

CITY OF MOUNT GAMBIER

Meeting to be held at the Council Chamber, Civic Centre, 10 Watson Terrace, Mount Gambier
on Tuesday 18th February 2014 at 6.00 p.m.

AGENDA

COUNCIL

PRESENT: Mayor SA Perryman

Cr A Lee
Cr J Maher
Cr DK Mutton
Cr H Persello
Cr PG Richardson
Cr A Smith
Cr I Von Stanke
Cr MR White

LEAVE OF ABSENCE:

APOLOGY/IES: moved the apology received from
Cr Shearing be accepted.

seconded

<u>COUNCIL OFFICERS:</u>	Chief Executive Officer	-	Mr M McShane
	Director Operational Services	-	Mr D Sexton
	Director Corporate Services	-	Mr G Humphries
	Manager Community Services and Development	-	Ms B Cernovskis
	Governance Officer	-	Mr M McCarthy
	Administrative Officer Executive Support	-	Mrs F McGregor

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.

**CONFIRMATION
OF MINUTES:**

moved the minutes of the previous meeting held on
28th January, 2014 be taken as read and confirmed.

seconded

MAYORAL REPORT - Ref. AF11/881

REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS - Ref. AF11/882

<u>Member</u>	<u>Organisation</u>
.....
.....
.....
.....

..... moved the reports made by Council representatives on outside organisations be received.

..... seconded

QUESTIONS:

- (a) With Notice – Nil submitted.
- (b) Without Notice -

PETITIONS: Nil.

NOTICE OF MOTION TO RESCIND: Nil.

ELECTED MEMBERS WORKSHOPS: Ref. AF11/2028

One Elected Members Informal Workshop was conducted between 28th January, 2014 and 17th February, 2014.

<i>Date</i>	<i>Topic for Discussion</i>
10/02/2014	Elected Member Representation on outside committees.

Cr moved that the Record of Proceedings for Elected Members Workshops on the Elected Members Representation on outside committees be received and the contents noted.

Cr seconded

COMMITTEE MINUTES**OPERATIONAL SERVICES COMMITTEE MINUTES – 11th February, 2014**

Cr moved that the minutes of the meeting held 11th February 2014 be received.

Cr seconded

Carried

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

Goal: Governance

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

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

Date of Motion	Subject Matter	Action Required	Responsibility	Status	Comments
CORPORATE AND COMMUNITY SERVICES					
18/10/2011	Strategic Management Plan	Develop Operational Plans	Chief Executive Officer	In Progress	<p>Meeting with Presiding Member 2nd April 2013 with Chief Executive Officer and Senior Staff to progress the two matters being:</p> <ol style="list-style-type: none"> 1) Improved Corporate reporting and review; and 2) Strategic Plan reflecting roles of Elected Members and Staff <ul style="list-style-type: none"> • Desktop analysis to be conducted • Review of responsibility matrix to be completed • Comments reviewed by 27th November 2013 • Workshop commencing January 2014
20/11/2012	Establishment of City Development Framework		Chief Executive Officer	In Progress	<ul style="list-style-type: none"> • Stage 1 completed • Stage 2 authorised • Additional funding authorised • Workshop conducted with Professor John Martin on 3rd December 2013 • Working group now a sub-committee of Corporate and Community Services • Professor John Martin engaged by Council • Visits by John Martin 16th January 2014 and week beginning 3rd

					February 2014
09/07/2013	SELGA Review	Council prepare plans to undertake a review (of SELGA) by the end of the calendar year	Chief Executive Officer	In Progress	<ul style="list-style-type: none"> • Waiting for a date from SELGA to arrange an extended Workshop for Elected Members. Facilitator is organised. • SELGA President and Executive Officer informal meeting with Council • SELGA conducting a review of its strategic plans including engagement with constituent Councils (independent of Council's resolution on this matter)
20/08/2013	Umpherston Sinkhole	<ul style="list-style-type: none"> • Expressions of Interest Process • Council Report 	Governance Officer	In Progress	Review of leasing options for this and other Council facilities
17/09/2013	China Relationship	Further investigations/members workshop	Chief Executive Officer	In Progress	<ul style="list-style-type: none"> • Initial workshop held • Regional workshop scheduled on 5th December • Members Informal workshop on 6th December • Further workshop scheduled for 19th February 2014
17/09/2013	Smoke Free areas	Implementation of	Operational Services, Governance Officer, Manager Community Services and Development	In Progress	Event surveys underway and results to be presented in 2014
15/10/2013	Policy Review	Review process confirmed	Governance Officer	In Progress	Review commenced Report to Corporate and Community Services 10th December 2013
19/11/2013	Community Engagement and Social Inclusion Sub-Committee	Members Workshop	Manager Community Services and Development, Chief Executive Officer	Completed	
17/12/2013	Display of Aboriginal and Torres Strait Islander Flags in the Council Chamber	Engagement with stakeholders and establishing a process	Manager Community Services and Development	In Progress	Opening discussion with Pangula Mannamurna, Burrardies Aboriginal Corporation and Elders Group. Amended handover date to be advised.
28/1/2014	SELGA Appointments	Notify SELGA	Chief Executive Officer	Completed	SELGA meeting and AGM 7 th February 2014
28/1/2014	Men's Shed	Further Planning	Chief Executive Officer, Governance Officer	In Progress	Meeting with Men's Shed, Councillors and Staff scheduled for 10 th February 2014
28/1/2014	Pedal Prix Event	Further Report	Manager Community Services and Development	Completed	Proposal withdrawn

28/1/2014	Committee Appointments	Nominations Called	Chief Executive Officer	Completed	Close 7 th February, 2014, report to Council 18 th February 2014
OPERATIONAL SERVICES					
16/04/2013	Park and Stride - community engagement	Matter left to lie on table pending further re-engagement with the community	Director - Operational Services	In Progress	Referred to Environmental Sustainability Sub-Committee for further action
17/09/2013	Playground Construction - Traditional Playgrounds vs. Natural Playgrounds	Prepare concept designs for a natural playground within the John Powell Drive Reserve, engage with the local community and schools regarding their ideas/ acceptance and contributions towards a natural playground	Engineering Manager	In Progress	Concept being prepared, consultation in process
17/09/2013	Regional Development Assessment Panels	Support the focus of the proposal and review the recommendations at a later date	Strategic Project Officer	Ongoing	Waiting for outcomes of investigation by SELGA
15/10/2013	Desktop Analysis of Strategic Plan	Relevant sections of Strategic Plan - Beyond 2013 and the Corporate Plan 2012 be provided to relevant Committees, Members and Staff (subject to reviewing the responsibility matrix)	Strategic Project Officer	In Progress	Review is progressing
19/11/2013	Disposal of surplus materials	Nominate all surplus/unwanted materials and arrange public auction	Director - Operational Services	In Progress	This will occur in early 2014, date yet to be confirmed
19/11/2013	Equip Mobility - request for permit area (disabled) - Canavan Road	Send letter to Equip Mobility, arrange installation of two (2) permit area (disabled) car parking bays	Team Leader - General Inspector	Completed	Signage installed and invert has been constructed
17/12/2013	12 Canavan Road - fence and retaining walls	Prepare report on condition of the fence	Director - Operational Services	In Progress	Letter sent to Tonkin Consulting on 02/01/2014 to undertake assessment
28/01/2014	Caroline Landfill - TANA Compactor	Replace front and rear drums	Director - Operational Services	Completed	GCM Enviro will undertake these works
28/01/2014	Mount Gambier Cemetery Trust	Adopt Terms of Reference (with addition of Clause 17.1.2) and Memorandum of Understanding	Director - Operational Services	In Progress	Documents to be signed and forwarded to the Mount Gambier Cemetery Trust
28/01/2014	Village Medical Centre	Send letter to Village Medical Centre	Director - Operational Services	Completed	Letter sent on 31/01/2014
28/01/2014	Aquatic Centre Management Advisory Group	Send letter of congratulations to Peter Collins, Manager	Director - Operational Services	Completed	Letter sent on 29/01/2014
28/01/2014	Penola Road Bicycle Lanes	Send letter to DPTI, Minister Koutsantonis and Local Member for Mount Gambier	Director - Operational Services	Completed	Letters sent on 29/01/2014
28/01/2014	Elizabeth Street Traffic Safety Investigation	Send letter and copy of Report to Mr Renko	Director - Operational Services	Completed	Letter and Report sent on 31/01/2014

28/01/2014	Installation of Bus Zone - Lady Nelson Carpark	Arrange installation of Bus Zone	Team Leader - General Inspector	In Progress	Signage has been ordered
28/01/2014	Rescission of Motorcycle Parking - Railway Terrace Carpark	Arrange for rescission of Motorcycle Parking	Team Leader - General Inspector	In Progress	Signage to be removed and lines repainted
28/01/2014	Operational Services Policy Review	Receive feedback by 21/02/2014, to present further report in March 2014	Governance Officer	In Progress	Further report will be presented at March 2014 meeting

Cr Shearing seconded

Carried

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

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>
• Streetscaping / paving city centre stage 4 (Bay Rd to Ferrers St)	90%
• Line marking program	ongoing
• Wireless Road East Construction (Aramanta Drive to 500m west of Aramanta)	70%
• Bishop Road (Penola Road to 300m east) kerb and channel widening and reshaping of road	75%
• Elizabeth Street road reconstruction	5%
• Access ramp program	10%
• Road Reseal Program (to commence 10/02/2014)	0%
• Caroline Landfill	15%
• Former Hospital demolition	95%
• Rail lands site remediation	80%

Cr Von Stanke moved it be recommended the report be received.

Cr Shearing seconded

Carried

3. **STRATEGIC MANAGEMENT - Development and Review - Environment Section of Strategic Plan and Corporate Plan - Ref. AF11/1790, AF13/286**

Goal: Environment
Strategic Objective: (i) Systematically build Council as an environmentally sustainable organisation

The Presiding Member reported:

- The Environment section of both the Strategic Plan and the Corporate Plan have been reviewed and updated by staff and the Council Member Environment Portfolio Holders;
- the Strategic Plan did not require any updating and the updated version of the Corporate Plan was attached to the Operational Services Committee agenda;
- when both plans are comprehensively reviewed in 2015/2016 some of the Environmental Strategic Objectives could be consolidated.

Cr Shearing moved it be recommended:

- (a) The report be received;
- (b) the updated version of the Environment section of the Corporate Plan be adopted.

Cr Mutton seconded

Carried

4. ENVIRONMENTAL MANAGEMENT - Unconventional Gas Mining - Ref. AF11/426

Goal: Environment

Strategic Objective: (i) Systematically build Council as an environmentally sustainable organisation

The Presiding Member reported:

- (a) Council has received correspondence from numerous residents regarding unconventional gas mining (fracking) in the South East. A number of these submissions are calling for Council to support a moratorium on these mining processes within the South East of South Australia;
- (b) a briefing is being organised for SELGA councils regarding the issue, and will be held in early March 2014. The purpose of the briefing is to provide a balanced view of the issue for the information of elected members. The proposed outline of the briefing session was attached to the Operational Services Committee agenda.

Cr Von Stanke moved it be recommended:

- (a) The report be received;
- (b) all available Elected Members be encouraged to attend the SELGA briefing regarding unconventional gas mining in March 2014.

Cr Shearing seconded

Carried

5. ENVIRONMENTAL MANAGEMENT - Programme Management - Participation in Earth Hour 2014 - Ref. AF11/407

Goal: Environment

Strategic Objective: (i) Systematically build Council as an environmentally sustainable organisation
(ii) Use every opportunity to increase the level of community understanding and awareness of the necessity of environmental sustainability

The Presiding Member reported:

- (a) The City of Mount Gambier has participated in Earth Hour for the past three (3) years. Earth Hour 2014 will be held on Saturday, 29th of March 2014 between 8:30 p.m. and 9:30 p.m. Earth Hour is an initiative that started in Sydney in 2007 in response to climate change;
- (b) it is proposed that Council again participate in Earth Hour for 2014. In previous years Council turned off the external lights at Main Corner, City Hall, Vansittart Park, the Library, the Centenary Tower, and the Lady Nelson Brig for one hour. In

addition, the Library ran an Earth Hour theme for their story time sessions and made 'Earth Hour' candles during craft time. It is proposed to do the same this year.

Cr Mutton moved it be recommended:

- (a) The report be received;
- (b) Council participate in Earth Hour 2014 by switching off the external lights at Main Corner, City Hall, Vansittart Park, the Library, the Centenary Tower, and the Lady Nelson Brig between 8:30 p.m. and 9:30 p.m. on Saturday, 29th of March 2014.

Cr Von Stanke seconded

Carried

6. ENVIRONMENTAL MANAGEMENT - Environmental Sustainability Sub-Committee - Reports for information - Ref. AF12/377

Goal: *Environment*
 Strategic Objective: (i) *Systematically build Council as an environmentally sustainable organisation*

The Presiding Member reported the following for information:

(a) Environmental Sustainability Program 2014 - Project Progress

The current table outlining projects for 2014 was attached to the Operational Services Committee agenda for Members information.

Cr Von Stanke moved it be recommended:

- (a) The report be received;
- (b) item (a) as above be received and noted for information.

Cr Shearing seconded

Carried

7. TRAFFIC MANAGEMENT - Consultation - Penola Road Bicycle Lanes - Ref. AF11/1853

The Presiding Member reported:

- (a) Council, at its meeting of 28th January 2014 resolved:
 - “(a) *The report be received;*
 - (b) *Council write to Mr Whelan, Regional Manager, the Chief Executive Officer of the Department of Planning, Transport and Infrastructure, Minister Koutsantonis and Local Member for Mount Gambier, Mr Don Pegler expressing its disappointment of the failure for DPTI not to address the Mount Gambier community in an open forum on the issue of Penola Road bicycle lanes and request that they reconsider their position as a matter of urgency;*
 - (c) *Council further advise the Department of Planning, Transport and Infrastructure that conducting such an open forum as envisaged by Council via a formal Council meeting process is not considered appropriate for this particular matter that has caused high levels of concern within the community;*

- (d) *Council request no action be taken by the Department of Planning, Transport and Infrastructure on the matter of bike lanes on Penola Road until Council and the community have been provided the above opportunity and understand the Departments decision making on this matter.”*
- (b) The Department of Planning, Transport and Infrastructure have now responded to Council’s previous resolution on this matter indicating that works are to commence on 24th February 2014 and that Mr Whelan is still available to talk to Elected Members;
- (c) it is important to remember that this project on Penola Road is a significant road upgrade, that involves resurfacing, linemarking for a central median and bicycle lanes (which will operate part time). It is anticipated that there will be interruptions to traffic flow and this will impact on adjoining businesses.

Cr Shearing moved it be recommended:

- (a) The report be received and contents noted.**

Cr White seconded

Carried

8. TRAFFIC MANAGEMENT - Regulating - Parking Off-Street - Lady Nelson Carpark - Ref. AF11/1879

Goal: Building Communities
Strategic Objective: (i) The identified needs of the community are met, through implementing Long Term Asset Management Plans and Infrastructure Plans

The Presiding Member reported:

- (a) Council is requested to consider the placement of a loading zone within the Lady Nelson carpark (closer to the main office building) to alleviate any problems associated with loading and unloading delivery vehicles, to ensure any delivery process will be safe and practical;
- (b) the location requested for the loading zone was shown on the aerial map attached to the Operational Services Committee agenda.

Cr Mutton moved it be recommended:

- (a) The report be received;**
- (b) the Traffic Impact Statement that was attached to the Operational Services Committee agenda be endorsed by Council;**
- (c) the City of Mount Gambier, pursuant to Ministerial delegation resolves the following:**

**Prohibited Area
2.2.078**

Loading Zone

LADY NELSON CARPARK - situated within the central parking area to apply at all times

to be effective upon the installation of appropriate signage

Cr Von Stanke seconded

Carried

9. TRAFFIC MANAGEMENT - Regulating - Parking On-Street - Percy Street (southern side) - Ref. AF11/1879

Goal: Building Communities

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

The Presiding Member reported:

- (a) With the completion of the UFS Chemist carpark, bollards have been placed that effectively eliminate crossing places and Council is now able to place two (2) additional one (1) hour only parking bays on Percy Street (southern side);
- (b) the location requested for the one (1) hour parking area was shown on the aerial map attached to the Operational Services Committee agenda.

Cr Shearing moved it be recommended:

- (a) The report be received;**
- (b) the Traffic Impact Statement that was attached to the Operational Services Committee agenda be endorsed by Council;**
- (c) the City of Mount Gambier, pursuant to Ministerial delegation resolves the following:**

**Prohibited Area
3.3.197**

1 Hour Parking

PERCY STREET (southern side) - from 20.0 metres west of the intersection with Mitchell Street to 60.0 metres west of the said intersection to apply at all times

to be effective upon the installation of appropriate signage

Cr Von Stanke seconded

Carried

10. INFRASTRUCTURE - Joint Boundary Roads Advisory Group - Notes of discussion held on Wednesday, 22nd January 2014 - Ref. AF11/1228

Goal: Building Communities

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

The Presiding Member reported:

- (a) The notes of the Joint Boundary Roads Advisory Group discussion held on Wednesday, 22nd January 2014 were attached to the Operational Services Committee agenda. This meeting considered a request to bring forward the construction of Wireless Road West (west of O'Leary Road) to coincide with the proposed development of an adjacent residential land division. The developer has offered to contribute \$82,000 towards the cost of the road upgrade.

Cr Von Stanke moved it be recommended:

- (a) The report be received;
- (b) Council endorse the alteration to the Boundary Roads Program as indicated in Attachment 1 to the notes of the Joint Boundary Roads Advisory Group meeting held on Wednesday, 22nd January 2014;
- (c) Council also endorses leaving the annual contribution to the Boundary Roads Program of \$82,000 per annum resulting in a cash surplus of \$84,000 at the end of 2017/18 (to be used in the next five (5) year program).

Cr Mutton seconded

Carried

11. **OPERATIONAL SERVICES REPORT NO. 3/2014** - Property Management - Grant of Easement - Botanic Park - Ref. AF11/1400

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

Cr Von Stanke moved it be recommended:

- (a) Operational Services Report No. 3/2014 be received;
- (b) consent be given (as custodian) to the granting of easements over Crown Land parcels in the vicinity of Keegan Drive, Mount Gambier for infrastructure associated with SA Water Network Modifications to be undertaken in that locale;
- (c) consent be given (as landowner) to the granting of an easement over portion of Allotment 73 - Reserve contained in Certificate of Title Volume 5891 Folio 901 (Botanic Park, Lake Terrace East, Mount Gambier) for infrastructure associated with SA Water Network Modifications to be undertaken in that locale, and the Chief Executive Officer and Mayor be authorised to affix the common seal of the Council to any necessary documents.

Cr Shearing seconded

Carried

12. **OPERATIONAL SERVICES REPORT NO. 4/2014** - Property Management - Purchase of Vacant Land - Wandaree Court - Drainage Improvement Works - Ref. AF11/1344

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

Cr Shearing moved it be recommended:

- (a) Operational Services Report No. 4/2014 be received.

Cr Von Stanke seconded

Carried

13. **OPERATIONAL SERVICES REPORT NO. 5/2014** - Development Control - Liquor Licence - Application for Restaurant License with Entertainment Consent - Metro Bakery and Cafe - 13-15 Commercial Street East, Mount Gambier - Ref. AF13/266

Goal: Securing Economic Prosperity
 Strategic Objective: (i) Foster the expansion of commerce and industry in a sustainable manner, considering industry, employment and

- climate change impacts, and enhance our positioning as the major centre for the region*
- (ii) *Support the development of our local economy, our unique local experiences and our capacity to grow visitation to our City*

Cr Von Stanke moved it be recommended:

- (a) **Operational Services Report No. 5/2014 be received;**
- (b) **both the Applicant and the Office of the Liquor and Gambling Commissioner be advised that Council does not voice any objection to the proposed Entertainment Consent for the Restaurant at 13-15 Commercial Street East, Mount Gambier to be known as Metro Bakery and Cafe;**
- (c) **the Applicant be advised the proposed Restaurant Licence with Entertainment consent be supported subject to the following conditions:**
1. **the subject use hereby approved, shall not operate outside of the following times:**
 - **Thursday to Saturday 5:00 p.m. to 11:00 p.m.**
 - **Sundays from 10:00 a.m. to 5:00 p.m.**
 - **Christmas Eve 5:00 p.m. to 11:00 p.m.**
 - **Sunday Christmas Eve 10:00 a.m. to 5:00 p.m.**
 - **New Years Eve 5:00 p.m. to 11:00 p.m.**
 - **Days preceding other Public holidays 5:00 p.m. to 11:00 p.m.**
 - **Sundays preceding Public holidays 10:00 a.m. to 5:00 p.m.**
 2. **the amplified music shall only be that associated with ‘small bands’ (i.e. no more than four (4) people) or ‘solo performers’ and no amplified music shall be audible from outside of the building.**

Cr Mutton seconded

Carried

14. OPERATIONAL SERVICES REPORT NO. 6/2014 - Property Management - Lease Expiry/Salvage Rights - 24 Margaret Street - Ref. AF12/114

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

Cr Von Stanke moved it be recommended:

- (a) **Operational Services Report No. 6/2014 be received;**
- (b) **the salvage rights associated with the Lease of 24 Margaret Street be extended from six (6) months to twelve (12) months to expire on 19th March 2015;**
- (c) **the exercise of salvage rights be at the Lessee’s own arrangement and cost in all things, including the preparation and documentation of all associated worksite safety and other worksite requirements, irrespective;**

- (d) in the event that the salvage rights are exercised after the expiry of the lease on 19 March 2014, the Lessee must enter into a separate occupation licence and/or works contract upon such conditions as determined by the Council Administration;
- (e) in the event that neither the Lessee nor Council have progressed to demolish the improvements at 24 Margaret Street by 19th March 2015, the salvage rights shall lapse.

Cr Mutton seconded

Carried

15. TENDER - Provision of Organic Waste Modelling and Advice - Ref. AF13/484

The Presiding Member reported:

- (a) Council at its meeting held on 15th October 2013 resolved to seek proposals from suitably qualified consultants to undertake the expert modelling of future organic waste volumes going to Caroline Landfill;
- (b) Council received nine (9) submissions, and one (1) late submission. Submissions were received from the following companies:
- CT Management Group
 - GHD
 - Urban Elements & Practice
 - AECOM
 - Mike Ritchie and Associates
 - EC Sustainable
 - Blue Environment
 - Talent with Energy
 - Rawtec
- (c) copies of all submissions are available for Elected Members to read upon request. (contact Operational Services administration staff for copies of the proposals);
- (d) eight (8) of the nine (9) proposals responded well to Council's specification, with three (3) responding exceptionally well in terms of their understanding of the project requirements as outlined in the specification, and their demonstrated experience with similar projects. The lump sum prices listed in all nine (9) proposals fit within the allocated budget, however they do not all include the same level of deliverables for the listed lump sum price;
- (e) in terms of the most cost effective proposal, with the required project experience, Blue Environment is the preferred consultant. Council Officers have contacted referees as listed on the Blue Environment proposal, and all are quite positive about their technical ability and working relationships.

Cr Von Stanke moved it be recommended:

- (a) **The report be received;**
- (b) **Council not consider the proposal from the company who made a late submission;**

- (c) Council accept the proposal of Blue Environment for the provision of organic waste modelling and advice for a lump sum price of \$22,650 (exc. GST) in accordance with contract No. AF13/484.

Cr Shearing seconded

Carried

16. TENDER - Supply and Delivery of Out Front Deck Mower - Ref. AF13/509

The Presiding Member reported:

- (a) Council's Budget, at Account No. 7300/73 has an allocation of \$26,000 (excluding GST) to purchase a replacement mower for Unit 73 (Kubota Mower) of similar size and specification. The budget indicates an estimated trade in price of \$7,000 for existing Unit 73 and an estimated change over price of \$19,000 (excluding GST);
- (b) a number of companies were invited to tender for this unit on VendorPanel (Local Government Procurement) and four (4) submissions were received. These are summarised in the attached table:

Supplier	Make/Model	Cost (excl. GST)	Trade in (excl. GST)	Change Over (excl. GST)	Notes
Wannon Farm Machinery	Kubota F3690 36 HP 72" rear discharge deck	\$30,000.00	\$11,000.00	\$19,000.00	24 month/1500 hours warranty
Wickham Flower & Co.	John Deere 1445 31 HP	\$21,500.00	\$7,000.00	\$14,500.00	
Metropolitan Machinery Pty Ltd	John Deere 1445 31 HP	\$33,400.00	\$9,090.91.00	\$24,309.09	No trade price \$28,854.54
Toro Australia	Toro Groundmaster 3280-D 4WD 26 HP	\$26,068.18	\$6,818.18	\$19,250.00	2 year warranty
	Toro Groundmaster 360 4WD 36 HP	\$29,681.82	\$6,818.18	\$22,863.64	

Discussion

The price difference between the two (2) identical John Deere mowers is extraordinary. Both of these units are 31 HP which is substantially less than the Kubota and Toro. The trade in unit is very similar to Kubota F3690 and Council should consider the higher horsepower units.

Council has a fleet of Kubota mowers and this provides efficiency with parts and knowledge of the machines.

Cr Mutton moved it be recommended:

- (a) The report be received;
- (b) Council accept the tender of Wannon Farm Machinery to supply and deliver one (1) only new Kubota F3690 front mower, fitted with 72" rear discharge deck as per specification AF13/509 at a GST exclusive price of \$30,000, less

trade in allowance of \$11,000 (after GST) of existing Unit 73, giving a net change over of \$19,000 (after GST).

Cr Shearing seconded

Carried

17. TENDER - Supply and Delivery of Tip Truck - Ref. AF13/510

The Presiding Member reported:

- (a) Council's Budget, at Account No. 7300/5 has an allocation of \$106,000 (after GST) to purchase a replacement truck for Unit 5 (Isuzu Tip Truck). The replacement unit will be of similar size to the trade in unit and an estimated trade in price of \$16,000 (after GST) has been allowed for Unit 5;
- (b) the tender was placed on VendorPanel (Local Government Procurement) and four (4) truck companies were invited to tender. The results of the tender are listed in the following table:

Supplier	Make/Model (cab/chassis)	Tipper Body	Total Cost (excl. GST)	Trade in allowance (after GST)	Change Over Cost (after GST)	Notes
Barry Maney Group	Hino J08E-VD 206 kw 6 speed	AJ Stock	\$112,160.00	\$50,000.00	\$62,160.00	Body includes: CBS Burst Valve (\$830.00) Compliance Plate (\$400.00) 3 year / 150,000 km warranty
OGR Trucks	Isuzu FTR 900 Medium (MY14) 191 kw 6 speed	JG Schulz	\$111,473.00	\$47,800.00	\$63,673.00	Isuzu 5 year warranty (plus \$2,950.00) Body includes: CBS Burst Valve (\$830.00) Compliance Plate (included) AJ Stock Body (add \$1,450.00)
Daimler Trucks Mount Gambier	Fuso Fighter 1627 199 kw 6 speed	JG Schulz	\$111,723.96	\$31,818.18	\$79,905.78	CBS Burst Valve (\$830.00) Compliance Plate (included) <u>Includes 5 year extended warranty</u>
South Central Trucks	UD PK 16 280 106 kw 6 speed	JG Schulz	\$111,795.79	\$40,909.09	\$70,886.70	3 year / 200,000 km warranty CBS Burst Valve (\$830.00)

Discussion

All tenders received are conforming and can therefore be considered. All vehicles are very similar in size and specification and all pricing (including trade in) are very competitive.

This report will recommend the least expensive deal.

Cr Mutton moved it be recommended:

- (a) **The report be received;**

- (b) Council accept the tender of Barry Maney Group to supply and deliver one (1) only new Hino J08E-VD fitted with AJ Stock Body (including CBS Burst Valve and Compliance Plate) as per specification AF13/510, at a total cost of \$112,160.00 (plus GST) and also accept the trade in offer of \$50,000 (plus GST) for existing Unit 5 (Reg. No. WYW-375).

Cr Von Stanke seconded

Carried

18. TENDER - Painting Services - Council Buildings and Structures - Ref. AF14/8

The Presiding Member reported:

- (a) Council's Budget, at Account No. 6940.1900 has an allocation of \$300,000 for the maintenance of Council's buildings and structures. Following the condition rating of all of Council's buildings and structures a package of high priority works has been identified and a tender specification prepared and publicly advertised to undertake the identified works;
- (b) at the close of tenders, one (1) conforming tender had been received from G. Weyers Painting Services for a price of \$121,204.72 (plus GST). The schedule of works to be completed is:
1. Lake Terrace Cemetery Sexton's Cottage
 2. Marist Park Pavilion
 3. Frew Park Gazebos
 4. Waste Transfer Centre Office
 5. Waste Transfer Centre Oil Recycling Unit
 6. Old Town Hall Interior
 7. City Hall Interior
 8. Lady Nelson Bus Shelters
 9. Ripley Arcade Carpark Walls
 10. Old Gaol

Cr Mutton moved it be recommended:

- (a) The report be received;
- (b) Council accept the tender of G. Weyers Painting Services to undertake the painting works as per tender specification AF14/8 on the buildings listed in this report at a price of \$121,204.72;
- (c) Mr Daryl Sexton, Director - Operational Services be appointed Superintendant for this contract with the authority to authorise all payments and variations to this contract.

Cr Von Stanke seconded

Carried

19. TENDER - Maintenance Services - Council Buildings and Structures - Ref. AF14/9

The Presiding Member reported:

- (a) Council has an allocation for both Capital upgrades and Maintenance Works (operational) for its buildings and structures (refer Budget of Accounts 7680.5810, 6940.1900 and 6240.0735). Following the completion of condition rating of all Council's buildings and structures a number of tasks have been identified. Some have been completed using sub-contractors, but to assist with getting the works undertaken, a tender specification was developed for seven (7) major projects

involving Vansittart Park, Council Works Depot, Valley Lakes, Centenery Tower, Lake Terrace Cemetery entrance, Civic Centre and the Christmas Nativity Scene;

- (b) tenders have been invited and received for the works and three (3) conforming tenders have been received and these are summarised below (note because of budget constrictions all these tenders have had the proposed works at the Valley Lakes removed from the contract price - this project will now be referred to the 2014/15 Budget for further consideration).

<u>Tenderer</u>	<u>Price</u>
Dycer Constructions Pty Ltd	\$172,171.00
Hok Homes Pty Ltd	\$181,289.99
Steplen Constructions Pty Ltd	\$212,465.00

- (c) all the above contractors are capable of fulfilling the works required by this contract and this report will recommend awarding the contract on the basis of price.

Cr Von Stanke moved it be recommended:

- (a) **The report be received;**
- (b) **Council accept the tender of Dycer Constructions Pty Ltd to undertake the works of specification AF14/9 (and noting the deletion of Item 3 - Valley Lakes Toilet at Freemans Landing) at a GST exclusive price of \$172,171.00;**
- (c) **Mr Daryl Sexton, Director - Operational Services be appointed Superintendant for this contract with the authority to authorise all payments and variations to this contract.**

Cr Shearing seconded

Carried

CORPORATE AND COMMUNITY SERVICES COMMITTEE MINUTES – 11th February, 2014

Cr moved that the minutes of the meeting held 11th February, 2014 be received.

Cr seconded **Carried**

1. FINANCIAL STATEMENT – as at 31st January, 2014

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance.

Cr Lee moved it be recommended the financial statement as at 31st January, 2014 be received.

Cr Smith seconded **Carried**

2. STRATEGIC MANAGEMENT - Internal - Corporate and Community Services Committee - Business Arising Table - Ref. AF11/1900

Goal: Governance

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

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

Date of Motion	Subject Matter	Action Required	Responsibility	Status	Comments
CORPORATE AND COMMUNITY SERVICES					
18/10/2011	Strategic Management Plan	Develop Operational Plans	Chief Executive Officer	In Progress	Meeting with Presiding Member 2nd April 2013 with Chief Executive Officer and Senior Staff to progress the two matters being: <ol style="list-style-type: none"> 1) Improved Corporate reporting and review; and 2) Strategic Plan reflecting roles of Elected Members and Staff <ul style="list-style-type: none"> • Desktop analysis to be conducted • Review of responsibility matrix to be completed • Comments reviewed by 27th November 2013 • Workshop commencing January 2014
20/11/2012	Establishment of City Development Framework		Chief Executive Officer	In Progress	<ul style="list-style-type: none"> • Stage 1 completed • Stage 2 authorised • Additional funding authorised • Workshop conducted with Professor John Martin on 3rd December 2013 • Working group now a sub-committee of

					<p>Corporate and Community Services</p> <ul style="list-style-type: none"> • Professor John Martin engaged by Council • Visits by John Martin 16th January 2014 and week beginning 3rd February 2014
09/07/2013	SELGA Review	Council prepare plans to undertake a review (of SELGA) by the end of the calendar year	Chief Executive Officer	In Progress	<ul style="list-style-type: none"> • Waiting for a date from SELGA to arrange an extended Workshop for Elected Members. Facilitator is organised. • SELGA President and Executive Officer informal meeting with Council • SELGA conducting a review of its strategic plans including engagement with constituent Councils (independent of Council's resolution on this matter)
20/08/2013	Umpherston Sinkhole	<ul style="list-style-type: none"> • Expressions of Interest Process • Council Report 	Governance Officer	In Progress	Review of leasing options for this and other Council facilities
17/09/2013	China Relationship	Further investigations/members workshop	Chief Executive Officer	In Progress	<ul style="list-style-type: none"> • Initial workshop held • Regional workshop scheduled on 5th December • Members Informal workshop on 6th December • Further workshop scheduled for 19th February 2014.
17/09/2013	Smoke Free areas	Implementation of	Operational Services, Governance Officer, Manager Community Services and Development	In Progress	Event surveys underway and results to be presented in 2014
15/10/2013	Policy Review	Review process confirmed	Governance Officer	In Progress	Review commenced Report to Corporate and Community Services 10th December 2013
19/11/2013	Community Engagement and Social Inclusion Sub-Committee	Members Workshop	Manager Community Services and Development, Chief Executive Officer	Completed	
17/12/2013	Display of Aboriginal and Torres Strait Islander Flags in the Council Chamber	Engagement with stakeholders and establishing a process	Manager Community Services and Development	In Progress	Ongoing discussion with Pangula Mannamurna, Burrandies Aboriginal Corporation and Elders Group. Amended handover date to be advised.
28/1/2014	SELGA Appointments	Notify SELGA	Chief Executive Officer	Completed	SELGA meeting and AGM 7 th February, 2014
28/1/2014	Men's Shed	Further Planning	Chief Executive Officer, Governance Officer	In Progress	Meeting with Men's Shed, Councillors and Staff scheduled for 10 th February, 2014

28/1/2014	Pedal Prix Event	Further Report	Manager Community Services and Development	Completed	Proposal withdrawn
28/1/2014	Committee Appointments	Nominations Called	Chief Executive Officer	Completed	Close 7 th February, 2014 Report to Council 18 th February, 2014

Date of Motion	Subject Matter	Action Required	Responsibility	Status	Comments
OPERATIONAL SERVICES					
16/04/2013	Park and Stride - community engagement	Matter left to lie on table pending further re-engagement with the community	Director - Operational Services	In Progress	Referred to Environmental Sustainability Sub- Committee for further action
17/09/2013	Playground Construction - Traditional Playgrounds vs. Natural Playgrounds	Prepare concept designs for a natural playground within the John Powell Drive Reserve, engage with the local community and schools regarding their ideas/ acceptance and contributions towards a natural playground	Engineering Manager	In Progress	Concept being prepared, consultation in process
17/09/2013	Regional Development Assessment Panels	Support the focus of the proposal and review the recommendations at a later date	Strategic Project Officer	Ongoing	Waiting for outcomes of investigation by SELGA
15/10/2013	Desktop Analysis of Strategic Plan	Relevant sections of Strategic Plan - Beyond 2013 and the Corporate Plan 2012 be provided to relevant Committees, Members and Staff (subject to reviewing the responsibility matrix)	Strategic Project Officer	In Progress	Review is progressing
19/11/2013	Disposal of surplus materials	Nominate all surplus/unwanted materials ad arrange public auction	Director - Operational Services	In Progress	This will occur in early 2014, date yet to be confirmed
19/11/2013	Equipit Mobility - request for permit area (disabled) - Canavan Road	Send letter to Equipit Mobility, arrange installation of two (2) permit area (disabled) car parking bays	Team Leader - General Inspector	Completed	Signage installed and invert has been constructed
17/12/2013	12 Canavan Road - fence and retaining walls	Prepare report on condition of the fence	Director - Operational Services	In Progress	Letter sent to Tonkin Consulting on 02/01/2014 to undertake assessment
28/01/2014	Caroline Landfill - TANA Compactor	Replace front and rear drums	Director - Operational Services	Completed	GCM Enviro will undertake these works
28/01/2014	Mount Gambier Cemetery Trust	Adopt Terms of Reference (with addition of Clause 17.1.2) and Memorandum of Understanding	Director - Operational Services	In Progress	Documents to be signed and forwarded to the Mount Gambier Cemetery Trust
28/01/2014	Village Medical Centre	Send letter to Village Medical Centre	Director - Operational Services	Completed	Letter sent on 31/01/2014

28/01/2014	Aquatic Centre Management Advisory Group	Send letter of congratulations to Peter Collins, Manager	Director - Operational Services	Completed	Letter sent on 29/01/2014
28/01/2014	Penola Road Bicycle Lanes	Send letter to DPTI, Minister Koutsantonis and Local Member for Mount Gambier	Director - Operational Services	Completed	Letters sent on 29/01/2014
28/01/2014	Elizabeth Street Traffic Safety Investigation	Send letter and copy of Report to Mr Renko	Director - Operational Services	Completed	Letter and Report sent on 31/01/2014
28/01/2014	Installation of Bus Zone - Lady Nelson Carpark	Arrange installation of Bus Zone	Team Leader - General Inspector	In Progress	Signage has been ordered
28/01/2014	Rescission of Motorcycle Parking - Railway Terrace Carpark	Arrange for rescission of Motorcycle Parking	Team Leader - General Inspector	In Progress	Signage to be removed and lines repainted
28/01/2014	Operational Services Policy Review	Receive feedback by 21/02/2014, to present further report in March 2014	Governance Officer	In Progress	Further report will be presented at March 2014 meeting

Cr Persello seconded

Carried

3. **FINANCIAL MANAGEMENT - Budgeting - Annual Business Plan and Budget Consultation 2014/15 Financial Year – Ref. AF13/457**

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisations governance.

The Director - Corporate Services reported:

- (a) In accordance with Section 123 of the Local Government Act 1999, the following Program leading up to the adoption of Annual Business Plan and Budget for 2014/2015 is proposed (actual dates to be confirmed):

Date (2014)	Description
March/April	Members Budget Workshops/Briefing(s) (actual dates to be confirmed).
by 30 th April	Draft Business Plan and Budget released for public comment.
by 31 st May	Public submissions on draft Business Plan and Budget close.
early June	First Special (public) Meeting to hear any public submissions and to discuss the draft Business Plan and Budget.
mid June	Second Special (public) Meeting to be held to discuss/finalise the draft Business Plan and Budget (if required).
late June/July	Special Council meeting to be held to finalise draft Business Plan and Budget (if required).
31 st July	Last date for finalization/distribution of first quarterly rate notice and distribution of summary Annual Business Plan.
12 th September	First quarterly rate installment final payment date.

- (b) Further noting the public consultation requirements of Section 123 the following public notification process (advising of availability and inviting submissions) is proposed:

- Newspaper advertisements (3 inserts)
- News releases/interviews
- Online community engagement “Have Your Say” facility
- A range of community engagement opportunities/processes that may include but go beyond the processes used during the 2013/2014 Business Plan and Budget

Consultation. Elected Members input into the nature of this engagement will be sought.

Cr Smith moved it be recommended:

- (a) the report be received;
- (b) the Draft 2014/2015 Annual Business Plan and Budget Program be endorsed by Council.

Cr Lee seconded

Carried

4. GOVERNANCE - Committees – City Development Framework Sub-Committee – Minutes of Meeting held on 16th January, 2014 - Ref. AF13/486

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance.

Cr Smith moved it be recommended:

- (a) the minutes of the City Development Framework Sub-Committee meeting held on 16th January, 2014 be received;
- (b) recommendations (numbered 1 to 4) of the City Development Framework Sub-Committee be adopted by Council.

1. TERMS OF REFERENCE – City Development Framework Steering Committee - Ref. AF13/486, Attachment 1

- (a) the report be received.
- (b) the Terms of Reference be adopted.

2. COMMUNITY ENGAGEMENT – Opening Workshops – Ref. AF13/125

- (a) the report be received.
- (b) the format of the workshops to proceed in accordance with the following:
 - (i) Mayor (Cr Smith) Welcomes and outlines project, identifies Council Members from the City Development Framework Sub Committee and introduces Prof Martin facilitator (5 mins).
 - (ii) Professor Martin Outlines process and invites participants to intro each other at their tables (5 mins)
 - (iii) Professor Martin outlines the rational four themes futures papers ‘The Resilient City’ (10 mins)
 - (iv) Strategic Project Officer provides a comparative overview of Mount Gambier with two other regional cities (Warrnambool in Vic and Whyalla in SA) (10 mins)
 - (v) Participants invited to identify measure(s) that they use to compare Mount Gambier with other locations. They are asked

to first write down three measures on a sheet of paper and then to share these with their table group coming up with a summary list (30 mins). These are then listed on butcher's paper through a plenary (JM facilitates TT supports) (30 mins)

- (vi) In the last session we ask them to identify their aspirations; for themselves, their family and friends and for the community. They are invited to share these with their table groups and Professor Martin facilitates asking for only one of each from each table group to get an overview of aspirations. The individual sheets are collected (20 mins)
 - (vii) Professor Martin will review the process over the coming months, thanks them for their participation, identifies Tracy Tzioutziouklaris as the contact person, invited Mayor to thank and close (5 mins).
- (c) The timetable and process for the preparation of the four Futures Papers guiding the City Development Framework project as provided by Professor Martin is as follows:

3-6 Feb Workshop 1: Welcome, Rationale for the Futures Papers, Workshop process for community involvement outlined, participant's introduce themselves to each other, work in groups on measures that matter and identify and share their aspirations. We present comparative information on MTG, Warrnambool and Whyalla related to each of the four themes. We ask participants to tell us the measures that matter for them and their organisation. We invite them to tell us their aspirations; for themselves, family and friends and the community. We summarise these in plenary and invite them back to the second workshop where will review and refine this first round of discussions.

3-7 March Workshop 2: We will present the findings from the first workshop and seek their feedback on measures and aspirations. We will have analysed the output from the February workshop examining the range of measures categorising the responses. We will ask participants to think broadly about their community and to determine if the aspirations related to each theme are comprehensive. The question we are addressing here is; have we overlooked anything? In this second two hour workshop the opportunity is to both analyse initial responses, to refine and make additions and begin to consolidate a view of the future related to each theme. This workshop provides the opportunity for participant's to reflect and speak more about what matters to them about living and working in Mount Gambier.

In March we will seek an invitation from various groups (including mothers' groups and recent arrivals to the Mt Gambier community, eg Congolese, Karens) to meet with them to discuss their aspirations for living and working in this city. Council members will take a leading role in these meetings. The outcomes from these will also contribute to the preparation of the Futures Papers.

31 Mar - 4 April Workshop 3: We next ask participants to identify options to achieve future aspirations related to each theme. They will have had the opportunity to discuss the first two workshops

with their colleagues and community members and will be primed to put their views about how best to act, in their own right and in partnership with other organisations across Mount Gambier.

12 - 16 May Workshop 4: The draft futures paper for each theme is presented to respective workshops for their consideration: clarification, correction, and addition. Participant feedback will be used to redraft each paper.

16 June: Revised futures papers will be completed and emailed to all participants. They will be asked to present the respective papers to their organisation/interest group for comment and feedback. This process should be both informing and an opportunity to receive feedback from participants and their representative organisations.

21 July: Penultimate draft futures papers are published by the Mount Gambier City Council calling for feedback from the whole community. We will ask respondents to address specific questions related to respective papers. There will be a structured media campaign so as many people as possible are aware and can contribute if they choose.

Aug - mid Sept: Futures Papers are completed and officially launched by the Mayor and Councillors.

3. **MOBILISING LEADERSHIP IN CITIES AND REGIONS - paper by Andrew Beer and Terry Clower, Centre for Housing, Urban and Regional Planning, University of Adelaide Ref.- AF13/125**
 - (a) the report be received.
 - (b) The comments about regional leadership in the paper be noted.
 - (c) Consideration be undertaken as to how the paper reflects the leadership of the community.
4. **CITY DEVELOPMENT FRAMEWORK PROJECT – Appointment of Professor John Martin – Ref - AF13/125**
 - (a) The report be received.
 - (b) Council reconfirm its engagement of Professor John Martin of Cadence Management Consulting to assist Council in Stage Two of the City Development Framework to a maximum direct cost of up to \$45,000.

Cr Persello seconded

Carried

5. **ORGANISATIONS AND ASSOCIATIONS - Local Government Association Showcase and Ordinary General Meeting - Ref. AF11/933**

Goal: Governance
Strategic Objective: Engage with national, state, regional and local forums and partnerships to provide solutions and options to continually improve Councils service delivery and performance.

Cr Maher moved it be recommended:

- (a) the Mayor be appointed as the delegate to represent Council at the 2014 Local Government Showcase and Ordinary General Meeting of the Local Government Association of South Australia to be held in Adelaide on Thursday 10th April, 2014 and Friday 11th April, 2014.
- (b) Cr Richardson be appointed proxy delegate to represent Council should the Mayor not be able to attend the General Meeting;
- (c) the Local Government Association be advised Council does not wish to submit any notice of motions;
- (d) the Mayor and Deputy Mayor be registered to attend the 2014 Local Government Showcase and Ordinary General Meeting to be held on Thursday 10th April, 2014 and Friday, 11th April, 2014, with all costs of registration, travel, accommodation and meals etc met by Council;
- (e) any Council Member wishing to attend the Local Government Showcase and Ordinary General Meeting on Thursday 10th April, 2014 and Friday 11th April, 2014 be registered to attend with all costs being met by Council.

Cr Lee seconded

Carried

6. CORPORATE AND COMMUNITY SERVICES REPORT NO. 11/2014 – Council Fees and Charges Review 2014/2015 – Ref. AF11/2289

Goal: Governance
Strategic Objective: Evaluate the effectiveness of all service delivery initiatives against the returns and/or benefits to the community.

Cr Persello moved it be recommended:

- (a) Corporate and Community Services Report No. 11/2014 be received;
- (b) Council adopt all recommended fees and charges identified in the “Schedule of Fees and Charges - 2014/2015 Financial Year” as presented in Corporate and Community Services Report No. 11/2014 notwithstanding that;
 - (i) other than those fees and charges that are identified as having specific commencement or review dates, all fees and charges in the “Schedule of Fees and Charges - 2014/2015 Financial Year” will come into effect on 1st July 2014.
 - (ii) Council may see fit to amend any fee or charge as circumstances change or arise.
 - (iii) the approval of Dog and Cat Management Board is required in relation to Council’s application for revised dog registration fees for the 2014/2015 year.
- (c) Dog Registration Fees referred to on Page 9 of the “Schedule of Fees and Charges – 2014/2015 Financial Year” be excluded for the time being.

Cr Smith seconded

Carried

7. CORPORATE AND COMMUNITY SERVICES REPORT NO. 12/2014 – Umpherston Log Cabin Building – Ref. AF11/1474

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.*

Cr Smith moved it be recommended:

- (a) Corporate and Community Services Report No. 12/2014 be received and contents noted.**
- (b) Subject to successful negotiations with interested operators, public consultation be conducted on the proposal to lease/licence the Umpherston log cabin/kiosk (and immediately surrounding area) for a period of not less than 5 years for the operation of a tourism related business and any associated works/improvements.**
- (c) The results of public consultation on the proposal to lease/licence the Umpherston log cabin/kiosk be presented to Council for consideration. In the event that no submissions are received in objection to the proposal the Chief Executive Officer be authorised to immediately grant a lease/licence to the preferred operator.**

Cr Persello seconded

Carried

8. CORPORATE AND COMMUNITY SERVICES REPORT NO. 13/2014 – Corporate and Community Services Policy Review – Ref. AF11/1950

Goal: *Governance*

Strategic Objective: *Demonstrate innovative and responsive organisational governance.*

Cr Persello moved it be recommended:

- (a) Corporate and Community Services Report No. 13/2014 be received.**
- (b) Corporate and Community Services Policies be revoked and removed from the City of Mount Gambier Policy Index, as follows:**
 - i. P190 - Pro-formas and Handouts**
 - ii. P170 - Property - Sales, Purchases or Development of Land and Buildings**
 - iii. F230 - Frew Park - Trust Deed**
 - iv. B110 - Building - Construction Industry Training Fund**
 - v. L110 - Lady Nelson - Christmas and New Year Period**
 - vi. C240 - Controlling Authorities**
 - vii. S170 - Sponsorship**
 - viii. E120 - Employees - Advance on Salaries and Wages**
 - ix. E130 - Employees - Attendance at Council and Committee Meetings**

- x. E140 - Employees - Authority for Overtime
- xi. E180 - Employees - Industrial Representation - Engagement of Experts
- xii. E190 - Employees - Meetings and Seminars
- xiii. E125 - Employees - Annual Leave Policy
- xiv. E150 - Employees - Christmas Leave
- xv. E165 - Employees - Defence Reserves Forces Leave
- xvi. E175 - Employees - Jury Service/Witness Service
- xvii. E185 - Employees - Long Service Leave
- xviii. C270 - Council and Committees - Agenda Inquiries
- xix. C295 - Council and Committees - Conduct- Filming and Audio Recording Devices
- xx. M120 - Media - Access and Availability of Documents
- xxi. R190 - Refreshments
- xxii. M180 - Members - Copies of Legislation
- xxiii. M200 - Members - Meetings of Electors
- xxiv. M220 - Members - Photographs
- xxv. M245 - Members - Induction Policy

(c) Corporate and Community Services Policies be revoked and removed from the City of Mount Gambier Policy Index, and relevant content incorporated into administrative documentation as specified in CCS Report No. 80/2013, as follows:

- i. A160 - Addresses
- ii. E245 - Employees - Code of Conduct
- iii. E220 - Employees - Superannuation
- iv. C380 - Council Vehicles - Involved in Accidents
- v. E230 - Employees - Telephone
- vi. E235 - Employees - Voluntary Emergency Service
- vii. E170 - Employees - Driver's Licence
- viii. E160 - Employees - Credit Cards
- ix. E215 - Employees - Social Club Council Contribution
- x. C210 - Contracts (Licenses, Leases etc.)
- xi. C350 - Council Land - Special Events Permit
- xii. C230 - Correspondence - Outwards
- xiii. L140 - Legislation - Procedure for Breach of
- xiv. P150 - Policy Manual - Distribution
- xv. R175 - Records Management - Policy and Procedure Statement
- xvi. R260 - Reserves - Work Undertaken by Community Organisations
- xvii. V130 - Volunteers
- xviii. L120 - Lady Nelson Entrance Fees
- xix. L150 - Library - Censorship

- xx. L160 - Library - Loans/Borrowers
- xxi. L170 - Library - Unattended Children
- xxii. T130 - Tourism - Miscellaneous Matters
- xxiii. T140 - Tourism - Objectives of Council
- xxiv. A225 - Arts and Cultural Policy
- xxv. A230 - Art Works - Council Assistance
- xxvi. C130 - Citizenship Ceremonies
- xxvii. M215 - Members - Code of Conduct and Complaint Handling Policy
- xxviii. C260 - Council and Committees - Agenda Deadlines
- xxix. R150 - Rates - Rebate Register
- xxx. R170 – Receipts

(d) Corporate and Community Services Policies be converted to Operational Services Policies, as follows:

- i. A240 - Assemblies and Events on Council Land
- ii. C180 - Community Organisations

(e) Amalgamation and/or review of remaining Corporate and Community Services Policies continue to be undertaken on a prioritised and periodical basis under the direction of the Corporate and Community Services Committee.

Cr Maher seconded

Carried

9. **CORPORATE AND COMMUNITY SERVICES REPORT NO. 14/2014** – Local Government Association Showcase and General Meeting – City of Mount Gambier Presentation and Display – Ref. AF11/933

Goal: Governance

Strategic Objective: Engage with national, state, regional and local forums and partnerships to provide solutions and options to continually improve Council's service delivery and performance.

Cr Lee moved it be recommended:

- (a) Corporate and Community Services Report No. 14/2014 be received;
- (b) Cr Maher be registered to attend the LGA Showcase and General Meeting to deliver a presentation on Lifelong Learning on behalf of the City of Mount Gambier, with all costs being met by Council;
- (c) Council employees who will be attending the Showcase and assisting at the presentation booth be registered to attend with all costs being met by Council.

Cr Persello seconded

Carried

MOTIONS WITH NOTICE

1. CORPORATE AND COMMUNITY SERVICES REPORT NO. 15/2014 – Appointment of Councillors on Council Committees - Ref. AF11/854, AF11/858

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance.

Members will recall at the Council Meeting of 28th January, 2014:

- “(a) *Corporate and Community Services Report No. 8/2014 be received;*
- (b) *The CEO seeks Councillor nominations in writing by 5.00 pm, Friday 7th February 2014 for the following external appointments:*
- *Mount Gambier and Districts Airport Committee*
 - *Blue Lake Management*
 - *Mount Gambier Aquatic Centre*
- (c) *The CEO seeks Councillor nominations in writing by 5.00 pm, Friday 7th February 2014 for the following internal appointments:*
- *Mount Gambier Lifelong Learning Sub-Committee*
 - *Environmental Sustainability Sub-Committee*
 - *City of Mount Gambier Junior Sports Assistance Fund*
 - *Mount Gambier Cemetery Trust*
 - *Operational Services Committee and Strategic Planning and Policy Development Committee”*

Cr moved:

- (a) Corporate and Community Services Report No. 15/2014 be received.
- (b) there being no other nominations received Members are appointed to vacant Committee positions as follows:
- i. Mount Gambier Aquatics Centre
Cr Merv White
 - ii. Mount Gambier Lifelong Learning Sub-Committee
Deputy Mayor Cr Penny Richardson
 - iii. Mount Gambier Cemetery Trust
Cr Merv White
- (c) there being more than one nomination received for each position that lots be drawn to determine the person to be appointed in accordance with Council Policy C280 COMMITTEES – Appointment of Members as follows:
- i. Mount Gambier and Districts Airport
Nominees: Cr Ian Von Stanke
Cr Biddie Shearing
Cr Merv White
Cr Andrew Lee

ii. Blue Lake Management

Nominees: Cr Allen Smith
 Cr Ian Von Stanke
 Cr Jim Maher
 Cr Merv White
 Cr Andrew Lee

iii. Environmental Sustainability Sub-Committee

Nominees: Cr Jim Maher
 Cr Merv White
 Cr Ian Von Stanke

iv. City of Mount Gambier Junior Sports Assistance Fund

Nominees: Cr Allen Smith
 Cr Ian Von Stanke
 Cr Andrew Lee

v. Operational Services Committee and Strategic Planning and Policy Development Committee

Nominees: Deputy Mayor Cr Penny Richardson
 Cr Allen Smith
 Cr Andrew Lee

(d) the Chief Executive Officer be authorised to draw lots from named nominees for each position in (c) and to declare the names drawn in each instance.

(e) upon the declaration by the Chief Executive Officer each of the persons named be appointed to the relevant position(s).

Cr seconded

MOTIONS WITHOUT NOTICE

meeting closed at

FM

**MEMBERS INFORMAL WORKSHOP – ELECTED MEMBER REPRESENTATION ON
OUTSIDE COMMITTEES, MONDAY 10TH FEBRUARY, 2014**

Report

A workshop for Elected Members was held on Monday 10th February, 2014 at 6.00 p.m. to discuss Elected Member Representation on outside committees.

RECORD OF PROCEEDINGS
Monday, 10th February, 2014
Committee Room, Level 4
Civic Centre
10 Watson Terrace, Mount Gambier

WORKSHOP PRESENTED BY:- Elected Members

MEMBERS PRESENT:-

Mayor SA Perryman
Cr A Lee
Cr J Maher
Cr DK Mutton
Cr H Persello
Cr PG Richardson
Cr B Shearing
Cr A Smith
Cr I Von Stanke
Cr MR White

STAFF PRESENT:-

Nil

MEMBERS APOLOGIES:-

Nil

LEAVE OF ABSENCE:-

Meeting closed at 7.00 p.m.

CORPORATE AND COMMUNITY SERVICES REPORT NO. 15/2014

SUBJECT: APPOINTMENT OF COUNCILLORS ON COUNCIL COMMITTEES

REF: AF11/854 / AF11/858

Goal: Governance
Strategy: Demonstrate innovative and responsive organisational governance.

Further to Corporate and Community Services Report No. 08/2014 considered at the 28th January 2014 Council meeting nominations to fill positions on Council (Internal and External) Committees vacated by the resignation of former Deputy Mayor Councillor Byron Harfield have been received and are presented for consideration in accordance with Council Policy C280 *COMMITTEES – Appointment of members to serve on Council Committees*. Councillors were provided nomination information by memo on 10 February 2014.

The following nominations have been received:

Nominations for External Bodies

Mount Gambier and Districts Airport	<ul style="list-style-type: none"> • Cr Ian Von Stanke • Cr Biddie Shearing • Cr Merv White • Cr Andrew Lee
Blue Lake Management	<ul style="list-style-type: none"> • Cr Allen Smith • Cr Ian Von Stanke • Cr Jim Maher • Cr Merv White • Cr Andrew Lee
Mount Gambier Aquatics Centre	<ul style="list-style-type: none"> • Cr Merv White

Nominations for (Internal) Council Committees

Mount Gambier Lifelong Learning Sub-Committee	<ul style="list-style-type: none"> • Deputy Mayor Cr Penny Richardson
Environmental Sustainability Sub-Committee	<ul style="list-style-type: none"> • Cr Jim Maher • Cr Merv White • Cr Ian Von Stanke
City of Mount Gambier Junior Sports Assistance Fund	<ul style="list-style-type: none"> • Cr Allen Smith • Cr Ian Von Stanke • Cr Andrew Lee
Mount Gambier Cemetery Trust	<ul style="list-style-type: none"> • Cr Merv White
Operational Services Committee and Strategic Planning and Policy Development Committee	<ul style="list-style-type: none"> • Deputy Mayor Cr Penny Richardson • Cr Allen Smith • Cr Andrew Lee

Council Policy C280 provides in the event of more than one expression of interest being received for a position that firstly preference be given to the Portfolio holder, and secondly that lots be drawn for the position (the name being drawn out being declared the appointed person).

Corporate and Community Services Report No. 15/2014 cont'd...

RECOMMENDATION

- (a) Corporate and Community Services Report No. 15/2014 be received.
- (b) there being no other nominations received Members are appointed to vacant Committee positions as follows:
- i. Mount Gambier Aquatics Centre
Cr Merv White
 - ii. Mount Gambier Lifelong Learning Sub-Committee
Deputy Mayor Cr Penny Richardson
 - iii. Mount Gambier Cemetery Trust
Cr Merv White
- (c) there being more than one nomination received for each position that lots be drawn to determine the person to be appointed in accordance with Council Policy C280 *COMMITTEES – Appointment of members* as follows:
- i. Mount Gambier and Districts Airport
Nominees: Cr Ian Von Stanke
Cr Biddie Shearing
Cr Merv White
Cr Andrew Lee
 - ii. Blue Lake Management
Nominees: Cr Allen Smith
Cr Ian Von Stanke
Cr Jim Maher
Cr Merv White
Cr Andrew Lee
 - iii. Environmental Sustainability Sub-Committee
Nominees: Cr Jim Maher
Cr Merv White
Cr Ian Von Stanke
 - iv. City of Mount Gambier Junior Sports Assistance Fund
Nominees: Cr Allen Smith
Cr Ian Von Stanke
Cr Andrew Lee
 - v. Operational Services Committee and Strategic Planning and Policy Development Committee
Nominees: Deputy Mayor Cr Penny Richardson
Cr Allen Smith
Cr Andrew Lee
- (d) the Chief Executive Officer be authorised to draw lots from named nominees for each position in (c) and to declare the names drawn in each instance.
- (e) upon the declaration by the Chief Executive Officer each of the persons named be appointed to the relevant position(s).

Corporate and Community Services Report No. 15/2014 cont'd...



Michael McCARTHY
GOVERNANCE OFFICER

Sighted:



Mark McSHANE
CHIEF EXECUTIVE OFFICER

11th February, 2014
MMcC

(Refer Item of Corporate and Community Services Minutes)



C280 COMMITTEES - Appointment of Members to serve on Council Committees

Preamble

Council has identified the need to continually refine the Council Member Appointments process that occurs at the commencement of a new Council term. The process should seek to include the following features:

1. Immediately following the conclusion of the four yearly General Elections, the new Council needs to form the membership of its Committee's Member Portfolio appointments and make appointments to outside organisations;
2. Given that the formal business process of Council must "continue on" there is little time available between the conclusion of the General Election and when the formal Committee's of Council need to meet to continue the business of Council;
3. The best way for Members (and specifically newly elected Members) to express their preferences for appointment to any specific Committee, outside organisation or Portfolio etc. based on their skills and interest. In addition Members may have preferences for certain days/times when they are more likely to be available to serve the business of Council and the community;
4. The best way for Members to be briefed on the business of Council, the status of projects, the processes of Council, the processes of meeting procedures etc. given the very narrow window of opportunity that is available between the conclusion of the General Election, the usual date/time for the Statutory first meeting of the new Council and the immediate commencement of the formal business of Council i.e. Committee meetings and Council meetings.
5. How best can newly elected Members receive effective induction into Council, the role, functions, responsibilities and the current issues as well as the more day to day conduct of the business of Council.

Policy Provisions

As a means of attempting to provide all Members every opportunity to have input into the formation of the Council Committee's, appointments to outside organisations, Portfolios etc., to be briefed on the business, processes and structure of Council, a level of induction and a general meet and greet, the following steps be implemented:

1. Prior to the close of voting in the Local Government General Election, all candidates for election be provided with:
 - 1.1 Council Policy C280 - Committees - Appointment of Members to Service on Council Committees etc.

(The provision of this information is intended to provide to those candidates who are eventually elected, an idea of initial meeting and appointments timelines and processes, following the conclusion of the General Election.)
 - 1.2 Schedule of Council Standing Committees, Council Portfolios, Internal Committees/Working Party's and known Organisations external of Council where Council representation is required or expected.



- 2 -

C280 COMMITTEES - Appointment of Members to serve on Council Committees cont'd...

(The provision of this information is intended to encourage those candidates who are eventually elected to complete and lodge with the Chief Executive Officer, a statement of preferences in respect of which Committees, Appointments etc. that a particular Member would like to be considered for.)

Those candidates eventually elected should prepare their response statements detailing their preferences and lodge with the Chief Executive Officer by noon on the Monday following the Saturday General Election prescribed date to enable a master schedule of responses to be collated and prepared for presentation to the Informal Workshop referred to in 2 following.

In preparing and considering such appointments Council should attempt to ensure that the natural and logical sequence of the Council structure be adhered to whenever possible i.e.

- each Committee has specific functions and purposes
- the appointment of a specific Member to a Committee should also "link" to any Member appointment to an outside organisation where that outside organisation has similar functions and purposes of that Committee
- the appointment of a specific Member to a Committee should also "link" to any Member appointment to a Council Portfolio where that Portfolio has similar functions and purposes of that Committee.

1.3 An option exists that during the election process (and prior to the conclusion of voting in the Local Government General Election), all candidates could be invited to attend an informal candidates briefing on the current issues of Council so that those candidates eventually elected are better prepared/briefed to address those issues.

2. In the week following of the conclusion of the General Election all Members be invited to attend an Informal Workshop to be briefed upon and/or consider:

- structure and membership of Standing Committees
- functions of Standing Committees
- appointments to Council Portfolios, Internal Committees/Working Party's, Organisations external of Council where representation is required or expected
- timing for Council/Committee meetings
- an initial level of ongoing induction in respect of the core principles/role of local government
- an initial briefing on meeting procedures
- major issues that are currently before Council or will need to be considered by Council

3. The Statutory (first) meeting of Council (to declare offices, confirm meeting times, appointments etc.) be scheduled for the second week after the General Election (and being the week after the Informal Workshop of Council referred to in 2 above).

As a consequence of the above procedures, existing meeting date/time schedules may need to be varied to accommodate the orientation of the new Council in the month of November 2010, 2014 etc.

4. A complete review of all Council Appointments will occur within 12 months of initial appointment and implementation.



C280 COMMITTEES - Appointment of Members to serve on Council Committees cont'd...

5. Other or Subsequent Council Appointments

In the event of other or subsequent Council appointments (whether internal or external of Council) being required during the term of Council the following processes shall be followed:

- (a) The Chief Executive Officer shall give notice to all Elected Members, of the position vacancy and invite expressions of interest in the position from the Elected Members;
- (b) The above notice shall provide detail relative to the position and shall specify a date whereby expressions of interest (in writing) will close;
- (c) The Chief Executive Officer shall refer all expressions of interest received by the closure date to Council for decision;
- (d) In the event of more than one expression of interest being received for the position Council shall in the first instance give preference to the Portfolio holder for the position and secondly if no interest has been expressed by the relevant Portfolio holder, draw lots for the position (the name drawn out being declared the appointed person).

6. Members Portfolios

Council maintain its system of the appointment of Members to specific Members Portfolios.

There is a continuing desire to have, as a formal part of the Council structure, the recognition of Member Portfolios and the designation of key responsibilities for each Portfolio.

Consideration needs to be given to the requirements/function of the Portfolio and the suggested appointment of Members to each formal Portfolio e.g.

- the structure, appointees and the responsibilities of each of Council's Standing Committees and the Development Assessment Panel;
- the individual expertise and personal interests of Members;
- the appointment of specific members to specific outside organisations;
- linkages of Portfolio responsibilities to the Committees of Council;
- linkages of the Member appointed to a specific Portfolio and its relationship to a Committee of Council of which the same Member is appointed.

The portfolio system is intended to spread responsibilities, encourage the appointment of Members to working parties/committees/outside organisations and to provide a logical guide as to those appointments and to which of Council's main Committees each Member is appointed to.

Adopted by Council: 16th December 1999	Amended: 18th April 2000	Adopted as a new Policy by Council on 15 th April, 2003
Reviewed: 19 th September 2006	Amended/Reviewed: 17 th April, 2007	Amended: 19 th June 2007
Reviewed: 17 th March 2009	Amended:	Amended:
Amended:	Amended:	Amended:
Amended:	Amended:	Amended:



C280 COMMITTEES - Appointment of Members to serve on Council Committees cont'd...