



Reference: AF11/866 SW

2 September 2015

## MEMBERS

**NOTICE** is hereby given that the Operational Services Committee will meet in the following Meeting Room on the day, date and time as follows:

**Operational Services Committee**  
(Conference Room - Level 1):

Tuesday, 8<sup>th</sup> September 2015 at 7:30 a.m.

An agenda for the meeting is enclosed herewith.

**Mark McSHANE**  
CHIEF EXECUTIVE OFFICER

## OPERATIONAL SERVICES COMMITTEE

Meeting to be held on Tuesday, 8<sup>th</sup> September 2015 at 7.30 a.m.

### AGENDA

1. COMMITTEES - Internal - Operational Services Committee - re Projects to be undertaken by the Operational Services Department, Engineering Division, during month - Ref. AF11/866
2. COMMITTEES - City of Mount Gambier Building Fire Safety Committee - Minutes of Meeting held 26<sup>th</sup> August 2015 - Ref. AF14/336
3. COMMITTEES - Environmental Sustainability Sub-Committee - Minutes of Meeting held 1<sup>st</sup> September 2015 - Ref. AF12/377
4. COMMITTEES - Mount Gambier Cemetery Trust (Section 41) Committee - Minutes of Meeting held 21<sup>st</sup> August 2015 - Ref. AF11/1371
5. GOVERNANCE - Committees - City of Mount Gambier Building Fire Safety Committee - Terms of Reference - Ref. AF14/283, AF11/251
6. OPERATIONAL SERVICES REPORT NO. 18/2015 - Social, Cultural and Community Services - Review of Affordable Housing in the City of Mount Gambier - Ref. AF11/1591
7. TENDER - Supply and Delivery of Utility - AF15/401

## OPERATIONAL SERVICES COMMITTEE

Meeting to be held in the Conference Room, Operational Services Area, Level One of Civic Centre, 10 Watson Terrace, Mount Gambier, on Tuesday 8<sup>th</sup> September 2015 at 7.30 a.m.

### AGENDA

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

APOLOGIES: moved the apology received from be  
accepted.  
seconded

COUNCIL OFFICERS: Director - Operational Services, Daryl Sexton  
Engineering Manager, Daryl Morgan  
Sally Wilson, Team Leader - Administration (Operational Services)

COUNCIL MEMBERS  
AS OBSERVERS:

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

MINUTES: moved the minutes of the previous meeting held on  
Tuesday, 11<sup>th</sup> August 2015 be taken as read and confirmed.  
seconded

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

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

The Engineering Manager 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>
• Railway Lands Paving Works	85%
• Caroline Landfill Cell 1 & 2 capping	on hold
• Lake Terrace East road reconstruction	5%
• Holder Street road reconstruction	30%
• Eagle Court drainage improvements	5%
• Commercial St West road reconstruction (kerbing works)	10%
• Pedestrian ramp program	50%

moved the report be received.

seconded

**2. COMMITTEES - City of Mount Gambier Building Fire Safety Committee - Minutes of Meeting held 26<sup>th</sup> August 2015 - Ref. AF14/336**

*Goal:* Governance

*Strategic Objective:* (i) Demonstrate innovative and responsible organisational governance

moved it be recommended:

- (a) Minutes of the City of Mount Gambier Building Fire Safety Committee meeting held on Wednesday, 26<sup>th</sup> August 2015 be received;
- (b) the decisions made by the City of Mount Gambier Building Fire Safety Committee be noted.

seconded

**3. COMMITTEES - Environmental Sustainability Sub-Committee - Minutes of Meeting held 1<sup>st</sup> September 2015 - Ref. AF12/377**

*Goal:* Governance

*Strategic Objective:* (i) Demonstrate innovative and responsible organisational governance

moved to be recommended:

- (a) Minutes of the Environmental Sustainability Sub-Committee held on Tuesday, 1<sup>st</sup> September 2015 be received;
- (b) the following recommendations (number 1 to 4) of the Environmental Sustainability Sub-Committee be adopted by Council:

1. RAIN GARDEN 500

- The report be received.
- Council write to Ian Hunter MLC, Minister for Sustainability, Environment & Conservation, and to Troy Bell MP, Member for Mount Gambier - requesting that the Rain Garden 500 program be expanded to include the rest of South Australia, especially the South East.

2. NATURAL STEP FOLLOW UP SESSION

- The report be received.

3. SALVAGE YARD EXPRESSIONS OF INTEREST

- The report be received.

4. REPORTS FOR INFORMATION

- (a) Environmental Sustainability program 2015 - Project Progress

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

seconded

**4. COMMITTEES - Mount Gambier Cemetery Trust (Section 41) Committee - Minutes of Meeting held 21<sup>st</sup> August 2015 - Ref. AF11/1371**

Goal: Governance

Strategic Objective: (i) *Demonstrate innovative and responsible organisational governance*

moved it be recommended:

(a) Minutes of the Mount Gambier Cemetery Trust Committee meeting held on Friday, 21<sup>st</sup> August 2015 be received;

(b) the following recommendations (number 1 to 6) of the Mount Gambier Cemetery Trust (Section 41) Committee be adopted by Council:

1. INCOME AND EXPENDITURE AS AT 30<sup>TH</sup> JUNE 2015

- The financial statement as at 30<sup>th</sup> June 2015 be received.

2. BURIALS AND CREMATIONS - STATISTICS 2014/2015

- The report be received.

3. TERMS OF REFERENCE

- The report be received.
- The matter be left lie on the table until the next meeting.

4. AUSTRALASIAN CEMETERIES AND CREMATORIA ASSOCIATION (ACCA) ANNUAL CONFERENCE 2015

- The report be received.
- The Secretary be registered to attend the 28<sup>th</sup> Annual ACCA Conference at Hobart from 18<sup>th</sup> to 21<sup>st</sup> October 2015, with costs to be borne by the Trust.

5. APPLICATION TO PLACE MEMORIAL SEAT

- The report be received.
- The Trust decline the request to place a memorial seat on the family allotment in the Cypress Garden.
- A replacement tree/shrub be planted where the previous tree has been removed.
- Council be requested to remove two small trees in the Cypress Family Allotment area.

6. NEXT MEETING

- the next meeting of the Trust be held on Friday, 16<sup>th</sup> October 2015 at 12:15 p.m.

seconded

**5. GOVERNANCE - Committees - City of Mount Gambier Building Fire Safety Committee - Terms of Reference - Ref. AF14/283, AF11/251**

- Goal:* Governance  
*Strategic Objective:* (i) Establish measures for Council's performance and continually compare against community expectations  
(ii) Establish measures for Council's performance and continually compare against community expectations.

The Director - Operational Services reported:

- (a) Council at its meeting held on Tuesday, 27<sup>th</sup> January 2015 resolved:

*"Council or the relevant standing committee will review the Terms of Reference of all Committees and Sub-Committees by 31<sup>st</sup> August, 2015 to provide for the opportunity to alter or amend Terms of Reference to reflect Council's aims and objectives. This review does not preclude the winding up of any Committee or Sub-Committee."*

- (b) the City of Mount Gambier Building Fire Safety Committee at its meeting held on Monday, 3<sup>rd</sup> August 2015 reviewed and re-adopted the existing Terms of Reference (with no recommended changes) for this Statutory Committee;
- (c) a copy of the Terms of Reference for the City of Mount Gambier Building Fire Safety Committee is attached to the agenda for Members perusal;
- (d) in accordance with Section 71 (18) of the Development Act 1993 the conduct of the business of the City of Mount Gambier Building Fire Safety Committee is as prescribed by regulation or as determined by the Panel.

moved it be recommended:

- (a) The report be received;
- (b) the Terms of Reference (as attached to the agenda) for the City of Mount Gambier Building Fire Safety Committee be received and noted by Council.

seconded

**6. OPERATIONAL SERVICES REPORT NO. 18/2015 - Social, Cultural and Community Services - Review of Affordable Housing in the City of Mount Gambier - Ref. AF11/1591**

- Goal:* Building Communities  
*Strategic Objective:* (i) Strive for an increase in services and facilities to ensure the community has equitable access and that the identified needs of the community are met
- Goal:* Diversity  
*Strategic Objective:* (i) Engage with Federal and State Governments and other agencies to provide resources to meet the needs of diverse groups in our community

moved it be recommended:

- (a) Operational Services Report No. 18/2015 be received;
- (b) Council report to Renewal SA every two years seeking information about any changes to the Affordable Housing scheme;
- (c) Council Officers report to Council when required, with a review of affordable housing stocks within the City of Mount Gambier and to report with recommendations, as to whether to implement the required 15% Affordable Housing for future residential land divisions;
- (d) Council remains committed to providing Affordable Housing through government initiatives, as stipulated in South Australia's Strategic Plan. Council Officers will support the provision for 15% Affordable Housing within the Residential Zone (as part of Council's Development Plan).

seconded

**7. TENDER - Supply and Delivery of Utility - AF15/401**

The Director - Operational Services reported:

- (a) Council's Budget has an allocation of \$23,000 (excluding GST) to purchase a new utility (no trade). This vehicle will be shared between staff with responsibility for maintaining the Railway Lands;
- (b) quotations have been sought for a suitable vehicle and these are summarised in the following table. The pricing received is slightly higher than the budget allocation (mainly due to safety equipment associated with the tipping body) and hence is presented to Council for consideration:

Supplier	Make/Model	Cost (exc. GST)
Noel Barr Toyota	Hilux 4x2 Petrol Manual	\$24,515.36
OGR Trucks	Isuzu IOR5002 5x Manual	\$28,040.90
	Isuzu IOR5031 5x Automatic	\$30,140.90

moved it be recommended:

- (a) The report be received;
- (b) Council accept the quotation of Noel Barr Toyota to supply and deliver one only new Toyota Hilux 4x2 Single Cab Utility as per quotation AF15/401 at a GST exclusive price of \$24,515.36.

seconded

## CITY OF MOUNT GAMBIER BUILDING FIRE SAFETY COMMITTEE

Meeting held on Wednesday 26<sup>th</sup> August 2015 at 12.15 p.m. in the  
Conference Room, Level One - Operational Services, Civic Centre

### MINUTES

- PRESENT: Cr Ian Von Stanke (Presiding Member)  
Mr Daryl Sexton (Director – Operational Services)  
Mr Andy Sharrad (Metropolitan Fire Services)
- COUNCIL OFFICERS: Hayden Cassar – (Building Officer)  
Chris Tully – (Building Officer)  
Kathy Allen – (Administration Officer)
- APOLOGY/IES: Cr Ian Von Stanke moved the apology received from Mr Grant Riches be received.
- Mr Daryl Sexton seconded Carried
- MINUTES: Mr Daryl Sexton moved that the Minutes of the Meeting held on Wednesday, 3<sup>rd</sup> August 2015 be taken as read and confirmed.
- Mr Andy Sharrad seconded Carried
- QUESTIONS: (a) With Notice - nil submitted.  
(b) Without Notice - nil received.

#### **1. BUILDING FIRE SAFETY COMMITTEE - VACANT BUILDING (FORMERLY KNOWN AS TONIC) - 29 PERCY STREET - Ref: AF12/397**

The Presiding Member reported:

- (a) The Building Fire Safety Committee at its meeting held on Wednesday, 27<sup>th</sup> August 2014 resolved:
- “(a) *The report be received;*
- (b) *Mr Chris Tully gave a verbal update on this matter. An inspection was carried out on Wednesday 27<sup>th</sup> August 2014, no works to the lower storey have been commenced at this time.*
- (c) *The Building Fire Safety Committee, pursuant to Section 71(6) of the Development Act 1993 advise the property owner that:*
- (i) *there is to be no additional occupancy of the building at 29 Percy Street until such time as all works required by the Building Fire Safety Committee (as previously advised) are completed to the satisfaction of the Committee.*
- (ii) *with respect to occupancy of the Indoor Heated Pool (ground level) the Building Fire Safety Committee requires the emergency lighting to the pool area and the exits (including illuminated directional signage) be installed and door hardware be modified to comply with the requirements of the Building Fire Safety Committee as stated on 24<sup>th</sup> April 2013, with such works to be completed within 30 days of this notice OR the building be entirely vacated within 30 days of this notice and the building to remain vacant until all works are completed.*
- (iii) *All travel paths and exists to be clear and unobstructed at all times.”;*



- (b) Council has been advised by the owner of 29 Percy Street (building formerly known as Tonic) that all outstanding fire safety issues have now been addressed.
- (c) A plan was also submitted to Council showing the location of the fire safety services and equipment located through out the building.
- (d) An inspection was carried out on the 24<sup>th</sup> July 2015 to confirm that all building fire safety services are now in place as per the Building Fire Safety Committee's previous direction. The owner of the property in question (David Hill) was present during the inspection carried out by Council.
- (e) It was noted during the inspection that additional emergency lighting is required to the male/female change rooms on the first floor and in the passage way linking offices 2, 3, 4 and 5, also located on the first floor.
- (f) An inspection of the pool area located on the ground floor found that the emergency twin spot lights, previously located central to the pool area on the northern side wall, has been replaced with a single ceiling type emergency light fitting (mounted on the wall) and as a consequence emergency light coverage is now deficient in this area.
- (g) The other areas of the building were found to be compliant with fire safety services.
- (h) From the inspection carried out by Council, the owner was directed to install additional emergency lighting (as noted) and to reinstate emergency twin spot lights in the pool area.
- (i) As detailed in a previous report to the Building Fire Safety Committee (18<sup>th</sup> June 2014), there are two (2) street fire plugs located in the vicinity of the property in question:
  - Plug one (1) is located on Percy Street and is 33 metres from the main entrance
  - Plug two (2) is located on Alexander Street and is 56 metres from the main entrance and 35 metres from the side doors on the north/east side of the building.
- (j) Mr Andy Sharrad provided additional comment regarding fire hydrant coverage and indicated that the MFS was satisfied with the location of the on street plugs.
- (k) Mr Chris Tully advised that additional emergency lighting and replacement of emergency lighting in the pool area has been completed.

**Mr Daryl Sexton moved it be recommended:**

- (a) The report be received;**
- (b) The owner of 29 Percy Street be advised he has now satisfied the requirements of the Building Fire Safety Committee for building fire safety services.**

**Cr Ian Von Stanke seconded**

**Carried**

## **MOTIONS WITHOUT NOTICE**

### **2. BUILDING FIRE SAFETY COMMITTEE - OATMILL COMPLEX - 7 PERCY STREET - Ref: AF11/2131**

The Director Operational Services reported:

- (a) The Building Fire Safety Committee at its meeting held of Wednesday, 5<sup>th</sup> December 2012 required the third level of the building know as "Belgiorno's" (corner of Percy Street/Mitchell Street) to remain vacant pending further actions from the building owner.
- (b) It was brought to the attention of Council last week that part of the third level is now being used as a kitchen to service the "CJ's Steakhouse" restaurant.
- (c) Mr Andy Sharrad, Mr Hayden Cassar and Mr Chris Tully inspected the property on 26<sup>th</sup> August 2015 and provided the following comments to the Building Fire Safety Committee:
  - MFS recommend that the building owner be required to obtain a fire service report pursuant to Section 71(3)(a).
  - That the Building Fire Safety Committee could allow the interim occupation of the third level kitchen area until such time as the Committee considers the report recommended by the MFS.
  - It was noted that there is no access to restricted areas apart from the kitchen.
  - The kitchen area has been provided with emergency exit signs, emergency lighting, portable fire extinguishers (still to be commissioned) and complying door hardware (for exits) is currently being fitted.

**Cr Ian Von Stanke moved it be recommended:**

- (a) **The report be received**
- (b) **The Building Fire Safety Committee, pursuant to Section 71(3)(a) of the Development Act 1993 require the property owner of 7 Percy Street, Mount Gambier (as defined in attached plan) to submit a report no later than 30<sup>th</sup> November 2015. The required report is to be prepared by a suitably qualified and recognised fire safety expert and to address, as a minimum but not limited to, the following key issues.**
  - **door hardware**
  - **thermal detection**
  - **emergency lighting**
  - **egress issues / emergency exits**
  - **hose reel coverage / commissioning**
- (c) **The Building Fire Safety Committee vary its previous order of 7<sup>th</sup> December 2012 and allow, until the next meeting of the Building Fire Safety Committee, the operation of the kitchen (in its current location and without variation) and noting that access to other areas of the third level are locked (and such locks are to remain in place until the Building Fire Safety Committee determines otherwise) and that emergency lighting and exit signs have been provided. The existing fire extinguishers are to be serviced and remain in an operable condition. Complying door hardware is to be installed on all doors forming part of an exit - to be done within seven (7) days of date of notification.**

**Mr Andy Sharrad seconded**

**Carried**

City of Mount Gambier Building Fire Safety Committee Minutes held on 26th August 2015 cont'd....

**GENERAL BUSINESS**

- (a) The next Building Fire Safety Meeting is to be held Wednesday, 9<sup>th</sup> December 2015 at 12:00 p.m.

The meeting closed at 12:30 p.m.

Ref: AF14/336  
27 August 2015  
KMA

## MOUNT GAMBIER CEMETERY TRUST

Meeting held at Carinya Gardens Cemetery Reception Area, Grant Avenue, Mount Gambier, on Friday 21<sup>st</sup> August 2015 at 12.15 p.m.

### MINUTES

PRESENT: Cr B Collins (Presiding Member)  
Cr I Von Stanke  
Mr T Bolton and G Ware

APOLOGIES: Nil

### COUNCIL MEMBERS

AS OBSERVERS: Nil

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

MINUTES: Cr Von Stanke moved the minutes of the previous meeting held on 5<sup>th</sup> June 2015 be taken as read and confirmed.

**Mr Bolton seconded**

**Carried**

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

### **1. FINANCIAL STATEMENT - Income and Expenditure as at 30<sup>th</sup> June 2015 – Ref. AF11/1371**

*Goal:* Governance

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

**Mr Bolton moved the financial statement as at 30<sup>th</sup> June 2015 be received.**

**Cr Von Stanke seconded**

**Carried**

### **2. BURIALS AND CREMATIONS – Statistics for 2014/15 – Ref. AF11/1403**

*Goal:* Governance

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

The Secretary reported the following statistics for burials and cremations for 2014/2015:

Mount Gambier Cemetery Trust Minutes of 21<sup>st</sup> August 2015 Cont'd...

**BURIALS - CARINYA GARDENS CEMETERY**

<u>YEAR</u>	<u>TOTAL</u>	<u>CITY RESIDENT</u>	<u>DC GRANT RESIDENT</u>	<u>OTHER AREAS RESIDENT</u>	<u>USE OF CHAPEL</u>
2014/2015	140	101	22	17	63
2013/2014	111	77	15	19	36
2012/2013	108	80	18	10	29
2011/2012	134	98	19	17	53
2010/2011	110	81	16	13	41
2009/2010	136	102	22	12	61
2008/2009	132	86	20	26	31
2007/2008	103	73	16	14	31
2006/2007	113	81	21	11	41
2005/2006	116	84	11	21	32
2004/2005	129	100	19	10	39
2003/2004	117	88	17	12	not recorded
2002/2003	115	90	16	9	not recorded
2001/2002	138	94	31	13	not recorded
2000/2001	133	90	33	10	not recorded
1999/2000	126	87	26	13	not recorded
1998/1999	139	91	35	13	not recorded

**CREMATIONS - MOUNT GAMBIER CREMATORIUM**

<u>YEAR</u>	<u>TOTAL</u>	<u>City RESIDENT</u>	<u>DC GRANT RESIDENT</u>	<u>OTHER AREAS RESIDENT</u>	<u>USE OF CHAPEL</u>
2014/2015	279	110	32	137	100
2013/2014	225	91	18	116	77
2012/2013	286	104	20	162	105
2011/2012	235	90	23	122	80
2010/2011	218	74	22	122	81
2009/2010	230	66	23	141	73
2008/2009	256	74	23	159	86
2007/2008	272	81	21	170	82
2006/2007	232	68	16	148	69
2005/2006	225	51	17	157	67
2004/2005	213	69	12	132	75
2003/2004	225	57	21	147	86
2002/2003	226	71	21	134	92
2001/2002	197	60	11	126	91
2000/2001	186	49	17	120	74
1999/2000	163	52	8	103	69
1998/1999	157	47	15	95	73

**ASHES MEMORIALISED**

<u>YEAR</u>	<u>TOTAL</u>
2014/2015	55
2013/2014	58
2012/2013	39
2011/2012	64
2010/2011	49
2009/2010	47
2008/2009	45

**LAKE TERRACE CEMETERY – SECTION H - VAULT SECTION**

<u>YEAR</u>	<u>TOTAL</u>	<u>CITY RESIDENT</u>	<u>DC GRANT RESIDENT</u>	<u>OTHER AREAS RESIDENT</u>
2014/2015	3	2		1
2013/2014	3	2	1	-
2012/2013	5	5	-	-
2011/2012	3	3	-	-
2010/2011	2	2	-	-
2009/2010	1	-	1	-
2008/2009	3	2	1	-
2007/2008	4	4	-	-
2006/2007	3	1	1	1
2005/2006	2	2	-	-

Mount Gambier Cemetery Trust Minutes of 21<sup>st</sup> August 2015 Cont'd...

2004/2005	2	2	-	-
2003/2004	1	1	-	-
2002/2003	2	2	-	-
2001/2002	2	2	-	-
2000/2001	5	4	1	-
1999/2000	Nil	-	-	-
1998/1999	6	6	-	-

**LAKE TERRACE CEMETERY – SECTION J - BURIAL SECTION**

<u>YEAR</u>	<u>TOTAL</u>	<u>CITY RESIDENT</u>	<u>DC GRANT RESIDENT</u>	<u>OTHER AREAS RESIDENT</u>
<b>2014/2015</b>	1		1	
2013/2014	4	1	2	1
2012/2013	0	-	-	-
2011/2012	2	2	-	-
2010/2011	2	1	1	-
2009/2010	3	2		1
2008/2009	5	3	-	2
2007/2008	4	4	-	-
2006/2007	1	1	-	-
2005/2006	2	2	-	-
2004/2005	1	1	-	-
2003/2004	0	-	-	-
2002/2003	4	4	-	-
2001/2002	1	1	-	-
2000/2001	2	1	-	-

**Cr Von Stanke moved the report be received.**

**Mr Ware seconded**

**Carried**

**3. MOUNT GAMBIER CEMETERY TRUST – Terms of Reference – Ref. AF11/1371**

*Goal:* Governance

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

The Secretary reported Council, on 27<sup>th</sup> January 2015, resolved “*Council or the relevant standing committee will review the Terms of Reference of all Committees and Sub-Committees by 31<sup>st</sup> August, 2015 to provide for the opportunity to alter or amend Terms of Reference to reflect Council’s aims and objectives. This review does not preclude the winding up of any Committee or Sub-Committee*”.

**Cr Von Stanke moved:**

**(a) the report be received;**

**(b) the matter be left lie on the table until the next meeting.**

**Mr Bolton seconded**

**Carried**

Mount Gambier Cemetery Trust Minutes of 21<sup>st</sup> August 2015 Cont'd...

**4. ORGANISATIONS AND ASSOCIATIONS – Australasian Cemeteries and Crematoria Association (ACCA) 28th Annual Conference 2015 – Ref. AF11/1483**

*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.*

The Secretary reported the 2015 annual ACCA conference is to be held at Hobart from 18th to 21st October.

**Cr Von Stanke moved:**

- (a) the report be received;**
- (b) the Secretary be registered to attend the 28th Annual ACCA Conference at Hobart from 18th to 21st October 2015, with costs to be borne by the Trust.**

**Mr Bolton seconded**

**Carried**

**5. CARINYA GARDENS CEMETERY – Application to place memorial seat – Ref. AF11/1376**

*Goal: Building Communities*

*Strategic Objective: (i) Strive for an increase in services and facilities to ensure the community has equitable access and that the identified needs of the community are met.*

The Secretary reported:

- (a) a request has been made for a memorial seat to be placed within a family allotment in the Cypress Garden;**
- (b) the placement of the seat is not supported due to the precedent it may set, as well as aesthetics. There is a seat within twelve metres of the family allotment.**

Mount Gambier Cemetery Trust Minutes of 21<sup>st</sup> August 2015 Cont'd...



**Cr Von Stanke moved:**

- (a) the report be received;**
- (b) the Trust decline the request to place a memorial seat on the family allotment in the Cypress Garden;**
- (c) a replacement tree/shrub be planted where the previous tree has been removed.**
- (d) Council be requested to remove two small trees in the Cypress Family Allotment area.**

**Mr Bolton seconded**

**Carried**

**6. NEXT MEETING**

**Cr Von Stanke moved the next meeting of the Trust be held on Friday 16<sup>th</sup> October 2015 at 12.15 p.m.**

**Mr Ware seconded**

**Carried**

**MOTIONS WITHOUT NOTICE - Nil**

**The meeting closed at 12.40 p.m.**  
**CAM**

**CONFIRMED THIS**

**DAY OF**

**2015.**

.....  
**PRESIDING MEMBER**



**CITY OF MOUNT GAMBIER**  
**BUILDING FIRE SAFETY COMMITTEE**  
**TERMS OF REFERENCE**

1. Application
2. Membership
3. Administration
4. Meetings
5. Chairperson
6. Voting
7. Quorums
8. Adjournments
9. Conduct at Committee Meetings
10. Inspections
11. Notices
12. Cost Recovery

## City of Mount Gambier

### Terms of Reference for Building Fire Safety Committee

#### 1. APPLICATION

- (i) The Building Fire Safety Committee is formed pursuant to Section 71 of the Development Act 1993;
- (ii) The required Section 71 “appropriate authority” is the Building Fire Safety Committee (herein after referred to as ‘the Committee’);
- (iii) Objectives of the Committee are to seek to achieve in the following order of priority: (as set out in S71 (16) of the Development Act 1993)
  - (a) firstly, a reasonable standard of fire safety for the occupiers of the relevant building;
  - (b) secondly, the minimal spread of fire and smoke;
  - (c) thirdly, an acceptable fire fighting environment.
- (iv) To have due regard to the provisions of Section 71 of the Development Act 1993.

#### 2. MEMBERSHIP

- (i)
  - (a) A person who holds prescribed qualifications in building surveying appointed by the City of Mount Gambier;
  - (b) A person nominated by the Chief Officer of the South Australian Metropolitan Fire Service;
  - (c) A person/s with expertise in the area of fire safety appointed by the City of Mount Gambier;
  - (d) “If so determined by the City of Mount Gambier” a person/s selected by the City of Mount Gambier.
- (ii) A term of office for a member of this Committee will be a period not exceeding three years;
- (iii) Any member of the Committee shall not be prevented from being appointed as a member of the Committee for future terms of office.

#### 3. ADMINISTRATION

- (i) The City of Mount Gambier shall provide the following services:
  - (a) Administrative support at general meetings of the Committee;
  - (b) Administrative support and record storage;



- (c) Distribute copies of agendas, reports, notices and all other relevant documents to member of the Committee as may be required from time to time;
- (d) Report to Council through the Operational Services Committee of Council.

#### **4. MEETINGS**

- (i) General meetings of the Committee shall be held at such time and place as necessary to ensure the provisions of Section 71 of the Development Act are met;
- (ii) Discuss and review reports, inspections and document minutes of such reviews and discussions.

#### **5. CHAIRPERSON**

- (i) The chairperson shall be the elected member appointed by Council to the Committee.

#### **6. VOTING**

- (i) Questions arising for decision at all meetings of the Committee will be decided by a vote of the majority of committee members present on the basis of one vote per member whereby the Chairperson shall be entitled to a deliberative vote but not entitled to a casting vote;
- (ii) Each member present at a meeting of the Committee must vote on a question arising for decision at that meeting. The failure by any committee member to vote on any question arising for decision will deem that member to have voted in the negative.

#### **7. QUORUMS**

- (i) A quorum to be present at each meeting of the Committee;
- (ii) The minimum number of members of the Committee present at a meeting of the Committee shall be the number of committee members divided by two (2) ignoring any fraction resulting from the division and adding one.

#### **8. ADJOURNMENTS**

- (i) The members present at any meeting of the Committee may adjourn any such meeting from time to time and from place to place.



## **9. CONDUCT AT COMMITTEE MEETINGS**

- (i) Minutes – the Committee shall cause proper minutes to be kept of its proceedings at meetings.
- (ii) Issuing of Notices – any notices issued under Section 71 of the Development Act 1993 shall be signed by not less than one member of the Committee, with such notice to be in accordance with the resolution of the Committee.
- (iii) Disclosure of Interest – a member of the Committee who is in any way directly or indirectly financially interested in any matter arising for decision of the Committee must disclose the nature of the interest at a meeting of the Committee and must not take part in any decision of the Committee with respect to the matter.
- (iv) Powers of the Committee – the powers of the Committee shall not extend beyond those delegated to it by Council pursuant to Section 71 of the development Act 1993.

## **10. INSPECTIONS**

- (i) Inspections may be carried out by an Authorised Officer on any building within the Council Area;
- (ii) Any costs associated with general meetings of the Committee shall be the responsibility of the City of Mount Gambier;
- (iii) The Authorised Officer/s of the City of Mount Gambier shall undertake inspections of buildings deemed as a high to low risk to life, such as
  - accommodation parts of hotels, health care building and the like;
  - accommodation parts of motels;
  - backpacker, guest houses, boarding houses and the like;
  - hotels, night clubs and the like where high number of patrons are frequent;
  - businesses within the Council area which may have a significant financial and community impact as a result of fire;
  - others as necessary.

## **11. NOTICES**

- (i) The Committee shall be responsible for the preparation of all reports, notices and other documents relating to such notices.



## 12. COST RECOVERY

- (i) All costs and expenses in relation to actions under S84(7) - Enforcement notices or S71 - Fire Safety of the Development Act 1993 shall be borne by the City of Mount Gambier. Such action shall be approved by the City of Mount Gambier Chief Executive Officer.
- (ii) The City of Mount Gambier shall be responsible for the engagement of and any payment to consultants and the like who may be required to provide professional advice, or appear on behalf of the Committee in any Court action in relation to any building fire safety matter within its Area. Such action shall be approved by the City of Mount Gambier Chief Executive Officer.

*Adopted by the City of Mount Gambier Building Fire Safety Committee on 3<sup>rd</sup> August 2015*



## OPERATIONAL SERVICES REPORT NO. 18/2015

SUBJECT: SOCIAL, CULTURAL AND COMMUNITY SERVICES - Review of Affordable Housing in the City of Mount Gambier - Ref. AF11/1591

Goal: *Building Communities*

Strategic Objective: (i) *Strive for an increase in services and facilities to ensure the community has equitable access and that the identified needs of the community are met*

Goal: *Diversity*

Strategic Objective: (i) *Engage with Federal and State Governments and other agencies to provide resources to meet the needs of diverse groups in our community*

### BACKGROUND

In September 2013, the City of Mount Gambier undertook a study of Affordable Housing within Mount Gambier. The South Australian Government introduced an Affordable Housing Scheme in 2012 aiming to provide affordable home ownership to a broader number of socio - economic groups in South Australia. Renewal SA (Formerly Housing SA) aims to provide Affordable Housing to people wanting to buy or rent a home whose household incomes are described as low to moderate. The dwellings are well constructed, located close to transport, hospitals and community services, and offer a broader number of socio-economic groups.

There are significant benefits of Affordable Housing for the community. These include:

- retaining and attracting a wider range of workers;
- improving household mix and diversity for local communities;
- improving social integration; and
- providing more accessible services to a wider range of the community;
- access to Affordable Housing has recently been highlighted as a determinant of Health in Councils Regional Public Health Plan in 2015-2020.

### HOW IT ALL WORKS

- the developer signs a Land Management Agreement with Renewal SA;
- houses can be sold for no more than \$304 000 (in regional Council areas) - up from \$288 000 in 2013;
- the developer must provide a total of 15% Affordable Housing within their land development;
- only applies to land division developments that are 20 allotments or more;
- allotments are available for sale for 90 days, if not sold within 90 days the allotment can then be taken off the affordable homes list.

### ELIGIBILITY FOR THE PURCHASE OF AN AFFORDABLE HOME

An application is required with Renewal SA and eligibility depends on the applicants housing requirements, families, household incomes etc. The scheme is aimed at low income earners, the elderly, first home buyers and challenged families and individuals.

To be eligible the housing tenants must comply with certain income limits which vary for different households. The City of Mount Gambier has a higher level of relative disadvantage and higher proportion of residents accessing financial rent relief to other Councils in the SELGA area, Affordable Housing is necessary and Council is supportive of the scheme.

Operational Services Report No. 18/2015 Cont'd...

LEGISLATIVE FRAMEWORKS AND COUNCIL POLICY AREAS GUIDING AFFORDABLE HOUSING

The South Australian Strategic Plan states that Councils should commit through Policy and undertake detailed analysis of the capacity for affordable residential development. *"The South Australian Government seek support from Local Councils to provide land for a supply of diverse, affordable and sustainable housing to meet the needs of current and future residents and visitors in South Australia"* (South Australian Strategic Plan 2011). The Limestone Coast Strategic Plan 2011 has adopted the same principles.

The Development Act 1993 states that a Development Plan should seek the provision of Affordable Housing within the community. The City of Mount Gambier Development Plan states development should provide 15% Affordable Housing in two policy areas. There are now 4 Residential Growth Areas that envisage 15% Affordable Housing within the City of Mount Gambier called the Attamurra Golf Course Policy Area 3, Kennedy Avenue Growth Area 4, McCormick Road Policy Area 6 and the Suttontown Road Policy Area 8 (City of Mount Gambier Development Plan). Land divisions have been lodged in these areas and Renewal SA has been in contact with Council since 2012, providing information about small changes to the Affordable Housing Scheme. There are no significant changes to the scheme that affect Mount Gambier.

A developer was granted development approval for a Land Division to create an additional 52 allotments in the Kennedy Avenue Growth Area. The Developer however did not sign a Land Management Agreement with Renewal SA.

Last year, Council resolved that Council Officers should review Affordable Housing stocks every two (2) years (each May) to review affordable housing stocks within the City of Mount Gambier and whether to implement the required 15% Affordable Housing for future residential land divisions.

Council does not have to require developers sign Land Management Agreements with Renewal SA and before resolving its position Council may wish to review current housing stocks.

AVAILABILITY OF HOUSES FOR SALE UNDER \$304 000 IN MOUNT GAMBIER

Although not part of any agreement with Renewal SA for Affordable Housing, Empak Homes currently sell land and new house packages for as low as \$272,400. These packages allow people to purchase a new home under \$304 000.

Please refer to the following information showing a sample of the current housing stock in Mount Gambier, as of August 2015:

Real Estate Agent	Houses under \$250 000	\$250 000 - \$304 000	\$304 000 or more
Ray White	7	3	12
Complete	0	2	3
SAL	13	3	5
Gebhardts	17	8	23
Herbert	19	3	6
Total	56	19	49

*From: Border Watch, Friday, August the 14<sup>th</sup> 2015, and Real Estate Guides.*

#### Operational Services Report No. 18/2015 Cont'd...

The majority of these houses are in established areas and some unit/apartment style housing is also available under \$304,000. Many of these are in a livable condition of modern construction, within walking distance to bus routes and shopping facilities. Out of all the houses under \$304,000, there are many 2, 3 and 4 bedroom houses for sale, all dispersed within different parts of Mount Gambier and within proximity to bus services.

For a house to be considered affordable by Renewal SA, it's not just about the price of the house but other factors including its location and proximity to services and workplaces. The Affordable Housing scheme aims to alleviate low cost housing all clustered in one area. This is vital as Mount Gambier already has pockets of socio-economic disadvantage based on the SEIFA Index. Out of the houses for sale they are all located in the North- West, South West, North East and South East areas.

#### MEDIAN HOUSE PRICE IN MOUNT GAMBIER

In 2014, the median house price was \$235 000, an attached house was \$110,000 and flats/units were \$190,000.

#### CONCLUSION

There is a substantial amount of houses available for sale in Mount Gambier for under \$304,000, therefore it seems unnecessary to make developers sign agreements with Renewal SA to provide 15% Affordable Housing as per the Development Plan. Within the sample of 124 houses approximately 60% of houses were for sale for under \$304,000.

The increase in sole person households, couples without children and single parent households represents a future demand where people need to be able to afford to purchase a home within reasonable distance to their work and family. These are scenarios that Council can research further in future but there is currently no shortage of housing to accommodate these individuals, groups or families.

Principles in the Development Plan for certain growth areas allow Council to enforce Affordable Housing if and when it's required. In future Council will have opportunity to implement Affordable Housing. If Council sees that Affordable Housing is required in Mount Gambier, developers will implement Affordable Housing with Renewal SA, at Councils discretion.

Council's Development Plan has been amended through Development Plan Amendment so that provision of Affordable Housing is situated in the whole Residential Zone and not just the newly developed Policy Areas. Council supports Affordable Housing but acknowledges that Mount Gambier falls well below the threshold set by Renewal SA.

As part of a Council resolution in September 2013, Council Officers are required to review housing stocks every two years. Council Officers have reviewed housing stocks and contacted Renewal SA in regards to any new changes. As there is a recurring pattern of a large number of low cost housing available within Mount Gambier, Council Officers now believe it more appropriate to report to Council if/when required. If there is a need to review housing stocks more frequently in future, Council may resolve to review housing stocks annually. However there has been a significantly large percentage of houses available for sale for less than \$250 000, which is well below the threshold set at \$304 000. The annual median house price has not increased to any significant degree in Mount Gambier.

#### RECOMMENDATION

- (a) Operational Services Report No. 18/2015 be received;



Operational Services Report No. 18/2015 Cont'd...

- (b) Council report to Renewal SA every two years seeking information about any changes to the Affordable Housing scheme;
- (c) Council Officers report to Council when required, with a review of affordable housing stocks within the City of Mount Gambier and to report with recommendations, as to whether to implement the required 15% Affordable Housing for future residential land divisions;
- (d) Council remains committed to providing Affordable Housing through government initiatives, as stipulated in South Australia's Strategic Plan. Council Officers will support the provision for 15% Affordable Housing within the Residential Zone (as part of Council's Development Plan).



**Josh WILSON**  
PLANNING OFFICER

sighted:



**Mark McSHANE**  
CHIEF EXECUTIVE OFFICER

(Refer Item        of Operational Services Committee Minutes)