

# Gambie

Reference: AF11/866 SW

6 March 2014

### **MEMBERS**

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

### **Operational Services Committee**

(Conference Room - Level 1):

Tuesday, 11<sup>th</sup> March 2014 at 7:30 a.m.

An agenda for the meeting is enclosed herewith.

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Mark McSHANE

CHIEF EXECUTIVE OFFICER

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# OPERATIONAL SERVICES COMMITTEE Meeting to be held on Tuesday, 11<sup>th</sup> March 2014 at 7.30 a.m.

### **AGENDA**

- 1. <u>STRATEGIC MANAGEMENT</u> Internal Operational Services Committee Business Arising Table Ref. AF11/1900
- 2. <u>COMMITTEES</u> Internal Operational Services Committee re Projects to be undertaken by the Operational Services Department, Engineering Division, during month Ref. AF11/866
- 3. <u>DEVELOPMENT CONTROL</u> Fence and Retaining Walls 12 Canavan Road Ref. AF11/279
- 4. <u>ANIMAL MANAGEMENT</u> Agreements South East Animal Welfare League Ref. AF11/126
- 5. <u>FINANCIAL MANAGEMENT</u> Grant Funding Places for People and Open Space Program Ref. AF11/757
- 6. <u>FINANCIAL MANAGEMENT</u> Grant Funding Premiers Local Government Stimulus Program Ref. AF11/757
- 7. <u>INFRASTRUCTURE</u> Footpath Construction Declaration of Shared Path Penola Road (east side) Ref. AF11/1253
- 8. <u>PROPERTY MANAGEMENT</u> City Centre Urban Development Project City Centre Signage Strategy Implementation and Construction of Commercial Street Nodes Ref. AF11/857, AF11/1567
- 9. <u>GOVERNANCE</u> Council Development Assessment Panel Minutes of Meeting held 20<sup>th</sup> February 2014 Ref. AF13/399
- 10. <u>COMMITTEES</u> Mount Gambier Cemetery Trust (Section 41) Committee Minutes of Meeting held 28<sup>th</sup> February 2014 Ref. AF11/1371
- 11. <u>GOVERNANCE</u> Railway Lands Sub-Committee Minutes of Meeting held 4<sup>th</sup> March 2014 Ref. AF11/1373
- 12. <u>OPERATIONAL SERVICES REPORT NO. 7/2014</u> Strategic Management Policy Operational Services Policy Review Ref. AF11/1950
- 13. <u>OPERATIONAL SERVICES REPORT NO. 8/2014</u> Policy Review Operational Services Policy D150 Development Act Inspection of Building Work- Ref. AF11/1746
- 14. <u>TENDER</u> Railway Lands Construction of Wetland and Creek AF14/28
- 15. TENDER Supply and Delivery of Motor Vehicle AF14/30

### **OPERATIONAL SERVICES COMMITTEE**

Meeting to be held in the Conference Room, Operational Services Area, Level One of Civic Centre, 10 Watson Terrace, Mount Gambier, on Tuesday, 11<sup>th</sup> March 2014 at 7.30 a.m.

### <u>AGENDA</u>

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

P Richardson

APOLOGIES: moved the apology received from Cr D Mutton be

accepted.

seconded

COUNCIL OFFICERS: Director - Operational Services, Daryl Sexton

Engineering Manager, Daryl Morgan

Team Leader - Administration (Operational Services), Sally Wilson

COUNCIL MEMBERS
AS OBSERVERS:

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

MINUTES: moved the minutes of the previous meeting held on

Tuesday, 11<sup>th</sup> February 2014 be taken as read and confirmed.

seconded

QUESTIONS: (a) With Notice - nil submitted.

(b) Without Notice -

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

Goal: Governance

Strategic Objective: (i) Develop an improved means of communication and

engagement between Council and the community (including vulnerable communities) in the building of

community capacity

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

Date of Motion	Subject Matter	Action Required		Respo	onsibility	Status	Comments
CORPORAT	E AND COMMUNITY	SERVICES					•
18/10/2011	Strategic Management Plan	Develop Plans	Operational	Chief Officer	Executive	In Progress	Meeting with Presiding Member 2nd April 2013 with Chief Executive Officer and Senior Staff to progress the two matters being:  1) Improved Corporate reporting and review and 2) Strategic Plar reflecting roles o

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					Staff  Desktop analysis to be conducted  Review of responsibility matrix to be completed  Comments reviewed by 27th November 2013  Workshop commencing January 2014
20/11/2012	Establishment of City Development Framework		Chief Executive Officer	In Progress	Stage 1 completed     Stage 2 authorised     Additional funding authorised     Workshop conducted with Professor John Martin on 3rd December 2013     Working group now a sub-committee of Corporate and Community Services     Professor John Martin engaged by Council     Workshops held during February and
09/07/2013	SELGA Review	Council prepare plans to undertake a review (of SELGA) by the end of the calendar year	Chief Executive Officer	Completed	Waiting for a date from SELGA to arrange an extended Workshop for Elected Members. Facilitator is organised.     SELGA President and Executive Officer informal meeting with Council     SELGA conducting a review of its strategic plans including engagement with constituent Councils (independent of Council's resolution on this matter)     Councillor Workshop conducted 25 <sup>th</sup> February, 2014 with SELGA President Richard Vickery & SELGA Executive Officer Ann Aldersey.
20/08/2013	Umpherston Sinkhole China Relationship	Expressions of Interest Process     Council Report  Further investigations/member a workshop and the content of the conte	Governance Officer  Chief Executive Officer	In Progress In Progress	Review of leasing options for this and other Council facilities  Initial workshop held Regional workshop
		s workshop			scheduled on 5th December  Members Informal workshop on 6th December  Further workshop scheduled for 19 <sup>th</sup> February 2014.

17/09/2013	Smoke Free areas	Implementation of	Operational Services, Governance Officer, Manager Community Services and Development	In Progress	Event surveys underway and results to be presented in 2014
15/10/2013	Policy Review	Review process confirmed	Governance Officer	In Progress	Review continuing Report to Corporate and Community Services 11th February 2014
17/12/2013	Display of Aboriginal and Torres Strait Islander Flags in the Council Chamber	Engagement with stakeholders and establishing a process	Manager Community Services and Development	In Progress	Ongoing planning with Pangula Mannamurna, Burrandies Aboriginal Corporation and Elders Group. Date to be confirmed for May 2014 Ceremony.
28/1/2014	Men's Shed	Further Planning	Chief Executive Officer, Governance Officer	In Progress	Meeting with Men's Shed, Councillors and Staff scheduled for 10 <sup>th</sup> February, 2014 Report to Corporate and Community Services Sub- Committee 11 <sup>th</sup> March, 2014.
28/1/2014	Pedal Prix Event	Further Report	Manager Community Services and Development	Completed	Application withdrawn
OPERATION	IAL SERVICES				
16/04/2013	Park and Stride - community engagement	Matter left to lie on table pending further reengagement with the community	Director - Operational Services	In Progress	Referred to Environmental Sustainability Sub- Committee for further action
17/09/2013	Playground Construction - Traditional Playgrounds vs. Natural Playgrounds	Prepare concept designs for a natural playground within the John Powell Drive Reserve, engage with the local community and schools regarding their ideas/ acceptance and contributions towards a natural playground	Engineering Manager	In Progress	Concept being prepared, consultation in process
17/09/2013	Regional Development Assessment Panels	Support the focus of the proposal and review the recommendations at a later date	Strategic Project Officer	Ongoing	Waiting for outcomes of investigation by SELGA
15/10/2013	Desktop Analysis of Strategic Plan	Relevant sections of Strategic Plan - Beyond 2013 and the Corporate Plan 2012 be provided to relevant Committees, Members and Staff (subject to reviewing the responsibility matrix)	Strategic Project Officer	In Progress	Review is progressing
19/11/2013	Disposal of surplus materials	Nominate all surplus/unwanted materials and arrange public auction	Director - Operational Services	Completed	Scheduled to occur on Sunday, 30 <sup>th</sup> March 2014 at 11:00am
17/12/2013	12 Canavan Road - fence and retaining walls	Prepare report on condition of the fence	Director - Operational Services	Completed	Refer to item on agenda
28/01/2014	Mount Gambier Cemetery Trust	Adopt Terms of Reference (with addition of Clause 17.1.2) and Memorandum of Understanding	Director - Operational Services	Completed	Documents signed and forwarded to the Mount Gambier Cemetery Trust for execution

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28/01/2014	Installation of Bus Zone - Lady Nelson Carpark	Arrange installation of Bus Zone	Team Leader - General Inspector	Completed	Signage in place
28/01/2014	Rescission of Motorcycle Parking - Railway Terrace Carpark	Arrange for rescission of Motorcycle Parking	Team Leader - General Inspector	Completed	Signage removed and lines repainted
28/01/2014	Operational Services Policy Review	Receive feedback by 21/02/2014, to present further report in March 2014	Governance Officer	Completed	Refer to item on agenda
11/02/2014	Earth Hour 2014	Arrange for participation in Earth Hour	Environmental Sustainability Officer	In Progress	Arrangements in progress
11/02/2014	Installation of Loading Zone - Lady Nelson Carpark	Arrange installation of Loading Zone	Team Leader - General Inspector	In Progress	Signage has been ordered
11/02/2014	Installation of 1 Hour Parking Zone - Percy Street	Arrange installation of 1 Hour Parking Zone	Team Leader - General Inspector	In Progress	Signage has been ordered
11/02/2014	Grant of easement - Botanic Park	Consent be given to the granting of easements	Governance Officer	In Progress	Awaiting registration of easements
11/02/2014	Metro Bakery and Cafe - Liquor Licence application	Send letter to the applicant and Office of the Liquor and Gambling Commissioner	Planning Officer	Completed	Letter sent on 19/02/2014
11/02/2014	Lease - 24 Margaret Street	Send letter to Lessee to advise extension of time	Director - Operational Services	Completed	Letter sent on 20/02/2014
11/02/2014	Tender for Provision of Organic Waste Modelling and Advice	Advise successful and unsuccessful applicants	Environmental Sustainability Officer	Completed	Letters sent on 19/02/2014
11/02/2014	Tender for Supply and Delivery of Out Front Deck Mower	Advise successful and unsuccessful applicants	Director - Operational Services	Completed	Letters sent on 19/02/2014
11/02/2014	Tender for Supply and Delivery of Tip Truck	Advise successful and unsuccessful applicants	Director - Operational Services	Completed	Letters sent on 19/02/2014
11/02/2014	Tender for Supply of Painting Services (Council Buildings and Structures)	Advise successful applicant	Director - Operational Services	Completed	Letter sent on 19/02/2014
11/02/2014	Tender for Supply of Maintenance Services (Council Buildings and Structures)	Advise successful and unsuccessful applicants	Director - Operational Services	Completed	Letters sent on 19/02/2014

### seconded

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

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

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### Operational Services Committee Agenda for 11th March 2014 Cont'd...

Commenced Tasks	<u>% Completed</u>
Streetscaping / paving city centre stage 4 (Bay Rd to Ferre	ers St) 90%
Line marking program	ongoing
Elizabeth Street road reconstruction	5%
Caroline Landfill	50%
Former Hospital demolition	95%
Rail lands site remediation	95%

### **Completed**

Camana and Table

- Wireless Road East Construction (Aramanta Drive to 500m west of Aramanta)
- Bishop Road (Penola Road to 300m east) kerb and channel widening and reshaping of road
- Access ramp program
- Road Reseal Program

moved it be recommended the report be received.

seconded

# 3. <u>DEVELOPMENT CONTROL</u> - Fence and Retaining Walls - 12 Canavan Road - Ref. AF11/279

The Director - Operational Services reported:

- (a) Council, at its meeting of 17<sup>th</sup> December 2013 resolved:
  - "(a) Council prepare a report on the condition of the fence at 12 Canavan Road, Mount Gambier and report back to Council."
- (b) local Consultant Engineers, Tonkin Consulting, was engaged to prepare the report required by Council. A copy of the Engineer's Report is attached to the agenda;
- (c) based on the advice now to hand, Council will need to proceed to engage with the property owner in relation to the fence. In the first instance this should be by seeking their cooperation to rectify the issue, noting that Council has other powers that could be utilised in the event that a negotiated outcome is not resolved.

moved it be recommended:

- (a) The report be received;
- (b) the Director Operational Services liaise directly with the property owners of 12 Canavan Road to seek their agreement to either remove and/or repair the fence on the property boundary of Canavan Road. A copy of the Engineer's Report (Tonkin Consulting) to be made available to the property owners for their reference.

seconded

# 4. <u>ANIMAL MANAGEMENT</u> - Agreements - South East Animal Welfare League - Ref. AF11/126

Goal: Building Communities

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

needs of the community are met

(ii) Support the community's development through nurturing collaborative relationships and partnerships and through direct access to Council for recognition, funding, facilitation, and in kind support

The Director - Operational Services reported:

- (a) The South East Animal Welfare League (SEAWL) has approached Council with a view to seeking an increased annual level of funding to offset their <u>operational</u> costs. The report also suggests the execution of a three way agreement between the City of Mount Gambier, District Council of Grant and South East Animal Welfare League (SEAWL) to "lock in" the funding (subject to annual CPI) for a five (5) year period;
- (b) Council utilises the SEAWL to provide its statutory requirement for pound facilities pursuant to the Dog and Cat Management Act. Council currently provides up to \$19,000 per annum in direct funding, in addition the SEAWL retain impound fees for dogs impounded by the City Council. The District Council of Grant currently contributes \$2,000 per annum. The SEAWL have indicated their current operating deficit is \$40,000 and hence they are seeking a combined annual increase in funding from both Council's of \$19,000;
- (c) the cost to this Council to provide and operate a modern dog pound would far exceed the requested contribution (and a similar scenario applies to the District Council of Grant);
- (d) Officers from the City of Mount Gambier and District Council of Grant have discussed this request and have examined a number of statistics in an effort to provide guidance to Council in dealing with this request. The statistics that appear to be most relevant are population, dog registrations and impoundments.

	City Of Mount Gambier	District Council of Grant	Totals
Population (Annual Reports)	25,911	7,855	33,766
Number of dogs Registered (average of last 3 years)	4,745	2,782	7,527
Number of dogs Impounded (average of last 3 years)	196	67	263

Each of the above can be expressed as ratios, i.e.:

<u>Population</u>	<u>Funding</u>
CMG 76.7%	\$30,680
DCG 23.3%	\$9,320

### Dog Registrations

CMG 63.0% \$25,200 DCG 37.0% \$14,800

### <u>Impoundments</u>

CMG 74.5% \$29,800 DCG 25.5% \$10,200

Each of the above ratios has a certain logic which could justifiably be applied to the funding scenarios. All three realise a significant annual increase from the District Council of Grant.

Interestingly, the ratio of impoundments closely reflects the population ratio.

A possible solution is to weight all three ratios equally and take an average i.e.:

City  $(\$30,680 + \$25,200 + \$29,800) \div 3 = \$28,560$ District  $(\$9,320 + \$14,800 + \$10,200) \div 3 = \$11,440$ \$40,000

(e) it is understood that the District Council of Grant has formally considered this request and resolved (subject to agreement and endorsement from the City of Mount Gambier and South East Animal Welfare League) to support the above 'weighted' funding.

moved it be recommended:

- (a) The report be received;
- (b) noting the resolution of the District Council of Grant, Council agree to a funding contribution of \$28,600 in 2014/15 towards the operational costs of the South East Animal Welfare League (the District Council of Grant have agreed to \$11,400);
- (c) Council further resolves to enter into a joint funding agreement between the South East Animal Welfare League and the District Council of Grant for a five (5) year term, and \$40,000 joint contribution per annum with annual indexation linked to CPI;
- (d) the Mayor and Chief Executive Officer be authorised to sign and seal any necessary documents to progress this agreement.

seconded

# 5. <u>FINANCIAL MANAGEMENT</u> - Grant Funding - Places for People and Open Space Program - Ref. AF11/757

Goal:

**Building Communities** 

Strategic Objective:

- (i) Strive for an increase in services and facilities to ensure the community has equitable access and that the identified needs of the community are met
- (ii) Encourage the development of community facilities and infrastructure, community events, and active and safe community spaces through direct support, seeking funding, facilitation etc
- (iii) Support the community's development through nurturing collaborative relationships and partnerships and through

direct access to Council for recognition, funding, facilitation, and in kind support

The Director - Operational Services reported:

- (a) Council, at its meeting of 15<sup>th</sup> October 2013 resolved:
  - "(a) The report be received;
  - (b) Council endorse the pre-application for both the Railway Lands project (Stage 2) and Former Hospital Redevelopment (Stage 2) and authorise staff to submit full applications if invited to do so."
- (b) Council has been advised that its application for \$1 million under the Places for People Program for Stage 2 of the Rail Lands Project has been successful. Council will now be required to allocate \$1 million in the 2014/15 budget to match the grant on a \$1 for \$1 basis;
- (c) the Chief Executive Officer has executed the loan agreement documents and returned them to the State Government.

moved it be recommended:

- (a) The report be received;
- (b) Council endorse the actions of the Chief Executive Officer in executing and returning the grant allocation documentation and now refer the sum of \$1 million to the 2014/15 budget.

seconded

# 6. <u>FINANCIAL MANAGEMENT</u> - Grant Funding - Premiers Local Government Stimulus Program - Ref. AF11/757

Goal:

**Building Communities** 

Strategic Objective:

- (i) Strive for an increase in services and facilities to ensure the community has equitable access and that the identified needs of the community are met
- (ii) Encourage the development of community facilities and infrastructure, community events, and active and safe community spaces through direct support, seeking funding, facilitation etc
- (iii) Support the community's development through nurturing collaborative relationships and partnerships and through direct access to Council for recognition, funding, facilitation, and in kind support

The Director - Operational Services reported:

- (a) Council has been successful in gaining \$100,000 from the Premiers Local Government Stimulus Program to go towards the CBD upgrade project, namely Ferrers Street (between Commercial Street and Sturt Street);
- (b) key elements of the project are:

- the provision of safer crossing facilities for pedestrians through a median island in the centre of the roadway
- the updgrading of the footpath areas with modern concrete pavers that will provide an aesthetic improvement and also a better surface for pedestrian traffic
- improved traffic safety by relocating the bus stops away from the Civic Centre car park entrance
- improved streetscape by the addition of street trees.
- (c) Council had intended to do this project in 2014/15 and Council's matching contribution of \$150,000 will be sourced from within the 2013/14 budget for the CBD upgrade (by adjusting the works program).

moved it be recommended:

(a) The report be received and contents noted.

seconded

# 7. <u>INFRASTRUCTURE</u> - Footpath Construction - Declaration of Shared Path - Penola Road (east side) - Ref. AF11/1253

Goal: Building Communities

Strategic Objective: (i) The identified needs of the community are met, through

implementing Long Term Asset Management Plans and

Infrastructure Plans

The Engineering Manager reported:

- (a) Council has recently completed the construction of a shared path along the eastern side of Penola Road (from Buronga Avenue to the Marketplace) as part of the 2013/2014 construction program;
- (b) The location of the shared path is shown on the aerial map attached to the Traffic Impact Statement.

moved it be recommended:

- (a) The report be received;
- (b) The Traffic Impact Statement attached to the agenda be endorsed by Council;
- (c) The City of Mount Gambier declare the section of pathway on the eastern side of Penola Road (from Buronga Avenue to the Marketplace) as a shared bike/walking path.

seconded

8. <u>PROPERTY MANAGEMENT</u> - City Centre Urban Development Project - City Centre Signage Strategy Implementation and Construction of Commercial Street Nodes - Ref. AF11/857, AF11/1567

Goal: Building Communities

Strategic Objective: (i) The identified needs of the community are met, through

implementing Long Term Asset Management Plans and

Infrastructure Plans

Goal: Securing Economic Prosperity

Strategic Objective: (i) Support the development of our local economy, our unique local experiences and our capacity to grow visitation to our

City

(ii) Provide infrastructure and facilities that contribute to Mount Gambier being able to enhance its economic base and

quality of life

Goal: Environment

Strategic Objective: (i) Plan and implement infrastructure to protect and enhance

the natural and built environment, including in response to

climate change influences

Goal: Governance

Strategic Objective: (i) Fully integrate long term asset and financial plans with the

annual business plan and annual budget

The Director - Operational Services reported:

(a) Works have now recommenced on the CBD Redevelopment Project and as Members are aware the section of Commercial Street East, from Hedley Street to Ferrers Street, has been designed to include the "entertainment nodes";

- (b) the creation of the mid block node (similar in size and design to the node adjacent to the OK Pie shop) will require the removal of two (2) car parks on the northern side and two (2) on the southern side of Commercial Street. In addition to the mid block treatment, a total four (4) more car parks will need to be removed to allow for the tree planting - refer to attached diagrams;
- (c) the total project has been subjected to substantial community consultation over an extended period. Prior to construction in this section of Commercial Street East, Council may wish to hold an information session for property owners to explain the works and this could include some information from the recent community forums involving Dr Rod Tolley.

moved it be recommended:

- (a) The report be received;
- (b) Council conduct a one (1) hour information session for affected property owners to explain the works to be undertaken in Commercial Street East (between Hedley Street and Ferrers Street), with such forum to be held in the area affected (e.g. South Australian Hotel) with staff and available Members to attend.

seconded

9. <u>GOVERNANCE</u> - Council Development Assessment Panel - Minutes of Meeting held 20<sup>th</sup> February 2014 - Ref. AF13/399

Goal: Governance

Strategic Objective: (i) Demonstrate innovative and responsible organisational

governance

moved it be recommended:

(a) Minutes of the Council Development Assessment Panel meeting held on Thursday, 20<sup>th</sup> February 2014 be received;

(b) the decisions made by the Council Development Assessment Panel be noted.

seconded

# 10. <u>COMMITTEES</u> - Mount Gambier Cemetery Trust (Section 41) Committee - Minutes of Meeting held 28<sup>th</sup> February 2014 - Ref. AF11/1371

Goal: Governance

Strategic Objective: (i) Demonstrate innovative and responsible organisational

governance

### moved it be recommended:

- (a) Minutes of the Mount Gambier Cemetery Trust Committee meeting held on Friday, 28<sup>th</sup> February 2014 be received;
- (b) the following recommendations (number 1 to 5) of the Mount Gambier Cemetery Trust (Section 41) Committee be adopted by Council:

### 1. INCOME AND EXPENDITURE AS AT 31<sup>ST</sup> JANUARY 2014

the financial statement as at 31<sup>st</sup> January 2014 be received.

### 2. TRUST REPRESENTATIVES

- the report be received;
- the Trust record it's appreciation to Byron Harfield for his service to the Mount Gambier Cemetery Trust;
- the Trust welcome the appointment of Cr Merv White to the Mount Gambier Cemetery Trust.

### 3. <u>MERCURY EMMISSIONS FROM CREMATORIA</u>

- the report be received;
- the Trust endorse the response to the LGA by the Director Operational Services:
- the Australasian Cemeteries and Crematoria Association (ACCA) be requested to provide advice on the matter.

### 4. <u>NEXT MEETING</u>

• the next meeting of the Trust be held on Friday 2<sup>nd</sup> May 2014 at 12.15 p.m.

### 5. SCALE OF FEES

- the report be received;
- the City of Mount Gambier be requested, pursuant to the provisions of Section 188 of the Local Government Act 1999, to approve the following fees for Carinya Gardens Cemetery, such fees to apply from 1<sup>st</sup> July 2014:

### **CARINYA GARDENS CEMETERY**

BURIALS	2014/15 Fee	Current Fee
NOTE: In this Schedule -	inc GST	inc GST
"single depth" means a depth of 1.67 metres		
"double depth" means a depth of 2.13 metres		
"triple depth" means a depth of 3.05 metres		
Single Depth Burial	1550	1500
Double Depth Burial	1600	1550
Triple Depth Burial	1700	1650
Exhumation - when authorised	2300	2270
Oversize coffins and caskets	Nil	Nil
NOTE: A surcharge of \$150 will apply if notification of an		
oversize coffin or casket is received after the grave has been		
excavated		
Children under twelve (12) years of age in Children's Garden	550	540

BURIAL LEASES	2014/15	Current
	Fee	Fee
Lease fees are payable in addition to Burial Fees	inc GST	inc GST
All burial leases for a period of seventy five (75) years from date		
lease is issued.		
All burial sites, excluding family allotments and children's	1850	1800
gardens (Boronia & Willow)		
Children's Burial Gardens (Willow Garden & Boronia Garden)	750	720
Family allotments 3.66 metres x 3.66 metres	7400	7300

CREMATION	2014/15	Current
	Fee	Fee
Basic Cremation Fee (Monday to Friday)	inc GST	inc GST
Adults	930	900
Children under twelve (12) years of age	460	460
Infant under two (2) year of age	250	250
Infants under one year of age (if undertaken on day when other	Nil	Nil
cremations are taking place – otherwise fee to be as per Infant under two (2) years of age)		
Witnessing charging of coffin in to cremator:		
No Chapel Service - Additional	125	125
Chapel Service	Nil	Nil

OTHER CHARGES	2014/15	Current
	Fee	Fee
	inc GST	inc GST
Use of Chapel - 9.00 a.m. to 3.30 p.m. (excluding weekends &	270	260
public holidays)		
Saturday Fee - Extra	590	590
Sundays and Public Holidays - Extra	900	900
Monday to Friday (bookings 3.00 p.m. or after) - Extra	410	410
Delivery of cremated remains, including administration, postage		
and packaging:		
In Australia	135	135
Overseas - to be advised		
Cremated Remains interred in existing grave	420	410

Removal or transfer of memorialised cremated remains	155	155
Cancellation of Lease - Administration Fee	155	155
Brass Flower Vase	36	36
Works on Memorial Plaques – Licence	36	36

 the City of Mount Gambier be requested, pursuant to the provisions of Section 188 of the Local Government Act 1999, to approve the following fees for the burial section (Section J) of the Lake Terrace Cemetery, such fees to apply from 1<sup>st</sup> July 2014:

### LAKE TERRACE CEMETERY

### **SECTION J**

BURIALS	2014/15 Fee	Current Fee
NOTE: In this Schedule -	inc GST	inc GST
"single depth" means a depth of 1.67 metres		
"double depth" means a depth of 2.13 metres		
"triple depth" means a depth of 3.05 metres		
Single Depth Burial	1550	1500
Double Depth Burial	1600	1550
Triple Depth Burial	1700	1650
Exhumation - when authorised	2300	2270
Oversize coffins and caskets	Nil	Nil
NOTE: A surcharge of \$150 plus GST will apply if notification of		
an oversize coffin or casket is received after the grave has been		
excavated		

BURIAL LEASES  Lease fees are payable in addition to Burial Fees All burial leases for a period of fifty (50) years from date lease is issued.	2014/15 Fee inc GST	Current Fee inc GST
Lease fee for all burial sites	1850	1800

OTHER CHARGES	2014/15	Current
	Fee	Fee
	inc GST	inc GST
Saturday Fee - Extra	590	590
Sundays and Public Holidays - Extra	900	900
Monday to Friday (bookings 3.30 p.m. or after) - Extra	410	410
Cremated Remains interred in existing grave	410	410
Cancellation of Lease - Administration Fee	155	155
Monument Licence Fee:		
Single	410	410
Double	620	620
Each Additional Inscription	60	60

 the City of Mount Gambier be requested, pursuant to the provisions of Section 188 of the Local Government Act 1999, to approve the following fees for the vault section (Section H) of the Lake Terrace Cemetery, such fees to apply from 1<sup>st</sup> July 2014:

### LAKE TERRACE CEMETERY

### **SECTION H**

VAULTS	2014/15	Current
Each vault can accommodate two interments	Fee	Fee
Lease fees are payable in addition to Burial Fees	inc GST	inc GST
All burial leases for a period of fifty (50) years from date lease is		
issued.		
Concrete Vault Lease	11500	11450
Opening of Vault:		
First opening without headstone	500	430
First opening with headstone	800	770
Second opening without headstone	500	430
Second opening with headstone	800	750

OTHER CHARGES	2014/15	Current
	Fee	Fee
	inc GST	inc GST
Saturday Fee - Extra	590	590
Sundays and Public Holidays - Extra	900	900
Monday to Friday (bookings 3.00 p.m. or after) – Extra	410	410
Cancellation of Lease - Administration Fee	155	155
Monument Licence Fee:		
Single	410	560
Double	620	870
Each Additional Inscription	60	80
Extensions for an additional five (5) years for leases to the concrete burial		
vaults be made available after five (5) years of the original lease has expired,		
on payment of a prescribed fee as determined by the Trust.		
Note fees may change if installation of further concrete vaults occi-	urs.	

 the City of Mount Gambier be requested, pursuant to the provisions of Section 188 of the Local Government Act 1999, to approve the following fees for the interment of cremated remains and installation of bronze memorial plaques, such fees to apply from 1<sup>st</sup> July 2014:

### **GRANITE MEMORIALS**

### WATERFALL AREA – GARDENS 1,2 & 3

ITEM	2014/15 Fee inc GST	Current Fee inc GST
Licence Fee (25 years)	880	860
Plaque 6 Lines	480	460
Lasting Memories Plaque	1,200	1,050
Life's Memories Plaque	1,300	1,240
2 <sup>nd</sup> Interment Reservation	440	430

### Cross Area, Boronia Garden

ITEM	2014/15 Fee inc GST	Current Fee inc GST
Licence Fee (25 years)	620	610
Plaque 6 Lines	480	460

Lasting Memories Plaque	1,200	1,050
Life's Memories Plaque	1,300	1,240
2 <sup>nd</sup> Interment Reservation	310	300

### Rotunda Memorial

ITEM	2014/15 Fee inc GST	Current Fee inc GST
Licence Fee (25 years)	880	860
Plaque 6 Lines	480	460
Lasting Memories Plaque	1,200	1,050
Life's Memories Plaque	1,300	1,240
2 <sup>nd</sup> Interment Reservation	440	430

### **PLINTH MEMORIALS**

### WATERFALL AREA – GARDEN 1

ITEM	2014/15 Fee inc GST	Current Fee inc GST
Licence Fee (25 years)	690	680
Plaque 6 Lines	400	380
2 <sup>nd</sup> Interment Reservation	345	340

### CROSS AREA, ROSE GARDENS 1,2,3 & 4

ITEM	2014/15 Fee inc GST	Current Fee inc GST
Licence Fee (25 years)	580	560
Plaque 6 Lines	400	380
2 <sup>nd</sup> Interment Reservation	290	280

### **NICHE WALL MEMORIALS**

### **RUSTIC (GRANITE) WALL**

ITEM	2014/15 Fee inc GST	Current Fee inc GST
Licence Fee (25 years)	460	450
Single Plaque 6 Lines	390	380
Dual Conversion Plaque	600	590
Detachable Plate	260	250

### **BLOCK WALL**

ITEM	2014/15 Fee inc GST	Current Fee inc GST
Licence Fee (25 years)	400	390
Single Plaque 6 Lines	370	360

### **BURIAL AREA**

### **BURIAL LAWNS**

ITEM	20-14/15 Fee inc GST	Current Fee inc GST	
Single Plaque 6 Lines			
(including 2 brass vases)	630	620	
Single Plaque 6 Lines	580	570	
Dual Conversion Plaque	750	740	
Detachable Plate	275	270	

Family Allotment Plaque		
including Granite	590	570
Family Allotment Nameplate	350	330
Lasting Memories Plaque		
includes 3 photos and a		
maximum of 75 letters	1,600	1590
Life's Memories Plaque	1,550	1490

### **MISCELLANEOUS**

ITEM	2014/15 Fee inc GST	Current Fee inc GST
Memorial Seat Plaque	370	360
Extra Lines on Plaques	30	30
Plaque Cleaner	30	30
Plaque Refurbishment	140	140
5cm x 7cm 'True to Life'	325	320
Photo		
Standard Emblem	70	65
5cm x 5cm Ceramic Photo	95	

### seconded

# 11. <u>GOVERNANCE</u> - Railway Lands Sub-Committee - Minutes of Meeting held 4<sup>th</sup> March 2014 - Ref. AF11/1373

Goal: Governance

Strategic Objective: (i) Demonstrate innovative and responsible organisational

governance

### moved it be recommended:

- (a) Minutes of the Railway Lands Sub-Committee meeting held on Tuesday, 4<sup>th</sup> March 2014 be received;
- (b) the following recommendations (number 1 to 7) of the Railway Lands Sub-Committee be adopted by Council:

### 1. <u>INDICATIVE TIME FRAME FOR PROJECT COMPLETION</u>

- the report be received and contents noted
- 2. PROPERTY MANAGEMENT AIR QUALITY MONITORING RAILWAY LANDS PROJECT AND FORMER MOUNT GAMBIER HOSPITAL PROJECT Ref. AF11/1570, AF12/379, AF11/1373
  - the report be received and contents noted

### 3. CONSTRUCTION OF WETLAND AND CREEK - AF14/28

- the report be received and contents noted
- item be referred to Operational Services Committee for further consideration

### 4. STAGE 1 WORKS

- the report be received
- Council accept the tender from Andrae Builders to undertake the construction of the Platform Extension, Access Ramps, Stairs and Platform Balustrading as per Job No 0304-33, Zone A and B plans and Details at the price of \$298,909.10 (excluding GST)
- Council Officers be authorised to negotiate the final price with Gambier Earth Movers to construct the Rail Easement Shared Path within the project budget;
- Council accept the price from JB Irrigation to design and install a fully automated irrigation system, bore and pump station for \$72,895 (excluding GST);
- Council Officers be authorised to negotiate a price with Blue Lake Turf Supplies to remediate the soil and sow seed to the open space of the Railway Lands within the project budget;
- Council appoint Mr Daryl Sexton, Director Operational Services as the Superintendant to the contracts awarded in accordance with Item 4 for the authorisation of progress claims, including authorisation of defects, variations and issuing of certificates etc.

### 5. INVOLVEMENT OF THE ROTARY CLUB MOUNT GAMBIER WEST

- the report be received;
- Council Officers to continue to liaise with representatives of the Rotary Club
  of Mount Gambier West with a view to formalising a partnership between
  the Club and Council for the completion of various tasks in the Railway
  Lands redevelopment project.

# 6. <u>SEED FUNDING APPLICATION TO ARTS SA FOR ARTISTIC BALUSTRATDE DESIGN</u>

- the report be received;
- Council Officers await a response from Arts SA regarding the funding application and proceed with the expression of interest if successful.

### 7. STAGE 2 FUNDING APPLICATION

- the report be received;
- Council refer a figure of \$1,000,000 to the 2014/15 budget process for consideration in order to meet the obligations of the funding application.

seconded

# 12. <u>OPERATIONAL SERVICES REPORT NO. 7/2014</u> - Strategic Management - Policy - Operational Services Policy Review - Ref. AF11/1950

Goal: Governance

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

moved it be recommended:

(a) Operational Services Report No. 7/2014 be received;

- (b) Operational Services Policies be revoked and removed from the City of Mount Gambier Policy Index, as follows:
  - 1. C110 Caravans
  - 2. D200 Dog Control House Inspections
  - 3. F125 Fireworks Schedule 9 Permits
  - 4. F180 Footways 'Sale' and 'Special' Banners
  - B135 Buildings Rainwater Tanks
  - 6. A180 Advertising Home Activity Signs
  - 7. A190 Advertising Revolving Wind Powered Signs
  - 8. D110 Development Act Amended Applications
  - 9. D120 Development Act Application Fees
  - 10. D130 Development Act Certificate of Occupancy
  - 11. D170 Development Act Payment of Fees
  - 12. D180 Development Act Public Inspection of Applications
  - 13. D195 Development Register Provision of Information Monthly Development Approvals
  - 14. P130 Planning Isolation Water Valves, Residential Units
  - 15. H110 Hastings Cunningham Reserve Memorial Trees
  - 16. R220 Reserves Minor
  - 17. R235 Reserves Recreation and Sport Partnerships with Council
  - 18. R230 Reserves Miscellaneous Matters
  - 19. P110 Parking Private Parking Areas Act 1986
  - 20. P140 Plant and Equipment Obsolete, Surplus and Emergency Use
  - 21. S125 Street Lighting Public
  - 22. W130 Works Council Program
  - 23. W140 Works and Services General
  - 24. R185 Recycling/Reuse of Building Materials
  - 25. W110 Waste Management Litter Bins
  - 26. H130 Housing Sub Standard
  - 27. I110 Immunisations
- (c) Operational Services Policies be revoked and removed from the City of Mount Gambier Policy Index, and relevant content incorporated into administrative documentation as specified in Operational Services Report No. 1/2014, as follows:
  - 1. H115 Hastings Cunningham Reserve Establishment and Occupation of Sheds
  - 2. B125 Building Mandatory Notifications
  - 3. S160 Supported Residential Facilities Enquiries and Disputes
  - 4. S165 Supported Residential Facilities Notification of certain events
  - 5. F150 Food Premises Inspection Policy
  - 6. D115 Development Act DAP Code of Conduct
  - 7. D125 Development Act Bed and Breakfast Establishments
  - 8. D135 Development Act Garages
- (d) amalgamation and/or review of remaining Operational Services Policies continue to be undertaken on a prioritised and periodical basis under the direction of the Operational Services Committee.

seconded

# 13. <u>OPERATIONAL SERVICES REPORT NO. 8/2014</u> - Policy Review - Operational Services Policy - D150 Development Act - Inspection of Building Work - Ref. AF11/1746

Goal: Governance

Strategic Objective: (i) Demonstrate innovative and responsive organisational

governance

moved it be recommended:

(a) Operational Services Report No. 8/2014 be received;

(b) Operational Services Policy D150 - Development Act - Inspection of Building Work, be updated in accordance with the attached amended Policy.

seconded

### 14. <u>TENDER</u> - Railway Lands - Construction of Wetland and Creek - AF14/28

The Manager - Regulatory Services reported:

- (a) Council has recently called for and received tenders for Construction of the Wetland and Creek works as part of the Railway Lands Stage 1 project Tender AF14/28;
- (b) this contract deals specifically with the construction of the concrete walled Pond 1, rock lined Pond 2 and rock lined Creek at the western end of the site (referred to previously as the WSUD Wetland Area).
- (c) The following works form part of this contract:
  - placement of site facilities, supervision and administration of construction
  - supply and install clay liner to pond 1 and 2 including testing
  - supply and install concrete walls, foundations and weir to pond
  - backfilling behind concrete wall
  - supply and install of 'elcomax' liner, boulders (referred to as weathered moss rocks) and top soil
  - install of site won (Council supplied) ballast to ponds and creek
  - supply and install of concrete box culvert to creek at easement
  - connection of pond 1 to existing stormwater system in Wehl Street South and creek to existing pit located on site
- (d) the following tenders were received:

Company	Conforming (Y/N)	Total Cost (\$) (exc. GST)
GT Bobcat	Y	\$802,285
Gambier Earth Movers	Y	\$611,533
SMB Civil	Y	\$593,700

<sup>\*\*</sup>Lump sum figure includes supply and install of moss rocks.

### moved it be recommended:

- (a) The report be received;
- (b) Council accept the tender of SMB Civil for the Construction of Wetland and Creek in accordance with tender specification AF14/28 at a total cost of \$593,700 (exc. GST);
- (c) Council appoint the Director Operational Services, Mr Daryl Sexton to be the Superintendant of the contract and authorise the Mayor and Chief Executive Officer to execute the contract documents.

seconded

### 15. <u>TENDER</u> - Supply and Delivery of Motor Vehicle - AF14/30

The Director - Operational Services reported:

- (a) Council's Budget, at Account No. 7300 has an allocation of \$21,000 (after GST) to purchase a replacement vehicle for the Lady Nelson Visitor Information Centre. The budget also has an estimated trade in allocation of \$11,000 (after GST) for the existing vehicle (Hyundai I30, MTG-014), giving a net change over price of \$10,000 (after GST);
- (b) quotations have been invited, and received for a replacement vehicle of similar size and these are summarised below:

Supplier	Make/Model	Cost (after GST)	Trade in (after GST)	Change Over (after GST)	Notes
O.G. Roberts and Co.	Nissan Pulsar ST-L 4 cylinder 1.8 litre Hatch Auto	\$19,941.82	\$10,909.09	\$9,032.73	6.7 litres / 100 km 3 year 100,000 km warranty
	Mazda 300 JAH5N 4 cylinder 2.0 litre Hatch Auto	\$20,469.09	\$10,909.09	\$9,560.00	5.8 litres / 100 km 3 year unlimited km warranty
	Kia Cerato 1.8 litre Hatch Auto	\$17,301.00	\$10,909.09	\$6,391.91	5 year unlimited km warranty
	Holden Cruze CD 1.8 litre Hatch Auto	\$19,538.36	\$10,909.09	\$8,629.27	3 year 100,000 km warranty
	Holden Cruze CD 1.8 litre Auto Wagon	\$21,160.63	\$10,909.09	\$10,251.57	3 year 100,000 km warranty

Private offer: Julie Forgan \$10,490 (\$9,536.36 after GST)

### Discussion

From an operational viewpoint the station wagon is the preferred option (the specification required a small wagon) to carry the equipment associated with the events and tourism division.

moved it be recommended:

- (a) The report be received;
- (b) Council accept the tender of O.G. Roberts and Co to supply and deliver one (1) only new Holden Cruze CD Station Wagon as per specification AF14/30 at a GST exclusive price of \$21,160.63, less trade in on existing vehicle (Hyundai I30, MTG-014) of \$10,909.09 (after GST).

seconded

### **MOTIONS WITHOUT NOTICE**

The meeting closed at a.m.
AF11/866
SW



20140059 L001A/GL/GL

25 February 2014

City Of Mount Gambier PO Box 56 Mount Gambier SA 5290

Attention:

Daryl Sexton

Dear Daryl

### DOLOMITE STONE WALL - 12 CANAVAN ROAD, MOUNT GAMBIER

As per your request, Tonkin Consulting inspected the existing stone wall along the north side of the residential property at 12 Canavan Road Mount Gambier on 24 February 2014. Our inspection was visual only. No intrusive investigations or excavations to check the footings were performed.

### **Existing Construction**

Attached to this letter is a dimensioned Plan and Typical Section sketch, along with 8 photographs of the wall. The wall is approximately 300 wide x 900mm high, with 500 x 600 x 1000mm high piers at 3.7m centres. The wall is built in 3 sections with a total cumulative length of approximately 45m. The wall retains about 300 - 400mm of soil along most of its south face. The wall appears to be mortared rough cut dolomite construction with a limestone strip footing. Age of the wall is unknown, but we estimate it to be roughly in the order of 75 to 100 years old.

### **Existing Condition**

The wall is in very poor structural condition. Much of the wall has a severe lean (rotation) to the north, about 300mm horizontally in 900mm of height. Cracks of up to 20mm wide have opened both vertically and longitudinally down through the wall. Even the 4.5m long end walls, which appear to be in better condition, still lean about 50mm to the north; plus cracks have opened up so the 300 wide wall is no longer engaged to the piers. Previous attempts at spot repairs with cement mortar have largely been ineffectual.

### Conclusion

This wall has likely been slowly rotating to the north with each passing season, and will likely continue to do so until it passes the point of equilibrium and topples over. We cannot say exactly when this will be, but by accepted structural theory and experience can only conclude that it will happen. We appreciate that in sound condition, the rough quarried dolomite construction of this wall has an architectural visual appeal. Unfortunately the wall has deteriorated to the point where it is no longer considered to be stable.

Due to the lack of proper footing and the brittle nature of masonry construction, we cannot recommend a practical, cost effective repair to save the wall. (The only sections that could possibly be retained are the 4.5m long end sections and maybe a pier inside the driveways. Even these sections would need rectification by an experienced mason, and is difficult to say how long their lives could be extended after the repair.)

It is our opinion that most of the existing wall is structurally unsound and should be demolished. A new wall / fence could be built in its place, or the lawn could be simply landscaped to slope or be benched down to the verge grade.

Please contact the undersigned should you require anything further on this matter.



Yours faithfully TONKIN CONSULTING

GENE LASSALINE, MIEAust Principal Structural Engineer

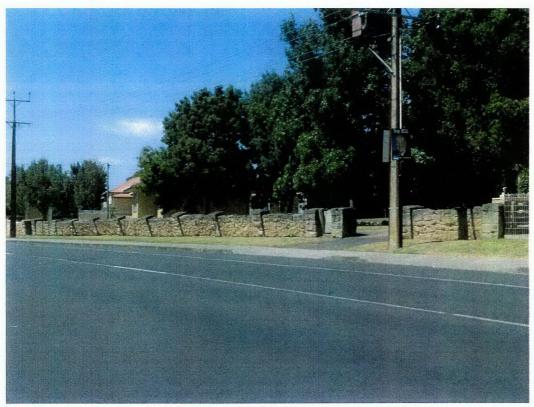
Enc 1 pg Plan and Section, 8 photographs



a better approach

Canasan RO - Stone Fence JOB No. 2014.0059 Date 24.02.14 GL Checked Calc. Page of ) all stone construction Rough 0 300 WX900 500 x 600 とうしてい N Footpath 5084/ Canar 0 ourrete 4 2 Cancer Can





1. Wall at the front of 12 Canavan road, viewed from the north west



2. View from the west end of the wall/ NW corner of 12 Canavan Road





3. Measurement of wall rotation



4. Close up of photo above, wall leans 300mm to the north

Scanned by: LDunn on 26/02/2014 11:05:07





5. Rotation / lateral displacement of wall, looking from near the middle towards the east end



6. Disengagement of pier at extreme east end of the wall (E end of 4.5m long section)





7. 20mm wide longitudinal crack near east end of wall, 2m west of the driveway



8. Longitudinal crack in photo 7 extends to severely displaced vertical crack



# SOUTH EAST ANIMAL WELFARE LEAGUE INC.

ABN: 24452839591

October 23rd, 2013

Mark McShane
Chief Executive Officer
Mount Gambier City Council
10 Watson Terrace
Mount Gambier
S.A. 5290

Dear Mr McShane,

Following our presentation and meeting with yourself and Darryl Sexton at the Mount Gambier City Council on Wednesday, August 28th the South East Animal Welfare League Committee is keen to begin discussions on a formal contractual arrangement between Mount Gambler City Council and the South East Animal Welfare League (SEAWL).

At the last meeting you requested information regarding the financial status of the kennels therefore we are forwarding to you the full set of financial statements, year ending December 31st 2012, as well as the SEAWL Strategic Plan, a copy of our 2013 Budget presentation made to you by Shylie Barry, SEAWL Treasurer and a short overview of the history and where the SEAWL is at now.

The South East Animal Welfare League Committee will work closely with the Mount Gambier City Council, continuing its 35 year partnership to ensure the future sustainability of the League, providing a necessary and valued service to the community.

Yours truly

Ginnie (Thelma) Steele

SEAWL Committee President

P O Box 2143 Mount Gambier SA 5290

PH: 8723-9133

EMAIL: seawlsa@gmail.com

### **INDEX**

- 1. South East Animal Welfare League History and Where We Are At Now
- 2. South East Animal Welfare League Projected Budget for 2013
- 3. South East Animal Welfare League Audited Financial Statements for 2012
- 4. South East Animal Welfare League Strategic Plan 2011 -2014

# THE SOUTH EAST ANIMAL WELFARE LEAGUE OUR HISTORY AND WHERE WE ARE AT NOW

- SEAWL incorporated 41 years ago, in 1972, by a group of 8 dedicated volunteers with a passion for the welfare of the animals in our community.
- The current kennels were built 37 years ago with the office added 2 years after that
- A couple of years after the office was built the site was expanded again to include day pens, an exercise yard and a cattery.
- These are the facilities that are still used today and for those that have visited the league in recent times, will agree that they have received minimal attention and are in dire need of redevelopment.
- It was in 1978 that City Council and Grant District council approached the league for it to be used as a council pound – that's 35 years this year.
- Throughout the last 35 years, it has been purely through the hard work and
  passion of a dedicated group of individuals that started, maintained and
  ran the league that we can proudly boast that we would be one of the
  longest standing not-for-profit organisations in this community.
- The league has experienced a period of expansion in the last 3 years in particular, with a new look committee and employment of an animal shelter manager, Olivia Harrison.
- This change of guard led to a refocus of the board to build a solid governance foundation for the league, including the implementation of a strategic plan.
- It was through this process that the league identified some major areas in operation, infrastructure and funding that needed addressing to ensure the league remains a sustainable facility.
- In regards to <u>operation</u>, currently the SEAWL take in 5-600 animals each year, with our rehoming rate above the national average, something we are extremely proud of.
- We can comfortably hold 20 dogs and 10-20 cats depending on whether the cats at the time are prepared to share a cage
- In order to be able to effectively operate the league, it is staffed by 2
  casual employees, working a total of 37 hours a week, and we require a
  minimum of 7 volunteers, 7 days a week who each day, do a range of jobs
  including feeding, cleaning, administration, exercising, stock and basic

Page 2

- maintenance. We estimated that the in-kind value of the volunteers for the 2013 year is \$136,000
- Encouraging, maintaining and sourcing committed volunteers in the current state of the facilities is becoming increasingly difficult.

### Funding

- The SEAWL is a not-for-profit organization and is independent from any other animal welfare group ie RSPCA.
- Our sources of income include adoption fees, sponsorship, donations, pound fees, fundraising and grants.
- However despite the incredible efforts of our fundraising team, the kennels experienced an \$18,000 operating deficit last year and are budgeting a deficit of \$8,000 for 2013. We also estimated that the total value of in-kind contributions to the league totals \$150,000. Without the tireless support of our community the league simply would not be sustainable.

### Rebuild

- The Leagues facilities are over 35 years old and over that period, due mainly to funding restraints, minimal maintenance has been done.
- We are currently experienced a major pest problem, which is putting our bedding and food at risk of contamination. We are also experiencing water damage to our cattery.
- The committee identified that the environment for the animals, volunteers and public were sub-standard and so embarked on the rebuild the league campaign at the beginning of 2011.
- An architect was engaged to design a safe, functional and environmentally sustainable facility that would ensure our animals were being provided with conditions to that similar of our city counterparts. After a number of visits to the animal welfare league in Adelaide, exploring different materials, and customizing the buildings in line with the needs identified by the committee and most importantly the animals, a plan was developed.
- This has provided the foundation for which a feasibility study is now being drafted by the committee which will provide the timeframes, explore and address all foreseen risks, a funding plan, and will consider the impact on the animals and the community.

SEAWL - October 2013

South East Animal Welfare
League
Budget 2013

# Currently...



O Opening/Attended hours/week:

21 hours

O Volunteers required:

5 each shift = 30 active

volunteers

O Staff employed:

**Animal Shelter** 

Manager = 25 hrs/week

Volunteer Co-ordinator = 12hrs/week

O 2012 dogs admitted:

360

O 2012 cats admitted:

129

O 2012 kennel financial performance: \$5,200 loss

# Expecting...



Total budgeted operating expenditure 2013:

\$24,700

Total budgeted wage expenditure 2013:

\$57,565

Value of in-kind contributions from volunteers, business and community: \$153,500

Budgeted deficit for 2013:

\$25,000

Impound Income:

\$13,500

## A new perspective...



Total cost per attended hour:

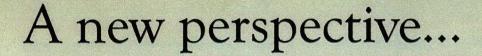
\$75.33

No of attended hours SEAWL could sustain on existing council funding:

5 hours/week

Total cost for existing attended hours (21 hours/week):

\$82,265 per annum





SEAWL will commit 100% of impound income to cover kennel costs.

Subsidised cost to operate attended kennels 21 hours per week:

\$68,765 per annum

We estimate if kennels were run by councils:

Operating costs

\$7,500 per annum

excluding SEAWL inkind contributions and including a 20% saving due to economies of scale:

Wages

\$142,500 per annum

Includes 5 paid staff to attend kennels for 21 hours per week:

(Less): Impound fee income & surplus from adoptions:

(\$23,500) per annum

TOTAL COST PER ANNUM:

\$126,500 PER ANNUM

## Moving forward...



Ideally, SEAWL would like to expand their operating hours by 1 hour a day which would be fully funded by fundraising, donations, surpluses on adoptions and sponsorships.

Grant District Council and City of Mt Gambier Council to negotiate a fair method to divide the cost of the pound

SEAWL to negotiate a Deed of Agreement with each council outlining terms and conditions.

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South East Animal Welfare League	
Audited Financial Statements for 2012	
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## SOUTH EAST ANIMAL WELFARE LEAGUE OF SOUTH AUSTRALIA INC PROFIT AND LOSS STATEMENT FOR THE YEAR ENDED 31ST DECEMBER 2012

	2012	2011
POUND INCOME	\$	\$
INCOME		
Animal Handling	•	755.00
Animal Vouchers	-	38,621.95
Adoptions	46,231.30	-
Grants		
City Council	19,000.00	19,000.00
District Council of Grant	2,000.00	2,000.00
DFAC's Volunteers Grant	-	3,000.00
Bendigo Bank EFTPOS Grant .	<u>-</u>	1,000.00
••	21,000.00	25,000.00
Insurance Recoveries	-	80.69
Pound Fees	13,552.25	12,352.50
Trap Hire	150.00	475.00
Trap Hire Refunds	<u> </u>	(195.00)
	150.00	280.00
TOTAL POUND INCOME	80,933.55	77,090.14
; EXPENSES		
Auditors Remunerations, Accountancy	· .	
& Advice	1,833.33	2,015.75
Advertising	2,412.72	
Bank Merchant Fees	569.04	55.73
Cleaning and Refuse Disposal	- · · · ·	428.62
Depreciation	2,707.98	2,010.00
Electricity & Gas	1,138.34	973.43
Emergency Services Levy	-	57.25
Fees and Licenses	224.00	-
Grass Cutting and Spraying	-	70.00
Hire of Labour	-	16,044.92
Insurance	2,373.29	2,340.29
Kennel Requisites	473.88	1,381.58
Local Councils	4,135.65	-
Minor Capital	575.53	-
Petrol	1,312.07	3,516.00
Printing, Postage and Stationery	587.83	777.07
Provision for Long Service Leave	492.89	
Rates	1,158.40	127.28
Repairs and Maintenance	1,842.13	1,555.57
Security and Fire Control Staff Amenities	64.80	503.50
Staff Training	-	269.10
Superannuation	792.35	176.00
Telephone		150.96
Vouchers	2,103.12	2,299.98
Volunteer Expenses	2,890.90	30,411.49
Veterinary Services and Supplies	38,059.00	614.60
Wages	33,604.99	2,754.00
Workcover	526.90	2,734.00
Sundry Expenses	25.00	•
TOTAL POUND EXPENSES	99,904.15	68,533.12
NET PROFIT/(LOSS)	(18,970.60)	8,557.02

# SOUTH EAST ANIMAL WELFARE LEAGUE OF SOUTH AUSTRALIA INC PROFIT AND LOSS STATEMENT FOR THE YEAR ENDED 31ST DECEMBER 2012

	2012	2011
INVESTMENT INCOME	\$	\$
INCOME		
Dividends Public Companies	961.34	910.31
Dividend Imputation Refunds	•	353.00
Interest Received		
Commonwealth Bank	•	22.94
Adelaide Bank	11,963.65	12,104.38
Bendigo Bank	1,054.76	31.20_
	13,018.41	12,158.52
TOTAL INVESTMENTS INCOME	13,979.75	13,421.83
EXPENSES		
Auditors Remunerations, Accountancy		
& Advice	1,833.33	1,007.88
NET PROFIT/(LOSS)	12,146.42	12,413.95

## SOUTH EAST ANIMAL WELFARE LEAGUE OF SOUTH AUSTRALIA INC PROFIT AND LOSS STATEMENT FOR THE YEAR ENDED 31ST DECEMBER 2012

•	2012	2011
FUNDRAISING	\$	\$
INCOME		224.60
Accessory Sales	1,041.00	221.60
Badge Day	566.70	320.25
Bequests	2,000.00	•
Cage Sponsorships	1,350.00	
Collections (Money Boxes)	1,355.70	1,457.80
Donations ,		
- General	3,348.90	4,996.45
- Limestone Coast Podiatry	•	1,500.00
- IGA Fishers Stores	106.23	370.66
- Lioness Club of Mt Gambier	•	250.00
- Mt Gambier Womens Work Depot	•	500.00
- South East Arts Society	2 455 13	650.00 8,267.11
SEAWL Rebuild	3,455.13	6,267.11
- Donations	3,007.94	•
- Brick Packages	10,000.35	_
- Fundraising	17,712.00	-
Tanadanig	30,720.29	
Membership	120.00	225.00
Raffles	960.00	1,458.26
Sales - Chocolates	4,245.25	4,696.50
Other functions •		
Paws Walk	4,578.40	1,432.50
Other	1,242.10	1,756.65
	5,820.50	3,189.15
TOTAL FUNDRAISING INCOME	51,634.57	19,835.67
EXPENSES	•	
Auditors Remunerations, Accountancy		
& Advice	1,833.33	1,007.87
Advertising	1,521.20	•
Newslettters, Postage and Printing	251.93	907.05
Public Relations Activities		477.10
Fundraising		
Chocloates	1,890.90	2,678.39
Paws Walk	701.75	
Other	116.90	635.75
	2,709.55	3,314.14
SEAWL Rebuild		
Fundraising - Rosa Matto Dinner	4,584.98	
Fundraising - Other	1,397.65	
·	5,982.63	•
TOTAL FUNDRAISING EXPENSES	12,298.64	5,706.16
NET DOCIT (ILOCC)	10 725 07	44490 84
NET PROFIT/(LOSS)	39,335.93	14,129.51

## SOUTH EAST ANIMAL WELFARE LEAGUE OF SOUTH AUSTRALIA INC PROFIT AND LOSS STATEMENT FOR THE YEAR ENDED 31ST DECEMBER 2012

PROFIT BEFORE TAX	<b>2012</b> \$	<b>2011</b> \$
POUND OPERATIONS	· (18,970.60)	8,557.02
INVESTMENTS	12,146.42	12,413.95
FUNDRAISING ACTIVITIES	39,335.93	14,129.51
NET PROFIT/(LOSS)	32,511.75	35,100.48

## SOUTH EAST ANIMAL WELFARE LEAGUE OF SOUTH AUSTRALIA INC PROFIT AND LOSS STATEMENT FOR THE YEAR ENDED 31ST DECEMBER 2012

	2012	2011	
	\$	\$	
OPERATING PROFIT AND EXTRAORDINARY ITEMS	32,511.75	35,100.48	
Balance as at 1st January	372,894.54	337,794.06	
PROFIT AVAILABLE FOR APPROPRIATION	405,406.29	372,894.54	
RETAINED PROFITS	405,406.29	372,894.54	

## SOUTH EAST ANIMAL WELFARE LEAGUE OF SOUTH AUSTRALIA INC BALANCE SHEET AS AT 31ST DECMEBER 2012

	Maa-	<b>2012</b> \$	2011 \$
CARITAL FUNDS	Note	Þ	Þ
CAPITAL FUNDS			
ACCUMULATED FUNDS		•	
Asset Revaluation Reserve			ı
- Land and Buildings		54,500.00	54,500.00
Financial Instrument Reserve			•
- Shares	•	14,879.22	12,529.18
Total Retained Earnings		405,406.29	372,894.54
TOTAL ACCUMULATED FUNDS	:	474,785.51	439,923.72
REPRESENTED BY:			
DEODEDTY DI ANT AND EQUIDAGNIT			
PROPERTY PLANT AND EQUIPMENT  Land & Buildings at Valuation	,	112,000.00	112,000.00
Building Improvements work in progress		8,526.21	112,000.00
building improvements work in progress		8,520.21	
Electricity/Mains Connection		10,302.60	10,302.60
(Less): Amortisation		(4,852.30)	(3,822.00)
• •	•	125,976.51	118,480.60
Disable of Facility and the same		24 424 56	27 407 26
Plant and Equipment at cost	•	31,131.56	27,407.26
(Less): Accumulated Depreciation	•	(19,113.77)	(17,442.00)
		12, <b>01</b> 7.79	9,965.26
Furniture/Fittings at Cost		1,068.00	1,068.00
(Less): Accumulated Depreciation		(1,045.91)	(1,040.00)
		22.09	28.00
TOTAL PROPERTY, PLANT & EQUIPMENT		138,016.39	128,473.86
INVESTMENTS			
Shares in Public Companies at Market Value			
ANZ Banking Group Limited			
142 Shares		3,557.10	2,915.26
BHP Billiton			
178 Shares		6,603.80	6,126.76
National Australia Bank Ltd			
169 Shares		4,225.00	3,947.84
Westpac Banking Corp Limited			
158 Shares		4,114.00	3,160.00
TOTAL INVESTMENTS		18,499.90	16,149.86

# SOUTH EAST ANIMAL WELFARE LEAGUE OF SOUTH AUSTRALIA INC BALANCE SHEET AS AT 31ST DECMEBER 2012

	Note	2012 \$	2011 \$
CURRENT ASSETS	Note		
CASH AND CASH EQUIVALENTS			
Cash at Bank		0.96	0.96
Bendigo Bank	f	52,981.85	56,270.91
		52,982.81	56,271.87
Petty Cash		364.80	300.00
Float		250.00	<b>250.00</b>
Redevelopment Account			
Adelaide Bank 610101 071174453 Interest Bearing Deposits		111,725.84	88,037.54
Adelaide Bank 610101 040247168		40,000.00	40,000.00
Adelaide Bank 610101 040247175	1	25,000.00	25,000.00
Adelaide Bank 610101 040247182		25,000.00	25,000.00
Adelaide Bank 610101 040340514		28,023.58	26,699.68
Adelaide Bank LT07 40677339		35,400.68	33,373.51
		153,424.26	150,073.19
TOTAL CASH AND CASH EQUIVALENTS		5 318,747.71	294,932.60
Imputation Credits Refundable	•	-	353.00
Resident Withholding Tax		14.40	14.40
TOTAL CURRENT ASSETS		318,762.11	295,300.00
TOTAL ASSETS		475,278.40	439,923.72
CURRENT LIABLITIES		·	
Provision for Long Service Leave		492.89	-
TOTAL CURRENT LIABLITIES		492.89	<u>.</u>
NET ASSETS		474,785.51	439,923.72

# SOUTH EAST ANIMAL WELFARE LEAGUE OF SOUTH AUSTRALIA INC STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31ST DECEMBER 2012

		2012	2011
	Note	\$	\$
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from Debtors		126,458.05	88,433.70
Payments to Suppliers and Employees		(110,835.25)	(73,345.16)
Dividends Received		961.34	1,229.31
Donations Received		6,463.07	8,267.11
Interest Received		13,018.41	12,383.52
Net Cash used in Operating Activities	. 2	36,065.62	36,968.48
CASH FLOW FROM INVESTING ACTIVITIES			
Plant and Equipment at Cost		(12,250.51)	(2,497.00)
Resident Witholding Tax		•	(14.40)
· · · · · · · · · · · · · · · · · · ·		(12,250.51)	(2,511.40)
CASH FLOWS FROM FINANCING ACTIVITIES		•	-
Net Cash Provided by Financing Activities		. **	-
Net increase/(Decrease) in Cash Held		23,815.11	34,457.08
Cash at Beginning of Year	•	294,932.60	260,475.52
Cash at the End of Year		318,747.71	294,932.60

## SOUTH EAST ANIMAL WELFARE LEAGUE OF SOUTH AUSTRALIA INC NOTES TO FINANCIAL STATEMENTS

Goods and Services Tax (GST)

As the association is not required to be registered for GST, the GST paid is recognised as part of the cost of the acquisition of the assets are part of an item of expense and/or income.

#### **NOTE 2. RELATED PARTY TRANSACTIONS**

There were no transactions between members of the committee and the entity during the financial year.

#### NOTE 3. EVENTS SUBSEQUENT TO BALANCE DATE

The committee are not aware of any events subsequent to' reporting date which would effect these audited statements.

#### **NOTE 4. CONTINGENT LIABILITIES**

The Committee is not aware of any contingent liabilities of the Association either at balance date or at the date of this report.

#### **NOTE 5. CASHFLOW INFORMATION**

2012	2011
32,511.75	35,100.48
2.707.98	2,010.00
•	-
353.00	(34.00)
-	(108.00)
492.89	•
36,065.62	36,968.48
	32,511.75 2,707.98 353.00 492.89

## SOUTH EAST ANIMAL WELFARE LEAGUE OF SOUTH AUSTRALIA INC STATEMENT BY MEMBERS OF THE COMMITTEE

The Committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies as outlined in Note 1 to the financial Statements

In the opinion of the committee the financial report:

- Presents a true and fair view of the financial position of South East Animal Welfare League of South Australia Inc. as at 31 December 2012 and its performance for the year ended on that date
- At the date of this statement, there are reasonable grounds to believe that South East Animal Welfare League of South Australia Inc. will be able to pay its debts as and when they fall due.

This Statement is made in accordance with the resolution of the committee and is signed for and on behalf of the members by:

President J. V. Steele,

Member Some Gree Bots . - Secretar

Dated this 4th Day of July 2013.

## SOUTH EAST ANIMAL WELFARE LEAGUE

## Strategic Plan 2011 - 2014

## Strategic Plan Overview:

Goals	Objective	Outcomes
Redevelopment of Facility	To upgrade or rebuild all facilities at the current SEAWL site as well as expand services provided.	<ul> <li>To provide a better environment for the animals in our care</li> <li>To provide user friendly facilities for staff and volunteers</li> <li>To provide ongoing service to the community and councils</li> </ul>
Publicity and Marketing	To ensure that the SEAWL maintains a positive presence within the community and provides education on responsible pet ownership	<ul> <li>Ensure that the SEAWL is continually in the public eye</li> <li>Educate young and old on responsible pet ownership</li> <li>Provide exposure for ourselves as well as current or potential sponsors</li> </ul>
Financial Sustainability	To ensure the ongoing financial security of the SEAWL	<ul> <li>Have a variety of sponsorship options for individuals and businesses</li> <li>Apply for relevant grants when applicable</li> <li>Have ongoing fund raising events</li> </ul>
Internal Governance and Policies	To write internal policies covering all aspects of how the SEAWL operates	<ul> <li>Have written policies on running of the SEAWL</li> <li>Ensure all volunteers and staff understand all policies</li> </ul>

Cattery	Build new facility in new location
	Change cage sizes
	Increase capacity (from 11 to 20)
	Viewing area / Interaction area
	Quarantine Area – separate from main block
	Food preparation area
Office	Central location to control visitor access
	Large welcoming reception area
	Multiple toilet facilities including disabled
	Disabled access
	Private staff office area
General	·
	Memorial Garden – must have 24hour access
	Solar panels - To make us self sufficient
	Water tanks – To make us self sufficient
	Enclosed rubbish area – To control rubbish
	Car Parking – To provide a better facility for volunteers, staff and customers
	Road side signage / Internal Signage - Make us easier to find
	<ul> <li>Covered walkways- To provide better facilities for volunteers, staff and customers</li> </ul>
	Boarding kennels – To ensure our sustainability by providing extra services
	<ul> <li>Current Admin / Cattery – to become history room / canteen area. To include fridge, tables and chairs, as well as history regarding the SEAWL.</li> </ul>

### **Redevelopment of Facility**

**Objective**: To upgrade or rebuild all facilities at the current SEAWL site as well as expand services provided.

Areas to be upgraded / rebuilt	Initial Ideas
Sewerage system	
	<ul> <li>Must be built to comply with council regulations</li> <li>Needs to be able to cope with expansion plans</li> <li>Must be suitably located</li> </ul>
Kennels	<ul> <li>New kennels to be built in new location, consideration for young pupples and geriatric dogs to be address as per dog and cat management boards instructions</li> <li>Change dimensions</li> <li>Increase capacity (from 25 to approx 30 to start, with expansion plans thereafter)</li> <li>Quarantine area for sick animals – 2 extra kennels separate from main block</li> <li>Pound kennels (includes cage rotation system)</li> <li>Viewing / assessment area</li> <li>Dangerous dog kennels – 2 extra kennels separate from main block</li> <li>Exercise areas</li> <li>Food preparation area</li> <li>Dog wash facilities / Treatment room— Hydro Bath</li> </ul>

## **Publicity and Marketing**

**Objective:** To ensure that the SEAWL maintains a positive presence within the community and provides education on responsible pet ownership

Areas of focus	Initial ideas
Online Presence	<ul><li>Facebook page</li><li>Website</li></ul>
Newspaper / magazine	Feature articles     Weekly advertising of animals
Internal publications	<ul> <li>Members / sponsors / volunteer newsletter</li> <li>Informational leaflets / brochures regarding our services</li> </ul>
Education	<ul> <li>Talks at primary and secondary schools</li> <li>Scout groups</li> <li>Brownles / Girl Guides</li> <li>Cadets</li> <li>Educational visits to the SEAWL</li> </ul>

## **Financial Sustainability**

**Objective:** To ensure the ongoing financial security of the SEAWL

Areas of interest	Initial ideas
Fund Raising	<ul> <li>Raffles</li> <li>Pie drives</li> <li>Badge days</li> <li>Sausage sizzles</li> <li>Public Events e.g. Paws walk, adoption reunion day, car boot sales</li> </ul>
Business Sponsorship	<ul> <li>Ongoing or one off donations of goods or services</li> <li>Sponsorship packages for buildings, exercise yards etc</li> <li>Sponsorship of website</li> </ul>
Individual Sponsorship	<ul> <li>Individual cages or kennel sponsorship</li> <li>Membership (yearly or monthly donations)</li> <li>Will bequests</li> </ul>
Memorial Wall / Boarding Facilities	Ongoing income from providing extra services to the community
Financial Planning	Look into an investment portfolio     Actively seek and apply for grants

### **Internal Governance and Policies**

**Objective:** To write internal policies covering all aspects of how the SEAWL operates

Areas to be addressed	Initial ideas		
Internal policies and procedures	Day to day running of facility		
External Policies and procedures	Policies that effect external parties e.g. vets and councils		
Board and committee structure	<ul> <li>Delegation of workload between board and committees</li> <li>Governance training for the board</li> </ul>		
	Internal board policies		



## TRAFFIC IMPACT STATEMENT

### Installation of Shared Bike/Walking Path Penola Road (Buronga Avenue to Marketplace)

### Part A - Traffic Management

It is the view of the undersigned that the installation of a shared bike/walking path on the eastern side of Penola Road (Buronga Avenue to the Marketplace) will not be detrimental to traffic management in the 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 for a shared bike/walking path on the eastern side of Penola Road (Buronga Avenue to the Marketplace) will not have negative impacts on traffic management or road safety and is therefore deemed appropriate for the area.

Daryl SEXTON

**DIRECTOR - OPERATIONAL SERVICES** 

5 March 2014 Ref. AF11/1253 SW



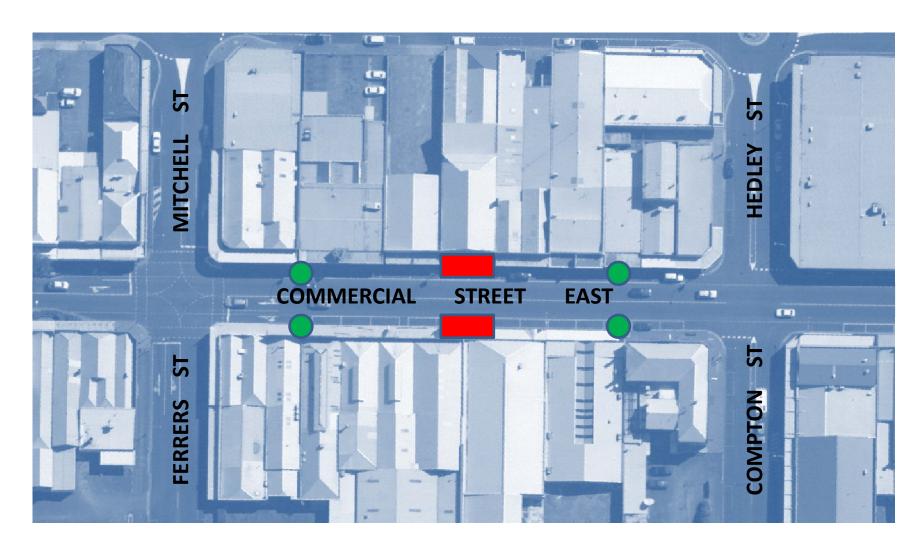
## City of Mount Gambier

## **Shared Bike Track/Walking Path Map**



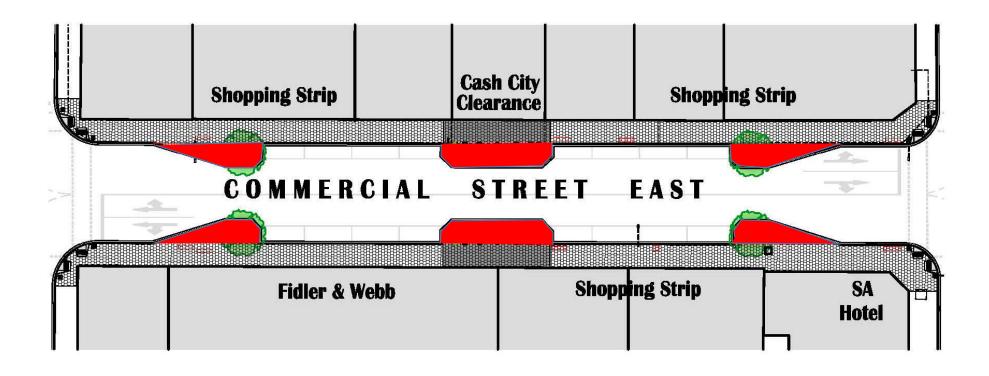
Map Zoom: 1611 m Plot Date: Wednesday, 5 March 2014

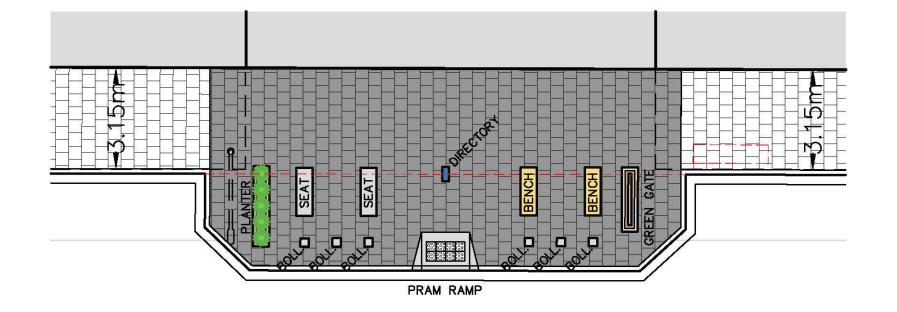
## **Entertainment Node**

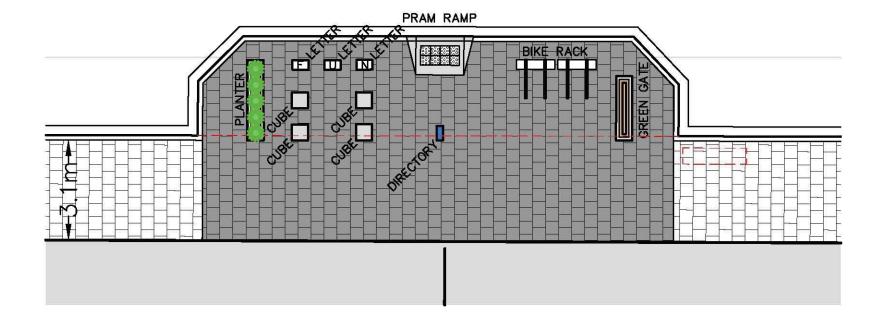


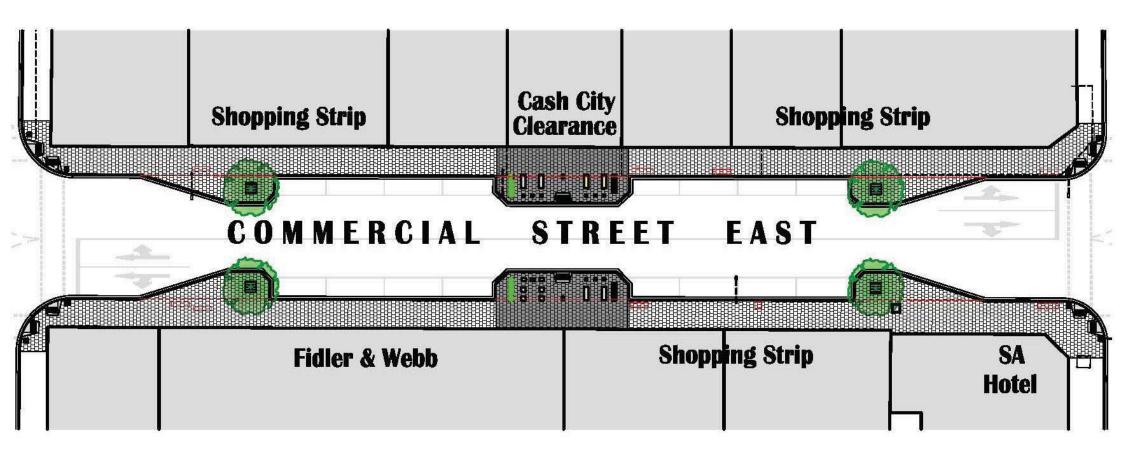
**City Centre Urban Revitalisation Project – Entertainment Node** 

## **Entertainment Node**









#### COUNCIL DEVELOPMENT ASSESSMENT PANEL

Meeting held on Thursday, 20<sup>th</sup> February 2014 at 5.45 p.m. in the Conference Room, Level One - Operational Services, Civic Centre

#### **MINUTES**

PRESENT: Mrs E Travers (Presiding Member)

Cr D Mutton, Cr M White, Cr I Von Stanke, Mr B Beumer and Ms E Finnigan

NOT IN ATTENDANCE: Mr P Seebohm

<u>COUNCIL OFFICERS:</u> Director - Operational Services, Daryl Sexton

Senior Planner, Simon Wiseman Planning Officer, Jessica Porter

Team Leader - Administration (Operational Services), Sally Wilson

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

MINUTES: Ms Finnigan moved that the minutes of the Meeting held on Thursday, 19<sup>th</sup>

December 2013 be taken as read and confirmed.

Cr White seconded <u>Carried</u>

1. Development Number: 381/02/2014

Applicant: Alexander & Symonds Pty Ltd

Owner: R J & C Grunden

Description: To create one (1) additional allotment

Address: Lot 10 Lakes Park Drive Nature of Development: Non-complying / Category 3

Zoning: Country Living

Report: Council Development Assessment Panel Report No. 4 / 2014
Correspondence: from the Development Assessment

Commission L.03, Correspondence from SA Water L.04, Correspondence from Frank Brennan Consulting Services L.05

The Council Development Assessment Panel moved it be recommended:

- (a) Council Development Assessment Panel Report No. 4 / 2014 be received;
- (b) The Council Development Assessment Panel resolves to proceed with the assessment of the application.
- (c) Council Officers are to proceed with the assessment of the development application pursuant to the *Development Act 1993*.

Carried

2. Development Number: 381/02/2014

Applicant: Alexander & Symonds Pty Ltd

Owner: R J & C Grunden

Description: To create one (1) additional allotment

Address: Lot 11 Lakes Park Drive
Nature of Development: Non-complying / Category 3

Zoning: Country Living

Report: Council Development Assessment Panel Report No. 1 / 2014
Correspondence: Correspondence from Frank Brennan Consulting Services L.01

The Council Development Assessment Panel moved it be recommended:

(a) Council Development Assessment Panel Report No. 1 / 2014 be received;

(b) The Council Development Assessment Panel resolves to proceed with the assessment of the application.

2

(c) Council Officers are to proceed with the assessment of the development application pursuant to the *Development Act 1993*.

Carried

3. Development Number: 381/431/2013
Applicant: Thomson Bilt

Owner: W A Smith & S Bennett

Description: To demolish an existing carport and to construct a carport in

front of an existing dwelling

Address: 6 Byrne Street

Nature of Development: Consent / Category 1

Zoning: Residential

Report: Council Development Assessment Panel Report No. 2 / 2014

The Council Development Assessment Panel moved it be recommended:

(a) Council Development Assessment Panel Report No. 2 / 2014 be received;

- (b) The Applicant and Owner be advised that having regard to the Development Plan and all supporting documentation, the proposed development is considered not to be at serious variance with the Council's Development Plan and be granted Development Plan Consent subject to the following conditions:
  - 1. The development shall be carried out in accordance with the Plan/s as approved by the Council.
- (c) The Applicant and Owner be advised that the reasons for Council's Condition of Consent are:
  - 1. To ensure orderly and proper development; and
  - 2. It is not at serious variance with Council's Development Plan.

<u>Carried</u>

4. Development Number: 381/012/2014 Applicant / Owner: J A Cheney

Description: To construct a second single storey dwelling on the site of an

existing dwelling

Address: 6 Henty Street
Nature of Development: Consent / Category 1

Zoning: Residential

Report: Council Development Assessment Panel Report No. 3 / 2014

Correspondence: Correspondence from the Applicant L.02

The Council Development Assessment Panel moved it be recommended:

- (a) Council Development Assessment Panel Report No. 3 / 2014 be received;
- (b) The matter be left to lie on the table pending further discussion with the applicant.

Council Development Assessment Panel Meeting Minutes Thursday 20th January 2014 Cont'd....

5. Development Number: 381/023/2014

Applicant: Alexander & Symonds Pty Ltd

Owner: Ms. K. Jolley, Mr. D. Jolley, Mr. J. Jolley & Ms. M. Jolley

Description: To create one (1) additional allotment
Address: 1/1 & 2/1 Margaret Street, Mount Gambier

Nature of Development: Consent / Category 1

Zoning: Commercial

Report: Council Development Assessment Panel Report No. 5 / 2014
Correspondence: from the Development Assessment

Commission L.06, Correspondence from SA Water L.07

The Council Development Assessment Panel moved it be recommended:

- (a) Council Development Assessment Panel Report No. 5 / 2014 be received;
- (b) The Applicant and Owner be advised that having regard to the Development Plan and all supporting documentation, the proposed development is considered not to be seriously at variance with Councils Development Plan and granted Development Plan Consent subject to the following conditions;
  - 1. The SA Water Corporation sewer shall be made available to each of the allotments
  - 2. The financial requirements of the SA Water Corporation shall be met for the provision of the water and sewerage services. On approval of the application, all internal water piping that crosses the allotment boundaries must be severed or redirected at the developers/owners cost to ensure that the pipework relating to each allotment is contained within its boundaries
  - 3. Payment of \$2849 into the Planning and Development fund (1 allotment(s) @ \$2849/allotment). Payment maybe made by credit card via the internet at <a href="https://www.edala.sa.gov.au">www.edala.sa.gov.au</a> or by phone (83030724), by cheque to be made payable and marked "Not Negotiable" and sent to GPO Box 1815, Adelaide 2001 or in person, at Level 5, 136 North Terrace, Adelaide.
  - 4. A downstream drainage contribution of \$524 being paid to Council, that is 655 square metres @ \$0.80 per square metre
  - 5. The street addresses for the site are to be;

Allotment 1/1 Margaret Street, Mount Gambier Allotment 2/1 Margaret Street, Mount Gambier

Carried

#### The meeting closed at 6:02 p.m.

21 February 2014 AF13/399 SM

CONFIRMED THIS	DAY OF	2014.

PRESIDING MEMBER

#### MOUNT GAMBIER CEMETERY TRUST

Minutes of Meeting held at Carinya Gardens Cemetery Reception Area, Grant Avenue, Mount Gambier, on Friday 28th February 2014 at 12.15 p.m.

### **MINUTES**

PRESENT: Rev B Ashworth (Presiding Member)

Crs I Von Stanke, M White and B Collins

Mr T Bolton

APOLOGIES: Nil

COUNCIL MEMBERS
AS OBSERVERS: Nil

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

MINUTES: Cr Von Stanke moved the minutes of the previous meeting held

on 29th November 2013 be taken as read and confirmed.

Cr Collins seconded <u>Carried</u>

QUESTIONS: (a) With Notice - nil submitted.

(b) Without Notice – nil received.

1. <u>FINANCIAL STATEMENT</u> - Income and Expenditure as at 31st January 2014 – Ref. AF11/1371

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational

governance.

Mr Bolton moved the financial statement as at 31st January 2014 be received.

Cr Von Stanke seconded

Carried

2. <u>MOUNT GAMBIER CEMETERY TRUST</u> – Trust Representatives – Ref. AF11/1371

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational

governance.

The Secretary reported:

(a) Cr Byron Harfield has resigned from Council, and is therefore no longer one of Council's representative to the Trust;

### Mount Gambier Cemetery Trust Minutes of 28th February 2014 Cont'd...

- (b) Council on 18th February 2014, resolved that Cr Merv White be appointed a Council representative to the Trust;
- (c) the term of office of all Trustees expires on 31st October 2014.

#### Cr Von Stanke moved:

- (a) the report be received;
- (b) the Trust record it's appreciation to Byron Harfield for his service to the Mount Gambier Cemetery Trust;
- (c) the Trust welcome the appointment of Cr Merv White to the Mount Gambier Cemetery Trust.

Cr Collins seconded <u>Carried</u>

3. <u>MERCURY EMMISSIONS FROM CREMATORIA</u> - Circular 8.3 from Local Government Association of South Australia (LGA) - Ref. AF11/551

Goal: Environment

Strategic Objective: Support initiatives that value and preserve our unique

environment and contribute to environmental sustainability.

### The Secretary reported:

- (a) the LGA is investigating whether there is sufficient support across the sector to lobby the State and Federal Governments for changes to legislation requiring crematoria to install best control facilities to minimise the release of mercury and any other injurious contaminants in to the atmosphere;
- (b) the Minamata Convention of Mercury has ninety six (96) signatories including Australia, and has been ratified one (USA). The Convention will come into force when 50 signatory countries have ratified it, which is expected to be within the next three to five years;
- (c) after initial discussions, Council's Director-Operational Services has provided a preliminary response to the LGA, viz:

"This is a new topic for Council and the information provided gives very little scientific data on which to move forward. I believe all Councils will want to do the "right thing" and embrace best practice but at this time more data is required to firstly quantify the extent of the emissions, comparison of such emissions with other sources of similar emissions and an understanding of the technology required to reduce emissions and also what we then do with the mercury that is "captured".

It seems a bit premature to be looking for a legislative solution at this early stage when other options may be available (eg Code of Practice). I am not

### Mount Gambier Cemetery Trust Minutes of 28th February 2014 Cont'd...

sure how many cremators operate in SA but I would think the numbers may be relatively low??

City of Mount Gambier would be seeking more background data and research to address the above and then seek to review its position. Thank you for the opportunity for the early discussion. Happy to discuss in person at any time".

(d) as this Convention has implications for all crematoria in Australia and not only South Australia, it is suggested that the Australasian Cemeteries and Crematoria Association (ACCA) should probably take the lead on this issue so that any implementation would be coordinated at a national level with the input of all crematoria operators.

#### Cr Von Stanke moved:

- (a) the report be received;
- (b) the Trust endorse the response to the LGA by the Director-Operational Services;
- (c) the Australasian Cemeteries and Crematoria Association (ACCA) be requested to provide advice on the matter.

Cr Collins seconded <u>Carried</u>

#### 4. **NEXT MEETING**

Cr Von Stanke moved the next meeting of the Trust be held on Friday 2nd May 2014 at 12.15 p.m.

Cr Collins seconded Carried

#### MOTIONS WITHOUT NOTICE

5. <u>CEMETERIES</u> – Carinya Gardens/Lake Terrace Cemetery – Scale of Fees – Ref. AF11/1734, AF11/1735

Goal: Governance

Strategic Objective: Fully integrate long term asset and financial plans with the

annual business plan and annual budget.

#### The Secretary reported:

- (a) The Trust on 16th February 2001 resolved "the review of the Trust's fees for Carinya Gardens and the Trust's section at the Lake Terrace Cemetery (vault section and burial section) be made early in each calendar year and any increase in fees commence from 1st July, in each year";
- (b) the fees were last increased on 1st July 2013 for Carinya Gardens Cemetery, 'H' (vault) section and 'J' (burial) section at the Lake Terrace Cemetery.

### Mount Gambier Cemetery Trust Minutes of 28th February 2014 Cont'd...

#### Cr Von Stanke moved:

- (a) the report be received;
- (b) the City of Mount Gambier be requested, pursuant to the provisions of Section 188 of the Local Government Act 1999, to approve the following fees for Carinya Gardens Cemetery, such fees to apply from 1st July 2014:

## **CARINYA GARDENS CEMETERY**

BURIALS	2014/15 Fee	Current Fee
NOTE: In this Schedule -	inc GST	inc GST
"single depth" means a depth of 1.67 metres		
"double depth" means a depth of 2.13 metres		
"triple depth" means a depth of 3.05 metres		
Single Depth Burial	1550	1500
Double Depth Burial	1600	1550
Triple Depth Burial	1700	1650
Exhumation - when authorised	2300	2270
Oversize coffins and caskets	Nil	Nil
NOTE: A surcharge of \$150 will apply if notification of an		
oversize coffin or casket is received after the grave has		
been excavated		
Children under twelve (12) years of age in Children's	550	540
Garden		

BURIAL LEASES	2014/15	Current
Lease fees are payable in addition to Burial Fees	Fee inc GST	Fee inc GST
All burial leases for a period of seventy five (75) years from date lease is issued.		
All burial sites, excluding family allotments and children's gardens (Boronia & Willow)	1850	1800
Children's Burial Gardens (Willow Garden & Boronia Garden)	750	720
Family allotments 3.66 metres x 3.66 metres	7400	7300

CREMATION	2014/15	Current
	Fee	Fee
Basic Cremation Fee (Monday to Friday)	inc GST	inc GST
Adults	930	900
Children under twelve (12) years of age	460	460
Infant under two (2) year of age	250	250
Infants under one year of age (if undertaken on day when	Nil	Nil
other cremations are taking place – otherwise fee to be as		
per Infant under two (2) years of age)		
Witnessing charging of coffin in to cremator:		
No Chapel Service - Additional	125	125
Chapel Service	Nil	Nil

OTHER CHARGES	2014/15	Current
	Fee	Fee
	inc GST	inc GST
Use of Chapel - 9.00 a.m. to 3.30 p.m. (excluding	270	260
weekends & public holidays)		
Saturday Fee - Extra	590	590
Sundays and Public Holidays - Extra	900	900
Monday to Friday (bookings 3.00 p.m. or after) - Extra	410	410
Delivery of cremated remains, including administration,		
postage and packaging:		
In Australia	135	135
Overseas - to be advised		
Cremated Remains interred in existing grave	420	410
Removal or transfer of memorialised cremated remains	155	155
Cancellation of Lease - Administration Fee	155	155
Brass Flower Vase	36	36
Works on Memorial Plaques – Licence	36	36

(c) the City of Mount Gambier be requested, pursuant to the provisions of Section 188 of the Local Government Act 1999, to approve the following fees for the burial section (Section J) of the Lake Terrace Cemetery, such fees to apply from 1st July 2014:

# LAKE TERRACE CEMETERY SECTION J

BURIALS	2014/15 Fee	Current Fee
NOTE: In this Schedule -	inc GST	inc GST
"single depth" means a depth of 1.67 metres		
"double depth" means a depth of 2.13 metres		
"triple depth" means a depth of 3.05 metres		
Single Depth Burial	1550	1500
Double Depth Burial	1600	1550
Triple Depth Burial	1700	1650
Exhumation - when authorised	2300	2270
Oversize coffins and caskets	Nil	Nil
NOTE: A surcharge of \$150 plus GST will apply if		
notification of an oversize coffin or casket is received after		
the grave has been excavated		

BURIAL LEASES  Lease fees are payable in addition to Burial Fees All burial leases for a period of fifty (50) years from date lease is issued.	2014/15 Fee inc GST	Current Fee inc GST
Lease fee for all burial sites	1850	1800

OTHER CHARGES	2014/15	Current
	Fee	Fee
	inc GST	inc GST
Saturday Fee - Extra	590	590
Sundays and Public Holidays - Extra	900	900
Monday to Friday (bookings 3.30 p.m. or after) - Extra	410	410
Cremated Remains interred in existing grave	410	410
Cancellation of Lease - Administration Fee	155	155
Monument Licence Fee:		
Single	410	410
Double	620	620
Each Additional Inscription	60	60

(d) the City of Mount Gambier be requested, pursuant to the provisions of Section 188 of the Local Government Act 1999, to approve the following fees for the vault section (Section H) of the Lake Terrace Cemetery, such fees to apply from 1st July 2014:

# LAKE TERRACE CEMETERY SECTION H

VAULTS	2014/15	Current
Each vault can accommodate two interments	Fee	Fee
Lease fees are payable in addition to Burial Fees	inc GST	inc GST
All burial leases for a period of fifty (50) years from date		
lease is issued.		
Concrete Vault Lease	11500	11450
Opening of Vault:		
First opening without headstone	500	430
First opening with headstone	800	770
Second opening without headstone	500	430
Second opening with headstone	800	750

OTHER CHARGES	2014/15	Current
	Fee	Fee
	inc GST	inc GST
Saturday Fee - Extra	590	590
Sundays and Public Holidays - Extra	900	900
Monday to Friday (bookings 3.00 p.m. or after) – Extra	410	410
Cancellation of Lease - Administration Fee	155	155
Monument Licence Fee:		
Single	410	560
Double	620	870
Each Additional Inscription	60	80
Extensions for an additional five (5) years for leases to the concrete		
burial vaults be made available after five (5) years of the original lease		
has expired, on payment of a prescribed fee as determined by the Trust.		
Note fees may change if installation of further concrete vaults occurs.		

(e) the City of Mount Gambier be requested, pursuant to the provisions of Section 188 of the Local Government Act 1999, to approve the following fees for the interment of cremated remains and installation of bronze memorial plaques, such fees to apply from 1st July 2014:

# **GRANITE MEMORIALS**

# WATERFALL AREA - GARDENS 1,2 & 3

ITEM	2014/15 Fee inc GST	Current Fee inc GST
Licence Fee (25 years)	880	860
Plaque 6 Lines	480	460
Lasting Memories Plaque	1,200	1,050
Life's Memories Plaque	1,300	1,240
2 <sup>nd</sup> Interment Reservation	440	430

## Cross Area, Boronia Garden

ITEM	2014/15 Fee inc GST	Current Fee inc GST
Licence Fee (25 years)	620	610
Plaque 6 Lines	480	460
Lasting Memories Plaque	1,200	1,050
Life's Memories Plaque	1,300	1,240
2 <sup>nd</sup> Interment Reservation	310	300

# **Rotunda Memorial**

ITEM	2014/15 Fee inc GST	Current Fee inc GST
Licence Fee (25 years)	880	860
Plaque 6 Lines	480	460
Lasting Memories Plaque	1,200	1,050
Life's Memories Plaque	1,300	1,240
2 <sup>nd</sup> Interment Reservation	440	430

# **PLINTH MEMORIALS**

# **WATERFALL AREA – GARDEN 1**

ITEM	2014/15 Fee inc GST	Current Fee inc GST
Licence Fee (25 years)	690	680
Plaque 6 Lines	400	380
2 <sup>nd</sup> Interment Reservation	345	340

## CROSS AREA, ROSE GARDENS 1,2,3 & 4

ITEM	2014/15 Fee inc GST	Current Fee inc GST
Licence Fee (25 years)	580	560
Plaque 6 Lines	400	380
2 <sup>nd</sup> Interment Reservation	290	280

# **NICHE WALL MEMORIALS**

# **RUSTIC (GRANITE) WALL**

ITEM	2014/15 Fee inc GST	Current Fee inc GST
Licence Fee (25 years)	460	450
Single Plaque 6 Lines	390	380
Dual Conversion Plaque	600	590
Detachable Plate	260	250

# **BLOCK WALL**

ITEM	2014/15 Fee inc GST	Current Fee inc GST
Licence Fee (25 years)	400	390
Single Plaque 6 Lines	370	360

# **BURIAL AREA**

# **BURIAL LAWNS**

ITEM	20-14/15 Fee inc GST	Current Fee inc GST
Single Plaque 6 Lines		
(including 2 brass vases)	630	620
Single Plaque 6 Lines	580	570
Dual Conversion Plaque	750	740
Detachable Plate	275	270
Family Allotment Plaque		
including Granite	590	570
Family Allotment	350	330
Nameplate		
Lasting Memories Plaque		
includes 3 photos and a		
maximum of 75 letters	1,600	1590
Life's Memories Plaque	1,550	1490

# **MISCELLANEOUS**

ITEM	2014/15 Fee inc GST	Current Fee inc GST
Memorial Seat Plaque	370	360
Extra Lines on Plaques	30	30
Plaque Cleaner	30	30
Plaque Refurbishment	140	140
5cm x 7cm 'True to Life'	325	320
Photo		
Standard Emblem	70	65
5cm x 5cm Ceramic Photo	95	

Cr Collins seconded

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CONFIRMED THIS	DAY OF	2013.
PRESIDING MEMBER		
The meeting closed at 12.47 p.m. CAM		

#### RAILWAY LANDS SUB-COMMITTEE

Meeting held in the Conference Room, Operational Services Area, Level One of Civic Centre, 10 Watson Terrace, Mount Gambier, on Tuesday, 4<sup>th</sup> March 2014 at 7.30 a.m.

#### **MINUTES**

PRESENT: Cr P Richardson (Presiding Member)

Crs A Lee, and I Von Stanke

APOLOGIES: Crs D Mutton and J Maher

COUNCIL OFFICERS: Chief Executive Officer, Mark McShane

Director - Operational Services, Daryl Sexton

Engineering Manager, Daryl Morgan

Manager - Regulatory Services, Michael Silvy

Clerical Officer, Sarah Moretti

**COUNCIL MEMBERS** 

AS OBSERVERS: Cr M White

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

MINUTES: Cr Von Stanke moved that the Minutes of the previous meeting held on

Wednesday, 25<sup>th</sup> September 2013 be taken as read and confirmed.

Cr Lee seconded <u>Carried</u>

QUESTIONS: (a) With Notice - nil submitted.

(b) Without Notice - nil received

1. <u>PROPERTY MANAGEMENT</u> - Project Management - Indicative Time Frame for Project Completion - Ref. AF12/378

Goal: Building Communities

Strategic Objective: (i) Strive for an increase in services and facilities to ensure the

community has equitable access and that the identified

needs of the community are met

The Presiding Member reported:

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

TASK / ACTIVITY DESCRIPTION	TIMEFRAME
Approval to accept Department of Planning, Transport and Infrastructure's offer	Complete July 2013
Advertisement for Demolition and Remediation	Completed Late July 2013
Consider tenders for Demolition and Remediation and award contracts	Complete September 2013
Site demolition	Complete Late November 2014
Site remediation works	Complete Early March 2014
Stage One works - time schedule to be developed	Commence Mid March 2014

Commence Advertise for Expression of Interest - Artistic Balustrade panels Late April 2014

Cr Von Stanke moved it be recommended:

The report be received and contents noted.

Cr Lee seconded Carried

2. PROPERTY MANAGEMENT - Air Quality Monitoring - Railway Lands Project and Former Mount Gambier Hospital Project - Ref. AF11/1570, AF12/379, AF11/1373

- 2 -

Goal: **Environment** 

Strategic Objective: (i) Use every opportunity to increase the level of community

understanding and awareness of the necessity of

environmental sustainability.

The Presiding Member reported:

Air quality monitoring for the Railway Lands project has been completed;

- the purpose of this was to determine a base line level for particulate matter (dust) that (b) may be present around these sites and to assist with the management of dust complaints during the contract works;
- this additional control has provided Council with additional information to combat any (c) negative publicity or criticism in this regard;
- (d) Land and Water Consulting carried out this task within their role as our environmental consultants at a final cost of approximately \$17,000 + GST.
- (e) results can be summarised as:
  - Monitoring commenced in early November
  - Some exceedences were experienced, however with the use of a larger water truck, dust control was better implemented
  - Some hot windy weather in late January caused levels to be elevated, however in mid February it was the smoke from the local fires that saw levels spike
  - Generally, while we experienced the odd spike, dust control has been good with levels kept below the desired guideline
  - The EPA visited the site at least twice the air quality monitoring station and results were discussed with them with no issues raised

Cr Von Stanke moved it be recommended:

(a) The report be received and contents noted.

Cr Lee seconded **Carried** 

3. FINANCIAL MANAGEMENT - Tenders - Railway Lands - Construction of Wetland and **Creek - AF14/28** 

Goal: **Building Communities** 

Strategic Objective: (i) Strive for an increase in services and facilities to ensure the

community has equitable access and that the identified

needs of the community are met

#### The Presiding Member reported:

(a) Council has recently called for and received tenders for Construction of the Wetland and Creek works as part of the Railway Lands Stage 1 project - Tender AF14/28;

- 3 -

- (b) This contract deals specifically with the construction of the concrete walled Pond 1, rock lined Pond 2 and rock lined Creek at the western end of the site (referred to previously as the WSUD Wetland Area).
- (c) The following works form part of this contract:
  - Placement of site facilities, supervision and administration of construction
  - Supply and install clay liner to pond 1 and 2 including testing
  - Supply and install concrete walls, foundations and wier to pond
  - Backfilling behind concrete wall
  - Supply and install of 'elcomax' liner, boulders (referred to as weathered moss rocks) and top soil
  - Install of site won (Council supplied) ballast to ponds and creek
  - Supply and install of concrete box culvert to creek at easement
  - Connection of pond 1 to existing stormwater system in Wehl Street South and creek to existing pit located on site
- (d) The Manager Regulatory Services provided a further report detailing the tenders received.

#### Cr Lee moved it be recommended:

- (a) The report be received and contents noted;
- (b) Item be referred to Operational Services Committee for further consideration.

#### Cr Von Stanke seconded

Carried

#### 4. FINANCIAL MANAGEMENT - Railway Lands - Stage 1 Works - AF11/1373

Goal: Building Communities

Strategic Objective: (i) Strive for an increase in services and facilities to ensure the

community has equitable access and that the identified

needs of the community are met

# The Presiding Member reported:

- (a) Council staff have requested from four (4) local contractors a price to construct the Platform Extension, Access Ramps, Stairs and Platform Balustrading;
- (b) this contract deals specifically with the construction of the concrete Platform extension, access ramps, stairs and platform balustrading.
- (c) the following works form part of this contract:
  - Platform extension including structural system in accordance with Tonkins retaining wall design, backfilling with compacted material and any demolition required to complete the works
  - Break in platform including demolition and excavation
  - Concrete block access ramps and stairs including applied texture coating to match the 'stucco' colour and finish on the existing retaining walls surrounding the Railway Station building

#### Railway Lands Sub-Committee Minutes of Tuesday, 4th March 2014 Cont'd...

- Balustrade/fencing (fully welded system) to the platform (western end of break -170lm, eastern end of break including extension - 300lm) including laced chainmesh panelling, handrailing to the stairs and ramps (type a - 40lm X 2. type b - 45lm X 1, type c - 70lm X 2) including balustrade infill panelling to the ramps as detailed
- (d) Four (4) local contractors were invited to submit a price for the works, they were;

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- **Dycer Constructions**
- Steplen Constructions
- Andrae Builders
- SMB Civil

INVITED PRICE - PLATFORM EXTENSION, ACCESS RAMPS, STAIRS AND PLATFORM BALUSTRADING				
Company	Conforming (Y/N)	Comments	Lump Sum (\$) (exc. GST)	
Dycer Constructions	Y	Included is: balustrades (\$161,800), supply fill price (\$6,175), all ramps and stairs with textured finish, Class 3 finish concrete retaining walls, Webforge bridges (\$20,750), bridge tactile indicators (\$4,000).	\$418,317	
Steplen Constructions	Y	Included is: balustrades, supply fill price, all ramps and stairs with textured finish, Class 3 finish concrete retaining walls, Webforge bridges (\$17,400), bridge tactile indicators (\$6,000).	\$410,991.81	
Andrae Builders	Y	Included is: balustrades, supply fill price, all ramps and stairs with textured finish, Class 3 finish concrete retaining walls, Webforge bridges (\$17,400), bridge tactile indicators (\$6,000).	\$298,909.10	
SMB Civil	N	Did not submit.		

(e) Council staff have requested from Gambier Earth Movers (as the selected contractors carrying out the remediation works) to provide a price for the construction of the Rail Easement Shared Path:

This contract deals specifically with the construction of the 3m wide asphalt shared path and balance of 10m easement (7m wide) covered in site won ballast material. GEM were requested to price this component of the project because of the potential savings by using the already on site contractor.

The cost provided by GEM was \$108,000 exc. GST.

Council staff have requested from JB Irrigation (as the preferred contractor capable of (f) carrying out the proposed works in the limited time frame) a price for the design and installation of a fully automated irrigation system, bore and pump station:

JB Irrigation have recently carried out large scale irrigation works at the Old Hospital and have indicated they are in a position to carry out the works immediately. Council staff have resisted the temptation to use dust suppressants on the site (saving nearly \$15,000) and opted to install the irrigated watering system immediately. There is a concern that dust could become a problem once the remediation contractors leave

the site – thus the urgent need to provide a quality irrigation system and a quick growing long term turf solution.

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The cost provided by JB Irrigation was \$47,295 exc. GST for the irrigation system and \$25,600 exc. GST for the Bore and Pump Station which is consistent with the estimate allowed in the original budget of \$75,000 exc. GST.

(g) Council staff have requested from Blue Lake Turf Supplies (as the preferred contractor capable of carrying out the proposed works in the limited time frame) a price for the supply and installation of a line planted kikuyu turf to the open space of the Railway Lands:

The cost provided by Blue Lake Turf Supplies was \$52,500 exc. GST for the supply and install of line planted male sterile kikuyu. Included in the price is a soil test, supply and spread three (3) applications of high analysis fertiliser at and monitoring of growth rates to ensure that the maximum growth can be obtained within a eight (8) week period.

Full cover should be achieved in eight (8) weeks <u>providing</u> planting can start no later than the end of February while soil temperatures are at it's warmest, after this time growth rates may be slower towards the end of the eight (8) week period depending on the weather.

(h) A table was provided at the meeting (see attached) as an update on the various components of Stage 1 and the current status of the actual work against those figures identified in the budget.

#### Cr Lee moved it be recommended:

- (a) The report be received;
- (b) Council accept the tender from Andrae Builders to undertake the construction of the Platform Extension, Access Ramps, Stairs and Platform Balustrading as per Job No 0304-33, Zone A and B plans and Details at the price of \$298,909.10 (excluding GST);

#### Cr Richardson seconded

**Carried** 

Cr Lee moved it be recommended:

(c) Council Officers be authorised to negotiate the final price with Gambier Earth Movers to construct the Rail Easement Shared Path within the project budget;

#### Cr Von Stanke seconded

Carried

Cr Richardson moved it be recommended:

(d) Council accept the price from JB Irrigation to design and install a fully automated irrigation system, bore and pump station for \$72,895 (excluding GST):

Cr Lee seconded Carried

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

(e) Council Officers be authorised to negotiate a price with Blue Lake Turf Supplies to remediate the soil and sow seed to the open space of the Railway Lands within the project budget;

Cr Lee seconded Carried

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#### Cr Lee moved it be recommended:

(f) Council appoint Mr Daryl Sexton, Director - Operational Services as the Superintendant to the contracts awarded in accordance with Item 4 for the authorisation of progress claims, including authorisation of defects, variations and issuing of certificates etc.

Cr Von Stanke seconded

**Carried** 

5. <u>PROPERTY MANAGEMENT</u> - Railway Lands Redevelopment Project - Involvement of The Rotary Club Mount Gambier West - AF13/439

Goal: Building Communities

Strategic Objective: (i) Strive for an increase in services and facilities to ensure the

community has equitable access and that the identified

needs of the community are met

The Presiding Member reported:

(a) Council staff were approached by representatives of the Rotary Club of Mount Gambier West to discuss the possibility of assisting Council with works at the Railway Lands and donating some of their accumulated cash reserve for Community Projects;

- (b) at a meeting held on Wednesday 29<sup>th</sup> January 2014 with Ary Vandenhurk the following projects were submitted as possible tasks suitable for assistance from the Club:
  - Landscaping of Proposed Wetland and Creek (say 500 aquatic plants and native grasses)
  - Perimeter Fencing fabrication and install (salvaged Railway Iron 285lm approximately)
  - Telegraph Pole (heads are salvaged) repair and reinstatement on new railway iron poles (8 units)
  - Bridge fabrication and install (design not yet done)
- (c) Council staff received a phone call from Mr Vandehurk on Wednesday 19<sup>th</sup> February to advise that the Club voted on the projects last night and agreed to assist Council achieve all four (4) of the identified tasks as well as commit \$40,000 toward the project. These details are yet to be confirmed in writing.

#### Cr Lee moved it be recommended:

- (a) The report be received;
- (b) Council Officers to continue to liaise with representatives of the Rotary Club of Mount Gambier West with a view to formalising a partnership between the Club and Council for the completion of various tasks in the Railway Lands redevelopment project.

Cr Von Stanke seconded

Carried

6. <u>PROPERTY MANAGEMENT</u> - Railway Lands Redevelopment Project - Seed Funding Application To Arts SA For Artistic Balustrade Design - AF13/439

Goal: Building Communities

Strategic Objective:

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

The Presiding Member reported:

# (a) Background and Context

 A major component of the Stage 1 works is the extension of the existing platform and a galvanised iron chainmesh balustrade surrounding the entire platform. This balustrade is a BCA requirement because of the fall height. Given the site will become a more readily available public space a balustrade is required.

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A chainmesh balustrade is somewhat utilitarian in its aesthetic but is required to
 'fit in' with the industrial theme of the site. One way to add some 'feature' to the
 chainmesh is to include an artistic panel within the fence. Woven (laced) wire
 art is relatively new worldwide and this concept, if approved would be the first of
 its kind in Australia. Arts SA and Multi Sports Concepts (importers of the
 product into Australia) are both extremely excited about this project.

#### (b) <u>Decorative woven (laced) wire panels by Demakersvan</u>

- Lace Fence was produced by young Dutch designer Joep Verhoeven as his graduate project while studying at Design Academy Eindhoven
- The idea is based on the anonymous chainlink security fences that are ubiquitous on industrial estates and sports grounds around the world. These are usually made of galvanised steel wire, which is woven into a continuous mesh by a process akin to giant-scale knitting, and then erected on posts
- Working with plastic-coated copper wire which is more malleable than steel –
  Verhoeven wove intricate patterns, inspired by traditional Dutch lace-making
  techniques, into the fence, creating a delicate screen of foliage and flowers.
  Thus, a product that is a symbol of privacy, denial and even paranoia becomes
  something celebratory and strangely domestic

#### (c) Seed Funding Application

- The City of Mount Gambier is seeking Expressions of Interest (EOI) from South Australian artists/artists teams/illustrators to develop high quality illustration concepts to be later fabricated as decorative woven (laced) wire balustrade panels at the redeveloped Mount Gambier Railway Lands site
- The preferred concepts for the site will be selected and the artist/artist teams/illustrators will be engaged to undertake design development (detail engineering/design documentation and budget preparation) for the concept design in conjunction with Dutch design company, Demakersvan, who have pioneered the lace fence concept
- The project is proposed to be designed and installed by the end of August 2014

## (d) Location for the Commission

- The location of the final commission will be the proposed balustrade surrounding the existing passenger platform. This platform is elevated some 1.1m above natural ground level and will be extended to incorporate a large open space for future undefined civic activities
- The balustrade/fencing will be a galvanised steel fully welded system on base plates bolted to the platform concrete edge plinth. Approximate length of the overall balustrading surrounding the platform is 170 lineal metres (western end of stair case break) and 300 lineal metres (eastern end of break including

proposed platform extension). The overall length of the artistic panels will be approximately 80 lineal metres

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#### (e) Budget

- The total budget for fabrication is \$40,000 plus GST this is included in the project costs table
- Each of the three (3) shortlisted artists/art teams/illustrators will be allocated a \$3,000 concept design fee to develop and present concept artwork for five (5) panels that can/could be interconnected or repeated to form a longer panel. The total value of seed funding sought from Arts SA is \$9,000 plus GST to cover the concept design fee of the shortlisted artists/artist teams/illustrators
- Approval of the funding application is likely to be known by late February/Early March

#### Cr Lee moved it be recommended:

- (a) The report be received;
- (b) Council Officers await a response from Arts SA regarding the funding application and proceed with the expression of interest if successful.

#### Cr Richardson seconded

**Carried** 

7. <u>PROPERTY MANAGEMENT</u> - Railway Lands Redevelopment Project - Railway Lands Stage 2 Funding Application - AF13/439

The Presiding Member reported:

- (a) Council at its meeting held on 15<sup>th</sup> October 2013 resolved as follows;
  - "(a) The report be received;
  - (b) Council endorse the pre-application for both the Railway Lands project (Stage
     2) and Former Hospital Redevelopment (Stage 2) and authorise staff to submit full applications if invited to do so."
- (b) Council have recently been advised that this application has been successful to the amount of \$1,000,000 which is to be matched dollar for dollar by the City of Mount Gambier under the terms of the funding program.
- (c) The following is the scope of works as outlined in the application;

RAILWAY LANDS STAGE 2 WORKS SCHEDULE			
Activity	Outcomes	Funding Contribution	Council Contribution
Detailed Design Documentation and Site Management	Develop detailed design and construction drawings and provide a Consultant to site Manage the project		\$100,000
Feature Landscaping Elements & Street furniture	Supply, deliver, lay and prepare feature landscaped areas (\$200k), kerbing (\$60k) and street furniture (\$20k)		\$280,000
Paving	Supply, delivery and lay pavers		\$300,000
Artwork/Sculptures/Entrance Treatment	Allowance for specific artwork (\$180k) and sculptures and stand alone entrance treatment at Bay Road (\$100k)	\$250,000	\$30,000
Public Amenities Building and Platform	Re-construct Old Signal Box as Public Toilet (\$250k) on completed reconstructed/extended Platform	\$250,000	
Public lighting, signage, bollards and fencing	Pathway and feature lighting (\$150k), feature signage (\$20k), bollards and fencing installation (\$20k)		\$190,000
Outdoor Learning Environment and recreation zone	Shelters (\$250k) and Outdoor Learning Environment landscaping elements (\$250k)	\$500,000	
Contingency Sum	Allowing for project scope alterations, cost escalations or added features		\$100,000
TOTAL		\$1,000,000	\$1,000,000

(d) Given the current outstanding works of Stage 1 and the above Stage 2 works it is anticipated that a final completion date for all works is 31<sup>st</sup> December 2015.

## Cr Richardson moved it be recommended:

- (a) The report be received;
- (b) Council refer a figure of \$1,000,000 to the 2014/15 budget process for consideration in order to meet the obligations of the funding application.

Cr Lee seconded <u>Carried</u>

## **MOTIONS WITHOUT NOTICE** - Nil

The meeting closed at 8:00 a.m.

AF11/1373 4 March 2014 SM

CONFIRMED THIS	DAY OF	2014.
PRESIDING MEMBER		

ACTIVITY (STAGE 1)	TARGET OUTCOMES	BUDGET	ACTUAL	COMMENTS	STATUS
	Davelon detailed design and			Environmental Management (including	
Salada d Bardan Barana a salada a	Develop detailed design and			Environmental Management (including	
Detailed Design Documentation	construction drawings and provide a	¢400.000	¢400.000	laboratory testing and air quality	Constant
and Site Management	Consultant to site Manage the project Remediate, re-use and remove	\$100,000	\$100,000	monitoring) complete as of Feb 21 2014 Tender amount from GEM for \$389,609 plus	Complete
		ć750 000	¢200 c00		C L
and Contamination removal	contaminated soil	\$750,000	\$389,609	variations. Quote accepted from Established Tree	Complete
				Transplanters for \$30,970 inc. delivery plus	Trees ordered, awaiting
	Supply, deliver and plant 128 mature			supply of Palms \$40,200. Tree planting	supply for installation mid
Tana Diametina	1	¢120.000	¢05.000		
ree Planting	trees & 18 palms	\$130,000	\$85,000	allowance also provided.  Quote accepted from Blue Lake Turf	2014.
	Supply, deliver, lay and prepare			Supplies for 3.5ha @ \$15,000/ha for male	
irass areas	landscaped areas - 35,000m2	\$73,000	¢52,000	sterile kikuyu line planted.	Awaiting approval
ilass aleas	Supply, deliver, lay and prepare	\$73,000	\$33,000	sterne kikuyu iirie pianteu.	Awaiting approval
aving	concrete paving - 2,500m2	\$300,000	\$320,000		Not commenced
avilig		\$300,000	3320,000		Not commenced
	Supply, deliver, lay and prepare				
Concrete kerbing	concrete kerbing (\$60k)	\$60,000	\$60,000		Not commenced
				L	
	Construction of basins with pipe system	4		Tenders called in February. Three tenders	
VSUD Wetland area	and landscaping to surrounds	\$410,000	\$600,000		Awaiting approval
	Construction of the state			Rotary Club to donate \$10,000 toward the	
	Supply and installation of plants to		4= 000	planting component. Cost of plants likley to	
andscaping Wetland & Creek	Wetland and Creek		-\$5,000	be approximately \$5,000. Rotary Club to donate \$30,000 toward	Awaiting approval
	Repairs to and re-establishment of			repairs & re-establishment of Heritage items	
of urbishment of Bailway	I .			-	1
Refurbishment of Railway	Heritage items on site - boundary		ć4F 000	on site. Cost of materials likely to cost	
leritage Items	fencing, telegraph poles		-\$15,000	\$15,000. Quote accepted from JB Irrigation for	Awaiting approval
	Instruction (during on hour (¢351) and				
D	Irrigation/drainage bore (\$35k) and	ć7F 000	ć7F 000	\$47,295. Bore & pump quote accepted from	A
Orainage/Irrigation	irrigation system (\$40k)	\$75,000	\$75,000	JB Irrigation for \$25,600.	Awaiting approval
				Prices called from four local contractors.	
				Three prices received. Lowest price from	
	Reconstruct/extend Platform and			Andrae Builders \$300,000. Actual figure	
	provide access ramps, stairs and			includes cost to design and produce	
Platform Upgrade	balustrading to entire platform	\$70,000	\$250,000	decorative lace balustrade panels.	Awaiting approval
ite demolition	Demolish ancillary structures/items	\$20,000		Tender awarded to Heenan Earthmoving.	Complete
ite demontion	Demonstrationary structures/items	\$20,000	723,710	render awarded to neenan Earthmoving.	Complete
Southern boundary	Provide financial support to adjacent				
efurbishment	land owners to upgrade their properties	\$50,000	\$50,000	Further consideration required.	Not commenced
c.a. distillient	Construction of 3m wide asphalt shared	230,000	750,000	. a. a. a. consideration required.	
	path together with a crushed rock				
hared bike path on rail	surface to remainder of the rail				
easement	easement	\$60,000	\$100,000	Quote received from GEM for \$108,861.	Awaiting approval
	New 3 phase power supply to Pump	\$55,000	Ç100,000	Quote received from Stuckey Electrical for	z g approva.
ite Electrical requirements	Shed/Railway Station building		\$32,500	\$32,500	Awaiting approval
			Ç3 <b>2</b> ,300	TT-/	2 д арргота.
ighting	Solar lighting along shared path			Awaiting advice from Electrical Contractor	Not commenced
0 0	Refurbishment of existing shed to be				
ump shed	used as pump control room		\$10.000	Estimate only, requires confirmation.	Not commenced
annik annag			Ç10,000		
	Allowing for project scope alterations,			Contingency sum used for Environmental	
Contingency Sum	cost escalations or added features	\$150,000	\$120 000	Management Fees	Complete
OTAL	source coccinetions of dedeca reactifies	\$2,248,000	\$2,348,819	management rees	- comprete
DIFFERENCE		Ψ=,= .5,000	-\$100,819	1	

#### **OPERATIONAL SERVICES REPORT NO. 7/2014**

SUBJECT: STRATEGIC MANAGEMENT - Policy - Operational Services Policy Review - Ref.

AF11/1950

Goal: Governance

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

#### **BACKGROUND**

At its meeting held on 28<sup>th</sup> January 2014 Council considered Operational Services Report No. 1/2014 relating to the review of Council's Operational Services policies, and resolved:

- "(a) Operational Services Report No. 1/2014 be received.
- (b) Councillors provide any feedback on the proposed recommendations to the Chief Executive Officer/Governance Officer by Friday 21<sup>st</sup> February 2014 for incorporation into an updated report and tables.
- (c) A further report be presented to the March 2014 Operational Services Committee meeting for consideration of updated policy review recommendations."

The review process to-date comprised:

- Elected Member Workshop held on 3 September 2013 to consider the necessity and proposed methodology for a comprehensive review of Council Policies.
- Corporate and Community Services Report No. 62/2013 of 15 October 2013 adopting a process for review of policies, including the reduction of the total number of policies and subsequent review of retained policies on a prioritised and continuing basis.
- Operational Services Report No. 1/2014 of 28 January 2014 presenting and seeking Councillor feedback on proposed recommendations to revoke, convert, amalgamate or retain and review each of Council's 80 Operational Services Polices.
- This report to action the reduction in Operational Services policies by revoking those policies identified as redundant and/or containing content to be converted to procedures and other administrative/operational documentation

Limited feedback has been received on the proposed recommendations as presented to the 28<sup>th</sup> January 2014 Council meeting, with the only amendment being to remove a duplicate reference to Policy D150 - Inspection of Building Work from the list of policies to be revoked, being a required policy under Section 71A of the Development Act.

Should Council support the reduction/revocation of policies as presented in the following recommendations the Administration will proceed to incorporate the relevant content of identified policies into administrative procedures and operational documentation. The revoked policies will act as guiding documents in the intervening period.

The remaining Operational Services Policies will be prioritised and presented to the Operational Services Committee on a case by case or periodical basis (or as otherwise directed by Committee or Council) for consideration and to determine appropriate action for their review.

#### **RECOMMENDATION**

- (a) Operational Services Report No. 7/2014 be received;
- (b) Operational Services Policies be revoked and removed from the City of Mount Gambier Policy Index, as follows:

## Operational Services Report No. 7/2014 Cont'd...

- 1. C110 Caravans
- 2. D200 Dog Control House Inspections
- 3. F125 Fireworks Schedule 9 Permits
- 4. F180 Footways 'Sale' and 'Special' Banners
- 5. B135 Buildings Rainwater Tanks
- 6. A180 Advertising Home Activity Signs
- 7. A190 Advertising Revolving Wind Powered Signs
- 8. D110 Development Act Amended Applications
- 9. D120 Development Act Application Fees
- 10. D130 Development Act Certificate of Occupancy
- 11. D170 Development Act Payment of Fees
- 12. D180 Development Act Public Inspection of Applications
- 13. D195 Development Register Provision of Information Monthly Development Approvals
- 14. P130 Planning Isolation Water Valves, Residential Units
- 15. H110 Hastings Cunningham Reserve Memorial Trees
- 16. R220 Reserves Minor
- 17. R235 Reserves Recreation and Sport Partnerships with Council
- 18. R230 Reserves Miscellaneous Matters
- 19. P110 Parking Private Parking Areas Act 1986
- 20. P140 Plant and Equipment Obsolete, Surplus and Emergency Use
- 21. S125 Street Lighting Public
- 22. W130 Works Council Program
- 23. W140 Works and Services General
- 24. R185 Recycling/Reuse of Building Materials
- 25. W110 Waste Management Litter Bins
- 26. H130 Housing Sub Standard
- 27. I110 Immunisations
- (c) Operational Services Policies be revoked and removed from the City of Mount Gambier Policy Index, and relevant content incorporated into administrative documentation as specified in Operational Services Report No. 1/2014, as follows:
  - H115 Hastings Cunningham Reserve Establishment and Occupation of Sheds
  - 2. B125 Building Mandatory Notifications
  - 3. S160 Supported Residential Facilities Enquiries and Disputes
  - 4. S165 Supported Residential Facilities Notification of certain events
  - 5. F150 Food Premises Inspection Policy
  - 6. D115 Development Act DAP Code of Conduct
  - 7. D125 Development Act Bed and Breakfast Establishments
  - 8. D135 Development Act Garages
- (d) amalgamation and/or review of remaining Operational Services Policies continue to be undertaken on a prioritised and periodical basis under the direction of the Operational Services Committee.

sighted:

Michael McCARTHY
GOVERNANCE OFFICER

Macin

Mark McSHANE
CHIEF EXECUTIVE OFFICER

M Mohi

4 March 2014 SW

#### OPERATIONAL SERVICES REPORT NO. 8/2014

SUBJECT: POLICY REVIEW - Operational Services Policy - D150 Development Act -

Inspection of Building Work- Ref. AF11/1746

Goal: Governance

Strategic Objective: (i) Demonstrate innovative and responsive organisational

governance

#### **DISCUSSION**

At its meeting held on 28th January 2014 Council considered Operational Services Report No. 1/2014 relating to the review of Council's Operational Services policies, and resolved that Operational Services Policy D150 be retained and reviewed.

Pursuant to Sections 71A and 71AA of the Development Act 1993 Council is required to prepare and adopt a building inspection policy. The Development (Swimming Pool Safety) Variation Regulations 2013 were gazetted on 19 December 2013, and the entire variation will come into effect on 1 April 2014. For the purposes of Section 71AA of the Development Act, Council must establish a swimming pool inspection policy.

The existing Operational Services Policy D150 - Development Act - Inspection of building work has been reviewed and amended by Council Officers, to reflect the requirements of Sections 71A and 71AA the Development Act 1993.

The amended policy has been presented to the Operational Service Committee for endorsement.

A copy of the site plan and other relevant documents has been attached for Members perusal.

## **RECOMMENDATION**

Operational Services Report No. 8/2014 be received; (a)

Operational Services Policy D150 - Development Act - Inspection of Building Work, be (b)

updated in accordance with the attached amended Policy.

sighted:

**Jessica PORTER** PLANNING OFFICER **Mark McSHANE** 

CHIEF EXECUTIVE OFFICER

Meshon

4 March 2014

SW

Attachment: Draft Policy D150 - Building Inspections

(Refer Item of Operational Services Committee Minutes)



# COUNCIL POLICY D150 BUILDING INSPECTION POLICY

Version No:	92 5
Issued:	March, 2014
Next Review:	March, 2015

#### 1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier ("Council") for undertaking building inspections pursuant to Sections 71A and 71AA of the Development Act 1993.

#### Scope

This policy applies to employees, and Authorised Officers acting on behalf of Council.

#### <u>Purpose</u>

Council is required by Section 71A and 71AA of the Development Act 1993 to prepare a policy to detail its position with regard to audit levels and inspection criteria for the inspection of building works. The policy will set conservative voluntary targets for inspection audit levels in addition to detailing Councils commitment to comply with mandated levels of inspections for particular classes of buildings.

#### 2. AUDIT LEVEL

Council will undertake inspections of building works, including work where building rules consent was issued by a private certifier in accordance with the following table.

Inspection	Audit Level
All roof framing – excluding portal frames (mandatory)	66% for works under the
	control of a Building Works
	Contractor and 90% for owner
	builders
Swimming Pools Safety Barriers (mandatory)	80% within 2 weeks of being
	notified and the remaining 20%
	within 2 months
Other inspections (voluntary)	15%

Note that consistent with the requirements of Regulation 80AB Council will count all inspections which occur on buildings which include roof framing as defined by regulation 74 towards the required 66% and 90% audit levels for the inspection of roof framing regardless of weather the inspection undertaken was specifically focussed on framing.

#### 3. INSPECTION CRITERIA

When undertaking inspections Council officers will evaluate building work against the;

- a) Approved documentation certified by either Councils building surveyors or the relevant private certifier; or
- b) Where the approved documentation is silent on a particular matter, the National Construction Code (NCC).

#### 4. NOTIFICATIONS

It is acknowledged that Council's capacity to inspect building works is linked to its receipt of notifications under section 59 of the Development Act from developers. Accordingly Councils specified audit levels will be measured against the number of instances in which Council receives the required notifications in a compliant and timely manner.



# COUNCIL POLICY D150 BUILDING INSPECTION POLICY

Version No:	93 5
Issued:	March, 2014
Next Review:	March, 2015

#### 5. RECORDKEEPING

Council officers will keep adequate records of inspection completion towards the specified audit levels using Councils Authority software package.

#### 6. COUNCIL ENDORSEMENT

This Policy was first adopted by resolution of the Council on 18<sup>th</sup> February 1999.

#### 7. REVIEW & EVALUATION

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

#### 8. AVAILABILITY OF POLICY

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



# COUNCIL POLICY D150 BUILDING INSPECTION POLICY

Version No:	5 94
Issued:	March, 2014
Next Review:	March, 2015

File Reference:	AF11/1946
Applicable Legislation:	Development Act 1993 (S71A & 71AA) Development Regulations 2008 Development (Swimming Pool Safety) Variation Regulations 2013
Reference: Strategic Plan – Beyond 2015	Goal 4, Strategic Objective 6
Related Policies:	
Related Procedures:	
Related Documents:	

## **DOCUMENT DETAILS**

Responsibility:	MANAGER REGULATORY SERVICES
Version:	5.0
Last revised date:	March, 2014
Effective date:	<sup>th</sup> March, 2014
Minute reference:	<sup>th</sup> March, 2014 Operational Services, Item
Next review date:	March, 2015
Document History First Adopted By Council: Reviewed/Amended:	18 <sup>th</sup> February 1999 15 <sup>th</sup> April 2003, 16 <sup>th</sup> September 2006, 17 <sup>th</sup> February 2009.