



Reference: AF11/866 SW

6 August 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, 12th August 2014 at 7:30 a.m.

An agenda for the meeting is enclosed herewith.

Mark McSHANE
CHIEF EXECUTIVE OFFICER

OPERATIONAL SERVICES COMMITTEE

Meeting to be held on Tuesday, 12th August 2014 at 7.30 a.m.

AGENDA

1. STRATEGIC MANAGEMENT - Internal - Operational Services Committee - Business Arising Table - Ref. AF11/1900
2. COMMITTEES - Internal - Operational Services Committee - re Projects to be undertaken by the Operational Services Department, Engineering Division, during month - Ref. AF11/866
3. CELEBRATIONS AND FESTIVITIES - 2014 Christmas Parade - Street Closure - Ref. A13/402, AF11/1850
4. INFRASTRUCTURE - Maintenance - Damaged Street Tree Maintenance and/or Removal 2014 - Ref. AF13/386
5. PROPERTY MANAGEMENT - Arrangements - Temporary Closure of Valley Lake to Powered Water Craft - 2014 Carpathon Event - Ref. AF11/1880
6. TRAFFIC MANAGEMENT - Regulating - Request for alterations to On-Street Parking - Bailey Street - Ref. AF11/1880
7. TRAFFIC MANAGEMENT - Regulating - Request for alterations to On-Street Parking - Mitchell Street - Ref. AF11/1880
8. OPERATIONAL SERVICES REPORT NO. 19/2014 - Property Leasing - Hastings Cunningham Reserve - Lake City Rod and Custom Club - Proposed Shed Extension - Ref. AF11/1442
9. OPERATIONAL SERVICES REPORT NO. 20/2014 - Policy Review - A170 Advertising and Signage - Ref. AF11/1950
10. OPERATIONAL SERVICES REPORT NO. 21/2014 - Policy Review - Footways and Crossovers - Ref. AF11/1950
11. OPERATIONAL SERVICES REPORT NO. 22/2014 - Policy Review - D160 Inspection and Copying of Documents - Ref. AF11/1950
12. OPERATIONAL SERVICES REPORT NO. 23/2014 - Policy Review - Encroachments / Protection of Public During Building / Maintenance Work - Ref. AF11/1950
13. OPERATIONAL SERVICES REPORT NO. 24/2014 - Policy Review - Operational Services Policies - Ref. AF11/1950
14. TENDER - Supply and Installation of a Lease-to-own Photovoltaic System on Roof of the Mount Gambier Library - Ref. AF14/129

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 12th August 2014 at 7.30 a.m.

AGENDA

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

APOLOGIES: moved the apology received from
be accepted.

seconded

COUNCIL OFFICERS: Chief Executive Officer, Mark McShane
Director - Operational Services, Daryl Sexton
Engineering Manager, Daryl Morgan
Planning Officer, Jessica Porter
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, 8th July 2014 be taken as read and confirmed.

seconded

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

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

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

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

Date of Motion	Subject Matter	Action Required	Responsibility	Status	Comments
CORPORATE AND COMMUNITY SERVICES					
20/11/2012	Establishment of City Development Framework		Chief Executive Officer	In Progress	<ul style="list-style-type: none"> City Development Framework Sub-Committee established December 2013 to oversee project. Professor John Martin engaged by Council

Operational Services Committee Agenda for 12th August 2014 Cont'd...

					<ul style="list-style-type: none"> • Draft Futures Paper being prepared, Professor John Martin in Mount Gambier 12 - 16th May, 2014. • May/June 2014 - consultation to commence to develop strategies. • Final Draft completed in July and desktop published for community consultation commencing 1st August - 29th August.
20/08/2013	Umpherston Sinkhole	<ul style="list-style-type: none"> • Expressions of Interest Process • Council Report 	Governance Officer	In Progress	Negotiations continuing with potential operator.
17/09/2013	China Relationship	Further investigations/members workshop	Chief Executive Officer	In Progress	<ul style="list-style-type: none"> • Initial workshop held • Regional workshop scheduled on 5th December • Members Informal workshop on 6th December • Further workshop scheduled for 19th February 2014. • Council Report and resolution in March to proceed to further investigation. • Members Workshop with Sean Keenihan - 12th June, 2014
17/09/2013	Smoke Free areas	Implementation of	Operational Services, Governance Officer, Manager Community Services and Development	In Progress	Internal Review and report to be developed.
17/12/2013	Display of Aboriginal and Torres Strait Islander Flags in the Council Chamber	Engagement with stakeholders and establishing a process	Manager Community Services and Development	In Progress	<ul style="list-style-type: none"> • Statement of Commitment presented to Council • Ongoing planning with Pangula Mannamurna, Burrandies, Aboriginal Corporation and Elders Group. • 1st September date fixed for Ceremony in Council Chamber.
18/3/2014	Men's Shed	Convene Project Group to finalise arrangements for Men's Shed at Council Depot Site.	Chief Executive Officer, Governance Officer, Director - Operational Services	In Progress	<ul style="list-style-type: none"> • Project Group convened. • Lease document finalised. • Work to commence July pending 2014/2015 Budget.
OPERATIONAL SERVICES					
17/09/2013	Regional Development Assessment Panels	Support the focus of the proposal and review the recommendations at a later date	Strategic Project Officer	Ongoing	Waiting for outcomes of investigation by SELGA
11/02/2014	Grant of easement - Botanic Park	Consent be given to the granting of easements	Governance Officer	Completed	No further action required by Council

Operational Services Committee Agenda for 12th August 2014 Cont'd...

18/03/2014	South East Animal Welfare League	Enter into a joint funding agreement with South East Animal Welfare League and District Council of Grant for a five (5) year term	Director - Operational Services	In Progress	Joint Funding Agreement Drafted - with SEAWL
17/06/2014	Civic Centre maintenance - external cladding	Release Expression of Interest (in conjunction with Country Arts SA)	Director - Operational Services	In Progress	Not started as yet
17/06/2014	Parking restrictions - Commerce Place Carpark	Arrange for rescission and installation of parking restrictions at Commerce Place Carpark	Team Leader - General Inspector	In Progress	Signage has been ordered
17/06/2014	Parking restrictions - Commercial Street East and West	Arrange for rescission and installation of parking restrictions on Commercial Street East and West	Team Leader - General Inspector	In Progress	Signage has been ordered
17/06/2014	Grant of easement - Calula Drive	Consent be given to the granting of easement	Governance Officer	Completed	No further action required by Council
08/07/2014	Establishment of bicycle lanes - Suttontown Road	Advise N.F. McDonnell and Sons of alterations to bicycle lanes on Suttontown Road	Engineering Manager	Completed	Letter sent on 16/07/2014
08/07/2014	Policy Review - C120 Cemeteries - Carinya Gardens and Lake Terrace Cemetery	Adopt new Policy and make the necessary amendments to Council's Policy Manual Index	Planning Officer	Completed	Adopted Policy updated on Council's website
08/07/2014	Policy Review - C355 Council Land - Irrigation Policy	Adopt new Policy and make the necessary amendments to Council's Policy Manual Index	Planning Officer	Completed	Adopted Policy updated on Council's website
08/07/2014	Policy Review - W125 Waste Management - Refuse Collection	Adopt new Policy and make the necessary amendments to Council's Policy Manual Index	Planning Officer	Completed	Adopted Policy updated on Council's website
08/07/2014	Policy Review - T120 Tree Policy	Adopt new Policy and make the necessary amendments to Council's Policy Manual Index	Planning Officer	Completed	Adopted Policy updated on Council's website
08/07/2014	Tender - Supply and Delivery of Concrete Pavers for Railway Lands	Advise successful and unsuccessful tenderers	Engineering Manager	Completed	Correspondence issued on 16/07/2014
08/07/2014	Tender - Supply and Installation of Blue Lake Lighting	Set aside original Tender AF14/155 and retender by invitation (Tender AF14/277) to the tenderers who responded to AF14/155	Manager - Regulatory Services Environmental Sustainability Officer	In Progress	New tender process to commence 06/08/2014

seconded

Operational Services Committee Agenda for 12th August 2014 Cont'd...

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

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

<u>Commenced Tasks</u>	<u>% Completed</u>
• Caroline Landfill (Cell construction only)	on hold
• Streetscaping / Paving City Centre (Krummel Street to Compton Street)	80%
• O'Leary Road (Calula Drive to Wireless Road West) kerbing and widening	65%
• Bike lane linemarking	80%
• Ferrers Street streetscape upgrade	60%
• Kennedy Avenue concrete footpath construction	10%
• Commercial Street (Ferrers Street to Compton Street) protuberance kerbing works	5%
• Commerce Place Carpark Redevelopment	5%

Completed Tasks

- Sutton Avenue - Jubilee Highway West concrete footpath
- Valley Lake Carpark tree removal and replacement (stage 3)

moved it be recommended the report be received.

seconded

3. CELEBRATIONS AND FESTIVITIES - 2014 Christmas Parade - Street Closure - Ref. A13/402, AF11/1850

Goal: Building Communities

Strategic Objective: (i) Recognise and support our volunteers, community organisations and their sustainability as they continue to be the foundation of the community

The Director - Operational Services reported:

- (a) Since the introduction of the Australian Road Rules in late 1999, the power to close roads for special events is now contained within the Road Traffic Act 1961 (Section 33);
- (b) the Minister for Transport has delegated the powers of Section 33 to Council, and Council should make an appropriate order to close Commercial Street for the Christmas Parade on 15th November 2014;
- (c) the order should:
 - (i) close the required section of Commercial Street for the required period of the Christmas parade (including any adjacent or adjoining road); and
 - (ii) exempt the persons taking part in the parade on the closed portion of the road/s from a duty to observe an enactment, regulation or by-law prescribing a rule to be observed on roads by pedestrians or drivers of vehicles;

Operational Services Committee Agenda for 12th August 2014 Cont'd...

- (d) Police Officers are given wide ranging powers by the order (as set out in Section 33 of the Road Traffic Act 1961) to ensure orderly conduct;
- (e) a copy of the order is to be published in a local newspaper at least two (2) clear days prior to the event.

moved it be recommended:

- (a) the report be received;
- (b) Council, being of the opinion that the 2014 Christmas Parade is an event to which Section 33 of the Road Traffic Act applies to, pass the following order in relation to road closures for the purpose of the 2014 Christmas Parade on Saturday, 15th November 2014.

ORDER

Council, pursuant to Section 33 of the Road Traffic Act 1961 and instrument of Delegation from the Minister of Transport makes the following order to close the following roads on Saturday, 15th November 2014:

- (a) (i) COMMERCIAL STREET EAST - between East side of Davison Street and Bay Road/Penola Road
WATSON TERRACE - north south leg adjacent to Jens Hotel

Between the hours of 7.00am and 1:00pm.

With the exception of the Ferrers Street/Mitchell Street intersection, north/south traffic will be permitted to cross Commercial Street East until 8.30am.

The portion of Commercial Street East between Crouch Street and East side of Davison Street may remain open to 10:30am.

- (b) COMMERCIAL STREET WEST - between Bay Road/Penola Road and Wehl Street
WATSON TERRACE - east west leg off Bay Road.

Between the hours of 8.30am and 1:00pm.

North/South bound vehicles will be permitted to access Commercial Street West intersection until 10:55am.

- (c) CROUCH STREET SOUTH - between Commercial Street East and Sturt Street
WEHL STREET NORTH - between Commercial Street West and Wyatt Street/Eglington Terrace.
COMMERCIAL STREET WEST - between Wehl Street and Bertha Street

Between the hours of 10:50am and 1.00pm.

- (d) WATSON TERRACE - north south leg adjacent to Jens Hotel/Cave Garden

Between the hours of 12:30pm and 5:00pm.

- (e) COMMERCIAL STREET EAST - between Bay Road and Ferrers Street

Operational Services Committee Agenda for 12th August 2014 Cont'd...

Between the hours of 1:00pm and 3:00pm.

- (f) COMMERCIAL STREET WEST - between Bay Road and Gray Street

Between the hours of 1:00pm and 3:00pm.

Council further orders that persons attending and taking part in the event are exempted from the following Road Rules when on roads (or section of road) closed pursuant to this Order:

1. Rule 221 Using hazard warning lights
2. Rule 230 Crossing a road – general
3. Rule 231 Crossing a road at pedestrian lights
4. Rule 232 Crossing a road at traffic lights
5. Rule 234 Crossing a road on or near a crossing for pedestrians
6. Rule 237 Getting on or into a moving vehicle
7. Rule 238 Pedestrians travelling along a road (except in or on a wheeled recreational device or toy)
8. Rule 250 Riding on a footpath or shared path
9. Rule 264 Wearing of seat belts by drivers
10. Rule 265 Wearing of seat belts by passengers 16 years old or older
11. Rule 266 Wearing of seat belts by passengers under 16 years old
12. Rule 268 How persons must travel in or on a motor vehicle
13. Rule 269 Opening doors and getting out of a vehicle etc
14. Rule 298 Driving with a person in a trailer

Conditions on Exemptions from Australian Road Rules

1. Rule 237 Getting on or into a moving vehicle – provided the speed of the vehicle does not exceed 5km/h
2. Rule 264 Wearing of seat belts by drivers – provided the speed of the vehicle does not exceed 25km/h
3. Rule 265 Wearing of seat belts by passengers 16 years old or older – provided the speed of the vehicle does not exceed 25km/h
4. Rule 266 Wearing of seat belts by passengers under 16 years old – provided the speed of the vehicle does not exceed 25km/h
5. Rule 268 How persons must travel in or on a motor vehicle – provided the speed of the vehicle does not exceed 25km/h
6. Rule 269 Opening doors and getting out of a vehicle etc – provided the speed of the vehicle does not exceed 5km/h
7. Rule 298 Driving with a person in a trailer – provided the speed of the vehicle does not exceed 25km/h

seconded

4. INFRASTRUCTURE - Maintenance - Damaged Street Tree Maintenance and/or Removal 2014 - Letter from Donahue's Leisure - Ref. AF13/386

Goal: Environment

Strategic Objective: (i) Support the preservation and enhancement of the City's unique natural and built heritage for future generations.

The Director - Operational Services reported:

- (a) The tree in question is a healthy tree (as assessed by Council's Engineering Technical Officer) and therefore does not fall within the scope of delegated authority to authorise removal;

Operational Services Committee Agenda for 12th August 2014 Cont'd...

- (b) this tree has lost some limbs over time but being a large Eucalypt it is not an ideal street tree and would not be planted in this location if a tree scheme was intended for the area;
- (c) given the history and circumstances of the request, the removal of this tree is supported by staff.

moved it be recommended:

- (a) The report be received;
- (b) Council grant approval for the removal of the street tree (Eucalypt) adjacent to Donehue's Leisure, 250 Jubilee Highway West, Mount Gambier.

seconded

5. PROPERTY MANAGEMENT - Arrangements - Temporary Closure of Valley Lake to Powered Water Craft - 2014 Carpathon Event - Ref. AF11/1880

Goal: Building Communities

Strategic Objective: (i) Recognise and support our volunteers, community organisations and their sustainability as they continue to be the foundation of the community

The Environmental Sustainability Officer reported:

- (a) Council are again partnering with the Department of Environment, Water and Natural Resources (DEWNR) for Water Week 2014. One of the activities involves running the Carpathon at the Valley Lake on Sunday the 2nd of November 2014. DEWNR have requested to have the Valley Lake closed to powered water craft during the period of the Carpathon, 9am to 3pm.

moved it be recommended:

- (a) The report be received;
- (b) Council approve the closure of the Valley Lake to powered water craft on Sunday the 2nd of November 2014, 9am to 3pm.

seconded

6. TRAFFIC MANAGEMENT - Regulating - Request for alterations to On-Street Parking - Bailey Street - Ref. AF11/1880

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 Director - Operational Services reported:

- (a) Council has received a letter from Courtney Jones (copy attached to the agenda) advising of concerns regarding traffic congestion around the kindergarten and school on Bailey Street;

Operational Services Committee Agenda for 12th August 2014 Cont'd...

- (b) this report will recommend Council amend the current resolutions in place to extend the 'No Parking Zone' and minimise the '15 Minute Zone', to allow traffic to flow more freely;
- (c) the proposed amended areas on Bailey Street are 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 Operational Services Committee agenda be endorsed by Council;
- (c) The City of Mount Gambier pursuant to Ministerial delegation resolves to amend the following:

Prohibited Area
1.1.461

No Stopping

BAILEY STREET - northern half from 76.5 metres west of the intersection with Wimmera Street and following the kerb line of the cul-de-sac to 134 metres of the said intersection

Prohibited Area
3.5.086

15 Minute Parking

BAILEY STREET - northern half from 68.0 metres west of the intersection with Wimmera Street to 76.5 metres west of the said intersection

to apply between 8.00 a.m. and 4.00 p.m. on school days

to be effective on the installation of appropriate signage

seconded

7. TRAFFIC MANAGEMENT - Regulating - Request for alterations to On-Street Parking - Mitchell Street - Ref. AF11/1880

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 Director - Operational Services reported:

- (a) Council has received a letter and a signed petition from all of the Mitchell Street businesses (copy is attached to the agenda) with a proposal to change the existing timed zones in Mitchell Street from '1 Hour Parking' to '15 Minute Parking', which will increase the turnover of parking spaces in the street;
- (b) the proposed '15 Minute Parking' areas on Mitchell Street are shown on the aerial map attached to the Traffic Impact Statement.

Operational Services Committee Agenda for 12th August 2014 Cont'd...

moved it be recommended:

- (a) The report be received;
- (b) the Traffic Impact Statement attached to the Operational Services Committee agenda be endorsed by Council;
- (c) Council rescinds resolution numbers 3.3.162 and 3.3.163;
- (d) the City of Mount Gambier pursuant to Ministerial delegation resolves the following:

Prohibited Area 15 Minute Parking
3.5.097

MITCHELL STREET - eastern half from 10.0 metres south of Percy Street to 26.2 metres south of Percy Street

Prohibited Area 15 Minute Parking
3.5.098

MITCHELL STREET - western half from 10.0 metres south of Percy Street to 33.3 metres south of Percy Street

to apply between 8.00 a.m. and 4.00 p.m. Monday to Friday and 8.00 a.m. to 12 noon Saturdays

to be effective on the installation of appropriate signage

seconded

8. OPERATIONAL SERVICES REPORT NO. 19/2014 - Property Leasing - Hastings Cunningham Reserve - Lake City Rod and Custom Club - Proposed Shed Extension - Ref. AF11/1442

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

moved it be recommended:

- (c) Operational Services Report No. 19/2014 be received;
- (d) Council consent (as custodian) to the extension proposed by the Lake City Rod and Custom Club to its shed located at Hastings Cunningham Reserve, subject to:
 1. the consent of the Crown Lands division of the Department of Environment, Water and Natural Resources (Landowner);
 2. the granting of a Development Approval for the proposed shed extension;
 3. Special Conditions to control the works being annexed to the Lake City Rod and Custom Club Licence documentation.

seconded

Operational Services Committee Agenda for 12th August 2014 Cont'd...

9. OPERATIONAL SERVICES REPORT NO. 20/2014 - Policy Review - A170 Advertising and Signage - Ref. AF11/1950

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

moved it be recommended:

- (a) Operational Services Report No. 20/2014 be received;
- (b) Council hereby adopts new Council Policy A170 - Advertising and Signage as attached to this report;
- (c) Council revoke existing Council Policies C325 Council Land - Advertising Signage and R250 Reserves - Sponsorship and Advertising Signs;
- (d) Council makes the necessary amendments to Council's Policy Manual Index.

seconded

10. OPERATIONAL SERVICES REPORT NO. 21/2014 - Policy Review - Footways and Crossovers - Ref. AF11/1950

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

moved it be recommended:

- (a) Operational Services Report No. 21/2014 be received;
- (b) Council hereby adopts new Council Policy ##### - Footways and Crossovers as attached to this report;
- (c) Council revoke existing Council Policies F160 - Footways - Crossing Places, F165 - Footways - Maintenance of Flexible Seal Vehicle Crossovers, F170 - Footways - Landscaping by Residents and S150 - Streets - Procedures for New Invert/Crossovers;
- (d) Council makes the necessary amendments to Council's Policy Manual Index.

seconded

11. OPERATIONAL SERVICES REPORT NO. 22/2014 - Policy Review - D160 Inspection and Copying of Documents - Ref. AF11/1950

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

moved it be recommended:

- (a) Operational Services Report No. 22/2014 be received;

Operational Services Committee Agenda for 12th August 2014 Cont'd...

- (b) Council hereby adopts new Council Policy D160 - Development Act - Inspection and Copying of Documents as attached to this report;
- (c) Council makes the necessary amendments to Council's Policy Manual Index.

seconded

12. OPERATIONAL SERVICES REPORT NO. 23/2014 - Policy Review - Encroachments / Protection of Public During Building / Maintenance Work - Ref. AF11/1950

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

moved it be recommended:

- (a) Operational Services Report No. 23/2014 be received;
- (b) Council hereby adopts new Council Policy ##### - Encroachments / Protection of Public During Building/Maintenance Work over Public Places, as attached to this report;
- (c) Council revoke existing Council Policies B120 - Buildings - Encroachments over Public Places, B160 - Building - Verandah Posts, F200 - Footways - Protection Of Public - Building Work and F210 - Footways - Protection of Public - Maintenance Works;
- (d) Council makes the necessary amendments to Council's Policy Manual Index.

seconded

13. OPERATIONAL SERVICES REPORT NO. 24/2014 - Policy Review - Operational Services Policies - Ref. AF11/1950

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

moved it be recommended:

- (a) Operational Services Report No. 24/2014 be received;
- (b) Council hereby adopts new Council Policies:
 - E240 - Expiation Notice - Cancellation and Waiver as attached to this report;
 - F110 - Fencing Costs - Contributions by Council as attached to this report;
 - F190 - Footways - Requests for Paving - Works within the City Centre Zone as attached to this report;
 - P135 - Planning - Entertainment Venues as attached to this report;
 - R270 - Road Pavement - Excavation and Reinstatement of as attached to this report;
 - S115 - Strategic Management - Engineering Works - Fencing of Stormwater Retention Basins as attached to this report;
 - S120 - Street Signs - Directional, Tourist and Other Scenic Facility Signs as attached to this report;

Operational Services Committee Agenda for 12th August 2014 Cont'd...

- S135 - Streets - Naming of as attached to this report;
- W115 - Waste Management - Receival of Waste - Caroline Landfill as attached to this report;

(c) Council makes the necessary amendments to Council's Policy Manual Index.

seconded

14. TENDER - Supply and Installation of a Lease-to-own Photovoltaic System on Roof of the Mount Gambier Library - Ref. AF14/129

CHAT Result (average): 73% "Good"

*Completed by: Engineering Manager
Environmental Sustainability Officer
Project Officer*

The Environmental Sustainability Officer reported:

- (a) At the Council meeting held on 20th May 2014 Council resolved to release an open tender for a lease to own solar system for the Mount Gambier public library. The tender was released on Tuesday, 10th June 2014 and closed on Monday, 14th July 2014;
- (b) Council received nine (9) submissions to the tender, from the following companies:

Tenderer	System Size (kW)	Total Cost (exGST & SAPN costs)	Final Cost (less STCs*)	Per kW Cost	Notes
Braemac Energy	59.67	\$115,709	\$77,019	\$1,290	Live educational display inside Library not included.
Gambier Electronics	63.18	\$141,700	\$102,300	\$1,619	Remote monitoring included.
Keppel Prince Engineering	57.5	\$112,649	\$73,148	\$1,203	Live educational display inside Library included.
Keystones Solar Group	70	?	\$133,300	\$1,904	Live educational display inside Library not included.
Metro Solar	55.8	\$137,642	\$102,957	\$1,845	Live educational display inside Library not included.
Nu Energy	86.4	?	\$300,000	\$3,472	Live educational display inside Library included, on existing screen.
Solar Depot	51	\$109,606	\$77,896	\$1,527	Live educational display inside Library included.
Solgen Energy	52.5	\$110,778	\$75,791	\$1,377	Live educational display inside Library included.
ZEN Energy	60	\$131,003	\$89,962	\$1,499	Live educational display inside Library included.

Operational Services Committee Agenda for 12th August 2014 Cont'd...

**STCs “Small-scale technology certificates”, are a tradeable commodity attached to eligible installations of renewable energy systems (including solar panels). These are generally assigned to the solar company, who sell them on the STC market.*

- (c) the Assessment Criteria for Tender AF14/129 were listed in section three (3) of the Specification of the Tender document. The Assessment Criteria included the following:
- Experience in delivering similar installations
 - The total price of the system
 - The annual solar electricity production of the photovoltaic system
 - Warranties, guarantees and life expectancy of the system
 - Local content
- (d) following the close of tenders the nine (9) submissions were assessed by members of an internal assessment panel. The submissions were also assessed by an independent solar expert at Quark Consulting. The internal assessment panel consisted of:
- Cr Ian Von Stanke
 - Director Operational Services
 - Manager Regulatory Services
 - Manager Finance
 - Environmental Sustainability Officer
- (e) initially the submissions were assessed independently by each member of the panel against the assessment criteria. Following this, the assessment panel convened to discuss their results and select a preferred tenderer;
- (f) this process, in conjunction with a recommendation from Quark Consulting, resulted in a unanimous decision to recommend Keppel Prince Engineering as the preferred tenderer. This solar system will supply approximately 23% of the Library’s annual electricity usage. The entire available space on the sawtooth sections of roof will be covered with solar panels;
- (g) Quark Consulting recommend Council to award the tender “Subject to appropriate approvals from SA Power Networks being obtained, and grid integration costs (e.g. Network Protection) not exceeding \$20,000”;
- (h) given the cost effectiveness of the Keppel Prince submission (i.e. total contract cost of \$73,148) it was the view of the panel that the 2014-2015 budget should be reviewed with a view to funding the installation internally. This could be done via an ‘internal loan’ (from CAD), whereby the savings in electricity costs from the Library pay off the internal loan over a period of five years, and this is clearly shown in the next budgets to ensure the value of the solar system is not lost.

moved it be recommended:

- (a) The report be received;

Operational Services Committee Agenda for 12th August 2014 Cont'd...

- (b) Council accept Keppel Prince Engineering as the successful tenderer for Tender AF14/129 Supply and Installation of a Lease-to-Own Photovoltaic System - Roof of Mount Gambier Library at a total contract cost of \$73,148, subject to appropriate approvals from SA Power Networks being obtained, and grid integration costs (e.g. Network Protection) not exceeding \$20,000;
- (c) review the 2014-2015 Council Budget, with a view to funding the installation internally.

seconded

MOTIONS WITHOUT NOTICE -

The meeting closed at _____ a.m.

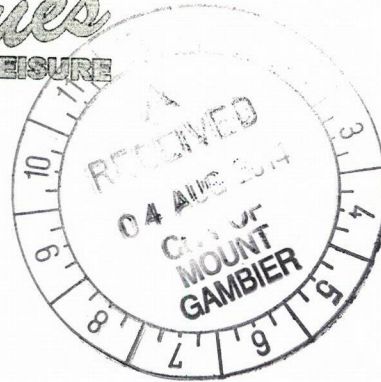
AF11/866

SW

P: 08 8725 2826
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250 Jubilee Highway West
PO Box 9491
Mt Gambier West. SA 5291

Donehue's
LEISURE



1/8/14

Att: Darryl Sexton
C/O City Council
10 Watson Terrace
Mt Gambier SA 5290

To Darryl,

As per our phone conversation this morning I am writing this letter to express my concern in regards to a tree hazard at Donehue's Leisure's premises 250 Jubilee Hwy West, Mt Gambier.

It has come to our attention that the tree in front of our business is a hazard not only in this severe weather but at all times. It drops limbs, leaves ect and has come in inches of hitting our caravans and I am concerned for our customers and staff welfare.

I would like to propose to have the tree removed for safety reasons.

If you have any questions or queries please don't hesitate to contact me.

Kind Regards

Andrew Donehue
Donehue's Leisure
Mount Gambier











SAFETY CONCERNS NEAR ACACIA KINDER- GARTEN

Courtney Jones
15 Montgomery Avenue
Mount Gambier, SA, 5290

26 May 2014

Mr Mark McShane
Chief Executive Officer
City of Mount Gambier
PO Box 56
Mount Gambier, SA, 5290
Email: city@mountgambier.sa.gov.au

To Mark,

I am writing to express my concern with a number of safety issues I have noticed near Acacia Kindergarten. The kindergarten itself is a safe and nurturing environment for my child and I have recommended all my friends take their children there. However I have observed a number of safety hazards literally just outside the kindergarten gates. These safety hazards are a tragedy waiting to happen. They include:

- A large pool of water on the reserve between Montgomery Avenue and Bailey street
- A lack of space to turn cars around on Bailey street, and

The recent development of housing at the top of Bailey Street has created a pool of overflow rain water on the reserve opposite Acacia Kindergarten that is deep enough for a child to drown in. Many kindergarten aged children have smaller siblings that are dangerously drawn to the pool. I myself struggle to keep my two year old away from the pool at drop off times and would hate to a preventable death to occur. I suggest that a drainage system be put in place *immediately*, as the winter months of heavy rain are upon us, it is not a matter of IF an accident will happen it is a matter of WHEN.

Also, there is not enough space at the top of Bailey Street to do a U-turn, which creates a commotion of three-point-turns at drop off and pick up time. Combine the kindergarten traffic with the North School traffic and now the residential driveway that has been put at the top of the hill and there is quite a flurry of cars and chaos in the tiny street. I understand that this would be an expensive venture, however I feel that fund-

ing to widen the road and put in parallel car-parks could quite possibly save the life of a child and ease the mind of all parents involved with picking up their children at either North Primary School or Acacia Kindergarden. At the very least there needs to be foot-paths along both sides of the Bailey Street to encourage children to walk in a safe place.

I hope you take my suggestions on board with serious consideration. As a mother I need to do everything I can to protect my children from dangers that they are faced with, this includes a plea to you for action on these preventable hazards.

Sincerely yours,

Courtney Jones

TRAFFIC IMPACT STATEMENT

Amend Existing No Parking and 15 Minute Parking Zones
Bailey Street

Part A - Traffic Management

It is the view of the undersigned that amending the 'No Parking' and '15 Minute Parking' zones on Bailey Street will not be detrimental to traffic management in this area:

Part B - Road Safety Effects

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

Conclusion

It is the opinion of the undersigned that the proposal to amend the 'No Parking' and '15 Minute Parking' zones on Bailey Street 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 August 2014
Ref. AF14/52
SW



City of Mount Gambier

Proposed Parking Restrictions - Bailey Street



Plot Date: Tuesday, 5 August 2014



Trevor Wardle
Subway
57 Commercial St. East.
trevange@trevange.com

The CEO
Mount Gambier City Council
Watson Drive, Mount Gambier

Dear Sir,


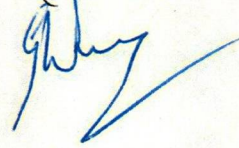
We the undersigned are concerned with the further loss of car parking in Commercial Street East. Currently Commercial Street West has 33 parks in the first block, up to Gray Street.


Commercial Street East has only 15, in the first block to Mitchell Street and future plans show the second block up to Compton Street will also be restricted down to 16, a total of 31 car parks over 2 blocks.

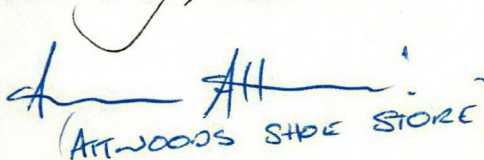
The loss of car parking has impacted many of these businesses. Turning over these parking spaces more quickly can help lessen this impact. Consequently we request you to reduce the 6 car parks in Mitchell Street to 15 minute parking, as a measure to help us overcome the impediment lack of parking has on our business.


 - Hansen Print.

 - AEC.


(D. RAMAGE)
 G. WEYERS PAINTING
" "

 Wendy Richardson REDGUM COUNTRY

 Ann Woods (ANNWOODS SHOE STORE) we would prefer 1/2 hour.

 Frank Kaiser Property Management.

 Subway

2/7/14

TRAFFIC IMPACT STATEMENT

Installation of 15 Minute Parking Zones Mitchell Street

Part A - Traffic Management

It is the view of the undersigned that the installation of '15 Minute Parking' zones will not be detrimental to traffic management in this area:

Part B - Road Safety Effects

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

Conclusion

It is the opinion of the undersigned that the proposal to install '15 Minute Parking' zones on Mitchell Street 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 August 2014
Ref. AF14/52
SW



City of Mount Gambier

Proposed 15 Minute Parking Zones - Mitchell Street



Plot Date: Tuesday, 5th August 2014



SUBJECT: PROPERTY MANAGEMENT - Leasing - Hastings Cunningham Reserve - Lake City Rod & Custom Club - Proposed Shed Extension - Ref. AF11/1442

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

BACKGROUND

Since the mid 1980's, Council has supported and approved the construction of a number of sheds in the southwest corner of Hastings Cunningham Reserve (Crown Land under Council's care, control and management) at 98 Shepherdson Road, Mount Gambier.

The concept behind the sheds was for land to be made available for various service/community clubs and interest groups, to erect clubrooms/storage buildings on this part of the Reserve. The nature and use of the sheds has always been intended to be 'low key'.

On 17th June 2014, Council adopted an amended Community Land Management Plan for Hastings Cunningham Reserve which incorporated clearly specified 'rules/conditions' applicable to community use storage sheds and clubrooms from Council's former (revoked) Policy H115 - *Hastings Cunningham Reserve - Establishment and Occupation of Sheds*.

PROPOSED DEVELOPMENT

Council is in receipt of correspondence from the Lake City Rod & Custom Club (Attachment 1) requesting to extend the floor space of their existing shed at Hastings Cunningham Reserve as shown on the attached plans (Attachment 2).

The Lake City Rod & Custom Club's existing shed has dimensions of 6 metres by 12 metres, and the proposed extension would increase the length of existing shed by an additional 6 metres to a total 6 metres by 18 metres.

DISCUSSION

Council's Community Land Management Plan for Hastings Cunningham Reserve - (as amended 17th June 2014) clearly states the rules / conditions of applicable to community use storage sheds / clubrooms, and more particularly provides:

- *All buildings and extensions require pre-approval by Council and will be considered on a case by case basis. The external size of sheds should be no greater than nine (9) metres by six (6) metres, however Council may consider a larger facility in exceptional circumstances.*

Several existing sheds at Hastings Cunningham Reserve (including the Lake City Rod & Custom Club's existing shed) exceed the criteria (nine (9) metres x six (6) metres) contained within the Management Plan for Hastings Cunningham Reserve. Approval of a further extension would be at variance to those rules / conditions unless 'exceptional circumstances' apply.

The Lake City Rod & Custom Club have provided additional commentary in support of their request by way of a letter dated 8 July 2014 (refer Attachment 3).

In considering whether approval for the shed extension should be granted, Council should determine whether it considers that 'exceptional circumstances' apply, and also the impact of an approval on other reserve users, in both it's built form and other stakeholders expectations.

Operational Services Report No. 19/2014 Cont'd...

An aerial view showing the existing shed and proposed extension in relation to surrounding sheds is provided for Members (refer Attachment 4).

Any approval should note the separate landowner (Crown Lands) and development consents required, and imposition of such conditions to control the works to be undertaken by the tenant.

RECOMMENDATION

- (a) Operational Services Report No. 19/2014 be received;
- (b) Council consent (as custodian) to the extension proposed by the Lake City Rod & Custom Club to its shed located at Hastings Cunningham Reserve, subject to:
 - 1. the consent of the Crown Lands division of the Department of Environment, Water and Natural Resources (Landowner);
 - 2. the granting of a Development Approval for the proposed shed extension;
 - 3. Special Conditions to control the works being annexed to the Lake City Rod & Custom Club Licence documentation.



Michael McCARTHY
GOVERNANCE OFFICER

sighted:



Mark McSHANE
CHIEF EXECUTIVE OFFICER

1 August 2014
SW

Attachments: Correspondence from the Lake City Rod & Custom Club, dated 12th March 2014
Plans of proposed extensions
Additional correspondence from Lake City Rod & Custom Club, dated 8th July 2014
Aerial photograph - Lake City Rod & Custom Club

(Refer Item of Operational Services Committee Minutes)



P O Box 2566
Mount Gambier SA 5290

12 March 2014

M McCarthy
Governance Officer
City of Mount Gambier
PO Box 56
Mount Gambier SA 5290

Dear Michael

Re : Proposed Extension to Clubrooms – Hastings Cunningham Reserve

Further to my letter of 4 December 2013, I would like to submit an amended plan for a proposed extension to our Clubrooms at Hastings Cunningham Reserve, for your preliminary consideration.

The extension is now proposed on the western side of our Clubrooms. The extension is proposed to be a 2-bay addition to the shed, and will be of the same design and materials. The new area will be used for additional storage. The extension will have a new concrete floor, and cladding will be green colourbond to match existing.

The addition will be dependent on the removal of a large stump left from a cypress tree that was removed some time ago. It is understood that the removal of the stump is work that is already planned to be undertaken by Council.

I would be pleased to receive your favourable consideration of our request, to enable the lodgement of a formal Development Application. Please feel free to contact me if you have any queries.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Rod Storan', is written over a light blue circular stamp.

Rod Storan - Secretary

LAKE CITY RON & CUSTOM CLUB INC

PROPOSED EXTENSION TO CLUBROOMS

MARCH 2014

PAGE 1 OF 2



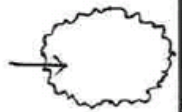
(S.E. STREET MACHINES)

EXISTING CONCRETE APRON

3350

6000

LARGE STUMP,
TO BE
REMOVED



PROPOSED
EXTENSION

LAKE CITY RODDERS

CLUB SHED

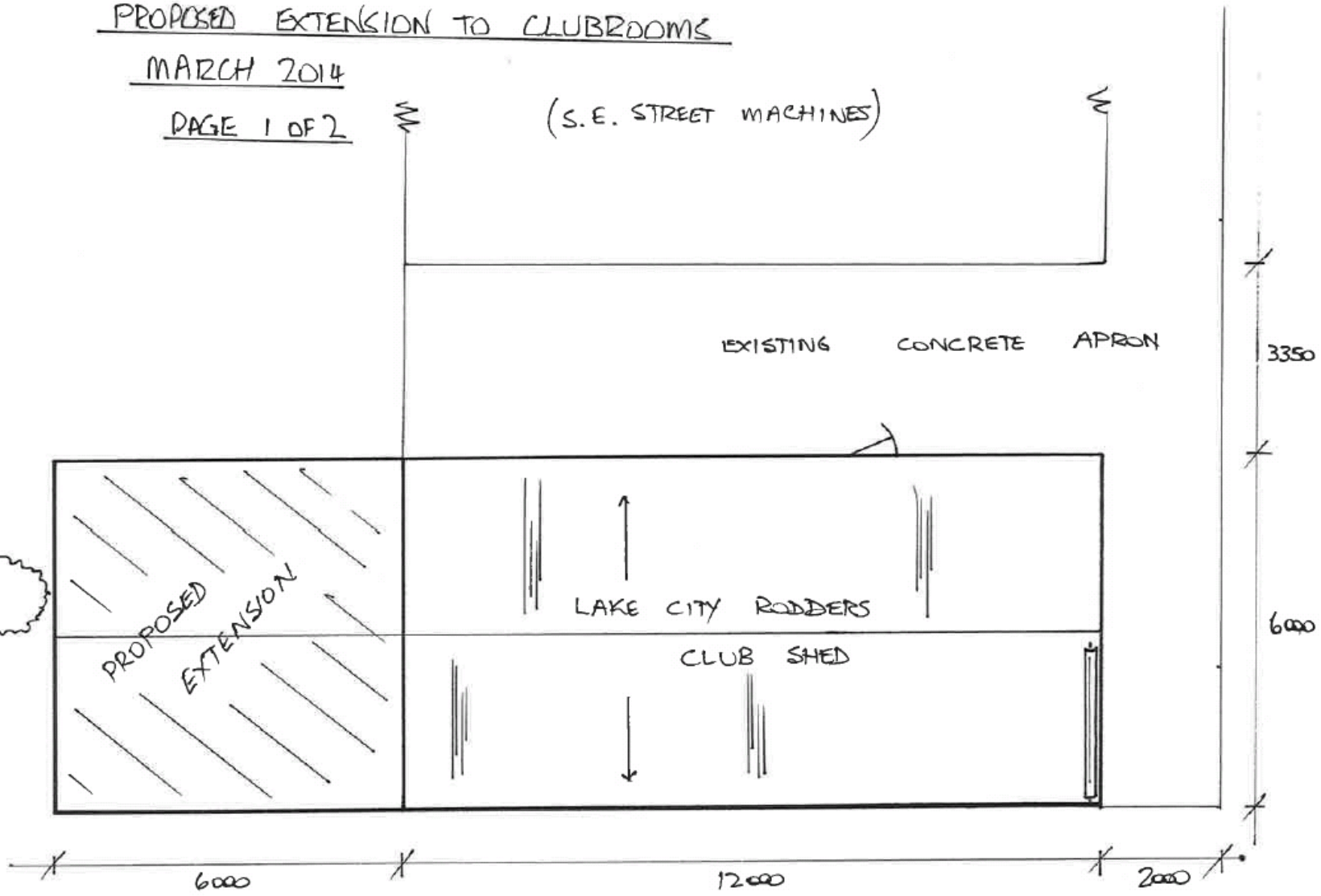
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PROPOSED ← → EXISTING

SCALE 1:100

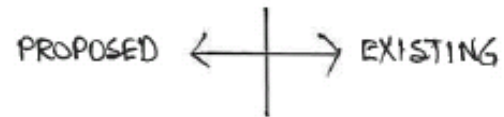
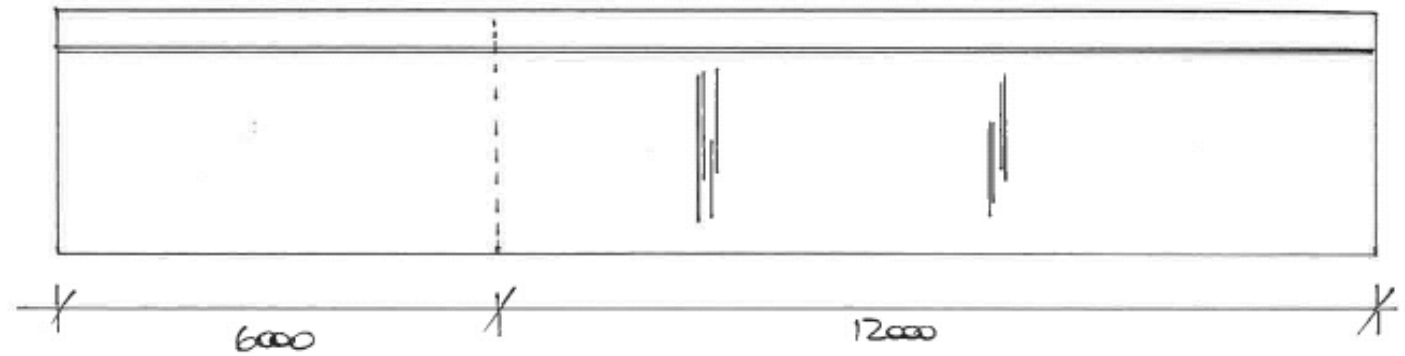
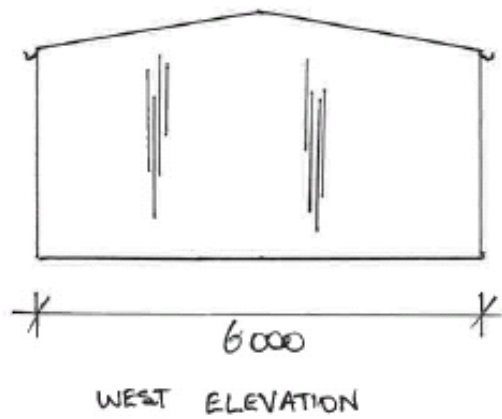


LAKE CITY ROD & CUSTOM CLUB INC

PROPOSED EXTENSION TO CLUBROOMS

MARCH 2014

PAGE 2 OF 2



SCALE 1:100



P O Box 2566
Mount Gambier SA 5290

8 July 2014

M McCarthy
Governance Officer
City of Mount Gambier
PO Box 56
Mount Gambier SA 5290

Dear Michael

Re : Proposed Extension to Clubrooms – Hastings Cunningham Reserve

Further to my letter of 12 March 2014, the following information is submitted in support of our application.

Our Club Membership is currently 20 members, and the Club was originally started in 1974. This year we will be celebrating our 40th Anniversary. We have conducted our Annual Valentines Rod Run and Swap Meet for the past 22 years, and this event regularly attracts visitors from Melbourne, Adelaide and the Riverland, and occasionally from further afield. This year we had 2 car enthusiasts from the USA attending.

In April this year we organised a Combined Car Clubs Show'n'Shine to raise money for a local charity, and this raised over \$800. We hope to make this an annual event, possibly in November (better weather).

An extension to the Clubrooms would enable us to use the Clubrooms more often, and would also allow additional Club/community events. Our aim is to promote an image whereby cars can be modified safely and driven responsibly.

An inspection of the Clubrooms is always welcome if you would like to view our setup. Please feel free to contact me if you have any queries.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Rod Storan', written over a light-colored background.

Rod Storan - Secretary

Lake City Rod & Custom Club – Proposed Shed Extension – Aerial View



OPERATIONAL SERVICES REPORT NO. 20/2014

SUBJECT: POLICY REVIEW - A170 Advertising and Signage - Ref. AF11/1950

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

BACKGROUND

In March 2014, Council considered Operational Services Report No. 7/2014 in relation to the review of Operational Services Policies and resolved:

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

In accordance with that resolution, all Council Policies relating to advertising signage have been reviewed and the resulting policy is presented for consideration and adoption as attached to this report.

The changes that have been made to this Policy include:

- The amalgamation of Council Policies C325 and R250 with A170, therefore forming one Policy;
- Formatting into the new Council Policy template; and
- General grammatical changes.

The existing Policies can be found on Council's website:

- A170 - Advertising - All business premises/Property:
<http://www.mountgambier.sa.gov.au/docs/council/policies/A170.pdf>
- C325 - Council Land - Advertising Signage
<http://www.mountgambier.sa.gov.au/docs/council/policies/A170.pdf>
- R250 - Reserves - Sponsorship and Signage
<http://www.mountgambier.sa.gov.au/docs/council/policies/Operational%20Services%20Policy%20R250%20-%20Recreation%20-%20Reserves%20-%20Sponsorship%20and%20Advertising%20Signs.pdf>

RECOMMENDATION

- (a) Operational Services Report No. 20/2014 be received;
- (b) Council hereby adopts new Council Policy A170 - Advertising and Signage as attached to this report;
- (c) Council revoke existing Council Policies C325 Council Land - Advertising Signage and R250 Reserves - Sponsorship and Advertising Signs;
- (d) Council makes the necessary amendments to Council's Policy Manual Index.

sighted:



Jessica PORTER
 PLANNING OFFICER



Mark McSHANE
 CHIEF EXECUTIVE OFFICER

5 August 2014 SW

Attachment: Council Policy A170 Advertising and Signage (proposed)

(Refer Item of Operational Services Committee Minutes)

	COUNCIL POLICY A170 ADVERTISING AND SIGNAGE	Version No:	1 ³⁸
		Issued:	-
		Next Review:	-

1. INTRODUCTION

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

2. ALL BUSINESS PREMISES AND PROPERTIES

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

3. COUNCIL LAND

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

4. RESERVES (SPONSORSHIP AND ADVERTISING SIGNS)

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

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

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

- b) Council has established the following guidelines which sporting organisations must follow:
 - (i) Any sign erected by a facility occupier that is an advertisement for a sponsor shall not be clearly or directly visible from adjacent roadways or private property and must generally face towards visitors to the facility. It is expected that a visitor to the sporting facility would generally be able to see an advertising sign from somewhere within the Reserve area. For example, if a visitor within the Reserve can only see the reverse side of a sign on a boundary fence then this sign would not meet the intentions of this Policy. In all circumstances, Council reserves the right to determine if any particular sign contravenes this policy.
 - (ii) Any proposed sign that will be clearly visible to the public from adjacent roads or private land and does not conform with 4(b)(i) of this policy will be subject to normal Development Approval processes in accordance with the provision of the

	COUNCIL POLICY A170 ADVERTISING AND SIGNAGE	Version No:	1 ³⁹
		Issued:	-
		Next Review:	-

Development Act 1993 (and fees for any application will not be waived). Prior to lodgement of a Development Application, the occupier of the Reserve must first obtain Council concurrence (noting that Council is the owner of the land) for the Application to proceed.

- (iii) No advertising/sponsorship signage whatsoever to be installed or put on the fence or surrounds to Frew Park (noting the exception for the current scoreboard and sight screens).
 - (iv) Specific event signage associated with the use of a Reserve, including Frew Park, will be considered on a case by case basis, with the Chief Executive Officer and/or Director - Operational Services having delegated authority to determine such application, but in no case shall an event sign be in place for a period exceeding six (6) weeks.
- c) Sporting organisations occupying Council owned reserves etc. which request approval for the display of advertising and/or hoarding signs, will be treated on their merits and Council shall determine, on application, the following matters:
- (i) number of signs;
 - (ii) location of signs;
 - (iii) size of signs;
 - (iv) style of signs.
- d) In considering any existing or future applications, Council shall have regard to the following matters:
- (i) no advertising and/or hoarding sign shall be approved which could be a potential hazard to the general public or which could prohibit the free or safe flow of pedestrians and/or vehicular traffic;
 - (ii) no advertising and/or hoarding sign shall aesthetically detract from the character and amenity of the locality;
 - (iii) all advertising and/or hoarding signs shall be maintained in a manner to the satisfaction of Council and shall be approved and displayed at the pleasure of Council.
- e) Council has agreed that any sign displayed at a Council Reserve that contravenes the intent of this policy, at the date on which this policy is adopted, may remain as until the sponsorship arrangement between the particular sporting organisations and sponsor ceases, at which time the sign will be removed and will not be replaced unless specific approval is sought and gained as per this policy.
- f) Council does not support the concept of community based naming rights for any Council owned Reserve.
- g) No advertising signage is permitted on the boundary fence of the Frew Park oval.

5. AVAILABILITY OF POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website www.mountgambier.sa.gov.au. Copies will

	COUNCIL POLICY A170 ADVERTISING AND SIGNAGE	Version No:	1 ⁴⁰
		Issued:	-
		Next Review:	-

also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

File Reference:	AF111/1857; AF11/1885; AF11/2022; AF11/2212; AF11/1957
Applicable Legislation:	Development Act 1993; Local Government Act 1999
Reference: Strategic Plan – Beyond 2015	Goal 1, Strategic Objective 3 & Goal 2, Strategic Objective 5;
Related Policies:	Removal of Objects from Council Land
Related Procedures:	
Related Documents:	

DOCUMENT DETAILS

Responsibility:	DIRECTOR – OPERATIONAL SERVICES; MANAGER – REGULATORY SERVICES; TEAM LEADER – GENERAL INSPECTORS
Version:	1.0
Last revised date:	July 2014
Effective date:	
Minute reference:	## th Month, 201# Operational Services, Item #
Next review date:	July 2015
<u>Document History</u> First Adopted By Council: Reviewed/Amended:	

OPERATIONAL SERVICES REPORT NO. 21/2014

SUBJECT: POLICY REVIEW - New Policy - Footways and Crossovers - Ref. AF11/1950

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

BACKGROUND

In March 2014, Council considered Operational Services Report No. 7/2014 in relation to the review of Operational Services Policies and resolved:

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

In accordance with that resolution, all Council Policies relating to footways, crossovers and crossing places have been reviewed and the resulting policy is presented for consideration and adoption, as attached to this report. The proposed new Policy is an amalgamation of Council Policies F160, F165, F170 and S150, therefore forming one Policy.

The existing policies can be found on Council's website:

- F160 - FOOTWAYS - Crossing Places:
<http://www.mountgambier.sa.gov.au/docs/council/policies/F160.pdf>
- F165 - FOOTWAYS - Maintenance of Flexible Seal Vehicle Crossovers:
<http://www.mountgambier.sa.gov.au/docs/council/policies/F165.pdf>
- F170 - FOOTWAYS - Landscaping by Residents:
<http://www.mountgambier.sa.gov.au/docs/council/policies/F170.pdf>
- S150 - STREETS - Procedures for New Invert/Crossovers:
<http://www.mountgambier.sa.gov.au/docs/council/policies/S150.pdf>

RECOMMENDATION

- (a) Operational Services Report No. 21/2014 be received;
- (b) Council hereby adopts new Council Policy ##### - Footways and Crossovers as attached to this report;
- (c) Council revoke existing Council Policies F160 - Footways - Crossing Places, F165 - Footways - Maintenance of Flexible Seal Vehicle Crossovers, F170 - Footways - Landscaping by Residents and S150 - Streets - Procedures for New Invert/Crossovers;
- (d) Council makes the necessary amendments to Council's Policy Manual Index.

sighted:



Jessica PORTER
 PLANNING OFFICER




Mark McSHANE
 CHIEF EXECUTIVE OFFICER

5 August 2014 SW

Attachment: Council Policy ##### Footways and Crossovers (proposed)

(Refer Item of Operational Services Committee Minutes)

	COUNCIL POLICY F190 <u>FOOTWAYS</u> – Requests for Paving – works within the City Centre Zone	Version No:	1 ⁴²
		Issued:	-
		Next Review:	-

1. INTRODUCTION

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

2. REQUESTS


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

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

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

3. AVAILABILITY OF POLICY

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

	COUNCIL POLICY F190 <u>FOOTWAYS</u> – Requests for Paving – works within the City Centre Zone	Version No:	1 ⁴³
		Issued:	-
		Next Review:	-

File Reference:	AF11/1741
Applicable Legislation:	
Reference: Strategic Plan – Beyond 2015	Goal Securing Economic Prosperity, Strategic Objective 3
Related Policies:	
Related Procedures:	
Related Documents:	

DOCUMENT DETAILS

Responsibility:	DIRECTOR – OPERATIONAL SERVICES; ENGINEERING MANAGER
Version:	1.0
Last revised date:	July, 2014
Effective date:	## th Month, 201#
Minute reference:	## th Month, 201# Operational Services, Item #
Next review date:	August 2016
<u>Document History</u>	
First Adopted By Council:	18 th February 1999
Reviewed/Amended:	15 th April 2003; 19 th September 2006; 17 th February 2009

OPERATIONAL SERVICES REPORT NO. 22/2014

SUBJECT: POLICY REVIEW - Policy Review - D160 Inspection and Copying of Documents - Ref. AF11/1950

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

BACKGROUND

In March 2014, Council considered Operational Services Report No. 7/2014 in relation to the review of Operational Services Policies and resolved:

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

In accordance with that resolution, Council Policy D160 - Development Act - Inspection and Copying of Documents has been reviewed and the resulting policy is presented for consideration and adoption as attached to this report. The Policy required significant modification to ensure that all relevant and applicable legislative requirements, surrounding the provision of development application information, will be met.

The Development Act 1993, in particular, is silent on a number of issues surrounding the provision of development application information. Council has previously sought legal advice regarding the above and was advised that it would be good practise to create a policy position on these matters. A sound policy position will provide clarity to Council staff and the general public regarding the provision of information under the Development Act 1993.

The changes that have been made to this Policy include:

- Update to ensure that the Policy is applicable to current legislative requirements; and
- Formatting into the new Council Policy template.

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

<http://www.mountgambier.sa.gov.au/docs/council/policies/D160.pdf>

RECOMMENDATION

- (a) Operational Services Report No. 22/2014 be received;
- (b) Council hereby adopts new Council Policy D160 - Development Act - Inspection and Copying of Documents as attached to this report;
- (c) Council makes the necessary amendments to Council's Policy Manual Index.

sighted:



Jessica PORTER
PLANNING OFFICER




Mark McSHANE
CHIEF EXECUTIVE OFFICER

5 August 2014 SW

Attachment: Council Policy D160 Inspection and Copying of Documents (proposed)

(Refer Item of Operational Services Committee Minutes)

	COUNCIL POLICY D160 – <u>DEVELOPMENT ACT</u> – INSPECTION AND COPYING OF DOCUMENTS	Version No:	1 ⁴⁵
		Issued:	
		Next Review:	

1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier ("Council") for the public inspection and copying of documents received and stored by Council in relation to development applications.

Under the *Development Act 1993 (SA)* and *Development Regulations 2008 (SA)* members of the public have various entitlements to information held by the Council that are relevant to development applications and approved building work.


This Policy affirms Council's commitment to openness and transparency in the provision of information to the public in accordance with its legislative obligations and its commitment to high standards of records management whilst avoiding infringing copyright in that information.

2. APPLICATION OF POLICY

This Policy applies to the reproduction of documents under the *Copyright Act*, *Development Act* and *Development Regulations* and the provision of copies of documents to members of the public.

In this Policy:

- the "Council" means City of Mount Gambier
- the "*Development Act*" means the South Australian *Development Act 1993*;
- the "Development Regulations" means the South Australian Development Regulations 2008;
- the "*Freedom of Information Act*" means the South Australian *Freedom of Information Act 1991*;
- the "*State Records Act*" means the *State Records Act 1997*;
- the "Copyright Act" means the Commonwealth *Copyright Act 1968*;
- "work" has the same meaning as this term in the *Copyright Act*, i.e. a literary, dramatic, musical or artistic work;
- "record" has the same meaning as the *State Records Act*, being:
 - written, graphic or pictorial matter; or
 - a disk, tape, film or other object that contains information or from which information may be reproduced (with or without the aid of another object or device);
- "Official record" has the same meaning as the *State Records Act*, being a record made or received by the Council in the conduct of its business, but does not include:
 - a record made or received by an agency for delivery or transmission to another person or body (other than an agency) and so delivered or transmitted; or
 - a record made by an agency as a draft only and not for further use or reference; or
 - a record received into or made for the collection of a library, museum or art gallery and not otherwise associated with the business of the agency; or
 - a Commonwealth record as defined by the *Archives Act 1983* of the Commonwealth or an Act of the Commonwealth enacted in substitution for that Act; or
 - a record that has been transferred to the Commonwealth.

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3. INTRODUCTION TO THE COPYRIGHT ACT 1968

3.1 What is Copyright?

- a) Copyright is a form of property which exists in written, artistic and other "works". Copyright only exists through the operation of the *Copyright Act*. As with other forms of property, copyright may be sold or transferred, and allows persons who create works to derive an income from them.
- b) The *Copyright Act* creates legally enforceable intellectual property rights in works by ensuring that works cannot be reproduced without the prior permission of the copyright owner.
- c) Where a work is reproduced without permission, a copyright infringement occurs which, in turn, gives rise to a right for the copyright owner to take civil (and in some cases, criminal) action against the infringer.
- d) Copyright does not protect mere ideas, rather, it protects the way that ideas and information are described, illustrated or documented.

3.2 What is "work"?

- a) Most of the works which the Council deals with including:
 - written reports produced by engineers, accountants, planners and other professionals;
 - building plans and specifications;
 - infrastructure plans;
 - tender documents;
 - photographs;
 - diagrams;
 - graphs; and
 - charts.
- b) The term "literary works" in the *Copyright Act* is not exhaustively defined and, according to case law, authorities can in some circumstances, include documents such as letters where they contain original creative written "works".


3.3 When does copyright protection arise?

- a) Copyright protection automatically arises as soon as a work is recorded or fixed onto a medium which can be reproduced.
- b) Copyright exists in works regardless of whether or not a work is endorsed with a "©" symbol and whether or not it contains a copyright warning.

3.4 Who owns copyright?

- a) Generally, copyright is owned by the individual creator or author of the work or, where a work is created by a person during the course of their employment, their employer will own copyright.

For example, where a Council employee creates a "work" during the course of their employment and in accordance with their job description – in such cases, copyright automatically vests in the employer.

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- b) Copyright ownership can be transferred ("assigned") by way of a written agreement.
- c) Unless copyright has been assigned to the Council:
 - copyright in building plans is owned by the architect or draftsman who drew them;
 - copyright in a report is owned by the author of the report; and
 - copyright in a table or graph or other technical information is owned by its creator.

3.5 What is a copyright infringement?

- a) A copyright infringement is an unauthorised reproduction of a work where it is (amongst other things):
 - photocopied;
 - scanned;
 - published on a website;
 - displayed on an overhead screen; and
 - e-mailed.

3.6 When can works lawfully be reproduced?

- a) Works can be reproduced without committing a copyright infringement where the Council is the owner of the copyright, or where the Council has permission, called a "licence", which allows it to lawfully reproduce a document.
- b) In this Policy, the Council relies upon implied licences to allow it to reproduce works, where:
 - reproduction is necessary by way of legal obligation; or
 - reproduction is necessary out of practical necessity and in the circumstances, it is reasonable to expect that the owner of copyright would know that their work is required to be reproduced.

3.7 Specific legislative exemptions to copyright infringements


- a) In addition to licences, there are a number of legislative exemptions which allow the Council to reproduce documents for certain purposes, including:
 - where reproduction of a work is required for the purpose of giving professional advice by a legal practitioner or for the purposes of litigation; and
 - where reproduction of a work constitutes a "fair dealing" for the purpose of research or study.

4. DEVELOPMENT ACT 1993 AND DEVELOPMENT REGULATIONS 2008

The following Policy provisions apply to the reproduction of works under the *Development Act* by Council.

4.1 Specific legislative exemptions to copyright infringements


- a) During the assessment of a development application, Council staff need to make reproductions of plans and other works so that they may be marked, or drawn upon, and so that original copies may be preserved. Further, such documents often need to be scanned so that they can be logged and viewed electronically, and stored and saved into Council's records management system.

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- b) As the reproduction of works is necessary for development assessment purposes, such works can lawfully be reproduced by the Council for internal purposes.
- c) For example, Council is entitled to reproduce copyright-protected application documents during the development assessment process to:
 - display plans and other documents on an overhead screen and/or monitors during a Council Development Assessment Panel (CDAP) meeting;
 - make copies of documents for internal discussions and other internal assessment processes;
 - scan and otherwise create electronic copies of documents for internal records management purposes; and
 - reproduce documents to attach to CDAP agenda reports for provision to CDAP members.

4.2 Public notification of category 2 and 3 development applications

- a) Regulation 34(1) provides that Council must ensure that the following documents, lodged with category 2 and 3 development applications, are made available for inspection by the public:
 - the application;
 - any supporting plans, drawings, specifications or other documents or information provided to the Council; and
 - any statement of effect (where applicable).
- b) Regulation 34(2) and Regulation 34(3) state that the Council must provide to a member of the public, a copy of any information available for inspection where:
 - a request is made within the inspection period (i.e. for 10 business days after notice is given by Council – see Regulation 35, Development Regulations 2008); and
 - a fee fixed by Council is paid. A full list of applicable fees can be found in Council's Fees and Charges Schedule; and
 - the person who requests the copy provides their name, address and contact details to Council.
- c) Accordingly, the Council will reproduce works submitted as part of a development application for the purposes of Regulation 34 as this is a necessary requirement of the Development Regulations 2008.
- d) If a member of the public requests a copy of a plan, etc outside of the notification period, but before a development is approved, the Council will not provide copies of these documents to them.
- e) Persons making such a request should apply for disclosure of the document under the *Freedom of Information Act*. However, according to Section 22(2)(c) of that Act, access to a document must not be given by providing a copy of that document if to do so would constitute a copyright infringement. Accordingly, access to a plan or drawing under the *Freedom of Information Act* would likely be given by inspection, unless the applicant obtains the permission of the copyright owner for a copy of the relevant document to be made.

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- f) Where a person cannot attend the Council office in person, due to extenuating circumstances, Council may, in its absolute discretion and on a case-by-case basis, provide a copy of a development application document to a member of the public, by post, email or fascimile, provided that it is satisfied that the person making the request is entitled to make a representation.
- g) The Council will not publish Regulation 34(1) documents on its website. If a member of the public wishes to inspect and/or obtain a copy of a development application document during its public notification period, that person must attend Council's offices in person.

4.3 Copies of application documents for Council Development Assessment Panel ("CDAP") agendas

- a) Council Development Assessment Panel agendas necessarily contain officer reports and all documents relevant to development applications to be determined by the CDAP, including copyright-protected works.
- b) Section 56A(15) of the *Development Act 1993* provides that members of the public are entitled to reasonable access to the CDAP agendas. An agenda is the list of items to be deliberated upon by the CDAP at its meeting and does not include reports and other attachments to the agenda.
- c) Council publishes its CDAP agendas on its website in accordance with section 56A of the *Development Act*. Officer reports and other attachments are not to be published on Council's website, as to do so could amount to an infringement of copyright.
- d) Due to this legal obligation, Council enjoys an implied licence of necessity for providing copies of such documents to its CDAP members, and to staff attending a CDAP meeting. This requirement does not extend to a right to members of the public to access officer reports and other attachments to that agenda.
- e) Accordingly, Council cannot provide physical copies of copyright-protected works, such as plans and other supporting documents for a development application attached to the CDAP agenda, to members of the public as this would constitute a copyright infringement.
- f) Council will provide a copy of a plan, report or other development application document lodged by an applicant and attached to a CDAP agenda, where a member of the public obtains the permission of a copyright owner to obtain such a copy.

4.4 Inspection and copies of the register of applications


- a) Council is required to keep a register of development applications, pursuant to Regulation 98(1). From 1 January 2014, this register is also available on Council's website.
- b) The register is required to contain information about development applications, not the application documents themselves. The register should contain:
 - the name and address of the applicant (or of each applicant);
 - the date of the application;

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- the date on which the application was received by the Council or other relevant authority;
 - a description of the land which is the subject of the application;
 - a brief summary of the matters, acts or things in respect of which any consent or approval is sought;
 - details of any referral or concurrence on the application;
 - whether any decision is made on the application by the Council, a regional development assessment panel, the Development Assessment Commission or the Governor (where appropriate);
 - any decision on the application;
 - in the case of an application for building rules consent – the fee or fees payable;
 - the date of the commencement of any building work and the date of the completion of any building work; and
 - if any decision on the application is the subject of an appeal, the result of the appeal.
- c) Council must make the register available for inspection by the general public (no fee).
- d) Regulation 98(3) provides that Council **may** provide to a member of the public a copy of any part of the register, or document kept for the purposes of Regulation 98(1), on payment of a fee fixed by Council.
- e) Council will provide copies of documents kept for the purposes of its register where to do so would not constitute a copyright infringement.
- f) Where a copyright infringement could arise, Council will not provide copies of these documents, unless the person requesting such has obtained permission from the copyright owner, or otherwise has signed a statutory declaration to the effect that the owner of copyright cannot be located after reasonable enquiries have been made.

4.5 Inspection and copies of documents relating to approved developments

- a) In the case of applications that have been assessed and a decision made, Regulation 101(1) obliges Council to retain certain development application documents relating to building work only (i.e. not regulated/significant trees, land divisions or land uses). These documents include “*all technical details, particulars, plans, drawings, specifications and other documents or information relating to building work*”.
- b) Further, Regulation 101(a1) requires Council to retain a copy of each document provided to it by a private certifier in relation to any application for development plan consent assessed by the private certifier.
- c) Regulation 101(4)(a) provides that a person may inspect at the offices of Council, during its normal office hours, any document retained by the Council under Regulation 101(a1) or 101(1), without charge.
- d) Regulation 101(4)(b) states that a person may, on payment of a reasonable fee fixed by Council, obtain a copy of any document retained by Council under Regulation 101(a1) or 101(1).

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- e) This obligation however is subject to a number of exceptions in Regulation 105(b), including where copying a document would:
 - in the opinion of the Council, unreasonably jeopardise the present or future security of a building; or
 - involve an infringement of copyright in matter contained in a document; or
 - constitute a breach of any other law.

- f) Accordingly, where a person does not have permission from the owner of copyright in plans and other documents held by Council under regulation 101(a1) or 101(1), Council is not obliged to provide a copy of that document to that person.

- g) However, in recognition of the practical need for copies of such documents to be provided in certain situations, and taking into account copyright considerations, Council will provide copies where the person requesting the copies:
 - is the current owner of the building;
 - is the applicant who obtained development authorisation of the building;
 - requires the documents for the purposes of litigation, or to seek legal advice;
 - has signed a statutory declaration to the effect that they have made reasonable enquiries to locate the owner of copyright in the documents and has not been able to find them.

5. FREEDOM OF INFORMATION ACT 1991

Applications for disclosure of development application documents may be made pursuant to the *Freedom of Information Act*.


According to section 13(f) of the *Freedom of Information Act*, applicants may request that access to Council documents be given to them in a particular way.

According to section 20(1)(b) of the *Freedom of Information Act*, the Council may refuse to grant access to documents the subject of an application under this Act if the documents are available for inspection by the Council or another agency – e.g. a State Government department – or if they are available for inspection through a separate process under another Act.

For instance, where development application documents are made available for inspection during the public notification period under Regulation 34 of the Development Regulations, the Council may refuse access to those documents requested under the *Freedom of Information Act*. For more information on when development application documents are made publicly available, see clause 4 of this Policy.

Section 22(1) of the *Freedom of Information Act* provides that access to Council documents may be given via various means, including by giving the applicant a copy of the document.

However, section 22(2)(c) of the *Freedom of Information Act* provides that where an applicant has requested that a copy of a document be provided to them, an alternative form of access may be given where providing a copy would involve an infringement of copyright in matter contained in the document.

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This means that the Council cannot lawfully reproduce works subject to copyright for the purpose of providing access under the *Freedom of Information Act* without the prior permission of the copyright owner.

In order to avoid infringing copyright, the Council should consider providing access to copyright-protected documents under the *Freedom of Information Act* by way of inspection, unless:

- the applicant is the owner of copyright in those documents; or
- the applicant has obtained the permission of the owner of copyright in those documents to have them copied; or
- where the applicant has attempted to locate the owner of copyright, but has not been successful, the applicant signs a statutory declaration to this effect.

What if a document is over 20 years old and therefore must be disclosed under 20(2)(c) of the *Freedom of Information Act*?

In this situation, the Council is obliged to provide access to that document, but must still adhere to section 22(2)(c) of the *Freedom of Information Act* and only allow inspection as the method of access if providing a copy would constitute a copyright infringement.

6. STATE RECORDS ACT 1997


Under this Act, the Council has an obligation to maintain official records in its custody in good order and condition. This obligation applies not only to the capture, storage, maintenance and disposal of physical records, but also to records in electronic format.

An official record is defined in section 3 of the Act to mean a record made or received by the Council *in the conduct of its business*. This means that, because Council Members and staff of the Council variously act as representatives of the Council, any record created, sent, received, forwarded or transmitted by Council staff and/or Council Members in the performance and discharge of their functions and duties may be classified as an official record.

In order to ensure that official records are kept in safe custody in accordance with the requirements of the *State Records Act*, the Council may cause reproductions of works to be made, including electronic copies ("scans") of documents to be saved in its internal records management systems, and may create additional hard copies of documents, where appropriate. Where an official record is reproduced into an Electronic Document Records System, the original may be destroyed in accordance with General Disposal Schedule 21.

The reproductions of works for records management purposes should only be made available to the general public where the original no longer exists. In certain circumstances original works which are digitised (scanned) may be destroyed.

General Disposal Schedule 21: For management and disposal of source documents and digitised versions after digitisation and the accompanying Digitisation of Official Records and Management of Source Documents Guideline establish the criteria for enabling the destruction of source documents. Both GDS21 and the Guideline are available from www.archives.sa.gov.au.

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7. AVAILABILITY OF POLICY

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

File Reference:	AF11/1182; AF11/1746
Applicable Legislation:	Development Act 1993; Freedom of Information Act 1991; State Records Act 1997; Copyright Act 1968
Reference: Strategic Plan – Beyond 2015	Goal - Governance, Strategic Objective - 5
Related Policies:	P155; R180
Related Procedures:	Development Assessment Procedures Manual (TBC)
Related Documents:	Freedom of Information – City of Mount Gambier Information Statement

DOCUMENT DETAILS

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

OPERATIONAL SERVICES REPORT NO. 23/2014

SUBJECT: POLICY REVIEW - New Policy - Encroachments / Protection of Public During Building / Maintenance Work - Ref. AF11/1950

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

In March 2014, Council considered Operational Services Report No. 7/2014 in relation to the review of Operational Services Policies and resolved:

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

In accordance with that resolution, all Council Policies relating to encroachments over public places and the protection of the public during works have been reviewed and the resulting policy, as attached to this report, is presented for consideration and adoption. The proposed new Policy is an amalgamation of Council Policies B120, B160, F200 and F210 therefore forming one Policy.

The existing policies can be found on Council's website:

- B120 - Buildings - Encroachments over Public Places:
<http://www.mountgambier.sa.gov.au/docs/council/policies/B120.pdf>
- B160 - Building - Verandah Posts:
<http://www.mountgambier.sa.gov.au/docs/council/policies/B160.pdf>
- F200 - Footways - Protection of Public - Building Work:
<http://www.mountgambier.sa.gov.au/docs/council/policies/F200.pdf>
- F210 - Footways - Protection of Public - Maintenance Works:
<http://www.mountgambier.sa.gov.au/docs/council/policies/F210.pdf>

RECOMMENDATION

- (a) Operational Services Report No. 23/2014 be received;
- (b) Council hereby adopts new Council Policy ##### - Encroachments / Protection of Public During Building/Maintenance Work over Public Places, as attached to this report;
- (c) Council revoke existing Council Policies B120 - Buildings - Encroachments over Public Places, B160 - Building - Verandah Posts, F200 - Footways - Protection Of Public - Building Work and F210 - Footways - Protection of Public - Maintenance Works;
- (d) Council makes the necessary amendments to Council's Policy Manual Index.

sighted:



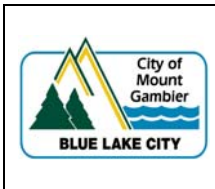
Jessica PORTER
 PLANNING OFFICER



Mark McSHANE
 CHIEF EXECUTIVE OFFICER

5 August 2014 SW

Attachment: Council Policy ##### Encroachments / Protection of Public During Building / Maintenance Work (proposed)
 (Refer Item of Operational Services Committee Minutes)



**COUNCIL POLICY ### -
ENCROACHMENTS/PROTECTION OF PUBLIC
DURING BUILDING/MAINTENANCE WORK OVER
PUBLIC PLACES**

Version No:	1 ⁵⁵
Issued:	-
Next Review:	-

1. INTRODUCTION

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

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

2. BUILDING WORK ADJACENT TO OR OVER FOOTWAYS

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

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3. MAINTENANCE WORKS ADJACENT TO OR ON FOOTWAYS

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

4. ENCROACHMENTS OVER PUBLIC PLACES

- a) Council encourages building owners in the retail section of the City Centre Zone to provide verandahs or similar over footpaths abutting their premises.
- b) Council Officers, dealing with Development Applications involving encroachments under, over or upon a public place, make themselves familiar with the requirements for such encroachments and ensure that any such encroachments, approved by Council meet all legal requirements.
- c) When issuing a licence for an encroachment over a public place, the provisions of Section 221 of the Local Government Act 1999 are to be used.
- d) The owner of the premises from which the approved encroachment projects must:

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- (i) Maintain the encroachment and any attachment incidental thereto in a condition which ensures public safety;
 - (ii) Keep the encroachments clean and watertight;
 - (iii) Not attach anything, whether temporarily or permanently, to the approved encroachment without any further necessary consents/approvals.
- e) Council's Operational Services Division monitor existing encroachments over public places and take any necessary and appropriate action to ensure public safety.
- f) Where any building work is being proposed to an existing verandah, which is closer than 450mm to the kerb, then the verandah should be modified so that is at least 450mm from the kerb.
- g) Where Council receives an application for an attachment to or an alteration to an existing encroachment over a public place, (which has not been formally approved) the application should not be determined until such time as the applicant has made application to maintain the encroachment over the public place in accordance with the provisions of the Local Government Act 1999. If an application to maintain the encroachment over the public place is not made the application for attachment or alteration should be refused at the discretion of the Director – Operational Services.
- h) Any proposed verandah, awning, balcony, or like projection over a public place may have posts provided:
- (i) The posts are setback a minimum distance of 450 mm to the kerb alignment;
 - (ii) The width of the remaining footpath between the posts near the street, road or public place and the adjoining private property boundary is not less than 2.5metres;
 - (iii) Such posts should be non-load bearing and the verandah, awning, canopy or balcony cantilevered, except as provided in sub-paragraph (d);
 - (iv) Where an old building is being restored, load bearing posts may be approved if such posts are required for the integrity of the restored building, and such integrity cannot otherwise be achieved.

5. AVAILABILITY OF POLICY

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

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		Next Review:	-

File Reference:	AF11/1950
Applicable Legislation:	Local Government Act 1999
Reference: Strategic Plan – Beyond 2015	Goal - Securing Economic Prosperity, Strategic Objective - 3
Related Policies:	
Related Procedures:	
Related Documents:	Relevant Council By-Laws

DOCUMENT DETAILS

Responsibility:	DIRECTOR – OPERATIONAL SERVICES; ENGINEERING MANAGER
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First Adopted By Council:	## th MONTH YEAR
Reviewed/Amended:	-

OPERATIONAL SERVICES REPORT NO. 24/2014

SUBJECT: POLICY REVIEW - Policy Review - Operational Services Policies - Ref. AF11/1950

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

BACKGROUND

In March 2014, Council considered Operational Services Report No. 7/2014 in relation to the review of Operational Services Policies and resolved:

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

In accordance with that resolution, the following Council Policies have been reviewed and the resulting policies are presented for consideration and adoption (as attached to this report):

E240 - Expiation Notice - Cancellation and Waiver;
 F110 - Fencing Costs - Contributions by Council;
 F190 - Footways - Requests for Paving - Works within the City Centre Zone;
 P135 - Planning - Entertainment Venues;
 R270 - Road Pavement - Excavation and Reinstatement of;
 S115 - Strategic Management - Engineering Works - Fencing of Stormwater Retention Basins;
 S120 - Street Signs - Directional, Tourist And Other Scenic Facility Signs;
 S135 - Streets - Naming of; and
 W115 - Waste Management - Receiving of Waste - Caroline Landfill.

The changes that have been made to this Policy include:

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

The existing Council Policies can be found on Council's website:

- E240 - Expiation Notice - Cancellation and Waiver:
<http://www.mountgambier.sa.gov.au/docs/council/policies/E240.pdf>
- F110 - Fencing Costs - Contributions by Council:
<http://www.mountgambier.sa.gov.au/docs/council/policies/F110.pdf>
- F190 - Footways - Requests for Paving - Works within the City Centre Zone:
<http://www.mountgambier.sa.gov.au/docs/council/policies/F190.pdf>
- P135 - Planning - Entertainment Venues:
<http://www.mountgambier.sa.gov.au/docs/council/policies/P135.pdf>
- R270 - Road Pavement - Excavation and Reinstatement of:
[http://www.mountgambier.sa.gov.au/docs/council/policies/AR11%204367\[v2\]%20%20Operational%20Services%20Policy%20R270%20-%20-%20Excavation%20and%20Reinstatement%20Of%20\(2\)\(2\).pdf](http://www.mountgambier.sa.gov.au/docs/council/policies/AR11%204367[v2]%20%20Operational%20Services%20Policy%20R270%20-%20-%20Excavation%20and%20Reinstatement%20Of%20(2)(2).pdf)
- S115 - Strategic Management - Engineering Works - Fencing of Stormwater Retention Basins:
<http://www.mountgambier.sa.gov.au/docs/council/policies/S115.pdf>

Operational Services Report No. 24/2014 Cont'd...

- S120 - Street Signs - Directional, Tourist And Other Scenic Facility Signs:
<http://www.mountgambier.sa.gov.au/docs/council/policies/S120.pdf>
- S135 - Streets - Naming of:
<http://www.mountgambier.sa.gov.au/docs/council/policies/S135.pdf>
- W115 - Waste Management - Receival of Waste - Caroline Landfill:
<http://www.mountgambier.sa.gov.au/docs/council/policies/W115.pdf>

RECOMMENDATION

- (a) Operational Services Report No. 24/2014 be received;
- (b) Council hereby adopts new Council Policies:
- E240 - Expiation Notice - Cancellation and Waiver as attached to this report;
 - F110 - Fencing Costs - Contributions by Council as attached to this report;
 - F190 - Footways - Requests for Paving - Works within the City Centre Zone as attached to this report;
 - P135 - Planning - Entertainment Venues as attached to this report;
 - R270 - Road Pavement - Excavation and Reinstatement of as attached to this report;
 - S115 - Strategic Management - Engineering Works - Fencing of Stormwater Retention Basins as attached to this report;
 - S120 - Street Signs - Directional, Tourist and Other Scenic Facility Signs as attached to this report;
 - S135 - Streets - Naming of as attached to this report;
 - W115 - Waste Management - Receival of Waste - Caroline Landfill as attached to this report;
- (c) Council makes the necessary amendments to Council's Policy Manual Index.



Jessica PORTER
PLANNING OFFICER

sighted:




Mark McSHANE
CHIEF EXECUTIVE OFFICER

5 August 2014
SW

- Attachments:
- Council Policy E240 - Expiation Notice - Cancellation and Waiver (proposed)
 - Council Policy F110 - Fencing Costs - Contributions by Council (proposed)
 - Council Policy F190 - Footways - Requests for Paving - Works within the City Centre Zone (proposed)
 - Council Policy P135 - Planning - Entertainment Venues (proposed)
 - Council Policy R270 - Road Pavement - Excavation and Reinstatement of (proposed)
 - Council Policy S115 - Strategic Management - Engineering Works - Fencing of Stormwater Retention Basins (proposed)
 - Council Policy S120 - Street Signs - Directional, Tourist and Other Scenic Facility Signs (proposed)
 - Council Policy S135 - Streets - Naming of (proposed)
 - Council Policy W115 - Waste Management - Receival of Waste - Caroline Landfill (proposed)

(Refer Item of Operational Services Committee Minutes)

	COUNCIL POLICY E240 <u>EXPIATION NOTICE - Cancellation and Waiver</u>	Version No:	1 ⁶¹
		Issued:	-
		Next Review:	-

1. INTRODUCTION

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


2. CANCELLATION OF EXPIATION NOTICES

a) The Chief Executive Officer, Director - Corporate and Community Services and Director - Operational Services are authorised on behalf of Council to cancel expiation notices in the following circumstances:

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

3. AVAILABILITY OF POLICY

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

	COUNCIL POLICY E240 <u>EXPIATION NOTICE</u> - Cancellation and Waiver	Version No:	1 ⁶²
		Issued:	-
		Next Review:	-

File Reference:	AF11/1950; AF13/416; AF13/417;
Applicable Legislation:	Expiation of Offences Act 1996
Reference: Strategic Plan – Beyond 2015	Goal - Governance, Strategic Objective 3 & 5
Related Policies:	
Related Procedures:	
Related Documents:	

DOCUMENT DETAILS

Responsibility:	DIRECTOR – OPERATIONAL SERVICES;
Version:	1.0
Last revised date:	July, 2014
Effective date:	
Minute reference:	## th Month, 201# Operational Services, Item #
Next review date:	July 2015
<u>Document History</u>	
First Adopted By Council:	18 th February 1999
Reviewed/Amended:	15 th April 2003; 19 th September 2006; 17 th February 2009

	COUNCIL POLICY		Version No:	1 ⁶³
	F110	<u>FENCING COSTS</u> - Contributions by Council	Issued:	-
			Next Review:	-

1. INTRODUCTION

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

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

2. MAKING A CONTRIBUTION

a) Where Council is required, pursuant to the provisions of the *Fences Act 1975* to contribute to the cost of fencing, Council issue a cross notice in any of the following circumstances:

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

3. FENCING ALONG BOUNDARIES ADJOINING COUNCIL LAND

a) Where a property owner proposes to erect a boundary fence adjoining Council property (other than a street or road) and Council is not required or requested to make a contribution to the cost of the fence and no conditions relating to the proposed fence have been imposed pursuant to the provisions of the *Development Act 1993* Council encourages the property owner to observe the following standards in respect of that fence;

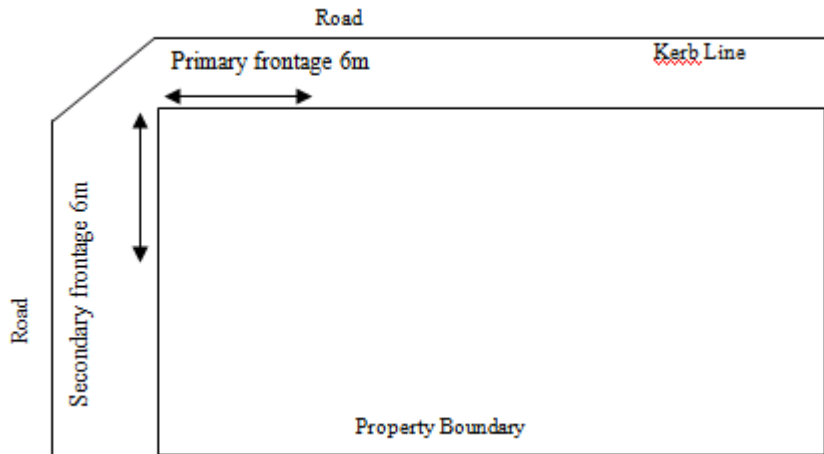
- (i) The proposed fence should not exceed 1.8m in height;
- (ii) The type of fence should not detract from the character of the area;
- (iii) No gate or other opening greater than 1.4m is to be left in the proposed fence. This is to ensure that no vehicular access can be obtained to the property over Council land;
- (iv) Where a property owner proposes to erect a fence abutting a street or road Council By-Laws must be complied with.

4. CORNER ALLOTMENTS

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

	COUNCIL POLICY F110 <u>FENCING COSTS</u> - Contributions by Council	Version No:	1 ⁶⁴
		Issued:	-
		Next Review:	-

Figure 1



5. AVAILABILITY OF POLICY


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

	COUNCIL POLICY F110 <u>FENCING COSTS</u> - Contributions by Council	Version No:	1 ⁶⁵
		Issued:	-
		Next Review:	-

File Reference:	AF11/1744
Applicable Legislation:	Fences Act 1975; Development Act 1993; Development Regulations 2008
Reference: Strategic Plan – Beyond 2015	Goal - Governance, Strategic Objective 5
Related Policies:	
Related Procedures:	
Related Documents:	Council By-Law

DOCUMENT DETAILS

Responsibility:	DIRECTOR – OPERATIONAL SERVICES; ENGINEERING MANAGER
Version:	1.0
Last revised date:	July 2014
Effective date:	
Minute reference:	## th Month, 201# Operational Services, Item #
Next review date:	August 2015
<u>Document History</u>	
First Adopted By Council:	18 th February 1999
Reviewed/Amended:	15 th April 2003; 19 th September 2006; 17 th February 2009

	F190	COUNCIL POLICY	
		<u>FOOTWAYS</u> – Requests for Paving – works within the City Centre Zone	
		Version No:	1 ⁶⁶
		Issued:	-
		Next Review:	-

1. INTRODUCTION

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

2. REQUESTS


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

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

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

3. AVAILABILITY OF POLICY

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

	COUNCIL POLICY F190 <u>FOOTWAYS</u> – Requests for Paving – works within the City Centre Zone	Version No:	1 ⁶⁷
		Issued:	-
		Next Review:	-

File Reference:	AF11/1741
Applicable Legislation:	
Reference: Strategic Plan – Beyond 2015	Goal Securing Economic Prosperity, Strategic Objective 3
Related Policies:	
Related Procedures:	
Related Documents:	

DOCUMENT DETAILS

Responsibility:	DIRECTOR – OPERATIONAL SERVICES; ENGINEERING MANAGER
Version:	1.0
Last revised date:	July, 2014
Effective date:	## th Month, 201#
Minute reference:	## th Month, 201# Operational Services, Item #
Next review date:	August 2016
<u>Document History</u>	
First Adopted By Council:	18 th February 1999
Reviewed/Amended:	15 th April 2003; 19 th September 2006; 17 th February 2009

	COUNCIL POLICY P135 – PLANNING – ENTERTAINMENT VENUES	Version No:	1 ⁶⁸
		Issued:	July, 2014
		Next Review:	July, 2015

1. INTRODUCTION

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

2. ACOUSTIC REPORTS

- a) Council require an Acoustic Consultant's Report to be provided with every development application (at the Applicant's expense) for any premises where entertainment is proposed.
- b) The internal noise limit for each premises be determined by the qualified Acoustic Consultant's Report so as to ensure that external noise levels are in compliance with the noise levels as specified by the Environment Protection Authority (EPA).
- c) Council shall require that all applications requiring an assessment of the potential noise impacts as contained within an Acoustic Consultants Report be informally referred to the Environment Protection Agency for advice and comments.

3. NOISE AND NOISE LIMITING DEVICES

- a) When assessing development applications for entertainment venues, Council shall generally consider and determine noise levels rather than the actual type of music (i.e. live or recorded music, different types of performers, etc.)
- b) Council may require that all music, whether recorded or live music, be played through an ‘in house’ system which can be connected to a fixed wired noise limiting device.
- c) Council shall require a fixed wired noise limiting device to be installed within the premises so as to ensure that any noise, whether recorded or live, does not exceed the maximum internal noise levels specified as acceptable by the Acoustic Consultant's Report, where considered appropriate.
- d) The fixed wired noise limiting device shall be accessible to Council, the Police and any other appropriate person at all times to ensure compliance with this requirement.
- e) The microphone associated with the fixed wired noise limiting device shall remain satisfactorily exposed at all times, and shall never be covered, or the like, so as to affect the proper monitoring of noise within the premises, to the reasonable satisfaction of Council.
- f) The licensee shall take all reasonable steps to ensure that the entertainment does not give offence to people who reside in the vicinity of the licensed premises, and will ensure that the noise levels do not exceed the 8dB above the ambient noise level when measured outside the premises. In order to do this the licensee will, if necessary:
 - (i) ensure that doors and windows remain closed during entertainment;
 - (ii) undertake sound monitoring tests prior to the entertainment commencing; and
 - (iii) ensure that amplification from persons providing entertainment is limited to an appropriate level.

	COUNCIL POLICY P135 – PLANNING – ENTERTAINMENT VENUES	Version No:	1 ⁶⁹
		Issued:	July, 2014
		Next Review:	July, 2015

4. SECURITY

- a) At all times when live entertainment is being provided on the premises, a licensed security person shall regularly patrol, by foot, in the vicinity of the premises, for that period from midnight until one hour after the closure of the premises to the public to ensure the quiet and orderly arrival and departure of patrons to and from the premises.


5. AVAILABILITY OF POLICY

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

File Reference:	AF11/1746
Applicable Legislation:	Environmental Protection Act 1993; Development Act 1993
Reference: Strategic Plan – Beyond 2015	Goal: Securing Economic Prosperity, Strategic Objective: 2 & 5
Related Policies:	L230
Related Procedures:	
Related Documents:	Environmental Protection (Noise) Policy 2007

DOCUMENT DETAILS

Responsibility:	DIRECTOR – OPERATIONAL SERVICES; MANAGER – REGULATORY SERVICES
Version:	1.0
Last revised date:	July, 2014
Effective date:	15 th July, 2014
Minute reference:	## th Month, 201# Operational/Corporate & Community Services, Item #
Next review date:	August, 2015
<u>Document History</u>	
First Adopted By Council:	17 th July 2001
Reviewed/Amended:	15 th April 2003; 19 th September 2006; 17 th February 2009

	COUNCIL POLICY	Version No:	1 ⁷⁰
	<u>R270</u>	Issued:	-
	<u>ROAD PAVEMENT - EXCAVATION AND REINSTATEMENT OF</u>	Next Review:	-

1. **INTRODUCTION**

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

1.1 **SCOPE**

The excavation and reinstatement requirements contained in this Policy apply to roads which are maintained by the Council (as defined in Clause 1.2.2 "Council"). All work shall conform with this Policy unless otherwise approved by the Director - Operational Services or their representative.

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

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

1.2 **DEFINITIONS**

1.2.1 **General**

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

1.2.2 **Council**

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

1.2.3 **Director - Operational Services**


"Director - Operational Services" means the Director - Operational Services of the City of Mount Gambier.

1.2.4 **Director - Operational Services' Representative(s)**

The Director - Operational Services may from time to time appoint individuals to exercise any functions of the Director - Operational Services.

1.2.5 **DPTI**

"DPTI" means the Department of Planning, Transport and Infrastructure.

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	<u>ROAD PAVEMENT - EXCAVATION AND REINSTATEMENT OF</u>	Next Review:	-

1.2.6 Excavator

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

1.2.7 Minor Programmed Works

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

1.2.8 Major Programmed Works

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

1.2.9 Working Day

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

1.3 NOTIFICATIONS


1.3.1 CMG Notification

The Excavator shall notify the Director - Operational Services where it carries out excavation on, along or across any road pavement or shoulder which is maintained by the Council, in accordance with the procedures given below.

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

1.3.2 Minor Programmed Works

The Excavator shall advise the Director - Operational Services of the intention to commence work at least 5 working days before commencement of excavation in order that regular inspections can be made. Such notification shall include submitting a "Notification of Works Impacting CMG Roads" form (provided in Schedule A) with attached Traffic Management Plans that show the location of all traffic control devices and proposed times of traffic restrictions.

	COUNCIL POLICY	Version No:	1 ⁷²
	<u>R270</u>	Issued:	-
	<u>ROAD PAVEMENT - EXCAVATION AND REINSTATEMENT OF</u>	Next Review:	-

1.3.3 Major Programmed Works

Work shall be in accordance with drawings, specifications and work methods submitted to the Director - Operational Services for approval at least 4 weeks prior to commencement of the intended work.

The Excavator shall advise the Director - Operational Services of the intention to commence work at least 3 working days before commencement of excavation in order that regular inspections can be made. Such notification shall include submitting a "Notification of Works Impacting CMG Roads" form (provided in Schedule A) with attached Traffic Management Plans that show the location of all traffic control devices and proposed times of traffic restrictions.

1.3.4 Emergency Works

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

The Excavator shall submit a Notification of Works Impacting CMG Roads" form (provided in Schedule A) to the Director - Operational Services within 24 hours of the emergency occurring.


1.3.5 Public Notification

The Excavator shall provide local businesses and residents with notification of possible disruptions that may affect them as a result of the work. Such notification shall be undertaken immediately following the approval of the Director - Operational Services.

1.3.6 Identification of Completed Work Within the Maintenance Period

Within 3 working days of completion of the work, and at any time upon request within the maintenance period (as defined in Clause 3.12.1 "Maintenance Period"), the Excavator shall supply the Director - Operational Services with details, including sketches, size, location and date constructed, of the reinstatement.

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

	COUNCIL POLICY	Version No:	1 ⁷³
	<u>R270</u>	Issued:	-
	<u>ROAD PAVEMENT - EXCAVATION AND REINSTATEMENT OF</u>	Next Review:	-

1.4 SERVICE LOCATION

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

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

1.5 PROTECTION OF THE ENVIRONMENT

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


1.6 HAULING OF CABLE THROUGH CONDUIT

Hauling of cables through conduits on roads maintained by the Council shall be approved by the Director - Operational Services. A site specific traffic management plan shall be submitted with the request for approval.

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

1.7 SUSPENSION OF WORK

The Director - Operational Services may suspend work performed by any Service Authority, Telecommunications Carrier, Developer, Contractor, etc. on roads maintained by the CMG if they are not complying with the requirements of this Policy.

	COUNCIL POLICY	Version No:	1 ⁷⁴
	<u>R270</u>	Issued:	-
	<u>ROAD PAVEMENT - EXCAVATION AND REINSTATEMENT OF</u>	Next Review:	-

PART 2

PROVISION FOR TRAFFIC

2.1 GENERAL

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

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

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

Prior to commencing work on site, the Excavator shall notify the Director - Operational Services of the names and telephone numbers of personnel for emergency call-outs.

2.2 TRAFFIC MANAGEMENT

2.2.1 General

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

2.2.2 Accreditation for Signing at Roadworks


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

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

2.2.3 Contractors Empowered to Erect Speed Limit Signs

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

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

	COUNCIL POLICY	Version No:	1 ⁷⁵
	<u>R270</u>	Issued:	-
	<u>ROAD PAVEMENT - EXCAVATION AND REINSTATEMENT OF</u>	Next Review:	-

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

2.2.4 Traffic Controllers

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

2.2.5 Provision for Pedestrian Traffic

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

2.2.6 Provision For Local Traffic

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

2.3 AUDITS

2.3.1 Director - Operational Services Audits

At regular intervals during the works, the Director - Operational Services may undertake audits of signing at roadworks.

2.3.2 Records

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

2.4 WORK ZONE TRAFFIC CONTROL DEVICES

2.4.1 Devices


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

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


2.4.2 Regulatory Devices

The Excavator shall not place or remove, obstruct or conceal, any regulatory devices (such as regulatory signs or pavement markings), without the approval of the Director - Operational Services.

2.4.3 Delineation

	COUNCIL POLICY	Version No:	1 ⁷⁶
	<u>R270</u>	Issued:	-
	<u>ROAD PAVEMENT - EXCAVATION AND REINSTATEMENT OF</u>	Next Review:	-

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

	COUNCIL POLICY	Version No:	1 ⁷⁷
	<u>R270</u>	Issued:	-
	<u>ROAD PAVEMENT - EXCAVATION AND REINSTATEMENT OF</u>	Next Review:	-

PART 3

WORK REQUIREMENTS

3.1 EXCAVATION

3.1.1 Trenching Times

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

3.1.2 Traffic Signal Detector Loops

Location of all traffic signal detector loops is required as per Clause 1.4 "Service Location" and care shall be taken to prevent damage occurring to such detector loops where excavation is to be undertaken in the vicinity of traffic signals. Where damage occurs, the Excavator shall inform the Director - Operational Services and the cost of repairs shall be borne by the Excavator.

3.1.3 Saw Cut

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

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


(a) Asphalt Surfaced Roads

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

(b) Sprayed Bituminous Surfaced Roads

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

(c) The saw cutting of the existing asphalt or sprayed bituminous surface shall be at 100 mm outside the limit of the excavation. Any additional

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breakage of the existing pavement edge shall be cut square to the edge of the excavation prior to reinstatement.

3.1.4 Excavated Material

Unless otherwise approved by the Director - Operational Services, excavated material shall not be reused in the reinstatement of trenches and shall be removed from the site and appropriately disposed of, in accordance with the requirements of the Environment Protection Act.

3.1.5 Trenchless Methods

Where applicable, Clause 1.1 "Scope", Clause 1.2 "Definitions", Clause 1.3 "Notification", Clause 3.1 "Excavation", and Clause 3.12 "Post Reinstatement Conditions and Obligations" apply to the installation of services where alternatives to open trenching such as thrust boring, tunnelling, etc. are used. Notification to the Director - Operational Services shall be in accordance with Clause 3.1.1 "Minor Programmed Works".

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

Unless otherwise directed by the Director - Operational Services, boring under pavements or shoulders of roads maintained by the Council shall be at a minimum depth of 1.5 m below the surface.


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

The Excavator shall supply the Director - Operational Services with a report by a Professional Engineer who has experience with trenchless technology. This report must guarantee appropriateness of the method to be used (covering depth etc.) and quality of work.

3.2 BACKFILL

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

Excavations shall be backfilled with Type C Sand to Sa-C or alternatively, clean quarry, pit or dune sand or rubble of plasticity index not exceeding 8 and approved by

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the Director - Operational Services. Where required, tapes warning of the location of a pipe or service shall be inserted at the depth specified by the appropriate authority.

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

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

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

3.3 PAVEMENT REINSTATEMENT

3.3.1 General

Pavement reinstatement shall be undertaken in accordance with Figure 1 as specified in this Policy or by the Director - Operational Services.

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

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


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

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

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

3.3.3 Unsealed Shoulders

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

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

If traffic is diverted onto the road shoulder as part of traffic management, the Excavator shall be responsible to return the shoulder to the condition that existed prior to the works taking place and reinstate any edge break to the satisfaction of the Director - Operational Services.

3.3.4 Outside Pavement Areas

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

3.3.5 Temporary Pavement Surface

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

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

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

In the case of Emergency Works, where the surrounding subbase and base have been weakened by saturation, a temporary reinstatement shall be placed until the site stabilises. The Excavator shall obtain approval from the Director - Operational Services or representative prior to commencing placement of the final surface.


3.3.6 Asphalt Surfacing

Roads

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

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

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

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Footpaths

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

3.4 PAVEMENT MARKINGS

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

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

3.5 ROAD FURNITURE

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

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

3.6 CONCRETE KERBING


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

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

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

3.7 ROAD DRAINAGE SYSTEMS

The Excavator shall report to the Director - Operational Services all instances of damage caused to the road drainage systems, i.e. culverts, gullies, subsoil drainage, roadside drainage systems, etc. incurred during trenching works. All costs for the repairs shall be borne by the Excavator.

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3.8 MEDIANS/TRAFFIC ISLANDS

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

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

Unless specified by the Director - Operational Services, where the existing median consists of compacted material the reinstated compaction shall be no less than 92% of the dry density determined using AS 1289, test method 5.2.1 (modified compaction). Testing of median compaction shall only be undertaken if requested by the Director - Operational Services. If requested, the cost of testing shall be borne by the Excavator.

3.9 SITE CLEAN-UP

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

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

3.10 CONSTRUCTION MATERIAL STOCKPILES

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

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


3.11 CONFORMITY TESTING

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

Testing shall be arranged by the Excavator and shall be undertaken by a laboratory registered by the National Association of Testing Authorities (NATA). Where the Excavator fails to undertake testing, the Director - Operational Services will arrange for the required testing to be undertaken.

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

Verification testing may be undertaken by CMG at the discretion of the Director - Operational Services. Where such testing shows the reinstatement does not

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comply with the specified requirements the cost of the verification testing and any remedial works as instructed by the Director - Operational Services shall be borne by the Excavator.

(a) Unbound Pavement Testing

The following minimum frequencies of testing shall apply:

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

0 - 25 m², - one test per layer.

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

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


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

One test per layer per 100 m² or part thereof.

(b) Asphalt Testing

The following minimum frequencies shall apply:

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

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3.12 POST REINSTATEMENT CONDITIONS AND OBLIGATIONS

3.12.1 Maintenance Period

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

The Excavator shall maintain the completed surface in a safe and trafficable condition for all traffic including bicycles, until the end of the maintenance period unless an order covering the full cost of maintenance is lodged with the Director - Operational Services for CMG to take over this maintenance responsibility.

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


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

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

Where the Excavator is required to undertake additional works due to a defect occurring during the maintenance period, the maintenance period shall be extended for 12 months from when the Director - Operational Services is notified of the completion of the additional works. Conformity testing of the additional works may be requested by the Director - Operational Services.

If the Director - Operational Services advises the Excavator that conformity testing is not required and the Excavator elects not to undertake conformity testing the maintenance period shall be 18 months. If the Excavator elects to undertake conformity testing then the maintenance period shall be 12 months.

The Director - Operational Services may still undertake verification testing as per Clause 3.11 "Conformity Testing, General" if non-conformance to the reinstatement requirements is observed.

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3.12.2 Defect Recording Levels

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

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

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

If the Director - Operational Services notifies the Excavator of a failed reinstatement, the Excavator shall, within 7 days rectify the defect, provided that the deformation of the defect never exceeds 50 mm under a 1.2 m straight edge. If corrective action is not taken within 7 days, the Director - Operational Services reserves the right to undertake the rectification of the defect and all associated costs shall become a debt due to CMG from the Excavator.

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


3.12.3 Crack Sealing

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

(a) Material

The crack sealing compound shall be Class 170 bitumen to AS 2008 "Residual Bitumen for Pavements", modified with an appropriate polymer, designed to penetrate the crack, adhere to the crack surface and resist further crack activity. Product to be used shall be submitted to the Director - Operational Services for approval.

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

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

(b) Crack Sealing Treatment

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


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

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

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

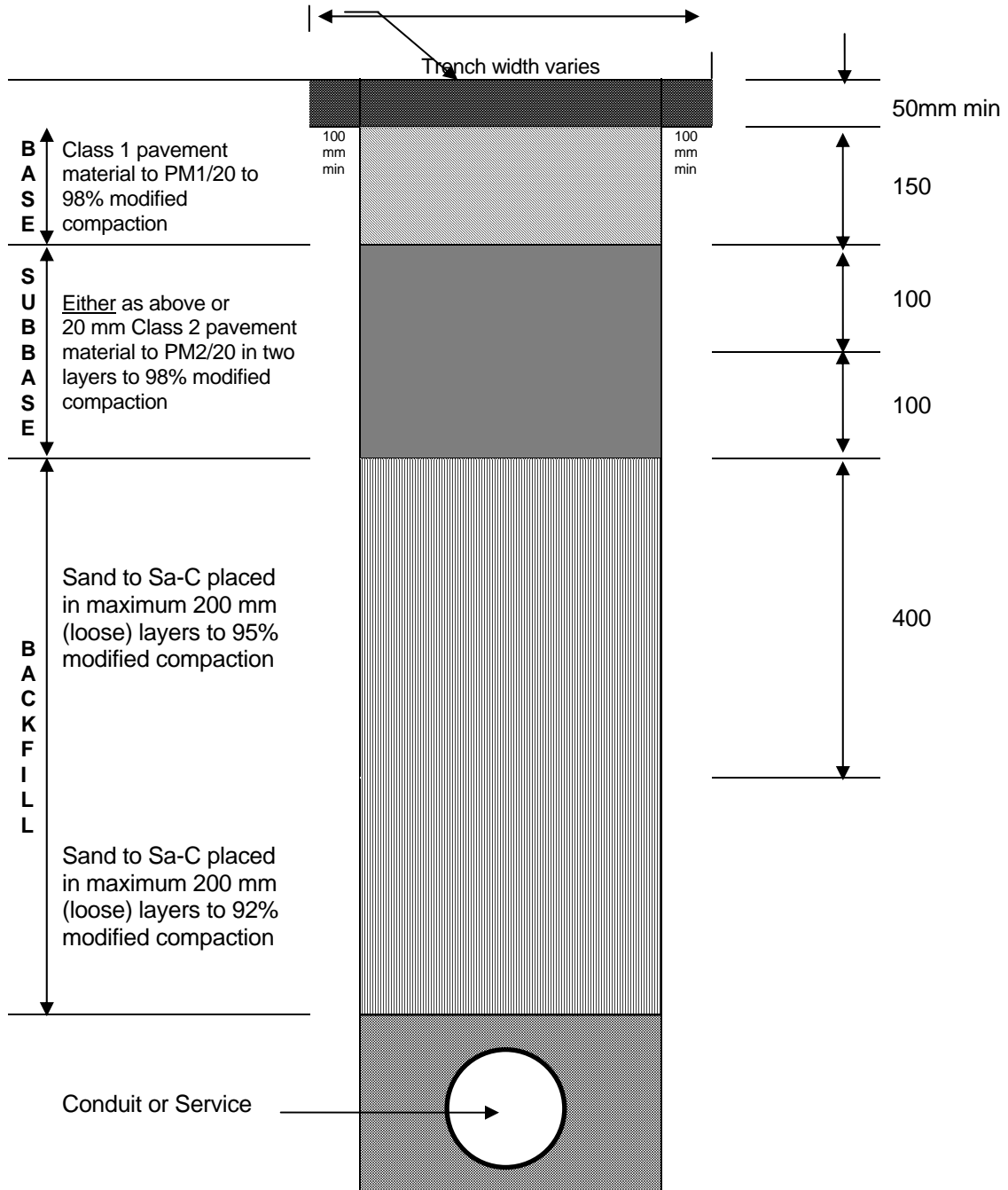
(c) Gritting

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

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**FIGURE 1
MINIMUM REINSTATEMENT FOR CITY OF MOUNT GAMBIER ROADWAYS**

AC10 – residential
AC14 – Collector/distributor



NOTE:

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


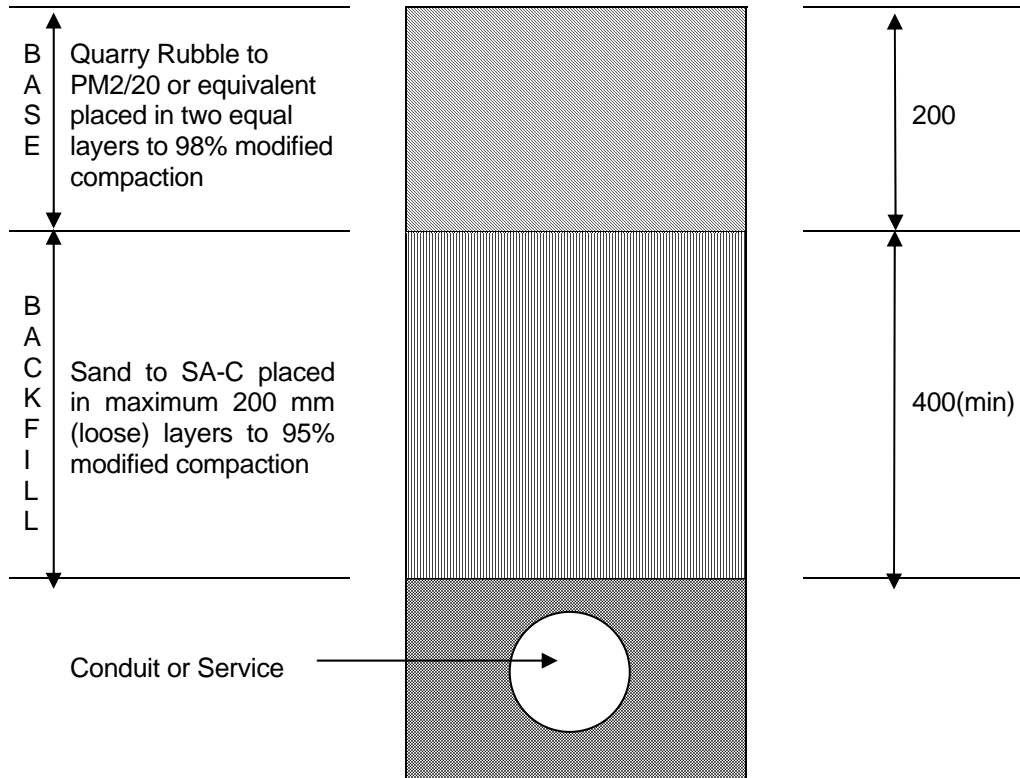

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FIGURE 2
UNSEALED ROAD PAVEMENTS AND SHOULDERS



NOTE:

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

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NOTIFICATION OF WORKS IMPACTING CITY OF MOUNT GAMBIER ROADS

To the Director - Operational Services

City of Mount Gambier, PO Box 56, Mount Gambier, 5290
 Facsimile: (08) 8724 9791 Telephone: (08) 8721 2520

Advising that works are to be undertaken adjacent to a road under the care and control of the City of Mount Gambier which may impact on Traffic flow and management.

Principal Contractor _____

Contact Name: _____

Phone No: _____ **Mobile No:** _____ **Fax No:** _____

Sub-Contractor (if applicable): Organisation _____

Contact Name: _____

Phone No: _____ **Mobile No:** _____ **Fax No:** _____

Location Details:- (Include Site specific Traffic Management Plan)

Road: _____
 (Include side roads, house no's etc.)

Details of any expected lane changes or restrictions (between which streets, directions & times of application) (Works will not be undertaken where it impacts adversely on Traffic flow during peak hour Traffic conditions. Peak hour is before 9am and after 4pm.)

Commencement Time & Date: _____ **Completion Time & Date:** _____

Weekend works? Times and Dates: _____

Asphalt supplier/Asphalt mix intended for use _____

Traffic Control at the worksite is to be undertaken in accordance with AS 1742 Manual of Uniform Traffic Control Devices Part 3: Traffic Control at Works on Roads *Figure No.* _____

Speed limit restrictions of _____ km/h will be used.

Temporary Traffic Signals? (portable): Yes or No


Impact on Transport SA Assets?: Yes / No. **Details of impact** _____

The Accredited person responsible for worksite traffic management is: _____

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

Signed _____ **Date** / /

Name _____ **Position** _____

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4. REVIEW & EVALUATION

This Policy is scheduled for review by Council in **Month 20##**; however, will be reviewed as required by any legislative changes which may occur.


5. AVAILABILITY OF POLICY

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

File Reference:	AF1#####
Applicable Legislation:	INSERT APPLICABLE LEGISLATION
Reference: Strategic Plan – Beyond 2015	Goal #, Strategic Objective #
Related Policies:	INSERT RELATED (Council) POLICIES
Related Procedures:	INSERT RELATED PROCEDURES (Council/Other)
Related Documents:	INSERT RELATED DOCUMENTS (Council/Other)

DOCUMENT DETAILS

Responsibility:	DIRECTOR – OPERATIONAL SERVICES; ENGINEERING MANAGER
Version:	1.0
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Effective date:	##th Month, 201#
Minute reference:	##th Month, 201# Operational/Corporate & Community Services, Item #
Next review date:	Month, 201#
<u>Document History</u>	
First Adopted By Council:	18 th FEBRUARY 1999
Reviewed/Amended:	15 th April 2003; 20 th June 2006; 19 th September 2006; 17 th February 2009; 16 th October 2012

	COUNCIL POLICY S115 STRATEGIC MANAGEMENT – Engineering Works – Fencing of Stormwater Retention Basins	Version No:	1 ⁹¹
		Issued:	-
		Next Review:	-

1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier (“Council”) for the fencing of stormwater retention basins within the Council area.

In the established areas of the City, the primary purpose of a retention basin is to assist with the control of localised flooding. In areas of restricted drainage bore capacity and to comply with latest Codes of Practice for stormwater disposal in Mount Gambier, the only option available is to store stormwater above ground (which gives an environmental benefit) and allow the water to discharge over time. Roadways can be used to store stormwater during major rains, but this does have implications for road safety. Retrofitting stormwater retention basins to established areas is usually done when property is being flooded and Council has to make a judgement call in the works necessary to protect property.


Where practical retention basins should be constructed to a relatively shallow depth with side slopes generally restricted to 1 vertical to 6 horizontal to allow for mowing. If this can be achieved, then the retention basin is not fenced. It should be noted that mowing can occur on steeper slopes and this does occur on occasions. In this instance professional judgement is required to ascertain the need for fencing.

2. RETENTION BASINS

- a) Retention basins are an important and necessary asset in controlling both stormwater quality and stormwater quantity.
- b) Stormwater retention basins are used firstly as an environmental control to improve the quality of stormwater prior to its entry into the underground aquifer (which is the source of the City’s drinking water). A secondary purpose of these basins in new developing areas is to ensure that there are no localised flooding issues due to limited bore drainage capacity.
- c) Retention basins are to be constructed over a large area to ensure that depth is minimised and that the side slopes are restricted to a maximum grade of 1 vertical to 6 horizontal, to allow for mowing by a ride on mower.
- d) In circumstances where land area is restricted and it is necessary to construct the basin relatively deep and with side slopes exceeding the safe mowing slope, the retention basin shall be adequately fenced (or barricaded through the planting of suitable vegetation) to provide a physical barrier to prevent people or animals accidentally falling into the basin (noting that the steep side slopes will make exiting the basin extremely difficult).
- e) Council will fence retention basins in instances where a side slope exceeding 1 vertical to 6 horizontal cannot be achieved, with such fencing or barricading to form a physical barrier to prevent the accidental entry to the retention basin area by people or animals.

3. AVAILABILITY OF POLICY


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

	COUNCIL POLICY S115 <u>STRATEGIC MANAGEMENT</u> – <u>Engineering Works</u> – Fencing of Stormwater Retention Basins	Version No:	1 ⁹²
		Issued:	-
		Next Review:	-

File Reference:	AF11/1741
Applicable Legislation:	
Reference: Strategic Plan – Beyond 2015	Goal: Environment, Strategic Objective: 3 Goal: Governance, Strategic Objective: 5
Related Policies:	L130
Related Procedures:	
Related Documents:	

DOCUMENT DETAILS

Responsibility:	DIRECTOR – OPERATIONAL SERVICES; ENGINEERING MANAGER
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Next review date:	August, 2015
<u>Document History</u>	
First Adopted By Council:	20 th September 2011
Reviewed/Amended:	17 th January 2012

	COUNCIL POLICY S120 <u>STREET SIGNS - Directional, Tourist and Other Scenic Facility Signs</u>	Version No:	1 ⁹³
		Issued:	-
		Next Review:	-

1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier (“Council”) for directional, tourist and other scenic facility signs installed within the Council area.

2. APPROVAL OF SIGNAGE

a) The Chief Executive Officer or Director - Operational Services is authorised to approve applications for the placement of facility signs and scenic information signs in accordance with the following:

(i) Facility Signs - i.e. accommodation, church

- a) Shall be standard fingerboard type signs with white letters on blue reflective background;
- b) Only 'Motel' and 'Caravan Park' signs are to be erected at the Penola Road/Jubilee Highway roundabout on a central post pointing in all appropriate directions. There are to be no specific name signs at this location;
- c) No facility signs are to be erected for those establishments abutting a major street/road as defined below;
- d) Other establishments, upon request, may have a specific name facility sign erected at the nearest major street/road (as defined below), to encourage travel via the shortest direct route - generally only one (1) sign per establishment, maximum two (2) signs.

(ii) Scenic Information Signs


- a) Shall have white letters on brown reflective background;
- b) Shall be erected as required for the 'Mount Gambier Tourist Drive No.72';
- c) Symbolic signs shall be to international standard shape and design;
- d) Name signs shall be of fingerboard type.

(iii) Major Streets/Roads

- a) For the purpose of this policy, the following are deemed to be a 'major street/ road' -
 - Jubilee Highway East and Jubilee Highway West;
 - Commercial Street East and Commercial Street West;
 - Penola Road/Bay Road;
 - Pick Avenue;
 - Sutton Avenue/White Avenue;
 - Nelson Road/Punt Road.

3. SIGNAGE COMPOSITION

- a) The colors selected shall conform with the current Australian Standard;
- b) Oversize street signs should highlight the major streets/roads thereby assisting visiting motorists;
- c) Installation of signs on stobie poles is encouraged;
- d) Signs currently installed on the away side of a named street are often difficult to read

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- thus recommend amending the practice except where signs more readily seen;

- e) Many existing facility name signs are remote from relevant establishment and the purpose of this Policy is to allow facility name signs at the nearest major road/street and it is assumed that businesses will provide customers with basic information including the location of major roads/streets.

4. DETERMINATION BY COUNCIL


- a) Should the Chief Executive Officer or Director - Operational Services refuse any applications, details thereof shall be referred to the Council for final consideration.

5. ASSOCIATED COSTS

- a) All costs associated with the supply, installation and future maintenance and/or replacement (for any reason) of the requested sign/s are to be met by the applicant.

6. AVAILABILITY OF POLICY

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

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Reference: Strategic Plan – Beyond 2015	Goal: Securing Economic Prosperity, Strategic Objective: 2
Related Policies:	
Related Procedures:	
Related Documents:	Relevant Australian Standards

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	COUNCIL POLICY S135 – <u>STREETS</u> – Naming of	Version No:	1 ⁹⁶
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1. INTRODUCTION

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

The Local Government Act enables the delegation by Council of the authority to assign road names to the Council Administration, for example to the Chief Executive Officer.

Council has the power under section 219 of the *Local Government Act 1999* (the LG Act) to assign a name to, or change the name of:

- a public road;
- a private road; and
- a public place.

Council *must* assign a name to each public road created by land division.

It is Council’s policy that all sealed public roads and all formed public roads within the Council area that are regularly accessed will be assigned a name.

All formed private roads that are accessible to the public (with the exception below) will also be assigned a name. This includes roads within complexes such as universities, hospitals, retirement villages, and roads in forests or parks etc. Private roads with five or less property addresses do not need to be named. In these cases address numbers will be assigned off the road that the private road exits on to.

All roads that can be used as part of an address for an address site will be assigned a name.

Note: The naming of State roads is the responsibility of DPTI.

Road name signs that identify each public road will, as far as practicable, be placed at every road intersection and will clearly indicate the road to which it applies.


2. INITIATING THE ROAD NAMING PROCESS

- a) A road naming process may be initiated if:
 - (i) a request is received by Council from an affected land owner or their agent;
 - (ii) Council resolves that a name change be investigated;
 - (iii) Council employees determine it is in the public interest to investigate a change in road name;
 - (iv) Council opens or forms a road; or
 - (v) Council receives an application for a land division.

3. ROAD NAMES

In the naming and renaming of public roads the following principles will be observed.

- a) Uniqueness
 - (i) A road will have only one name.
 - (ii) A road name will be unique within the Council area. Duplicate road names within the Council area will be resolved in order to avoid confusion (e.g. emergency services response).
 - (iii) Roads that are maintained by the Department for Planning, Transport and Infrastructure (DPTI) will be named by DPTI. Council will consult with DPTI in relation to naming these roads.

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- (iv) Duplicate names and similar sounding names (e.g. Paice, Payce or Pace Roads) will be avoided where possible.
 - (v) If possible, duplication of names in proximity to the adjacent Council area will also be avoided. However, roads crossing Council boundaries should have a single and unique name.
 - (vi) Wherever practicable, road names will be continuous from the logical start of the road to the logical end of the road, irrespective of Council boundaries, landforms and intersecting roads.
- b) Name Sources
- (i) Where appropriate, proposed names for existing or new roads should have some historical significance to the actual parcel of land. Similarly any name associated with the overall land division (i.e. estate name, etc.) should also have some historical significance to the actual parcel of land.
 - (ii) Should names with historical reference to the parcel of land not be available, names with historical significance to Mount Gambier and the region would be appropriate.
 - (iii) Alternatives to historical names will be considered if an appropriate theme and associated names are developed for the subdivision and/or the surrounding locality.
 - (iv) Sources for road names may also include:
 - Aboriginal names taken from the local Aboriginal language (and only with approval of the Aboriginal community);
 - early explorers, pioneers, and settlers;
 - eminent persons;
 - local history;
 - thematic names such as flora, fauna, ships etc;
 - war/casualty lists; and
 - commemorative names.
 - (v) Names will be selected so as to be appropriate to the physical, historical or cultural character of the area concerned.
 - (vi) The origin of each name will be clearly stated and recorded as part of the Council's historical records.
 - (vii) The local Aboriginal community will be consulted when choosing Aboriginal names or using words from relevant Aboriginal languages.
 - (viii) Council's *Suggested Historical Street Names prominent people* and *Suggested Historical Street Names Mayors and Aldermen* lists are to be referred to during the selection of street names.
- c) Propriety
- (i) Names should generally not reflect the current owner and/or developer of the subdivision, or any composite names associated with the current owner and/or developer.
 - (ii) In all cases, where a parcel of land is to be named after an individual and/or family, the individual and/or the family must have made an extraordinary contribution to the Council area in some clearly identified manner.
 - (iii) Names of living persons will be avoided.
 - (iv) Names, which are characterised as follows, will not be used.
 - Offensive or likely to give offence;
 - Incongruous - out of place; or
 - Commercial or company.

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- d) Communication
- (i) Names will be reasonably easy to read, spell and pronounce in order to assist service providers, emergency services and the travelling public.
 - (ii) Street names should generally be single word only and be 'plain' English in terms of spelling and pronunciation to avoid any confusion, particularly in times of emergencies.
 - (iii) Unduly long names and names composed of two or more words should be avoided:
 - a given name will only be included with a family name where it is essential to identify an individual or where it is necessary to avoid ambiguity. The use of given names will generally be avoided;
 - whilst street and cul-de-sac names should have only one word, it is recognised that some roads require a two word name because of their geographic relationship e.g. Proof Range Road;
 - roads with double destination names will be avoided.
- e) Spelling
- (i) Where it is intended that a road have the same name as a place or feature with an approved geographical name, particular care will be taken to ensure that the correct spelling of the official place name is adopted as shown in the State Gazette.
 - (ii) Where the spelling of names has been changed by long established local usage, unless there is a particular request by the local community to retain the original name, the spelling that is sanctioned by general usage will be adopted.
 - (iii) Generally road names proposed or approved will not contain abbreviations e.g. the "Creek" in "Wallaby Creek Road" must not be abbreviated.
- f) Form
- (i) The apostrophe mark ' will be omitted in the possessive case e.g. "Smith's Road" will be "Smiths Road".
 - (ii) Names will avoid the use of the possessive "s" unless the euphony becomes harsh e.g. "Devil Elbow".
 - (iii) The use of hyphens will be avoided. However, hyphens may be used when naming a road after a person with a hyphenated name.
- g) Road Type
- (i) Road names will include an appropriate road type suffix conforming with the following guidelines:
 - The suffix chosen will be compatible with the class and type of road. Assistance to both the motorists and pedestrians is a major consideration in choosing the suffix.
 - When a suffix with a geometric or geographic connotation is chosen it will generally reflect the form of the road, e.g.
 - Crescent - a crescent or half moon, rejoining the road from which it starts;
 - Esplanade - open, level and often along the seaside or a river.
 - For a cul-de-sac use Place, Close, Court or a suffix of similar connotation.
 - Highway (HWY) will be specifically reserved for roads associated with the state arterial road network. Its use will be restricted to roads of strategic importance constructed to a high standard.



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- (ii) The following list of suitable road type suffixes is included as examples. [The list has been sourced from Australian Standards AS 1742.5 - 1997 and AS 4212 – 1994. An expanded road type list and acceptable abbreviations can be sourced from AS 4590:2006. In most instances the connotations are clear but where necessary a definition can be checked in a dictionary.]

Only road types shown in the standards documents will be used.

Alley	Avenue	Boulevard	Bypass
Circle	Circuit	Circus	Close
Court	Crescent	Drive	Arcade
Grove	Lane	Mews	Parade
Parkway	Place	Plaza	Promenade
Road	Row	Square	Street
Terrace	Walk	Way	

- h) No Prefix or Additional Suffix
- (i) The use of a compass point prefix/suffix or an additional suffix such as “north” or “extension” will be avoided, particularly where new roads are to be named.
- (ii) Where an existing road is subsequently bisected as a result of traffic management planning or some other reason, it may be appropriate to delineate each half of the road by the addition of a compass point suffix for the purposes of assisting the community and the emergency services to locate the appropriate part of the road.
- i) Disputes
- (i) In an instance when Council Officers and a proposer of a street name cannot agree on an appropriate name for a street, the matter be referred to Council for determination.

4. NAMING OF PRIVATE ROADS

This policy covers all formed roads that are regularly accessed and therefore includes private roads.

- a) Private land owners are not obliged to seek Council approval for naming their roads. However, there is a public interest in encouraging private land owners and developers to select suitable names, preferably in accordance with this policy, and to obtain Council endorsement for the name.
- b) Where Council proposes to assign a name to a private road it will consult with the owner of the land over the proposed name and the signage requirements for the road.
- c) Signage of private roads are to be purchased and erected at the owners/developers costs but under the direction of Council.

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5. CONSULTATION WITH ADJOINING COUNCILS

- a) If Council decides to change the name of a public road that runs into the area of the District Council of Grant, the Council will give the District Council of Grant at least two months notice of the proposed change.
- b) Council will consider any representations made by the District Council of Grant in response to the notice. [Section.219(2) of the Local Government Act 1999]

6. PUBLIC NOTICE OF NAME ASSIGNMENT OR CHANGE

- a) Council will give public notice of the assigning or changing of a road name. This will be by publication in the Government Gazette and by notice in a newspaper circulating generally throughout the State, as required under the Local Government Act.
- b) Public notice will include the date that the new name takes effect (see below) and notice will also be published on the Council's website www.mountgambier.sa.gov.au.

7. ADVISE RELEVANT PARTIES OF NEW NAME OR NAME CHANGE

Council will provide written notice (e.g. by e-mail) of Council's decision on a new road name or name change to all relevant parties, including:

- Registrar-General;
- Surveyor-General; and
- Valuer-General [Section.219(3)(a) of the Local Government Act 1999]
- the owner of the road (if a private road);
- owners of abutting properties;
- Australia Post;
- Telstra;
- SA Water;
- SA Power Networks;
- SA Police;
- SA Ambulance Service; and
- SA Metropolitan Fire Service and/or Country Fire Service.

8. DATE OF EFFECT FOR NEW NAMES OR NAME CHANGES

- a) The date of effect of the new or changed road name will be determined at the time the decision to assign the name so as to allow sufficient time for all stakeholders to make arrangements to ensure a smooth transition.
- b) The date of effect will be determined after considering:
 - (i) In respect of renaming an existing road, the impact on existing property owners, residents, tenants and occupiers. For example the time required to advise relevant parties to change letterhead stationary and advertising references;
 - (ii) Potential confusion for people using maps and street directories that effectively become out of date; and
 - (iii) The desire of some developers to sell property 'off the plan' and the opportunity for new owners to know their future address at an early stage.
- c) Council will update the Register of Public Roads as required by Section 231 of the Local Government Act.

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9. ROAD NAME SIGNAGE

- (i) Council will ensure road naming signage in accordance with the relevant Australian Standard (AS 1742.5 – 1997) is erected.
- (ii) Signage may be erected during construction of a sub-division.
- (iii) Signage of roads created as part of a sub-division are to be purchased and erected at the owners/developers costs but under the direction of Council.

NOTE: Signage for State road names is the responsibility of DPTI

10. AVAILABILITY OF POLICY


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

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File Reference:	AF11/1251
Applicable Legislation:	Local Government Act 1999
Reference: Strategic Plan – Beyond 2015	Goal - Governance, Strategic Objective 5
Related Policies:	L130
Related Procedures:	
Related Documents:	AF14/24619 Suggested Historical Street Names prominent people AF14/24616 Suggested Historical Street Names Mayors and Aldermen Relevant Australian Standards

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	COUNCIL POLICY W115 <u>WASTE MANAGEMENT</u> - Receival of Waste - Caroline Landfill	Version No:	103 1
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1. INTRODUCTION


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

2. PROHIBITED GOODS

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

3. AVAILABILITY OF POLICY

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

	COUNCIL POLICY W115 <u>WASTE MANAGEMENT</u> - Reveal of Waste - Caroline Landfill	Version No:	104 1
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File Reference:	AF11/1950
Applicable Legislation:	Environment Protection (Waste to Resources) Policy 2010 http://www.epa.sa.gov.au/environmental_info/waste/legislation/waste_to_resources_policy/landfill_bans
Reference: Strategic Plan – Beyond 2015	Goal – Environment. Strategic Objective - Plan and implement infrastructure to protect and enhance the natural and built environment, including in response to climate change influences.
Related Policies:	W125 – Waste Management – Refuse Collection
Related Procedures:	
Related Documents:	

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