

MINUTES OF THE MEETING OF THE CITY OF MOUNT GAMBIER HELD AT THE COUNCIL CHAMBER, CIVIC CENTRE, 10 WATSON TERRACE, MOUNT GAMBIER ON TUESDAY 18<sup>th</sup> FEBRUARY 2014 AT 6.00 P.M.

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**COUNCIL**

**PRESENT:** Mayor SA Perryman

Cr A Lee  
Cr J Maher  
Cr H Persello  
Cr PG Richardson  
Cr B Shearing  
Cr A Smith  
Cr I Von Stanke  
Cr MR White

**LEAVE OF ABSENCE:**

**APOLOGY/IES:** Cr Von Stanke moved the apology received from Cr Mutton be accepted.

Cr Lee seconded

Carried

**COUNCIL OFFICERS:**

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
Finance Officer	-	Mr G Button
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:**

Cr White moved the minutes of the previous meeting held on 28<sup>th</sup> January, 2014 be taken as read and confirmed.

Cr Smith seconded

Carried

**MAYORAL REPORT** - Ref. AF11/881

- City Development Framework well attended thanks to participants, staff and Elected Members for attending. Would like to acknowledge Tracy Tzioutziouklaris as lead officer. Participants from workshop have received thank you letters, participants will receive compiled results. Further workshops will be held in March.
- SELGA meeting – there was a motion regarding unconventional mining (fracking) and 100 people attended holding a respectful demonstration regarding fracking. SELGA will be holding an information session for all Elected Members across the South East – group experts will come and explain rights etc.
- SELGA AGM all City of Mount Gambier Council nominees were elected.
- Provincial Cities Association – NRM Native vegetation clearance was a major agenda item.

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

<u>Member</u>	<u>Organisation</u>
Cr Richardson	Rotary Club of Mount Gambier Lakes presentation of \$3,000 to the Junior Sports Assistance Fund (money raised by Blue Lake Fun Run), Rod Tolley workshop morning and afternoon, Sorry Day celebration 6 <sup>th</sup> year anniversary at the Main Corner, Animal Welfare League site inspection, City Development Framework workshops x 3.
Cr Persello	City Development Framework workshops, Corporate and Community Services Committee meeting, Members Informal workshop.
Cr Shearing	City Development Framework workshops

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

**Cr Von Stanke seconded**

**Carried**

**QUESTIONS:**

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

**PETITIONS:** Nil.

**NOTICE OF MOTION TO RESCIND:** Nil.

**ELECTED MEMBERS WORKSHOPS:** Ref. AF11/2028

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

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

**Cr White moved that the Record of Proceedings for the Elected Members Workshop on the Elected Members Representation on Outside Committees be received and the contents noted.**

**Cr Shearing seconded**

**Carried**

PROCEDURE FOR VOTING EN BLOC:

- (i) *The Presiding Member of each respective Committee will consider the list of agenda items before the Council meeting and determine which could be considered En Bloc having regard to the guidances in the formal Council Procedure.*

*The Policy stipulates that the following matters will not be considered EN BLOC:*

- *in respect of which a Elected Member wishes to make an informed and representative decision has indicated that he/she wishes to debate, ask a question or to raise a point of clarification on a specific item;*
- *which require adoption by an absolute or special majority vote (for example, Council by-laws);*
- *which are incapable of delegation in accordance with Section 44(3) of the Local Government Act 1999;*
- *in respect of which there is a disclosure of interest in accordance with Section 74 of the Local Government Act 1999;*
- *which require the Council to form an opinion as to the subject matter of the motion (for example, community land revocation, appointing a person to prepare a representation options paper under Section 12 of the Local Government Act 1999);*
- *where there is a recommendation to apply the confidentiality provisions of Section 90(3) of the Local Government Act 1999; and*
- *in respect of which a related decision will, or is likely to effect the rights, interests or legitimate expectations of a third party, individual or organisation (for example, a decision to grant or revoke a permit or license or, to grant an application for a community grant).*

*It also remains open to an Elected Member or on the advice of the Chief Executive Officer to request that an item be removed from the list of items to be considered En-Bloc.*

- (ii) *the Council Procedure suggests that the following are matters that could be considered En Bloc:*

- *items that are presented for information purposes only;*
- *reports which require only receipt and noting; and*
- *recommendations made by a Council Committee or in a Working Party report that are not contentious and do not require discussion or debate.*

- (iii) *The Presiding Member of each respective Committee will enquire of Members at the Council meeting whether they wish any item not to be considered as part of the En Bloc recommendation;*

- (iv) *where a consensus is not able to be agreed to, then that item will not be considered En Bloc;*

MATTERS TO BE CONSIDERED EN BLOC

The Presiding Member of each respective Committee will enquire of the Council meeting which item(s) the Members consider can and should be considered En Bloc having regard to the guidances in the adopted Council Policy and Procedure on such matters.

**COMMITTEE MINUTES**

**OPERATIONAL SERVICES COMMITTEE MINUTES – 11<sup>th</sup> February, 2014**

Cr Shearing moved that the minutes of the meeting held 11<sup>th</sup> February 2014 be received.

Cr White seconded

**Carried**

Cr White moved that the recommendations from the Operational Services Committee Meeting as contained in items 1 to 2 as detailed in this agenda and moved En Bloc be adopted as these identified agenda items can be dealt with En Bloc in compliance with Councils adopted Policy and Procedure for voting En Bloc as the resolutions of Council.

Cr Shearing seconded

**Carried**

The consensus at the meeting was that the following items be considered En Bloc:  
Item No's: 1 to 2

**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
<b>CORPORATE AND COMMUNITY SERVICES</b>					
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: 1) Improved Corporate reporting and review; and 2) Strategic Plan reflecting roles of Elected Members and Staff  <ul style="list-style-type: none"> <li>• Desktop analysis to be conducted</li> <li>• Review of responsibility matrix to be completed</li> <li>• Comments reviewed by 27th November 2013</li> </ul>

					<ul style="list-style-type: none"> <li>Workshop commencing January 2014</li> </ul>
20/11/2012	Establishment of City Development Framework		Chief Executive Officer	In Progress	<ul style="list-style-type: none"> <li>Stage 1 completed</li> <li>Stage 2 authorised</li> <li>Additional funding authorised</li> <li>Workshop conducted with Professor John Martin on 3rd December 2013</li> <li>Working group now a sub-committee of Corporate and Community Services</li> <li>Professor John Martin engaged by Council</li> <li>Visits by John Martin 16<sup>th</sup> January 2014 and week beginning 3<sup>rd</sup> February 2014</li> </ul>
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"> <li>Waiting for a date from SELGA to arrange an extended Workshop for Elected Members. Facilitator is organised.</li> <li>SELGA President and Executive Officer informal meeting with Council</li> <li>SELGA conducting a review of its strategic plans including engagement with constituent Councils (independent of Council's resolution on this matter)</li> </ul>
20/08/2013	Umpherston Sinkhole	<ul style="list-style-type: none"> <li>Expressions of Interest Process</li> <li>Council Report</li> </ul>	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"> <li>Initial workshop held</li> <li>Regional workshop scheduled on 5th December</li> <li>Members Informal workshop on 6th December</li> <li>Further workshop scheduled for 19<sup>th</sup> February 2014</li> </ul>
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, 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> February, 2014, report to Council 18 <sup>th</sup> February 2014
<b>OPERATIONAL SERVICES</b>					
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

**Cr White moved that the recommendations from the Operational Services Committee Meeting as contained in items 1 to 2 as detailed in this agenda and moved En Bloc be adopted as these identified agenda items can be dealt with En Bloc in compliance with Councils adopted Policy and Procedure for voting En Bloc as the resolutions of Council.**

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

**Cr White moved that the recommendations from the Operational Services Committee Meeting as contained in items 1 to 2 as detailed in this agenda and moved En Bloc be adopted as these identified agenda items can be dealt with En Bloc in compliance with Councils adopted Policy and Procedure for voting En Bloc as the resolutions of Council.**

**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:

- (a) 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;
- (b) the Strategic Plan did not require any updating and the updated version of the Corporate Plan was attached to the Operational Services Committee agenda;

- (c) 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

**Cr White moved the recommendation of the Operational Services Committee as contained in item 3 be adopted**

**Cr Von Stanke 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

**Cr White moved the recommendation of the Operational Services Committee as contained in item 4 be adopted**

**Cr Von Stanke 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, 29<sup>th</sup> 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, 29<sup>th</sup> of March 2014.

Cr Von Stanke seconded

Carried

**Cr White moved the recommendation of the Operational Services Committee as contained in item 5 be adopted**

**Cr Shearing 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

**Cr White moved the recommendation of the Operational Services Committee as contained in item 6 be adopted**

**Cr Von Stanke seconded**

Carried

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

The Presiding Member reported:

- (a) Council, at its meeting of 28<sup>th</sup> 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 24<sup>th</sup> 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

**Cr White moved the recommendation of the Operational Services Committee as contained in item 7 be adopted**

**Cr Shearing 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

**Cr White moved the recommendation of the Operational Services Committee as contained in item 8 be adopted**

**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	1 Hour Parking
3.3.197	

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**

**Cr White moved the recommendation of the Operational Services Committee as contained in item 9 be adopted**

**Cr Shearing seconded**

**Carried**

**10. INFRASTRUCTURE - Joint Boundary Roads Advisory Group - Notes of discussion held on Wednesday, 22<sup>nd</sup> 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, 22<sup>nd</sup> 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, 22<sup>nd</sup> 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

**Cr White moved the recommendation of the Operational Services Committee as contained in item 10 be adopted**

**Cr Von Stanke 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

**Cr White moved the recommendation of the Operational Services Committee as contained in item 11 be adopted**

**Cr Von Stanke 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

**Cr White moved the recommendation of the Operational Services Committee as contained in item 12 be adopted**

**Cr Shearing 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**

Pursuant to Division 3 - Conflict of Interest, Sections 73 and 74 Part 4 of the Local Government Act 1999, Mayor Perryman disclosed an interest in Item 13 (*due to being the holder of a liquor licence*) and did not:-

- (a) propose or second a motion relating to the matter; or
- (b) take part in discussion by the Committee relating to that matter; or
- (c) while such discussion is taking place, be in, or in the close vicinity of, the room in which or other place at which that matter is being discussed; or
- (d) vote in relation to that matter.

Mayor Perryman vacated the meeting at 6.22 p.m.

Pursuant to Division 3 - Conflict of Interest, Sections 73 and 74 Part 4 of the Local Government Act 1999, Cr Shearing disclosed an interest in Item 13 (*due to being the holder of a liquor licence*) and did not:-

- (a) propose or second a motion relating to the matter; or
- (b) take part in discussion by the Committee relating to that matter; or
- (c) while such discussion is taking place, be in, or in the close vicinity of, the room in which or other place at which that matter is being discussed; or
- (d) vote in relation to that matter.

Cr Shearing vacated the meeting at 6.22 p.m.

Pursuant to Division 3 - Conflict of Interest, Sections 73 and 74 Part 4 of the Local Government Act 1999, Cr Lee disclosed an interest in Item 13 (*due to being the holder of a liquor licence*) and did not:-

- (a) propose or second a motion relating to the matter; or
- (b) take part in discussion by the Committee relating to that matter; or
- (c) while such discussion is taking place, be in, or in the close vicinity of, the room in which or other place at which that matter is being discussed; or
- (d) vote in relation to that matter.

Cr Lee vacated the meeting at 6.22 p.m.

In the absence of the Mayor, Deputy Mayor Cr Richardson took the chair

<i>Goal:</i>	<i>Securing Economic Prosperity</i>
<i>Strategic Objective:</i>	<i>(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</i>
	<i>(ii) Support the development of our local economy, our unique local experiences and our capacity to grow visitation to our City</i>

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

**Cr White moved the recommendation of the Operational Services Committee as contained in item 13 be adopted**

**Cr Smith seconded**

Carried

Mayor Perryman, Cr Shearing and Cr Lee resumed the meeting at 6.24 p.m.

**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 19<sup>th</sup> 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 19<sup>th</sup> March 2015, the salvage rights shall lapse.

Cr Mutton seconded

Carried

**Cr White moved the recommendation of the Operational Services Committee as contained in item 14 be adopted**

**Cr Shearing 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 15<sup>th</sup> 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

**Cr White moved the recommendation of the Operational Services Committee as contained in item 15 be adopted**

**Cr Von Stanke 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:

<b>Supplier</b>	<b>Make/Model</b>	<b>Cost (excl. GST)</b>	<b>Trade in (excl. GST)</b>	<b>Change Over (excl. GST)</b>	<b>Notes</b>
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	
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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 Wannan 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

**Cr White moved the recommendation of the Operational Services Committee as contained in item 16 be adopted**

**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</u> 5 year extended warranty
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

**Cr White moved the recommendation of the Operational Services Committee as contained in item 17 be adopted**

**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

**Cr White moved the recommendation of the Operational Services Committee as contained in item 18 be adopted**

**Cr Shearing 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, Centenary 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

**Cr White moved the recommendation of the Operational Services Committee as contained in item 19 be adopted**

**Cr Von Stanke seconded**

**Carried**

**CORPORATE AND COMMUNITY SERVICES COMMITTEE MINUTES – 11<sup>th</sup> February, 2014**

Cr Lee moved that the minutes of the meeting held 11<sup>th</sup> February, 2014 be received.

Cr Richardson seconded

**Carried**

Cr Richardson moved that the recommendations from the Corporate and Community Services Committee Meeting as contained in items 1 to 3 as detailed in this agenda and moved En Bloc be adopted as these identified agenda items can be dealt with En Bloc in compliance with Councils adopted Policy and Procedure for voting En Bloc as the resolutions of Council.

Cr Smith seconded

**Carried**

The consensus at the meeting was that the following items be considered En Bloc:  
Item No's: 1 to 3

**1. FINANCIAL STATEMENT – as at 31<sup>st</sup> January, 2014**

*Goal: Governance*

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

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

Cr Smith seconded

**Carried**

Cr Richardson moved that the recommendations from the Corporate and Community Services Committee Meeting as contained in items 1 to 3 as detailed in this agenda and moved En Bloc be adopted as these identified agenda items can be dealt with En Bloc in compliance with Councils adopted Policy and Procedure for voting En Bloc as the resolutions of Council.

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	<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"> <li>1) Improved Corporate reporting and review; and</li> <li>2) Strategic Plan reflecting roles of Elected Members and Staff</li> </ol> <ul style="list-style-type: none"> <li>• Desktop analysis to be conducted</li> <li>• Review of responsibility matrix to be completed</li> <li>• Comments reviewed by 27th November 2013</li> <li>• Workshop commencing January 2014</li> </ul>
20/11/2012	Establishment of City Development Framework		Chief Executive Officer	In Progress	<ul style="list-style-type: none"> <li>• Stage 1 completed</li> <li>• Stage 2 authorised</li> <li>• Additional funding authorised</li> <li>• Workshop conducted with Professor John Martin on 3rd December 2013</li> <li>• Working group now a sub-committee of Corporate and Community Services</li> <li>• Professor John Martin engaged by Council</li> <li>• Visits by John Martin 16<sup>th</sup> January 2014 and week beginning 3<sup>rd</sup> February 2014</li> </ul>
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"> <li>• Waiting for a date from SELGA to arrange an extended Workshop for Elected Members. Facilitator is organised.</li> <li>• SELGA President and Executive Officer informal meeting with Council</li> <li>• SELGA conducting a review of its strategic plans including engagement with constituent Councils (independent of Council's resolution on this matter)</li> </ul>
20/08/2013	Umpherston Sinkhole	<ul style="list-style-type: none"> <li>• Expressions of Interest Process</li> <li>• Council Report</li> </ul>	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"> <li>Initial workshop held</li> <li>Regional workshop scheduled on 5th December</li> <li>Members Informal workshop on 6th December</li> <li>Further workshop scheduled for 19<sup>th</sup> February 2014.</li> </ul>
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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> February, 2014 Report to Council 18 <sup>th</sup> February, 2014

Date of Motion	Subject Matter	Action Required	Responsibility	Status	Comments
<b>OPERATIONAL SERVICES</b>					
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 vs. Playgrounds vs.	Prepare concept designs for a natural playground within the John Powell Drive	Engineering Manager	In Progress	Concept being prepared, consultation in process

	Natural Playgrounds	Reserve, engage with the local community and schools regarding their ideas/ acceptance and contributions towards a natural playground			
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
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Cr Persello seconded

Carried

**Cr Richardson moved that the recommendations from the Corporate and Community Services Committee Meeting as contained in items 1 to 3 as detailed in this agenda and moved En Bloc be adopted as these identified agenda items can be dealt with En Bloc in compliance with Councils adopted Policy and Procedure for voting En Bloc as the resolutions of Council.**

Cr Smith 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):

<b>Date (2014)</b>	<b>Description</b>
March/April	Members Budget Workshops/Briefing(s) (actual dates to be confirmed).
by 30 <sup>th</sup> April	Draft Business Plan and Budget released for public comment.
by 31 <sup>st</sup> 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 <sup>st</sup> July	Last date for finalization/distribution of first quarterly rate notice and distribution of summary Annual Business Plan.
12 <sup>th</sup> 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

**Cr Richardson moved that the recommendations from the Corporate and Community Services Committee Meeting as contained in items 1 to 3 as detailed in this agenda and moved En Bloc be adopted as these identified agenda items can be dealt with En Bloc in compliance with Councils adopted Policy and Procedure for voting En Bloc as the resolutions of Council.**

**Cr Smith seconded**

**Carried**

**4. GOVERNANCE - Committees – City Development Framework Sub-Committee – Minutes of Meeting held on 16<sup>th</sup> 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 16<sup>th</sup> 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

**Cr Richardson moved the recommendation of the Corporate and Community Services Committee as contained in item 4 be adopted**

**Cr Smith 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 10<sup>th</sup> April, 2014 and Friday 11<sup>th</sup> 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 10<sup>th</sup> April, 2014 and Friday, 11<sup>th</sup> 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 10<sup>th</sup> April, 2014 and Friday 11<sup>th</sup> April, 2014 be registered to attend with all costs being met by Council.

Cr Lee seconded

Carried

Cr Richardson moved the recommendation of the Corporate and Community Services Committee as contained in item 5 be adopted

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 Richardson moved

- (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 1<sup>st</sup> 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 being:

Registration Fees	Current Minister approved fees	Council requested fees 2014/2015
Annual Registration fee (R)	\$44	\$46
Rebate/Fee for desexed dog (D)	\$26	40% \$27.60
Rebate/Fee for microchipped dog (M)	\$36	20% \$36.80
Rebate/Fee for trained dog (T)	\$36	20% \$36.80
Fee for desexed & microchipped dog	\$18	R-(D+M%) \$18.40
Fee for desexed and trained dog	\$18	R-(D+T%) \$18.40
Fee for desexed, microchipped + trained dog	\$10	R-(D+M+T%) \$9.20
Fee for microchipped and trained dog	\$28	R-(M+T%) \$27.60
Fee for guide, hearing and disability dog	No Fee	No Fee
In addition, Council may apply for		
Discount for concession card holder		50%
Fee for working dog		\$16.00

<b>Fee for greyhound</b>		<b>\$20.00</b>
<b>Fee for business registration (per dog or business)</b>		<b>√ Business</b>
<b>Fee for transfer of registration</b>		<b>\$4.00</b>
<b>Fee for replacement disc</b>		<b>\$4.00</b>
<b>Fee for late registrations</b>		<b>\$14.00</b>
<b>Fee for impound</b>		<b>\$44.00</b>
<b>Fee for daily holding at pound</b>		<b>\$20.00</b>
<b>Discount for partial year registration</b>		<b>50%</b>
<b>Other applicable fees</b>		<b>-</b>

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

**Cr Richardson moved the recommendation of the Corporate and Community Services Committee as contained in item 7 be adopted**

Cr Von Stanke 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

**Cr Richardson moved the recommendation of the Corporate and Community Services Committee as contained in item 8 be adopted**

**Cr Smith 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

**Cr Richardson moved the recommendation of the Corporate and Community Services Committee as contained in item 9 be adopted**

**Cr White seconded**

Carried

## **MOTIONS WITHOUT NOTICE**

### **1. PERSONNEL - Leave - Ref. PERS, AF11/1100**

*Goal: Governance*

*Operational Activity: Demonstrate innovative and responsible organisational governance.*

**Cr Von Stanke moved the Director - Corporate Services, Mr Grant Humphries be appointed Acting Chief Executive Officer in the absence of the Chief Executive Officer on unexpected leave from the 19<sup>th</sup> February, 2014, until the resumption of full duties.**

**Cr Lee 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 28<sup>th</sup> 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 7<sup>th</sup> 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 7<sup>th</sup> 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 Von Stanke 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

Cr White seconded

Cr Smith moved

Carried

(a) Corporate and Community Report no. 15/2014 be received;

(b) 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

The Acting Chief Executive Officer declared Cr Lee as the name drawn.

ii. Blue Lake Management

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

The Acting Chief Executive Officer declared Cr Lee as the name drawn.

iii. Environmental Sustainability Sub-Committee

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

The Acting Chief Executive Officer declared Cr Von Stanke as the name drawn.

iv. City of Mount Gambier Junior Sports Assistance Fund

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

The Acting Chief Executive Officer declared Cr Lee as the name drawn.

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

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

The Acting Chief Executive Officer declared Cr Richardson as the name drawn.

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

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

Cr Von Stanke seconded

Carried

MOTIONS WITHOUT NOTICE

2. SOCIAL, CULTURAL AND COMMUNITY SERVICES - Advice - Indigenous Advice and Information Ref. AF11/1100

Goal: *Building Communities*

Operational Activity: *Recognition of our indigenous communities as traditional custodians of the land. Build respectful partnerships with our indigenous persons.*

Cr Maher moved the Anniversary of the National Apology to the Stolen Generation be acknowledged.

Cr Richardson seconded

Carried