Policy Manual

Amended and updated 24 September 2019

This manual is currently under review
Contents

INTRODUCTION
This Policy Manual contains policies and procedures periodically adopted by Council.

The Policy Manual includes the following:-

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PART C: Code of Conduct for Elected Members
PART D: Code of Conduct for Employees
PART E: Community Consultation Policy
PART F: Conflict of Interest, Elected Members Guide
PART G: Delegation Manual
PART H: Elected Members Handbook
PART I: Meeting Procedures for Council & Standing Committees
PART J: Public Access to Meetings and Documents - Code of Practice
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For the purpose of this Policy Manual, the “City of Prospect” which includes both Elected Members of Council and the administrative staff employed by the Council, will be referred to as “Council”.

SECTION 1:

CORPORATE GOVERNANCE FRAMEWORK

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1. **Environmental and Planning Services**

1.1 **CITY PLANNING**

1.1.1 **Redevelopment**

The Council will actively promote development in accordance with the Development Plan.

1.1.2 **Development Information**

The Council will produce aids for Residents and Developers and assist the development assessment process to proceed efficiently and effectively.

1.1.3 **System for Property Inspections**

The Council will maintain an effective and efficient system for performing inspections. Priority of inspections will be in following order:-

1. Non-residential development
2. Major residential development sites
3. Minor residential development sites where a complaint or concerns is raised in relation to illegal building work, infringement of conditions of approval or illegal development.

1.1.4 **Centres and Commercial Redevelopment**

The Council will facilitate the expansion of its economic base through the promotion of redevelopment of its Commercial Centres and Zones on Main North Road, Prospect Road and Churchill Road.

1.1.5 **Traders’ Association and Main Street**

The Council will support and encourage local ‘Traders’ Association(s) which have as its aim the improvement of economic activity and the standard of development outside the residential zones.

1.1.6 **Measures to Promote Sensitive Infill Residential Developments**

Council’s urban planning polices are:

1. To retain older buildings of significant character.
2. To require all new residential development in any given area to be of a complimentary architectural style and material quality to that of mainstream dwelling stock in that area.
(3) To maintain and reinforce the homogeneity of housing stock (in terms of architectural style and material quality) in those residential streets containing older housing stock.

**Procedures**

The Director, Environmental and Planning Services is empowered to negotiate urban design solutions with an applicant that has submitted an application for development that conflicts with Council policy on sensitive infill development.

An inventory of examples of sensitive infill development, for use in discussions with applicants, will be compiled.

**1.1.7 Public Notifications**

The Council will maintain efficient and effective procedures for the public notification of affected parties of the development applications.
Procedures

Formal Notifications

(1) Notice of all applications for development requiring formal notification will be given as required by the Development Act, 1993 (as amended).

Informal Notifications

(1) Affected parties will be notified of the following development applications under delegated authority to the Director, Environmental and Planning Services and the Chief Executive Officer, irrespective of the requirements of the Development Act 1993:

(2) Construction of a new dwelling or dwellings within a residential zone which are two stories or more;

(3) Two storey additions or alterations to an existing dwelling;

(4) Building work proposed on a boundary of an adjacent residential property (unless a letter of consent from the adjacent resident is presented as part of the application documents);

(5) Land division which creates an allotment (or more than one allotment) which does not comply with the development requirements of the zone or policy area.

(6) Non residential development (in appropriate zones) which is exempt from formal public notification pursuant to Regulation which abuts existing residential development.

Adjoining owners and occupiers of sites likely to be affected by such development will be advised, in writing, of the following:

(1) The nature of the proposed development;

(2) The land concerned in the application;

(3) Where the application may be examined;

(4) The time when the application may be examined;

(5) The person to whom the letter of concern should be sent;

(6) The time within which any written comments must be lodged; and

(7) That no right of appeal against a decision of Council exists with regard to such development.

The Councillors for the particular Ward and any relevant residents association will
be advised of such informal notification.

Adjoining owners and occupiers will be given five (5) working days in which to comment on such applications.

1.2 DEVELOPMENT ASSESSMENT

1.2.1 Development Assessment Panel
The Council has delegated all responsibilities for the assessment of development applications to the Development Assessment Panel in accordance with the Development Act, 1993, as amended.

1.2.2 Public Places
The Council will ensure that public places are safe and healthy through the efficient and effective administration of legislation and by-laws.

1.2.3 Building and Development Applications
The Council will maintain procedures for assisting with the processing of building approvals and the inspection of buildings, including:

(1) Information/Building Matters
(2) Building - Damage to Roads
(3) Building Applications - Street Tree Removal
(4) Inspection of Buildings
(5) Duty of Care
(6) Waiving or Refunding Fees
(7) Access to Building Plans

Procedures
1.2.4 Information/Building Matters
Council staff will endeavour to inform residents of the various types of activity that require building approval, and to provide assistance and advice in all matters concerning the Development Act and the Building Code of Australia in a manner that promotes good relationships between Council, the building industry and the general public.

1.2.5 Building - Damage to Roads
(1) The Development Officers will advise the Works Coordinator of any damage to Council property such as roadways, kerbing, footpaths, trees, nature strips, etc. adjacent to building sites that come to their attention.

(2) The Works Coordinator will endeavour to ensure that the necessary repairs are either carried out by the builder or by Council at the builder's cost.

1.2.6 Building Applications - Street Tree Removal
(1) Wherever, as a result of any developments which require council approval a street tree is to be removed, pruned or damaged, Council will seek compensation from the developer or builder.

(2) The amount of compensation for the removal, pruning or damage of street trees will be established by using the method of assigning monetary values to amenity trees as described by DJ McAlison in the Journal of the Australian Institute of Horticulture in August 1985.

(3) Where a tree is to be removed, and in addition to the cost of tree removal, the minimum compensation payable by the applicant shall be the cost of the provision and planting of a suitable replacement tree.

1.2.7 Duty of Care
Council staff will maintain an oversight of all building work within the City (other than minor works) to the extent that Council’s duty of care is maintained and it acts in good faith recognising the responsibilities of other parties including the builder, architect and private certifier.

1.3 HERITAGE
The Council will encourage the retention of heritage aspects of the City of Prospect.
1.4 COMMUNITY SAFETY (GENERAL INSPECTION)

The Council, in order to ensure the safety and wellbeing of people within the City, will maintain efficient and effective community safety standards and procedures for the following:

(1) Policy Regarding Private Parking Areas Act 1986 Agreements;
(2) Impounded Motor Vehicles;
(3) Parking Regulations;
(4) Parking Residential Permits;
(5) Vehicles Left In Public Places In Excess Of 24-Hours;
(6) Abandoned Vehicles;
(7) Parking Of Overlength/Overweight Vehicles;
(8) Temporary Road Closure – Street Parties;
(9) Shopping Trolleys Abandoned In Streets;
(10) Graffiti;
(11) Rubbish Containers In Streets;
(12) Fireworks for City of Prospect Owned or Managed Lands;
(13) Cats/Possum Traps;
(14) Dogs/Impounding Of Dogs;
(15) Dogs – Persistent Offenders/Prosecutions;
(16) Seizure And Impounding – Recovery Of Costs; and
(17) Expiation Notices Calculation.
(18) Land Agent Moveable Signs Permit

1.4.1 Policy Regarding Private Parking Areas Act 1986 Agreements

(1) Council will assist local businesses or other organisations experiencing significant parking problems on their private parking areas by entering into agreements with those local businesses or organizations pursuant to section 9 of the Private Parking Areas Act 1986 for the enforcement of those private parking areas by Council authorised officers.
(2) Written agreements are to be signed by a Council delegate and the owner/s ("the Owner") of a private parking area within the meaning of the Private Parking Areas Act, 1986 (the “Act”).

(3) The Owner is responsible for installing parking restriction and prohibition signs and line markings in the private parking area which is subject to an agreement, in accordance with the Act, and may change those restrictions or prohibitions from time to time.

(4) Prohibition and parking restriction signs installed by the owner must be consistent in appearance and content to other signs used throughout the City.

(5) The Council will, through its authorised officers, enforce the provisions of Part III of the Act and Regulations there under.

(6) The Council and its authorised officers will retain absolute discretion in the issuing and waiving or withdrawing of parking infringement expiation notices, offences and any prosecutions which may occur in consequence of enforcing the Act.

(7) The Council shall only provide staff for the purposes of enforcing the Act as and when Council considers it reasonable to do so.

(8) The Owner will grant the Council’s authorised officers full access (free right and liberty) to enter upon the private parking area at all times for any purposes associated with an agreement under the Act.

(9) Pursuant to Section 9 of the Act any fine, penalty or expiation fee recovered in respect of offences relating to the private parking area shall be paid to the council.

Procedures
1.4.2 Impounded Motor Vehicles Recovery of Costs
The impounding fee fixed by Council, plus any advertising costs incurred, shall be paid before any impounded motor vehicle is released to its owner.

1.4.3 Parking Enforcement of Regulations
Council staff will administer and enforce the provisions of the Australian Road Rules and the Private Parking Areas Act to a level of service determined by Council from time to time to ensure that:

(1) On-street parking of vehicles is safe, orderly and convenient.
(2) Permit parking areas are provided to assist disabled persons and residents who do not have off-street parking on their property.
(3) All day or long-term parking does not unduly restrict the use of kerbside space for other vehicles requiring access to either residential or business premises.
(4) The overnight parking of large commercial vehicles and the long-term parking of non-self-propelled vehicles such as caravans, horse floats, boats on trailers, trailers and the like, is prevented.

1.4.4 Parking Residential Permits
Council will, on application, approve residential parking permit areas and issue permits to residents who have Council imposed time limit parking restrictions in front of their premises, subject to the following conditions:

(1) Category A
Where no off-street parking exists on the property - a free permit may be issued.
(2) Category B
Where the number of vehicles owned by the resident normally residing in the dwelling unit exceeds the number of spaces available on the property by one, a free permit may be issued.
(3) Category C
Where a resident in Category A has two cars or a resident in Category B has two cars more than the number of spaces available on the property, a second permit may be issued on payment of the fee fixed by Council.

The following dwelling units are eligible for the issue of a parking permit:

(1) Single dwellings
(2) Semi-detached or row dwellings
(3) Home Units

(4) Flats (where the number of parking spaces available is less than the number of flats or units on the property).

Conditions

(1) The dwelling unit is the principal place of residence of the applicant.

(2) A permit shall not be issued if space could reasonably be provided on the property, and without detracting from the appearance of the dwelling.

(3) Applicants shall produce evidence of car ownership prior to the issue of a permit.

(4) The permit be affixed to the near side of the vehicle adjacent the registration disc.

(5) The permit shall only apply within the area defined by the Council and in the manner specified by the Council.

(6) The permit shall only apply until the date shown thereon.

(7) A fresh application for renewal of the permit shall be made each year, prior to 1st July.

(8) The permit will expire if the applicant ceases to reside on the premises and no refund of the fee, if applicable, will be made.

(9) The permit is neither assignable or transferable and permit holders have no jurisdiction whatsoever in the use in such areas (zones). Only vehicles whose registered numbers have been lodged with the Council and for which permits have been issued, may park in restricted and prohibited areas without penalty.

Permits not renewed by 31st July may be cancelled but another permit may be issued upon receipt of the appropriate application.

1.4.5 Vehicles Left in a Public Place in Excess of 24 Hours

Council may impound vehicles parked or left standing in a public place in excess of 24 hours if they come under one or more of the following categories:

(1) more than 5.5 metres in length;

(2) a boat, trailer, trailer/boat, horse float or other vehicle which must be towed by another vehicle;

(3) a commercial vehicle;

(4) illegally parked;
(5) in the opinion of the Police or Chief Inspector constituting an undue hazard to traffic;

(6) by reason of their height or other design features they constitute, in the opinion of the Chief Inspector, a traffic visibility problem for persons entering or leaving nearby premises;

(7) not displaying current registration label and/or are obviously unroadworthy.

Council may impound any vehicle left in a public place in excess of 24 hours if it is parked or left standing in the public place in such a position as not to be immediately adjacent to premises occupied by the owners of those vehicles.

Except in the case of vehicles parked illegally and/or constituting a hazard to traffic, vehicles are not to be impounded until such time as:

(1) Reasonable attempts have been made to determine the owner or driver of the vehicle and whether or not it is stolen.

(2) The owner or driver of the vehicle has been given at least 24 hours notice of intention to impound the vehicle by posting or delivering such notice to his/her usual place of residence and/or by affixing an appropriate notice on the windscreen of the vehicle.

1.4.6 Abandoned Vehicles

(1) A vehicle will be regarded as abandoned if its owner cannot be traced by virtue of a lack of identification on the vehicle; such as registration plates, registration label, engine number, etc.

(2) Vehicles deemed to be abandoned will be impounded forthwith.

(3) Abandoned vehicles, if not claimed within seven days of being removed from a public place, will be disposed of by tender, private treaty, or, as a last resort, given away or dumped at the discretion of the Chief Executive Officer.

1.4.7 Parking of Overlength/Overweight Vehicles

The following action will be taken by Council Inspectors where persistent offences occur with respect to a particular overlength/overweight vehicle parked in excess of one hour:

(1) A letter be sent to the owner and/or driver of the vehicle drawing his/her attention to Rule 200 of the Australian Road Rules advising that the legislation is to be rigorously enforced by Council.

(2) If necessary inspectors will work overtime until such time as persistent offenders cease offending.

(3) Inspectors be authorised to issue continuing offence expiation notices
pursuant to Section 174B of the Road Traffic Act 1961 in addition to the original offence expiation notice issued for an offence pursuant to Rule 200 of the Australian Road Rules.

(4) When four expiation notices have been issued to a particular offender he/she is to be advised that any further offences will result in Council instituting legal proceedings pursuant to Rule 200 of the Australian Road Rules for which the maximum penalty is $1,250.

(5) When a persistent offender has been issued with four expiation notices for offences pursuant to Rule 200 of the Australian Road Rules the Chief Inspector is authorised to institute legal proceedings against the person for any further offences that he/she may commit pursuant to Rule 200 of the Australian Road Rules.

(6) The letter referred to in (1) above also to draw to the offender’s attention the fact that the parking of trucks exceeding 3 tonnes in weight on residential properties may contravene the Council’s Development Plan.

1.4.8 Temporary Road Closure - Street Parties
Council will permit street parties or festivals to be held in residential streets subject to:

(1) The applicant providing evidence of public liability insurance covering any liability arising from the event to the sum of ten million dollars ($10,000,000).

(2) The applicant providing evidence that at least 75% of households in the street subject to the temporary road closure, agree to the closure and the exclusion of vehicles from the street;

(3) The applicant ensuring that after the event the street is left free from obstructions and litter and any damage which may have occurred to Council property is report to Council.

(4) A resolution pursuant to Section 359 of the Local Government Act, 1934 in respect to the temporary road closure being published in the Government Gazette and in a newspaper circulating in the area;

(5) Council ensuring the erection of any barricades or other traffic control devices as are necessary to give effect to the road closure resolution.

1.4.9 Shopping Trolleys Abandoned in Streets

(1) Council employees are authorised to pick up and impound any shopping trolley left in the street.

(2) An impounded shopping trolley will be released to the owner, or to the store/supermarket from which it came, on payment of the fee fixed by
1.4.10 Graffiti

(1) Where any offensive or unsightly graffiti is noticed on or in a Council building or structure, or on any boundary fence or wall to a Council reserve or land, or on any street, road, or footway, steps shall be taken by the Works Coordinator to have it removed or obliterated as soon as practicable.

(2) Where any offensive or unsightly graffiti is noticed on a fence, wall or building abutting any public place, the owner of that fence, wall or building shall be requested to have the graffiti removed or obliterated within 21 days. The property owner is to be advised that the costs involved in removal or obliteration of graffiti may be claimable from household or commercial building insurance policies.

(3) To assist property owners, Council will offer graffiti removal packs free of charge upon request.

(4) Where a property owner does not co-operate with Council’s request and/or offer pursuant to (2) and (3) above, an order will be issued pursuant to section 254 of the Local Government Act, 1999, requiring the removal or obliteration of the offensive or unsightly graffiti, within 21 days.

(5) If after 21 days the property owner has failed to comply with the order or no application for a review has been made to the District Court against the direction, Council is to take the action stipulated in the order and recover expenses incurred from the owner.

1.4.11 Rubbish Containers in Streets

(1) Persons seeking Council authorisation with respect to placing a rubbish container on a public street or road within the municipality will be required to make written application on an appropriate form.

(2) Pursuant to Section 221 of the Local Government Act, 1999, Council will give written authorisation to the placing of a rubbish container on a public street or road subject to the following terms and conditions:

   (a) The container is to be placed parallel to and as near as practicable to the left hand kerb of any street or road.

   (b) The container is to be lit at night with two (2) flashing amber lights; one mounted at each end of the container on the side nearest to the centre of the carriageway.

   (c) The container is not to be placed opposite another resident’s driveway entrance unless it is not possible to place it otherwise.
(d) The container is to be placed immediately adjacent to the applicant’s premises unless it is not possible to place it otherwise; in which case a note must be obtained from the neighbour indicating no objection to the container being placed in front of, or adjacent to, their premises.

(e) The container is not to be placed in a prohibited parking area.

(f) The container may be placed in a time limit area without penalty.

(g) The container is to be placed at least 10 metres from an intersection or junction (corner), 1.8 metres from any neighbour’s driveway entrance and 1 metre from a fire hydrant or a fire plug.

(h) If possible (after taking into account the aforementioned terms and conditions) the container is to be placed under or near a street light.

(i) The applicant to be responsible for reimbursing Council for any costs incurred by Council in repairing damage to the street or road pavement during delivery, removal or use of the rubbish container.

(j) Rubbish containers shall not exceed 2.4 metres in width unless agreed, in writing, by the Chief Inspector or Director, Infrastructure & Technical Services.

(k) Authorisation will apply for four days after which a further application is required.

(3) Council reserves the right to limit the width and overall size of the rubbish container in circumstances where the width of carriageway and other factors which influence safety of road users may warrant special consideration.

(4) Applicants are to be advised that non-compliance with the terms and conditions may result in the authority being revoked and the rubbish container being removed.

1.4.12 Fireworks for City of Prospect Owned or Managed Lands

(1) All fireworks displays on Council owned or managed lands must be approved by Council and the Government of South Australia.

(2) Firework displays for private functions will not be supported unless fully licensed by the South Australian Government.

(3) Submissions for firework displays must be made in writing and submitted to Council at least six (6) weeks prior to the proposed event. All submissions must include:

a) Location, date, times and details of the proposed event / firework
display
b Contact details of licensed pyrotechnic to be engaged for the event.
c A Site plan
d Public Liability Insurance details

(4) All proposed firework displays must be compliant with relevant legislation. Applications for firework will only be considered by Council providing all other legislative requirements are met. During the Fire Danger season, a Schedule 9 Permit is required under the Country Fires Act.

(5) In consideration of the application the following will be taken into account:
   a Benefits to the community
   b Potential distress to the community
   c The safety of the public to view fireworks displays on community lands

(6) Applicants will be advised in writing on the success, or otherwise, of their application.

(7) Council requires the event organiser to notify surrounding residents of the event via letterbox drop and / or print media. Details of these requirements will be determined by Council as a condition of approval and will have regard to Council’s Community Engagement Policy.

PLEASE NOTE

• The use of all fireworks in South Australia must be approved under permit by the South Australian Government and can only be carried out by licensed pyrotechnicians. Under State Government legislation effective as from 1st December 2001, the general public are prohibited from purchasing, possessing or using fireworks.

1.4.13 Cat/Possum Traps

A cat/possum trap will be supplied on hire to any resident of Prospect, subject to the following terms and conditions:

(1) Traps may be hired at the fee fixed by Council for a period of two weeks which may be extended by periods of two weeks at a time at the discretion of the Chief Inspector.

(2) Traps are to be collected from the Council office at 128 Prospect Road, Prospect, during normal office hours, however, Council employees may deliver a trap to a resident who has no transport or who is otherwise unable to
collect the trap from the office.

(3) Animals caught in the traps are to be disposed of only by taking them alive to the Animal Welfare League.

(4) Residents are responsible for any animal that may be caught in the traps, but Council employees may assist those residents who have no means of taking an animal to the Animal Welfare League, at the fee fixed by Council.

(5) It is the resident’s responsibility to release unharmed neighbours’ pets which may be caught in the traps and to ensure that only stray or wild cats are disposed of.

(6) The resident must fill out an “Application for Destruction” permit from the National Parks and Wild Life Services (available from Council office) prior to trapping any possums.

(7) The resident is responsible for the return of the trap to the Council office in good condition, and must pay for any loss or any damage to the trap whilst in his/her possession.

Particulars are to be recorded by Council in regard to the number of possums trapped and disposed of because possums are a protected species; annual returns are to be supplied to the National Parks and Wildlife Services.

1.4.14 Dogs/Impounding of Dogs

(1) Council staff will administer and enforce the provisions of the Dog and Cat Management Act and Regulations to a level of service determined by Council from time to time.

(2) Dogs seized by Council appointed dog management officers are to be impounded at the Animal Welfare League or such other prescribed private pound as may be decided by the Chief Inspector from time to time.

(3) When out of normal working hours calls are received from members of the public in regard to stray dogs wandering at large on their premises, or detained by them on their premises, Council appointed dog management officers are authorised to pick up or arrange for the dog(s) to be picked up and impounded at the Animal Welfare League, Wingfield, or if the League is not open, held at the Council Depot overnight and then transferred to the Animal Welfare League pound next morning.

(4) Where a dog is wearing identification, reasonable efforts should be made to return the dog to its owner before impounding it.

1.4.15 Dogs - Persistent Offenders/Prosecutions

Dog owners who have previously been issued with at least three offence expiation
notices for a particular offence against the provisions of the Dog and Cat Management Act may, at the discretion of the Chief Inspector, be prosecuted if their dog offends on a fourth occasion.

1.4.16 Seizure and Impounding - Recovery of Costs
Where dogs at large have been seized by a Council appointed dog management officer, their owners will be issued with all appropriate dog offence expiation notices and where seized dogs are subsequently returned direct to their owners without being transported to and impounded at the Animal Welfare League, Council will also recover from them (pursuant to regulations under the Dog and Cat Management Act) the prescribed seizure/impounding fee for each dog.

1.4.17 Expiation Notices Cancellation
Expiation notices issued under various legislation administered by Council or empowering Council authorised officers to issue offence expiation notices may be cancelled if staff with delegated authority are satisfied that:

(1) It is not economically and/or otherwise practicable to pursue recovery of the expiation fee due to an inability to trace or locate the offender(s); or

(2) An error has been made in the issuing of the expiation notice.

1.4.18 Land Agent Moveable Signs Permit
(1) Where Council issues a permit to a land agent for permission to display A-frame signs that do not comply with Division 7 (Moveable Signs) of the Local Government Act 1999, the following conditions will apply to the permit:

a That the A-frames be used only between 12.00pm and 4.00pm on any Saturday or Sunday and not on weekdays.

b That only two A-frames be used per property to be sold.

c That only one A-frame shall be placed at any given site (or street corner) irrespective of how many houses are for sale in a particular street.

d That any A-frames left standing outside the above hours or days, shall be confiscated and the owner fined a maximum of $100 per sign.

e That the permit be for a period of 12 months and the permit holder be required to lodge a fresh permit application at the end of each 12 months period together with any relevant permit fee fixed by Council.

f That the A-frames shall be placed on footpaths only, and so that there is at least 1.2 metres clear passage for pedestrians to pass without resorting to going on the carriageway (road) and if this is not possible, then no A-frame may be placed on the footpath.
g The A-frames shall not detract from the amenity of the locality.

h The A-frames shall not unduly distract passing motorists with flags, bunting or “garish” advertising.

i That signs not be chained or fixed to any council or private property.

(2) When issuing a permit the permit holder is to be informed that any breach of the conditions may result in the permit being revoked or cancelled.

(3) That where a breach of the conditions of a permit occurs officers of Council with delegated authority to issue or revoke these permits pursuant to Part 2 Division 6 of the Local Government Act 1999 exercise judgement and discretion in determining the seriousness of the breach, at the same time taking into account any prior breaches, the seriousness of those breaches and/or warnings issued.

(4) That where a decision is made to revoke or cancel the permit the permit holder must be given written notice beforehand in accordance with Section 225 of the Local Government Act 1999.

(5) That where a permit is revoked or cancelled any appeal by the aggrieved land agent be in writing and processed in accordance with the Council Actions Grievance Procedures.

1.5 ENVIRONMENTAL HEALTH

1.5.1 Council’s Commitment to the Environment

The Council recognises its role in protecting and enhancing the natural and built environment in the communities in which we operate, to meet the needs of both present and future generations. The Council is committed to and will:

(1) Implement the strategies and actions contained in the environmental action plan and ensure that the plan is integrated into work programs or business plans of the relevant departments of Council.

(2) Aim to build a partnership with the local community to encourage greater community involvement in, and awareness of, environmental issues through the environmental action plan.

(3) Develop a strong sense of environmental awareness amongst all employees and staff by providing appropriate training such to enable staff to apply sustainability principles that are relevant to their specific roles and functions.

(4) Foster environmental, social and economic considerations to become integral to the Council’s everyday decision making and operations.
(5) Comply with the requirements and intent of relevant legislation, conventions, standards and codes aimed at conserving natural resources and preventing pollution.

(6) Lead by example in the uptake of sustainability initiatives and strive for Best Practice, where possible.

(7) Endeavour to improve our environmental performance with reference to the environmental action plan.

(8) Undertake an annual update and three yearly comprehensive review of the environmental action plan.

(9) Communicate this policy to all staff, Elected Members, the local community and other relevant stakeholders.

1.5.2 Maintenance of Health Standards & Procedures

The Council, in order to maintain a clean, safety, healthy and sustainable environment within the City, will maintain efficient and effective environmental health standards and procedures for the following:

(1) Housing Unfit For Human Inhabitation;

(2) Food Premises Inspection;

(3) Nuclear Free Policy/Strategy

(4) Chlorofluorocarbon Propellant;

(5) Supported Residential Facilities;

(6) Community Health Services; and

(7) Immunisation.
1.5.3 Housing Unfit for Human Inhabitation
Housing that is unfit for human habitation will be inspected as a matter of high priority and reports submitted to the Council for appropriate action, with the proviso that when such houses are occupied by a person in necessitous circumstances, any orders for demolition shall not be put into effect during that person’s occupancy of the dwelling provided that such houses are maintained in a condition that does not cause any nuisance of health hazard to other persons.

1.5.4 Food Premises Inspection
Food premises in the city will be assessed in accordance with the City of Prospect Food Premises Risk Management Guidelines and inspections will be carried out in accordance with the assessment of risk.

1.5.5 Nuclear Free Policy/Strategy
(1) Council is opposed to the establishment of any Nuclear Industry or the storage of any Nuclear Waste Material in the City of Prospect area.

(2) The Council wishes to ensure, as far as is possible, that the whole of the City is protected from any dangerous radio active substance likely to endanger the physical health of its citizens.

(3) Council will incorporate appropriate anti-storage statements concerning radio active materials in the S.D.P. broad objectives and principles, and specifically prohibit the storage of certain materials in the zone Specific Development control objectives and principles.

(4) For any activity enjoying existing use rights Council will seek regular advice from the Department of Human Services regarding any premises known to be handling or storing radioactive materials within the meaning of the Regulations under the Health Act and/or Radiation Protection and Control Act, together with an assurance that proper and adequate precautions are being taken.

(5) Council will incorporate appropriate anti-siting statements concerning the construction or operation of nuclear power or enrichment plants and nuclear waste dumping and activities in the S.D.P. broad objectives and principles, and specifically prohibit such activities in the zone specific development control objectives and principles.

(6) As a symbolic gesture Council will erect “Let’s Keep Prospect Nuclear Free” signs on the City boundaries on those poles that now carry the “City of Prospect” signs. Signs shall be black lettering on a white background approximately 600mm diameter.

1.5.6 Chlorofluorocarbon Propellant
Whenever it can be avoided, no pressure pack product containing Chlorofluorocarbon propellant is to be purchased or used by Council staff during the course of
their normal employment with the Council.

1.5.7 Supported Residential Facilities
   (1) All supported residential facilities will be licensed for two year periods commencing 1 July in accordance with the requirements of the Supported Residential Facilities Act.

   (2) All supported residential facilities will be inspected by authorised officers not less than twice a year.

   (3) Prospect Council’s Community Services Department will assist the Environmental Health Officer in carrying out the Council’s duties as outlined under the Supported Residential Facilities Act.

1.5.8 Community Health Services
   (1) Council will adopt the following roles in community health:

      (a) Advocate: To make known the need for the provision of community health services and programs that have been identified as high priority needs within the City.

      (b) Catalyst: To take actions that help bring about changes in people’s perceptions and attitudes about the importance of preventing ill-health.

      (c) Facilitator: To assist local community groups to provide community health services and programs by providing premises, finance and/or administrative support.

      (d) Co-ordinator: To ensure that the duplication of services and programs is minimised.

      (e) Provider: To provide community health services and programs by Council employed staff to meet those needs that are deemed to be urgent and that cannot be met in any other way.

   (2) The prevention of ill-health is a key element in reducing health care costs, and although “community health” is primarily the responsibility of the federal and State Governments, it is recognised that Local Government does have a partnership role to play.

   (3) The provision of highly specialised services at regional metropolitan level by the other tiers of Government and Private Enterprise will be advocated by Council.

   (4) Provision of community health services will be undertaken where it can be demonstrated that the services and programs can be provided at a local level more economically, and where adequate ongoing funding is available from
(5) Firm contractual arrangements will be entered into with the Department of Human Services (Health Commission) for any community health services and programs that may be accepted from the Department for delivery at the local level.

### 1.5.9 Immunisation

1. An immunisation program which is comprehensive and safe and which can be conveniently accessed by all residents of the City will be provided.

2. An immunisation clinic will be held monthly.

3. School immunisation clinics will be conducted at those schools and preschools where the necessary immunisation schedule can be appropriately delivered.
2. Infrastructure and Technical Services

2.1 TRAFFIC MANAGEMENT

2.1.1 Traffic Control Device Landscaping
The landscaping of protuberances, roundabouts and traffic control devices is to be confined to low maintenance ground cover plants, low growing shrubs and approved street trees, in accordance with guidelines set by Transport SA.

2.1.2 Residential Street Traffic Volumes
Council will pursue a residential street environment in which the total number of vehicle movements in any given section of a street does not exceed 1000 per day.

<table>
<thead>
<tr>
<th>Procedures</th>
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<tbody>
<tr>
<td>Traffic volumes will be systematically recorded in all streets in the City on an ongoing basis, subject to special project requirements.</td>
</tr>
</tbody>
</table>

2.1.3 Speed of Vehicles in Residential Streets
All roads other than those subject to the 40km/h area speed limit and under the care control and management of the Council shall be subject to the 50km/h default speed limit.

2.1.4 Residential Street Environment
A residential street environment that minimises accidents by reducing the speed and volume of traffic; reduces vehicle conflict points; redirects through traffic to arterial roads; discourages heavy vehicles, and recognises the legitimate rights of cyclists and pedestrians will be provided whenever possible.

2.1.5 Traffic Control in Street Construction
Traffic control devices will be included in street reconstruction plans so that the design supports Council’s long term traffic management objectives and also supports the streetscape objectives.

2.1.6 Arterial Roads
(1) The following north/south roads within the City, which are evenly spaced at 1.6 kilometres apart, will be designated as arterial roads:

- Churchill Road
- Main North Road
- Hampstead Road
- Prospect Road

(2) The early construction of Churchill Road to a four lane carriageway (plus parking lanes) divided by a median strip incorporating sheltered turning bays will be supported by Council.

(3) Down grading of Prospect Road to a regional collector road such that this road is a safe environment for shoppers, pedestrians and other vulnerable road users will be pursued by Council.

2.1.7 Hoon Driving

(1) The City of Prospect is committed to road safety and views this policy as assisting in curbing dangerous driving behaviour.

(2) Hoon driving can be identified as drivers doing ‘burn-outs’, ‘donuts’, ‘snaking’ and other potentially dangerous maneuvers in public places such as roads and car parks.

(3) This policy will be actively promoted and communicated to residents by various means including the Creative Community and Council’s web site.

(4) Residents will be encouraged to report all incidents of hoon driving to the Police, and to Council when tyre rubber is deposited on the road.

(5) When hoon driving incidents are reported to Council the following procedures be followed by staff investigating and actioning reports:

(a) Obtain as many details about the incident as possible including:
   - time, date and location of incident
   - registration, make and model of the vehicle
   - features of the offending vehicle and / or driver
   - description of what happened
   - witness details;

(b) Obtain vehicle owner details from the Registrar of Motor Vehicles;

(c) Contact and interview the vehicle owner/offender if possible and give them the opportunity to respond in writing to the allegations;

(d) If the Council officer is satisfied that the offender has been identified, and no satisfactory explanation is tendered by the offender, the South Australian Police be notified;
(e) An offence expiation notice be issued if legal advice confirms that it is lawful and appropriate to do so.

(f) If appropriate in the circumstances an invoice be sent to the offender for the recovery of any costs incurred by Council in removing tyre rubber from the pavement or repairing road and any other damage as a result of hoon driving.

2.2 STREETS AND FOOTPATHS

2.2.1 Street Lighting
(1) Council will, over time, work towards ensuring that the standard of lighting in all residential streets meets the current Australian Standard.

(2) The Council will support those decisions by the State Government or ETSA to supply electrical energy where the decision results in cleaner more cost effective energy being delivered to the community with the least possible impact on the environment.

2.2.2 Complaints Response Times
The Council will endeavour to respond to complaints about roads and paths within 24 hours.

2.2.3 Pavement Management System
The Council will maintain a fair, equitable and transparent system for prioritising the repair and/or replacement of footpaths.

<table>
<thead>
<tr>
<th>Procedures</th>
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</thead>
<tbody>
<tr>
<td>(1) Future works programs will be based on information obtained from Council’s computerised Pavement Management System.</td>
</tr>
<tr>
<td>(2) Maintenance of the computerised Pavement Management System, and its regular updating, will be carried out by Council Staff.</td>
</tr>
<tr>
<td>(3) Re-assessment of the pavement condition rating will be carried out not more than four yearly.</td>
</tr>
</tbody>
</table>
2.2.4 **Crossovers - Costs of Construction**

(1) Council will construct a crossover to an allotment where no crossover previously exists at no cost to the owner (new allotments created by land division excepted).

(2) The “user pays” principle applies to the construction of all other crossovers to privately owned land (other than crossovers reconstructed as part of Council initiated and financed works) and the full cost of such work is to be charged to the person requiring the work to be done.

(3) Any crossovers constructed by private individuals or by contractors, shall comply with a specification prepared by the Council and the work must be carried out to Council’s satisfaction.

2.2.5 **Footpaths Construction Policy**

(1) The condition of all footpaths within the City will be reassessed every four years in conjunction with the upgrading of Council’s computerised pavement management system and a logical, data based footpath reconstruction schedule will be prepared based on this data.

(2) Interlocking paving block paths 1.2 metres wide and approximately 400mm from the property boundary will be constructed in streets except where the width of the path is two metres or less, or where the path is in front of a commercial or public building and the pedestrian traffic volumes in that area are very high; in these situations, Council may choose to lay full-width paving.

(3) When constructing footpaths, residents will be given the option of having the nature strip backfilled with dolomite sand or soil; a request for soil is deemed to be the resident’s acceptance of responsibility for planting and maintenance of lawn or suitable ground-covers. Residents also to have the option of placing soil rather than dolomite sand in the 400 mm wide strip between the footpaths and their property boundaries.

(4) Where a lawn exists in the nature strip prior to construction and this lawn is damaged by reconstruction, Council shall supply the residents with lawn seed at Council expense.

(5) When constructing footpaths the area between the resident’s hand-gate and the back of path will be paved as part of the footpath construction work.

(6) When constructing footpaths the vehicular crossover to private properties will be paved as part of the work.

(7) When constructing footpaths the pram ramps at every corner affected by the work, together with any pram ramps on adjacent corners to which the reconstructed path leads will be reconstructed to meet the design standards provided to meet the Disability Discrimination Act.
(8) Where the property owner requests that the paving extend to the back of the kerb and/or to the property boundary, the additional work shall be carried out at the property owner’s expense; the cost being the contract rate applying at the time. This work shall be carried out in conjunction with the construction of the adjacent path. The contractor shall not be asked to return to carry out this work after he has completed the laying of the pavers unless the property owner is prepared to pay a higher rate for the work and this rate shall be negotiated with the contractor.

2.2.6 Streetscaping
Streetscaping proposals for selected centre and commercial precincts will be included in the annual draft budget to help make the retail and commercial centres in Prospect attractive to both consumers and investors.

2.2.7 Street Name Signs
When replacing damaged or missing street name signs, the street name sign and post will be supplemented with an engraved name sign where suitable.

2.3 STORMWATER DRAINAGE

2.3.1 Drainage Standards
(1) Stormwater drainage systems for the City will be designed to give a minimum flood protection against a five year recurrence interval storm.

(2) A stormwater outfall drain will be provided in conjunction with the Cities of Port Adelaide/Enfield and Charles Sturt designed to give flood protection to the catchment from storms with a twenty-year recurrence interval.

2.3.2 Gutter Flooding
Gutter flooding will be minimised so that property is not flooded and pedestrian and vehicular traffic is not unduly disrupted during heavy rain.

2.3.3 Outfall Drain
The cost of improvements to the outfall catchment drain will be shared with the Cities of Charles Sturt and Port Adelaide Enfield in accordance with drainage programs that may be agreed to by the three Councils from time to time; the cost being shared in the proportions set out in the Hindmarsh, Enfield, Prospect (HEP) drainage report.
2.3.4 **Footpath Stormwater Drains**

The Council will maintain an efficient and effective system to approve and inspect stormwater pipes established across footpaths.

<table>
<thead>
<tr>
<th>Procedures</th>
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<tbody>
<tr>
<td>(1) All applications from property owners to lay stormwater pipes across footpaths must be in writing on the prescribed form.</td>
</tr>
<tr>
<td>(2) The approval of applications shall be delegated to the Works Technical Officer or Works Coordinator.</td>
</tr>
<tr>
<td>(3) All work must be carried out in accordance with Council specifications, a copy of which will be signed by the applicant and retained on file.</td>
</tr>
<tr>
<td>(4) Reinstatement of the trench across the footpath will be carried out by Council when requested with the cost being recovered from the property owner.</td>
</tr>
<tr>
<td>(5) Stormwater drains across footpaths will remain the property of the property owner who will also be responsible for the ongoing maintenance of the drain.</td>
</tr>
<tr>
<td>(6) Where Council alters levels or damages drains as a result of road or footpath construction works the Council will reinstate those drains at its cost.</td>
</tr>
<tr>
<td>(7) All stormwater drains installed for industrial, commercial or multiple dwelling premises shall be constructed in steel. Heavy duty PVC pipe is considered satisfactory for residential properties only.</td>
</tr>
<tr>
<td>(8) All industrial, commercial or multiple dwelling properties will install an inspection opening inside the property boundary for cleaning purposes and where the building is constructed on the boundary a suitable inspection opening will be provided as close as practicable to the building footings at a finished level which is flush with the footpath.</td>
</tr>
</tbody>
</table>

2.4 **PARKS, GARDENS AND RESERVES (OPEN SPACES)**

2.4.1 **Park Maintenance Standards**

The Council will determine standards for the development and maintenance of parks within the city that provides a safe recreational and play environment within these parks.

<table>
<thead>
<tr>
<th>Procedures</th>
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<tbody>
<tr>
<td>The development of parks, and in particular the use of plants, should be designed in such a way that cost effective maintenance practices can be used.</td>
</tr>
<tr>
<td>Regular inspections of the City’s parks will be performed to ensure standards are being maintained.</td>
</tr>
</tbody>
</table>
2.4.2 Ornamental Gardens

(1) Barker Gardens and the St. Johns Wood Gardens will be maintained as ornamental gardens with significant plantings of roses, annual plants and flowering trees and shrubs.

(2) The rose garden display at St. Helens Park is to be retained with some physical separation between the rose garden and the open playing area to the south.

2.4.3 Enlarging Parks

Council will enlarge the area of parks as and when land becomes available and within the constraints of Council’s ability to finance land purchases.

2.4.4 Parks in Prospect

The “Parks in Prospect” Review (Community Land Management Plan) Parks Development Plan 2002-2010 shall be used as the basis for park development.

2.4.5 Recreation Facilities

Council will endeavour to provide facilities in neighbourhood parks for a wide range of informal recreation activities, both passive and active, which maximise interaction between all age groups in the community and which minimise the nuisance and inconvenience that can be experienced by the occupants of residential properties adjacent to parks.

2.4.6 Fencing Parks - Shared Cost

Council will agree to contribute up to 50% of the cost of 1800mm high colorbond iron fencing on the boundary between any park and private property, subject to the conditions determined by Council from time to time.

### Procedures

Conditions that must be met in order to obtain a Council contribution include:-

(1) Prior notice of the intention to erect a new fence or to repair or replace an existing fence must be given to Council in accordance with paragraphs (3) and (4) of the Fences Act.

(2) The Director, Infrastructure & Technical Services or his/her department must be satisfied that the repair or replacement of the existing fence is necessary.

(3) Council accepts no liability for the correctness of the alignment of any fence.

(4) The fencing work must be carried out by a reputable firm or individual whose main business or occupation is fencing work unless the Director, Infrastructure & Technical Services or his/her delegate is satisfied that the owner of the property to be fenced (or a person nominated by him/her) is
competent to carry out the fencing work in a proper and professional manner.

(5) Bronze olive or similar colorbond cladding as approved by the Director, Infrastructure & Technical Services or his/her delegate will be used when replacing fence cladding on parks within Prospect.

2.4.7 Tree Planting
Species selection within Parks and/or Reserves shall be:

(1) local indigenous (native) trees so as to improve habitat to attract native fauna, in particular native birds.

(2) areas in and around play equipment, to be planted with deciduous species that allow light infiltration in winter and provide shading in summer months.

2.4.8 Wedding Bookings
Council will not accept bookings for the use of St. Helen’s Park, Barker Gardens, Memorial Gardens and Prospect Estate Reserve for wedding ceremonies. Wedding parties may use the parks for ceremonies and for photographs on the clear understanding that they do not have a right to exclude other persons from any part of the park nor do they have the right to drive vehicles onto the park.

2.4.9 Promotional Banners
Promotional banners and signs will only be allowed in parks when the banner or sign is promoting a function or community event to be held at that park. Application to erect a banner or sign must be lodged with Council and approval will only be granted where the banner or sign complies with established guidelines.

2.4.10 Conditions of Use of Council Reserves
The conditions applying to the use of Council owned recreation facilities shall be applied equally to all users, with the exception that concessional hiring fees and charges may be granted to non-profit and charitable community based organisations located within the City of Prospect.

2.4.11 Sale or Disposal of Council Land and Other Assets
Council land which is classified as community land will not be sold, transferred or disposed of without undertaking those community consultation processes required by the Council’s Community Consultation Policy.

(1) Sale of Land

In accordance with Section 49 of the Local Government Act, 1999, the sale or disposal of Council land will be subject of a separate resolution of Council in every instance.
Procedures

Unless Council resolves otherwise, the procedure to be used for selling and disposal of Council owned land will be:

(a) Public consultation will be undertaken in accordance with Council’s Public Consultation Policy where the land involved is classified as community land.

(b) Quotations for the sale of the land should be sought from not less than three (3) Prospect based land agents. However, quotations from specialist agents should be sought if commercial land is involved.

(c) Sale by public auction. (in the event that the public auction fails, the Chief Executive Officer is delegated authority to dispose of the land at the best available price provided the offer is at or above the Valuer General’s valuation for the land.)

(d) Wherever possible, Council will employ for brokerage purposes the services of a land broker operating a brokerage business within the Prospect area.

(2) Sale of Other Assets

Other assets such as plant and equipment surplus to requirements will be offered for sale either by public tender or when sufficient materials have accumulated by public auction.

Procedures

(a) Quotations for sale of surplus plant and equipment will be obtained from three (3) auction houses.

(b) Elected members and employees will not be permitted to purchase surplus Council plant and equipment unless the purchase is via a public tender process and the tender submitted is the highest.

(c) Elected members or employees may make private arrangements with any person or firm to whom surplus Council plant, equipment, materials, surplus goods or any saleable item is sold or traded provided such person or firm is not acting as a third part agent for the elected member or employee.
2.4.12 Vandalism - Rewards for Information

(1) A reward of up to $1,000 for information which leads to the successful prosecution of acts of vandalism in the community will be given.

(2) Delegated authority is granted to the Mayor and the Chief Executive Officer to recommend the amount of the reward up to $1,000 and report to Council.

Procedures

Signs outlining the reward system and who to contact will be attached to Council buildings.

2.5 STREET TREES AND NATURE STRIPS

2.5.1 Support for Pensioners Etc.

Council will agree to maintain street landscaping for residents who need assistance, due to illness, disability or age for a maximum period of 6 months, but may decide in the event of long-term illness etc., to remove the plants and maintain the nature strip.

2.5.2 Nature Strip Maintenance

(1) Council will provide where appropriate, a nature strip in every street as part of normal street construction works, and encourage residents to develop, maintain and landscape nature strips which abut their property.

(2) Council is responsible for the maintenance of any nature strips, protuberances or roundabouts which Council has itself planted with grass or ground cover plants.

(3) Council will offer residents whose properties abut new roadworks, lawn seed free of charge, for them to plant and maintain in nature strips themselves.

(4) Council will not be responsible for ongoing maintenance of lawns or ground cover plants in nature strips or protuberances where those areas have not been planted by the Council.

(5) Where a planted nature strip becomes unkempt, a notice will be sent to the resident or owner of the abutting property indicating that if the nature strip is not cleaned up and maintained, Council will spray the area with herbicide and then maintain it in accordance with paragraph (i) of this policy, unless Council decides that the nature strip will form part of an overall Council maintained streetscape.

(6) Council will supply and roughly place loam where residents wish to develop their nature strip and such work will be carried out at the request of the resident, with 50% of the cost being borne by the resident and 50% by Council.
(7) Where creepers are growing against a stobie pole to a height which exceeds 2.7 m from the natural ground surface, the adjacent property owner will be advised of his/her responsibility to keep the growth to this height. In the event of the adjacent owner disclaiming responsibility for the creeper, the removal or maintenance of the plant shall be at the discretion of the Natural Assets Manager or Director, Infrastructure & Technical Services.

2.5.3 Street Trees

(1) Where a street does not have an existing avenue or stand of trees of the same species, Council will plant tall trees to create a canopy on both sides of streets where there is sufficient road reserve space, except that where there are high voltage power lines, it will plant trees which are likely to mature below the level of the high voltage lines. In situations of combined low and high voltage power lines, Council will plant trees which will mature below the level of the low voltage lines.

(2) Where there are no high voltage power lines, Council will request ETSA to prune all large trees so that they grow through the low voltage power lines, this being done on the understanding that pruning of tall trees planted after 1989 will be carried out at Council’s expense. When pruning under high or low voltage lines, the trees will be crowned/rounded by pruning all branches below the low voltage lines to the satisfaction of the Horticultural Technical Officer.

(3) In order to retain maximum flexibility in the use of staff and machinery, Council will prune trees throughout the year and ETSA will also be given approval to do so.

(4) Council will prune all street trees to allow access for:

- Pedestrians
- Vehicles
- Service Vehicles

(5) Street trees overhanging private property will be considered for pruning back to the property boundary when a request to do so is received from the owner of that property.

(6) Council will carry out limited tree pruning around street lights when requested to do so, using appropriate discretion and in consultation with affected residents, to ensure that adequate lighting is maintained.

(7) The planting of trees in streets in Prospect shall be in accordance with “The City of Prospect 21st Century Street Tree Plan”.
(8) Residents will not be permitted to plant trees in streets or roads, unless the species and location is approved by the Parks and Gardens Supervisor and the resident agrees to maintain such trees.

(9) Dead trees may be removed from any street, road or Council land by Council staff.

(10) Trees that the Director Infrastructure and Technical Services and the Natural Assets Manager deem to be unsafe and representing a significant risk to public safety may be removed provided records and photographs are kept.

(11) Other trees may only be removed if approval has been received from both Ward Councillors and the following criteria are met:-

- The tree has been planted contrary to regulations under any Act.
- The tree has been planted by a resident without Council’s written approval and is deemed by the Director Infrastructure and Technical Services and the Natural Assets Manager to be an unsuitable or inappropriate species for that location.
- Where the Natural Assets Manager has not received a response from both Ward Councillors within ten (10) working days of notification.
- Where the Ward Councillors are not in agreement, the issue will be referred to the Infrastructure Committee.
- The Mayor is to be kept informed of all proposed tree removals that are referred to the Ward Councillors.

(12) Council will not plant trees within eight metres of any street corner and the planting of shrubs/ground covers on street corners shall be restricted to those that do not exceed 500 mm in height.

(13) Trees should not be planted closer than the estimated mature height of the tree from any building and the spacing between trees should be between 7 and 10 metres, subject to species selection.

(14) No climbers/creepers will be allowed to grow on street trees to prevent sight problems for residents exiting from their properties and to prevent maintenance problems.

(15) Melia azedarach (white cedar) trees will not be planted within the City of Prospect as a street tree except as replacement trees in those streets specifically approved by Council.
2.6 WASTE MANAGEMENT

2.6.1 Litter Bins
Council will provide and service appropriate litter bins at shops, parks, bus stops and other places where litter may be generated.

Priority is given to replacement of street and park bins over a ten year period from 2002/2003 with 70% of available funds allocated to park bins (and including a recycling station), with the remaining funds allocated to shopping precincts, major roads and finally to other less strategic locations.

Council has also endorsed that the “split” will be maintained until all park bins are replaced.

2.6.2 Waste Management Services – Residential
The Council will provide the following waste management services to residential properties:

(1) Weekly domestic waste/recycling collection in a Contractor supplied and owned 240 litre split MGB’s (limit of one bin per domestic premises).

(2) Fortnightly greenwaste collection in a resident supplied MGB (limit of one bin per domestic premises).

(3) An at call hard waste collection (limit of two collections per year per domestic premises and 3000 collections per year in total).

(4) The ability for the resident to seek additional domestic waste/recycling, greenwaste bin and hardwaste collections on a fee for service basis.

2.6.3 Waste Management Services – Commercial
Council will provide the same waste collection service for commercial properties as that provided to residential properties if specifically requested to do so in writing, provided always that the waste or recyclables to be collected is domestic in nature and not commercial waste.

2.6.4 Recycling
In order to minimise the amount of material going to landfill, the Council will actively encourage the 3 “R” principles of:

- Reduce
- Reuse
- Recycle

To assist with efficient management of domestic waste Council will promote the use of worm farms and compost bins.
2.6.5 **Productivity/Improved Waste Services**

Waste collection and disposal systems which may improve the existing service to residents and/or reduce costs will be examined and where appropriate reported to Council.

Council has established the Waste Management Advisory Working Party with the following terms of reference:

1. The Advisory Working Party is accountable to the Infrastructure Committee and is to make suggestions on a coordinated, strategic and cost effective education program on the benefits of recycling and composting consistent with Council’s Strategic directions.

2. In developing the education program and in considering possible alternatives to waste management technology, the Advisory Working Party is to work in partnership with industry, relevant State Government Departments and other Local Councils to ensure that efforts are not duplicated.

3. The education program is to be externally focused and to target ratepayers and residents of the City of Prospect and the success of the Advisory Working Party is to be measured by increases in tonnages of recyclables, reductions in tonnages of domestic waste going to landfill, reductions in contamination from recyclables and tonnages of hard waste.

4. Any suggestions to the Infrastructure Committee are to identify the human, financial and physical resources required as well as recommended timetables for implementation.


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2.7 **SANITATION**

2.7.1 **Street Sweeping**

Council will provide road and footpath sweeping services utilising its own street sweeper and contract resources to minimise organic material, soils and other pollutants entering the stormwater system. Activities will include:

<table>
<thead>
<tr>
<th>Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Regularly sweeping roads, gutters and selected footpaths in the City.</td>
</tr>
<tr>
<td>- Sweeping commercial and high litter precincts regularly (at least once per week).</td>
</tr>
<tr>
<td>- Sweeping those roads and footpaths with seasonal leaf, berry, flower and nut fall from trees to ensure facilities are safe for users.</td>
</tr>
<tr>
<td>- Providing staff to work in conjunction with the street sweeper, to blow off</td>
</tr>
</tbody>
</table>
footpaths and driveways in those streets containing white cedars during the cedar berry season.

2.8 FLEET MANAGEMENT

2.8.1 Vehicles, Plant and Equipment Replacement

(1) Vehicles, plant and equipment will be replaced from the Plant Replacement Fund at intervals determined by using the best available industry information using resources such as the Glasses Guide, Truck Trader information and general industry sources.

(2) The following shall be taken into account when determining optimum replacement periods:

- Condition of the existing equipment
- Expected present and future trade-in values
- Running/operating costs
- Satisfactory service levels
- Cost of present and future modifications

(3) The replacement cycle for major plant items shall be as follows:

- Passenger cars, wagons and standard utilities and vans: 2.5 years
- Purpose built or specially modified utilities (Falcons): 4 years
- Larger vans and light trucks (VW’s, Pajero): 5 years
- Medium size trucks (crew cab tipper): 7 years
- Street sweeper: 7 years
- Heavy trucks (incl. tippers, patching truck, tanker) (seasonal use): 10 years
- Construction vehicles (tractors, forklift): 10 years
- Community bus: 10 years
- HACC vehicle and Library support vehicle: 5 years

(4) Passenger cars and station wagons may be replaced at intervals less than 2.5 years, where significant cost savings to Council can be demonstrated.
(5) All vehicles other than executive vehicles to have the City of Prospect Creative Community logo permanently affixed.

2.8.2 Vehicles - Purchasing

When purchasing plant and vehicles, the Contracts and Tenders Policy and the Sale and Disposal of Land and Other Assets Policy shall apply as well as the following guidelines:

The tender/quotation which produces the lowest Vehicle Purchasing Determinant (VPD) shall be chosen where:

\[ VPD = Q - T - \Delta ET - \Delta RC \]

Where:

\[ Q = \text{Quotation Price} \]
\[ T = \text{Trade in Price} \]
\[ \Delta ET = \text{Expected Trade Difference with respect to cheapest quoted vehicle} \]
\[ \Delta RC = \text{Running Cost Difference with respect to cheapest quoted vehicle} \]
2.8.3 **Vehicles – Requirements**

The following table provides a *guide for the requirements* for standard vehicle types for:

- Occupational Health and Safety;
- Security; and
- Optimal Resale Value.

<table>
<thead>
<tr>
<th>Vehicle Type</th>
<th>Sedan</th>
<th>Station Wagon</th>
<th>Commercial Van</th>
<th>Utility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security System/Central locking</td>
<td>☐/☒</td>
<td>☐/☒</td>
<td>☒/☒</td>
<td>x/x</td>
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<tr>
<td>Power Steering</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Air Conditioning**</td>
<td>☐</td>
<td>☐</td>
<td>☒/☒</td>
<td>☒/☒</td>
</tr>
<tr>
<td>T-Bar automatic</td>
<td>☐</td>
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<td>☐</td>
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<tr>
<td>Column automatic</td>
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<tr>
<td>ABS **</td>
<td>Pref</td>
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<td>Pref</td>
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<tr>
<td>Airbag **</td>
<td>Pref</td>
<td>Pref</td>
<td>Pref</td>
<td>Pref</td>
</tr>
<tr>
<td>Towpack (7 pin utilux light socket)</td>
<td>1200kg</td>
<td>1200kg</td>
<td>1600kg</td>
<td></td>
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<tr>
<td>Mudflaps front/rear **</td>
<td>☒/☒</td>
<td>☒/☒</td>
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<tr>
<td>Floor Mats front/rear **</td>
<td>☒/☒</td>
<td>☒/☒</td>
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<tr>
<td>Rear cargo safety barrier (mesh)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Engine capacity</td>
<td></td>
<td></td>
<td>Dependent on towing or individual requirements</td>
<td></td>
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<tr>
<td>Cloth seats</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Seat covers</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>External mirrors on both sides **</td>
<td>☒/☒</td>
<td>☒/☒</td>
<td>☒/☒</td>
<td>☒/☒</td>
</tr>
<tr>
<td>2 Rola or similar roof racks (carrying capacity = 80kg, no drilling in body of vehicle)</td>
<td>☐</td>
<td></td>
<td>maintenance van only</td>
<td></td>
</tr>
<tr>
<td>Side van windows</td>
<td></td>
<td></td>
<td>IVR</td>
<td></td>
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<tr>
<td>Aluminium drop side tray</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Roll bar (mesh filled to protect the cabin 50x50 mesh spacing)</td>
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<td></td>
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<td></td>
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<tr>
<td>Audio reversing device</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>White body paint 5 mm wide red stripe (extending along full length at each side of the vehicle body)</td>
<td>☐</td>
<td></td>
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<td>☐</td>
</tr>
<tr>
<td>Tinted glass, or side and rear window tinting</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Steel belted radial tyres</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Tyre changing tool kit</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Notes: - ** must be genuine manufacturers part
- Pref = Preferred
- IVR = Individual Vehicle Requirements Trucks, tractors, buses and other plant will be individually specified where required.

2.8.4 **Fuel Purchases**

Council will provide fuel cards for all Council owned vehicles and machinery as opposed to using the depot bulk tanks.
3. **Community and Recreational Services**

3.1 **COMMUNITY DEVELOPMENT**

Council will provide and facilitate a range of services and programs that foster community identity and wellbeing.

3.1.1 **KESAB - Council Support**

Council will support the Keep South Australia Beautiful organisation and actively promote a “Keep Prospect Clean and Beautiful” slogan.

3.1.2 **Community Grants Program**

(1) The aim of the Program is to encourage, develop and support local community projects of a community development and social welfare nature provided either by, or for the benefit of, the residents of the City of Prospect.

(2) Any community group may apply, provided they are either based in the City of Prospect or provide service or activities of benefit to a significant number of Prospect residents and meet the established guidelines.

3.1.3 **Sponsorship Support for Community Events**

Sponsorship for Council community events and programs will be accepted when it supports new initiatives or enhances existing programs which form part of Council’s activities in accordance with Council guidelines.

3.1.4 **Community Relations**

(1) The Prospect community will be kept aware of Council decisions and activities by the effective use of all media including the Council produced newspaper, The Creative Community, and the Council’s website.

(2) Communication is recognised as being a two-way process and open and frank discussion of issues that are of interest to the Prospect community will be encouraged and customer surveys undertaken so that Council is properly informed of community attitudes and opinions.

(3) Council will produce an annual profile of Council Services to be included in the mail-out with the annual rates notices.

(4) The Mayor or his/her nominee will acknowledge the Kaurna people as the original occupants of the land at the following events:

- Citizenship Ceremonies
- Prospect Fair
- Twilight Concerts
- Gallery Openings

3.1.5 **Charitable Appeals**
Council will not co-ordinate or organise fund raising appeals for charitable organisations but will if approached, supply such organisations with a list of appropriate local groups who may be interested in being involved.

3.1.6 **Charitable Collections**
Applications by non-local clubs and organisations for permission to make charitable collections within the City of Prospect will be refused for the reason that, with the exception of State-wide or National Charitable bodies, only locally based organisations are permitted to collect for charitable purposes within the City.

3.1.7 **Community Care Program**
(1) Council will offer a range of services, programs and activities that facilitates social participation and community well-being.

(2) Council will provide appropriate venues for local community programs.

(3) Council will pursue alternative funding sources, opportunities and collaborative ventures that offer efficient and effective programs and quality services for the city.

(4) The Council recognises the active role volunteers play in assisting to deliver Council’s Community Care programs and will provide appropriate training and advice for Community members who wish to volunteer.

3.1.8 **Home and Community Care Program**
(1) Council will undertake a Home and Community Care program in accordance with the Commonwealth Government’s Home and Community Care Agreement (HACC) which is subject to review.

(2) The major target populations of the program are:
- The frail or at-risk aged (defined as those aged 65 or more with moderate or severe disabilities) and their carers.
- The younger disabled (those aged under 65 with moderate or severe disabilities) and their carers.
- Any other groups (including those covered by previous legislation) as agreed between the responsible Commonwealth and State Ministers.
3.1.9 Home Assist Trade and Service Register Risk Management
Council will assist residents seeking help in finding suitable trades and service providers by maintaining a Trade and Service Provider Register which will be subject to the following conditions:

(1) Public liability insurance cover of $10 million to be provided by all service providers. Credibility checks be made on all providers with the Police and the Offices of Fair Trading.

3.1.10 Community Halls
Council is responsible for the maintenance and repair of the Community Halls within the Civic Centre complex, Thomas Street Centre and Nailsworth Community Hall. Plant, furniture and equipment that is the property of the hall user is not the responsibility of Council.

3.1.11 Community Transport
The Council will provide a community transport service for residents of the City of Prospect. The service will operate in accordance with the requirements of the Passenger Transport Act 1994.

3.1.12 Services to Youth
(1) Council will provide a range of services to children and youth through its Library service, Community Development and Community Arts Programs.

(2) Council will promote a cooperative approach to the provision of children and youth services by those agencies involved in the planning, development and delivery of such services.

(3) Council will provide youth sport and cultural sponsorship with eligibility for sponsorship being in accordance with established Council guidelines.

3.1.13 Crime Prevention
Council will work with the Police, Local Neighbourhood Watch and other community groups and organisations who have an interest in reducing and preventing crime within the City of Prospect.

3.2 RECREATION AND SPORT
Council will facilitate the provision of an appropriate range of recreational and sporting facilities.
3.2.1 Use of Reserves and Parks on Sundays

(1) Council owned parks and ovals may be used for organised activities from 9.00 a.m. on Sundays subject to the granting of a permit and the user conforming with the conditions set down in the permit.

(2) In the event of uncertainty in the interpretation of any permit condition, the Councillors for the particular Ward concerned, together with the Director, Infrastructure & Technical Services, are authorised to make appropriate decisions.

3.2.2 Ovals and Reserves User Groups

Council will foster a relationship with sporting bodies and community organisations that results in both parties being able to discuss policy issues and operational problems associated with the use of facilities, in an open and frank manner.

3.2.3 Loan Guarantees to Sporting Bodies

Council will guarantee loans to sporting bodies for approved capital development purposes where the body concerned can satisfy Council that it has the financial ability to service the loan.

3.2.4 Licences and Leases

Sporting bodies will be granted a licence to use Council owned facilities in those situations where the body only requires use of the facility for set hours and/or days. A lease will only be entered into when an organisation has the exclusive use of the facility at all times and only after undertaking community consultation in accordance with the Community Consultation Policy.

3.2.5 Other Sports Not Provided For

Council will give priority in the establishment of new facilities or, in any change in the use of existing facilities, to those sports that are not currently played within the City, provided that such sports are supported by residents.

3.2.6 Shared Use of Council Recreation Facilities

Council will endeavour to provide facilities that can be used for more than one sport, wherever possible thereby maximising the use of available space.

3.2.7 Recreation Facilities- Coordination

Council will encourage maximum use to be made of public and private facilities (including church facilities, schools, centres, etc.) for recreation purposes by persons of all ages for a diverse range of recreation activities to minimise capital costs and to avoid duplication.
3.2.8  Grants and Subsidies
Council will pursue all opportunities for grants and subsidies for those recreation programs for which there is a proven need in the Prospect Community.

3.2.9  Meeting Rooms
Council will encourage the provision of low cost meeting facilities within the City that are suitable for use by charitable organisations and small community groups and to develop the Civic Centre and Thomas Street Centre sites as the main focus for Council provided facilities of this type.

3.2.10 Community Facilities - Plans and Specifications
(1) Sporting clubs or organisations are expected to pay for the preparation of plans, specifications and all architects fees incurred by the Council for buildings that are to be occupied by the clubs or organisations. Such costs can be included in the overall rental charge to the club or organisation or costs up to the stage of sketch plans and estimates may be paid by Council and when final instructions are given for the preparation of working drawings and specifications, the full cost (including the cost of sketch plans) will be paid by the club or organisation.

(2) Fees for minor development applications for provisional planning consent for community buildings and clubrooms are to be paid by the organisation or club concerned only where consideration of the application must be undertaken by an external organisation.

3.3  COMMUNITY ARTS

3.3.1  Public Art
(1) Public Art Policy - General

Council encourages the production and display of local public art, the participation of local residents in public art projects and local input into art in public places provided that Council is consulted at the design or concept stage.

(2) Public Art Policy - Maintenance

Council acknowledges the contributions of public art to the local environment and may assist in undertaking maintenance and/or restoration of public art where such work is considered by Council to be in the public interest.
3.3.2 **Prospect Art Collection**

The Prospect Gallery will pursue a policy of collecting, displaying and maintaining significant works, especially of local artists, from Prospect Gallery exhibitions. This will be achieved within the financial limits determined in the Budget annually.

3.3.3 **Prospect Gallery and Studio**

(1) **Purpose**

The Prospect Gallery and Studio will foster artistic and cultural development in the City of Prospect by providing exhibition, workshop space and facilities.

(2) **Programs and Promotion**

The Prospect Gallery and Studio will promote a regular program of activities including:

- Exhibitions by local and visiting artists and craftspeople.
- Artist-in-Residence program.
- Art & craft workshops.
- Performing arts.
- Children’s Art.
- Seminars & meetings.
- Occasional promotional displays.
- Any other appropriate activity which has the potential to raise local artistic standards or promote greater cultural awareness.

(3) **Management**

- The Community Arts Manager will be responsible for the implementation of gallery policy and program budgets.
- A Prospect Gallery Advisory Group comprising the Mayor, three members of Council four members of the Friends of the Prospect Gallery and the current Artist in Residence will assist the Community Arts Manager in implementing Gallery policy and programs.

3.3.4 **Biennial Exhibitions**

(1) Four major biennial exhibitions will be regularly staged by Prospect Gallery:

- A community exhibition featuring the creative work of local residents.
- A textile exhibition of contemporary works to coincide with the Adelaide Festival of Arts.
- The Prospect Portrait Prize.
- An exhibition of children’s artwork to coincide with the Come Out Festival.

### 3.3.5 Community Events

Council will co-ordinate a number of community events being held annually, including:

- Twilight Concerts – a series of four concerts held every year in February.
- Prospect Fair.
- Prospect Road Upmarket Street Fair.

### Procedures

#### (1) General

The Prospect Fair will be held in St. Helens Park on the second Saturday of March and will:

- provide a venue and occasion for local non-profit organisations to raise funds and promote awareness of their causes;
- provide a day of pleasant entertainment, interest and relaxation for the residents of Prospect and for visitors to the City.

#### (2) Entry Eligibility

Any non-profit community organisation, which is based in Prospect, or provides a significant free service to the people of Prospect, is eligible to take part in the Prospect Fair. “Prospect based” will mean that the majority of the members of a particular organisation will live in the Prospect area, or that the majority of the group’s activities take place in the Prospect area and/or the funds raised by the organisation are mainly used for the benefit of the Prospect community.
3.4 LIBRARY

3.4.1 Funding Agreement
The Council will advocate for the continuation of State Government funding of Public Libraries and Information Services as in the current five year funding agreement between State and Local Government.

3.4.2 Library Services
(1) The Prospect Public Library services and resources are available to all members of the community. Proof of identification with current address is required for membership. Parental consent is required for young people under the age of 16.

(2) The library provides and promotes a progressive library and information service that anticipates the needs of the community.

(3) A home library service will be provided to provide equity of access to library services.

(4) The library provides a local access point to the services and resources of other libraries and information services.

(5) The library provides the community with information about Council’s objectives, policies, services and programs.

(6) The library participates in Council’s community development programs by providing or encouraging the provision of innovative projects and programs.

(7) Hours of opening as agreed by Council and in consultation with the Community.

3.4.3 Prospect Heritage Collection
The library will procure, keep and maintain records and materials of reference to the historical, cultural and artistic development of the City and act as a referral point to other local and State collections, any materials donated to the Heritage Collection are held at the discretion of the Principal Librarian.

3.4.4 Plaques and Certificates of Appreciation
All plaques and certificates of appreciation presented to Council, apart from those designated for specific sites, be displayed in the Library for a period of up to two years and thereafter properly accessioned and placed in the Prospect Heritage Collection archives.
3.4.5  **Community Information**

(1) The Prospect Public library has the prime responsibility for the collection, organisation, updating, dissemination of accurate and useful agency and service information, and for the referral of individuals to the most appropriate source of assistance, recognising that some people have special needs.

(2) Development of an active information network within the community will be encouraged.

(3) A regional community directory for Norwood, Payneham and St Peters, Walkerville and Prospect (SWAP) will be provided and updated annually, based on information held on the CISA-Infosearch database.

(4) Copies of the Directory will be made available on request at a fee to be determined annually by the Joint Library Resource Sharing Committee.
4. **Financial and Administrative Services**

4.1 **GOVERNANCE**

4.1.1 **Governance Framework**

The City of Prospect will maintain sound governance practices as detailed in “Section 1: Corporate Governance Framework”.

4.1.2 **City Emblem - Use by Local Organisations**

Local organisations will be permitted to incorporate portions only of the Council emblem or logo in the design of their badges.

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<th>Procedures</th>
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<tbody>
<tr>
<td>(1) This policy will be administered by the Chief Executive Officer taking into consideration whether or not the organisation wishing to use portion of the emblem is a local, worthy and properly constituted organisation and the design of the proposed badge is satisfactory.</td>
</tr>
<tr>
<td>(2) If there is any doubt as to the interpretation of this policy, the Chief Executive Officer may refer any specific requests to Council for determination.</td>
</tr>
<tr>
<td>(3) Arrangements will be made for colour print of the Council’s emblem to be made available on loan to local organisations which require a copy for design purposes.</td>
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</tbody>
</table>

4.1.3 **LGMA National Congress**

The annual budget will include the provisions for the Chief Executive Officer, the Mayor plus four Elected Members to attend the LGMA National Congress with expenses paid by Council.

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<tr>
<th>Procedures</th>
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<tbody>
<tr>
<td>(1) The names of the Elected Members to be decided by lot from those Elected Members who register an interest in attending the Congress and with preference in the drawing of lots being given to those Elected Members who did not attend the previous year’s Congress at Council’s expense.</td>
</tr>
<tr>
<td>(2) This policy does not prevent Elected Members from attending the Congress at their own expense, with Council paying registration fees only.</td>
</tr>
</tbody>
</table>
4.1.4 ALGA Annual General Meeting
The annual budget will include provision for the Mayor and Chief Executive Officer to attend the Annual General Meeting of the ALGA with expenses paid by Council.

4.1.5 Publication of Members Addresses
Information prepared by Council for publication shall not include addresses of elected members or senior officers.

4.1.6 Freedom of the City Award
The Council will consider granting an award for Freedom of the City of Prospect only to those nominees who will meet the strictest of criteria as contained in the City of Prospect Freedom of the City criteria and procedure statement retained on Council’s files.

4.1.7 Elections Policy
Introduction
Local Government elections are held every four years in accordance with the Local Government (Elections) Act 1999. Elections will be held for vacant positions between these times when necessary. This Act appoints the State Electoral Commissioner as the returning officer for all elections. All elections are held by postal ballot overseen by the returning officer. The Council’s role is expressed in Section 12 of that Act as follows:

“a council is responsible for the provision of information, education and publicity designed to promote public participation in the electoral processes for its area, to inform potential voters about the candidates who are standing for election in its area, and to advise its local community about the outcome of elections and polls conducted in its area.”

The Chief Executive Officer has responsibility under the Act for the maintenance of the Voters’ Roll.

This policy sets out the Council’s position on a number of matters pertaining to both periodical and supplementary elections including:

- Provision of the Voters’ Roll to candidates;
- Information for Candidates;
- Use of Council resources by Elected Members (including the Mayor);
- Council activities during an election; and
- Election signage (for Federal, State and Local Government elections).
Desired Outcomes

- Representation that instils confidence and reflects the best interests and values of the community;
- A community that is confident its views are heard, understood, genuinely valued and reflected in Council business;
- Leading best practice and compliance in Council business.

Our Approach

- Ensure accountability and transparency of Elected Members in accordance with the Code of Conduct and relevant legislation;
- Promote roles and responsibilities of Elected Members and Council and ways the community can become involved;
- Facilitate the involvement of the community in Council’s decision making processes;
- Remain compliant with all relevant legislation, standards and codes.

Legislative Requirements and Corporate Policy Context

As identified above, the Council has the role of promotion and education regarding Local Government elections pursuant to the Local Government (Elections) Act 1999. The Chief Executive Officer is responsible for the Voters’ Roll.

This policy seeks to govern those aspects of elections (Federal, State and local government) that affect Council’s business and assets. The purpose of the policy is to ensure that all candidates in any local government election (periodic or supplementary) have a fair and equitable opportunity for election to Council, without compromising the Council’s ability to undertake its normal functions. The intent of the policy is to provide a “business as usual” approach whereby the Council can continue to service its community, but where no major financial or policy decisions are made or where Council’s conduct would advantage or disadvantage any candidate.

In relation to election signage, this Policy incorporates the Local Government Association’s Model Guidelines for the Control of Election Signs which are reviewed from time to time by the Local Government Association. These guidelines allow candidates in any Federal, State or local government election to apply for permission to erect election signage on particular property within the Council’s area without the need to seek a separate consent from ETSA Utilities and the Department for Transport, Energy and Infrastructure (DTEI).
Policy

Election Period

The “Election Period” for the purposes of this policy is the period commencing from the opening of nominations and ending at the close of voting on polling day.

Voters’ Roll

One free paper copy of the Voters’ Roll shall be provided to each candidate within 7 days of the close of nominations of any local government election.

Any other person seeking a copy of the Roll, or a candidate seeking additional copies, will be required to pay the fee set out in Council’s Fees and Charges Register.

Supply of the roll in electronic form is not authorised by the legislation except for transmission between the State Electoral Office and the Council (refer Attached letter to this policy from State Electoral Office).

Information for Candidates

The Returning Officer will convene a meeting of all candidates for the offices of Mayor and Councillors at which information concerning the conduct of the elections can be discussed.

Use of Council Facilities

No Elected Member is entitled or permitted to use any Council owned facility or resources for the purpose of, or assisting in the conducting of, an election campaign (either the Members’ own or any other person’s). This includes but is not restricted to a prohibition on the use of Council provided offices, telephones, photocopiers, stationery, postage, business cards or computer facilities. Use for normal council business activities is not precluded.

No person is permitted to use any logo, brand or other recognisable form of Council identification (except the use of Council’s name) on any election material, advertising or media releases for any local government election, with the exception of Council employees using such for the promotion of any election pursuant to Section 12 of the Local Government (Elections) Act 1999 or other publication or event not in breach of this policy.

Any Council employee observing the use of such facilities or identification for purposes which may be related to an election is to report the matter immediately and directly to the Chief Executive Officer, who will in turn report it to Council.
Council Activities During an Election

Between the time that nominations for any local government election have closed and polling day:

- No publication shall be produced by Council which reflects directly or indirectly upon the achievements, accomplishments or policy of the current Council and/or its Elected Members or any other individual not being an employee of the Council, with the exception of any statutorily required publication such as the Annual Report, which can be adopted during this period, but not published.

- Council will restrict its promotional activities to the provision of Standard information for residents on events and general Council activities, extraordinary events related to community groups in the Council’s area, the statutory requirements of elections and encouragement to participate in the election process. During such events/promotion, any reference to achievements, accomplishments or services provided by any Elected Member shall be excluded.

- All official comment on Council matters during this period (approximately two months) shall be undertaken by the Chief Executive Officer or his/her delegate, and any Elected Member commenting on Council matters must do so in his/her personal capacity in accordance with the Code of Conduct of Elected Members.

- No significant change to Council policy or financial direction shall occur, with the exception of any policy review process commenced under the Development Act 1993 or other process which has commenced prior to the opening of the candidate nomination period and which requires decisions to be made during the Election Period.

Election Signage

Prior to any signs (other than moveable signs) being affixed, or erected on property under the care and control of Council, ETSA Utilities or DTEI for the purposes of candidate promotion in Federal, State or local government elections, Council consent must be obtained.

Council consent will be provided for signs proposed on road reserves, subject to the terms and conditions attached as Schedule A to this Policy, to permit signs on all roads within the boundaries of the Council.

No election signage (other than that erected as part of Council’s duty under Section 12 of the Local Government (Elections) Act 1999 or moveable signs) shall be permitted on Council land, or on any road reserve not listed above.

Illegal Election Signage

Council is totally opposed to illegal signs as a form of election advertising.
If information is received that signs have been affixed that restrict the use of a road, endanger the safety of the public, or have been affixed without Council consent, or remain in place after the deadline for removal, or are otherwise in breach of the terms and conditions set out in Schedule A of this policy, the following procedure will be followed by Council staff:

- The relevant officer will notify the organisation/persons by phone/facsimile/e-mail, requesting removal of the sign/s within 24 hours.

- If the sign/s are not removed within 24 hours, instructions will be given to remove or paint over the offending sign/s as soon as practicable and Council will charge the resultant cost to the parties responsible.

- If evidence can be obtained of persons affixing the offending sign, this information will be referred to the relevant officer for possible legal proceedings.

**Grievances**

Any grievances in relation to this policy should be forwarded in writing addressed to the Chief Executive Officer of Council, or in accordance with Council’s Actions Grievance Procedures.

**SCHEDULE A – TERMS AND CONDITIONS FOR ELECTION SIGNAGE IN THE CITY OF PROSPECT**

**Election Signs in Public Places**

The Council must approve all election related signs prior to signs being posted, affixed or erected on property under the care or control of Council, ETSA Utilities or Department for Transport, Energy and Infrastructure (DTEI). All signs must comply with the terms and conditions prescribed by Council.

1. **Signs must:**

   1.1 not be more than 1 square metre in area and be limited to one sign per site/pole. A back-to-back sign facing two directions is considered to be one sign for this purpose; (For private fences a larger area is permissible – please refer to point 4 below.)

   **Please note:** Places designated as polling booths/places for Federal and State Elections and Referenda will not be subject to this requirement on polling day only.

---

1 Places designated as polling booths/places for Federal and State elections and referenda will not be subject to this requirement on polling day only
1.2 only be displayed, in the case of State and Commonwealth elections during the period commencing on the issue of the writ or writs for the election and ending at the close of polls on polling day.

1.3 only be displayed, in the case of local government elections, during the period commencing 4 weeks immediately before the date set for polling day and ending at 5 pm 2 days after the close of voting on polling day.

1.4 be securely fixed or posted and maintained in good repair and condition at all times;

1.5 be designed, made, and presented in a quality manner (the intent is that signs must not tear apart and become a danger to road users and end up as litter);

1.6 contain clear and legible writing or symbols;

1.7 contain the name and address of both the person authorising the promotional material and the printer of it, along with a phone contact number of the authorising person or party, and

1.8 be fastened securely so that they cannot become detached in high winds and endanger Council, ETSA Utilities or Department of Transport, Energy and Infrastructure (DTEI) property or equipment or pose a danger to the public.

2. Signs must not:

2.1 be illuminated (internally or indirectly), move, flash, rotate, or reflect so as to be an undue distraction to drivers;

2.2 be self adhesive. All individual promotional material affixed under the terms of this policy may only be affixed by non-invasive means that do not cause damage of any type to the structure to which the material is affixed. If a paste is to be used, it must be of a water based/wallpaper type (or similar);

2.3 be affixed under any circumstances to trees, shrubs, or other plants or at any location that may cause damage to Council, ETSA or DTEI property;

2.4 be placed on a carriageway, dividing strip, traffic island, roundabout, or within 50 metres of a signalised intersection or pedestrian activated crossing;

2.5 be placed within 6 metres of an intersection or junction, or in any other location that may pose a hazard to pedestrians or road users;
2.6 be attached to any street name, traffic direction or parking sign or to the associated pole;

2.7 be erected on poles or towers carrying electricity transmission lines (these can generally be identified as all poles which are taller than 11 metres);

2.8 be attached to ETSA Utilities padmounted transformers or switching cubicles;

2.9 be placed so as to cover any Council, ETSA or DTEI signs or markings;

2.10 be placed on DTEI structures with the exception of “gooseneck” light poles belonging to DTEI. Structures which belong to DTEI include road bridges on arterial roads, traffic control boxes, traffic signal poles, signal boxes, traffic signs and other traffic control devices, guide posts and pedestrian fences located within the road reserve;

2.11 be placed in a location on a pole or fence so as to aid the climbing of the pole or fence;

2.12 be placed so as to restrict the sight distance for road users and pedestrians crossing the road;

2.13 compete with or reduce the effectiveness of other signs and traffic control devices;

2.14 resemble a traffic control device, or reasonably be capable of being mistaken as a traffic control device; and

2.15 advertise any organisation other than a registered political party or candidate.

3. Where signs are fixed or posted on poles adjacent to footpaths or roadways such signs shall only be between a height of 2 to 3 metres from the ground with nothing above the sign to affix it or anything else to the pole. There is a total prohibition on any part of the sign being higher than 3 metres from the ground.

4. Signs on private fences, including those adjoining Council land, shall have a total advertisement area of not more than 2 square metres and be limited to one sign per candidate/party per site/location.

5. The person or party responsible for the sign must maintain the sign. The person or party is also responsible for ensuring that safety is maintained (and the Australian Road Rules complied with) whilst the sign is being installed or removed and no traffic disruption is to occur during the installation or removal process.
6. This authority does not cover railway or tramline structures such as level or pedestrian crossings, bridges, stations, signaling equipment or fences adjacent to railway and tram lines. In this regard, information on the various rules and, if appropriate, permission to enter or erect signs in these areas must be obtained from the relevant rail authority. In metropolitan Adelaide, this is (in most instances) either TransAdelaide or the Australian Rail Track Corporation.

7. The person(s) to whom consent is granted and any persons acting on their behalf, accept full responsibility for any personal injury, damage or loss in any way arising out of or consequent upon the display of election material and acknowledge(s) that the Council, ETSA Utilities or DTEI have no liability or responsibility in relation to such matters whatsoever.

8. It is a condition precedent to the granting of consent that if any breach occurs which results in action by or on behalf of the Council to enforce the conditions of this policy and thereby results in costs and expenses for the Council, then such costs and expenses will be recovered by the Council from the person(s) responsible. These costs will include removal and/or destruction of the offending material by an officer or agent of the Council.

9. Should the applicant propose to use property belonging to any party - other than Council, ETSA Utilities or DTEI - they must firstly obtain the written consent of that third party. Upon request by the Council, the applicant must produce such written consent. In cases where there is property involved belonging to any other party, Council approval will be subject to all of the relevant matters contained in this policy.

10. Should the applicant propose to use property belonging to any party – other than Council, ETSA Utilities or DTEI – they must firstly obtain the written consent of that third party. Upon request by the Council, the applicant must produce such written consent. In cases where there is property involved belonging to any other party, Council approval will be subject to all of the relevant matters contained in this policy.

11. The person or party responsible for the sign must remove all parts of the sign and fixtures from the site in complying with 1.2 and 1.3 of this policy.

12. Installing, maintaining and removing signs must not be carried out between 7.00am and 9.00am or between 4.00pm and 6.00pm Monday to Friday on a peak flow traffic lane.
4.1.8 Use of Council Logo
(1) The City of Prospect Logo is for the use of the Council on official correspondence and documentation emanating from the Council’s administrative offices, the Council’s City Services Depot or the Thomas Street Centre and may only be used by other individuals or groups after a specific resolution of the Council.

(2) Elected members are authorised to use the terminology “The City of Prospect” and the Ward name and the Council logo on correspondence to their constituents, excepting that the logo is not to be used after the opening of nominations for Council elections through to the close of voting on polling day, and must not be used on any electoral material.

4.1.9 Council Chambers/Reception Room Furniture and Fittings
(1) The redecoration, furnishing and equipping of the Council Chambers/Reception Room will be carried out in accord with a plan adopted by the Council and expenses will be paid from a budget line allocated for that purpose.

(2) The Mayor may purchase small items for use in the Reception Room from the Mayoral Allowance or from his/her private resources, provided that any items that are part of the public spaces of the Parlour must be in sympathy with the decor and plan approved by Council.

4.1.10 Council Photograph
A photographic record of Council members will be made every three years or following a periodic election. In addition to the copies retained for archival purposes, a single copy of the individual photograph and a single copy of the group photograph is to be supplied to each member of the Council free of charge. Additional copies will be supplied at cost.

4.1.11 Service Awards for Elected Members
(1) Upon completion of ten years service as an elected member for the Council of the City of Prospect the elected member will be presented with:
   - A City of Prospect Certificate of Service
   - A City of Prospect inscribed plaque to be presented at a suitable occasion upon the retirement of the Member from Council.

(2) When any elected member becomes eligible to receive a Local Government Service Award from the Local Government Association, the Chief Executive Officer shall apply for such awards to be presented by a representative of the LGA at a Council meeting or some other appropriate occasion.
4.1.12 Inter Council Co-operation & Resource Sharing
Close links will be maintained with neighbouring Councils and Council’s Regional Partners in matters that involve economic development, the creation of regional employment opportunities and expanding the economic base of the City. Opportunities for resource sharing will be actively pursued.

4.1.13 Citizenship Ceremonies
The Mayor and Chief Executive Officer have delegated authority to set dates for Citizenship Ceremonies to be held from time to time. The Executive Assistant will make the necessary arrangements for the conduct of Citizenship Ceremonies.

4.1.14 Principal Office
The Principal Office of the Council is situated at 128 Prospect Road, Prospect. (Notice published in Government Gazette of 27th September, 1984 at page 1015.)

4.1.15 Complaints – Confidentiality
(1) The name of complainants should not be revealed when complaints are being investigated.

(2) The only issue of concern to the Council is the nature of the complaint itself, which, if found to be justified, warrants appropriate action being taken by Council. The source of Council’s information is not a matter that should be raised to cloud the issue.

(3) If, however, a written complaint is recorded in the Council minutes, it is then a matter of public record.

(4) Reference should also be made to Council’s “Privacy Policy”.

4.1.16 Voting at Council & Committee Meetings for Nominations for Internal & External Positions
The Council will have an accountable process for voting at Council and Committee meetings.

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<th>Procedures</th>
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<tbody>
<tr>
<td>(1) Nominations will be accepted by the Presiding Member upon the consent of the nominated person, however, a person may withdraw his/her nomination before a vote.</td>
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<tr>
<td>(2) A secret voting process will be used to determine issues affecting individual councillors (such as appointments/nominations to internal committees, external bodies etc).</td>
</tr>
<tr>
<td>(3) All members must vote and therefore are perfectly free to vote for or against</td>
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</table>
themselves if they are nominated for a position. This includes the presiding member of the meeting.

(4) If only two persons are nominated for a position, a simple majority first past the post method of voting is all that is required. However, if three (3) or more persons are nominated, the lowest vote elimination method will be used.

(5) Should there be an equal number of votes, the issue will be decided by the drawing of lots. The name of the candidate withdrawn from the lot will be excluded from the ballot.

(6) The Mayor to be ex officio a member of all internal committees. This leaves it up to the Mayor whether he/she will get involved.

4.1.17 Provision of Answers to Questions at Council Meetings
When questions are asked by Elected Members at formal Council meetings (Committee and Council) and can’t be answered by the staff at the time, they will be answered at the next Council meeting.

4.1.18 Council Prayer
We humbly bow before Thy throne of mercy, O God our Heavenly Father, and seek wisdom and Understanding as we face the duties of our united task, praying for the welfare of our City and the peace and prosperity of our land.
In the Name of Jesus Christ our Lord
Amen
4.1.19 Guidelines for Initiating and Undertaking Efficiency and Economy Audits

**Purpose**

The purpose of this document is to establish Guidelines for initiating and undertaking Efficiency and Economy Audits. These Guidelines are to provide a process to be followed in order to decide whether a matter is of such a significant magnitude so as to justify an audit as provided for under S130A of the Local Government Act, 1999.

**Scope**

These guidelines apply to both the Audit Committee and Council. The Audit Committee however may only recommend to Council that it resolves to undertake an Efficiency and Economy Audit under S130A of the Local Government Act. Council has the ultimate decision making responsibility for such an audit to be undertaken.

**Legislative & Corporate Requirements**

S130A (1) of the Local Government Act provides council with the authority to initiate an Efficiency and Economy Audit.

**S130A – Other Investigations**

(1) *A council may, as it thinks fit, request its auditor, or some other person determined by the council to be suitably qualified in the circumstances, to examine and report on any matter relating to financial management, or the efficiency and economy with which the council manages or uses its resources to achieve its objectives, that would not otherwise be addressed or included as part of an annual audit under Division 4 and that is considered by the council to be of such significance as to justify an examination under this section.*

An Efficiency and Economy Audit initiated under S130A of the Local Government Act, 1999 should be distinguished from the sort of review that may be routinely undertaken by Council Administration in performing their duties of effectively managing resources required to achieve Council’s strategic and policy outcomes. It is only when it is considered by Council that there is, or maybe, a significant failure of a particular program or activity in achieving its strategic or policy outcomes in an effective manner that Council should consider the initiation of an Efficiency and Economy Audit.
Procedures

The LGA has issued Information Paper 5 – Efficiency and Economy Audits, which may assist in understanding what an Efficiency and Economy Audit is intended to address and under what circumstances it would be appropriate to undertake one.

The following questions should be considered in the decision making process of whether Council should initiate such an audit:-

An Efficiency and Economy Audit may not be an appropriate tool where the answer to questions is Yes.

1. Would the matter be considered as part of the external audit?
2. Is the purpose of the proposed Efficiency and Economy Audit to assist management in performing their day-to-day operations?
3. Is the requirement for the audit addressed in the Internal Audit Plan for which the Audit Committee receives progress updates on a quarterly basis?

An Efficiency and Economy Audit may be an appropriate tool where the answer to questions is Yes.

1. Is the matter of such significance that an independent and appropriately skilled professional is required in order to enable Council to satisfy itself of the efficient and economical acquisition and use of resources in a Council program or activity?
2. Is a particular program or activity failing to achieve its strategic or policy outcome?
3. Is the purpose of the proposed Efficiency and Economy Audit to assist Council to perform their duty of evaluating and monitoring their strategic directions and policy functions?
4. Has the Audit Committee recommended to Council that it initiate an Efficiency and Economy Audit due to concerns of internal controls lacking?
5. Has the Audit Committee recommended to Council that it initiate an Efficiency and Economy Audit due to concerns of strategic or policy objectives not being achieved?

It is suggested that it would be most appropriate for Council to have consulted with the Audit Committee and/or for Council to have received a recommendation from the Audit Committee to initiate an Efficiency and Economy Audit under S130A of the Local Government Act, 1999, prior to doing so. However, there may be circumstances of urgency and significance when it is not appropriate, (e.g. due to the timing of Audit Committee meetings), to consult with the Audit Committee prior to initiating an Efficiency and Economy Audit under S130A of the Local
Procedures


Power

Council has the ultimate right under the legislation to initiate and undertake an Efficiency and Economy Audit, if it so decides.

Council has the power to initiate an efficiency and economy audit to assist it in performing its role of ensuring the community’s resources are appropriately managed.

Role of Audit Committee

Where Council initiates an Efficiency and Economy Audit, it is considered most appropriate for the Audit Committee to auspice such an audit, including making recommendations to Council regarding:-

1. The Terms of Reference for the audit;
2. The priority and timing of the audit, having regard to the Audit Committee’s Work Program and budget;
3. The process to be undertaken to engage a suitably qualified person to undertake the audit;
4. The process to be undertaken to monitor the performance and reporting of the audit.

Section 4.2 and 4.4 of Council’s Audit Committee Work Program Jan 2007 – Oct 2008 refers to the need for the Audit Committee to examine and provide advise on Guidelines developed for initiating and undertaking Efficiency and Economy Audits and where it might recommend such an audit.

Reporting

Once a report has been received, it must be provided:-

1. to the principal member of the council (who must ensure that a copy is immediately provided to the chief executive officer, and that copies are provided to the other members of council for their consideration at the relevant meeting under subsection (6) or (7)); and
2. to Council's Audit Committee
4.1.20 **Legal Proceedings against Council**
That as a matter of policy the Chief Executive Officer inform Council of all legal proceedings threatened by solicitor’s letter or commenced against the Council.

4.2 **RATES ADMINISTRATION**

4.2.1 **Prosecution**
In all cases where Council decides to undertake prosecutions, letters are to be written to the debtors, prior to the issue of the summons, advising them of the decision to prosecute.

4.3 **EMPLOYEE RELATIONS AND TRAINING**

4.3.1 **Town Hall – Elected Member / Employee Use**
(1) Any Elected Member or employee of the Council will be granted use of the Town Hall facilities at the concessional rate of 50% of normal rates for the purpose of holding private functions, subject to the observance of the normal conditions of hire.

(2) The concession will apply only to those functions directly and personally associated with the particular Elected Member or employee.

4.3.2 **Work Experience**
The City of Prospect supports school and other work experience programs with preference being given to any requests received from schools serving the residents of the City and will participate in and/or provide assistance to local work experience and training programs provided it can be demonstrated that such programs will be of benefit to the trainees and to the Council.

4.3.3 **Employment Programs**
The need for local programs designed to lessen the impact of unemployment on the individual and to maintain job skills will be monitored and the provision of various forms of assistance to these programs will be considered as may be deemed appropriate from time to time.
4.3.4 Office Closure - Christmas Period

The Council office will be closed each year from 1.00 p.m. on the last working day before 25th December to New Years Day, inclusive.

**Procedures**

The four hours from 1.00 p.m. to 5.00 p.m. on the last working day are granted as special leave by Council and staff may take annual leave, flexi-leave or leave without pay, for those days between 25th December and 1st January that are not Gazetted as public holidays.

4.3.5 Retirement Gifts

(1) Employees who resign or retire from Council employ are entitled to receive a gift to a value determined as follows:

- less than 10 years service - no presentation.
- 10 years and less than 15 years service - presentation equal to the value of approximately 0.5% of final wage/salary.
- 15 years and less than 20 years service - presentation equal to the value of approximately 0.75% of final wage/salary.
- More than 20 years service - presentation equal to the value of approximately 1% of final wage/salary.

(2) All employees who, in the opinion of the Chief Executive Officer, have given fair and reasonable service to the Council during a period of employment of more than ten consecutive years with no absenteeism other than for legitimate reasons, and who have a good safety record, may be entertained with their spouse or a partner to lunch or dinner by the Mayor, Chief Executive Officer, and appropriate Director.

4.3.6 Accompanying Spouses

Council permits delegates to conferences and seminars to use the equivalent value of the airfare to pay for petrol and accommodation in traveling to and from the conference venue by car accompanied by their partner and for the accommodation of their partner during the conference or seminar. Any extra leave required by officers for traveling time is to be taken as annual, flexi, or long service leave, or leave without pay.

4.3.7 25 Years Service

Employees who complete twenty five years of continuous satisfactory employment with the Council will be presented with a gold watch by the Mayor.
4.3.8 Council/Staff Relations

(1) A good working relationship will be encouraged between elected members and employees by keeping employees regularly informed of the strategic and policy decisions made by the Council and encouraging employees, particularly the Management Team, to participate in the formulation of those decisions.

(2) All Council employees will be invited to social functions each year and encouraged to “get to know” the elected members.

(3) The Executive Management Team will be invited to attend most Council, Civic, and Mayoral functions.

(4) All elected members of the Council will have ready access to the following officers:

- Chief Executive Officer
- Director of Environmental and Planning Services
- Director of Infrastructure and Technical Services
- Director of Community and Recreational Services
- Director of Financial and Administrative Services
- Executive Assistant

4.3.9 Floral Tributes

The wishes of relatives of the bereaved should be followed when deciding whether to send flowers or make a donation to a charitable organisation on the occasion of the death of past elected members, staff or prominent residents of the City.

4.3.10 Parking Fines Incurred by Employees

Parking expiation fees incurred by employees and elected members engaged on Council business will not be paid by Council.

4.3.11 Private Interests of Employees

Council acknowledges that there is no legal bar to employees engaging in private business or other activities outside the hours of their individual contract of employment with the Council provided that the following requirements are strictly complied with:

(1) There shall be no conflict of interest between an employee’s private activities and any lawful activities of the Council.
(2) No Council facilities shall be used by an employee for the purpose of any private activity other than activities closely associated with and of benefit to, local government or the Prospect community.

(3) An employee’s private activities shall not detrimentally affect the performance of his/her duties and responsibilities as an employee of the Council.

(4) An employee will not conduct any private business activity within the boundaries of the City of Prospect that would create a conflict of interest so far as his/her position with the Council is concerned, without first making a full disclosure of such interest to the Council.

4.4 CUSTOMER & ADMINISTRATIVE SERVICES

4.4.1 Circular Letters to Residents
Copies of any circular letters that may be distributed to residents shall be given to Councillors of the particular Ward or Wards concerned.

4.4.2 Provision of Information
(1) Applications for information, other than information readily available in Council minutes, requiring Council staff to search records, will be treated on a cost recovery basis.

(2) Charges associated with the provision of information not provided for under the Freedom of Information Legislation will be incorporated in Council’s Fees & Charges Register and adopted by Council periodically.

(3) Private Information will not be provided unless consistent with Council’s “Privacy Policy”.

4.4.3 Use of Town Hall
(1) Individuals or organisations intending to hire the Town Hall must complete a Town Hall Booking Form. All hirers must comply with the Terms and Conditions of Hire set out therein.
(2) Discounts as set out in the Terms and Conditions of Hire are available to approved Prospect based non-profit Council and/or community organisations and charitable organisations.

**Procedures**

1. The Chief Executive Officer, Director of Financial & Administrative Services or Director of Community & Recreational Services are authorised to negotiate a discount for Town Hall Facilities.

2. All bookings of the Town Hall are to be coordinated through the Customer Services Coordinator.

### 4.5 FINANCIAL MANAGEMENT

#### 4.5.1 Enterprise Projects

1. Free and open discussion of innovative ideas for revenue raising entrepreneurial activities that have the potential to supplement revenue raised from traditional sources, and to implement those ideas which are feasible and not in conflict with the objectives of the Strategic Plan will be encouraged.

2. Those opportunities for improving the financial return from Council’s assets and increasing income other than from rates by involvement in economic enterprise projects will be considered where they:
   - Increase regional employment opportunities.
   - Expand the economic base of the City.
   - Improve the range of services and facilities available to residents.
   - Improve the standard of commercial development.
   - Expand the range and affordability of housing available in the City.
   - Increase the revenue available to Council from sources other than rates.

#### 4.5.2 Three Year Financial Plan

A three year financial plan of income and expenditure will be maintained and reviewed each year during consideration of the annual budget.

#### 4.5.3 Grants and Subsidies

1. Grants and subsidies for those facilities and services where there is a proven need in the Prospect Community will be actively pursued.
(2) The impact of new services and programs that may be established with grants or subsidies, on the Council’s existing services, programs and administrative resources will be assessed and a statement will be prepared as part of the assessment process, indicating the action that Council will take in the event that a grant or subsidy is reduced or withdrawn.

4.5.4 Expiation Fees Unpaid ( Burning, Dogs, Parking)
Where any expiation fees relating to an offence expiation notice issued by an authorised officer remains unpaid after the required statutory procedures have been exhausted, a Certificate of Enforcement pursuant to the Expiation of Offences Act 1996 be forwarded to the Registrar of the Magistrates Court requesting the Court to recover the outstanding expiation fees (including reminder fee) for Council.

4.5.5 Register of Fees & Charges
(1) The Register of Fees and Charges will be reviewed by Council annually and a revised Scale of Fees and Charges will come into effect after adoption by Council.

(2) The Register of Fees & Charges will be placed on public display.

(3) When there is a variation to a fee or charge, the public copy of the Register of Fees and Charges will be amended as soon as practicable.

(4) Refer Section 2 Part B for Accounting Policies and Procedures Manual

4.5.6 Accounting Policies and Procedures
(1) Accounting Policies and Procedures will be maintained by the Director, Financial & Administrative Services, to the satisfaction of Council’s auditors and submitted to Council periodically for approval.

(2) Refer Section 2 Part B for Accounting Policies and Procedures Manual

4.6 INFORMATION MANAGEMENT

4.6.1 Information Management Plan
(1) Council recognises its responsibility to ensure its management information systems, internal controls and technology are kept up to date and support the Council’s objectives.

(2) A three year Information Management Plan will be prepared for the Council and an ongoing review of that plan will be maintained in the light of technological developments and the changing needs of Council.
4.6.2 Leasing of Hardware
Council will pursue the rental or leasing of IT hardware as the most efficient and effective method of keeping pace with rapid development in Information Technology and remove the risk of retaining obsolete equipment, whilst preserving Council’s capital resources for other purposes.

APPENDIX
Table of Changes

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<th>Clause of Manual</th>
<th>Date</th>
<th>Action</th>
<th>Comments</th>
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<td>24 September 2019</td>
<td>Repealed</td>
<td>Repealed by the Petition Policy</td>
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