indigenous rights that may be recognised as existing in land and waters under Commonwealth and State legislation. Such rights can be found to exist where Native Title has not been extinguished by the land being held in freehold title (i.e. alienated from the Crown) or by some past extinguishing act such as public works like a road or other public infrastructure.

Historically, a number of Native Title claims have been made for areas of South Australia and other states with each having distinct characteristics and merits and generally necessitating the allocation of significant resources by each level of government to be resolved.

This report presents that a Native Title claim, The First Nations of the South East Native Title Claim (No 1) has been filed with the Federal Court that identifies the claim areas as South East South Australia near the Victorian border and includes the area comprising the City of Mount Gambier.

It is not intended that this report background provide detail in relation to the administration and implications of Native Title other than to identify that Native Title is a complex area of law and land rights and that generally has application to Crown Land.

In respect of the City of Mount Gambier it is anticipated that affected lands will include the Crown Land parcels of which Council is custodian or has care, control and management comprising most of the Crater Lake Precinct, portions of Hastings Cunningham Reserve and Olympic Park, and the perimeter of the Blue Lake. Other land parcels granted to Council by the Crown are also potentially implicated as they may not sufficiently meet the 'freehold' test that acts to extinguish Native Title.

Discussion

The First Nations of the South East Native Title Claim (No 1) was filed with the Federal Court on 4 August 2017 for an area generally described as South East South Australia near the Victorian Border and including the areas of each of the seven Limestone Coast Councils and the Coorong District Council (refer Attachment 1).

The Chief Executive Officers of the Limestone Coast Councils included in the claim area have met and received preliminary advice from Norman Waterhouse Lawyers that presently act for half of the Councils in South Australia with regard to Native Title matters. In-principle agreement has been reached on engaging Norman Waterhouse Lawyers to represent each Council in conjunction with the other Limestone Coast Councils on a split costs basis for shared matters. Ordinary fee for service arrangements would apply to matters that specifically affect or relate to any one Council.

Should Council determine to be represented, an initial action would be to register to become a Party to proceedings in the First Nations of the South East's Native Title Claim (No 1) is registered by the National Native Title Tribunal.

Whilst it is too early to anticipate what further action and resources might be necessary with respect to the progression of a Native Title claim, it would be prudent to note that Native Title claims can take significant time (years) to be resolved and that the significant administrative and financial resources (including legal representation) involved should not be underestimated.

It should also be noted that failure to engage in a Native Title claim process can be detrimental to a potential Party as any relevant considerations, needs and opportunities may be overlooked by the claimants, other parties to the proceedings and the court/tribunal.



Conclusion

This report recommends that Council engage Norman Waterhouse Lawyers to represent Council in conjunction with other Limestone Coast Councils on matters relating to the First Nations of the South East Native Title Claim and Register to become a Party to proceedings if the claim is registered by the National Native Title Tribunal.

This matter has also been raised with the Reconciliation Action Plan Focus Group for information.

Attachments

[Attachment 1 \(AR17/28019\): First Nations of the South East No 1 - Map July 2017](#)



Michael McCARTHY
MANAGER GOVERNANCE & PROPERTY



Pamela LEE
GENERAL MANAGER COUNCIL BUSINESS SERVICES

25 October 2017
MMcC



5.2. Olympic Park Tennis Proposal - Report No. AR17/43678

COMMITTEE	Strategic Standing Committee
MEETING DATE:	13 November 2017
REPORT NO.	AR17/43678
RM8 REFERENCE	AR12/10
AUTHOR	Michael McCarthy
SUMMARY	This report presents a development proposal and request for funding commitment from Tennis SA / Tennis Australia for the development of the Olympic Park Tennis facilities.
COMMUNITY PLAN REFERENCE	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION
<p>(a) That Strategic Standing Committee Report No. AR17/43678 titled '<i>Olympic Park Tennis Proposal</i>' as presented to the Strategic Standing Committee on 13 November 2017 be noted.</p> <p>(b) That Council commits a \$400,000 financial contribution toward the Olympic Park Tennis Redevelopment Proposal to be funded from Council's Cash Advance Debenture facility and/or capital budget over the 2018/2019 and/or 2019/2020 financial years conditional upon the proponents securing full funding commitments for the estimated \$1,200,000 proposal.</p> <p>(c) The Chief Executive Officer and Mayor be authorised to negotiate and execute funding, development and land tenure agreements for the proposed development of the Olympic Park Tennis Facilities.</p>

Moved:

Seconded:



Background

In April 2016 Council representatives met with representatives of Tennis SA and Tennis Australia to discuss their proposal to conduct an urgent review of tennis facilities and prepare a strategic vision for tennis in Mount Gambier. This followed similar earlier attempts dating back to 2004 that had not progressed.

Council supported this strategic planning activity under the leadership of the peak State and National Tennis bodies; and at its meeting on 19th July 2016 resolved as follows:

- (a) Corporate and Community Services Report No. 51/2016 be received;*
- (b) Tennis SA, Tennis Australia and the Mount Gambier & District Tennis Association be commended on taking a proactive and strategic approach to the future of their own sport and facilities;*
- (c) Council participate in the Tennis SA Strategy and contribute \$5,000 (ex GST) funded from the 2016/17 Donations – General Community Assistance Budget Line 6126.0541.*

Members may recall that the covering report recommended that Council contribute financially, participate and promote Tennis SA's strategic review as an example to other local community and sporting groups. Accordingly, this strategic planning exercise continues to be used as a reference for other clubs and bodies that are considering their own activities and management of their facilities.

The facility review and strategic planning exercise was conducted through the latter part of 2016 and involved extensive stakeholder engagement at all levels including clubs and Council.

The resulting Mount Gambier and District Tennis Strategy (refer Attachment 1) was provided to Council Members in November 2016 and identified several immediate, short term and medium term actions associated with participation, club/venue management and infrastructure priorities.

In March 2017 the Mount Gambier and Districts Tennis Association affirmed its endorsement of the Tennis Strategy and committed to implementing the plan and revitalising tennis in the Mount Gambier community with Council's support.

Discussion

Having supported the conducting of a strategic review and publication of the Mount Gambier and District Tennis Strategy, Tennis SA and Tennis Australia have continued supporting the Mount Gambier and District Tennis Association in the pursuit of the objectives identified in the Strategy, including liaison with interested clubs on potential changes to existing venue arrangements.

This culminated with Tennis SA and Tennis Australia again approaching Council in August 2017 to present a development proposal for Olympic Park to the Chief Executive Officer and Mayor, followed by an invitation to present at an Elected Member Workshop which was held on 23 October 2017.

The development proposal would see the complete reconstruction of the Olympic Park Tennis Courts with a new acrylic playing surface, improved fencing and court access, a courtside support facility and lighting to meet national standards for night matches.



Unlike other proposals for new/additional facilities this proposal intends to upgrade an existing aged facility that will otherwise at some stage need to be addressed by the community.

The proposal also includes basing some tennis clubs at Olympic Park as a home ground, re-activating the site and providing an attractive venue for the Association to focus attention on the local promotion of tennis and re-attracting intra/interstate tournaments.

The presentation from Tennis SA and Tennis Australia included a request for a funding commitment from Council to assist them in leveraging additional grant funding from State (e.g. Office of Recreation and Sport) and/or Federal (e.g. Building Better Regions Fund) sources.

It is important to note that like Council, State and Federal funding programs require applicants to evidence firm pre-commitments from funding partners, dollar for dollar with the grant funds being sought. Accordingly, Tennis SA / Tennis Australia are seeking to secure commitment for one half of the total project cost from Tennis resources and/or Council.

The proposal and request from Tennis SA / Tennis Australia is seeking Council to commit around one third of the total project cost. Such a commitment, if other funding is secured, would result in Council's investment supporting a 2:1 capital investment in Mount Gambier based facilities including significant funding from external State/Federal sources.

Should Council determine to support the progression of this proposal and to provide a funding commitment, it has several options, including:

1. Providing immediate commitment to the requested contribution (\$400,000) to be funded from CAD and/or capital budget in the 2018/2019 and/or 2019/2020 years, by resolution of Council.
2. Referring the request for \$400,000 to the 2018/2019 Budget for deliberation in the 2nd Quarter of 2018 (noting that this will defer any further progression by Tennis SA / Tennis Australia to leverage State/Federal funding until a commitment is made).
3. Referring the request to the next review of Council's Long Term Financial Plan (LTFP) for potential funding in the 2019/2020 and/or 2020/2021 years or beyond (noting that inclusion in Council's LTFP may not provide sufficient commitment to attract State or Federal funding).

Irrespective of the value or timing of any contribution, a funding commitment by Council can be conditional upon the project being fully funded before any Council contribution is released or any works are commencement on the site. In this respect, a development agreement would be entered into with the proponents to ensure the proper completion of works and acquittal of funds.

Conclusion

Supported by the Tennis Strategy, and underpinned by support from the local clubs/association, Council and the peak State/National bodies, the Olympic Park Tennis Redevelopment Proposal could be considered as having a strong basis to secure funding as a regional sporting facility.

The draft recommendation accompanying this report proposes an immediate conditional commitment as per Option 1 presented in the Discussion section of this report.

Should Council support the proposal it may determine to offer an alternative support/funding arrangement.



Attachments

[Attachment 1 \(AR17/43947\): Olympic Park Tennis Centre Preliminary Proposal – August 2017](#)

[Attachment 2 \(AR17/44175\): Presentation - Olympic Park Tennis Centre 'A New Beginning'](#)



Michael McCARTHY
MANAGER GOVERNANCE & PROPERTY



Pamela LEE
GENERAL MANAGER COUNCIL BUSINESS SERVICES

27 October 2017
MMcC



5.3. Governance Review of Confidentiality Orders - Report No. AR17/42663

COMMITTEE	Strategic Standing Committee
MEETING DATE:	13 November 2017
REPORT NO.	AR17/42663
RM8 REFERENCE	AF17/230
AUTHOR	Michael McCarthy
SUMMARY	A report to review Confidentiality Orders with a duration exceeding 12 months in accordance with Section 91(9) of the Local Government Act 1999.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION

- (a) That Strategic Standing Committee Report No. AR17/42663 titled '*Governance Review of Confidentiality Orders*' as presented to the Strategic Standing Committee on 13 November 2017 be noted.
- (b) That the following Confidential Orders, having been reviewed by Council, remain in operation on the grounds provided within Attachment 1 to Report AR17/42663:
- i. Council 20/09/2016 – Corporate and Community Services Committee 12/03/2016 – Item 12 DEVELOPMENT CONTROL - Development Applications - Environment Resources Development (ERD) Court Actions – Ref. AF12/246.
 - ii. Council 18/10/2016 – Operational Services Committee 11/10/2016 – Item 10 FINANCIAL MANAGEMENT - Caroline Landfill - Economic Analysis - Ref. AF16/159.
 - iii. Council 18/10/2016 – Operational Services Committee – 11/10/2016 - Item 13 OPERATIONAL SERVICES REPORT NO. 7/2016 - Tender AF16/277 - Caroline Landfill Development (Stage 3) Construction of Cell 3 (B & C) and Leachate Pond 4.
 - iv. Council (Special) 5/12/2016 – Item 1 STRATEGIC MANAGEMENT – Best People Best Community – Council's Organisation Structure – Ref. AF16/185.
 - v. Council (Special) 31/01/2017 – Item 1 Allegations regarding Mayor Andrew Lee to be referred to ICAC – Ref. AF13/275.

Moved:

Seconded:



Background

Section 90(9) of the Local Government Act requires that any order to retain a matter 'in-confidence' that operates for a period exceeding 12 months must be reviewed at least once in every year.

Further, Section 91(9)(ab) provides that:

- (i) The duration of an order cannot be extended after the order has ceased to apply; and
- (ii) An order extending the duration of such an order cannot be delegated by the relevant Council or Council Committee.

Discussion

The matters contained within the table in Attachment 1 are subject to Confidential Orders previously made by Council that remain operational and are presented for review in accordance with Section 90(9).

Upon review, Council may consider that the Confidential Orders for each of these matters should remain in operation and continue to be reviewed in accordance with the Local Government Act. No further action is required for these existing Confidential Orders to continue in operation.

Alternatively, Council may determine that one or more of the Confidential Orders should be amended or cease to operate; and so Order that the Confidential Item be partially or fully released, or that conditions for release be amended.

Conclusion

This report recommends that these Confidential Orders, having been reviewed by Council, remain in operation until the specified release criteria, if any, have been met, and to be reviewed at least once in every year in accordance with Section 90(9) of the Local Government Act 1999.

Attachments

[Attachment 1 \(AR17/42686\): Review of Confidentiality Orders Table](#)



Michael McCARTHY
MANAGER GOVERNANCE & PROPERTY



Pamela LEE
GENERAL MANAGER COUNCIL BUSINESS SERVICES

18 October 2017
MMcC



5.4. Leasing - Blue Lake Golf Course - Report No. AR17/41635

COMMITTEE	Strategic Standing Committee
MEETING DATE:	13 November 2017
REPORT NO.	AR17/41635
RM8 REFERENCE	AF11/1407
AUTHOR	Michael McCarthy
SUMMARY	A report to recommend long term leases and licence of the Blue Lake Golf Course and Driving Range be granted to the Queen Elizabeth Park Trust.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION

- (a) That Strategic Standing Committee Report No. AR17/41635 titled '*Leasing – Blue Lake Golf Course*' as presented to the Strategic Standing Committee on 13 November 2017 be noted.
- (b) That the Chief Executive be authorised to commence public consultation on a proposed lease and licence areas for the Blue Lake Golf Course and Driving Range allotments shown as Areas "A", "B" and "C" in the plans attached to Report No. AR17/41635 on 'community terms' for a period to 31 October 2035.
- (c) A further report to be presented for Council to consider any submissions received on the proposed leases of the Blue Lake Golf Course and whether to grant leases to the Queen Elizabeth Park Trust.
- (d) In the event that no submissions are received or no submissions are received objecting to the proposal, the Chief Executive Officer be authorised to negotiate, have prepared and to affix the Council seal to any documents necessary to give effect to a lease and licence for the Blue Lake Golf Course and Driving Range allotments located on Grant Avenue and shown as Areas "A", "B" and "C" in the plans attached to Report No. AR17/41635 on Grant Avenue to the Queen Elizabeth Park Trust.

Moved:

Seconded:



Background

The Blue Lake Golf Course forms part of the land parcels managed and leased by the Queen Elizabeth Park Trust (QEPT). The QEPT is an incorporated body with membership comprising the City of Mount Gambier and Mount Gambier Chamber of Commerce established for such purposes. The current leases for the golf course are due to expire in June 2019 and the QEPT has approached Council to commence a renewal process for a further period.

In 2014 Council considered Corporate and Community Services (CCS) Report No 48/2014 relating to an early renewal of the Blue Lake Holiday (Caravan) Park lease to the QEPT for 21 years to secure proposed capital investment by the sub-tenant.

Reasons for offering the lease to the sitting tenant in lieu of the open market included:

- The QEPT and Council sharing similar objectives (including to *'promote tourism and development of open space in Mount Gambier'*).
- The QEPT's incorporated structure providing longevity as a lessee.
- The QEPT not being profit driven with any returns able to be re-invested into the local community rather than to business owners/shareholders.
- The QEPT Board being appointed (and thus influenced) by the Mount Gambier Chamber of Commerce and Council.
- Other 'community leased' premises are re-offered to sitting tenants whose use is also consistent with Council objectives (e.g. provision of sporting/community facilities).

CCS Report No 48/2014 presented that on balance it would appear that the continuation of an open and transparent lease arrangement with the QEPT would be consistent with the principles to be observed by a council as specified in Section 8 of the Local Government Act 1999 (the Act); and would not be in contravention of Section 49 of the Act in relation to contracting and tendering.

At the time, Council determined to proceed with a 21 year lease of the Holiday (Caravan) Park subject to the consideration of submissions on public consultation, a Local Government Act requirement for a lease of community land for a term exceeding 5 years.

Prior to 2014 the Holiday (Caravan) Park and Golf Course leases were all aligned to expire on 30 June 2019. At the time the golf course lease was not considered for renewal due to the added complication of Ministerial approval that was required for a lease of Crown Land. The Holiday (Caravan) Park lease was drafted including specific rental provisions in the event the golf course leases were not renewed by either party.

In recent months changes to the Crown Land Management Act have commenced that simplify the leasing process whereby Ministerial approval is no longer required for certain leased uses of Crown Land which includes the current golf course lease/use.

Community land leasing provisions of the Local Government Act have also been amended to provide a maximum lease and renewal term of 42 years (previously 21 years).

This background provides relevant context for consideration of the current lease and licence request.



Discussion

The Blue Lake Golf Course leases (for separate parcels either side of Grant Avenue) are due to expire in June 2019 and it is timely for Council to consider their renewal, particularly if any significant changes to the leasing arrangements/tenant are proposed.

The QEPT have requested that the leases for the golf course be renewed for a further period and to also include a licence arrangement for the informal driving range area that is located south of the intersection of Grant Avenue and Orchard Road.

Diagrams indicating the current lease areas (Areas "A" and "B") and proposed licence area (Area "C") are attached. (Refer Attachment 1)

On the same basis as previously accepted by Council for the Blue Lake Holiday (Caravan) Park, it is proposed that the QEPT be granted further tenure of the golf course and driving range on similar terms and linked to the Holiday (Caravan) Park lease. That is the QEPT be responsible for ALL matters associated with the leased land, improvements and operations and including 5 year rolling works and maintenance plans to ensure the appropriate management of the Community/Crown Land).

Subject to necessary public consultation, it is proposed that the term of the golf course leases and licence be until 31 October 2035 with intervening renewals coinciding with the Holiday (Caravan) Park lease. Any extension beyond 2035 would be conditional upon public consultation and consideration by Council to align with a further extension of the Holiday (Caravan) Park lease. Council may wish to consider such extension now or at a future date.

Proposed lease terms would require any sub-tenancy arrangements to be negotiated and formally documented on a commercial basis including contribution toward the objectives of the head lease and consent of the Council administration in these respects. Any such commercial arrangements would be negotiated by the QEPT following confirmation of future tenure for the leased site.

Please note that any significant infrastructure development on the Crown Land portion of the golf course (i.e. the portion adjacent the caravan park and including the clubhouse) would require further liaison with the Department of Environment, Water and Natural Resources (Crown Lands) to determine whether the activities are considered a significant change to the use reinstating Ministerial consent to the lease.

Conclusion

Having considered the request from the Queen Elizabeth Park Trust this report recommends that public consultation be commenced on the proposed lease and licence of the Blue Lake Golf Course and Driving Range land parcels on Grant Avenue on 'community terms' for a period to 31 October 2035.

A further report would be presented for Council to consider any submissions received objecting to the proposal and whether to grant such lease and licence to the Queen Elizabeth Park Trust.

Attachments

[Attachment 1 \(AR17/45107\): Lease and Licence Overview Plan and Detailed Plans](#)





Michael McCARTHY
MANAGER GOVERNANCE & PROPERTY



Pamela LEE
GENERAL MANAGER COUNCIL BUSINESS SERVICES

11 October 2017
MMcC



5.5. Governance – Council / Strategic Standing Committee Meeting Arrangements for January 2018 - Report No. AR17/43492

COMMITTEE	Strategic Standing Committee
MEETING DATE:	13 November 2017
REPORT NO.	AR17/43492
RM8 REFERENCE	AF17/230
AUTHOR	Pamela Lee
SUMMARY	A report regarding meeting arrangements for Council's Strategic Standing Committee during January 2018.
COMMUNITY PLAN REFERENCE	Goal 1: Our People
	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION

- (a) That Strategic Standing Committee Report No. AR17/43492 titled '*Governance – Council / Strategic Standing Committee Meeting Arrangements for January 2018*' as presented to the Strategic Standing Committee on 13 November 2017 be noted.
- (b) The Strategic Standing Committee meeting scheduled for 8 January 2018 be cancelled and all items referred directly to the full Council meeting in January 2018 with agenda items closing on Friday 5 January 2018.
- (c) That the Council meeting calendar be prepared to reflect this resolution.

Moved:

Seconded:



Background

The City of Mount Gambier supports open, transparent and informed decision-making and encourages appropriate community participation in the affairs of Council.

Sections 86 and 89 of the Local Government Act 1999 ("the Act") provides that procedures to be observed for the conduct of Council and Committee meetings will be:

- (a) as prescribed by the Local Government (Procedures at Meetings) Regulations 2013;
- (b) insofar as the procedure is not prescribed by regulation - as determined by the council;
- (c) insofar as the procedure is not prescribed by regulation or determined by the council – as determined by the council committee itself.

In considering meeting frequencies, it is important to note that pursuant to section 81(2) of the Local Government Act 1999, there must be at least one ordinary Council meeting per month. There is no legal requirement (beyond compliance with Council resolutions which establishes Committee scheduling) to establish a certain number of Committee meetings.

Discussion

Council and Council's Standing Committee meetings require lead time to prepare reports and collate agendas for Council Standing Committees and Council meetings.

Christmas Day 2017 and New Year's Day 2018 both occur on a Monday, and Proclamation Day occurs on a Tuesday meaning there will be three Declared Public Holidays during the December 2017 and January 2018 Council and Committee meetings period, being Monday 25 December, and Tuesday 26 December 2017 and Monday 1 January 2018.

In line with recent years the Council Offices will be closed from 4.00 pm Friday 22 December 2017 and will re-open on Tuesday 2 January 2018.

Conclusion

Given the limited time and reduced timeframe for the preparation of reports and the agenda following the Christmas/New Year break, it is recommended that:

- There be no Strategic Standing Committee Meeting in January 2018
- All items be prepared for the January 2018 Council Meeting
- The Council meeting calendar be prepared / updated to reflect the change.



Pamela LEE
GENERAL MANAGER COUNCIL BUSINESS SERVICES



Mark MCSHANE
CHIEF EXECUTIVE OFFICER

1 November 2017
PL



5.6. Precinct Activation Model for Prioritised Strategic Projects - Report No. AR17/45449

COMMITTEE	Strategic Standing Committee
MEETING DATE:	13 November 2017
REPORT NO.	AR17/45449
RM8 REFERENCE	AF17/230
AUTHOR	Judy Nagy
SUMMARY	The report proposes a precinct activation model that combines or groups a number of prioritised strategies into one defined project or action. Proposed in the report are 6 precincts that cover both conceptual and physical priorities.
COMMUNITY PLAN REFERENCE	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION

- (a) That Strategic Standing Committee Report No. AR17/45449 titled 'Precinct Activation Model for Prioritised Strategic Projects' as presented to the Strategic Standing Committee on 13 November 2017 be noted.
- (b) That Council endorse the proposed precinct activation model and the proposed Strategic Planning Precinct Implementation Program contained in 'Strategic Standing Committee Report No. AR17/45449 - Precinct Activation Model for Prioritised Strategic Projects.'

Moved:

Seconded:



Background

In September and October 2017 Councillors engaged in several workshops to review and identify priority actions from a number of major strategic reports. Further, Councillors considered reports to the Strategic Standing Committee on the priority actions including the October 2017 report that summarised 56 prioritised actions from the major reports (City Growth Strategy, Digital Strategy, Visitor Information Services, Signage and Tourism Data Collection).

Previously highlighted in workshops and reports is that actions in each report may be interlinked and also actions across the reports may be interlinked. That means that the delivery of actions is not simple or linear, instead complex and matrixed.

Therefore the next stage is to prepare an implementation framework that allows for interrelationships between actions to be grouped together to be delivered logically. This has resulted in the use of a precinct activation model that can be used for both physical actions (such as signage, public wi-fi) and conceptual (such as increase in private sector employment and international engagement strategy).

Discussion

Using a proven framework already employed in previous Council projects (such as the Rail Lands Activation Plan) it is proposed that the implementation model uses a precinct activation approach. The approach can be used for both conceptual and physical places and provides a mechanism for tracking achievement against a project plan.

The precinct model allows for recommendations that have been prioritized by Councillors to be logically grouped. When activation is complete the outcomes will contribute towards economic development and enhanced community services.

Each precinct activation will require across Council collaboration and require at least the following for each plan

1. Determine the outcomes to be achieved
2. Identify key enablers required including:
 - Human resources
 - Budget
 - Infrastructure
 - Technology and
 - Systemic processes
3. Analyze and assess the options for activation
4. Prepare a detailed timeline for activation
5. Prepare a detailed budget for approval including
 - Project management
 - Capital costs
 - Operating expenses into the future.

The projects that can be delivered concurrently need to be considered within the overall framework of Council business, resourcing and financial operations to ensure that core business continues as project plans are developed and implemented.

Attached are six proposed precinct activations that can reasonably be achieved together and will have implementation plans developed for consideration at the next Strategic Standing Committee in December. The table identifies the precinct, the prioritized recommendations aligned to the precinct and a general projected timeline.



The following table highlights that progress on a number of recommendations has already been achieved as part of digital strategies (endorsed in November 2016) where the benefits have accrued in the visitor economy. The Discover Mount Gambier website provides the most visible illustration of work in this area that has already impacted the priorities and work practices of Visitor Servicing staff. The proposed activation model adds to the work already being done and will support the endorsed strategic priorities identified by Members.

Activation of the proposed 6 precincts will mean that 37/56 prioritized recommendations prioritized by Councillors will be completed in the near future with additional actions delivered as resources become available.

Strategic Report	Number of Recommendations	Number of Recommendations Prioritized		Completed or in progress	Recommendations in Proposed activations	Total activated
	Number	Number	%	Number	Number	Number
City Growth Strategy	32	18	56	2	9	11
Digital Strategy	24	8	33	5	1	6
Visitor Information Servicing	31	16	52	8	3	11
Signage Strategy	13	6	46	0	4	4
Tourism Data Collection	18	8	44	2	3	5
TOTAL	118	56	47	17	20	37

Conclusion

The proposed precinct implementation plan progresses physical and conceptual projects building upon work already commenced. With a firm body of evidence provided by experts in the reports noted above, Council is well placed to pursue a consolidated and strategic approach to development supporting our Community Plan.

Attachments

[Attachment 1 \(AR17/45451\): Proposed Precinct Implementation Program](#)

Judy NAGY
GENERAL MANAGER CITY GROWTH

Mark McSHANE
CHIEF EXECUTIVE OFFICER

6 November 2017
AL



5.7. Initial Public Wi-Fi Project - Report No. AR17/37775

COMMITTEE	Strategic Standing Committee
MEETING DATE:	13 November 2017
REPORT NO.	AR17/37775
RM8 REFERENCE	AF17/309
AUTHOR	Sinaway Georgiou
SUMMARY	Supply digital infrastructure (Wi-Fi hotspot) and connectivity to key tourism locations as part of Council's Digital Strategy.
COMMUNITY PLAN REFERENCE	Goal 2: Our Location
	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION

- (a) That Operational Standing Committee Report No. AR17/37775 titled '*Initial Public Wi-Fi Project*' as presented to the Strategic Standing Committee on 13 November 2017 be noted.
- (b) That Council accept the quotation from TDRS and proceed with the proposed installation of the Wi-Fi hardware at the Blue Lake, Umpherston Sinkhole and Railway Lands.

Moved:

Seconded:



Background

As part of Council's strategic vision for attracting and retaining visitors in the region, there have been a number of discussions around establishing free Wi-Fi hotspots, starting with the key tourism attractions that are frequently visited by high numbers of tourists. As a result of the Digital Strategy endorsed by Council in December 2016, Council Officers have undertaken some preliminary works to gauge the likely costs for the installation of the hardware for the provision of free Wi-Fi.

Discussion

As part of these preliminary works, three sites were selected for the installation of free Wi-Fi. The extent of the coverage for these sites has been illustrated in attachment 2 of the report. These areas were based on the most popular tourist attractions within the City which includes:

- The Blue Lake
- Umpherston Sinkhole
- The Railway Lands.

The first component of being able to provide free Wi-Fi for public use to a certain area is the installation of the necessary hardware. As a result, a brief specification was sent to the following contractors with a request to provide a quotation:

- Green Triangle Electronics
- Technology Development Research & Support (TDRS)
- oOh Media
- AFN Solutions.

It should be noted that all local business's capable of providing a solution where invited to submit a proposal, in this case being Green Triangle Electronics and TDRS.

These four contractors were asked to provide a written quotation addressing the requirements of the specification. The table below highlights the quotations received by Council;

Name of Tenderer	Total
Green Triangle Electronics	\$35,575.60
TDRS	\$30,319.60
*oOh!Media (10 Year agreement)	\$907,011.00
**AFN Solutions	\$134,575.72

As per Council's *P420 Procurement and Disposal of Land and Assets Policy* each submission was assessed individually by a panel comprising three Council Officers against a pre-determined and documented set of criteria.

Quotations received were evaluated based on the following criteria:

- Hardware components
- Software



- Reporting functionality
- Device fixings
- Connectivity provider
- Maintenance management plan
- Project timeline
- Ability to control access times
- Ability to block inappropriate sites
- Impact on existing infrastructure
- Expansion capacity
- Environmental considerations
- Improvement and innovation
- Involvement of local contractors.

TDRS ranked number one in meeting with both the criteria and value for money components of the evaluation, whilst Green Triangle electronics ranked two. There was no evaluation completed for both oOh Media and AFN solutions due to the large variance in pricing and their submission not meeting the project brief.

It should be noted that TDRS installed a Wi-Fi solution for Yankalilla Council which was inspected by City of Mount Gambier General Managers earlier this year. The installation was managed and provided in a very professional and timely manner and continues to provide a valuable Wi-Fi solution for areas within the Yankalilla Council.

TDRS are a local Mount Gambier and Naracoorte based business which is a key requirement for the ongoing maintenance and servicing of the infrastructure.

The TDRS quotation of \$30,319.60 is less than the amount of \$45,000.00 that is included in the 2016/2017 capital works budget for the installation of public Wi-Fi.

The ongoing operating cost of providing free public access Wi-Fi at these locations is estimated to be \$12,000 per year and this value has been included in the quarter one 2017/2018 budget review.

Should Council wish to accept the quote and proposal from TDRS for the installation of the free Wi-Fi to the Blue Lake, Umpherston Sinkhole and Railway Lands it should be noted that the expected delivery time is approximately ten weeks from the placement of the order.

Conclusion

Council's digital strategy is about creating a Wi-Fi footprint throughout the City starting with high profile tourism locations. TDRS have highlighted that their system provides capacity for expansion, software for live data analysis, user filtering and ongoing systems management required for such systems. Given the successful installation of infrastructure for Yankalilla Council, It is recommended that Council engage with TDRS in regards to the installation of the required infrastructure to the three key tourist areas highlighted in this report.

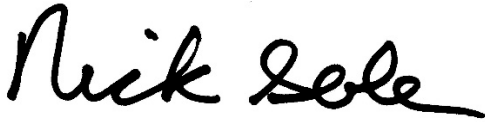
Attachments

[Attachment 1 \(AR17/45447\) Public Wi-Fi Coverage Maps](#)
[Attachment 2 \(AR17/45436\): Wi-Fi Project Plan Summary](#)





Sinaway Georgiou
ENGINEERING TECHNICAL OFFICER



Nick Serle
GENERAL MANAGER CITY INFRASTRUCTURE

7 November 2017
SW



5.8. Quarter One Budget Review for Financial Year Ending 30 June 2018 - Report No. AR17/44973

COMMITTEE	Strategic Standing Committee
MEETING DATE:	13 November 2017
REPORT NO.	AR17/44973
RM8 REFERENCE	AF16/329
AUTHOR	Kahli Rolton
SUMMARY	This report provides the Quarter One Budget Review for the period ending 30 September 2017 within the financial year ending 30 June 2018; and is for consideration by Committee.
COMMUNITY PLAN REFERENCE	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION

- (a) That Strategic Standing Committee Report No. AR17/44973 titled '*Quarter One Budget Review for Financial Year Ending 30 June 2017*' as presented to the Strategic Standing Committee on 13 November 2017 be noted.
- (b) That Council adopts the Quarter One Budget Review (BR1) for the financial year 1 July 2017 to 30 June 2018 as detailed in Attachment 1 of the report titled '*Quarter One Budget Review for the Financial Year Ending 30 June 2018*' and dated 5 November 2017 which reflects a \$533,500 forecast deficit. Council notes that majority of the movement is largely attributable to the SA Government Grants Commission's 50% forward payment actually received in late June of the 2016/17 financial year. This forward payment resulted in an actual operating surplus in the 2016/17 financial year and subsequently a forecast deficit in the 2017/18 financial year. An adjustment of approximately \$960,000 is reflected in BR1 for 2017/18. If the SA Government Grants Commission's 50% forward payment had been received in the 2017/18 financial year, BR1 would result in an estimated operating surplus of \$426,500.

Moved:

Seconded:



Background

In accordance with the Local Government (Financial Management) Regulations 2011, Regulation 9 requires Council to prepare and consider the following reports relating to the review of budgets:

- 9.1(a) *At least twice, between 30 September and 31 May (both dates inclusive) in the relevant financial year (where at least 1 report must be considered before the consideration of the report under sub regulation (1)(b), and at least 1 report must be considered after consideration of the report under sub regulation (1)(b))—a report showing a revised forecast of its operating and capital investment activities for the relevant financial year compared with the estimates for those activities set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled Uniform Presentation of Finances;*
- 9.1(b) *Between 30 November and 15 March (both dates inclusive) in the relevant financial year—a report showing a revised forecast of each item shown in its budgeted financial statements for the relevant financial year compared with estimates set out in the budget presented in a manner consistent with the Model Financial Statements.*
- 9.2 *A council must also include in a report under sub regulation (1)(b) revised forecasts for the relevant financial year of the council's operating surplus ratio, net financial liabilities ratio and asset sustainability ratio compared with estimates set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled Financial Indicators.*

Council has scheduled to undertake and present budget reviews as follows:

Budget Review	Inclusive Dates	Council Meeting in
Quarter One (BR1)	1 July to 30 September	November
Quarter Two (BR2)	1 October to 31 December	February
Quarter Three (BR3)	1 January to 31 March	May

Section 123 7(a)(b) of the Local Government Act 1999 (the 'Act') states that each budget of council must:

- 7(a) *Be considered in conjunction with the council's annual business plan (and must be consistent with that plan, as adopted); and*
- 7(b) *Be adopted by the council after the council has adopted its annual business plan.*

The Annual Business Plan and Budget for 2017/2018 was adopted on 5 July 2017 at a special meeting of Council. Since its adoption, Council has resolved the following (refer Table 1) financial matters that impact on the adopted budget and may require adjustment in the quarter one budget review.



Table 1: Financial matters resolved by Council since adoption of the original 2017/2018 Budget.

Council Meeting Item	Description	Resolution
14.03	Mount Gambier Community RSL Discretionary Rebate	<p>(a) That Council Report No. AR17/41827 titled 'RSL Discretionary Rate Rebate' as presented to the Council on 17 October 2017 be noted.</p> <p>(b) That Council agree to a discretionary rate rebate for the RSL Assessment Numbers 1191/2884/13760 commencing from 1 July 2017 of 50% on each of the rateable areas over a 2 year period to be reviewed at the conclusion of the 2 year period.</p>
13.4	Commercial Hall Kitchen Future Operation	<p>(a) That Strategic Standing Committee Report No. AR17/28073 titled 'City Hall Commercial Kitchen Future Operation' as presented to the Strategic Standing Committee on 7 August 2017 be noted.</p> <p>(b) The Commercial Kitchen and Community Kitchen be reconfigured and consolidated into the Commercial Kitchen space.</p> <p>(c) The Community Kitchen equipment where possible is used in the Commercial Kitchen and the Community Kitchen be utilised as storage and/or general purpose area.</p> <p>(d) The City Hall Kitchen be made accessible to:</p> <ul style="list-style-type: none"> • Pre-qualified commercial caterers at a fee and bond recognising the commercial nature of the hire. • General users (non-commercial caterers) at a fee and bond recognising the nature of the use. • Council's 2017/2018 building maintenance budget is reviewed and re-prioritised with an amount of up to \$20,000 reallocated to the required City Hall kitchen upgrades.
13.19	Capex Carry Overs from 2016/2017	<p>(a) That Operational Standing Committee Report No. AR17/34863 titled 'Capital Expenditure Carry Overs from 2016/2017' as presented to the Operational Standing Committee on 12 September 2017 be noted.</p> <p>(b) That the Work In Progress allocations from 2016/2017 as presented with this report be adopted by Council with all amendments made to the 2017/2018 Council Budget.</p>

Discussion

Council resolutions post the adoption of the Annual Business Plan and Budget 2017/2018.

In relation to Council Meeting items 14.03, 13.4 and 13.19 (refer Table 1) the following outcomes have occurred:

1. Item 14.03 *Mount Gambier Community RSL Discretionary Rate Rebate* has resulted in a \$14,000 reduction to Rate Rebates for 2017/2018.
2. Item 13.4 *Commercial Hall Kitchen Future Operation* project financial costs are yet to be identified and therefore no adjustments have been made to BR1 review.



3. Item 13.19 *Capex Carry Overs* from the financial year 2016/2017 have been completed and a budget amendment of \$1.314M was processed on 27 September 2017. The carry over budget figures are reflected in the BR1 review figures.

Comparison to the adopted Annual Business Plan and Budget 2017/2018

	BR1 2017/2018	Original 2017/2018	Movement
SUMMARY	\$	\$	\$
OPERATING REVENUE			
ADMINISTRATION REVENUE	21,191,000	22,125,000	934,000
COMMUNITY SERVICES REVENUE	850,000	111,000	(739,000)
CULTURAL REVENUE	501,000	556,000	55,000
ECONOMIC DEVELOPMENT REVENUE	313,000	313,000	0
ENVIRONMENTAL REVENUE	2,810,000	2,810,000	0
RECREATION REVENUE	82,000	82,000	0
REGULATORY REVENUE	388,000	388,000	0
TRANSPORT REVENUE	358,000	358,000	0
UNCLASSIFIED ACTIVITIES REVENUE	230,000	280,000	50,000
TOTAL OPERATING REVENUE	26,723,000	27,023,000	300,000
OPERATING EXPENDITURE			
ADMINISTRATION EXPENDITURE	1,417,000	1,511,000	94,000
GOVERNANCE AND STRATEGY EXPENDITURE	483,300	475,000	(8,300)
SUPPORT SERVICES EXPENDITURE	3,598,100	3,447,000	(151,100)
COMMUNITY SERVICES EXPENDITURE	2,185,000	1,700,000	(485,000)
CULTURAL EXPENDITURE	3,152,600	3,140,000	(12,600)
ECONOMIC DEVELOPMENT EXPENDITURE	2,154,900	2,130,000	(24,900)
ENVIRONMENTAL EXPENDITURE	5,203,500	5,198,000	(5,500)
RECREATION EXPENDITURE	2,702,900	2,698,000	(4,900)
REGULATORY SERVICES EXPENDITURE	1,123,000	1,114,000	(9,000)
TRANSPORT EXPENDITURE	3,336,200	3,372,000	35,800
ENGINEERING/INDIRECT EXPENDITURE	1,249,000	1,252,000	3,000
UNCLASSIFIED ACTIVITIES EXPENDITURE	651,000	653,000	2,000
TOTAL OPERATING EXPENDITURE	27,256,500	26,690,000	(566,500)
OPERATING (DEFICIT) / SURPLUS	(533,500)	333,000*	866,500
Plus - Non Operating Revenue	1,579,000	7,080,000	5,501,000
Plus - Capital Revenue	7,396,500	569,000	(6,827,500)
Less - Non Operating Expenditure	690,000	690,000	0
Less - Capital Expenditure	8,353,000	6,883,000	(1,470,000)
BUDGETED CASH SURPLUS / (DEFICIT)	(601,000)	409,000	1,010,000
<i>*Excludes amount received specifically for new or upgraded assets. Original Budgeted Financial Statements included \$295,000 in the total operating surplus.</i>			



The original adopted 2017/2018 Annual Business Plan and Budget included:

- An operating surplus of \$333,000
- Net capital expenditure (Capex) \$6.883M.

The 2017/2018 BR1 review has resulted in the following changes to the budget position:

- An operating deficit of \$533,500
- Net Capex \$8.353M.

Note: The material increase in capital expenditure is due to:

- \$1.314M capex carried forward from 2016/2017; and
- \$156,000 to bring to account Carinya Gardens Cemetery.

Commentary on BR1 Budget Review 2017/2018

The material changes as at QR1 budget review are:

1. Inclusion of the Carinya Gardens Cemetery (the 'Cemetery') operating and capital activities. Previously the Cemetery was not included as part of Council's annual budget. Due to the dissolution of the Mount Gambier Cemetery Trust as at 20 June 2017, budget estimates for the Cemetery can now be brought into Council's operations and treated similarly to any other function of Council. Key facts relating to the inclusion of the Cemetery budget:

Activity	\$'000	Description
Operating Revenue	735.4	Includes Burial, Chapel, Cremation, Plaques/Materials, Reservations/Leasing income
Operating Expenditure	505.1	Building costs, Employee costs, Training & Development, Finance costs, General operating, Utilities, Statutory expenses
Capital Expenditure	156.0	Machinery Shed, Lowering Devise, Safety fence and trailer, Family allotments, Air-conditioner, Waterfall area upgrade
Net Operating Surplus	230.3	Operating revenue minus operating expenditure
Net Cash Surplus	74.3	Includes capital expenditure

2. For transparency and accuracy the Commonwealth Financial Assistance Grants distributed via the SA Government Grants Commission, have been reduced in the 2017/2018 budget to reflect the 50% forward payment actually received in late June of the 2016/2017 financial year. The forward payment of Financial Assistance Grants by the SA Government Grants Commission is outside of Council's control and at this time Council has received no guarantee / assurance that a forward payment will be received in 2017/2018 for the 2018/2019 financial year to counteract this shortfall. An adjustment of approximately \$960,000 is reflected in BR1 review for 2017/2018.
3. Following Council's no surprise approach to BR1 budget review the following minor adjustments have occurred:



Income:

- A decrease of \$10,000 to Gain on Disposal of non-current assets due to the uncertainty surrounding budgeting for this type of item i.e. market conditions and values are unpredictable.
- A decrease of \$15,000 to Interest Received – General Investments due to the uncertainty surrounding budgeting for this type of item.

Expenditure:

- A decrease of \$9,300 to Emergency Services Levy expenditure. This adjustment is to remedy original budget differences now that Council's annual ESL notice has been received from and paid to Revenue SA.
- An increase of \$4,000 to Utilities to cover the anticipated on-going plan costs associated with installing WiFi in line with Council's Digital Strategy.
- An increase of \$27,300 to Workers Compensation Insurance. This adjustment is to rectify the shortfall presented in the original budget now that Council's quarterly instalments have been advised and are known.

Conclusion

The quarter one budget review forecasts an operating deficit of \$533,500 in comparison to the original budget adopted by Council on 5 July 2017 which had forecast an operating surplus of \$333,000. This equates to a movement of \$866,500 deficit from the adopted original budget to the quarter one budget review.

Details of these variances are provided in the discussion section of this report where it is noted that the material movement is largely attributable to the SA Government Grant Commission's 50% forward payment actually received in late June of the 2016/2017 financial year. An adjustment of approximately \$960,000 is reflected in BR1 review for 2017/2018.

Community engagement was undertaken on the Annual Business Plan and Budget for 2017/2018 financial year as part of the preparation of preparation of the plan and budget in accordance with the *Local Government Act 1999 Section 123 Annual Business Plan and Budget sub sections (3) and (4)* and *Council's Community Consultation and Engagement Policy (P195)*.

This budget review allows for the delivery of the 2017/2018 Annual Business Plan as previously adopted by Council on 5 July 2017.

Attachments

[Attachment 1 \(AR17/45297\): Proforma Financial Statements BR1 2017/2018](#)



Kahli ROLTON
MANAGEMENT ACCOUNTANT



Jeroen Zwijnenburg
MANAGER FINANCE AND CUSTOMER SERVICE





Pamela LEE
GENERAL MANAGER COUNCIL BUSINESS SERVICES

5 November 2017
KR



5.9. Local Government Professionals Australia Rural Management Challenge - 12 October 2017 - Report No. AR17/45241

COMMITTEE	Strategic Standing Committee
MEETING DATE:	13 November 2017
REPORT NO.	AR17/45241
RM8 REFERENCE	AF15/604
AUTHOR	Pamela Lee
SUMMARY	A report to the Strategic Standing Committee and Council on the participation of two Council teams in the 2017 Local Government Professionals Australia Rural Management Challenge held on 12 October 2017 in Mount Gambier.
COMMUNITY PLAN REFERENCE	Goal 1: Our People

REPORT RECOMMENDATION

- (a) That Strategic Standing Committee Report No. AR17/45241 titled '*Local Government Professionals Australia Rural Management Challenge - 12 October 2017*' as presented to the Strategic Standing Committee on 13 November 2017 be noted.

Moved:

Seconded:



Background

The Local Government Professionals Australia (LGPA) manages and facilitates an internationally recognised Management Challenge (MC). In South Australia the LGPA holds a MC for metropolitan councils and an MC for rural councils.

Councils enter teams of four staff plus a reserve. Team members are drawn from across the organisation and from any level and function within the organisational. The teams come together to compete and learn with other councils in a day filled with a variety of challenging tasks that may include: role play, reports, presentations, mock media interviews, recommendations, environmental, financial, community, industrial relations and work health and safety challenges and team swaps.

The MC provides councils with a unique opportunity for staff development. The emphasis of the MC is on learning and growth, both individually and as a team. It is an immersive experience designed to develop skills to become more effective members of their work based team and their council. Skills developed include:

- Thinking strategically and connecting the dots between community vision and council operations
- Leading improvement and influencing others to have a positive impact
- Communicating and building trust by sharing your thoughts and understanding others
- Negotiating constructively and collaboratively to achieve outcomes that meet the needs of each party
- Analysing information and applying critical thinking skills to discover more than meets the eye
- Deciding with confidence and accurately considering all aspects of any situation
- Engaging others to create a community of engaged and happy citizens.

The MC comprises:

- Team preparation
- A pre challenge day activity
- An activity charged challenge day with a celebratory gathering at the conclusion of the day at which the three teams with the highest scores are announced; and
- A feedback report provided approximately three weeks following the challenge day.

Teams are assessed and scored on their pre challenge task and the individual challenge activities and scenarios presented to the teams on the challenge day. Observers and moderators assess and score teams based on teamwork, interactions, responses, rationale and decision making applied, task outcomes and delivery of outcomes by specified timelines. A metropolitan winning MC team from the City of Adelaide were observers for the RMC day and LGPA members (CEO and executive members from councils) role played, assessed, scored and moderated the activities/tasks.

Team mentors are not permitted to assist their team(s) on the day of the challenge.

The RMC team with the highest score is invited to participate in the metropolitan MC. The winner of the metropolitan MC is invited to participate in the national LGPA MC.



Discussion

The RMC for 2017 was held on 12 October 2017 in Mount Gambier and:

- Is designed to stretch individuals comfort zone, expand skill sets, teams that perform well come to the day ready to let go of their fears and embrace the unexpected.
- Is a sophisticated development program that produces outcomes that have relevant, tangible and enduring benefits for RMC participants, their councils and the local government sector.
- Provides a hands on approach to professional development.

Ten rural teams participated in the 2017 RMC, including two teams from the City of Mount Gambier and the first team from Kangaroo Island to participate in a RMC. The City of Mount Gambier teams were mentored by the General Managers. The total number of attendees to the 2017 RMC was seventy five (75) comprising: forty (40) team members, fifteen (15) mentors, fourteen (14) LGPA staff and officials and 6 sponsor representatives.

Council's participants were:

Aaron Izzard	Ashlea Watson
Dallas Humphries	Ashlee Lavia
Leanne Little	Chris Habets
Sally Wilson	David Hurley

The RMC experience commences the moment the team enrolled. As part of the preparation for the RMC day, the teams come together, established their individual and team strengths and opportunities for improvement, received briefings from and opportunities to question subject matter experts from across Council, undertook a pre challenge day task including writing and submitting a report prior to the challenge day.

On the day of the challenge, team members and their mentors arrived at 7:30am, attend a briefing on the guidelines and proceedings for the day and each team introduced their team and team members. Introductions ranged in their degree of formality, innovation, information and humour. At the conclusion of the challenge around 5:00 pm each team presented their pre challenge task.

Benefits participants gain from the RMC include:

- An improved knowledge of management techniques
- Improved decision making techniques
- More prepared to respond appropriately to unpredicted circumstances
- Ready to step up and facilitate and engage in collaborative team work
- Improved public speaking, debating and presentation skills
- Readiness to respond effectively to interactive pressure and challenges
- Ready to build effective networks.

The following quotes were provided by Council staff who participated in the 2017 Rural Management Challenge:

"I found The Rural Management Challenge to be a very valuable experience for many reasons, including but not limited to, developing a sense of leadership and teamwork whilst getting to know other colleagues and expanding my knowledge of their areas of work."

"I found the Rural Management Challenge provided an opportunity to get to know my colleagues better and challenge ourselves with the variety of tasks presented. Personally, I feel that our team worked really well together and it was an enjoyable experience with a successful result."



"From stepping outside of my comfort zone, I have more confidence in what I can achieve and perform under pressure. I have gained knowledge through other team members of how Council approaches challenges."

The team members have indicated their interest in being involved in collaborative and cross functional projects and improvements. Specific outcomes from Council's participation in the 2017 RMC include team members offering to:

- Assist Council's Environmental Officer as he project manages the development and implementation of Council's Reuse Centre; and
- Coach Council's RMC team(s) in 2018.

Conclusion

Participation by Council staff in the LGPA RMC provided a variety of positive benefits including: personal and professional growth, development, leadership, team work, collaboration and confidences grew throughout the day. The RMC provided value for money investment in the development of the participating team members.

Economic benefit and exposure was derived for the City from the 2017 LGPA RMC being help in Mount Gambier.

Participation by City of Mount Gambier team(s) will be considered for future years consistent with Council's commitment to developing its people.

Attachments

Nil



Pamela LEE
GENERAL MANAGER COUNCIL BUSINESS SERVICES



Mark MCSHANE
CHIEF EXECUTIVE OFFICER

2 November 2017
AL



5.10. Update on Tourism Mount Gambier - Report No. AR17/45556

COMMITTEE	Strategic Standing Committee
MEETING DATE:	21 November 2017
REPORT NO.	AR17/45556
RM8 REFERENCE	AF16/187
AUTHOR	Judy Nagy
SUMMARY	This report provides a summary overview of the partnership between Tourism Mount Gambier and Council and the substance for a Councillor Workshop on 27 November 2017 presented by the Chair of Tourism Mount Gambier.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION

- (a) That Council Report No. AR17/45556 titled '*Update on Tourism Mount Gambier*' as presented to Council on 21 November 2017 be noted.

Moved:

Seconded:



Background

In November 2016 Council endorsed a Joint Partnership Funding Agreement with Tourism Mount Gambier to support and develop the visitor economy. The agreement provided the framework for Council support and funding of the objectives of Tourism Mount Gambier with identified key performance indicators.

Discussion

Efforts to recruit a Tourism specialist was a key resource needed to further the development of Tourism Mount Gambier objectives. While development work on the website was progressed by Tourism Mount Gambier, the appointment of Tourism and Economic Development Manager, Donna Foster in June 2017 was the catalyst for significant movement of many objectives.

To provide a progress report to Members, Chair of Tourism Mount Gambier Kent Comely will provide an update at a Members Workshop scheduled for Monday 27th November, 2017. The presentation will provide a summary of activities and achievements for the financial year 2016/17 and will present the proposed reporting framework for the forthcoming year. A further report will then be presented to Council.

Conclusion

Tourism Mount Gambier has already showcased the new website to Council and the workshop presentation on Monday 27th November, 2017 will also provide details of the proposed work plan for the forthcoming year.

Attachments

Nil



Dr Judy NAGY
GENERAL MANAGER CITY GROWTH



Mark McSHANE
CHIEF EXECUTIVE OFFICER

1 November 2017
MJT



5.11. Policy Review - E135 Encroachments / Protection of Public during Building / Maintenance Work over Public Places - Report No. AR17/44080

COMMITTEE	Strategic Standing Committee
MEETING DATE:	13 November 2017
REPORT NO.	AR17/44080
RM8 REFERENCE	AF11/1744.
AUTHOR	Daryl Morgan.
SUMMARY	This report presents a reviewed policy for encroachments and protection of the public during building / maintenance work over public places.
COMMUNITY PLAN REFERENCE	Goal 2: Our Location.

REPORT RECOMMENDATION
<p>(a) That Strategic Standing Committee Report No. AR17/44080 titled '<i>Policy Review - E135 Encroachments / Protection of Public during Building / Maintenance Work over Public Places</i>' as presented to the Strategic Standing Committee on 13 November 2017 be noted.</p> <p>(b) That the updated Council Policy '<i>Policy Review - E135 Encroachments / Protection of Public during Building / Maintenance Work over Public Places</i>' as attached to the Strategic Standing Committee Report No. AR17/44080 be adopted.</p>

Moved:

Seconded:



Background

Council periodically reviews its policies over the term of the Council to ensure they remain up to date with legislative requirements, Council and community expectation and emerging practices in local government.

Discussion

'E135 Encroachments / Protection of Public during Building / Maintenance Work over Public Places' has been reviewed and is presented with the following update required:

- Replace 'Notification of Works Impacting City of Mount Gambier roads' with the recently reviewed and updated 'Alterations to or Works Impacting on a Public Road or Footpath' (Schedule A).

Conclusion

The reviewed and updated Council Policy 'E135 Encroachments / Protection of Public during Building / Maintenance Work over Public Places' is presented for consideration.

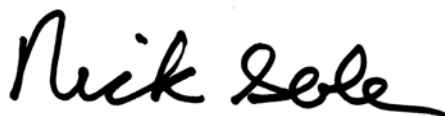
It is proposed that the policy be next scheduled for review from November 2020, during the next Council term.

Attachments

[Attachment 1 \(AR17/44067\): Draft Council Policy 'E135 Encroachments / Protection of Public during Building / Maintenance Work over Public Places'](#)



Daryl MORGAN
MANAGER ENGINEERING DESIGN & CONTRACTS



Nick SERLE
GENERAL MANAGER CITY INFRASTRUCTURE

26 October 2017
SW



5.12. Policy Review - R270 Road Pavement Excavation and Reinstatement Of - Report No. AR17/34513

COMMITTEE	Strategic Standing Committee
MEETING DATE:	13 November 2017
REPORT NO.	AR17/34513
RM8 REFERENCE	AF11/1951
AUTHOR	Daryl Morgan
SUMMARY	This report presents a reviewed policy for road pavement excavation and reinstatement.
COMMUNITY PLAN REFERENCE	Goal 2: Our Location

REPORT RECOMMENDATION

- (a) That Strategic Standing Committee Report No. AR17/34513 titled '*Policy Review - R270 Road Pavement Excavation and Reinstatement Of*' as presented to the Strategic Standing Committee on 13 November 2017 be noted.
- (b) That the updated Council Policy '*R270 Road Pavement Excavation and Reinstatement Of*' as attached to the Strategic Standing Committee Report No. AR17/34513 be adopted.

Moved:

Seconded:



Background

Council periodically reviews its policies over the term of the Council to ensure they remain up to date with legislative requirements, Council and community expectation and emerging practices in local government.

Discussion

'R270 Road Pavement Excavation and Reinstatement Of' has been reviewed and is presented with the following update required:

- Replace Schedule A 'Notification of Works Impacting City of Mount Gambier roads' with the recently reviewed and updated 'Alterations to or Works Impacting on a Public Road or Footpath'.

Conclusion

The reviewed and updated Council Policy 'R270 Road Pavement Excavation and Reinstatement Of' is presented for consideration.

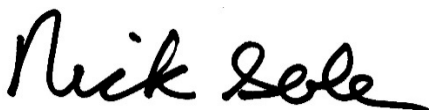
It is proposed that the policy be next scheduled for review from November 2020, during the next Council term.

Attachments

[Attachment 1 \(AR17/43659\): Draft Council Policy 'R270 Road Pavement Excavation and Reinstatement Of'](#)



Daryl MORGAN
MANAGER ENGINEERING DESIGN & CONTRACTS



Nick SERLE
GENERAL MANAGER CITY INFRASTRUCTURE

26 October 2017
SW



5.13. Policy Review - W115 Waste Management - Reveal of Waste - Caroline Landfill - AR17/45432

COMMITTEE	Strategic Standing Committee
MEETING DATE:	13 November 2017
REPORT NO.	AR17/45432
RM8 REFERENCE	AF11/1953
AUTHOR	Sinaway Georgiou
SUMMARY	This report presents a reviewed policy for the reveal of waste at Caroline Landfill
COMMUNITY REFERENCE	PLAN Goal 2: Our Location

REPORT RECOMMENDATION

- (a) That Strategic Standing Committee Report No. AR17/45432 titled '*Policy Review - W115 Waste Management - Reveal of Waste - Caroline Landfill*' as presented to the Strategic Standing Committee on 13 November 2017 be noted.
- (b) That the updated Council Policy '*Policy Review - W115 Waste Management - Reveal of Waste - Caroline Landfill*' as attached to the Strategic Standing Committee Report No. AR17/45432 be adopted.

Moved:

Seconded:



Background

Council periodically reviews its policies over the term of the Council to ensure they remain up to date with legislative requirements, Council and community expectation and emerging practices in local government.

Discussion

'W115 Waste Management - Reveal of Waste - Caroline Landfill' has been reviewed and is presented with the following update required:

- Insert the following after Part 2 (i): *"unless approved by the Chief Executive Officer or General Manager City Infrastructure"*

This addition is required to allow for the situation where rate payers purchase an additional general waste bin (MGB) or an additional general waste bin is supplied as per W125 – Waste Management – Refuse Collection section 2 part (i) *"Council agrees to supply and collect, at no additional cost, a second MGB (to maximum size 140 litre) for residents who require dialysis treatment. This collection will only be available whilst the dialysis treatment is necessary."*

Conclusion

The reviewed and updated Council Policy 'W115 Waste Management - Reveal of Waste - Caroline Landfill' is presented for consideration.

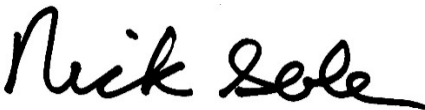
It is proposed that the policy be next scheduled for review from November 2020, during the next Council term.

Attachments

[Attachment 1 \(AR17/45433\): Draft Council Policy 'W115 Waste Management - Reveal of Waste - Caroline Landfill'](#)



Sinaway GEORGIU
ENGINEERING TECHNICAL OFFICER



Nick SERLE
GENERAL MANAGER CITY INFRASTRUCTURE

7 November 2017
SW



5.14. Policy Review – R180 Administration – Records Management - Report No. AR17/37214

COMMITTEE	Strategic Standing Committee
MEETING DATE:	13 November 2017
REPORT NO.	AR17/37214
RM8 REFERENCE	AF11/1948
AUTHOR	Natalie Pearce
SUMMARY	This report presents a reviewed and updated policy for records management.
COMMUNITY PLAN REFERENCE	Goal 1: Our People

REPORT RECOMMENDATION

- (a) That Strategic Standing Committee Report No. AR17/37214 titled '*Policy Review – R180 – Administration – Records Management*' as presented to the Strategic Standing Committee on 13 November 2017 be noted.
- (b) That the updated Council Policy '*R180 Administration – Records Management*' be adopted as attached to Strategic Standing Committee Report No. AR17/37214.

Moved:

Seconded:



Background

Council periodically reviews its policies over the term of the Council to ensure they remain up to date with legislative requirements, Council and community expectation and emerging practices in local government.

Discussion

Council Policy '*R180 Administration – Records Management*' has been reviewed and is presented with wording and structural changes based on the recently revised Local Government Association model policy. This includes the addition of a section entitled 'Further Elected Member Responsibilities'.

This Policy has also been updated to reflect organisational changes, the inclusion of relevant legislation and the name change of Council's Electronic Document Records Management System (EDRMS) from HPE Records Manager to HPE Content Manager.

This Policy provides the framework for Council to effectively fulfil its obligations and statutory requirements under the *State Records Act 1997*.

Conclusion

The reviewed and updated Council Policy '*R180 Administration – Records Management*' is presented for Council's consideration.

It is proposed that this Policy be next scheduled for review from November 2019, during the first year of the next Council term.

Attachments

[Attachment 1 \(AR17/34702\): Draft Policy R180 Administration – Records Management](#)



Natalie PEARCE
SENIOR RECORDS OFFICER



Pamela LEE
GENERAL MANAGER COUNCIL BUSINESS SERVICES

20 October 2017
NP/AL



5.15. Policy Review - E240 Expiation Notice - Cancellation and Waiver - Report No. AR17/45051

COMMITTEE	Strategic Standing Committee
MEETING DATE:	13 November 2017
REPORT NO.	AR17/45051
RM8 REFERENCE	AF11/1744
AUTHOR	Michael Silvy
SUMMARY	This report presents a reviewed policy for the cancellation and waiver of expiation notices.
COMMUNITY PLAN REFERENCE	Goal 2: Our Location

REPORT RECOMMENDATION

- (a) That Strategic Standing Committee Report No. AR17/45051 titled '*Policy Review - E240 Expiation Notice - Cancellation and Waiver*' as presented to the Strategic Standing Committee on 13 November 2017 be noted.
- (b) That the updated Council Policy '*E240 Expiation Notice - Cancellation and Waiver*' as attached to the Strategic Standing Committee Report No. AR17/45051 be adopted.

Moved:

Seconded:



Background

Council periodically reviews its policies over the term of the Council to ensure they remain up to date with legislative requirements, Council and community expectation and emerging practices in local government.

Discussion

'*E240 Expiation Notices – Cancellation and Waiver*' has been reviewed and is presented with the following update required:

- Manager Development & Regulatory removed from authorization to cancel expiation notices.

Conclusion

The reviewed and updated Council Policy '*E240 Expiation Notices – Cancellation and Waiver*' is presented for consideration.

It is proposed that the policy be next scheduled for review from November 2020, during the next Council term.

Attachments

[Attachment 1 \(AR17/45059\): *Draft Council Policy 'E240 Expiation Notice – Cancellation and Waiver'*](#)



Michael SILVY
MANAGER DEVELOPMENT & REGULATORY



Dr Judy NAGY
GENERAL MANAGER CITY GROWTH

3 November 2017
SW



5.16. Policy Review - A170 Advertising and Signage - Report No. AR17/45074

COMMITTEE	Strategic Standing Committee
MEETING DATE:	13 November 2017
REPORT NO.	AR17/45074
RM8 REFERENCE	AF11/1746
AUTHOR	Michael Silvy
SUMMARY	This report presents a reviewed policy advertising and sponsorship signage on business premises, Council land, reserves and properties.
COMMUNITY PLAN REFERENCE	Goal 2: Our Location

REPORT RECOMMENDATION

- (a) That Strategic Standing Committee Report No. AR17/45074 titled '*Policy Review – A170 Advertising and Signage*' as presented to the Strategic Standing Committee on 13 November 2017 be noted.
- (b) That the updated Council Policy '*A170 Advertising and Signage*' as attached to the Strategic Standing Committee Report No. AR17/45074 be adopted.

Moved:

Seconded:



Background

Council periodically reviews its policies over the term of the Council to ensure they remain up to date with legislative requirements, Council and community expectation and emerging practices in local government.

Discussion

'A170 Advertising and Signage' has been reviewed and is presented with the following update required:

- Delete Clause 4 (g) as this is a 'double up' with Clause 4 (b)(iii);
- Add 'or Council Property' to Clause 4 (b)(iv) for clarity, noting Council has, in the past, approved flashing signage positioned in the Library car park, Lady Nelson Visitor and Discovery Centre, Frew Park and the Crater Lakes.

Conclusion

The reviewed and updated Council Policy 'A170 Advertising and Signage' is presented for consideration.

It is proposed that the policy be next scheduled for review from November 2020, during the next Council term.

Attachments

[Attachment 1 \(AR17/45071\): Draft Council Policy 'A170 Advertising and Signage'](#)



Michael SILVY
MANAGER DEVELOPMENT & REGULATORY



Dr Judy NAGY
GENERAL MANAGER CITY GROWTH

3 November 2017
SW



6. MOTION(S)

6.1. With Notice

Nil Submitted

6.2. Without Notice

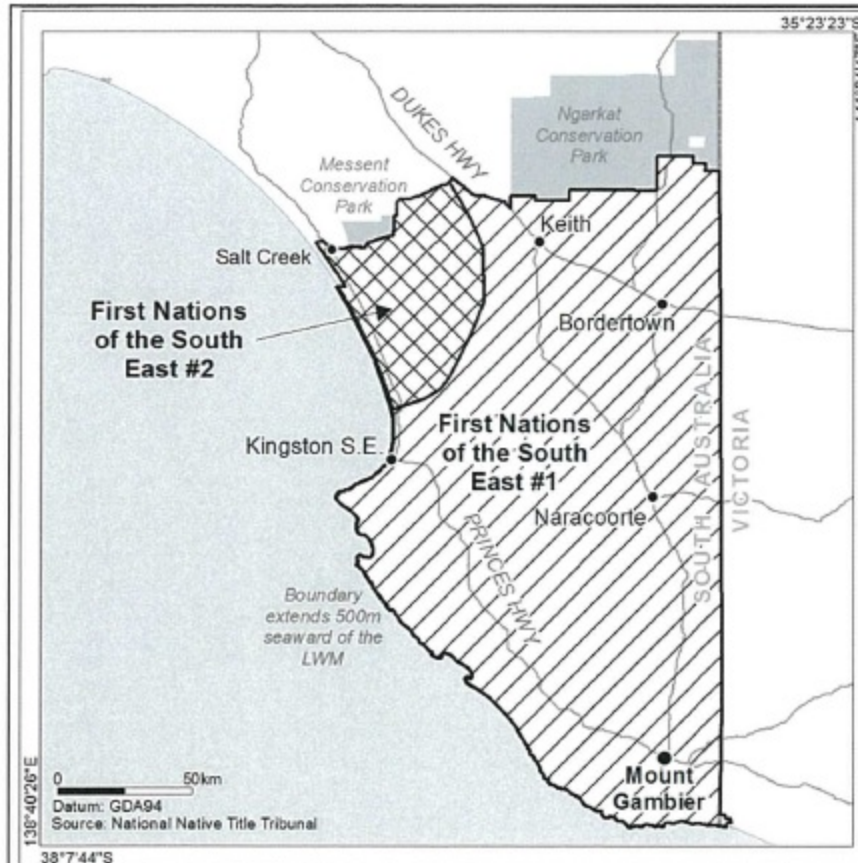
Meeting closed at p.m.

AR17/43980



7. REPORT ATTACHMENTS





More information can be provided and labelled as "Attachment G"

OLYMPIC PARK TENNIS CENTRE REDEVELOPMENT PROJECT Preliminary Proposal

PROPOSAL FOR CONSIDERATION BY:
CITY OF MOUNT GAMBIER

AUGUST 2017





PURPOSE OF THIS PAPER

The purpose of this paper is to seek approval from the City of Mount Gambier to philosophically and financially support the proposal to redevelop and upgrade the existing tennis at Olympic Park tennis center in Margaret Street, Mount Gambier.

CURRENT STATUS OF FACILITIES

The facility is comprised of 9 acrylic coated courts supported by a functioning clubhouse with amenities. The environment is welcoming with play areas and parking adjacent.

In spite of ongoing maintenance by the Mount Gambier & District Tennis Association (MGDTA), the courts have deteriorated due to a combination of age and ground movement and urgent action is need to restore the playing surface to safe standards to meet community and regular tennis playing expectations.

Tennis SA was invited to inspect the condition of the courts and provide an assessment of the facility overall against the objectives and vision of the MGDTA committee.

Overall, the courts were found to be in poor condition and at the very least, significant crack repair and resurfacing of the acrylic surface is urgently required, along with fencing restoration.

Testing of the lighting systems, most likely will dictate replacement of luminaires to restore the system to acceptable standards, albeit energy inefficient.

This venue is currently suitable for local club competition matches and general club activities. However with the upgrade of the courts and fencing, along with improvements to the court lighting and the construction of a modest tennis operations pavilion, this venue could once again potentially host significant tournaments.

PROPOSED PROJECT

Summary

Tennis SA has prepared a viable but cost effective upgrade option for the venue to enable the MGDTA to offer a quality playing experience for many years to come.

To restore the facility to an excellent playing condition with optimum life cycle of the surface, providing a sound platform for continued growth and viability through the programs, competitions and coaching available for the members and the community, the following is recommended:

- Reconstruction and realignment of the 3 courts closest to Margaret St to enable a 4 court layout to be established

- Reconstruction and realignment of the remaining 6 courts to enable walkways to improve court access and viewing areas, with the eventual marking for 6 new tennis courts
- Replace and repair required the fencing to deliver black powder coated poles with black PVC chain-wire fencing around and within the facility
- Refurbish and repair the existing lighting to deliver competition lighting using latest LED lighting technology.
- Construct a new tennis operations base to service the tennis courts which can operate independently to the main pavilion for normal activities, while also complementing the pavilion during larger events.
- The significance and scale of the works has activated the requirement for professional and specialist design and project management services be engaged.

Cost

• Courts	\$520,000
• Fencing	\$100,000
• Lighting	\$200,000
• Tennis Pavilion	\$200,000
• Design, specifications and approvals	\$30,000
• Landscaping and shelters	\$25,000
• Project Management	\$25,000
• Contingency	\$100,000

Total **\$1,200,000 (ex GST)**

Please note that this is not a Quantity Surveyor's estimate but is based on previous experience with sporting facility/club construction.

CONTACTS

Tennis SA - Manager, Participation & Places to Play

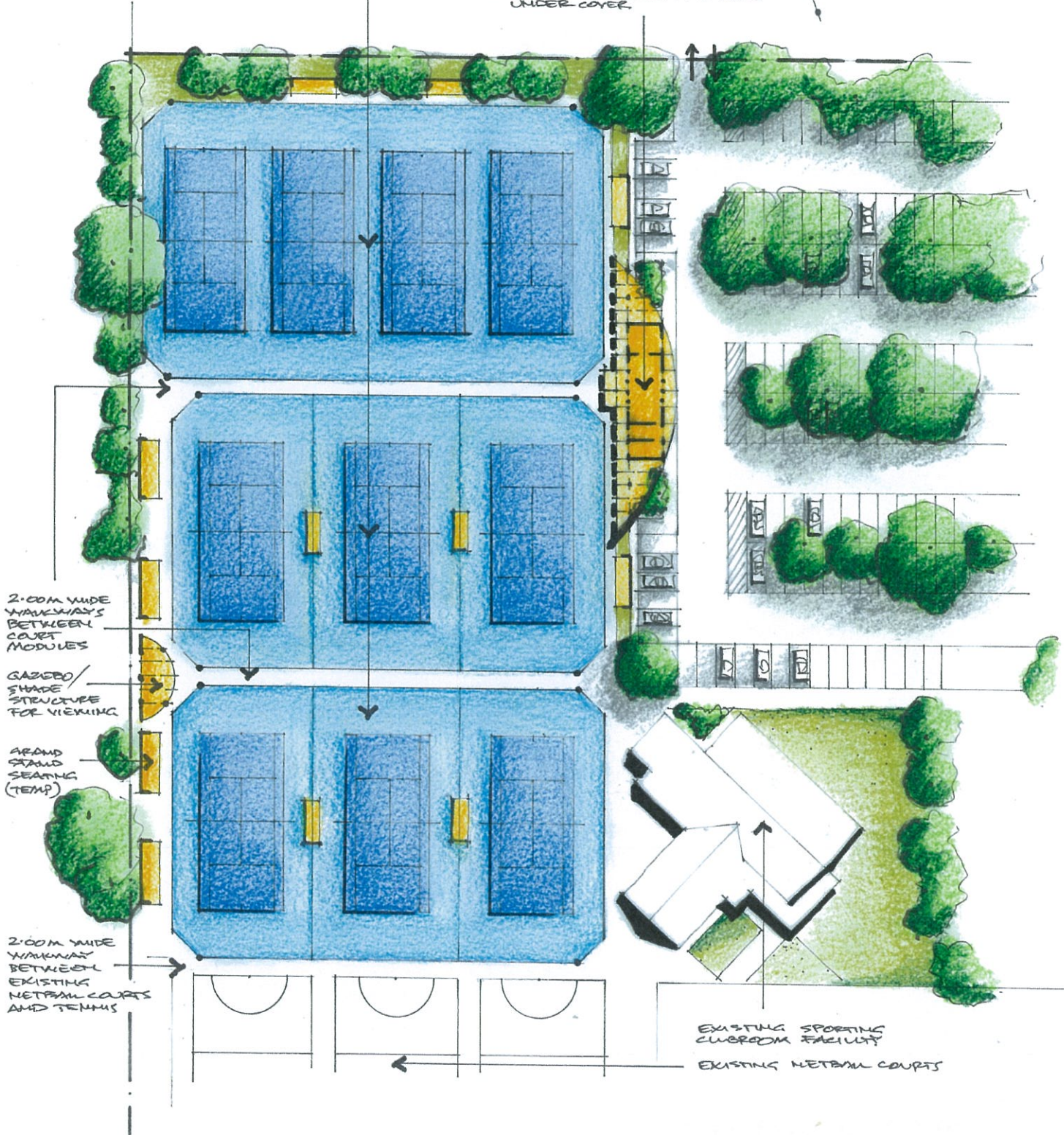
Brett Hidson 0418 859 723 bhidson@tennis.com.au

Tennis Australia – Manager, Major Projects

Lynton Franzi 0419 269 108 lfranzi@tennis.com.au

PROPOSED 10 ACRYLIC COATED FULL SIZE HARCOURTS FULLY UP TO AUSTRALIAN STANDARDS

PROPOSED TENNIS AMENITIES BUILDING WITH:
 - CLUBROOM SPACE
 - SMALL KIOSK
 - STORAGE
 - TENNIS OFFICE SPACE
 - ELEVATED VIEWING AREAS UNDER COVER



2.00M WIDE WALKWAYS BETWEEN COURT MODULES

GAZEBO/SHADE STRUCTURE FOR VIEWING

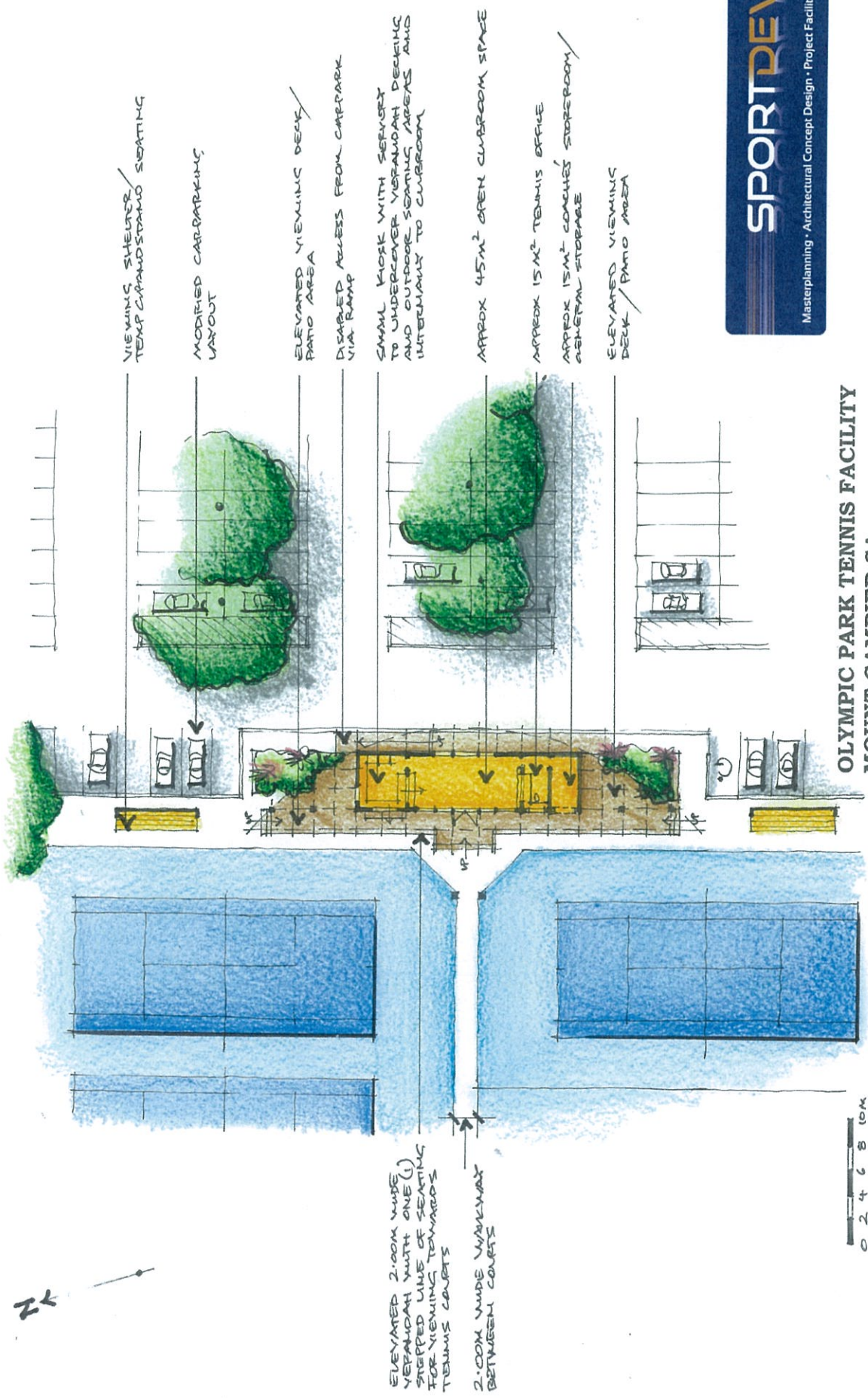
GRAND STAND SEATING (TEMP)

2.00M WIDE WALKWAY BETWEEN EXISTING NETBALL COURTS AND TENNIS

EXISTING SPORTING CLUBROOM FACILITY
 EXISTING NETBALL COURTS

**OLYMPIC PARK TENNIS FACILITY
 MOUNT GAMBIER SA
 CONCEPT SITE MASTERPLAN - PRELIMINARY**





VIEWING SHEETER /
TEMP GRANDSTAND SEATING

MODIFIED CARPARKING
LAYOUT

ELEVATED VIEWING DECK /
PATIO AREA
DISABLED ACCESS FROM CARPARK
VIA RAMP

SMALL KIOSK WITH SERVICE
TO UNDERCOVER VERANDAH DECKING
AND OUTDOOR SEATING AREAS AND
INTERWAY TO CURVE ROOM

APPROX 45M² OPEN CURVE ROOM SPACE

APPROX 15M² TENNIS OFFICE

APPROX 15M² COACHES STORAGE
GENERAL STORAGE

ELEVATED VIEWING
DECK / PATIO AREA

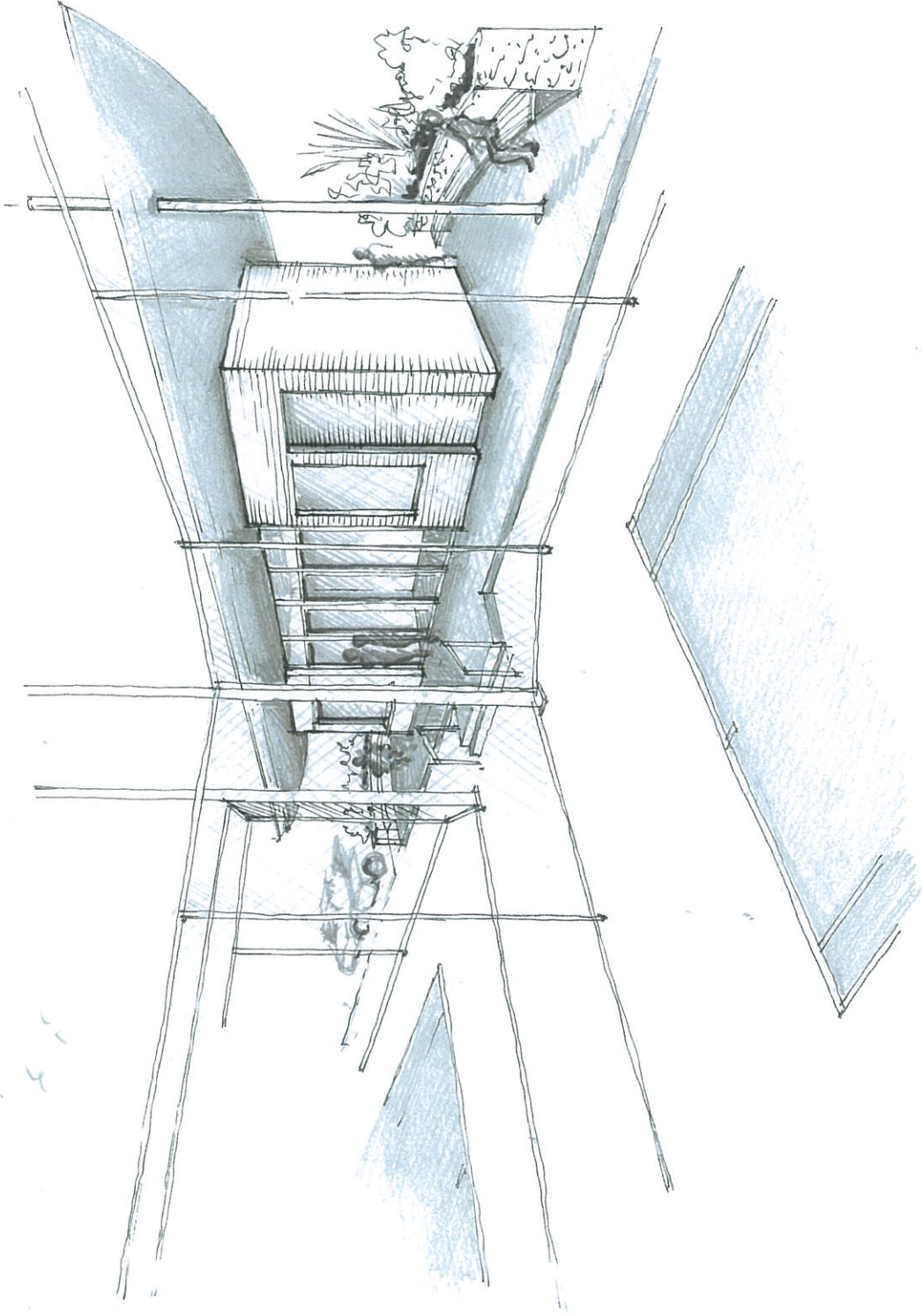
ELEVATED 2.00M WIDE
VERANDAH WITH ONE (1)
STEPPED LINE OF SEATING
FOR VIEWING TOWARDS
TENNIS COURTS

2.00M WIDE WALKWAY
BETWEEN COURTS

**OLYMPIC PARK TENNIS FACILITY
MOUNT GAMBIER SA
TENNIS AMENITIES BUILDING CONCEPT FLOOR PLAN - PRELIMINARY**



March 2017 Scale As Shown



**OLYMPIC PARK TENNIS FACILITY
MOUNT GAMBIER SA
TENNIS AMENITIES BUILDING CONCEPT SKETCH - PRELIMINARY**
March 2017

City of Mount Gambier Workshop - 23 October 2017

OLYMPIC PARK TENNIS CENTRE 'A NEW BEGINNING'



AGENDA

- Introduction & Background
- Mount Gambier & District Tennis Strategy
- Amalgamation of Clubs & Role of the MGDTA
- Future of Olympic Park Tennis Centre

Lynton Franzi – Manager Major Projects, Tennis Australia

- lfranzi@tennis.com.au


0419 269 108

Brett Hidson – Manager Participation & Places to Play, Tennis SA


- bhidson@tennis.com.au

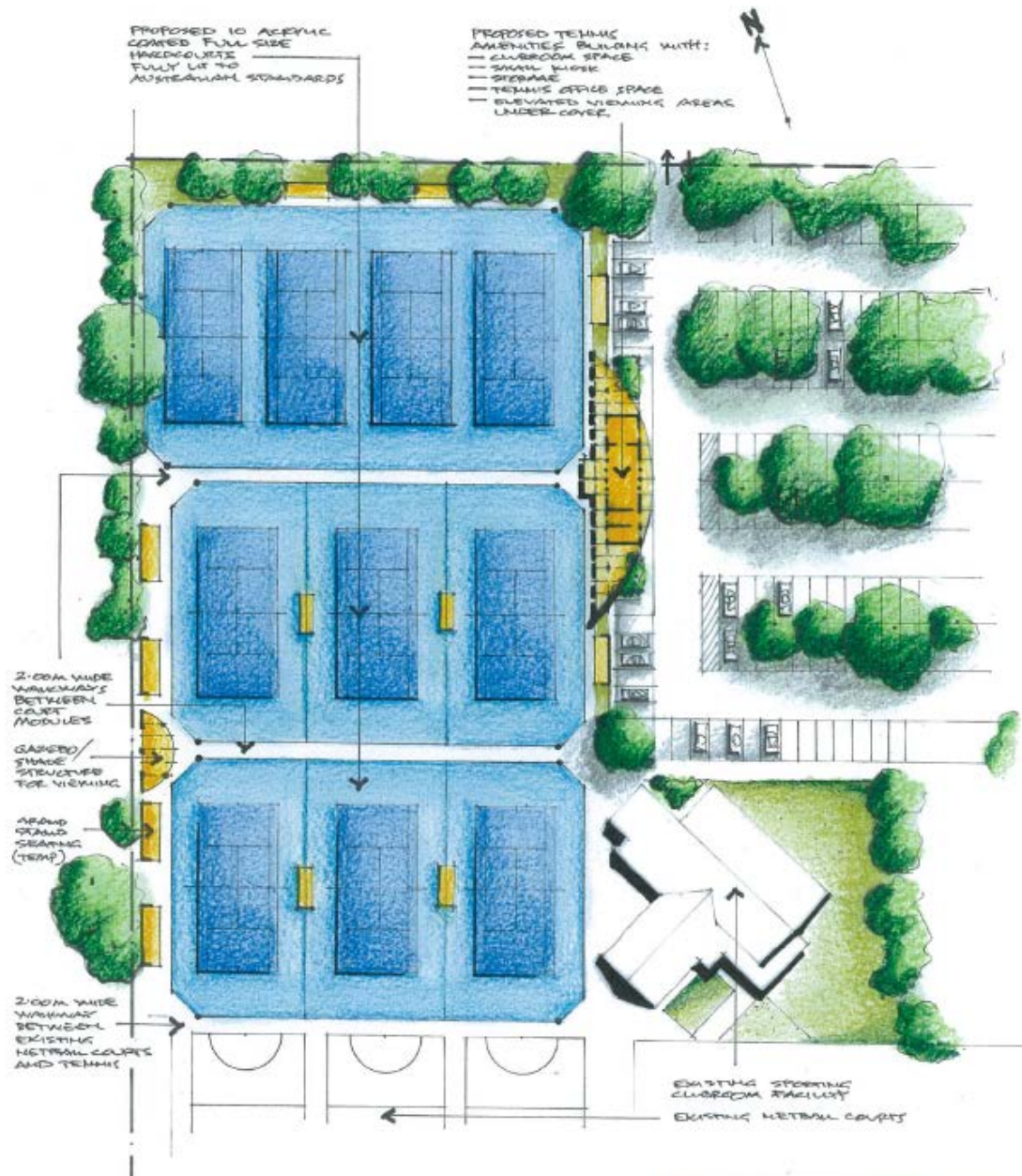
0418 859 723

MOUNT GAMBIER & DISTRICT TENNIS STRATEGY

- Need to address constraints and challenges
 - Review and realign the governance and focus of the MGDTA
 - Assist identifying future actions and projects - allocate resources
 - Supported by the City of Mount Gambier and the MGDTA
 - Delivery has started
- 

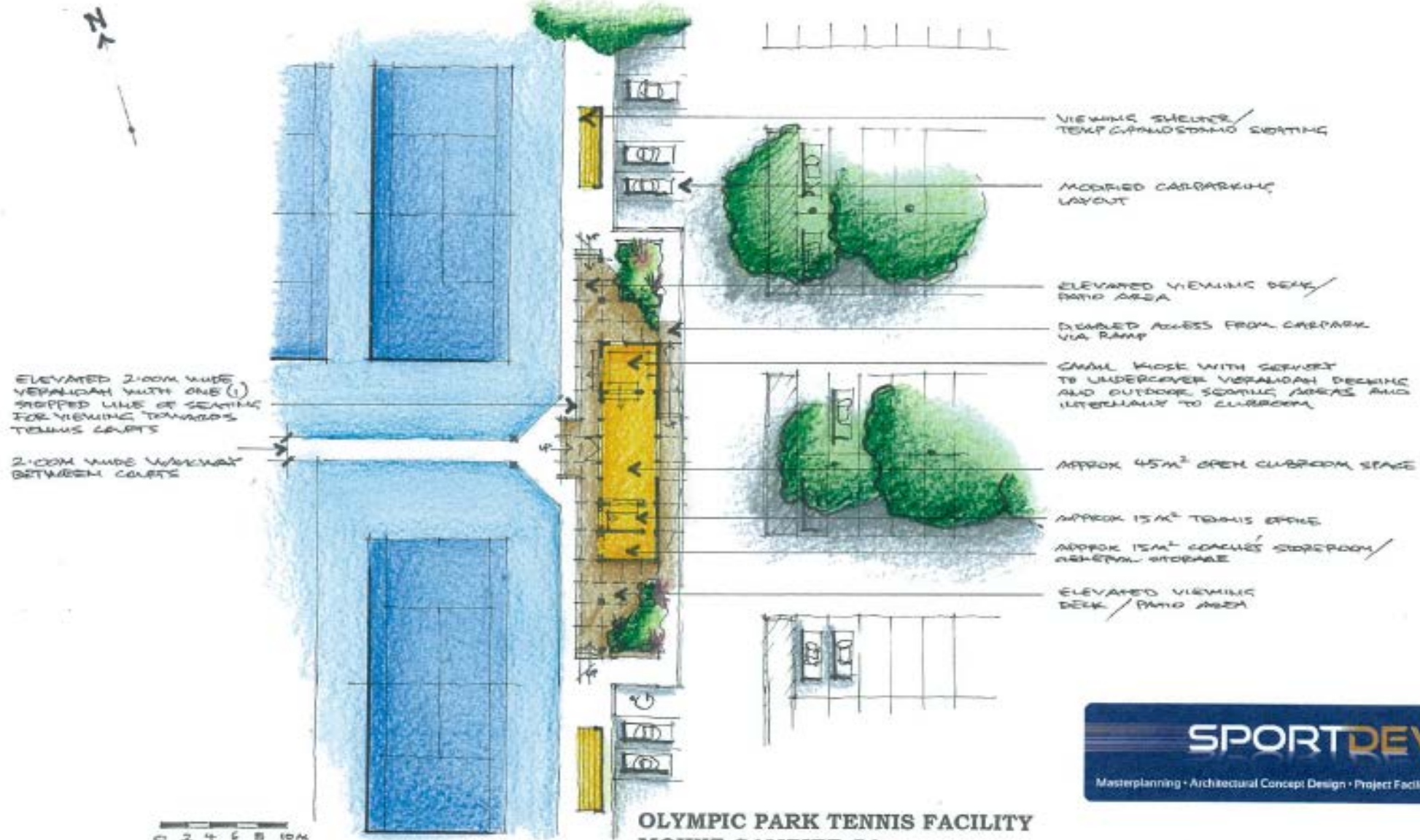
AMALGAMATION OF CLUBS & ROLE OF MGDTA

- Acknowledgement of challenges has resulted in action by Centrals, East Gambier, Mil Lel and Uniting Church Tennis Clubs to form one new club, about 100 members from the start, making it the largest club in the region
 - New club to applying for tenancy at Olympic Park to relieve the MGDTA
 - The newly formed tennis club will be responsible for delivering a sustainable and accessible venue offering community benefit.
 - MGDTA can focus on representing and managing tennis activities for all clubs
- 

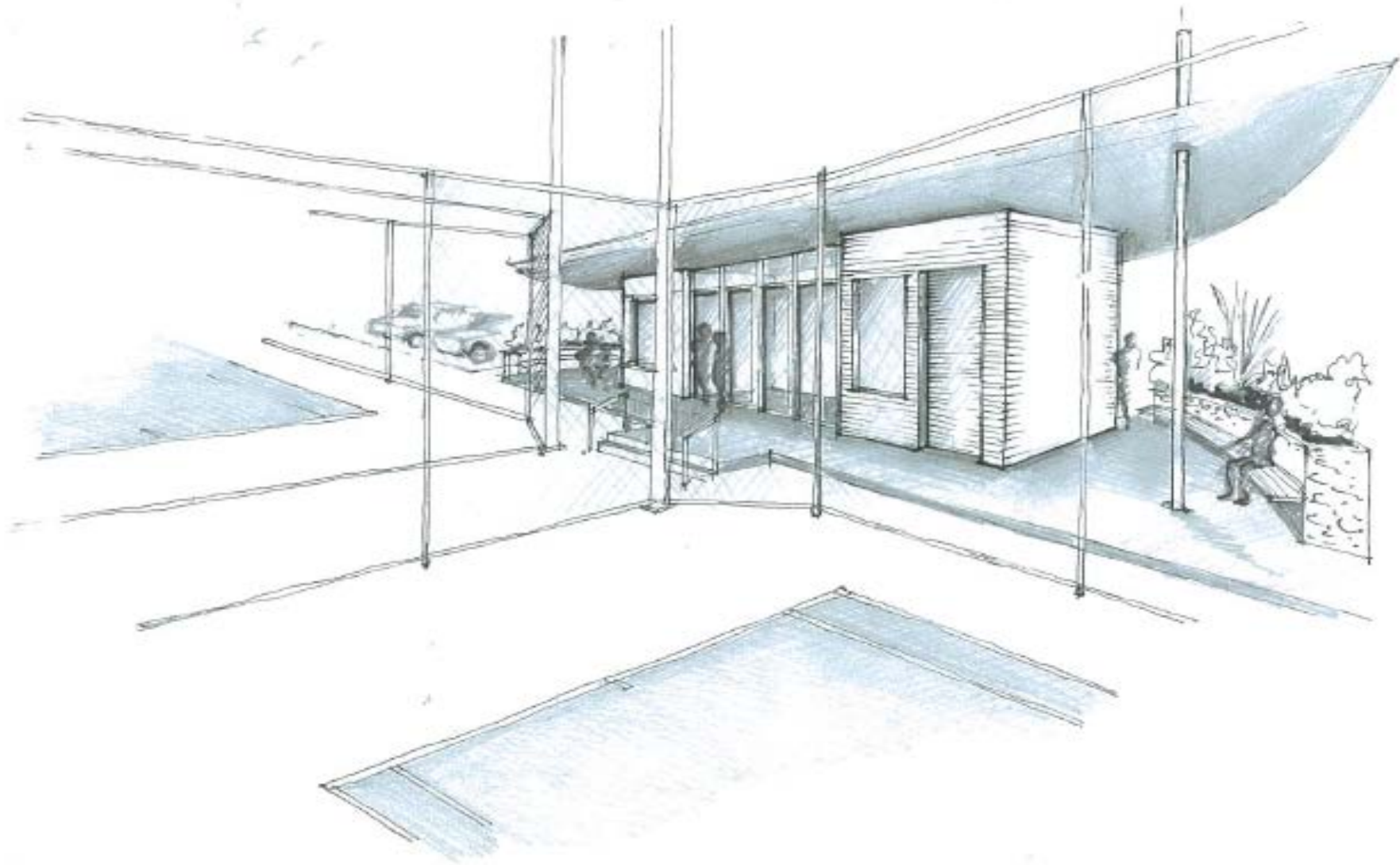


**OLYMPIC PARK TENNIS FACILITY
MOUNT GAMBIER SA
CONCEPT SITE MASTERPLAN - PRELIMINARY**





**OLYMPIC PARK TENNIS FACILITY
MOUNT GAMBIER SA
TENNIS AMENITIES BUILDING CONCEPT FLOOR PLAN - PRELIMINARY**



OLYMPIC PARK TENNIS FACILITY
MOUNT GAMBIER SA
TENNIS AMENITIES BUILDING CONCEPT SKETCH - PRELIMINARY
March 2017

CONCEPT PLANS - PRELIMINARY COSTS

Courts	\$520,000
Fencing	\$100,000
Lighting	\$200,000
Tennis Pavilion	\$200,000
Design, specifications and approvals	\$30,000
Landscaping and shelters	\$25,000
Project Management	\$25,000
Contingency	\$100,000
Total	\$1,200,000 (ex GST)



CONCEPT PLANS – POSSIBLE FUNDING MODEL

ORS/State Government	\$600k	(50%)
City of Mt Gambier	\$400k	(33%)
Tennis	\$200k	(17%)
• Tenant Clubs and Association	\$100k	
• TA National Court Rebate	\$100k	


Also potential for Federal funding:

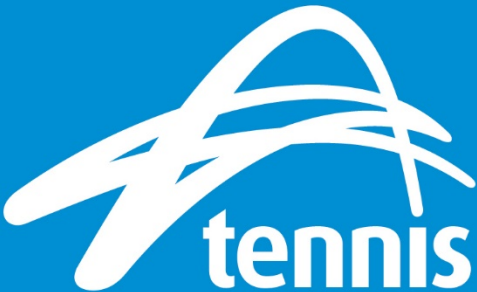
- Building Better Regions Fund
- Stronger Communities Programme

CONCEPT PLANS – POSSIBLE SCHEDULE

- October 2017 - Tonight's Workshop
 - February 2018 - 'In principle' commitment by funding partners for project and funding contribution
 - February 2018 - Commence investigations for national funding programs
 - March 2018 - Conduct geo testing to explore sub surface soil conditions to assist in preparing an initial scope of works
 - June 2018 - Prepare the initial project scope, costs and Business Case
 - August 2018 - Commence discussions with ORS regarding application via the Community Sports Facilities program (and appropriate Federal departments)
 - February 2019 - Undertake application for ORS grant funding via the Community Sports Facilities program (closes April 2019)
 - September 2019 - Results for the National Court Rebate announced. Seek full commitment from remaining funding partners if successful.
- 

DISCUSSION

- Concept plans and venue operation
 - Estimated cost of project and funding model
 - Maintaining the momentum in the interim
 - Peak Body support
 - Next steps
- 

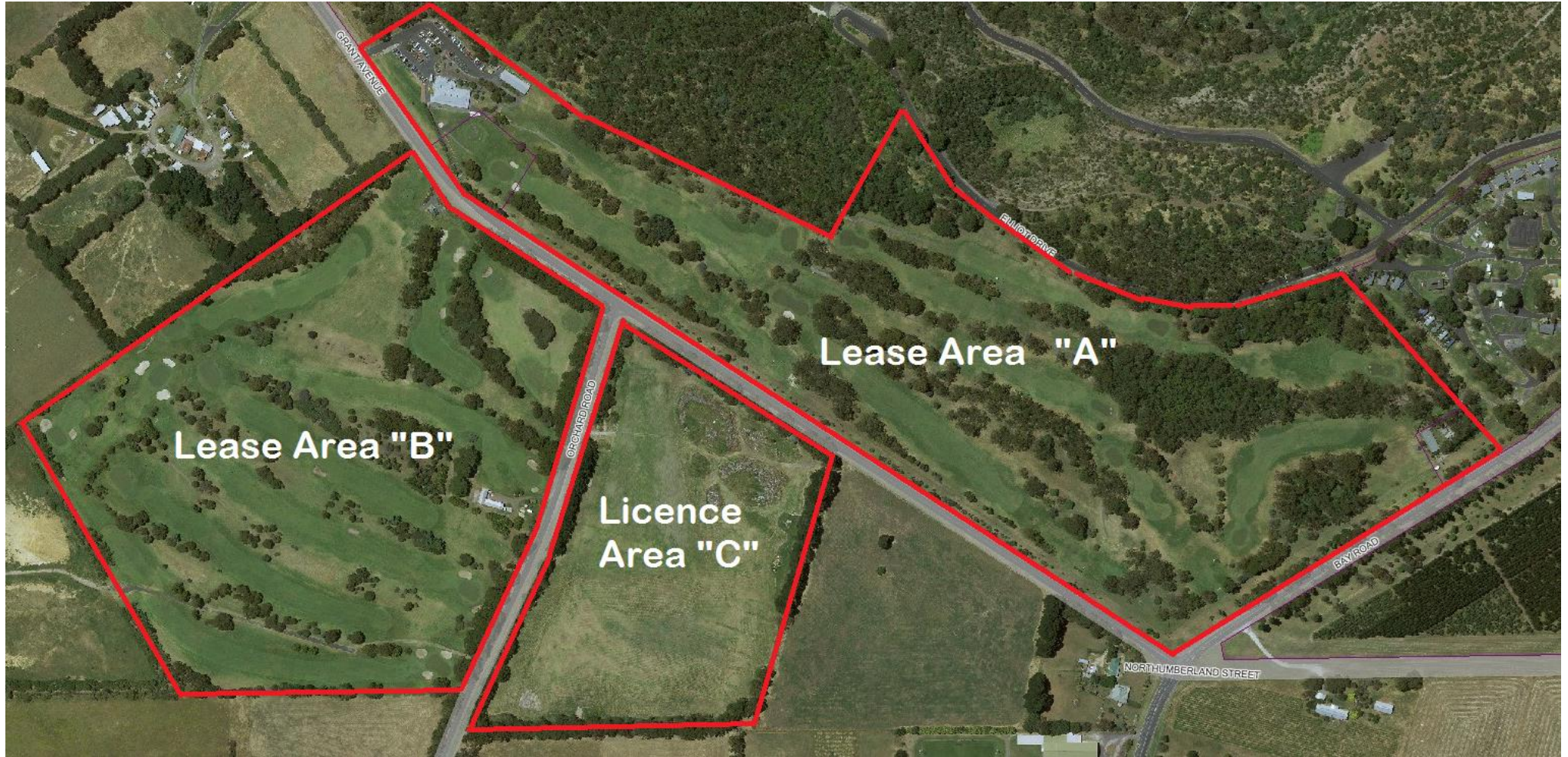


**GET
COURT
UP**

REVIEW OF CONFIDENTIALITY ORDERS – NOVEMBER 2017

	Council Meeting Date	Source Meeting	Subject	S90(3) Grounds	Confidential Element	Duration
(i)	20-Sep-16	Corporate & Community Services Committee	DEVELOPMENT CONTROL - Development Applications - Environment Resources Development (ERD) Court Actions – Ref. AF12/246	(a)	All Details	Continuing. To be reviewed at least once in every year in accordance with s91(9).
(ii)	18-Oct-16	Operational Services Committee	FINANCIAL MANAGEMENT - Caroline Landfill - Economic Analysis - Ref. AF16/159	(b)	All Details	Until Council's commercial business clientele for the relevant business operations have been advised of Council's determination in relation to the item.
(iii)	18-Oct-16	Operational Services Committee	OPERATIONAL SERVICES REPORT NO. 7/2016 - Tender AF16/277 - Caroline Landfill Development (Stage 3) Construction of Cell 3 (B & C) and Leachate Pond 4	(k)	Operational Services Report No. 7/2016 - Tender AF16/277 and Attachments	Until contract(s) have been entered into for all stages of work associated with Tender AF16/277. To be reviewed every 12 months.
(iv)	5-Dec-16	Council (Special)	STRATEGIC MANAGEMENT – Best People Best Community – Council's Organisation Structure – Ref. AF16/185	(a)	Report and resolutions (c) and (d)	Until not earlier than when the Council's Organisation Structure as detailed in the report has been fully implemented; and to be reviewed once in every year for consideration to release.
(v)	31-Jan-17	Council (Special)	Allegations regarding Mayor Andrew lee to be referred to ICAC – Ref. AF13/275	(g)	All	Ongoing - to be reviewed annually

Blue Lake Golf Course - Lease and Licence Overview Plan



Lease Area "A" – refer detailed plan

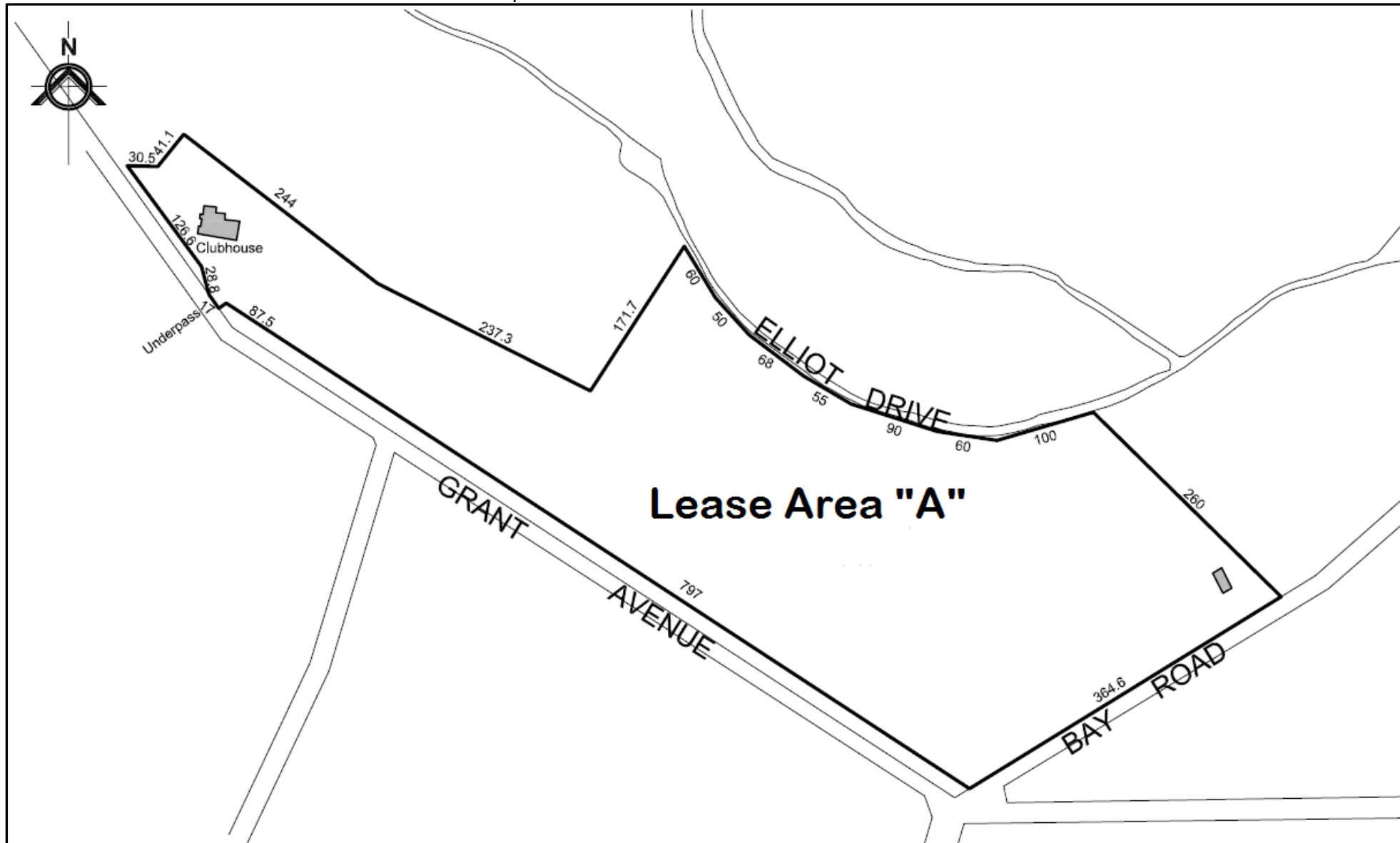
Lease Area "B" – refer detailed plan

Licence Area "C" comprises:

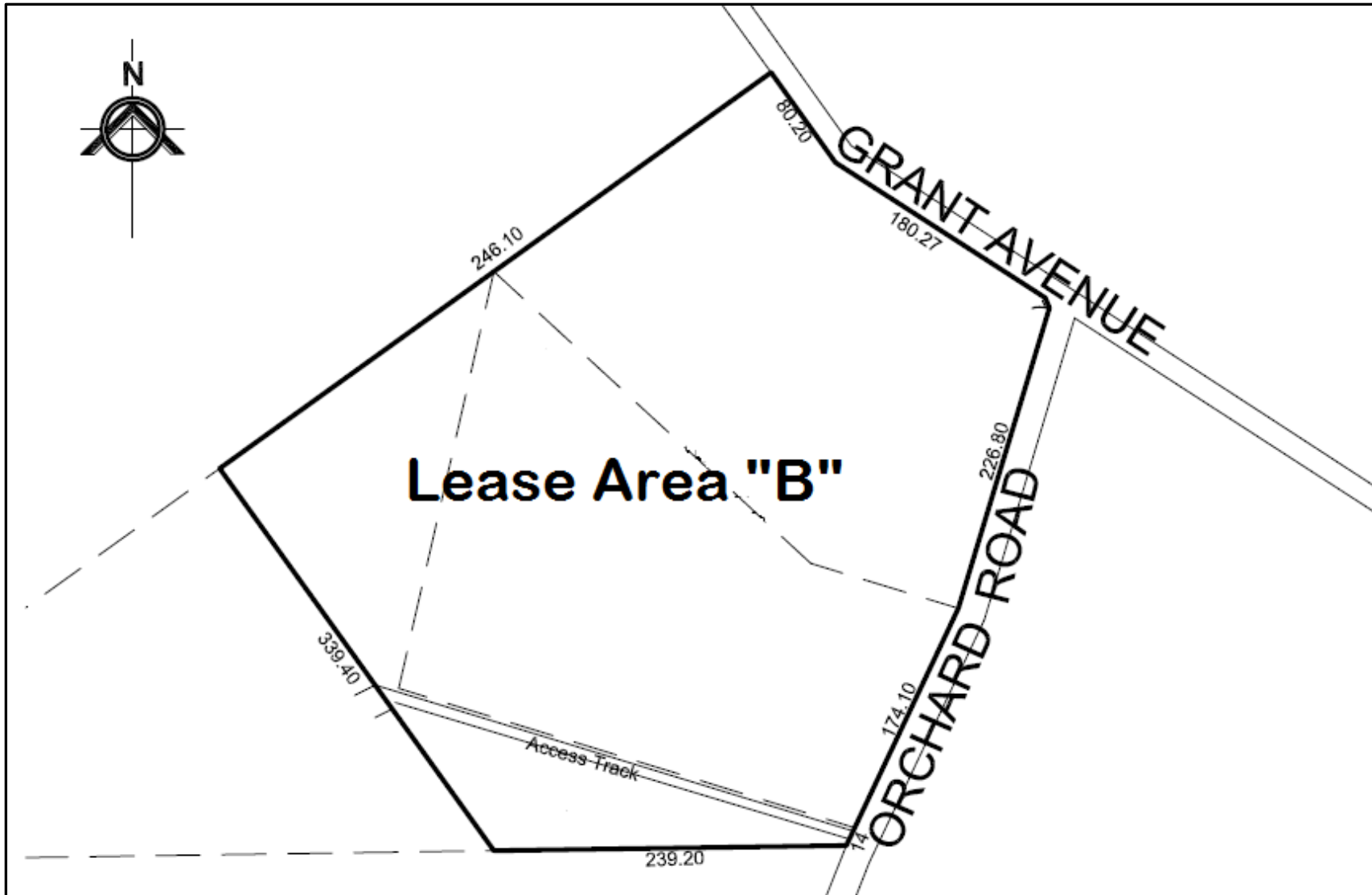
Section 249 in CT5427/997

Lot 783 in FP 194585 in CT5827/571

Blue Lake Golf Course – Lease Plan Area “A” detailed plan



Lease Area "A" comprises:
Portion of Lot 100 in DP57420 in CR5947/869
Blue Lake Golf Course – Lease Plan Area "A" detailed plan



Lease Area "B" comprises:

Lot 1 in FP5701 in CT5499/889

Lot 2 in FP5701 in CT5499/888

Portion of Lot 3 in FP5701 in CT5499/887

1 November 2017

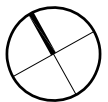
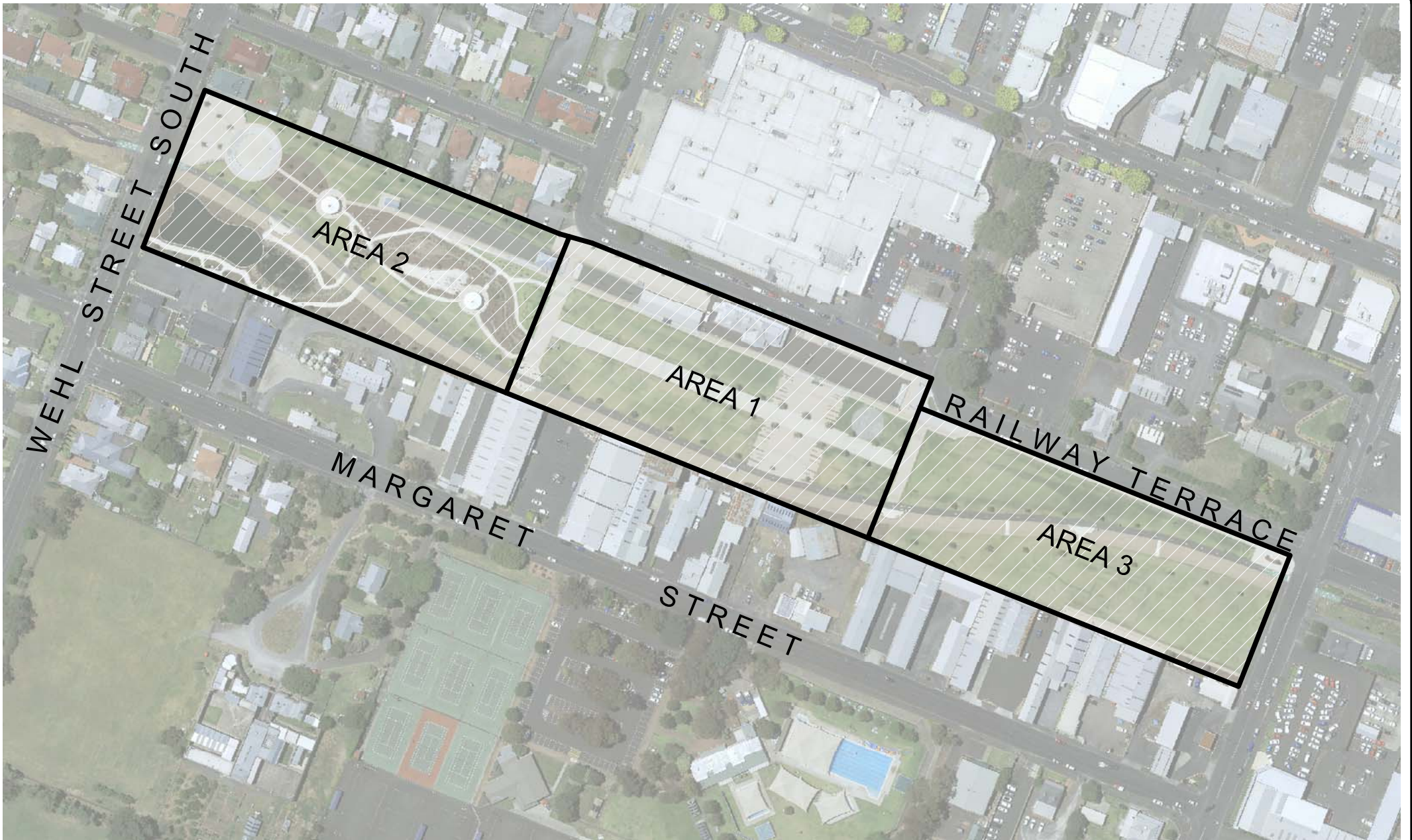
Strategic Planning -Precinct Implementation Program Initial projects - Physical & Conceptual

Precincts may include

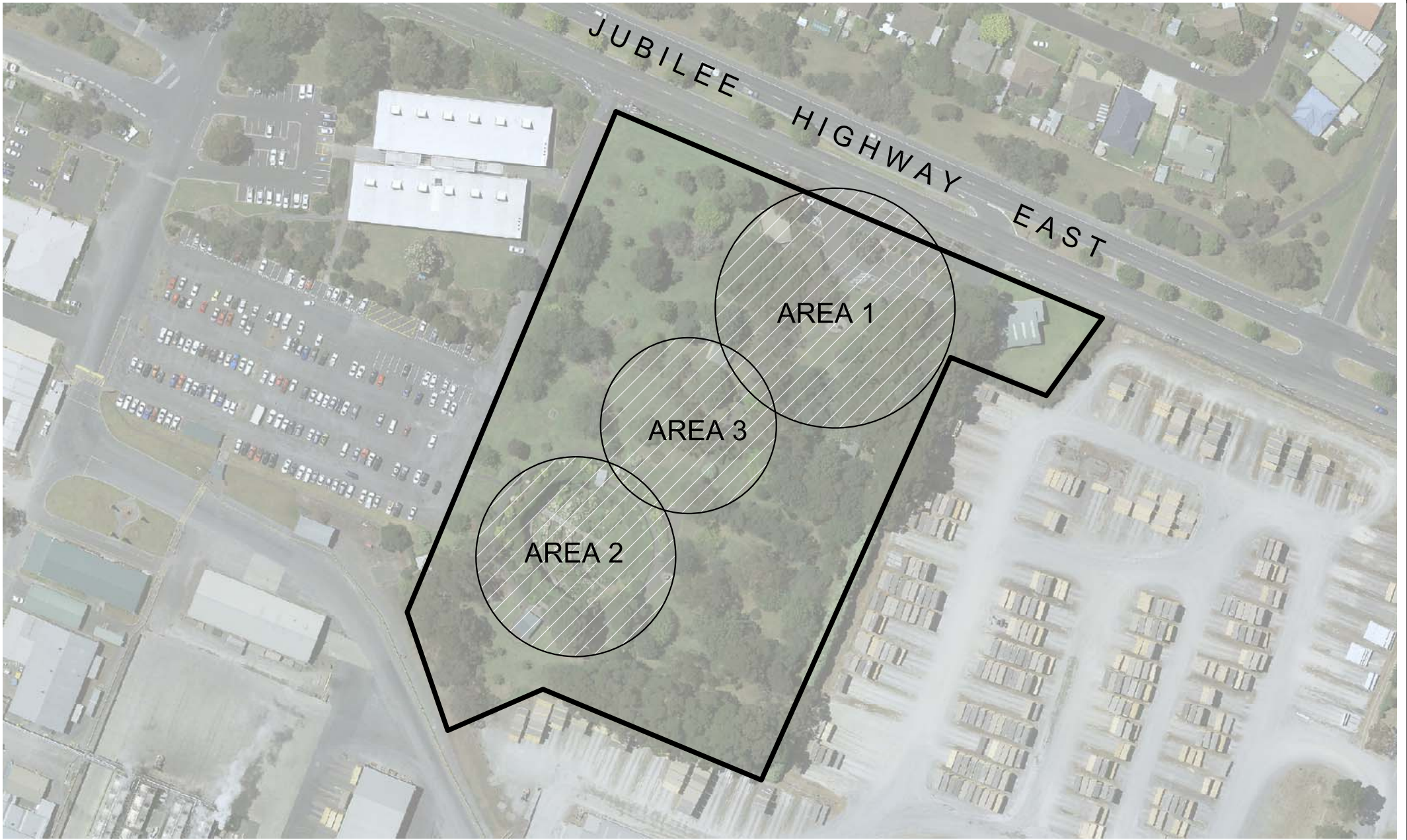
- New recommendations
- Strategies that may already in progress that are enablers for the recommendations
- Strategies relating to Community Engagement and Social Inclusion
- Outcomes that are physical
- Outcomes that are conceptual and enrich our people, location, economy and place.

	Precinct	Activation Model	Prioritized Recommendations to be grouped	2017/18	2018/19	2019/20	Resourcing needs	Comments
1	Lady Nelson Centre – Tiered approach Mobile Tourism and Community Services	Physical	75 a, c and d, 86, + Community Engagement and Social Inclusion Strategies		x		Medium	Lady Nelson repurposing aligns with the Tiered approach suggested by consultants where diverse services options are provided not just at one central point. Parts a, c and d focussing on mobile delivery and low cost immediate changes. Combine Tourism with Community Services needs particularly for use in the low social economic areas and for youth activities to multi-purpose mobile equipment.
2	Comprehensive ASEAN engagement strategy	Conceptual	24, 1, 9, 13, 12, 106,			x	Low	This is an expansion of the China Engagement Strategy noting the potential benefits from engaging with other rapidly developing South East Asian economies.
3	Increase public sector employment in by 500 people over the next ten years.	Conceptual	2, 12, 13, 1,			x	Medium	Commissioner for the Public Sector has already visited and proposed a 90 day project to assess opportunities and benefits of increasing public sector employment in the region. We are following this up with further discussions.

	Precinct	Activation Model	Prioritized Recommendations to be grouped	2017/18	2018/19	2019/20	Resourcing needs	Comments
4	Business Innovation Precinct	Physical and conceptual	10, 5, 8, 74,			x	Medium	Plans re Gig City and NVI Innovation hub are already in progress and we will need to develop a supply chain of innovation that builds local capacities and capabilities
5	Blue Lake Precinct	Physical	25, 88, 96, 102, 103, 106, 107, 112		x		Medium	Signage, wayfinding, WiFi and QR codes that incorporate historical and indigenous content to aid tourism and general access.
6	Umpherston Precinct	Physical	25, 88, 102, 103, 107,		x		Low	Signage, wayfinding, WiFi and QR codes that incorporate historical and indigenous content to aid tourism and general access.



CITY OF MOUNT GAMBIER
RAILWAY LANDS
PROPOSED W-I-F-I COVERAGE AREA

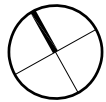


JUBILEE
HIGHWAY
EAST

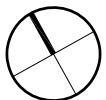
AREA 1

AREA 3

AREA 2



CITY OF MOUNT GAMBIER
UMPHERSTON SINKHOLE
PROPOSED W-I-F-I COVERAGE AREA



CITY OF MOUNT GAMBIER
BLUE LAKE AREA
PROPOSED WI-FI COVERAGE AREA

Project Reference:	2017-006	TRIM Ref:	AR17/27058
Project Name:	WiFi Project		
Documented on:	14th July 2017		
Executive Sponsor:	Judy Nagy and Nick Serle		
Project Manager:	Nick Serle		

1. PROJECT OBJECTIVE

Create WiFi footprint by January 2018 as part of the Digital Strategy for the City of Mount Gambier.

2. PROJECT OUTCOME

- Supply digital infrastructure and connectivity to key commercial and tourism locations. Phased approach commencing with Blue Lake, Valley Lakes, Railway Lands. Other locations to be identified through the Digital Strategy.
- Software system to manage, monitor and report on the WiFi infrastructure, connectivity and usage for profiling, planning and information.
- Data, information and analysis to inform future planning and strategy.

3. PHASES, ACTIVITIES AND DECISION GATES

Phase	Date	Deliverable	Decision Gate
Project Plan	14/07/2017	Project Plan Summary.	Approved by MET.
Investigation and research: <ul style="list-style-type: none"> Infrastructure Connectivity Locations Site visits (Yankalilla, Prospect, ACC, potential suppliers) Software T&Cs, signage Security, hours of operations 	29/06/2017	Collated information to inform and support Scoping document.	Endorsed by MET
Scoping including: <ul style="list-style-type: none"> Connectivity Costs upfront, ongoing Infrastructure Legal, governance Limitations Specifications Software, hardware Risks Security Timeline 	TBC	Documentation including: <ul style="list-style-type: none"> Infrastructure and Connectivity Specifications Plan including 3D map of planned infrastructure layout Budget including capex, opex, resources Communications Plan Implementation Plan 	Documented Plans approved by MET
Present to elected members for approval	13 Nov 2017	Project scope (see above)	Approved by the elected members
Implementation and roll out including testing pre and post roll out	31 January 2017	Infrastructure and connectivity implemented, tested and functioning as specified	Testing results approved by MET
Launch including communications	TBC	<ul style="list-style-type: none"> WiFi functioning as planned Launch held 	Communications and launch held as planned
Post implementation review	28 Feb 2018	PIR Report	Approved by MET

4. LINKS AND DEPENDENCIES

This project has links to existing committees / groups / organisations:

- Management Executive Team
- Tourism Mount Gambier
- Tourism SA
- Tourists, commercial / business operators.

This project has interdependency with and/or is dependent on:

- Digital Strategy
- Budget – 2017/2018 and ongoing
- Buy-in from General Managers, Managers, Staff, Elected Members
- Communications Plan
- Connectivity and infrastructure capability.

Stakeholders include:

- Advisors / consultants / SMEs
- Business community
- Chamber of Commerce
- Community
- Council / EMs
- Tourists
- Tourism Mount Gambier
- Tourism SA SAPOL
- Suppliers – HW, SW, telcos

5. DATES

Estimated start date	28/06/2017
Estimated end date	Launch: 31/01/2017 and PIR: 28/02/2018

Are there any time considerations that must be considered for this project?

- Digital Strategy timeline to deliver WiFi to initial locations.

6. BENEFITS

Key benefits of this project are:

- WiFi availability and enabled key locations
- Support tourists and Tourism Strategy
- Profile data and information on users
- Part of visitor information servicing e.g. WiFi channel.

7. RISKS

Key risks for this project are:

- Timeframe
- Partnering with Tourism SA's proposed WiFi spot in Cave Garden
- Budget and resources not available
- Social impact e.g. SAPOL, hours of operation, undesirable behaviour
- Security of WiFi infrastructure, connectivity, environment.

8. ISSUES

The issues (other than risks) that this project needs to consider are:

Issue No.	Description
1	Availability and buy-in of resources including, staff, equipment, strategic partners, other stakeholders
2	Acceptance and take up of the WiFi plan
3	Line of sight, interference from existing infrastructure
4	Ongoing management: maintenance, resourcing, budget, upkeep

SUMMARY

9. RESOURCES

The resources (e.g. people, financial, infrastructure) required for this project are:

People needed	Skills / experience needed	FT or PT or contract
Project Manager	Project management (including budget, comms, gantt chart, reporting). (Nick)	PT
Communications	Advisor (Sharny)	PT
Executive Champion(s)	Champion project at Management Executive level (Judy, Nick)	PT
Finance Staff	Budgeting and accounts payable	PT
Operational Champions	Champion project at Operational level (Jo F, Ricky, Daryl M, Sin G)	PT
Procurement	Procurement and contract management (Lisa)	PT
Strategic Partners	Technical and feasibility advice; pricing / quotes; ability to meet timeframes	PT

Financial resources needed	Capex or opex?	Existing or additional budget?	Budget \$
Staff time	Opex	Existing	TBC
BIS reporting on this project	Opex	TBC	TBC
General ledger codes for this project			
Upfront budget for Infrastructure, connectivity, HW, SW	Capex or Opex TBC	Additional	\$45,000
Ongoing for maintenance and telco data plans	Opex	Additional	\$12,000 per year

10. EXECUTIVE APPROVAL

Considered on: 22/08/2017

Approved on:

Status reported on:

CITY OF MOUNT GAMBIER

PROFORMA STATEMENT OF COMPREHENSIVE INCOME
for the year ending 30 June 2018 - projected based on Budget Review 1

	BR1 - 2018 \$'000	Budget 2018 \$'000	2017 \$'000
INCOME			
Rates	20,574	20,548	19,672
Statutory charges	423	423	422
User charges	4,225	3,554	4,514
Grants, subsidies and contributions	1,809	2,769	4,858
Investment income	35	15	36
Reimbursements	45	105	196
Other income	284	271	650
Total Income	<u>27,395</u>	<u>27,685</u>	<u>30,348</u>
EXPENSES			
Employee costs	11,975	11,107	10,590
Materials, contracts & other expenses	8,988	9,329	10,322
Depreciation, amortisation & impairment	6,643	6,603	7,331
Finance costs	322	322	269
Total Expenses	<u>27,928</u>	<u>27,361</u>	<u>28,512</u>
OPERATING SURPLUS / (DEFICIT)	(533)	324	1,836
Asset disposal & fair value adjustments	-	10	48
Amounts received specifically for new or upgraded assets	295	295	2,189
Physical resources received free of charge	-	-	1,212
Operating result from discontinued operations	-	-	-
NET SURPLUS / (DEFICIT)	<u>(238)</u>	<u>629</u>	<u>5,285</u>
transferred to Equity Statement			
Other Comprehensive Income			
<i>Amounts which will not be reclassified subsequently to operating result</i>			
Changes in revaluation surplus - infrastructure, property, plant & equipment	-	-	(13,457)
Total Other Comprehensive Income	<u>-</u>	<u>-</u>	<u>(13,457)</u>
TOTAL COMPREHENSIVE INCOME	<u>(238)</u>	<u>629</u>	<u>(8,172)</u>
Share of Net Surplus / (Deficit)			
Council	(238)	629	5,285
Minority Interest	<u>(238)</u>	<u>629</u>	<u>5,285</u>
Share of Other Comprehensive Income			
Council	-	-	(13,457)
Minority Interest	-	-	-
TOTAL COMPREHENSIVE INCOME	<u>(238)</u>	<u>629</u>	<u>(8,172)</u>

CITY OF MOUNT GAMBIER

PROFORMA STATEMENT OF FINANCIAL POSITION for the year ending 30 June 2018 - projected based on Budget Review 1

	BR1 - 2018 \$'000	Budget 2018 \$'000	2017 \$'000
ASSETS			
Current Assets			
Cash and cash equivalents	2,385	246	3,028
Trade & other receivables	1,366	1,158	1,366
Other financial assets	-	-	-
Inventories	<u>32</u>	<u>39</u>	<u>32</u>
	3,783	1,443	4,426
Non-current Assets held for Sale	-	-	-
Total Current Assets	<u>3,783</u>	<u>1,443</u>	<u>4,426</u>
Non-current Assets			
Financial assets	35	28	35
Equity accounted investments in Council businesses	-	-	-
Investment property	-	-	-
Infrastructure, property, plant & equipment	228,072	239,007	228,256
Other non-current assets	-	-	-
Total Non-current Assets	<u>228,107</u>	<u>239,035</u>	<u>228,291</u>
Total Assets	<u>231,890</u>	<u>240,478</u>	<u>232,717</u>
LIABILITIES			
Current Liabilities			
Trade & other payables	2,962	2,092	2,962
Borrowings	206	2,405	206
Provisions	3,473	2,435	3,288
Other current liabilities	-	-	-
	<u>6,641</u>	<u>6,932</u>	<u>6,456</u>
Liabilities relating to Non-current Assets held for Sale	-	-	-
Total Current Liabilities	<u>6,641</u>	<u>6,932</u>	<u>6,456</u>
Non-current Liabilities			
Trade & Other Payables	-	-	-
Borrowings	2,100	2,778	2,790
Provisions	3,599	209	3,599
Liability - Equity accounted Council businesses	-	-	-
Other Non-current Liabilities	-	-	-
Total Non-current Liabilities	<u>5,700</u>	<u>2,987</u>	<u>6,390</u>
Total Liabilities	<u>12,340</u>	<u>9,919</u>	<u>12,845</u>
NET ASSETS	<u>219,549</u>	<u>230,559</u>	<u>219,872</u>
EQUITY			
Accumulated Surplus	55,536	60,366	55,859
Asset Revaluation Reserves	160,983	168,966	160,983
Available for sale Financial Assets	-	-	-
Other Reserves	<u>3,030</u>	<u>1,227</u>	<u>3,030</u>
Total Council Equity	<u>219,549</u>	<u>230,559</u>	<u>219,872</u>
Minority Interest	-	-	-
TOTAL EQUITY	<u>219,549</u>	<u>230,559</u>	<u>219,872</u>

This Statement is to be read in conjunction with the attached Notes.

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CITY OF MOUNT GAMBIER

PROFORMA STATEMENT OF CHANGES IN EQUITY for the year ending 30 June 2018 - projected based on Budget Review 1

	Notes	Accumulated Surplus \$'000	Asset Revaluation Reserve \$'000	Available for sale Financial Assets \$'000	Other Reserves \$'000	TOTAL EQUITY \$'000
2018						
Balance at end of previous reporting period		55,845	160,981	-	3,030	219,856
Restated opening balance		55,845	160,981	-	3,030	219,856
Net Surplus / (Deficit) for Year		(238)				(238)
Other Comprehensive Income						
Transfers between reserves		-			-	-
Balance at end of period		55,895	160,981	-	3,030	219,906
2017						
Balance at end of previous reporting period		54,680	168,966	-	4,382	228,028
Restated opening balance		54,680	168,966	-	4,382	228,028
Net Surplus / (Deficit) for Year		5,285				5,285
Other Comprehensive Income						
Gain on revaluation of infrastructure, property, plant & equipment			(13,457)			(13,457)
Other equity adjustments		(5,472)	5,472			
Transfers between reserves		1,352			(1,352)	-
Balance at end of period		55,845	160,981	-	3,030	219,856

CITY OF MOUNT GAMBIER

STATEMENT OF CASH FLOWS

for the year ending 30 June 2018 - projected based on Budget Review 1

	BR1 - 2018 \$'000	Budget 2018 \$'000	Actual 2017 \$'000
CASH FLOWS FROM OPERATING ACTIVITIES			
<u>Receipts</u>			
Rates - general & other	20,574	19,481	19,682
Fees & other charges	423	388	422
User charges	4,225	3,637	4,292
Investment receipts	35	15	75
Grants utilised for operating purposes	1,809	3,052	4,858
Reimbursements	45	155	196
Other revenues	284	-	650
<u>Payments</u>			
Employee costs	(11,790)	(10,298)	(10,553)
Materials, contracts & other expenses	(8,988)	(9,440)	(9,609)
Finance payments	(322)	(322)	(269)
Net Cash provided by (or used in) Operating Activities	6,295	6,668	9,744
 CASH FLOWS FROM INVESTING ACTIVITIES			
<u>Receipts</u>			
Amounts specifically for new or upgraded assets	295	295	2,189
Sale of replaced assets	169	569	365
Sale of surplus assets	379	-	105
Repayments of loans by community groups	-	-	40
<u>Payments</u>			
Expenditure on renewal/replacement of assets	(4,481)	(4,273)	(2,788)
Expenditure on new/upgraded assets	(2,610)	(2,610)	(6,679)
Net Cash provided by (or used in) Investing Activities	(6,248)	(6,019)	(6,769)
 CASH FLOWS FROM FINANCING ACTIVITIES			
<u>Receipts</u>			
Proceeds from borrowings	-	-	-
Proceeds from aged care facility deposits			
<u>Payments</u>			
Repayments of borrowings	(690)	(425)	(874)
Net Cash provided by (or used in) Financing Activities	(690)	(425)	(874)
Net Increase (Decrease) in cash held	(643)	224	2,101
 Cash & cash equivalents at beginning of period	3,028	22	948
Cash & cash equivalents at end of period	2,385	246	3,049

CITY OF MOUNT GAMBIER

PROFORMA NOTES

for the year ending 30 June 2018 - projected based on Budget Review 1

UNIFORM PRESENTATION OF FINANCES

The following is a high level summary of both operating and capital investment activities of the Council prepared on a simplified Uniform Presentation Framework basis.

All Councils in South Australia have agreed to summarise annual budgets and long-term financial plans on the same basis.

The arrangements ensure that all Councils provide a common 'core' of financial information, which enables meaningful comparisons of each Council's finances.

	BR1 - 2018 \$'000	Budget 2018 \$'000
Income	27,395	27,685
<i>less</i> Expenses	<u>27,928</u>	<u>27,361</u>
Operating Surplus / (Deficit)	(533)	324
<i>less</i> Net Outlays on Existing Assets		
Capital Expenditure on renewal and replacement of Existing Assets	4,481	4,273
Depreciation, Amortisation and Impairment	(6,643)	(6,603)
Proceeds from Sale of Replaced Assets	<u>(169)</u>	<u>(569)</u>
	(2,331)	(2,899)
<i>less</i> Net Outlays on New and Upgraded Assets		
Capital Expenditure on New and Upgraded Assets <i>(including investment property & real estate developments)</i>	2,610	2,610
Amounts received specifically for New and Upgraded Assets	(295)	(295)
Proceeds from Sale of Surplus Assets <i>(including investment property and real estate developments)</i>	(379)	-
	<u>1,936</u>	<u>2,315</u>
Net Lending / (Borrowing) for Financial Year	(138)	908

CITY OF MOUNT GAMBIER

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ending 30 June 2018 - projected based on Budget Review 1

Note 13 - FINANCIAL INDICATORS

BR1 - 2018 Budget 2018 2017

These Financial Indicators have been calculated in accordance with Information Paper 9 - Local Government Financial Indicators prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia. Detailed methods of calculation are set out in the SA Model Statements.

The Information Paper was revised in May 2015 and the financial indicators for previous years have been re-calculated in accordance with the revised formulas.

Operating Surplus Ratio

<u>Operating Surplus</u>	(1.9%)	1.2%	6.0%
Total Operating Revenue			

This ratio expresses the operating surplus as a percentage of total operating revenue.

Adjusted Operating Surplus Ratio	1.5%	1.2%	6.0%
---	------	------	------

In recent years the Federal Government has made advance payments prior to 30th June from future year allocations of financial assistance grants, as explained in Note 1. The Adjusted Operating Surplus Ratio adjusts for the resulting distortion in the disclosed operating result for each year.

Net Financial Liabilities Ratio

<u>Net Financial Liabilities</u>	45%	36%	28%
Total Operating Revenue			

Net Financial Liabilities are defined as total liabilities less financial assets. These are expressed as a

Asset Sustainability Ratio

<u>Net Asset Renewals</u>	74%	74%	62%
Infrastructure & Asset Management Plan required expenditure			

Net asset renewals expenditure is defined as net capital expenditure on the renewal and replacement. Amounts shown above an asterisk () indicate that depreciation expense has been used as a proxy, pending finalisation of the Infrastructure & Asset Management Plan.*

	E135 ENCROACHMENTS/PROTECTION OF PUBLIC DURING BUILDING/ MAINTENANCE WORK OVER PUBLIC PLACES	Version No:	3
		Issued:	November, 2017
		Next Review:	November, 2020

1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier ("Council") for encroachments over public places for building works and maintenance purposes. This document also sets out the policy of Council in relation to the protection of the public during building works and maintenance occurring over a footway or public place.

For the purpose of this Policy 'footway' refers to the area of Council land located between a property boundary and the road kerb.

2. BUILDING WORK ADJACENT TO OR OVER FOOTWAYS

- a) Any person undertaking building work adjacent to or over any footway and/or road, is required to provide protection for the public. The following minimum protection is to be provided, unless otherwise approved by the General Manager City Infrastructure or Manager Engineering Design and Contract Management and is subject to a written authorisation pursuant to Section 221 of the Local Government Act 1999:
 - (i) A hoarding of solid, rigid material well supported, with a minimum height of 1.8 metres. The hoarding must be provided to such frontage of the building site as may be required or approved by the General Manager City Infrastructure or Manager Engineering Design and Contract Management. The hoarding must be well lit at night.
 - (ii) A clear passageway must be maintained for the public:
 1. The passageway is to be at least 1.8 metres wide and have a head clearance of at least 2.5 metres;
 2. The passageway may be on the footpath, or on the portion of the carriageway usually set aside for the parking of cars.
 3. If the passageway is in the parking lane, the carriageway side is to be delineated in accordance with current standards.
 - (iii) If any building work subject to this policy, or equipment associated with it, exceeds a single storey in height, well supported overhead protection shall be provided over the required passageway.
- b) Any person undertaking work adjacent to or over any footpath and/or road, must complete an "Alterations to or Works Impacting on a Public Road or Footpath" form (provided in Schedule A) for any works or barricading that requires use of a footpath or roadway (including parking lane).
- c) The person undertaking the building work, is to ensure that measures are taken to contain any mists, liquids, fumes or other materials which are hazardous to health, which may cause harm to persons, animals or property.
- d) The licence to erect the hoarding is to contain conditions in accordance with the Local Government Association Mutual Liability Scheme "Local Government Leases, Licences and Permit" requiring the licensee to indemnify Council and carry \$20 million public liability cover.

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3. MAINTENANCE WORKS ADJACENT TO OR ON FOOTWAYS

- a) For the purpose of this Policy 'maintenance' includes but it is not restricted to: repair, decorating, minor building work (i.e. building work not requiring approval), sign writing, fixing a sign or other attachment or cleaning.
- b) Public protection is to be in the form of appropriate barricading around the work area and during working hours unless, the General Manager City Infrastructure or Manager Engineering Design and Contract Management determines that a more substantial form of public protection is required. Any scaffolding, work platform, ladder or similar that is to be left in place at night or outside of working hours, must have a solid security fence around its perimeter.
- c) A clear passageway of the dimensions as set out in Part 1 of this Policy 'Building work adjacent to or over footways' shall be delineated and kept clear for the use of the public during the maintenance period.
- d) If any maintenance is to take place over the passageway, as referred to in paragraph 4 above, well supported overhead public protection must be provided over the passageway.
- e) The person undertaking the maintenance is to ensure that all reasonable measures are taken to contain any mists, liquids, fumes or other materials which are hazardous to health, which may cause harm to persons, animals or property.
- f) During the maintenance period:
 - (i) Drop sheets must be used where it is necessary to protect the pavement from paints and other material liable to stain it;
 - (ii) The road, including the footpath, must be left in a clean condition;
 - (iii) Any damage to Council property, incidental to the work, is to be repaired at the expense of the person undertaking the work, and/or the owner/occupier of the premises (Refer the provisions of the Local Government Act 1999).
- g) Any licence to erect public protection in accordance with this policy is to contain conditions in accordance with the Local Government Association Mutual Liability Scheme "Local Government Leases, Licences and Permits" requiring the licensee to indemnify Council and carry \$20 million public liability cover.

4. ENCROACHMENTS OVER PUBLIC PLACES

- a) Council encourages building owners in the retail section of the City Centre Zone to provide verandahs or similar over footpaths abutting their premises.
- b) Council Officers, dealing with Development Applications involving encroachments under, over or upon a public place, make themselves familiar with the requirements for such encroachments and ensure that any such encroachments, approved by Council meet all legal requirements.

 City of Mount Gambier	E135 ENCROACHMENTS/PROTECTION OF PUBLIC DURING BUILDING/ MAINTENANCE WORK OVER PUBLIC PLACES	Version No:	3
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- c) When issuing a licence for an encroachment over a public place, the provisions of Section 221 of the Local Government Act 1999 are to be used.
- d) The owner of the premises from which the approved encroachment projects must:
 - (i) Maintain the encroachment and any attachment incidental thereto in a condition which ensures public safety;
 - (ii) Keep the encroachments clean and watertight;
 - (iii) Not attach anything, whether temporarily or permanently, to the approved encroachment without any further necessary consents/approvals.
- e) Council's Development and Regulatory department monitor existing encroachments over public places and take any necessary and appropriate action to ensure public safety.
- f) Where any building work is being proposed to an existing verandah, which is closer than 450mm to the kerb, then the verandah should be modified so that is at least 450mm from the kerb.
- g) Where Council receives an application for an attachment to or an alteration to an existing encroachment over a public place, (which has not been formally approved) the application should not be determined until such time as the applicant has made application to maintain the encroachment over the public place in accordance with the provisions of the Local Government Act 1999. If an application to maintain the encroachment over the public place is not made the application for attachment or alteration should be refused at the discretion of the General Manager City Infrastructure.
- h) Any proposed verandah, awning, balcony, or like projection over a public place may have posts provided:
 - (i) The posts are setback a minimum distance of 450 mm to the kerb alignment;
 - (ii) The width of the remaining footpath between the posts near the street, road or public place and the adjoining private property boundary is not less than 2.5metres;
 - (iii) Such posts should be non-load bearing and the verandah, awning, canopy or balcony cantilevered, except as provided in sub-paragraph (d);
 - (iv) Where an old building is being restored, load bearing posts may be approved if such posts are required for the integrity of the restored building, and such integrity cannot otherwise be achieved.

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SCHEDULE A



Alterations to or Works Impacting on a Public Road or Footpath

Authorisation to make an Alteration to a Public Road, Section 221, Local Government Act 1999

Authorisation Holder

Company Name:			
Contact Name:			
Postal Address:			
Email:			
Phone Number:		Mobile Number:	

Type of Alteration ("the Alterations")

<input type="checkbox"/> Industrial Bins / Containers / Skip Bin	<input type="checkbox"/> Fencing / Hoarding	<input type="checkbox"/> Mobile Scaffolding
<input type="checkbox"/> Crane Truck / Elevated Platform	<input type="checkbox"/> Trenching / Excavation	<input type="checkbox"/> Scissor Lift
<input type="checkbox"/> Construction / Maintenance	<input type="checkbox"/> Other _____	

Work Details

Details of proposed work (including equipment used)			
Site Location:			
Commencement Date:		Completion Date:	
Commencement Time:		Completion Time:	
Weekend Work:		Asphalt supplier / Asphalt mix:	

Traffic Control at the worksite is to be undertaken in accordance with AS 1742 Manual of Uniform Traffic Control Devices Part 3: Traffic Control at Works on Roads *Figure Number:* _____

Temporary Traffic Signals? (portable):	<input type="checkbox"/> Yes <input type="checkbox"/> No	Speed limit restrictions:	Km/h will be used
Impact on Transport SA Assets?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Details of impact:	

The Accredited person responsible for worksite traffic management is: _____

Mobile No: _____ who is accredited in signing at roadworks.

Special Conditions

--

I acknowledge that I have read and understand the terms and conditions provided to me as contained in this Permit, and agree to abide by them:

Name: _____ Position: _____

Signature: _____ Date: _____

Copy of Public Liability Insurance and Detailed Traffic Management Plan must be attached.

**E135 ENCROACHMENTS/PROTECTION
OF PUBLIC DURING BUILDING/
MAINTENANCE WORK OVER PUBLIC
PLACES**

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General Terms & Conditions

All public roads in the Council area are vested in the Council.

The Council, having complied with all relevant consultation obligations under the *Local Government Act 1999*, grants this Authorisation to authorise the Authorisation Holder to make alterations to a public road subject to the general and any special conditions stipulated below.

1. Alteration Works

The Authorisation authorises the Authorisation Holder to undertake alterations to a public road as described in "Type of Alteration" above ("the Alterations"), subject to these general conditions and any special conditions that may be notified to the Authorisation Holder.

2. Authorisation Area

The Authorisation applies only in relation to the portion of public road adjacent to the Land described in "Site Location" of the permit.

3. The Authorisation Holder

Where the Authorisation Holder is two or more persons, the Authorisation Holder's liability and obligations hereunder shall be joint and several and the conditions of this Authorisation shall be construed accordingly.

4. Nature Of Authorisation

This Authorisation does not take effect until:

- the Authorisation Holder has paid the Authorisation Fee stipulated (if any);
- a copy has been signed by the Council and issued to the Authorisation Holder; and
- the Authorisation Holder has provided the Council with a copy of the Authorisation Holder's certificate of insurance evidencing compliance with the Authorisation Holder's obligations under clause 7.

For the avoidance of doubt, nothing in this Authorisation:

- confers any proprietary interest in or exclusive right to occupy the Road; or
- restricts the Council from accessing the Road at any time or operates to fetter the exercise by the Council of any other regulatory or other function or power.

This Authorisation is personal to the Authorisation Holder and is not transferrable.

The Council may vary the general and/or special conditions that attach to this Authorisation by notice in writing to the Authorisation Holder.

5. Term, Expiry & Renewal

This Authorisation continues in force the period set out in "Work Details" above and expires on the earlier of the date:

- that the Authorisation Holder ceases to hold an insurance policy as required by General Condition 7; or

- that the Authorisation Holder, by notice in writing to the Council, surrenders this Authorisation.

In the event that this Authorisation is cancelled or surrendered prior to its expiration, there shall be no adjustment, reduction or refund by the Council of the fees paid by the Authorisation Holder in connection with the Authorisation.

There is no automatic right of renewal of this Authorisation. Upon expiration of this Authorisation the Authorisation Holder may make application for a new Authorisation, which may be granted at the Council's absolute discretion, subject to compliance with the public consultation requirements under the Act.

6. Indemnity & Release

As a continuing obligation and except to the extent caused by the Council's negligence, the Authorisation Holder indemnifies and will keep indemnified the Council from and against all actions, costs, claims, damages, charges and expenses whatsoever that may be brought, made or claimed against or otherwise incurred by the Council arising out of or in connection with:

- a breach of this Authorisation by the Authorisation Holder;
- the Authorisation Holder's use and occupation of the Road; and/or
- the granting of this Authorisation by the Council.

The indemnity is in addition to any statutory immunity in favour of the Council, including under section 221(5) of the *Local Government Act 1999*.

The Authorisation Holder releases the Council and its employees, agents and contractors from all and any claims, demands, actions, suits, proceedings, losses and damages of any kind resulting from any loss, accident, damage, injury or death occurring as a result of the Alterations or the granting of this Authorisation except to the extent caused by the Council's negligence.

7. Public Liability Insurance

The Authorisation Holder must take out and maintain during the term of the Authorisation a public liability insurance policy for a minimum amount of twenty million dollars (\$20,000,000.00) per claim or any other amount as may be directed by the Council.

The policy will be in respect of injury, loss or damage occurring in connection with the Alterations and the Authorisation Holder's use of the Road and must note the Council's rights and interest as owner of the Road and the indemnities provided by the Authorisation Holder in favour of the Council.

8. Authorisation Holder's Obligations

The Authorisation Holder must, at the Authorisation Holder's cost and expense in all things, comply with all applicable laws and all

**E135 ENCROACHMENTS/PROTECTION
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General Terms & Conditions

reasonable directions of the Council in relation to the Alterations and the Authorisation Holder's use of the Road.

Whilst in occupation of the Road, the Authorisation Holder must:

- take all reasonable measures to protect any utility services, adjacent properties, existing structures (including, as relevant, kerb, gutter, paving, manhole lid, irrigation system, drainage infrastructure) from damage;
- keep the Area reasonably free of rubbish;
- not create or cause any unreasonable nuisance or disturbance (as determined by the Council) either for the Council or for the occupiers of adjoining lands;

The Authorisation Holder must make good any damage that the Authorisation Holder causes to the Road or Council property in connection with the Alterations and/or the Authorisation Holder's use of the Road and, in the event the Authorisation Holder fails to do so, the Authorisation Holder is liable to pay the Council the costs of making good any such damage, which costs the Council may recover from the Authorisation Holder as a debt.

9. Ownership of Alterations

The Alterations are the property of, and belong to the Authorisation Holder pursuant to Section 209 of the *Local Government Act 1999*.

10. Maintenance of Alterations

The Authorisation Holder is solely responsible for the upkeep and maintenance of the Alterations and must keep the Alterations in good and substantial repair, order and condition at all times, safe and free from danger to persons on or using the Road.

If the Authorisation Holder desires to carry out maintenance or repairs in respect of the Alterations which will require interference with the free passage of traffic (pedestrian or vehicular) along the Road, then the Authorisation Holder must:

- not (except in the case of an emergency) commence such maintenance or repairs without the prior written approval of the Council; and
- undertake such repairs or maintenance in strict accordance with the approval of the Council and as expeditiously as is reasonably possible, with as little inconvenience as possible to persons and/or vehicles using the Road and

without interference to public utilities which may be in or below the surface of the Road; and

- ensure that maintenance or repairs are carried out by competent and (where applicable) licensed and duly qualified contractors and workers; and
- upon being presented with an invoice from the Council, pay the Council's reasonable costs of reinstating any damage caused to the Road in undertaking the maintenance or repair works.

11. Cancellation

The Council may cancel this Authorisation for any breach of these conditions pursuant to section 225 of the *Local Government Act 1999*, by giving not less than one month's notice in writing to the Authorisation Holder (unless the Council determines that a shorter period should apply to protect the health or safety of the public, or otherwise to protect the public interest).

12. Consequences Of Cancellation Or Expiration

On the cancellation or expiration of the Authorisation or if the Authorisation is surrendered, the Authorisation Holder must, to the Council's satisfaction, reinstate the Road to at least the same condition the Road was in before the Alterations were made. This includes but is not limited to the Authorisation Holder removing all of the Alterations unless otherwise directed by the Council.

Reinstatement works must be undertaken within 28 days of the cancellation, expiration or surrender of the Authorisation.

The Authorisation Holder is responsible for repairing, at its own cost, any damage caused in removing the Alterations.

In the event the Authorisation Holder fails to comply with the Authorisation Holder's obligations under this General Condition 12, the Council may undertake the works required and recover the associated costs from the Authorisation Holder as a debt in a Court of competent jurisdiction.

13. Special Conditions

The Authorisation Holder must comply with all special conditions contained (if any) which special conditions prevail in the extent of any inconsistency with the general conditions stipulated herein.

Checklist : <input type="checkbox"/> Completed Form <input type="checkbox"/> Public Liability Insurance <input type="checkbox"/> Detailed Traffic Management Plan			
Authorisation Approved by: <input type="checkbox"/> approved <input type="checkbox"/> declined reason:			
Officer's Name:		Title:	
Signature:		Date:	
Application Fee:	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____		

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7. REVIEW & EVALUATION

This Policy is scheduled for review by Council in November, 2020; however, will be reviewed as required by any legislative changes which may occur.

8. AVAILABILITY OF 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. 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.

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		Issued:	November, 2017
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File Reference:	AF11/1744
Applicable Legislation:	Local Government Act 1999
Reference: Community Plan	Goal 2: Our Location
Related Policies:	
Related Procedures:	
Related Documents:	Council By-Laws

DOCUMENT DETAILS

Responsibility:	General Manager City Infrastructure
Version:	3.0
Last revised date:	November, 2017
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1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier ("Council") for the excavation and reinstatement of road pavement within the Council area.

1.1 SCOPE

The excavation and reinstatement requirements contained in this Policy apply to roads which are maintained by the Council (as defined in Clause 1.2.2 "Council"). All work shall conform with this Policy unless otherwise approved by the General Manager City Infrastructure or Manager Engineering Design and Contracts or their representative.

This Policy shall be adhered to when excavation along or across any pavement or shoulders of roads maintained by the Council is required for service installations, relocation of existing services, drainage or other reasons. The cover to the conduit or service specified in the figures does not apply to City of Mount Gambier assets (eg lighting conduit) or stormwater drainage.

Notwithstanding any variation to certain of the requirements which any Government Authority (Federal or State) may consider it can exercise by virtue of its own or any other enabling legislation with respect to any underground installations, the technical and quality standards of roadwork and materials specified herein are the minimum acceptable within the meaning of words "make good" or "reinstate" used in such legislation.

1.2 DEFINITIONS

1.2.1 General

The definitions given in AS 1348 "Road and Traffic Engineering - Glossary of Terms" shall apply to all appropriate wording in this Specification.

1.2.2 Council

"Council" means the City of Mount Gambier (CMG).

1.2.3 General Manager City Infrastructure

"General Manager City Infrastructure" means the General Manager City Infrastructure of the City of Mount Gambier.

1.2.4 Manager Engineering Design and Contracts

"Manager Engineering Design and Contracts" means the Manager Engineering Design and Contracts Officer of the City of Mount Gambier.

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1.2.5 DPTI

“DPTI” means the Department of Planning, Transport and Infrastructure.

1.2.6 Excavator

Excavator means the person, Statutory Authority, Government Department, Corporate body or any other organisation (private, State or Federal) responsible for the excavation and reinstatement and boring referred to in this Specification.

1.2.7 Minor Programmed Works

Works confined to 1 days duration from commencement to completion in the trafficable lanes.

1.2.8 Major Programmed Works

Works exceeding 1 days duration from commencement to completion in the trafficable lanes.

1.2.9 Working Day

A working day means a week day from Monday to Friday inclusive that has not been designated as a public holiday in the area in which the excavation is being undertaken.

1.3 NOTIFICATIONS

1.3.1 CMG Notification

The Excavator shall notify the General Manager City Infrastructure or the Manager Engineering Design and Contracts where it carries out excavation on, along or across any road pavement or shoulder which is maintained by the Council, in accordance with the procedures given below.

These notification requirements also apply to Service Authorities, Telecommunication Carriers and Developers and all subcontractors where enabling legislation (e.g. Waterworks Act, Sewerage Act, etc.) provides for, or where the General Manager City Infrastructure or the Manager Engineering Design and Contracts approves otherwise, the quality, supply and placing of the surfacing by the Excavator (in accordance with Clause 3.3.7 "Asphalt and Sprayed Bituminous Surfacing").

1.3.2 Minor Programmed Works

The Excavator shall advise the General Manager City Infrastructure or the Manager Engineering Design and Contracts of the intention to commence work at least 5 working days before commencement of excavation in order that regular inspections can be made. Such notification shall include submitting an "Alterations to or Works Impacting on a Public Road or Footpath" form (provided in Schedule A) with attached Traffic Management

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Plans that show the location of all traffic control devices and proposed times of traffic restrictions.

1.3.3 Major Programmed Works

Work shall be in accordance with drawings, specifications and work methods submitted to the General Manager City Infrastructure or the Manager Engineering Design and Contracts for approval at least 4 weeks prior to commencement of the intended work.

The Excavator shall advise the General Manager City Infrastructure or the Manager Engineering Design and Contracts of the intention to commence work at least 3 working days before commencement of excavation in order that regular inspections can be made. Such notification shall include submitting a "Alterations to or Works Impacting on a Public Road or Footpath" form (provided in Schedule A) with attached Traffic Management Plans that show the location of all traffic control devices and proposed times of traffic restrictions.

1.3.4 Emergency Works

Where either the road pavement or shoulder is damaged, or excavation of road pavement and shoulder is necessary in emergency circumstances, the Excavator shall provide verbal notification to the General Manager City Infrastructure or the Manager Engineering Design and Contracts, or their representative, as soon as practicable after the emergency becomes known, in order that regular inspections and arrangements for maintenance period commencement can be made.

The Excavator shall submit an "Alterations to or Works Impacting on a Public Road or Footpath" form (provided in Schedule A) to the General Manager City Infrastructure or the Manager Engineering Design and Contracts within 24 hours of the emergency occurring.

1.3.5 Public Notification

The Excavator shall provide local businesses and residents with notification of possible disruptions that may affect them as a result of the work. Such notification shall be undertaken immediately following the approval of the General Manager City Infrastructure or the Manager Engineering Design and Contracts.

1.3.6 Identification of Completed Work Within the Maintenance Period

Within 3 working days of completion of the work, and at any time upon request within the maintenance period (as defined in Clause 3.12.1 "Maintenance Period"), the Excavator shall supply the General Manager City Infrastructure or the Manager Engineering Design and Contracts with details, including sketches, size, location and date constructed, of the reinstatement.

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The maintenance period will commence once the Council has been notified of completion of work and an onsite inspection undertaken to prove all reinstatement requirements have been met.

1.4 SERVICE LOCATION

The Excavator shall arrange for the location of all services prior to commencement of saw cutting or excavation.

The Excavator shall determine traffic signal detector loop, traffic signal conduit or lighting conduit locations at least 5 days before commencing work by contacting the City of Mount Gambier City Infrastructure Department on telephone (08) 8721 2520.

1.5 PROTECTION OF THE ENVIRONMENT

The Excavator shall at all times undertake the work in accordance with the requirements of the Environmental Protection Act.

1.6 HAULING OF CABLE THROUGH CONDUIT

Hauling of cables through conduits on roads maintained by the Council shall be approved by the General Manager City Infrastructure or the Manager Engineering Design and Contracts. A site specific traffic management plan shall be submitted with the request for approval.

When hauling of cables through conduits for distances greater than 0.5 km, the traffic management plan shall be for each work site.

1.7 SUSPENSION OF WORK

The General Manager City Infrastructure or the Manager Engineering Design and Contracts may suspend work performed by any Service Authority, Telecommunications Carrier, Developer, Contractor, etc. on roads maintained by the CMG if they are not complying with the requirements of this Policy.

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PART 2

PROVISION FOR TRAFFIC

2.1 GENERAL

Traffic management of any roadworks shall minimise any disruption to the smooth flow of traffic, whilst providing a safe work area for those involved in work on the trafficked network.

The Excavator shall ensure that any traffic control devices and signs used at the works site/area are in accordance with:

Manual of Legal Responsibilities and Technical Requirements for Traffic Control Devices Field guide and SA standards for workzone traffic management.

Prior to commencing work on site, the Excavator shall notify the General Manager City Infrastructure or the Manager Engineering Design and Contracts of the names and telephone numbers of personnel for emergency call-outs.

2.2 TRAFFIC MANAGEMENT

2.2.1 General

CMG and it's representatives, owes no duty to the Excavator to review any traffic management plan submitted by the Excavator for errors, omissions or compliance with the requirements.

2.2.2 Accreditation for Signing at Roadworks

The Excavator shall ensure that at least one person who is accredited in signing at roadworks is on site at all times while work is being carried out.

Accreditation for signing at roadworks can be obtained by successfully completing the training course "Work Zone Traffic Management". A list of approved training providers is available from the DPTI, telephone (08) 8343 2214; or www.dpti.sa.gov.au/standards/tass

2.2.3 Contractors Empowered to Erect Speed Limit Signs

Subject to compliance with the conditions contained in the "The Commissioner of Highways approval for the temporary use of traffic control devices by persons other than Road Authorities" 8 April 2002, the Commissioner of Highways has granted approval to persons undertaking road works to temporarily install, display, alter, operate or remove specified traffic control devices (or cause such action) on a road.

Approval for speed limits that apply when the Excavator is not on site shall be sought from the Regional Manager, Eastern DPTI

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The Excavator shall give 2 weeks' notice when seeking approval from DPTI, where speed signs are required where the site is left unoccupied.

2.2.4 Traffic Controllers

Traffic controllers or temporary traffic signals shall be used in accordance with AS 1742, Part 3 whenever traffic movement is restricted to one lane.

2.2.5 Provision for Pedestrian Traffic

Provision for safe and convenient pedestrian traffic shall be maintained at all times.

2.2.6 Provision for Local Traffic

The Excavator shall provide and maintain access to property entrances adjoining the works and local traffic throughout the works.

2.3 AUDITS

2.3.1 General Manager City Infrastructure or the Manager Engineering Design and Contracts Audits

At regular intervals during the works, the General Manager City Infrastructure or the Manager Engineering Design and Contracts may undertake audits of signing at roadworks.

2.3.2 Records

The Excavator shall maintain accurate records of all traffic management activities (including audits).

2.4 WORK ZONE TRAFFIC CONTROL DEVICES

2.4.1 Devices

The Excavator shall supply all necessary Temporary Traffic Control Devices such as signs, barriers, bollards, cones and other approved devices. All Temporary Traffic Control Devices shall be located and maintained such that they provide the required level of traffic control.

The Excavator shall make allowance to replace devices that become ineffective during the course of the works, including those damaged by vehicles or vandalism.

2.4.2 Regulatory Devices

The Excavator shall not place or remove, obstruct or conceal, any regulatory devices (such as regulatory signs or pavement markings), without the approval of the General Manager City Infrastructure or the Manager Engineering Design and Contracts.

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2.4.3 Delineation

The Excavator shall use a combination of control devices in accordance with AS 1742, Part 3, Operational Instruction 3.6 "Work Site Traffic Control Devices" and Part 242 "Barriers" to provide adequate delineation though the works.

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PART 3

WORK REQUIREMENTS

3.1 EXCAVATION

3.1.1 Trenching Times

Trenching which will affect traffic volumes shall not be carried out between 7.00 am and 9.00 am or between 4.00 pm and 6.00 pm on peak flow traffic lanes unless unavoidable due to emergency circumstances, or otherwise approved by the General Manager City Infrastructure or the Manager Engineering Design and Contracts. Works shall be organised so as to cause minimal disruption to traffic, pedestrians and access to properties at all times. Only complete lanes shall be closed and a minimum of one half of the roadway shall remain open to traffic at all times, unless otherwise approved by the General Manager City Infrastructure or the Manager Engineering Design and Contracts.

3.1.2 Traffic Signal Detector Loops

Location of all traffic signal detector loops is required as per Clause 1.4 "Service Location" and care shall be taken to prevent damage occurring to such detector loops where excavation is to be undertaken in the vicinity of traffic signals. Where damage occurs, the Excavator shall inform the General Manager City Infrastructure or the Manager Engineering Design and Contracts and the cost of repairs shall be borne by the Excavator.

3.1.3 Saw Cut

The Excavator shall ensure that all saw cutting is dampened by water to reduce dust and that the resultant slurry is collected and disposed of in accordance with the requirements of the Environmental Protection Act and not allowed to enter stormwater drainage systems or dry out on the road surface.

On completion of reinstatement, the Excavator shall repair any residual saw cuts to prevent water ingress into the pavement in accordance with the crack sealing requirements as defined in Clause 3.12.3 "Crack Sealing".

(a) Asphalt Surfaced Roads

The trench shall be saw cut to the full depth of the existing asphalt surface. Where cement stabilised pavement exists, the pavement shall be saw cut to the full depth, or a minimum cut depth of 200 mm, whichever is the lesser, to minimise damage to the surrounding pavement.

(b) Sprayed Bituminous Surfaced Roads

The trench shall be saw cut to the full depth of the existing sprayed bituminous surface.

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- (c) The saw cutting of the existing asphalt or sprayed bituminous surface shall be at 100 mm outside the limit of the excavation. Any additional breakage of the existing pavement edge shall be cut square to the edge of the excavation prior to reinstatement.

3.1.4 Excavated Material

Unless otherwise approved by the General Manager City Infrastructure or the Manager Engineering Design and Contracts, excavated material shall not be reused in the reinstatement of trenches and shall be removed from the site and appropriately disposed of, in accordance with the requirements of the Environment Protection Act.

3.1.5 Trenchless Methods

Where applicable, Clause 1.1 "Scope", Clause 1.2 "Definitions", Clause 1.3 "Notification", Clause 3.1 "Excavation", and Clause 3.12 "Post Reinstatement Conditions and Obligations" apply to the installation of services where alternatives to open trenching such as thrust boring, tunnelling, etc. are used. Notification to the General Manager City Infrastructure or the Manager Engineering Design and Contracts shall be in accordance with Clause 3.1.1 "Minor Programmed Works".

For all trenchless methods a minimum diameter cavity for the conduit/s or service/s to pass through shall be created. Multiple conduits or services may be passed through a single bore or tunnel. There shall be a minimum spacing of 10D (where D is the diameter of the largest conduit or service) between individual bores or tunnels to ensure the combined surrounding cavities of multiple bores or tunnels do not undermine the road, unless otherwise approved by the General Manager City Infrastructure or the Manager Engineering Design and Contracts. The General Manager City Infrastructure or the Manager Engineering Design and Contracts or representative may request grouting of any bore or tunnel that has an unacceptably large cavity and where the cavity could cause a defect in the road surface.

Unless otherwise directed by the General Manager City Infrastructure or the Manager Engineering Design and Contracts, boring under pavements or shoulders of roads maintained by the Council shall be at a minimum depth of 1.5 m below the surface.

The requirements of Clause 3.12 "Post Reinstatement Conditions and Obligations" shall be applied to any subsidence of the road surface attributed to trenchless methods.

The Excavator shall supply the General Manager City Infrastructure or the Manager Engineering Design and Contracts with a report by a Professional Engineer who has experience with trenchless technology. This report must guarantee appropriateness of the method to be used (covering depth etc.) and quality of work.

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3.2 BACKFILL

Prior to backfill operations, all loose rubbish and foreign material shall be removed from the excavation. All spaces excavated and not occupied by permanent work shall be backfilled.

Excavations shall be backfilled with Type C Sand to Sa-C or alternatively, clean quarry, pit or dune sand or rubble of plasticity index not exceeding 8 and approved by the General Manager City Infrastructure or the Manager Engineering Design and Contracts. Where required, tapes warning of the location of a pipe or service shall be inserted at the depth specified by the appropriate authority.

The backfilling shall be uniformly compacted in horizontal layers not exceeding 200 mm (loose) thickness to the dry density determined using AS 1289, test method 5.2.1 (modified compaction) to not less than:

- (a) 92%, up to a level 800 mm below finished level, and/or
- (b) 95% at all levels above 800 mm below finished level.

Flooding of sand with water is, by itself, not an acceptable method of compaction. Compacted backfill shall be brought to the level of the underside of pavement in accordance with the appropriate figure as specified in this Policy.

3.3 PAVEMENT REINSTATEMENT

3.3.1 General

Pavement reinstatement shall be undertaken in accordance with Figure 1 as specified in this Policy or by the General Manager City Infrastructure or the Manager Engineering Design and Contracts.

Notwithstanding the requirements outlined in Section 3.3, a reinstated pavement shall not be of a lesser standard and thickness than the existing pavement.

3.3.2 Pavement for Surfaced Roads (asphalt and bitumen surfaced roads)

After completion of the backfill, a subbase of 20 mm Class 2 Pavement Material complying with PM2/20 shall be used to reinstate the excavation to the level below the new base or levelling course. Refer to Figure 1.

Where specified in the appropriate figure, a base of 20 mm Class 1 Pavement Material complying with PM1/20 shall be placed to the level shown in that figure.

The subbase and, where specified, the base, shall be uniformly compacted in horizontal layers not exceeding 200 mm thickness (loose) to not less than 98% of the dry density determined using AS 1289, test method 5.2.1 (modified compaction).

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3.3.3 Unsealed Shoulders

After completion of the backfill, a compacted 300 mm depth of 20 mm Class 3 Quarried Pavement Material complying with PM3/20QG, or an equivalent material approved by the General Manager City Infrastructure or the Manager Engineering Design and Contracts, shall be placed and compacted in two horizontal layers to reinstate the road shoulder to the finished shoulder level and matching crossfall. Compaction shall be to not less than 95% of the dry density determined using AS 1289, test method 5.2.1 (modified compaction).

Sealed shoulders shall be resealed with materials similar to the original surface.

If traffic is diverted onto the road shoulder as part of traffic management, the Excavator shall be responsible to return the shoulder to the condition that existed prior to the works taking place and reinstate any edge break to the satisfaction of the General Manager City Infrastructure or the Manager Engineering Design and Contracts.

3.3.4 Outside Pavement Areas

Outside paved areas, whenever no other specification is appropriate, the backfill material shall be placed in layers not exceeding 200 mm (loose) and compacted to not less than 95% of the dry density determined using AS 1289, test method 5.2.1 (modified compaction).

3.3.5 Temporary Pavement Surface

On completion of backfill and pavement reinstatement, it shall be the responsibility of the Excavator to maintain the open surface of the reinstated excavation until final asphalt.

If the contractor is unable to undertake final asphaltting of the trench within five (5) days of completion of excavation, a temporary bitumen seal shall be provided to all open excavations in order to maintain a safe trafficable road surface and to prevent the ingress of water to the road pavement.

In the event that the reinstatement and/or surrounding pavement layers become affected by the ingress of water prior to the application of final surfacing, all affected material shall be removed and replaced with conforming material.

In the case of Emergency Works, where the surrounding subbase and base have been weakened by saturation, a temporary reinstatement shall be placed until the site stabilises. The Excavator shall obtain approval from the General Manager City Infrastructure or the Manager Engineering Design and Contracts or representative prior to commencing placement of the final surface.

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3.3.6 Asphalt Surfacing

Roads

All excavations within the road pavement shall be reinstated with a minimum layer thickness of 50mm asphalt. Where the existing surface consists of an asphalt layer thickness of greater than 50mm, then this existing layer thickness shall be the thickness for the reinstatement.

Asphalt shall either be AC10, AC14 depending on road class, but typically collector/distributor roads being AC14 and all other classes being AC10.

The asphalt surfacing shall extend to a minimum of 100mm either side of the excavation and shall be placed against a neatly saw cut edge.

Footpaths

The surfacing of trenches within footpaths shall be like for like (i.e. an asphalt footpath shall be resurfaced with the equivalent layer thickness of asphalt) A bitumised footpath may be resurfaced with either a two coat 7/5 bitumen seal or a 15mm thick AC7 asphalt surface.

3.4 PAVEMENT MARKINGS

The Excavator shall replace all pavement markings, raised pavement markers or pavement bars, which are removed or damaged during trenching works. Such replacements shall be completed within 5 working days of the completion of the final surfacing and shall conform with the general requirements of Part 246 "Application of Pavement Marking" of the DPTI Master Specification for Roadworks. Costs for this work shall be borne by the Excavator.

The Excavator shall provide temporary delineation at the site until reinstatement of pavement marking has been completed. Costs for this work shall be borne by the Excavator.

3.5 ROAD FURNITURE

The Excavator shall replace all road signs, guide posts, guard fence or other road furniture which are temporarily removed or damaged during trenching work, ensuring that all road furniture is made good and cleaned. Costs for this work shall be borne by the Excavator and work shall be completed prior to traffic use.

The Excavator shall ensure that all relevant regulatory signs within the roadwork site remain visible to road users at all times.

3.6 CONCRETE KERBING

The Excavator shall reinstate any concrete kerb and gutter or median type kerb which is removed or damaged during trenching work, ensuring that the kerb profile and materials conform with the existing.

Kerb reinstatement shall be completed by the Excavator, within 3 days of reinstatement of the road pavement.

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Concrete used in the work shall be in accordance with AS 1379, "The Specification and Manufacture of Concrete", and shall be Grade N20 concrete.

3.7 ROAD DRAINAGE SYSTEMS

The Excavator shall report to the General Manager City Infrastructure or the Manager Engineering Design and Contracts all instances of damage caused to the road drainage systems, i.e. culverts, gullies, subsoil drainage, roadside drainage systems, etc. incurred during trenching works. All costs for the repairs shall be borne by the Excavator.

3.8 MEDIANS/TRAFFIC ISLANDS

The Excavator shall reinstate medians and traffic islands to conform with the existing surface treatment using new materials of the same type, quality, depth and compaction. Costs for this work shall be borne by the Excavator.

The Excavator shall replace any vegetation (e.g. shrubs, median grasses, etc.) which are removed or damaged during trenching works with vegetation that is of the same type and in the same positions as that removed or damaged. Costs for this work shall be borne by the Excavator.

Unless specified by the General Manager City Infrastructure or the Manager Engineering Design and Contracts, where the existing median consists of compacted material the reinstated compaction shall be no less than 92% of the dry density determined using AS 1289, test method 5.2.1 (modified compaction). Testing of median compaction shall only be undertaken if requested by the General Manager City Infrastructure or the Manager Engineering Design and Contracts. If requested, the cost of testing shall be borne by the Excavator.

3.9 SITE CLEAN-UP

The Excavator shall regularly remove from the site, rubbish and surplus material arising from execution of the work. The Excavator shall ensure that at the completion of work the site is clean, tidy and free from surplus material.

The Excavator shall clean out all debris accumulated in drainage sumps, pipes or culverts as a result of the work undertaken by the Excavator.

3.10 CONSTRUCTION MATERIAL STOCKPILES

Stockpiles of materials used for reinstatements shall be located within areas that are delineated by traffic control devices (bollards and bunting or their equivalent) and placed such that stockpiles do not impede the line of sight for road users. Stockpiles shall not be left on the carriageway when works are not in progress.

Stockpiles left on road shoulders whilst works are not in progress shall be located a minimum of 2.5 m from the edge of seal.

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3.11 CONFORMITY TESTING

Unless advised by the General Manager City Infrastructure or the Manager Engineering Design and Contracts that conformity testing is not required (refer Clause 3.12.1 "Maintenance Period") then within 14 days of testing the Excavator shall submit to the General Manager City Infrastructure or the Manager Engineering Design and Contracts copies of laboratory test results to confirm compliance with materials and compaction requirements as specified herein for any reinstatement works carried out.

Testing shall be arranged by the Excavator and shall be undertaken by a laboratory registered by the National Association of Testing Authorities (NATA). Where the Excavator fails to undertake testing, the General Manager City Infrastructure or the Manager Engineering Design and Contracts will arrange for the required testing to be undertaken.

The cost of such testing shall be borne by the Excavator. The Excavator shall remove and replace any material which does not comply with this Specification.

Verification testing may be undertaken by CMG at the discretion of the General Manager City Infrastructure or the Manager Engineering Design and Contracts. Where such testing shows the reinstatement does not comply with the specified requirements the cost of the verification testing and any remedial works as instructed by the General Manager City Infrastructure or the Manager Engineering Design and Contracts shall be borne by the Excavator.

(a) Unbound Pavement Testing

The following minimum frequencies of testing shall apply:

(i) Pavement (to 800 mm below pavement surface)

0 - 25 m², - one test per layer.

25 - 100 m², - minimum 2 tests per layer.

over 100 m², - 2 tests per layer and an additional test per layer for every 100 m² or part thereof over 100 m².

(ii) Backfill (greater than 800 mm below pavement surface)

One test per layer per 100 m² or part thereof.

(b) Asphalt Testing

The following minimum frequencies shall apply:

0 - 100 tonnes	2 samples
101 - 300 tonnes	3 samples
301 - 600 tonnes	4 samples
> 600 tonnes	4 samples plus 1 sample for each additional 200 tonnes or part thereof.

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3.12 POST REINSTATEMENT CONDITIONS AND OBLIGATIONS

3.12.1 Maintenance Period

For all work, the Excavator shall be responsible for the cost of making good any settlement or other deterioration in the reinstated excavation for a maintenance period of one year after the General Manager City Infrastructure or the Manager Engineering Design and Contracts has been notified of the completion of reinstatement if quality assurance (conformity testing in accordance with Clause 3.11 "Conformity Testing", indicating all compaction requirements are met) is provided.

The Excavator shall maintain the completed surface in a safe and trafficable condition for all traffic including bicycles, until the end of the maintenance period unless an order covering the full cost of maintenance is lodged with the General Manager City Infrastructure or the Manager Engineering Design and Contracts for CMG to take over this maintenance responsibility.

The Excavator shall indemnify and keep indemnified the Council against all claims which may arise due to the excavation or settlement of the reinstatement (a defect as defined in Clause 3.12.2 "Defect Recording Levels") until the maintenance responsibility has transferred to the Council.

All costs and charges incurred by the Council for any works necessitated by CMG due to non-compliance with the requirements of this Specification for all installations by the Excavator shall be borne by the Excavator until the end of the maintenance period.

Before carrying out any work necessitated by settlement of the excavation (a defect as defined in Clause 3.12.2 "Defect Recording Levels") for all installations and for which an order has not been obtained, the Council will give notice in accordance with the requirements of Section 217 of the Local Government Act, to the infrastructure, of the CMG intentions so that the deficient work may be inspected before rectification.

Where the Excavator is required to undertake additional works due to a defect occurring during the maintenance period, the maintenance period shall be extended for 12 months from when the General Manager City Infrastructure or the Manager Engineering Design and Contracts is notified of the completion of the additional works. Conformity testing of the additional works may be requested by the General Manager City Infrastructure or the Manager Engineering Design and Contracts.

If the General Manager City Infrastructure or the Manager Engineering Design and Contracts advises the Excavator that conformity testing is not required and the Excavator elects not to undertake conformity testing the maintenance period shall be 18 months. If the Excavator elects to undertake conformity testing then the maintenance period shall be 12 months.

The General Manager City Infrastructure or the Manager Engineering Design and Contracts may still undertake verification testing as per Clause 3.11 "Conformity Testing, General" if non-conformance to the reinstatement requirements is observed.

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3.12.2 Defect Recording Levels

A defect is considered to be the settlement, rutting or other deformation that signifies the deterioration of the reinstatement. A defect is considered to exist if:

- there is deformation of ≥ 10 mm under a 1.2 m straight edge, and/or,
- the surface of the pavement is cracked, ravelling or stripping.

When a reinstatement exhibits any defect, including those works covered by Clause 3.3.5 "Temporary Pavement Surface", the reinstatement is considered to have failed. If the reinstatement fails within the Maintenance Period, as defined in Clause 3.12.1 "Maintenance Period", it shall be the responsibility of the Excavator to rectify the reinstatement.

If the General Manager City Infrastructure or the Manager Engineering Design and Contracts notifies the Excavator of a failed reinstatement, the Excavator shall, within 7 days rectify the defect, provided that the deformation of the defect never exceeds 50 mm under a 1.2 m straight edge. If corrective action is not taken within 7 days, the General Manager City Infrastructure or the Manager Engineering Design and Contracts reserves the right to undertake the rectification of the defect and all associated costs shall become a debt due to CMG from the Excavator.

If the deformation exceeds 50 mm under a 1.2 m straight edge the defect shall be repaired or made safe for road users immediately. If the General Manager City Infrastructure or the Manager Engineering Design and Contracts is required to make the reinstatement safe as a result of an Emergency Callout (i.e. the condition of the reinstatement creates an immediate hazard to road users) the cost of works carried out by CMG shall be borne by the Excavator. The Excavator shall repair a reinstatement that has been made safe within 24 hours. The General Manager City Infrastructure or the Manager Engineering Design and Contracts reserves the right to undertake the rectification of the defect after this period and all associated costs shall become a debt due to CMG from the Excavator.

3.12.3 Crack Sealing

During the maintenance period the Excavator shall be required to repair cracks greater than 3 mm that develop within the reinstated pavement or between the reinstatement and the adjoining road pavement.

(a) Material

The crack sealing compound shall be Class 170 bitumen to AS 2008 "Residual Bitumen for Pavements", modified with an appropriate polymer, designed to penetrate the crack, adhere to the crack surface and resist further crack activity. Product to be used shall be submitted to the General Manager City Infrastructure or the Manager Engineering Design and Contracts for approval.

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The material shall remain stable on the pavement surface during periods of extreme temperature.

Gritting off of sealant or plugging excessively deep cracks prior to sealing shall be undertaken with Sealing Aggregate to SA5-2.

(b) Crack Sealing Treatment

Prior to placement of sealant, all cracks shall be thoroughly cleaned of foreign material, without damage to the adjoining sound pavement, to provide a clean, dry surrounding. If the pavement is damp, warm/hot compressed air may be used in the drying of the surface of the crack.

Crack sealing shall not be undertaken unless the surfaces of the cracks are dry.

Cracks shall be cleaned to a depth of between 10 - 15 mm. In excessively deep cracks, the crack may be plugged with 5-2 mm Sealing Aggregate to within 10 - 15 mm of the pavement surface. All cracks shall be filled with sealant material to a level of not less than 10 mm below the pavement surface.

The level of sealant after gritting shall be flush with the adjoining road pavement. The width of the visible bond on the pavement surface shall be as narrow as is practical. Run out of the sealant over the asphalt surface beyond the crack length will not be permitted.

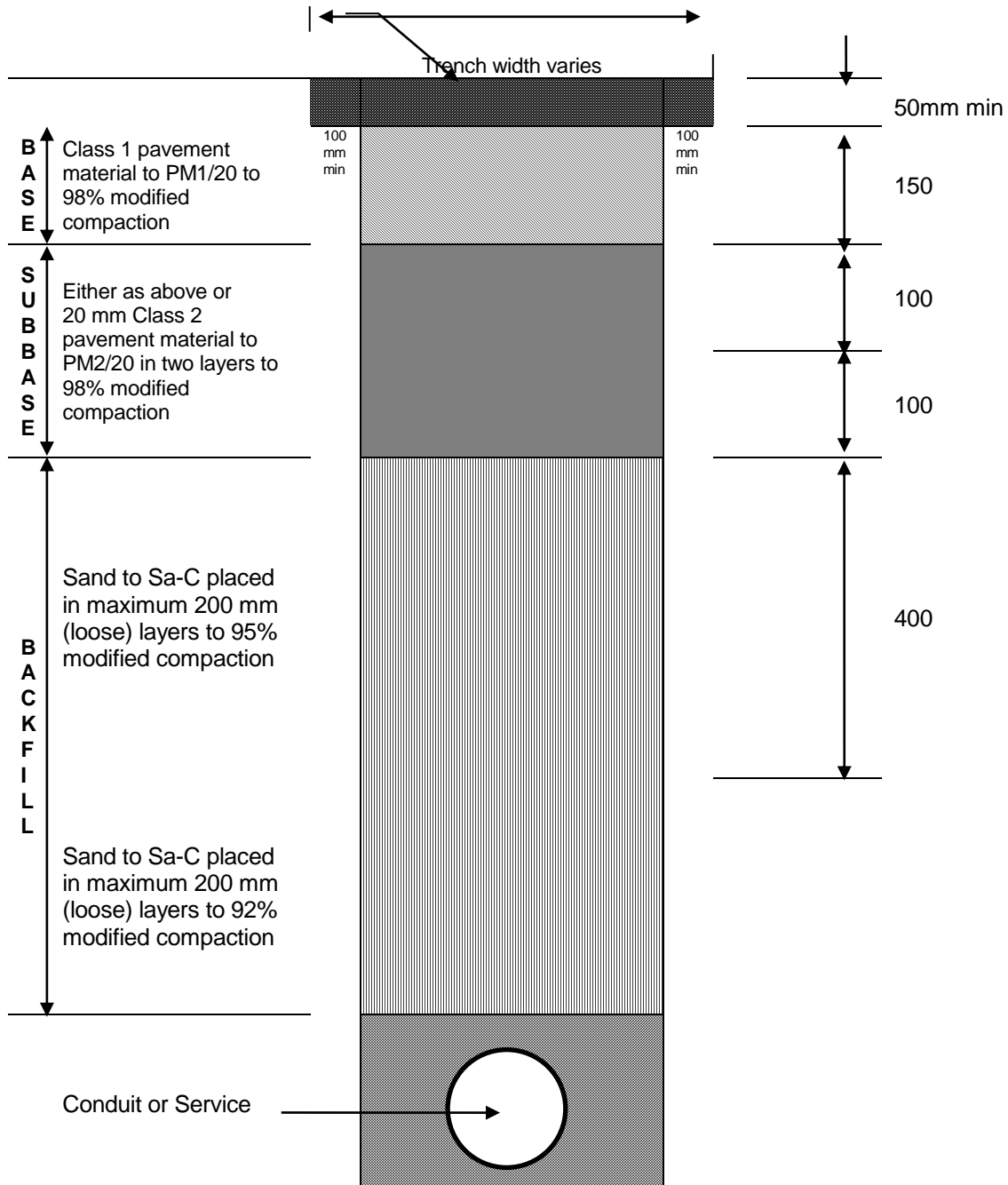
(c) Gritting

The Excavator shall place 5-2 mm Sealing Aggregate on the surface of all sealed material while it is sufficiently hot for the sealing aggregate to adhere to the material. Sealing aggregate shall be placed at the minimum application necessary to provide adequate skid resistance and prevent pick-up of the sealant by traffic.

FIGURE 1

MINIMUM REINSTATEMENT FOR CITY OF MOUNT GAMBIER ROADWAYS

AC10 – residential
AC14 – Collector/distributor

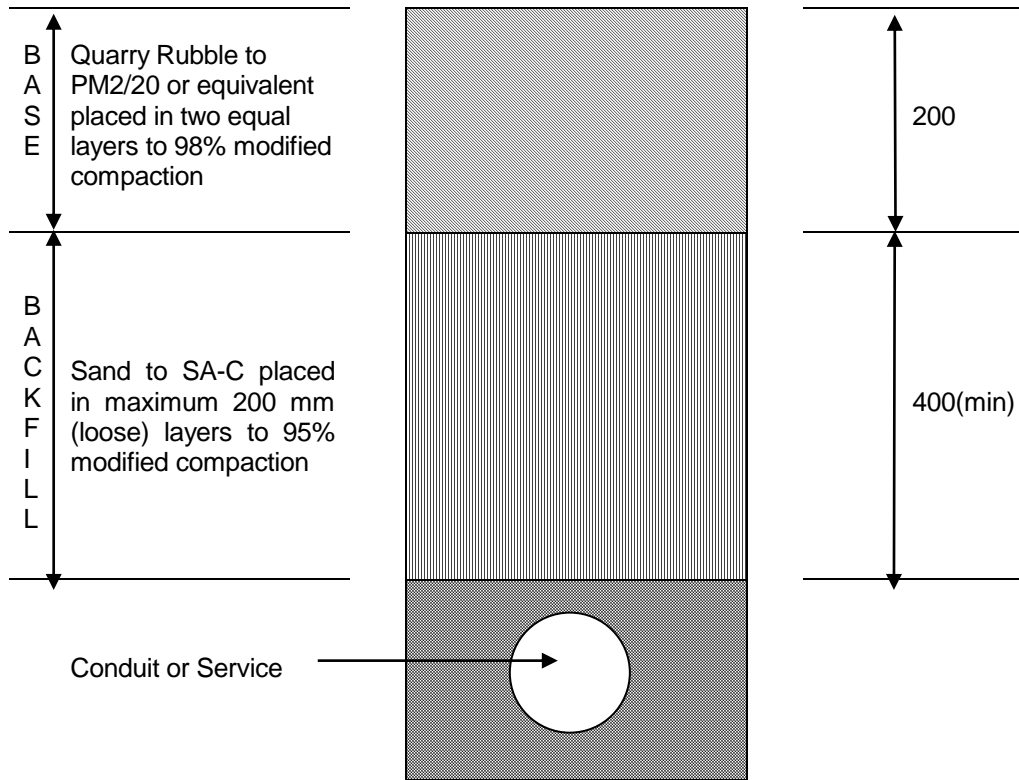


NOTE:

- Where pavement options are given the actual product will be advised by the General Manager City Infrastructure or the Manager Engineering Design and Contracts.
- Not to scale.
- All dimensions in millimetres.
- The wearing course shall extend 100 mm either side of the excavated trench and the outer edge shall be saw cut.
- The depth of the top of the conduit or service shall be a minimum of 1 m below the surface.
- The extent of reinstatement shall be in accordance with the relevant diagram listed in Figure 3.

FIGURE 2

UNSEALED ROAD PAVEMENTS AND SHOULDERS



NOTE:

1. Where pavement options are given the actual product will be advised by the General Manager City Infrastructure or the Manager Engineering Design and Contracts.
2. Sealed shoulders shall be reinstated in accordance with the above, but with a seal applied to match the surrounding sealed surface type.
3. Not to scale.
4. All dimensions in millimetres.
5. The depth of the top of the conduit or service shall be a minimum of 1 m below the surface.

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SCHEDULE A



Alterations to or Works Impacting on a Public Road or Footpath

Authorisation to make an Alteration to a Public Road, Section 221, Local Government Act 1999

Authorisation Holder

Company Name:			
Contact Name:			
Postal Address:			
Email:			
Phone Number:		Mobile Number:	

Type of Alteration ("the Alterations")

<input type="checkbox"/> Industrial Bins / Containers / Skip Bin	<input type="checkbox"/> Fencing / Hoarding	<input type="checkbox"/> Mobile Scaffolding
<input type="checkbox"/> Crane Truck / Elevated Platform	<input type="checkbox"/> Trenching / Excavation	<input type="checkbox"/> Scissor Lift
<input type="checkbox"/> Construction / Maintenance	<input type="checkbox"/> Other _____	

Work Details

Details of proposed work (including equipment used)			
Site Location:			
Commencement Date:		Completion Date:	
Commencement Time:		Completion Time:	
Weekend Work:		Asphalt supplier / Asphalt mix:	

Traffic Control at the worksite is to be undertaken in accordance with AS 1742 Manual of Uniform Traffic Control Devices Part 3: Traffic Control at Works on Roads *Figure Number:* _____

Temporary Traffic Signals? (portable):	<input type="checkbox"/> Yes <input type="checkbox"/> No	Speed limit restrictions:	Km/h will be used
Impact on Transport SA Assets?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Details of impact:	

The Accredited person responsible for worksite traffic management is: _____

Mobile No: _____ who is accredited in signing at roadworks.

Special Conditions

--

I acknowledge that I have read and understand the terms and conditions provided to me as contained in this Permit, and agree to abide by them:

Name: _____ Position: _____

Signature: _____ Date: _____

Copy of Public Liability Insurance and Detailed Traffic Management Plan must be attached.

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General Terms & Conditions

All public roads in the Council area are vested in the Council.

The Council, having complied with all relevant consultation obligations under the *Local Government Act 1999*, grants this Authorisation to authorise the Authorisation Holder to make alterations to a public road subject to the general and any special conditions stipulated below.

1. Alteration Works

The Authorisation authorises the Authorisation Holder to undertake alterations to a public road as described in "Type of Alteration" above ("the Alterations"), subject to these general conditions and any special conditions that may be notified to the Authorisation Holder.

2. Authorisation Area

The Authorisation applies only in relation to the portion of public road adjacent to the Land described in "Site Location" of the permit.

3. The Authorisation Holder

Where the Authorisation Holder is two or more persons, the Authorisation Holder's liability and obligations hereunder shall be joint and several and the conditions of this Authorisation shall be construed accordingly.

4. Nature Of Authorisation

This Authorisation does not take effect until:

- the Authorisation Holder has paid the Authorisation Fee stipulated (if any);
- a copy has been signed by the Council and issued to the Authorisation Holder; and
- the Authorisation Holder has provided the Council with a copy of the Authorisation Holder's certificate of insurance evidencing compliance with the Authorisation Holder's obligations under clause 7.

For the avoidance of doubt, nothing in this Authorisation:

- confers any proprietary interest in or exclusive right to occupy the Road; or
- restricts the Council from accessing the Road at any time or operates to fetter the exercise by the Council of any other regulatory or other function or power.

This Authorisation is personal to the Authorisation Holder and is not transferrable.

The Council may vary the general and/or special conditions that attach to this Authorisation by notice in writing to the Authorisation Holder.

5. Term, Expiry & Renewal

This Authorisation continues in force the period set out in "Work Details" above and expires on the earlier of the date:

- that the Authorisation Holder ceases to hold an insurance policy as required by General Condition 7; or

- that the Authorisation Holder, by notice in writing to the Council, surrenders this Authorisation.

In the event that this Authorisation is cancelled or surrendered prior to its expiration, there shall be no adjustment, reduction or refund by the Council of the fees paid by the Authorisation Holder in connection with the Authorisation.

There is no automatic right of renewal of this Authorisation. Upon expiration of this Authorisation the Authorisation Holder may make application for a new Authorisation, which may be granted at the Council's absolute discretion, subject to compliance with the public consultation requirements under the Act.

6. Indemnity & Release

As a continuing obligation and except to the extent caused by the Council's negligence, the Authorisation Holder indemnifies and will keep indemnified the Council from and against all actions, costs, claims, damages, charges and expenses whatsoever that may be brought, made or claimed against or otherwise incurred by the Council arising out of or in connection with:

- a breach of this Authorisation by the Authorisation Holder;
- the Authorisation Holder's use and occupation of the Road; and/or
- the granting of this Authorisation by the Council.

The indemnity is in addition to any statutory immunity in favour of the Council, including under section 221(5) of the *Local Government Act 1999*.

The Authorisation Holder releases the Council and its employees, agents and contractors from all and any claims, demands, actions, suits, proceedings, losses and damages of any kind resulting from any loss, accident, damage, injury or death occurring as a result of the Alterations or the granting of this Authorisation except to the extent caused by the Council's negligence.

7. Public Liability Insurance

The Authorisation Holder must take out and maintain during the term of the Authorisation a public liability insurance policy for a minimum amount of twenty million dollars (\$20,000,000.00) per claim or any other amount as may be directed by the Council.

The policy will be in respect of injury, loss or damage occurring in connection with the Alterations and the Authorisation Holder's use of the Road and must note the Council's rights and interest as owner of the Road and the indemnities provided by the Authorisation Holder in favour of the Council.

8. Authorisation Holder's Obligations

The Authorisation Holder must, at the Authorisation Holder's cost and expense in all things, comply with all applicable laws and all

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General Terms & Conditions

reasonable directions of the Council in relation to the Alterations and the Authorisation Holder's use of the Road.

Whilst in occupation of the Road, the Authorisation Holder must:

- take all reasonable measures to protect any utility services, adjacent properties, existing structures (including, as relevant, kerb, gutter, paving, manhole lid, irrigation system, drainage infrastructure) from damage;
- keep the Area reasonably free of rubbish;
- not create or cause any unreasonable nuisance or disturbance (as determined by the Council) either for the Council or for the occupiers of adjoining lands;

The Authorisation Holder must make good any damage that the Authorisation Holder causes to the Road or Council property in connection with the Alterations and/or the Authorisation Holder's use of the Road and, in the event the Authorisation Holder fails to do so, the Authorisation Holder is liable to pay the Council the costs of making good any such damage, which costs the Council may recover from the Authorisation Holder as a debt.

9. Ownership of Alterations

The Alterations are the property of, and belong to the Authorisation Holder pursuant to Section 209 of the *Local Government Act 1999*.

10. Maintenance of Alterations

The Authorisation Holder is solely responsible for the upkeep and maintenance of the Alterations and must keep the Alterations in good and substantial repair, order and condition at all times, safe and free from danger to persons on or using the Road.

If the Authorisation Holder desires to carry out maintenance or repairs in respect of the Alterations which will require interference with the free passage of traffic (pedestrian or vehicular) along the Road, then the Authorisation Holder must:

- not (except in the case of an emergency) commence such maintenance or repairs without the prior written approval of the Council; and
- undertake such repairs or maintenance in strict accordance with the approval of the Council and as expeditiously as is reasonably possible, with as little inconvenience as possible to persons and/or vehicles using the Road and

without interference to public utilities which may be in or below the surface of the Road; and

- ensure that maintenance or repairs are carried out by competent and (where applicable) licensed and duly qualified contractors and workers; and
- upon being presented with an invoice from the Council, pay the Council's reasonable costs of reinstating any damage caused to the Road in undertaking the maintenance or repair works.

11. Cancellation

The Council may cancel this Authorisation for any breach of these conditions pursuant to section 225 of the *Local Government Act 1999*, by giving not less than one month's notice in writing to the Authorisation Holder (unless the Council determines that a shorter period should apply to protect the health or safety of the public, or otherwise to protect the public interest).

12. Consequences Of Cancellation Or Expiration

On the cancellation or expiration of the Authorisation or if the Authorisation is surrendered, the Authorisation Holder must, to the Council's satisfaction, reinstate the Road to at least the same condition the Road was in before the Alterations were made. This includes but is not limited to the Authorisation Holder removing all of the Alterations unless otherwise directed by the Council.

Reinstatement works must be undertaken within 28 days of the cancellation, expiration or surrender of the Authorisation.

The Authorisation Holder is responsible for repairing, at its own cost, any damage caused in removing the Alterations.

In the event the Authorisation Holder fails to comply with the Authorisation Holder's obligations under this General Condition 12, the Council may undertake the works required and recover the associated costs from the Authorisation Holder as a debt in a Court of competent jurisdiction.

13. Special Conditions

The Authorisation Holder must comply with all special conditions contained (if any) which special conditions prevail in the extent of any inconsistency with the general conditions stipulated herein.

Checklist : <input type="checkbox"/> Completed Form <input type="checkbox"/> Public Liability Insurance <input type="checkbox"/> Detailed Traffic Management Plan			
Authorisation Approved by: <input type="checkbox"/> approved <input type="checkbox"/> declined reason:			
Officer's Name:		Title:	
Signature:		Date:	
Application Fee:	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____		

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4. REVIEW & EVALUATION

This Policy is scheduled for review by Council in November 2020; however, will be reviewed as required by any legislative changes which may occur.

5. AVAILABILITY OF 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. 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.

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File Reference:	AF11/1741
Applicable Legislation:	
Reference: Community Plan	Goal 2: Our Location
Related Policies:	
Related Procedures:	
Related Documents:	Relevant Australian Standards

DOCUMENT DETAILS

Responsibility:	General Manager City Infrastructure
Version:	8.0
Last revised date:	November, 2017
Effective date:	21 st November, 2017
Minute reference:	Council Meeting 21 st November, 2017 - Strategic Standing Committee, Item 5.12
Next review date:	November, 2020
<u>Document History</u> First Adopted By Council: Reviewed/Amended:	18 th February 1999 15 th April 2003; 20 th June 2006; 19 th September 2006; 17 th February 2009; 16 th October 2012; 16 th May, 2017, 21 st November 2017

 City of Mount Gambier	COUNCIL POLICY W115 WASTE MANAGEMENT RECEIVAL OF WASTE - CAROLINELANDFILL	Version No:	3.0
		Issued:	November, 2017
		Next Review:	November, 2020

1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier (“Council”) for the receipt of waste at Caroline Landfill.

Scope

This policy applies to the receipt of waste at Caroline Landfill.

Purpose

To regulate and manage the receipt of waste at Caroline Landfill.

2. PROHIBITED GOODS

(a) The following is prohibited from being received at the Caroline Landfill:

- (i) Any cardboard/recyclable plastic from commercial refuse operators from commercial/retail clients.
- (ii) Domestic waste collected from a property that generates in excess of 140 litres of refuse per household per week, unless approved by the Chief Executive Officer or General Manager City Infrastructure.
- (iii) Any domestic waste collected from a household collection service containing more than 30% organic material by volume.
- (iv) Any inert, solid waste or organic material from any Waste Transfer Station or any other source including roll on/roll off bins, skip bins etc.
- (v) Any waste prescribed by regulation or legislation as being prohibited at the Caroline Landfill (including liquid and hazardous waste, farm animal carcasses, etc.).
- (vi) E-waste (broadly defined as an item with a power chord or battery).
- (vii) Fluorescent lighting.
- (viii) Council staff reserve the right to refuse to receive any load of waste that contains any of the above materials.

3. REVIEW & EVALUATION

This Policy is scheduled for review by Council in November 2017; however, will be reviewed as required by any legislative changes which may occur.

4. AVAILABILITY OF 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. Copies will

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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.

File Reference:	AF11/1743
Applicable Legislation:	Environment Protection (Waste to Resources) Policy 2010 http://www.epa.sa.gov.au/environmental_info/waste/legislation/waste_to_resources_policy/landfill_bans
Reference: Community Plan	Goal 2: Our Location
Related Policies:	W125 - Waste Management - Refuse Collection
Related Procedures:	
Related Documents:	

DOCUMENT DETAILS

Responsibility:	General Manager City Infrastructure
Version:	3.0
Last revised date:	November, 2017
Effective date:	21 st November, 2017
Minute reference:	Council Meeting 21 st November, 2017 - Strategic Standing Committee, Item 5.13
Next review date:	November, 2020
<u>Document History</u>	
First Adopted By Council:	16 th December 2003
Reviewed/Amended:	16 th August 2005; 19 th September 2006; 17 th February 2009; 21 st November 2017

 City of Mount Gambier	COUNCIL POLICY R180 RECORDS MANAGEMENT	Version No:	3
		Issued:	November 2017
		Next Review:	November 2019

1. INTRODUCTION

This Policy provides the framework for Council to effectively fulfil its obligations and statutory requirements under the *State Records Act 1997*.

The *State Records Act 1997* (the Act) governs the obligations and responsibilities of Council in relation to the management of official records. Under the Act, Council has an obligation to maintain all official records in its custody in good order and condition. This includes obligations in relation to the capture, storage, maintenance and disposal of physical and electronics records including social media.

Council has legal obligations in relation to records management and records are themselves subject to legislation such as the *Freedom of Information Act 1991*, legal processes such as discovery and subpoenas. Records may also be required by Royal Commissions, Independent Commissioner Against Corruption, the Ombudsman, the Courts, auditors and other people or bodies who may have authority or rights to access records.

Good records management is importance to good governance. Records are vital in the support of Council's ongoing business activities. The Council is committed to managing its records and their timely transfer to State Records of South Australia.

The business activities of the City of Mount Gambier are to be documented, recorded and managed to protect the integrity, enhance the efficiency and preserve the history of Council. Business activities include decisions made, actions taken and interaction with clients/customers. Records will be managed and maintained in accordance with the procedures associated with this policy as this will:

- Provide an effective and efficient recordkeeping environment ensuring standardisation, protection and retrieval of information that underpins quality customer service.
- Support Council's corporate Electronic Document Records Management System (EDRMS) HPE Content Manager (CM) which is designed to enhance the storage and retrieval of information.
- Empower users to manage the records and information of Council.
- Allow intellectual property to be shared within Council
- Meet legal and regulatory requirements for the maintenance of records.

2. PURPOSE

The Council is an agency under the *State Records Act 1997* and as such, is required to practice adequate records management as defined by the *Adequate Records Management Standard and Framework*.

This Policy outlines and directs the practices of Council staff and Elected Members in relation to the management of the records of Council and the information contained within them.

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Council staff includes persons employed by Council, volunteers, trainees, work experience placements, independent consultants and contractors and other authorised personnel offered access to Council's resources. Refer to the 'Definitions' section.

The management of records is an integral process that underpins and supports the business activities of Council. Adherence to this Policy is mandatory and ensure the City of Mount Gambier is able to:

- Meet its legislative responsibilities
- Provide evidence of accountability
- Validate and support its decisions and actions
- Protect the interests of its residents, Elected Members and staff
- Provide evidence for legal actions, investigations and related purposes.

3. SCOPE

This Policy applies to all Council:

- Business including electronic business
- Records and information created, collected, processed, used, sentenced, stored and disposed of in the conduct of Council's official business by Elected Members and Council staff at all sites managed and occupied by Council
- Electronic communications which are relevant to the information gathering, policy formulation or decision making processes of Council are part of the scope of this Policy.

This Policy is to be read in conjunction with the Administrative Procedure – Records Management and Administrative Procedure – Destruction of Official Records.

5. ROLES AND RESPONSIBILITIES

It is the responsibility of all Elected Members and Council staff to adhere to this Policy and associated the Administrative Procedure.

Elected Members and Council staff who do not comply with this Policy may be subject to disciplinary action under the relevant Code of Conduct and/or subject to criminal or civil proceedings. Elected Members and Council staff must report breaches of this Policy to the General Manager Council Business Services.

Council's Responsibility

Council as an entity is responsible for ensuring its business activities are documented and preserved. Council is thus responsible for:

- Ensuring its official records are captured and stored
- Providing complete, accurate and reliable records of it functions and activities
- Protecting its integrity and the interests of its staff, residents and ratepayers; and
- Providing a documented history of the Council.

When collecting, using, storing and disclosing personal information, Council acknowledges that the National Privacy Principles contained within the Privacy Act set the standard for privacy protection and enables Council to achieve 'best practice' consistency with those standards.

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Council will take reasonable steps to protect the personal information it holds from loss, unauthorised access, use, modification, disclosure and other misuse; and to maintain systems to ensure that all personal information collected is stored safely.

Chief Executive Officer's Responsibility

The role of the Chief Executive Officer as prescribed by Section 99 of the *Local Government Act 1999* includes ensuring that records required under any legislation are properly kept and maintained.

The Chief Executive Officer is also responsible for ensuring that Elected Members are aware of their records management responsibilities and that they receive the appropriate training and education.

General Managers, Managers and Team Leaders Responsibilities

All General Managers, Managers, Team Leaders and Supervisors are responsible for ensuring staff within their department / team:

- Adhere to this Policy and associated Administrative Procedures
- Receive records management training relative to their roles and responsibilities
- Are formally introduced to the Records Management Policy and associated Administrative Procedures
- Undertake records management training as part of their induction process.
- Have access to the knowledge, software and tools that support the Records Management Policy and associated Procedures
- Have recordkeeping responsibilities included in job and person specifications, performance management agreements and/or contracts and agreements; and
- Capture Council's Intellectual Property (e.g. knowledge that may cease once a staff member leaves).

General Managers, Managers and Team Leaders are responsible for:

- Supporting and monitoring staff recordkeeping practices as defined by this Policy and associated Administrative Procedures; and
- Supporting the capture and creation of records by staff as part of normal business practices.

Elected Member and Council Staff Responsibilities

All Elected Members and Council staff must be aware of and comply with recordkeeping requirements related to the performance and execution of their duties and functions including:

- Creating records that adequately reflect the business they conduct including, where relevant, decisions made and actions taken
- Learning how and where records are kept within Council
- Not removing, destroying or deleting Council records without proper authority to do so
- Ensuring all official records form part of the record holdings of Council

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- Ensuring all official records are captured within Council's EDRMS or the appropriate business system; and
- Recognising that the records they create and receive in the conduct of Council's business are the property of Council and must be afforded the care and protection identified in this Policy and associated Administrative Procedures.

Further Elected Member Responsibilities

Council email addresses are provided to all Elected Members for the purpose of carrying out Council related business. Private email addresses are not to be used. All Elected Member emails that concern Council related matters are required to be captured and stored in Council's EDRMS in accordance with the *State Records Act 1997*.

Elected Members are responsible for ensuring that they forward to Council staff for inclusion in Council's EDRMS any records deemed to be official records regardless of their format including email, hardcopy and social media.

Lobbying is the activity of ratepayers or members of the community attempting to influence Council through representation to Elected Members and may include one or more Elected Members lobbying other Elected Members.

Records such as correspondence or petitions relating to lobbying matters, regardless of whether the lobbying itself is of Council or community interest, have continuing value and are considered official records.

Election materials or records created or received by an Elected Member in regard to electioneering are private records of the Elected Member and do not need to be forwarded to Council.

Senior Records Officer

Responsibility for Council's records management system is assigned to the Senior Records Officer. The Senior Records Officer is operationally responsible for the efficient management of Council's:

- Records (physical and electronic) incorporating sound recordkeeping principles and records management best practice guidelines; and
- EDRMS system administration.

The Senior Records Officer is responsible for:

- Ensuring official records are managed in accordance with the *State Records Act 1997*
- Establishing records management policies and procedures for the Council as a whole
- Establishing corporate standards for recordkeeping and records management
- Measuring performance of Council business units against these standards
- Providing consulting services to Council staff and Elected Members
- Developing corporate electronic records management strategies
- Working with other managers of information resources to develop coherent information architecture across the Council

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- Working with other accountability stakeholders, including Freedom Of Information officers and executive management staff, to ensure recordkeeping systems support organisational and public accountability; and
- Providing Elected Members and Council staff with appropriate training and tools to allow them to meet their records management responsibilities.

6. CONFIDENTIAL RECORDS

If an Elected Member or staff member believes that a record forwarded to Records staff for incorporation into the recordkeeping system is of a highly sensitive or confidential nature, he or she must advise Records of that view. It will be at the discretion of Records staff whether such information will then be treated as confidential and access restricted.

7. RECORDS SECURITY

The security of all Council records is critical, as records provide evidence of business transactions, support decisions making and ensure public accountability requirements are met. Records in all formats should be stored securely to prevent unauthorised access, destruction, loss, alteration or removal.

Council staff are responsible for the safe custody of all hardcopy files and documents that are allocated to them. Sensitive or confidential information should be placed in a secure storage area when not in use. When no longer required the file/documents should be returned to Records for storage.

File storage units must be locked overnight wherever possible to prevent unauthorised access. Amongst other risk management considerations, this reduces the possibility of damage by water or fire in the event of a disaster.

Council records are not to be stored at home or left in cars unattended as they could be lost, damaged or stolen. Vital records should be stored in protective or fire resistant conditions with suitable access conditions. Confidential records must be stored in a secured environment whether they are in hardcopy or electronic form.

8. DISPOSAL OF RECORDS

Official records must be disposed of in accordance with the General Disposal Schedule 20 (GDS 20) for Local Government Authorities in South Australia.

- Senior Records Officer is the only person with the authority to dispose of official records.
- Chief Executive Officer is responsible for approving destruction of records at the Council.
- Unauthorised or illegal destruction under the *State Records Act 1997* carries penalties of a \$10,000 fine or up to 2 years imprisonment, which may be placed on an organisation or an individual.

Only records that have been identified as non official and of no continuing value to the Council can be destroyed in accordance with Normal Administrative Practice (NAP). Refer to the 'Definitions' section. Elected Members and Council staff are to contact Records staff for advice or assistance with the destruction of their non official records if required.

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Disposal of Council records will take place annually or as required. During this process records will be sentenced and sent to offsite storage for archiving or destroyed as per State Records SA (SRSA) requirements.

Method	Description
Destruction	A list of records due for destruction will be signed off by the Senior Records Officer in conjunction with specified Review Officer(s) prior to being submitted to the CEO for approval and confidential destruction in accordance with Administrative Procedure – Destruction of Official Records.
Archiving	Records will be sentenced, boxed and archived. A register will be maintained for reference and retrieval purposes. Records are initially sent to the Records Shed at the Depot with consignments of permanent records transferred to SRSA on an as required basis.

9. DIGITISATION AND DISPOSAL OF SOURCE RECORDS

General Disposal Schedule 21 (GDS 21) for the management and disposal of source documents and digitised versions after digitisation will be applied to digitised records managed in Council's EDRMS and their source documents in conjunction with the GDS 20.

Once source documents have been digitised by rendering into an open and enduring format (PDF, JPG or TIFF), the digitised version will be managed as the corporate record within the system. The location of source documents will be recorded in the metadata of the digitised record and they will be retained for a minimum of 1 year or as determined by its business use. Source documents will be day batched with the exception of:

- Permanent source documents will be filed in hardcopy permanent files after digitisation
- Source documents of records deemed to be vital records which will be stored in the strong room after digitisation and will be retained according to the GDS 20
- Source documents required for business use will be kept by the relevant department / team for an agreed period prior to being transferred into custody of Records for destruction in accordance with this Policy and the GDS 21.

Access to day batched temporary source documents and permanent source document files will be controlled by the Records staff.

10. DEFINITIONS

Continuing Value – records of continuing value are those that contain information that is of administrative, legal, fiscal, evidential or historical value to the Council.

Council Business – may include the provision of services, delivery of programs, development of policies, making of decisions, performance of Council functions and other similar types of transactions.

Council Staff - includes persons employed by Council, volunteers, trainees, work experience placements, independent consultants and contractors and other authorised personnel offered access to Council's resources.

Dispose of – to dispose of an official record means to:

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- Destroy or abandon the record
- Carry out an act or process as a result of which it is no longer possible or reasonably practicable to reproduce the whole or a part of the information contained in the record
- Transfer or deliver ownership or possession of or sell the record, or purport to do so.

‘Dispose of’ does not include transferring or delivering the record to the State Records Office or between the Council and another agency.

Ephemeral or Transitory Record - a record is transitory or ephemeral in nature if it is of little or no continuing value to the Council and only needs to be kept for a limited or short period of time, such as a few hours or a few days.

Normal Administrative Practice (NAP) - provides for the routine destruction of drafts, duplicates and publications with the test that it is obvious that no information of more than transitory or ephemeral value to the Council will be destroyed. Material that can be disposed of under NAP comprises items of an ephemeral or transitory nature created, acquired or collected by Council staff or Elected Members in the course of their official duties. Such material has no ongoing value and is not usually incorporated into the Council’s recordkeeping system and is not considered destruction of official records.

Record - means:

- Written, graphic or pictorial matter: or
- A disk (magnetic or optical), tape, film or other object that contains information (in any form) or from which information may be reproduced (with or without the aid of another object or device).

Official Record - as defined by the *State Records Act 1997* is a record made or received by Council in the conduct of its business, but does not include a record:

- Made or received for delivery or transmission to another person or body (other than an agency) and so delivered or transmitted
- Made by an agency as a draft only and not for further use or reference
- Received into or made for the collection of a library, museum or art gallery and not otherwise associated with the business of the agency
- That is a Commonwealth record as defined by the *Archives Act 1983* of the Commonwealth, as amended from time to time, or an Act of the Commonwealth enacted in substitution for that Act
- That has been transferred to the Commonwealth.

11. REVIEW AND EVALUATION

This Policy is scheduled for review by Council every second year and as required by any legislative changes that occur prior to the scheduled review.

12. AVAILABILITY OF 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. 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.

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		Next Review:	November 2019

File Reference:	AF11/1738
Applicable Legislation:	State Records Act 1997 Local Government Act 1999 Freedom of Information Act 1991 Copyright Act 1968 Development Act and Regulations 1993 Evidence Act 1929 (as amended) Electronic Transactions Act 2000 Ombudsman Act 1972 Independent Commission Against Corruption Act 2012
Reference: Community Plan	Goal 1, Our People
Related Policies:	Privacy Policy
Related Procedures:	Administrative Procedure - Records Management Administrative Procedure - Destruction of Official Records
Related Documents:	Australian Standard 150 15489.1-2002 Adequate Records Management Framework General Disposal Schedule 20 General Disposal Schedule 21 Code of Conduct for Employees (Gazetted 20/2/2014) Code of Conduct for Council Members (Gazetted 29/8/2013) Freedom of Information Statement

DOCUMENT DETAILS

Responsibility:	General Manager, Council Business Services
Version:	3.0
Last revised date:	21 November 2017
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Minute reference:	Council Meeting 21 November 2017, Strategic Standing Committee Item 5.14
Next review date:	November 2019
<u>Document History</u> First Adopted By Council: Reviewed/Amended:	20 May 2014 15 December 2015, 21 November 2017

 City of Mount Gambier	E240 EXPIATION NOTICE CANCELLATION AND WAIVER	Version No:	4.0
		Issued:	November, 2017
		Next Review:	November 2020

1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier (“Council”) for the cancellation and waiver of expiation notices.

2. CANCELLATION OF EXPIATION NOTICES

- a) The Chief Executive Officer, General Manager City Growth and General Manager Council Business Services are authorised on behalf of Council to cancel expiation notices in the following circumstances:
- (i) the notice was incorrectly issued;
 - (ii) there is insufficient evidence to achieve a successful prosecution, and the expiation fee has not been paid;
 - (iii) the person to whom the expiation notice was issued:
 - 1. is not a resident of South Australia or Victoria, and
 - 2. cannot be located to issue a reminder notice and the expiation fee has not been paid;
 - (iv) or some other reason which may be in the best interests of Council to cancel such expiation notice.
 - (v) The Chief Executive Officer, General Manager City Growth and General Manager Council Business Services are authorised on behalf of Council to waive expiation fees where mitigating circumstances exist.

3. AVAILABILITY OF 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. 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.

	E240 EXPIATION NOTICE CANCELLATION AND WAIVER	Version No:	4.0
		Issued:	November, 2017
		Next Review:	November 2020

File Reference:	AF11/1744; AF13/416; AF13/417;
Applicable Legislation:	Expiation of Offences Act 1996
Reference: Strategic Plan – Beyond 2015	Goal - Governance, Strategic Objective 3 & 5
Related Policies:	
Related Procedures:	
Related Documents:	

DOCUMENT DETAILS

Responsibility:	General Manager City Growth General Manager Council Business Services
Version:	4.0
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<u>Document History</u>	
First Adopted By Council:	18 th February 1999
Reviewed/Amended:	15 th April 2003; 19 th September 2006; 17 th February 2009; 16 th May, 2017; 21 st November 2017

 City of Mount Gambier	A170 ADVERTISING AND SIGNAGE	Version No:	4
		Issued:	November, 2017
		Next Review:	November 2020

1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier (“Council”) for advertising and sponsorship signage.

2. ALL BUSINESS PREMISES AND PROPERTIES

- a) All advertisements on the site of any business premises/property should be restricted to advertisements which directly concern:
 - (i) the actual business; and,
 - (ii) any other approved activity on the premises/property.
- b) Council does not support third party advertising on any business premises/property.
- c) Formal Development Approval is required from Council for most advertising signs.

3. COUNCIL LAND

- a) Under no circumstance shall any advertising signage (permanent or temporary) be permitted to be displayed, installed or erected on any memorial or commemorative structure on any land under the care, control and management of the City of Mount Gambier.
- b) Any signage that is detected in contravention of this Policy to be removed by Council forthwith in accordance with Council Policy regarding the removal of objects.

4. RESERVES (SPONSORSHIP AND ADVERTISING SIGNS)

- a) Permission for advertising and/or hoarding signs to be erected on Council owned reserves, etc., which are formally leased and/or occupied by sporting organisations may be granted to the occupier. For the purpose of this Policy a ‘sign’ is defined as:

A ‘sign’ may be a two (2) dimensional advertisement displayed on an existing surface (e.g. building wall, solid fence etc) or a flat panel which is affixed such that it can be read by passing traffic. Similarly a sign may be three (3) dimensional and placed so as to be seen by passing traffic.

Self supporting, three (3) dimensional signs are not permitted by this policy unless specifically approved in accordance with this policy.

- b) Council has established the following guidelines which sporting organisations must follow:
 - (i) Any sign erected by a facility occupier that is an advertisement for a sponsor shall not be clearly or directly visible from adjacent roadways or private property and must generally face towards visitors to the facility. It is expected that a visitor to the sporting facility would generally be able to see an advertising sign from somewhere within the Reserve area. For example, if a visitor within the Reserve can only see the reverse side of a sign on a boundary fence then this sign would not meet the intentions of this Policy. In all circumstances, Council reserves the right to determine if any particular sign contravenes this policy.

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		Issued:	November, 2017
		Next Review:	November 2020

- (ii) Any proposed sign that will be clearly visible to the public from adjacent roads or private land and does not conform with 4(b)(i) of this policy will be subject to normal Development Approval processes in accordance with the provision of the Development Act 1993 (and fees for any application will not be waived). Prior to lodgement of a Development Application, the occupier of the Reserve must first obtain Council concurrence (noting that Council is the owner of the land) for the Application to proceed.
 - (iii) No advertising/sponsorship signage whatsoever to be installed or put on the fence or surrounds to Frew Park (noting the exception for the current scoreboard and sight screens).
 - (iv) Specific event signage associated with the use of a Reserve or Council Property, including Frew Park, will be considered on a case by case basis, with the Chief Executive Officer and/or a General Manager having delegated authority to determine such application, but in no case shall an event sign be in place for a period exceeding six (6) weeks.
- c) Sporting organisations occupying Council owned reserves etc. which request approval for the display of advertising and/or hoarding signs, will be treated on their merits and Council shall determine, on application, the following matters:
- (i) number of signs;
 - (ii) location of signs;
 - (iii) size of signs;
 - (iv) style of signs.
- d) In considering any existing or future applications, Council shall have regard to the following matters:
- (i) no advertising and/or hoarding sign shall be approved which could be a potential hazard to the general public or which could prohibit the free or safe flow of pedestrians and/or vehicular traffic;
 - (ii) no advertising and/or hoarding sign shall aesthetically detract from the character and amenity of the locality;
 - (iii) all advertising and/or hoarding signs shall be maintained in a manner to the satisfaction of Council and shall be approved and displayed at the pleasure of Council.
- e) Council has agreed that any sign displayed at a Council Reserve that contravenes the intent of this policy, at the date on which this policy is adopted, may remain as until the sponsorship arrangement between the particular sporting organisations and sponsor ceases, at which time the sign will be removed and will not be replaced unless specific approval is sought and gained as per this policy.
- f) Council does not support the concept of community based naming rights for any Council owned Reserve.

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5. AVAILABILITY OF 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. 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.

File Reference:	AF11/1746; AF111/1857; AF11/1885; AF11/2022; AF11/2212
Applicable Legislation:	Development Act 1993; Local Government Act 1999
Reference: Strategic Plan – Beyond 2015	Goal 1, Strategic Objective 3 & Goal 2, Strategic Objective 5;
Related Policies:	Removal of Objects from Council Land
Related Procedures:	
Related Documents:	Council By-Laws No.'s 1, 2 and 4

DOCUMENT DETAILS

Responsibility:	General Managers
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