

Reference: AF11/866; AR16/24968

7th July, 2016

MEMBERS

NOTICE is 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, 12th July 2016 at 7:30 a.m.

An agenda for the meeting is enclosed.



Grant HUMPHRIES
ACTING CHIEF EXECUTIVE OFFICER

CONFLICT OF INTEREST DISCLOSURE FORM

I _____,
(insert name)

have received a copy of the agenda for the ☐ **ordinary** ☐ **special** meeting of the

_____ ☐ Council ☐ Committee ☐ Board
(insert full name of Committee/Sub-Committee/Board)

to be held on: _____
(insert date of meeting)

CONFLICT OF INTEREST DISCLOSURE

I consider that I have a:

☐ **material** conflict of interest pursuant to section 73 (complete and sign below)

☐ **actual** or ☐ **perceived** conflict of interest pursuant to section 74 (complete and sign overleaf)

of the *Local Government Act 1999* ("the LG Act") in relation to the following agenda item:

(insert details - include Agenda Item No, Report Number, Item/Report Subject Title)

which is to be discussed at that meeting.

MATERIAL

The nature of my **material** conflict of interest is as follows *[ensure sufficient detail is recorded, including the reasons why you (or a person prescribed in section 73(1) of the LG Act) stands to obtain a benefit or suffer a loss depending on the outcome of the consideration of the matter at the meeting of the Council in relation to the agenda item described above]:*

In accordance with section 74(1)(b) I will be leaving the meeting room while the matter is being discussed and voted on.

Signature

Date

In accordance with section 75A(2)(b) I propose ☐ to ☐ not to participate in the meeting in relation to the matter.

ACTUAL

The nature of my **actual** conflict of interest is as follows *[ensure sufficient detail is recorded, including the reasons why the conflict between your interests and the public interests might lead to a decision that is contrary to the public interest in relation to the agenda item described above]:*

Where I have proposed to participate in the meeting I intend to deal with my **actual** conflict of interest in the following transparent and accountable way *[ensure sufficient detail is recorded as to the manner in which you intend to deal with the actual conflict of interest in a transparent and accountable way].*

OR

PERCEIVED

The nature of the **perceived** conflict of interest is as follows *[ensure sufficient detail is recorded, including the reasons why you consider that an impartial fair-minded person could reasonably consider that you have a perceived conflict of interest in the matter].*

Where I have proposed to participate I intend to deal with the **perceived** conflict of interest in the following transparent and accountable way *[ensure sufficient detail is recorded as to the manner in which you intend to deal with the perceived conflict of interest in a transparent and accountable way].*

Signature

Date

OPERATIONAL SERVICES COMMITTEE

Meeting to be held on Tuesday, 12th July 2016 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. ENVIRONMENTAL MANAGEMENT - Caroline Landfill - Emergency Measures for Leachate Containment and Disposal - Ref. AF11/371
3. HEALTH MANAGEMENT - Joint Ventures - Domestic Squalor and Hoarding Workshop - Arrangements - Ref. AF16/165
4. INFRASTRUCTURE - Maintenance - Request for Removal of Street Trees - 4 and 14 Umpherston Street, Mount Gambier - Ref. AF15/546
5. PROPERTY MANAGEMENT - Advisory Group - Report of the Aquatic Centre Management Advisory Group meeting held Wednesday, 22nd June 2016 - Ref. AF11/1370
6. OPERATIONAL SERVICES REPORT NO. 4/2016 - Frew Park (Ambulance Station) Assessment of Building and Proposed Maintenance - Ref. AF11/1522
7. CONSIDERATION FOR EXCLUSION OF PUBLIC

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 12th July 2016 at 7.30 a.m.

AGENDA

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

APOLOGIES: moved the apology received from be
accepted.
seconded

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

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, 14th June 2016 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**

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

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>
• Old Hospital landscaping works (paths and culdesac)	80%
• Holloway Crescent - concrete footpath construction	35%
• Boandik Terrace - blowhole drainage project (tree removal works)	on hold
• Davison Street - retention basin (fencing)	50%
• Rail Trail - Pick Avenue to White Avenue	50%

- Pine Tree removal - selective thinning 70%

Railway Lands

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

Completed Tasks

- Gordon Street footpath construction
moved the report be received.
seconded

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

Goal: Environment

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

The Engineering Manager reported:

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

moved it be recommended

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

seconded

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

Goal: Community Well-Being

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

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

The Environmental Health Officer reported:

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

moved it be recommended:

- (a) Council continue to support the education and networking opportunities for public health related matters to strengthen existing services and improve the communities well-being;
- (b) provide Junction Australia with strategies used when the booklet project outlined in this report is undertaken.

seconded

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

Goal: Environment

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

The Engineering Technical Officer reported:

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

moved it be recommended

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

seconded

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

Goal: Building Communities

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

The Director Operational Services reported:

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

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

(b) the matters discussed were as follows:

1. Electricity Accounts

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

2. Budget

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

3. Business Plan

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

4. Maintenance for 2016/2017

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

moved it be recommended:

(a) The report be received and contents noted.

seconded

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

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance.

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

Goal: Building Communities

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

Goal: Securing Economic Prosperity

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

Goal: Diversity

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

moved it be recommended:

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

seconded

MOTIONS WITHOUT NOTICE -

7. CONSIDERATION FOR EXCLUSION OF PUBLIC

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

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

Operational Services Committee Agenda for 12th July 2016 Cont'd...

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

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

seconded

The meeting closed at _____ a.m.

AF11/866

SW

Item 4 Operational Services Committee - Umpherston Street (damage to road and kerbing)







REF: AF11/1522

The building was constructed on Council owned land (Frew Park) by St John Ambulance Australia SA Inc. and was leased to St John's until the separation of the ambulance service to the South Australian Government (SA Ambulance). St Johns and SA Ambulance shared the building until SA Ambulance vacated in 2014 to their new building on Sturt Street. The northern

Operational Services Report No. 4/2016 cont'd...

wing of the building remains occupied by St Johns on a temporary basis whilst the southern wing (former SA Ambulance offices, ambulance bay etc.) are unsuitable for occupation without significant maintenance work.

While the building has been historically managed by (not for profit/government) service providers, Council has provided assistance with maintenance from time to time.

In 2011 a report was issued by Tonkin Consulting Engineers focusing on the condition of external walls, lintels and the garage floor. Extensive cracking was found in the external walls mainly due to a lack of expansion joints in the original design along with minor issues relating to concrete and steel lintels. Remedies were outlined, including cutting in expansion joints, replacing lintels and other repair works.

In 2013 Council Officers conducted an on-site condition rating inspection and determined the following issues required attention:

- roof and box gutters rusting and failing in numerous locations;
- northern window lintel failure (noted in Engineers report);
- internal wall damage, beading and cornice failure from water leaks;
- various locations of wall cracking (noted in engineers report);
- rear carport steel rusting;
- external paint system failing;
- various floor tiles lifting.

In general terms, the St Johns (northern) part of the building is in the poorest condition (significant roof and minor wall defects) however it remains the most 'valuable' part of the asset due to the size and quality of the rooms and amenities provided.

The former SA Ambulance (southern) part of the building is in better condition (due to more regular maintenance and age) but has less future potential due to the smaller sized rooms and lack of quality space for office type operations.

Summary

For the purpose of this report, three possible options have been investigated:

1. retain the building in its entirety and provide MINIMUM maintenance/capital expenditure to bring building up to ongoing habitable standard, AND
2. in addition to part 1 (above), refurbish internally for useful community purpose - may incorporate minor internal modifications (layout changes), OR
3. newly built fit-for-purpose facility of similar external dimensions and internal layout for the existing site or new site including any demolition or site clearance costs.

WORKS	OPTION 1	OPTION 2	OPTION 3
Remove roof sheeting, re-pitch where possible & replace roof sheeting, capping & gutters	\$200,000		
Re-build northern window	\$20,000		
Repair wall cracks	\$20,000		
Repair window lintels	\$10,000		
Patch, paint & repair internal linings	\$20,000		
Patch & repair carport structure	\$10,000		
Patch, paint & re-tile internal wet areas/toilets	\$20,000		
Paint Building Externals	\$20,000		

Operational Services Report No. 4/2016 cont'd...

Minor internal modifications, patch, paint & repair internal spaces including lighting, A/C & carpets.		\$400,000	
Demolition – Total Building			\$100,000
New Building – approx. 500m ²			\$1,250,000
New car park- approx. 750m ²			\$100,000
APPROX. TOTAL COST	\$320,000	\$400,000	\$1,450,000

Another option may be to demolish the least 'valuable' part of the building, being the southern wing and the enclosed garage AND completely refurbish only the northern part of the building. The southern portion of the land could then be developed as an on-site carpark.

The cost of this fourth option is likely to be:

Demolition	\$50,000
Roof works	\$100,000
Maintenance	\$120,000
Internal Refurbishment	\$290,000
Car park	\$100,000
APPROX. TOTAL COST	\$660,000

RECOMMENDATION

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



Daryl SEXTON
DIRECTOR OPERATIONAL SERVICES

sighted:



Grant HUMPHRIES
ACTING CHIEF EXECUTIVE OFFICER

7th July, 2016
SW