

7 December 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, 11 December 2017 at 5:30 p.m.

An agenda for the meeting is enclosed.



Mark McSHANE
CHIEF EXECUTIVE OFFICER

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AGENDA OF ORDINARY STRATEGIC STANDING COMMITTEE MEETING

Meeting to be held in the Committee Room, Civic Centre, 10 Watson Terrace, Mount Gambier
on Monday, 11 December 2017 at 5:30 p.m.

PRESENT

Mayor Andrew Lee

Cr Josh Lynagh (Presiding Member)

Cr Sonya Mezinec

Cr Frank Morello

Cr Hanna Persello

Cr Penny Richardson

COUNCIL OFFICERS

Chief Executive Officer

General Manager Community Wellbeing

General Manager Council Business Services

General Manager City Growth

General Manager City Infrastructure

Manager Governance and Property

Administration Officer

- Mr M McShane
- Ms B Cernovskis
- Mrs P Lee
- Dr J Nagy
- Mr N Serle
- Mr M McCarthy
- Mrs M Telford

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

The District Council of Grant will make a presentation at the commencement of the Strategic Standing Committee Meeting, in relation to the Mount Gambier Airport Redevelopment Project.

1. APOLOGY(IES)

Apology(ies) received from Cr

That the apology from Cr _____ be received.

Moved:

Seconded:

2. CONFIRMATION OF STRATEGIC STANDING COMMITTEE MINUTES

Meeting held on 13 November 2017

That the minutes of the Strategic Standing Committee meeting held on 13 November 2017 be confirmed as an accurate record of the proceedings of that meeting.

Moved:

Seconded:

3. QUESTIONS

3.1. With Notice

Nil submitted.

3.2. Without Notice

4. DEPUTATIONS

Nil



5. STRATEGIC STANDING COMMITTEE REPORTS

Strategic Standing Committee Reports commence on the following page.



5.1. Policy Review - F175 Footways and Crossovers - Report No. AR17/48456

COMMITTEE	Strategic Standing Committee
MEETING DATE:	11 December 2017
REPORT NO.	AR17/48456
RM8 REFERENCE	AF11/1951
AUTHOR	Sinaway Georgiou
SUMMARY	This report presents a reviewed policy for the construction and maintenance of inverts, vehicle crossovers and footpaths.
COMMUNITY PLAN REFERENCE	Goal 2: Our Location

REPORT RECOMMENDATION

- (a) That Strategic Standing Committee Report No. AR17/48456 titled '*Policy Review - F175 Footways and Crossovers*' as presented to the Strategic Standing Committee on 11 December 2017 be noted.
- (b) That the updated Council Policy '*Policy Review - F175 Footways and Crossovers*' as attached to the Strategic Standing Committee Report No. AR17/48456 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

'F175 Footways and Crossovers' has been reviewed and is presented with no changes to wording required.

Conclusion

The reviewed and updated Council Policy 'F175 Footways and Crossovers' is presented for consideration.


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

Attachments

[Attachment 1 \(AR17/48466\): Draft Council Policy 'F175 Footways and Crossovers'](#)



Sinaway GEORGIU
ENGINEERING TECHNICAL OFFICER



Nick SERLE
GENERAL MANAGER CITY INFRASTRUCTURE

30 November 2017
SW



5.2. Policy Review - F110 Fencing Costs - Contributions by Council - Report No. AR17/48475

COMMITTEE	Strategic Standing Committee
MEETING DATE:	11 December 2017
REPORT NO.	AR17/48475
RM8 REFERENCE	AF11/1954
AUTHOR	Sinaway Georgiou
SUMMARY	This report presents a reviewed policy for contributions by Council for the construction of fences adjoining Council land.
COMMUNITY PLAN REFERENCE	Goal 2: Our Location

REPORT RECOMMENDATION

- (a) That Strategic Standing Committee Report No. AR17/48475 titled '*Policy Review - F110 Fencing Costs - Contributions by Council*' as presented to the Strategic Standing Committee on 11 December 2017 be noted.
- (b) That the updated Council Policy '*Policy Review - F110 Fencing Costs - Contributions by Council*' as attached to the Strategic Standing Committee Report No. AR17/48475 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

'*F110 Fencing Costs - Contributions by Council*' has been reviewed and is presented with no changes to wording required.

Conclusion

The reviewed and updated Council Policy '*F110 Fencing Costs - Contributions by Council*' is presented for consideration.

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

Attachments

[Attachment 1 \(AR17/48527\): Draft Council Policy 'F110 Fencing Costs - Contributions by Council'](#)



Sinaway GEORGIU
ENGINEERING TECHNICAL OFFICER



Nick SERLE
GENERAL MANAGER CITY INFRASTRUCTURE

30 November 2017
SW



5.3. Policy Review - F190 Footways - Requests for Paving Works in the City - Report No. AR17/48542

COMMITTEE	Strategic Standing Committee
MEETING DATE:	11 December 2017
REPORT NO.	AR17/48542
RM8 REFERENCE	AF11/1951
AUTHOR	Sinaway Georgiou
SUMMARY	This report presents a reviewed policy for paving requests within the City Centre zone.
COMMUNITY PLAN REFERENCE	Goal 2: Our Location

REPORT RECOMMENDATION
<p>(a) That Strategic Standing Committee Report No. AR17/48542 titled '<i>Policy Review - F190 Footways - Requests for paving works within the City Centre zone</i>' as presented to the Strategic Standing Committee on 11 December 2017 be noted.</p> <p>(b) That the updated Council Policy '<i>Policy Review - F190 Footways - Requests for paving works within the City Centre zone</i>' as attached to the Strategic Standing Committee Report No. AR17/48542 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

'*F190 Footways - Requests for paving works within the City Centre zone*' has been reviewed and is presented with no changes to wording required.

Conclusion

The reviewed and updated Council Policy '*F190 Footways - Requests for paving works within the City Centre zone*' is presented for consideration.

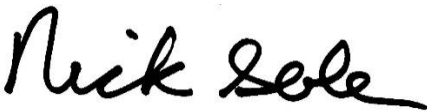
It is proposed that the policy be next scheduled for review from August 2020, during the next Council term.

Attachments

[Attachment 1 \(AR17/48543\): Draft Council Policy 'F190 Footways - Requests for paving works within the City Centre zone'](#)



Sinaway GEORGIU
ENGINEERING TECHNICAL OFFICER



Nick SERLE
GENERAL MANAGER CITY INFRASTRUCTURE

30 November 2017
SW



5.4. Policy Review - W125 Waste Management - Refuse Collection - Report No. AR17/48218

COMMITTEE	Strategic Standing Committee
MEETING DATE:	11 December 2017
REPORT NO.	AR17/48218
RM8 REFERENCE	AF11/1953
AUTHOR	Sinaway Georgiou
SUMMARY	This report presents a reviewed policy for the management of refuse collection.
COMMUNITY PLAN REFERENCE	Goal 2: Our Location

REPORT RECOMMENDATION
<p>(a) That Strategic Standing Committee Report No. AR17/48218 titled '<i>Policy Review - W125 Waste Management - Refuse Collection</i>' as presented to the Strategic Standing Committee on 11 December 2017 be noted.</p> <p>(b) That the updated Council Policy '<i>Policy Review - W125 Waste Management - Refuse Collection</i>' as attached to the Strategic Standing Committee Report No. AR17/48218 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

'W125 Waste Management - Refuse Collection' has been reviewed and is presented with a minor change to wording:

- Replace the 'Engineering Design & Contract Management' position with 'Works Manager – Waste, Depot, Building Maintenance, Parks and Gardens'.

Conclusion

The reviewed and updated Council Policy 'W125 Waste Management - Refuse Collection' is presented for consideration.

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

Attachments

[Attachment 1 \(AR17/48225\): Draft Council Policy 'W125 Waste Management - Refuse Collection'](#)



Sinaway GEORGIU
ENGINEERING TECHNICAL OFFICER



Nick SERLE
GENERAL MANAGER CITY INFRASTRUCTURE

30 November 2017
SW



5.5. Policy Review - P155 Privacy Policy - Report No. AR17/48156

COMMITTEE	Strategic Standing Committee
MEETING DATE:	11 December 2017
REPORT NO.	AR17/48156
RM8 REFERENCE	AF17/230
AUTHOR	Pamela Lee
SUMMARY	This report presents Council’s reviewed Privacy Policy.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION
<p>(a) That Strategic Standing Committee Report No. AR17/48156 titled ‘<i>Policy Review – P155 Privacy Policy</i>’ as presented to the Strategic Standing Committee on 11 December 2017 be noted.</p> <p>(b) That the updated Council Policy ‘<i>P155 – Privacy Policy</i>’ be adopted as attached to Strategic Standing Committee Report No. AR17/48156.</p> <p>(c) That the adopted Council Policy ‘<i>P155 – Privacy Policy</i>’ be updated on Council’s website.</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.

There is no legislative requirement for Council to have a policy relating to this area.

The South Australian Government has not implemented a statutory scheme that applies privacy legislation (including the Australian Privacy Principles) to Local Government.

Therefore, this Policy is an internal control tool, which promotes best practice in the view of Council.

Discussion

This Policy outlines how the Council will adopt a best practice approach to the management of personal information to ensure the protection of privacy.

Council Policy 'P155 – Privacy Policy' has been reviewed and is presented with minor wording changes.

This Policy has also been updated to reflect organisational changes.

Conclusion

The reviewed and updated Council Policy 'P155 – Privacy Policy' is presented for consideration and adoption.

It is proposed that the Policy be scheduled for review during the next Council term following the November 2018 local government election.

Attachments

[Attachment 1 \(AR17/49155\): Draft Policy - P155 – Privacy Policy](#)



Jo FOWLER
TEAM LEADER, iSERVICES



Jeroen ZWIJNENBURG
MANAGER, FINANCE AND CUSTOMER SERVICE



Pamela LEE
GENERAL MANAGER, COUNCIL BUSINESS SERVICES

17 November 2017
PL



5.6. By-Law Review - Report No. AR17/48972

COMMITTEE	Strategic Standing Committee
MEETING DATE:	11 December 2017
REPORT NO.	AR17/48972
RM8 REFERENCE	AF16/299
AUTHOR	Michael McCarthy
SUMMARY	To notify that a review of Council's By-Law will be conducted in the 2018 calendar year commencing with an Elected Member Workshop in January 2018.
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
<p>(a) That Strategic Standing Committee Report No. AR17/48972 titled '<i>By-Law Review</i>' as presented to the Strategic Standing Committee on 11 December 2017 be noted.</p> <p>(b) That the formal process for the review and replacement of Council By-Laws commence with an Elected Member Workshop to be held in January 2018.</p>



Background

Council currently has a suite of 6 By-Laws that contribute to the management (prohibition and permit) of activities on Council land and roads and other matters within the area of the Council.

The Local Government Act 1999 provides that a By-Law will expire on 1 January of the year following the seventh anniversary of the day on which the By-Law was made, and a newly passed By-Law will come into operation four months after the day on which it is published in the Gazette.

Having been last reviewed during 2010, Council's current By-Laws will expire on 31 December 2018 and any replacements must be passed and gazetted by 31 August 2018 to take effect on and from 1 January 2019.

Discussion

The statutory process to pass a By-Law requires a number of prescribed steps including:

- public consultation;
- referral to the Minister for Transport & Infrastructure and the Dog & Cat Management Board
- preparation of a National Competition Policy Report;
- certification by a legal practitioner;
- referral to the Legislative Review Committee;
- adoption by an absolute majority where at least two-thirds of Members are present.

Prior to commencing these steps draft proposed By-Laws are being prepared to ensure compliance with current legislation (noting changes since the 2010 By-Law Review) and consistency with current and proposed administrative practices for the relevant regulated matters.

It is proposed that the formal component of the By-Law Review commence with an Elected Member Workshop to be held in January 2018 followed by presentation of the proposed By-Laws to the Strategic Standing Committee and Council meetings in February 2018 for endorsement to commence public consultation.

It should be noted, in addition to the necessity to gazette By-Laws by no later than 31 August 2018 to take effect from 1 January 2019, that the commencement of the election caretaker period from later August/early September 2018 will prohibit the adoption of replacement By-Laws during that period.

Conclusion

This report outlines the formal process for the review of replacement By-Laws that will commence with an Elected Member Workshop in January 2018.

Attachments

Nil



Michael McCARTHY
MANAGER GOVERNANCE & PROPERTY





Judy NAGY
GENERAL MANAGER CITY GROWTH

4 December 2017
MMcC



5.7. Tourism Mount Gambier Report to Council - AR17/49069

COMMITTEE	Strategic Standing Committee
MEETING DATE:	11 December 2017
REPORT NO.	AR17/49069
RM8 REFERENCE	AF17/230; AF16/187
AUTHOR	Judy Nagy
SUMMARY	In accordance with a Joint partnership Funding Agreement, Tourism Mount Gambier presented a progress report and proposed a framework for ongoing reporting. The report presented at a council Workshop on 27 th November 2017 is submitted for endorsement.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION

- (a) That Strategic Standing Committee Report No. AR17/49069 titled '*Tourism Mount Gambier Report to Council*' as presented to the Strategic Standing Committee on 12 June 2017 be noted.
- (b) That report and attachments "*Tourism Mount Gambier - Report to the City of Mount Gambier Financial Year 2016/17 and Quarter One 2017/18 June 2017 – September 2017 and Tourism Mount Gambier Business Plan Project Delivery July 2017 – June 2019*", be endorsed by Council.

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 (KPIs). At a Council workshop held on Monday, 27th November Chair of Tourism Mount Gambier (TMG) Kent Comely provided a summary of activities detailing progress against KPIs, achievements for the financial year 2016/17 and presented the proposed reporting framework for the forthcoming year.

Discussion

Tourism Mount Gambier continues to have a fruitful partnership with Council with renewed progress being made in developing the objectives of the industry group since the arrival of the Tourism and Economic Development Manager, Donna Foster in June 2017. Kent Comely discussed the launch of the new TMG website and noted further plans to value add to the website with features that would assist tourism operators to build their profile and better engage with the visitor economy. The website was presented to Council on 3rd October 2017 with the feedback on the 'experience focused' style being favorably received.

Kent commended his TMG board colleagues on their achievements in their short time together since the inaugural Annual General Meeting early in 2017.

The TMG report to Council giving details about the activities undertaken during the year, the funding received and expended and suggested a reporting framework with 2 progress reports per year against activities in the Business Plan.

Conclusion

The Visitor Economy continues to be an important part of our economy and as Council visitor information servicing also becomes more focused on digital service delivery, the partnership with TMG will continue to have mutual benefits for Council and the tourism industry.

Attachments

[Attachment 1 \(AR17/48680\) Tourism Mount Gambier Report - November 2017](#)

[Attachment 2 \(AR17/48681\) Tourism Mount Gambier Business Plan Project Delivery 2017/19](#)



Judy NAGY
GENERAL MANAGER CITY GROWTH



Mark McSHANE
CHIEF EXECUTIVE OFFICER

5 December 2017
MJT



5.8. Precinct Project Plan Development - AR17/48825

COMMITTEE	Strategic Standing Committee
MEETING DATE:	11 December 2017
REPORT NO.	AR17/48825
RM8 REFERENCE	AF17/230
AUTHOR	Judy Nagy
SUMMARY	As part of precinct activation projects endorsed by the Strategic Standing Committee, this report presents implementation plans for the Lady Nelson and Innovation Hub precincts for endorsement.
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
<p>(a) That Strategic Standing Committee Report No. AR17/48825 titled '<i>Precinct Project Plan Development</i>' as presented to the Strategic Standing Committee on 11 December 2017 be noted.</p> <p>(b) That precinct activation plans for 'The Lady Nelson Precinct and 'The Innovation Hub' be endorsed.</p>

Moved:

Seconded:



Background

Council have engaged in a detailed process of review and prioritization of recommendations made in numerous strategic reports received over the last 12 months. The reports were commissioned to provide Council with a detailed and rich evidence base from which future actions could be determined to assist with attainment of the Community Plan.

Discussion

After prioritization of recommendations Council were presented with a model that would allow the concurrent achievement of a number of prioritized recommendations that were inter-related and it made sense to link together. In the November 2017 Strategic Standing Committee, Council endorsed the proposed precinct activation model that grouped a number of recommendations into either a conceptual or physical precinct. Ensuring that Council operations are not compromised, six precinct activation models were proposed and endorsed.

The status of the six precinct activation plans is noted in the table below.

	Precinct Activation	Implementation Status
1	Lady Nelson	Submitted for endorsement
2	ASEAN Strategy	Being Developed
3	Public Sector Decentralization	Being developed
4	Innovation Hub	Submitted for endorsement
5	Blue Lake	WiFi endorsed and Signage plan is in progress
6	Umpherston	WiFi endorsed and Signage plan is in progress

The precinct activation plans for the Lady Nelson will commence a process of refreshing Visitor Information Servicing in line with a focus on digital content. Services will also focus on a decentralized approach offering visitor choice in how they engage with information. The activation plan is attached for endorsement.

The ASEAN strategy builds upon the China engagement strategies that Council has supported over the last two years and will be presented for endorsement in early 2018.

The public sector decentralization initiatives is dependent on engagement with key state government staff and their availability. Discussions have commenced with relevant state government staff and when we have a greater understanding of the processes involved, the information that we may need to prepare and the timelines that may be involved, we will then prepare an implementation plan.

Council have been advised that the New Venture Institute of Flinders University were successful in securing Federal Government Funding to establish an innovation hub in our city. The hub was successful in securing support from all three tiers of government with Council playing a significant part through contributed funding and in lobbying to achieve success. It will be important for Council to motivate various agencies, industries and businesses across the region to provide an on going source of inputs for the Innovation Hub. This will require significant leadership over time to facilitate the development of young people, existing and new businesses to think differently in emerging areas of technology. The Innovation Hub precinct activation plan is attached.

The Blue Lake and Umpherston Precincts combine a number of different recommendations that include WiFi, signage, cultural and heritage issues. The Strategic Standing Committee in November 2017, endorsed that WiFi implementation plan and were provided an update on the status of the Signage project at the Elected Members workshop on 27th November 2017.



Outcomes from the workshop noted that Members would be given an opportunity to consider the appearance of a 'signage family' at a further workshop early in the 2018.

Conclusion

This report details progress made in preparing implementation plans for each of the six endorsed precincts. All plans have progressed with some requiring further information and external input to enable further development. The implementations plans for the Lady Nelson and the Innovation Hub precincts submitted for endorsement of Council.

Attachments

[Attachment 1 \(AR17/42842\): Lady Nelson Precinct](#)

[Attachment 2 \(AR17/42902\): Innovation Hub](#)



Judy NAGY
GENERAL MANAGER CITY GROWTH



Mark McSHANE
CHIEF EXECUTIVE OFFICER

4 December 2017
MJT



5.9. Queen Elizabeth Park Trust Board Membership - AR17/47927

COMMITTEE	Strategic Standing Committee
MEETING DATE:	11 December 2017
REPORT NO.	AR17/47927
RM8 REFERENCE	AF11/854
AUTHOR	Michael McCarthy
SUMMARY	This report presents nominations for Queen Elizabeth Park Trust Board Membership vacancies.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION
<p>(a) That Council Report No. AR17/47927 titled '<i>Queen Elizabeth Park Trust Board Membership</i>' dated 28 November 2017 as presented to the Strategic Standing Committee on 11 December 2017 be noted.</p> <p>(b) That nominations be accepted from:</p> <ol style="list-style-type: none"> a. Mrs Rhonda Ferguson b. Dr Judy Nagy (in capacity as Council's General Manager City Growth) <p>for the vacant board member positions on the Queen Elizabeth Park Trust.</p> <p>(c) That Mrs Rhonda Ferguson and Dr Judy Nagy be endorsed as Council's Queen Elizabeth Park Trust Board Membership nominees until:</p> <ol style="list-style-type: none"> i. Their resignation or removal from the Board in accordance with the QEPT Constitution and Rules, or ii. A Council resolution to remove/replace Council's endorsed Board nominees, or iii. The cessation of employment with the City of Mount Gambier (Dr Judy Nagy only) <p>(d) That Council's endorsed QEPT Board nominees be reviewed following the 2018 Local Government Election.</p>

Moved:

Seconded:



Background

At the Council meeting held on 20 June 2017 in relation to vacancies on the Queen Elizabeth Park Trust Board Council resolved:

- (a) *That Council Report No. AR17/23196 titled 'Queen Elizabeth Park Trust Board Membership' dated 15 June 2017 as presented to the Council on 20 June 2017 be noted.*
- (b) *That nominations be sought from suitably interested persons for the vacant board member positions on the Queen Elizabeth Park Trust by a public notice in The Border Watch and on Council's website.*

Notices were placed in The Border Watch on Friday 3 November 2017 and Wednesday 8 November 2017 seeking written expressions of interest from suitably interested persons by Monday 27th November 2017. A news article was also published on Council's website including a download link to the Queen Elizabeth Park Trust Constitution and Rules.

Discussion

Earlier reports presented to Standing Committees and Council sought Elected Member or targeted nominations for the two (2) Queen Elizabeth Park Trust ("QEPT") position vacancies. No nominees were identified as a result of these earlier nomination processes.

On this occasion one (1) written expression of interest has been received from Mrs Rhonda Ferguson as a result of the public notice published in The Border Watch.

Mrs Ferguson's expression of interest presents many years involvement with the public golf course as Work for the Dole Supervisor and as Blue Lake Golf Club President. Additionally Mrs Ferguson has an Advanced Certificate in Horticulture as well as being canteen coordinator and organising workers for the Borderline Speedway for many years.

It is also proposed that Council's General Manager City Growth, Dr Judy Nagy be nominated as a QEPT Board Member in her capacity as a Council Officer.

Conclusion

Council may now consider endorsing the two (2) nominations that are before it to the QEPT Board.



Michael McCARTHY
MANAGER GOVERNANCE & PROPERTY



Pamela LEE
GENERAL MANAGER COUNCIL BUSINESS SERVICES

28 November 2017
MMcC



5.10. Planning, Development and Infrastructure Act 2016 - Collaborative Work Program and Policy Discussion - Report No. AR17/48650

COMMITTEE	Strategic Standing Committee
MEETING DATE:	11 December 2017
REPORT NO.	AR17/48650
RM8 REFERENCE	AF17/230
AUTHOR	Tracy Tzioutziouklaris
SUMMARY	Work has commenced to transition existing development strategies and policies to the new structure and format identified within the Planning Development and Infrastructure Act 2016.
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. AR17/48650 titled ' <i>Planning, Development and Infrastructure Act 2016 – Collaborative Work Program and Policy Discussion</i> ' as presented to the Strategic Standing Committee on 11 December 2017 be noted.

Moved:

Seconded:



Background

The new Planning Development and Infrastructure Act 2016 (the PDI Act) is the result of the most significant overhaul to the South Australian Planning System in over 20 years and is to replace the existing Development Act 1993.

It is envisaged by the State Government that this modern, more efficient and effective planning system will shape the future of South Australia, revolutionising the way planning decisions are made.

The new system will be progressively implemented over a number of years, with the first year focused on setting up governance structures and frameworks.

Discussion

Throughout October 2017, representatives of the Department of Development, Planning, Transport and Infrastructure (DPTI) travelled to each Council throughout the State to conduct planning reform initiation meetings. This meeting was held at the City of Mount Gambier on 30 October 2017.

The purpose of this meeting was twofold:

- Discuss the Collaborative Work Program (CWP) for Council; and
- Commence a conversation around the conversion of the Development Plan.

The Collaborative Work Program (CWP)

The Collaborative Work Program is intended to be an administrative document only. It identifies and programs, the tasks and milestones requiring collaborative work between state and local government to prepare for the transition to South Australia's new planning system. A DPTI Transition Manager has been appointed to work specifically with Council to assist the administration and service delivery divisions prepare and implement the necessary components of the Planning Development and Infrastructure Act 2016.

Included with each task and milestone will be the opportunity for DPTI and Council to identify areas for possible collaboration and education or support requirements. It will also assist Council to forward plan for the effective delivery of the new system with respect to expectations and requirements relating to the implementation of new instruments under the PDI Act.

Any decisions requiring input from Elected Members will be in relation to actions associated with the delivery of new instruments under the PDI Act.

The CWP will adapt and change as the transition objectives evolve over the course of implementing the new system, but it is envisaged most CWPs will address the following matters:

- How council staff can be involved in developing elements of the Code library
- The process for making policy changes in the lead up to the Code (DPAs), including which policy change can be progressed during transition to the Code.
- Building council staff capacity, including education and training about the new system
- Understanding and resolving council needs in relation to e-planning and electronic development assessment processes.



The CWP for the City of Mount Gambier has yet to be finalised.

Transition to the Code – Development Plan Review

The PDI Act enables the preparation of State Planning Policies that collectively define the high level priorities of the state. In turn these policies will inform Regional Plans and the Planning and Design Code.

The table below compares the policies/plans of the new system (PDI Act) with the current system pursuant to the Development Act 1993.

Planning Development and Infrastructure Act 2016	Development Act 1993
State Planning Policies	SA Planning Strategy
Regional Plans	Regional Planning Strategy
Planning and Design Code	Development Plan

As a first stage of the process to transition to the Planning and Design Code, Council has been requested to undertake a Development Plan Review.

The Development Plan Review involves:

- Identifying important policy issues for Council, any policy gaps or duplication and any local policies that guide development for unique areas
- Identifying what strategic land use issues the Code Theme Papers need to consider from each council's perspective ('hot button' issues); and
- Determining which current planning policy amendment priorities align with state strategic directions (and the status of any supporting investigations).

It is proposed the Development Plan Review will be undertaken as a high-level review using the South Australian Planning Policy Library (SAPPL) as the reference point for the code.

The State Government has acknowledged that councils know their Development Plan best, and this exercise is an opportunity for Council to identify and put forward fundamental challenges, issues, gaps and opportunities that exist in current planning policy.

The information received from Council as part of the Development Plan Review will provide an important context for the development of the Planning and Design Code and feed into the development of the first iteration of Code Theme Papers.

Further information providing updates in relation to the Development Plan Review and conversion to the Planning and Design Code will be provided in due course.

Conclusion

Work has commenced to transition existing development strategies and policies to the new structure and format identified within the Planning Development and Infrastructure Act 2016.

It is anticipated that this work will be undertaken leading up to and throughout 2018.

The following activities form the first couple of steps in this process:



- The development and agreement of a Collaborative Work Program between the State Government and Council.
- A review of the Development Plan.



Tracy TZIOUTZIOUKLARIS
MANAGER BUSINESS AND STRATEGIC PLANNING



Pamela LEE
GENERAL MANAGER – BUSINESS SERVICES

1 December 2017
TT



5.11. Planning, Development and Infrastructure Act 2016 - Draft Community Engagement Charter and Guide - Report No. AR17/48535

COMMITTEE	Strategic Standing Committee
MEETING DATE:	11 December 2017
REPORT NO.	AR17/48535
RM8 REFERENCE	AF17/230
AUTHOR	Tracy Tzioutziouklaris
SUMMARY	The Planning Development and Infrastructure Act 2016 introduces the Community Engagement Charter which must be adhered to when developing strategies, policies and instruments to guide the future development of an area.
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
<p>(a) That Strategic Standing Committee Report No. AR17/48535 titled '<i>Planning, Development and Infrastructure Act 2016 – Draft Community Engagement Charter and Guide</i>' as presented to the Strategic Standing Committee on 11 December 2017 be noted.</p> <p>(b) That Council embraces, promotes and supports any initiative to help ensure Community engagement is:</p> <ul style="list-style-type: none"> • Genuine • Inclusive and respectful • Fit for purpose • Informed and transparent; and • Reviewed and improved. <p>(c) That the Planning, Development and Infrastructure Act 2016 introduces many changes to the planning and development system within South Australia with many unknowns yet to be worked through and implemented. It is difficult to predict the impact these changes will have on Local Government Authorities. Council supports the request that there is an opportunity to review these changes once implemented to enable any adjustments to be made to improve the overall operation of the system in the long term.</p> <p>(d) The Local Government Association of South Australia (LGA) be advised of (b) and (c) as above.</p>

Moved:

Seconded:



Background

Reference is made to the earlier memorandum forwarded to Elected Members on this matter dated 8 November 2017. Copies of the consultation draft Community Engagement Charter 2017 and draft Guide to the Community Engagement Charter 2017 were also provided to Elected Members at the same time.

The new Planning, Development and Infrastructure Act 2016 was designed to improve the way urban and regional planning is undertaken in South Australia.

The Act establishes the Community Engagement Charter to change the way consultation is undertaken with the community. It is envisaged the Charter will define a more flexible, effective and meaningful framework for engagement to:

- Foster better planning outcomes that take account of community views and aspirations
- Establish trust in the planning process; and
- Improve the community's understanding of the planning system.

A second draft of the Community Engagement Charter has recently been released for consultation. In addition a Draft Charter Guide has been developed and released which covers engagement processes, practices and behaviours that will satisfy the principles of the Charter.

Comments on the Draft the Community Engagement Charter were due to the State Planning Commission by 8 December, 2017.

The Local Government Association (LGA) also requested a copy of any submission made by Council by 28 November, 2017 so as to enable a coordinated submission from the LGA to be made.

Discussion

The Charter has a statutory role under the Planning, Development and Infrastructure Act 2016. The Act prescribes that the Charter must be used to guide public participation with respect to the preparation and amendment of designated planning policy strategies and instruments. It also contains methods to measure the success and effectiveness of the engagement process.

As an example, should Council prepare a Planning and Design Code (previously known as a Development Plan Amendment), Council will be required to prepare and implement a community engagement plan that meets the principles and performance outcomes of the Community Engagement Charter.

A community engagement plan builds upon the current practice of identifying the public/agency consultation to be undertaken within the Statement of Intent as a first step to preparing a Development Plan Amendment.

If Council does not comply with the Charter, the State Planning Commission may require Council to do so.

The Community Charter is required to be used by the following authorities when undertaking the following activities:



State Planning Commission Joint Planning Board State Planning Commission DPTI, Chief Executive Officer State Planning Commission Council Joint Planning Board Government Agency State Planning Commission Scheme Co-ordinator	State Planning Policies Regional Plans The Planning and Design Code Design Standards Infrastructure Delivery Scheme
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The Community Engagement Charter changes the way that local and state governments are required to consult with the community during the preparation of changes to planning strategies and policies (such as re-zonings).

The Community Engagement Charter seeks to educate the community and focus community involvement in the development of the strategies and policies that guide the development of an area rather than at the development assessment process stage once a Development Application has been received. Often once a Development Application has been submitted it is too late for meaningful consultation to occur as to how an area should be developed. This will help to promote a better understanding of the planning system within the community and to foster and encourage the community to have a say as to how they would like to see an area develop.

The introduction of performance outcomes and measures on the community engagement process will also provide Council with information and data as to what has worked, what hasn't and where to focus energy and resources in developing better engagement with the community.

Whilst it could be considered that the initial implementation of the Community Engagement Charter may increase Council resources in the development of planning policies, the positive outcomes should not be overlooked such as:

- A better educated and understanding of the planning system within the community
- Improved community involvement in the development of policies guiding the development of an area
- Reduced objections and complaints in relation to Development Applications through the Development Assessment process
- Improved natural compliance with the Design Codes.

It is recognised, each engagement may have a different purpose, may be undertaken in different places, with different outside influences and with different people involved.

It is important to remember that the Community Engagement Charter will not apply to the assessment of development applications.

Given the development of a new Planning System through the Planning, Development and Infrastructure Act 2016 where many changes to the planning system have been proposed, it is difficult to provide comment on the Community Engagement Charter, without having an opportunity to work with the Charter. It would be prudent to seek an opportunity to undertake a review of the operation of the Charter after twelve months of its implementation and to provide feedback as to how the Charter has been working.



Conclusion

Any process that seeks to ensure Community engagement is:

- Genuine
- Inclusive and respectful
- Fit for purpose
- Informed and transparent; and
- Reviewed and improved.

should be embraced, promoted and supported.

The Community Engagement Charter also promotes and provides focus on the importance of developing appropriate policies to guide the development of an area, which helps to educate and improve the understanding of the planning system within the Community.

The Planning, Development and Infrastructure Act introduces many changes to the planning and development system within South Australia with many unknowns yet to be worked through and implemented. It is difficult to predict the impact these changes will have on Local Government Authorities.

It is important to ensure that there is an opportunity to review these changes once implemented to enable any adjustments to be made to improve the overall operation of the system in the long term.

As submissions on the Draft Community Engagement Charter were due to the State Planning Commission by 8 December 2017, the recommendations as identified be endorsed and noted by the Strategic Standing Committee and Council.



Tracy TZIOUTZIOUKLARIS
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Pamela LEE
GENERAL MANAGER COUNCIL BUSINESS SERVICES

30 November 2017
TT



5.12. ARC Project: Local Government and Housing - Report No. AR17/48457

COMMITTEE	Strategic Standing Committee.
MEETING DATE:	11 December 2017
REPORT NO.	AR17/48457
RM8 REFERENCE	AF17/230
AUTHOR	Tracy Tzioutziouklaris
SUMMARY	Work on the nationwide research project on Local Government and Housing of which Council is a partner organisation has substantially commenced and is progressing well.
COMMUNITY PLAN REFERENCE	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION
(a) That Strategic Standing Committee Report No. AR17/48457 titled ‘ARC Project: Local Government and Housing’ as presented to the Strategic Standing Committee on 11 December 2017 be noted.

Moved:

Seconded:



Background

Council is participating in a nationwide research project on Local Government and Housing which is being overseen by Professor Andrew Beer (University of South Australia).

In early 2015 Council agreed to participate in this project and is now identified as a project partner. There are twenty Council's throughout Queensland, New South Wales, Victoria and South Australia who have supported this project and are identified as project partners. The Local Government Association of South Australia is also involved in this project.

The aims of the project are to:

- Develop a detailed understanding of the interplay between housing and local government in Australia in the 21st Century
- Map the governmental, demographic and economic processes currently reshaping that relationship
- Identify new ways in which local government and the communities they represent can meet their housing aspirations; and
- Identify and develop a suite of policies and actions for use by local governments across Australia in metropolitan, rural and regional settings.

Council's support for this project includes:

- \$10,000 cash per annum for the three year life of the project (\$30,000 in total); and
- In kind support valued at \$11,600 per annum in the form of staff time to assist with case studies plus attendance at three reference group meetings per year.

Discussion

Representatives from the project's four South Australian partner organisations met with the project researchers on Thursday 9 November, 2017. The workshop was hosted by the Rural City of Murray Bridge and was led by Chief Investigator Emeritus Professor John Martin.

The highlight of the day was a presentation by Chris Paris who talked about his research on second homes including new developments such as Airbnb. The evolution of second homes in South Australia from self-built shacks so typical in the 1950s and 1960s through to today's mansions was fascinating. Beyond South Australia, Chris also discussed second homes in national and global contexts.

Project Officer Sandy Horne provided an update about the progress of an online survey and PhD student Jessica Porter gave a presentation about her research question which is: *What is the impact of State initiated affordable housing policies on the supply of affordable housing in non-metropolitan Australia and how are these policies mediated by local governments.*

The day ended with a discussion led by John Martin dealing with the important topics of local leadership and the South Australian Government's reforms of the Planning, Development and Infrastructure Act 2016. This discussion revolved around the question of *'What are the political influence opportunities for Local Governments?'*

Part of this discussion included what Local Government can do about properties being used as Airbnb. This question is being included as part of the research study.



It is interesting to note that within the City of Mount Gambier, 64 properties are listed on the Airbnb website. A number of these properties are apartments within existing motel complexes, existing bed and breakfast establishments and single rooms in private dwellings with the remainder being whole dwellings.

Whilst Airbnb establishments provide accommodation alternatives and help contribute to the economy they can also impact on the housing market within a local community and increase the price of housing and decrease affordable rental availability.

Members are reminded that a website has been develop for this project and is now available at:

<https://localgovernmentandhousing.com>

Information including updates on the project, including recent research, are posted to the website and all Members are encouraged to have a look at the website throughout the duration of the project.

Conclusion

Work on the nation wide research project on Local Government and Housing of which Council is a partner organisation has substantially commenced and is progressing well.

There are an increasing number of research findings and discussions occurring throughout Australia regarding the provision of affordable housing.

More importantly, one exciting outcome anticipated from the project will be the identification of what role Local Government can undertake to influence the provision of housing within the community.



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Pamela LEE
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30 November 2017
TT



6. MOTION(S)

6.1. With Notice

Nil Submitted

6.2. Without Notice


Meeting closed at p.m.

AR17/48648



7. REPORT ATTACHMENTS



 City of Mount Gambier	F175 FOOTWAYS AND CROSSOVERS	Version No:	3.0
		Issued:	December 2017
		Next Review:	July, 2020

1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier (“Council”) for the construction of inverts, vehicle crossovers and footpaths; maintenance of flexible seal vehicle crossovers; and landscaping by residents over footways.

2. VEHICLE CROSSOVERS


- (a) Vehicle crossovers shall not be constructed over any footway unless approved by Council. In some instances, new vehicle crossovers may be required as part of a Development Application.
- (b) A Section 221 Permit for new crossovers must be issued by Council (Local Government Act 1999). If a new crossover is approved as part of a Development Approval, a Section 221 Permit is not required.
- (c) New vehicle crossovers, additional vehicle crossovers or the relocation of an existing vehicle crossover will be permitted subject to an assessment of site conditions, establishment of design levels and subsequent agreement with the property owner to build the crossing place in accordance with a design approved by the General Manager City Infrastructure or Manager Engineering Design and Contract Management.
- (d) Generally, crossovers are to be constructed with a 3% gradient from top of kerb to property boundary; but in areas where this is impractical, alternative designs will be permitted (subject to the approval of the General Manager City Infrastructure or Manager Engineering Design and Contract Management) having regard to the future or existing position of a paved footpath and the need to ensure stormwater does not enter the property from the road.
- (e) All costs incurred by the creation of a new vehicle crossover, the relocation of an existing vehicle crossover or the creation of an additional vehicle crossover shall be borne by the property owner.
- (f) Any application for an additional vehicle crossover that is not recommended for approval by the General Manager City Infrastructure or Manager Engineering Design and Contract Management, is to be referred to Council for a final decision.
- (g) For the purpose of this Policy, ‘crossover’ refers to the vehicle access area between the kerb line and the property boundary.

3. NEW INVERTS AND CROSSOVERS

- (a) Planning Division:

Upon receipt of a new Development Application:

(Check if a new invert is required (Note: the Development Application form now has a question that asks the applicant if a new or additional invert is required);

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- (i) If a new or additional invert is required then an 'Application for Invert/Crossover' form should be completed by the applicant and submitted to Council (Note: this form has a provision for the Development Application number to be included);
- (ii) Development Plan Consent and/or Building Rules Consent should not be granted prior to any new invert being approved by the Engineering Division. Any Development Plan Consent and/or Building Rules Consent issued should clearly state that Development Approval will not be granted until the Invert/Crossover Agreement is received;
- (iii) Development Approval should not be granted prior to receipt of the Invert/Crossover Agreement;
- (iv) A copy of the Development Approval, which is associated with a new invert/crossover, should be forwarded to the Engineering Services Division, if necessary.

Note:

- 1. The application process for an invert/crossover is still required even if it is not actually associated with building work;
- 2. The above policy does not apply to inverts in areas with roll over kerbing. It does however still apply to crossovers in such areas.

(b) Engineering Division

- (i) The Engineering Division will inspect the site of the proposed new invert/crossover and determine whether the location is acceptable (Note: this is to be undertaken within four (4) working days);
- (ii) If the application for a new invert/crossover relates to a Development Application then the Engineering Division will forward to the Planning Division a copy of the letter, which is forwarded to the applicant either approving or refusing the application. An 'Invert/Crossover Agreement' is forwarded to the applicant with any approval for a new invert/crossover (Note: This letter should clearly state that the approval for any invert/crossover is not the approval for a Development Application. The letter should also state that the 'Invert/Crossover Agreement' form should be completed, signed and returned to Council prior to any Development Approval being granted);
- (iii) The Engineering Division should advise the Planning Division when the Invert/Crossover Agreement has been received.

4. FOOTPATHS

- (a) The General Manager City Infrastructure or Manager Engineering Design and Contract Management shall supply property owners with footpath levels as soon as practical after being requested to do so.
- (b) Footpaths are to be constructed 300mm from property boundaries; however, in

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exceptional circumstances, the footpath alignment may be altered (subject to the approval of the General Manager City Infrastructure or Manager Engineering Design and Contract Management) to take into account local conditions. New footpaths are to be 1.5 metres wide unless otherwise approved by the General Manager City Infrastructure or Manager Engineering Design and Contract Management.

- (c) During the construction of footpaths a 1.5m wide access pram ramp that meets current Disability Discrimination Act requirements is to be provided at all street corners.

5. MAINTENANCE OF FLEXIBLE SEAL VEHICLE CROSSOVERS

- (a) This policy is only to be applied in circumstances where Council has previously constructed a full width (i.e. property boundary to kerb) bitumen sealed footway and the existing vehicle crossovers have been provided with a flexible bitumen seal.



Figure 1 - No action required

- (b) Where, in the opinion of the General Manager City Infrastructure or Manager Engineering Design and Contract Management, minor patching is required to ensure the sealed surface is maintained in a good state of repair, Council undertake such repair to the vehicle crossover at no cost to the property owner.



Figure 2



Figure 3

Figures 2 and 3 - Minor repair per Policy F165

- (c) Any required works (as deemed necessary by the General Manager City Infrastructure or Manager Engineering Design and Contract Management) beyond minor patching to be at the cost of the property owner (as provided for in Section 218 of the Local Government Act 1999).


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Figure 4



Figure 5



Figure 6

Figures 4, 5 and 6 - Reconstruction required using Section 218 of the Local Government Act 1999

6. LANDSCAPING BY RESIDENTS


- (a) Council permits the landscaping of footways adjoining residential allotments through the planting of approved trees and/or lawn subject to:
- (i) a clear trafficable pedestrian way of 1.5 metres width and 2.5 metres height (minimum dimensions) being retained at all times along the footpath; and
 - (ii) no vegetation (except lawn) to be planted within 6.0 metres of the intersection of two or more streets.

7. REVIEW & EVALUATION

This Policy is scheduled for review by Council in July 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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		Next Review:	July, 2020

File Reference:	AF11/1741
Applicable Legislation:	Local Government Act 1999 (Section 221)
Reference: Community Plan	Goal 2: Our Location
Related Policies:	L130 Land Divisions
Related Procedures:	-
Related Documents:	Relevant Australian Standards

DOCUMENT DETAILS

Responsibility:	General Manager City Infrastructure
Version:	3.0
Last revised date:	19 th December, 2017
Effective date:	19 th December, 2017
Minute reference:	Council Meeting 19 th December 2017, Strategic Standing Committee Item No. #
Next review date:	July, 2020
<u>Document History</u>	
First Adopted By Council:	19 th August, 2014
Reviewed/Amended:	16 th May, 2017; 19 th December, 2017

 City of Mount Gambier	F110 FENCING COSTS - CONTRIBUTIONS BY COUNCIL	Version No:	3.0
		Issued:	December, 2017
		Next Review:	September, 2020

1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier ("Council") for contributions by Council for the construction of fences adjoining Council land.

For the purposes of this Policy, all land shown on Lands Title Office Plans as "Right-of-way" or "Footway", shall be deemed to be thoroughfares and therefore public roads.

2. MAKING A CONTRIBUTION

- (a) Where Council is required, pursuant to the provisions of the *Fences Act 1975* to contribute to the cost of fencing, Council issue a cross notice in any of the following circumstances:
- (i) The proposed fence exceeds 1.8m in height;
 - (ii) It is considered that the type of fence proposed will detract from the character of the area;
 - (iii) The cost to Council of the proposed fence will be greater than one half of the minimum cost of erecting an adequate fence within the meaning of sub-sections 12 (7) and (8) of the *Fences Act 1975*;
 - (iv) A gate or other opening greater than 1.4m wide is to be left in the proposed fence;
 - (v) The proposed construction of the fence is considered inadequate or of poor design/workmanship.

3. FENCING ALONG BOUNDARIES ADJOINING COUNCIL LAND

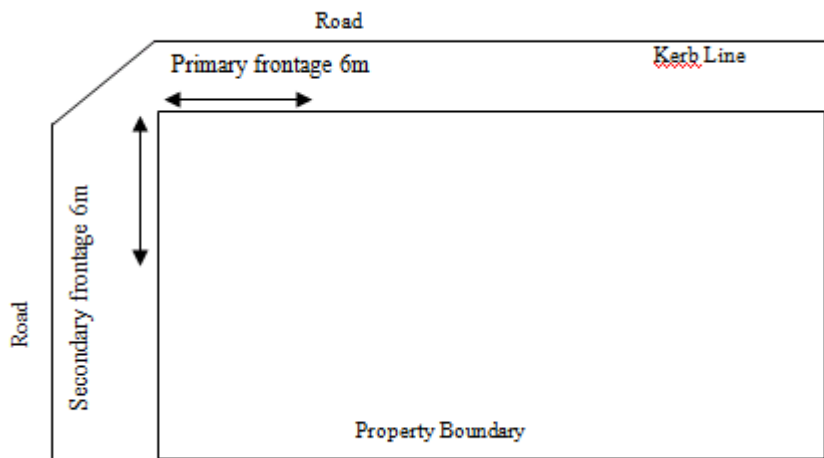
- (a) Where a property owner proposes to erect a boundary fence adjoining Council property (other than a street or road) and Council is not required or requested to make a contribution to the cost of the fence and no conditions relating to the proposed fence have been imposed pursuant to the provisions of the *Development Act 1993* Council encourages the property owner to observe the following standards in respect of that fence;
- (i) The proposed fence should not exceed 1.8m in height;
 - (ii) The type of fence should not detract from the character of the area;
 - (iii) No gate or other opening greater than 1.4m is to be left in the proposed fence. This is to ensure that no vehicular access can be obtained to the property over Council land;
 - (iv) Where a property owner proposes to erect a fence abutting a street or road Council By-Laws must be complied with.

 City of Mount Gambier	F110 FENCING COSTS - CONTRIBUTIONS BY COUNCIL	Version No:	3.0
		Issued:	December, 2017
		Next Review:	September, 2020

4. CORNER ALLOTMENTS

- (a) Corner allotments (i.e. allotments that have more than one street frontage) must not erect a fence that exceeds (or will exceed) 1.0 metre in height within 6 metres of the intersection of two boundaries of land (where those boundaries both face a road) other than where a 4 metre x 4 metre corner cut-off has already been provided (and is to be preserved). Refer to Figure 1.

Figure 1



5. REVIEW & EVALUATION

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

6. 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.

	F110 FENCING COSTS - CONTRIBUTIONS BY COUNCIL	Version No:	3.0
		Issued:	December, 2017
		Next Review:	September, 2020

File Reference:	AF11/1744
Applicable Legislation:	Fences Act 1975; Development Act 1993; Development Regulations 2008
Reference: Community Plan	Goal 2: Our Location
Related Policies:	-
Related Procedures:	-
Related Documents:	Council By-Law

DOCUMENT DETAILS

Responsibility:	General Manager City Infrastructure
Version:	3.0
Last revised date:	19 th December, 2017
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Minute reference:	Council Meeting 19 th December 2017, Strategic Standing Committee Item No. #
Next review date:	September, 2020
<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, 19 th August 2014

 City of Mount Gambier	F190 FOOTWAYS - REQUESTS FOR PAVING WORKS WITHIN THE CITY CENTRE ZONE	Version No:	3
		Issued:	December, 2017
		Next Review:	August, 2020

1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier (“Council”) for requests by the land holders for the paving of a footway within the City Centre Zone.

2. REQUESTS

Where Council receives a request from an adjoining landholder for the paving of a footway within the City Centre Zone, Council adopts the following procedure:

- Council approval is required for each footway paving request;
- All service providers are to be advised of the paving request, to allow for the provision for new or refurbishment of existing services;
- The style and type of paving material, site preparation, bedding material and the pattern of paver laying will be determined by Council;
- Council will undertake the works and will bear the costs of laying the pavers;
- The landholder is to provide the pavers and bedding materials; and
- The landholder will bear all costs associated with the necessary alteration and/or relocation of any services.

Variations to the above may be considered to highlight features along the street and/or in exceptional circumstances.

3. REVIEW & EVALUATION

This Policy is scheduled for review by Council in August 2020; 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 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.

 City of Mount Gambier	F190 FOOTWAYS - REQUESTS FOR PAVING WORKS WITHIN THE CITY CENTRE ZONE	Version No:	3
		Issued:	December, 2017
		Next Review:	August, 2020

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

DOCUMENT DETAILS

Responsibility:	General Manager City Infrastructure
Version:	3.0
Last revised date:	19 th December, 2017
Effective date:	19 th December, 2017
Minute reference:	Council Meeting 19 th December 2017, Strategic Standing Committee Item No. #
Next review date:	August, 2020
<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, 19 th August 2014; 19 th December 2017

 City of Mount Gambier	W125 WASTE MANAGEMENT - REFUSE COLLECTION	Version No:	4
		Issued:	December, 2017
		Next Review:	July, 2020

1. HOUSEHOLD/PUTRESCIBLE WASTE AND RECYCLABLES INTRODUCTION

This document sets out the policy of the City of Mount Gambier (“Council”) for the collection of refuse within the Council area.

2. (EXCLUDING ORGANIC-WASTE AND E-WASTE)

- (a) Council will provide a weekly putrescibles waste collection (excluding organic-waste) to all rateable premises within the Council area and on which an occupied building is erected. A fortnightly recyclable collection service will be provided to the same properties. The collection day for each premises shall be determined by the General Manager City Infrastructure and/or the Works Manager – Waste, Depot, Building Maintenance, Parks and Gardens.
- (b) Each rateable premises (on which an occupied building is erected) will be entitled to place out for collection, on the nominated day, one 140 litre mobile garbage bin (MGB) (green body – red lid), for household and putrescibles waste; and on the nominated collection day, one 240 litre MGB for recyclables (blue body – yellow lid).
- (c) The MGB’s will be supplied by Council and will be collected by Council at no charge. Only bins supplied by Council will be collected.
- (d) Any MGB that is lost, stolen, damaged or otherwise deemed non-useable (fair wear and tear excepted) is to be replaced by the landowner at the landowner's expense.
- (e) Under no circumstances is greenwaste to be deposited in the red lid MGB placed out for weekly collection. Council reserves the right not to collect a MGB with greenwaste (or prescribed waste as defined later). Warnings may be issued to owner/occupiers found to be not complying with this requirement. Continued breaches of this requirement may result in a suspension to the collection service for two weeks.
- (f) Under no circumstances are non-recyclable materials to be deposited in the yellow lid recycling MGB placed out for fortnightly collection. Council reserves the right not to collect a recycling MGB which contains non-recyclable waste. Warnings may be issued to owner/occupiers found to be not complying with this requirement. Continued breaches of this requirement may result in a suspension to the collection service for two weeks. Acceptable recyclable materials include:
 - Paper and cardboard.
 - Cartons.
 - Plastics 1-5 (not 6 & 7).
 - Glass bottles and jars (not broken).
 - Tins and cans.
- (g) Occupiers of flats and/or home units may share a MGB if they desire.
- (h) Non-rateable premises requiring a weekly collection of putrescibles waste, will receive such service on the payment of a fee (refer Fees and Charges Schedule, plus GST if applicable) per annum, which includes the supply and emptying of the bin on a weekly basis.

 City of Mount Gambier	W125 WASTE MANAGEMENT - REFUSE COLLECTION	Version No:	4
		Issued:	December, 2017
		Next Review:	July, 2020

- (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.

3. ORGANIC WASTE COLLECTION

- (a) Council will provide, on a fee for service basis, a fortnightly organic waste collection service to premises within the Council area and on which there is erected an occupied building. The collection day for each premise shall be determined by the General Manager City Infrastructure and/or the Works Manager – Waste, Depot, Building Maintenance, Parks and Gardens.
- (b) Council will collect one 240 litre mobile garbage bin (MGB) (green body - green lid) of organic waste per fortnight from premises that have paid the appropriate fee and whose bin displays the appropriate tag placed on the handle of the MGB.
- (c) Only organic material is to be placed in the 240 Litre MGB. Organic waste includes all types of organic garden waste, lawn clippings, food scraps (can be wrapped in newspaper), meat, bones, etc. Clean and uncontaminated organic waste is of paramount importance to the long term viability of the organic waste collection and disposal service.
- (d) MGB's detected to be containing anything other than approved organic waste will not be collected and a formal warning given to the owner/occupier. Repeat breaches may result in a suspension of the service (without any refund of monies) for two collection periods (i.e. 4 weeks).
- (e) Non-rateable premises are able to utilise this service under the same terms and conditions as rateable premises.
- (f) Council will allow a premises to have in excess of one 240 litre MGB for the organic waste collection service and will collect each bin as a separate service, attracting an equivalent fee as the first service.
- (g) The annual cost of the organic waste collection service will be reviewed annually by Council (refer to the Fees and Charges Schedule).
- (h) On payment of the prescribed fee, occupiers will be issued with a coloured tag to be placed on the handle of the organic waste bin. Only bins displaying the tag appropriate to the current year will be collected.
- (i) MGB's are not to be overfilled so that refuse collectors cannot see the tag - in these instances the refuse collectors are entitled to leave the bin unemptied.
- (j) Users of the system are to ensure that the total weight of the MGB does not exceed 75kg (wet grass clippings can be extremely heavy), or the volume does not exceed 240 litres.

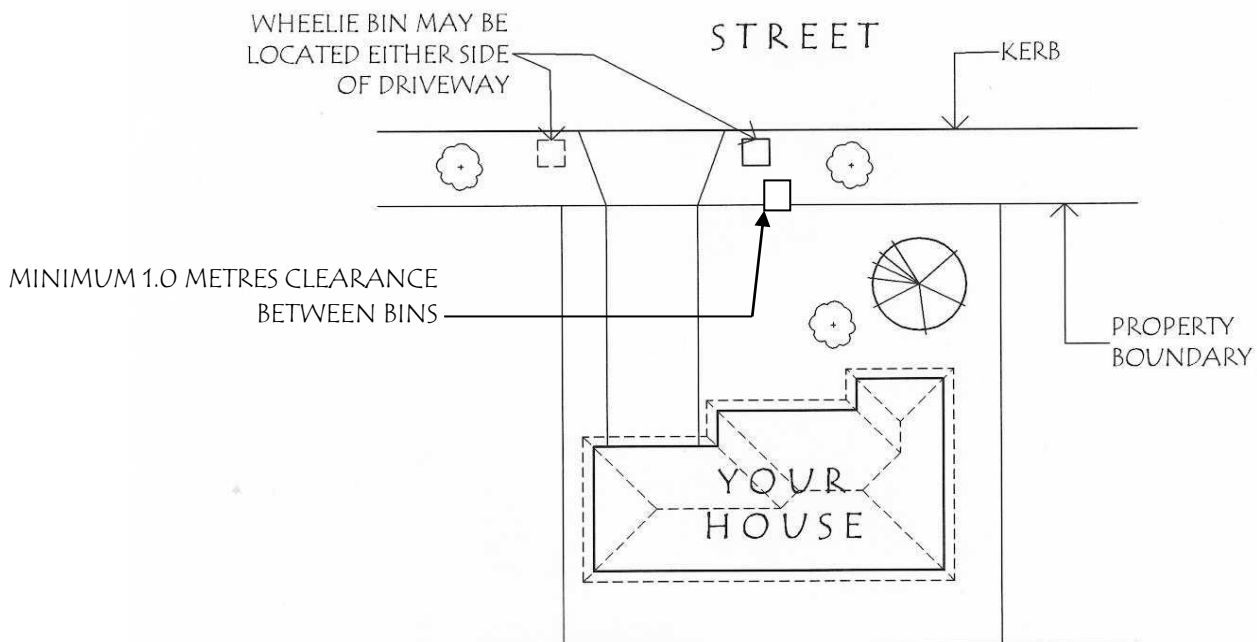
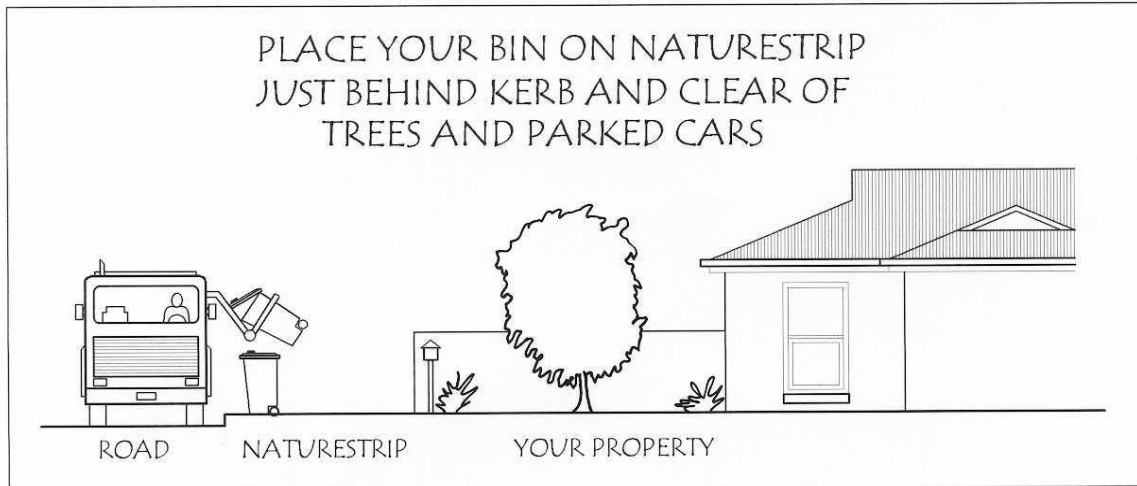
4. GENERAL

- (a) All MGB's placed out for collection must be positioned in accordance with the attached plan, and must be at least 1m apart.

 City of Mount Gambier	W125 WASTE MANAGEMENT - REFUSE COLLECTION	Version No:	4
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		Next Review:	July, 2020

- (b) MGB's for collection shall be placed in the appointed place for collection by 6.00 a.m. on the nominated collection day for that premises (including Public Holidays).
- (c) The following materials are prohibited from being placed out for collection:
- (i) Prescribed wastes as listed in Schedule 1, Part B, of the *Environment Protection Act*. This does not apply to empty contaminated herbicide, fungicide and pesticide containers, that are less than four (4) litres capacity; and the contents of which have been used for domestic purposes.
 - (ii) Potentially explosive material.
 - (iii) Liquid wastes.
 - (iv) Hot ashes.
 - (v) Commercial and industrial wastes.
 - (vi) E-waste and fluorescent lighting.
- (d) Hard materials such as metals, stone, paper etc are not to be deposited in the organic waste MGB.
- (e) The following constitutes grounds for refusal to make collection of refuse placed out for collection:
- (i) The MGB contains matter prohibited by this policy.
 - (ii) The contents of the MGB are flyblown.
 - (iii) The MGB was late being placed out for collection, or was not positioned in accordance with this policy.
 - (iv) The MGB was placed out for collection in front of a premises which did not have an occupied building on it.
 - (v) Rubbish was jammed or stuck in the MGB.
 - (vi) The MGB was over filled or plastic liners were not enclosed inside the MGB.
 - (vii) The MGB was too heavy.
 - (viii) For organic waste disposal - the MGB did not display the correct colour coded tag on the lid, or the tag was not visible at the time of collection.
- (f) Where rubbish has not been collected in accordance with this policy, notice shall be left at the premises giving the reason the collection was not made.
- (g) At the refuse collector's discretion a collection may be made which could have been refused pursuant to this policy. In such cases, a notice shall be left at the premises

advising that future collections will not be made unless specified remedial action is taken by the owner/occupier.



7. REVIEW & EVALUATION

This Policy is scheduled for review by Council in July 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.

	W125 WASTE MANAGEMENT - REFUSE COLLECTION	Version No:	4
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File Reference:	AF11/1743
Applicable Legislation:	Environment Protection (Waste to Resources) Policy 2010
Reference: Community Plan	Goal 2: Our Location
Related Policies:	W115 Waste Management - Receiving of Waste - Caroline Landfill
Related Procedures:	Relevant SOP's
Related Documents:	Schedule of Fees and Charges

DOCUMENT DETAILS

Responsibility:	General Manager City Infrastructure
Version:	4.0
Last revised date:	19 December, 2017
Effective date:	19 December, 2017
Minute reference:	Council Meeting 19 th December 2017, Strategic Standing Committee Item No. #
Next review date:	July, 2020
<u>Document History</u>	
First Adopted By Council:	20 th June 2000
Reviewed/Amended:	15 th April 2003; 19 th September 2006; 17 th February 2009; 17 th July 2014; 16 th May 2017; 19 th December, 2017

	<h2>P155 - PRIVACY POLICY</h2>	Version No:	2
		Issued:	December 2017
		Next Review:	December 2019

1. INTRODUCTION

The purpose of this policy is to formally state the City of Mount Gambier ("Council") position in regard to the protection of individuals' privacy.

Scope

This policy applies to all people with access to Council information systems (computer-based or otherwise):

- Council staff
- Elected Members
- Volunteers
- Work experience placements
- Trainees, and
- Independent contractors and consultants.

Purpose

The City of Mount Gambier ('Council') is committed to protecting the privacy of individuals. This policy outlines how the Council will approach the collection, storage, disclosure and use of personal and property related information.

2. POLICY STATEMENT


This Privacy Policy has adopted principles from the:

- Commonwealth Privacy Act 1988; and
- South Australian Department of Premier and Cabinet's Information Privacy Principles Cabinet Administrative Instruction.

Although this legislation and administrative instruction do not apply to councils within South Australia, Council acknowledges that the Australian Privacy Principles contained within the Privacy Act sets an appropriate standard for privacy protection and this policy is intended to achieve best practice consistent with those standards.

The following principles apply when personal information is being considered and handled within the City of Mount Gambier.

1. Only information reasonably required for the operation and effective delivery of Council programs and services is collected and maintained.
2. Where possible the full purpose for information collection is disclosed at the time of collection.
3. Information is stored within Council's systems taking into account its need for security and confidentiality.
4. Outside of standard council operations, Council will not, without prior consent, sell or provide personal information unless required to do so by law.

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2.1 Collection of Personal Information

Personal information collected by the Council is used only for the purpose of conducting Council business and in the provision of Council services to its customers.

The type of personal information that may be collected and held by the Council includes, but is not limited to:

- Names and addresses (postal, residential and email addresses)
- Telephone numbers
- Age and/or date of birth
- Property ownership and/or occupier details
- Dog ownership
- Electoral roll details
- Payment history
- Financial, rental or income details
- Pensioner/concession information
- Payment history and financial information, including bank account and/or credit card details
- Library membership details
- Health and disability information.

All information is collected in a fair and lawful manner and as required/permitted by law. The Council is committed to ensuring that residents and/or ratepayers are aware of the purpose of collection of the information.

In satisfying the collection and use of personal information obligations the Council has to its residents and/or ratepayers, the Council assumes that:


- Any personal information provided by residents and/or ratepayers is free from errors and omissions, is not misleading or deceptive and complies with all relevant laws; and
- Residents and/or ratepayers have the necessary authority to provide any personal information submitted to the Council.

The Council may obtain information concerning ratepayers or residents from a number of sources including Centrelink, the State Electoral Office, Office of the Valuer General, SA Water and from ratepayers and residents. The Council may not necessarily check or verify the accuracy of any personal information it obtains from residents and/or ratepayers or other persons or sources.

Council encourages residents and/or ratepayers to provide the Council with details of any changes to their personal information as soon as reasonably practicable in order to maintain accurate information

2.2 Maintenance and Storage of Personal Information

The Council will take reasonable steps and use appropriate security 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 up to date, accurate and complete as is reasonably practical.

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Any person who, on behalf of the Council, uses or discloses personal information held by the Council must have appropriate authorisation to do so.

2.3 Use of Personal Information

Council will take all reasonable steps to:

- Use personal information only for a purpose for which it was collected and is relevant.
- Ensure that the information is accurate, up to date and complete prior to use.
- Council will not disclose personal information for a purpose that is not relevant or incidental to, or connected with that purpose, unless:
 - Council first takes reasonable steps to obtain the consent of the person concerned to use his or her personal information for that other purpose;
 - Council believes on reasonable grounds, that use of the personal information is necessary to prevent or lessen a serious and imminent threat to the life or health of the person or of some other person;
 - Use of the personal information is required and authorised by law; or
 - Use of the personal information for that other purpose is reasonably necessary for the enforcement of the criminal law or law imposing a pecuniary penalty.

2.4 Disclosure of Personal Information

The Council will not provide personal information it holds on residents and/or ratepayers to third parties, except:

- Where the resident and/or ratepayer has made a written request for personal information to be provided to a third party.
- Where the provision of personal information is for the purpose of distributing materials for the sole purpose of and on behalf of the Council (e.g. the provision of address data for use by a mailing service provider to post Rates Notices).
- Where the third party has been contracted by the Council to provide advice or services for the sole purpose of assisting the Council to provide benefits to residents and/or ratepayers (e.g. State Electoral Office, Office of the Valuer General, insurers).
- Where the Council is required by legislation to provide personal information to a third party (e.g. provision of personal information to the State Electoral Office); or to the public at large in accordance with the Local Government Act; or to an applicant under the Freedom of Information Act where the information is not otherwise exempt.
- Where the resident and/or ratepayer has been advised of the Council's usual practice of disclosing personal information to that third party or a third party of that type for a particular purpose and the disclosure is consistent with that purpose.
- As part of the public notification required and related to lodgement of a development application.

Before the Council will provide personal information to a third party service provider that is subject to the provisions of the Privacy Act, that supplier will be required to provide a signed Privacy Undertaking to Council that it will comply with the Privacy Act and the National Privacy Principles in respect to the collection, use and handling of personal information supplied by the Council.

The Council may supply personal information about an individual to that individual as part of a standard communication or pursuant to a request made by the individual.

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The Council does not accept any responsibility for any loss or damage suffered by residents and/or ratepayers because of their reliance on any personal information provided to them by the Council or because of the Council's inability to provide residents and/or ratepayers with any requested personal information.

Before relying on any personal information the Council provides to residents and/or ratepayers, the Council expects that residents and/or ratepayers will first seek confirmation from the Council about the accuracy and currency of such personal information.

2.5 Access to, and Amendment of, Personal Information

Residents and/or ratepayers who wish to access the personal information that the Council holds in relation to them can do so by contacting the Customer Service and Administration staff at the Civic Centre. These requests will be dealt with as soon as is reasonably practical, based on the nature of the information requested. The person making the request will need to satisfy the Customer Service and Reception staff of their identity.

For enquires not made in person (e.g. via phone, fax or email), information will only be sent to a currently held postal or residential address, not to return email account or provided over the phone or to fax. Information may also be collected from Civic Centre Customer Service and Administration staff with prior arrangement, provided that suitable identification is provided at time of collection.

If any resident and/or ratepayer can show that the personal information held by Council is not accurate or complete, it will be amended by Council's Customer Service and Administration staff.

Council acknowledges that it has certain personal information in its possession that it is legislatively required to make available for access by members of the public. There is also provision under the Freedom of Information Act for members of the public to apply for information from Council.

2.6 Suppression of Personal Information

A person's name and/or address may be suppressed from Council's Assessment Record and Voters Roll where Council's Chief Executive Officer is satisfied that the inclusion of the name and/or address on the Assessment Record and/or Voters Roll would risk the personal safety of that person, a member of the person's family, or any other person.


Enquiries regarding the suppression of information are to be directed to Council's Chief Executive Officer.

3. PROVISION OF PROPERTY RELATED INFORMATION

3.1 Council Owned Information

Council will supply, on receipt of a written application and the payment of the appropriate fee, from a person with an interest in the land, to the Chief Executive Officer, rating and property related information, such as:

- Rates for current financial year

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- Rate balances outstanding
- Enquiries from the owner of the property
- Zoning information.

Note: Zoning information can be provided by Council's Planning staff upon receipt of enquiry(ies) from developers/business operators/residents etc or potential developers/business operators/residents etc, whether verbal or otherwise.

A person with an interest in the land, for the purpose of this provision of information is:

- An owner of a register estate or interest in the land
- An occupier of the land
- A person who has entered or proposes to enter into a contract to purchase the land
- Mortgagee of the land.

An owner may be supplied with any information, which is available on their rate notice on proof of identity.

An '*Application Form for Information*' is attached to this policy as Appendix A and may be used for the purpose of provision of information. A letter providing the same information will be accepted.

Council will not supply property related information (third party supplied) such as:

- Land ownership details
- Property valuations
- Property dimensions, certificates of titles etc.


Persons applying for this information will be directed to:

www.landservices.sa.gov.au phone number 1800 648 176

Council's Chief Executive Officer, or his delegate, reserves the right to supply any property related information, if in their opinion the supply of that information is warranted.

3.2 Adjoining Property Owner Requests

Requests for Ownership Details from an adjoining property owner for the purpose of negotiation over fence issues will be referred to Council's Chief Executive Officer, or their delegate, for a decision.

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3.3 State Government Department Requests

Information provided to Council by Land Brokers following the transfer of property ownership may be shared with relevant State Government departments for the purposes of carrying out the relevant department's business.

4. FURTHER ENQUIRIES

Residents and/or ratepayers who have any concerns regarding how Council handles personal information or property related information should contact the Customer Service and Administration staff of Council at the Civic Centre in the first instance


In the event that Customer Service and Administration staff are unable to satisfy the concerns raised, the matter will be referred to the relevant Council Manager for attention.

Alternatively, residents and/or ratepayers can lodge a formal written requests to:

Chief Executive Officer
City of Mount Gambier
10 Watson Terrace
MOUNT GAMBIER SA 5290

5. DEFINITIONS

Key Term - Acronym	Definition
Access	The provision of personal information to a person in any manner the Council deems fit and in accordance with this policy. This may include allowing that individual to inspect personal information or to obtain a copy of the personal information.
Collection	Gathering, acquiring or obtaining personal information from any source and by any means, including information that Council has come across by accident or has not asked for.
Consent	Voluntary agreement to some act, practice or purpose.
Disclosure	The release of information to person(s) or organisation(s) outside the Council. It does not include giving individual(s) information about themselves.
Personal Information	Information or an opinion (including information or an opinion forming part of a database), whether true or not and whether recorded in a material form or not, about a natural living person whose identity is apparent, or can reasonably be ascertained, from the information or opinion, including a photograph or other pictorial representation of a person, but does not include information that is in: <ul style="list-style-type: none"> • Generally available publications • Material kept in public records and archives such as the Commonwealth or State archives, or • Anything kept in a library, art gallery or museum for the purpose of reference, study or exhibition.

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Sensitive Information	Information or an opinion that may give rise to discriminatory practices based on an individual's: <ul style="list-style-type: none"> • Racial or ethnic origin • Political opinions • Membership of a political association, a professional or trade association or a trade union • Religious beliefs or affirmations • Philosophical beliefs • Sexual preferences or practices • Criminal record • Health • Employment, or • Financial status.
Use	The handling of personal information within Council including the inclusion of information in a publication.

6. APPENDIX A - APPLICATION FOR PROPERTY RELATED INFORMATION


Application attached.

7. REVIEW AND EVALUATION

This Policy is scheduled for review by Council during the term of each Council, 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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		Next Review:	December 2019

File Reference:	AF11/1948
Applicable Legislation:	Commonwealth Privacy Act, 1988 Local Government Act, 1999
Reference: Community Plan 2016 - 2020	Goal 3: Our Diverse Economy
Related Policies:	P160 - Privacy (superseded) P185 - Property - Provision of Related Information (superseded) Records Management Policy Employees Code of Conduct Council Members Code of Conduct
Related Procedures:	Nil
Related Documents:	Department of Premier and Cabinet Information Privacy Principles Cabinet Administrative Instruction.

DOCUMENT DETAILS

Responsibility:	General Manager, Council Business Services
Version:	2.0
Last revised date:	19 December 2017
Effective date:	19 December 2017
Minute reference:	Council Meeting 19 December, 2017, Strategic Standing Committee Item ##
Next review date:	December 2019
<u>Document History</u> First Adopted By Council: Reviewed/Amended:	15 th November, 2011 (Superseded Policies P160 and R240) 19 December 2017

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		Next Review:	December 2019

APPENDIX A

APPLICATION FOR PROPERTY RELATED INFORMATION

I, of
 make application to the Chief Executive Officer of the City of Mount Gambier for information:

- Regarding the amount of any liability for rates or charges on the land (including rates and charges under Part X of the Local Government Act that have not yet fallen due for payment, and outstanding interest or fines payable in respect of rates and charges under Part X) and;
- Any amount received on account of rates or charges on the land imposed under Part X that is held in credit against future liabilities for rates or charges in relation to the land.

The **land amount** which information is sought is

Please indicate if you are aware of a recent Council Search in relation to this property.
 Please state the nature of the applicant's interest in the land, by checking the appropriate box:

- The owner of a registered estate or interest in the land
- An occupier of the land
- A person who has entered or proposes to enter into a contract to purchase the land
- A mortgagee of the land.

Any further comment:

Signature
 Date



Tourism Mount Gambier

Report to the City of Mount Gambier

Financial Year 2016/17 and Quarter One 2017/18 June 2017 – September 2017

Prepared by: Donna Foster, Manager Tourism and Economic Development, City of Mount Gambier
and
Kent Comley, Chair, Tourism Mount Gambier

Introduction

This report is presented to the City of Mount Gambier to provide a summary of activities, outcomes and the financial position of Tourism Mount Gambier (TMG) in accordance with the Joint Partnership Funding Arrangement (Funding Agreement) entered into on 9th November 2016 with the City of Mount Gambier (COMG). The agreement reflects a joint commitment to utilizing industry and regional knowledge to support and promote the development of the visitor economy in Mount Gambier. Data from numerous recent Council strategy reports suggest that tourism is a significant contributor to the regional economy and that developing the potential of tourism will be an important economic driver in the City of Mount Gambier.

Background

The Funding Arrangement is an outcome of a Council resolution dated 16th August 2016 that resolved to

- 1) Endorse the *“Changing the Tourism Culture” – an industry plan to grow Mount Gambier’s Tourism Economy* tourism plan.
- 2) Endorse the joint partnership of Council and Tourism Mount Gambier to deliver the tourism plan.
- 3) Council’s 2016/2017 Tourism budget of \$160,000 (GL Code 6350.0815) is applied in partnership with Tourism Mount Gambier to achieve actions and outcomes as detailed in the Industry Plan. It is recommended that similar partnership funding be provided in the next 2 financial years.
- 4) Acknowledge that within the allocated budget engagement of a tourism specialist to deliver the tourism plan and the position to be engaged and supported by Council including the provision of in kind support for a three year period.
- 5) Request Tourism Mount Gambier establish Key Performance Indicators as agreed between Tourism Mount Gambier and the City of Mount Gambier to provide quarterly reports to Council on tourism plan performance and financial reporting.

- 6) Provide Councillor representation on the Tourism Mount Gambier Board.

The Funding Agreement placed significant emphasis on the recruitment of a tourism specialist to deliver the TMG plan providing the human resources for work to be developed, managed and implemented. While there was a considerable delay in the effective recruitment of a Tourism and Economic Development Manager (TEDM), the progress in achieving objectives has gained significant momentum from June 2017.

2016/17 Financial Year

Key Performance Indicators (KPIs)

Under the Joint Partnership Funding Arrangement Tourism Mount Gambier (TMG) and City of Mount Gambier agreed KPI's for TMG that were adopted at the Council meeting 29 December 2016. The KPI's as agreed are listed below with the associated outcomes to 30 June 2017.

A key objective of TMG was the development of an engaging website that would provide the vehicle for significantly changing the way visitors to the region can access information. TMG Board identified the focus for the website as "experiences" and proceeded to commission photography and writing to form the content base for the website. The immediate priority for the TEDM was the development of the website. This was built and delivered within eight weeks and is receiving praise from both consumers and industry.

Successful Social Media activity and small campaigns were activated to drive the Facebook following. The measurements of increase in occupancy and growth of Tourism Economy were not definable measures. These KPI's need to be reviewed to ensure they have consistent and relevant reference points.

KPIs for 2016/2017 year were agreed for Tourism Mount Gambier as follows:

1. Increase in occupancy 2015/16 figures
2. Increase in Tourism Economy over 2016/17 figures
 - *KPIs 1 & 2 require clear measurable references and data are to be identified to provide an accurate framework for reporting.*
3. New Tourism Mount Gambier website Operational by June 30 2017
 - *Initial content work was commissioned, the website was built and completed by mid-September, with additional functionality being developed.*
4. Manage expenditure within budget
 - *Funds have been managed within budget, with a reduced spend in 2016/17 rolled over to 2017/18 as a consequence of the delayed appointment of the Tourism Manager.*
5. Membership revenue of \$ 10,000 or 80 members by June 30 2017
 - *Membership total as at 30th June 2017 45 Members with - \$5805 in fees received.*
6. 2,000 followers of Tourism Mount Gambier Facebook page by June 30 2017
 - *2,859 by 30 June 2017 achieved.*

The delivery on these KPIs proved challenging as the Board was formed. The period to 30 June 2017 had limited activity due to the delay in the appointment to the position of TEDM commencing in early June. TMG's recommendation for KPI measures for 2017/18 are addressed below with the proposed reporting regime to 2018/19.

First Quarter 2017/18 Financial Year (1 July – 30 September 2017)

The appointment of the Tourism and Economic Development Manager has provided Tourism Mount Gambier with the resource to rapidly move forward. The tourism website has been developed and activated, the Tourism Mount Gambier Strategy updated, and development of the forward Activity Plan and Communications Strategy is attached. Active collaboration with LC LGA, South Australia Tourism Commission and other stakeholders has commenced, with planning for route development, marketing initiatives and product development all under way.

Tourism Website

As a key deliverable for Tourism Mount Gambier the development of the website was a priority. The website brief was prepared and a designer and developer appointed. The photography and content was commissioned and the project was managed by the City of Mount Gambier TEDM. Two further stages for the site are in development, a membership platform and a journey planner that will be integrated. To date the feedback from industry and users has been very positive and the site statistics show 4,485 visits over 30 days, averaging 150 per day to date. A presentation on the website and linking the entrance signs was held for the Councillor's on 4 October 2017.

Membership

The membership for Tourism Mount Gambier is a priority for the Board. The member base is growing and as at 30 September numbers 52. An active program of industry engagement is in place, with a "*Talking Tourism*" series developed to support and inform the industry with events and workshops. A regular E-Newsletter for members and industry has also been established.

The growth of a strong and active membership base is critical to the success in Tourism Mount Gambier becoming a sustainable organisation. The Board have a clear focus on the recruitment of members and has be active in this field.

Business Plan Forward Planning

The Business Plan attached provides Tourism Mount Gambier, City of Mount Gambier and the Elected Members with a framework of the planned focus areas for Tourism Mount Gambier in the coming 12 – 24 month period. The program aligns to the Tourism Mount Gambier Strategy and the goals of the organisation. The plan is ambitious and may require adjustments to delivery timelines, however, we believe the projects will be significant contributors to the growth of the visitor economy for Mount Gambier.

Reporting Framework and KPI's

In accordance with the Joint Funding Arrangement of 16 August 2016, a review of reporting arrangements and KPI's was to be undertaken for the next financial year. Tourism Mount Gambier recommends the adoption of a 6 monthly reporting cycle which will include the following:

- Financial summary
- 6 Month activity update
- Forward work plan
- Reporting of KPI's

The reports will be presented at the Council meeting

- February, period 1 July – 31 December 2017
- August, period 1 January to 30 June 2018

Note: In 2018, the Annual General Meeting will occur between 1 September and 31 October in accordance with the Tourism Mount Gambier Terms and Conditions Clause 16.1 an interim report may be required to align with the Annual General meeting.

A review of the KPI's has not been undertaken to date as the TMG board considers what measures may be most effective for measurement against Strategy. The Board is currently developing KPI's and they will be presented for consideration at the December meeting of Council with this report.

Funding

In accordance with the Joint Funding Arrangement of 16 August 2016, \$160,000 in funding per year was approved for a 3 year period. Tourism Mount Gambier has drawn a direct cash contribution from City of Mount Gambier of \$ 80,000 to date for the period 2016/17 and the first quarter of 2017/18. Over \$ 65,000 has been spent to 30 September 2017, with the \$15,000 balance fully committed to projects.

TMG has now established a schedule of work with the estimated costs associated with the delivery of the initiatives within the business plan as attached.

Financial Year End 30 June 2017

Funds received City of Mount Gambier: \$ 40,000

Funds Spent: \$ 40,000

Commissioned photography and writing, website initial development costs, social media promotional activity and administration.

Quarter 2017/2018 Financial Year: 1 July – 30 September 2017

Funds received City of Mount Gambier: \$ 40,000

Funds Spent: \$ 25,000

Website development, promotional activity, strategy document update.



TOURISM MOUNT GAMBIER Business Plan Project Delivery July 2017 – June 2019

Business Plan Forward Planning

This Business Plan provides Tourism Mount Gambier, City of Mount Gambier and the Elected Members with a framework of the planned focus areas for Tourism Mount Gambier in the coming 12 – 24 month period. The program aligns to the Tourism Mount Gambier Strategy and the goals of the organisation. The plan is ambitious and may require adjustments to delivery timelines, however, we believe the projects will be significant contributors to the growth of the visitor economy for Mount Gambier.

Please note:

- That the forward plan also includes funds received from memberships and other TMG events.
- Budgets are estimates for activity in 2017/18 year only.
- Timelines are subject to review as priorities and resources may be revised.
- A number of projects involve multiple stakeholders such as other Councils and Tourism bodies.



Project	Description	Estimated Budget 2017/18 FY	Timeline
Tourism Mount Gambier Website	PROMOTE: A comprehensive website is just the beginning of the digital story for the region. The site will be the go to point for information on the region and ways to engage and enjoy the Mount Gambier experience.	\$18,000 \$ 3,000 \$ 10–15,000	Q1 Core Build Complete Q2 Membership Platform Q3/4 Journey Planner All Ongoing content production
Guides of Mount Gambier	LEAD: This is a significant program that is being scoped as a lead project for the region. Guides of Mount Gambier has the opportunity to involve a wide range of interest areas, from geological to historical and cultural experiences. This program has the opportunity to set Mount Gambier apart from other destinations. We have unique experiences and stories to tell in Mount Gambier and the Guides of Mount Gambier program provides a way for us to enhance the visitor experience.	\$ 10,000	Q3 & 4 Program Development Roll out FY 2018/19
Generations in Jazz - Wall of Fame	ATTRACT: Building on the many years of success of Generations in Jazz event. Construction of a Wall of Fame for winner over the years will attract people into the City to view their plaque	NIL	Engagement only
Talking Tourism Series	LEAD: Tourism Mount Gambier will ensure that our members stay informed and connected. The Talking Tourism Series will be a program of ongoing industry engagement events including updates, guest speakers, workshops and a Tourism Awards program. The regular e-newsletter will be published under the same brand.	Cost Neutral	Ongoing – quarterly events
Promotional Campaigns	PROMOTE: Telling the story of Mount Gambier is at the heart of attracting visitors. Media is a changing and dynamic area, presenting both traditional and emerging ways of sharing messaging and influencing buying decisions. Tourism Mount Gambier has designed a communications strategy that recognises the need for flexibility an act on opportunities that arise. Video, Social Media and TV all feature in the mix	\$ 16,000	Q2 – Q4



Touring Route Development	ENGAGE: Tourism Mount Gambier will build relationships and partnerships with tourism regions along the Melbourne to Adelaide Touring Route to encourage travellers to explore beyond the Great Ocean Road. Relationships and partnerships with Glenelg and Southern Grampians will also be cultivated.	\$ 7,000	Q 3 & 4
Membership Growth & Tourism Business Incubator Program	ENGAGE: Tourism Mount Gambier will actively drive the growth of the membership base and develop relevant programs and opportunities for members. As a part of this offering, TMG will develop a program that will engage with entrepreneurs, individuals and businesses that have new product and service ideas for the visitor market. The program will provide pathways to information and access to relevant organisations and potential funding sources. Delivering mentoring and support to industry members as their industry body. The program will positively leverage relationships with allies in government and the private sector for the benefit of new tourism businesses or to establish new product and services in the Mount Gambier area.	NIL	Minimal administrative costs
Harvest Month	PROMOTE: Celebrating our Food and Wine. A month of industry events for participation by the Hospitality sector.	NIL	Costs in 2018/19 FY.
Tourism Awards	ENGAGE: An Awards event to celebrate innovation and excellence in Tourism. The program will align to State and National Award programs.	NIL	Costs in 2018/19 FY
Australian Tourism Exchange	ATTRACT: To be involved in hosting groups and participate in Australian Tourism Exchange (ATE) and other events as appropriate. 2018 is hosted in Adelaide and offers Mount Gambier a significant opportunity to engage with international buyers and showcase the region.	\$ 5,000	Q2-4 ATE Adelaide 15 – 19 April

PROJECT PLAN SUMMARY

Project Reference:	2017-013	TRIM Ref.: AF17/ 42842
Project Name:	Lady Nelson Precinct	
Documented on:	29/11/2017	
Executive Sponsor:	Mark McShane	
Project Manager:	Judy Nagy	

1. PROJECT OBJECTIVE

To initiate the transition of Visitor Information Services (VIS) to a collaborative and flexible model between industry, Council and key stakeholders. This does not include repurposing of the Discovery Centre involving major building works.

2. PROJECT OUTCOME

- Make cosmetic changes (low cost and immediate) internally to the Lady Nelson Centre (TLN) as we transition to a more digital content.
- Mobile Unit to be used for tourism events, festivals, busy time periods and serve a multi-purpose including library and gallery outreach programs, community engagement initiatives and crisis/disaster relief station / access point.

3. PHASES, ACTIVITIES AND DECISION GATES

What are the key phases/stages, deliverables and decision gates for the project?

Phase	Deliverable	Decision Gate
Project Planning	Project Plan Summary Content to include in Council report	Approved by MET
Research	<ul style="list-style-type: none"> • Specifications and preliminary costings for Mobile Unit - Capex budget \$100K-\$150K TBC • Specifications and preliminary costings for cosmetic LNC changes - Capex budget \$50K TBC • VIS capability audit • Phased model incl. mobile unit • Operating model options and recommended model. • Opex budget mobile unit and TLN • Training requirements 	Reviewed by MET. Approved by Council.
Implementation strategy	<ul style="list-style-type: none"> • Register of key stakeholders • Project timelines • Key project milestones • Communications plan • Project budget – capex and opex 	Approved by MET
Launch	Launch event including budget \$1k	Approved by MET
Post Implementation Review	PIR Report	Approved by MET Endorsed by Council

4. LINKS AND DEPENDENCIES

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

- Elected members
- Tourism, TLN, Main Corner, Riddoch Art gallery, Community Development, Crisis Management Team, Finance .

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

- EM endorsement
- Budget.

5. DATES

Estimated start date	January 2018
Project Plan approved by executive team	November 2017
Project Plan approved by Strategic Cmtd followed by Council TBC	December 2017
Implementation Strategy	January-February 2018
Estimated end date	
- TLN and MC	31 March 2018
- Mobile Unit launch	30 June 2018
Post Implementation Review	21 December 2018

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

- Lead time to procurement and fit out Mobile Unit
- HR and training considerations.

6. BENEFITS

- Connecting Council and the Community using a collaborative and flexible model
- Extend the reach of existing VIS
- Expanding City of Mount Gambier visitor economy
- Transition VIS to digital and emerging technologies
- Option to use Mobile Unit as a backup crisis centre

7. RISKS

- Budget inadequate
- Available resources/fit-out not meeting expected needs
- Operating model not meeting expectations
- Management and staffing challenges of resourcing and driving Mobile Unit
- Inability to recruit eligible volunteers.

8. ISSUES

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

Issue No.	Description
1	Appropriate mobile vehicle, wrap and fit out available
2	Staff / volunteers drivers
3	Disability access
4	WiFi access
5	Parking permits and protocols for load limits and access

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 (Judy)	Knowledge, leadership, project management	
Governance	Insurance	
Finance	Budget, opex, capex, cost per hour operating costs, registration	

SUMMARY

Design/Building	Access to design and project plan/manage refit	
Procurement	Management of procurement process	
Admin and Support	For ongoing administration, oversight (including site management e.g. cleanliness damage, repairs, routine maintenance, call-outs, etc.	

Financial resources needed	Capex or opex?	Existing or additional budget?	Budget \$
Mobile Unit – reduction in the number of vehicles	Capex	Existing	\$150,000
Refit TLN	Capex	Existing	\$50,000
Launch	Opex	Absorb in existing	\$1000
Operating model	Opex	TBC	\$TBC

10. EXECUTIVE APPROVAL

Considered on:

Approved on:

Status reported on:

Post Implementation Review:

PROJECT PLAN SUMMARY

Project Reference:	2017-014	TRIM Ref.: AF17/42902
Project Name:	Innovation Hub	
Documented on:	29/11/2017	
Executive Sponsor:	Mark McShane	
Project Manager:	Judy Nagy	

1. PROJECT OBJECTIVE

Develop a sustainable supply chain of innovation that builds and retains local capacity and capability for economic development for Mount Gambier and the region.

2. PROJECT OUTCOME

- Viable innovation hub contributing to economic development of the region.
- Drive innovation.
- Ambassadors for the NVI and the region
- Alignment of Commonwealth, State and Local Government and industry investment.

3. PHASES, ACTIVITIES AND DECISION GATES

What are the key phases/stages, deliverables and decision gates for the project?

Phases	Deliverables	Decision Gate
Project Planning	Project Plan Summary Content to include in Council report	Approved by executive team
Research <ul style="list-style-type: none"> • Local governance, advisory board and operational model(s) for the Hub • Motivators • STEM, VET, plant and animal genetics, PIRSA • Potential participants: • Mentors • Partners and businesses • Beacon by attracting leaders in thinking and knowledge • Grant and funding opportunities • Advisory Group guidelines that support value adding to the Community • Flinders Uni. – Masters of Innovation and Enterprise, etc • Connections for funding opportunities for national and international 	<ul style="list-style-type: none"> • Council's leadership model to facilitate and advocate for STEM education and employment pathways. • Alignment of Commonwealth, State, Local Government and industry investment • Program of meetings and agenda items • Explore education and small business collaboration to identify potential participants • Grant and funding applications lodged • Options / research project to development assessment tool and process providing evidence of the value adding to the Community • Options for pathways in and out of the Hub e.g. DSTO, CSIRO, DMO, Tonsley Park, TAFE 	Reviewed by MET. Approved by Council.
Analyse and prioritise research findings	<ul style="list-style-type: none"> • Action plan • Implementation strategy • Grant and funding applications lodged 	
Impact analysis and review	<ul style="list-style-type: none"> • Register of key stakeholders • Project timelines • Key project milestones • Communications Plan • Marketing Strategy including attraction and retention • Project budget – capex/opex • Grant and funding applications lodged • Commitment to the assessment tool and process providing 	Approved by MET

Phases continued	Deliverables	Decision Gate
	evidence of the value adding to the Community	
Post implementation and ongoing review	PIR Report(s)	Approved by executive team Endorsed by Council

4. LINKS AND DEPENDENCIES

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

- Elected members
- Flinders Uni. – NVI, Uni. SA and Adelaide Uni, TAFE
- Group Training and Employment
- Flexible Learning Organisation
- Forestry Research Institute
- Natural Resource Management
- Defence Science and Technology Organisation
- Defence Materiel Organisation
- CSIRO
- Dept. State Development
- Dept. of Innovation and Science
- Finance, Governance.

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

- EM endorsement
- Flinders Uni. - NVI
- Budget.

5. DATES

Estimated start date	December 2017
Project Plan approved by MET	November 2017
Project Plan approved by Strategic Cmtt followed by Council TBC	December 2017
Implementation	April 2018
Estimated end date	Ongoing
Post Implementation Review	21 December 2018

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

- Flinders University timelines for launch and programs.

6. BENEFITS

- Pathway for new ideas to develop and become new businesses in the region.
- New employment and economic development opportunities
- Building regional diversity
- Gig City high speed connectivity for other data rich industries

7. RISKS

- New ventures / start-ups insufficient to sustain the hub
- Funding and engagement not sustainable
- Operating model not meeting expectations
- Management and staffing challenges of oversight
- Inability to attract eligible customers/innovators.

8. ISSUES

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

Issue No.	Description
1	Program priorities established by Flinders University need to align with local needs.
2	The need for whole of regional buy into ensure long term viability of the hub.
3	A potential opportunity to utilise the premises adjacent to the hub.
4	Facilitation of networks to ensure that supply chains into and exiting the hub are supported.
5	Interface with Gig City and AARNET connectivity

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 (Judy)	Knowledge, leadership, project management	
Consultant	Government and industry liaison / advocate	
Finance and Rates	Incentives for attraction and retention of businesses particularly in the STEM space; subsidised access to ARNET	
Finance	Budget, opex, capex, cost per hour operating costs, registration	
Design/Building	Access to design and project plan/manage refit	
Procurement	Management of procurement process	
Admin and Support	For ongoing administration, oversight (including site management e.g. cleanliness damage, repairs, routine maintenance, call-outs, etc.	

Financial resources needed	Capex or opex?	Existing or additional budget?	Budget \$
Investment already endorsed by Council	Opex	Existing Additional through Budget Review	\$50,000 \$50,000
Attraction and retention strategy for the Innovation Hub	Opex	Existing	\$20,000
- FY 2017/2018 promotion, building and facilitating preparedness in youth, business and industry groups etc through proactive forums mentoring and workshops.			
- FY 2018/2019	Opex	Additional	\$25,000
On going			

10. EXECUTIVE APPROVAL

Considered on:

Approved on:

Status reported on:

Post Implementation Review: