

OPERATIONAL SERVICES COMMITTEE

Meeting held in the Conference Room, Operational Services Area, Level One of Civic Centre, 10 Watson Terrace, Mount Gambier, held on Tuesday 10th February 2015 at 7.30 a.m.

MINUTES

- PRESENT: Cr I Von Stanke (Presiding Member)
Mayor A Lee, Crs C Greco, P Richardson and F Morello
- APOLOGIES: Cr Von Stanke moved the apology received from Cr D Mutton be accepted.
Cr Richardson seconded Carried
- COUNCIL OFFICERS: Chief Executive Officer, Mark McShane
Director - Operational Services, Daryl Sexton
Engineering Manager, Daryl Morgan
Manager Governance and Property, Michael McCarthy
Manager Strategic Projects, Tracy Tzioutziouklaris
Administration Officer - Operational Services, Sarah Moretti

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 Tuesday, 20th January 2015 be taken as read and confirmed.
Cr Greco seconded Carried
- QUESTIONS: (a) With Notice - nil submitted.
(b) Without Notice - nil received.

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

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>
• Railway Lands Paving Works	15%
• Commerce Place Redevelopment stage	20%
• Wehl Street North (Commercial Street to Jane Street) reconstruction	10%
• Pram Ramp Program	50%
• Road Reseal Program	25%
• Wandaree Court drainage construction	10%
• Caroline Landfill Cell 1 & 2 capping	10%

Cr Von Stanke moved the report be received.

Cr Morello seconded Carried

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2. GOVERNANCE - Council Development Assessment Panel - Minutes of Meeting held 22nd January 2015 - Ref. AF13/399

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

Cr Von Stanke moved it be recommended:

- (a) Minutes of the Council Development Assessment Panel meeting held on Thursday, 22nd January 2015 be received;**
- (b) the decisions made by the Council Development Assessment Panel be noted.**

Cr Greco seconded

Carried

3. COMMUNITY RELATIONS - Liaison - Centenary of Lions - June 2017

Goal: Building Communities
Strategic Objective: (i) Encourage the development of community facilities and infrastructure, community events, and active and safe community spaces through direct support, seeking funding, facilitation etc
(ii) Recognise and support our volunteers, community organisations and their sustainability as they continue to be the foundation of the community

The Presiding Member reported:

- (a) The Centenary of Lions occurs in June 2017 and the local zone (which includes the three (3) Mount Gambier Clubs, Penola, Port MacDonnell and Kalangadoo) are considering commemorating this significant milestone with the establishment of a "Lions Park" in Mount Gambier;
- (b) very preliminary discussions between representatives of Lions and Council staff have identified a portion of the Old Hospital site (adjacent to the Old Laundry) as being a site of interest;
- (c) this location does not have any "conflicts" with any other dedications, memorials or the like and is very high profile.

Cr Von Stanke moved it be recommended:

- (a) The report be received;**
- (b) this matter be referred to the Former Hospital Sub-Committee for further consideration.**

Cr Richardson seconded

Carried

4. STRATEGIC MANAGEMENT - Development and Review - Infrastructure and Asset Management Plan - June 2017

Goal: Building Communities

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

The Presiding Member reported:

- (a) The Infrastructure and Asset Management Plan 2014 is nearly complete (will be completed by the scheduled meeting date);
- (b) the plan examines, in depth, Councils various assets (namely Infrastructure - roads, drains, footpaths, carparks, Plant and Equipment and Buildings and Structures);
- (c) the plan summarises valuations of all asset classes, establishes service standards to be maintained and provides estimates to maintain both the asset (in a fit for purpose state) and the designated service standards;
- (d) when Council is able to fund the annual 'consumption' of assets (i.e. depreciation) it is managing its assets in a sustainable manner;
- (e) the plan indicates that Council has achieved good results with infrastructure assets and plant and equipment, but buildings and structures still require further examination and investigation;
- (f) valuations for the asset classes of Infrastructure and Plant and Equipment are determined internally and Building and Structures by external consultants.

Cr Von Stanke moved it be recommended:

- (a) The report be received;**
- (b) Council receive and endorse the Infrastructure and Asset Management Plan - July 2014.**

Cr Greco seconded

Carried

5. STRATEGIC MANAGEMENT - Policy Review - B150 (Building - Sewer Connections, Waste Management Control and Provision of Toilet Facilities) - AF11/1950

Goal: Governance

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

The Presiding Member reported:

- (a) In March 2014, Council considered Operational Services Report No. 7/2014 in relation to the review of Operational Services Policies and resolved:
 - “(d) amalgamation and/or review of remaining Operational Services Policies continue to be undertaken on a prioritised and periodical basis under the direction of the Operational Services Committee.”;*

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- (b) In accordance with that resolution, the Council Policy relating to sewer connections, waste management control and the provisions of toilet facilities has been reviewed and the amended policy is presented for consideration and adoption as attached to this report;
- (c) The changes that have been made to this Policy include:
- removal of outdated requirements;
 - formatting into the new Council Policy template; and
 - general grammatical changes.
- (d) the existing Policy can be found on Council's website:
B150 - Building - Sewer connections, waste management control and the provisions of toilet facilities:
<http://www.mountgambier.sa.gov.au/docs/council/policies/Operational%20Services%20Policy%20B150%20-%20Inspectorial%20-%20Building%20-%20Sewer%20Connections,%20Waste%20Management%20Control%20and%20Provision%20of%20Toilet%20Facilities.pdf>

Cr Von Stanke moved it be recommended:

- (a) **The report be received;**
- (b) **Council hereby adopts new Council Policy B150 - Building - Sewer Connections, Waste Management Control and the Provisions of Toilet Facilities, as attached to this report;**
- (c) **Council makes the necessary amendments to Council's Policy Manual Index.**

Cr Morello seconded

Carried

6. STRATEGIC MANAGEMENT - Policy Review - L130 (Land Divisions) - AF11/1950

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

The Presiding Member reported:

- (a) In March 2014, Council considered Operational Services Report No. 7/2014 in relation to the review of Operational Services Policies and resolved:
- “(d) amalgamation and/or review of remaining Operational Services Policies continue to be undertaken on a prioritised and periodical basis under the direction of the Operational Services Committee.”;*
- (b) In accordance with that resolution, the Council Policy relating to land division has been reviewed and the amended policy is presented for consideration and adoption as attached to this report;
- (c) The changes that have been made to this Policy include:
- the amalgamation of Council Policies L130 and L135, therefore forming one Policy;
 - formatting into the new Council Policy template; and

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- general grammatical changes.
- (d) The existing Policies can be found on Council's website:
- L130 - Land Divisions:
<http://www.mountgambier.sa.gov.au/docs/council/policies/L130.pdf>
- L135 - Land Divisions - Provision of power to new allotments:
<http://www.mountgambier.sa.gov.au/docs/council/policies/L135.pdf>

Cr Richardson moved it be recommended:

- (a) **The report be received;**
- (b) **Council hereby adopts new Council Policy L130 - Land Divisions, as attached to this report;**
- (c) **Council revoke existing Council Policy L135 - Land Divisions - Provision of Power to New Allotments;**
- (d) **Council makes the necessary amendments to Council's Policy Manual Index.**

Cr Greco seconded

Carried

7. STRATEGIC MANAGEMENT - Policy Review - 0110 (Order Making) - AF11/1950

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

The Presiding Member reported:

- (a) In March 2014, Council considered Operational Services Report No. 7/2014 in relation to the review of Operational Services Policies and resolved:
- “(d) amalgamation and/or review of remaining Operational Services Policies continue to be undertaken on a prioritised and periodical basis under the direction of the Operational Services Committee.”;*
- (b) In accordance with that resolution, the Council Policy relating to order making has been reviewed and the amended policy is presented for consideration and adoption as attached to this report;
- (c) The changes that have been made to this Policy include:
- review and updating of Authorised Persons table;
 - formatting into the new Council Policy template; and
 - general grammatical changes.
- (d) the existing Policy can be found on Council's website:
<http://www.mountgambier.sa.gov.au/docs/council/policies/O110.pdf>

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- (e) public consultation was not required under Section 259 (2) of the *Local Government Act 1999* as the review of and alteration to the Policy is of a minor nature.

Cr Von Stanke moved it be recommended:

- (a) **The report be received;**
- (b) **Council hereby adopts new Council Policy O110 - Order Making, as attached to this report;**
- (c) **Council makes the necessary amendments to Council's Policy Manual Index.**

Cr Morello seconded

Carried

8. TRAFFIC MANAGEMENT - Public Reaction - Engelbrecht Lane - Creation of Shared Zone - AF11/1867

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*
 - (ii) *The identified needs of the community are met, through implementing Long Term Asset Management Plans and Infrastructure Plans*

The Presiding Member reported:

- (a) Council Officers have recently been approached by a number of business owners regarding concerns for pedestrian safety and various traffic related issues in Engelbrecht Lane;
- (b) by way of background, Engelbrecht Lane was redeveloped by Council seven (7) years ago as part of the City Centre redevelopment works and the design focussed on creating a more pedestrian friendly environment by opening up the area and replacing the bitumen paved laneway with pavers. The design intent was to create a precinct that would create a sense that this space was not necessarily a vehicle space but a space where pedestrians also had equal use.
- (c) whilst there is no signage to indicate who has right of way or what the vehicle speed limit is, the nature of the streetscape design (which was modelled on best practice from other examples throughout Australia) self regulates both speed and the safe interaction of pedestrians and vehicles;
- (d) since the redevelopment works were completed, Council is not aware of any accidents involving pedestrians/vehicles so it could be suggested that the precinct is functioning as intended;
- (e) however, recent concerns raised by some of the local business owners indicate that the confusion over who has right of way needs to be defined;
- (f) one way of simply achieving this would be to formally establish this area as a "shared zone";
- (g) by definition, a shared zone allows pedestrians to share the space (laneway) normally reserved for vehicles and to actually have right of way. There is normally

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a lowered speed limit posted for this zone in addition to the area being declared a shared zone;

- (h) in the case of Engelbrecht Lane the creation of a 10km/h shared zone would establish that pedestrians are formally entitled to be in this zone and that the vehicle limit is set at 10km/h;
- (i) as Council does not have delegated authority under the general approval from the Minister of Transport to install a shared zone, Council must seek the approval from the Commissioner of Highways before establishing a shared zone.

Cr Von Stanke moved it be recommended:

- (a) The report be received;**
- (b) Council endorse the creation of a shared zone (10km/h) for Engelbrecht Lane for the southern portion currently available to vehicular traffic;**
- (c) Council make application to the Commissioner of Highways for the establishment of a shared zone at Engelbrecht Lane as identified in part (b) above.**

Cr Morello seconded

Carried

9. TRAFFIC MANAGEMENT - Regulating - Parking On-Street - Percy Street - Loading Zone - Ref. AF11/1880

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*
- (ii) The identified needs of the community are met, through implementing Long Term Asset Management Plans and Infrastructure Plans*

The Presiding Member reported:

- (a) During the Christmas period Council trialled a temporary loading zone on Percy Street (southern side) to assist with traffic management in the busy Percy Street area. Feedback from local delivery businesses was very positive and a permanent loading zone would be an asset in the area;
- (b) the proposed loading zone is shown on the aerial map attached to the Traffic Impact Statement.

Cr Von Stanke moved it be recommended:

- (a) The report be received;**
- (b) The Traffic Impact Statement 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
2.2.079**

LOADING ZONE

PERCY STREET - southern half from 74.0 metres west of the intersection with Mitchell Street to 81.0 Metres east of the said intersection to apply from 8.00 am to 5.00 pm Monday to Friday/ 8.00 am to 12.00 noon Saturday

to be effective on the installation of appropriate signage.

Cr Greco seconded

Carried

10. OPERATIONAL SERVICES REPORT NO. 5/2015 - Government Relations - SELGA Regional Planning Alliance Project - Ref. AF11/936

Goal: Governance
Strategic Objective: (i) To conduct Council business with probity, transparency, and accountability, to meet in a timely way all legislative and regulatory requirements; to implement prudent and professional financial and operational management; and to seek active and ongoing engagement in decision making with all stakeholders.

Goal: Building Communities
Strategic Objective: (i) To maintain and improve the quality of life of our people by fostering an appropriate range of infrastructure, services and activities.

Goal: Securing Economic Prosperity
Strategic Objective: (i) Develop and implement a dynamic planning process to meet emerging economic, social and environmental conditions.

Cr Richardson moved it be recommended:

- (a) Operational Services Report No. 5/2015 be received;**
- (b) Council receives and note the SELGA Discussion Paper: *Regional Planning Alliance Project: Investigating a Regional Approach to Planning Functions and Decision Making (2014)*;**
- (c) Council endorse the formation of the SELGA Regional Planning Alliance Implementation Group;**
- (d) Nominate Cr Ian Von Stanke and Mr Daryl Sexton, Director - Operational Services as the City of Mount Gambier representatives on the SELGA Regional Planning Alliance Implementation Group;**
- (e) Provides in principle support and endorses the Regional Planning Alliance Memorandum of Understanding;**
- (f) Council notes the Work Plan for January-June 2015, and proposed program to deliver the project in 2015-2016;**
- (g) Council endorse the Work Plan for the remainder of 2014/2015, including the commencement of a tender process to provide accurate costings of the process, on the expectation that any investigations include a thorough triple bottom line analysis. The investigations must conclude that the Regional Planning Alliance Project will not result in a net cost increase to the City of Mount Gambier or a loss of service to the City's residents. It is expected that**

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any investigations, particularly in relation to the creation of a Regional Planning Authority address the following:

1. Development of a clear model of the Regional Planning Authority, together with a thorough triple bottom line analysis;
2. Compatibility of computerised records systems to be addressed;
3. Clear and concise details of the proposed governance structure of the Regional Planning Authority; and
4. Clarification on whether this model includes all development assessment functions, all being undertaken by the Authority and not Council. If this is the case, industrial relations/HR issues/physical assets, need to be discussed and addressed as part of the business case development;
5. Clarification on the legal requirements to implement the Regional Planning Authority model.

(h) Council advise the SELGA Executive Officer of the above resolution.

Cr Morello seconded

Carried

11. OPERATIONAL SERVICES REPORT NO. 6/2015 - Infrastructure - Long Term Infrastructure and Asset Management Program - Ref. AF11/1255, AF11/1253, AF11/1254, AF11/1491, AF11/629, AF13/7

Goal: Building Communities

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

Cr Von Stanke moved it be recommended:

- (a) Operational Services Report No. 6/2015 be received;
- (b) all projects listed in Appendix 1 to Appendix 6 inclusive for 2015/2016 be referred to the 2015/2016 Draft Budget for further consideration.

Cr Greco seconded

Carried

12. OPERATIONAL SERVICES REPORT NO. 7/2015 - Policy Review - A240 (Events on Council Land), F120 (Burning in Open), F135 (Flammable Undergrowth), L230 (Licensed Premises) and T110 (Taxi Regulation) - Ref. AF11/1950

Goal: Governance

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

Cr Von Stanke moved it be recommended:

- (a) Operational Services Report No. 7/2015 be received;
- (b) Council hereby adopts new Council Policy A240 - Community - Assemblies and Events on Council Land as attached to this report;
- (c) Council hereby adopts new Council Policy F120 - Clean Air - Burning In Open - Non-Domestic Premises as attached to this report;

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- (d) Council hereby adopts new Council Policy F135 - Flammable Undergrowth, as attached to this report;
- (e) Council hereby adopts new Council Policy L230 - Licensed Premises as attached to this report;
- (f) Council hereby adopts new Council Policy T110 - Taxi Regulation, as attached to this report;
- (g) Council makes the necessary amendments to Council's Policy Manual Index.

Cr Richardson seconded

Carried

13. OPERATIONAL SERVICES REPORT NO. 8/2015 - Policy Review - A200 (Keeping of Birds and Livestock), A210 (Animals - Noise Nuisance), D210 (Dog Control - Problem Dogs) and D220 (Dog Control - Seizure of Dogs) - Ref. AF11/1950

Goal: Governance

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

Cr Von Stanke moved it be recommended:

- (a) Operational Services Report No. 8/2015 be received;
- (b) Council hereby adopts new Council Policy A### - Animal Control as attached to this report;
- (c) Council revoke existing Council Policies A200 - Animals - Keeping of Birds, Livestock and A210 Animals - Noise Nuisance;
- (d) Council hereby adopts new Council Policy A### - Animal Control - Dogs as attached to this report;
- (e) Council revoke existing Council Policies D210 - Dog Control - Problem Dogs and D220 - Dog Control - Seizure of Dogs;
- (f) Council makes the necessary amendments to Council's Policy Manual Index.

Cr Greco seconded

Carried

14. OPERATIONAL SERVICES REPORT NO. 9/2015 - Policy Review - C330 (Removal of Objects from Council Land) - V120 (Removal of Vehicles from Public Places) - C340 (Sale of Commodities of Articles - Vehicles) - F220 (Sale of Commodities or Articles - Footways) - C180 (Badge and Raffle Days) - Ref. AF11/1950

Goal: Governance

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

Cr Von Stanke moved it be recommended:

- (a) Operational Services Report No. 9/2015 be received;
- (b) Council hereby adopts new Council Policy F### - Footways and Council Land - Removal of Objects, as attached to this report;

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- (c) Council revoke existing Council Policies C330 Council Land - Removal of Objects from Council Land (including streets) and V120 Vehicles - Removal from public places (streets);
- (d) Council hereby adopts new Council Policy F### - Footways And Council Land - Sale Of Commodities as attached to this Report;
- (e) Council revoke existing Council Policy C340 Council Land - Sale of Commodities or Articles from Vehicles and F220 Footways - Sale of Commodities or Articles;
- (f) Council hereby adopts new Council Policy F### - Footways and Council Land - Fundraising and Promotion, as attached to this Report;
- (g) Council revoke existing Council Policies C180 - Community Organisations - Badge Days Raffles Street Stalls and P120 - Parking - On streets, roads and Council properties of vehicles for promotional, educational and commercial purposes;
- (h) Council makes the necessary amendments to Council's Policy Manual Index.

Cr Morello seconded

Carried

MOTIONS WITHOUT NOTICE - Nil

CONFIRMED THIS

DAY OF

2015.

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PRESIDING MEMBER

The meeting closed at 7.55 a.m.
AF11/866
SM