

8 August 2017

**MAYOR
COUNCILLORS
CITY OF MOUNT GAMBIER**

1. **NOTICE** is given that a meeting of the Council of the City of Mount Gambier will be held at the Council Chamber, Civic Centre, 10 Watson Terrace, Mount Gambier **on Tuesday, 15 August 2017 at 6.00 p.m.**
2. **NOTICE** is given that the Standing Committees (Committee Room and Level 1 Conference Room) and Council Development Assessment Panel (Level 1 Conference Room) will meet at the Civic Centre, 10 Watson Terrace, Mount Gambier on the days and dates as follows:

Strategic Standing Committee	Monday, 11 September 2017
Operational Standing Committee	Tuesday, 12 September 2017
Council Development Assessment Panel	Thursday, 19 September 2017

An agenda for the meeting is enclosed.



Mark McSHANE
CHIEF EXECUTIVE OFFICER

AGENDA INDEX

1.	APOLOGY(IES)	1
2.	LEAVE OF ABSENCE	1
3.	CONFIRMATION OF COUNCIL MINUTES	1
4.	MAYORAL REPORT - REF. AF11/881	2
5.	REPORTS FROM COUNCILLORS - REF. AF11/882	2
6.	QUESTIONS	2
	6.1. With Notice.....	2
	6.2. Without Notice	2
7.	PETITIONS	2
8.	DEPUTATIONS	2
9.	NOTICE OF MOTION TO RESCIND	2
10.	ELECTED MEMBERS WORKSHOPS (INFORMAL GATHERINGS) - REF. AF15/83	2
11.	ELECTED MEMBER TRAINING AND DEVELOPMENT - REF. AF11/903	3
12.	COUNCIL ACTION ITEMS - REF. AF11/866, AF17/228	3
13.	COMMITTEE MINUTES AND RECOMMENDATIONS	3
	13.1. Minutes of Strategic Standing Committee - 7 August 2017	3
	13.2. Tourism Data Collection - Report No. AR17/29485	3
	13.3. Signage Strategy - Report No. AR17/29113	3
	13.4. City Hall Commercial Kitchen Future Operation - Report No. AR17/28073	4
	13.5. City Growth Strategy - Report No. AR17/29794	4
	13.6. Minutes of Development Assessment Panel - 20 July 2017	4
14.	COUNCIL REPORTS	4
	14.1. Minutes of CESI Sub-Committee - 25 July 2017	5
	14.2. Review of CESI Sub-Committee Terms of Reference - Report No. AR17/28518	5
	14.3. Membership CESI Sub-Committee - Report No. AR17/28519	5
	14.4. Works In Progress - City Infrastructure - Report No. AR17/28683	6
	14.5. Request from Lake City Taxi's - Reinstatement of Bay Road Taxi Stand - Report No. AR17/29896	8
	14.6. Crouch Street South Tree Removals - Report No. AR17/29071	11
	14.7. Investment Review - Yearly Report for 2016/2017 - Report No. AR17/29221	14
	14.8. 2017/2018 Rates Determination - Report No. AR17/29165	17



14.9.	COMG Dog and Cat Management Plan 2018-23 - Report No. AR17/24955	21
14.10.	Review of Environmental Sustainability Sub-Committee Terms of Reference - Report No. AR17/29558	25
14.11.	Kitchen Caddy Trial Assessment 2017 Report No. AR17/29559	28
14.12.	Mount Gambier Reuse Market – Smart Cities Application Report No. AR17/29560	35
14.13.	Mount Gambier Reuse Market – Design and Costing Details Report No. AR17/21856...	38
14.14.	Mount Gambier & District Road Safety Group Membership - Report No. AR17/29929 ...	41
15.	MOTION(S)	43
15.1.	With Notice	43
15.2.	Without Notice	43
	REPORT ATTACHMENTS.....	44



AGENDA OF ORDINARY COUNCIL MEETING

Meeting to be held at the Council Chamber, Civic Centre, 10 Watson Terrace, Mount Gambier
on Tuesday, 15 August 2017 at 6.00 p.m.

PRESENT

Mayor Andrew Lee
Cr Christian Greco
Cr Mark Lovett
Cr Josh Lynagh
Cr Frank Morello
Cr Des Mutton
Cr Steven Perryman
Cr Hanna Persello
Cr Penny Richardson
Cr Ian Von Stanke

COUNCIL OFFICERS

Chief Executive Officer	-	Mr M McShane
General Manager Community Wellbeing	-	Ms B Cernovskis
General Manager Council Business Services	-	Mrs P Lee
General Manager City Growth	-	Dr J Nagy
General Manager City Infrastructure	-	Mr N Serle
Manager Governance and Property	-	Mr M McCarthy
Manager Business and Strategic Planning	-	Mrs T Tzioutziouklaris
Media and Communications Coordinator	-	Ms S McLean
Administrative Officer Executive Support	-	Ms A Lavia

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

1. APOLOGY(IES)

Apology received from Cr Sonya Mezinec

That the apology from Cr Sonya Mezinec be received.

Moved:

Seconded:

2. LEAVE OF ABSENCE

Nil

3. CONFIRMATION OF COUNCIL MINUTES

Ordinary Meeting of Council held on 18 July 2017

That the minutes of the Ordinary Meeting of Council held on 18 July 2017 be confirmed as an accurate record of the proceedings of that meeting.

Moved:

Seconded:



4. MAYORAL REPORT - Ref. AF11/881

That the Mayoral report made on 15 August 2017 be received.

Moved: Seconded:

5. REPORTS FROM COUNCILLORS - Ref. AF11/882

Member
.....
.....

That the reports made by Councillors on 15 August 2017 be received.

Moved: Seconded:

6. QUESTIONS

6.1. With Notice

Nil submitted.

6.2. Without Notice

7. PETITIONS

Nil

8. DEPUTATIONS

Nil

9. NOTICE OF MOTION TO RESCIND

Nil

10. ELECTED MEMBERS WORKSHOPS (INFORMAL GATHERINGS) - Ref. AF15/83

[Attachment 1 \(AR17/28869\) - Record of Proceedings - Limestone Coast Local Government Association Presentation](#)

[Attachment 2 \(AR17/29687\) - Record of Proceedings – City Growth Strategy & Dog and Cat Management Plan](#)

24 July 2017	Limestone Coast Local Government Association Presentation
31 July 2017	City Growth Strategy & Dog and Cat Management Plan

Records of proceedings are attached.

That the Record of Proceedings for the Limestone Coast Local Government Association Presentation and City Growth Strategy & Dog and Cat Management Plan Workshops held 24 July 2017 and 31 July 2017 be received and the contents noted.

Moved: Seconded:



11. ELECTED MEMBER TRAINING AND DEVELOPMENT - Ref. AF11/903

Nil submitted.

12. COUNCIL ACTION ITEMS - Ref. AF11/866, AF17/228

[Attachment 1 \(AR17/30722\) – Council Action Items – 15 August 2017](#)

Items referred to the Council Meeting held 15 August 2017

That the Action Items referred to the Council Meeting held 15 August 2017 be received.

Moved:

Seconded:

13. COMMITTEE MINUTES AND RECOMMENDATIONS

13.1. Minutes of Strategic Standing Committee - 7 August 2017

That the minutes of the Strategic Standing Committee meeting held 7 August 2017 be noted.

Moved:

Seconded

13.2. Tourism Data Collection - Report No. AR17/29485

(a) That Strategic Standing Committee Report No. AR17/29485 titled '*Tourism Data Collection Report*' as presented to the Strategic Standing Committee on 7 August 2017 be noted.

Moved:

Seconded:

13.3. Signage Strategy - Report No. AR17/29113

(a) That Strategic Standing Committee Report No. AR17/29113 titled '*Signage Strategy Report*' as presented to the Strategic Standing Committee on 7 August 2017 be noted.

(b) That a Draft Implementation Plan including timeframes, resourcing needs with preliminary estimates is developed by October 2017, for consideration by Councillors, staff and identified stakeholders to inform a Final Implementation Plan.

Moved:

Seconded:



13.4. City Hall Commercial Kitchen Future Operation - Report No. AR17/28073

- (a) That Strategic Standing Committee Report No. AR17/28073 titled '*City Hall Commercial Kitchen Future Operation*' as presented to the Strategic Standing Committee on 7 August 2017 be noted.
- (b) The Commercial Kitchen and Community Kitchen be reconfigured and consolidated into the Commercial Kitchen space.
- (c) The Community Kitchen equipment where possible is used in the Commercial Kitchen and the Community Kitchen be utilised as storage and/or general purpose area.
- (d) The City Hall Kitchen be made accessible to:
 - Pre-qualified commercial caterers at a fee and bond recognising the commercial nature of the hire.
 - General users (non commercial caterers) at a fee and bond recognising the nature of the use.
 - Council's 2017/2018 building maintenance budget is reviewed and re-prioritised with an amount of up to \$20,000 reallocated to the required City Hall kitchen upgrades.

Moved:

Seconded:

13.5. City Growth Strategy - Report No. AR17/29794

- (a) That Strategic Standing Committee Report No. AR17/29794 titled '*Mount Gambier City Growth Strategy 2017-2027*' as presented to the Strategic Standing Committee on 7 August 2017 be noted.
- (b) That a draft implementation framework including timeframes, resourcing needs with preliminary estimates are developed by October 2017, for consideration by Councillors, staff and identified stakeholders to guide discussion and input to a finalised implementation plan.

Moved:

Seconded:

13.6. Minutes of Development Assessment Panel - 20 July 2017

That the minutes of the Council Development Assessment Panel meeting held 20 July 2017 be noted.

Moved:

Seconded:

14. COUNCIL REPORTS

Council Reports commence on the following page.



14.1. Minutes of Community Engagement and Social Inclusion Sub-Committee - 25 July 2017

That the minutes of the Community Engagement and Social Inclusion Sub-Committee meeting held 25 July 2017 be noted.

Moved: Seconded

14.2. Review of Community Engagement and Social Inclusion Sub-Committee Terms of Reference - Report No. AR17/28518

- (a) That Community Engagement & Social Inclusion Sub-Committee Report No. AR17/28518 titled '*Review of Community Engagement and Social Inclusion Sub-Committee Terms of Reference*' as presented to the Community Engagement & Social Inclusion Sub-Committee on 25 July 2017 be noted.
- (b) That Council adopt the updated Community Engagement and Social Inclusion Sub-Committee Terms of Reference.

Moved: Seconded:

14.3. Membership Community Engagement and Social Inclusion Sub-Committee - Report No. AR17/28519

- (a) That Community Engagement and Social Inclusion Sub-Committee Report No. AR17/28519 titled '*Membership Community Engagement and Social Inclusion Sub-Committee*' as presented to the Community Engagement and Social Inclusion Sub-Committee on 25 July 2017 be noted.
- (b) That Council commence advertising for Community Engagement and Social Inclusion Sub-Committee Community Members on Friday 18th August, 2017.
- (c) That the selection guide and recommended nominees be presented to the 12th September 2017 Operational Standing Committee for consideration.

Moved: Seconded:



14.4. Works In Progress - City Infrastructure - Report No. AR17/28683

COMMITTEE	Operational Standing Committee
MEETING DATE	8 August 2017
REPORT NO	AR17/28683
RM8 REFERENCE	AF17/243
AUTHOR	Daryl Morgan
SUMMARY	Update of works that are currently being undertaken and/or completed by the City Infrastructure Department.
COMMUNITY PLAN REFERENCE	Goal 2: Our Location

REPORT RECOMMENDATION

- (a) That Operational Standing Committee Report No. AR17/28683 titled '*Works In Progress - City Infrastructure*' as presented to the Operational Standing Committee on 8 August 2017 be noted.

Moved:

Seconded:



Background

Works in progress and works completed are reported on a monthly basis to Council as part of the governance process to ensure planned and budgeted infrastructure works are completed in a timely manner.

This year Council will continue to focus on asset improvement works to its roads, footpaths and drainage assets. The works program will see a total spend of \$2.2M on roadworks which involves reconstruction, reseals and kerb replacement works. In addition, approximately \$0.6M will be spent on building new footpaths and bike paths and approximately \$90K on drainage upgrade works.

A number of other major projects this financial year include the capping of Cell 2 at Caroline Landfill, the construction of a salvage yard at the Eucalypt Drive waste management precinct and the extension of the Rail Trail to the west of White Ave.

These works will be carried out by a combination of Council day labour with the assistance of local contractors where required

Discussion

The following projects have field work currently in progress:

Commenced Tasks	% Completed
• Bishop Road (construction)	30%
• Wireless Road West (footpath construction)	15%
• Boandik Terrace Blowhole drainage / landscaping works	70%
• Street Tree Program	70%
• Lawrence Street (building demolition)	10%
• Maragaret St Walkway / Toilets	80%

Completed Tasks

- Kennedy Avenue (retaining wall asbestos removal and repairs)

Conclusion

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

Attachments

Nil



Daryl MORGAN
MANAGER ENGINEERING DESIGN & CONTRACTS



Nick SERLE
GENERAL MANAGER CITY INFRASTRUCTURE

1 August 2017
SW



14.5. Request from Lake City Taxi's - Reinstatement of Bay Road Taxi Stand - Report No. AR17/29896

COMMITTEE	Operational Standing Committee
MEETING DATE	8 August 2017
REPORT NO	AR17/29896
RM8 REFERENCE	AF11/1880
AUTHOR	Nick Serle
SUMMARY	A report recommending that Council relocate the two taxi bays on Bay Road to immediately adjacent James Street
COMMUNITY PLAN REFERENCE	Goal 2: Our Location

REPORT RECOMMENDATION																				
<p>(a) That Operational Standing Committee Report No. AR17/29896 titled '<i>Request from Lake City Taxi's - Reinstatement of Bay Road Taxi Stand</i>' as presented to the Operational Standing Committee on 8 August 2017 be noted.</p> <p>(b) That the City of Mount Gambier, pursuant to Ministerial delegation, resolves the following:</p> <p style="padding-left: 40px;">Resolution 2.5.051 be rescinded:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"><u>PROHIBITED AREA</u></td> <td style="text-align: right;"><u>TAXI ZONE</u></td> </tr> <tr> <td>2.5.051</td> <td></td> </tr> <tr> <td colspan="2"><u>BAY ROAD</u> - western half from 35.50 metres north of the intersection with James Street to 47.50 metres of the said intersection, to apply at all times</td> </tr> </table> <p style="padding-left: 40px;">Resolution 3.3.180 be amended to:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"><u>PROHIBITED AREA</u></td> <td style="text-align: right;"><u>1 HOUR PARKING</u></td> </tr> <tr> <td>3.3.180</td> <td></td> </tr> <tr> <td colspan="2"><u>BAY ROAD</u> - western half from 23.0 metres north of the intersection with James Street to 47.50 metres north of the said intersection, to apply from 6.00 a.m. to 10.00 p.m. on all days</td> </tr> </table> <p style="padding-left: 40px;">Installation of the following taxi zone:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"><u>PROHIBITED AREA</u></td> <td style="text-align: right;"><u>TAXI ZONE</u></td> </tr> <tr> <td>2.5.058</td> <td></td> </tr> <tr> <td colspan="2"><u>BAY ROAD</u> - western half from 10.0 metres north of the intersection with James Street to 23.0 metres of the said intersection, to apply at all times</td> </tr> <tr> <td colspan="2" style="text-align: center;">to be effective upon the installation of appropriate signage</td> </tr> </table>	<u>PROHIBITED AREA</u>	<u>TAXI ZONE</u>	2.5.051		<u>BAY ROAD</u> - western half from 35.50 metres north of the intersection with James Street to 47.50 metres of the said intersection, to apply at all times		<u>PROHIBITED AREA</u>	<u>1 HOUR PARKING</u>	3.3.180		<u>BAY ROAD</u> - western half from 23.0 metres north of the intersection with James Street to 47.50 metres north of the said intersection, to apply from 6.00 a.m. to 10.00 p.m. on all days		<u>PROHIBITED AREA</u>	<u>TAXI ZONE</u>	2.5.058		<u>BAY ROAD</u> - western half from 10.0 metres north of the intersection with James Street to 23.0 metres of the said intersection, to apply at all times		to be effective upon the installation of appropriate signage	
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Moved:

Seconded:



Background

Council resolved at its meeting held on 27th January 2015 to reduce the four taxi bays on Bay Road to two taxi bays, following a request from the Department of Planning, Transport and Infrastructure (DPTI), due to the proposed bicycle lane installation.

By memo dated 9th February 2015 Members were advised that DPTI had since resolved not to proceed with the installation of bicycle lanes on Bay Road and proposed that the parking alterations already adopted by Council for Bay Road be retained.

Council is in receipt of a letter from Mr Knud Rasmussen (Attachment 1) of Lake City Taxi's (owner) requesting Council to reinstate the four bay taxi stand on Bay Road (in lieu of the existing two bay taxi stand). Mr. Rasmussen believes there are insufficient bays for taxi's to park safely.

Discussion

Cr Mark Lovett and the General Manager City Infrastructure met with Mr Knud Rasmussen onsite at the taxi stand in Bay Road to discuss the request to reinstate four taxi bays. An option of relocating the two existing taxi bays to immediately adjacent James Street was suggested to Mr Rasmussen on the basis that this would eliminate the need for taxi's to reverse park (the second taxi bay would be the last bay in the street and could be driven straight into). Mr Rasmussen agreed relocating the taxi bays to adjacent James Street would be safer, however he maintained the request that two additional taxi bays be added to create a total of four taxi bays in Bay Road.

The General Manager City Infrastructure contacted the Manager of the Mount Gambier branch of the Commonwealth Bank who indicated the Commonwealth Bank had no opinion on whether four taxi bays should or should not be reinstated in Bay Road.

The General Manager City Infrastructure contacted the Owner of Sorrentos and 5290 Bar and Function Room who indicated their preference was for no change to the existing two taxi bays in Bay Road on the basis that a number of their customers park in Bay Road and purchase take away beverages and if they cannot park within close proximity to Sorrentos they purchase their beverage from another business. Reinstating the extra two taxi bays on Bay Road would take away two timed zone parking spaces immediately outside Sorrentos/5290 Bar and Function Room. An option of relocating the two existing taxi bays to immediately adjacent James Street was suggested to the Owner of Sorrentos and 5290 Bar and Function Room on the basis that this would eliminate the need for taxi's to reverse park and the Owner reiterated he preferred no change to the existing taxi bays, however would support this change as a compromise that may be suitable to all parties.

Conclusion

On the basis that there will be an improvement in safety for the taxi's that regularly use the taxi bays and recognising the request from a nearby business Owner it is recommended that Council relocate the two taxi bays on Bay Road to immediately adjacent James Street.



Attachments

- [Attachment 1 \(AR17/29903\): Plan of existing arrangements for Bay Road taxi bays](#)
- [Attachment 2 \(AR17/29905\): Plan of proposed arrangements for Bay Road taxi bays](#)
- [Attachment 3 \(AR17/29973\): Traffic Impact Statement](#)
- [Attachment 4 \(AR17/29899\): Request to Reinstate Taxi Stand \(Bay Road\)](#)



Nick SERLE
GENERAL MANAGER CITY INFRASTRUCTURE



Mark McSHANE
CHIEF EXECUTIVE OFFICER

2 August 2017
SW



14.6. Crouch Street South Tree Removals - Report No. AR17/29071

COMMITTEE	Operational Standing Committee
MEETING DATE	8 August 2017
REPORT NO	AR17/29071
RM8 REFERENCE	AF16/421
AUTHOR	Sinaway Georgiou
SUMMARY	The required removal of 13 mature trees along Crouch Street South as part of the City Centre Redevelopment Project.
COMMUNITY PLAN REFERENCE	Goal 2: Our Location
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION
<p>(a) That Operational Standing Committee Report No. AR17/29071 titled '<i>Crouch Street South Tree Removals</i>' as presented to the Operational Standing Committee on 8 August 2017 be noted.</p> <p>(b) That Council approves the removal of the 13 <i>Agonis flexuosa</i> trees along Crouch Street South to allow for the streetscaping works to be conducted accordingly.</p> <p>(c) Council replaces the removed trees with a more suitable species of tree from the current list of approved trees as per Council's Street Tree Policy (T120).</p>

Moved:

Seconded:



Background

We are currently in year five of the six year City Centre Redevelopment Project. Year five of the project includes the upgrade and laying of pavers along both sides of the footpath along Crouch Street South between Commercial Street East and Sturt Street. In order to carry out these works the removal of 13 mature trees along this section of the footpath is required.

Discussion

The 13 trees on site are identified as *Agonis flexuosa* (Willow Myrtle). The species is an evergreen tree growing to approximately 10 metres in height with a broad spreading canopy supported on multiple trunks. As a multiple stemmed species, *Agonis flexuosa* is very susceptible to forming narrow and potentially included bark unions, which are structurally weak; however this species does not have a reputation for sudden limb loss. They are more inclined to structurally decline over a long period of time.

In February 2013, Marcus Lodge of Arborman Tree solutions was engaged by Council to inspect the trees along Crouch Street South and report on their health and structure. It was reported that the structure of the trees was typical of the species with no evidence indicating the trees are in imminent risk of failure.

On the 26 July, the Engineering Technical Officer inspected the trees in relation to infrastructure damage and how they would impact the street scaping upgrade works to be conducted by Council this financial year.

Firstly it should be noted that 8 of the 13 trees located on the western side of the footpath are being continually lopped by SA Power Networks in order to meet their requirements for line clearance. This occurs on a rotating 3 year cycle which tends to leave the trees unsightly with minimal aesthetic value for half the cycle as they recover.

Of the 13 trees 10 are causing severe damage to the kerb and watertable adjacent to their location as the buttress of these trees have grown to overhang the kerblines. There is no scope to be able to carry out the relevant repairs to the kerbing without damaging the trees structural integrity. As a result of the damage to the water table the flow of stormwater is now being impacted as indicated by areas whereby stormwater is sitting in areas and unable to drain away.

Due to a number of tripping complaints from pedestrians utilizing the footpath, Council in 2013 decided to re-surface the footpath with bitumen to help alleviate the problem of surface roots as a short term fix until the upgrade was implemented. At the time of inspection it was evident that the root displacement has taken effect again and the footpath is showing signs of cracking. The root system of a tree this size is extensive and this is being displayed by the undulating areas of footpath that is also being caused. Without removing the trees and hence the tree roots it will not be viable to excavate the site to lay the new pavers. This problem will keep persisting for the lifetime of the trees.

Conclusion

Council approves the removal of the 13 *Agonis flexuosa* trees along Crouch Street South to allow for the streetscaping works to be conducted accordingly. Council replaces the removed trees with a more suitable species of tree from the current list of approved trees as per Council's Street Tree Policy (T120).



Attachments

[Attachment 1 \(AR17/29791\): Photographs - Crouch Street South](#)



Sinaway GEORGIU
ENGINEERING TECHNICAL OFFICER



Nick SERLE
GENERAL MANAGER CITY INFRASTRUCTURE

1 August 2017
SW



14.7. Investment Review - Yearly Report for 2016/2017 - Report No. AR17/29221

COMMITTEE	Operational Standing Committee
MEETING DATE	8 August 2017
REPORT NO	AR17/29221
RM8 REFERENCE	AF11/684
AUTHOR	Gary Button
SUMMARY	This is a report on Council's Investments for the financial year ending 30 June 2017.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION

- (a) That Operational Standing Committee Report No. AR17/29221 titled '*Investment Review - Yearly Report for 2016/2017*' as presented to the Operational Standing Committee on 8 August 2017 be noted.

Moved:

Seconded:



Background

In accordance with Section 140 of the Local Government Act 1999 and Council's *Investment Policy (A130)* this is a report on Council's Investments for the period 1 July 2016 to 30 June 2017.

Following the adoption of Council's *Treasury Management Policy (T150)*, surplus funds are off set against any variable rate borrowings Council has to minimise interest expense. This results in short term investments being held during the year when surplus funds are available.

All surplus funds held during the 2016/2017 financial year were invested with the Local Government Finance Authority of South Australia (LGFA) which is a body corporate established in 1984 under the Local Government Finance Authority Act 1983.

Discussion

The Local Government Finance Authority of SA (LGFA) has historically aligned their interest rates to the movements in the RBA cash rate. The official Reserve Bank of Australia (RBA) cash interest rate opened the 2016/2017 financial year on 1.75% and reduced to 1.50% following the RBA board meeting on 3 August 2016. There were no further movements in the cash interest rate for the remaining period covered by this investment review.

The LGFA continues to provide competitive rates of return and there is no change at this stage in Council's investment strategy, with surplus funds continuing to be invested with the LGFA. In addition to competitive rates of return, the LGFA continues to pay a yearly bonus to Council, based on funds invested and loan borrowings. The LGFA bonus payment received on 21 October 2016 was \$7,033.50.

Grants Commission funds are automatically invested at call and returned a rate of 1.75% as at 1 July 2016 and 1.5% from 3 August 2016. Once receipts are confirmed the funds are transferred to Council's Cash Advance Debenture Loans in accordance with *Treasury Management Policy (T150)*. In addition to Council's funds held with the LGFA, Council has a general working account with Westpac with an interest rate ranging from 0.1% to 0.15% subject to the balance in the account as at 1 July 2016 and these tiered rates remained unchanged during the 2016/2017 period.

Budget and Actuals for 2016/2017

Investment	Budget	Actual
LGFA 24HR Investment	\$11,000	\$11,148
LGFA Bonus	\$0	\$7,034
Reserve Funds	\$0	\$4,785
Westpac Bank Account	\$0	\$860
Total	\$11,000	\$23,827



Investments as at 30th June 2017

Funds	Amount	Invested with	Term	Interest Rate (excludes bonus)
Surplus Funds	\$1,977,882	LGFA	At call	1.50%
Reserve Funds - Downstream Drainage	\$127,469	LGFA	90 days	2.01%
Working Account	\$166,700	Westpac	At call	0.10%
Total Funds	\$2,272,051			

Future Investment Outlook

Council's funds will continue to be off-set against the Cash Advance Debentures held with the LGFA as per Council's *Treasury Management Policy (T150)* to minimise the interest on borrowings. Due to the availability of these surplus funds, there was no debt owing on Council's Cash Advance Debenture Loans with the LGFA as at 30 June 2017.

Conclusion

Council's funds continue to be managed in accordance with *Treasury Management Policy (T150)* with surplus funds off set against LGFA variable rate borrowings to minimise interest expense on borrowings. It is recommended that this report be received and noted for information by Council.

Attachments

Nil



Gary Button
FINANCE MANAGER



Pamela LEE
GENERAL MANAGER COUNCIL BUSINESS SERVICES

31 July 2017
GB/PL



14.8. 2017/2018 Rates Determination - Report No. AR17/29165

COMMITTEE	Operational Standing Committee
MEETING DATE	8 August 2017
REPORT NO	AR17/29165
RM8 REFERENCE	AF17/178
AUTHOR	Pamela Lee
SUMMARY	<p>This report provides:</p> <ul style="list-style-type: none"> • An overview of the rates determination for the 2017/2018 financial year adopted by Council on 5th July 2017; and • A comparison and profile of rates income and expenditure; and • Commentary on alignment with Council's Community Plan and suite of Strategic Management Plans.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION

(a) That Operational Standing Committee Report No. AR17/29165 titled '*2017/2018 Rates Determination*' as presented to the Operational Standing Committee on 8 August 2017 be noted.

Moved:

Seconded:



Background

On 5 July 2017 and in accordance with the Local Government Act 1999 sections 152(1)(c) and 156(1)(a) Council adopted its 2017/2018 Annual Business Plan and Budget and declared the rates and fixed charge for the same financial year. The adopted Annual Business Plan and Budget reflected and aligned with Council's:

- Community Plan, the Futures Paper 2016-2020, its strategies, initiatives, services and projects
- Long Term Financial Plan
- Asset and Infrastructure Management Plan.

The adopted rates comprised an increase in gross rate revenue of 4.5% (including growth).

The 2017/2018 Annual Business Plan and Budget followed the process and timeline summarised in the table below. This table has been updated for the actions following the Council's meeting on 5th July 2017.

Date (2017)	Description	Status
11 April	Members Budget Workshop/Briefing	Completed
16 May	Council Meeting to consider and adopt for consultation Draft 2017/2018 Annual Business Plan and Budget	Completed
17 May	2017/2018 Draft Annual Business Plan and Budget released for public comment	Completed
9 June	Public submissions on Draft 2017/2018 Annual Business Plan and Budget closed	Completed
21 June	Council Meeting to hear public submissions and to discuss the Draft 2017/2018 Annual Business Plan and Budget	Completed
5 July	Council Meeting to consider and adopt the 2017/2018 Annual Business Plan and Budget and associated declarations	Completed
Mid July	Last date for finalisation/distribution of first quarterly rate notice and distribution of Summary 2017/2018 Annual Business Plan	Completed
1st week in August	First quarterly rate instalment mailed to rate payers	On schedule
8 September	First quarterly rate instalment final payment date	

Key influences on the Budget include:

- Major focus on economic development including tourism and employment opportunities
- Continuing investment to promote Mount Gambier as a:
 - Visitor destination
 - Regional retail and commercial hub
 - Quality destination to host major events and conferences and delivery of arts, culture and heritage supported by the Riddoch Art Gallery
- Maintaining Council infrastructure including roads, footpaths, storm water, parks, recreation, library and community amenities
- Delivery of Council services including library, planning development, community programs.

Council's operating budget for 2017/2018 comprises:

Total operating revenue	\$27.0M
Total operating expenditure	\$26.7M
Operating surplus before capital	\$0.3M

Key areas of expenditure include:



- Waste management \$3.7M
- Roads, footpaths and storm water \$3.6M
- Parks, gardens, recreation and leisure \$2.7M
- Tourism and economic development \$2.1M
- Library services \$1.9M
- Community amenities, facilities and assistance \$1.7M

Discussion

The increase in gross rate revenue for 2017/2018 of 4.5% (including growth of 0.48%) allows Council to:

- Invest in the Community Plan strategies and initiatives, and
- Continue to deliver its services and programs, and
- Maintain its assets and infrastructure in 2017/2018.

Delivery of the Community Plan requires investment in the various strategies and initiatives covered by the Plan. The investment is in addition to the Council funding of its legislatively required and community deemed services, programs, assets and infrastructure.

73% (\$19.6M) of Council's operating revenue comes from rate revenue, the remaining income comprises 13% (\$3.6M) from fees and charges and 14% (\$3.8M) from other sources for example Federal Assistance Grants.

The average residential rate payer will pay \$1,145, representing an increase of 3.9% or \$44 per annum increase equating to \$0.84 cents per week. This average is below the 2016/2017 average for South Australia of \$1,505.

Annual comparisons for the State are provided by the Local Government Association around December. Comparison with other councils is challenging noting the difference between metro, regional and rural, differences in the profile of property types, differential rating, whether a separate charge is applied for such expenses as community waste management systems and general waste management.

The fixed charge component for 2017/2018 is \$630.30, a 3.8% increase on the 2016/2017 year. The fixed charge applies to every ratable property and continues to raise 45% of Council's total rate revenue.

Council is required to collect on behalf of the Natural Resources Management Board the NRM Levy. The NRM Levy is passed directly onto the NRM Board and is a separate rate to Council rates. The City of Mount Gambier's NRM Levy contribution for 2017/2018 is \$1,079,041 representing an increase of 3.6% on the 2016/2017 NRM Levy and an 83.6% increase on the 2015/2016 NRM Levy.

A copy of the 2017/2018 Summary Annual Business Plan and Budget that will be included with the first quarterly rates instalment is included with this report for information.



Conclusion

Communication and understanding of Council's Annual Business Plan and Budget, including rates determination and alignment to Council's strategic management suite of documents including the Community Plans, Long Term Financial Plan and Asset and Infrastructure Management Plans is important and healthy for our community.

Council's capacity to invest in the Community Plan and the strategies and initiatives are vital to build and continue to develop vitality, wellbeing and resilience of the community and the capacity and capability of:

- Our People
- Our Location
- Our Diverse Economy
- Our Climate, Natural Resources, Arts, Culture and Heritage.

Attachments

[Attachment 1 \(AR17/29705\): 2017/2018 Summary Annual Business Plan and Budget](#)



Pamela LEE
GENERAL MANAGER COUNCIL BUSINESS SERVICES



Mark McSHANE
CHIEF EXECUTIVE OFFICER

2 August 2017
SW



14.9. City of Mount Gambier Dog and Cat Management Plan 2018-23 - Report No. AR17/24955

COMMITTEE	Operational Standing Committee
MEETING DATE:	8 August 2017
REPORT NO.	AR17/24955
RM8 REFERENCE	AF17/306
AUTHOR	Michael Silvy
SUMMARY	A report to request approval of the updated City of Mount Gambier Dog and Cat Management Plan 2018-23
COMMUNITY PLAN REFERENCE	Goal 1: Our People
	Goal 2: Our Location

REPORT RECOMMENDATION

- (a) That Operational Standing Committee AR17/24955 titled '*City of Mount Gambier Dog and Cat Management Plan 2018-23*' as presented to the Operational Standing Committee on 8 August 2017 be noted.
- (b) That Council endorse the '*City of Mount Gambier Dog and Cat Management Plan 2018-23*' as attached and forward to the Dog and Cat Management Board for feedback.
- (c) That Council adopt the final version of the Plan upon receipt of any minor amendments made by the Board.
- (d) That Council investigate a contractual arrangement with a local veterinary clinic to provide euthanasia services where deemed appropriate. Costs of this contractual arrangement to be funded, where possible, via a fee for the hire of Council's cat traps.

Moved:

Seconded:



Background

Council is required to prepare a Plan for the management of dogs and cats within its area and this must be presented to the Dog and Cat Management Board to cover 5 year periods and be presented at least 6 months before it is to take effect. The City of Mount Gambier's current Plan was developed in late 2012 and is due to expire in December 2017.

Council may, with the approval of the Board, amend a plan of management at any time during the course of the 5 year period covered by the plan.

The plan's mission is to create an environment which encourages responsible pet ownership where people and pets integrate safely and harmoniously within the community.

This Plan also contains recommendations for a wide range of actions to be undertaken by the Council to achieve these objectives. It provides a sound basis and direction from which it can plan and make future decisions over the next five years, and relates back to the wider Council policy context. It identifies strategies and actions to implement the mission, aims and objectives, including:

- Educating and promoting responsible pet ownership,
- Highlighting the importance of desexing dogs and cats,
- Obtaining the right pet and 'pet friendly' housing,
- Reducing dog attacks and bite avoidance,
- Managing dog faeces in public places,
- Reducing the numbers of dogs and cats wandering at large,
- Promoting the importance of dog socialisation and training,
- Reducing dog barking and nuisance,
- Reviewing staff training.

In addition, the Dog and Cat Management (Miscellaneous) Act 2016 came into effect on 6th July 2016, replacing the previous Dog and Cat Management Act 1995. The introduction of the new Act places a new emphasis on cat management and provides the following improvements (among others);

- Additional powers for Authorised Officers to enforce the Act,
- Increased penalties,
- Mandatory microchipping for dogs,
- Mandatory microchipping for cats
- Dog registration simplified,
- Provisions for management of cats,
- Changes to breeder registration.

Please note:

Changes to dog registration types and registration fees applicable have been addressed in a separate report (AR17/23178) and are not covered in the content of this report.

The introduction of a statewide website management system for dog registration (DACO - Dog and Cats Online) will be implemented from 1 July 2018. The details of this system are not covered in this report.



Changes to dog expiations (as of 1 July 2017) reflect changes to the Act and are outlined in the following table:

Offence	Current Expiation	New Expiation
Allowing a dog to harass, attack or chase another person or animal	\$210	\$315 (\$750 for prescribed breeds)
Dog wandering at large	\$80	\$210 (\$750 for prescribed breeds)
Excessive dog barking	\$105	\$315
Failure to register your dog	\$80	\$170 (\$750 for prescribed breeds)
Transporting unrestrained dog in vehicles	\$105	\$210

Discussion

Changes to the Dog and Cat Management Act and the potential impact on Council was previously identified in a report (AF11/1299) taken to the Operational Services Committee in May 2015.

The City of Mount Gambier Dog and Cat Management Plan seeks to improve alignment of its objectives with the changes to the Act. The significant changes to the Plan that may impact on staff resources are identified in the following table;

Requirement	Current Practice (2016/17)	Proposed Practice (2017/18)	Future Practice (2018+)
Dog Registration	22 different registration types	19 different registration types	2 types of registration (standard / non standard)
Cat Registration	Not mandatory	Not mandatory	Not mandatory
Dog Microchipping	Not mandatory	All existing dogs over a certain age must be microchipped by 1 July 2018	All new generation dogs must be microchipped after 1 July 2018
Cat Microchipping	Not mandatory	All cats over a certain age must be microchipped by 1 July 2018	All new generation cats must be microchipped after 1 July 2018
Dog Desexing	Not mandatory	Not mandatory	All dogs born after 1 July 2018 must be desexed (exemptions may apply)
Cat Desexing	Not mandatory	Not mandatory	All cats born after 1 July 2018 must be desexed

Given the above, there are obvious changes to the way Council will need to deal with cat complaints and this may have an impact on human and financial resources in the General Inspectorate section.

Whilst Council does not currently have a By-Law specific to cats, it does promote desexing and microchipping of cats and encourages owners to impose night time curfews. Council currently provides access to traps for the general public to seize wandering cats and collects and maintains data relating to cat complaints. However, Council does not currently assist the public dealing with cats once caught, it is up to the person to rehome the animal or alternatively euthanise it in accordance with the Animal Welfare Act 1985 (SA).

Under the proposed changes taking effect on 1 July 2018, Council must nominate a facility where seized or impounded cats are to be taken. Local facilities include Council or a local veterinary clinic.



Members of the community who seize a cat using the provided traps will be instructed to take the cats to Council or a nominated veterinary clinic. Seized cats will be checked for identification (via a mandatory microchip) and where possible reunited with their owners. Unidentified cats will be rehomed where possible or euthanised at the discretion of Council or the nominated veterinary clinic.

The preferred option for dealing with seized cats is to establish a contractual arrangement with a local veterinary clinic where they are the primary contact for the management of seized cats (i.e. responsible for identification, reuniting with owners, rehoming or euthanasiation).

For these reasons Council Officers recommend cat registration to all owners and welcomes the mandatory microchipping of cats. These changes will certainly assist Council in identifying owners to minimise the need to store, rehome or euthanise cats.

Conclusion

The City of Mount Gambier Dog and Cat Management Plan 2018-23 is an improvement to the previous Plan (2013-2018) and effectively aligns its strategies with the changes made to the Dog and Cat Management (Miscellaneous) Act 2016. This report recommends Council endorses the Plan and forwards it to the Dog and Cat Management Board for their feedback prior to adoption.

It is recommended Council refer a figure of \$5,000 to the 18/19 Budget for a cat euthanasiation service for unidentified cats trapped by the public.

Attachments

[Attachment 1 \(AR17/30049\): City of Mount Gambier Dog and Cat Management Plan 2018-23](#)

[Attachment 2 \(AR17/30053\): Dog and Cat Reforms: What you need to know](#)



Michael SILVY
MANAGER DEVELOPMENT & REGULATORY



Dr Judy NAGY
GENERAL MANAGER CITY GROWTH

2 August 2017
SW



14.10. Review of Environmental Sustainability Sub-Committee Terms of Reference - Report No. AR17/29558

COMMITTEE	Environmental Sustainability Sub-Committee
MEETING DATE:	8 August 2017
REPORT NO.	AR17/29558
RM8 REFERENCE	AF12/377
AUTHOR	Aaron Izzard
SUMMARY	Council requires the Environmental Sub-Committee to review its Terms of Reference. An updated Terms of Reference is attached to this report. Quarterly meetings of the Sub-Committee are recommended.
COMMUNITY PLAN REFERENCE	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION

- (a) That Environmental Sustainability Sub-Committee Report No. AR17/29558 titled '*Review of Environmental Sustainability Sub-Committee Terms of Reference*' as presented to the Environmental Sustainability Sub-Committee on 8 August 2017 be noted.
- (b) That Council adopt the updated Environmental Sustainability Sub-Committee Terms of Reference 2017.
- (c) The Environmental Sustainability Sub-Committee change its meeting frequency to quarterly, with the ability to call special meetings outside of this timing as required. These meetings should be scheduled for the 1st Tuesday in February, May, August and November.

Moved:

Seconded:



Background

At the 20 June 2017 Council meeting Council passed the following resolution:

- “(b) That the existing Sub-Committees comprising:*
- Community Engagement and Social Inclusion, and*
 - Environmental Sustainability*
- be affirmed as part of Council’s Decision Making Structure reporting to Council through the Operational Standing Committee.*
- (c) That the Sub-Committees affirmed at resolution (b) shall have no delegation to act with all recommendations being considered and presented through the Operational Standing Committee to Council for final decision and resolution.*
- (d) That the Sub-Committees affirmed at resolution (b) review their Terms of Reference for presentation through the Operational Standing Committee to Council for consideration.*
- (e) That ordinary and/or special meetings of the Sub-Committees affirmed at resolution (b) be scheduled taking into account the availability and convenience of Members of the Sub-Committees.*
- (f) That the Councillor Membership of the Sub-Committees affirmed at resolution (b) shall remain as they are currently.*
- (g) That the Community Membership of the Sub-Committees affirmed at resolution (b) be reviewed by the Sub-Committees for the presentation of recommendations to the Operational Standing Committee and Council to address the filling of vacant positions.”*

As such, the Environmental Sustainability Sub-Committee (ESSC) Terms of Reference (TOR) will be reviewed for presentation through the Operational Standing Committee to Council for consideration.

With regards to community membership of the ESSC, the ESSC has always consisted exclusively of elected members. It is seen as appropriate that only members elected by the community have voting rights to direct the work of the ESSC. At the Council meeting of 16/06/2015 Council resolved to confirm this and remove the reference to community members in the TOR. Having said this, the TOR allows the ESSC to co-opt expert community members on an as-needs basis. This way, expertise can be drawn on for specific topics for a defined period of time.

Discussion

The ESSC TOR were last reviewed and adopted in June 2015. These TOR are being used as a basis for the current review. Only minor changes are being recommended, namely including references to the Community Plan and Council’s new decision making structure.

In terms of timing and frequency of meetings, the way that environmental projects tend to work is that they do not require decisions to be made every month. It is deemed sufficient to have quarterly meetings. If a meeting is required outside of this timing then a special meeting can be called, as outlined in the TOR.



Conclusion

It is recommended that Council adopt the updated ESSC TOR, and also adopt a frequency of quarterly meetings for the ESSC. Members of the ESSC should determine the day of the week and time for the quarterly ESSC meetings.

Attachments

[Attachment 1 \(AR17/30119\): Environmental Sustainability Sub-Committee Terms of Reference 2017](#)



Aaron Izzard
ENVIRONMENTAL SUSTAINABILITY OFFICER



Barbara CERNOVSKIS
GENERAL MANAGER COMMUNITY WELLBEING

4 July 2017
SM



14.11. Kitchen Caddy Trial Assessment 2017 Report No. AR17/29559

COMMITTEE	Environmental Sustainability Sub-Committee
MEETING DATE:	8 August 2017
REPORT NO.	AR17/29559
RM8 REFERENCE	AF11/408
AUTHOR	Aaron Izzard
SUMMARY	In May 2017 City of Mount Gambier staff conducted a waste audit to assess the performance of the large kitchen caddy trial that commenced in June 2016. A follow up survey was also conducted. The results indicate that residents are beginning to utilise the kitchen caddy system for food waste. However, there is still a significant amount of food waste in rubbish bins.
COMMUNITY PLAN REFERENCE	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION
<p>(a) That Environmental Sustainability Sub-Committee Report No. AR17/29559 titled '<i>Kitchen Caddy Trial Assessment 2017</i>' as presented to the Environmental Sustainability Sub-Committee on 8 August 2017 be noted.</p> <p>(b) That Council prominently promote a no food waste in rubbish bins message.</p> <p>(c) That Council work towards rolling out the kitchen caddy system to all Green Organics subscribers, commencing in the 2018-2019 financial year, including stocking replacement compostable bags.</p> <p>(d) That Council investigate establishing a "Compost Rebate Program", to commence in the 2018-2019 financial year.</p>

Moved:

Seconded:



Background

Over a two week period in May 2017 City of Mount Gambier staff conducted a waste audit of household rubbish and organics bins. The purpose of the audit was to assess the performance of the large kitchen caddy trial that commenced in June 2016. It also served to assess what Mount Gambier residents are doing well, and where improvement needs to be made in relation to the way we manage our waste.

Over the two weeks, 30 household general rubbish, and 30 organic waste bins were audited. The contents of each was sorted by hand (tongs). Bins were randomly selected and sorted in large batches, preserving anonymity.

A follow up survey was also conducted via Have Your Say, to gauge ongoing use and feedback regarding the kitchen caddies.

Discussion

Results

Bin Audit Results

Green Organics

- There was almost double the percentage of food waste in the green organics stream compared to the 2016 audit – 3.1% vs 1.7%. If this figure is corrected to account for the greater amount of lawn clippings contained in the 2017 audit compared to 2016, then the percentage of food scraps increases to 4.8%, almost three times the amount in 2016. A positive result.
- There was less contamination than 2016 – 0.1% in 2017 compared to 0.8% in 2016 (both are very good results).
- Compostable bags were detected in the green organics stream, a positive sign.

Rubbish

- There was a similar percentage of food scraps to 2016 – 36.9% in 2017 compared to 35.5% in 2016.
- The amount of recyclables in the general rubbish stream was slightly less than 2016 – 20.8% in 2017 compared to 25.2% in 2016.



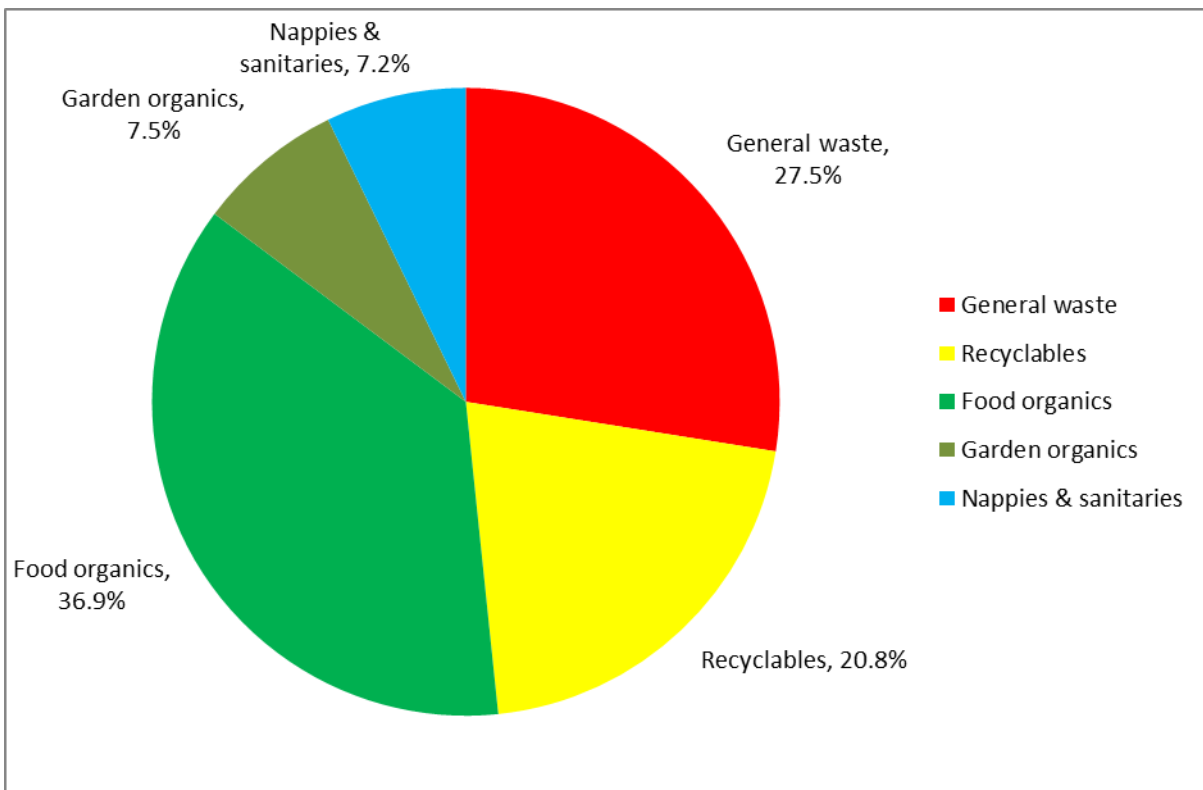


Figure 1: General Rubbish results from the May 2017 audit.

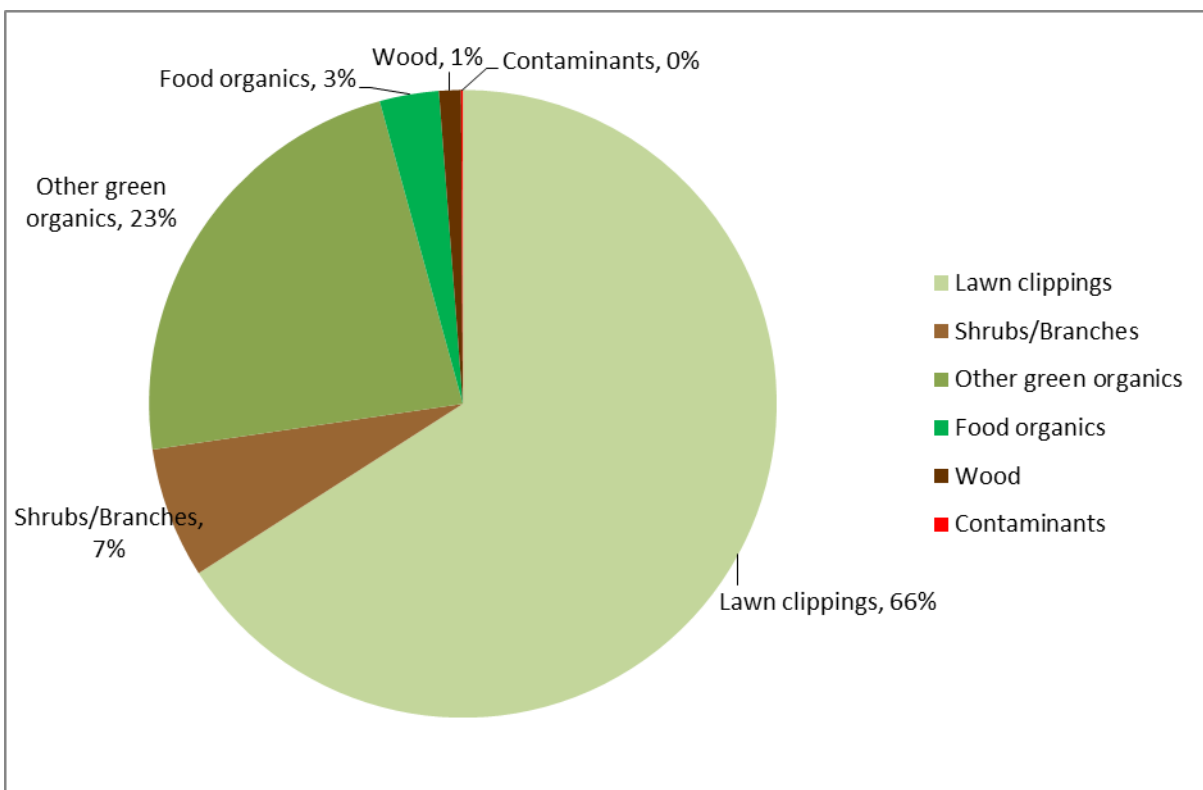


Figure 2: Green Organics results from the May 2017 audit.



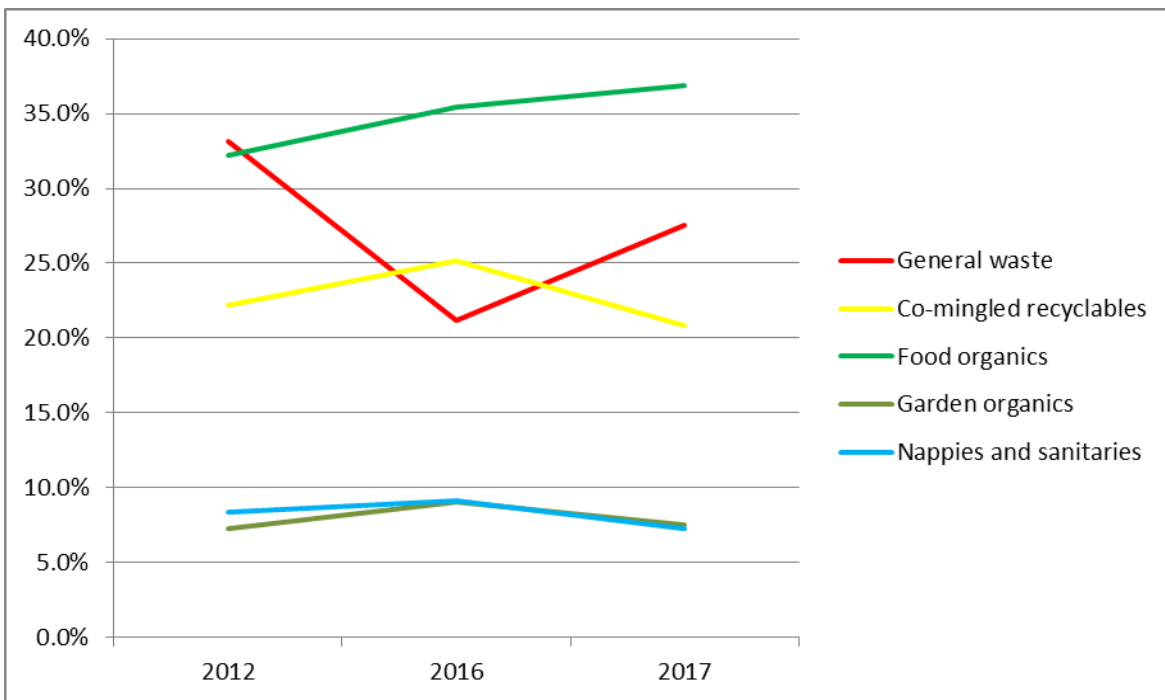


Figure 3: Trend in General Rubbish contents over time.

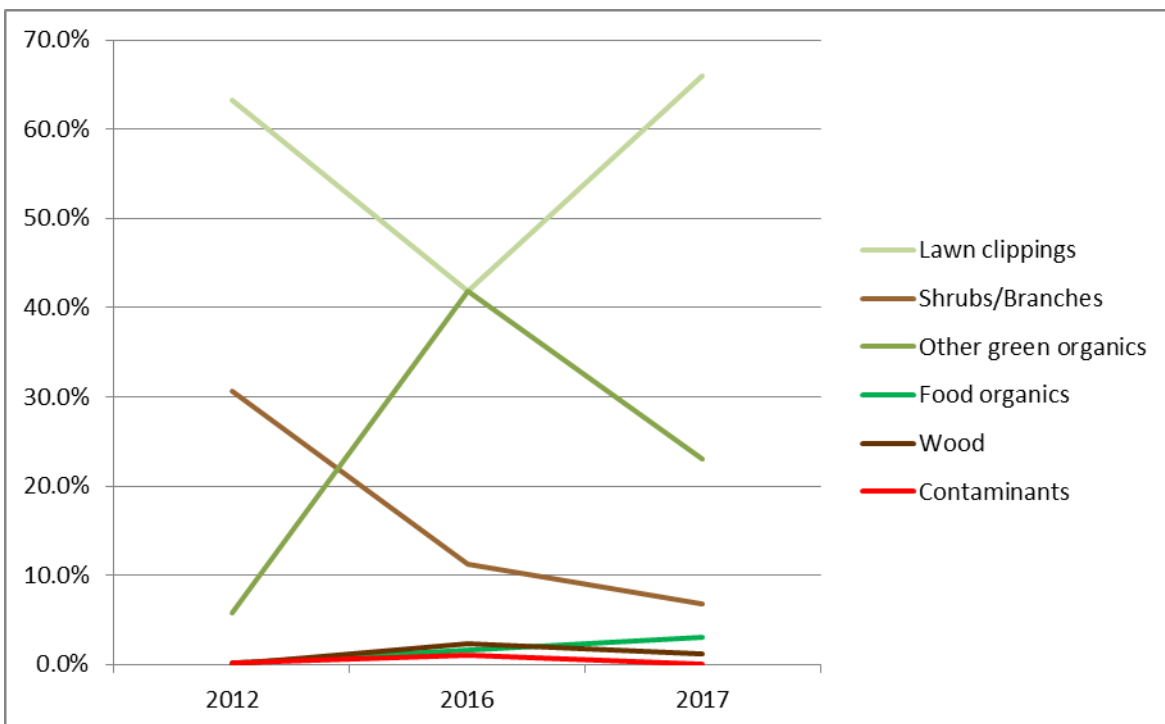


Figure 4: Trend in Green Organics contents over time.

Survey Results

Was the information provided on how to use the caddy clear?

Yes – 100%

No – 0%

Are you still using it for food scraps?



Yes – 100%
No – 0%

Do you still have any of the original roll of compostable bags?

Yes – 65%
No – 35%

Did you get replacement bags?

Yes – 63%
No – 37%

When the supplied bags run out, do you intend on sourcing more?

Yes – 100%
No – 0%

Are you aware of where to source replacement bags?

Yes – 67%
No – 33%

Some feedback from the survey:

“This is such a great way to divert food waste from landfill. I find that my general waste bin is now much lighter and does not get full at all. If possible I would opt to get my general waste bin collected fortnightly as my family does not fill it up weekly. It is such a great initiative and hope that all households in the city will eventually have an organics bin.”

“Will be trying to order some new bags. Are they available for purchase from Council? If not, could Council stock them?”

There was some confusion amongst some respondents as to where to get replacement compostable bags. This information was clearly stated on the flyers that were distributed with the caddies, but some people may not have retained the flyer.

Bin Audit Results

In terms of the Kitchen Caddy trial it was definitely a positive result. There was almost three times the amount of food scraps than before the trial. This, along with the presence of compostable bags, indicates that some residents are using the kitchen caddy system, and putting their food scraps in their Green Organics bin. This increase of food scraps in the Green Organics is encouraging.

The very low level of contamination in the Green Organics stream, and even the reduction on 2016 results, is also encouraging.

The reduction in recyclables in the General Rubbish stream is a positive result. However, the amount of food scraps in General Rubbish is still high at 36.9%, and is actually the largest waste category within the General Rubbish stream, as it was in 2016.



Survey Results

Survey respondents were generally happy with the kitchen caddies, and the information provided with them. Most were still using the kitchen caddy after more than 6 months from receiving it.

There was some confusion as to where to get replacement bags. This could be address by Council stocking replacement bags. Also, if kitchen caddies are rolled out again then a line should be included on the kitchen caddy sticker regarding where to source replacement compostable bags.

Conclusion

The results from the 2017 audit and survey are encouraging, and demonstrate that residents are embracing and utilising the kitchen caddy system to divert food waste away from landfill. However, given that there is still a significant amount of food waste in rubbish bins, there is still a lot of work to do.

Food waste in landfill is a huge issue. Mount Gambier alone sent over 2,200 tonnes of food waste to Caroline Landfill in 2015-2016. When food organics rot in landfill they create methane, a potent greenhouse gas that is 25 times stronger than carbon dioxide. In 2016 Caroline Landfill emitted over 9,900 tonnes of greenhouse gases into the atmosphere. Food waste also creates leachate, which has the potential to contaminate groundwater.

Council needs to prominently promote a no food waste in rubbish bins message. Reducing the amount of food waste in rubbish bins will not only reduce greenhouse gas emissions from landfill, it will save landfill air space, reuse a valuable resource, and ultimately save Council and the community money.

In line with previously identified organic waste modelling, Council should work towards rolling out the kitchen caddy system to all Green Organics subscribers, commencing in the 2018-2019 financial year. Council should stock the compostable bags to make it easy for residents to get more when they run out.

Council should also investigate establishing a “Compost Rebate Program”, where residents can claim a rebate after purchasing a compost bin, worm farm or bokashi bucket. This type of program operates in other LGAs e.g. City of Casey. This will enable willing residents to manage their food waste at home.

Council has 310 rolls of compostable bags in stock. It is proposed to give these out to green waste re-subscribers who need replacement bags. Recipients will be asked to complete a short evaluation form in order to do further evaluation of the kitchen caddy program.

Attachments

Nil





Aaron IZZARD
ENVIRONMENTAL SUSTAINABILITY OFFICER



Barbara CERNOVSKIS
GENERAL MANAGER COMMUNITY WELLBEING

26 June 2017
SM



14.12. Mount Gambier Reuse Market – Smart Cities Application Report No. AR17/29560

COMMITTEE	Environmental Sustainability Sub-Committee
MEETING DATE:	8 August 2017
REPORT NO.	AR17/29560
RM8 REFERENCE	AF14/34
AUTHOR	Judy Nagy
SUMMARY	Update on initiatives to use the Reuse Market (Salvage Yard) as a sustainability and Smart City icon in the region.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION
(a) That Environmental Sustainability Sub-Committee Report No. AR17/29560 titled ' <i>Mount Gambier Reuse Market – Smart Cities Application</i> ' as presented to the Environmental Sustainability Sub-Committee on 8 August 2017

Moved:

Seconded:



Background

In April 2017, Council resolved the following;

“(b) Council recognise the substantial benefits in the provision of a salvage yard facility for the Mount Gambier Community and now proceed to undertake detailed design and costing for the facility in line with this (AF14/34) report”

All four General Managers have collaborated to prepare an application for Smart Cities funding that promotes internal Council efficiencies utilizing innovative sensor equipment. It is intended that the salvage yard become known as the “Mount Gambier Reuse Market” and that, in addition to the functions already proposed, that the location becomes a pilot area for better understanding how the new digital equipment could be used to improve Council operations. The funding application is for the ‘added features’ that will need to be purchased, installed and producing data that will need analysis. We will also need to ensure that the components are capable of being integrated into operations without compromising IT systems. If successful, the Smart Cities application provides the opportunity to trial technologies and to share the knowledge across other councils and various industry sectors.

Should the application be unsuccessful, we will progress with development of the Reuse Market as previously planned. When the grant application was submitted the facility was referred to as the “Recycle and Reuse Centre (RRC)”. The title “Mount Gambier Reuse Market” has been selected in order to appeal to a broader section of the community. The word ‘market’ implies vibrancy and also purchasing items. The word ‘reuse’ captures what Council is trying to achieve at the site more than other words, and it does not have any rubbish/garbage connotations.

Discussion

Key elements of the submitted grant application for a *Recycling and Reuse Centre - City of Mount Gambier* are as follows.

The Reuse Market will utilize sustainable practices in development, construction and operation and utilize smart technologies to become a pilot site for technological and environmental waste applications as both a practical and educative facility. Emerging data will be shared with the public, community agencies local businesses and other regional councils.

The proposed Reuse Market will champion innovative design, development and operation that will provide information of benefit to internal and external stakeholders and will include

- Diversion of waste from landfill through beneficial reuse and recycling. Currently 20,000 tonnes of waste from across the region is delivered to landfill.
- Become a pilot site for the application and demonstration of smart sensor technologies. The use of smart lighting, CCTV, motion sensing, bin sensors and associated data analytics, will demonstrate how use of such equipment in council operations can enhance efficiencies and save resources. They may also be translatable to agriculture and industry contexts.
- Demonstrate water and energy efficient operational technologies.
- Become a hub for community and school education, through workshops and talks teaching people how to recycle, reuse and repair items, rather than adding to landfill.
- Provide the disadvantaged with low cost products for purchase.

The Smart Cities Grant Application focusses on the incorporation of a smart technology ecosystem into the Reuse Market including:

- CCTV including video analytics;
- Bin fill-level sensors for the management of onsite bins;



- Inventory management system to intelligently manage stock;
- LED lighting throughout the site; and
- WiFi network for use by the onsite technology suite, as well as customers.

The Reuse Market has great potential to be a sustainability icon for the Council and incorporating Smart Technologies aligns well with the *Building a Connected Regional City Digital Strategy* endorsed in November 2016.

Conclusion

The application has received strong endorsement from the Limestone Coast Local Government Association (LCLGA) as no other council in the region has thus far utilized smart technologies of the type to be piloted. We have a potential technology partner who has provided significant input into the grant application and we believe that there is much knowledge that could be gained from elevating the Salvage Yard to a 'showcase' recycling and reuse centre, known as the "Mount Gambier Reuse Market".

Attachments

[Attachment 1 \(AR17/29692\): Smart Cities and Suburbs Program Application – Mount Gambier Reuse Market](#)



Judy NAGY
GENERAL MANAGER CITY GROWTH



Barbara CERNOVSKIS
GENERAL MANAGER COMMUNITY WELLBEING

31 July 2017
SM



14.13. Mount Gambier Reuse Market – Design and Costing Details Report No. AR17/21856

COMMITTEE	Environmental Sustainability Sub-Committee
MEETING DATE:	8 August 2017
REPORT NO.	AR17/21856
RM8 REFERENCE	AF14/34
AUTHOR	Daryl Morgan
SUMMARY	<p>This report has been prepared for the purpose of providing detailed design and costing information on the proposed Mount Gambier Re-use Market at Eucalypt Drive.</p> <p>The intention of this report is to gain Council approval for the construction of the Mount Gambier Re-use Market as previously outlined in Environmental Sustainability Report 8/2017.</p>
COMMUNITY PLAN REFERENCE	Goal 2: Our Location

REPORT RECOMMENDATION
<p>(a) That Environmental Sustainability Sub-Committee Report No. AR17/21856 titled '<i>Mount Gambier Reuse Market - Design and Costing Details</i>' as presented to the Environmental Sustainability Sub-Committee on 8 August 2017 be noted.</p> <p>(b) That Council endorse the detailed design plans and cost estimates for the construction of a Mount Gambier Reuse Market at 3 and 5 Eucalypt Drive and proceed to construct this facility (within the limits of the 2017/2018 budget allocation of \$560,000) and with the facility being fully operational by October 2018.</p>

Moved:

Seconded:



Background

In April 2017, Council resolved the following;

“(b) Council recognise the substantial benefits in the provision of a salvage yard facility for the Mount Gambier Community and now proceed to undertake detailed design and costing for the facility in line with this (AF14/34) report.

(c) The costs of a salvage yard facility be referred to the 17/18 budget deliberations.”

Council now has an allocation of \$560,000 available within various budget lines in the 2017/2018 Budget for development of the Mount Gambier Re-use Market facility.

The plans and details attached to this report (Attachment 1) will provide Members with additional information to that of the original report on this project (Attachment 2).

This report is primarily focused on the design and costings of constructing the Mount Gambier Re-use Market facility (as requested by Council from the April 2017 resolution) as opposed to the operational matters associated with running a salvage yard or the environment benefits to be gained from the project which were covered in the previous report presented to Council in April 2017.

Discussion

Mount Gambier Re-use Market Layout:

The design of the Mount Gambier Re-use Market facility has two main components; namely the receipt and sorting yard, and secondly, the display and sale yard.

The receipt and sorting facility will be constructed adjacent to the weighbridge at the existing Waste Transfer Station (at 5 Eucalypt Drive) as this will enable all traffic to be directed through the Mount Gambier Re-use Market facility. This facility will consist of a 450m² colourbond shed with a verandah extending over two drop off lanes. Vehicles will enter the facility via the drop off lanes where salvageable items will be removed, sorted, stored and prepared for sale. The drop off area will have the capacity to service approximately 6 vehicles with trailers at any one time.

The re-usable items will then be transferred to the display and sale facility (Mount Gambier Re-use Market shop) at 3 Eucalypt Drive (former Gambier Contracts site) whereby they will be placed out for sale. The infrastructure build at this site will be minimal as the current site already provides the following **facilities**:

- amenities
- offices
- under cover shed of 525m² (approx.)
- outdoor display yard of 3000m² (approx.)
- onsite car parking

The majority of costs for 3 Eucalypt Drive will be in the supply of an outdoor covered storage area, some repairs / maintenance to the site and existing shed and fit out of the office space for a point of sale (shop front).

The dot points below are a summary of the major costs of this project based on the design details to date.



• Civil works - 5 Eucalypt Drive	\$112,000
• Shed construction - 5 Eucalypt Drive	\$274,000
• Fit-out - 5 Eucalypt Drive	\$39,000
• Shelter Construction - 3 Eucalypt Drive	\$55,000
• Site tidy up, fit out, conversion - 3 Eucalypt Drive	\$83,000
Total:	<u>\$563,000</u>

A number of the construction components will be undertaken by external contractors (i.e. shed manufacturers / suppliers) so until tenders are received for these components of the works, exact cost details will not be known. However, it is anticipated that the Council's allocation of \$560,000 will allow the construction of an operational salvage yard facility (utilising both 3 and 5 Eucalypt Drive) and for the facility to be up and operational by October 2018.

Conclusion

Council's budget allocation of \$560,000 will enable the construction of a Mount Gambier Re-use Market facility that will assist with the removal of material from ending up in landfill and will enable the re-use and/or recycling of such material.

The detailed designs presented in this report provide the most functional layout for the facility and that Council has the necessary budget for construction.

Based on the details contained in this report, it will be recommended that Council proceed to construct a Mount Gambier Re-use Market facility at the Eucalypt Drive waste management precinct.

Attachments

[Attachment 1 \(AR17/28373\): Plans and Details](#)

[Attachment 2 \(AR17/28374\): Operational Services Report 8/2017](#)



Daryl MORGAN
MANAGER ENGINEERING DESIGN AND CONTRACTS



Nick SERLE
GENERAL MANAGER CITY INFRASTRUCTURE

20 July 2017
SW



14.14. Mount Gambier & District Road Safety Group Membership - Report No. AR17/29929

COMMITTEE	Council
MEETING DATE:	15 August 2017
REPORT NO.	AR17/29928
RM8 REFERENCE	AF11/858
AUTHOR	Michael McCarthy
SUMMARY	This report addresses a request for Councillor membership of the Mount Gambier and District Road Safety Group.
COMMUNITY PLAN REFERENCE	Goal 1: Our People

REPORT RECOMMENDATION

- (a) That Council Report No. AR17/29928 titled '*Mount Gambier & District Road Safety Group Membership*' as presented to the Council on 15 August 2017 be noted.
- (b) To be determined at the Council meeting



Background

Council has received a request from the Mount Gambier and District Road Safety Group seeking a replacement representative to fill a membership vacancy arising from the resignation of Cr Persello.

By memorandum published in the Friday Edition on 7th July nominations were sought from Elected Members in accordance with Council Policy *C410 - Conduct of Meetings* by Friday 28th July for presentation to the August 2017 Council meeting.

At the close of business on Friday 28th July 2017 no nominations had been received for the position.

Council may now consider whether to accommodate the request of the Mount Gambier and District Road Safety Group.

Discussion

The Mount Gambier and District Road Safety Group is an incorporated association whose objects are to work toward the reduction of the number and severity of road traffic accidents and to facilitate heightened public awareness of road safety issues within the area of the Mount Gambier City Council and Grant District Council.

In accordance with its constitution the Mount Gambier and District Road Safety Group will do this by:

- Promoting educational programmes directed to road users,
- Identifying and responding to community concerns,
- Co-ordinating with other agencies or groups having similar or connected interests,
- Researching problem areas regarding road safety issues,
- Making recommendations to relevant bodies.

Of note, the constitution does not identify the City of Mount Gambier as a member of the association or as having nomination rights for membership of its management committee.

Council does however provide administrative support to the Mount Gambier and District Road Safety Group, by typing the minutes of its regular meetings, a service that is not provided to any other community or sporting bodies with which Council has any association.

Council has direct involvement in road safety locally as a road manager within the City and contributes toward district/regional road safety through membership and funding of the Limestone Coast Local Government Association ("LCLGA").

The LCLGA provides a dedicated Regional Community Road Safety Officer, whose role includes direction and support to the region's community road safety groups, including the Mount Gambier and District Road Safety Group.

Accordingly, Council may wish to consider whether it is necessary to seek and nominate a representative to the management committee of the Mount Gambier and District Road Safety Group, or if the contribution to local and regional road safety including via the LCLGA is sufficient.



Conclusion

Council may now consider whether it wishes to seek nominations to the Mount Gambier and District Road Safety Group, and if so, in what manner.

Attachments

Nil



Michael McCARTHY
MANAGER GOVERNANCE & PROPERTY



Pamela LEE
GENERAL MANAGER COUNCIL BUSINESS SERVICES

2 August 2017



15. MOTION(S)

15.1. With Notice

Nil Submitted

15.2. Without Notice

Meeting closed at p.m.

AR17/28933



REPORT ATTACHMENTS

Report attachments commence on the next page.



**MEMBERS INFORMAL WORKSHOP
LIMESTONE COAST LOCAL GOVERNMENT ASSOCIATION PRESENTATION
5:30pm MONDAY 24TH JULY 2017**

RECORD OF PROCEEDINGS
5:30pm Monday 24th July, 2017
Committee Room, Level 4
Civic Centre
10 Watson Terrace, Mount Gambier

PRESENTER:-

Mr Dominic Testoni, Executive Officer, Limestone Coast Local Government Association
Mayor Richard Sage, Acting Chairperson, Limestone Coast Local Government Association

MEMBERS PRESENT:-

Mayor Andrew Lee
Cr Morello
Cr Von Stanke
Cr Mezinec
Cr Persello
Cr Richardson
Cr Lovett

STAFF PRESENT:-

Chief Executive Officer
General Manager City Infrastructure
General Manager Community Wellbeing
General Manager Council Business Services

MEMBERS APOLOGIES:-

Cr Lynagh
Cr Perryman
Cr Mutton

LEAVE OF ABSENCE:-

Discussion closed at 6:20 p.m.

**DESIGNATED INFORMAL GATHERING
CITY GROWTH STRATEGY AND DOG AND CAT MANAGEMENT PLAN
5:30pm MONDAY 31ST JULY 2017**

RECORD OF PROCEEDINGS
5:30pm Monday 31st July, 2017
Committee Room, Level 4
Civic Centre
10 Watson Terrace, Mount Gambier

GUESTS:-

Ray Garrard, Acil Allen Consulting

MEMBERS PRESENT:-

Mayor Andrew Lee
Cr Morello
Cr Von Stanke
Cr Mezinec
Cr Lynagh
Cr Perryman
Cr Lovett

STAFF PRESENT:-

Chief Executive Officer
General Manager City Infrastructure
Manager Regulatory Services
Team Leader General Inspectors

MEMBERS APOLOGIES:-

Cr Persello
Cr Richardson

LEAVE OF ABSENCE:-

DISCUSSION:

Discussions regarding City Growth Strategy and Dog and Cat Management Plan.

Discussion closed at 7:05 p.m.

Council Action Items					
Report Title	Report Number	Author	Item	Action	Status
Draft 2017/2018 Budget Update	AR17/25096	Gary Button	2.1	(a) That Council Report No. AR17/25096 titled 'Draft 2017/2018 Budget Update' dated 28 June 2017 as presented to the Council on 5 July 2017 be noted.	No Action
Overview of strategic platform and corporate KPI's	AR17/24733	Mark McShane	13.02	(a) That Strategic Standing Committee Report No. AR17/24733 titled 'Strategic Management Framework' dated 26 June 2017 as presented to the Strategic Standing Committee on 10 July 2017 be noted. (b) That the Strategic Standing Committee reviews the Draft Corporate KPI's for completeness in delivering the Community Plan over the next 12 months and thereafter conducts an annual review. (c) The Strategic Standing Committee endorses the Draft Corporate KPI's subject to minor amendments with corporate reporting to Council to commence from quarter one 2017/2018.	Completed
Two monthly strategic update	AR17/26138	Barbara Cernovskis	13.03	(a) That Strategic Standing Committee Report No. AR17/26138 titled 'Strategic Documents Bi-Monthly Progress Report' as presented to the Strategic Standing Committee on 10 July 2017 be noted.	Ongoing
CEO Key Performance Indicators	AR17/26055	Mark McShane	13.04	(a) That Strategic Standing Committee Report No. AR17/26055 titled 'Chief Executive Officer Key Performance Indicators' dated 5 July 2017 as presented to the Strategic Standing Committee on 10 July 2017 be noted. (b) The revised list of Chief Executive Officer Key Performance Indicators 1 to 14 as contained in the report and 15 as follows: 15. Oversee further development of induction program for the incoming Council in November 2018 in conjunction with input from Councillors noting the need for both mandatory training and other professional development training specific to our Council. be presented to Council in the following categories for adoption: <ul style="list-style-type: none"> • Community Plan KPI 1. • HR KPI's 9. 10. 11 • Strategic Management KPI's 6. 12. 13. 14 • Governance KPI's 2. 15. 7. 8 • Financial Management KPI's 3. 4. 5. 	Completed

Council Action Items

Report Title	Report Number	Author	Item	Action	Status
Tourism and Visitor Information Services	AR17/25424	Judy Nagy	13.05	<p>(a) That Strategic Standing Committee Report No. AR17/25424 titled 'Visitor Information Services' dated 30 June 2017 as presented to the Strategic Standing Committee on 10 July 2017 be noted.</p> <p>(b) That a draft implementation plan including timeframe, resources and budget is developed by September 2017, for consideration by Councillors, staff and identified stakeholders to guide discussion and input and a finalised implementation plan.</p>	Ongoing
Heritage sub-committee report (ToR)	AR17/25985	Judy Nagy	13.06	<p>(a) That Strategic Standing Committee Report No. AR17/25986 titled 'Heritage Sub-Committee Formation' as presented to the Strategic Standing Committee on 10 July 2017 be noted.</p> <p>(b) That the Draft Terms of Reference be endorsed noting amendment to item 11.3 to reference Section 63 of the Local Government Act.</p>	Completed
Policy Review - S140 Street Numbering	AR17/21918	Joanne Scheidl	13.07	<p>(a) That Strategic Standing Committee Report No. AR17/21918 titled 'Policy Review – S140 Street Numbering' dated 7 June 2017 as presented to the Strategic Standing Committee on 10 July 2017 be noted.</p> <p>(b) That Council hereby adopt revised Council Policy S140 - Street Numbering, as attached to this report.</p>	Completed
Minutes of Junior Sports Assistance Fund Committee - 28 June 2017	AR17/25207	N/A	13.09	That the minutes of the Junior Sports Assistance (Section 41) Committee meeting held 28 June 2017 be noted.	No Action
Junior Sports Assistance Fund Committee - Correspondence Received	AR17/23974	N/A	13.10	That Junior Sports Assistance Fund Committee Report No. AR17/23974 titled 'Correspondence Received' dated 21 June 2017 as presented to the Junior Sports Assistance Fund Committee on 28 June 2017 be noted.	No Action
Junior Sports Assistance Fund Committee - Banking Signatories	AR17/23988	N/A	13.11	<p>(a) That Junior Sports Assistance Fund Committee Report No. AR17/23988 titled 'Banking Signatories' dated 21 June 2017 as presented to the Junior Sports Assistance Fund Committee on 28 June 2017 be noted.</p> <p>(b) The Junior Sports Assistance Fund authorised banking signatories be:</p> <ul style="list-style-type: none"> • Mayor • Chief Executive Officer • General Manager Community Wellbeing 	Completed

Council Action Items

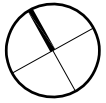
Report Title	Report Number	Author	Item	Action	Status
Junior Sports Assistance Fund Committee - Statement of Revenue and Expenses	AR17/23666	N/A	13.12	(a) That Junior Sports Assistance Fund Committee Report No. AR17/23666 titled 'Statement of Revenue and Expenses - 1/3/2017 to 31/05/2017' dated 20 June 2017 as presented to the Junior Sports Assistance Fund Committee on 28 June 2017 be noted. (b) The financial statement of the Fund as at 31st May, 2017 be received noting a cash balance of \$77,959.	No Action
Junior Sports Assistance Fund Committee - Applications for Financial Assistance for Juniors and Payments from the Fund from 1/3/2017 to 31/5/2017	AR17/23786	N/A	13.13	(a) That Junior Sports Assistance Fund Committee Report No. AR17/23786 titled 'Applications for Financial Assistance for Juniors from 1/3/2017 to 31/5/2017' dated 21 June 2017 as presented to the Junior Sports Assistance Fund Committee on 28 June 2017 be noted.	No Action
Junior Sports Assistance Fund Committee - Rotary Club of Mount Gambier Lakes - Donations to Financially Disadvantaged Sportspersons	AR17/24022	N/A	13.14	(a) That Junior Sports Assistance Fund Committee Report No. AR17/24022 titled 'Rotary Club of Mount Gambier Lakes - Donations to Financially Disadvantaged Juniors' dated 21 June 2017 as presented to the Junior Sports Assistance Fund Committee on 28 June 2017 be noted. (b) The following application(s)/funding be made available to the Member Organisations to the value of \$300 each per applicant named below to assist the identified junior(s) to achieve their fullest participation with the specific purpose donation from the Rotary Club of Mount Gambier Lakes - Donations to Financially Disadvantaged Junior Sportspersons initiative (funded from some of the proceeds from the 2012 Blue Lake Fun Run) and to be used strictly in accordance with their respective confidential application: (i) Mount Gambier Netball Association (2 nominees) (ii) Mount Gambier and District Baseball League (2 nominees) (iii) Discretionary (1 nominee) (iv) Basketball Mount Gambier (2 nominees) (v) Limestone Coast Football Association (2 nominees) (vi) South East Women's Football Association (2 nominees) (vii) Blue Lake Y Swim Club (1 nominee) (c) The additional \$600 be sourced from the Fund	Completed
Minutes of Audit Committee - 3 July 2017	AR17/25987	N/A	13.15	That the minutes of the Audit (Statutory) Committee meeting held 3 July 2017 be noted.	No Action

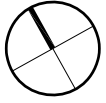
Council Action Items

Report Title	Report Number	Author	Item	Action	Status
Annual Business Plan and Budget Program	AR17/23584	Gary Button	13.16	(a) That Audit Committee Report No. AR17/23584 titled '2017/2018 Annual Business Plan and Budget Program' as presented to the Audit Committee on 3 July 2017 be noted.	No Action
Audit Work Program 2014 - 2018	AR17/23671	Gary Button	13.17	That Audit Committee Report No. AR17/23671 titled 'Audit Work Program 2014 - 2018' as presented to the Audit Committee on 3 July 2017 be noted.	No Action
Financial Internal Controls - Internal Audit Program	AR17/23580	Kahli Rolton	13.18	(a) That the Audit Committee Report No. AR17/23580 titled 'Financial Internal Controls - Internal Audit Program' presented to the Audit Committee on 3 July 2017 be noted. (b) That the periodic review of Financial Internal Controls continue to be reported to the Audit Committee; (c) That MET continue to be responsible for the review of Financial Internal Controls; (d) That the review of Council's 'Cumulative Spend' activity be presented to the August 2017 meeting of the Audit Committee.	In Progress
End of Financial Year / Interim Audit Update	AR17/23673	Gary Button	13.19	(a) That the Audit Committee Report No. AR17/23673 titled 'End of Financial Year / Interim Audit Update' as presented to the Audit Committee on 3 July 2017 be noted. (b) That the draft auditor's management letter dated 30 May 2017 be received.	No Action
Works In Progress - City Infrastructure	AR17/24385	Daryl Morgan	13.20	(a) That Operational Standing Committee Report No. AR17/24385 titled 'Works in Progress - City Infrastructure' as presented to the Operational Standing Committee on 11 July 2017 be noted.	No Action
Traffic Count Data - Penola Road / Wireless Road Intersection	AR17/25935	Daryl Morgan	13.21	(a) That Operational Standing Committee Report No. AR17/25935 titled 'Traffic Count Data - Penola Road / Wireless Road Intersection' as presented to the Operational Standing Committee on 11 July 2017 be noted.	No Action
Civic Centre Flytower Recladding - Project Update	AR17/25946	Michael Silvy	13.22	(a) That Operational Standing Committee Report No. AR17/25946 titled 'Civic Centre Flytower Recladding - Project Update' as presented to the Operational Standing Committee on 11 July 2017 be noted.	No Action
Dissolving of the Carinya Garden Cemetery Trust Committee	AR17/26004	Judy Nagy	13.23	(a) That Operational Standing Committee Report No. AR17/26004 titled 'Dissolving of the Carinya Garden Cemetery Trust' as presented to the Operational Standing Committee on 11 July 2017 be noted.	No Action
Caroline Landfill - Construction and Leachate Management	AR17/25940	Daryl Morgan	13.24	(a) That Operational Standing Committee Report No. AR17/25940 titled 'Caroline Landfill - Construction and Leachate Management' as presented to the Operational Standing Committee on 11 July 2017 be noted.	No Action

Council Action Items

Report Title	Report Number	Author	Item	Action	Status
2018 Street Tree Program	AR17/24328	Sinaway Georgiou	13.25	<p>(a) That Operational Standing Committee Report No. AR17/24328 titled '2018 Street Tree Program' as presented to the Operational Standing Committee on 11 July 2017 be noted.</p> <p>(b) That Council approves the proposed schedule of trees that have been selected for removal to allow for uniformity in the 2018 Street Tree Program as outlined in policy T120 (Tree Policy).</p>	Completed
Oakmont Eastment	AR17/26882	Michael McCarthy	14.01	<p>(a) That Council Report No. AR17/26882 titled 'Grant of Easement – Lot 701 Oakmont Court' as presented to the Council on 18 July 2017 be noted.</p> <p>(b) That consent be granted to a grant of easement on Lot 701 (Reserve) in Certificate of Title Volume 6178 Folio 110 for electricity supply purposes in favour of Distribution Lessor Corporation (SA Power Network) including a Licence to Enter for installation of infrastructure prior to registration of the easement on the Certificate of Title.</p> <p>(c) The Chief Executive Officer and Mayor be authorised to execute and affix the common seal of Council to any necessary documentation associated with resolution (b) of Council Report No. AR17/26882.</p>	Completed





← proposed carpark relocation

← proposed taxi stand relocation

TRAFFIC IMPACT STATEMENT

Installation of a Taxi Zone
Bay Road (western side)

Part A - Traffic Management

It is the view of the undersigned that relocation of the existing Taxi Zone on Bay Road will not be detrimental to traffic management in this area.

Part B - Road Safety Effects

It is anticipated that the proposal will not have any negative impacts on road safety.

Conclusion

It is the opinion of the undersigned that the proposal to relocate the existing Taxi Zone on Bay Road will not have negative impacts on traffic management or road safety and is therefore deemed appropriate for the area.



Nick SERLE
GENERAL MANAGER CITY INFRASTRUCTURE

2 August 2017
Ref. AF14/52
SW

Lake City Taxis
ABN: 68 056 806 181
9 Balambool Ave
MOUNT GAMBIER SA 5290
Base: 08 8723 0000
Fax: 08 8723 9068
Accounts: 08 8723 9068
Email: blue@lakecitytaxis.com

Website: www.lakecitytaxis.com

Dear Mr Mayor,

It is some time now that Council voted to abolish several taxi rank parking spots at the Bay Road Taxi Rank and ever since these changes were effected there has developed a major road and passenger safety issue at the rank.

The issue is mainly that there are now insufficient spots for taxis to safely pull up and service the Mount Gambier taxi passengers wishing to hail a taxi at that taxi rank. The Bay Road taxi rank is one of the most frequently used ranks in Mount Gambier and is the preferred rank for most Mount Gambier residents wishing to hail a taxi.

Given that Council places a high priority on resident safety, road user safety and taxi driver safety it is respectfully requested that Council reinstate the previous arrangement which existed at the Bay Road taxi rank prior to the changes.

I would be grateful if you would place this request on the Agenda for a Council meeting at the earliest opportunity.

I also request that you keep me informed as to when this Item is placed on a Council business Agenda.

Yours sincerely,

Knud Rasmussen
Owner
Lake City Taxis
Mount Gambier, SA
08.8723 0000
Premier Taxi Service 24/7



Email: knud@lakecitytaxis.com

Our web site: <http://www.lakecitytaxis.com>





Key areas of influence

Key influences on the budget include a major focus on economic development including tourism and employment opportunities, continued investment to promote Mount Gambier as a visitor destination, a regional retail and commercial hub as well as a quality destination to host major events and conferences, the delivery of Arts, Culture and Heritage supported by the Riddoch Art Gallery.

Key areas of expenditure



Comparison with 2016/2017

As a comparison, in the 2016/2017 financial year Council delivered on the following in accordance with its objectives:

- ▶ Continued focus on achieving the vision expressed in Council's adopted Community Plan 2016-2020
- ▶ Major focus on Economic Development (including Tourism)
- ▶ Assumed management responsibility of the Riddoch Art Gallery and collection
- ▶ Continued investment promoting Mount Gambier as a visitor destination, regional retail and commercial hub
- ▶ Continued the development of Council's infrastructure and assets
- ▶ Capital infrastructure program of approximately \$7.3m (new and renewal)
- ▶ Maintained our extensive public realm assets and infrastructure
- ▶ Continued delivery of programs that directly support our community
- ▶ Maintained support for community based programs and initiatives
- ▶ Retained and enhanced Council's workforce to ensure capacity in service delivery.



Further information can be found in the 2017/2018 Annual Business Plan and Budget available from the Council Office or at www.mountgambier.sa.gov.au



Summary

Budget Snapshot

Council Rates

Key Areas of influence

Comparison with 2016/2017

Summary

The City of Mount Gambier 2017/2018 Annual Business Plan and Budget adopted on 5th July 2017, incorporates Council's Community Plan, the Futures Paper 2016 - 2020, its strategies, initiatives, services and projects with the Long Term Financial Plan, and Asset and Infrastructure Management Plans.

The Business Plan defines our objectives for the year, the activities required to deliver the objectives along with the methods used to monitor and measure our performance.

In addition, it contains a summary of revenue and expenditure required to deliver our programs, developed within the context of our commitment to financial sustainability and longer term financial planning. It also outlines the impact on rates and implications for our ratepayers.

Budget Snapshot

Revenue Sources



Operating Budget



Council Rates

In 2017/2018 it is anticipated that 73% of Council's operating revenue will come from rate revenue. Council's rating strategy uses a combination of a fixed charge on every rateable property and a differential or variable rating system, based on land use, when calculating general rates.

The fixed charge component increases from \$606.90 to \$630.30 (+3.8%) in 2017/2018, applies to every rateable property and will continue to raise just under one half (45%) of Council's gross general rate revenue.

The differential or variable rating component that raises the remainder (55%) of Council's required gross general rate revenue is determined by multiplying the individual property value (capital value provided by State Valuation Office) by the differential rate in the dollar adopted for each separate land use category i.e. residential, commercial, industrial, primary production, vacant land or other land use.

Implications for Rates

In order to deliver services and programs in 2017/2018, Council has determined that it will require an increase in the overall general rate revenue equivalent to 4.5% over the previous year.

This overall percentage increase is offset by the effect of 'growth' i.e. new assessments that have occurred during the past year. This 'growth' is equivalent to a 0.48% benefit in general rate revenue resulting in an overall average rate increase of approximately 3-4% depending on your assessment details.

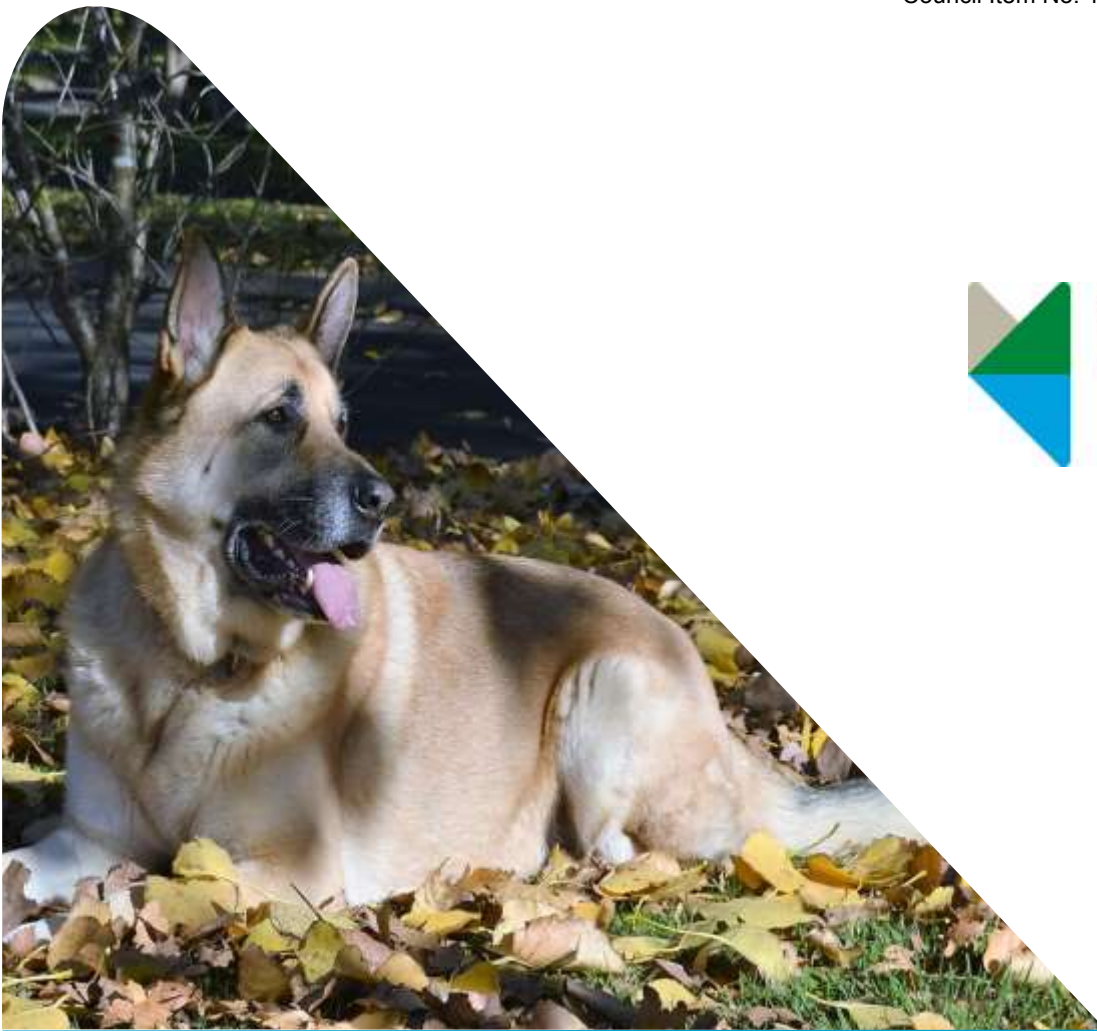
In terms of residential rates, the average residential ratepayer will pay \$1,145, an increase of 3.9% or \$44 per annum or \$0.84 cents per week. This average is below that of the State Average (\$1,505 last year).

As part of Council's rating strategy a range of rate relief measures or assistance can be provided including:

- ▲ Residential (Principal Place of Residence) rate cap
- ▲ Vacant Land rate rebates
- ▲ Postponement of rates for seniors
- ▲ Hardship
- ▲ Mandatory and Discretionary rate rebates

For further details, see Council's Rate Rebate Policy at www.mountgambier.sa.gov.au or contact Council's Rates Office for assistance.





City of
Mount Gambier

Dog and Cat Management Plan 2018 - 2023

Contents

1.	Executive Summary	Page 1
2.	Background	Page 2
3.	Law/Guidelines	Page 4
4.	Revenue	Page 5
5.	Management of Dogs	Page 6
6.	Management of Cats	Page 9
7.	Objectives/Actions	Page 11
8.	Off Leash/On Leash Parks	Page 17
9.	Implementation/KPI's	Page 18
10.	Appendices	Page 30
	(1) Dogs Bylaw No 5 of 2010	
	(2) Organisational Structure (City Growth)	
	(3) Dog and Cat Reforms Fact Sheet	
	(4) Community Plan - The Futures Paper 2016-2020	



1. EXECUTIVE SUMMARY

The City of Mount Gambier is situated approximately 450kms south of Adelaide, and 17 kms from the Victorian Border. It has a population base of approx 25,000 residents. During the 2015/2016 registration period the Council registered 4,811 dogs, impounded 141 dogs and returned 214 dogs to their owners. In addition the Council investigated nine dog attacks/harassments, and issued 89 dog expiation notices.

The City of Mount Gambier Dog and Cat Management Plan will guide the management of dogs and cats for the next five Years (2018-2023) and has been prepared by officers of the City of Mt Gambier in response to Council adopting a planned approach to undertake its responsibilities under the Dog and Cat Management Act 1995. The plan identifies strategies and actions to implement the mission, aims and objectives for dog and cat management, and relates these back to the wider policy context.

Dog and cat control has widened to include a greater array of contexts following the introduction of the Act. Knowledge of both animal and human behaviours is now a requirement for those working in this field. There is growing recognition that enforcement of laws will not, on its own, result in lasting, voluntary changes in behaviour. It needs to be supplemented by a range of non - regulatory approaches such as public education and improved signage.

The core purposes of the City of Mount Gambier Animal Management Officers are:

- To recognise that pets are integral to the lives of many people and recognise the health and social benefits associated with pet ownership.
- To inform and educate the community about the needs of companion animals and promote responsible pet ownership. Including the encouragement of microchipping and desexing pets.
- To secure the safety and wellbeing of members of our community including the animals.
- On a day to day basis, Council is required to provide a Dog Management Service to ensure that animals do not denigrate the amenity and community safety of the Council area. Council is required to respond to public queries, provide advice to residents and provide enforcement of the relevant Act, regulations and By-Laws.



2. BACKGROUND

The Dog and Cat Management (Miscellaneous) Act came in to effect on Wednesday, 6th July 2016, introducing microchipping and desexing of dogs and cats along with other administrative improvements.

Section 26A Dog and Cat Management Act 1995

26A Plans of management relating to dogs

Each Council must, in accordance with this section, prepare a plan relating to the management of dogs within its area.

A plan of management must be prepared and presented to the Board as follows:

- The first plan must cover a five year period and be prepared and presented within three years after the commencement of this section;
- Subsequent plans must cover subsequent five year periods and each plan must be prepared and presented at least six months before it is to take effect;
- A plan of management must be approved by the Board before it takes effect;
- A council may, with the approval of the Board, amend a plan of management at any time during the course of the five year period covered by the plan.

The plans mission is to create an environment which encourages responsible pet ownership where people and pets integrate safely and harmoniously within the City of Mt Gambier community.

This plan also contains recommendations for a wide range of actions to be undertaken by the Council to achieve these objectives. It provides a sound basis and direction from which it can plan and make future decisions over the next five years, and relates back to the wider Council policy context. It identifies strategies and actions to implement the mission, aims and objectives, including:

- Educating and promoting responsible pet ownership;
- Highlighting the importance of desexing dogs and cats;
- Obtaining the right pet and 'pet friendly' housing;
- Reducing dog attacks and bite avoidance;
- Managing dog faeces in public places;
- Reducing the numbers of dogs and cats wandering at large;
- Promoting the importance of dog socialisation and training;
- Reducing dog barking and nuisance;
- Reviewing staff training;
- Meeting our Corporate Responsibilities;
- Risk management;
- Service levels.



Education, Prevention, Encouragement and Enforcement

This plan emphasises the proactive combination of education, prevention, encouragement and enforcement to achieve Council's objectives. Education and promotion are key priorities in changing attitudes to result in an increase in responsible pet ownership in the future. At the same time, Council must be proactive in investigating and implementing preventative measures where possible and by providing ongoing encouragement to members of our community to comply with our policies and regulations.

City of Mount Gambier Community Plan - The Futures Paper 2016-2020

The Community Plan, together with the Futures Paper are Council's key strategic documents and are supported by the Long Term Financial Plan, the Asset Management Plan and the Annual Budget. These Plans identify the direction, services and facilities that Council wishes to provide for the community over the next four years (see Appendix 4).

Mission Statement

'To create an environment which encourages responsible dog and cat ownership. The City of Mount Gambier will provide direction, leadership and education while being proactive in investigating and implementing preventative measures to ensure our community complies with our policies and regulations. *'To recognise that companion animals are part of the community, contributing to its quality of life, whilst ensuring that the needs of all animals and their owners are accommodated while recognising the differing needs of all members of the community such as not pet owners'*.

Aims:

- To provide effective management and a suitable environment for dogs and cats within the community;
- To encourage responsible dog and cat ownership;
- To increase public safety through the reduction of public and environmental nuisance caused by dogs and cats;
- To acknowledge the importance of dogs and cats in society;
- To encourage the enjoyment of and benefits from dogs and cats by people;
- To ensure public safety and amenity in relation to dogs;
- To protect native fauna and flora from the impact of dogs and cats.



3. LAW / GUIDELINES

All Councils in South Australia are responsible for administering the Dog and Cat Management Act 1995 in their own area.

The Act provides for the appointment of the Dog and Cat Management Board which has responsibilities to promote, advise and monitor effective management and issue guidelines and assistance to Councils on their responsibilities under the Act. The Board also has the responsibility to provide advice to the Minister, to keep the Act under review, to undertake research and to provide education programs and provide community awareness information.

The Act also provides that Council must, for dogs, and may for cats, appoint an officer (or officers) for its area and can make By-Laws relating to dog and cat management within its area. Under the Act, Councils are required to administer and enforce the provisions relating to dogs within its area.

State Government Laws and Council By-Laws direct some of the actions within this plan. Those legislation and policies include:

- South Australian Legislation - Dog and Cat Management Act 1995 as amended;
- Dog and Cat Management Regulations' 1995;
- Local Government Act 1999;
- Public and Environmental Health Act 1986;
- Development Regulations 1993 - Section 3;
- Council By-Laws;
- Dog and Cat Management Board Policies;
- Code of Practice for Pounds and Shelters.

The City of Mount Gambier Council currently has two (2) Appointed/Authorised Officers.

City Growth/Organisational Structure

Council's authorised officers are part of the Regulatory Services team within the City Growth section of Council (see Appendix 2).



4. REVENUE

Money Received

Revenue received by a Council must be spent on the administration or enforcement of the provisions of this Act relating.

Payment into Fund

Under the Act Councils must pay into the Dog and Cat Management Fund a percentage fixed as set out in the Dog and Cat Management Regulations 2010.

Setting of Fees

Councils have the responsibility of setting annual fees for dog registration and rebates for desexing and microchipping.



MANAGEMENT OF DOGS

The Act requires all dog owners to register their pet when they reach three (3) months of age, and failure to do so is an offence.

1. **'Standard'** (desexed and microchipped) - This is a mandatory legislated rebate. All Councils are required to provide a mandatory percentage rebate off the 'not-standard' fee, for a 'standard' dog registration, the Board recommends that Councils set a 50% rebate for a 'standard dog' for the 2017/18 registration period, however Councils have the discretion to determine the percentage rebate they wish to offer.
2. **'Non-standard'** (full fee) - This applies to all other categories of dogs (where even if they are exempt from the requirement to desex or microchip (e.g. dogs/cats belonging to registered breeders, working livestock dogs etc).

Some of Council's existing initiatives regarding dog registrations that will continue over the life of this Plan include:

- Online dog registration renewals;
- Follow-up registration reminders to dog owners via mail outs;
- Media coverage to promote dog registration;
- Infringement notices and penalties to owners with unregistered dogs;
- Follow up owners who do not re-register their dogs.

Further information on dog registration is available form Council's website.

Summary - Dog and Cat Statistics - City of Mount Gambier				
Dogs registered	2011/12	2012/13	2013/14	2014/15
Number of registered dogs	4605	4818	4838	4834
Total number of barking dog complaints	810	595	418	95
Total number of wandering dog complaints	504	230	230	247

Dog By-Laws

Dogs By-Law No 5 of 2010 - A By-Law to limit the number of dogs kept on premises and for the management and control of dogs in the Council area (see Appendix 1).

Arrangements For Impounded Dogs

Dogs that are seized by Council's Authorised Officer are checked for registration and microchips and if they are identified, all efforts are made to reunite the dog back to their owners as soon as possible. Dogs that have no identification are impounded at the South East Animal Welfare League facility, as Council has an agreement to use this facility for unidentified dogs.



Microchipping And Desexing

From **1st July 2018**, it will be compulsory for:

- All dogs over a certain age to be microchipped;
- All **new generations** of dogs (born after 1st July 2018) to be desexed. *Exemptions apply for working dogs, registered breeders etc.*

These changes are designed to increase the likelihood of lost or impounded dogs being reunited with their owners, and reduce the number of unwanted and abandoned litters euthanised in pounds and shelters.

While the new desexing requirement only affects dogs born after **1st July 2018**, **all dogs must be microchipped by this date.**

Microchipping is a safe and permanent way to identify your dog and the procedure is quick, with no ongoing discomfort and can only be carried out by a trained, authorised implanter. Discount microchipping days are offered at various times of the year.

For further information refer to '*Dog and Cat Reforms - Fact Sheet*' (see Appendix 3).



Hastings Cunningham Dog Park

The Hastings Cunningham Reserve Dog Park was officially opened on Sunday, 30th August 2015. The enclosed dog park has been designed to provide a safe environment that encourages all dog owners and their pets to explore and play in Mount Gambier's unique dog park.

The Hastings Cunningham Reserve Dog Park was developed to provide dog owners a facility to socialise and exercise their pets off-leash in a secure and stimulating environment. The park is approximately 6,650m² and separated into two enclosures, one recommended for large dogs and the other for small/elderly dogs. The park is designed with the animal exercise equipment following a circuit to encourage owners to exercise with their dog, while following them to maintain effective control of their pet. The circuits are designed in a non-linear shape with equipment both on and off the track to create multiple activity zones and reduce congestion of people and dogs. Equipment includes ramps, tunnels and jumps which have all been constructed using recycled materials. High traffic areas have materials such as sand, mulch and compacted crusher dust to provide a range of textures for dogs and less deterioration of grassed areas. Essential provisions have been installed, including drinking water fountains for owners and pets, 'doggy bag' dispensers and bins and seating located under existing trees that provide shade.



5. MANAGEMENT OF CATS

Issues

Cats are companion animals for an estimated 23% of Australian households however, for every one domestic cat, there are an estimated seven feral cats at large in the environment (Gotsis, 2014). There are around half a million un-owned cats in South Australia with thousands of stray cats and kittens euthanised by animal shelters every year (Homeless Cats SA).

One of the main causes of the high numbers of stray or feral cats is that people do not desex their animals. Feral cats pose risks to native wildlife through predation and disease transmission.

Unlike dogs, that require registration under the Act, the regulation of cats is currently left to the individual Council to introduce cat specific By-Laws.

In 2014/15, Council received 92 complaints regarding cat issues. The complaints included stray or feral cats, cats wandering onto neighbour's properties, nuisance behaviours and cats attacking native wildlife. Council is also aware of issues relating to cat hoarding.

Management Initiatives

The City of Mount Gambier currently has no By-Laws specific to cats.

Council promotes the following practices:

- Cats should be desexed;
- Cats should be identified with a microchip;
- Cats should be selected and trained to become 'home loving';
- Owners are encouraged to impose a night-time curfew.

Council's initiatives regarding cat management include:

- Cat trapping cages supplied for hire by Council (fees apply);
- Collection and maintenance of data on cat complaints.

Further information on cat management is available from Council's website.

Cats Seized

When a cat is trapped in a cage it can be taken to Council or Council's nominated veterinary service provider who will check for identification and where possible reunite the animal with its owner.

All unidentified cats are euthanised or rehomed at the discretion of Council or Council's nominated veterinary service provider. The owners of any cats identified by a microchip or other identification on the cat will be notified by the Council's local service provider or an Authorised Officer to arrange collection. If the cat is identified and assessed as being friendly and well cared for, every effort will be made to find the owner, however if this is not possible, Council will be required (within 24 hours) to rehome the animal (in conjunction with the local service provider) or euthanise it.



Unlike dogs, cats are not provided a window of opportunity (e.g. 72 hours) to find owner. To protect the lives of cats, it is in the best interest of the owner to ensure cats are microchipped and registered with the chip registration body, so that they can be returned to owners quickly and safely. Cat owners will be required to desex all new generations of cats born after the proposed date of 1st July 2018 and by the age of six months. Owners will not be required to desex cats born before 1st July 2018, although the desexing of all cats is highly recommended and encouraged.

Council addresses complaints from members of the community in relation to wandering cats and if a nuisance is being caused by cat(s) in a neighbourhood, Council has cat trap hire options to assist residents in capture and removal of the cats. If cats are identified, authorised Officers and Council's nominated veterinary service provider will take the opportunity to promote responsible pet ownership with the owner and the importance of containing cats on their own property.

Microchipping And Desexing

From **1st July 2018**, it will be compulsory for:

- All cats over a certain age to be microchipped;
- All **new generations** of cats (born after 1st July 2018) to be desexed.

These changes are designed to increase the likelihood of lost or impounded cats being reunited with their owners, and reduce the number of unwanted and abandoned litters euthanised in pounds and shelters.

While the new desexing requirement only affects cats born after **1st July 2018**, **all cats must be microchipped by this date**.

Microchipping is a safe and permanent way to identify your cat. The procedure is quick, with no ongoing discomfort and can only be carried out by a trained, authorised implanter. Discount microchipping days are offered at various times of the year.

For further information refer to *'Dog and Cat Reforms - Fact Sheet'* (see Appendix 3).



6. OBJECTIVES AND ACTIONS

Increase public safety and provide effective management and a suitable environment for dogs and cats within the community.

Actions:

- Operate in accordance with the Dog and Cat Management Act;
- Ensure Council policies and By-laws concerning dogs are adequate;
- Provide specific areas where dogs may be 'off leash';
- Ensure that 'off leash' areas are adequately signed;
- Manage nuisance caused by barking through community awareness, personal contact with dog owners, and if required, by regulatory methods;
- Reduce the number of dogs and cats wandering at large, minimise public nuisance and increase public safety by improving community awareness and regulatory controls;
- Coordinate relationships and links with neighbouring Councils to share expertise and support;
- Trial new initiatives and alternative approaches to dog and cat management;
- Provide community education and training information relating to pet ownership;
- Support and encourage dog obedience and socialisation programs;
- Educate the community on desexing and microchipping of dogs and cats;
- Obtain maximum registration and identification of dogs and cats to facilitate reuniting pets to owners where possible;
- Encourage selection of the right pet to suit lifestyle and circumstances and appropriate advice for the keeping of pets e.g. Select a Pet Program, train and educate children at schools to be responsible pet owners;
- Promote the welfare of dogs and cats in the community.

Provide for and ensure the welfare and safety of dogs and cats.

Actions:

- Promote the new laws regarding desexing and microchipping of dogs and cats;
- Maintain adequate local impounding facilities for temporary protection of lost or abandoned animals;
- Police regulations regarding standards of local companion animal businesses, breeding establishments or boarding facilities;
- Ensure the provision of prompt veterinary attention to sick or injured animals in Councils care;
- Enforce provisions of the Dog and Cat Management Act;
- Identify and register dogs and cats to enable reunion with owners and control unwanted animals;
- Encourage pet owners to undertake routine preventative health measures such as vaccinations, deworming, heart worm protection and other forms of parasite control.



Dog Management Strategies And Actions

Strategy A - Promote and Educate the Community on Dog Management

A combination of education, encouragement and enforcement is seen to be the most successful method of animal management. The Dog and Cat Management Board promotes this method and has developed many educational initiatives based on a careful assessment of the needs of the whole community. The board maintains regular media advertising campaigns which promote key issues such as the education of dog owners and their families as well as training of the dogs and educating other people about how to behave around dogs. A singular method of enforcement cannot provide a full solution to dog owners and dog problems.

Actions:

- Provide information to the media on dog obedience training classes in the community, educate members of the public how to act around dogs, educate dog owners and non-dog owners of their rights and responsibilities, provide education on the benefits of exercising dogs, dogs in public places, 'off leash' area policy and Council By-Laws;
- Distribute resource material at veterinary clinics, pet shops, Council libraries and community centres and ensuring that these centres are regularly supplied with up to date materials;
- Provide advice to the community on website links such as RSPCA, Animal Welfare League, Select a Pet Program and newsletters from Dog Association and Obedience Clubs and other websites including:
 - Dog and Cat Management Board www.dogandcatboard.com.au;
 - Pet Care www.petnet.com.au.
- Mail out renewal notices to all registered dog owners with information on the responsibilities of dog ownership;
- Active involvement in school programs to educate children on the 'Delta Dog Safe' program initiated by the Dog and Cat Management Board, the Animal Welfare League's, 'Responsible Pet Ownership' program and 'Select the right pet' program;
- Promote the reporting of all dog attacks in public places and private property;
- Advertise in the community:
 - The due date for dog registration;
 - Responsible dog ownership, costs and benefits, e.g. desexing;
 - Dogs 'off-leash' provisions;
 - Amendments to legislations, policies, and by-laws.

Strategy B - Registration and Identification of Dogs

Successful dog management may be achieved through an increase in dog registration and micro-chipping so more dogs will be reunited with owners and less dogs placed in shelters.

Actions:

- Promote responsible dog ownership;
- Enforce the legal requirements to register and microchip dogs;
- Promote Council's online payment option as a convenient way to complete registration transactions;



- Promote information on Council's policy and legislative requirements concerning dog registration.

Strategy C - Desexing Dogs

Dog owners should be encouraged to have their pets desexed. All new generations of dogs (born after 1st July 2018) are to be desexed.

Desexing has the following benefits:

- Reduction of unplanned breeding;
- Reduction of aggressive behaviour, predominantly in male dogs, improved temperament;
- Reduction of life threatening diseases.

Actions:

- Encourage all veterinary surgeons in the Council area to promote the benefits of desexing, both male and female dogs;
- Explore opportunities of providing a greater incentive and reward for desexing of dogs and cats.

Strategy D - Dogs in Public Places

Amendments to the Dog and Cat Management Act came into effect on 1st July 2004, requires all dogs to be on a leash when in a public place.

For the purpose of Section 26A(2) of the Dog and Cat Management Act 1995, the City of Mount Gambier nominates the following public places to be 'off leash' areas:

- Hastings Cunningham Reserve;
- Corriedale Park;
- Don McDonnell Reserve;
- Blue Lakes Sports Park;
- Northumberland Avenue;
- Frew Park;
- Hastings Cunningham Reserve Dog Park.

All other public places within the City of Mount Gambier are 'on-leash' areas.

Actions:

- Monitor areas regularly and educate on responsible dog behaviour.

Strategy E - Dogs Wandering at Large

A dog is deemed to be wandering at large when in a public place and not under effective control by a person. The owner, or person who is responsible for a dog wandering at large, is committing an offence and may be subject to penalties under the Dog and Cat Management Act. Dogs wandering



at large can be a threat not only to the dog but also to the community, serious attacks may occur in these circumstances.

Actions:

- Council has protocols in place to deal with calls from the public about a dog wandering at large;
- Ensure officers have access to dog registration details to enable the return of dogs to owners where reasonable and practicable to do so;
- Unidentified dogs will be impounded in accordance with the Act;
- Make owners aware of their responsibilities to register their dog, to provide an adequate enclosure within the property boundary, to train their dog so as to not leave their premises, and to keep their dog under effective control when in a public place;
- Encourage pet owners to confine their dogs and cats during firework and thunderstorm events;
- Make the community aware of the consequences of dogs wandering at large;
- Encourage dog obedience training and socialisation.

Strategy F - Barking Dogs

Barking complaints make up a significant percentage of complaints received by Council and are often complex and very difficult to deal with effectively. Education is recognised as the key strategy to reduce this nuisance in the long term.

Actions:

- The Barking Dog Complaint Kit is available to assist Council in addressing complaints relating to barking dogs;
- Assist owners to determine the cause of the barking and to put in place an appropriate remedy before enforcement procedures commence;
- Improve awareness of owner responsibilities to prevent the dog repeating the behaviour;
- Encourage dog obedience training.

Strategy G - Dog Attacks on Humans and Livestock

Dog attacks and harassment are a great concern to the community particularly when children and the elderly are involved. All dogs have the potential to bite, regardless of size, age, breed or temperament, particularly in situations where they are frightened, dominated or protective.

Actions:

- Collate statistics and report to the Dog and Cat Management Board and examine the types and breeds of dogs involved in attacks to determine any trends applicable;
- Promote and encourage the reporting of all dog attacks on humans and other animals;
- Educate children and the elderly on methods of bite avoidance;
- Encourage dog obedience training.



Strategy H - Dog Obedience Training

There are many health and social benefits of owning pets. They have been shown to stimulate conversation between strangers and they improve people's sense of security, both at home and in public places. Pets are also wonderful companions helping to combat loneliness and social alienation. The benefits are as important for the elderly and single person households as they are for households with children. The decision to acquire a pet is a very important one for the owners, the animals and the community in general. All too often unwanted dogs become statistics, being given away, abandoned or relinquished to shelters. Council's endeavour to encourage dog owners to socialise and train their dogs to an acceptable level within the community. It is recognised that some dog owners and their pets are in need of assistance with training. Training has the potential to overcome most behavioural problems and should be promoted as part of responsible ownership, along with education.

Actions:

- Support and promote Dog Obedience Training;
- Explore opportunities to provide a greater incentive and reward for trained dogs.
- Establish a Dog Obedience Training Level bench mark being:
 - Come on command on or off lead;
 - Walk at heel, sit on command on lead;
 - Come on command on lead (short recall);
 - All the above off lead.

Strategy I - Reduce Dog Faeces In Public

Managing faeces is an important environmental and general health issue as it results in pollution of our waterways and public places. Dog owners are responsible for picking up after their dogs and will be fined for non compliance. Council provides dog tidy bags and bins to encourage owners to clean up after their dogs.

Actions:

- Council's Authorised Officers will monitor areas for compliance;
- Media releases on dog owners responsibilities.

Strategy J - Animal Management Officer/Training

A strategy to ensure appropriate staff are employed and are adequately trained to respond to all aspects of dog management in the community. Information to improve community knowledge and understanding of the role and services provided by Council dog management staff will be disseminated.

Actions:

- Dog management officers - to receive ongoing training in line with Board policy;
- Increase involvement with network relationships;
- Encourage mediation skill development for all dog management officers.



Cat Management Strategies

Strategy A – Promote and Educate the Community on Cat Management

A combination of education and encouragement is seen to be the most successful method of cat management. The Dog and Cat Management Board promotes this method and has developed many educational initiatives based on a careful assessment of the needs of the whole community. The board maintains regular media advertising campaigns which promote key issues such as the education of cat owners and their families.

Actions:

Educate the community by:

- Provide information to the media on cat owner responsibilities, educate members of the public on laws surrounding cats;
- Distribute resource material at veterinary clinics, pet shops, Council libraries and community centres and ensuring that these centres are regularly supplied with up to date materials;
- Provide advice to the community on website links such as RSPCA and the Animal Welfare League;
 - Dog and Cat Management Board www.dogandcatboard.com.au;
 - Pet Care www.petnet.com.au;
- Collection and maintenance of data related to cats.

Strategy B - Cats in Public Places

A cat in a public place and not under effective control by a person is not only an inconvenience to other property owners, it could also be a danger to itself and others.

Actions:

- Encourage owners to impose night time curfews;
- Cat trapping cages supplied for hire by Council (fees apply).



7. COUNCIL'S OFF LEASH PARKS

- Hastings Cunningham Reserve,
- Corriedale Park,
- Don McDonnell Reserve,
- Blue Lake Sports Park,
- Northumberland Avenue,
- Frew Park,
- Hastings Cunningham Reserve Dog Park.

COUNCIL'S ON LEASH PARKS

- Botanic Park,
- Cave Gardens,
- Engelbrecht Cave,
- Lady Nelson,
- Marist Park,
- Olympic Park,
- Valley Lake Crater Area.



8. IMPLEMENTATION/KPI's

Strategies and Actions - Dog Management

Strategy	Actions	Responsibility	KPI
<p>Key Focus Area</p> <p>CREATING A SAFE PUBLIC ENVIRONMENT</p> <p>OBJECTIVE 1.1 REGULATORY SERVICES</p>			
<p>Strategy 1</p> <p>Provide effective management and a suitable environment for dogs and cats within the community.</p>	<p>1.1 Operate in accordance with the Dog and Cat Management Act:</p> <ul style="list-style-type: none"> • Ensure Council policies and By-laws concerning dogs are adequate. • Provide specific areas where dogs may be 'off leash'. • Ensure that 'off leash' areas are adequately signed. • Manage nuisance caused by barking by community awareness, personal contact with dog owners and if required by regulatory methods. • Reduce the number of dogs wandering at large, minimise public nuisance and increase public safety by improving community awareness and regulatory controls. • Coordinate relationships and links with neighbouring Councils to share expertise and support. • Trial new initiatives and alternative approaches to dog management. • Provide community education and training information relating to pet ownership. • Support and encourage dog obedience and socialisation programs. • Inform dog owners of their responsibilities regarding desexing and microchipping. • Obtain maximum registration and identification of dogs to facilitate reuniting pets to owners where possible. • Encourage selection of the right pet to suit lifestyle and circumstances and appropriate advice for the keeping of pets e.g. Select a Pet Program, train and educate children at schools to be responsible pet owners. • Promote the welfare of dogs in the community. 	<p>Manager Development and Regulatory</p> <p>Team Leader - General Inspector</p> <p>General Inspectors</p>	<ul style="list-style-type: none"> • Enrol all GI's in relevant training courses. • Conduct audit of dog parks. • 2% reduction in number of barking dog complaints. • 2% reduction in number of dogs wandering at large. • Authorised Officers quarterly meeting • 2% increase in number of dogs with training rebate. • 2% increase in number dogs with microchipping and



			<p>desexing.</p> <ul style="list-style-type: none"> • 2% increase in dogs returned to owners prior to impoundment.
<p>Strategy 2</p> <p>Maximise dog registration.</p>	<p>2.1 Conduct a survey for unregistered dogs.</p>	<p>Manager Development and Regulatory</p> <p>Team Leader - General Inspector</p> <p>General Inspectors</p>	<ul style="list-style-type: none"> • Every 12 months increase in dog registrations by 2%
	<p>2.2 Use the media to inform the public of dog registrations</p>	<p>Manager Development and Regulatory</p> <p>Media and Communications Coordinator</p>	<ul style="list-style-type: none"> • Television and print
<p>Strategy 3</p> <p>Minimise dogs wandering at large.</p>	<p>3.1 Make owners aware of their responsibilities including:</p> <ul style="list-style-type: none"> • Register their dog. • Adequately fence their property to control their dog. • Train their dog so as not to leave their premises. • Keep their dog under effective control when in a public place. <p>Other key issues to be aware of:</p> <ul style="list-style-type: none"> • That a dog management officer conducts random patrols of all public areas and detain dogs wandering at large. • That Council responds to calls from the general public when a dog is wandering at large. The priority of the Council will be to return the dog to the owner. • Un-identified dogs will be impounded in accordance with the Act. • To encourage compliance, dog management officers are encouraged to reinforce complying behaviour, particularly in children, to give warnings to first offences that are of a minor nature where no harm to a person or 	<p>Team Leader - General Inspector</p> <p>General Inspectors</p>	<ul style="list-style-type: none"> • 2 % reduction of dogs wandering at large.



	property has occurred. Penalties prescribed by the Act will be applied in certain circumstances.		
Strategy 4 Mandatory Microchipping.	Educate residents about the mandatory microchipping requirements. 4.1 Mail out information about mandatory microchipping with dog/cat registration. 4.2 Use Council website and social media to post information about mandatory microchipping. 4.3 Place articles in local newspapers about the new microchipping requirements. 4.4 Conduct a survey (e.g. via survey monkey and/or a mail out) to determine resident's knowledge about microchipping requirements.	Manager Development and Regulatory Team Leader - General Inspector General Inspectors Media and Communications Coordinator	<ul style="list-style-type: none"> • Number of times education information distributed. • Number of different formats used to distribute information. • Percentage of residents surveyed who indicate awareness and correct understanding of the microchipping requirements.
	Increase the proportion of microchipped dogs and cats in the local council area. 4.5 Hold a discount microchipping day for residents / partner with bordering councils to hold a joint microchipping day. 4.6 Provide posters, brochures and other information to vets, shelters, pet shops, dog training schools and other places where dogs and cat owners visit.	Manager Development and Regulatory Team Leader - General Inspector General Inspectors	<ul style="list-style-type: none"> • Number of dogs/cats microchipped at a discount microchipping day. • 2% increase of microchipped dogs and cats in the council area over time.
	Enforce compliance with the mandatory microchipping requirements.	Manager Development and Regulatory	<ul style="list-style-type: none"> • 2% reduction in the number of dogs and cats found to



	<p>4.7 Send Authorised Persons to randomly monitor parks/other locations commonly used by dog owners, and conduct microchip scan checks to identify non-compliance (issue advice to owners re the need to microchip, issue warnings or expiations to owners who are non-compliant).</p> <p>4.8 Work with local vets to promote the mandatory microchipping requirement for all dogs and cats.</p>	<p>Team Leader - General Inspector</p> <p>General Inspectors</p>	<p>be non-microchipped, over time.</p> <ul style="list-style-type: none"> • 2% reduction in the numbers of non-microchipped dogs and cats arriving in the pound/shelter used by council, over time.
<p>Strategy 5</p> <p>Mandatory Desexing</p>	<p>Educate residents about mandatory desexing requirements.</p> <p>5.1 Mail out information with dog registration renewals about mandatory desexing.</p> <p>5.2 Use Council website and social media to post information about mandatory desexing.</p> <p>5.3 Place articles in local newspapers about the new desexing requirements.</p> <p>5.4 Conduct a survey (e.g. via survey monkey and/or a mail out) to determine resident's knowledge about desexing requirements.</p>	<p>Manager Development and Regulatory</p> <p>Team Leader - General Inspector</p> <p>General Inspectors</p> <p>Media and Communications Coordinator</p>	<ul style="list-style-type: none"> • Number of times educational information distributed. • Number of different formats used to distribute information. • Percentage of residents surveyed who indicate awareness and correct understanding of the desexing requirements
	<p>Increase the proportion of desexed dogs and cats in the local council area.</p> <p>5.5 Develop partnerships with local vets to offer discounted desexing (e.g. for low income earners, pensioners other concession card holders).</p> <p>5.6 Include information about the National Desexing Network on Council's website.</p>	<p>Manager Development and Regulatory</p> <p>Team Leader - General Inspector</p> <p>General Inspectors</p>	<ul style="list-style-type: none"> • 2% Increase in the percentage of dogs and cats that are desexed in council area.



	<p>5.7 Promote the National Desexing Network's (NDN) 'National Desexing Month' in July.</p>		<ul style="list-style-type: none"> • High proportion/ percentage of all dogs and cats (born after 1 July 2018) are desexed. • 2% reduction in the percentage of dogs or cats registered in the 'non-standard' registration category.
	<p>Monitor compliance with the mandatory desexing requirement.</p> <p>5.8 Enforce the 'Standard dog/cat' registration rebate by requiring proof of desexing for the rebate.</p> <p>5.9 Conduct 'door knocks' to identify residences with non-desexed dogs and cats.</p> <p>5.10 Work with dog clubs and local vets to promote the mandatory desexing requirement for all new dogs and cats.</p>	<p>Manager Development and Regulatory</p> <p>Team Leader - General Inspector</p> <p>General Inspectors</p>	<ul style="list-style-type: none"> • Reduction in the number of expiations issued for non-compliance with mandatory desexing requirements, over time. • 2% reduction in number of non-desexed dogs and cats arriving in the pound/shelter used by Council, over time.
<p>Strategy 6</p> <p>Encourage the community to report all dog attacks and harassments to Council.</p>	<p>6.1 Implement and education program that targets the reporting of all dog attacks/harassments throughout the community.</p>	<p>Manager Development and Regulatory</p> <p>Team Leader - General Inspector</p> <p>General Inspectors</p>	<ul style="list-style-type: none"> • Monitor trends with dog attacks.



<p>Strategy 7</p> <p>Provide suitable on and off leash activity areas.</p>	<p>7.1 Do not restrict off-leash activities in parks and reserves unless it is deemed unsuitable for the activities.</p> <p>7.2 Provide public information to inform the public of their role and current animal management issues.</p>	<p>Manager Development and Regulatory</p> <p>Team Leader - General Inspector</p> <p>General Inspectors</p>	<ul style="list-style-type: none"> • Monitor trends from the public. • Media Releases
<p>Strategy 8</p> <p>Limit the number of dogs per dwelling.</p>	<p>8.1 Analyse all works instructions received over the past twelve months to better understand any trends regarding dog management issues.</p>	<p>Manager Development and Regulatory</p> <p>Team Leader - General Inspector</p> <p>General Inspectors</p>	<ul style="list-style-type: none"> • Yearly by GI's.
<p>Strategy 9</p> <p>Encourage responsible dog and cat ownership.</p>	<p>9.1 Encourage people contemplating obtaining a dog or a cat to consider the factors affecting the suitability of successful pet ownership in their particular circumstances:</p> <ul style="list-style-type: none"> • Sources of this information include: Advice being available from the Council Dog/Cat Management Officer. • Advise of available on line information. • To discourage people from obtaining dogs or a cat from other than registered breeders, and to ensure that the dog or cat is sound from defects, immunised and desexed. • That people contemplating obtaining a dog or a cat be encouraged to become familiar with the responsibilities of dog or cat ownership prior to obtaining a dog or a cat. • That people who obtain a new dog ensure that it is trained. 	<p>Manager Development and Regulatory</p> <p>Team Leader - General Inspector</p> <p>General Inspectors</p>	<ul style="list-style-type: none"> • By Authorised Officers daily when dealing with the public. • 2 % increase in numbers of dogs desexed.
<p>Strategy 10</p> <p>Enforce the provision of the Dog and Cat Management Act.</p>	<p>10.1 Increase public safety through the reduction of public and environmental nuisance caused by dogs and cats.</p>	<p>Manager Development and Regulatory</p> <p>Team Leader - General Inspector</p> <p>General Inspectors</p>	<ul style="list-style-type: none"> • Conduct daily while GI's on patrol. • 2% decrease in number of dog attacks



<p>Strategy 11</p> <p>Control of barking dogs.</p>	<p>11.1 Implement a standard operating procedure for the investigation of dog and cat related noise nuisance complaints.</p>	<p>Manager Development and Regulatory</p> <p>Team Leader - General Inspector</p> <p>General Inspectors</p>	<ul style="list-style-type: none"> • Update yearly or as required.
	<p>11.2 Implement an education brochure for dog owners which will be sent out in the event of a complaint regarding dog noise nuisances.</p>	<p>Manager Development and Regulatory</p> <p>Team Leader - General Inspector</p> <p>General Inspectors</p>	<ul style="list-style-type: none"> • 2 % reduction of noise complaints.
<p>Strategy 12</p> <p>Dog attacks/harassment.</p>	<p>12.1 Collate statistics related to dog attacks:</p> <ul style="list-style-type: none"> • Examine the types and breeds of dogs registered in the Council area to determine any trends applicable. • Promote the level of risk relating to litigation and public safety. 	<p>Manager Development and Regulatory</p> <p>Team Leader - General Inspector</p> <p>General Inspectors</p>	<ul style="list-style-type: none"> • Updated yearly by GI's.
<p>Strategy 13</p> <p>Reduce dog faeces in public places to minimise environmental harm.</p>	<p>13.1 Implement strategically placed signs to encourage responsible dog ownership in the area of faeces removal and regular monitoring of certain areas for education and regulatory functions.</p>	<p>Manager Development and Regulatory</p> <p>Team Leader - General Inspector</p> <p>General Inspectors</p>	<ul style="list-style-type: none"> • Monitor complaint trends.
	<p>13.2 Provide dispensers and dog tidy bags.</p>	<p>Manager Development and Regulatory</p> <p>Team Leader - General Inspector</p>	<ul style="list-style-type: none"> • Monitored daily by GI's.



		General Inspectors	
	13.3 Enforce the by-law for dog owners to carry a bag for picking up dog droppings.	Manager Development and Regulatory Team Leader - General Inspector General Inspectors	<ul style="list-style-type: none"> • Monitored daily by GI's.
Strategy 14 Provide for the welfare and safety of dogs and cats.	14.1 Ensure that impounded dogs are returned as soon as possible.	Manager Development and Regulatory Team Leader - General Inspector General Inspectors	<ul style="list-style-type: none"> • 2 % increase in returning dogs to owners.
	14.2 Ensure that all impounded dogs have clean safe facilities while impounded.	Manager Development and Regulatory Team Leader - General Inspector General Inspectors	<ul style="list-style-type: none"> • On a routine daily basis by GI's.
	14.3 Contact made with owner (if known) of deceased dog found on Council land.	Manager Development and Regulatory Team Leader - General Inspector General Inspectors	<ul style="list-style-type: none"> • As required by GI's.
Strategy 15 Acknowledge the importance of dogs and cats in society.	15.1 Provide residents and visitors with up to date information regarding the benefits of responsible dog and cat ownership.	Manager Development and Regulatory Team Leader - General Inspector General Inspectors	<ul style="list-style-type: none"> • Update yearly by GI's.



	15.2 Promote the benefits to the community of responsible pet ownership with the Dog and Cat Management Boards publication “ <i>You and Your Dog</i> ” and “ <i>You and Your Cat</i> ”.	Manager Development and Regulatory Team Leader - General Inspector General Inspectors	<ul style="list-style-type: none"> • By Authorised Officers daily while in contact with the public.
Strategy 16 Educate residents about breeder registration requirements	16.1 Mail out to registered ‘kennel establishments’ and breeding businesses advising the need to be a registered breeder.	Manager Development and Regulatory Team Leader - General Inspector General Inspectors	<ul style="list-style-type: none"> • Reduction in the number of identified non-compliances with breeder registration, over time.
	16.2 Advertise breeder registration requirements on Council's website and social media (Facebook, Twitter).	Manager Development and Regulatory Team Leader - General Inspector General Inspectors	<ul style="list-style-type: none"> • Reduction in the number of identified non-compliances with breeder registration, over time.
Enforce compliance with the breeder registration requirements.	16.3 Advise all ‘business registrations’ for dog and cat breeding businesses that they have to register as a breeder with the Board.	Manager Development and Regulatory Team Leader - General Inspector General Inspectors	<ul style="list-style-type: none"> • Reduction in the number of expiations issued for non-compliance with breeder registration, over time. • Inspections of breeder premises show and increased rate of compliance, over time.



	16.4 Monitor adverts in local newspapers and local websites to check if dog and cat sales advertisements contain a breeder registration number.	<p>Manager Development and Regulatory</p> <p>Team Leader - General Inspector</p> <p>General Inspectors</p>	<ul style="list-style-type: none"> • Reduction in the number of expiations issued for non-compliance with breeder registration, over time. • Inspections of breeder premises show and increased rate of compliance, over time.
	16.5 Inspect the premises of breeding businesses to ensure the number of dogs/cats on the premises.	<p>Manager Development and Regulatory</p> <p>Team Leader - General Inspector</p> <p>General Inspectors</p>	<ul style="list-style-type: none"> • Reduction in the number of expiations issued for non-compliance with breeder registration, over time. • Inspections of breeder premises show and increased rate of compliance, over time.
<p>Strategy 17</p> <p>Ensure public safety and amenity in relation to dogs and cats.</p>	17.1 Continue regular patrols of the area to ensure compliance with the Act.	<p>Manager Development and Regulatory</p> <p>Team Leader - General Inspector</p> <p>General Inspectors</p>	<ul style="list-style-type: none"> • By Authorised Officers daily.



	17.2 Invite members of the public to input into animal management.	Manager Development and Regulatory Team Leader - General Inspector General Inspectors	<ul style="list-style-type: none">• By Authorised Officers daily.
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IMPLEMENTATION/KPI's

Strategies and Actions - Cat Management

Strategy	Actions	Responsibility	KPI
<p>Key Focus Area</p> <p>To encourage responsible cat ownership and inform the community on their responsibilities on microchipping and desexing.</p> <p>OBJECTIVE 2.1 REGULATORY SERVICES</p>			
<p>Strategy 1</p> <p>Informing community regarding changes to Cat Laws on microchipping and desexing.</p>	<ul style="list-style-type: none"> • Ensure Council policies and By-laws concerning cats are adequate. • Media Releases • Trial new initiatives and alternative approaches to Cat management 	<p>Manager Development and Regulatory</p> <p>Team Leader - General Inspector</p> <p>General Inspectors</p>	<ul style="list-style-type: none"> • Review all Policies. • Media Release monthly informing community of new Cat Laws.
<p>Strategy 2</p> <p>Policies in place for the detention and housing of impounded cats</p>	<ul style="list-style-type: none"> • Council to have Cat cages for hire. • Agreement with AWL to house impounded cats. 	<p>Team Leader - General Inspector</p> <p>General Inspectors</p>	<ul style="list-style-type: none"> • Number of unowned cats detained. • Review Cat trapping services yearly. • Number of cages hired out.



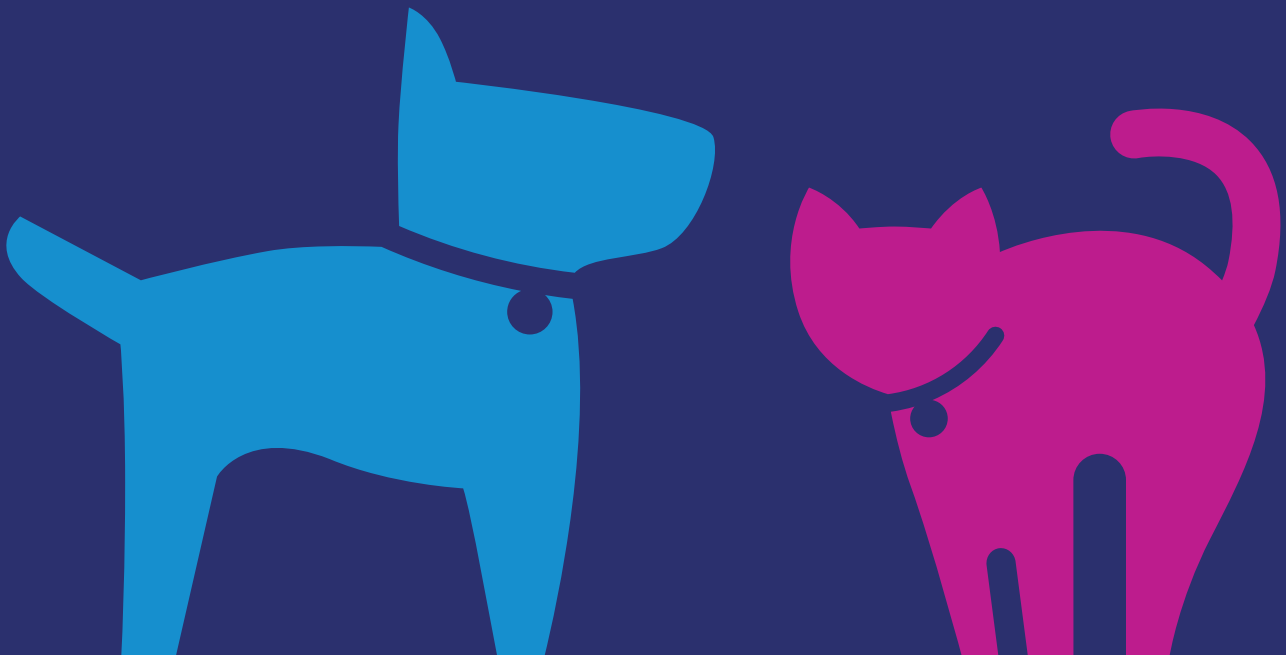
<p>Strategy 3</p> <p>Monitor cat behaviour and cat complaints</p>	<ul style="list-style-type: none"> • Collect data on cat complaints. • Develop a brochure to address nuisance cats including hoarding 	<p>Team Leader - General Inspector</p> <p>General Inspectors</p>	<ul style="list-style-type: none"> • Collate monthly data. • Cat management figures are featured in Council's Annual Report. • Brochure developed and placed on Council website.
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DOG AND CAT REFORMS

WHAT YOU NEED TO KNOW

DOG AND CAT
BOARD



New laws for cat and dog owners and breeders will soon be introduced in South Australia. These changes are designed to improve dog and cat management and welfare and are the result of years of planning and public consultation.

Microchipping and desexing – it's compulsory

From **1 July 2018**, it will be compulsory for:

- All dogs and cats over a certain age to be microchipped.
- All **new generations** of dogs and cats (born after 1 July 2018) to be desexed *exemptions apply for working dogs, registered breeders etc.*

These changes are designed to increase the likelihood of lost or impounded dogs and cats being reunited with their owners, and reduce the number of unwanted and abandoned litters euthanised in pounds and shelters.

Discount Microchipping

While the new desexing requirement only affects dogs and cats born after **1 July 2018, all dogs and cats must be microchipped by this date.**

Microchipping is a safe and permanent way to identify your dog and cat. The procedure is quick, with no ongoing discomfort and can only be carried out by a trained, authorised implanter.

Discount microchipping days are offered throughout the state at various times of the year. Visit dogandcatboard.com.au or chipblitz.com for more details.

New rules for Breeders and Sellers

There are also new rules for breeders and sellers, including:

- From **July 1 2018**, breeders and sellers who breed dogs and cats for sale must register with the Dog and Cat Management Board as a breeder.
- Breeders and sellers must now adhere to new industry standards and guidelines, which stipulate the minimum welfare conditions that must be met to comply with the state's animal welfare laws. For more information, visit the animal welfare section of environment.sa.gov.au
- A new requirement for dog and cat sellers to provide certain information in advertisements and to the buyer.

Greater powers for councils

Councils play a vital role in dog and cat management in your community. They are responsible for registration, collection and return of stray dogs and cats and investigating complaints of barking or dog attacks.

For this reason, councils will now have greater powers under the revised laws, including increases in some expiations and penalties.

There are also changes to who can accredit assistance animals.

DACO - a new way to register your dog or cat

From 1 July 2018, dog and cat registration, along with the way you manage your pet dog or cat's microchip, health and breeder information, will be simplified with the introduction of a new website.

Dogs and Cats Online (DACO) will be the central point for all your dog and cat management payments and information, replacing the 68 individual council systems and private microchip databases currently in place.

Not only will DACO simplify your dog or cat management needs, but it will streamline the process for councils, vets and animal welfare agencies too, giving these organisations instant access to information from around the state. This will help them reunite you and your lost dog or cat quicker.

Changes to dog registration categories

As of 2017, dog registration in South Australia has been simplified. Your dog now falls under one of these two simple categories.

Standard Dog: A dog that is both desexed and microchipped

Non-standard Dog: all other dogs, even if they are exempt from rules around desexing or microchipping, such as dogs belonging to registered breeders, working livestock dogs etc.

These changes have been made to streamline registration categories throughout the state. Speak to your council about what rebates might apply to you.

About the Dog and Cat Management Board

Established in 1995 under The Dog and Cat Management Act, the Dog and Cat Management Board is the only statutory board of its kind in Australia and works closely with key partner organisations and the State Government to improve dog and cat management in South Australia.

Using its research and expertise the Board has ensured that South Australia's regulatory and legislative framework has been reviewed and amended to improve the management of dogs and cats in South Australia.

The Board was a key driver of the reforms soon to be introduced, and will take a proactive role in their application, including the new requirement for breeders to be registered, and in the roll-out of DACO.

Learn more at
dogandcatboard.com.au



Environmental Sustainability Sub-Committee

TERMS OF REFERENCE

A Sub-Committee of Council Established
pursuant to the provisions of Section 41
of the Local Government Act 1999.

Terms of Reference for the conduct of the business of the Council Sub-Committee were approved and adopted by the City of Mount Gambier at its meeting held on ##th Month 2017.

Environmental Sustainability Sub-Committee

The Environmental Sustainability Sub-Committee has been established to:

- Assist Council achieve its environmental sustainability goals and objectives
- Provide advice to Council, staff and community on sustainability including assistance with assessment of projects and initiatives against Council's adopted Natural Step Framework.
- Monitor achievements in environmental sustainability against the adopted Strategic Plan, Annual Business Plan and Budget.
- Promote environmental sustainability to the organisation and community.
- Develop programs and activities that fit and submit to the Operational Standing Committee and Council for consideration.

Heritage Sub-Committee

CONTENTS

1.	Name	1.
2.	Interpretation	1.
	Definition	1.
	Defined Terms	1.
	Local Government Act	1.
	Notices	2.
3.	Establishment	2.
4.	Objectives	2.
5.	Membership	2.
6.	Casual Vacancies and Replacement of Representatives	2.
7.	No Proxy	3.
8.	Resignation of Representatives	3.
9.	Quorum	3.
10.	Meeting of the Sub-Committee	3.
11.	Procedures at Meetings	4.
12.	Liability of the Sub-Committee	4.
13.	Minutes of the Sub-Committee	4.
14.	Amendments to these Terms of Reference	5.
15.	Interpretation of these Terms of Reference	5.
16.	Winding Up	5.

1. NAME

The name of the Council Sub-Committee shall be the Environmental Sustainability Sub-Committee (in these Terms of Reference referred to as “the Sub-Committee”).

2. INTERPRETATION

For the purpose of these Terms of Reference, unless inconsistent with the subject matter or context: -

2.1 Definition

- 2.1.1 “Act” means the Local Government Act 1999 and includes all Regulations and Schedules.
- 2.1.2 “Sub-Committee” means the Sub-Committee of Council established pursuant to 3.0.
- 2.1.3 “Sub-Committee Member” means the person appointed by the Standing Committee.
- 2.1.4 “Commencement Date” means the date on which the Sub-Committee is established and becomes operative pursuant to 3.2.
- 2.1.5 “Council” means the City of Mount Gambier.
- 2.1.6 “Presiding Member of the Sub-Committee of Council” means the person appointed to that position pursuant to 5.3.
- 2.1.7 “Observers” means those persons attending any meeting of the Sub-Committee of Council, but not having a vote on any matter to be determined by the Sub-Committee and not having been appointed as Members.
- 2.1.8 “Singular” includes a reference to the “plural”.
- 2.1.9 Standing Committee means the Committee to which the Sub-Committee reports.

2.2 Defined Terms

Any words, phrases or terms used in these Terms of Reference that are defined in the Act shall have the same meaning as are given in the Act.

2.3 Local Government Act

The Terms of Reference shall be interpreted in line with the provisions of the Act.

2.4 Notices

All communication to be given to the Sub-Committee shall be addressed to: -

Environmental Sustainability Sub-Committee
PO Box 56
MOUNT GAMBIER SA 5290
Email: city@mountgambier.sa.gov.au

3. ESTABLISHMENT

- 3.1 The Sub-Committee is established under Section 41 of the Local Government Act 1999.
- 3.2 The Sub-Committee will be established and become operative from the time a resolution of the Standing Committee is passed.
- 3.3 The Sub-Committee is established by the Standing Committee to assist in the co-ordination and administration of environmentally sustainable practices.

4. OBJECTIVES

- 4.1 The Sub-Committee is created for the express purpose of assisting the Standing Committee to develop and implement a range of environmental sustainability initiatives and programs that are aligned to Councils strategic management framework.

5. MEMBERSHIP

- 5.1 Membership of the Sub-Committee will comprise three (3) City of Mount Gambier Elected Members, **INSERT OTHER MEMBERSHIP DETAILS**. The Mayor has Ex-Officio membership on this Sub-Committee.
- 5.2 City of Mount Gambier Elected Members will serve on the Sub-Committee for a term determined at the pleasure of Council.
- 5.3 Community Members appointment will be **INSERT DETAILS**.
- 5.4 The Sub-Committee has the right to co-opt individual members who have special expertise to carry out specific projects under its objective. Such co-opted members have the right to attend meetings and participate in discussion and will have no voting rights on the Sub-Committee.
- 5.5 Notwithstanding Clauses 5.1 and 5.3 all Sub-Committee Members hold office at the pleasure of the Council.
- 5.6 The Sub-Committee will appoint a Presiding Member.
- 5.7 If a Sub-Committee Member is absent from two (2) or more consecutive meetings of the Sub-Committee without an apology accepted by the Standing Committee and Council then that Sub-Committee Members position shall be considered vacant.
- 5.8 The Standing Committee reserves the right not to appoint any nominee, to remove and replace any Sub-Committee Member, or to leave any Sub-Committee member position vacant.

CASUAL VACANCIES AND REPLACEMENT REPRESENTATIVES

5.1 The Standing Committee may replace any Member on the Sub-Committee or fill any casual vacancies, by notifying the Sub-Committee the identity of the person proposed to replace the representative or fill the casual vacancy.

6 NO PROXY

6.1 The appointment of a person as proxy for any Member on the Sub-Committee is not permissible.

7 RESIGNATION OF REPRESENTATIVES

7.1 Any Sub-Committee Member may resign from the Sub-Committee, but such resignation shall not be effective until the Presiding Member has received written notice to that effect.

8 QUORUM

8.1 At all Meetings of the Sub-Committee a quorum must be present.

8.2 A quorum will be determined by dividing by 2 the number of Members formally appointed to the Sub-Committee ignoring any fraction and adding 1 (excluding Mayor as ex-officio).

9 MEETINGS OF THE SUB-COMMITTEE

9.1 The Sub-Committee shall meet as and when determined by the Presiding Member.

9.2 The CEO or his appointee shall give notice to each Sub-Committee Member at least five clear days prior to any meeting.

9.3 The CEO or his appointee shall send a copy of the notice of a meeting and minutes of the Sub-Committee to the Standing Committee.

10.4 The CEO or his appointee must, at the request of the Presiding Member or three other Members, call a special meeting of the Sub-Committee.

10.5 All notices of meetings shall be issued by the CEO or his appointee.

10.6 No business shall be transacted at any meeting of the Sub-Committee unless a quorum of Members is present.

10.7 Each Member of the Sub-Committee including the Presiding Member present at any meeting of the Sub-Committee must vote on any matter requiring determination and all decisions shall be decided on a simple majority of votes cast.

10.8 Each Member of the Sub-Committee including the Presiding Member present at any meeting of the Sub-Committee shall have one deliberate vote only.

10 PROCEDURES AT MEETINGS

The procedure to be observed in relation to the conduct of meetings of the Sub-Committee is in accordance with Local Government (Procedures at Meetings) Regulations 2013.

11 LIABILITY OF THE SUB-COMMITTEE

11.1 A liability incurred by the Sub-Committee rests against Council.

11.2 No liability attaches to a Member of the Sub-Committee for an honest act or omission by that Member of the Sub-Committee in the performance or discharge, or purported performance or discharge, of the Member's or the Sub-Committee's functions or duties.

11.3 All members of the committee are bound by the Code of Conduct section 63 of the Local Government Act 1999

12 MINUTES OF THE SUB-COMMITTEE

12.1 Administration

12.1.1 The CEO or his appointee must cause minutes to be kept of the proceedings of the Sub-Committee.

12.1.2 Minutes of the Sub-Committee shall be available to all Members of the Sub-Committee, Standing Committee, Council and the public.

12.1.3 The Minutes of the proceedings of a meeting must include:

13.1.3.1 the names of the Members present and the time at which they entered or left the meeting;

13.1.3.2 the names of observers or visitors to any meetings;

13.1.3.3 every motion or amendment and the names of the mover and seconder;

13.1.3.4 any disclosure of interest declared by a Member;

13.1.3.5 whether the motion or amendment is carried, lost or lapsed;

13.1.3.6 Minutes of the Sub-Committee Meeting shall be distributed within 5 days of the meeting;

13.1.3.7 Minutes of the Sub-Committee Meeting shall be submitted for confirmation at the next meeting of the Sub-Committee

and if confirmed, shall be signed by the Presiding Member or other person presiding at the subsequent meeting.

13 AMENDMENTS TO THESE TERMS OF REFERENCE

13.1 It will be lawful for the Standing Committee by resolution of the Standing Committee to revoke, vary or add to any of the provisions of these Terms of Reference at its own discretion within the parameters of the Local Government Act and other relevant legislation.

13.2 Notwithstanding 13.1 hereof before the Standing Committee resolves to revoke, vary or add to any of the provisions of these Terms of Reference the opinion of the Sub-Committee shall be obtained.

14 INTERPRETATION OF THESE TERMS OF REFERENCE

14.1 Should there be any dispute as to the definition and/or interpretation of these Terms of Reference, or any part thereof or any irregularities whatsoever, then the Standing Committee shall determine the dispute and the decision of the Standing Committee shall be final and binding.

15 WINDING UP

15.1 The Standing Committee may cease the operation of the Sub-Committee and the Sub-Committee may make such recommendation to the Standing Committee on the completion of its function.

8th June 2017
Ref.



Australian Government
**Department of Industry,
Innovation and Science**

Business

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Smart Cities and Suburbs Program Application Form

Tracking Code: **DASAVFL**

Receipt

Your form has been successfully submitted. Please keep a copy of this acknowledgement for your records.



Date and Time: **28 Jun 2017 10:03:44 PM**

Receipt Number: **SCSP-106**

To save or print a copy of the completed form and acknowledgement go to the "File" menu and select "Save as" or "Print".

Instructions

About the Smart Cities and Suburbs Program

The \$50 million Smart Cities and Suburbs Program supports the Australian Government's commitment to help local governments and communities use smart technology and increase the accessibility and use of public data so that:

- cities, suburbs and towns become more liveable, productive and sustainable and
- urban service delivery becomes more efficient and effective.

In line with the [Smart Cities Plan](#), the program supports projects that apply smart technology, data-driven decision making and people-focused design to deliver economic, social and environmental benefits in metropolitan and regional urban centres.

Projects will deliver innovative solutions that transform the government sector, advance community goals and address the needs of residents. The program will help to establish smart city innovation eco-systems and move Australia towards a global leadership position in smart city solutions.

Collaborative projects involving partners across multiple sectors and urban centres will:

- grow smart cities capability and capacity through shared knowledge and expertise
- drive innovation and wide adoption of solutions
- advance standards and improve regulation
- realise greater outcomes through maximum leverage of program funding.

The program will run over three years from 2016-17 to 2018-19 and may involve multiple rounds. Separate program guidelines will be issued outlining the arrangements for any future rounds of the program and will be available on business.gov.au.

Completing this form

Please read the [Program Guidelines](#) before completing this application form. Projects must have in-principle support from a local government agency or body at the time of application.

Disclosure of information

The Commonwealth's use and disclosure of your information (provided in this application or otherwise) is set out in the Smart Cities and Suburbs [Program Guidelines](#).

Google Places

The address search fields in this form use Google Places to help fill in the address details. By using this feature you agree to be bound by [Google's Terms of Service](#) and are subject to [Google's Privacy Policy](#).

Getting help

If you require assistance completing this application form please contact us on 13 28 46 or at business.gov.au. Our website and staff can help you with forms, finding business information and services and allow you to provide feedback, comments or suggestions.

You should also read and understand the [Program Guidelines](#) and general grant agreement before completing an application. View these documents at business.gov.au.

Requirements

This form functions best when it is completed using the most recent version of your internet browser. This form is not compatible with Internet Explorer 8 or earlier browsers. If you are using an earlier browser version, you may have difficulty in displaying the form correctly or it may not display at all.

Important information

Save Regularly. Click the 'Save for Later' button regularly while completing this form to ensure the information entered is saved. Saved forms will be retained for a maximum of 60 days. If you do not save or submit your form within this timeframe, you will need to start a

new form.

Do not use your internet browser's 'back' or 'refresh' buttons as this will cause the form to close and any unsaved information will be lost. Navigate between sections of the form by using the tabs at the top of the form or by clicking 'Continue' or 'Go Back' at the bottom of each page.

Sharing the form

The form can be viewed by more than one person by sharing the form's unique tracking code. However, sharing the form increases the risk of losing unsaved information. The reason for this is that only one person at any one time, has saving permissions for the application form. If the form is shared, save regularly as the last person that accesses the form has the saving permission. It is recommended that the form tracking code is not shared widely so as to avoid inadvertent loss of information.

Attachments

All attachments marked as required must be attached before your application can be submitted. Files with ".pdf, .rtf, .doc, .docx, .xls, .xlsx" extension types can be uploaded. Total file size of all attachments in the application should not exceed 20MB. Please note that there is a size limit of 2MB per attachment.

Submitting your form

Applications may be submitted at any time up until 5.00pm AEST on 30 June 2017.

You will be provided with a receipt to confirm that your submission has been successful. Please keep this receipt for your records by using the "Download the form and receipt" link or by emailing yourself a copy of the receipt and submission. Both of these options are available in the "To keep a copy of the completed form" box on the Submission Complete page.

If you have any enquiries relating to submission of your form, you will need to provide your receipt number.

Eligibility

Eligibility

This section will help you determine whether you are eligible to apply for the program.

Does your organisation have an ABN? *

For trustees applying on behalf of a trust, this refers to the ABN of the trust.

Yes

No

Is your organisation registered for GST? *

Yes

No

Select your type of organisation from the list below. *

Only the entity types listed below are eligible to apply for the program. Please refer to the [Program Guidelines](#).

a local government agency or body as defined in Appendix A of the program guidelines.

This includes the ACT Government

an entity incorporated in Australia

an incorporated trustee on behalf of a trust

a not for profit organisation

a Publicly Funded Research Organisation (PFRO) as defined in Appendix A of the program guidelines

Will your project involve at least one private sector organisation during the life of the project? *

If you already have private sector project partners in place, later in this application you will need to attach a letter of support from the Chief Executive Officer, Chief Financial Officer or equivalent of each project partner, including in-principle allocation of any funding they will contribute to the project.

We recognise that local governments, not for profit organisations and PFROs may not be able to nominate a private sector partner at the time of application. However in this application you must identify the goods and services that you will procure for your project.

Yes

No

Can you provide evidence that your project has in-principle support from a local government agency or body? *

Later in this application you must provide evidence of in-principle support by:

- a letter from the relevant Mayor(s) or Chief Executive Officer(s) stating that the project is endorsed by local government leadership and supported by relevant council divisions, in principle, if grant funding is awarded, or*
- an approved Council minute from a formal meeting of Council*

Yes

No

Are you able to start your project within two months of signing a grant agreement with the department? This can include procurement planning. *

We anticipate that grant agreements will be in place by 20 October 2017.

Yes

No

Does your project have at least \$200,000 in eligible expenditure? *

The minimum grant amount is \$100,000 (with a minimum project value of \$200,000). The maximum grant amount is \$5 million however the maximum project value can exceed \$10 million. Please refer to Appendix B of the [Program Guidelines](#) for more information on eligible expenditure.

Yes

No

Can you provide evidence that you can fund your minimum 50 per cent share of eligible project costs from funding sources other than the Commonwealth? *

Yes

No

Later in this application you must provide a letter from the Mayor, Chief Executive Officer, Chief Financial Officer or equivalent of each partner organisation outlining their contribution, and confirming they can fund their share of project costs.

Applicant information

Project partners

You are required to provide details of the project partner organisations.

Do you have project partners in place for your project? *

You must start your project within two months of executing a grant agreement, which can include planning for procurement.

Yes

No

The lead applicant must complete this form and if the application is successful will enter into a grant agreement with the Commonwealth.

Type of applicant

In this section you must indicate what type of entity you operate under.

All entities must have an ABN.

All entities must be non-tax exempt incorporated organisations.

Select which type of entity your organisation is: *

a local government agency or body

An entity incorporated in Australia

an incorporated trustee on behalf of a trust

not for profit organisation

a Publicly Funded Research Organisation (PFRO) as defined in Appendix A of the program guidelines

Applicant details

Enter your ABN and click the Validate button to retrieve your registration details.

Australian Business Number (ABN) *

17 330 264 425

Australian Company Number (ACN)

The entity name refers to the name that appears on all official documents or legal papers. The entity name may be different from the business name.

Entity name

CITY OF MOUNT GAMBIER

Your business may have registered one or more business names. If you operate under a business or trading name you can enter alternate name(s) here. If your business or trading name is not listed here select 'other'.

Business/trading name

GST registered

ANZSIC details

What is the applicant's main business activity under the Australian and New Zealand Standard Industrial Classification (ANZSIC)?

The Australian and New Zealand Standard Industrial Classification (ANZSIC) is a classification system used by government to group data about organisations based on their primary business activity.

The ANZSIC codes and titles are available from the [Australian Bureau of Statistics \(ABS\) website](#). Phone 13 28 46 if you require assistance.

ANZSIC division *

Public Administration and Safety

ANZSIC class

7530

Address details

Provide your Organisation Street Address (Australian Head Office)

Google Places - start entering your address to search Google Places and if found will auto fill the fields below. If not found, please enter the address details directly in the fields below.

Address line 1 *

Civic Centre

Address line 2

10 Watson Terrace

Address line 3

Suburb *

Mount Gambier

State *

SA

Postcode *

5290

Is the Postal Address the same as the Organisation Street Address entered above? *

Yes

No

Website address

Provide your organisation's website address

<https://mountgambier.sa.gov.au>

Project site address

Will the project's activities occur solely at the above listed head office address? *

A project site address must be a street address, not a postal address.

Yes

No

Site Address 1

Google Places - start entering your address to search Google Places and if found will auto fill the fields below. If not found, please enter the address details directly in the fields below.

Address line 1 *

3 Eucalypt Drive

Address line 2

Address line 3

Suburb *

Mount Gambier

State *

SA

Postcode *

5290

Latest financial year figures

Has the applicant existed for a complete financial year? *

Yes

No

Select the latest complete financial year. *

2016/17

Latest financial year figures

We collect the following data from all applicants across all grant programs. We use this data to better understand your organisation and to help us develop better policies and programs.

All amounts in the table below must show a whole dollar value e.g. \$1 million should be presented as \$1,000,000. The turnover value must be that of the entity that is making the grant application (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

These fields are mandatory and entering \$0 is acceptable if applicable. If they clearly do not apply to your organisation you may select not applicable.

FY 2016/17

Sales revenue (turnover) *

Not applicable

Total revenue from the sale of goods and services, as reported in the applicant's Business Activity Statement (BAS).

Export revenue *

Not applicable

Total revenue from export sales, as reported in the applicant's Business Activity Statement (BAS).

R&D expenditure *

Not applicable

Expenditure on Research and Development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications.

Taxable income * Not applicable

Taxable income or loss as per the Applicant's Business Income Company Tax Return Form.

Employees, including working proprietors and salaried directors (headcount) * Not applicable

Number of individuals who are entitled to paid leave (sick and holiday), or generate income from managing the business.

Independent contractors (headcount) * Not applicable

Number of individuals engaged by the business under a commercial contract (rather than an employment contract) to provide employee-like services on site.

Ultimate holding company

Does the applicant have an Ultimate Holding Company? *

Yes

No

Project details and funding

Project title and description

If your application is successful, the details you provide below will be published on the departmental website. Published project details will include:

- name of the applicant
- title of the project
- a description of the project and its intended outcomes
- amount of funding awarded.

Provide a project title. *

If the application is successful, this project title may be used by the Australian Government in published material.

Example project title: Eastern Suburbs Council Smart Waste Collection Project.

Recycling and Reuse Centre - City of Mount Gambier

Provide a brief project description for publication on our website. *

Ensure your project description focuses on your project's key activities and outcomes. Explain what it is you are going to do and how it will help local governments and communities use smart technology and increase the accessibility and use of public data.

Example Project Description:

Transition Pty Ltd's smart infrastructure project to integrate sensors, vision systems, and wireless and network controls to share mass communication about traffic and weather conditions.

Transition Pty Ltd's smart precincts project to improve building comfort, through mitigation of urban heat and other weather extremes using intelligent systems.

The proposed Recycling and Reuse Centre (RRC) will be the only such facility across the whole of the Limestone Coast in a region that is challenged by issues of scale. Citizens are generally from low SES backgrounds, are conservative with innovation requiring evidence of regional applicability before support can be secured for any implementation proposals. The RRC will utilize sustainable practices in development, construction and operation and utilize smart technologies to become a pilot site for technological and environmental waste applications as both a practical and educative facility. Emerging data will be shared with the public, community agencies local businesses and other regional councils.

Project priority area

Which priority area does your project align with?

You can select more than one. More detail on the priority areas can be found in Table 1 of the program guidelines.

- Smart Infrastructure
Improving the efficiency, reliability, delivery and maintenance of infrastructure and essential services
- Smart Precincts
Making community precincts more liveable, productive, sustainable and safe
- Smart Services and Communities
Delivering community focussed local government services
- Smart Planning and Design
Building adaptable and resilient cities through improved land use, strategic planning and governance

Summary of activities and outcomes

Provide a summary of your project, including the key activities and project outcomes. Detail the challenge your project will address using a smart technology solution. List any products or services you will procure as part of the project.

The proposed RRC will champion innovative design, development and operation that will provide information of benefit to internal and external stakeholders and will include

- Diversion of waste from landfill through beneficial reuse and recycling. Currently 20,000 tonnes of waste from across the region is delivered to landfill.
- Become a pilot site for the application and demonstration of smart sensor technologies. The use of smart lighting, CCTV, motion sensing, bin sensors and associated data analytics, will demonstrate how use of such equipment in council operations can enhance efficiencies and save resources. They may also be translatable to agriculture and industry contexts.
- Demonstrate water and energy efficient operational technologies.
- Become a hub for community and school education, through workshops and talks teaching people how to recycle, reuse and repair items, rather than adding to landfill.
- Provide the disadvantaged with low cost products for purchase.

Project milestones and key activities

The start date of milestone 1 is the expected project start date. The end date of your last milestone activity will be the project end date.

Include timeframes for any procurement activities, including finalisation of any tenders, and when you expect to have engaged project partners.

We make an initial payment on execution of the grant agreement covering up to 6 months of eligible expenditure. We will make subsequent payments in arrears based on your achievement of activities and your eligible expenditure.

Milestone 1

Milestone title *

Tender & Approvals

Milestone description *

Tenders for the construction of unloading and display sheds released, assessed and then awarded. Planning and Building approvals applications made and then received.

Milestone start date *

02 Oct 2017

Milestone end date *

20 Nov 2017

Milestone 2

Milestone title *

Construction of Unloading & Display Facilities

Milestone description *

Construction of unloading facility at the Mount Gambier Transfer Station, as well as display structure and shop front at Recycling & Reuse Centre, including fit outs for sorting and processing.

Milestone start date *

04 Dec 2017

Milestone end date *

05 Mar 2018

Milestone 3

Milestone title *

Smart Technology Incorporation

Milestone description *

Incorporation of a smart technology ecosystem into the RRC facility including:
-CCTV including video analytics;
-Bin fill-level sensors for the management of onsite bins;
-Inventory management system to intelligently manage stock;
-LED lighting throughout the site; and
-WiFi network for use by the onsite technology suite, as well as customers.

Milestone start date *

06 Mar 2018

Milestone end date *

16 Apr 2018

Milestone 4

Milestone title *

Site Opening Preparation

Milestone description *

-Commencement of media campaign.
-Collection and processing of materials for sale.
-Recruitment of key staff.
-Development and installation of onsite signage.
-Administration and general IT systems installed.
-Ancillary equipment sourced.
-Landscaping works and site beautification.
-Opening Day.

Milestone start date *

17 Apr 2018

Milestone end date *

01 Oct 2018

Project duration

Project Start Date

02 Oct 2017

Project End Date

01 Oct 2018

Project budget

Provide details on your total eligible project costs over the life of the project. This includes the requested grant funding and all co-contributions.

Amounts must be GST exclusive. Note, the minimum grant amount under the program is \$100,000 and the maximum grant amount is \$5 million.

We only provide grant funding based on eligible expenditure. Refer to the [Program Guidelines](#) for guidance on eligible expenditure.

Cost item	FY 2017-18	FY 2018-19	Total
Labour costs			\$0
Contractor costs	\$625,000	\$0	\$625,000

Intellectual property and technology acquisition	\$123,884		\$123,884
Other costs		\$30,000	\$30,000
Total project costs	\$748,884	\$30,000	\$778,884

Source of funding

Complete the table below to show how the applicant will fund the eligible project costs.

Amounts must be GST exclusive. Note, the minimum grant amount under the program is \$100,000 and the maximum grant amount is \$5 million.

a. Applicant's contribution (\$A) *

\$239,442

b. Total project partner contribution (\$A)

\$0

c. Program grant amount (\$A) *

\$389,442

d. Other non-Commonwealth Government funding (\$A)

\$150,000

e. Total eligible project costs (\$A)

\$778,884

f. Grant percentage

50

Total government grant percentage (%)

69.26

The project cannot be funded by this grant in conjunction with any other Commonwealth grant. The total Commonwealth funding cannot exceed 50%.

Other Government Contribution Sources

If a figure greater than \$0 was entered in Part d) Other non-Commonwealth Government Funding in the table above, provide details of the other government grant funding.

Contribution Source 1

Program Name *

GISA Infrastructure Grants

Funding Amount (\$A) *

\$150,000

Total

\$150,000

Supportive documents

Provide the names of documents that you can provide to support your estimated project costs

Quotes from a smart technology provider.

In house Council architect and estimator costings for building and other necessary groundwork and solar and water infrastructure.

Examples of supporting documents are equipment supplier quotes, contractor quotes, invoices etc. You do not need to submit these with this application form. However, if your application is successful you will be required to submit these documents before the grant agreement is finalised.

You can find more details in the [Program Guidelines](#).

Merit criteria

To be competitive you will need to score highly against each merit criterion. Your application will be assessed against the indicators listed beneath each merit criterion. The merit criteria are weighted as indicated by the points. The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested.

You may attach any other documents that support your application and/or claims made in relation to the merit criteria.

Merit criterion one (30 points)

The extent to which your project is innovative and uses smart technology and open data *

In assessing this criterion, we will consider:

- *The extent to which your project is innovative (see section 5.3 of the program guidelines).*
- *The extent that your project will promote open and accessible data*
- *The extent to which your project uses Smart Technology*
- *The degree that your project supports interoperability of systems and uses available standards, particularly open standards. Examples of existing open standards include data models based on CitySDK, data platforms based on CKAN, APIs based on the FIWARE NGSI API framework, and information discovery standards like Hypercat.*

The proposed Recycle and Reuse Centre (RRC), for which funding is sought, will be the only such facility across the whole of the Limestone Coast. The region is often challenged by issues of scale when aspiring to keep pace with innovation as citizens are generally conservative with new approaches to community services requiring evidence of regional applicability before support for adoption can be secured. The proposed RRC will utilize sustainable practices in development and operation and utilise smart technologies to become a showcase for technological and environmental applications as both a practical and educative facility.

The innovation claimed in this in application is in the approach taken that will provide internal and external benefits across the region through an opportunity to engage with IoT that may not otherwise be possible individually for small councils. To demonstrate usefulness, knowledge gained from technology will be shared across public and private sectors through an sustainability framework associated with waste which integrates a number of agendas within the one facility. For the City of Mount Gambier, how data can be integrated into Council operational contexts, and what impact multiple IoT devices may have on general operating capability will also be important.

There are 7 councils in the Limestone Coast regional area and no other council have thus far utilized smart technologies of the type to be piloted. The City of Mount Gambier operates the only landfill site in the region with expertise in leachate, CO2 emissions and EPA requirements for operation making the city the obvious choice of location for this facility.

The smart sensor technologies to be piloted may be of particular usefulness for large scale community events which often stretch resources to the limit in small regional cities. For example, events such as Generations in Jazz, Lucindale Field Day and the Red Hot Summer Tour bring thousands of visitors to the region and showcased applications can be assessed to assist with more efficient resource management and deployment.

A business model that has identified potential capital costs, revenue streams and operating costs without smart technologies does not predict positive operating results for at least three years. However, while the technologies themselves may not generate dollar savings on such a small scale, there are potential flow on benefits that will add value to council operational decision making and also generate interest in the 'smart' style operations. The predicted increase in visitor traffic will raise awareness of the facility, the products that will be available for purchase and make a contribution to the initial public engagement through volunteering behavior. The opportunity to potentially increase revenue streams by up-cycling and through greater community engagement will be a useful addition to the facility. All smart components in this project use representational state transfer application programming interfaces (RESTful API's). This provides the foundation layer for all edge devices, sensors and services to communicate to a central data store. This will form the basis of interoperability to future projects and data platforms, while providing a means to promote open and accessible data. The project utilizes cloud based architecture for the video and WiFi analytics resulting in the ability to derive insight and view data from any client device, with the correct authentication. The data store server will use a MongoDB for analytics and will be configured to provide the ability for us to release the data from our sensors to our community and developers with a CKAN extension.

Merit criterion two (30 points)

The scope of social, environmental and economic benefits your project will deliver *

In assessing this criterion, we will consider:

- *The level of social, environmental and economic project benefits to be gained. This may include improving:*
 - *the efficiency and effectiveness of and access to local government services and facilities*
 - *the health and quality of the natural environment, including increased efficiency in the use of natural resources*
 - *the financial sustainability of your community, including generating an ongoing revenue stream, cost savings, or leveraging investment from third-parties.*
 - *the urban environment, including safety, design landscape and green infrastructure*
 - *business and industry development including job creation and skills development*
 - *social equity and community cohesion*
- *The degree to which your project will transform the government sector:*
 - *by serving as a demonstration of best practice for others and the potential to scale up, roll out or replicate your solution in other communities; and/or*
 - *by supporting improved regulation.*

The City of Mount Gambier (COMG) is the major population centre in the Limestone Coast with the regional population being approximately 67,000 residents. Mount Gambier is located almost half way between Melbourne and Adelaide with no rail transport, limited airport facilities and is approximately five hours by road to either capital city. The decile Index of Relative Socioeconomic Advantage and Disadvantage in the city in 2014/15 is 2, and across the region is between 1-3. While the challenges of regional disadvantage are not unique, geographical distances requiring expensive freight options and digital literacies that are not well developed are the norm.

The costs of running a waste transfer station in regional locations and the corresponding rising cost of disposal of hard waste for ratepayers are complex issues that require longer term solutions. Solutions, through better informed choices, are likely to require changing habits, practices and applications. The benefits of the proposed facility are environmental, economical and social. A recycling and reuse centre provides the community with a method of disposing many of their unwanted items for free and purchasers can then secure low cost options for items needed. There is potential to divert many tonnes of waste away from landfill, leading to both environmental and financial benefits. Not only is waste to landfill decreased, valuable virgin resources, energy and water are also saved. The proposed RRC will champion innovative design development and operation that will provide information of benefit to internal and external stakeholders and will include

- Diversion of waste from landfill through beneficial reuse and recycling. Currently 20,000 tonnes of waste from across the region is delivered to landfill.
- Become a pilot site for the application and demonstration of smart sensor technologies. The use of WiFi, smart lighting, CCTV, motion sensing, bin sensors, CO2 sensors and associated data analytics, will demonstrate how use of such equipment in council operations can enhance efficiencies and save resources and may be translatable to agriculture and industry contexts.
- Demonstrate water and energy efficient operational technologies.
- Use of bar code and scanning technologies to minimise labour costs and improve accountability frameworks
- Provide the community with sales of products as a low cost solution for affordability challenges
- Contribute to guiding the community to more informed, sustainable choices and behaviour
- Provide employment opportunities (particularly for the disadvantaged who may be employed to dismantle and segregate materials for sale).
- Provide opportunities for community engagement by developing programs that transform unwanted items into new objects through 'upcycling'. Recycling centres are often a hub for community education, holding workshops and talks and teaching people how to repair items, rather than discarding them.

The educative benefits of linking waste reduction with reuse and technologies on a manageable scale potentially makes a significant difference to perceptions about viability for a RRC in this region. Viability needs to be assessed giving weighting to the measurable and quantifiable in conjunction with social benefits. Once established community groups such as the Mount Gambier Men's Shed will be encouraged to run repair workshops to assist with provision of products for sale to the disadvantaged and also to share skills. Utilization of scrap from an artist point of view with workshops encouraging all forms of material reuse by any community groups will be encouraged.

Merit criterion three (20 points)

The extent of the project's community focus and impact on the liveability of the cities, suburbs and towns *

In assessing this criterion, we will consider:

- *The degree that your project will advance community goals including through alignment with any relevant strategic plans at the local, regional or state level.*
- *The level of engagement with citizens to ensure the project addresses community needs and has the support of the community.*
- *Your strategy to measure the project's success, including any targets and metrics*

The aims are closely aligned with the Council's Community Plan (May 2016) to build a diverse and resilient economy and to make Mount Gambier a recognized sustainable place. It also recognised that such commitments would need to address improvement in the sustainability of council operations requiring the use of smart solutions into the future. The Community Plan encourages actions that will impact:

- Employment opportunities.
- Diversifying local business.
- Social inclusion.
- Skilled and educated people.
- Reducing waste.
- Protecting the environment.

Encouraging community engagement can also occur through

- Running a "Sort & Save" campaign, encouraging customers to sort their loads so they can be easily assessed by staff, and customers save money on WTS fees.
- Encourage community members to submit their reuse / upcycling ideas - online, and also have a big board at the site.
- Emphasizing not for profit, waste diversion, and employment creation - Save money, support (disadvantaged) employment, and help the environment.

The technology being piloted in RRC could have many applications in other contexts. CCTV, remote sensing for full bins, vats or tanks, smart lighting solutions can also be used in commercial and farming applications and small businesses will be able have the opportunity to examine the usefulness of smart technologies without having to travel out of the region. Smart technology accessibility as part of the pilot program has the potential to generate benefits across the community.

In November 2016, the Council committed to a digital strategy that encourages Council to show leadership in innovation by assessing unexpected new, low cost solutions that are emerging to old business, community and public policy challenges. The ability to demonstrate a place and usefulness for smart technologies in urban environments is potentially easier than in smaller scale regional locations. The testing of such innovations in ways that allow adapting of service solutions in accordance with data outcomes will be an important enabler for securing approval for further implementation strategies.

The support of the Limestone Coast Local Government Association (LCLGA) representing the seven Local Government Councils in the Limestone Coast is an important part of this application. The LCLGA has an active Waste Management Committee that has representation from each of the constituent Councils. One of the key initiatives the committee will be looking to deliver in the coming twelve months is a Regional Waste Management Strategy and Regional Waste Infrastructure Plan. The LCLGA recognise that the proposed RRC in the City of Mount Gambier provide a platform for further key infrastructure to be rolled out across the region through the knowledge gained by the operation of the Centre especially in the area of technology.

This project links the priorities across three tiers of government;

- At the highest level, delivering advanced infrastructure to support the waste sector to achieve the best outcomes for waste management
- At state level contributing to the South Australia's Waste Strategy 2015-2020
- At local level, supporting the work of the LCLGA Waste Management Committee

The LCLGA fully supports the development of the Recycling and Reuse Centre as the waste sector continues to be one of the key focus areas of the Association.

While alignment with community and regional plans provides a macro viewpoint, citizens in Mount Gambier have, over the last year in particular, suggested through direct feedback to elected officials and through on-line community feedback options on the Council website, that a kerbside hard rubbish collection be provided for all city residents. Bin audits for standard rubbish collections have demonstrated that bins are often emptied when not full and that community members are not well versed in sorting recyclable and non-recyclable goods. The demonstration of how bin sensors could save council resources and education of the community through school group information sessions and reduced costs of delivering sorted rubbish when going to the transfer station (where recyclables will be sorted) will contribute to encouraging more responsible behaviors in residents.

Success will be measured by the number of community groups and individuals whom engage with the RRC across a broad spectrum of stakeholders and residents

- contributions to recycling
- sales revenue
- educative workshops conducted and number of attendees
- business and councils who visit the RRC
- employment opportunities created

- waste tonnage diverted from landfill
- power saved from use of smart lighting
- labor saving and stock theft prevented by use of CCTV and bin sensors
- media and other endorsement

Merit criterion four (20 Points)

Your capacity, capability and resources to carry out the project *

To assess this criterion, we will consider:

- *The role of each project partner and how you will collaborate with them to improve your project outcomes*
- *Your track record managing similar projects*
- *Your access to personnel with the right skills and experience*
- *Your existing access to, or future access to, any infrastructure, capital equipment, technology, intellectual property, licences, radiofrequency spectrum etc.*
- *Your plan to manage and monitor the project, including planned governance and accountability arrangements*
- *The identification of key risks to the project's success and proposed treatments*
- *The level of continued support for, or capacity to, extend the project outcomes once the project is complete.*
- *The cash and in-kind contributions of all project partners. Additional investments such as cash contributions over 50 per cent or in-kind contributions will be highly regarded*

City of Mount Gambier currently has a site with a building and planning approvals in place for a site that was operated 20 years ago by external commercial interests as a salvage yard. Council has on two occasions since closure of the salvage yard released a Request for Expression of Interest to run a salvage yard by third parties. These have not resulted in a satisfactory outcome for Council to date. Research conducted indicates that overheads (mainly relating to labour costs) were too high for the income generated.

Over the last two decades the issues around waste management have intensified with community awareness and readiness to engage in more sustainable waste management significantly changing. The City of Mount Gambier has committed to adapting the site to provide a more sophisticated operation engaging with a broad group of stakeholders across the community to enhance outcomes.

The City of Mount Gambier has conducted comprehensive investigations into the factors that contribute to successful salvage yards. We have spoken with successful salvage yards around the country, and visited numerous sites in South Australia and Victoria. Where salvage yard operations work best, they are located in conjunction with Council's transfer station, and so serve as a "one stop shop" for disposing of unwanted items and waste. Other research informing the current proposed operating model has come from the following reports;

- Find Workable Solutions (FWS)(2013) Recycling Business Options for Eucalypt Drive, Mount Gambier, City Of Mount Gambier.
- Community Recycling Network Australia (2013) Operating a Sustainable Community Recycling Enterprise, www.communityrecycling.com.au/e-book.html

A business model that has identified that potential capital cost, revenue streams and operating costs without smart technologies does not predict positive operating results for at least three years. However, while the technologies themselves may not generate dollar savings on such a small scale, there are potential flow on benefits that will add value to council operational decision making and also interest in the 'smart' style operations. The predicted increase in visitor traffic will raise awareness of the facility and make a contribution to the initial public engagement through volunteering behaviours thus adding to potential revenue streams.

The need for competitive tendering in local government prevents alignment with a specific partner however the nature of the technologies to be employed will require a technology partner for the life of project to assist with data analysis and integration of data with other systems. This application has benefitted from the input of a national technology company who is willing to provide on going business solutions if engaged after a competitive tendering process.

Another valuable collaboration is the strong endorsement provided by the Limestone Coast Local Government Association (LCLGA). In kind support through the expertise available through LCLGA Waste Management Committee will be available to encourage creative waste management processes. This committee will also encourage recycling and reuse across the region and the educative nature of the intended facility will be available to all Councils and schools in the region.

The Council has significant experience in managing projects with in house engineering expertise already engaged in building and operating the transfer station and a landfill site complying with all EPA standards and ongoing monitoring requirements. The Council is ready to commence this project and has the requisite resources and expertise available to fully implement planned outcomes.

Supporting documents

Supporting documents

Any supporting documentation you would like to attach to the application can be uploaded here. The following restrictions apply to attachments:

- Total file size of all attachments in the application should not exceed 20MB
- file size of each attachment cannot exceed 2MB
- only files with the following file type extensions can be uploaded (.pdf, .rtf, .doc, .docx, .xls, .xlsx)

For assistance with any technical issues experienced while completing this application form or attaching documents, please [Contact Us](#). Our website and staff can help you.

If you wish to include additional documents, these should be limited to those directly relevant to, and in support of, your application

File: Letter of Support from CEO to Dept of Industry Innovation and Science Canberra re Smart Cities .docx

File: 20170621_CMG Smart City Letter of Support.docx

File: Mount Gambier Reuse Recovery Centre - Project Timeline.docx

Contact details

Primary contact

Person authorised to act on behalf of the applicant. (Note: At least one phone number or mobile must be entered and all the remaining fields below are mandatory unless stated otherwise.)

Title

Mr

Given Name *

Mark

Family Name *

McShane

Position Title *

Chief Executive Officer

Please enter either a phone or mobile number *

Phone

0887212560

Mobile

0414848892

Email *

mmcshane@mountgambier.sa.gov.au

Provide the postal address of the primary contact.

Google Places - start entering your address to search Google Places and if found will auto fill the fields below. If not found, please enter the address details directly in the fields below.

Address line 1 *

Civic Centre

Address line 2

10 Watson Terrace

Address line 3

Suburb *

Mount Gambier

State *

SA

Postcode *

5290

Is the applicant the primary contact's employer? *

Yes

No

Feedback

How did the applicant hear about the program? *

- Advertisement
- Attend Public Forum
- Call Centre
- Direct Mail / Email
- Industry Group
- Internet
- Newspaper / Magazine
- Word of mouth
- Social Media
- Other

Applicant declaration

Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the department will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#),
- [Commonwealth Grants Rules and Guidelines](#),
- [Program Guidelines](#),
- applicable Australian laws.

Accordingly, I understand that the department may:

1. share information in this application with other government agencies:

- (a) for purposes directly related to the administration and governance of the Program;
- (b) for any purposes including government administration, research or service delivery; and

2. publish non-sensitive information in this application in the public domain, including on the department's website;

unless otherwise prohibited by law.

I confirm that I have read and understood the privacy, confidentiality and disclosure provisions outlined in the [Program Guidelines](#).

By checking this box I agree to all of the above declarations and confirm all of the above statements to be true *

Applicant declaration

I declare that I have read and understood the [Program Guidelines](#).

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's Board or person with authority to commit the applicant to this project.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, true, accurate and complete. I also understand that giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I understand that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the Department of Industry, Innovation and Science (the Department) may, during the application process, consult with other government agencies, including State and Territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I acknowledge that if the Department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the Department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standard and Fraud Control Guidelines and for management purposes and/or terminating any Agreement between the Commonwealth and the recipient including recovering funds already paid.

I agree to participate in the periodic evaluation of the services undertaken by the Department.

I declare that I am authorised to complete this form and to sign and submit this declaration on behalf of the applicant.

I approve of the information in this application being communicated to the Department in electronic form.

By checking this box I agree to all of the above declarations and confirm all of the above statements to be true *

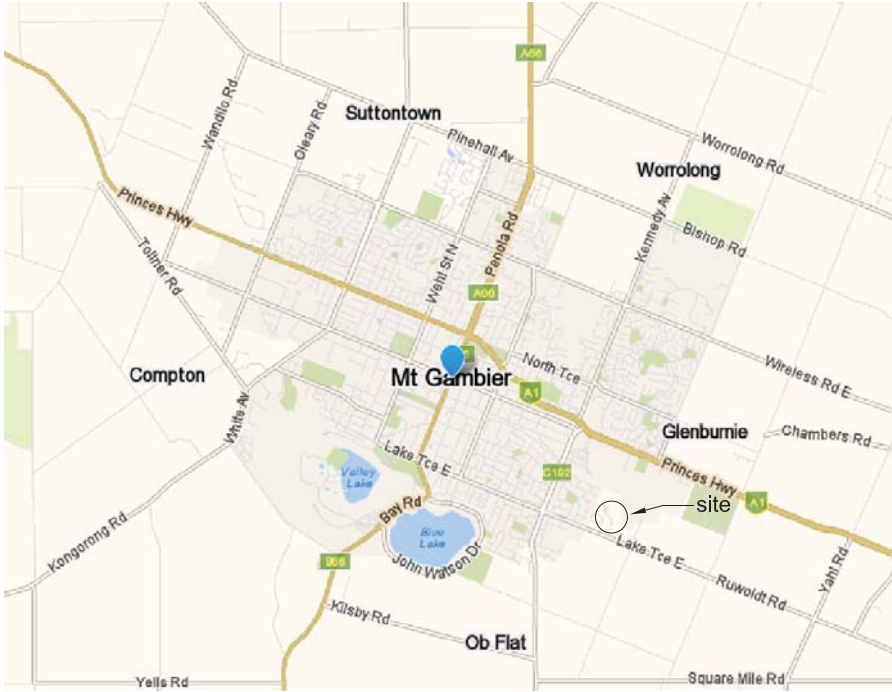
By including my name in this application it is deemed to be my signature for the purpose of this application *

State your name *

Mark McShane

State your email address *

mmcshane@mountgambier.sa.gov.au



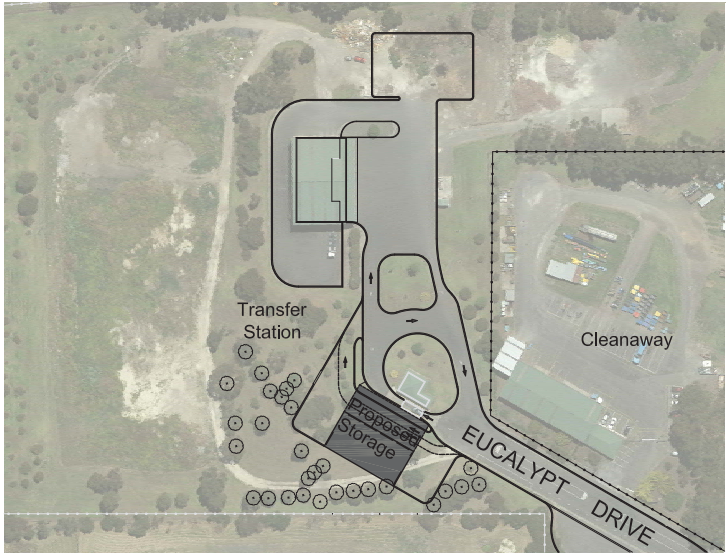
site
LOCATION
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WASTE TRANSFER STATION SALVAGE SHED

DRAWING NO.	DRAWING TITLE
1 of 3	SITE LOCATION, DRAWING LIST
2 of 3	SHED FLOOR AND ELEVATION PLANS
3 of 3	SITE IMAGES



site
IMAGES
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site
PLAN
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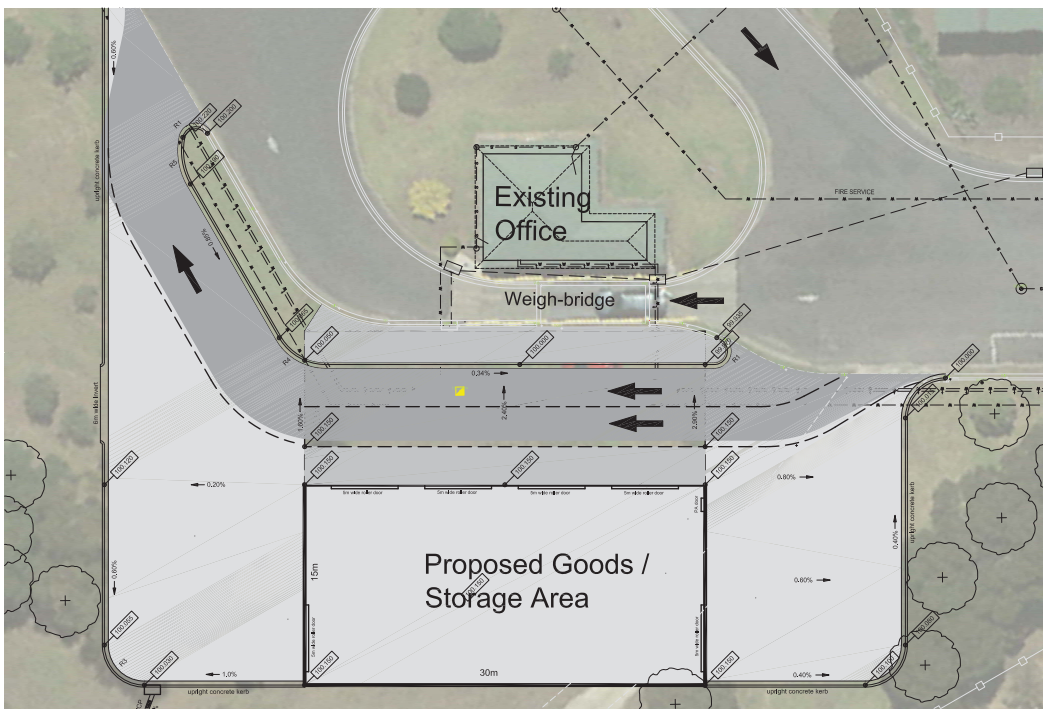
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Designed by	MS JULY 2017	Survey ref

CITY OF MOUNT GAMBIER

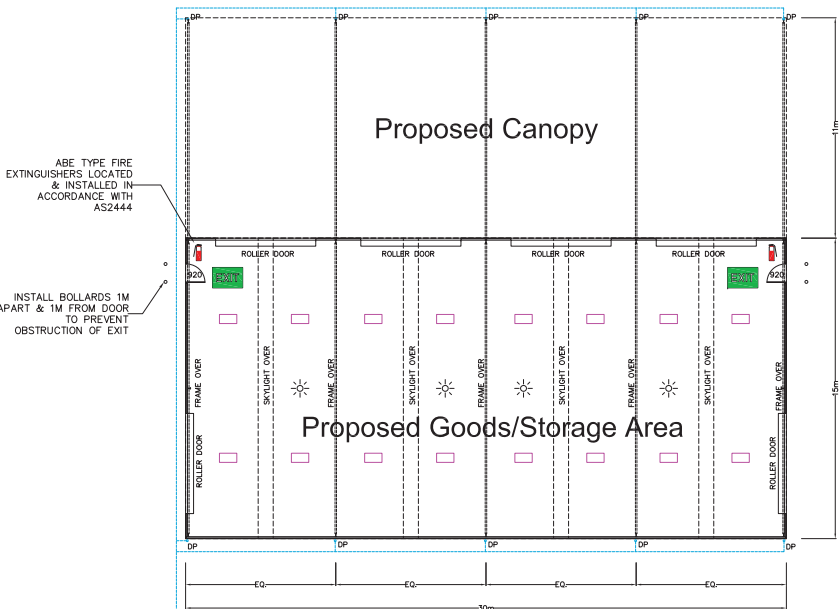
SALVAGE SHED

WASTE TRANSFER STATION

Scale	Sheet No
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Plan No	
1617-38	



site
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floor
PLAN
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NOTES:

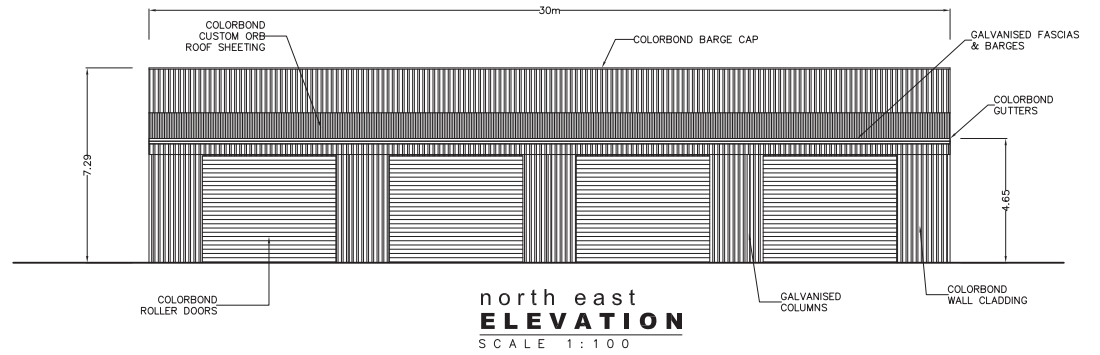
COMPLIANCE TO NCC BCA VOL1 PART D2.20 & D2.21
EXIT DOORS MUST OPEN OUTWARDS. THE LATCH MECHANISM MUST BE OPENABLE WITHOUT A KEY & OPERATED BY SINGLE HAND DOWNWARD OR PUSHING ACTION & BE LOCATED BETWEEN 900 – 1100MM A.F.L.

COMPLIANCE TO NCC BCA VOL1 PART E4.5
EXIT SIGNS MUST COMPLY WITH AS 2293.1 AND BE CLEARLY VISIBLE AT ALL TIMES WHEN BUILDING OCCUPIED BY A PERSON

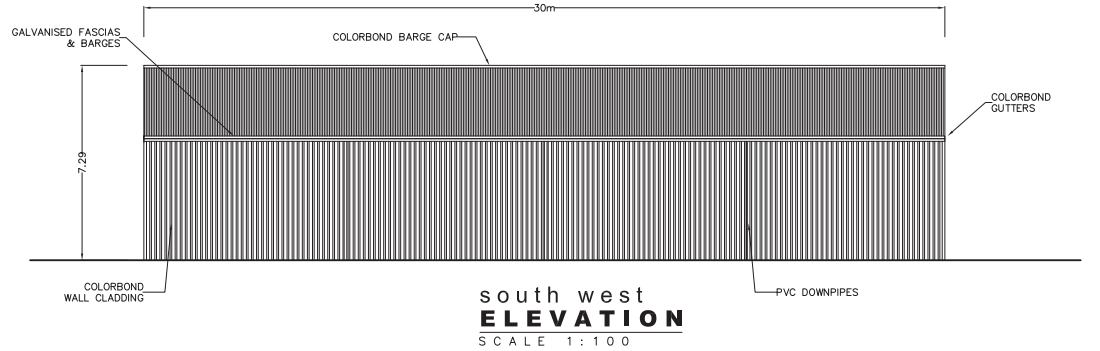
FIRE EXTINGUISHERS
PORTABLE FIRE EXTINGUISHERS MUST BE SELECTED, LOCATED AND DISTRIBUTED IN ACCORDANCE WITH SECTIONS 1, 2, 3 AND 4 OF AS 2444.

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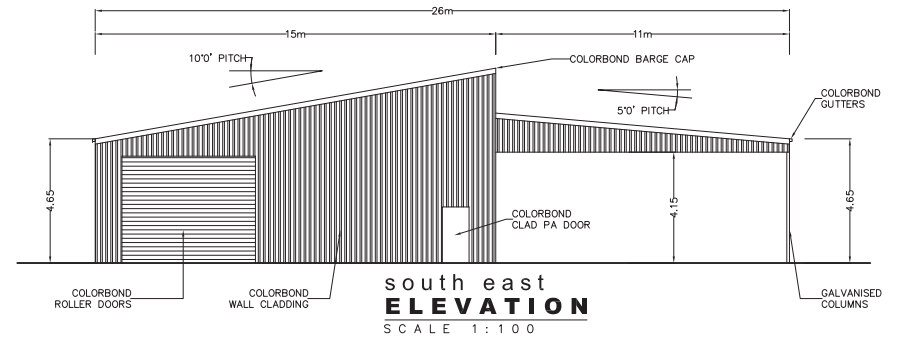
LIGHTING
AS PER SPECIFICATION
MODEL: AS PER SPECIFICATION



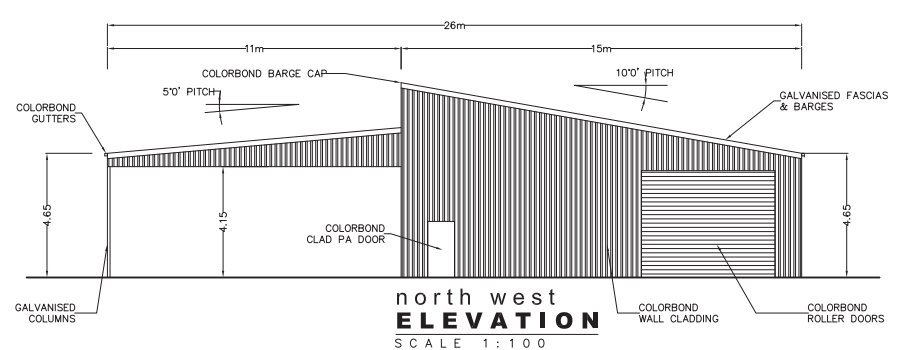
north east
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SCALE 1:100



south west
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south east
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north west
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Level book	
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CITY OF MOUNT GAMBIER
SALVAGE SHED
WASTE TRANSFER STATION

Scale as shown	Sheet No 2 OF 3
Plan No	1617-38



site
IMAGE 1
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site
IMAGE 2
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Designed by	MS JULY 2017	Survey ref
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CITY OF MOUNT GAMBIER
SALVAGE SHED
 WASTE TRANSFER STATION

Scale	Sheet No
as shown	3 OF 3
Plan No	
1617-38	





OPERATIONAL SERVICES REPORT NO. 8/2017

**SUBJECT: PROPERTY MANAGEMENT - SALVAGE YARD - COUNCIL OPERATED
SALVAGE YARD - POSSIBLE OPERATIONAL MODEL**

REF: AF14/34

Introduction

This report outlines the possible options for re-establishing a salvage yard / resource recovery centre in Eucalypt Drive in Mount Gambier, together with a recommendation to assist with moving the project forward. A salvage yard is typically a facility where waste items are collected and then resold directly, collated for recycling, or 'upcycled' (processed into new items). The main goals of salvage yards are usually to reduce waste to landfill, provide employment (often to disadvantaged members of the local community), and provide an outlet where community members can access materials for reuse - usually at an economical price.

Council has released a Request for Expression of Interest to run a salvage yard by a third party on two occasions. These have not resulted in a satisfactory outcome for Council to date. This document explores the option of Council running the salvage yard.

There are strong links between the concept of a salvage yard and the Community Plan, through the Plan's encouragement of:

- Employment opportunities.
- Diversifying local business.
- Social inclusion.
- Skilled and educated people.
- Reducing waste.
- Protecting the environment.

Background

The previous salvage yard operated at 3 Eucalypt Drive. Gambier Contracts operated the site from the late 1990's until it was taken over by Bedford Industries in 2008. Bedford shifted focus from the site to other operations. Research conducted indicates that whilst the general consensus was that the operation was viable, there were too many overheads (mainly relating to labour costs) for the income generated. Also, traffic for the Waste Transfer Station (WTS) was never directed through the salvage yard before entering the WTS. A broader summary of the issues that lead to the closure of the previous salvage yard are contained in the Find Workable Solutions (FWS) report "Recycling Business Options for Eucalypt Drive, Mount Gambier" (AR16/33484).

Successful salvage yards operate around Australia in towns and suburbs of all different sizes and communities. They demonstrate that it is possible to turn discarded resources into cash, which can pay wages and train workers in newly created jobs.

Council staff have conducted comprehensive investigations into the factors that successful salvage yards have in common. They have spoken with successful salvage yards around the country, and visited numerous sites in South Australia and Victoria.

The following is a list of factors that are common to successful salvage yards:

- Experienced and passionate site manager.
- WTS traffic diverted through salvage yard before going through to WTS.
- Neat and tidy site presentation.
- Good customer service.
- Regular turn over of stock.
- Good screening of items coming in so non-saleable items are not accepted. Experienced staff member inspects incoming loads and removes valuable items.

Operational Services Report No. 8/2017 Cont'd...

- Focus on diverting waste from landfill, and creating jobs (often for people who otherwise find it difficult to gain employment).
- Limit hours of operation to the most profitable, whilst maintaining reasonable access for the community.
- Diversify - look for opportunities to reduce waste whilst earning extra income for the operation.
- Value add - such as disassembling items that cannot be resold into their separate parts. Also 'upcycling'.
- Separate items out as much as possible, this attracts a higher selling price for materials for recycling.
- Staff who can complete the tasks and do not require high levels of supervision.

Where salvage yard operations work best, they are located in conjunction with Council's transfer station, and so serve as a "one stop shop" for disposing of unwanted items and waste.

When considering establishing a salvage yard the two documents listed below should be read in conjunction with this report:

- Find Workable Solutions (FWS): "Recycling Business Options for Eucalypt Drive, Mount Gambier" (AR16/33484).
- Community Recycling Network Australia: "Operating a Sustainable Community Recycling Enterprise" (AR16/36377).

Natural Step Framework

Council formally adopted the Natural Step Framework on 20 May 2008, to guide future actions which can lead to greater social, environmental and economic outcomes. The four system conditions of the Framework are listed below.

To become a sustainable society we must...

1. Eliminate our contribution to the progressive build-up of substances extracted from the Earth's crust (e.g. greenhouse gas emissions, toxic metals etc.).
2. Eliminate our contribution to the progressive build-up of chemicals and compounds produced by society (e.g. plastics, synthetic chemicals etc.).
3. Eliminate our contribution to the progressive physical degradation and destruction of nature and natural processes.
4. Eliminate our contribution to conditions that undermine people's capacity to meet their basic human needs.

The development of a salvage yard would assist Council work towards meeting all four of these conditions, for example:

1. Reusing items means that there are far less substances from the Earth's crust building up - creating a new item results in a far greater amount of GHG emissions than reusing an item.
2. Reusing items means that there is far less synthetic materials being created. When an item is reused it means that a new item does not need to be manufactured.
3. Reusing items reduces the demand on virgin materials, including water, native forests and other materials.
4. Salvage yards provide items at very economical prices, enabling local people to more easily meet their needs.

Aims

The ultimate aims of re-establishing a salvage yard in Eucalypt Drive include the following:

- Divert waste from landfill through beneficial reuse and recycling.
- Extend the life of Caroline Landfill.
- Be financially self-sustaining.
- Offer an ongoing hard waste solution.
- Provide employment opportunities (particularly for people who would otherwise find it difficult to gain employment).
- Reduce waste costs for Council and community members.
- Provide opportunities for community involvement.
- Reduce illegal dumping.
- Provide opportunities for the community to beneficially reuse items and materials.
- Contribute to guiding the community to more informed, sustainable choices and behaviour.

Key Performance Indicators (KPIs)

Below is a list of possible KPI's to measure the success of a salvage yard operation:

- Financial performance - measurement of annual income and expenditure, also average daily income and expenditure.
- Tonnes of waste diverted from landfill - all items should be weighed before they leave the shop (where practicable to do so).
- Avoided emissions - related to tonnes of waste, avoided emissions can be calculated.
- Number of full time equivalent staff.
- Number of customers per day in the shop.
- Number of customers per day off loading items.
- Presence of materials in landfill bins that could have been reused or recycled.
- Customer satisfaction rates.

Once the salvage yard has been established and starts to diversify consideration could also be given to these potential KPIs:

- Number and type of education activities undertaken.
- Level of involvement of community groups.
- Number of staff employed from disadvantaged backgrounds.
- Number of volunteers.

Operational Model

Location - 3 Eucalypt Drive vs 5 Eucalypt Drive

In terms of the location of the salvage yard, Council could utilise either 3 Eucalypt Drive (the former salvage yard site) or 5 Eucalypt Drive (the current Waste Transfer Station).

If 3 Eucalypt Drive were utilised then all residential and light commercial traffic would need to be directed through the salvage yard before being allowed to go on to the Waste Transfer Station (WTS). Loads would be checked for any salvageable items, with residual being left in the vehicle to be taken to the WTS.

In most cases it is expected that the customers that off load material at the salvage yard will receive a reduced fee to enter the WTS because their load has been reduced by at least one "load increment" (e.g. a heaped load becomes a small trailer load with a cheaper gate charge).

Operational Services Report No. 8/2017 Cont'd...

This site would require Eucalypt Drive to be altered, as well as a large roofed structure to provide under cover off-loading and sorting, as well as under cover placement of larger items for sale (building materials, bicycles etc.).

If 5 Eucalypt Drive were utilised then the site would require a large roofed structure to provide under cover off-loading and sorting, as well as under cover placement of larger items for sale (building materials, bicycles etc.). This structure would also need to incorporate an enclosed shop for more sensitive items like antiques, electrical items etc., a workshop, toilets, and potentially contained office space. Customers would drive into the site, have their loads checked, and then pay for any residual waste. From an off-loading customer perspective it would operate very similar to the current arrangements, with the additional step of having their load checked for salvageable items before paying for the residual waste.

The advantages and disadvantages of each site are listed below.

3 Eucalypt Drive (Former Salvage Yard Site)

Advantages

- History and continuity with location of previous operation.
- Site already contains a large shed with offices. Initial capital costs are significantly lower than if the WTS site is used.
- If the salvage yard failed the whole site could be sold. If a large roofed structure is added this could potentially be sold separately if desired.
- If at a future stage Council decides it is best if another organisation runs the salvage yard it is much easier to hand over.
- Existing offices could possibly be used for overflow Council office accommodation.

Disadvantages

- It would be difficult to incorporate much additional parking in to the site, especially for vehicles with trailers.
- There may be inadequate space to expand operations if the salvage yard experienced high levels of success.
- Opportunity cost for funds from sale or lease of site.

5 Eucalypt Drive (Current Waste Transfer Station)

Advantages

- Ample space. The site can easily accommodate all necessary infrastructure, including parking for vehicles with trailers, and expand if needed.
- Easy for customers - they can off-load salvageable items and waste at the same site. If they want to shop as well it's all at the one site.
- Sell or lease 3 Eucalypt Drive site. Sale of site could be used to fund infrastructure at WTS (in addition to State Government funding that has been awarded).

Disadvantages

- Initial capital costs would be significantly higher.
- If the salvage yard component were to fail Council is left with the infrastructure – though a use could possibly be found for these, or some components dismantled and sold.
- If at a future stage Council decides it is best if another organisation runs the salvage yard it is more difficult to hand over, if the operation of the WTS component is desired to be retained by Council.

Operational Services Report No. 8/2017 Cont'd...

The presence of an existing shed and office space, and hence significantly less capital cost, has led to 3 Eucalypt Drive (former salvage yard site) being recommended as the preferred location to re-establish a salvage yard. Also, if Council should decide in the future to outsource or cease the operation then transfer of responsibilities or ownership is much more straight forward.

This report will recommend the use of 3 Eucalypt Drive.

Possible Activities - Initial Phase

If Council decides to re-establish a salvage yard and run it, then a lead up time of at least six to twelve months would be required. In that time Council would need to recruit a site coordinator and establish a mentor relationship with an organisation that operates an existing successful salvage yard. If the site coordinator does not have direct experience with salvage yards, then they could potentially go and work at another site for a short period of time to gain experience, ideas and contacts.

It would be important for the salvage yard to be attractive to customers right from the opening day. Hence, items would need to be extracted from the current WTS waste streams and set aside to be placed in the salvage yard in preparation for the opening day.

Infrastructure would need to be built - a minimum of a large shed to encompass an off-loading area as well as display items under cover. More details are contained in section 7 "Physical Layout & Infrastructure Requirements".

Site Coordinator

The success of any potential salvage yard operation will be largely dependant on the recruitment of the Site Coordinator. Finding the right person for this role will be very important. The ideal would be to recruit someone who has previous experience in running a successful salvage yard. If such a person cannot be recruited, then a person would need to be recruited who has good business experience, has good people and networking skills, and is a quick learner. The Site Coordinator should be passionate about reducing waste to landfill and good at researching. They should be enthusiastic and able to develop knowledge from both mentors and their own research.

There may be the potential to send selected salvage yard staff, including the Site Coordinator, to existing salvage yards for short periods to get some first hand experience, and make connections with experienced people. The host site gets a free worker for that time, in exchange for mentoring them.

More details on the skills and abilities required of a Site Coordinator are contained in the Find Workable Solutions (FWS) report "Recycling Business Options for Eucalypt Drive, Mount Gambier" (AR16/33484), page 12.

Staffing Levels & Opening Hours

It is proposed that the salvage yard initially be opened only one day a week – Saturdays (9am-3pm). This is based on the experience of other salvage yards where opening hours are restricted to the most profitable, in order to reduce staffing costs and maintain the profitability of the operation.

Saturdays: 1 staff member in the salvage yard shop, and 3 staff members covering unloading/picking, sorting and charging WTS fees.

Other Days: 3 staff members covering unloading/picking, sorting and charging WTS fees. In addition, the shop attendant may be required on Fridays to restock the shop, put valuable items for sale online etc.

Operational Services Report No. 8/2017 Cont'd...

Opening hours and staffing levels can be adjusted as the site progresses and requirements become more evident. Time will enable the Site Coordinator to get a gauge on customer levels, and staffing costs vs income for different opening times etc. The current WTS Operator(s) should be included in the above staff.

Initially staff levels should be basic, potentially supplemented by volunteers or other staff. Volunteers and other staff could do general jobs, gardening, site improvements, upcycling etc. as they are available.

It is important that any staff surplus to the above need to pay their way, their activities need to generate enough income to cover their wage, as an absolute minimum.

If the salvage yard is very successful then expanded opening hours could be explored. Initially one half weekday in addition to Saturdays, then expanded from there if it is economically viable.

General Activities

The following is a list of general activities that the salvage yard could undertake from the beginning of its opening:

- Community Recycling Network Australia (CRNA): "Operating a Sustainable Community Recycling Enterprise" (AR16/36377) has a lot of good information regarding operating a salvage yard, including sections on weekly meetings, daily record sheets, policies and procedures, a good list of typical items recovered, and lots of other topics. <http://www.communityrecycling.com.au/e-book.html>
- In the lead up to the establishment of a salvage yard, the WTS Operator(s) should keep an eye out for salvageable items, and set them aside for sale in the salvage yard. Council needs to start collecting long before opening. The salvage yard must have an attractive range of products from opening day.
- The salvage yard needs to have a good range of stock, professional appearance, customer service etc. from Day 1. People need to have a good experience every time, so they come back and spread the word.
- In the lead up have a big banner at the WTS advertising the opening day.
- Facility should have good signage and clearly demonstrate that recovery activities are occurring.
- Handling should be kept to a minimum, as any staff time (costs) need to be recovered through sales.
- Good customer service is critical. Customers will often make decisions based on only one shopping experience. Potentially look at which businesses do customer service well in Mount Gambier, and invite them to talk with staff. Maybe get professional training.
- Everyone likes a bargain and they will tell their friends. It's better to price items cheaper initially, then adjust over time if necessary. Customers go to salvage yards to get a bargain, this should not be underestimated.
- Formulate a plan for how the rotation of stock will be managed. Some other sites use a sticker system. If stock is not turned over regularly then customers will not return.
- Research the internet to see approximately what items are worth before finalising a price. Staff need an awareness of what price items are actually worth, whilst keeping in mind that customers visit the site for a bargain. Items that have a high value, such as antiques, could be sold online for a higher price, other items should be priced economically to ensure customer attraction and stock turn over.
- In the initial phases of the salvage yard a mentoring relationship with an experienced organisation will be important.
- Need to get professional marketing assistance.
- Be open to, and maximise, community involvement.
- Consider branding/marketing differently from mainstream Council activities, in order to emphasise openness to community involvement, and that the site assists with providing

Operational Services Report No. 8/2017 Cont'd...

employment for disadvantaged people e.g. consider naming the venture something like "Mount Gambier Community Salvage Yard", with tag lines such as "Come and Explore" "Sort & Save" etc.

- Emphasise not for profit, waste diversion, and employment creation - Save money, support (disadvantaged) employment, and help the environment.
- In communications material emphasise social benefits of using the waste resource to generate meaningful local employment. People therefore feel good about donating items and are more likely to do so.
- Make extensive use of online presence and social media - for promotion and selling. Use Ebay, Gumtree, Facebook etc.
- Keep finger on the pulse with what other salvage yards etc. around the world are doing.
- Become a member of CRNA.
- Run a "Sort & Save" campaign, encouraging customers to sort their loads so they can be easily assessed by staff, and customers save money on WTS fees.
- Light commercial loads should also be checked - they often have items and materials that can be reused or upcycled.
- Keep records on goods inwards and sales of goods. Need good record keeping to measure the impact and progress of the operation.
- Landfill Operator should keep an eye out for salvageable items that may be dumped at Caroline Landfill and set them aside. The Site Coordinator could go pick them up when the salvage yard is closed.
- Encourage community members to submit their reuse / upcycling ideas - online, and also have a big board at the site.
- Also attach labels and photos of reuse ideas on to particular items e.g. "Could this be your new garden table?" etc.
- Have a 'gold coin donation' corner for items that it's unlikely people will buy, but they might take it for 'free'. Even if items are given away, Council will save money on landfill costs and reduce waste to landfill. This also adds to the appeal of the site, and encourages return visits and spreads the word.
- Keep recovery equipment to a minimum initially, only purchase if it will pay for itself.
- Develop a list of potential tasks, divided into tasks for Council staff, other staff, and volunteers e.g. potential tasks for staff in between customers could include online price research, disassembly/processing items, tidy site, familiarise with stock, landscaping, admin tasks etc.
- Have a standard pricing system (so far as possible) for different types of items.
- Have a strict no haggling policy.
- On call hard waste collection. May need to charge a small fee. Staff take for free any items that can be sold in the salvage yard, and charge for items that cannot.

Possible Future Activities

The following is a list of general activities that the salvage yard could potentially undertake in the future if it is successful and can expand its operations. Many of them are activities that other successful salvage yards undertake.

- Invite volunteers to do a task, if they can earn a wage through it then the salvage yard gives them a job e.g. computer refurbishment, wire stripping, dismantling etc.
- Computer refurbishment and resale.
- Repair and/or upcycle/value add to items. Staff time costs need to be incorporated into the sale price of these items.
- Make wicking box and planter box kits from old timber.
- Investigate if it is cost effective to consolidate and transport recyclables - including various types of metals.
- Sort Council's stockpile of bricks and pavers into pallet loads, and smaller, for resale.
- Also investigate if there are bricks, pavers and stone blocks in the stockpiles at Caroline Landfill that could be resold.

Operational Services Report No. 8/2017 Cont'd...

- Investigate the possibility of establishing a relationship with local antique dealers.
- Target local builders and waste contractors, if they have reusable materials the salvage yard could take them, saving them waste costs.
- Hold workshops on how items can be upcycled.
- Test and tag working electrical items. Consider repairing electrical items and white goods.
- Run 'Repair Café' sessions where participants learn how to repair items rather than discard them. good examples: Bower Reuse & Repair Centre <http://bower.org.au/> and <http://www.reconomy.org/the-journey-of-setting-up-a-reuse-and-repair-centre-a-solution-for-a-circular-economy/>
- Consider purchasing a polystyrene extruder to compact polystyrene so it can be more cost effectively transported for recycling instead of taking up space in landfill - if the specific cost/benefit analysis is favourable.
- Give broken bricks / pavers / rubble away to farmers for free if they collect. They can use it around stock troughs, gates etc.
- The site could potentially provide work for people who otherwise find it difficult to gain employment.
- Site could potentially raise funds for local community groups.
- Coffee stand on Saturday mornings. Train up one or more people to be a barista (perhaps someone from a local community group). Initially just coffee, then biscuits etc., then other food that goes with coffee. There may be a possible opportunity to work with one or more community groups to provide the treats. Keep track of sales vs the wage of the barista. Have a few tables and chairs made from recycled materials. Possible small garden. Idea is to make the site even more appealing, and encourage people to stay and browse for longer. Give a discount for bringing a re-useable mug.
- Train multiple staff members and/or volunteers to repair and maintain bicycles.
- Consider having a shopfront in the main street.
- Possibly co-locate other activities on to the site that could attract even more customers.
- Investigate selling items on a type of commission basis e.g. an older practical person comes in and creates something out of materials at the site, the salvage yard then sells it. Consider any implications to running the operation as a 'not-for-profit' operation.
- Consider making a demonstration 'tiny house' from recycled materials e.g. <http://bower.org.au/artist-residence/>
- Collect, sort and bale recyclable materials - cardboard and paper, plastics, metals etc. Mentor agencies could advise on the viability of these activities.
- Test domestic batteries collected at the Library for recycling. Sell any batteries that still have a good amount of charge left in them.
- Degas fridges and take them apart to recover valuable parts.
- Split unusable timber and package for firewood (kindling).
- Logs from Council tree prunings could be sold for firewood.
- Once the salvage yard has been operating for a year and electricity requirements are well understood, consider installing a large solar system at the site.
- Consider installing rainwater tanks at the site to provide for the site's water use.
- Consider installing a demonstration 'compost heater' at the site, made from materials from the salvage yard. Use the construction of the compost heater as a demonstration workshop.
- Run a strong community education program aimed at reusing items, upcycling, reducing waste to landfill, repairing etc.
- Install a demonstration garden - including recycled materials.
- Possible (free) space for community meetings, workshops etc.
- The Denmark Tip Shop in Western Australia operate the "Tiporium Teahouse" using second hand furniture and kitchen equipment. This casual café enables people to make a cup of coffee or tea while visiting the Centre.
- The same site also has a "Funk Junk Music" section, which provides "junk" musical instruments for visitors to play and runs regular Junk Funk music sessions at the Tip Shop. In addition, the Tip Shop works with Denmark Arts, The House and other organisations to run cultural and recycling education projects which are linked to the Tip Shop. Additionally, they

Operational Services Report No. 8/2017 Cont'd...

hold exhibitions, performances and installations at the Tip in music, stencil art, writing and sculpture.

- The site also has an “appropriate technology facility”, which is a section which demonstrates the use of worm farms and other technology which will reduce waste and enhance sustainability. This section of the facility includes:
 - a demonstration solar dryer.
 - worm farms.
 - other innovative appropriate technology demonstration sites; and
 - a program to work with local restorers to display repaired furniture and other items.
- Excess stock from local op shops could be sold for a gold coin donation, or given away for free.
- Community groups could do a sausage sizzle on Saturdays, to raise funds, and have some food and drinks for customers.

Possible Partnerships

The salvage yard will be much more successful if it builds strong partnerships with the local community. These partnerships could come in many forms including, but not limited to, employment, volunteers, community education, fundraising etc. Ideally partnership activities undertaken will be cost neutral or positive for the salvage yard. There are a wide and diverse range of local groups who may be interested in working with the salvage yard in some form. One of the tasks of the Site Coordinator would be to make contact with local groups and see how they may get involved in the salvage yard, for the benefit of both organisations.

Regarding Potential Competition with Charities

Competition with op shops and other charities is expected to be a minor issue, especially if the salvage yard is also not-for-profit and benefitting disadvantaged people. There are many items that existing charities do not accept that could potentially be sold (or given away) at the salvage yard. This may include items such as building materials, white goods, electrical goods, computers, printers, incomplete goods, car parts, barbeques, bicycle helmets, walkers, bouncinettes, high chairs, prams, swing sets, trampolines, washing lines, spa baths, televisions and many more. The salvage yard could potentially work with local charities if people are wanting to donate items that they do not accept, but the salvage yard could.

Business Model

This section contains a high level proposed business model for the salvage yard. Given the operation is essentially starting from scratch, it should aim to be profitable within three years of opening, preferably sooner.

Pricing needs to achieve the balance of contributing to being self-sustaining, but also ensuring that people can get a bargain – getting a bargain is what attracts people to a salvage yard. Staff need to have flexibility to determine prices to achieve this balance. There needs to be a high turn over of stock to keep customer interest.

With regards to residual waste, it is recommended that the WTS have a dual pricing arrangement whereby unsorted loads are charged at possibly 2-3 times the price of a sorted load. Numerous transfer stations around the country have found this to be an effective tool in encouraging customers to sort their loads before arriving at the salvage yard / transfer station.

Hard Waste

The salvage yard would provide an outlet where the community can drop off their hard waste items for free. The salvage yard will also offer a hard waste pick up service. Any items that could be sold through the salvage yard would be taken for free. Any items that cannot be sold could be taken at

Operational Services Report No. 8/2017 Cont'd...

the WTS rates. The service could be provided for a call-out fee that covers costs. It is envisaged that residents with the means will drop off their hard waste items to the salvage yard for free. Residents who are not able-bodied, or don't have access to a trailer etc., can access the pick up service for a fee. Council could potentially subsidise this service in lieu of providing a municipality wide kerbside hard waste collection, or free dumping passes.

It is estimated that a one-off hard waste collection for the city would cost approximately \$250,000. This does not include any processing costs, so the vast majority, if not all, of this waste will go to landfill, despite much of it being suitable for reuse or recycling. This is not a good environmental outcome, nor a good community outcome. Items that are taken to the salvage yard are reused or recycled, and made available to the community again at cheap prices.

Kerbside hard waste collections are notorious for creating hazards. Inevitably residents put out items that are not able to be picked up for WHS reasons, and so remain on the kerbside and degrade the visual amenity of the neighbourhood. In other municipalities they have reported physical altercations over items that have been placed on the kerbside.

A salvage yard is a far better option for hard waste – the items are reused or recycled, can be collected on call, most are dropped off by residents direct to the site, and WHS issues are significantly reduced. This option is cheaper for Council (and ultimately ratepayers), leads to better environmental and community outcomes, and poses significantly less risk. It is also a year-round service, as opposed to a once off collection.

It is estimated that providing four (4) free dump passes to each rateable property in Mount Gambier could result in direct costs to Council of \$916,000 per annum, which equates to a rate increase of approximately 5%.

The salvage yard could deliver a hard waste option to the community at a far cheaper cost, and provide greater benefits for the local community and environment.

Income

Salvage yards generate income from the activities listed in the "General Activities" and "Possible Future Activities" sections above. The bulk of their income comes from sales of items at the salvage yard.

Looking at annual income generated at other salvage yards compared to the size of the local population, a conservative estimate for an annual income to be generated at a salvage yard in Mount Gambier would be approximately \$48,000 - from sales of items at the salvage yard. Based on the experience of other salvage yards, an annual income estimate of \$48,000 is considered quite conservative. It could be much higher, even up to \$140,000 per year or more.

Many salvage yards conduct other income generating activities. Any income generated from other activities would be a bonus.

One of the tasks of the Site Coordinator would be to research and apply for training funds, and any other applicable grant opportunities – as well as potential income generating activities.

Costs

Potential costs of running a salvage yard have been based on investigations of existing salvage yards, and examining costs of running other Council operations.

Operational Services Report No. 8/2017 Cont'd...

Capital Costs

Below is a list of **capital costs** that would be incurred in the establishment of a salvage yard.

Item	Cost
Preliminary site works	\$5,000
Footings	\$20,000
Services	\$25,000
Framing / construction	\$60,000
Slab	\$40,000
Hardstand / vehicle access Carpark	\$100,000
Storm water	\$5,000
Signage	\$5,000
Bays / skips	\$70,000
Fit Out / Equipment	\$30,000
Eucalypt Drive road modifications	\$100,000
Building modifications – public shopfront etc.	\$50,000
Internal site works – roads and car parking	\$50,000
Total:	\$560,000

There is \$100,000 of funds in the 2016-2017 Council budget for capital works related to a salvage yard. In addition, Council has been successful in gaining a \$150,000 recycling infrastructure grant from the Office of Green Industries (supporting Zero Waste SA). The outstanding funding may be able to be partly covered through the sale of plant that is no longer required for Council operations.

Operational Costs

Below is a list of per annum **operational costs** that would be incurred if Council established a salvage yard, and so are above Council's current overall operational budget. These costs do not include non avoidable costs, which are costs that will not change whether a salvage yard is established or not. These costs include items such as depreciation on the current infrastructure at 3 Eucalypt Drive, and internal overheads associated with corporate staff time. It is not envisaged that Council will hire additional corporate staff as a result of establishing a salvage yard.

Item	Cost
Staff	\$120,000
Office costs (equipment, insurance etc.)	\$6,500
Information Technology	\$11,000
Utilities	\$10,000
Marketing	\$10,500
Depreciation	\$12,500
Contingency	\$7,500
Total:	\$178,000

Business Model Summary

Based on the above information, at the low end of the income estimate the operation of a salvage yard would result in a net operating deficit of \$130,000, above Council's current overall operational budget. However, based on the experience of other salvage yards, an annual income estimate of \$48,000 is considered quite conservative. There is a reasonable likelihood that actual income will be higher than this. Also, running a salvage yard delivers the other benefits mentioned in this document - hard waste options for the community, reduction in waste costs for the community, a site where community members can procure items for reuse that are not currently available, reduction in waste to landfill, conservation of resources, and reduction in illegal dumping.

Physical Layout & Infrastructure Requirements

Establishment of Salvage yard at 3 Eucalypt Drive (Former Salvage Yard Site)

If a salvage yard is established at the former salvage yard site a wide span structure will be required for storing less sensitive items such as building materials, bicycles etc. that do not need to be stored in the shop. The structure should be large enough to incorporate an unloading area. A small extension should be added to the existing building to establish a shopfront presence that is visible from the street.

Ideally extra car parking should be provided, especially for vehicles with trailers - though space at the site is limited, so it is likely that only a small number of these spaces would be able to be accommodated.

An indicative layout for establishing the salvage yard at the former salvage yard site is contained in Attachment 2.

Environmental & Community Benefits

The salvage yard has the potential to be cost neutral to Council, whilst delivering numerous benefits. Such an operation would deliver many community and environmental benefits, which are outlined in this section.

CHAT Assessment

The internally developed CHAT Tool enables Council to assess any potential project or program from a holistic perspective. It takes into account not only the financial aspects of a potential project, but also the environmental, social and governance aspects as well. If a project is assessed and achieves a score of 70 or more then the project is deemed to improve the holistic performance of the organisation.

The potential salvage yard project has been assessed by four separate staff members and achieved an average score of 72.5% - making the salvage yard a good holistic project, which would improve the holistic performance of the organisation.

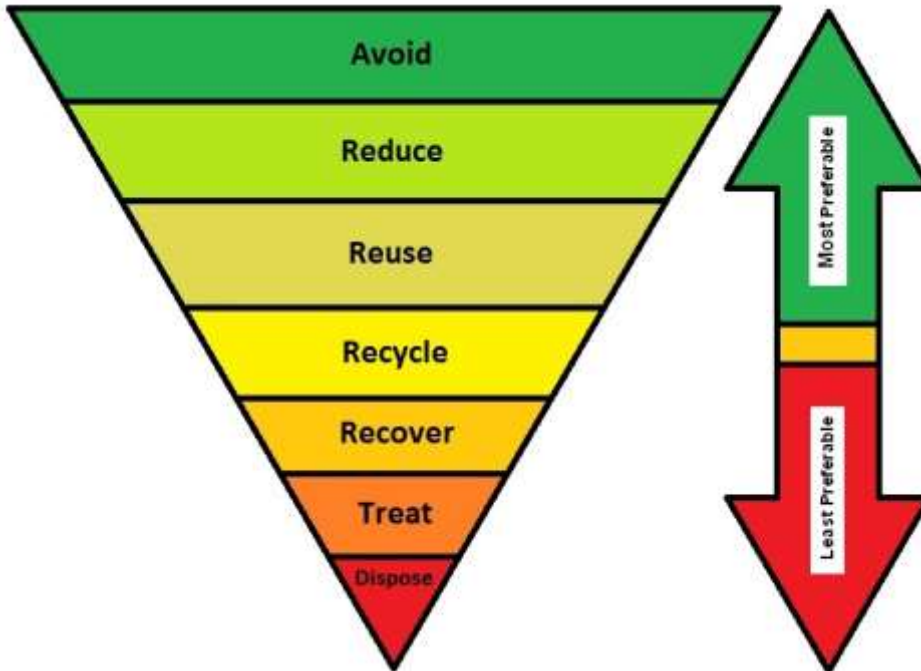
Natural Step Framework

As stated in the "Background" section of this document, the development of a salvage yard would assist Council work towards meeting all four of the Natural Step system conditions, for example:

1. Reusing items means that there are far less substances from the Earth's crust building up - creating a new item results in a far greater amount of GHG emissions than reusing an item.
2. Reusing items means that there is far less synthetic materials being created. When an item is reused it means that a new item does not need to be manufactured.
3. Reusing items reduces the demand on virgin materials, including water, native forests and other materials.
4. Salvage yards provide items at very economical prices, enabling local people to more easily meet their needs.

Waste Hierarchy

The Waste Hierarchy is a set of priorities for the efficient use of resources. It is an order of preference and states that waste should be managed in accordance with the hierarchy, with avoidance being the most preferred option and disposal being the least.



Council should manage waste as high up on hierarchy as possible. A salvage yard would enable Council to manage waste further up on the hierarchy than currently takes place. Salvage yards lead to waste not being created in the first place, and much higher levels of reuse and recycling. Such operations result in significantly less waste being sent to landfill.

Waste Avoidance / Diversion from Landfill

A salvage yard would potentially divert 100-350 tonnes of waste away from landfill, possibly more, depending on the levels of patronage the site may receive. It would also enable a further 100-400 tonnes of material to be managed higher up on the waste hierarchy than presently happens.

There are significant amounts of materials that currently go through the WTS that could be reused or recycled. A salvage yard would enable this to occur.

In addition to reducing the overall amount of waste to landfill, the environmental risks of groundwater contamination and air pollution are also reduced - as are greenhouse gas emissions.

Savings on Energy, Water & Materials

The major activity of most salvage yards is to sell items for reuse. Reusing an item is far better for the environment than manufacturing an item from virgin materials. Creating an item from scratch uses significantly more materials, energy and water than recycling. Even better than recycling, reusing (and 'upcycling') an item essentially uses no material or water, and only a negligible amount of energy transporting the item to a new location. Hence salvage yards contribute to saving large amounts of materials, energy and water.

Due to the wide variety of items and materials that salvage yards sell it is difficult to quantify the exact amounts of materials, energy and water that would be saved. It is fair to say that reusing 100-

Operational Services Report No. 8/2017 Cont'd...

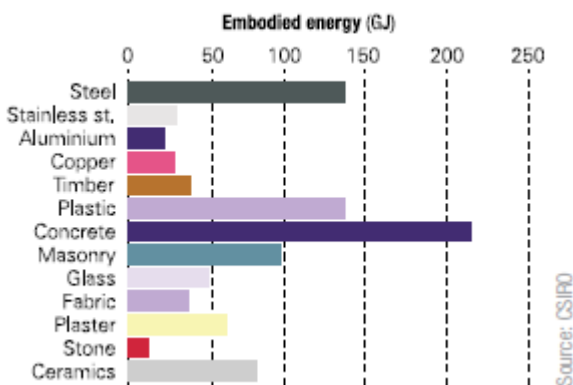
750 tonnes of items and materials would lead to significant savings. Not only are there environmental savings, but also financial savings - as materials, energy and water all cost money.

Here are a few examples:

- Recycling an aluminium can requires less than 5 percent of the energy that would be expended in creating a similar can out of fresh bauxite ore.
- Recycling plastic requires only 10 percent of the energy needed to create new plastic from raw materials.
- Producing steel from recycled material saves 75 percent of the energy needed to make steel from virgin material. Reusing steel items doesn't use any energy.
- Every tonne of paper recycled saves 2.5 barrels of oil, 4100 kWh of electricity, 4 cubic metres of landfill and 31,780 litres of water.
- A recycled paper product requires only 60 percent of the energy required to create one from fresh wood pulp.
- Recycling a tonne of paper can save 17 trees.
- Recycling paper also requires about half the water normally used in processing paper from virgin wood.
- Recycling glass saves about 30 percent of the energy cost of producing new glass. Reusing glass bottles and jars, however, requires no energy whatsoever – so you can reduce energy use by finding new uses for these containers instead of simply throwing them out.
- To produce a 2 gram computer microchip, 1.6 kilograms of fuel are needed. This equates to 72 mega joules (or 20,000 watt-hours) to produce a 2 gram microchip. Computers typically have 18 to 36 two-gram microchips. This equates to 1,296 to 2,595 mega joules of embodied energy for the computer memory alone – or 360,000 to 720,000 watt-hours – enough to power a 30 watt laptop *non-stop* for 500 to 1,000 days. The embodied energy of the memory chips alone almost exceed the energy consumption of a laptop during its life expectancy of 3 years.
- A motor car has an average embodied energy content of 20, 800 kWh.

“Embodied energy” is the energy consumed by all of the processes associated with the production of a product, from the mining and processing of natural resources to manufacturing, transport and product delivery – considered as if that energy was incorporated or 'embodied' in the product itself. When an item is disposed to landfill this energy is essentially lost. If a new product must be manufactured in its place then a new lot of energy must be consumed to manufacture the product. Reusing items preserves this embodied energy, leading to overall energy savings. “Embodied water” is the same as for energy, but considers the water used to fabricate a product.

Below are two tables that indicate the embodied energy and eco-profiles of various materials:



Manufacturing One Pound of the Material	Energy Used (kWh)	Water Used (litres)	Solid Waste (kg)	CO ₂ Emissions (kg)
Wheat-Straw	0.66	50.46	n/a	0.31
Sugarcane Bagasse	1.73	54.55	n/a	0.78
Corn PLA	5.37	31.38	0.019	0.59
Virgin Coated Paperboard (SBS)	5.2	46.86	1.06	1.45
100% Recycled Paperboard (SBS)	3.06	13.36	0.61	0.78
PET (Polyethylene)	10.28	28.20	0.039	1.27
PP (Polypropylene)	9.34	19.38	0.013	0.76
EPS (Polystyrene / Styrofoam)	11.28	77.75	0.051	1.14

As an example, the energy embodied in a standard double glazed 1.2 m × 1.2 m aluminium clad window has been calculated, and is quantified as 1459 MJ, 1967 MJ, and 5.96 GJ respectively for Argon, Krypton and Xenon infill gases. The energy consumed in powder coating the window cladding has been estimated to be 27 MJ and the total embodied energy of adding aluminium cladding to the window has been evaluated as 724 MJ.

If a window is reused then all of this energy is preserved. If the window is disposed and a new one manufactured in its place, then this amount of energy will need to be consumed again.

These statistics all highlight that it is much more beneficial to the environment and the community to reuse items, rather than dispose and procure new items. Reuse saves large amounts of materials, energy and water.

Social Benefits

Salvage yards deliver many social benefits, and are generally very popular with local communities. Salvage yards often employ local people who would otherwise find it difficult to find employment. When people donate items and shop at salvage yards they do so knowing that the funds are being used to help people in need.

Salvage yards often act as community hubs and involve many local community groups including arts groups, service clubs, music groups and environmental groups. They often have an educational component, which assists local communities to learn new skills, engage with other residents and reduce their environmental impact. One common example are ‘repair cafés’ where residents come to learn how to repair household items, rather than just dispose of them and purchase a new one.

A salvage yard in Mount Gambier also has the potential to attract visitors to the town. At present, there is no operation in the region similar to a salvage yard. It is reasonable to expect that many people will travel to Mount Gambier to visit the salvage yard and shop there.

Yet another advantage of salvage yards is that they often provide a hard waste service. Residents who are able can drop off their hard waste items to the site for free. Residents who do not have the ability or the means can access an on call hard waste service. This service is generally provided at a fee that covers costs. Hence, a salvage yard could deliver a hard waste service for Council at a substantially reduced overall cost, compared to providing a one-off kerbside service. This kind of

Operational Services Report No. 8/2017 Cont'd...

service delivers many other benefits, including supporting the community, reusing and recycling the hard waste, rather than disposing to landfill - and does not have the difficult WHS and public safety issues that come with kerbside hard waste collections.

Summary of Environmental & Community Benefits

Salvage yards deliver many social benefits, and are generally very popular with local communities. As stated in the "Introduction" section - there are strong links between the Community Plan and a salvage yard. There are also strong links between a salvage yard operation and the Natural Step Framework. A salvage yard would help move Council towards satisfying the four system conditions of the Natural Step Framework. According to the CHAT Tool it would also improve the holistic performance of Council.

There are significant amounts of materials that currently go through the WTS that could be reused or recycled. A salvage yard could potentially divert 100-350 tonnes of waste away from landfill, possibly more. It would also enable a further 100-400 tonnes of material to be managed higher up on the waste hierarchy than presently happens.

Every item that is produced contains materials, and also required energy and water to be used in its fabrication. When an item is disposed to landfill then the materials and embodied energy and water are lost - literally wasted. Diverting 100-350 tonnes of waste away from landfill will save significant amounts of materials, energy and water from getting wasted.

Impact on Council Budget

Costs for the salvage yard are detailed on page 11 of this report. In the current 2016/2017 budget \$250,000 is available and if the project proceeds this amount needs to be carried forward into the 2017/2018 budget. A further \$300,000 capital is required in the 2017/2018 budget to complete the salvage yard capital construction costs. It is anticipated that \$40,000 in operational costs is necessary in 2017/2018 to commence operation in the 2017/2018 financial year and this amount has been allocated in the draft budget.

When in full operation from 2018/2019 it is anticipated that \$178,000 per annum is required, less any income from the sale of items. Income is difficult to forecast especially in the initial year and hence an operational amount of up to \$178,000 will need to be included in the 2018/2019 budget and thereafter. This will have a material impact on future budgets.

Further to the salvage yard costs Council will have rising operational costs for the Riddoch Art Gallery due to decreased grants from Country Arts SA. Other initiatives requiring future funding from 2017/2018 and onwards includes implementation of the Digital Strategy, Tourism Signage Strategy, visitor services and a range of economic development projects. At this time costs for these projects, both capital and operational, are difficult to quantify and may require loan funding to implement as Council's budget, whilst currently balanced, is not able to meet all anticipated future programs from non loan revenue.

Hence, there is an opportunity cost of proceeding with the salvage yard at the potential delay or exclusion of other programs and initiatives.

Summary

Council has released a Request for Expression of Interest to run a salvage yard by a third party on two occasions. These have not resulted in a satisfactory outcome for Council to date. This document explored the option of Council running the salvage yard. There are numerous advantages of Council running a salvage yard itself.

If Council were to run a salvage yard itself it would have control over every aspect of the operation. Council can determine how the operation is run, the outcomes, level of community involvement, financial return and environmental benefits. A Council run salvage yard would have the ability to call

Operational Services Report No. 8/2017 Cont'd...

on assistance from a wide range of Council staff when required, an advantage that many other organisations would not have.

A salvage yard previously operated in Eucalypt Drive in Mount Gambier for a number of years. One of the main reasons for the ultimate failure of the venture is that the operator shifted focus to other areas of their business, and failed to give the site the attention it needed.

Learning from this lesson, and from many successful salvage yards around the country, this document outlined how a successful salvage yard could be established in Mount Gambier - run by Council.

There are strong links between the concept of a salvage yard and the Community Plan, through its encouragement of:

- Employment opportunities.
- Diversifying local business.
- Social inclusion.
- Skilled and educated people.
- Reducing waste.
- Protecting the environment.

The establishment of a salvage yard would assist Council in meeting numerous goals of the Community Plan, as well as the conditions of the Natural Step Framework. It would assist in improving Council's holistic performance.

On balance and reflection, it appears that at the present time the former salvage yard site (3 Eucalypt Drive) offers more advantages to the establishment of a Council run salvage yard than 5 Eucalypt Drive. The existing building is a very useful asset, and will lead to significant savings on capital costs compared to 5 Eucalypt Drive. As it is separate from the WTS the future management and ownership of the site and operation is also more flexible.

The list of factors that are common to successful salvage yards listed in the "Background" section are very important when considering establishing a salvage yard, including recruiting an appropriate person to be the Site Coordinator.

It is estimated that the operation of the salvage yard will cost approximately \$178,000 p.a. to run, above the current budget. This is *before* revenue from the salvage yard is taken off this amount. It is difficult to determine exact revenue at this stage, but could be in the vicinity of \$48,000-\$140,000. One reference site which is council-operated runs at a slight loss, <3% of total revenue. A second reference council-run site runs at a profit.

The salvage yard offers the potential of providing a year round hard waste service for the community at significantly smaller cost compared to once a year collections. The cost of running a salvage yard, which would provide hard waste options to the community, could be undertaken for between \$130,000 and zero net cost, for the whole operation. This is compared to \$250,000 for a once off hard waste only collection, or \$916,000 p.a. for 4 free dump passes per property. Collecting through the salvage yard will also lead to much more beneficial environmental and community outcomes.

Salvage yards are very popular with local communities. They provide the community with a method of disposing of many of their unwanted items for free, with the proceeds going to providing employment, often for disadvantaged people, and supporting the community. Salvage yards are a place where people can get a bargain, and make beneficial reuse of items that would have otherwise ended up in landfill. They are often places of creativity, transforming unwanted items into new objects through 'upcycling'. Salvage yards are often a hub for community education, holding workshops and talks and teaching people how to repair items, rather than discarding them. They have the potential to divert many tonnes of waste away from landfill, leading to both environmental and financial benefits. Not only is waste to landfill decreased, valuable virgin resources, energy and water are also saved. Salvage yards enrich a local community, and the establishment of a salvage yard would be an asset to Mount Gambier and the wider region.

Operational Services Report No. 8/2017 Cont'd...

Attachment 1 is an Indicative Time Frame for the implementation of the Salvage Yard proposal.

RECOMMENDATION

- (a) Operational Services Report No. 8/2017 be received:
- (b) Council recognise the substantial benefits in the provision of a salvage yard facility for the Mount Gambier community and now proceed to undertake the detailed design and costing for a facility in line with this report:
- (c) Council endeavour to allocate additional funds in the 2017/18 budget to meet any short fall in anticipated capital costs and operational costs to establish the facility, and also set a target opening date of 1 July 2018.



Per:

Aaron IZZARD
ENVIRONMENTAL SUSTAINABILITY OFFICER

sighted:



Mark McSHANE
CHIEF EXECUTIVE OFFICER

Attachment 1: Indicative Time Frames
Attachment 2: Indicative Layout

AF14/34
5th April, 2017
SW

(Refer Item of Operational Services Committee Minutes)

Attachment 1: Indicative Time Frames

July 2017	Project Initiation – Call tenders to supply and erect new unloading and display shed. Begin collecting items for sale at the salvage yard. Submit application for Planning and Building approvals.
August 2017	Late August – let tender for new shed.
September 2017	Prepare specification for minor alterations to existing building to incorporate a shop front facing Eucalypt drive.
October 2017	New shed under construction.
November 2017	New shed completed.
December 2017	Alterations to existing building completed.
January 2018	Develop and order site signage and information boards. Prepare publicity and education/awareness materials.
February 2018	Site works to integrate the salvage yard with the WTS commence plus on site road and parking areas.
March 2018	Site works completed. IT and administrative systems developed and installed. Site signage and ancillary equipment (work benches, collection bins, manual handling aids, display racks, security etc secured and on site).
April 2018	Site Supervisor appointed, begin to arrange the site and sort out the stock that has been acquired. Landscaping works undertaken.
May 2018	Recruit the additional staff required for shop duties and unloading/sorting/sales duties. Testing of the new administration and sales systems. Begin public awareness campaign. Prepare the grand opening arrangements.
June 2018	Final site preparation for start date of 1 st July 2018. Staff induction and training. Continue with media build up to opening day. Prepare for the grand opening day for the shop – Saturday 7 th July 2018.

Attachment 2: Indicative Layout







