



Reference: AF11/866 SM

1 July 2014

## MEMBERS

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

**Operational Services Committee**  
(Conference Room - Level 1):

Tuesday, 8<sup>th</sup> July 2014 at 7:30 a.m.

An agenda for the meeting is enclosed herewith.

**Mark McSHANE**  
CHIEF EXECUTIVE OFFICER

## OPERATIONAL SERVICES COMMITTEE

Meeting to be held on Tuesday, 8<sup>th</sup> July 2014 at 7:30 a.m.

### AGENDA

1. STRATEGIC MANAGEMENT - Internal - Operational Services Committee - Business Arising Table - Ref. AF11/1900
2. COMMITTEES - Internal - Operational Services Committee - re Projects to be undertaken by the Operational Services Department, Engineering Division, during month - Ref. AF11/866
3. TRAFFIC MANAGEMENT - Establishment of Bicycle Lanes - Suttontown Road - Letter from N.F. McDonnell and Sons - Ref. AF11/1860
4. PROPERTY MANAGEMENT - Committees - Notes of the Aquatic Centre Management Advisory Group meeting held at 7:00 a.m. Wednesday, 2<sup>nd</sup> July 2014 at the Commodore Motel - Ref. AF11/1370
5. COMMITTEES - Mount Gambier Cemetery Trust (Section 41) Committee - Minutes of Meeting held 6<sup>th</sup> June 2014 - Ref. AF11/1371
6. COMMITTEES - Environmental Sustainability Sub-Committee - Minutes of Meeting held 24<sup>th</sup> June 2014 - Ref. AF12/377
7. GOVERNANCE - City of Mount Gambier Building Fire Safety Committee - Minutes of Meeting held 18<sup>th</sup> June 2014 - Ref. AF13/420
8. GOVERNANCE - Council Development Assessment Panel - Minutes of Meeting held 19<sup>th</sup> June 2014 - Ref. AF13/399
9. GOVERNANCE - Railway Lands Sub-Committee - Minutes of Meeting held 25<sup>th</sup> June 2014 - Ref. AF11/1373
10. OPERATIONAL SERVICES REPORT NO. 15/2014 - Policy Review - Cemeteries - Carinya Gardens and Lake Terrace West Cemetery - Ref. AF11/1950
11. OPERATIONAL SERVICES REPORT NO. 16/2014 - Policy Review - C355 Council Land - Irrigation Policy - Ref. AF11/1950
12. OPERATIONAL SERVICES REPORT NO. 17/2014 - Policy Review - W125 - Waste Management - Refuse Collection - Ref. AF11/1950
13. OPERATIONAL SERVICES REPORT NO. 18/2014 - Policy Review - T120 Tree Policy - Ref. AF11/1950
14. TENDER - Supply and Delivery of Concrete Pavers for Railway Lands - Ref. AF14/174
15. TENDER - Supply and Installation of Blue Lake Lighting - Ref. AF14/155
16. CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Meeting to be held in the Conference Room, Operational Services Area, Level One of Civic Centre, 10 Watson Terrace, Mount Gambier, on Tuesday 8<sup>th</sup> July 2014 at 7.30 a.m.

AGENDA

PRESENT: Crs M White (Presiding Member)  
Crs I Von Stanke, B Shearing, P Richardson and D Mutton

APOLOGIES: moved the apology received from  
be accepted.

seconded

COUNCIL OFFICERS: Chief Executive Officer, Mark McShane  
Director - Operational Services, Daryl Sexton  
Engineering Manager, Daryl Morgan  
Administration Officer, Sarah Moretti

COUNCIL MEMBERS  
AS OBSERVERS:

**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.**

MINUTES: moved the minutes of the previous meeting held on  
Tuesday, 10<sup>th</sup> June 2014 be taken as read and confirmed.

seconded

QUESTIONS: (a) With Notice - nil submitted  
(b) Without Notice -

**1. STRATEGIC MANAGEMENT - Internal - Operational Services Committee - Business Arising Table - Ref. AF11/1900**

*Goal: Governance*  
*Strategic Objective: (i) Develop an improved means of communication and engagement between Council and the community (including vulnerable communities) in the building of community capacity*

moved it be recommended that the Business Arising Schedule be recorded for information.

Date of Motion	Subject Matter	Action Required	Responsibility	Status	Comments
<b>CORPORATE AND COMMUNITY SERVICES</b>					
20/11/2012	Establishment of City Development Framework		Chief Executive Officer	In Progress	City Development Framework Sub-Committee established December 2013 to oversee project. · Professor John

Operational Services Committee Agenda for 8<sup>th</sup> July 2014 Con'd...

					<ul style="list-style-type: none"> <li>Martin engaged by Council</li> <li>· Draft Futures Paper being prepared, Professor John Martin in Mount Gambier 12 - 16<sup>th</sup> May, 2014.</li> <li>· May/June 2014 - consultation to commence to develop strategies.</li> <li>· New draft due mid-July ready for general community consultation in August.</li> </ul>
20/08/2013	Umpherston Sinkhole	<ul style="list-style-type: none"> <li>· Expressions of Interest Process</li> <li>· Council Report</li> </ul>	Governance Officer	In Progress	Negotiations continuing with potential operator.
17/09/2013	China Relationship	Further investigations/members workshop	Chief Executive Officer	In Progress	<ul style="list-style-type: none"> <li>· Initial workshop held</li> <li>· Regional workshop scheduled on 5th December</li> <li>· Members Informal workshop on 6th December</li> <li>· Further workshop scheduled for 19<sup>th</sup> February 2014.</li> <li>· Council Report and resolution in March to proceed to further investigation.</li> <li>· Members Workshop with Sean Keenihan - 12<sup>th</sup> June, 2014</li> </ul>
17/09/2013	Smoke Free areas	Implementation of	Operational Services, Governance Officer, Manager Community Services and Development	In Progress	Internal Review and report to be developed.
17/12/2013	Display of Aboriginal and Torres Strait Islander Flags in the Council Chamber	Engagement with stakeholders and establishing a process	Manager Community Services and Development	In Progress	<ul style="list-style-type: none"> <li>· Statement of Commitment presented to Council</li> <li>· Ongoing planning with Pangula Mannamurna, Burrandies, Aboriginal Corporation and Elders Group.</li> <li>· Date to be confirmed for Ceremony.</li> </ul>

Operational Services Committee Agenda for 8<sup>th</sup> July 2014 Con'd...

18/3/2014	Men's Shed	Convene Project Group to finalise arrangements for Men's Shed at Council Depot Site.	Chief Executive Officer, Governance Officer, Director - Operational Services	In Progress	<ul style="list-style-type: none"> <li>· Project Group convened.</li> <li>· Lease document finalised.</li> <li>· Work to commence July pending 2014/ 2015 Budget.</li> </ul>
<b>OPERATIONAL SERVICES</b>					
17/09/2013	Regional Development Assessment Panels	Support the focus of the proposal and review the recommendations at a later date	Strategic Project Officer	Ongoing	Waiting for outcomes of investigation by SELGA
11/02/2014	Installation of Loading Zone - Lady Nelson Carpark	Arrange installation of Loading Zone	Team Leader - General Inspector	Completed	Signage installed and line marking completed
11/02/2014	Grant of easement - Botanic Park	Consent be given to the granting of easements	Governance Officer	In Progress	Awaiting registration of easements
18/03/2014	South East Animal Welfare League	Enter into a joint funding agreement with South East Animal Welfare League and District Council of Grant for a five (5) year term	Director - Operational Services	In Progress	Joint Funding Agreement Drafted - with SEAWL
15/04/2014	Playground construction - John Powell Drive Reserve	Proceed with the construction of major elements of this plan in accordance with budget allocation	Engineering Manager	Completed	90% completed
17/06/2014	Community Land Management Plans	Advertise adoption of Community Land Management Plans, send response letter to Peter Brown	Director - Operational Services	Completed	Advertised on 20/06/2014, letter sent to Peter Brown
17/06/2014	Civic Centre maintenance - external cladding	Release Expression of Interest (in conjunction with Country Arts SA)	Director - Operational Services	In Progress	Not started as yet
17/06/2014	Caroline Landfill monitoring	Accept the proposal of URS for a three (3) year period (2015-2017)	Director - Operational Services	Completed	
17/06/2014	Parking restrictions - Commerce Place Carpark	Arrange for rescission and installation of parking restrictions at Commerce Place Carpark	Team Leader - General Inspector	In Progress	Signage has been ordered
17/06/2014	Parking restrictions - Caldwell Street	Arrange for rescission of parking restrictions on Caldwell Street	Team Leader - General Inspector	Completed	All signage has been removed
17/06/2014	Parking restrictions - Commercial Street East and West	Arrange for rescission and installation of parking restrictions on Commercial Street East and West	Team Leader - General Inspector	In Progress	Signage has been ordered
17/06/2014	Expressions of Interest - Public Edible Plants	Advise successful submissions	Environmental Sustainability Officer	Completed	Advised by email on 18/06/2014
17/06/2014	Grant of easement - Calula Drive	Consent be given to the granting of easement	Governance Officer	In Progress	Awaiting registration of easement
17/06/2014	Liquor Licence - Shop 40, 21 Helen Street - Spitroast Cafe	Send letter to Applicant and Office of the Liquor and Gambling Commissioner	Senior Planner	Completed	Advised by email on 20/06/2014

Operational Services Committee Agenda for 8<sup>th</sup> July 2014 Con'd...

17/06/2014	Tender for Design, Supply and Installation of Shade Structures for Commerce Place Carpark	Advise successful and unsuccessful applicants	Manager - Regulatory Services	Completed	Letters sent on 18/06/2014
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seconded

2. **COMMITTEES - Internal - Operational Services Committee - re Projects to be undertaken by the Operational Services Department, Engineering Division, during month - Ref. AF11/866**

The Engineering Manager reported the following works are to be undertaken/are currently being undertaken by the Operational Services Department, Engineering Division, during the month:

<u>Commenced Tasks</u>	<u>% Completed</u>
• Caroline Landfill (Cell construction only)	90%
• Streetscaping / paving City Centre (Krummel to Compton)	65%
• O'Leary Road (Calula Drive to Wireless Road West) kerbing and widening	65%
• Bike lane linemarking	50%
• Sutton Avenue - Jubilee Highway West concrete footpath	70%

Completed Tasks

- Road reconstruction program (various roads)
- Streetscaping / Paving City Centre (Crouch Street to Krummel Street)
- Streetscaping / Paving City Centre (Ferrers Street to Compton Street) drainage works

moved it be recommended the report be received.

seconded

3. **TRAFFIC MANAGEMENT - Establishment of Bicycle Lanes - Suttontown Road - Letter from N.F. McDonnell and Sons - AF11/1860**

*Goal: Building Communities*

*Strategic Objective: (i) The identified needs of the community are met, through implementing Long Term Asset Management Plans and Infrastructure Plans*

The Engineering Manager Reported:

- (a) Council is in receipt of a letter from N.F. McDonnell and Sons raising concerns about the removal of on street parking on the Western side of Suttontown Road adjacent to the Timber Mill;
- (b) whilst N.F. McDonnell and Sons acknowledge that they did not respond to Council in the consultation stage they have now written to Council after receiving a further follow up letter regarding the implementation of the bicycle lanes;

Operational Services Committee Agenda for 8<sup>th</sup> July 2014 Con'd...

- (c) Council Officers, Mark McShane, Daryl Sexton and Daryl Morgan, met with representatives from N.F. McDonnell and Sons on 12 June 2014, to determine a possible solution to the issue;
- (d) it was agreed that the following alteration to the previously approved bicycle lane plan for Suttontown Road (Wireless Road to Pinehall Avenue) could provide a workable solution for the safe operation of the timber mill;  
Proposed Alteration:
- parking be removed from Eastern side of Suttontown Road (Wireless Road to Carrison Road) and be retained on the Western Side;
  - the section of Suttontown Road from Carrison Road through to Pinehall Avenue be line marked as previously approved by Council (i.e. no parking on the Western Side);
- (e) the only impact this alteration is likely to have is on the 3 properties (90, 92, 94 Suttontown Road) which would no longer have adjacent on road parking on the Eastern side;
- (f) Council Officers contacted the property owners of these 3 properties prior to placing this matter before Council in order to seek their views on the proposed alterations. All 3 property owners voiced no objection to the proposed alteration to parking however one property owner would like to see Council encourage the Mill owners to take measures to reduce the need for trucks to park on the road.

moved it be recommended:

- (a) The report be received:
- (b) Council alter the no parking areas for the establishment of Suttontown Road bicycle lanes as follows:
- no parking on the Eastern side from Wireless Road to Carrison Road and maintain parking on the Western side for this section;
  - no change to occur to Council's previous resolution for the section of Suttontown Road from Carrison Road to Pinehall Avenue.

seconded.

**4. PROPERTY MANAGEMENT - Committees - Notes of the Aquatic Centre Management Advisory Group meeting held at 7:00 a.m. Wednesday, 2<sup>nd</sup> July 2014 at the Commodore Motel**

*Goal: Building Communities*

*Strategic Objective: (i) Encourage the development of community facilities and infrastructure, community events, and active and safe community spaces through direct support, seeking funding, facilitation etc*

The Director - Operational Services reported:

- (a) The Aquatic Centre Management Advisory Group met on Wednesday, 2<sup>nd</sup> July 2014 at 7:00 a.m. This meeting was attended by:

Operational Services Committee Agenda for 8<sup>th</sup> July 2014 Con'd...

- Cr Merv White
- Mr Daryl Sexton, Director - Operational Services
- Mr Peter Collins, Manager - Innovative Leisure Management (ILM)

(b) The matters discussed were as follows:

1. 2014/2015 Budget

The 2014/2015 Budget has included alterations for:

- Pool Painting \$15,000
- Pole Padding \$5,000
- Change Shelter \$7,000

2. 2015 Country Championships

Mr Collins indicated that the 2015 Country Championships will be held at the Mount Gambier Aquatic Centre in about mid January 2015. All arrangements are in hand, but power supply is always problematic at large events such as this and Mr Collins has recommended that organisers arrange for portable power for the event.

3. Insurance

Mr Collins indicated that he has to change insurance companies and will forward the Certificate of Currency for his new policy/s in due course.

4. National Wage Rise

The Federal National Wage Rise has seen a rise in award rates for staff employed at the facility, the 2014/2015 budget has made allowances for these increases.

5. Audited Accounts and Draft Business Plan

Council has now available for consideration the audited accounts for 2012/2013 and the Draft Annual Business Plan for the 2014/2015 year.

Discussion closed at 8:20 a.m.

moved it be recommended:

(a) The report be received and contents noted.

seconded

**5. COMMITTEES - Mount Gambier Cemetery Trust (Section 41) Committee - Minutes of Meeting held 6<sup>th</sup> June 2014 - Ref. AF11/1371**

*Goal:*

*Governance*

*Strategic Objective:*

*(i) Demonstrate innovative and responsible organisational governance*



Operational Services Committee Agenda for 8<sup>th</sup> July 2014 Con'd...

moved it be recommended:

- (a) Minutes of the Mount Gambier Cemetery Trust Committee meeting held on Friday, 6<sup>th</sup> June 2014 be received;
- (b) the following recommendations (number 1 to 5) of the Mount Gambier Cemetery Trust (Section 41) Committee be adopted by Council:
  1. INCOME AND EXPENDITURE AS AT 31<sup>ST</sup> MAY 2014
    - the financial statement as at 31<sup>st</sup> May 2014 be received.
  2. BUDGET ESTIMATES - 2013/14
    - the report be received;
    - the amended 2013/14 Budget estimates be adopted.
  3. BURIAL AND CREMATION ACT 2013 AND BURIAL AND CREMATION REGULATIONS 2014
    - the report be received.
  4. NEXT MEETING
    - the next meeting of the Trust be held on Friday 8<sup>th</sup> August 2014 at 12.15 p.m.

seconded

**6. COMMITTEES - Environmental Sustainability Sub-Committee - Minutes of Meeting held 24<sup>th</sup> June 2014 - Ref. AF12/377**

*Goal:* Governance  
*Strategic Objective:* (i) Demonstrate innovative and responsible organisational governance

moved to be recommended:

- (a) The minutes of the Environmental Sustainability Sub-Committee held on Tuesday, 24<sup>th</sup> June 2014 be received;
- (b) the following recommendations (number 1 to 3) of the Environmental Sustainability Sub-Committee be adopted by Council:
  1. EFFICIENT HOMES PROJECT
    - The report be received;
    - Council approve of the publishing of the Final Report to the City of Mount Gambier website.
  2. RECYCLING BUSINESS OPTIONS FOR EUCALYPT DRIVE
    - The report be received;

Operational Services Committee Agenda for 8<sup>th</sup> July 2014 Con'd...

- Council staff continue to liaise with non-profit organisations to gauge their interest in operating a salvage yard, with a view to re-releasing the EOI at a future date.

3. **REPORTS FOR INFORMATION**

- (a) Ballarat Bioenergy Fieldtrip
  - (b) Velo-City Conference Summary
  - (c) Environmental Sustainability Program 2014 - Project Progress
- The report be received;
  - items (a) to (c) as above be received and noted for information.

seconded

7. **GOVERNANCE - City of Mount Gambier Building Fire Safety Committee - Minutes of Meeting held 18<sup>th</sup> June 2014 - Ref. AF13/420**

*Goal:* Governance  
*Strategic Objective:* (i) Demonstrate innovative and responsible organisational governance

moved it be recommended:

- (a) Minutes of the City of Mount Gambier Building Fire Safety Committee meeting held on Wednesday, 18<sup>th</sup> June 2014 be received;
- (b) the decisions made by the City of Mount Gambier Building Fire Safety Committee be noted.

seconded

8. **GOVERNANCE - Council Development Assessment Panel - Minutes of Meeting held 19<sup>th</sup> June 2014 - Ref. AF13/399**

*Goal:* Governance  
*Strategic Objective:* (i) Demonstrate innovative and responsible organisational governance

moved it be recommended:

- (a) Minutes of the Council Development Assessment Panel meeting held on Thursday, 19<sup>th</sup> June 2014 be received;
- (b) the decisions made by the Council Development Assessment Panel be noted.

seconded

9. **GOVERNANCE - Railway Lands Sub-Committee - Minutes of Meeting held 25<sup>th</sup> June 2014 - Ref. AF11/1373**

*Goal:* Governance  
*Strategic Objective:* (i) Demonstrate innovative and responsible organisational governance

moved it be recommended:

- (a) Minutes of the Railway Lands Sub-Committee meeting held on Wednesday, 25<sup>th</sup> June 2014 be received;
- (b) the following recommendations (number 1 to 9) of the Railway Lands Sub-Committee be adopted by Council:
  1. INDICATIVE TIMEFRAME FOR PROJECT COMPLETION
    - The report be received and contents noted.
  2. CURRENT MASTER PLAN
    - The report be received and contents noted.
  3. UPDATE OF BUDGET
    - The report be received and contents noted.
  4. INVOLVEMENT OF THE ROTARY CLUB MOUNT GAMBIER WEST
    - The report be received;
    - Council Officers to formalise a partnership between the Club and Council for the completion of various tasks as indicated in the Railway Lands Redevelopment project;
    - Council write to the Rotary Club of Mount Gambier West thanking them for their contribution.
    - Council consider formal recognition on the site at the completion of Stage 1 and 2 of the project, taking into account other contributions from other community groups.
  5. RELOCATION OF THE ROTARY MARKET
    - The report be received;
    - Council Officers to continue to liaise with the Rotary Club of Mount Gambier to proceed with the planning of the market relocation to the identified site east and/or west of the Railway Station building including any accommodation / site works and leasing arrangements.
    - Funding for any accommodation / site works associated with the relocation of the market to be borne by the Rotary Club of Mount Gambier.
  6. MOTION WITHOUT NOTICE - COMMON SPACES
    - Council ensure that the "common spaces" within the Rail Lands precinct be designed as multi user spaces (and not single occupier spaces) to maximise the potential for community use of the precinct.
  7. SEED FUNDING APPLICATION TO ARTS SA FOR ARTISTIC BALUSTRADE DESIGN
    - The report be received;
    - The Manager - Regulatory Services to continue to liaise with the shortlisted artists/artist groups for the duration of the concept design phase and

coordinate the Project Advisory Panel to select a preferred concept at the conclusion of the concept design phase.

8. RAILWAY LANDS GRAND OPENING

- The report be received and contents noted.

9. PLACEMENT OF BARRIER FENCE SURROUNDING POND 1 OF THE WETLANDS

- The report be received and contents noted.
- Council to install a low impact fence along the northern and southern side of Pond 1

seconded

10. OPERATIONAL SERVICES REPORT NO. 15/2014 - Policy Review - C120 - Cemeteries - Carinya Gardens and Lake Terrace Cemetery - Ref. AF11/1950

*Goal: Governance*  
*Strategic Objective: (i) Demonstrate innovative and responsive organisational governance.*

moved it be recommended:

- Operational Services Report No. 15/2014 be received;
- Council hereby adopts new Council Policy *C120 Cemeteries - Carinya Gardens and Lake Terrace Cemetery* as attached to this Report;
- Council makes the necessary amendments to Council's Policy Manual Index.

seconded

11. OPERATIONAL SERVICES REPORT NO. 16/2014 – Policy Review - C355 Council Land - Irrigation Policy - Ref. AF11/1950

*Goal: Governance*  
*Strategic Objective: (i) Demonstrate innovative and responsive organisational governance.*

moved it be recommended:

- Operational Services Report No. 16/2014 be received;
- Council hereby adopts new Council Policy *C355 Council Land - Irrigation Policy* as attached to this Report;
- Council makes the necessary amendments to Council's Policy Manual Index.

seconded

**12. OPERATIONAL SERVICES REPORT NO. 17/2014 – Policy Review - W125 - Waste Management - Refuse Collection - Ref. AF11/1950**

*Goal:* Governance

*Strategic Objective:* (i) Demonstrate innovative and responsive organisational governance.

moved it be recommended:

- (a) Operational Services Report No. 17/2014 be received;
- (b) Council hereby adopts new Council Policy W125 - Waste Management Refuse Collection Policy as attached to this Report;
- (c) Council makes the necessary amendments to Council's Policy Manual Index.

seconded

**13. OPERATIONAL SERVICES REPORT NO. 18/2014 - Policy Review - T120 - Tree Policy - Ref. AF11/1950**

*Goal:* Governance

*Strategic Objective:* (i) Demonstrate innovative and responsive organisational governance.

moved it be recommended:

- (a) Operational Services Report No. 18/2014 be received;
- (b) Council hereby adopts new Council Policy T120 Tree Policy as attached to this report;
- (c) Council makes the necessary amendments to Council's Policy Manual Index.

seconded

**14. TENDER - Supply and Delivery of Concrete Pavers for Railway Lands - Ref. AF14/174**

The Engineering Manager Reported:

- (a) Council has recently called tenders for the supply and delivery of concrete pavers for the Railway Lands development project. Approximately 9000m<sup>2</sup> of commercial grade concrete pavers are required to pave the areas as per the approved Master Plan for the Railway Lands Site;
- (b) in order to create a high quality urban design space equivalent to that of the Cave Gardens - Library precinct and Main Corner development, the pavers selected will need to be constructed to a high quality shot blast finish and be consistent in quality of the pavers used in recent urban design projects;
- (c) tenders were recently called for the supply of 400 x 400 x 60mm thick shot blast pavers in the colours cream / reds;
- (d) four conforming tenders were received and these have been summarised in the table below:

Operational Services Committee Agenda for 8<sup>th</sup> July 2014 Con'd...

Company	Rate Exc GST delivering to Mount Gambier \$/m <sup>2</sup>	Total contract value (based on 9000m <sup>2</sup> )	Comments
Boral	51.73	\$465,570	Council have used standard brick pavers from Boral in the past but have not used large format before. Have recently completed an urban design project in Adelaide along Semaphore Road that involved supply and lay of 15,000m <sup>2</sup> of pavers.
Best	59.00	\$531,000 (+ \$65,430 above Boral)	Supplied pavers to Commercial Street East adjacent to Town Hall which have since been removed due to extensive cracking. Thickness was an issue last time but samples provided appeared to be both good quality and consistent thickness.
Urbanstone	66.00	\$594,000 (+ \$128,430 above Boral)	Urbanstone supplied pavers to Library precinct, Main Corner, James Street precinct. Good quality pavers. Some delivery issues experienced last time which caused some delays to Main Corner precincts. However, no worse than any other supplier.
Build Pro	67.70	\$609,300 (+ \$143,730 above Boral)	Have current supply contract to Ferrers Street paving project. Paver quality good but tender price is highest out of the four tenders received.

COMMENTS

At the time of preparing this report, further information was still being sought on the quality of the pavers from Boral.

This information will be reported at the Operational Services meeting and will be critical in determining a recommended supplier for this contract, as the price difference between highest to lowest is significant (i.e. \$143,700).

moved it be recommended:

- (a) The report be received;
- (b) to be determined at the meeting.

seconded

## 15. TENDER - Supply and Installation of Blue Lake Lighting - Ref. AF14/155

*Goal:*

*Building Communities*

*Strategic Objective:*

- (i) *Strive for an increase in services and facilities to ensure the community has equitable access and that the identified needs of the community are met.*
- (ii) *Encourage the development of community facilities and infrastructure, community events, and active and safe community spaces through direct support, seeking funding, facilities etc.*

Operational Services Committee Agenda for 8<sup>th</sup> July 2014 Con'd...

*Goal: Securing Economic Prosperity*  
*Strategic Objective: (i) Provide infrastructure and facilities that contribute to Mount Gambier being able to enhance its economic base and quality of life.*

*Goal: Environment*  
*Strategic Objective: (i) Plan and implement infrastructure to protect and enhance the natural and built environment, including in response to climate change influences.*  
*(ii) Support initiatives that value and preserve our unique environment and contribute to environmental sustainability.*  
*(iii) Support the preservation and enhancement of the City's unique natural and built heritage for future generations.*

*Goal: Community Well-Being*  
*Strategic Objective: (i) Advocate for the health needs of the community by encouraging partnerships in the provision of affordable and viable facilities and infrastructure.*

The Director - Operational Services reported:

- (a) Council's Budget, at account No. 7680.5803 has an allocation of \$450,000 (Exc GST) for the supply and installation of solar powered lights around the Blue Lake;
- (b) Council has now invited and received tenders for the supply and installation of the solar powered lights. A number of tenders were received and these are summarised in the table below. Since the completion of the tender process a number of issues have been identified that Council will need to take into account;
- (c) the section of path between the two lakes (i.e. adjacent to Riddoch Highway / Bay Road) is currently illuminated with mains powered lights. The original concept was to supplement existing lights with additional lighting (mains powered lights as overshadowing from the west side of the Highway would limit the amount of solar gain available to solar lights), but advice from SA Power Networks (SAPN) is that this is not currently feasible due to limitations on existing cabling;
- (d) Council also has to obtain formal Development Approval for this project and this will require referral to State Heritage. A potential issue is the size and type of solar panels required to service the lights. One of the tenders received (Stuckey Electrical) is linked to a canopy (Leadsun) that has an innovative approach to solar panels which provide a "good fit" for this area;
- (e) given the climatic conditions in Mount Gambier it is highly likely that the new solar lights will not run all night during winter and it will be necessary to restrict the hours of operation to ensure the Blue Lake Path is illuminated at times of likely use (say until 11:00 p.m. at night and from 5:00 a.m. in the morning);
- (f) to achieve the best outcome for this project, this report will recommend that Council staff be authorised to enter into negotiations with Stuckey Electrical to develop a modified tender using the preferred type of solar panels as explained above and provide a further report to Council;
- (g) seven tender submissions were received with many of the companies providing a number of options. Of those tenders received four (4) were shortlisted to be involved in

Operational Services Committee Agenda for 8<sup>th</sup> July 2014 Con'd...

an intensive tender assessment. The assessment was carried out by Cr Ian Von Stanke, Daryl Sexton, Michael Silvy, Gary Button and Aaron Izzard.

Tenders were assessed based on the following criteria to produce an overall score;

- Price (30% weighting)
- Experience in delivering similar installations (25%)
- Quality of product (25%)
- Warranties, guarantees and life expectancy (10%)
- Local contractor involvement (5%)
- Ability to deliver the project on time (5%)

<b>Assessment Criteria</b>			
<b>Tenderer</b>	<b>Total Price (exGST)</b>	<b>Average Score /100*</b>	<b>Notes</b>
Klaasens Contractors	\$673,907	-	Not assessed
De Bruin Group	\$545,455	-	Not assessed
Stuckey Electrical – Option1	\$562,500	76	
Stuckey Electrical – Option2	\$481,430	76	Their recommended option
Stuckey Electrical – Option3	\$367,800	78	A conforming design using most cost effective combination of their options
Australian Sun Energy – Option 1	\$378,560	83	
Australian Sun Energy – Option 2	\$395,733	82	
Australian Sun Energy – Option 3	\$409,149	82	
Australian Sun Energy – Option 4	\$427,310	80	
Australian Sun Energy – Option 5	\$499,320	75	
Green Frog – Option 1	\$354,930	87	\$51,700 needed for installation
Green Frog – Option 2	\$429,190	81	\$51,700 needed for installation
Green Frog – Option 3	\$466,060	77	\$106,700 needed for installation
Green Frog – Option 4	\$565,900	72	\$106,700 needed for installation
A1 Highways	\$527,242	-	Not assessed
Outfront Concepts	\$594,047	74	

\*Please note, average score does not include the ratings from Cr I Von Stanke and Daryl Sexton, Director - Operational Services.

moved it be recommended:

- (a) The report be received;
- (b) Council authorise Council staff to undertake further discussions with Stuckey Electrical Contractors to further develop this proposal having regard to State Heritage and planning requirements and present a further report to Council for its consideration;
- (c) Council notes the limitation on probable lighting hours of the solar lights (particularly during winter) and also limitation on supplementary lighting on Riddoch Highway / Bay Road, noting that this will be subject to further discussions with SA Power Networks and Department of Planning, Transport and Infrastructure (the owners of Riddoch Highway / Bay Road);

seconded

## **16. CONSIDERATION FOR EXCLUSION OF THE PUBLIC**

moved that the following item be received, discussed and considered in confidence by excluding the public pursuant to Section 90 (2) of the Local Government Act 1999, and an order be made that the public (with the exception of other Council Members and Council Officers now present) be excluded from the meeting in order for the item to be



Operational Services Committee Agenda for 8<sup>th</sup> July 2014 Con'd...

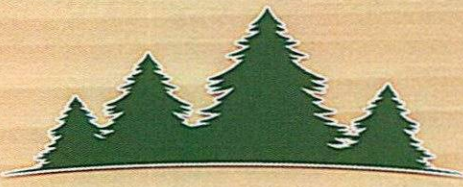
considered in confidence as the Council is satisfied that the item is a matter that can be considered in confidence pursuant to the grounds referenced in Section 90 (3) of the said Act as follows:

- S.90(3)(d) - commercial information of a confidential nature (not being a trade secret) the disclosure of which:
  - (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
  - (ii) would, on balance, be contrary to the public interest.
- S.90(3)(k) - tenders for the supply of goods, the provision of services or the carrying out of works.

The Council is satisfied that the information to be received, discussed or considered in relation to this item is information that the author has given to Council of a Commercial in Confidence nature.

<u>Item No.</u>	<u>Subject Matter</u>	<u>S90 (3) Grounds</u>
17.	<u>ANNUAL BUSINESS PLAN</u> – Mount Gambier Aquatic Centre 2014/2015 Ref. AF11/1451	(d)(i)(ii) (k)

seconded



"CONTINUAL IMPROVEMENT IS HOW WE DO BUSINESS!"

## N.F. MCDONNELL & SONS

Suttontown Road (PO Box 434)  
Mount Gambier  
South Australia 5290  
Ph: (08) 8725 8888  
Fax: (08) 8724 9250  
ABN: 70 007 746 536

Wednesday 4<sup>th</sup> June 2014

Mr Mark McShane CEO , City of Mount Gambier  
P O Box 56  
Mount Gambier SA 5290

### **Re: Establishment of Bicycle lanes**

Dear Mark,

I am writing on behalf of our Company to express our concerns over the Council's letter to continue with its plans to establish bicycle lanes on both the eastern and western sides of Suttontown Road and the elimination of parking on the western side.

We see some serious safety issues that could potentially arise due to the number of heavy vehicles accessing and exiting our milling complex.

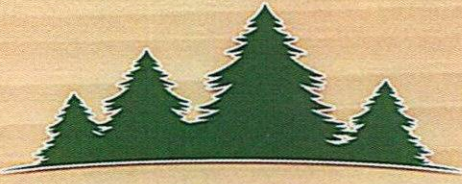
Currently there is some 24 B Double log trucks that deliver logs on a daily basis, along with 12 B Double trucks that pick up finished product, and to exacerbate things further there is approximately 15 prime movers with Semi trailers taking away chips, bark and sawdust on a daily basis as well. Enclosed is a layout of the truck movement procedure for our Company which demonstrates how the vehicles enter and leave the property.

All vehicles despatching our timber need to register at the mill office and then proceed to the weighbridge entering from the southern end. To do this they need to park on the western side of Suttontown Road if there are already vehicles on the weighbridge. They then proceed to the timber dispatch areas. Log trucks only can go straight to the weighbridge.

Some vehicles come to our mill from the north, entering Suttontown Road from Pinehall Avenue which means they go down to the wireless Road /Suttontown Road roundabout to enter our mill from the appropriate direction. This also requires them to park on the western side during busy times.

Trucks leaving our mill are required to go over the weighbridge again to complete the weighing process and then either exit north turning right and parking on the western side of Suttontown Road while their paperwork is completed or exiting south and parking on the eastern side.

Prior to the recent upgrade of our milling complex there could be trucks parked on the western side of the road from the truck entrance to our mill as shown on the map, banking up almost to the roundabout. As part of our long term strategic planning we have upgraded our log yard and dispatch areas to allow more vehicles to park on the mill property. The main reason for this was



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related to community safety with a view to reducing the bottlenecks and traffic build up on Suttontown Road. Considerable funds went into the development of roading and expansion of our despatch and log yard areas to accommodate more vehicles for this purpose.

Our Company is also currently developing a new weighbridge and despatch office as Council is aware from our Development Application. This should provide increased efficiencies in our traffic management along Suttontown Road.

Overall we have spent considerable time, energy, planning and resources with a community spirit in mind to reduce the traffic hazards and improve the safety for the area.

As with any business our long term strategic plan includes growth and meeting our customer's needs. This will mean increased traffic flow in and out of our milling operations so it is essential that strategic planning along Suttontown Road is essential.

The inclusion of bike lanes on both sides and no parking on the western side of the road will circumvent the safety improvements we have put in place for the area.

We propose that Council give serious consideration to allow parking on the Western side of Suttontown Road fronting our milling operations and allow parking fronting the weighbridge on the eastern side.

While there is very little bicycle traffic along Suttontown Road there is still the potential for serious accidents if heavy vehicles are restricted from parking while cueing to enter our milling complex. We trust Council, under these circumstances, can re-evaluate it's planning for Suttontown Road adjacent to our milling operations.

We would be pleased to discuss the matter further should Council require any more information.

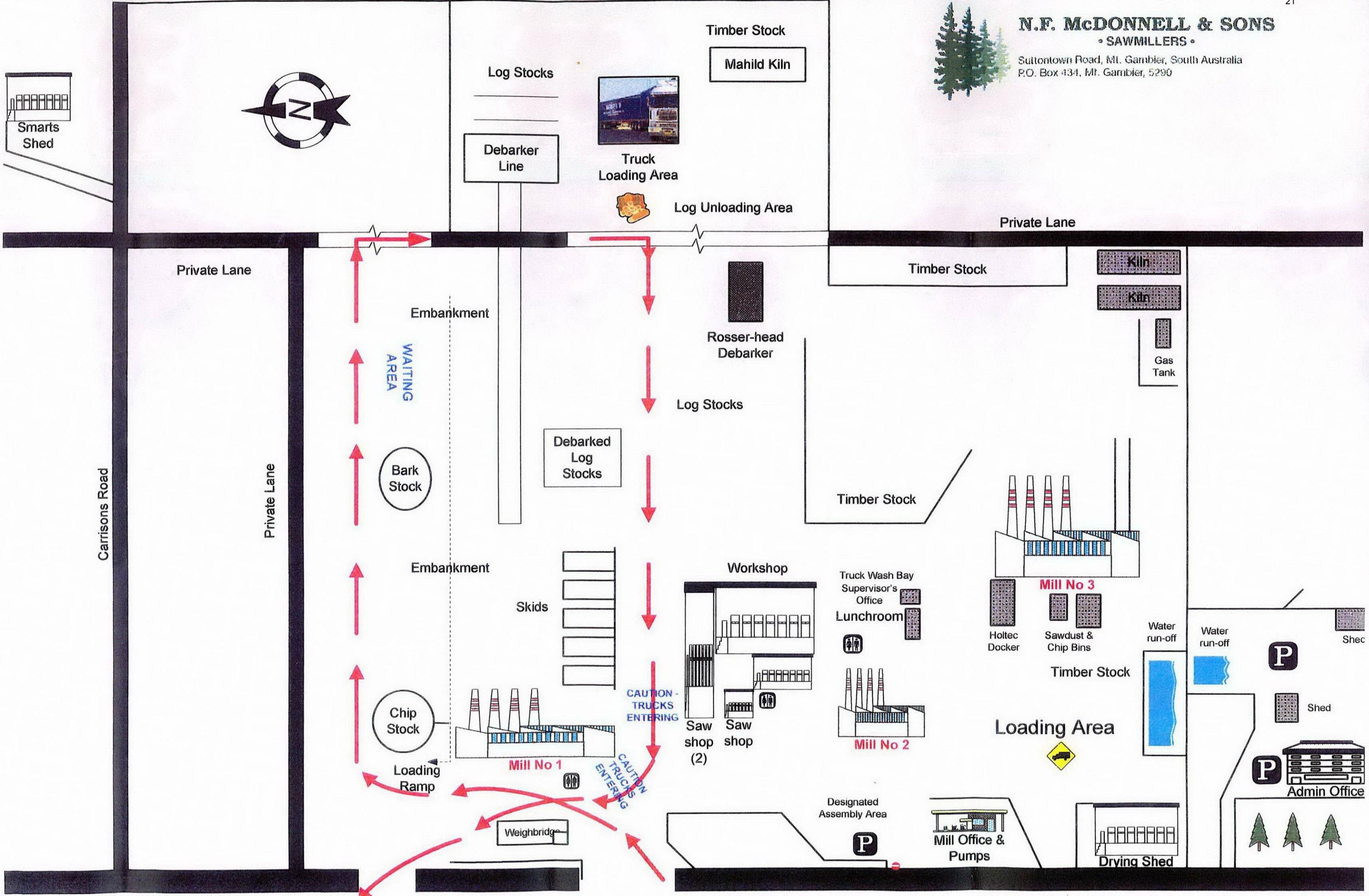
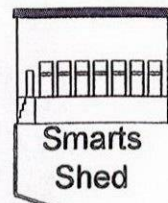
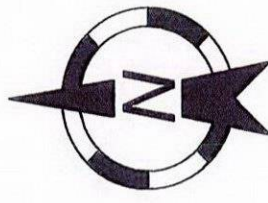
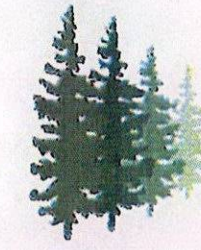
Yours Sincerely

Gordon Bignell  
Company Secretary

CC Daryl Morgan  
Engineering Manager

# N.F. McDONNELL & SONS • SAWMILLERS •

Suttontown Road, Mt. Gambier, South Australia  
P.O. Box 434, Mt. Gambier, 5290



**ALL TRUCKS TO REGISTER AT OFFICE BEFORE ENTERING TO WEIGHBRIDGE - AND - MUST COME FROM THE DIRECTION OF THE SUTTONTOWN ROAD & WIRELESS ROAD WEST ROUNDABOUT**

MOUNT GAMBIER CEMETERY TRUST

Minutes of Meeting held at Carinya Gardens Cemetery Reception Area, Grant Avenue,  
Mount Gambier, on Friday 6th June 2014 at 12.15 p.m.

MINUTES

PRESENT: Crs I Von Stanke, M White and B Collins  
Mr T Bolton

The Secretary took the Chair for the following business.

APPOINTMENT  
OF PRESIDING  
MEMBER:

The Secretary reported:

(a) Section 10 of the Terms of Reference of the Mount Gambier Cemetery Trust states:

10.1 The appointment of the Presiding Member of the Trust be by resolution of the Trust from amongst the Members who comprise the Trust, such appointment to be for a period not exceeding one year.

10.2 The Presiding Member, when present, shall preside at all meetings of the Trust.

10.3 In the absence of the Presiding Member at any meetings of the Trust, the Members when present at that meeting of the Trust, shall appoint an Acting Presiding Member, who shall preside at that meeting.

(b) the Secretary invited nominations for the position of Presiding Member of the Mount Gambier Cemetery Trust for the period until the conclusion of the November 2014 Council elections.

**Cr White nominated Cr Collins to be Presiding Member of the Mount Gambier Cemetery Trust for the period until the conclusion of the November 2014 Council elections.**

**Mr Bolton seconded**

**Carried**

The Presiding Member took the Chair for the following business.

APOLOGY: **Cr White moved the apology received from Rev B Ashworth be accepted.**

**Mr Bolton seconded**

**Carried**

COUNCIL MEMBERS

AS OBSERVERS: Nil

Mount Gambier Cemetery Trust Minutes of 6th June 2014 Cont'd...

**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.**

**MINUTES: Cr White moved the minutes of the previous meeting held on 28th February 2014 be taken as read and confirmed.**

**Cr Von Stanke seconded**

**Carried**

**QUESTIONS:** (a) With Notice - nil submitted.  
(b) Without Notice – nil received.

**1. FINANCIAL STATEMENT - Income and Expenditure as at 31st May 2014 – Ref. AF11/1371**

*Goal: Governance*

*Strategic Objective: Demonstrate innovative and responsive organisational governance.*

**Cr White moved the financial statement as at 31st May 2014 be received.**

**Cr Von Stanke seconded**

**Carried**

**2. BUDGET ESTIMATES – 2013/14 – Ref. AF11/1371**

*Goal: Governance*

*Strategic Objective: Demonstrate innovative and responsive organisational governance.*

The Secretary reported:

- (a) the 2013/14 Budget was adopted by the Trust on 5th April 2013, and amended on 20th September 2014 to included the upgrade of the crematorium;
- (b) further amendments now need to be made to the budget to include the replacement of guttering at the Chapel (\$13,000). To accommodate this new budget item, the construction of a new work shed (\$40,000) has been removed and can be considered for inclusion in the 2014/15 budget.
- (c) amended Budget estimates for 2013/14 were attached to the agenda.

**Mr Bolton moved:**

- (a) the report be received;
- (b) the amended 2013/14 Budget estimates be adopted.

**Cr Von Stanke seconded**

**Carried**

Mount Gambier Cemetery Trust Minutes of 6th June 2014 Cont'd...

**3. ACTS AND REGULATIONS – Burial and Cremation Act 2013 and Burial and Cremation Regulations 2014 – Surrender of Interment Rights - Ref. AF11/1371**

*Goal: Governance*

*Strategic Objective: Demonstrate innovative and responsive organisational governance.*

The Secretary reported:

- (a) the new Burial and Cremation Act 2013 came into effect on 14th June 2013, and Burial and Cremation Regulations 2014 came into effect on 1st February 2014;
- (b) the S.34 (2) of the Act states "*on the surrender of an unexercised interment right, the relevant authority must give the former holder of the interment right a refund equal to the current fee payable for an interment right of the same kind, less a reasonable fee –*
  - (a) *for administration and maintenance costs; and*
  - (b) *for costs involved in the establishment of the cemetery or natural burial ground,*

*determined in accordance with the regulations*".
- (c) Schedule 1 of the Regulations sets out the determination of fee that may be deducted from refunds;
- (d) there are currently 120 advance burial leases outstanding at Carinya Gardens Cemetery. Should all of these leases be cancelled, the amount of refund to be paid out would be in the vicinity of \$131,760.00.

**Cr Von Stanke moved the report be received.**

**Cr White seconded**

**Carried**

**4. NEXT MEETING**

**Cr White moved the next meeting of the Trust be held on Friday 8th August 2014 at 12.15 p.m.**

**Mr Bolton seconded**

**Carried**

MOTIONS WITHOUT NOTICE - Nil

CONFIRMED THIS

DAY OF

2014.

.....  
PRESIDING MEMBER

The meeting closed at 1.05 p.m. CAM

ENVIRONMENTAL SUSTAINABILITY SUB-COMMITTEE

Meeting held in the Conference Room, Operational Services Area, Level One of Civic Centre,  
10 Watson Terrace, Mount Gambier, on Tuesday 24<sup>th</sup> June 2014 at 7:30 a.m.

MINUTES

PRESENT: Cr I Von Stanke (Presiding Member)  
A Smith and B Shearing

APOLOGIES: Cr Von Stanke moved the apology received from Cr Mutton be accepted.  
  
Cr Shearing seconded

COUNCIL OFFICERS: Mark McShane - Chief Executive Officer  
Daryl Sexton, Director - Operational Services  
Aaron Izzard, Environmental Sustainability Officer  
Administration Officer, Rene Furlong

COUNCIL MEMBERS

AS OBSERVERS: Cr White

**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.**

MINUTES: Cr Smith moved that the minutes of the previous meeting held on Tuesday, 29<sup>th</sup> April 2014 be taken as read and confirmed.

Cr Shearing seconded Carried

QUESTIONS: (a) With Notice - nil submitted.  
(b) Without Notice -

**1. ENVIRONMENTAL MANAGEMENT - Programme Management - Efficient Homes Project - Ref. AF11/407**

*Goal:* Environment

*Strategic Objective:* (i) Systematically build Council as an environmentally sustainable organisation

The Presiding Member reported:

- (a) The aims of this project are to assist the community in knowing cost effective and efficient methods of heating and cooling their home, and also assist people who are thinking of building a new house or renovating in knowing how they can design their house to be comfortable, efficient and cheap to heat and cool. This project involves installing temperature loggers in houses constructed of a variety of materials - limestone, brick veneer, timber, and mixed materials - and leaving them in situ for 12 months;
- (b) all loggers were removed from the houses at the end of April 2014 so the data could be downloaded and the batteries replaced if necessary;
- (c) a Final Report has been prepared and is included with this agenda.



Environmental Sustainability Sub-Committee Minutes for 24<sup>th</sup> June 2014 Cont'd...

**Cr Smith moved it be recommended:**

- (a) The report be received;**
- (b) Council approve of the publishing of the Final Report to the City of Mount Gambier website.**

**Cr Shearing seconded**

**Carried**

**2. ENVIRONMENTAL MANAGEMENT - Recycling Business Options for Eucalypt Drive - Salvage Yard Expressions of Interest - Ref. AF14/34**

*Goal: Building Communities*

*Strategic Objective: (i) Strive for an increase in services and facilities to ensure the community has equitable access and that the identified needs of the community are met*

The Presiding Member reported:

- (a) At the 28<sup>th</sup> January 2014 Council meeting it was resolved to develop an Expression of Interest (EOI) for the operation of a materials recovery facility (salvage yard) at Council's 3 Eucalypt Drive site, then have Find Workable Solutions (FWS) and Future Employment Opportunities (FEO) review the EOI before final release;
- (b) the EOI was developed by Council staff, reviewed by FWS and FEO, then publicly released. The period for receiving submissions closed on Friday 6<sup>th</sup> of June 2014;
- (c) One (1) submission to the EOI was received, from Versatile Trimming. This submission did not address any of the Evaluation Criteria or information required as outlined in the EOI;
- (d) Council staff contacted non-profit organisations who downloaded the documentation but did not put in a submission - in order to gain feedback as to why this was the case. Reasons for not putting in a submission were varied. An experienced non-profit organisation from Victoria specialising in salvage yards were very interested, but could not get approval from their board before the due date to start a new SA incorporated organisation. A South Australia organisation (not currently involved in salvage yards) were interested in establishing a presence in Mount Gambier, but have put their plans on hold due to implications from the Federal Budget. A local consortium of non-profit organisations were also interested, but could not sort out the details of their proposed arrangement in time. Another local non-profit organisation, not currently involved in salvage yards, was interested but believed the proposed setup would not work within their current business model. In summary there was nothing fundamentally wrong with the concept or the EOI, just circumstances were not favourable at the time of the EOI for the interested organisations;
- (e) Given there is interest in the concept, both locally and outside the region, the concept of operating a salvage yard on the site is still viable. It is advised that Council staff continue to liaise with these interested organisations, with a view to re-releasing the EOI at a future date.

**Cr Shearing moved it be recommended:**

- (a) The report be received;**
- (b) Council staff continue to liaise with non-profit organisations to gauge their interest in operating a salvage yard, with a view to re-releasing the EOI at a future date.**

**Cr Smith seconded**

**Carried**

Environmental Sustainability Sub-Committee Minutes for 24<sup>th</sup> June 2014 Cont'd...

**3. ENVIRONMENTAL MANAGEMENT - Environmental Sustainability Sub-Committee - Reports for Information - Ref. AF12/377**

*Goal: Environment*

*Strategic Objective: (i) Systematically build Council as an environmentally sustainable organisation*

(a) Ballarat Bioenergy Fieldtrip

On Tuesday, 20<sup>th</sup> May 2014 Council's Environmental Sustainability Officer attended a Bioenergy Field Trip to Ballarat and surrounds, organised by the South East Biomass Group.

The purpose of the field trip was to see two bioenergy installations - of different scales and technologies, as well as learn more about the City of Ballarat's plans to integrate a bioenergy installation within their new industrial zone. A summary of the trip is attached to this agenda.

Field trips like this are very useful. It is very beneficial to see projects in person and speak face-to-face with the people running them. It also makes it easier to interpret the projects for your particular local context.

(b) Velo-City Conference Summary

On Thursday, 29<sup>th</sup> May 2014 Council's Environmental Sustainability Officer attended the Velo-City conference in Adelaide. Velo-City is the premier international planning conference on cycling.

The conference was very professionally run, very inspiring and very worthwhile.

Some key points from the conference:

- cycling delivers multiple benefits to individuals and communities - in terms of health, financially and environmentally;
- cycling infrastructure must come first, and is essential to increasing cycling rates;
- more bikes on the streets actually makes the roads safer. When there are more bikes (and pedestrians) motorists pay more attention to the whole road, not just the traffic lane, and they slow down. By putting in cycling infrastructure and encouraging more people to travel by bike, the streets are made safer for all;
- cycling needs to be convenient, safe and attractive - in order for large numbers of people to cycle.

Please refer to the attached report for more detail.

(c) Environmental Sustainability Program 2014 - Project Progress

The current table outlining projects for 2014 is attached to the agenda for Members information.

**Cr Smith moved it be recommended:**

(a) **The report be received;**

(b) **items (a) to (c) as above be received and noted for information.**

**Cr Shearing seconded**

**Carried**

Environmental Sustainability Sub-Committee Minutes for 24<sup>th</sup> June 2014 Cont'd...

**MOTIONS WITHOUT NOTICE**

Nil

The meeting closed at 8:07 a.m.

24 June 2014  
AF12/377  
RJF

CITY OF MOUNT GAMBIER BUILDING FIRE SAFETY COMMITTEE

Meeting held on Wednesday 18<sup>th</sup> June 2014 at 12.00 p.m. in the  
Conference Room, Level One - Operational Services, Civic Centre

MINUTES

- PRESENT: Cr Merv White (Presiding Member)  
Mr Andy Sharrad, Mr Grant Riches and Mr Daryl Sexton
- COUNCIL OFFICERS: Hayden Cassar - Building Officer  
Kathy Allen - Administration Officer
- OTHER ATTENDANCES: Nil
- APOLOGY/IES: Nil
- MINUTES: Mr Daryl Sexton moved that the Minutes of the Meeting held on Wednesday, 8<sup>th</sup> January 2014 be taken as read and confirmed.  
  
Mr Grant Riches seconded Carried
- QUESTIONS: (a) With Notice - nil submitted.  
(b) Without Notice – nil received.

1. **BUILDING FIRE SAFETY COMMITTEE - ACTIVE8 COMPLEX - 99 PENOLA ROAD** - Ref: AF14/10

The Presiding Member reported:

- (a) The Building Fire Safety Committee at its meeting held on Wednesday, 8<sup>th</sup> January 2014 resolved:
- “(a) *The verbal report from Mr Hayden Cassar be received;*
- (b) *pursuant to Section 71(2) of the Development Act 1993, the property owner of 99 Penola Road, Mount Gambier be required to submit a report, prepared by an appropriately qualified person, to address the Building Fire Safety of the building, with such report to be provided to Council within two (2) months of the date of the notice.*

*The notice should pay particular attention to the issues listed:*

1. *lack of sufficient egress paths from the courts area;*
2. *insufficient Emergency lighting in the courts area;*
3. *lack of emergency lighting and exit signage to the shed, cardio room, crèche, men’s toilets, ladies toilets, massage room, boxing room, weights room and foyer;*
4. *lack of emergency lighting above both sets of stairs leading to the boxing room;*
5. *lack of fire hose reels and portable fire extinguishers to service the cardio room, crèche and boxing room;*
6. *insufficient egress path from crèche. Council notes that the existing step does not comply with the requirements for required paths of travel to exits;*
7. *insufficient clearance of hydrants from building;*

8. *the front hydrant riser is insufficient in construction (only single head, mounted to high and outlets not turned down) and needs to be replaced with a compliant double headed riser;*
9. *the booster assembly is in a state of disrepair and requires remediation. Upon completion of the remediation you are advised that hydrostatic testing will be required to ensure the booster is operating correctly;*
10. *a required egress door in the weights room has been obscured by an exercise machine."*

- (b) Following detailed consultation with Council's Building Officers, the property owners have engaged Chapman Herbert Architects to prepare a proposal to address the Committees concerns.
- (c) Given the specialised testing and maintenance considerations required for the booster assembly the completion of the report has been delayed to allow consultants from Adelaide to travel to the region to service multiple buildings.

**Mr Andy Sharrad moved it be recommended:**

- (a) **The report be received;**
- (b) **The Building Fire Safety Committee await the completed report from Chapman Herbert Architects.**

**Mr Grant Riches seconded**

**Carried**

**2. BUILDING FIRE SAFETY COMMITTEE - INTERNATIONAL MOTEL - 300 JUBILEE HIGHWAY WEST - Ref: AF11/255**

The Presiding Member reported:

- (a) The Building Fire Safety Committee at its meeting held on Wednesday, 8<sup>th</sup> January 2014 resolved:
  - "(a) The report be received;*
  - (b) the email from Mr Robert Miles, Robert Miles Architects dated 26<sup>th</sup> November 2013 be received;*
  - (c) Mr Miles indicated that the fire separation to the individual building wings will commence on 8<sup>th</sup> February 2014 (de Bruin) and will take ten (10) days to complete;*
  - (d) Mr Miles be advised that one (1) onsite fire hydrant is required and needs to be installed as a matter of urgency, but no later than 30<sup>th</sup> April 2014. The location of the fire hydrant is to be within fifteen (15) metres of the south facing main entry to the restaurant facing Jubilee Highway, in accordance with a plan to be approved by Council prior to installation."*
- (b) An inspection carried out on the 23<sup>rd</sup> May 2014 by Council's Building Officer, Chris Tully, has found that the items to be addressed by the Building Fire Safety Committee have not been carried out.

These items include:

- Fire separation to the individual building wings (work was to be undertaken by De Bruin Civil and commenced by the 8<sup>th</sup> February 2014 and completed within ten (10) days).
  - Onsite fire hydrant to be installed and located within fifteen (15) metres of the south facing main entry door to the restaurant facing Jubilee Highway, in accordance with a plan to be approved by Council prior to installation (to be completed no later than 30<sup>th</sup> April 2014).
- (c) It was found during the inspection that the previous tenant/manager of the International Motel is no longer in residence, having been removed by the owner. The owner has since employed a new manager to operate the Motel (Shane Madden), who has been managing the Motel since the end of February 2014. It became evident after speaking with Shane Madden that the owner of the Motel had not informed him of the outstanding fire safety issues.
- (d) The new manager is now aware of the outstanding fire safety issues and is to contact the owner. Contact details were also given for Robert Miles who has been representing the owner in regards to the fire safety issues.
- (e) An enquiry by Council to De Bruin Civil found that the work to be undertaken for fire separation to the individual wings had not been undertaken as previous works carried out at the Motel had not been paid for, but were happy to recommence works once this had been addressed.
- (f) Robert Miles is to contact the owner and report back to Council by the 30<sup>th</sup> May 2014 on the outstanding fire safety issues.

**Mr Daryl Sexton moved it be recommended:**

- (a) **The report be received;**
- (b) **Council write to the owner of the International Motel, seeking clear and concise details of his/her intentions to complete works as required by the Building Fire Safety Committee including timeframes. On receipt of the required information the Building Fire Safety Committee will reconsider its position in light of the advice received. Advice to be received with 28 days of the date of the letter.**

**Mr Andy Sharrad seconded**

**Carried**

**3. BUILDING FIRE SAFETY COMMITTEE - LAKES APARTMENTS - 3 LAKE TERRACE WEST - Ref: AF11/2445**

The Presiding Member reported:

- (a) The Building Fire Safety Committee at its meeting held on Tuesday, 17<sup>th</sup> September 2013 resolved:
- “(a) *The report be received;*
- (b) *the email from Grant Riches, PBS Australia Pty Ltd dated 4<sup>th</sup> June 2013 be received;*

- (c) *the Building Fire Safety Committee resolves to accept all the recommendations and proposed upgrades as set out in the Fire and Life Safety Services Report prepared by Systems Solutions Engineering (dated 11<sup>th</sup> February 2013) and the property owners (via the property management group, Whittles) be advised of this resolution;*
- (d) *the property owners be requested to submit a Development Application to address all matters listed and adopted by the Building Fire Safety Committee pursuant to this resolution."*
- (b) To date Council has not received a response from Mr Brenton Williams, being the Corporation Manager (from Whittles) for the Lakes Apartment at 3 Lake Terrace West.
- (c) Correspondence was issued to the owners advising of the above resolution on 18<sup>th</sup> September 2013 and a further letter was issued on 19<sup>th</sup> December 2013 requesting a response as a matter of urgency.
- (d) This matter is now referred back to the Building Fire Safety Committee for further consideration.

**Mr Daryl Sexton moved it be recommended:**

- (a) **The report be received;**
- (b) **Council write to the owner of the Lakes Apartment, seeking clear and concise details of his/her intentions to complete works as required by the Building Fire Safety Committee including timeframes. On receipt of the required information the Building Fire Safety Committee will reconsider its position in light of the advice received. Advice to be received with 28 days of the date of the letter.**

**Mr Andy Sharrad seconded**

**Carried**

**4. BUILDING FIRE SAFETY COMMITTEE - PAPA'S RICH NOODLES, LAKES VILLAGE BUTCHERS - 18 HELEN STREET - Ref: AF14/11**

The Presiding Member reported:

- (a) The Building Fire Safety Committee at its meeting held on Wednesday, 8<sup>th</sup> January 2014 resolved:
  - “(a) The verbal report from Mr Hayden Cassar be received;*
  - (b) pursuant to Section 71(2) of the Development Act 1993, the property owner of 18 Helen Street, Mount Gambier be required to submit a report, prepared by an appropriately qualified person, to address the Building Fire Safety of the building, with such report to be provided to Council within two (2) months of the date of the notice.*

*The notice should pay particular attention to the issues listed:*

- 1. emergency lighting;*
- 2. exit signs;*
- 3. operation of door latches in a required exit;*
- 4. portable fire extinguishers.”*

- (b) A report has been received from the owner, Federation Centres, prepared by Norman Disney & Young, dated 27<sup>th</sup> February 2014, detailing the completion of an Essential Services Review and proposed works (copy is attached to the agenda).
- (c) Due to budgetary programming constraints on the property owner, it was requested of Council's Officers that tentative approval for the report be provided such that work could begin. Due to the conservative, compliant solutions proposed in the report, tentative approval was provided.

**Mr Andy Sharrad moved it be recommended:**

- (a) **The report be received;**
- (b) **The correspondence received from Federation Centres, including as Essential Service Review prepared by Norman Disney & Young, dated 27<sup>th</sup> February 2014, be received.**
- (c) **The Building Fire Safety Committee endorse the Norman Disney & Young report consistent with Council's tentative advice to the property owner.**
- (d) **The Building Fire Safety Committee advise the applicant to lodge a development application for a fire safety upgrade to formalise the upgrade.**

**Mr Grant Riches seconded**

**Carried**

**5. BUILDING FIRE SAFETY COMMITTEE - VACANT BUILDING (FORMERLY KNOWN AS TONIC) - 29 PERCY STREET - Ref: AF12/397**

The Presiding Member reported:

- (a) The Building Fire Safety Committee at its meeting held on Wednesday, 8<sup>th</sup> January 2014 resolved:
  - “(a) The report be received;*
  - (b) the correspondence from Mr Robert Miles, Robert Miles Architects dated 8<sup>th</sup> May 2013 be received;*
  - (c) Mr Miles advised that the property owner has organised all new exit signs and locks have been changed over. Mr Miles reported that there is no available space on the allotment for an onsite hydrant (closest on street hydrant is in Hedley Street);*
  - (d) Mr Miles advised that all ground level works have been completed but the owner is waiting to rent the upper level before determining the required fire requirements;*
  - (e) Council be requested to approach SA Water to investigate the provision of a street fire plug in Percy Street to service this general area;*
  - (f) The Building Fire Safety Committee advise the property owner that with regard to the upper level that emergency lighting, portable fire extinguisher and exit signs are to be rectified immediately, noting that further works may be required if tenants occupy the upper level.”*



- (b) An inspection of the street fire hydrants in the vicinity of 2/29 Percy Street (building formerly known as Tonic) was conducted by Council's Building Officer, Chris Tully, on Friday, 23<sup>rd</sup> May 2014 and the following was noted:
- Plug one (1) is located on Percy Street and is 33 metres from the main entrance (this plug was previously covered over and was not identified on the SA Water Dial Before you Dig Map).
  - Plug two (2) is located on Alexander Street and is 56 metres from the main entrance and 35 metres from the side doors on the north/east side (previously known and as identified on the SA Water Dial Before you Dig Map being the closest available).
- (c) An inspection is to be conducted prior to the meeting and a verbal report provided to Members at the meeting.

**Mr Daryl Sexton moved it be recommended:**

- (a) **The report be received;**
- (b) (a) **Council advise the owner of the building of 29 Percy Street, Mount Gambier that there is to be no occupancy of the upper storey until all issues with the building as previously raised by the Building Fire Safety Committee are adhered to the satisfaction of the Committee.**
- (b) **The Building Fire Safety Committee further advise that the lower storey works previously identified are to be completed within 60 days (as per report and plan previously submitted by the owner) of the date of this notification.**

**Mr Andy Sharrad seconded**

**Carried**

**MOTIONS WITHOUT NOTICE** - Nil

**GENERAL BUSINESS**

- (a) The next Building Fire Safety Meeting is to be scheduled for Wednesday 27<sup>th</sup> August 2014.

The meeting closed at 12:38 pm.

COUNCIL DEVELOPMENT ASSESSMENT PANEL

Meeting held on Thursday, 19<sup>th</sup> June 2014 at 5.45 p.m. in the  
Conference Room, Level One - Operational Services, Civic Centre

MINUTES

PRESENT: Mrs E Travers (Presiding Member)  
Cr D Mutton, Cr M White, Cr I Von Stanke, Mr B Beumer and Mr P Seeborn

APOLOGY/IES: Mr Beumer moved the apology received from Ms E Finnigan be accepted.

Cr Von Stanke seconded Carried

COUNCIL OFFICERS: Director - Operational Services, Daryl Sexton  
Senior Planner, Simon Wiseman  
Planning Officer, Jessica Porter  
Administrational Officer - Operational Services, Sarah Moretti

**WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF 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 THE LAND.**

MINUTES: Cr Von Stanke moved that the minutes of the Meeting held on Thursday, 15<sup>th</sup> May 2014 be taken as read and confirmed.

Cr White seconded Carried

REPRESENTATIONS: The Presiding Member read the following statement to the Owner that attended the meeting:

- Every Council is required to establish a Development Assessment Panel to determine and make decisions on development applications as delegated to the Panel.
- The Panel operates under the Development Act.
- When the Panel is considering an application, it must assess the proposal against Council's Development Plan.
- This will involve a judgment based on whether or not the proposed development meets and satisfies planning principles.
- The Development Assessment Panel consists of four (4) Independent Members and three (3) elected Council Members.
- The meeting itself is informal, however all decisions made by the Development Assessment Panel are formal.
- There will be no talking or interacting from the public gallery. If there is, you may be asked to leave.
- Once the Panel has heard your representation we will ask you to leave as the Development Assessment Panel reaches its decision in confidence. You may ring your Council tomorrow afternoon to find out the results of tonight's meeting.
- You will each have five (5) minutes to make your presentation.

Development Application No: 381/0156/2014

- Ms M E Gilgen (Owner), spoke in relation to her application at 5.47 p.m.

1. Development Number: 381/0156/2014  
Applicant: Thomson Bilt  
Owner: M E Gilgen  
Description: To construct a carport in association with an existing dwelling  
Address: 7 Kingsley Court, Mount Gambier

Nature of Development: Consent / Category 1  
 Zoning: Residential  
 Report: Council Development Assessment Panel Report No. 17 / 2014  
 Correspondence: Correspondence from Applicant, L.28

The Council Development Assessment Panel moved it be recommended:

- (a) Council Development Assessment Panel Report No. 17 / 2014 be received;
- (b) The Applicant and Owner be advised that having regard to the Development Plan and all supporting documentation, whilst the proposed development is considered not to be at serious variance with Council's Development Plan, the application be refused Development Plan Consent for the following reasons:
1. The proposed development will visually dominant the dwelling and will diminish the attractiveness of the streetscape.
  2. The setback of the proposed development from the front property boundary is considered to be unacceptable as it will result in the carport being located closer to Kingsley Court than the dwelling with which it is associated.

Carried

2. Development Number: 381/0121/2014  
 Applicant: University of South Australia  
 Owner: Minister for Employment Higher Education & Skills  
 Description: To construct a single storey building to be used as an educational facility (and associated use of a Community Centre) on the site of an existing educational facility with associated car parking, landscaping and signage  
 Address: 170-174 Wireless Road West, Suttontown  
 Nature of Development: Consent / Category 3  
 Zoning: Deferred Urban  
 Report: Council Development Assessment Panel Report No. 18 / 2014  
 Correspondence: Correspondence from Applicant, L.29, Response to Representation, L.30, Statement of Representation from M Robinson, L.31, Planning Report from URPS, L.32, Traffic Assessment Report, L.33, Resonate Acoustics Report, L.34, ESD Report for Technical Reference Group Review, L.35, Preliminary Civil Works Assessment, L.36

Pursuant to Section 56A (7) and (8) of the Development Act 1993, Cr Mutton disclosed a non pecuniary interest in Item 2 (*due to his wife being a lecturer at the University of South Australia*).

The Council Development Assessment Panel moved it be recommended:

- (a) Council Development Assessment Panel Report No. 18 / 2014 be received;
- (b) The Applicant and Owner be advised that having regard to the Development Plan and all supporting documentation, that proposed development is considered not to be seriously at variance with the relevant Development Plan and is granted Development Plan Consent, subject to the following conditions:
1. The development shall be carried out in accordance with the Plan/s as approved by Council (ASK-001, dated May 2014; ASK-002, dated 12 February 2014; ASK-003, dated 12 February 2014; ASK-004, dated 3 February 2014; ASK-005, dated 3 February 2014; ASK-006, dated 3 February 2014; ASK-007, dated 3 February 2014; ASK-008, dated 3 February 2014; ASK-009, dated 3 February 2014; ASK-010, dated 3 February 2014; ASK-011, dated 3 February 2014; ASK-012, dated 3 February 2014; ASK-013, dated 3 February 2014; ASK-014, dated 3 February 2014; Landscape Concept Plan,

- 13.032.CP100, revision E, dated 21 March 2014; Planning Report prepared by URPS, dated 19 March 2014; Preliminary Civil Works Assessment report, prepared by Wallbridge and Gilbert, dated 24 February 2014; Traffic Assessment report, prepared by Wallbridge and Gilbert, dated March 2014; Acoustic Design Report, prepared by Resonate Acoustics, dated 14 February 2014; ESD Report, prepared D Squared Consulting, received by Council 3 April 2014; correspondence from URPS, dated 4 June 2014) and with the conditions of approval.
2. The car parking and driveway areas, as shown on the Plan/s approved by Council, shall be graded, paved and sealed with bitumen or other similar material and line-marked and maintained in a useable condition at all times.
  3. The car parking spaces shall measure not less than 2.6 metres in width and 5.5 metres in length.
  4. Car parking spaces for people with a disability shall be provided in accordance with the Plan/s approved by Council.
  5. Driveways, parking and maneuvering areas and footpaths must be lit in accordance with the Australian Standards Association Code AS1158 during the hours of darkness that they are in use. Such lights must be directed and screened so that overspill of light into nearby premises is avoided and drivers are not distracted.
  6. Stormwater shall be managed and disposed of in accordance with the Preliminary Civil Works Assessment Rev C report, prepared by Wallbridge and Gilbert, dated 24 February 2014 and correspondence from URPS, dated 4 June 2014.
  7. Landscaping shall be undertaken and maintained at all times, in accordance with the Plan/s approved by Council, and shall incorporate the use of established trees and shrubs.
  8. Landscaping must be completed in the first planting season concurrent or following commencement of the use of the development and shall be maintained in good heart and condition at all times. Should any tree, shrub, ground cover or other plant die, become diseased or otherwise fail to thrive at any time, it shall be forthwith replaced.
  9. All waste materials and refuse shall be contained within the building/screened holding place as shown on the Plan/s approved by Council.
  10. The University of South Australia sign shall be maintained in a state of good repair and tidy condition at all times.
  11. The University of South Australia sign, herein approved, must not flash, blink or rotate in any manner.
  12. The SA Water Corporation sewer shall be connected to the building.
  13. The building and surroundings shall be maintained in a state of good repair and tidy condition at all times.
  14. The building shall not be used/occupied for the purposes approved by Council until conditions 2, 5, 6 and 12 are met.
- (c) The Applicant and Owner be advised that the reasons for Councils Conditions of Development Plan Consent are:
1. To ensure that the proposed development is used for purposes associated with the existing residential land use of the subject site

Council Development Assessment Panel Meeting Minutes held on Thursday 19<sup>th</sup> June 2014 Cont'd....

- 2. To ensure orderly and proper development
- 3. The proposed development is not at serious variance to Councils Development Plan.

Carried

The meeting closed at 6.05 p.m.

20 June 2014  
AF13/399  
SM

CONFIRMED THIS DAY OF 2014.

.....  
PRESIDING MEMBER

RAILWAY LANDS SUB-COMMITTEE

Meeting held in the Committee Room, Level Four of Civic Centre,  
10 Watson Terrace, Mount Gambier, on Wednesday, 25<sup>th</sup> June 2014 at 5:30 p.m.

MINUTES

- PRESENT: Mayor S A Perryman  
Crs A Lee, I Von Stanke, D Mutton and J Maher
- APOLOGIES: Cr A Lee moved the apology received from Cr P Richardson (Presiding Member) be accepted.
- Cr I Von Stanke seconded Carried
- ACTING PRESIDING MEMBER: The Manager - Regulatory Services invited nominations for the position of Presiding Member for this Sub-Committee.
- Cr J Maher nominated Mayor S A Perryman as Acting Presiding Member.
- Cr D Mutton seconded Carried
- There being no further nominations Mayor S A Perryman was nominated Acting Presiding Member for this meeting.
- COUNCIL OFFICERS: Chief Executive Officer, Mark McShane  
Director - Operational Services, Daryl Sexton  
Engineering Manager, Daryl Morgan  
Manager - Regulatory Services, Michael Silvy  
Administrational Officer - Operational Services, Sarah Moretti
- COUNCIL MEMBERS AS OBSERVERS: Cr M White
- 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.**
- MINUTES: Cr Maher moved that the Minutes of the previous meeting held on Monday, 12<sup>th</sup> May 2014 be taken as read and confirmed.
- Cr Von Stanke seconded Carried
- QUESTIONS: (a) With Notice - nil submitted.  
(b) Without Notice - nil received.

**1. PROPERTY MANAGEMENT - Project Management - Indicative Time Frame for Project Completion - Ref. AF11/1373**

- Goal:* *Building Communities*
- Strategic Objective:* (i) *Strive for an increase in services and facilities to ensure the community has equitable access and that the identified needs of the community are met*

The Acting Presiding Member reported:

- (a) The schedule of works has been amended and should be used as a guide to indicate the various elements of Stage 1 of the project together with indicative time frames:

Railway Lands Sub-Committee Meeting held on Wednesday, 25<sup>th</sup> June 2014 Cont'd...

<b>TASK / ACTIVITY DESCRIPTION</b>	<b>TIMEFRAME</b>
Approval to accept Department of Planning, Transport and Infrastructure's offer	Completed July 2013
Advertisement for Demolition and Remediation	Completed Late July 2013
Consider tenders for Demolition and Remediation and award contracts	Completed September 2013
Site demolition	Completed November 2014
Site remediation works	Completed April 2014
Construction of WSUD ponds and creek	Completed June 2014
Construct rail easement shared path	Completed June 2014
Irrigation bore and irrigation system	Commenced April 2014
Rejuvenation of soil and planting of turf	Commenced April 2014
Paths, sandpit, concrete plinths and mulch for nature play area	Commenced May 2014
Refurbishment of railway heritage items including telegraph poles, fencing and construction of foot bridges by Rotary	Commenced June 2014
Reconstruct/extend platform and provide access ramps, stairs and balustrading	Commence July 2014
Concept design - Artistic Balustrade panels	Commenced June 2014
Tree Planting	Commenced June 2014

**Cr Von Stanke moved it be recommended:**

**(a) The report be received and contents noted.**

**Cr D Mutton seconded**

**Carried**

**2. PROPERTY MANAGEMENT - Railway Lands - Current Master Plan - AF11/1373**

*Goal: Building Communities*

*Strategic Objective: (i) Strive for an increase in services and facilities to ensure the community has equitable access and that the identified needs of the community are met*

The Acting Presiding Member reported:

(a) Members should note that in 2012 a 'Project' Master Plan was produced for the purposes of a funding application. This Master Plan included all three stages and was successful in gaining the funding but only to enable Stage One to be completed.

A Stage One Master Plan was then produced to reflect the works approved to proceed and this was used for development (including demolition and Heritage) approval in September 2013.

Railway Lands Sub-Committee Meeting held on Wednesday, 25<sup>th</sup> June 2014 Cont'd...

Upon gaining funding from the SA Government for Stage Two works, numerous elements from the 'Project' Master Plan were added to the Stage One Master Plan to produce the Current Master Plan.

- (b) The Current Master Plan (incorporating elements from Stage Two) was attached to the agenda. A comparison between the Current Master Plan and the original 'Project' Master Plan will be presented at the meeting.

Mayor Perryman, Acting Presiding Member, left the meeting at 5.54 p.m. and nominated Cr Maher to be the Acting Presiding Member.

Mayor Perryman returned at 6.03 p.m. and resumed his role as Acting Presiding Member.

**Cr Lee moved it be recommended:**

- (a) The report be received and contents noted.**

**Cr J Maher seconded**

**Carried**

**3. FINANCIAL MANAGEMENT - Railway Lands - Update of Budget - AF11/1373**

*Goal: Governance*  
*Strategic Objective: (i) Fully integrate long term asset and financial plans with the annual business plan and annual budget*

The Acting Presiding Member reported:

- (a) A schedule of works for Stage 1 and 2 including budget allowances and actual expenditure up until preparation of the agenda was attached.

**Cr Lee moved it be recommended:**

- (a) The report be received and contents noted.**

**Mayor Perryman seconded**

**Carried**

**4. PROPERTY MANAGEMENT - Railway Lands Redevelopment Project - Involvement of The Rotary Club Mount Gambier West - AF13/439**

*Goal: Building Communities*  
*Strategic Objective: (i) Strive for an increase in services and facilities to ensure the community has equitable access and that the identified needs of the community are met*

The Acting Presiding Member reported:

- (a) Council has received verbal notification from the Rotary Club of Mount Gambier West that a \$40,000 cash contribution to the Railway Lands project has been approved by their Board;
- (b) Written confirmation from the Rotary Club of Mount Gambier West is yet to be received however, the expenditure of the \$40,000 is proposed as follows (and as previously discussed with the Club) and has been included in the schedule of works as included in Item 3:

Bridges (two required)

- Fabrication Costs \$3,375 ea
- Timber & bolts \$1,500 ea



Railway Lands Sub-Committee Meeting held on Wednesday, 25<sup>th</sup> June 2014 Cont'd...

• Concrete, formwork & crane	\$2,000 ea
TOTAL	\$13,750 for 2 bridges

Refurbished Telegraph poles (8 required)

• Fabrication Costs	\$1,300
• Timber & bolts	\$200
• Concrete, boring & crane	\$2,500
TOTAL	\$4,000 for 8 poles

Fence (300 lineal metres required)

• Fabrication Costs (85 posts)	\$3,250
• Top rail connections (60 req)	\$3,000
• Concrete & hole boring	\$3,000
TOTAL	\$9,250 for 300 lineal metres

Planting of Wetland, Creek & surrounds

• Plants	\$5,000
• Contribution to supply of shade trees	\$8,000 (total cost to Council is \$71,000)

**TOTAL COST IS APPROXIMATELY \$40,000 + GST**

**Cr Maher moved it be recommended:**

- (a) The report be received;
- (b) Council Officers to formalise a partnership between the Club and Council for the completion of various tasks as indicated in the Railway Lands Redevelopment project;
- (c) Council write to the Rotary Club of Mount Gambier West thanking them for their contribution.
- (d) Council consider formal recognition on the site at the completion of Stage 1 and 2 of the project, taking into account other contributions from other community groups.

**Cr Lee seconded**

**Carried**

**5. PROPERTY MANAGEMENT - Railway Lands Redevelopment Project - Relocation of The Rotary Market - AF14/166**

*Goal: Building Communities*

*Strategic Objective: (i) Strive for an increase in services and facilities to ensure the community has equitable access and that the identified needs of the community are met*

The Acting Presiding Member reported:

- (a) The Rotary Club of Mount Gambier have again approached Council in relation to a possible relocation of the Rotary Market from the existing Fletcher Jones site to the Railway Lands. A formal application was sent to the CEO via email on 14<sup>th</sup> May 2014.
- (b) A report discussing the Rotary Market relocation was attached.

Railway Lands Sub-Committee Meeting held on Wednesday, 25<sup>th</sup> June 2014 Cont'd...

**Cr Von Stanke moved it be recommended:**

- (a) The report be received;
- (b) Council Officers to continue to liaise with the Rotary Club of Mount Gambier to proceed with the planning of the market relocation to the identified site east and/or west of the Railway Station building including any accommodation / site works and leasing arrangements.
- (c) Funding for any accommodation / site works associated with the relocation of the market to be borne by the Rotary Club of Mount Gambier.

**Cr Mutton seconded**

**Carried**

**6. MOTIONS WITHOUT NOTICE**

**Cr Maher moved it be recommended:**

- (a) Council ensure that the “common spaces” within the Rail Lands precinct be designed as multi user spaces (and not single occupier spaces) to maximise the potential for community use of the precinct.

**Cr Mutton seconded**

**Carried**

**7. PROPERTY MANAGEMENT - Railway Lands Redevelopment Project - Seed Funding Application To Arts SA For Artistic Balustrade Design - AF13/439**

*Goal: Building Communities*

*Strategic Objective: (i) Strive for an increase in services and facilities to ensure the community has equitable access and that the identified needs of the community are met*

The Acting Presiding Member reported:

- (a) EOI's were called for the artistic balustrade project via the Arts SA statewide database and closed on 30<sup>th</sup> May. Following the EOI process, three (3) shortlisted artists/artist groups were to be selected for the concept design phase. The seed funding from Arts SA is to pay \$3,000 to each artist/artist groups to produce their concept designs.
- (b) Only one formal EOI was received from local artist/architect, Robert Miles and his wife Anne who is also an artist. To ensure a quality design outcome, it was important that two additional artists/artist groups be selectively invited to participate in the concept design phase.
- (c) Two additional artists were added to the shortlist following consultation with Arts SA representatives and to the approval of the pre-selected Project Advisory Panel. The three shortlisted artists/artist groups selected to carry out the concept design phase of the project are;
  1. Robert & Anne Miles, Mount Gambier;
  2. Laura Wills, Adelaide
  3. Lorelei Medcalf, Adelaide
- (d) Given the time taken to engage with the two additional artists the proposed timeline for the project will need to be adjusted by approximately one month.

Railway Lands Sub-Committee Meeting held on Wednesday, 25<sup>th</sup> June 2014 Cont'd...

**Mayor Perryman moved it be recommended:**

- (a) The report be received;
- (b) The Manager - Regulatory Services to continue to liaise with the shortlisted artists/artist groups for the duration of the concept design phase and coordinate the Project Advisory Panel to select a preferred concept at the conclusion of the concept design phase.

Cr Lee seconded

**Carried**

**8. PROPERTY MANAGEMENT - Railway Lands Grand Opening - AF11/1373**

*Goal: Building Communities*

*Strategic Objective: (i) Strive for an increase in services and facilities to ensure the community has equitable access and that the identified needs of the community are met*

The Acting Presiding Member reported:

- (a) Centro Mount Gambier have made contact with Council wishing to be involved in the formal opening of the site. Their involvement could involve promotional opportunities.
- (b) There are no formal dates specified for the opening of the site but it is anticipated that the site should be significantly operational by the end of 2014. An opportunity exists to coordinate the opening of the Nature Play space with movements such as 'Play Outside Day' which was recently held on May 4<sup>th</sup> or 'Wild zone Adventure Day' which are organised by the City of Onkaparinga.

**Cr Maher moved it be recommended:**

- (a) The report be received and contents noted.

Cr Von Stanke seconded

**Carried**

**9. PROPERTY MANAGEMENT - Placement of Barrier Fence Surrounding Pond 1 of the Wetlands - AF11/1373**

*Goal: Building Communities*

*Strategic Objective: (i) Strive for an increase in services and facilities to ensure the community has equitable access and that the identified needs of the community are met*

The Acting Presiding Member reported:

- (a) Pond 1 and 2 of the Railway Lands Wetlands are nearing completion and the question of public safety in relation to Pond 1 (concrete lake) has been raised.
- (b) The current Master Plan did not provide for any fence or protective barrier surrounding the entire perimeter on Pond 1. Council Officers have preferred to install intensive landscaping buffers surrounding the northern side of the water feature where direct access from the public is not anticipated.
- (c) Both Pond 1 and 2 are adequately protected to the south by the 1.8m chain mesh site boundary fence. At the western end of the water feature a viewing area is planned where visitors can approach the edge and view the water from behind a formalised balustrade. The balustrade will only guard the water feature edge adjacent to the

Railway Lands Sub-Committee Meeting held on Wednesday, 25<sup>th</sup> June 2014 Cont'd...

space designated for the viewing area leaving approximately 55 lineal metres of edge unfenced.

- (d) Council Officers have explained in the past that the water feature should not require fencing. A risk assessment undertaken in late 2013 identified a level of risk exists but not to the level requiring additional protection. Thus a guard rail / fence is not currently planned to the entire perimeter of Pond 1.
- (e) Should Council determine a low impact fence is necessary it is possible to install a post and wire solution that may be concealed within the planned landscaping.

**Cr Von Stanke moved it be recommended:**

- (a) The report be received and contents noted.**
- (b) Council to install a low impact fence along the northern and southern side of Pond 1**

**Cr Mutton seconded**

**Carried**

The meeting closed at 7.34 p.m.

AF11/1373  
26 June 2014 SM

CONFIRMED THIS

DAY OF

2014.

.....  
PRESIDING MEMBER

<p><b>SUBJECT: POLICY REVIEW – C120 - Cemeteries – Carinya Gardens And Lake Terrace Cemetery - Ref. Af11/1950</b></p>
---

*Goal: Governance*  
*Strategic Objective: (i) Demonstrate innovative and responsive organisational governance.*

## BACKGROUND

In March 2014, Council considered Operational Services Report No. 07/2014 in relation to the review of Operational Services Policies and resolved:

*(d) amalgamation and/or review of remaining Operational Services Policies continue to be undertaken on a prioritised and periodical basis under the direction of the Operational Services Committee.*

In accordance with that resolution, Council Policy *C120 Cemeteries – Carinya Gardens and Lake Terrace Cemetery* has been reviewed and the resulting policy is presented for consideration and adoption as attached to this report.

The changes that have been made to this Policy include:

- Update to ensure that the Policy is applicable to Council's current practices and legislative requirements;
- Formatting into the new Council Policy template; and
- General grammatical changes.

The existing C120 - Cemeteries – Carinya Gardens and Lake Terrace Cemetery Policy can be found on Council's website:

[http://www.mountgambier.sa.gov.au/council\\_policies\\_item.asp?sec=6&id=39&p=1](http://www.mountgambier.sa.gov.au/council_policies_item.asp?sec=6&id=39&p=1)

## RECOMMENDATION

- (a) Operational Services Report No. 15 / 2014 be received;
- (b) Council hereby adopts new Council Policy *C120 Cemeteries – Carinya Gardens and Lake Terrace Cemetery* as attached to this Report;
- (c) Council makes the necessary amendments to Council's Policy Manual Index.


  
**Jessica PORTER**  
 PLANNING OFFICER

Sighted:

  
**Mark McSHANE**  
 CHIEF EXECUTIVE OFFICER

2 July 2014  
 SM

Attachment: Council Policy C120 Cemeteries - Carinya Gardens and Lake Terrace Cemetery  
 (Refer Item of Operational Services Committee Minutes)

	<b>COUNCIL POLICY</b>  <b>C120 CEMETERIES – Carinya Gardens and Lake Terrace Cemetery</b>	<b>Version No:</b>	47
		<b>Issued:</b>	-
		<b>Next Review:</b>	-

## 1. INTRODUCTION


This document sets out the policy of the City of Mount Gambier (“Council”) for the Cemetery situated at Grant Avenue, Mount Gambier, and known as Carinya Gardens and Cemetery situated at Lake Terrace East, Mount Gambier.

## 2. CARINYA GARDENS CEMETERY

- a) Burials
  - i) No burial shall be permitted at the Cemetery except in accordance with a current valid lease of a burial allotment.
  - ii) Leases shall be for a fixed term of seventy five (75) years.
- b) Cremation
  - i) No interment of cremated remains shall be permitted at the Cemetery except in accordance with a current valid licence to inter cremated remains.
  - ii) Licences shall be for a fixed term of twenty five (25) years.
  - iii) Cremated remains may also be interred in a leased burial allotment for the term of the lease.
- c) Allotments
  - i) Allotments are not to be reused.

## 3. LAKE TERRACE CEMETERY

- a) Burials
  - i) No burial shall be permitted at the Cemetery except in accordance with a current valid lease of a burial allotment.
- b) Cremation
  - i) No interment of cremated remains shall be permitted at the Cemetery unless in accordance with a current and existing valid lease.
- c) Allotments
  - i) No new lease shall be granted over any burial allotment at the Cemetery (excluding Sections 'H' and 'J').
  - ii) Allotments are not to be reused.
- d) Sections H and J – burial vaults and ground burials
  - i) Sections 'H' and 'J' of the Cemetery situated at Lake Terrace East, Mount Gambier, has been made available to the Mount Gambier Cemetery Trust for burials.
  - ii) No burial shall be permitted at Sections 'H' and 'J' of the Cemetery except in accordance with a current valid lease of a burial allotment.
  - iii) Leases shall be for a fixed term of fifty (50) years.
  - iv) No interment of cremated remains shall be permitted at Sections 'H' and 'J' of the Cemetery unless in accordance with a current and existing valid lease.
  - v) All allotments are not to be reused.
- e) Reopening of Burial Plots
  - i) Where Council is requested to reopen an existing burial plot at the Lake Terrace Cemetery (including vaults) and such burial plot has a monumental

	<b>COUNCIL POLICY</b>  <b>C120 <u>CEMETERIES</u> – Carinya Gardens and Lake Terrace Cemetery</b>	<b>Version No:</b>	48
		<b>Issued:</b>	-
		<b>Next Review:</b>	-

headstone erected, Council requires the owner of the headstone (or representative of the owner with permission to act in this matter) to indemnify Council, in writing, against any claim from loss or damage to the monumental headstone as a result of the work undertaken by Council staff in reopening and/or sealing the grave.


- ii) 'Headstone' includes any slab or other part of the headstone structure forming a part of the monument.

**4. REVIEW & EVALUATION**

This Policy is scheduled for review by Council in July 2015; however, will be reviewed as required by any legislative changes which may occur.

**5. AVAILABILITY OF POLICY**

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

	<b>COUNCIL POLICY</b> <b>C120 CEMETERIES – Carinya Gardens and Lake Terrace Cemetery</b>	Version No:	49
		Issued:	-
		Next Review:	-

File Reference:	AF11/1741
Applicable Legislation:	INSERT APPLICABLE LEGISLATION
Reference: Strategic Plan – Beyond 2015	Goal #, Strategic Objective #
Related Policies:	INSERT RELATED (Council) POLICIES
Related Procedures:	INSERT RELATED PROCEDURES (Council/Other)
Related Documents:	INSERT RELATED DOCUMENTS (Council/Other)

#### DOCUMENT DETAILS

Responsibility:	DIRECTOR – OPERATIONAL SERVICES
Version:	1.0
Last revised date:	June, 2014
Effective date:	
Minute reference:	## <sup>th</sup> Month, 201# Operational/Corporate & Community Services, Item #
Next review date:	
<u>Document History</u>	
First Adopted By Council:	18 <sup>th</sup> February 1999
Reviewed/Amended:	15 <sup>th</sup> April 2003; 19 <sup>th</sup> September 2006; 17 <sup>th</sup> February 2009; 18 <sup>th</sup> May 2010



**SUBJECT: POLICY REVIEW - C355 Council Land - Irrigation Policy - Ref. AF11/1950**

**Goal:** Governance  
**Strategic Objective:** (i) Demonstrate innovative and responsive organisational governance.

### BACKGROUND

In March 2014, Council considered Operational Services Report No. 07/2014 in relation to the review of Operational Services Policies and resolved:

- (d) *amalgamation and/or review of remaining Operational Services Policies continue to be undertaken on a prioritised and periodical basis under the direction of the Operational Services Committee.*

In accordance with that resolution, Council Policy C355 Council Land - Irrigation Policy has been reviewed and the resulting policy is presented for consideration and adoption as attached to this report.

The changes that have been made to this Policy include:

- Update to ensure that the Policy is applicable to Council's current practices;
- Formatting into the new Council Policy template; and
- General grammatical changes.

The existing C355 – Council Land – Irrigation Policy can be found on Council's website:  
[http://www.mountgambier.sa.gov.au/council\\_policies\\_item.asp?sec=10&id=39&p=1](http://www.mountgambier.sa.gov.au/council_policies_item.asp?sec=10&id=39&p=1)

### RECOMMENDATION

- (a) Operational Services Report No. 16 / 2014 be received;
- (b) Council hereby adopts new Council Policy C355 Council Land - Irrigation Policy as attached to this Report;
- (c) Council makes the necessary amendments to Council's Policy Manual Index.

  
**Jessica PORTER**  
PLANNING OFFICER

Sighted:

  
**Mark McSHANE**  
CHIEF EXECUTIVE OFFICER

3 July 2014  
SM

Attachment: Council Policy C355 Council Land - Irrigation Policy  
(Refer Item of Operational Services Committee Minutes)

	<b>C355</b>	<b>COUNCIL POLICY</b> <b><u>COUNCIL LAND</u> - Irrigation Policy</b>		<b>Version No:</b>	51
		<b>Issued:</b>	-		
		<b>Next Review:</b>	-		

## 1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier ("Council") for the irrigation of Council land.

Council appreciates the need to both preserve and conserve the valuable water resource available to the Council area and surrounding districts.

The introduction of permanent water conservation measures introduced in 2003 by the State Government are important and Council will endeavour, by way of this Policy, to embrace the spirit and intent of the measures in its own operations (as well as meeting all legislative requirements).

Council has a significant financial and social investment in its Parks, Gardens and Reserves and this investment now needs to be integrated with an environmental investment that delivers water conservation outcomes and still meets the needs of the wider community.

## 2. MEASURING WATER USAGE

- a) Council will measure all water usage (whether from mains supply or bores). The bulk of water usage by Council is through the irrigation of parks, gardens and reserves. This policy recognises the social benefit of ensuring that sports fields and key garden areas of the City (i.e. Cave Garden, Vansittart Park Gardens and Umpherston Sinkhole) are adequately watered.
- b) Council will identify areas where irrigation can be either reduced or eliminated.
- c) Elimination where appropriate should be the first preference. Options that require little or no irrigation should be explored and implemented. Where appropriate such options may include the utilisation of indigenous species and/or Water Sensitive Urban Design (WSUD).

## 3. AUTOMATED WATER SYSTEMS

This policy recognises that automated watering systems at the Cave Garden, Frew Park, Vansittart Park Oval, Umpherston Sinkhole, Vansittart Park Gardens, Blue Lake Sports Park, Marist Park and Carinya Gardens Cemetery have been installed. These automated watering systems have moisture monitoring as part of the system, which ensures that watering will occur during the night time, for the shortest time, to conserve water and maximise the benefit of irrigation.

Roundabouts are a key feature within the Council area, and a minimalist approach to watering is to be adopted. This will include, as a minimum, a time clock operated water system that will only water during the night time.

Any proposed 'greenfield' development of a reserve, where irrigation is desirable, should consider sub-surface watering systems or if surface irrigation is accepted, the use of modern technology which will optimise water usage (including time clocks and in-situ moisture measurement).

	<b>C355</b>	<b>COUNCIL POLICY</b> <b><u>COUNCIL LAND</u> - Irrigation Policy</b>		Version No:	52
		Issued:	-		
		Next Review:	-		

If and when financial resources are available, Council will consider the retro-fitment provision of automated watering systems to Council reserves.

#### 4. IRRIGATION OF PUBLIC GREEN SPACES

Key Council staff and curators of Council owned sporting facilities have been provided with 'waterwise' training which references State Government regulation and policy, this City of Mount Gambier Policy and best practice watering and irrigation techniques for urban parks, gardens and reserves.

Sports grounds in Mount Gambier are predominately Kikuyu/Couch grass (*Rhizomatous* sp.). Council promotes this species of grass because of its resilience during summer.

The SA Water 'Code of Practice for Irrigated Public Open Space' outlines that turf should be maintained to meet quality and risk management standards appropriate for its intended use – that is, it should be 'fit for purpose'.

Accordingly, five different categories of public green space are identified, for the classification of sites:

- Premier Sports Turf: State/regional competition
- Local Sports Turf: Local competition
- Premier Recreation Reserve: High profile recreational area
- Passive Recreation Reserve: Non-sports turf recreational area
- Verges and Stormwater Retention Basins: Functional spaces for stormwater events.

The annual performance targets for irrigation from Council bores are as follows (see table 1):

**Table 1: Annual Performance Targets for irrigation**

Classification	Site	Performance Target l per m <sup>2</sup>
Premier Sports Turf	West Gambier	300
Premier Sports Turf	South Gambier	300
Premier Sports Turf	Frew Park	300
Premier Sports Turf	McDonald Park	300
Premier Sports Turf	Blue Lake Sports Park	300
Premier Sports Turf	Malseed Park (Soccer)	300
Local Sports Turf	Marist Park	250
Local Sports Turf	Reidy Park	250
Premier Recreation Reserve	Cave Gardens	320
Premier Recreation Reserve	Vansittart Park	320
Passive Recreation Reserve	Aquatic Centre	160
Passive Recreation Reserve	Umpherston Sinkhole	160
Passive Recreation Reserve	Carinya Gardens	160
Verges & Stormwater Retention Basins	Various	0

	<b>C355</b>	<b>COUNCIL POLICY</b> <b><u>COUNCIL LAND</u> - Irrigation Policy</b>		<b>Version No:</b>	58
		<b>Issued:</b>	-		
		<b>Next Review:</b>	-		

The 'Code of Practice for Irrigated Public Open Space' has been used as a guide, in developing these performance standards and consideration has been given to average annual rainfall, evapotranspiration, local climate etc.

Where performance targets are greatly exceeded and/or there is consistent poor performance, Council may impose penalties upon lessees of Council owned facilities (such as turning off taps / financial penalties), for excess water use.

It is recognised that application rates may rise during exceptionally dry summers and that extra irrigation may be required to prepare 'fit for purpose' turf for one-off elite sporting events at State/National level.

It is recommended that an annual review of this irrigation policy and the actual irrigation levels achieved, be undertaken. The annual review should also identify Council Officers who need training.

All users of Council irrigation bores are to be advised of this policy and be requested to comply with the performance targets as listed in Table 1.

**5. REVIEW & EVALUATION**

This Policy is scheduled for review by Council in July 2015; 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](http://www.mountgambier.sa.gov.au). Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

	<b>C355</b>	<b>COUNCIL POLICY</b> <b><u>COUNCIL LAND - Irrigation Policy</u></b>		Version No:	54
		Issued:	-		
		Next Review:	-		

File Reference:	AF11/1747
Applicable Legislation:	INSERT APPLICABLE LEGISLATION
Reference: Strategic Plan – Beyond 2015	Goal #, Strategic Objective #
Related Policies:	INSERT RELATED (Council) POLICIES
Related Procedures:	INSERT RELATED PROCEDURES (Council/Other)
Related Documents:	INSERT RELATED DOCUMENTS (Council/Other)

#### DOCUMENT DETAILS

Responsibility:	Director – Operational Services
Version:	1.0
Last revised date:	June, 2014
Effective date:	-
Minute reference:	## <sup>th</sup> Month, 201# Operational/Corporate & Community Services, Item #
Next review date:	-
<u>Document History</u>	
First Adopted By Council:	19 <sup>th</sup> April 2005
Reviewed/Amended:	19 September 2006; 17 <sup>th</sup> February 2009; 16 <sup>th</sup> March 2010

**SUBJECT: POLICY REVIEW – W125 – Waste Management – Refuse Collection - Ref. AF11/1950**

**Goal:** Governance  
**Strategic Objective:** (i) Demonstrate innovative and responsive organisational governance.

### BACKGROUND

In March 2014, Council considered Operational Services Report No. 07/2014 in relation to the review of Operational Services Policies and resolved:

- (d) *amalgamation and/or review of remaining Operational Services Policies continue to be undertaken on a prioritised and periodical basis under the direction of the Operational Services Committee.*

In accordance with that resolution, Council Policy W125 – Waste Management Refuse Collection Policy has been reviewed and the resulting policy is presented for consideration and adoption as attached to this report.

The changes that have been made to this Policy include:

- Update to ensure that the Policy is applicable to Council's current practices and legislative requirements;
- Formatting into the new Council Policy template; and
- General grammatical changes.

The existing W125 – Waste Management – Refuse Collection Policy can be found on Council's website:

[http://www.mountgambier.sa.gov.au/council\\_policies\\_item.asp?sec=7&id=39&p=1](http://www.mountgambier.sa.gov.au/council_policies_item.asp?sec=7&id=39&p=1)

### RECOMMENDATION

- (a) Operational Services Report No. 17 / 2014 be received;
- (b) Council hereby adopts new Council Policy W125 – Waste Management Refuse Collection Policy as attached to this Report;
- (c) Council makes the necessary amendments to Council's Policy Manual Index.


  
**Jessica PORTER**  
PLANNING OFFICER

Sighted:

  
**Mark McSHANE**  
CHIEF EXECUTIVE OFFICER

3 July 2014  
SM

Attachment: Council Policy W125 - Waste Management - Refuse Collection  
(Refer Item of Operational Services Committee Minutes)


	<b>W125 Collection</b>	<b>COUNCIL POLICY WASTE MANAGEMENT- Refuse</b>	
		Version No:	56
		Issued:	-
		Next Review:	-

## 1. INTRODUCTION

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

## 2. HOUSEHOLD/PUTRESCIBLE WASTE AND RECYCLABLES (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 Director - Operational Services and/or the Engineering Manager.
- 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.

	<b>W125 Collection</b>	<b>COUNCIL POLICY <u>WASTE MANAGEMENT- Refuse</u></b>	
		Version No:	57
		Issued:	-
		Next Review:	-

- 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 Director - Operational Services and/or the Engineering Manager.
- 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.



	<b>W125 Collection</b>	<b>COUNCIL POLICY <u>WASTE MANAGEMENT- Refuse</u></b>	
		Version No:	58
		Issued:	-
		Next Review:	-

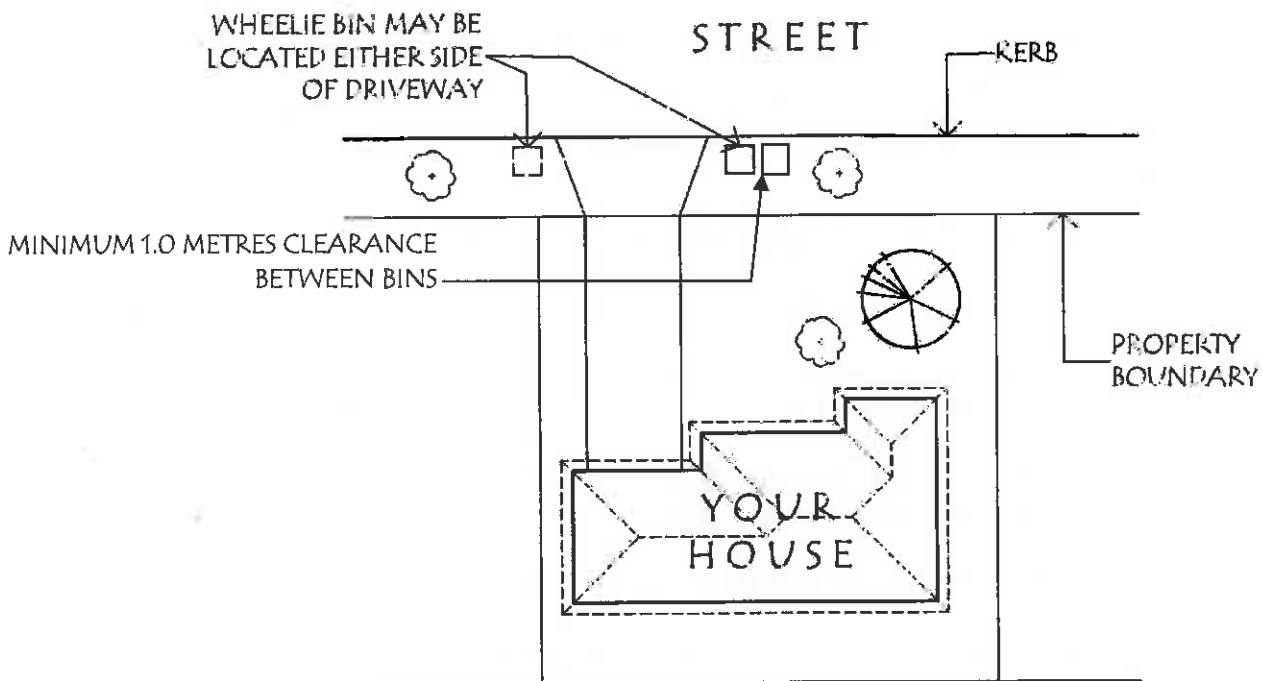
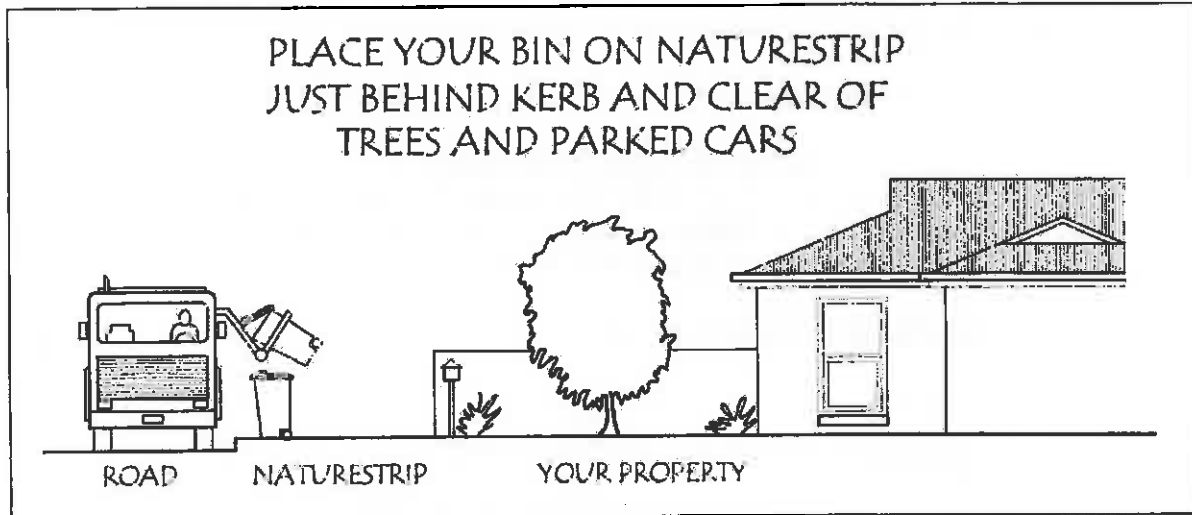
- b) MGB's for collection shall be placed in the appointed place for collection by 6.00 a.m. on the nominated collection day for that premises (including Public Holidays).
- c) The following materials are prohibited from being placed out for collection:
- i) prescribed wastes as listed in Schedule 1, 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.



**W125  
Collection**

**COUNCIL POLICY  
WASTE MANAGEMENT- Refuse**

Version No:	59
Issued:	-
Next Review:	-



**5. REVIEW & EVALUATION**

This Policy is scheduled for review by Council in July 2016; 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](http://www.mountgambier.sa.gov.au). Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

	<b>W125 Collection</b>	<b>COUNCIL POLICY WASTE MANAGEMENT- Refuse</b>	
		Version No:	60
		Issued:	-
		Next Review:	-

File Reference:	AF11/1743
Applicable Legislation:	Environment Protection (Waste to Resources) Policy 2010
Reference: Strategic Plan – Beyond 2015	Goal #, Strategic Objective #
Related Policies:	W115 WASTE MANAGEMENT - Reveal of Waste - Caroline Landfill
Related Procedures:	Refer to most current (and any relevant superseded) SOPs
Related Documents:	Refer to most current copy of Council's Schedule of Fees and Charges

#### DOCUMENT DETAILS

Responsibility:	DIRECTOR – OPERATIONAL SERVICES
Version:	1.0
Last revised date:	June, 2014
Effective date:	
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<u>Document History</u>	
First Adopted By Council:	20 <sup>th</sup> June 2000
Reviewed/Amended:	15 <sup>th</sup> April 2003; 19 <sup>th</sup> September 2006; 17 <sup>th</sup> February 2009

## OPERATIONAL SERVICES REPORT NO. 18 / 2014

SUBJECT: POLICY REVIEW - T120 Tree Policy - Ref. AF11/1950
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*Goal: Governance*  
*Strategic Objective: (i) Demonstrate innovative and responsive organisational governance*

### BACKGROUND

In March 2014, Council considered Operational Services Report No. 07/2014 in relation to the review of Operational Services Policies and resolved:

- (d) *amalgamation and/or review of remaining Operational Services Policies continue to be undertaken on a prioritised and periodical basis under the direction of the Operational Services Committee.*

In accordance with that resolution, Council Policy T120 Tree Policy has been reviewed and the resulting policy is presented for consideration and adoption as attached to this report.

The changes that have been made to this Policy include:

- The insertion of the current *Adopted Tree Species Planting Schedule*;
- The removal of schedules and letter templates;
- Formatting into the new Council Policy template; and
- General grammatical changes.

The existing T120 – Tree Policy can be found on Council's website:

[http://www.mountgambier.sa.gov.au/council\\_policies\\_item.asp?sec=10&id=39&p=1](http://www.mountgambier.sa.gov.au/council_policies_item.asp?sec=10&id=39&p=1)

### RECOMMENDATION

- (a) Operational Services Report No. 18 / 2014 be received;
- (b) Council hereby adopts new Council Policy *T120 Tree Policy* as attached to this Report;
- (c) Council makes the necessary amendments to Council's Policy Manual Index.

  
**Jessica PORTER**  
 PLANNING OFFICER

sighted:

  
**Mark McSHANE**  
 CHIEF EXECUTIVE OFFICER

1 July 2014  
 SM

Attachment: Council Policy T120 Tree Policy

(Refer Item of Operational Services Committee Minutes)



**COUNCIL POLICY**  
**T120 TREE POLICY**

<b>Version No:</b>	62
<b>Issued:</b>	-
<b>Next Review:</b>	-

- i. all infected or diseased prunings and felled trees should be destroyed by burning;
  - ii. the material should not be mulched or carted to the greenwaste pile, but cut into manageable pieces and carted away to the designated burn site;
  - iii. stumps should be ground out as soon as practicable after the tree is felled and the material carted away to the designated burning site;
  - iv. establish the safest route to transport the material to the designated burning site to help minimize the spread of disease during transport.
- b) Sterilise pruning equipment if the disease is present, or suspected to be present, on the tree being pruned/felled.
- c) All remaining plant material such as chips and sawdust should be swept and removed from site and transported to the designated burning site.
- d) Common symptoms of diseased trees include:
- i. leaf yellowing and death
  - ii. fruit distortion
  - iii. stem, root and flower rot
  - iv. stem cankers
  - v. dieback within a tree
  - vi. leaf curl etc.
- e) If in doubt about the health of a tree or the request to implement this policy, contact the Engineering Technical Officer.

**6. PROPERTY OWNER VEGETATION**

- a) Pursuant to Section 299(1) of the *Local Government Act 1999*, Council may issue notice to the owner or occupier of adjoining land to remove or cut back vegetation which has encroached onto any street, road or footpath.
- b) Should there be no response to this request within seven (7) days from the issue date of the notice, Council may undertake the work and seek to recover the expenses incurred for the relevant works.

**7. ADOPTED TREE SPECIES PLANTING SCHEDULE**

	BOTANICAL NAME	COMMON NAME	ETSA LIST	SA WATER SCHEDULE	PLANT ORIGIN	PLANT TYPE	COMMENTS
1	<i>Acacia melanoxylon</i>	Blackwood		2	N	E	Grows Well
2	<i>Acer buergeranum</i>	Trident Maple			E	D	Grows Well, Moderate
3	<i>Acer Campestre</i>	Hedge Maple					Grows Slow
4	<i>Acer negundo</i>	Box Maple		2	E	D	Grows Well, Moderate
5	<i>Acer palmatum sp.</i>	Japanese Maple	2				
6	<i>Acer rubrum sp.</i>	Canadian Maple			E	D	Grows Well, Slow
7	<i>Acmena smithii</i>	Lillypilly			N	E	Grows Well, Moderate
8	<i>Betula pendula</i>	Silver Birch		2	E	D	Grows Well
9	<i>Betula pendula 'Dalecarlica'</i>	Cut Leaf Birch		2	E	D	Grows Well
10	<i>Betula platyphylla var. Japonica 'Whitespire'</i>	Asian White Birch			E	D	Grows Well
11	<i>Callistemon viminalis 'Harkness'</i>	Gawler Hybrid Bottlebrush	2	1	N	E	Grows Well



## COUNCIL POLICY

### T120 TREE POLICY

Version No:	66
Issued:	-
Next Review:	-

- b) Council will make surplus wood available to local service clubs/organisations on the provision that the club/organisation be a "not for profit" club/organisation and that the club/organisation be responsible for all activities associated with the surplus wood (eg. cutting, splitting, loading and cartage).
- c) The surplus wood will be stored at a location specified by Council.
- d) Any wood accessed by a club/organisation in accordance with this policy must not be sold or used for private purposes. The intention of this policy is that such wood will be provided to needy families free of charge by the club/organisation, or the wood can be sold as a fund raising activity by the Club.
- e) Access to the wood to be on a "first in, first served" basis and applications to be made to Council, in writing, for access to surplus wood.
- f) The Chief Executive Officer and/or Director - Operational Services to have the authority to allocate wood supplies in accordance with this policy.
- g) Any organisation participating in this activity must indemnify the Council against any actions that may result as a consequence of this policy.

#### 4. RESERVES

- a) Botanic Park - Commemorative and Memorial Trees
  - i. Approval is granted for service clubs to place plaques at the foot of each of the existing lemon scented gums at Botanic Park to commemorate deceased members of the Clubs from within Mount Gambier.
  - ii. Clubs to provide (or bear the cost) of the plaques, plinths, installation thereof, future maintenance and replacement of plaques etc.
  - iii. Council will provide, as and when required, further advanced growth lemon scented gums as a boulevard to Botanic Park and as a perimeter planting to this entire area to which further commemorative plaques may be placed in the future.
  - iv. An area be set aside at Botanic Park for the placement of suitable tree species which may be planted by persons, including a special plaque, in remembrance of other persons or groups.
- b) Hastings Cunningham Reserve - Memorials
  - i. An area be set aside at Hastings Cunningham Reserve for the placement of suitable tree species, which may be planted by persons, including a special plaque, in remembrance of other persons or groups.
- c) Marist Park
  - i. An area of Marist Park, to the east side of the roadway from Shepherdson Road, be set aside to allow the planting of a tree and placement of a plaque by Rotary Exchange students to celebrate their time on Mount Gambier.

#### 5. TRANSPORTATION, HANDLING AND DISPOSAL OF INFECTED OR DISEASED WOOD MATERIAL

- a) When pruning/removing trees with fungi/disease:



**COUNCIL POLICY**  
**T120 TREE POLICY**

<b>Version No:</b>	64
<b>Issued:</b>	-
<b>Next Review:</b>	-

- ii. Council invite comment on the proposed plantings of trees within each individual street with comments to be received up to four (4) weeks from the date of issue, in accordance with Council's Public Consultation policy.
  - iii. Council notify residents of Council's conditions and feedback of the consultation.
  - iv. Should Council resolve not to adopt a particular street to be included in an annual street tree program due to popular demand from a majority of residents, those willing to have a tree planted will still be supplied with a tree.
- h) **Notification to Authorities**
- i. Council invites comments on the proposed plantings of trees as outlined on the annual street tree program, with comments to be received up to four (4) weeks from the date of issue to the following authorities:
    - APA Group
    - SA Power Networks
    - SA Water
    - Telstra
  - i) Council is to review previously planted streets and individual trees that have been vandalised and replaced with the species originally planted. If the specific cultivar is not available then replace with one that is of similar characteristics i.e. flower colour, size, shape etc.
  - j) Where Council grants approval for the removal of a tree for the benefit of a resident, and the tree is in a healthy state, removal and where applicable replacement will be at the ratepayers expense. This may apply where a tree is located in an area where a resident wishes to remove a tree for a supplementary driveway.
  - k) Council is frequently requested to remove street trees. The reasons for seeking the removal can vary considerably and each case is to be assessed on its merits.
    - i. A resident may seek removal of a tree in writing to the Director - Operational Services, stating their name, address, location of the tree and the reasons for the request for the removal of the tree.
    - ii. For each request for removal of a street tree, an assessment of the tree is to be undertaken and a recommendation submitted to the Director - Operational Services, or in his absence the Chief Executive Officer.
    - iii. If the tree is diseased to the point that it is unlikely to recover, is too big for its location (based on size of tree in relation to footpath width, vehicle sight distance or power lines) or is causing or is likely to cause damage to adjoining property infrastructure the Director - Operational Services, or in his absence the Chief Executive Officer, may grant approval to remove the tree.
    - iv. Removal of a sound tree of appropriate size and location for reasons of appearance, overshadowing or dropping of foliage etc. is generally not supported and any recommendation to remove a tree on this basis is to be referred to Council for a final decision.
    - v. This Policy does not apply to dead trees, which may be removed on the authority of either the Director - Operational Services or Chief Executive Officer

**3. DISPOSAL OF SURPLUS WOOD**

- a) Council, in the course of its normal maintenance function, quite often is involved in tree pruning and/or removal that results in a supply of surplus timber that is suitable for firewood.

	<b>COUNCIL POLICY</b>  <b>T120 <u>TREE POLICY</u></b>	<b>Version No:</b>	65
		<b>Issued:</b>	-
		<b>Next Review:</b>	-

## 1. INTRODUCTION

- a) This document sets out the policy of the City of Mount Gambier ("Council") for the management of trees situated on Council property as set out below:
  - i. streets; and
  - ii. parks, gardens, reserves and playgrounds.
- b) It is the policy of Council that all streets be planted according to a defined street scaping plan and planting be aimed at beautifying the street as a whole, rather than individual properties.
- c) The objective of Councils annual street tree program is to increase the population of street trees by 300 per annum until 2017.

## 2. STREET TREES

- a) Council has resolved that, where applicable, to plant streets with the same species of tree, but the species may vary from one side of the street to the other.
- b) In some streets, it may be necessary to remove a small number of existing trees to try and maintain uniformity within a street.
- c) A list of tree species suitable for planting in the City has been adopted and is outlined in Section 7 of this Policy.
- d) The list provided will be reviewed annually so that preferred species may be added to the list.
- e) In selecting the type of tree suitable for a particular street, the following criteria should be taken into consideration:
  - i. the character and amenity of the individual street;
  - ii. the actual width of the footpath, or if a footpath width is less than 1.5 metres between the back of the kerb and the boundary, a tree not be planted;
  - iii. the location of species as set out by individual utilities outlined in the species list in Section 7.
- f) On footways, Council permits the development of footpaths adjoining residential allotments through the planting of approved trees and or lawn by residents subject to:
  - i. A clear trafficable pedestrian way of 1.5 metres width by 2.5 metres height being retained at all times along the footpath;
  - ii. No vegetation (except lawn) to be planted within 6.0 metres of the intersection of the junction of two or more streets;
  - iii. Planting being in accordance with an approved Streetscape Plan in accordance with 2(c).
- g) Notification to Residents:
  - i. Where Council undertakes street tree plantings, whether the street has been selected by Council, or letters received from residents of a particular street, all residents will be informed in writing prior to the commencement of the plantings.





# COUNCIL POLICY

## T120 TREE POLICY

<b>Version No:</b>	66
<b>Issued:</b>	-
<b>Next Review:</b>	-

12	<i>Callistemon viminalis</i>	Weeping Bottlebrush	2	1	N	E	Grows Well
13	<i>Cercis canadensis 'Forest Pansy'</i>	Purple-leafed Eastern Redbud	2		E	D	Grows Well, But Slow
14	<i>Eucalyptus platypus var heterophylla</i>	Round Leaved Moort	P	2	N	E	Grows Well
15	<i>Fraxinus ornus 'Meczek'</i>	Flowering ash	P	2	E	D	Grows Slow
16	<i>Geijera parviflora</i>	Australian Willow	2	1	N	E	Grows Slow
17	<i>Geijera salicifolia</i>	Scrub Willow			N	E	Grows Slow
18	<i>Gleditsia triacanthos var inermis 'Sunburst'</i>	Honey Locust		2	E	D	Grows Slow
19	<i>Hakea Laurina</i>	Pincusion Hakea	2	1	N	D	Grows Well, Fast, Blows Over in Heavy Winds
20	<i>Hymenosporum flavum</i>	Native Frangipani		2	N	E	Grows Well In Some Areas, Slow
21	<i>Koelreuteria paniculata</i>	Golden Rain Tree	2	2	E	D	Very Slow
22	<i>Lagerstroemia indica sp</i>	Crepe Myrtle	2	1	E	D	
23	<i>Liriodendron tulipifera</i>	Tulip Tree		2	E	D	Grows Well
24	<i>Liriodendron tulipifera 'Fastigiatum'</i>	Upright Tulip Tree		2	E	D	Grows Well
25	<i>Lophostemon confertus</i>	Brush Box			N	D	Grows Well
26	<i>Liquidamber styraciflua</i>	Liquidamber		2	E	D	Grows Slow
27	<i>Malus ioensis 'Purpurea'</i>	Crab Apple	2	1	E	D	Grows Well, Moderate
28	<i>Pistacia chinensis</i>	Chinese Pistachio		2	E	D	Unknown
29	<i>Platanus x acerifolia</i>	London Plane			E	D	Grows Slow
30	<i>Prunus cerasifera 'Nigra'</i>	Purple Leaf Cherryplum	2	1	E	D	Grows Well, Moderate
31	<i>Prunus persica sp.</i>	Flowering Peach	2	1	E	D	Attracts Leaf Curl, Very Slow
32	<i>Prunus 'sekiyama' syn. 'Kanzan'</i>	Flowering Cherry	2	1	E	D	Unknown
33	<i>Prunus serrulata</i>	Japanese Flowering Cherry		1	E	D	Unknown
34	<i>Pyrus calleryana 'Aristocrat'</i>	Aristocrat Pear		2	E	D	Grows Well, Fast
35	<i>Pyrus calleryana 'Glen's Form' Chanticleer</i>	Callery Pear		2	E	D	Grows Well, Fast
36	<i>Pyrus ussuriensis</i>	Manchurian Pear		2	E	D	Grows Well, Fast
37	<i>Pyrus calleryana 'Capital'</i>	Capital Pear		2	E	D	Grows Well, Fast
38	<i>Quercus palustris</i>	Pinoak			E	D	Grows Slow
39	<i>Sophora japonica</i>	Pagoda Tree		2	E	E/D	Unknown
40	<i>Ulmus glabra 'Lutescens'</i>	Golden Elm			E	D	Grows Moderate
41	<i>Zelkova serrata 'Green Vase'</i>	Green Vase Japanese Zelkova			E	D	Grows Well, Slow

(P) - Not listed but ok to plant under powerlines

**ETSA List 1** - Species with expected height between 2 and 3 metres

**ETSA List 2** - Species with expected height between 3 and 6 metres

In South Australia a great deal of research has been done to determine the suitability of various trees for planting near sewers. Some of the results of this research have been incorporated into Regulation 24 of the Sewerage Act.

This contains two schedules which list over 200 trees and shrubs, the planting of which in streets is controlled, but which may be planted on private property without the need to obtain prior approval from SA Water.

**Schedule 1** lists those which may be planted in streets but not closer than 2 metres to any sewer or connection without written approval from SA Water.

**Schedule 2** lists those which may be planted in streets but not closer than 3.5 metres to any sewer or connection without written approval from SA Water.

#### Provisionally Classified

#### Schedule 2

Any tree which is not listed in these schedules may not be planted in any street in any declared drainage area without the prior approval in writing of the South Australian Water Corporation.

In addition to Schedule 1 and 2, approximately 400 trees and shrubs have been *provisionally* classified into the same two groups. The distinction between the trees listed in Schedule 1 and 2 and those which are only provisionally

	<b>COUNCIL POLICY</b>  <b>T120 <u>TREE POLICY</u></b>	<b>Version No:</b>	67
		<b>Issued:</b>	-
		<b>Next Review:</b>	-

classified is that the latter may not be planted in streets or roads without the prior written approval of the South Australian Water Corporation for home gardens.

The Schedules quoted are for guidance only as Regulations 24 does not apply to private property.

In addition under Regulation 37 of the Waterworks Act, trees and shrubs must not be planted in a public street or road closer than one metre to any water main or service connection. Approval may be obtained by submitting.

in writing details of proposed planting to the contact detailed above

#### 8. REVIEW & EVALUATION

This Policy is scheduled for review by Council in July 2015; however, will be reviewed as required by any legislative changes which may occur.

#### 9. 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](http://www.mountgambier.sa.gov.au). Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.



**COUNCIL POLICY**  
**T120 TREE POLICY**

<b>Version No:</b>	68
<b>Issued:</b>	-
<b>Next Review:</b>	-

<b>File Reference:</b>	AF11/1747
<b>Applicable Legislation:</b>	Local Government Act 1999
<b>Reference:</b> Strategic Plan – Beyond 2015	Goal #, Strategic Objective #
<b>Related Policies:</b>	
<b>Related Procedures:</b>	Internal procedure (TBC)
<b>Related Documents:</b>	Refer to TRIM for most recent: Street Tree installation letter template, Street Tree program letter template, Tree Assessment checklist template; and/or Section 299(1) letter template.

**DOCUMENT DETAILS**

<b>Responsibility:</b>	DIRECTOR – OPERATIONAL SERVICES; ENGINEERING TECHNICAL OFFICER
<b>Version:</b>	1.0
<b>Last revised date:</b>	June, 2014
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<b>Next review date:</b>	-
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