

OPERATIONAL SERVICES COMMITTEE

Meeting held in the Conference Room, Operational Services Area, Level One of Civic Centre,
10 Watson Terrace, Mount Gambier, on Tuesday 12th July 2016 at 7.30 a.m.

MINUTES

PRESENT: Cr D Mutton (Presiding Member)
Crs P Richardson, F Morello and I Von Stanke

APOLOGIES: Cr Mutton moved the apology received from Cr C Greco be accepted.

Cr Von Stanke seconded Carried

COUNCIL OFFICERS: Director Operational Services, Daryl Sexton
Engineering Manager, Daryl Morgan
Manager Governance & Property, Michael McCarthy
Team Leader Administration (Operational Services), Sally Wilson

COUNCIL MEMBERS

AS OBSERVERS: Nil

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

MINUTES: Cr Morello moved the minutes of the previous meeting held on Tuesday, 14th June 2016 be taken as read and confirmed.

Cr Richardson seconded Carried

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

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

Goal: Building Communities

Strategic Objective: The identified needs of the community are met, through implementing Long Term Asset Management Plans and Infrastructure Plans.

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

<u>Commenced Tasks</u>	<u>% Completed</u>
• Old Hospital landscaping works (paths and culdesac)	80%
• Holloway Crescent - concrete footpath construction	35%
• Boandik Terrace - blowhole drainage project (tree removal works)	on hold
• Davison Street - retention basin (fencing)	50%
• Rail Trail - Pick Avenue to White Avenue	50%
• Pine Tree removal - selective thinning	70%

Railway Lands

- Major art piece tracks (paving works)/signalling change 60%
- Heritage elements (fence and stobie poles) 20%

Completed Tasks

- Gordon Street footpath construction

Cr Mutton moved the report be received.

Cr Von Stanke seconded

Carried

2. ENVIRONMENTAL MANAGEMENT - Caroline Landfill - Emergency Measures for Leachate Containment and Disposal - Ref. AF11/371

Goal: Environment

Strategic Objective: Plan and implement infrastructure to protect and enhance the natural and built environment, including in response to climate change influences.

The Presiding Member reported:

- (a) Further to the recent memo issued to Members in the last Friday Edition by the Director Operational Services, this item provides an update to Members on the matter of leachate issues at Caroline Landfill;
- (b) as a result of the record rainfall in June and the forecast for the next two months to also exceed average rainfall volumes significantly, the following measures may need to be implemented in order to safely manage leachate levels at Caroline Landfill:
 - purchase and commission 15 x 70,000 litre temporary storage bladders (approximately cost \$80,000);
 - construct a 500mm high containment bund around leachate pond 3 (approximately \$10,000);
 - cart excess leachate to sewer (approximate cost \$100,000 to \$200,000).
- (c) as Council has an obligation to not pollute the environment as part of its landfill licensing conditions, Council will have no choice but to implement measures if/when the rainfall places the leachate storage ponds at critical levels of overtopping.

Cr Richardson moved it be recommended:

- (a) **The report be received;**
- (b) **Council authorise the Director Operational Services to implement measures as and when necessary to ensure the management of leachate does not cause environmental harm, and may include implementation of some or all the above mentioned methods or alternative arrangements as required.**

Cr Von Stanke seconded

Carried

3. HEALTH MANAGEMENT - Joint Ventures - Domestic Squalor and Hoarding Workshop - Arrangements - Ref. AF16/165

Goal: Community Well-Being

Strategic Objective: Advocate for the health needs of the community by encouraging partnerships in the provision of affordable and viable facilities and infrastructure.

Target/KPI: When insanitary conditions are identified attempt to resolve in a timely and effective manner and demonstrate a proactive approach to across division/department liaison.

The Presiding Member reported:

- (a) City of Mount Gambier and ac.care co-hosted a Domestic Squalor and Hoarding Workshop with Karen Rigby, Junction Australia, presenting the "Footprints through the clutter" programme on 8th June 2016;
- (b) Junction Australia invited organisations to host the free training program and it has been delivered across the state to assist service providers to develop skills to understand and support people experiencing these challenging living environments. Karen also created the online resource www.hoardingandsqualorsa.com.au and encouraged South East provider inclusion. A compilation of strategies used by officers at the cold face into a booklet is a future project for Karen which the participants were invited to be involved with;
- (c) the workshop encouraged local networking of service providers in the region to identify who is providing what services in this arena;
- (d) of the 37 participants the majority were from government or non government organisations, however, the private rental and counselling sector was represented;
- (e) Caroline Hill from Limestone Coast Round Table did a short presentation to inform the participants of the role of the group and Limestone Coast Service Directory now available online;
- (f) a display area was provided for participants to provide business cards, brochures and information. The Mount Gambier Library created a resource list of materials available for loan locally;
- (g) 30 feedback forms were received and 28 of those agreed or strongly agreed the topics covered were relevant to them and 30 agreed or strongly agreed the training experience will be useful in their work;
- (h) new networks have been utilised by the Environmental Health Officer to deliver customer service inline with Council's Customer Service Charter - Philosophy 5:
 - alternative solutions if possible and appropriate;
 - assist customers when referring enquiries to other service providers, be they government or non-government service providers;
 - adopt a "can do" attitude to solving enquiries.

Cr Richardson moved it be recommended:

- (a) **Council continue to support the education and networking opportunities for public health related matters to strengthen existing services and improve the communities well-being;**

- (b) provide Junction Australia with strategies used when the booklet project outlined in this report is undertaken.

Cr Morello seconded

Carried

4. **INFRASTRUCTURE - Maintenance - Request for Removal of Street Trees - 4 and 14 Umpherston Street, Mount Gambier - Ref. AF15/546**

Goal: Environment

*Strategic Objective: Support initiatives that value and preserve our unique environment and contribute to environmental sustainability.
Support the preservation and enhancement of the City's unique natural and built heritage for future generations.*

The Presiding Member reported:

- (a) It has been brought to Council's attention that a number of large Desert Ash trees (*Fraxinus angustifolia*) along Umpherston Street are causing severe damage to the kerbing and road adjacent to a number of properties. The trees in question are mature with an approximate height of 15 metres and approximate width of 12 metres. They are located on the eastern side where the footpath verge is only 2.5 metres wide;
- (b) Council has begun carrying out the required repairs adjacent to the properties in question, however the trees structural roots adjacent to numbers 4 and 14 Umpherston Street have grown so large that without removing these roots there is no way of repairing the damage to the kerbing and road. The option of re-directing the kerbing around these main roots is not possible due to the narrow width of the road and the extent of these root systems;
- (c) the tree roots that have grown around the invert are large structural roots which begin at the base of the tree and prevent it from falling. Removing these roots will compromise the stability of the trees which can lead to the trees falling in high winds or heavy rain. A number of feeder roots which are small fibrous roots that are responsible for taking up water and nutrients have been damaged due to the removal of the kerbing. The more of these that are cut, the more the trees ability to feed itself becomes impaired which in turn leads to the demise of the tree over time. It should be noted that cutting roots creates entryways for harmful insects and diseases that can harm or kill the tree in the long term. When trees become stressed they become more vulnerable to these infections including root systems;
- (d) it should be noted that the likelihood of these trees impacting a target such as a house or pedestrian should they fail is high with the consequence of the impact being severe.

Cr Morello moved it be recommended

- (a) The report be received;
- (b) Council authorise the removal of the two large Desert Ash trees located adjacent to numbers 4 and 14 Umpherston Street so that the repairs to the road and kerbing can be carried out and completed.

Cr Von Stanke seconded

Carried

5. PROPERTY MANAGEMENT - Advisory Group - Report of the Aquatic Centre Management Advisory Group meeting held Wednesday, 22nd June 2016 - Ref. AF11/1370

Goal: Building Communities

Strategic Objective: Encourage the development of community facilities and infrastructure, community events, and active and safe community spaces through direct support, seeking funding, facilitation etc.

The Presiding Member reported:

(a) The Aquatic Centre Management Advisory Group met on Wednesday, 22nd June 2016 at 7:00 a.m. This meeting was attended by:

- Cr Mark Lovett, City of Mount Gambier
- Daryl Sexton, Director Operational Services
- Peter Collins, Manager Aquatic Centre

(b) the matters discussed were as follows:

1. Electricity Accounts

- Recent change of contract has led to substantial increase in electricity charges.

2. Budget

- Includes the higher electricity cost less anticipated solar power offset.
- Annual increase in wages.
- Water costs up 22%.
- Net subsidy is \$178,000.
- Some increase in revenue with increased patronage (Peter believes this is a result of more consistent heat with the new boiler).
- Decrease in retail sales (goggles, bathers).

3. Business Plan

- Draft Plan submitted, will be put to Council in July for consideration.

4. Maintenance for 2016/2017

- Peter Collins has prepared his maintenance schedule for 2016/2017, can proceed with required works after 1st July 2016.

Cr Richardson moved it be recommended:

(a) The report be received and contents noted.

Cr Morello seconded

Carried

6. OPERATIONAL SERVICES REPORT NO. 4/2016 - Frew Park (Ambulance Station) Assessment of Building and Proposed Maintenance - Ref. AF11/1522

Goal: Governance

*Strategic Objective: Demonstrate innovative and responsive organisational governance.
Engage with national, state, regional and local forums and partnerships to provide solutions and options to continually improve Councils service delivery and performance.*

Goal: Building Communities
Strategic Objective: Encourage the development of community facilities and infrastructure, community events, and active and safe community spaces through direct support, seeking funding, facilitation etc.

Goal: Securing Economic Prosperity
Strategic Objective: Provide infrastructure and facilities that contribute to Mount Gambier being able to enhance its economic base and quality of life.

Goal: Diversity
Strategic Objective: Consider the needs of all community groups in developing projects, services and infrastructure (public or privately owned).

Cr Richardson moved it be recommended:

- (a) Operational Services Report No. 4/2016 be received;**
- (b) in consideration of the rapidly deteriorating building condition, absence of funding allocated in the 2016/2017 and foreseeable budgets, and without a clearly defined use and business model, the demolition aspect (only) of Option 3 be presented in the 2017/2018 Draft Budget together with funds for landscape treatments.**

Cr Morello seconded

Carried

MOTION WITHOUT NOTICE

7. TENDER - Cleaning of the Lady Nelson Visitor and Discovery Centre, Main Corner Complex, Riddoch Art Gallery, Library - Ref. AF16/184

The Presiding Member reported:

- (a) Individual cleaning arrangements for the Lady Nelson Visitor and Discovery Centre, Main Corner Complex and the Library have been combined into a single cleaning tender and a public tender process undertaken to consolidate the contracts to identify one provider and to also include the Riddoch Art Gallery facility;
- (b) an assessment of tenders received has now been completed in accordance with Council Policy P420 Procurement and Disposal of Land and Assets with three Council Officers undertaking the assessment and the final recommendation confirmed in consultation with the Chief Executive Officer, Director Operational Services and Manager Community Services & Development;
- (c) in assessing the tenders the following was taken into consideration:
 - local employment opportunities;
 - environmental impact;
 - workplace health and safety measures;
 - value for money;
 - use of local suppliers to source cleaning product.
- (d) six conforming tenders were received and these have been summarised in the tables below:

Tender Evaluation Scores

Name of Tenderer	Officer 1	Officer 2	Officer 3	Average Score	Ranking
Advanced	91%	65%	92%	83%	2
APEC	63%	60%	57%	60%	6
HACCP	78%	55%	80%	71%	4
Menzies	93%	69%	95%	86%	1
Millennium	80%	56%	73%	70%	5
Wayne's	88%	65%	83%	79%	3

Annual Pricing

Name of Tenderer	Lady Nelson	Main Corner	Riddoch	Library	Total
Advanced	\$22,827.13	\$51,039.58	\$37,073.40	\$62,047.87	\$172,987.98
APEC *	\$38,980.00	\$19,748.00	\$5,850.00	\$78,586.00	\$138,624.00
HACCP	\$18,301.00	\$33,300.00	\$3,328.00	\$42,940.00	\$97,869.00
Menzies	\$16,974.59	\$32,574.93	\$11,199.30	\$57,968.39	\$118,717.21
Millennium **	\$27,255.87	\$23,482.81	\$4,696.56	\$47,853.50	\$103,288.74
Wayne's	\$22,805.62	\$27,266.93	\$5,449.73	\$41,524.40	\$97,046.68

* does not include carpet cleaning or function set up - charged at an hourly rate. Pricing increases 2nd year of contract in keeping with CPI.

** +3.0% Year 2 of Contract.

- (e) a quality and pricing assessment and reference checks resulted in a recommendation for the acceptance of the Menzies International (Aust) Pty Ltd tender, supported by the following comments.

Comments:

- Drawing on extensive local council experience and being well established in the Mount Gambier region (Carter Holt Harvey, Timberlink, Kimberly Clark Australia) Menzies offers the following value added services:
 - ✓ Mount Gambier based contract management;
 - ✓ access to 70+ locally based screened and trained employees;
 - ✓ 24/7 help desk to ensure rapid response times with management contactable day and night;
 - ✓ experience in museum cleaning (relevant to Riddoch Art Gallery);
 - ✓ electronic quality monitoring system.
- Menzies met all of the requirements and submitted a quote of \$118,717.21 per annum which equates to a decrease in cleaning costs of 13.97% (approximately \$20K per annum) essentially incorporating the Riddoch Art Gallery service for no charge.

Cr Mutton moved it be recommended:

- (a) the report be received;
- (b) Council accept the tender of Menzies International (Aust) Pty Ltd for the cleaning of the Lady Nelson Visitor and Discovery Centre, Main Corner Complex, Riddoch Art Gallery and Library as per tender submission AF16/184 at a GST exclusive price of \$118,717.21 per annum.

Cr Morello seconded

Carried

8. CONSIDERATION FOR EXCLUSION OF PUBLIC

Cr Von Stanke moved that the following items be received, discussed and considered in confidence by excluding the public pursuant to Section 90 (2) of the Local Government Act 1999, and an order be made that the public (with the exception of other Council Members and Council Officers now present) be excluded from the meeting in order for the item to be considered in confidence as the Council is satisfied that the item is a matter that can be considered in confidence pursuant to the grounds referenced in Section 90 (3) of the said Act as follows:

- S.90(3)(d) - commercial information of a confidential nature (not being a trade secret) the disclosure of which:
 - (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
 - (ii) would, on balance, be contrary to the public interest.
- S.90(3)(k) - tenders for the supply of goods, the provision of services or the carrying out of works.

The Council is satisfied that the information to be received, discussed or considered in relation to this item is information that the author has given to Council of a Commercial in Confidence nature.

<u>Item No.</u>	<u>Subject Matter</u>	<u>S90 (3) Grounds</u>
9.	<u>ANNUAL BUSINESS PLAN</u> - Mount Gambier Aquatic Centre 2016/2017 - Ref. AF11/1451	(d)(i)(ii)(k)

Cr Morello seconded

Carried

The meeting closed at 8:07 a.m.
AF11/866
SW

CONFIRMED THIS

DAY OF

2016.

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PRESIDING MEMBER