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ILLUMINATION OF COUNCIL ASSETS (BUILDINGS) POLICY		

Policy Statement

The purpose of this Policy is to:

- Determine the criteria by which the assets of the Copper Coast Council (Council) may be illuminated; and
- Ensure the preservation of the assets by protecting the assets from exploitation and managing illumination of the assets where it has been permitted.

1. Introduction

1.1. This Policy sets out the Policy of the Council for consideration of requests to illuminate Council assets (buildings).

2. Scope

- 2.1. This Policy applies to applications by third party organisations to light Council assets.
- 2.2. The asset/s referred to include, but are not limited to, the Kadina Town Hall.
- 2.3. The delivery of any illumination is subject to the conditions of the relevant technology and may not be possible due to maintenance requirements at any given time.

3. Definitions

- 3.1. For the purposes of this Policy, the following definitions apply:
- 3.1.1. **Asset/s** means any item that Council owns and that is recognised by the Council's accounting system as an asset. This includes land, buildings, plant, machinery, major and minor plant, equipment, waste materials; and all other physical objects. It does not include financial investments or finance related activities.
- 3.1.2. **Chief Executive Officer (CEO)** means the appointed Chief Executive Officer under section 96 of the Local Government Act 1999 and includes any person acting or delegated by the Chief Executive Officer's under sections 100 and 101 of the Local Government Act 1999.
- 3.1.3. **Council** means the Copper Coast Council and any delegate of the Council.
- 3.1.4. **Illumination** means the action of supplying or brightening with light.
- 3.1.5. **Third Party Organisation** means any current or prospective customer, supplier, partner, agent, prime contractor, sub-contractor or other organisation.

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lifestyle location of choice

4. Principles

- 4.1. As iconic structures of architectural, heritage and cultural significance, the community expects Council's assets will take a high-profile position in events of state, national and international significance.
- 4.2. Council is committed to effectively managing requests from not-for-profit and commercial organisations to illuminate or project colours onto various assets for the purpose of promoting a community message, cause product or service.
- 4.3. Lighting of the assets by third party organisations will be permitted to no more than twelve times per year and is limited to static single colour illumination. Such limit does not apply to lighting or projections onto the assets conducted in association with major Copper Coast Council events or campaigns.
- 4.4. All requests to light the assets are subject to the approval of the Chief Executive Officer acting on authority of the Council and in accordance with the criteria outlined in Section 4.6 of this Policy and the Procedures outlined in Section 5.
- 4.5. Council reserves the right to consider, approve and/or refuse any proposals to illuminate the assets at its absolute discretion and is not obliged to disclose its reason.

Criteria and Conditions for Lighting of the assets

- 4.6. Approval for lighting of the assets is subject to the following criteria being met:
 - 4.6.1. The lighting of the assets is related to a major cultural event or community project;
 - 4.6.2. The lighting of the assets is not detrimental to the heritage values of the building;
 - 4.6.3. The execution does not adversely impact on other events taking place at or in the vicinity of the assets, or otherwise unduly interrupt normal operations; and,
 - 4.6.4. Does not adversely intrude on the public environs of the site;
 - 4.6.5. The result is consistent with the Council's brand, image and role in the community;
 - 4.6.6. There is appropriate acknowledgement of the Copper Coast Council as part of the promotion of the event/campaign;
 - 4.6.7. The visual impact of the event is assessed by Council to have significant artistic/aesthetic merit;
 - 4.6.8. Costs, if required, are met by the requesting organisation; and,
 - 4.6.9. Requests are to be apolitical in nature and this is determined at the discretion of the Council.
 - 4.6.10. Organisations or events that are likely to cause public divisiveness will not be considered.
 - 4.6.11. Organisations or events that are in the public eye in a negative way will not be considered.
 - 4.6.12. Illumination of the asset/s is to be limited to not more than two consecutive nights.
 - 4.6.13. Requests will be considered on a first come, first served basis.

5. Practices and Procedures

- 5.1. Proposals from organisations to light the asset/s must be submitted to the Copper Coast Council in writing at least two (2) months prior to the event, to allow for a decision to be made.

- 5.2. All proposals should be addressed to Council’s Chief Executive Officer.
- 5.3. Proposals must:
 - 5.3.1. Address the criteria listed in section 4.6.
 - 5.3.2. Provide information and concepts for proposed colour washes and designs in accordance with this Policy.
 - 5.3.3. Provide information on technical specifications and marketing or awareness campaigns.
 - 5.3.4. Include the acceptance of the cost if the Council is unable to provide the required colour for the event/campaign.
- 5.4. All proposals will be considered by Council in accordance with this Policy.
- 5.5. All applicants will receive written response (email or letter) stating whether their request has been approved or refused, noting that not all requests can be accommodated.

6. Complaints

- 6.1. Complaints received under this Policy must be in writing to the Chief Executive Officer and lodged in accordance with Council’s Complaints Policy.

7. Council Delegation

- 7.1. Pursuant to Section 44 of the Local Government Act 1999, Council has delegated to the Chief Executive Officer authority to administer Council’s policies.
- 7.2. This Policy will be implemented by the Chief Executive Officer or relevant portfolio director and managed in accordance with Council’s scheme of delegations.

8. Adoption and Review



- 8.1. This Policy shall be reviewed as required by Council or by result of any legislative changes which may occur, and a report shall be provide to Council for consideration and adoption.

9. Records Management

- 9.1. Official records will be managed in accordance with Council’s Records Management Policy pursuant to Section 125 of the Local Government Act 1999.

10. Availability of Policy

- 10.1. Policies will be available for inspection without charge at Council’s Principal Office during ordinary business hours and on Council’s website www.coppercoast.sa.gov.au.
- 10.2. A copy of this Policy may be obtained upon request and upon payment of a fee in accordance with Councils’ Register of Fees and Charges.

Signed		
	Mayor	Chief Executive Officer
Date	3 rd April 2024	